

**UNIVERSITY OF CAPE COAST  
CAPE COAST, GHANA**

**STUDENTS' HANDBOOK**

**REVISED 2020**

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## FOREWORD

It is with great pleasure that we welcome all students to the University of Cape Coast Campus. The Students' Handbook has been designed to help you understand how the University is organised, how you can make the maximum use of your stay in the University, and what role is expected of you in the system. The Handbook includes excerpts from relevant Rules and Regulations as they affect your life in the University, and should be a very useful reference.

Special attention is drawn to the communication channels among students, and between students, on one hand, and Hall Masters/Wardens and Tutors, Faculties; Dean of Students, the General Administration and the Vice-Chancellor's Office, on the other hand. It is our wish to see that these channels are kept open and that they are properly utilized in the interest of efficient administration and successful student life on campus.

Students are strongly advised to adhere to the Rules and Regulations of University of Cape Coast as stipulated in this Handbook.

*Prof. Eugene K. M. Darteh*  
*Dr. Edem Amenumey*  
*Mr. Gideon Enoch Abbeyquaye*  
*Rev. Prof. Kankam Boadu*  
*Mr. Ernest Amankwa Afrifa*  
*Ms. Millan Ahema Tawiah*  
*Dr. Samuel Yaw Ampofo*

*Mr. Solomon Gyesi*  
*Mr. Emmanuel Aidoo*  
*DCOP (Rtd.) Patrick Adusei Sarpong*  
*Mrs. Afua Anima Ntow*

*Mr. Albert Awortwi Sagoe*  
*Mr. Zaki Abdul-Hamid*

*Dean of Students*  
*Vice-Dean of Students*  
*Director, Directorate of Academic Affairs*  
*Vice-Dean, School of Graduate Studies*  
*Rep., Committee of Heads of Hall*  
*Rep., Committee of Heads of Hall*  
*Coordinator, Students' Support*  
*Services Unit (CoDE)*  
*Legal Department*  
*Assistant Registrar, Office of the Registrar*  
*Head, Security Section*  
*Assistant Registrar, Office of the Dean of*  
*Students*  
*President, GRASAG*  
*President, SRC*

## INFORMATION AND REGULATIONS FOR STUDENTS



## **PURPOSE OF THE STUDENTS' HANDBOOK**

The Students' Handbook exists in providing the best possible learning and living environment for all students. The University upholds the shared values of academic excellence, caring, trust, fairness, citizenship, respect, and responsibility as the foundation for a successful academic environment. As a tool, the Students' Handbook helps promote growth and learning as students interact with their environment and accept responsibility for decision-making. It educates students about their responsibilities as *members* of an academic community and imposes sanctions when student's conduct puts the members of the community in jeopardy or when the University has a clear and distinct interest in addressing the student's behaviour.

Each student, as a member of this community, is responsible for being familiar with the regulations of the University of Cape Coast Students' Handbook, the Statutes and the Constitution of Ghana, since these reasonably guide behaviour. Students at the University of Cape Coast can access a copy of the Students' Handbook and the Statutes at the University's website. Hard copies of the Students' Handbook will be available to students at fresh students' orientation programme. Students can also access copies from the Office of the Dean of Students.

## **AUTHORITY OF THE STUDENTS' HANDBOOK**

The Students' Handbook is not a code of criminal law; criminal law concepts, processes, and procedures do not apply to it. The University will take appropriate action when student conduct runs contrary to the University's mission or a clear and distinct university interest, regardless of whether a criminal offense has occurred. The University reserves the right to take necessary and appropriate actions to protect the health, safety and well-being of the University community and its members.

Students and student organisations are subject to the provisions in the Students' Handbook, University Statutes and the Constitution of Ghana. If a visitor or guest of a University student or organisation does not comply with University regulations or laws of the nation, the student or organisation may be subject to University sanctions, as well as the provision in the laws of the nation. Members who believe a crime has occurred or anticipate that a crime is about to occur should inform UCC campus security for the necessary action. Proceedings under the Students' Handbook may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

## **JURISDICTION OF THE STUDENTS' HANDBOOK**

The Students' Handbook applies to the conduct of all junior members in the University of Cape Coast. These include the conduct of individual students, both undergraduate and graduate, and all University-affiliated student organisations. The regulations in the Students' Handbook apply to all regular, distance and sandwich students of the University of Cape Coast.

- a. The University retains conduct jurisdiction over students who are yet to commence lectures but are formally admitted to the university, and those who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate and all sanctions must be satisfied prior to the hold being released. In the event of serious misconduct committed while enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former students be found responsible, the University may revoke the student's degree.
- b. The Students' Handbook applies to behaviours that take place on the campus, at University-sponsored events and may also apply off-campus when the Dean of Students determines that the off-campus conduct affect a clear and distinct University interest. The term "off-campus" includes anywhere that is not University premises. Specifically included within the University's clear and distinct interest are violations that:
  - i. Involve conduct directed at other members of the University community or that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
  - ii. Disrupt educational programmes or activities or other functions of the University;
  - iii. Occur during the events of organisations affiliated with the University, including the events of student organisations;
  - iv. Occur during or at University-sponsored events or programmes;
  - v. Occur during a study abroad programme;
  - vi. Pose a threat to the health and/or safety of members of the University community.
- c. The Students' Handbook shall also be applied to behaviours conducted online, via WhatsApp, Facebook, email or other electronic medium or media. Students should also be aware that online postings such as blogs, web posting, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to an allegation of conduct violations.
- d. Visitors to and guests of the University may seek resolution of violations of the Students' Handbook committed against them by students through the Office of the Dean of Students.

## **OVERVIEW OF UNIVERSITY OF CAPE COAST**

The University of Cape Coast was inaugurated on 15<sup>th</sup> December, 1962 as a University College and placed in a special relationship with the University of Ghana. On 1<sup>st</sup> October, 1971, the University attained the status of a full and independent University with the authority to confer its own Degrees, Diplomas and Certificates by an Act of Parliament, The University of Cape Coast Act, 1971 (Act 390) and subsequently the University of Cape Coast Law, 1992 (PNDC Law 278).

The University of Cape Coast was established out of a need for highly qualified and skilled manpower in the teaching and development of the nation's human capital, thus it was established

to train Graduate Teachers for Second Cycle Institutions, Teacher Training Colleges and Technical Institutes; a mission that the two Universities existing at the time (the University of Ghana and Kwame Nkrumah University of Science and Technology) were ill-equipped to fulfill.

The University has since its establishment added to its functions programmes of study such as the Educational Planning and Administration; Accounting, Management Studies and Human Resource Management; Nursing and Medicine; Environmental Science, Governance, Law and Agriculture. It is therefore playing a unique and vital role in the nation's efforts at strengthening its human resource base.

## **VISION STATEMENT**

“To be a University with worldwide acclaim that is strongly positioned for Innovative Teaching, Research, Outreach and Professional Development”.

## **MISSION STATEMENT**

The University of Cape Coast is an equal opportunity University uniquely placed to provide quality education through the provision of comprehensive, liberal and professional programmes that challenge learners to be creative, innovative and morally responsible citizens. The University constantly seeks alternative ways to enhance the capacities of its academics and administrative staff to respond effectively to the developmental needs of a changing world.

## **CORE VALUES**

**Excellence:** UCC seeks to pursue excellence through the creation of standards in teaching, intellectual inquiry and professional practice which inform and permeate all aspects of the University's operations.

**Empowerment:** UCC offers opportunities to its employees and products in a manner that empowers them to be agents of change wherever they find themselves.

**Equal Opportunities:** UCC strives to provide equal opportunity and access to quality education and services to all categories of person regardless of colour, creed, ethnicity, gender, social status and physical ability.

**Ethical Behaviour:** UCC upholds acts of honesty and responsible behaviour and holds its members accountable for their actions and conduct in a way that promotes integrity of the person and the image of the University.

## **THE OFFICE OF THE DEAN OF STUDENTS – UCC**

### **An Overview of the Office of the Dean of Students**

The Office of the Dean of Students (ODS) is responsible for the welfare of junior members of the University in relation to academic, residential and social matters. In particular, ODS is responsible for the accommodation of students in halls of residence, chaplaincy services, guidance and counselling services and sports and recreation activities. The Office is also responsible for intra-university, inter-university and international student competitions or meetings. Furthermore, the Office is responsible for student governing bodies, organisations, clubs and societies.

The Dean of Students liaises with the Vice-Chancellor, Pro Vice-Chancellor, Registrar, Heads of Department, Hall Masters/Warden, Residence Committee, the Students Representative Council and the Graduate Students' Association of Ghana (UCC) on all matters affecting the welfare of students.

### **VISION STATEMENT**

To be a student-centred office committed to students development and success.

### **MISSION STATEMENT**

Provision of a conducive living-learning environment that is inclusive and supportive for the advancement of students' welfare.

### **CORE VALUES**

**Excellence:** ODS strives to advance high standards in intellectual and culturally accepted inquiry

**Empowerment:** ODS offers services to enable students engage in critical enquiry and life-long learning meant to enhance confidence for contributing to personal and community development.

**Equal Opportunities:** ODS strives to provide equal opportunity and access to quality education and services to all categories of persons regardless of colour, creed, ethnicity, gender, social status and the differently abled.

**Ethical Behaviour:** ODS upholds acts of honesty and responsible behaviour and holds all students accountable for their actions and conducts in a way that promotes integrity of the person and the image of the University.

## **ADMINISTRATIVE ORGANISATION OF THE UNIVERSITY OF CAPE COAST**

A UNIVERSITY is a highly complex entity, but in our case the complexities are further compounded by the fact that we are residential and obliged to provide a whole range of services which, in many other countries, would fall to the civic authorities. Although we have to aim at the maximum degree of efficiency in the administration of the University, the objectives as a University make it impossible for us to follow administrative models and procedures that are exactly analogous to what might obtain in a government department or public corporation. At all levels, we are constrained to respect scrupulously the University spirit and to ensure that our decision-making processes are not only democratic but enlightened and conducive to the

fostering of good relations between individuals and between different sections of the University, without permitting undue laxity. There must be sufficient flexibility in our system to take into account the differences in personality that are necessarily found in an institution of this kind so that the University's work may be accomplished in a healthy and humane atmosphere.

The UNIVERSITY OF CAPE COAST consists of the following broad overlapping divisions:

- a. CENTRAL ADMINISTRATION
- b. ACADEMIC DIVISIONS
- c. SUPPORT SERVICES
- d. OFFICE OF THE DEAN OF STUDENTS

**CENTRAL ADMINISTRATION**

**Department**

Office of the Vice-Chancellor  
 Office of Pro Vice-Chancellor  
 Office of the Registrar  
 Directorate of Finance  
 Directorate of Internal Audit  
 Directorate of Academic Affairs  
 Directorate of Human Resource  
 Directorate of Public Affairs  
 Directorate of Legal Consular and General Services  
 Directorate of Physical Development & Estate Management

**Head**

Vice-Chancellor  
 Pro Vice-Chancellor  
 Registrar  
 Director  
 Director  
 Director  
 Director  
 Director  
 Director  
 Director

**OTHER DIRECTORATES/CENTRES/SERVICES**

Directorate of Academic Planning and Quality Assurance  
 Directorate of University Health Services  
 Directorate of Information Communication & Technology Services  
 Directorate of Research, Innovation and Consultancy  
 Centre for International Education  
 Sam Jonah Library  
 Security Section  
 University Fire Services  
 University Nursery/Kindergarten School  
 University Primary School  
 University Junior High School  
 University Practice Senior High School

Director  
 Director  
 Director  
 Director  
 Dean  
 Librarian  
 Chief Security Officer  
 Chief Fire Officer  
 Head-Teacher  
 Head-Teacher  
 Head-Teacher  
 Head-Master/Head-Mistress

**OFFICE OF THE DEAN OF STUDENTS**

Office of the Dean of Students  
 Committee of Heads of Hall

Dean of Students  
 Chairman, Dean of Students

## **HALLS OF RESIDENCE AND OTHER UNITS UNDER THE OFFICE OF THE DEAN OF STUDENTS**

<b>Name</b>	<b>Head</b>
Adehye Hall	Hall Warden
Oguaa Hall	Hall Warden
Atlantic Hall	Hall Master
Casely-Hayford Hall	Hall Master
Valco Hall	Hall Master
Kwame Nkrumah Hall	Hall Master
Valco Trust Hall	Hall Master
Alumni Hall	Hall Master
Superannuation Hall	Hall Master
University Hall	Hall Master
Students Representative Council Hall	Hall Master
Chaplaincy Board	Chairperson
Sports and Recreation Committee	Chairperson

### **CENTRAL ADMINISTRATION**

The Central Administration of the University is made up of the Vice-Chancellor, the Registrar, the Directorates of Finance, Internal Audit, Physical Development and Estate Management and University Health Service.

#### **Office of the Vice-Chancellor**

The Vice-Chancellor, who is the academic and administrative head of the University and chief disciplinary officer, is responsible to the University Council for the overall administration of the University. He/she has to be informed of all important developments and problems in the University, in particular those relating to academic activities, finance, physical developments and student affairs. Apart from his/her functions within the University, the Vice-Chancellor also serves as a spokesperson in relation to the government and external bodies, including the international community.

In the execution of his/her duties, the Vice-Chancellor works mainly through the various Boards/Committees which are responsible for policy-making, some of which he/she serves on as Chairperson. Even when he/she does not serve as Chairperson of some Committees/Boards, the Statutes provide that he/she should have unrestricted rights of attendance and speak at all meetings of University bodies and he/she either receives or has access to minutes of all University bodies.

#### **Office of the Pro Vice-Chancellor**

The Pro Vice-Chancellor's Office is one of the offices under the Office of the Vice-Chancellor. The office works in close collaboration with the Office of the Vice-Chancellor. The head, who is the Pro Vice-Chancellor, stands in for the Vice-Chancellor in his/her absence. The Pro Vice-Chancellor provides maximum support to the Vice-Chancellor to enable him/her achieve success in his/her administration.

The Pro Vice-Chancellor chairs the following Committees that have student members: Residence Committee, Transport Committee, University Health Services Committee, Public Relations Committee, Congregation Planning Committee, Students' Financial Support Committee, Committee on University Landed Properties and Disciplinary Committee (Junior Members). He/she is assisted in the office by a team of administrative staff.

### **Office of the Registrar**

The Registrar is the Secretary of the University Council and the Academic Board as prescribed by the Law and Statutes of the University. The Registrar is responsible to the Vice-Chancellor for the general administration of the University and for providing secretarial services for all bodies and committees as may be established by Statutes. The Registrar is the Chief Administrative Officer of the Vice-Chancellor and the University and is therefore the catalyst for the effective administration of the University.

The University's administrative structure and schedules of duties have been designed to reflect the role of the Registrar which, apart from his/her statutory functions described above, encompasses responsibility for strategic planning, advice and support to the Vice-Chancellor, responsibility for good governance through Council and Academic Board and their sub-committees; responsibility for legal and regulatory compliance, framework for policy development, communication and implementation, human resource management and development, students welfare and discipline, information and records management, coordination and oversight of all administrative directorates, among other areas.

The underlisted Administrative Directorates together with the Office of the Registrar constitute the Registry:

- i. Directorate of Finance
- ii. Directorate of Physical Development and Estate management
- iii. Directorate of University Health Services
- iv. Directorate of Human Resource
- v. Directorate of Academic Affairs
- vi. Directorate of Public Affairs
- vii. Directorate of Legal, Consular and General Services
- viii. Directorate of Information Technology Services
- ix. Office of the Dean of Students

### **Directorate of Finance**

The Director of Finance is the Chief Finance Officer of the University and has general responsibility for the administration of the financial affairs of the University. He/She superintends over all staff of the Directorate of Finance. He/She is also responsible for ensuring that the accounts of the University are prepared in accordance with the Act establishing the University, International Public Sector Accounting Standards and other relevant public legislation.

### **Directorate of Internal Audit**

The Directorate of Internal Audit performs its activities in all areas regarding corporate governance, risk management, control issues and reports administratively to the Vice-Chancellor of the University and functionally to the Audit Committee of the University Council.

The Directorate of Internal Audit certifies all payment vouchers and special advances before payments are made as well as physical verification and inspection of all items procured in the University.

### **Directorate of University Health Services**

The Directorate of University Health Services (DUHS) is the healthcare arm of the University of Cape Coast. The DUHS provides preventive, curative and rehabilitative health needs of students, staff and their dependents, and the general public. It was established in 1963 and has evolved from an infirmary attached to Adehye Hall to a Directorate.

The Directorate is made up of the UCC Hospital and the Environmental Health Section (EHS). The UCC Hospital is located adjacent the Central Administration of the University at the South Campus and operates 24/7. It also has an annex (Students' Clinic) located at the basement of LLT at the North Campus. The Students' Clinic operates from Monday to Friday from 8:00 a.m. to 3:00 p.m. The clinic is designed to cater for the exclusive needs of students and, therefore, students are advised to visit the clinic at all times, except during emergencies and non-working hours of the clinic.

The Hospital provides a wide range of services most of which are National Health Insurance Authority (NHIA) accredited. The services include OPD, in-patient, dental, surgical, maternal, pharmaceutical, diagnostic and physiotherapy sections, among others. Students' registration and renewal of NHI cards are borne by the University. The NHIS office is located behind the UCC Hospital Administration block and it runs from Monday to Friday (7:30 a.m. to 4:30 p. m.).

The Halls of Residence have infirmaries under the supervision of the DUHS to provide First Aid and Referral services. Students are encouraged to direct all complaints about all services to the Director or the Health Services Administrator for redress.

### **Directorate of Physical Development & Estate Management**

The Directorate of Physical Development and Estate Management is an integral part of University of Cape Coast providing Services for Physical Planning and Development of the University. It is also responsible for the maintenance, Estate Management, Grounds and Gardens, Telecommunication, Electricity and Water supply. The Units or Sections under the Directorate are Works Maintenance Unit, Estate Office, Exchange Unit, Water Section, Electricity Section and Project Section. The Directorate was established on 4<sup>th</sup> May, 1962. It was part of the administrative setup called Development Office.



### **Directorate of Human Resource**

The Directorate of Human Resource manages the human resource of the University to achieve its core mandate. The Directorate is headed by a Director who is responsible to the Registrar and has five Sections and a Unit, namely;

- Senior Members Section
- Senior Staff Section
- Junior Staff Section
- Welfare Section
- Training and Development Section
- Human Resource Information Systems Unit

### **Directorate of Public Affairs**

The Directorate of Public Affairs shall be responsible for building and maintaining the University's corporate image and relationship with key publics, managing events and communicating with the University's stakeholders. The Directorate shall be headed by the Director who shall be responsible to the Registrar.

### **Directorate of Legal, Consular and General Services**

The Directorate of Legal, Consular and General Services is made up of six main sections namely; Legal, Consular, Transport Section, Security Section, Fire Service Unit and the University Printing Press. It also has oversight responsibilities over the University's Pre-tertiary Schools and Post and Telecommunication services. The Directorate by the multiplicity of its functions is the hub around which many of the University's municipal services are centered.

### **Directorate of Information Communication Technology (ICT) Services**

The Directorate of Information and Communication Technology Services (DICTS) is responsible to the Vice Chancellor in the performance of his/her duties on strategic matters and to the Registrar on Operational matters. The overall vision is to Develop and Strengthen Integrated ICT Infrastructure and Facilities that robustly supports Teaching and Learning, Research and Outreach, Administration and Support Services. DICTS is responsible for improving ICT Networks & Infrastructure; strengthen implementation, deployment as well as reliable ICT backbone that includes integration of components, network administration and security, maintenance of hardware to support administration and enhance teaching, learning and research across the University of Cape Coast (UCC). Develop and implement a distinctive integrated management information systems, network/infrastructure, training and skills development for students to ensure all users of the UCC community are supported with the appropriate technology. Promote collaborative and integrative approach to the creation, capture, access and use of information assets, tacit and uncaptured knowledge of users and build data driven websites. Designing and developing eLearning resources for students and lecturers across all level of the University. Support the training of ICT based training programmes for staff and students.

The Sections under the ICT Directorate include: Network and Infrastructure Section (NIS); Management information Section (MIS); E-learning and Knowledge Management Section

(ElKnow); and ICT Training & Support Section (TAS). The Directorate of ICT Services has been established to oversee the implementation of ICT Services at the University.

### **Directorate of Research, Innovation and Consultancy**

The Directorate of Research, Innovation and Consultancy (DRIC) was established with the mandate to supervise and facilitate activities related to research and innovation of faculty members, as well as provide support for the consultancy engagements of faculty. DRIC as enshrined in the 2016 Statutes of the University is mandated to manage all matters relating to research, innovation and consultancy. The Directorate serves as a liaison between the University and Industry. The Directorate creates opportunities for businesses and other cooperate organizations to interact with faculty members and students who have commercially viable innovations/ideas.

### **Directorate of Academic Planning and Quality Assurance**

The Directorate of Academic Planning and Quality Assurance is directly under the Office of the Vice-Chancellor. The Directorate co-ordinates the planning and monitoring of academic programmes in the University. The Directorate is also the University-wide body with the responsibility for spearheading the quality assurance system of the University including all sections and various mechanisms designed to maintain high performance standards.

### **Centre for International Education**

The Centre for International Education manages all matters and programmes relating to international education, serve as an advisory unit to all academic departments on exchange programmes and collaborations. The Centre is also responsible for developing memoranda of understanding with institutions in and outside Ghana and organizing international workshops, seminars and conferences.

### **Directorate of Academic Affairs**

The Academic Divisions of the University are made up of Colleges/Faculties/Schools/Departments/Institutes/Centres and Units headed by Provost/Deans/Heads of Department/Directors and Coordinators.

The basic operational units of the various Colleges/ Faculties/Schools are the Teaching and Research Departments. The role of Colleges/Faculties/Schools is to coordinate the work of the Departments and to give them additional thrust and purpose, while the Academic Board is the supreme academic authority and policy-making body. The Directorate shall be headed by the Director who shall be responsible to the Registrar.

The following are the current Colleges/Faculties/Schools and the component Departments/Centre/Institutes/Units:

## **COLLEGE OF HUMANITIES AND LEGAL STUDIES**

### **FACULTY OF ARTS**

#### **DEPARTMENTS/CENTRES/ UNITS**

- Department of English
- Department of Classics and Philosophy
- Department of Ghanaian Languages and Linguistics
- Department of French
- Department of History
- Department of Religion and Human Values
- Department of Music and Dance
- Department of Theatre and Film Studies
- Department of Communication Studies
- Centre for African and International Studies
- Information Literacy Skills Unit
- Confucius Institute

### **FACULTY OF SOCIAL SCIENCES**

#### **DEPARTMENTS/CENTRES/UNITS**

- Department of Geography and Regional Planning
- Department of Sociology and Anthropology
- Department of Hospitality and Tourism Management
- Department of Population and Health
- Institute for Oil and Gas Studies
- Centre for Gender Research, Advocacy and Documentation

### **SCHOOL OF ECONOMICS**

#### **DEPARTMENTS/CENTRES/ UNITS**

- Department of Economic Studies
- Department of Applied Economics
- Department of Data Science and Economic Policy
- Microfinance Unit
- Centre for Data Archiving Management Analysis Advocacy

### **SCHOOL FOR DEVELOPMENT STUDIES**

#### **DEPARTMENTS/CENTRES/UNITS**

- Department of Environment, Governance and Sustainable Development
- Department of Integrated Development Studies
- Department of Labour and Human Resource Studies
- Department of Peace Studies

### **SCHOOL OF BUSINESS**

#### **DEPARTMENTS/CENTRES/UNITS**

- Department of Accounting
- Department of Finance
- Department of Management
- Department of Human Resource Management
- Department Marketing and Supply Chain Management
- Centre for Entrepreneurship and Small Enterprise Development
- Business Incubator

## **FACULTY OF LAW**

### **DEPARTMENTS/CENTRES/UNITS**

- Department of Legal Studies
- Department of Advanced Legal Studies
- Department of Legal Extension
- Law Library and Information Centre
- Centre for Legal Research

## **COLLEGE OF EDUCATION STUDIES**

## **FACULTY OF HUMANITIES AND SOCIAL SCIENCES EDUCATION**

### **DEPARTMENTS/CENTRES/UNITS**

- Department of Arts Education
- Department of Business & Social Sciences Education

## **FACULTY OF SCIENCE AND TECHNOLOGY EDUCATION**

### **DEPARTMENTS/CENTRES/UNITS**

- Department of Science Education
- Department of Mathematics & Information, Communication & Technology Education
- Department of Health, Physical Education and Recreation
- Department of Vocational and Technical Education

## **FACULTY OF EDUCATIONAL FOUNDATIONS**

### **DEPARTMENTS/CENTRES/UNITS**

- Department of Education & Psychology
- Department of Basic Education
- Department of Guidance and Counselling
- Counselling Centre
- Centre for Child Development Research and Referral
- Resource Centre for Alternative Media and Assistive Technology

## **SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH**

### **DEPARTMENTS/CENTRES/UNITS**

- Institute of Education
- Institute for Educational Planning and Administration
- Centre for Teacher Professional Development (CTPD)
- Centre for Teaching Support

## **COLLEGE OF AGRICULTURE AND NATURAL SCIENCES**

## **SCHOOL OF BIOLOGICAL SCIENCES**

### **DEPARTMENTS/CENTRES/UNITS**

- Department of Environmental Science
- Department of Molecular Biology and Biotechnology
- Department of Fisheries and Aquatic Sciences
- Department of Conservation Biology and Entomology
- Department of Biochemistry
- Department of Forensic Sciences
- Centre for Coastal Management

**SCHOOL OF PHYSICAL SCIENCES****DEPARTMENTS/CENTRES/UNITS**

- Department of Chemistry
- Department of Mathematics
- Department of Statistics
- Department of Physics
- Department of Computer Science and Information Technology
- Department of Laboratory Technology
- Laser and Fibre Optics Centre
- Department of Water and Sanitation

**SCHOOL OF AGRICULTURE****DEPARTMENTS/CENTRES/UNITS**

- Department of Crop Science
- Department of Animal Science
- Department of Agricultural Engineering
- Department of Agricultural Economics and Extension
- Department of Soil Science
- A.G. Carson Technology Village
- Meat Processing Unit

**COLLEGE OF HEALTH AND ALLIED SCIENCES****SCHOOL OF MEDICAL SCIENCES****DEPARTMENTS/CENTRES/UNITS**

- Department of Anesthesia and Pain Management
- Department of Chemical Pathology
- Department of Pathology
- Department of Community Medicine
- Department of Internal Medicine and Therapeutics
- Department of Medical Biochemistry
- Department of Microbiology and Immunology
- Department of Psychological Medicine and Mental Health
- Department of Surgery
- Department of Physiology
- Department of Obstetrics and Gynaecology
- Department of Paediatrics and Child Health
- Department of Medical Education and IT
- Department of Haematology
- Department of Medical Imaging
- Department of Pharmacology
- Department of Anatomy
- Clinical Teaching Programme
- Community-Based Experience and Service
- Problem Based Learning

**SCHOOL OF NURSING AND MIDWIFERY****DEPARTMENTS/CENTRES/UNITS**

- Department of Public Health
- Department of Adult Health Nursing
- Department of Mental Health Nursing
- Department of Maternal and Child Health Nursing

## **SCHOOL OF ALLIED HEALTH SCIENCES      DEPARTMENTS/CENTRES/UNITS**

- Department of Optometry and Vision Science
- Department of Medical Laboratory Science
- Department of Biomedical Sciences
- Department of Medical Imaging, Technology and Sonography
- Department of Clinical Nutrition and Dietetics
- Department of Physician Assistant Studies
- Department of Sports and Exercise Science
- Department of Health Information Management

## **SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES**

### **DEPARTMENTS/CENTRES/UNITS**

- Department of Pharmacology & Toxicology
- Department of Pharmaceutical Microbiology
- Department of Pharmacognosy & Herbal Medicine
- Department of Pharmaceutics
- Department of Pharmacy Practice
- Department of Pharmaceutical Chemistry

## **COLLEGE OF DISTANCE EDUCATION**

### **DEPARTMENTS/CENTRES/UNITS**

- Unit of Education Programmes
- Unit of Business Programmes
- Unit of Mathematics, Science and ICT Programmes
- Unit of Arts and Social Science Programmes

## **SCHOOL OF GRADUATE STUDIES**

The School of Graduate Studies (SGS) of the University of Cape Coast, came into being on 1<sup>st</sup> August, 2008. It began as a Committee on Higher Degrees, with a mandate to advise Senate on the University's graduate policy and recommend the award of scholarship for approval. In 1992, the Committee on Higher Degrees was transformed to a Board of Graduate Studies. This Board, a sub-committee of the Academic Board, was entrusted with the responsibility for administering graduate education in the University, until its status was elevated as a School on 1<sup>st</sup> August, 2008. The School has a mandate to coordinate graduate level academic programmes for all Colleges within the University. There are programmes available in M.A., M.Ed., MSc, MBA, PGC, PGD, MPH, LLM, Executive Masters, MCom, MN, MPhil, DBA and PhD across the various academic disciplines in the University. Programmes are currently run on Regular, Sandwich and Distance modes of the University. It also regulates and offers advice on graduate programmes of university colleges affiliated to the University of Cape Coast in collaboration with the Institutional Affiliation Office of the University.

## **TEACHING AND RESEARCH DEPARTMENTS**

Teaching and Research Departments are directed by appointed Heads who are responsible to the Vice-Chancellor, through their Provosts and Deans.

### **a. Provosts**

Colleges are headed by Provosts who are responsible for giving general leadership to the Colleges and for maintaining and promoting the efficiency and order of the College in accordance with policies and procedures prescribed by the Law, the Statutes or as may be determined from time to time by Council, the Academic Board and the College Board.

### **b. Deans**

Faculties/Schools are headed by Deans who are responsible for giving general leadership to their Faculties/Schools. All proposals emanating from Departments regarding courses, syllabi, examinations regulations, etc. must be considered and evaluated by Faculty/School and College Boards before they are submitted to the Academic Board for final decision.

### **c. Heads of Department**

They operate their Departments in consultation with their colleagues. Every Department has a Staff/Students Consultative Committee which plans and evaluates the department's programme of work. The Departments are responsible for keeping the syllabi under review and for initiating changes and improvements. Heads of Department are expected to work in close co-operation with the Provosts, Deans of Faculty/School, the Registrar and the Vice-Chancellor.

## **THE LIBRARY**

The University Library System (ULS) comprises of the Sam Jonah Library and thirty-one Satellite libraries across the Faculties/Schools/Institutes/Departments. The Library provides both physical and online access to the information resources through the E Library platform.

The Library system provides a wide range of scholarly information resources, learning facilities and services to support teaching, learning and research. All students must abide by the Library rules and regulations particularly, mutilation or unauthorised removal of library books may attract a fine not less than three times the price current of the book/material and suspension from the University. In the case of theft, suspension or dismissal shall apply. Unless a special arrangement has been made with the University Librarian, all books borrowed from the Library system should be returned at the end of each semester. Failure to comply shall attract a sanction.

## **THE BOOKSHOP**

The Kingdom Books and Stationery and EPP Bookshops serve the stationery and text book needs of the University Community.

## **COMMITTEE OF HEADS OF HALL**

- Membership** Dean of Students – Chairman, Vice-Dean of Students, Heads of Hall, Senior Hall Tutors
- Secretary** Assistant Registrar/ Senior Assistant Registrar (Office of the Dean of Students)
- Quorum:** Fifty percent of the membership.
- Functions**
- (a) Co-ordinate the work of Heads of Hall.
  - (b) Handle general complaints from Faculties about students' matters not specific to a Hall of Residence or an academic department.
  - (c) Exercise supervision over general welfare of students

## **CHAPLAINCY COMMITTEE**

- Membership** Chairman elected by the Academic Board  
All Chaplains of the University  
One Senior Member from each Chaplaincy  
One Senior Staff from each Chaplaincy  
One Junior Staff from each Chaplaincy  
Ordained Priests in the University
- Secretary** Assistant Registrar/ Senior Assistant Registrar (Office of the Dean of Students)
- Quorum:** Fifty percent of the membership
- Functions**
- (a) Co-ordinate all religious activities on campus.
  - (b) Organise joint worship for the University Community on such occasions as may be appropriate.
  - (c) Be responsible for the upkeep of the University Chapel.
  - (d) Liaise with the religious groups on campus and the University authorities.
  - (e) Recommend the approval of Chaplaincies as they are formed.

## **STUDENTS' REPRESENTATIVE COUNCIL (SRC)**

- Name:** There shall be a Students' Representative Council (SRC) elected by and representing the junior members of the University. The SRC shall be the official organ of the junior members of the University and shall be responsible for:
- Functions:**
- (a) Promoting the general welfare and interest of students by co-ordinating the social, cultural, intellectual and recreational activities of students in the University
  - (b) Presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter



- (c) Establishing links and maintaining cordial relationships with students of other universities, educational and voluntary institutions within and outside Ghana
- (d) Nominating student representatives to serve on appropriate University bodies and committees
- (e) Promoting cordial relationships among all sections of the University community and maintaining a good relationship with past students of the University
- (f) Publishing records of students' activities.

**Membership of Executive Council**      President-Chairperson, Secretary, Treasurer, Coordinating Secretary, Public Relations Officer, General Sports Secretary, Presidents of JCRCs and Hall Representatives; GRASAG President and Secretary, DESAG President and Secretary.

**Quorum:**                      Fifty percent of the membership including the President/Vice-President.

**EXECUTIVE COMMITTEE OF SRC**

There shall be an Executive Committee of the SRC which shall comprise the following:

- Membership:**
- (a) President (Chairperson)
  - (b) Secretary
  - (c) Treasurer
  - (d) General Sports Secretary
  - (e) Coordinating Secretary
  - (f) Public Relations Officer
  - (g) Presidents of JCRCs

**Quorum:**                      Half the membership, including the President/Vice-President

**Functions:**                 To be prescribed by the Students' Representative Council.

**GENERAL MEETING**

The Students' Representative Council shall call a General Meeting of the Students of the University at least once a semester.

**QUORUM**

Fifty (50) students including either the President or the Secretary shall form a quorum to start the meeting. However, to take any decision five hundred (500) students shall be required to do so.

## **SPECIAL GENERAL MEETING**

A Special General Meeting of the Students of the University shall be called at the request of not less than 50 members of the students. Copies of such requests shall be published on all Hall notice boards and shall contain the agenda, names, registration numbers and signatures of the persons requesting the meeting. No other business shall be considered at such general meeting to be convened within five days of the receipt of the request by the President. In case the President fails to comply with their request without sufficient reasons, the Dean of Students shall be petitioned to intervene.

## **PETITIONS**

A petition to the Dean of Students requires signatures of five percent (5%) of the students in the University.

## **SENIOR TREASURER**

The Dean of Students shall be the Senior Treasurer of the Students' Representative Council.

He/She shall:

- i. Be the authorising officer for all SRC vouchers and also principal signatory to all SRC cheques.
- ii. Present to the Committee of Heads of Hall an annual statement of the SRC's income and expenditure signed by the Treasurer, the President and the Secretary in the last week of May of each year. This shall be displayed on all Students' Notice Boards

## **UNIVERSITY COMMITTEES/BOARDS ON WHICH SRC IS REPRESENTED**

### **RESIDENCE COMMITTEE**

#### **Membership**

Pro Vice-Chancellor (Chairman); Registrar, Provosts or their representatives; Dean of School of Graduate Studies; Dean of Students; Director of Finance; Director of Internal Audit; Director (Academic Affairs); Heads of Hall or their representatives; President of SRC; President of GRASAG; Presidents of JCRC; Assistant/Senior Assistant Registrar (Students Affairs) – Secretary

#### **Quorum:**

Fifty percent (50%) of the membership, including the Pro Vice - Chancellor.

#### **Functions:**

- (a) Keep the Hall System under review.
- (b) Make adequate provision for the supervision and welfare of junior members.
- (c) Formulate policies regarding catering in the Halls.
- (d) Propose fees for consideration by Council.

## **BOOKSHOP COMMITTEE**

**Membership:** Three members elected by Academic Board (one of whom should be appointed Chairman by the Vice-Chancellor); Director of Finance or his/her Representative; Bookshop Manager; Librarian; one elected member each of the SRC; Senior/Assistant Registrar (Library) - Secretary.

**Quorum:** Fifty percent of the membership.

**Function:** Supervise and direct the operations of the Bookshop subject to directions of the Academic Board.

## **LIBRARY COMMITTEE**

**Membership:** Chairman elected by the Academic Board; One representative from each College; Director of Finance or his/her representative; Librarian (non-voting member); Bookshop Manager; One representative of SRC, One representative of GRASAG; Senior/Assistant Registrar (Library) -Secretary

**Quorum:** Fifty percent of the membership.

**Functions:** Subject to the directions of the Academic Board, supervise and direct the operations of the Library and such other matters as may be delegated to it.

## **UNIVERSITY HEALTH SERVICES COMMITTEE**

**Membership:** Chairman elected by Academic Board, Two representatives elected by the Academic Board, Registrar or his/her representative, Director, Legal, Consular and General Services, One representative elected by the Heads of Hall, One representative elected by FUSSAG, One representative elected by TEWU, One representative each elected by SRC and GRASAG, Head of Security Section, Assistant Registrar/ Senior Assistant Registrar (DLCGS) – Secretary

**Quorum:** Fifty percent of the membership.

**Functions:**

- (a) Responsible to the Academic Board for the formulation of policies for the efficient administration of the University Hospital including the execution of contracts for the maintenance of medical and sanitary services on campus.
- (b) Keep under review the functioning of the University Hospital,

- medical and environmental services and make recommendations to the Academic Board.
- (c) Responsible for the maintenance of appropriate and up-to-date records of all activities of the University Hospital.
  - (d) Establish such sub-committees as it may consider necessary.

## **CAMPUS SECURITY AND SAFETY COMMITTEE**

**Membership:** Chairman elected by the Academic Board; Two Representatives elected by the Academic Board; Director (DLC&GS); One Representative elected by Heads of Hall; the Registrar or his/her Representative; One Representative elected by FUSSAG; One Representative elected by TEWU; Head of Security; one Representative each elected by the SRC And GRASAG; Assistant/Senior Assistant Registrar (DLC & GS) - Secretary.

**In Attendance:** Head of Campus Fire Station  
Commander (Head) of University Police Station

**Quorum:** Fifty percent of the membership

**Functions:**

- (a) Monitor and deal with security and safety matters of the University.
- (b) Review periodically, the security and safety measures in force at the University and suggest improvements.

## **CULTURAL ACTIVITIES COMMITTEE**

**Membership:** Chairman elected by Academic Board; One Representative each from the Departments of Music & Dance, Theatre & Film Studies and Centre for African and International Studies; One representative each from FUSSAG and TEWU; One Representative each of SRC and GRASAG; One Representative from each College; Assistant Registrar (Public Relations/Protocol) - Secretary.

**Quorum:** Fifty percent of the membership.

**Functions:**

- (a) Organise and coordinate all cultural and entertainment activities of the University.
- (b) Approve the formation of cultural groups on the campus by the University community.
- (c) Coordinate and regulate the activities of the cultural groups.

## **TIME-TABLE COMMITTEE**

**Membership:** Chairman appointed by Academic Board, One representative of the Registrar, One representative from each Faculty/School, One representative each of SRC and GRASAG, Asst. Registrar/Snr. Assistant Registrar (Teaching & Examinations)-Secretary

**Quorum:** Fifty percent of the membership.

**Functions:** (a) Draw up time-tables for teaching and examinations in consultation with the Teaching and Examinations Section.  
(b) Allocate lecture theatres/spaces for teaching

## **SPORTS AND RECREATION COMMITTEE**

**Membership:** Chairman elected by the Academic Board, Director of Academic Affairs, Two senior members elected by Convocation, University Sports Coach, Two representatives of FUSSAG, Two representatives of TEWU, Two students (one male and one female) nominated by the Students Sports Union, One representative of HPER, Assistant Registrar/ Senior Assistant Registrar (Students Affairs) – Secretary

**Quorum:** Fifty percent of the membership.

**Functions:** (a) Review periodically, sports and recreational activities of staff and students.  
(b) Advise the Finance Committee on provision and maintenance of facilities for sports and recreation in the University.

## **PUBLIC RELATIONS COMMITTEE**

**Membership:** Pro-Vice-Chancellor (Chairman); Registrar; Director of Public Affairs; Director of Finance; Director of Internal Audit; Director of Academic Affairs; Director (DLC & GS); One Representative elected by each College; Two Representatives elected by Convocation; Director of Physical Development and Estate Management; Dean of Students; Director of DICTS/ Representative; Representative Campus Broadcasting Service; One Representative elected by the Senior Staff of the University; One Representative each elected by SRC and GRASAG; Head, Institutional Advancement Office; One Representative elected by UCC Alumni Association; Head, DICTS, Curator, Grounds and Gardens Section; Estate Officer; Head of Security; Transport Officer; Senior/ Assistant Registrar (PR & P) - Secretary.

**Quorum** Fifty percent of the membership.

**Functions:**

- (a) Establish and maintain contact with the University community and the public, using the appropriate media.
- (b) Review periodically, the University's public and community relations and suggest measures for improvement.
- (c) Plan and draw programmes for all official ceremonies including Congregation.
- (d) Organise and coordinate all public lectures in the University.
- (e) Maintain contact with the University Alumni Association.
- (f) Co-ordinate the activities of the Hall Alumni Associations.

## **TRANSPORT COMMITTEE**

**Membership:** Pro Vice-Chancellor –Chairman, Director of Legal, Consular and General Services, Director of Internal Audit, Director of Finance , One representative elected by each College Board, One representative of UTAG, One representative of GAUA, One representative elected by senior staff of the University, One representative elected by junior staff of the University, One representative elected by GRASAG, One representative elected by Students Representative Council , Transport Officer, Assistant Registrar/ Senior Assistant Registrar (DLCGS) – Secretary

**Quorum:** Fifty percent of the membership.

**Functions:**

- (a) Review periodically, the functions of the Transport Section.
- (b) Make recommendations on Transport Policy of the University and related matters to the Academic Board.

## **ORIENTATION OF STUDENTS**

Student Orientation exercises take place at the beginning of each academic year and all fresh men/women are required to be present. The purpose of orienting fresh students can be summarized as follows:

- (a) To welcome fresh students and help them to adjust and settle down into University life.
- (b) To guide them through the registration procedure
- (c) To expose them to facilities available in the University so as to make education a rewarding experience.
- (d) To orientate students to the new world of University life and to help them align their individual growth with the broad goals of national development.
- (e) To educate students about the rules and regulations that governs the behaviour of students.
- (f) To educate students about the Students' Representative Council.

## **MATRICULATION**

A Matriculation Ceremony is held in the first Semester for the purpose of formally admitting into the University, all new students entering bachelor degree, postgraduate degree, diploma, and any other programmes. Attendance at the ceremony is compulsory and no new student is allowed to remain in the University or take any University examination unless he/she has been duly matriculated.

Each student will be required to sign the matriculation oath after the matriculation ceremony (See appendix 1).

## **STUDENTS' AFFILIATION TO THE HALLS OF RESIDENCE**

All students, both regular and non-regular, admitted to programmes of study at the University of Cape Coast shall be affiliated to Halls of Residence.

### **DUTIES OF A STUDENT**

The duties of a student shall be to:

- (a) promote the prestige and good name of UCC and respect the symbols of the institution;
- (b) uphold and defend the Vision, Mission and Statutes;
- (c) foster unity and live in harmony with others;
- (d) respect the rights, freedoms and legitimate interests of other persons in the university community, and generally to refrain from doing acts detrimental to the welfare of others;
- (e) work conscientiously in his/her chosen programme of study;
- (f) protect and preserve University property and expose and combat misuse and waste of University funds and property;
- (g) contribute to the well-being of the University community;
- (h) defend Ghana and render National Service when necessary;
- (i) co-operate with lawful agencies in the maintenance of law and order and
- (g) protect and safeguard the environment.

## **PERSONAL PROPERTY**

The safe keeping and maintenance of all personal property are the responsibility of students concerned.

## **DRESS CODE**

- (a) Students are expected to be decently dressed on all occasions. Bathroom slippers will not be allowed at lectures. In addition, dressing that will unduly expose vital parts of the body will not be tolerated.
- (b) Academic Gowns will be worn on special occasions such as Congregations and at such other times as may be specified.

## **SOURCES OF HELP**

When in difficulty, students should see the following officers:

<b>Academic Problems</b>	Academic Advisor or Faculty Officer or Head of Department
<b>Residential Problems</b>	Hall Tutor or Hall Warden/Master
<b>Other Problems</b>	Dean of Students

## **REGULATIONS FOR STUDENTS**

The laws of Ghana apply equally to every junior member of the University community and the walls of the University do not protect anyone from the full application of the laws of Ghana. All existing regulations in the University are fully consistent with the laws of the land and will be enforced accordingly. The University, therefore, will not permit any behaviour on or off campus by any junior member of the University community that contravenes its regulations or the laws of the land.

### **1. DISCIPLINE**

The University of Cape Coast is a community of Students, Lecturers and Administrators. As we are a diverse community, it is necessary that we live by standards of proper conduct so that one member's freedom will not impinge on another member's right. It is hoped that staff and students will work together to maintain discipline and courtesy in all University affairs and that they will at all times refrain from actions likely to cause embarrassment to the University and each other.

In all cases of breach of discipline, punishment may involve fines, suspension or dismissal.

Breaches of disciplinary codes made by the respective Hall Council or Management shall be dealt with by the Disciplinary Committee set by the Hall Council. In the case of Distance Learners, breaches of disciplinary codes shall be dealt with by the Disciplinary Committee set by the Provost of the College.

However, an aggravated offence shall be referred to the Office of the Dean of Students who shall forward it to the University's Disciplinary Committee.

**The Vice Chancellor shall be the ultimate authority in all disciplinary matters.**

### **2. ABETMENT OF OFFENCE**

A student who, directly or indirectly, instigates, commands, counsels, procures, solicits, or in any other manner purposely aids, facilitates, encourages, or promotes, whether by a personal act or presence or otherwise to commit any of the offences in this book and or regulations of the University or a directive from a lawful authority of the University commits an offence of abetting that offence, and he is liable after disciplinary proceeding to the same punishment as the offender.

### **3. AIDING OF OFFENCE**

A student who does an act for the purposes of aiding, facilitating, encouraging, or promoting the commission of any of the offences in the students' handbook by any other person, whether known or unknown, certain, or uncertain, commits the offence of aiding that offence, and is liable to suffer the same sanction as the offender.



**4. CONSPIRACY TO COMMIT OFFENCE**

Where two or more students, whether the co-conspirator is a rusticated/suspended or dismissed student, agree to act together with a common purpose for or in committing an offence in the handbook, whether with or without a previous concert or deliberation, each of them is liable to suffer the sanction prescribed for that particular offence.

**5. WILLFUL DISOBEDIENCE OF INSTRUCTION FROM A PERSON IN AUTHORITY OF THE UNIVERSITY**

A student, being a student leader or otherwise, and who willfully disobeys and acts contrary to the express instruction from a lawful authority to do or desist from doing an act and which act subsequently results in the damage to the university property or image shall if proven liable, suffer a minimum sanction of rustication or a maximum sanction of dismissal.

**6. NEGLIGENCE OF DUTY**

A student, being a student leader or otherwise, and who for no just cause, neglects or refuses to perform his assigned duties as a student or a student leader and such neglect or refusal to act results in damage to university property or injury to person(s) shall if found liable, suffer a minimum sanction of rustication or a maximum sanction of dismissal.

**7. BREACH OF TRUST**

A student commits an offence if while he puts himself or herself in a position of trust, abuses that trust either to his personal advantage or otherwise and to the disadvantage of the beneficiaries of the trust. The penalty of this offence shall be a minimum of rustication for two semesters and the recovery of all the benefits enjoyed by the student.

**8. DISSEMINATION AND SPREAD OF FALSE INFORMATION**

A student who disseminates or spreads false information via social media or any other means to cause fear, panic, nervousness among the student populace or to incite the students against the authorities when he knew or ought to have known that the content of the information is false, commits an offence and liable to suffer rustication for a minimum of two semesters upon conviction by the Disciplinary Committee.

**9. STALKING**

Stalking is a course of conduct directed at a specific person that causes a reasonable person to feel fear or substantial emotional distress. For the purpose of this regulation, a pattern of behaviour is defined as two or more incidents. Stalking behaviour may include, but is not limited to:

- a. Non-consensual communication including, in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters or notes, gifts, or any other communications that are undesired and/or place another person in fear;

- b. Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, or other locations frequently used by the person being targeted by the behaviour;
- c. Surveillance and other types of observation, whether by physical proximity or electronic means;
- d. Direct physical and/or verbal threat against a person being targeted or that person's friends, family members, or animals;
- e. Gathering of information about a person from that person's family, friends, co-workers, or coursemates;
- f. Blackmailing – eg. Copying/taping information from someone's phone and using such information as a threat.

**10. MISCELLANEOUS OFFENCES**

- a. Where a student commits an offence not defined in the student handbook but same is an offence under the laws of the Republic of Ghana, the Disciplinary Committee shall prescribe appropriate sanction to the Vice-Chancellor to be imposed on the student.
- b. Where a student(s) commits an offence not defined in the student handbook but the punishment is not prescribed, the Disciplinary Committee shall recommend appropriate sanction(s) to the Vice-Chancellor for consideration.
- c. If a student, while holding himself out to the public as a student of the University of Cape Coast, whether school is in section or not, commits any offence or an act which brings the name of the University into disrepute shall be liable to disciplinary proceedings and upon conviction, suffer rustication for a minimum of two semesters.

**11. PUBLICATIONS**

All students' publications are governed by the following rules:

- (a) The Dean of Students will be informed of the intention to produce any student publication within the University and his/her approval shall be obtained for such a publication.
- (b) A copy of each issue of every publication will be lodged with the Vice-Chancellor, Registrar, Dean of students, Senior Assistant Registrar (Public Relations/Protocol Section) and Students' Representative Council.
- (c) Each issue shall state the name of the Editor, the membership of the Editorial Board, and the Publisher.
- (d) The Members of the Editorial Board shall hold Office of one academic year.
- (e) The Members of the Editorial Board shall be held jointly responsible for the whole contents of each issue of the publication.
- (f) Obscenities, libels, derogatory statements, personal attacks, falsehoods or any other matter that is likely to cause disharmony should be avoided in all publications and broadcasts.

- (g) On the advice of the Registrar, the license of publications which flouts any of the above rules may be suspended.

Before any installation of Radio Stations, permits must be sought from the appropriate authorities through the SRC to the Registrar.

**12. POSTERS AND HANDBILLS**

Pasting of notices, campaign poster, handbills, etc on walls/pillars/tress etc., other than on billboards, is strictly prohibited. Defaulters shall be sanctioned.

**13. PRESS CONFERENCES AND RELEASES**

- i. Any individual or group of students who wish to hold a press conference or issue a press release shall apply in writing to the Dean of Students with copies to the Vice-Chancellor and the Registrar for their information.
- ii. A copy of the statement to be read at the Press Conference or to be released to the press should accompany the application.
- iii. If, in the Dean's opinion, the Press Conference or Press Release is likely to lead to a breach of the peace or cause serious interference with the work of the University or bring the name of the University into disrepute, he/she may not approve the holding of Press conference or the issuance of the Press Release.
- iv. The decision of the Dean of Students shall be final.

**14. DEMONSTRATION/RALLIES/ASSEMBLIES/PROCESSION (DRAP) ON OR OFF THE CAMPUS**

**A. DRAP on Campus**

- i. Any student or group of students wishing to organise a DRAP on the campus of the University shall apply to the Dean of Students. Such person(s) shall wait for a written response to the application from the Dean of Students.
- ii. Such a written application shall reach the Dean of Students, at least, 48 hours; excluding Sundays before the DRAP is due to begin.
- iii. The application shall state the purpose of the DRAP and the name(s) of the Organiser(s) or the organising body and the route, time and duration of the DRAP.
- iv. If in the Dean's opinion, the DRAP is likely to lead to a breach of the peace or cause serious interference with the work of the University or bring the name of the University into disrepute, he/she may prohibit the DRAP.
- v. The DRAP shall be held at a place or follow a route approved by the Dean and those participating shall keep close to the side of the road to facilitate free passage of vehicular traffic and pedestrians. It shall do nothing to obstruct or interfere with traffic.
- vi. The DRAP should end before 9 pm.

- vii. During the DRAP nothing shall be done or said that is likely to cause or provoke violence.
- viii. The organiser(s) of the DRAP shall be held responsible for any acts of violence and/or breach of University, Hall or other regulations that may occur during the DRAP.
- ix. Participants in a DRAP shall be held collectively and individually responsible for any acts of lawlessness which occur during such DRAP.
- x. The fact that a DRAP is not prohibited does not in any way imply that the University either approves of or is in sympathy with its objectives.
- xi. The Dean of Students may prescribe any special conditions, limitation or restrictions that may be considered appropriate in the circumstances.
- xii. Participants and organiser(s) of a DRAP shall be held collectively and individually responsible for any damages done to University property.
- xiii. Breaking of DRAP regulations, leading to disruption of official ceremonies/activities is punishable by rustication or dismissal.

**B. DRAP off the Campus**

- i. Any student or group of students wishing to organise a DRAP outside the campus of the University shall obtain the requisite police permit.
- ii. Any student or group of students wishing to organise DRAP outside the walls of the University shall notify, in writing, the Registrar through the Dean of Students with a copy to the Vice-Chancellor for their information and response to the request.
- iii. Such written notification shall be made to the Dean of Students with the requisite police permit attached and must reach him/her at least, 48 hours before the DRAP is due to begin.
- iv. Should the DRAP start on the University campus, clauses (vii-xiii above) shall apply.
- v. Participants and organisers of a DRAP outside the University campus shall be deemed to have acquainted themselves with the laws of the land governing DRAP at the material time.
- vi. The University's role in DRAP staged off the campus, after the University has satisfied itself that appropriate police permit has been obtained shall be one of granting exeats or group exeats to the participants.

**NB: The regulations relating to (D)RAP [(Demonstration), Rallies, Assemblies and Processions] for students should be strictly adhered to. Wilful destruction of University or private property or facility contravenes University Rules and Regulations and will attract appropriate penalties.**

**C. Dissension from DRAP**

Before a DRAP takes place, any student who wishes to dissent, could do so by writing to the Dean of Students through the respective head at least 24 hours that he/she disassociates him/herself from the particular DRAP.

**NB: Distance Education Students who wish to dissent, could do so by writing to the Dean of Students through their respective Regional Resident Tutors through the Coordinator, Students' Support Services.**

**D. Penalties for DRAP**

The contravention of DRAP regulations shall attract a penalty which may be suspension, dismissal or a fine in the case of a group. In addition, all damage to University property shall be made good by those found guilty.

The quantum or fines shall be determined by the University-Wide Disciplinary Committee and shall be approved by the Vice-Chancellor.

**15. NOISE ON CAMPUS**

It is desirable to maintain at all times an environment that supports the basic academic enterprise.

In pursuit of a suitable academic environment, the University wishes that the general level of noise be kept as low as possible. Students are therefore enjoined to avoid disrupting the calm.

Members of the University Community and the general public are hereby reminded that noise making anywhere on the campus including study centres is prohibited at all times. A serene atmosphere is required to enhance academic work.

Noise from the use of Radio, TV Sets, and Religious Worship in the Halls/Hostels of Residence and Academic area shall not be tolerated. In the case of Religious Worship, places on the campus designated for the purpose can be used.

Occasional checks would be conducted to ensure compliance, but the Office of the Dean of Students would also welcome reports of any breach of this directive.

**16. COLLECTION OF MONEY IN THE UNIVERSITY**

Application for permission to make general collections of money within the Hall, Clubs and Associations shall be made through the respective Heads/Patrons to the Dean of Students. The approval of such collection of monies will be given by the Dean of Students in consultation with the Director of Finance. Students seeking sponsorship from outside the University must seek permission from the Dean of Students.

**In the case of Distance Learners, approval of such collection of monies shall be given by the Provost in consultation with the Director of Finance.**

**17. SMOKING AND ALCOHOLIC DRINKS**

- (a) Smoking is forbidden in all public places on campus.
- (b) Smoking is not allowed in students' rooms and immediate surroundings.
- (c) Although taking of alcoholic drinks is not forbidden; drunkenness and subsequent negative consequences thereof are forbidden.

## **18. USE OF NARCOTICS**

It shall be an offence for a Junior Member to cultivate, possess, use or peddle narcotics and other drugs, as listed in the Drug and Pharmacy Act, 1961 (act 64). THE SANCTION FOR THIS OFFENCE IS DISMISSAL. The following substances shall constitute narcotics:

- a. Indian Hemp
- b. Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one tenth per cent of cocaine or any proportion of ecgonine.
- c. Any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on 13<sup>th</sup> July 1931, has been used for medicinal or scientific purposes.
- d. Raw opium. Medicinal opium and opium prepared for smoking.
- e. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on 13<sup>th</sup> July 1931, was being used for medical or scientific purposes.
- f. Snuff
- g. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one per cent of morphine.

Use of the above substances shall be punishable under Section 24.

## **19. UNIVERSITY PROPERTY**

- a. Students may not make attachments to or transfer furniture of any kind from any part of the University buildings including rooms in Halls/Hostels of Residence/study centres/ lecture theatre, etc without prior written permission from the appropriate authorities.
- b. Students must not interfere with the electrical installation in their rooms or any other part of the University.
- c. Students are liable to pay for any loss or damage to furniture and fittings or equipment of any kind.

**20. CHANNELS OF COMMUNICATION AND GRIEVANCE PROCEDURES**  
**Students shall follow the laid down channels of communication and grievance procedures**

- (a) For the presentation of formal petitions etc., the residence of the Vice-Chancellor and other officers of the University are out of bounds; all such formal negotiations should take place in the office of such officials or at designated venues.
- (b) In all matters of negotiation, the Central Administration accepts to meet only accredited representatives of recognized groups within the University, and arrangements reached are binding on both sides.

**NB:** Students are not allowed to communicate directly with any Ministry or any other institution on any matters affecting University life or policy. All formal communications should be sent through the Dean of Students for onward forward to Registrar.

**21. STUDENTS' CHANNELS OF GRIEVANCE REDRESS WITHIN THE UNIVERSITY**

Students should ensure that all internal mechanisms to redress grievances are exhausted before soliciting external intervention.

**A. Non-Academic Matters**

(a) **INDIVIDUAL STUDENTS**

- (i) All requests, notifications and complaints from student(s) should go to their Tutors; then the Senior Tutors if the matter is still unresolved; then, as a final resort, to the Hall Warden/Master.
- (ii) The student(s) will have the right of appeal to the Hall Council. If the matter is not resolved at this level, an appeal could be made to the Dean of Students.

(b) **CLUBS AND ASSOCIATIONS**

- (i) All requests complaints and notifications other than financial affecting all members of a Club/Association should go to patron/patroness. If not resolved it should then go to the Dean of Students.
- (ii) Cases requiring settlement of grievances should go to the Dean of Students

(c) **JUNIOR COMMON ROOM COMMITTEE (JCRC)**

- (i) All requests, complaints and notifications affecting all students of the Hall/Hostel should go to the Hall Master/Warden.
- (ii) Unresolved cases requiring redress of grievances should go to the Hall Council/Hostel Management Committee.
- (iii) Any impasse in the Halls/Hostels should be referred to the Office of the Dean of Students by the Hall Council/Hostel Management Committee.

(d) **STUDENTS' REPRESENTATIVE COUNCIL (SRC)**

- (i) All requests complaints and notifications affecting the student body as a whole should go to the Dean of Students.
- (ii) In general, cases requiring the redress of grievances should go to the Dean of Students with a copy of the correspondence to the Registrar.

- (iii) Where special committees exist grievances should be channelled to these committees in the first instance.
- (iv) All communications on non-academic matters from the University Administration to the SRC should be copied to the Dean of Students and Hall Master/Warden.

**B. Academic Matters**

- (a) All academic matters affecting individual students should go to:
  - (i) The Academic Advisor before it goes to the Head of Department.
  - (ii) The Dean of Faculty, if it is an inter-departmental matter;
  - (iii) The Provost/Registrar, if it is an inter-Faculty matter.
- (b) All academic matters affecting students in the Departments/Faculties should go to:
  - (i) The Staff-Students Consultative Committee before it goes to the Department Board.
  - (ii) The Faculty Board, if it is an inter-departmental matter.

**22. IDENTITY CARDS**

**Every student should possess a University of Cape Coast Identification Card and endeavour to carry it on them always.**

**Any student who misplaces his/her ID Card must report it immediately to the Director (Academic) or the Senior/Assistant Registrar (Office of the Dean of Students).**

**23. MISCONDUCT OF JUNIOR MEMBERS**

It shall be a misconduct for a Junior Member of the University to:

- (a) be insubordinate to University Authorities.
- (b) address Senior Members of the University or other officials of the University in an insulting or disrespectful language.
- (c) indulge in anti-social activities (e.g. Sodomy; nudity; tomfoolery, etc) while in residence or outside the campus which tend to bring the University into disrepute.
- (d) engage in an act that constitutes an offence under the section below:

**For breaches of any of the rules above, the penalty is dismissal.**

**24. LIST OF OFFENCES AND THEIR SANCTIONS**

Penalties (General): The following regulations and penalties are published for the benefit of students.

**OFFENCE**

**SANCTION**

(i) Physical Assault

Suspension plus appropriate compensation or dismissal from the University.



(ii) Verbal Assault	Caution/written apology / Ejection from Hall / Rustication.
(iii) Sexual Assault	Dismissal.
(iv) Sexual Harassment	Caution/Written Apology/Counselling/Dismissal /Rustication.
(v) Noise Making	Caution/Written Apology / Ejection from Hall / Rustication.
(vi) Inconveniencing Room Mate(s) (Hosting visitors of the opposite sex, sexual intercourse in shared rooms).	Caution/Replacement/Suspension/ Dismissal.
(vii) Destruction of University Property	Replacement, Suspension or Dismissal.
(viii) Smoking in University Buildings/ Public places	Expulsion from building/ public places/caution suspension.
(ix) Drunkenness/Use of Narcotics	Rustication/Dismissal.
(x) Carrying key(s) away during holidays/duplicating keys without authorization	Fine based on commercial rate of rent as well as the cost of replacing the lock where necessary/ Ejection.
(xi) Stealing/Fraud	Replacement of the stolen money or item/Rustication/ Dismissal/Handing Over to the Police
(xii) Academic dishonesty (plagiarism, falsification of data and other related acts)	Rustication/Dismissal/Withdrawal of degree
(xiii) Removal of pages from library/Removal of books from library	Fine/Suspension
(xiv) Littering/ Throwing out water at unauthorised places	Caution and cleaning the place/Fine and ejection

(xv) Refusing to leave Room upon Hall Master's order	Ejection from the Hall /Rustication.
(xvi) Extortion/Forgery	Refund with interest/written apology/ Dismissal/ Rustication.
(xvii) Embezzlement of Funds	Refund with interest, loss of official position and disqualification from holding any other position/ Suspension/Dismissal.
(xviii) Perjury/Slander/ Impersonation	Suspension/Written Apology/Rustication/Dismissal
(xix) DRAP- Breaking of DRAP Regulations/ Disruption of official ceremony/Activity	Suspension or Rustication/Dismissal.
(xx) Sub-Letting of room in Halls by students	Rustication for two semesters.
(xxi) Illegal occupancy in the halls of residence	Rustication/dismissal
(xxii) Removal of furniture from Lecture theatre	Warning at first instance/fine of GHS500.00 (to be reviewed by Dean of Students)
(xxiii) Pasting of posters and handbills at places other than on billboards	Warning at first instance/Fine of GHS1,000.00 (to be reviewed by the Dean of students from time to time)/disqualification.
(xxiv) Unauthorised health walk/ float/Beauty Pageant	Fine/suspension/dismissal
(xxv) Any other act(s) that violates the Criminal Offences Act of Ghana	To be determined by a Disciplinary Committee
(xxvi) Stalking	Rustication/Dismissal

**NB: In cases of violations by groups (e.g. a Hall) in which individual culprits are not identified, the Vice-Chancellor, on the advice of the Disciplinary Committee, shall determine the appropriate sanctions to be imposed.**

**25. SEXUAL HARASSMENT**

(A) For the avoidance of doubt, the following shall constitute Sexual Harassment:

- i. Any unwelcome sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offense, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature on employment, opportunity for promotion, grades, etc
- ii. Verbal, physical, written, or pictorial communication relating to sex which has the purpose or effect of unreasonable interference with an individual's performance or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
- iii. Unwelcome and irrelevant comments, references, gestures or other forms of personal attention which are inappropriate to the academic, employment, or residential setting -for example, the classroom, hostel or office-and which may reasonably be perceived as sexual overtures or denigration.
- iv. A request for sexual favours when submission to, or rejection of such a request might reasonably be viewed as a basis for evaluative decisions affecting an individual's future.
- v. Abuses of power relations such that individuals receive unfair treatment based on gender or sexuality.
- vi. Threat of sexual relations

**(B) Other Sexual Offences**

- i. Rape: Forceful sexual penetration.
- ii. Sexual Imposition-non-consensual sexual touching.
- iii. Sexual Assault: a non-consensual sexual act including but not limited to unwelcome kissing of lips, mouth breast or other body parts, touching of breast, chest buttocks, thighs, vagina, penis or their body part other than under a medically necessary procedure
- iv. Defilement (whether on or off campus) is having sexual intercourse with person below 16 years
- v. Unnatural carnal knowledge such as sodomy and bestialism

**(C) Offences and Related Sanctions**

<b>OFFENCE</b>	<b>SANCTION</b>
i. Sexual Harassment	Warning/Rustication/Dismissal
ii. Rape	Dismissal
iii. Sexual Imposition	Warning/Rustication/Dismissal
iv. Sexual Assault	Rustication/dismissal
v. Defilement	Dismissal
vi. Unnatural Carnal Knowledge	Dismissal

**(D) Procedure**

- I. Any victim of sexual offence shall make a written complaint to any of the following persons:
  - i. Heads of Department
  - ii. Academic Counsellors
  - iii. Designated Counsellors in the Counselling Services Centre
  - iv. A Hall Tutor
  - v. Either the Assistant Registrar or the Dean of Students
  - vi. Any member of the Sexual Harassment Committee
  - vii. (g) Provosts, College Registrars, Deans or faculty Officers
  - viii. Designated contact person(s) of the proposed Gender Desk/the Sexual Harassment Committee Office.
  
- II. The recipient above shall forward the complaint to the Sexual Harassment Committee within three working days. When the recipient fails to forward the complaint, the victim shall have the right to write to the Registrar or directly to the Sexual Harassment Committee.
  
- III. The Sexual Harassment Committee shall notify the alleged offender of the complaint, their intention to investigate and adjudicate the matter within seven working days.
  
- IV. The Sexual Harassment Committee shall as soon after notification, but not later than fourteen (14) working days from receiving a relevant request, initiate separate investigatory meetings with the complainant and the alleged offender, together with their agents (if any), to determine the matter, unless both the complainant and the alleged offender agree to a joint meeting being convened.
  
- V. The Sexual Harassment Committee shall, within seven (7) days of the close of hearing, determine if the alleged offender is culpable and make the necessary recommendations to the Vice-Chancellor.
  
- VI. The outcome of the hearing shall be communicated to the alleged offender by the Registrar.
  
- VII. The alleged offender shall have the right to appeal to the Vice-Chancellor the decision of the Sexual Harassment Committee within 14 working days of receipt of the decision.

**INFORMATION AND REGULATIONS FOR REGULAR STUDENTS**

**UNIVERSITY REGULATIONS FOR REGULAR STUDENTS  
GENERAL REGULATIONS GOVERNING HALL OF RESIDENCE/HOSTELS IN THE  
UNIVERSITY OF CAPE COAST**

There shall be established in the University of Cape Coast such Halls/Hostels bearing such names as the University may from time to time determine.

**26. Membership**

The membership of each Hall/Hostel shall consist of the students assigned to it who shall be known as Junior Members and the Senior Members of the University assigned to it who shall be known as Fellows. The assignment of Junior Members and Senior Members to Halls shall be in accordance with procedures laid down by the Academic Board. Every Senior Member shall be assigned to a Hall of residence.

**27. Governance of Halls/Hostels**

The governing body of each hall/hostel shall be the Hall Council which shall be responsible, subject to the Law, Statutes and Regulations of the University, for all matters concerning the Hall. The Hall Council shall meet, at least, once in every Semester.

**28. Composition of the Hall/Hostel Council**

The Hall Council shall consist of the Hall Master/ Warden and six Senior Members being (Tutors) and six Junior Members, including the President, Secretary, Treasurer and three level 100 students.

**29. Hall Officers**

The Officers of each Hall shall consist of the Hall Warden/Master, Tutors, and such other Officers as the Hall Council shall decide:

- (a) The Hall Master/Warden shall be appointed by the Vice-Chancellor for a three-year term subject to re-appointment.
- (b) In the absence of the Hall Master/Warden, the Senior Hall Tutor will act until a Hall Master/ Warden is appointed.
- (c) The Senior Hall Tutor shall be appointed by the Vice-Chancellor on the recommendation of the Hall Council for a two-year term, subject to re-appointment for a further term only.
- (d) The Tutors shall be nominated by the Hall Warden/Master from among the Fellows of the Hall with the approval of the Hall Council for a two-year term subject to re-appointment. The number of Tutors for each Hall shall be determined on the ratio of one Tutor to eighty students.

**30. DUTIES AND CONDITIONS OF TENURE OF HALL OFFICERS**

**A. Hall Master/Warden**

The Hall Master/Warden shall be responsible to the Vice-Chancellor for the general supervision of the affairs of the Hall. He/She shall take precedence over all Fellows and members of the Hall and shall have unrestricted right of attendance and audience at all

meetings of the Hall Council in all cases not provided for by the Law, Statutes or any Regulations made by the Hall. He/She shall make provision for good governance and welfare of the Hall as he/she may consider appropriate; subject to the approval of the Hall Council. No person shall combine the office of the Head of Hall with any other substantive Hall Office.

**B. Senior Hall Tutor**

- i. The Senior Hall Tutor shall be Deputy Hall Master/Warden in the administration of the Hall. He/She shall coordinate the tutorial activities in the Hall.
- ii. He/She shall act for the Hall Master/Warden in latter's absence.

**C. Hall Tutors**

- i. Offer counselling services to Junior Members of the Hall;
- ii. Liaise between students in the Hall and their lecturers outside teaching hours;
- iii. Avail themselves for consultation in any matter a student considers important for his/her welfare;
- iv. Help foster harmonious community living in the Hall that involves both Junior and Senior Members.
- v. Attend all relevant Hall Meetings;
- vi. Participate fully in Hall activities.

**D. Removal of Hall Master/Warden**

The Head of Hall may be removed by the Vice-Chancellor upon a recommendation supported by two-thirds of the Hall Council at a meeting specially convened for the purpose by, at least, one third of the Council.

**E. Removal of other Hall Officers**

Any Hall Officer other than the Hall Master/Warden may be removed during his/her period of tenure for sufficient cause upon a recommendation by the Hall Warden/Master to the Hall Council at a special meeting convened for the purpose.

**F. Direction of Student Life in the Halls**

Within the general framework of these Regulations and of the Constitution and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs and participate as fully as is consistent with good order and discipline in the governance and running of the Halls under the direction of the Head of the Hall.

**G. Junior Common Room Committee**

Subject to these Regulations and the Constitution of each Hall, there shall be established in each Hall a Junior Common Room Committee to be elected by all the Junior members of the Hall. Candidates shall be subjected to vetting by the Hall Council.

**I. Election of Honorary Fellows and Associates**

In addition to persons assigned to the Hall as Fellows in accordance with paragraph 2 of these Regulations, the Hall Council may elect to honorary fellows and associates such

other persons outside the University, on such consideration, for such periods and by such procedures as it shall determine, provided that Honorary Fellows and Associates shall not be eligible to hold an office in the Hall, nor eligible to vote at meetings of Fellows.

**J. Quorum at Meetings of Hall Bodies**

The quorum for meetings of all Hall bodies shall be at least one-fifth of the members. Where this is not a whole number, the next higher whole numbers shall constitute the quorum.

**K. Hall Funds**

The various Hall Funds shall be specified as follows:

- i. Hall Council Account which shall include all rents collected in the Halls, and grants provided by the University. **JCRC Account: Hall dues paid by students shall be paid into this account.**
- ii. **Signatory:** The Hall Master/Warden or his/her representative shall be a signatory to all accounts in the hall.
- iii. **Fund Raising:** The Halls have the right to raise funds for their Activities but the Hall Master/Warden should be aware and has to monitor how the funds are raised and used.
- iv. **Hall Accounts:** All Hall funds shall be operated in a manner that does not contradict the University Regulations. The JCRC shall publish their approved budgets on the Hall notice boards 72 hours after approval. The JCRC Audited Account shall be displayed on all Hall notice boards 72 hours after receipt of report.
- v. **Audit of Hall Account:** The JCRC shall present to the Director of Internal Audit, Hall Council and Dean of Students an annual Statement of its income and expenditure signed by the Treasurer, President and Secretary by 31<sup>st</sup> May of each year. The accounts shall be displayed on the Hall Notice Board.

All Hall funds and books or documents relating to them shall be subject to examination and audit by the Director of Finance and the Director of Internal Audit, respectively. An Audit of Hall Accounts shall be carried out at least once a year by the Director of Internal Audit.

Copies of the audit report shall be sent to the Vice-Chancellor, Hall Council of Hall concerned and the Dean of Students. Where anybody is dissatisfied with the audit report, the Vice-Chancellor may be petitioned. The Vice-Chancellor may take appropriate action when satisfied that the petition is of merit.



**vi. Investments of Hall Funds**

Any balance in the Hall Fund at the end of any academic year shall normally accumulate for the purpose of the Hall and may, with the approval of Finance Committee of Council, be invested by the Hall Council in any security within Ghana as it may decide.

**31. GOVERNANCE OF UNIVERSITY HOSTELS**

The Hostel is governed by a board which the highest decision making body that provides leadership and strategic direction on the management of the hostel.

The daily administration of the hostel is in the hands of the Hostel Chairman who is supported by Hostel Administrator, Administrative Assistants, Hostel Accountant, Presiding Hall Assistant and other support staff.

For effective consultation, supervision and monitoring, there is a block management system with students' representation where issues of welfare, sanitation, security and the general upkeep of the residents are discussed.

**32. HALL WEEK CELEBRATIONS**

Hall Week Celebrations shall be held by each Hall of Residence within the academic year. Activities planned during the week should be purposeful.

**33. FLOATS/HEALTH WALK/BEAUTY PAGEANT**

Due to the numerous challenges that accompany the holding of health walk/float/beauty pageants within and outside campus, they have been banned. Students wishing to organize such event must seek approval from the Office of the Dean of Students through their respective heads. The said approval must be sought within five (5) working days prior to the date for the event. Any violation(s) will attract sanction(s).

**34. BAZAARS**

Registered Clubs or Associations on Campus will not be permitted to organize trade bazaars on the University Campus. Halls of Residence are, however, permitted to organise Bazaars as part of their Hall Week celebrations. The venue shall be either the forecourt of the Hall concerned or any designated places on campus.

**35. MOVEMENT WITHIN THE UNIVERSITY PRECINCTS**

Students have the liberty of movement within the University precincts, except as stated below:

- (a) The Maintenance Yard is out of bounds, as are the sites of any building operations and any that are specially marked.
- (b) Halls of Residence other than student's own Hall are out of bounds between 12 mid-night and 6:00a.m., except by special permission of the Hall Master/Warden.

**36. ADMISSION AND RESIDENCE**

- (a) Semester dates are announced on University Notices. Students must come into residence at the beginning of each Semester and go down at the end of each Semester on the day specified, unless special permission for any variation has been received from the Hall Warden/Master. In cases where return is unavoidably delayed, the Registrar must be notified immediately.
- (b) A student coming into residence at the beginning of the First Semester should first register with the Office of Hall Master/Warden or his/her representative and fill all the relevant forms.
- (c) All students shall pay all statutory fees before admission into residence. Students whose accounts are not settled at the beginning of the Semester will not be allowed to come into residence until the accounts have been settled in full.

**37. VACATION ARRANGEMENTS**

- (a) At the end of each semester, students must sign the Exeat Books in their Halls.
- (b) On completion of their programme of study or on leaving the Hall finally, students should obtain a final exeat from their Hall Master/Warden after showing satisfactory evidence that they are not indebted to the University.
  - i. All relevant Departments/Sections will notify the Hall Master/Warden through the Clearance Certificates whether a student is indebted to the University.
  - ii. For purposes of maintenance, fumigation and general cleaning of the Halls, it is important that all students remove their personal belongings from the University premises before going down at the end of each semester, and on finally leaving the University, unless special permission to the contrary is granted by the Hall Master/Warden. Students leave their personal property in the Halls at their own risk.
  - iii. All keys must be handed in to the Hall Assistants on duty when students leave their Hall; students who fail to do so will pay current commercial rates.
  - iv. Students wishing to remain in residence during part or all of the vacation may do so only with the permission of Hall Master/Warden.
  - v. Students who are granted permission to stay in residence shall pay the current rates and obtain the relevant receipt.

**38. END-OF SEMESTER AND RE-OPENING ARRANGEMENTS**

- (a) The last day of Semester is the day on which the University officially goes down.
- (b) The first day of Semester is the day on which the University officially re-opens.

- (c) Students not granted permission for vacation residence shall leave the Halls not later than 24 hours after vacation, except when an exemption has been granted by the Hall Master/Warden.
- (d) Students who have been granted permission to stay in residence during vacation shall observe all the laid down regulations and pay the requisite rent and obtain official receipts.

**39. ABSENCE FROM THE UNIVERSITY DURING SEMESTER**

- (a) The Halls will be opened to student members from 6:00 a.m. to 12 midnight. From 12 mid-night to 6:00 a.m. students should be within their halls, except in an emergency or with permission of their Hall Master/Warden.
- (b) Students leaving campus or travelling overnight should sign the Exeat Book and hand over their keys to the Hall Assistant on duty.
- (c) Students (Halls, Clubs, Association) organising trips outside the university must submit the names and registration numbers of all students going on such trip to the Dean of Students Office through their respective heads for approval. The said approval shall be sought at least 72 hours before departure.

**40. CLEANLINESS IN THE HALLS/HOSTELS**

It is expected that students will keep their rooms, the Hall ways, the Junior Common Room, the bathrooms and toilets and the general surrounding clean and tidy at all times.

**41. FURNITURE**

Students are not allowed to move furniture from the Junior Common Rooms, lecture theatres, libraries, offices and other rooms. **Students found sitting on moveable furniture outside the lecture theatres shall be presumed to have moved them outside. Such students shall be sanctioned.**

**42. USE OF UNIVERSITY TRANSPORT**

If University transport is available, it may be booked for any approved journeys by the organisers of approved student parties. All requests for University transport should contain the following particulars:

- (a) The destination and purpose of the journey.
- (b) The date and time when the transport will be required.
- (c) The name(s) and signature(s) of the organiser(s) of the party who will be responsible for payment to the Director of Finance before transport is provided.
- (d) Request for transport should be made, at least, 5 working days ahead.
- (e) The names of students who wish to travel together with the names of the Halls in which they reside.

**43. USE OF APPLIANCES**

Electric Cookers without oven (maximum capacity of 1000 Watts) Pressing Iron, Hand drier, Television set/video decks and Computers are allowed to be used. **Use of any other appliance such as microwave oven, deep freezers, and washing machines is strictly**

**prohibited. Note that the use of gas cylinders and Gas Stoves is strictly forbidden. Offenders will be ejected from the Hall. Students are warned against the use of combustible substances such as petrol or gas in the Halls.**

**44. COMMERCIAL ACTIVITIES**

Selling in the Halls/Hostels by students is strictly prohibited.

**45. VISITORS**

Students are to note that it is the responsibility of Hall Assistants to control the flow of human traffic in and out of the Halls/Hostels.

- (a) Students are permitted to receive external guests in their Halls only at the following times:
  - i. Mondays to Fridays 10:00 a.m - 10:00 p.m
  - ii. Saturdays Sunday and 10:00 a.m. - 12 Mid-night
  - iii. Public Holidays
- (b) All external visitors to the Hall shall register with the Hall Assistants on duty and sign off when leaving.
- (c) Hawkers and errand boys shall not be allowed beyond the Hall Assistants' Lodge.
- (d) Students shall not be allowed to live in the Hall with their families, guests and visitors.
- (e) Students who entertain unregistered persons will be given a written warning, in the first instance only. Repeat offenders will be ejected from the Hall.
- (f) Visitors should not be entertained in the rooms.

**46. HEALTH CARE SERVICES**

- (a) On admission, students are required to undergo Medical Examination at the University Hospital. Failure to comply with this directive will result in dismissal.
- (b) While in residence, students may visit the University Hospital for treatment.
- (c) The University pays the Health Insurance premium to the National Health Insurance Scheme on behalf of students.

Students should report to the University Hospital with a valid/functional Health Insurance card in order to access free healthcare. It is therefore the responsibility of students to ensure that their Health Insurance policy are active at all times since there is no payment to be made for the annual renewals. Students will be made to pay for drugs and services at the Hospital should their card expire without renewal.
- (d) When sick while on campus, the student must first report at the University Hospital. Referrals for outside attention shall be obtained from the Director of University Health Services or his/her representative.
- (e) All medical certificates issued by Doctors outside the University MUST be shown to a University Medical Officer for endorsement.
- (f) Any student who returns to the University after illness must see a Medical Officer within 24 hours on his/her arrival on campus to obtain a certificate of fitness.
- (g) Students on admission in a hospital should ensure that their Hall Warden/Masters, Heads of Department and Hall Tutors are informed.

- (h) In the event of any student passing away, the University channels its support to the bereaved family through the Office of the Dean of Students.

**47. CLUBS AND ASSOCIATIONS**

- (a) All students' Clubs and Associations shall be registered with the Office of the Dean of Students.
- (b) Application to form a new Club or Association should be made to the Dean of Students through the Students' Representative Council at the beginning of every academic year. The application should state the names of the founding members, officers and patrons. The constitution of the Club or Association must accompany the application.
- (c) The Dean of Students will study these documents and decide whether or not to issue a certificate of registration. It is only after the group has received its certificate or registration that it can operate in the University.
- (d) Religious Clubs and Associations should, in addition, apply to the Chaplaincy Board for recognition.
- (e) Each registered Club or Association must apply for renewal of its registration each academic year. Applications for renewal should be submitted through the Students' Representative Council to the Dean of Students before the end of the second semester of the preceding academic year.
- (f) It is an offence for any group of students to operate a Club or Association that has not been registered by the Dean of Students. Students found culpable will be sanctioned.
- (g) Every Club/Association, which collects or receive funds must have a Senior Member of the University of Cape Coast as its Senior Treasurer.
- (h) All Clubs shall have patrons who are Senior Members of the University.
- (i) The Senior Treasurer must present to the Dean of Students a completed Annual Statement of the Clubs/Associations Income and Expenditure, signed by its Junior Treasurer and, at least, one member of the Society or Club before the end of the Academic year. **This should be displayed on the University Notice Boards.**
- (j) Executives are to be elected yearly. Club and Association secretaries are to submit to the Dean of Students and the Students' Representative Council at the beginning of each Semester a list of principal officers and the committee members of their Clubs and Associations and a copy of their programme for the semester.
- (k) Before any arrangements are made to invite guest speakers or artistes from outside the University to address a meeting or give entertainment, a formal request in writing for permission to invite them must be made to the Dean of Students through the Patron. Only when permission has been granted for the invitation to be made will Clubs or Associations be allowed to invite outside speakers or artistes.

**NB: This applies to Halls/Hostels of residence too.**

- (a) The Assembly Hall is available for meetings under certain conditions. In all cases, permission for use must be obtained from the Head of Department concerned. At least 48 hour notice must be given.
- (b) No religious services are permitted in Lecture Theatres, JCR's and unapproved venues.

#### 48. **CODE OF CONDUCT OF CADET CORPS**

*All Cadet Corps on campus shall obey the following University of Cape Coast Code of Conduct:*

- (a) The use of uniforms and other accoutrements shall be authorised by the appropriate University authority.
- (b) Students shall not roam in uniforms outside the University campus after a performance authorised by the University authority.
- (c) All military accoutrements shall be handed to the appropriate University authority before proceeding on holidays or vacation.
- (d) The Cadet corps shall not be used for unauthorised purposes such as demonstrations, strikes and other unauthorised gatherings.
- (e) Cadet members shall not use their position to threaten the life of non-cadet members on the University campus.
- (f) Cadets shall be ever prepared to attend to emergency calls to solve problems with the consent of the appropriate University authorities.
- (g) Cadets shall not take to drinking, smoking or misbehave while in uniform and on official duty.
- (h) Cadets shall be time-conscious and always punctual for functions.
- (i) Cadets must have respect for University authority.

#### 49. **STUDENT EXCURSIONS**

*The following regulations govern the organisation of excursions by students:*

- (a) Decision of the Club or Association to undertake the trip should be taken at a general meeting of the Club/Association.
- (b) Permission for a Club or Association to go on excursion or education tour should be sought from the Dean of Students through their respective Heads or patron and should contain the list of all those making the trip. All students making the trip should seek permission from their various respective Heads. **A written permission should reach the Dean of Students, at least, 72 hours (3 days) in advance.**
- (c) The trip should be restricted to University members of the Club or other students of the University.
- (d) The itinerary of the trip should relate to the aims and objectives of the Club or Association.
- (e) There should be evidence or correspondence between the Club or Association and the institution or other establishments to be visited during the trip.
- (f) The means of transport must be stated in the application.

**50. SELECTION OF CANDIDATES FOR ADMISSION INTO THE UNIVERSITY**

Final decision on the suitability of candidates for admission to any programme rests with the Joint Admissions Board of the University.

**51. REGISTRATION OF COURSES**

At the beginning of each semester, continuing students will proceed to do registration of their courses online. Fresh students, on the other hand, will proceed to the designated registration centres to register.

Students who do not register by the approved dates will not receive any grades even if they attend lectures and take examination.

**52. PENALTIES FOR LATE REGISTRATION**

There is a penalty for late registration. Students who fail to register within the first two weeks of re-opening but register in the third week will be charged a late registration fee. No student will be allowed to register after the third week of re-opening.

**53. DEFERMENT OF PROGRAMME**

A student who, due to various reasons, wishes to defer his/her programme should first consult his/her Academic Advisor for advice.

Applications for deferment would normally not be entertained after eight weeks into the Semester and should be submitted to the Director, Directorate of Academic Affairs through the relevant Head of Department with copies to the Provost, Dean of Faculty and Dean of Students.

Application for deferment on medical grounds should be supported by a medical report certified by the Director of University Health Services, UCC.

Students must of necessity wait for the response to such applications before leaving the University.

**54. CHANGE OF NAME**

The University will normally not entertain requests by students for change of name.

For University record purposes, students shall be known only by the names used in completing their application for admission and in the sequence in which they are written.

Once a student has, on admission into the University, been registered with a name which should be the same as the one on his/her results slip, he/she goes through the programme of study with that name.

Female students who contract marriages while in the University may, however, apply to have their names changed to include the surname acquired by the marriage. The application for change of name under such circumstance shall be supported by a marriage certificate or requisite documentary evidence.

Students should note that applications for change of name which should be addressed to the Director, Directorate of Academic Affairs, would take a few weeks to process and that the new name(s) cannot be used until notification to that effect has been received from the Office of the Director, Directorate Academic Affairs.

## **55. COUNSELLING CENTRE**

The Centre renders counselling services in the following areas:

- (a) Academic/Career Counselling
- (b) Personal-Social Counselling
- (c) Marriage and Family Counselling
- (d) Group Counselling

### **(a) Academic and Career Counselling**

Students should seek help from the Centre in respect of the following:

- i. Study habits
- ii. Choice of academic programmes.
- iii. Career implications for the various programmes.
- iv. Postgraduate programmes available in the University and other Universities in Ghana and abroad.

### **(b) Personal-Social Counselling**

Counselling services are available for students on personal and social issues like: -

- i. Inability to cope with the demands and the general life at the University (experiencing intolerable stress).
- ii. Phobia (fears) of any type (e.g., fear of examination, fear to interact with people, fear to speak in class).
- iii. Depression and the feeling of committing suicide.
- iv. Addiction to alcohol and other drugs.
- v. Undesirable personal habits (stammering, shyness, extravagant behaviour, over eating, etc).
- vi. Emotional difficulties (the tendency to overreact emotionally-e.g, temper tantrums).
- vii. Loneliness and feelings of inadequacy.
- viii. Interpersonal matters (making friends, conflicts between room-mates, friends, etc).
- ix. Sexual matter (harassment, rape, etc.).
- x. Religious and spiritual matters.
- xi. Any other personal-social issues students may have.



**(c) Marriage and Family**

The Centre offers counselling for:

- i. Students who have concerns on getting married and require help in the choice of partners and preparation towards marriage.
- ii. Couples experiencing difficulties in their marriage.
- iii. Students with interpersonal conflicts in their families.

**(d) Group Counselling**

The Centre offers group counselling on:

- i. Personality improvement,
- ii. Overcoming alcohol and drug abuse,
- iii. Overcoming marriage conflicts
- iv. Improving study habits, etc

**56. HOISTING OF BANNERS ON THE CAMPUS**

Clubs or Associations must obtain written permission from the Directorate of Public Affairs (DPA) before hoisting banners on the University campus.

Banners can be hoisted at only designated places and must be removed not later than two weeks from the first date of hoisting.

Associations that hoist their banners at unapproved places or fail to remove their banners after the expiry date shall be sanctioned.

**57. REGISTRATION, USE AND PARKING OF VEHICLES ON CAMPUS**

(a) All students who own vehicles are required to register their vehicles with the Estate Section and also purchase specially designed stickers for use within campus at the cost of Five Ghana Cedis (GH¢5.00) each. These stickers will be valid for one (1) academic year. For registration, students will be required to produce their road-worthiness certificates and Insurance paper. Students will not be allowed to use their cars without stickers on campus.

(b) The university accepts no responsibility for such motor vehicles nor for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the person concerned and which may be withdrawn if it is abused.

(c) The university does not provide garage for students' motor vehicles. The Hall Master/warden or Estate section may, however, direct as to where students' vehicles may be parked.

- (d) Before permission is granted to any student to use a car or motor cycle on campus, he /she will be required to produce evidence of having complied with the laws regarding licenses and insurance.
- (e) Students who wish to drive union vehicles shall obtain clearance from the Registrar through the Transport Officer.
- (f) Some areas on campus have been designated as parking lots for vehicles owned by students. Students will be allowed to park in these places. If a student park in an unauthorised parking lot , his/her car will be towed and a fine imposed on him/her.
- (g) The University operates a shuttle bus service on campus. This bus service is managed by the Estate section of the university. All complaints about the services should be forwarded to the Estate Officer.

**58. ELECTION**

There shall be general elections for student leaders in the second semester of each academic year. The elections shall be held in the last week of March.

**A. Positions**

The positions to be contested shall include:

**(I) SRC**

- i. President/Vice President
- ii. Secretary
- iii. Treasurer
- iv. General Sports Secretary
- v. Coordinating Secretary
- vi. Public Relations Officer

**(II) Local NUGS**

- i. Local NUGS President
- ii. Secretary
- iii. Women's Commissioner

**(III) GRASAG**

- i. President/Vice President
- ii. Secretary
- iii. Treasurer
- iv. Financial Secretary
- v. Organising Secretary
- vi. Women's Commissioner

**(IV) JCRC**

- i. President/Vice President
- ii. Secretary
- iii. Treasurer
- iv. SRC Representative(s)

**B. Eligibility**

A student shall not be eligible for election to any executive office unless:

- i. He/she has been in the University for at least one academic year.
- ii. He/she is eligible to contest elections under his/her hall's constitution.
- iii. He/she has good academic standing; that is a CGPA of at least 2.5 at the time of standing for the election.
- iv. He/she has paid his/her school fees in full.
- v. He/she is a person of *compos mentis* (sound mind)

**C. Qualifications**

A student shall not qualify for election to any executive office if:

- i. He/she has a criminal record.
- ii. He/she has violated any university regulations or been found guilty of any misconduct or any act which constitute a criminal offence under the Constitution of Ghana.
- iii. He/she is a repeating candidate at the time of standing for the election.
- iv. He/she has been adjudged or otherwise declared to have misappropriated funds or conducted himself/herself in such a manner as to cause depreciation, loss or otherwise in respect of any cash or property entrusted to him/her, or
- v. He/she has been found by any committee of enquiry to be incompetent to hold any office or is a person in respect of whom a committee or commission of inquiry has found that while holding any office, he/she has acquired assets unlawfully or defrauded or misused or abused his/her office or wilfully acted in a manner prejudicial to the interest of students.

NOTE: Clubs/Associations elections shall conform to this election guide.

**D. Electoral Commission**

- (I) Composition  
There shall be an Electoral Commission (EC) appointed by the Dean of Students.  
There shall be a representation of two senior members one of whom shall chair

the Commission and one junior member representing each hall of residence on the Commission.

The Registrar's representative at the Office of the Dean of Students shall be a Member/Secretary.

(II) **Functions of the Electoral Commission**

The functions of the Electoral Commission among others shall be to:

- i. Fix date for elections
- ii. Provide and circulate information on vetting and election rules to the student body to guide the election procedures and processes in the university.
- iii. Conduct and supervise the elections and related activities
- iv. Declare results in consultation with the Office of the
- v. Dean of Students
- vi. Any other function that may be assigned by the Dean of Students from time to time.

**E. Vetting Committee**

(I) **Composition**

A Vetting Committee shall be constituted with two senior members, one of whom shall chair the Committee and one junior member from each hall.

The Registrar's representative at the Office of the Dean of Students shall be a Member/Secretary.

(II) **Functions**

The Vetting Committee shall:

- i. Vet all legible and qualified candidates who have filed their nomination forms to contest elections.
- ii. Have the power to disqualify a candidate based on any justifiable grounds.
- iii. Receive memos and review them within 48 hours from the time of submission.
- iv. Have the right to compel petitioners to appear before it.
- v. Exercise any other functions that may be assigned by the Dean of Students from time to time.

**F. Declaration of Vetting Results**

The results of vetting shall be declared by the Chairperson of the Vetting Committee within 48 hours after the vetting. Without prejudice to the eligibility and qualification criteria above, a person must obtain 50% of the vetting score to pass as a candidate

1. Returning Officers
  - (a) Appointment  
The Electoral Commissioner shall assign Returning Officers for the elections.
  - (b) Function  
The main function of the Returning Officers shall be to supervise the elections. On the Election Day, the Returning Officers shall ensure that each aspirant keeps one polling agent per polling station at a time.

**G. Voting**

- (a) Voting shall start at 7:00a.m. at each polling station and close at 5:00p.m.
- (b) Voting shall be supervised by the Returning Officer in the presence of all polling agents.

**H. Declaration of Results**

- (a) Returning Officers shall declare the provisional results at the various polling stations at the close of elections.
- (b) The EC Chairperson shall declare the final results within 24 hours after the close of polls.

**I. Electoral Offences**

The following shall constitute electoral offences:

- (a) Campaigning by candidate or through his or her agents on the day prior to the voting day and on the voting day.
- (b) Sighting of any campaign materials within 100 m radius of the polling stations on the voting day.
- (c) Display of banners, posters, handbills, teasers and other related materials anywhere in the University and its immediate environs before the lifting of the banned-on elections is prohibited.

**J. Other Rules and Regulations**

- (a) A person can be considered an aspirant only after he/she has been vetted and has been so put up by the Electoral Commission.
- (b) An aspiring President shall nominate his/her running mate (Vice) before filing his/her nomination and the two shall be vetted together.

- (c) In the case of JCRC, there shall be a ratio of one (1) SRC Representative to a thousand (1000) students.
- (d) An aspirant who wishes to withdraw before the elections may do so by formal writing **at most 72 hours to the voting day**; a withdrawal, however, shall be granted on terms that the Electoral Commission deems fit.
- (e) Voting during elections shall be open to all registered regular students of the University of Cape Coast.
- (f) Voting shall be between the hours of 7:00a.m.and 5:00p.m. In the unlikely event of a late start of voting, the time lapsed may be extended/credited beyond 5.00 p.m. but in consultation with the polling agents.
- (g) Clubs/Associations elections shall conform to this election guide.

In the case of dispute arising before, during and after elections, the following shall apply:

(I) **Pre-Election:**

- i. **SRC/Local NUGS elections:** the Vetting Committee Chairperson shall resolve disputes arising from the vetting within 48 hours from the close from the vetting process. Any unresolved issues shall be referred to the Dean of Students.

In the event of the Dean of Students not being able to resolve the disputes within 24 hours the issues shall be referred to Office of the Registrar. The decision of the Registrar shall be final.

- ii. **GRASAG:** The Vetting Committee Chairperson shall resolve disputes arising from the vetting within 48 hours from the close of the vetting process. Any unresolved issues shall be referred to the Dean of Students. In the event of the Dean of Students not being able to resolve the disputes within 24 hours the issues shall be referred to Office of the Registrar. The decision of the Registrar shall be final.

- iii. **JCRC:** The Vetting Committee Chairperson shall resolve disputes arising from the vetting within 48 hours from the close of the vetting process. Any unresolved issues shall be referred to the Hall Master/Warden. In the vent of the Hall Master/Warden not being able to resolve the disputes within 24 hours, the issues shall be referred to the Hall Council. If the issues are still not resolved the Dean of Students shall be petitioned. The decision of the Dean of Students shall be final.

(II) **Post-Election**

- I. **SRC/Local NUGS/GRASSAG elections:** The Electoral Commissioner shall resolve disputes arising from the elections within 48 hours from the close of the election process. Any unresolved issues shall be referred to the Office of the Dean of Students. In the event of the Dean of Students not being able to resolve the dispute within 24 hours the issues shall be referred to the Office of the Registrar. The decision of the Registrar shall be final.

- ii. **JCRC:** the Electoral Commissioner shall resolve disputes arising from the election within 48 hours from the close of the election process. Any unresolved issues shall be referred to the Hall Master/Warden. In the event of the Hall Master/Warden not being able to resolve the dispute within 24 hours, the issues shall be referred to the Hall Council. If the issues are still not resolved the Dean of Student shall be petitioned. The decision of the Dean of Students shall be final.

**L. Dispute Resolution Procedure**

- (a) The Dean of Students shall, within seventy-two (72) hours after the declaration of the results of elections, entertain petitions if there be any. Any submission made after the seventy-two (72) hour deadline shall be considered invalid.
- (b) Any aggrieved persons shall submit a written petition stating his or her grounds to the Dean of Students. The Dean of Students shall acknowledge receipt within 5 working days to the aggrieved person.
- (c) The Dean of Students shall refer the matter to the responsible officer within 10 working days.
- (d) All other related electoral grievances not stated herein shall follow the above procedure.
- (e) Any petitioner who violates the internally laid down structures and seeks redress from outside the University shall be rusticated for two semesters.

**M. Reliefs**

An electoral dispute resolution can lead to any of the following:

- (a) Invalidation/cancellation of all or part of results
- (b) An order for re-run of election
- (c) Disqualification
- (d) Cautioning of petitioner
- (e) Award of cost

**N. Appointment of Polling Agent**

Each candidate fully certified as an aspirant by the Electoral Commission shall appoint one (1) polling agent per polling station, whose name shall reach the Electoral Commission at least one (1) clear week before the voting day.

**O. Independence of the Commission**

Except as provided in the Statutes, Students' Handbook and any other University regulations, in the performance of its functions, the Electoral Commission shall not be subject to the direction or control of any person or authority.

**P. Expenses of the Commission**

The administrative expenses of the Electoral Commission in respect of students' elections shall be charged on Students' account.

**Q. Tenure of Office of Executive Officers**

A student elected under this provision shall hold office for a term of one academic year.

**R. Handing Over**

The Executive Officers shall hand over to newly elected Executive Officers within fourteen (14) days after declaration of the final election results. All Officers (SRC, JCR, and Local NUGS) shall prepare elaborate handing over notes for documentation. Such handing over notes shall be approved by the Dean of Students or Hall Master/Warden before clearance.

**S. Resignation of Officers of the SRC**

Officers of the SRC may resign their post in a manner prescribed by the Constitution of the SRC.

**T. TRANSITIONAL PROVISIONS**

- (a) For the purpose of continuity, it shall be mandatory for the incumbent Executive Officers to initiate transitional meetings before the handing over ceremony. Three members each from the outgoing and incoming Executive Officers shall facilitate the process/meeting.
- (b) The purpose of these meetings shall be to discuss the following:
  - i. Finances, projects and assets.
  - ii. The administrative procedures
  - iii. Formation of Sub-Committees.
  - iv. Appointments to Committees and sub- Committees (in the case of SRC and GRASAG, appointment to University Statutory bodies)
  - v. General matters of relevance and interactions.



**INFORMATION AND REGULATIONS FOR DISTANCE LEARNERS  
(PICTURE)**

## **UNIVERSITY REGULATIONS FOR DISTANCE LEARNERS**

### **A. INTRODUCTION**

Distance Education at the University of Cape Coast offers accessible and affordable courses with quality instruction that can lead to the attainment of students' desired educational goals. Distance learning at the University of Cape Coast is run by the College of Distance Education (CoDE). The structure of The College is as follows:

- i. The College of Distance Education Board
- ii. Office of the Provost
- iii. Office of the College Registrar
- iv. Office of the College Finance Officer
- v. Heads of Academic Units
- vi. Coordinators of Administrative Units
- vii. Zonal Coordinators
- viii. Study Center Coordinators

### **B. ACADEMIC UNITS**

The College of Distance Education currently has the following Academic Units which coordinates the running of the College's academic programmes:

- i. Unit of Education Programmes
- ii. Unit of Business Programmes
- iii. Unit of Mathematics and Science Education
- iv. Unit of Arts and Social Sciences

### **C. NON-ACADEMIC UNITS**

CoDE has Units which work in collaboration with both the academic and administrative divisions in the delivery of distance education. The Units operate under Coordinators, who are responsible to the Provost in their performance of their duties.

These include:

- i. Examinations Unit
- ii. Admissions Unit
- iii. Student Records and Management Unit
- iv. Reprographic, Production and Dispatch Unit
- v. Student Support Services Unit
- vi. Counselling Unit
- vii. E-learning Unit
- viii. Teaching Practice and Project Work Unit
- ix. Quality Assurance and Enhancement Unit

## **1. STUDENTS' SUPPORT SERVICES UNIT**

Student Supports Services Unit provides effective support services that meet the unique needs of students, enhance their learning experience and academic success. The Unit is responsible for providing variety of students' centered Services and Support which are aimed at bridging the gap between the distance learners and the University.

There is a laid down policy that students need to follow in each case of Deferment, Resumption, Transit and Transfer. In all cases, the students' needs to officially apply to the Provost.

Services provided by Unit include:

### **i. Deferment**

Deferment refers to postponing the programme of study for a period. To defer a programme, a student must first indicate so in writing to the Provost through the Students Supports Services stating the reasons for deferment. A student must receive a written reply before proceeding on deferment. A student can defer for a maximum of one-year (2 semesters). Students who have deferred must take all courses he/she missed before proceeding to the next level.

### **ii. Resumption**

Resumption refers to continuing the programme of study after deferment. Students who wish to resume must notify the Provost through the Coordinator Students' Support Unit two clear months before resumption of academic work. On resumption, you are to pay all your fees and register your courses. Note that you must take all courses you missed at your current level before proceeding to the next level. A written reply must be received from the Unit before resumption.

### **iii. Transfer**

Transfer refers to changing of Study Center. A student who wishes to transfer from one Center to another must notify the Provost through Students' Support Unit in writing, stating the reasons for wishing to transfer. Students can only apply for transfer before writing the first quiz. This is to ensure that students' courses are not misplaced. A written document must be received from the Students' Support Unit before he/she proceeds on transfer.

### **iv. Transit**

Transit refers to changing a Study Centre for a brief period for a genuine reason. Students are to note that it should be in their own interest to limit the number of transits.

Too many transits can affect the tracking of students' scores, which makes the work of the Student Records and Management Unit cumbersome.

**Students on transit must note the following:** Notify the Students' Support Unit early enough and state reasons why they want to transits. Permission must be granted before they proceed on transit. Students who fail to seek permission do so at their own risk. Students on transit must have in their possession ID cards and permission notes. Students on transit must always contact the officer in charge at the examination center ahead of time.

**v. Registration**

At the beginning of every semester, students are given the opportunity to register for the courses they will read for the semester. Staff from CoDE are allocated to all Study Centres to guide students in this exercise.

**vi. Tutorial Services (Face to Face)**

Tutorial services in the form of face-to-face interaction with Course Tutors are conducted every weekend at all study Centres. This is meant to support student cultivate the right study habits in order to facilitate their understanding of materials in the modules.

**2. COUNSELLING UNIT**

Counselling is one of the support services provided to students of the College of Distance Education (CoDE) of the University of Cape Coast.

The Unit provides the following services:

**i. Academic Counselling**

- Issues related to CGPA.
- Examination malpractices
- Study habits
- Choice of academic programmes
- Postgraduate programmes available in the University especially on distance mode

**ii. Career/ Vocational Counselling**

- Requirements to qualify for a particular job
- Work conditions of occupation/job market
- Benefits and hazards on the job
- Career progression

**iii. Social/Personal Counselling**

- Effective time management
- Coping with the demands of the programmes of study
- Depression/stress
- Effective combination of work, family and studies

In addition to the above the Unit also provides referral services to clients with psychiatric symptoms as well as those with substance dependence challenges to appropriate institutions for therapeutic assistance.

## **D. STUDENT LEADERSHIP: DESAG**

The University of Cape Coast has student leadership who play a significant role in the management of the institution. For CoDE, the representation of students is the Distance Education Students Association of Ghana (DESAG).

The DESAG-UCC is composed of elected representatives of the Distance Education Students' body of the University in a National Congress. They are generally responsible for:

- i. Coordinating the social, cultural, recreational and intellectual activities of UCC distance learners.
- ii. Presenting the views of the distance education student body through the appropriate channels to the Office of the Provost.
- iii. Expressing the views of the distance education student body (DESAG) of the University of Cape Coast on policy relating to distance education.
- iv. Expressing the opinion on all matters relating to DESAG, National Union of Ghana Students, or SRC.
- v. Operating at the three levels- Study Center, Regional and National for the good of the distance learners.
- vi. Promoting cordial relationship between all sections of the University and maintaining good relation with past students of the University of Cape Coast through the Alumni Association.
- vii. Organizing Annual Delegates' Conference where topical issues concerning distance education delivery are discussed.
- viii. Publishing a record of students' activities as and when they occur.

### **1. ELECTIONS**

#### **a. Election of National Executives**

There shall be National General Elections for students' leaders at The National Delegates Congress held annually.

##### **i. Positions**

The various positions to be contested shall include:

- National President
- National Vice President
- National General Secretary
- National Financial Secretary
- National Public Relations Officer
- National Organizer
- National Welfare Officer
- National Sports Secretary
- National Women's Commissioner

## **ii. Eligibility/Qualification of National Executives**

Elections at all levels shall be by democratic means

- Aspirants contesting for National Executive positions shall be full time students of CoDE UCC
- Aspirants contesting for National Executive positions shall be full time Bachelor Degree students of good moral and academic standing
- He/she shall be entering the final year of the degree programme or a post graduate student.
- Notwithstanding the clause supra(c), Post Graduate students may contest
- He/she has good academic standing; a CGPA not less than 2.5 at the time of contesting for election.
- He/she has not deferred the course at the time of standing for election

A person shall not be qualified to stand for any Executive position if:

- He has been convicted of any crime in Ghana or elsewhere
- Has been declared or involved in any financial misappropriation;
- Is of an unsound mind;
- Has a low moral standard
- He has been found by any committee of enquiry to be incompetent to hold any office and the findings have not been set aside by appeal or Judicial review, or
- He has once been removed from any student office
- An Executive member at the Regional level shall not be qualified to contest for a position at the National level.
- National Financial Secretary shall have accounting background

## **b. Elections of Regional Executives**

There shall be general elections for student leaders at The Regional Delegates Congress of each Region annually.

### **i. Positions**

Various positions to be contested shall include:

- Regional President
- Regional Vice President
- Regional General Secretary
- Regional Financial Secretary
- Regional Public Relations Officer
- Regional Organizer
- Regional Welfare Officer
- Regional Sports Secretary
- Regional Women's Commissioner

**ii. Eligibility/Qualification of REC**

- Aspirants contesting for Regional Executive positions shall be full time students of CoDE UCC
- He/she has good academic standing; a CGPA not less than 2.5 at the time of contesting for election.
- He/she has not deferred the course at the time of standing for election

A person shall not be qualified to stand for any Executive position if:

- He has been convicted of any crime in Ghana or elsewhere
- Has been declared or involved in any financial misappropriation;
- Is of an unsound mind;
- Has a low moral standard
- He has been found by any committee of enquiry to be incompetent to hold any office and the findings have not been set aside by appeal or Judicial review, or He has once been removed from any student office
- Regional Financial Secretary shall have accounting background
- Aspirants contesting for the position of Regional President, Regional Vice President, shall be full time Bachelor Degree Students of good moral and academic standing

**c. Centre Representatives**

Centre Representatives (Centre Reps) shall be appointed by the Regional President in consultation with REC and Centre Coordinators.

**d. Course Representatives**

The Course Representatives (Course Reps.) shall by decision of class members be elected or appointed to represent DESAG in each class

**e. Electoral Commission**

There shall be an independent Electoral Commission

- The Electoral Commission shall be established at the last NC meeting before Congress for the purpose of coordinating elections.
- The Electoral Commission shall stand dissolved at the end of Congress.
- Members of the committee shall elect a Commissioner, Deputy Commissioner and a Secretary to steer the affairs of the Commission

**i. Composition of the Commission**

The Commission shall comprise representatives each from

- Student Support Service Unit
- Academic Affairs Unit

- Office of the College Registrar
- NEC
- Three (3) ex DESAG offices

**ii. Powers of the Commission**

- Be responsible for the conduct of all voting procedures at Congress
- Make rules not inconsistent with this constitution to govern the conduct of elections.
- Conduct and supervise elections and related activities

**f. Vetting Committee**

- i. Without prejudice to any provisions of this constitution, any student aspiring to any position shall be subjected to vetting by a 5-member committee formed by NEC with the approval of NC before Congress.
- ii. Members of the Vetting Committee shall be selected from among members of the Electoral Committee  
The Vetting Committee shall not be subjected to any instruction of any person or body in the performance of its duties.
- iii. It shall be responsible for ensuring that candidate(s) for any election under this constitution satisfy the requirements provided for in this constitution or regulations as may be set out by the Electoral Commission.  
It shall recommend or nullify a person's candidature after vetting based on justifiable grounds
- iv. Vetting results shall be declared before Congress
- v. The Vetting committee shall submit a confidential report to the Judicial Board after the performance of its duties
- vi. A candidate affected by a Vetting Committees decision shall have 1 hour within which to appeal to the Judicial Committee

**g. Voting**

- i. Voting shall be by secret ballot
- ii. A person shall be considered as duly elected by simple majority
- iii. An unopposed candidate shall have fifty percent plus one of the valid votes cast
- iv. The Electoral Commission shall reopen nomination upon the non-fulfillment of the clause supra
- v. In the event of the same candidate been retained as unopposed for the second time, he/she shall be deemed duly elected
- vi. Voting shall be supervised by the Electoral Commission



**h. Declaration of Election Results**

- i. The Electoral Commission shall declare provisional results immediately after the end of polls.
- ii. Notwithstanding the clause (a) supra, the Electoral Commission shall inform Congress of the reasons for the delay.

**i. Tenure of Office**

- i. The tenure of office for NC members shall be one term of two semesters
- ii. No DESAG office bearer can serve more than one term in the same position
- iii. Notwithstanding, an officer can contest to serve a second term in another office when enrolled onto the Degree program (in the case of diploma students) and on the post graduate program (in the case of Degree students)

Vacancy occurring howsoever it may arise in an elective office shall be filled as follows

- i. If the position of the President at the National level or at the Regional level is vacant, the Vice President shall assume office as President for the unexpired term of office of the President with effect from the date of the resignation, death or removal of the President.
- ii. If the position of the Vice President at the National level or Regional level is vacant, NC or RC, as the case may be shall elect one of its members to act.
- iii. Any other elective office shall be filled by the governing body from its membership
- iv. A person elected to fill a vacancy shall serve for the remainder of tenure of the officer he/she replaced.

**j. Handing Over**

Executive Officers shall hand over to newly elected Executive Officers within thirty (30) days after declaration of the final election results.

**k. Transitional Provisions**

- i. For the purpose of continuity it shall be mandatory for the incumbent Executive officers to initiate transitional meetings with the incoming Executive Officers before the handing over ceremony.

**APPENDIX I**  
**UCC ANTHEM**

UCC, UCC we're the liveliest of them all  
UCC, UCC we're the teachers of the nation  
We learn to teach; we find out and pass on  
We counsel, we guide that all may be enlightened

UCC, UCC: therefore rise to your call  
UCC, UCC: to the call, let us rise  
To our call let us rise veritas nobis lumen

UCC, UCC we're the humblest of them all  
UCC, UCC we're the bed rock of all knowledge  
Being proud of this we students and workers  
In concert shall work that your image may be heightened

UCC, UCC we're the kindest of them all  
UCC, UCC we're the brain-child of Nkrumah  
We train; we mould and live by his vision  
To impart all virtues that Ghana may be strengthened

**APPENDIX II**

Each student will be required to sign a Matriculation Oath after the Matriculation ceremony.

**MATRICULATION OATH & DECLARATION OF OBEDIENCE**

I,..... do solemnly promise to be a loyal member of the University of Cape Coast, to study diligently and to conform to all statutes, regulations, and rules of the University in so far as they concern me.

So help me God.

Registration Number:.....  
Faculty and Hall:.....  
Programme:.....  
Signature:..... Date:.....

**NB. Signature will be checked against signature on student's application form.**

## APPENDIX III

### SECURITY TIPS FOR STUDENTS

1. Lock your door whenever you are leaving your room. Do not display large sums of cash or expensive jewelry.
2. In the event of loss of room key, report immediately to the enquiries, Presiding Hall Assistant.
3. Lock your door before you sleep. All doors leading to the balcony should be locked at all times. Walk with friends when out late at night and walk on designated pathways and well-lit areas. Students are reminded to avoid short cut routes.
4. Lock your car doors anytime you leave the car. .
5. Do not leave obvious valuables in plain view in your car.
6. Check the back seat of your car before you get in. You may have an uninvited passenger.
7. Secure bicycles through the wheel and frame with a high –quality cable and lock or other approved device. As much as possible patronize the Campus shuttle buses.
8. Avoid the services of errand boys; they may monitor your movements and rob you later or give information to their accomplices.
9. Do not entertain hawkers in the Halls. Beware of the type of friends you entertain in your rooms; they may be predators and Criminals.
10. Beware of travel agents on Campus; some are fraudsters.
11. Avoid the use of alcohol and illegal drugs. Report all sexual assault/harassment cases promptly to the University’s Security Section/ Hall Masters/Wardens/Office of the Dean of Students/CEGRAD. Report all cases of threats and theft promptly to the University’s Security Section/Hall Masters/Wardens/Office of the Dean of Students.
12. Be mindful of the activities of fraudsters on campus.

#### NOTE

Students are reminded that their safety at all times and the safety of all their personal properties is their responsibility.

Again, Students are to note that apart from being subject to the University regulations, they are also subject to the criminal laws of the country. Cases such as stealing, assault, defrauding by false pretences, causing harm, damage to property etc. are not considered as a matter only against UCC regulations but also as a matter for Police investigation and action.

Report any criminal or suspicious activities or other emergencies that occur on campus to the University Security Section.

Telephone number: **0332135806**

## APPENDIX IV

### FIRE PREVENTION

**Fire Prevention:** is the act of increasing awareness of human actions that can lead to fires and to develop skills and knowledge on how to control it. To prevent any fire from occurring, you need to identify the hazard present at the place by **assessing the risk involved** and **adopting a relevant approach to manage it**.

#### OFFICES AND LECTURE HALLS SAFETY TIPS

- Do not overload electrical switch/plugs with too many appliances.
- Switch off all electrical appliances when not in use and after office hours.
- Only competent electricians must be engaged to repair loose and hanging electrical cables and faulty appliance.
- Observe good housekeeping and regular cleaning of ceiling fans, air conditioners and other electrical appliances.
- Do not run electrical cords under rags, carpets or through the door way.
- Check electrical sockets and switch for signs of sparks/burns and replace them.
- Exit/doors should not be obstructed to allow free movement of occupants to safety during emergency.
- Combustible materials (curtains, stationary, furniture etc.) should not be sited close electrical appliances.

#### VEHICULAR FIRE SAFETY TIPS

- The major causes of vehicular fires are associated with fuel, electrical and exhaust system.
- Stop and check for any fault, scent of burning materials or noise in your car.
- Don't open bonnet when you discover fire in a car. Turn off the engine, get out and don't go back for anything.
- Do not be a hero, if you are not experienced in the use of fire extinguishers, call the experts.
- Make use of qualified mechanics, stick to a regular maintenance/audit culture.
- Do not push overheated vehicles.
- Do not sit on the bonnet of your car; it can start fire by bridging the terminals connected to the battery.
- Do not start your car engine when you detect electrical fault.
- Routine inspections of care engine for sparks should be conducted at night or in the dark, when a spark is detected, do not drive the vehicle to the Fuel/Gas filling station.
- Store flammable liquids in tight containers and away from heat source.
- Routine examination of fire extinguishers installed in vehicles should be conducted.

## **SAFETY AT HALLS OF RESIDENCE/HOSTELS**

**NB: The use of Gas cylinder and Gas stove is STRICTLY FORBIDDEN in all the traditional Halls of residence.**

- Do not forget to turn off electrical supply to your cooker immediately you finish using it.
- Report any fire, whether big or small, to the Fire Service while attempting to extinguish it.
- Do not lean against the balustrade at the balcony.
- Do not touch wet walls or hanging electrical cables to avoid electrocution.
- Burning flammable liquids should be smothered (with a lid or covered with a wet cloth/blanket).
- Do not remove/manipulate installed fire defense system such as smoke detectors and fire extinguishers in the Halls or offices, unless in times of emergency.
- Use quality electrical extension cords. (Preferably the wooden type)
- Do not store combustibles near electrical stoves and portable heaters.
- Allow good ventilation in rooms, kitchen, Fridges, TV set, etc. to prevent overheating
- Turn off all electrical gadgets and unplug it in the event of electrical power interruption

## **FIRE NOTICE: WHAT TO DO WHEN YOU DISCOVER FIRE IN A BUILDING**

### **STAY CALM, DO NOT PANIC**

- Call for help
- Switch off electrical mains to the premises if possible.
- Call Fire Service through emergency telephone number 192/U.C.C  
**0557525952/0205388648/0291702207/0299340993**
- Raise alarm for occupants to walk out quietly and promptly to a safer zone.
- Be brave and start fighting the fire with any available extinguishing medium e.g. wet sand, fire extinguisher etc.
- Close all doors and windows when you have the opportunity to do so.
- Use the nearest exit to travel to a place of safety (assembly point).
- If the building is engulfed with smoke, always stay low and crawl out of the room.
- If your garment/cloth is engulfed with fire, do not run, row on the floor continuously to extinguish it.
- To prevent stampede, occupants should come out orderly. By professional standard, forty (40) people can pass through a three (3) feet entrance within one minute without any overtaking.
- Do not return to the room or hall until you are told to do so.
- In a storey building occupants should use a fire escape ladder or an improvised ladder to descend.