

TAMALE TECHNICAL UNIVERSITY



STUDENTS' HANDBOOK

OCTOBER, 2020

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PROFILE OF UNIVERSITY

Tamale Technical University is Africa's premier University in northern Ghana in the delivery of world-class technical and vocational education. The University traces its history to a trades school in 1951 and a Technical Institute in 1963. It received Technical University classification in 2018 following its conversion from a Polytechnic under the Technical Universities Act, 2016 (Act 922).

The University has autonomy to run as a Public tertiary educational institution in Ghana. All the programs run by the University are accredited by the National Accreditation Board (NAB). The Higher National Diploma Programs are supervised by the Commission for Technical and Vocational Education and Training (CTVET).

The University has a student population of about 7000 made of various nationalities. There is strong promotion of cultural diversity reflected in the student numbers and background. There are currently students from across Ghana, Burkina Faso, Sierra Leone, Ivory Coast, Mali and Nigeria. Academic excellence is a reflection of the diversity of the student population and absolute emphasis on hands-on practical training, coupled with strong industry linkage.

Tamale Technical University is a member of the Commonwealth Association of Technical Universities and Polytechnics in Africa. It also has membership of the Association of Principals of Technical Institutes, Ghana and Conference of Rectors of Polytechnics and Vice-Chancellors of Technical Universities, Ghana.

The University has a very good standing in the world Universities' rankings in the area of applied research and technology. This is manifested in the form of awards won. The institution was awarded by the International Institute of Governance and Development, South Africa for innovation, integrity and Development in 2014. It also received the Best Behaved Institution at the 7th edition of the Inter-tertiary institution debate competition in Africa in 2014, organized by Impact Africa. The Nova Scotia Agricultural College also in 2010 accorded the University partnership recognition for commitment to the Development of Rural Entrepreneurship. The Ghana Tourism Authority recently awarded the University for Best Performer in Tourism Education, 2018.

Tamale Technical University is located within the Education Ridge area of Tamale, which is about two kilometres away from the Central Business District. It is digitally located on NS-011-9772. The University's strategic location gives easy access to various significant places of attraction. It gives a significant hassle-free travel distance to the Gambaga escarpment.

It provides easy reach also to the, Laribanga mosque, Damongo game reserve, Mognori ecovillage and Kulmasa traditional ritual site.

VISION

The vision of the University is to become an internationally reputable institution of excellence in the provision of technical education.

MISSION

The mission of the University is to provide higher education and undertake research in engineering, technical and vocational based disciplines using practical and competency-based approach that would produce professionals for industry.

CORE VALUES

The core values of Tamale Technical University are as follows:

- i. Hard work;
- ii. Honesty;
- iii. Transparency;
- iv. Justice;
- v. Fair Play; and
- vi. Unity and Togetherness (cohesive workforce).

1. INSTITUTIONAL MANAGEMENT

The University Governing Council is the highest decision-making body of Tamale Technical University, and it is followed by the Academic Board. The University is run by Council and Academic Board with the support of its Sub Committees.

The Vice Chancellor of the University is the Chief Executive Officer and he is assisted by the Pro Vice Chancellor and heads of the academic units (i.e. Faculties and Departments) and other officers such as, the Registrar, the Director of Finance, Librarian, the Director of Internal Audit, the Planning Officer, Procurement Officer and Development Officer, among others, in the management of the institution.

The Vice Chancellor is responsible for ensuring the efficient administration and management of all physical facilities, financial resources and personnel to achieve the objectives of the University. He advises the University Council on all matters affecting policy, finance, governance and problems of the University. He chairs the Academic Board and Convocation meetings.

2. ADMINISTRATIVE STRUCTURE OF THE UNIVERSITY

The Administration of Tamale Technical University consists of all the administrative support units which assist the Vice-Chancellor to manage the University. They currently include but are not limited to the following:

- 1) Office of the Vice-Chancellor;
- 2) Office of the Pro Vice-Chancellor;
- 3) Office of the Registrar;
- 4) Office of the Director of Finance;
- 5) Office of the Director of Works and Physical Development;
- 6) Office of the Director of Internal Audit.

2.1 Office of the Vice-Chancellor

The Vice-Chancellor shall have over all authority over the Academic, Financial and Administrative staff of the University. The Vice-Chancellor has extensive powers as spelt out in Statute 12 of the University's Statutes among others; the Vice-Chancellor is Chief Disciplinarian, Chief Authorizer, Chief Spokesperson, Chief Liaison Officer and Chief Executive Officer.

2.2 Office of the Registrar

The Registrar is the Chief Advisor to the Vice-Chancellor and Chief Operating Officer. He/she is the Secretary to the Governing Council, Standing-Committees of Council, and

Standing-Committees of the Academic Board. The Registrar implements decisions taken at meetings, communicates decisions to all constituents and is the custodian of all records and the University Seal.

In addition to the duties prescribed in the Law, the Registrar with the assistance of Deputies serves as Secretary to all Standing, Statutory and Ad hoc Committees and Boards of the University and keeps their records and conducts all correspondence on their behalf. In practice, he/she delegates some functions to Deputy Registrars and other support staff.

2.3 Office of the Director of Finance

The Director of Finance is the Chief Manager of all funds of the University and Chief Financial Advisor to the Vice-Chancellor. The functions of the Director of Finance are in line with Statute 16 as follows:

- i. Supervises all financial and accounting transactions in the University,
- ii. Prepares University Budgets,
- iii. Pays wages and Salaries of staff
- iv. Supervises University Stores;
- v. Exercises oversight responsibility over accounting procedures and takes custody of all university funds
- vi. Ensures that proper records are kept of all university assets and stocks in a register

2.4 Office of the Librarian

The University Library is central to the mission and vision of the University. Its main responsibility is to develop and provide access to relevant and a well-balanced information collection in all formats for use by students, faculty and the public, and to maximize the use of information for development and life-long learning.

The University Library is headed by the University Librarian whose functions include:

- 1) management of all libraries within the University in accordance with rules and regulations approved by the Academic Board;
- 2) Provision of adequate reading and learning materials to support the teaching, research, and extension functions of the University;
- 3) Ensuring that the required administrative and professional staff are employed, re- assigned or transferred or relocated in the Library to support his/her work in collaboration with the Registrar;
- 4) Formulating policies for the maximum development and utilization of all the libraries in the University in conjunction with the Library Board, and subject

to the approval of the Academic Board,

- 5) Exercising professional and administrative supervision over the staff under him or her to ensure the efficient and effective functioning of the libraries in the University.
- 6) Performing any other functions as may be assigned to him or her by the Vice-Chancellor.

2.5 Office of the Director of Works and Physical Development (WPD)

The Director of Works and Physical Development provides Technical Services for Physical Planning and Development of the University. In addition, the director of WPD does the following:

- 1) Development and maintenance of the infrastructural and physical works of the University;
- 2) Responsible for works and major maintenance;
- 3) Management of grounds including pavements, land, horticulture, sewer, drains, water supply, and gardens.

2.6 Office of the Director of Internal Audit

The Director of Internal Audit is the Head of the Internal Audit Directorate of the University. He/she exercises professional and administrative supervision over the staff under him or her to ensure that the internal auditing system of the University is efficient and effective. The Director of Internal Audit is responsible for the following:

- i. Appraises and reports on the soundness and application of the system of controls operating in the University;
- ii. Evaluates the effectiveness of the risk management and governance processes of the University and contributes to the improvement of that risk management and governance process;
- iii. Provides assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of the University;
- iv. The Director of Internal Audit also evaluates compliance of the University with enactments, policies, standards, systems and procedures.

3. STRUCTURE OF FACULTIES AND DEPARTMENTS OF THE UNIVERSITY

The internal organization of the University into faculties is as follows:

3.1 Faculty Board

There is a Faculty Board whose members shall include:

- (a) The Dean of the Faculty

- (b) Professors, Associate Professors or its equivalence within the Faculty
- (c) All Heads of Departments within the Faculty
- (d) One representative from each Department within the Faculty
- (e) The Librarian or his representative.

A special meeting of the Board may be called on the written request of one-third of members of the Board submitted to the Dean stating the subject matter to be considered at that special meeting. The Dean shall, within three days of receipt of the request, convene a meeting of the Board. The quorum for a Board meeting shall be fifty percent (50%) of the total membership.

3.2 Deans

Academic Faculties shall have as administrative heads, Deans who shall be elected by the Members of the Faculties for a term of three (3) years. The Vice-Chancellor in consultation with the Executive Committee shall recommend Deans for appointment by Council. The Dean shall vacate his/her Office if he/she is absent for a period of more than (1) one year. A Vice-Dean of a Faculty shall be recommended by the Vice-Chancellor in consultation with Executive Committee for appointment by Council.

3.3 Powers and Functions of the Faculty Board

Subject to the Law and the Statutes, the Board of each Faculty shall have the following powers and functions:

1. To regulate within the general policy approved by the Academic Board, the teaching and study of the subjects or tasks assigned to the Faculty.
2. To ensure the provision of adequate facilities for instruction and research and practical training in the disciplines assigned to the Faculty.
3. To recommend to the Academic Board internal and external Examiners for appointments.
4. To make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, studentships, scholarships and prizes within the Faculty.
5. To advise on regulations and syllabuses dealing with courses of study for degrees, diplomas and other awards of the Faculty.
6. To consider the Faculty budget and make allocation to the Departments under it and prepare estimates for the consideration of the Budgetary Committee.
7. To recommend to the Academic Board, the admission of students into the Faculty.
8. To deal with any matters referred or delegated to it by the Academic Board.

9. To appoint such sub-committees as it may consider necessary for the discharge of its functions.

3.4. Heads of Department

A Department shall have a head who shall be appointed by the Vice-Chancellor in consultation with the Dean of the Faculty from among the professional members of the Department or in their absence among the next lower category of Senior Members, that is, Senior Lecturers, Lecturers in that order.

3.5 Functions of the Heads of Department

Subject to the powers of the Faculty Board and the Academic Board, a Head of Department shall:

1. Organize the approved teaching and research programmes of the Department and ensure that research is carried out;
2. Maintain acceptable standards of teaching by all the units under it and any other academic work;
3. Provide for the examination of students;
4. Liaise with the Dean of the Faculty in matters affecting the Department;
5. Convene a meeting of the members of the Department at least twice a semester for the purpose of planning and evaluating the activities of the Department;
6. Be responsible for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of the University's policy.
7. Provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedure of the University;
8. Advance and promote generally, the well-being of the Department and persons engaged in the Department.

3.6 SUMMARY OF FACULTIES, DEPARTMENTS AND PROGRAMMES

S/No	FACULTIES	DEPARTMENTS	PROGRAMMES
1.	FACULTY OF BUSINESS AND MANAGEMENT STUDIES	ACCOUNTANCY DEPARTMENT	1. BACHELOR OF TECHNOLOGY IN ACCOUNTING WITH COMPUTING 2. HND ACCOUNTANCY 3. DIPLOMA IN COMPUTERISED

			ACCOUNTING
		MARKETING DEPARTMENT	1. HND MARKETING
		SECRETARYSHIP AND MANAGEMENT STUDIES DEPARTMENT	1. HND SECRETARYSHIP AND MANAGEMENT STUDIES 2. DIPLOMA IN BUSINESS ADMINISTRATION
2.	FACULTY OF APPLIED ARTS	MEDIA AND COMMUNICATIONS DEPARTMENT	1. HND MEDIA AND COMMUNICATION STUDIES
		INDUSTRIAL ARTS DEPARTMENT	1. HND INDUSTRIAL ARTS
		FASHION AND TEXTILES DEPARTMENT	1. HND FASHION AND TEXTILES
3.	FACULTY OF ENGINEERING AND BUILT ENVIRONMENT	AGRICULTURAL ENGINEERING DEPARTMENT	1. BACHELOR OF TECHNOLOGY IN AGRICULTURAL ENGINEERING 2. HND AGRICULTURAL ENGINEERING 3. DIPLOMA IN SUSTAINABLE AGRICULTURE
		TROPICAL AGRICULTURE DEPARTMENT	4. HND TROPICAL AGRICULTURE
		WATER AND SANITATION DEPARTMENT	HND WATER AND SANITATION
		BUILDING TECHNOLOGY DEPARTMENT	1. HND BUILDING TECHNOLOGY 2. HND WOOD TECHNOLOGY
		ELECTRICAL/ELECTRONIC ENGINEERING DEPARTMENT	1. HND ELECTRICAL/ELECTRONIC ENGINEERING 2. 2. DIPLOMA IN ELECTRICAL ENGINEERING
		MECHANICAL ENGINEERING DEPARTMENT	1. HND MECHANICAL ENGINEERING
		AUTOMOTIVE ENGINEERING	1. HND AUTOMOTIVE

		DEPARTMENT	ENGINEERING
		WELDING AND FABRICATION DEPARTMENT	1. HND WELDING AND FABRICATION
4.	FACULTY OF APPLIED SCIENCE AND TECHNOLOGY	COMPUTER SCIENCE DEPARTMENT	1. HND INFORMATION COMMUNICATION TECHNOLOGY
		HOSPITALITY AND TOURISM MANAGEMENT DEPARTMENT	1. BACHELOR OF TECHNOLOGY HOSPITALITY AND TOURISM MANAGEMENT 2. HND HOTEL CATERING AND INSTITUTIONAL MANAGEMENT 3. HND TOURISM 4. DIPLOMA IN CATERING AND ENTREPRENEURSHIP 5. DIPLOMA IN CATERING AND HOSPITALITY MANAGEMENT 6. DIPLOMA IN TOURISM
		STATISTICS DEPARTMENT	1. HND STATISTICS

4. PROGRAMMES AND ADMISSION REQUIREMENTS

A) FOUR (4) YEAR BACHELOR OF TECHNOLOGY PROGRAMMES – (REGULAR)

- 1) Bachelor of Technology in Information Technology
- 2) Bachelor of Technology in Statistics with Information Technology
- 3) Bachelor of Technology in Food Science and Technology

- 4) Bachelor of Technology in Applied Statistics, (Biostatistics and Financial Statistics Options)
- 5) Bachelor of Technology in Road Transport Engineering
- 6) Bachelor of Technology in Building Technology, (Construction Technology, Real Estate Development and Property Management, Quantity Surveying and Construction Management Options)
- 7) Bachelor of Technology in Business Management
- 8) Bachelor of Technology in Welding and Fabrication Engineering
- 9) Bachelor of Technology in Sustainable Agriculture
- 10) Bachelor of Technology in Mechanical Engineering
- 11) Bachelor of Technology in Architectural Wood and Furniture Production
- 12) Bachelor of Technology in Automotive Engineering

Entry Requirements for Four (4) Year Bachelor of Technology Programmes

- i. **SSSCE Applicants:** passes (A-D) in three (3) core subjects namely English Language, Mathematics and Integrated Science/Social Studies and must possess a minimum of D in any three (3) of the passes relevant to the area of specialisation.
- ii. **WASSCE Candidates:** Passes (A1-C6) in three (3) core subjects namely English Language, Mathematics and Integrated Science/Social Studies and must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialisation.
- iii. **Certificate II Applicants:** Applicant must have passes in three (3) core subjects (English language, mathematics and Integrated Science/Social Studies) plus three (3) relevant elective subjects.
- iv. **GBCE/ABCE Holders:** Applicants should have five passes in General Business Certificate Examination (GBCE), or Advance Business Certificate Examination (ABCE) including English Language and Mathematics.
- v. **Professional Certificate Holders:** Applicants holding part I of ACCA or ICA or institute of Chartered Secretaries and Administrators (ICSA) or Chartered Institute of Bankers (CIB) or Chartered Institute of Management Accountants (CIMA), with credit passes in SSCE/WASSCE English Language and Mathematics will be admitted to level 200. Applicants with part II of any above professional qualification and credit passes in SSCE/WASSCE English Language and Mathematics will be admitted to 300. In all cases, however, applicants will be required to take our “Institution and

Faculty courses (Faculty of Business)” which were not studied during their professional examinations.

- vi. **Diploma Holders:** DBS holders with credit passes will be admitted to level 100. Candidates holding DCA and equivalent qualification with GPA of 2.5 or better and credit passes in English Language and Mathematics will be admitted to level 200. Applicants with Diploma in Business Administration (DBA) and credit passes in English Language and Mathematics will be admitted to level 200.
- vii. **Higher Diploma Holders:** Applicants with HND or Higher Diploma in related fields will be admitted to level 300.
- VIII. Applicants with equivalent qualifications/certificates can seek clarification from the admissions office of the University.
- ix. **Foreign Students:** Foreign students or non-Ghanaian applicants will be admitted to the BTECH Business Management program if they possess same qualifications or qualifications equivalent to those aforementioned. Those from non-English speaking countries will be required to show evidence of proficiency in English. The equivalence in the qualification shall be determined on a case-by-case basis with the assistance of the relevant public agencies such as the National Accreditation Board.

B) BACHELOR OF TECHNOLOGY PROGRAMMES (TOP-UP PROGRAMMES) **(WEEKEND/EVENINGSESSION)**

1. Bachelor of Technology in Statistics
2. Bachelor of Technology in Tourism Management
3. Bachelor of Technology in Hospitality Management and Catering Technology
4. Bachelor of Technology in Building Technology
5. Bachelor of Technology in Applied Accounting
6. Bachelor of Technology in Entrepreneurship and Innovation
7. Bachelor of Technology in Welding and Fabrication Engineering
8. Bachelor of Technology in Agricultural Engineering
9. Bachelor of Technology in Mechanical Engineering, (Plant Option, Production Option)

ENTRY REQUIREMENTS FOR TOP UP PROGRAMMES

Bachelor of Technology in Applied Accounting (Top Up)

- i. HND certificate, University Diploma, Post-graduate, or Professional Certificate in Relevant field, plus two (2) years working experience in a related industry with a minimum of Second Class Lower Division.
- ii. Level II or higher of ACCA, ICA (Ghana), CIMA or its equivalents for Accounting with Computing only
- iii. Advanced Diploma in Computerized Accounting or its equivalents from a recognized institution
- iv. Any NAB accredited (Non-Accounting) degree (NB. The applicant will have to pass an interview to be considered).

Bachelor of Technology in Agricultural Engineering (Top Up)

- HND certificate, University Diploma, Post-graduate, or Professional Certificate in Relevant field, plus two (2) years working experience in a related industry with a minimum of Second Class Lower Division.
- Applicants with equivalent qualifications/certificates can seek clarification from the admissions office of the University.

Bachelor of Technology in Hospitality Management (Top Up)

- HND Tourism Management, Hospitality Management, Marketing, Accounting, Secretaryship and Management Studies, Management studies, Fashion and Design, Industrial Arts, HND Purchasing and Supply plus two (2) years working experience in a related industry with a minimum of Second-Class Lower Division
- Applicants with equivalent qualifications/certificates can seek clarification from the admissions office of the University.

Bachelor of Technology in Tourism Management (Top Up)

- HND Tourism Management, Hospitality Management, Marketing, Fashion Design and commercial Arts from any recognised University/Polytechnic plus two (2) years working experience in a related industry with a minimum of Second-Class Lower Division Applicants with equivalent qualifications/certificates can seek clarification from the admissions office of the University.

Bachelor of Technology in Mechanical Engineering (Top Up)

- HND (Plant, Production, Welding, Automobile, Agricultural Engineering) from any recognised university/polytechnic plus two (2) years working experience in a related industry with at least a minimum of Second Class Lower Division.

- Mechanical Engineering Technician (MET) Part III and Motor Vehicle Technician (MVT) Part III plus two (2) years working experience in a related industry with at least a minimum of Second Class Lower Division.
- Applicants with equivalent qualifications/certificates can seek clarification from the admissions office of the University.

Duration for the Top Up Programme

The Top-up Bachelor of Technology Programme shall be for three (3) semesters (one and half-year).

C) HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

- i. HND Food Technology
- ii. HND Statistics
- iii. HND Tourism
- iv. HND Hotel, Catering and Institutional Management (HCIM) - Regular and Weekend Sessions
- v. HND Media and Communication Studies
- vi. HND Fashion Design and Textile Studies – Regular and Weekend
- vii. HND Industrial Art:
 - a. Leather Works Option – (Regular /Weekend)
 - b. Ceramics Option – (Regular /Weekend)
 - c. Sculpture Option – (Regular /Weekend)
 - d. Graphic Design Option – (Regular /Weekend)
 - e. Painting Option – (Regular /Weekend)
 - f. Textile option – (Regular /Weekend)
- viii. HND Building Technology
- ix. HND Civil Engineering
- x. HND Information and Communication Technology - Regular and Evening Sessions
- xi. HND Accountancy - Regular and Evening Sessions
- xii. HND Computerized Accounting
- xiii. HND Secretaryship and Management Studies - Regular and Evening Sessions
- xiv. HND Marketing - Regular and Evening Sessions
- xv. HND Purchasing and Supply
- xvi. HND Bilingual Secretaryship and Management Studies
- xvii. HND Entrepreneurship and Innovation Management
- xviii. HND Mechanical Engineering (Plant Option, Production Option) (Regular and Evening sessions)
- xix. HND Automotive Engineering
- xx. HND Welding and Fabrication Engineering
- xxi. HND Agricultural Engineering
- xxii. HND Water and Sanitation Engineering

- xxiii. HND Instrumentation and Automation Engineering
- xxiv. HND Tropical Agriculture
- xxv. HND Electrical/Electronics Engineering – (Regular, Evening and Weekend Sessions)

Entry Requirements for Arts and Business (Direct Entry)

- 1) **SSSCE/WASSCE Applicants:** passes (A-D) in three (3) core subjects namely English Language, Mathematics and Integrated Science/Social Studies; and must possess a minimum of D in any three (3) of the passes relevant to the area of specialisation.
- 2) **WASSCE Candidates:** Passes (A1-D7) in three (3) core subjects namely English Language, Mathematics and Integrated Science/Social Studies; and must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialisation.
- 3) **GBCE/ABCE/A'LEVEL/O'LEVEL Candidates:** Six (6) GBCE/GCE'O' – Level Credit passes (including English Language and Mathematics) Plus at three (3) of the passes relevant to the area of specialisation
- 4) **DBS/RSA III /Senior Stenographer Applicants:** DBS, RSA III certificate plus four WASSCE passes (A1-D7) or four SSSCE, RSA II passes (A-D) including English Language and Mathematics.
- 5) **Applicants from Technical Schools (Certificate II Applicants):** applicants must have passes in three (3) subjects including English language and mathematics and Integrated Science plus three (3) relevant elective subjects.
- 6) **Teacher's Certificate:** Applicant must have Three-year Post-Secondary Certificate or Four-year Certificate "A' with a minimum of two (2) years teaching experience, plus three (3) GCE 'O'-Level SSSCE/WASSCE Passes in relevant elective subjects.
- 7) Applicants with equivalent qualifications/certificates can seek clarification from the admissions office of the University.

General Entry Requirements for HND Mature Applicants:

Applicants must be twenty-five (25) years old and must show proof of age with birth certificate or any legitimate documentary proof of date of birth which is five (5) years old at the time of application.

- a. Must pass a written examination and an interview to be conducted by the University.
- b. Must provide evidence of at least two (2) years' work experience.

D) PROFESSIONAL/DIPLOMA OF TECHNOLOGY PROGRAMMES

- i. Diploma of Technology in Food Technology
- ii. Diploma of Technology in Entrepreneurship and Innovation Management
- III. Diploma of Technology in Geographic Information Systems
- IV. Diploma of Technology in Travel and Tourism Management
- V. Diploma of Technology in Catering and Hospitality Management
- VI. Diploma of Technology in Hotel Catering Innovation and Entrepreneurship
- VII. Diploma of Technology in Hotel Catering and Food Business Marketing
- VIII. Diploma of Technology in Hotel Catering and Event Management
- IX. Diploma in Industrial Art with Options in:
 - A) Ceramics
 - B) Painting
 - C) Graphic Design
 - D) Leatherwork
 - E) Sculpture
 - F) Textile
- X. Diploma in Computerized Accounting
- XI. Diploma in Business Administration
- XII. Diploma of Technology in Hospitality and Tourism Management with options in:
 - A. Travel and Tourism Management
 - B. Catering and Hospitality Management
 - C. Hotel Catering Innovation and Entrepreneurship
 - D. Hotel Catering and Food Business Marketing
 - E. Hotel Catering and Event Management
- XIII. Professional Diploma in Entrepreneurship
- XIV. Professional Diploma in Automotive Engineering
- XV. Professional Diploma in Electrical Engineering
- XVI. Professional Diploma in Electronics Engineering
- XVII. Professional Diploma in Welding and Fabrication Engineering
- XVIII. Professional Diploma in Sustainable Agriculture
- XIX. Professional Diploma in Civil Engineering - **(Weekend/Evening Sessions)**

ENTRY REQUIREMENTS FOR PROFESSIONAL/DIPLOMA PROGRAMMES

1) SSSCE/WASSCE APPLICANTS: Passes (SSSCE A-D) and (WASSCE A1-C6) in five (5) subjects comprising three core subjects, English Language, Integrated Science and Mathematics, plus two (2) relevant elective subjects.

2) O'LEVEL/GBCE/ABCE AND A'LEVEL APPLICANTS

Five Passes in O'Level/A' Level/GBCE/ABCE Including English Language and Mathematics

3) INTERMEDIATE/TECHNICIAN APPLICANTS

Four Passes Including English Language and Mathematics or Technician Part I.

Mature applicants

- i. Applicant must be 25 years or more.
 - ii. Must pass an entrance examination and a selection interview.
- Duration: 2 years

DURATION OF COURSE

The duration for the Professional Diploma Programmes is two (2) years (Four Semesters). Students who pass all courses with a CGPA of at least 1.5 at the end of the second year qualify to be awarded a Diploma.

Students who obtain a minimum Grade Point average of 2.0 will have the option to progress to the third year to do one more year for the professional Diploma.

G. DIPLOMA IN BUSINESS STUDIES (DBS) PROGRAMMES (EVENING SESSION)

The University offers the following DBS options:

- a. DBS in Accounting
- b. DBS in Secretaryship
- c. DBS in Management
- d. DBS in Marketing
- e. DBS in Statistics
- f. DBS in Purchasing and Supply
- g. DBS in Information Technology

- h. DBS in Entrepreneurship
- i. DBS in Banking
- j. DBS in Finance
- k. DBS in Event Management

General Entry Requirements for DBS Programmes

- i. Four (4) SSSCE passes (A-D) or WASSCE Credits passes (A1-C6) including English Language and Mathematics).
- ii. Four (4) Ghana Commercial Certificate Examination (RSA II) passes (including English Language and Mathematics)
- iii. NACVET/NVTI/Government Secretarial Typist Certificate (for Secretarial Option).
- iv. Four (4) ABC passes (A-D) including English Language and Mathematics.
- v. Four (4) RSA II passes including English Language and Mathematics.

H. Certificate of Technology Programmes – Evening Session

- 1. Certificate of Technology in Information Technology
- 2. Certificate of Technology in Geographic Information Systems
- 3. Certificate of Technology in Hotel Management with options in:
 - a. Front Office Operations Management
 - b. Housekeeping Operations Management
 - c. Food and Beverage Operations Management
- 4. Certificate of Technology in Journalism
- 5. Certificate of Technology in Fashion Design and Textile Studies
- 6. Certificate of Technology in Wood Technology – (Evening Session)
- 7. Certificate in Logistics and Procurement Management
- 8. Certificate in General Engineering

Entry Requirements for Certificate of Technology Programmes

- i. **SSSCE/WASSCE Applicants:** Minimum of three (3) passes (A – E/A1 – E8) in any subject. The three passes may be core or elective subjects in any subject areas with minimum grades of E8:
- ii. **NVTI:** Minimum of three (3) passes in catering and cookery technology. The three passes may be core or elective subject.
- iii. **GCE Advanced Level Candidates:** Passes in two (2) relevant subjects.
- iv. **Technical School (Certificate II) Applicants (NABPTEX & TEU):** Applicants must have three (3) passes in all subjects including English Language and Core Mathematics; two of the passes must be relevant to the area of specialization.

- v. **Advance Catering Applicants:** All two (2) passes in Cookery for the Catering Industry II
- vi. Holders Higher certificate from **recognized institutions** are eligible to apply for the programme;
HND certificate, University diploma, post-graduate diploma, or professional certificate.

I. CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT (CILT) PROGRAMMES

- i. CILT INTERNATIONAL CERTIFICATE – Evening and Weekend Sessions
- ii. CILT INTERNATIONAL DIPLOMA - Evening and Weekend Sessions

Entry Requirements:

Applicants who have evidence of completing school at Advance or Technician Part I, II, and III programmes, GCE 'O' Level, GCE "A" Level and WASSCE/SSSCE, or equivalent

Professional qualifications. Applicants should have worked in logistics and transport environment.

Duration: six months

Optional subjects:

Warehousing and stores operations
Freight operations
Fleet management
Passenger Transport operations
Port Operations

- a. CILT INTERNATIONAL DIPLOMA:

Requirements:

- International Certificate in Logistics and Transport
- University degree/HND or equivalence with relevant area of study.
Plus exemption at the certificate level, and evidence of work experience in a logistics and transport environment

Duration: One year (two semesters)

J. ADVANCED AND TECHNICIAN PROGRAMMES

- (i) Advanced Craft - Cookery for The Catering Industry
- (ii) Advanced Craft - Fashion and Design
- (iii) Advanced Craft - Painting and Decorating
- (iv) Advanced Craft - Block-Laying and Concreting
- (v) Advanced Craft - Carpentry and Joinery
- (vi) Advanced Craft - Welding and Fabrication

General Entry Requirements for Advanced and Technician Programmes

(1) CTC - 1

- i. Five (4) SSSCE/WASSCE passes including English Language, Mathematics and Technical Drawing.
- ii. Technicians Construction Option Subjects; Craft (B/C, C/J, P/D Plumbing) or Advanced (B/C and C/J)

(2) MET - 1

- i. Four (4) SSSCE/WASSCE passes including English language, Mathematics and Integrated Science.
- ii. Technical Option Subjects; Engineering Intermediate Craft, General Engineering (GE), Mechanical Engineering Craft Practice (MECP).

(3) MVT - 1

- i. Four (4) SSSCE passes including English Language, Mathematics and Integrated Science.
- ii. Technical Option Subjects, Motor Vehicle Mechanics works (MVM), Intermediate General Engineering (GE)

(4) EET - 1 and Radio TV & Electronics Part I

- i. Four (4) SSSCE/WASSCE passes including English Language, Mathematics and Integrated Science and any two of the following – Applied Electricity/Electronics, Physics, Mathematics.
- ii. Electrical Installation work course C.
- iii. Electrical Installation Work course B or Electrical Installation Craft practice.
- iv. Radio, Television and Electronics Mechanics

(5) CTC II/MET II/ MVT II/ EET II/ RADIO TV & Electronics Part II

Applicants should be holders of CTC I/ MET I/ MVT I/ Radio TV Part I

1. **Advanced Catering – 812/2:** Holders of Cookery for the Catering Industry Craft

2. **Advanced Fashion:** Holders of Intermediate Fashion
3. **Advanced Welding :** Holders of Intermediate *Welding*

K. ACCESS OR PRE-HND COURSE

The Pre- HND or Access Course (English Language, Mathematics and Science) is organized by National Board for Professional and Technician Examinations (NABPTEX) to foster enrolment into the following programmes:

- HND Agricultural Engineering
- HND Mechanical Engineering
- HND Automotive Engineering
- HND Building Technology
- HND Hotel, Catering and Institutional Management
- HND Industrial Arts
- HND Fashion Design and Textiles studies
- HND Electrical and Electronics Engineering
- HND Information and Communication Technology (ICT)
- HND Water and Sanitation Engineering
- HND Instrumentation and Automation Engineering

Note: Duration for the course is nine (9) months.

Entry Requirements

- (i) Technical school graduates with Intermediate and Certificate II results. Such candidates must have passed all their trade components prior to their admission in to the Pre-HND Programme.
- (ii) Pure Science students from Senior Secondary School, Senior High Schools or Senior High Technical Schools who passed at least three (3) elective subjects prior to their enrolment into the Pre-HND programme.
- (iii) Agricultural Science graduate from the Senior Secondary Schools who passed at least three (3) of their elective subjects prior to their enrolment into the Pre-HND programme.

L. SHORT COURSES

The following short courses are tailored to provide hands on skills for people who are interested in developing careers in the Built Environment:

All programmes are part-time.

- (i) AUTOCAD ARCHITECTURE TRAINING
- (ii) MASONRY
- (iii) TILE LAYING
- (iv) PAVEMENT BLOCKS LAYING
- (v) POP
- (vi) STEEL BENDING
- (vii) PLUMBING
- (viii) ALUMINIUM AND GLASS FRAMING WORKS
- (ix) ESTIMATION/PRICING OF CONSTRUCTION WORKS
- (x) SITE SUPERVISION AND MANAGEMENT
- (xi) SURVEYING PRACTICAL TRAINING
- (xii) BIO-GAS AND DIGESTER CONSTRUCTION

Duration: One (1) week to Six (6) Months based on options and previous skills of the candidate.

MODE OF PAYMENT AND DELIVERY OF APPLICATION FORM

1. Applicants should pay for e-vouchers from any branch of the Agricultural Development Bank (ADB) or CAL BANK.
2. Applicants should log in; **<http://admissions.tatu.edu.gh>** with e-voucher to complete the application form online.
3. Two (2) copies of the completed application forms should be printed and submitted through EMS to:
The Registrar
Tamale Technical University
P. O. Box 3 E/R
Tamale

5. REGISTRATION OF PROGRAMMES

Every student must be admitted into a Department/Faculty/Institute/School of Graduate Studies for a programme of study. The student must be properly registered for the courses during the official registration period at the beginning of each semester. The student shall plan his/her courses in consultation with his/her Head of Department/Examinations Officer. In the case of Distance Learning the student shall plan his/her courses in consultation with his/her Programme Coordinator/Examination Officer.

At the beginning of each semester, all students are obliged to do the following:

- i. Settle all indebtedness for the semester.
- ii. Register courses by following the University's course registration procedure. Institute of Distance Learning students should take note that they shall be given up to the end of the first block (first six weeks of re-opening) to register courses for the semester. Students who have commenced the theses research are obliged to register on semester basis just like those registering for courses.
- iii. Print out the registration slips at the end of the registration process for the student's Heads of Department/Dean/Deputy Director/Secretary of School of Graduate Studies or their representatives to sign.
- iv. Registration of students is regulated by strict deadlines beyond which fines shall be imposed. The fines imposed on students for late registration shall be determined from time to time by the University.
- v. A student who does not duly register within the registration period shall be precluded from commencing the semester's courses for the programme of study.
- vi. The students shall take courses equivalent to 12 – 18 credit hours, both limits inclusive, per semester. This will be prescribed by the Departmental Board with the approval of the Faculty/College/ Institute/School of Graduate Studies and the Academic Board.
- vii. A student is required to attend all lectures, seminars, workshop sessions, laboratory practical's, tutorials, fieldwork, studio practice and industrial/practical attachments etc., prescribed for the courses for which he/she has registered, as a pre-condition for writing an examination.
- viii. Notwithstanding the "f" grade above, any student who is absent from lectures in all courses, seminars, laboratory practical's, tutorials, fieldwork, studio practice, workshop sessions, industrial/ practical attachments etc. without proper permission for a total of fifteen (15) cumulative lecture day or more, or six facilitation sessions for a particular course with IDL in any semester shall be deemed not to have satisfied the requirements for the course in the semester and he/she SHALL NOT BE ALLOWED to write the end-of-semester examinations. A candidate shall compulsorily be deferred to repeat the courses at the next

available opportunity. The candidate must not be awarded ZERO PERCENT (0%)

- ix. Any student who is absent from lectures, seminars, laboratory practical's, tutorials, fieldwork, studio practice and workshops, industrial/practical attachments, etc. in any ONE PARTICULAR COURSE without proper permission for a total of three (3) cumulative lecture periods or more and in the case of IDL students, a total of three (3) cumulative facilitation sessions or more in any semester shall be deemed not to have satisfied the requirements for the course in terms of attendance for the semester, and he/she shall not be ALLOWED to write the end-of-semester examinations FOR THE COURSE. A candidate shall compulsorily be deferred to repeat the course at the next available opportunity. The candidate must not be awarded zero per cent (0 %)

6. STUDENT SERVICES AND ASSOCIATIONS

Tamale Technical University is a student-centered University with services and associations aimed at ensuring smooth academic and social progress of students. The following services are available for students to access during their periods of studies:

6.1 HOSTELS/ HALLS OF RESIDENCE

The University currently provides accommodation in Halls of Residence for its students. There are 4 halls of residence as follows:

- a. Gbewa Hall
- b. Nkrumah Hall
- c. Gbadamosi Hall
- d. Pagnaa Hall

6.2 HEALTH SERVICES: The University has a Hospital which offers medical attention to all members of the University community, namely, students, staff and staff dependents, as well as members of the public. All new students to the University are given a thorough medical examination at the beginning of their first year.

6.3 GUIDANCE AND COUNSELLING UNIT: The Guidance and Counselling Unit offers comprehensive counseling on a variety of concerns ranging from short-term academic, social, personal and family concerns to longer-term emotional and psychological problems. Group counseling is provided on specific concerns frequently expressed by students. Preventive counseling lectures and seminars

are organized at various times of the year on topics intended to stimulate positive and healthy development and discourage habits which tend to create problems for students.

6.4 OFFICE OF THE DEAN OF STUDENT AFFAIRS: The Office of the Dean of Student Affairs provides counseling and information services for students, administers the non-academic student disciplinary system and student grievance procedure, and assists in non-academic programme development. The Dean works in close collaboration with the Hall Tutors, the SRC, the Sports Directorate, the Careers and Counselling Centre and the Public Affairs Directorate.

6.5 STUDENTS' LOAN TRUST FUND: The Students Loan Trust Fund office situated on the campus of TaTU which gives loans to Ghana tertiary students who are pursuing accredited programmes in accredited tertiary institutions. These students must have gained admission to pursue undergraduate programmes only.

6.6 STUDENTS' REPRESENTATIVE COUNCIL (SRC): The Students' Representative Council represents student interests at the university. It coordinates the activities of the academic, cultural, religious, political and recreational clubs and societies, provides a link with outside organizations and concerns itself with all aspects of student welfare within the university. Its officers are elected annually by a ballot of all students during the second semester to serve the following academic year. All students registered at the university are automatically members of the SRC, which levies direct income from its members to finance its programmes and activities. The SRC is a constituent organization of the National Union of Ghana Students, which provides a focal point of all aspects of student activities nationally and internationally. Social life on the campus is organized mainly by the Students' Representative Council which provide various kinds of social programmes. The SRC has representation on the Council of the University and on University Boards/ Committees which deal with students' welfare.

6.7 ALUMNI

There is an Alumni Association which runs tracer studies to bring alumni of

TaTU together for projects leading to the development of the University. The Alumni Association is represented on the Governing Council by its President.

7. ACADEMIC PROCESSES

The following are a number of processes students are required to follow during their course of studies in the University:

7.1 Progression from a Level to Another

For progression, a student is required to maintain a minimum Cumulative Grade Point Average (CGPA) of 1.50. The cumulative grade point of less than 1.50 at the end of a semester shall attract probation. If a student has to be put on probation a second consecutive time after re-sit, he/she MUST be withdrawn from the programme.

A student who obtains CGPA of less than 1.0 at the end of the first re-sit shall be withdrawn from the programme. In subsequent years, a student who obtains a cumulative grade point average (CGPA) of less than 1.0 after re-sit shall be withdrawn from the programme. The CGPA of more than 1.0 but less than 1.50 at the end of the year after re-sit shall attract a repetition.

There shall be only one re-sit examination at the end of every academic year. For a student to qualify for a re-sit examination, he/she should have taken the main semester examination during the academic year.

A student who trails more than four (4) courses after taking the re-sit examination at the end of the academic year shall repeat the whole academic year. However, if in addition, the cumulative grade point average (CGPA) obtained is less than 1.50, he/she shall be withdrawn from the programme.

A student who fails four or more courses at the end of any semester (except in the first semester, first year) shall be put on probation provided the cumulative grade point average (CGPA) obtained is not less than 1.50. However, if the CGPA is less than 1.50 he/she shall be withdrawn from the programme.

Courses designated as prerequisite to more advance courses must be passed before the latter courses are offered. Transcript shall reflect all grades and marks a candidate obtains for all courses. All grades for courses taken shall be used in the computation of student's CGPA.

7.2 Industrial Attachment

One of the cardinal objectives of the Technical Universities Law Act, 2016 (Act 922) and the Technical Universities (Amendment) Act, 2018 (Act 974) is to provide opportunities for skills development, applied research and publication of research findings. This clearly indicates that; the central focus of University education is its career oriented nature.

This can only be achieved through adequate training and mentoring via industrial attachment, which is compulsory without which a student cannot graduate.

7.3 Project work

Students are required to submit a project work for the completion of the Bachelor of Technology and Higher National Diploma programmes in the University. Students are required to submit completed project work personally to their Heads of Department.

Where the project work is conducted by a group, all members of the group shall be present during the submission and individually sign a register for submission of project work at their various departments.

7.4 Change of Programme of Study

A student who wishes to change the programme of study should write through his/her Head of Department stating reasons for the change to the Registrar for consideration and approval within the first 30 days of the start of the programme.

Note: A student will not be successful in changing to another programme if he/she does not meet the entry requirements for the new programme.

7.5 Deferment of Programme

i. A student could interrupt his/her programme of study when granted permission by the Registrar in writing. For the avoidance of any doubt, such a student must ensure that his/her letter of deferment is in duplicate so that both his/her copy and the official copy are stamped as having been received. It shall be the responsibility of the Registrar to ensure that the relevant bodies are notified.

ii. There cannot be a deferment of programme for one semester under any circumstance.

iii. First year students can defer the programmes only on medical grounds. The medical report shall be authenticated by the Director of University Health Services.

The student shall write his/her letter requesting for deferment to the Registrar through his/her Head of Department/Dean of Faculty/Deputy Director/IDL. The student must wait for a written response from the Registrar before proceeding on the deferment.

8. EXAMINATIONS

- 1) The Academic Board shall prescribe the conditions of entrance to the University, the regulations governing intermediate and preliminary examinations, and all examinations for degrees, diplomas and certificates or proficiency.
- 2) The Academic Board may, if they think fit, approve for the examinations for any diploma or any part thereof and for other purposes, course of instruction and syllabuses submitted by any Academic Division.
- 3) The examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendation of the respective Academic Divisions.
- 4) The Dean of the Academic Division/School shall be Chairman of all Boards of Examinations of this Academic Division/School.

8.1 Examination Malpractice

All examination malpractices shall be dealt with in accordance with the provisions stipulated in Statute 54 where a candidate, before or during an examination, is found acting in breach of the provision of Statute 54:

- i. Illegal prior possession, knowledge or use of examination papers;
- ii. Leakage of examination papers;
- iii. Impersonation at examination;
- iv. Copying at examination;
- v. Communicating either verbally or in writing during examination;
- vi. Insult and assault of invigilators, supervisors and inspectors before, during and after.

- vii. has in his/her possession any unauthorised material relevant to the examination; or
- viii. is proved to have had fore-knowledge of the content of the contents of any examination paper; commits an offense and liable to conviction to a fine not exceeding GH¢1000.00 or to imprisonment for a term not exceeding one year or both.
- ix. shall be disqualified from taking the examination and the results of the examination shall be cancelled;
 - i. and

- x. may be prohibited from taking any examination conducted by the Board for a period of not less than two years immediately following the breach.
- xi. The penalties contained in this section shall be in addition to any penalties that may be imposed by the university or a court.

8.2 Plagiarism

- 1) Submitting written materials without proper acknowledgement of the source.
- 2) Submitting work containing a purported statement of fact or reference to source which has been concocted.

8. Aiding and Abetting Others to Cheat or Plagiarize

Aiding and abetting others to cheat or plagiarize includes but is not limited to the following:

- i. Giving unauthorized assistance to another or others during a test or evaluation, including allowing someone to copy from a test or examination, or arranging with others to give or receive answers via signals.
- ii. Substituting for another student in order to meet a course or graduation requirement.
- iii. Providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation.
- iv. Providing aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic evaluation.
- v. Removing or attempting to remove, without authorization, any material relating to a class that would give another student unfair academic advantage.
- vi. Permitting one's academic work to be represented as the work of another.

8.4 Regulations on the Conduct of University Examination

A. Responsibility for Conducting Examinations

1. It shall be the responsibility of the Faculty Boards through the Deans to conduct all examinations in their Faculties\School.
2. The responsibilities of various authorities involved in the conduct of examinations shall be as stated in Appendix 1.

B. Eligibility for Examinations

1. A Student must have registered for the course given before an examination to be eligible to take the specific examination.
2. A Student is required to maintain 75% of total attendance of lectures to be allowed to participate in examination.

C. Time, Number and Duration of Examinations

1. Each course shall be examined at the End of the Semester in which the course is offered.
2. In addition to the final Examinations, a lecturer shall be required to conduct continuous Assessments and such results must be released before the Semester Examination. All continuous Assessments shall count for 25% of the total score in that course.
3. A complete and up to date record of all continuous Assessment Shall be reflected in the final examinations' marks sheet.
4. No main examination paper shall be less than 1 hour or more than 3 hours in duration. A 2 Credit units' course shall normally be examined within 2-2 1\2 hours and 3-hour credits unit courses shall be 2-3hours.
5. A student who has not satisfied the requirements for continuous Assessments for reasons considered genuine and valid by the Department\Faculty Board may be assessed on the basis of the final examination alone.

D. Setting of Question papers

1. It shall be the responsibility of the lecturer who taught a course to the question paper for the final examination. The question paper should be approved by the Departmental Examination Board.

E. Penalties for Misconduct

OFFENCE	PENALTY
Leakage of Examination papers	Rustication/dismissal of students involved and possible prosecution
Refusal to make statement when required.	Rustication/dismissal of students involved and possible prosecution
Fabrication of data and/or plagiarism.	Cancellation of entire thesis/examination result and withdrawal of certificate
Possession of unauthorized material.	Cancellation of the candidate's paper and

	rustication for one academic year.
Copying from prepared notes	Cancellation of the candidate's paper and rustication for one academic year
Impersonation	Dismissal of the candidates involved and prosecution of the candidates or impersonators
communication	Cancellation of the candidate's paper
Persistently disturbing other candidate(s)	Stopping candidate from continuing examination, cancellation of paper and referral to the Vice-Chancellor for appropriate disciplinary sanctions
Verbal or physical assault on invigilator or other students	Cancellation of the candidate's paper and referral to Vice-Chancellor for appropriate disciplinary sanctions.
Destroying materials suspected as evidence	Cancellation of candidate's paper and referral to the Vice-Chancellor for appropriate disciplinary sanctions.
Not carrying a valid student ID card.	Refuse entry of student into examination hall.

F. Appeal and Re-Marking Of Examination Script (Appeal Process)

1. Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. Students are to follow the procedures below in requesting for re-marking:
 - a. A candidate who is not satisfied may request for an investigation to Registrar through the Dean of the Faculty.
 - b. The Registrar may refer to the appropriate Dean for investigation and rectification.
 - c. Such rectified results would be subject to the approval of the Academic Board.
2. A candidate who is not satisfied with results of any University Examination may request for re-marking by applying to the Registrar through the appropriate Dean within 21 days after release of the examination results.
3. An appropriate fee per script will be paid by a student who requests for re-marking. This amount would however be refunded to the student if he/she is vindicated.

Vindication arises where a student's new marks from the re-marking raises his/her grade.

4. The Registrar shall refer the request for re-marking to the appropriate Dean.

9. NON-ACADEMIC OFFENCES

- a) Without prejudice to the application of national laws by the University, no member of the University shall:
 - a. Assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;
 - b. Cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
- b) Knowingly create a condition that unnecessarily endangers the health or safety of other persons;
- c) Threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to his/her property;
- d) Engage in course of vexatious conduct that is directed at one or more specific individuals and
- e) That is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;
- f) That is known to be unwelcome; and
- g) That exceeds the bounds of freedom of expression of academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;
- h) Cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;
- i) Steal, knowingly take, destroy or damage premises of the University or any physical property that is not his own;
- j) Knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;

- k) In any manner whatsoever, knowingly deface the inside or outside of any building of the University;
- l) Knowingly possess effects or property of the University appropriated without authorization;
- m) Knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;
- n) Knowingly use any facility, equipment or service of the university contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause;
- o) Knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;
- p) Knowingly or maliciously bring a false charge against any member of the University;
- q) Counsel, procure, conspire with abet, incite or aid a person in the commission of an offence defined in these Statutes;
- r) Deface the trees on campus with advertising or other material or notices howsoever described;
- s) Sexually assault or rape a person;
- t) Defecate outside the designated buildings or places on campus;
- u) Produce or distribute pornographic material on the premises of the University; or
- v) Indecently expose himself or herself in public.
- w) Without prejudice to the generality of sub-section 1(a) statute, it is an offence for a member of the University to sexually harass another member of the University by engaging in unwelcome or unwanted behaviour of sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.
- x) No person found by a disciplinary board to have committed an offence under these Statutes shall refuse to comply with a sanction or sanctions imposed under the procedure of these Statutes.

10, CLASSIFICATION OF AWARD FOR DEGREE AND DIPLOMA:

Degree programmes:

The University operates a combination of Continuous Assessment and End-of-Semester Examination with the following weightings.

1	Continuous Assessment	40%
2	End-Of-Semester Examination	60%

The Continuous Assessment component consists of take-home assignments, class quizzes and tests, term papers, and practical work. This component gives students the chance to demonstrate their abilities on a wider variety of learning tasks and a broader variety of work environments than is possible under formal examination conditions. For example, through continuous assessment students can learn the values and processes of team work, plan and solve real-life problems. There shall be a minimum of two (2) Continuous Assessments per course per semester.

10.1 Duration of End-of-Semester Examinations

The duration of end-of-semester examinations is determined by the credit weighting of the course as follows:

Credit Weighting	Duration of Examination
One-Credit Course	1-1½ hours
Two-Credit Course	1½-2 hours
Three-Credit Course	2-3 hours
Practical Courses	2-3 hours

10.2 Grading Scale

The University uses letter grades and corresponding numerical weightings which reflect the quality of performance. Total raw scores (combination of continuous assessment and end-of-semester examination) are converted according to the following scheme:

Raw Score	Grade	Grade Point	Interpretation
80 – 100	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good
65 – 69	C+	2.5	Average
60 – 64	C	2.0	Fair
55 – 59	D+	1.5	Barely satisfactory
50 – 54	D	1.0	Weak Pass
Below 50	E	0	Fail

10.3 HND/Diploma Certificates

HND/Diploma certificates shall be awarded on the basis of students' CGPA at the end of the programme as follows:

Class of Diploma	CGPA
Distinction	4.50 – 5.00
Pass	1.50 - 4.49
Fail	< 1.50

10.4 Grading of Assessments for HND/Diploma

Students in a course shall be graded as follows:

LETTER GRADE (LG)	MARK RANK	NUMERICAL EQUIVALENT (NE)
A+	90-100	5
A	80-89	4
B	70-79	3
C	60-69	2
D	50-59	1
F	Below 50	0

10.5 Final Awards

Final award shall be classified as follows: (Degree/HND Programmes)

CLASS OF AWARDS	C.G.P.A
1 ST Class	4.00 and above
2 nd Class Upper	3.00 - 3.99
2 nd Class Lower	2.00 - 2.99
Pass	1.50 - 1.99
Fail	Below 1.50

10.6 Diploma Certificates

Grading of Assessment for Diploma Programmes as HND Above

Diploma certificates shall be awarded on the basis of students' CGPA at the end of the programme as follows:

Class of Diploma	CGPA
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Distinction	4.50 – 5.00
Pass	1.50 - 4.49
Fail	< 1.50

10.7 Duration of a Bachelor’s Degree and Diploma Programmes

- i. For a bachelor’s degree programme, the period allowed for completion is four (4) years. The date of the degree shall correspond with the end of the semester in which the student completes the course requirements.
- ii. For a top up degree programme, the period allowed for completion is three Semesters (1 and half years).
- iii. For a Higher National Diploma programme, the period allowed for completion is three (3) years.
- iv. For a Diploma programme, the period allowed for completion is two (2) years.

10.8 Determination of Class

It shall be the responsibility of the Faculty Board to recommend the class of Degree/Diploma to be awarded to each student. This recommendation shall be based on the grade obtained by the students in accordance with the Degree/Diploma regulations of the University.

11. DEFINITION OF ACADEMIC TERMS

Trail: A student trails a course when he or she fails (F) to obtain a pass marks or is graded incomplete (I) or has deferred (Df) a course.

Fail: A student fails a course when he\she obtains a mark less than 40% or write an examination after registration without any tangible reason.

Incomplete(I): A Student is graded incomplete (I) for a course when he\she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provide he\she has registered for the course or if he\she does not have a mark for continuous assessment irrespective of his \her mark in the semester examinations.

External Student\Candidate: External student is a student whom has lost his\her residential status (for reason including repletion) and is therefore required to pay all relevant fees except residential user fees.

12. DISCIPLINE OF STUDENTS

Any individual or collective action which threatens to disrupt or disrupts the academic and or normal life on campus or which brings the University into disrepute shall be a major offence, subject to instant dismissal.

Except with respect to matters falling within the competence of the Residence Committee, it shall be the responsibility of Vice Chancellor on the advice of and in consultation with the relevant Head of Academic Division, if any, and Head of Department, and subject to any regulations made by the Academic Board to provide for the discipline of students of the University.

The Vice Chancellor may make such delegations of his authority subject to such review procedures, as to him shall seem appropriate.

A student who is deemed to be in breach of discipline may be liable to one or more of the following penalties:

- i. A warning
- ii. A reprimand
- iii. A fine
- iv. Suspension from the use of the University services or facilities for a stipulated period.
- v. Requirement to make good to the satisfaction of the University any damage or injury caused to the property of the University or an Institution attended as a part of a University programme.
- vi. Rustication from attendance at the University for a stated period.
- vii. Withdrawal from the University for cheating in University Examinations
- viii. Expulsion from the University
- ix. Penalties iv – vii are major penalties

It shall be misconduct for a Junior Member (student) of the University:

- i. to be absent from the campus, without permission or reasonable excuse;
- ii. to be absent from lectures and other prescribed assignment without permission or reasonable excuse;
- iii. to be insubordinate;
- iv. to indulge in any anti- social activities while in residence or outside the campus which tend to bring the University into disrepute and
- v. to cheat in examination

All major penalties imposed on a Junior Member shall be subject to satisfaction of the Vice Chancellor. The Vice Chancellor shall appoint an Ad Hoc Committee with the following composition to make findings in a disciplinary case likely to attract the imposition of a major penalty against a Junior Member;

12. 1 Membership of the ADHOC Committee on Student Discipline

- | | |
|--|--------------------|
| 1. Dean of student | -Chairman |
| 2. One person representing the Hall Master | -Member |
| 3. One person representing the SRC | -Member |
| 4. Assistant Registrar | -Member/ Secretary |

12. 2 Appeal

Any student who is aggrieved by any disciplinary action may appeal to the Vice Chancellor. The Vice Chancellor will then refer the matter to the Disciplinary Committee for review.

13. STUDENT GATHERING/DEMONSTRATION/PROCESSION

- i. Any Student or Students wishing to organise a procession/demonstration in the University shall notify the Vice Chancellor in writing.
- ii. Such notice shall be given to the Vice Chancellor 48 hours before the procession/demonstration is due to begin.
- iii. The notification shall state the purpose of the procession/demonstration and the name(s) of the organiser(s).
- iv. No procession/demonstration shall be held between the hours of 6:00 p.m. and 6:00 a.m.
- v. All processions/demonstrations shall follow a route approved by the Vice Chancellor and keep as close to the left side of the road as to facilitate free passage of vehicular and pedestrian movement; it shall do nothing to obstruct traffic.
- vi. During the procession/demonstration, nothing shall be done and said that might occasion violence or cause a breach of the peace.
- vii. The organiser(s) of any acts of violence and/or breach of University, Hostel or other regulations that may occur during the procession/demonstration shall be responsible for their actions. Notwithstanding sub-paragraph (vii) any individual who commits an act of violence or breach University/Hostel or Residence regulations during any procession/demonstration shall be held responsible for their actions or inactions.
- viii. The Vice Chancellor may prescribe any special conditions; limitations or restrictions as may be considered appropriate in the circumstances.

- ix. If in the Vice Chancellor's opinion, the procession/demonstration shall be likely to lead to a breach of the peace or cause serious interference with the work of the University he may forbid the procession/demonstration.
- x. The fact that a procession/demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.
- xi. The Police/Army shall be alerted by the Vice Chancellor as soon as emergency occurs. If the situation gets out of hand or threatens to get out of hand and/or violence is resorted to, the Vice Chancellor shall ask the Police/Army to assist to restore order.

14. AMENDMENT

The University reserves the right to change rules, regulations and policies, as well as programme and course requirements in its Handbooks without prior notice.