STUDENT HANDBOOK

2022

ACADEMIC CITY
UNIVERSITY COLLEGE

www.acity.edu.gh

STUDENT

HANDBOOK

(January 2022)

This handbook will help you navigate and enjoy your four years with Academic City.
With structure, systems and rigour, comes freedom.
Do view this handbook as a guide to help you thrive.

Compliance with Academic City Policies and Rules

Students are individually responsible for understanding and exercising their rights, fulfilling their obligations, and respecting the rights of others. Students are therefore obligated to apprise themselves of, and comply with all college rules, regulations and policies. Lack of knowledge of a college policy will not be accepted as an excuse for failure to observe it.

All students are required to sign acknowledging receipt of the handbook, and must provide a signed undertaking that they have read and comprehended the given regulations and shall abide by them in totality, following registration.

Right to interpret and amend rules and grant exemptions

1. Management reserves the right to interpret the regulations. Their interpretation is final and binding on all students of Academic City.
2. Management reserves the right to amend the regulations, wherever considered necessary and appropriate. Such amendments will be intimated to the students and posted on the website. The website will always carry the most recent version of policies contained in this handbook.
3. Management reserves the right to grant exemption(s) at its discretion, from any of the regulations to individual students and/or to a class of students, whenever Governing Council deems fit

The most up to date version of the handbook will always be available on the website. It is a student's responsibility to verify information using the website. Once a year, the most recent version of the handbook will be printed for incoming students.

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SECTION 1. INTRODUCTION TO ACADEMIC CITY

A. WELCOME TO ACADEMIC CITY

Academic City offers holistic education to create well-rounded minds who can proactively and conscientiously contribute to local and global development. Our dedicated focus on experiential and active student learning, supplemented with an emphasis on social emotional learning and ethical decision-making prepares you to compete with globally-trained talents.

With a mission to educate future-ready leaders who can innovatively solve complex problems with an ethical, entrepreneurial and collaborative environment, Academic City has built its purpose-specific campus in Accra, Ghana to cater to you.

This is where your journey through Academic City begins; With a comprehensive overview of why we exist, how we build on your experience during your stay with us, and the role that you will play in building the university and its legacy, along with us. You are Academic City, and this handbook constitutes a guide for the roadmap that you'll draw with us.

Your responsibility is to challenge, exert and push yourself to be curious, engaged and productive. Our role is to respond to you, and to guide you within parameters that we believe will push you to succeed.

Vision: To be a world-class center for learning, innovation and entrepreneurship that nurtures future leaders.

Mission: To educate future-ready leaders who can innovatively solve complex problems within an ethical, entrepreneurial and collaborative environment.

Core Values:

- Excellence - Always striving to be the best or among the best.
- Innovation - A demonstrable commitment to seek new and exciting approaches that positively impact and advance society.
- Integrity - Always a tower of emulation and a source of ethical direction and leadership.
- Leadership - An impeccable will to advance the ideals of human dignity and a commitment to the vulnerable.
- Responsibility - A commitment to accept responsibility, to exude the values of servant leadership and to be a strategic partner in the advancement of society.

Ethos:

- Holistic student development to craft well-rounded minds where IQ meets EQ - a distinctive balance necessary to drive socioeconomic change.
- Innovatively-designed curricula implemented via explorative learning pedagogies, coupled with hands-on build, beyond the confines of theoretical know-how.
- An underlying core of entrepreneurial thinking, integrated with social emotional learning and ethical decision-making, to nurture students to become conscientious leaders of thought and initiators of ideas.

Learning Pillars:

- Experiential Learning
  - Hands-on learning to prepare students to rapidly apply concepts and to easily integrate into the workspace.
- Contextual Learning
  - Solving real grass-root problems to expose students to the local context and develop empathy towards the continent's progress
- Unified Learning
  - A project-based approach that combines concepts across courses to connect the dots and enable multidisciplinary learning.
- Extensional Learning
  - Arms students with a viable toolkit to help them confront real-life issues they may not have encountered during their academic life.

Governing Council: Academic City is a private for-profit tertiary institution, led by a Governing Council Chaired by Mr. Dev Varyani. It comprises Academic City's President Dr Fred McBagonluri, its Founder Mr Neeraj Varyani, international and local corporate, academic, technical and entrepreneurial professionals, in addition to relevant Academic City Executives.

The President and Executive Team: The President convenes an Executive Team that runs the strategic and day to day operational, academic and (holistic) affairs of Academic City in conjunction with faculty and administrative staff. The Executive Team comprises the Director of Strategy, the Dean of Academics, the Dean of Student and Community Affairs, the Director of Admissions, Registrar and the Director of Finance. The President is also responsible for reporting the activities of the various committees to the Governing Council.

Committees and Boards: The Committees and the Academic Board have the core responsibility to ensure the implementation of the academic policies. They actively monitor the implementation of all policy decisions through their work. As per the hierarchy established at the college, the Academic Board is the foremost operating body at the College and it has the powers to advise the Governing Council on academic matters.

Besides the implementation of policy decisions, the committees play an active role in ensuring that policies are:
    a. Inclusive in their approach and cater to the diverse cultures and viewpoints represented at the College
    b. In alignment with the Institutions' Vision and Mission and that each member's actions are determined by these
    c. Adopting and incorporating the best practices in the field of higher education
    d. Aligned with the core objective of the Academic Policy, which is, to provide an enabling and empowering academic environment

All Committees at the College that report to the Governing Council through the President are as follows:
1. Academic Board
2. Academic Programmes Committee
3. Admissions Committee
4. Appointment and Promotions Committee
5. Disciplinary Committees (Various, for both employees and students)
6. Examination Committee
7. Finance Committee
8. Library Committee
9. Quality Assurance Committee
10. Research Committee

Academic City is affiliated to The University of Cape Coast (UCC) and The University of Mines and Technology (UMaT), and accredited by the Ghana Tertiary Education Commission (GTEC).

As our mission states, our Admissions Policy reflects our goal of admitting high caliber and high potential students who will take full advantage, thrive, and accelerate their development in the Academic City environment, and beyond. Admissions regulations keep us on course with this mission, and, along with the Office of the Registrar, they serve to ensure that procedures from entry to exit are followed precisely, to ensure complete compliance with Academic City and national educational requirements.

Definitions

The following terms shall have the definitions and meanings as indicated below, unless otherwise stipulated in specific regulations:

1. The "Admissions Committee" shall mean the committee constituted and so designated by the Governing Council to approve the admission of the applicants based on the applications received with prescribed fees and enclosed with required eligibility documents.
2. "Admit Card" shall mean the document issued by the college to permit a student to appear for examinations at a test centre.
3. "Management" shall mean the principal officers of the college
4. "Chief Supervisor" shall mean a person so designated by the college for conducting the examinations of the college in coordination with the Head of Examination appointed by the mentoring university.
5. "Communication" shall mean communication to students and other stakeholders, and includes e-mail, cell/telephone, fax, newsletter, website notices, courier or any other means by persons authorized by the college.
6. "Head of Examinations" shall mean a person so designated by the college and shall include any person discharging the functions of the Head of Examinations.
7. "Registration" shall mean entering the student's name in the Register of Students of the college, based on the application made by the student who satisfies the prescribed eligibility criteria and pays the prescribed fee. An Admission Letter issued by the college is conclusive evidence that all prescribed formalities for enrollment have been duly completed, except when applications are subsequently discovered to be fraudulent.
8. A student may be granted provisional admission only in cases where the eligibility is established but the student is yet to complete the admission formalities. Please note that a provisional admission letter does not confirm admission of a student into the programme
9. "Application for Admission" is the enrollment agreement (hereinafter referred to as 'the Agreement') between the applicant and the college.
10. "Semester System" or "Semester" refers to an academic block of 16 weeks, of which a standard academic year for any given student comprises 2. Academic City runs either two or three semesters per year to allow for multiple starts. They begin in September, in January/February and, when applicable, in May/June. Courses undertaken in any semester ends within the semester, and students are assessed on them based on the work-load that semester. The semester includes 16 weeks of teaching, research, learning, assignment and/or mid-semester exams, revision, and final examinations. Re-sits may be staged outside the standard semester.

All persons who wish to join a programme shall submit the application either physically or online in the prescribed form, disclosing all the details truthfully, and send the same to the designated office of the college, along with necessary enclosures and the fee. The requirements for entry are available from the Admissions Office and online, and are compliant with standards set by the GTEC and the affiliation universities.

1. Admission process

Only students who fully satisfy the entry requirements for their programmes of study can be admitted to Academic City. An admission offered is valid only for the year in which the applicant has been admitted. Should the student wish to defer admission to a later year, s/he must apply afresh.

1.1. After receiving the completed Application Form for Admission, the Director of Admissions shall ensure that the application form and application is complete in all respects, and that the student meets the eligibility criteria. The Registrar shall cause the admission of all applicants whose applications are duly approved for admission and communicate the enrolment number.

1.2. The college reserves the right to cancel the enrolment letter issued by the Director of Admissions if any major discrepancies, deficiencies or fraudulent declarations in the application form are subsequently noticed.

1.3. If any of the applicants do not satisfy the eligibility criteria for admission, the application(s) for admission will be rejected.   Rejected applicants are permitted to apply again at a later date, after they have satisfied the prescribed eligibility criteria for admission.

1.4. The college shall not be liable for any fee refund in case the student is found to have provided wrong or inaccurate information.

1.5. A list of all students admitted to the programmes is provided to the affiliating university once approved by the Admissions Committee for final admission.

1.6. Students are not ordinarily permitted to switch from the programme in which they are enrolled, to any other programme offered by the college. The fees paid by the students will not be adjusted against fees for any other programme offered by the college.

1.7. Every student will be allocated a registration number. Students are required to mention the registration number in all their communications with the college. The same registration number will be required on the answer scripts of examinations.

1.8. The registration fee paid by any student to a programme is non-transferable.

1.9. A student who pays the fee in full at the time of registration may withdraw from the program at any time during the validity period of enrollment. However, such students will not be eligible for a refund.

2. Admission Offences and Penalties

2.1. It is an admission offence if a student uses falsified or fraudulent academic records (transcripts, certificates, examination results), or passes off information or work of that of other people, to gain admission into Academic City.

2.2. It is an offence to aid someone to produce such falsified material, or to misrepresent or aid someone in misrepresenting their academic status or eligibility to gain admission into Academic City.

2.3. Any student found guilty of any of the above-mentioned offences will be sanctioned with expulsion from the college and may have further legal action taken against them.

2.4. The registration of the students who obtained admission by false representation shall be treated as cancelled ab initio on discovery of such false representation. Consequently, any certificate, diploma, or

degree awarded to the students shall automatically stand cancelled. Aggrieved students may appeal to the management of Academic City.

2.5. Academic City applicants and students have a duty to disclose criminal and disciplinary events that occur after applying to the college. Known criminal/disciplinary events such as the ones listed below must be reported to the Office of the Dean of Students within 72 hours of the student's notice of the event. Failure to comply with this requirement may result in sanctions from the college.

2.5.1. Conviction for a crime other than a minor traffic violation

2.5.2. Criminal charges filed against the student (i.e. rape, assault, robbery, etc.)

2.5.3. Entering a plea of guilty, a plea of no contest, or a plea under any first offender act in response to charges filed against the student

2.5.4. Disciplinary or academic misconduct charges initiated or sanctions imposed against the student from a high school or former college or university.

1. **Purpose and Timing of Registration**

   Registration is the process by which students are enrolled on programmes, sign up for courses and key information captured and maintained for the duration of their study. Registration takes place online via the University's student Management platform, ACITY+.

   All students are required to register for each semester. Students should watch out for email notifications from the Registry on the subject.

   The objective of registering students is to ensure that:
   - Admitted students are properly enrolled on programmes and signed up for relevant courses;
   - Students are meeting credit requirements for enrollment;
   - Continuing students, meeting progression requirements are enrolled for their relevant courses;
   - Students have met all financial obligations to the University to continue with their studies;
   - Students are issued with ID cards giving them access to the student areas on campus;
   - To help the university record and maintain records on all students.

   Take note that:

   1.1. The Academic Board fixes the dates of registration and these shall be duly published.
   1.2. A student who fails to register for a course shall forfeit the opportunity to take it that semester.
   1.3. Registration done after the official date, within the penalty period, will attract a fee determined and published by the college.
   1.4. Failure to register by the end of the penalty period shall preclude a student from the semester in question. They will lose their student status. Students may request to defer to maintain their status.
   1.5. Registration by proxy is not allowed, unless with written permission from the Registrar.
   1.6. Students may request to change their elective courses within the two weeks following the official registration date. This shall neither attract an additional fee nor a penalty.
   1.7. All students are required to access their email account when they register and are responsible for ensuring that their account is active for as long as they are registered.
   1.8. All students should also ensure that their bio data, alternate email addresses, phone numbers, parents/guardian contacts are correct and regularly updated as necessary to ensure that the college can contact them during a period of deferment or if their campus email accounts have been suspended due to non-payment of fees.
   1.9. The college communicates all important information related to changes in curriculum, regulations, examinations, results, convocation, and other significant matters through email. Additionally, the website, telephonic messaging, and hard copy mail may be used.

2. **The Registry and Student Academic Records**

   2.1. The college shall maintain records of all students provided by students, including contact details such as phone, email (personal and college), physical address, and information pertaining to parents and guardians, during the validity period of their enrolment. It is the student's responsibility to inform the college of all changes in a timely manner.
   2.2. Records of students whose enrolment is no longer valid may be removed by the college without notice to such student.
   2.3. Only names provided on results/transcript submitted to gain admission into the college, and those contained in the matriculation register at the time of registration will be maintained as the official student record. No name change will be approved during the duration of study in the college, without the satisfaction of all legal and statutory procedures and protocol.

2.4. As per the Ghana Tertiary Education Commission's regulations, only married female students who have adopted their husband's name, and have gazetted it with the Attorney General, have the right to change their name.

3. **Validity period of registration**
   3.1. Enrolled students are expected to complete the programme within 4 years.
   3.2. A student who wishes to defer must write to the Registrar, stating all details and dates regarding the deferment.
   3.3. If a student has been asked to leave the college temporarily, the college is under no obligation to provide services to the student during that period.
   3.4. Students who are unable to complete the programme within the validity period, but are still keen on continuing are required to apply for readmission into the programme along with the requisite fee.

4. **Identity Cards:**
   All registered students of Academic City shall be issued with a photo identification card (Student ID card) which shall bear the name of the student, their roll number, date of birth, and both the issue and expiration date.

   4.1. Students are required to carry their ID cards with them whenever they are on campus and will be required to use them for course registration, the library, examinations and other purposes.
   4.2. Students are required to present them upon request by any staff, faculty member or security personnel of the college. Should a student be unable to produce the card upon request, they may be denied access to, or use of campus facilities and services.
   4.3. Any ID card found on campus or elsewhere should be returned directly to the IT Department, and not left in lost and found.
   4.4. The ID card shall be returned to the Registrar when a student defers his or her programme, is suspended, dismissed, or withdrawn from the college.
   4.5. The ID card should not be presented to suggest or prove that a student is currently enrolled, if said student has deferred their programme, or has been suspended, dismissed, or withdrawn from the college.
   4.6. The use of another person' ID card may incur penalty of the highest order.

5. **The Registry and Confidentiality**

   The Registry is the custodian of student's records and all the records are deemed confidential thus the College will not provide information about students to any unauthorized persons. Parents and Guardians are encouraged to get information regarding academic progress from their children and wards, rather than from the college. Only in exceptional cases will the college pass on progress reports to parents directly.

   The student records available on the online student information system (ACITY+) will be accessible to the students only through a protected password. However, the College shall not be responsible for any breach of security by an external party.

   Students on their part are expected to refrain from sharing internal information with unauthorized people or people who are external to the College. This includes students or lecturers from other educational institutions, vendors of the College, representatives from the media etc.

The purpose of matriculation, which is held for incoming first year students within a few weeks of entry is a ceremony that formally recognizes registered students into the college. Attendance at the ceremony is compulsory for students to be admitted to their programmes and examinations, and to have their names included in the Academic City Matriculation Book, a document required by the Ghanaian educational authorities. It is an offence for a student to sign the Matriculation Book on behalf of their colleagues.

Additional Terms

1. The liability of the college towards students is limited only to the extent of the fees paid to the Institution. To clarify further, Academic City shall not be liable to the students for punitive, exemplary, special, indirect, or consequential damages, including, without limitation, lost profits.
2. The college shall not be liable for delay or failure in performance of any of its obligations under the Agreement when such delay or failure arises from events or circumstances beyond the reasonable control of the Institution (including, without limitation, acts of God, fire, flood, war, entity, changes in Regulations of Central/State Governments, supplier delays, communications or power failure, equipment or software malfunction, or employee or student disputes, or strikes).

1. **Academic Calendar**

A student's standard academic calendar comprises two 16-week semesters. The semester calendar is posted online at least a month in advance of the semester's start, and states start and end dates, examination and revision dates, major events and holidays, for planning purposes. Dates regarding registration and fee payment are also included. Additional campus events and any adjustments to the calendar are sent to students via email, so it is imperative that students pay attention to all administrative emails.

The list of Statutory Public and/or other holidays declared for Academic City are below. Where holidays occur on a Saturday or Sunday, they may be observed on the following Monday.

- New Year's Day - January 1
- Constitution Day – January 7
- Independence Day - March 6
- Good Friday - Friday, March or April (varies)
- Easter Monday – Monday following Good Friday
- Workers' Day - May 1
- Eid-ul –Fitre (end of Ramadan) - date determined by the Islamic calendar.
- Founders' Day – August 4
- Eid-ul-Adha (Feast of the Sacrifice) - date determined by the Islamic calendar
- Kwame Nkrumah Memorial Day – September 21
- Farmers' Day – first Friday in December
- Christmas Day – December 25
- Boxing Day – December 26

2. **Temporary Departure from Academic City**
   2.1. **End of Semester**
      2.1.1. The last day of the semester marks the official closure of academic activities for that semester. The College also closes accordingly. All lecture halls and laboratories shall be closed to students unless the Registrar grants an exemption.
      2.1.2. In case of an exemption to use the lecture halls and other academic facilities during the semester break, the student(s) in question shall abide by the laid-down regulations of Academic City.
      2.1.3. All students are to sign out before departure and must leave their vacation contact addresses including valid telephone numbers and active email addresses at the office of the Dean of Students and Community Affairs.

3. **Permanent Departure from Academic City**
   3.1. **Following the completion of a program of study.**
      3.1.1. All students are required to complete the list of procedures as presented by the Office of Student and Community Affairs or Registry prior to departure. This will result in a signed clearance certificate. Failure to obtain a signed clearance certificate will result in graduation certificates, transcripts, recommendations, and referrals being withheld.
      3.1.2. Students exiting before the completion of their programme are required to complete the list of procedures as presented by the Office of Student and Community Affairs or Registry prior to departure. This will result in a signed clearance certificate. Failure to obtain a signed clearance

certificate will result in transcripts, recommendations and referrals being withheld. Failure to return Academic City property may result in additional financial fees, which, if not covered, will result in additional repercussions.

A. ORIENTATION

The process of enrolling fully into Academic City, and becoming a fully-fledged student culminates with orientation. This is the point at which we welcome you, engage you in what you can expect for the years ahead, and explain how students and Academic City will interact with each other to ensure a successful stay and a fulfilling life thereafter, as an alumnus. Orientation is compulsory for all new students. The specific aims are to:

1. Set the tone for the 4-year stay, through a welcome from the President.
2. Introduce students to the faculty and staff, the partners in your development at Academic City.
3. Cover the academic journey in a way that allows students to see themselves as owners and drivers.
4. Ensure that students see their academic lives within the broader context of Academic City's vision and mission, which also encourages self-development through student life, and by engaging in social and community activities.
5. Educate students about the rules and regulations governing conduct.
6. Explain to students their rights, privileges, obligations, and responsibilities in relation to the college's authorities and other statutory bodies.
7. Give students an overall view of the physical campus, and its various facilities.
8. Guide students through the adjustment period.
9. Generate cohort camaraderie amongst the class.

B. ACADEMICS AND LEARNING

1. **Faculties**
   ● Faculty of Engineering
   ● Faculty of Computational Science and Informatics
   ● Faculty of Business Administration and Communication Arts

2. **Academic Policy Statement & Learning Goals**
   2.1. **Policy Statement**
   Academic City University College is committed to producing high-quality well-rounded graduates, who will contribute to both their local and global society. The subject, field and domain knowledge the student will gain at the Academic City will be on par with the best in the country and the continent at large. The University college is committed to providing the requisite resources, human and otherwise, in imparting education of such quality.

   Apart from core subject knowledge, students at the University College will undergo an education that would develop their entrepreneurial skills, leadership and communication skills, logical and critical thinking ability, and problem-solving skills. The University college is also committed to producing good citizens of the country who possess empathy for fellow beings, the society and the environment. Academic City believes that its graduates will be the next generation of innovators and entrepreneurs as well as being employable, possessing the transferable skills, enabling them to work in culturally diverse environments.

2.2. Academic Policy Outline

Academic City is committed to providing an academic environment that fosters student growth and enables students and faculty to collaborate, learn and apply. The academic policy of the University College is framed keeping in mind this objective and focuses on the **following aspects** through its activities:

2.2.1. The Curriculum and structure for all programmes

2.2.2. Programme delivery modes and the required infrastructure

2.2.3. Quality of faculty members and their development

2.2.4. The necessary academic environment to deliver programmes

2.2.5. The right academic environment for students to learn and faculty members to excel at their job

2.2.6. The right links, connections and partnerships with both industry and other reputable institutions

2.3. Core Principles of Academic Policy

The Academic Policy is based on the following core principles:

2.3.1. To review, monitor and if required re-charter the core competencies of the University college;

2.3.2. To develop and offer high quality intensive programmes in preparing employable graduates;

2.3.3. To adapt to the latest pedagogy and modern teaching techniques;

2.3.4. To adapt to technological developments in the field of education and implement those at the College;

2.3.5. To enhance access of the College education for students in a widespread geography;

2.3.6. To constantly assess the performance of faculty members and education delivery;

2.3.7. To provide direction to applied research and hands on learning.

2.4. Learning Goals

2.4.1. Experiential Learning

2.4.2. Contextual Learning

2.4.3. Unified Learning

2.4.4. Extensional Learning

3. Grading Systems

3.1. University of Cape Coast-Affiliated Programmes

Raw Score (%)	Grade	Grade Point	Value
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		0	Fail
IC	-	-	Incomplete
X	-	-	Disqualified
Z	-	-	Exam Malpractice*

*Further information on Examination Malpractice can be found in the Examination Policy Document

3.2. University of Mines and Technology-Affiliated Programmes

Raw Score (%)	Grade	Value
80-100	A	Excellent
70-79	B	Very Good
60-69	C	Good
50-59	D	Pass
Below 50	F	Fail
	I or (I*)	Incomplete
	Z	Exam Malpractice*

*Further information on Examination Malpractice can be found in the Examination Policy Document

4. **Qualification for Taking End-of-Semester Examinations**
   A student shall qualify to take the end-of-semester examination in a course only when he/she has satisfied the following conditions:
   4.1. Has achieved at least 75% attendance of the contact hours assigned to the course
   4.2. Has completed the two other assessment components-that is, the assignments and mid semester examinations.

   A student who fails to write the end-of-semester examination in a course shall be deemed to have failed that course and shall be made to either repeat or drop the course.

5. **Qualification for Progressing**
   A student must maintain a Cumulative Grade Point Average (C.G.P.A) of 1.5 of Cumulative Weighted Average (CWA) of 50% and above to remain in good standing and to progress.
   5.1. To progress from Level 100 to 200, students must:
   - Pass all courses taken
   - Attain a minimum C.G.P.A. of 1.5 or minimum CWA of 50%
   5.2. To progress from level 200-300, and from Level 300-400 students must:
   - Attain a minimum C.G.P.A of 1.5 or minimum CWA of 50%
   - Accumulate at least 24 credits for the current year
   - Not lose more than nine (9) credits in the courses registered in an Academic Year.

6. **Repeat, Dismissal, Withdrawal**
   6.1. If a student fails a total of 10-12 credit s/he will be allowed to **repeat** the failed courses.
   6.2. A Level 100 student who fails/loses a total of twelve (12) credits registered for an academic year (either in the first, second or in both semesters) will be **dismissed** for poor academic performance. Such a student may, however, re-apply for admission into a different programme the following academic year
   6.3. A student shall be **withdrawn** from the programme in any of the following situations:
   6.3.1. A first-year student upon trailing (F) more than four courses at the end of the first semester examination or a total of more than four courses at the end of the second semester examination.
   6.3.2. A first-year student on obtaining a C.G.P.A. 1.0 or CWA of less than 45% at the end of the second semester examination.
   6.3.3. A repeated student failing to obtain a C.G.P.A. 1.0 or CWA of 45% or above
   6.3.4. Any student upon absenting him/herself from all courses for a semester examination without proper permission shall be deemed to have abandoned the programme.
   6.3.5. A student whose performance is such that s/he has to repeat a third time in the programme.

7. **Requirements for Graduation**
   To qualify for the award of a degree, students must satisfy the following requirements:
   7.1. Pass all compulsory core courses – general, faculty, or departmental core courses
   7.2. Meet Inter-faculty (Universal) course requirements

7.3. Accumulate a minimum of 120 credits

7.4. Attain a minimum Cumulative Grade Point Average (C.G.P.A.) of 1.5 or CWA of 50%

8. Library Policy and Facilities

The Academic City Library welcomes all lecturers, students, staff, and visitors to its threshold. The Library's congenial environment, its effective application of day-to-day operating procedures, and collaborative services from its staff ensures the provision of support and assistance required by users to enhance their research work.

8.1. The Library's Collections and Collection Formats

The library's collections include printed and electronic books, DVDs, CDs, periodicals, online databases and journals. Online databases provide access to articles and other reference materials, much of which are full-text. The library also provides computers with internet access for its primary patrons to enable them to avail themselves of the benefits of the world of electronic information. An Inter-library loan service which borrows materials from other libraries on behalf of patrons is also available. Books are organized according to the Library of Congress Classification System: designated areas are set aside for circulating, reference, and rare collections; periodicals are arranged alphabetically by title; and current editions are mounted on display shelves

8.2. Staff of the Library

The Library is under the management of a professionally trained competent librarian assisted by a support team of dedicated staff.

8.3. Operations, Users and Prohibited Activities

8.3.1. Periods of Operation

The Library opens from Mondays to Fridays, except on public holidays, and operates as follows:

Mondays to Friday: 9:00 a.m. to 5:00 p.m.

8.3.2. Closing Periods

The library closes during public holidays. Emergency situations such as severe weather may require that the library be closed for some time. At the discretion of the librarian with the approval of the Library Management Committee, the library may be closed for other reasons such as stock taking or maintenance.

8.3.3. Users/Patrons of the Library

The Library is open to the following categories of users/patrons:

- All members of staff
- Students
- Research Fellows and Visiting Scholars
- Academic staff and research students from other universities, on request and with appropriate
- permissions obtained.
- Other categories of persons on the authority of the Library Committee

8.3.4. Prohibited Activities

All library patrons are expected to be considerate towards each other and cooperate with other users and staff of the library to ensure the maintenance of a reasonably quiet environment for the benefit of all persons using the library.

The following activities represent a violation and may result in penalties against the offender, including eviction from the library, if necessary:

- Cell phone communication-cell phone users must turn off their phones or set them in silence/vibration mode when in the library;
- Discussions, talking and laughing;

- Defacing or destruction of property and materials;
- Unauthorized removal of library materials;
- Boisterous behavior including running, throwing of objects;
- Fighting;
- Inappropriate display of affection;
- Inappropriate language;
- Possession of firearms, fireworks, or other weapons;
- Smoking;
- Placing of feet on tables and chairs;
- Pets;
- Foods and drinks;
- Loitering;
- Failure to return recalled items by the due date may result in fines and or suspension of borrowing privileges.
- Taking an item out of the library without completing the appropriate loan procedure; Patrons must satisfy the Librarian that any library item being taken out of the library has been duly borrowed.
- Entry to the library with Gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc. These items must be deposited at the security desk.
- Having bags on you: no bags shall be permitted entry into the library. They should be left in the space provided

8.4. Reader Services and Circulation
8.4.1. Books allowed for Borrowing
- The library shall acquire materials relevant to the programs offered by the University College.
- Rare and reference materials are not to be borrowed but referred to in the library only.
- Circulating materials are available for borrowing for 2 weeks to lecturers, registered students who hold valid ID cards, and staff of the University College.
- Loan periods are reviewed from time to time by the Librarian in consultation with the Library Committee.
- DVDs and CDs usually circulate to lecturers and staff only. They may circulate to students when placed on reserve by lecturers for specific courses.
- Reference books, periodicals, and newspapers, no matter what format they are in, may not be taken from the library, except at the request of an academic department with the approval of the librarian.
- Lecturers and members of staff are expected to return all books during the end-of-semester recall. Permission is granted for the renewal of such books that may still be needed.

8.5. Books/Items Circulation period
Books/items generally circulate for a two-week period at a time and are due by the last date of borrowing. However, Lecturers and staff may keep books/items longer than the two weeks period but such books are subject to immediate recall.

Some rare books in the collection do not circulate at all. They include:
- Reference Books and items
- Newspapers and periodicals
- Dictionaries and Encyclopedias
- Course manuals
- CDs

Senior members, Lecturers, research fellows, and visiting lecturers may, however, borrow such books and restricted materials for reference and research purposes, but for only one week at a time.

8.6. Check-out/Borrowing Limits

Limits on the number of books/items that may be/borrowed are as follows:
- Senior members of Academic City University College may borrow up to 3 books/items at a time.
- Students of the University College may borrow up to 2 books/items at a time.
- Administrative staff of the University College may borrow up to 2 books/items at a time.
- Research fellows, visiting scholars, etc. may borrow up to 3 books/items at a time.

8.7. Renewal of Borrowed Books/Items

A book/item may be renewed if presented in person at the library if no other patron has requested it or if the library has not recalled it.   Lecturers and members of staff are expected to return all books during the end-of-semester lecturers/staff recall. Books that are still needed may be renewed during that time.

8.8. Library Penalties.

A patron who keeps borrowed books beyond due dates shall pay a fine or have his/her certificate withheld until the book/item is either returned or a replacement fee is paid. As a courtesy to borrowers, the library shall send regular notices on overdue books/items. However, it is the borrower's responsibility to return the items on time, whether or not the notice is received.

Lost / Damaged book
- A patron shall pay the full cost of a lost book. In place of this payment, the library will accept a new replacement copy of the equal or greater value.
- Damaged books, while assessed by the administrator of the library on a case-by-case basis, may also be replaced in like manner.
- Library books and other materials cannot be purchased. Even if a lost item charge has been paid, the item remains the property of the institution.
- Any person who falsely claims to have lost an item simply to retain possession of it may be charged with illegally possessing the institution's property.
- If a book is found within one year, upon presentation of the receipt, a refund may be made minus the service charge and any fines owed.

Failure to settle library obligations
Failure to settle library obligations such as unpaid library fines or overdue books/items may result in the following penalties:
- Returning students will not be allowed to register.
- Graduating students may not be allowed to receive their certificates or transcripts.
- The library's computer-based circulation system will place a "block" on a user's borrowing privileges.
- As such, library clearance shall be a requisite for registration and collection of certificates, in the case of students; and payment of salaries/allowances in the case of lecturers and staff.

8.9. Collections of the Library

The library takes decisions regarding development, maintenance, and collection based on principles that aim at correcting any weaknesses in the collection and also maintaining the strengths of the collection. Management policy on collection covers three main areas: acquisition, evaluation, and selection.

Academic City views students as the center of the university experience, benefiting fully when they observe and respect everyone's role in the college. The Code of Conduct creates guidelines to help students to navigate their college experience. It represents a shared understanding of the parameters within which self-development and engagement will take place, to allow everyone to thrive.

1. **Code of Conduct. The Rights and Regulations.**
    Academic City is committed to providing quality education and a world-class learning environment for all its students. On their part, students are expected to display high standards of moral, ethical and professional conduct throughout their period of study and therefore must undertake to abide by all regulations prescribed.

    The college has established the policies and procedures that comprise the Student Code of Conduct, to both promote the College's mission, and to protect the rights of students, faculty and staff.

    1.1. Student Rights and Obligations
    Academic City strives to promote the advancement of knowledge through excellence in teaching, research, innovation and public service. The college also endeavors to facilitate the development of respect for the dignity and worth of individuals; a desire and capacity for critical reasoning; an appreciation and understanding of scholarship and creativity; an appreciation of diversity in student life; the ability to communicate; and a continuing desire for knowledge. Academic and co-curricular events, activities and programs are considered important means by which to attain these goals.

    Academic City aspires to build a strong relationship among students, and between students and the academic staff through the educational process. Consequently, students will enjoy all their rights and privileges and are expected to respect their duties and commitments. Some of the rights and privileges are listed below:

    1.1.1. Respect of the individual student's identity and personal feelings.
    1.1.2. Students' right to use the college facilities and to participate in the different student committees and clubs, according to the rules and regulations of the college.
    1.1.3. Students' right to be in an environment free of oppression, discrimination, harassment, intimidation and violence.
    1.1.4. Rules and penalties are applied with equality and justice.
    The college desires to maintain an orderly climate in which academic inquiry and freedom occur while still preserving the freedom and rights of all members of the college. Students must:
    1.1.5. Take full responsibility of their actions and behavior within the college.
    1.1.6. Completely understand and comply with the college rules and regulations.
    1.1.7. Avoid offending the feelings of others by direct actions or as a result of participating in different committees on or off campus; students must always have mutual respect for their fellow students.
    1.1.8. Respect the rights and privacy of others.

    1.2. Freedom of Expression
    Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the university, or with the rights of others as conferred by the Constitution. This right of expression does not protect disruptive, threatening, lewd, indecent or obscene conduct or expression.

1.3. Freedom from Disruptive Conduct

Students and other Academic City community members have the freedom to carry about approved activities without being disrupted by fellow students. A student shall not impair, interfere with or obstruct the orderly conduct, process or function of the college or any of its students, faculty members, college officials, guests or the surrounding community. Specific violations of this standard include, but are not limited to:

1.3.1. Committing or threatening to commit any act of physical violence against self or another. This includes, but is not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning or restraining;

1.3.2. Threatening the health, safety, or welfare of another;

1.3.3. Interfering with the freedom of movement of another;

1.3.4. Invading the privacy of another - where invasion of privacy means the unjustifiable intrusion into the personal life of another without consent; taking pictures or videos of someone inside their dorm room, office, washroom, any place of privacy without their consent; illegally intercepting phone calls, snooping through someone's phone, laptop or personal device without their consent; publicly disclosing information about someone that can cause damage or injury (physical, emotional, mental); Interfering with the right of another to enter, use, or leave any College building, facility, property, service, resource or activity;

1.3.5. Interfering with a faculty member or College official in the performance of their duty;

1.3.6. Interfering with the freedoms of speech, religion, or association of another;

1.3.7. Trespassing or the unauthorized entry or access to any College building, facility, property, service, resource or activity

1.3.8. Making, exhibiting, or producing any inappropriate, loud or disruptive noise or behavior;

1.3.9. Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the College;

1.3.10. Exhibiting public nudity or lewd behavior;

1.3.11. Urinating in any unauthorized area of the College buildings, facilities or property

1.3.12. Students shall be liable to pay for any loss or damage to College property of any kind caused by students or their visitors. This includes SRC property. The amount to be paid shall be based on the actual replacement cost of the item damaged.

1.3.13. Students must not transfer furniture or fixtures of any kind from any part of the college buildings without prior permission from the appropriate authority. This includes SRC property.

1.3.14. Students must not interfere with electrical installations in any part of the college.

1.3.15. Library Books: Care for others and solidarity are key values of the college. A fine or replacement fee shall thus be levied against any student who interferes with the educational pursuits of another student or other students by either not returning books to the library on the due date or by damaging the books or other learning materials contained therein.

1.4. Responsible Computing and Use of College Computer Resources/Lab

1.4.1. All students must comply with applicable laws in Ghana relating to copyright, security, and electronic media. Students must act responsibly, and in accordance with relevant policies and laws, contractual obligations. This includes downloading software, data, and content illegally.

1.4.2. All students must make certain that their computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all uses of their computer and will

be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address).

1.4.3. All students are expected to access, use their e-mail in a timely manner, and close their work to safeguard their privacy. Academic City email addresses ending in "acity.edu.gh" are assigned to each student, and is the official means through which information from faculty and administrators is communicated.

1.4.4. Students should not use group email IDs to send private marketing or sales material or any other material that constitutes SPAM. A few student leaders will be given access to select group IDs for the purpose of Academic City-related activities.

1.4.5. A student shall not damage, destroy, misuse, or otherwise endanger the university's computing and information resources. Specific violations of this standard include, but are not limited to using any University computer, facility, equipment, software, network or other resource, including e-mail**:**

    1.4.5.1.   for any activity other than that for which access or use was assigned or authorized;

    1.4.5.2.   for commercial use;

    1.4.5.3.   without authorization;

    1.4.5.4.   to commit or attempt to commit any other violation of this Code of Conduct;

    1.4.5.5.   to commit or attempt to commit any act prohibited under applicable laws of Ghana, or.

    1.4.5.6.   to disrupt, hinder or damage the service, use or ability of others to access or use any college computer, facility, equipment, software, network or other resource, including e-mail.

1.5. Prohibited conduct, activities and items

Academic City students are prohibited from engaging in any conduct which materially and adversely affects the educational process, including the following, some of which are explained in further detail elsewhere in the Code of Conduct:

1.5.1. Violation of the Academic Integrity Policy. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college-authorized activity, on or off campus.

1.5.2. Attempted or actual theft of, misuse of, or intentional damage to college property; or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions.

1.5.3. Trespassing, including unauthorized entry or presence on the property of the college or in a college facility or any portion thereof to which entry or presence has been restricted.

1.5.4. Violation of the drugs and alcohol rules and regulations

1.5.5. Lewd or indecent conduct online, on college premises, or at college-sponsored or college-supervised functions.

1.5.6. The use of profane, lewd, or obscene speech or like expressive behavior (including the wearing of clothing displaying such language, pictures, or symbols); the use of defamatory or racist speech or like expressive behavior; or the use of any speech or behavior implying a physical threat or likely to provoke violence or retaliation in person or via electronic means, including but not limited to blogs, texting, email, and social networking sites.

1.5.7. Mental or physical abuse of any person online, on college premises, or at college-sponsored or college-supervised functions, including, coercion, stalking, intimidation, verbal or physical actions that threaten or endanger an individual's health or safety.

1.5.8. Violation of the sexual harassment policy

1.5.9. Occupation, refusal to depart, seizure, commandeering (or threatening to do so in any manner) of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

1.5.10. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access to, ingress, or egress of college facilities; which is harmful, obstructive, or disruptive to the functions of the college; or remaining at the scene of such an assembly after being asked to leave by a college official.

1.5.11. Possession of firearms, fireworks, explosives, incendiaries, knives of any kind, and other types of weapons on college property or at any college function, particularly if there is the intent, or possibility of causing harm or damage.

1.5.12. Setting off a fire alarm or using or tampering with fire safety equipment on college premises or at college-sponsored or college-supervised functions, except with reasonable belief in the need for such alarm or equipment.

1.5.13. Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name on college premises or at college-sponsored or college-supervised functions.

1.5.14. Smoking and/or use of any forms of tobacco products or e-cigarettes on all properties owned or rented by the college, except in college-approved designated smoking areas.

1.5.15. Violation of state or college regulations regarding the operation and parking of motor vehicles.

1.5.16. Tampering with the election of any college-recognized student organization, forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.

1.5.17. Failure to comply with instructions of college officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

1.5.18. Violation of the terms of disciplinary probation or any college regulation during the period of probation.

1.5.19. Fiscal irresponsibility, such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.

1.5.20. Violation of any college policy; prohibited behavior; local and state criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

1.5.21. The unauthorized access or attempt to access, manipulate, or retrieve files, programs, or data from any college computer system.

1.5.22. Use of computing facilities to send or view obscene or threatening messages.

1.5.23. Disruption, disturbance, or interference with any classroom activity or staff operation by the playing of loud, threatening, or obscene music.

1.5.24. Engaging in any action that is disruptive to orderly classroom instruction without limitations to the use of cell phones, tablets, or electronic devices; students are therefore required to disengage all such devices when not approved for instruction in a classroom.

1.5.25. Engaging in any action that is disruptive or in violation of established rules and regulations regarding use of college areas, including but not limited to computer labs, library, student lounges, designated public transportation, and cafeteria.

1.5.26. Engaging in examination misconduct or malpractice by breaching examination regulations and instructions in order to gain an unfair advantage before, during and after the examination.

1.6. Alcohol

1.6.1. **On-Campus**

The possession, use, consumption, manufacture, sale or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by the college. No student organization or function that hosts, organizes, conducts, or participates in an on-campus function or event

sponsored or sanctioned by the Academic City shall serve alcohol or permit the possession, use, consumption, manufacture, sale or distribution of alcohol except as provided here.

1.6.2. **Off-Campus**

The same applies for off-campus functions that are hosted or sponsored by Academic City, its clubs or its organizations, in full or in part. Academic City accepts no responsibility for the possession, use, consumption, manufacture, sale or distribution of alcoholic beverages by students off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the College may also pursue student conduct charges for such behavior.

1.7. Drugs, cigarettes and related items

The illegal possession, use, consumption, manufacture, sale or distribution of drugs and drug paraphernalia is prohibited. Any violations of this drug policy may be subject to sanctions by the college and may be reported to all appropriate law enforcement authorities. All college buildings, including hostel and car parks are designated as smoke-free for all substances. This includes the use of cigarettes and shisha.

1.7.1. **Definitions**

1.7.1.1.   The term "drugs" broadly includes, but is not limited to, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

1.7.1.2.   The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, hookahs, grinders, vaporizers, hypodermic needles and syringes.

1.7.1.3.   Specific violations of this standard include, but are not limited to:

1.7.1.4.   The possession, use, consumption, manufacture, sale or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;

1.7.1.5.   The transfer, delivery or manufacture or intent to transfer, deliver or manufacture any drug or drug paraphernalia;

1.7.1.6.   The possession of a prescription, or a prescription drug not issued to the student;

1.7.1.7.   The misuse, sale, delivery or transfer of a prescription or prescription drug;

1.7.1.8.   Driving while impaired by any drug, whether it be legal or illegal; or

1.7.1.9.   A violation of any laws of the Republic of Ghana.

1.8. Weapons, Dangerous Instruments, and Explosive Chemicals

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited. Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

1.8.1. Any deadly weapon, defined as any instrument, item or material readily capable of causing death or serious physical injury;

1.8.2. Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);

1.8.3. Any type of gun, pellet gun, air rifle, paint gun or toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;

1.8.4. Any sword (whether decorative or not), or other martial arts weapon;

1.8.5. Any knife (other than an ordinary pocket knife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or

1.8.6. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks and illegal or potentially dangerous chemicals.

1.8.7. Note: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.

1.9. Theft

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the college, its guests, and all members. Specific violations of this standard include, but are not limited to:

1.9.1. The unauthorized taking, misappropriation, possession, retention or disposal of any property owned or maintained by the College, another student, a person attending the College sponsored event/program or any other person; or

1.9.2. The unauthorized taking or use of any University owned or contracted service.

1.10. Possession of Lost or Misplaced Items

The lost property points are the following, for the various campus facilities.
- Academic facilities, labs and offices: The Library
- Administrative offices: The Reception
- Hostel: The Hostel Coordinators' desk.

A final word about the Student Code of Conduct

The Dean of Students and Community Affairs has the authority to make determinations on all charges of general conduct violations highlighted in the Code of Conduct. Along with other members of the college community, she has the right to bring a case of violation to the attention of the Disciplinary Committee.

The Code applies to all student conduct on college property, at college-sponsored activities and programs including those in remote and international locations, and at student organization activities. The Code also applies to conduct occurring on non-college property and at non-college events when that conduct may threaten the safety of the university community. The Code continues to apply to student conduct while a conduct matter is pending even if the student withdraws from the college.

2. You and the Student and Community Affairs Office

The Student Affairs team gets to know about incoming students soon after Admissions decisions are made, and meets you formally at Orientation, which we host.

Then, early on in the first year, the office schedules individual sessions to explore your skills, talents, strengths and interests. Then they support and track you over the four years, helping you to build a steadily maturing personal portfolio, through a combination of academic and general learning experiences, internships, and exposure. The

aim is to graduate you into the world of entrepreneurship and work, and to launch you confidently into adulthood. We serve you as coaches and mentors, and sometimes even colleagues in your learning experience.

Our team, in conjunction with faculty and other staff members, will strategize with you through and around a comprehensive range of activities, some of which are listed below.

● Coaching and mentoring
● Career-related training, advising, internship guidance and guided reflection.
● Student leadership, including the leading of student organization, and clubs
● External speakers
● Network building and connection to resources
● Wellness
● Skill building
● Exposure to external opportunities, including academic resources, training, talks, events and competitions.
● The development of a personal 'portfolio', useful for advancing personally and professionally.

The Student Affairs Office serves to support students in their pursuit of academic goals, and ensure that students maximize their time with Academic City. We serve to point students in the right direction, and to take full advantage of the opportunities that Academic City provides to students. Most of all, we serve as a high-touch resource for strong overall performance. We aim to support the development of confident, well-prepared students and graduates, with an eye on the future.

3. **Tracking your development**

The Student Affairs Department encourages you to keep track of the skills and experiences that you develop while at Academic City, to create a 'portfolio' that informs future employers about your capabilities. Doing so alongside a list of goals and targets, will enable students to see themselves as builders of their individual portfolios, and will make them more aware that they are in control of the choices that propel them towards success.

Alongside the Career Team, we develop a set of competencies that each student should have and the methods by which to achieve them. These competencies will reflect industry feedback, and feedback from entrepreneurial best-practice.

4. **Career Services - Strengthening you for the World of Work.**

The Career Services department at Academic City complements our students' academic achievements by improving their employability and helping them set realistic career goals. We do this through a variety of services that are available to all Academic City students. Students can walk in or book an appointment to seek information on internship and/or graduate job placements, workshops, career advising, seminars, career fairs, networking events, and one-on-one meetings.   Our goal is for our students and alums to eventually be the preferred hires, and among the preferred employers.

All students go through a career guidance path over their four years, which stretches students through seminars that prepare them for their engagement in the working world. The interactive seminars cover a broad range of tools and scenarios, and increase in intensity and expectation of student performance over the years.   The seminars enable students to deal with multiple workplace and business scenarios, and ensure that students reflect upon, analyse, and improve upon their previous experiences.

The team engages with industry constantly, and provides feedback to faculty and staff, as a means of ensuring that our students are being prepared appropriately for the world of work. They are constantly looking out for new approaches to help ensure that our students and graduates are well positioned for the best opportunities.

5. **Students partnering with others – Academic City Engagement**

Our Community Engagement goals relate directly to Academic City's broader mission, and drive us to reach out to people and institutions beyond Academic City to partner in problem solving for societal good. Students are asked to participate in activities that benefit others over self. Competencies gained in such experiences feature on the personal portfolios that students develop.

At Academic City, through engagement with others outside of Academic City:

> We innovate to advance.

> We create practical solutions for development-impeding problems.

> We collaborate with individuals, communities and organizations.

> We serve unselfishly, and provide ethical leadership always.

D. You, Your Peers, and Student Leadership

1. **Clubs and Activities**
   Academic City strongly believes that student development is incomplete without extra-curricular activities.

   Students shall have freedom of association. However, only clubs/societies approved and recognized by the college authorities at the start of each academic year shall be entitled to use the college facilities. Every society, club, etc. registered as such in Academic City must:
   a) Account for its financial operations in accordance with the college financial regulations.
   b) Submit through the Dean of Students to the registrar, a certified copy of their approved constitution and the particulars of principal officers and committee members of their club, society, etc.
   c) Have a senior member(s) of the college as its patron(s).
   d) Forward the names of the executive members of each society or club to the Dean of Students and the President of SRC, upon request.

   1.1. Clubs and Societies
   The College encourages the following activities and clubs which allow students to lead and take part in. In addition to existing clubs, there are other clubs which have been suggested or tried by students, or are expected to run this year. In order to establish a Club or Society on campus, you must follow the guidelines for starting Clubs & Societies. These guidelines will be made available to you upon enquiry and also on our website.

   > **2021-2022 Clubs & Societies**
   > Debate Club
   > Haatso Educational Projects
   > Business Club
   > Happiness Club
   > Programming Club Ghoyote
   > Robotics
   > ACity Live Band
   > Rotract
   > ACity Campus Fellowship
   > STEMEP Club
   > Arts & Media Club
   > Dance Club
   > Otaku Club
   > Machine Learning
   > CAN Sat
   > Writing Club

   1.2. Club and event organizer guidelines
       1.2.1. Sign Posting Policy
           The aim of this policy is to establish criteria for posting signs in public places, so that when individuals or campus organizations follow these criteria, they can feel confident that the signs they post will not be removed prematurely.

       1.2.2. Criteria for All Postings

The content of all postings in public spaces on the Academic City campus should be consistent with the nature Academic City Principles and Practices. All such postings (including banners) posted by members of the Academic City community should include:

a) A name and drawer number or extension number of a contact person and / or sponsoring organization.
b) A date after which the posting is to be removed. For signs advertising specific events, the date of the event is sufficient. All signs are regularly removed at the end of each semester, regardless of their designated "removal date."

1.2.3. Posting areas

1. The locations of posting areas in each campus building should be decided by the "occupants" of that building. Each building should have a contact person who would be aware of the posting policies for that building, including the locations of allowed posting areas.
2. Each campus building should have clearly designated areas for posting signs of general campus interest. Each floor in the building will reserve a place specifically for departmental postings.

1.2.4. Prohibited Postings

Prohibited postings will be removed immediately:

1.2.4.1. Chalking buildings, facilities or walls is prohibited
1.2.4.2. When posting signs, individuals should not use materials that would deface buildings or posting areas. People posting signs should be careful when applying tape to painted surfaces to ensure that subsequent removal of the tape will not mar the painted surface.
1.2.4.3. The use of materials such as paint, stickers, double sided tape, or glue can cause permanent damage to building surfaces, and is therefore prohibited by this policy. Their use will be considered vandalism
1.2.4.4. When posting in Washrooms, ACC recommends that postings be limited to those of concern for health, support, and security.
1.2.4.5. Signs should not be posted on windows or on doors in public areas, unless those areas are specifically designated as posting areas.
1.2.4.6. Signs should not be posted on mirrors or on the glass front of display cases.
1.2.4.7. Signs should not be posted over pictures or over other signs.
1.2.4.8. Posters may not be posted outside the school
1.2.4.9. Academic City recommends that individuals/Society/Clubs and organizations not post multiple duplicate or nearly-identical signs on a single posting area
1.2.4.10. Redundant signs waste paper and limited posting space. We encourage using alternatives. If, however, individuals and campus organizations choose to post multiple signs, we ask that community members be considerate of other signs. In the case that redundant postings occupy what would otherwise be the only remaining space, one of those redundant signs may be removed to accommodate a new sign

1.2.5. The Removal of Posters

1.2.5.1. The removal of signs is the responsibility of the individual or campus organizations who originally posted those signs. We ask community members to keep all posting areas current. To that end, any member of the community may remove signs after the removal date has passed
1.2.5.2. If signs are found that are in violation of Academic City policy (e.g., they are posted in an area in which posting is not allowed), they may be removed by any community member. However, Academic City asks that community members who remove such signs should contact the sign's sponsors (if such information is available) to notify them of the signs' removal

1.2.5.3. With the exception of academic departmental postings, e.g., Departmental information, postings from persons or organizations that are not part of the Academic City Community should be approved at the department prior to posting. After such signs have been approved, a representative of the off-campus group which sponsors the signs may post them in the appropriate areas.

1.3. Staging public events on campus

Permission to hold public functions/forums within the College shall be obtained from the Dean of Students and Community Affairs. A representative of the organizers who must be a student needs to submit the request in writing to the Dean of Students and Community Affairs.

Applicants must supply the following information:
a) Date and time for the function
b) Place where the function is to take place
c) Names and description of lecturers, speakers or artistes for the function.
d) The expected number of participants in the function
e) Any requirements prescribed by the College Statutes and Regulations in relation to the holding of public functions.
f) This information shall normally reach the Dean of Students and Community Affairs at least two weeks before the function takes place.
g) The Dean may impose such other requirements and conditions as may be deemed necessary.
h) For the purpose of this section, a public function is one to which persons other than College staff and students are invited or entitled to attend.
i) The Dean and Executive will determine the spaces that are available for use for events.

2. **Student Representative Council**

Students should be represented by a body to represent their voices, typically known as a student representative council. Ideally, this body is voted for by students annually. The Council shall have all the powers necessary to execute its constitutional functions without any undue interference.

2.1. Composition

The council shall be composed of two working bodies, who will work independently, but will complement each other.
2.1.1.The General Assembly (GA), which shall meet at least once every semester. This meeting shall be known as the General Assembly Meeting (GAM).
2.1.2.The Executive Committee

2.2. Functions

The functions of the council shall include the following:

2.2.1.Represent students at various levels of academic life as defined in the College Statutes. The Committee shall implement policies approved by the General Assembly.
2.2.2.Create and issue publications as required, with due information to the institution authorities educating the student community and other stakeholders about its activities;
2.2.3.It shall convene meetings of students when necessary.
2.2.4.Manage monetary grants made by the institution to the council for use by students, subject to the auditing regulations of the college.

2.3. Nominations

To be eligible for nomination to membership of the council, a candidate:

2.3.1.Should be a full-time student at the College and must have been registered at Academic City for a minimum period of 1 (one) semester, and should have at least two more semesters before graduation before filing nomination.

2.3.2.Should have maintained a high academic record and achieved a cumulative GPA of 3.0 at the time of applying. Any student intending to contest any position must not have any carry-over concurrently or otherwise.

2.3.3.Shall have a current residence permit from the Ghana immigration service if the candidate is an international student.

2.3.4.Shall not have been found guilty of misconduct of a serious nature, as shall be determined by the election committee, or by the Disciplinary Committee of the College, and shall not have been convicted for any crime by any court of law either in Ghana, or elsewhere.

2.3.5.Shall not have been impeached, suspended, or dismissed as an officer of any association, society, union, or club in Ghana or elsewhere.

2.3.6.Shall submit self to vetting by the election committee constituted in this Constitution.

2.3.7.Is required to file nomination duly accompanied with a CV. The nomination form shall be seconded by at least two (2) students who shall be members of the class and the signatures shall be accompanied by the name, phone number, and name of the person signing.

2.4. Voting and Elections

Except as provided in the Constitution, the Election Committee, in the performance of its functions, shall not be subject to the direction or control of any person or authority.

2.4.1.All currently registered students have the right to vote.

2.4.2.There shall be no voting by proxy.

2.4.3.A simple majority votes obtained in an election contested by one or more candidates shall be required to win an election.

2.4.4.Candidates standing unopposed shall require at least fifty percent plus one (50%+1) of total votes cast to win an election.

2.4.5.Notwithstanding the above clauses, in the event of an unopposed candidate failing to obtain the required 50%+1 votes in an election, fresh nominations shall be opened three (3) days after declaration of the provisional results.

2.4.6.A run-off shall be conducted for tying candidates.

2.4.7.In the event where a position is vacant at the close of a nomination period, the nomination time shall be extended by forty-eight (48) hours and all students shall be duly notified.

2.4.8.If the position is still vacant after the forty-eight (48) hour extension, then the election shall proceed.

2.4.9.Any instrument from the election committee which states that a student named in the instrument is declared elected shall be prima facie evidence that the person is duly elected.

3. **Issues for Student Leaders to be aware of**
   3.1. **Student Media**

   The publications and communications of registered student groups are guaranteed the rights inherent in the concept of freedom of the press. They have the right to publish and distribute material on the college campus provided that the materials are identified by the name of the organization and are done in

accordance with the rules and regulations adopted by the Students Representative Council (SRC). All publications are subject to the editorial of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity and undocumented allegations that may affect the college.

3.2. Authorization of Demonstrations and Processions
    3.2.1. Any student or students wishing to organize a procession/demonstration in the College shall notify the President in writing. Such notice shall be given to the President forty-eight (48) hours before the procession/demonstration is due to begin.
    3.2.2. The notification shall state the purpose of the procession/demonstration and the name (s) of the organizer(s).
    3.2.3. No procession/demonstration shall be held between the hours of 6:00 pm and 6:00 am.
    3.2.4. The procession/demonstration shall follow a route approved by the President, so as to facilitate the free passage of vehicular and pedestrian movement. It shall do nothing to obstruct traffic.
    3.2.5. During the demonstration/procession nothing shall be done or said that might offend, incur violence or cause a breach of peace.
    3.2.6. The organizer (s) shall be held responsible for any acts of violence and/or breach of college, hostel or other regulations that may occur during the procession/demonstration. This notwithstanding, any individual who commits an act of violence or breaches college/hostel or residence regulations during any procession/demonstration shall be held responsible for his/her behavior.
    3.2.7. The President may prescribe any special conditions; limitations or restrictions as may be considered appropriate in the circumstances. If in the President's opinion, the procession/demonstration is likely to lead to a breach of the peace or cause serious interference with the work of the College, he/she may forbid the procession/demonstration.
    3.2.8. The fact that a procession/demonstration is not prohibited in no way implies that the College has either approved or is in sympathy with its objectives
    3.2.9. The Police shall be alerted by the President as soon as an emergency occurs. If the situation gets out of hand or threatens to get out of hand and/or violence is resorted to, the President shall ask the Police to assist to restore order.

3.3. **Penalties for Unauthorized Processions/ Demonstrations**
    3.3.1. The penalty for unauthorized procession/demonstration ranges from suspension for a minimum of two weeks to expulsion. If it is clear that the student body generally is involved in an unlawful demonstration/procession the College is to be closed down forthwith by the President. The Council of the College shall be alerted immediately and the situation will be addressed.
    3.3.2. When processions and/or demonstrations turn out or end in criminality, whether authorized or not, the matter shall be handed over to the appropriate local or national authorities.

A. INTEGRITY AND ETHICS POLICY

1. **Overview, Aims and Core Principles**

Academic City seeks to promote the highest standards of scientific, scholarly, professional and personal integrity and to give due consideration to the ethical, social and environmental issues arising from its activities. The College intends for its activities to have positive impacts on its stakeholders and should improve the quality of the living, studying and working environment for its staff and students
The College expects to:
- • Maintain high ethical standards incorporating rigour, respect and responsibility across all its activities
- • Undertake activities that are environmentally sustainable and conform to high standards of environmental consideration
- • Engage effectively with the local and regional community, be a good neighbour and communicate honestly
- • Be an employer of choice, treating employees fairly and with respect

1.1. Aims and Objectives of the Ethics Policy
The aim of this policy is to provide a framework for both professional practice and general decision-making about ethical issues as they occur during the course of core college activities. The policy explores many of the key areas in which ethical considerations may occur, and sets out procedures for the formal consideration of such matters within appropriate college fora. This Policy complements other strategies, policies, and plans which are in place at the college. Ethical issues arise across all spheres of college activity: from research and education to enterprise, student recruitment and alumni relations. The college endorses the key principles of rigor, respect and responsibility. These principles should inform every aspect of the college operations by staff, students and lay governors, while they seek to create the culture of academic freedom necessary for first-class research and education.

1.2. Core Principles of the Ethics Policy
The College has in place robust mechanisms for ensuring accountability of its processes and decisions and for the management of risks.
1.2.1. **Seven Principles:** The College expects its members to abide by the seven principles identified by the Committee on Standards in Public Life. These seven principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
1.2.2. **Take a Stand:** The Ethics Policy directs all stakeholders in the College to take necessary stands on ethical issues arising from College related activities within the context of the College's wish to be a socially responsible organization with high ethical standards and a tolerant, liberal, open minded community
1.2.3. **Build Awareness of Policy and Procedures:** The College has the responsibility of sustaining a College-wide awareness of ethical issues arising especially from research and from other experiments, projects and demonstrations, and from teaching and learning. The College is responsible for producing guidelines for the conduct of activities with ethical implications and for ensuring that all College's units have in place proper procedures for the consideration and conduct of activities with ethical implications.
1.2.4. **Minimize and Declare Conflict of Interest:** By fostering a culture of transparency regarding intra and extramural affairs, the College seeks to avoid and minimize conflicts of interest, and strongly encourages members to disclose interests to their appropriate manager. Any confirmed conflict of interest or breach of this Policy will be taken with the utmost seriousness and will be referred for relevant disciplinary procedures.

1.2.5.**Transparency with Stakeholders:** The College is committed to being transparent and forthcoming in sharing information with its stakeholders in the domains of student admissions, faculty recruitment and HR information, research work, financial information & any other information pertaining to internal or external stakeholders. The only exception to this would be in the case of confidential information or sharing of information that would be in direct conflict with the Ethics policy. (For example: Information on ongoing research work at the College)

1.2.6.**Ethics in Relationships:** The College will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

1.2.7. **Harassment and Discrimination:** The College will not tolerate harassment or discrimination of any nature.

2. **Academic infringement, integrity and ethics – Plagiarism, Collusion and Cheating**

Academic City takes a very serious view of all cases where a student breaks its rules (infringement) and will punish all individuals who do so according to the level of the offence. The rules regarding work submitted by students are clearly laid out in the 'Program Handbook'. The College must be certain that everything submitted by students is their own work. You earn your own degree and the institution examines all work submitted to ensure this. The Program Handbook is provided to reinforce the rules, and to make sure that students recognize their importance.

2.1. **Plagiarism**

Plagiarism is the use of academic sources without due reference. We expect our students to demonstrate their understanding of other peoples' work. In higher education that means: you interpret, discuss, and critically evaluate the literature. Your work should not be a collection of quotations from other people. You should think very carefully about how to use the work of others when writing a research paper.

2.2. **Direct Quotations**

This is where you insert the actual words used by another author in your own work. These should be used very rarely and sparingly. By using quotations, you are taking those words out of context. They are written to fit into the original author's discussion, not yours. That means, it is very rare that you can just insert someone else's words into your work and have them make sense. You use quotations when there is no better way of saying what the original author said. This reflects your skills. You should be able to interpret the words of others and re-write them to fit your own work. There is one special situation where quotations can be used. This is where the original author makes a statement that either differs from other authors or from the argument you are making in your writing. This means that immediately following the quotation; you make a critical discussion of the words and meaning used by the original author.

Direct quotations should normally be no longer than one sentence. Do not insert large sections of other people's work into your own. If you do so, you will receive no marks for something written by someone else. Always put quotations between double quotation marks (e.g. "quotation"). Always immediately follow the quotation by a citation. Immediately follow the citation with discussion of the quotation. One of the reasons why quotations should be kept brief is as follows: when you read something, its meaning will generally follow on from the sentence that precedes it. Do not assume that the reader will recognize that your discussion refers to something stated several sentences before.

2.3. **Paraphrasing**

This is the most widely used and expected form of referencing. By paraphrasing the work of others, you take the meaning of what they are saying and describe it in your own words. This is better than direct quotes, in that you use words that keep the original meaning but fit better with the language used in your writing. It also makes it easier to critically discuss the meaning of what they are saying in terms of your own argument.

Do not use quotation marks when paraphrasing since the words used are your own words. However, paraphrasing does not change the fact that the original ideas belong to someone else. Consequently, you must follow a paraphrased statement with an in-text citation. Since there are no quotation marks, there is no indication in your writing that states how large the paraphrase is. Consequently, a citation is assumed to apply only to the single sentence that immediately precedes it. If your paraphrase goes beyond one sentence, you must explicitly state which sentences the citation applies to. If later in your writing you wish to refer to the same issue, you need to include the citation again.

Always check your work to ensure that citations are included at the correct points and that you have not included the work/ideas of others without due reference. You would not want to be accused of deliberate infringement.

2.4. Referencing

There are two parts to any reference, the citation and the entry in the References section.

Citations

A citation is an abbreviation of the reference that identifies that you have used the work of others but does not distract the reader. Citations immediately follow either a quotation or a paraphrase. You need to put the author's family name and year of publication in parentheses, for example (Hardy, 2002). If two people authored the work, use the following (Hardy and Smith, 2002). If there are more than two authors, then use the family name of the first author, followed by et al for example (Hardy et al, 2002). Always place author family names in the order they appear in the original document. If the citation is taken from a book you should also include the page numbers, where 'p' means one page and 'pp' means more than one page (Hardy, 2002, pp 10-11). You would also use this for academic papers if you are using citations from different parts of the paper. If you are using material from the Web that does not have a named author, use a code or meaningful phrase that can be carried forward to the References section. Similarly, where there is no publication date, use the date you last accessed the webpage e.g. (Plagiarism1, 1/10/2002)

References

This is the final required section in any report or paper and is generally included in the word count. References should include as much detail about the sources used as possible. The reader should be able to check your sources; incomplete references are almost as useless as no reference at all. There must be a reference matching every unique citation. That means that if you have cited the same work more than once, there should only be a single reference. An individual reference has the following structure:

● **Book:**
Author/s, Year, Book Title, Publisher e.g. Hardy, C., Smith, A., Jones, P. (2002) An Introduction to Referencing, Education Press, London.
● **Journal/Conference:**
Author/s, Year, Paper Title, Journal/Conference Title, Volume Number, Edition, Page Numbers E.g. Hardy, Colin (2002) An Introduction to Referencing, International Conference on Academic Standards, Vol. 2, No. 1, pp 10-12.
● **Web:**
Use references from the Web with care unless they come from recognized high quality sites such as International Standards Organizations or are Electronic copies of recognized academic papers. Remember that the use of the Web is still largely free and it is possible for anyone to say anything. You need to be sure that the source of the information is reliable. As with paper-based references, you need to include as much information as possible, however, another of the limitations of such references is that they do not always provide reference details such as Author, Date etc. Since web pages do not always have author details, there is nothing stopping someone plagiarizing work into

other sites. Therefore, you should always include the URL of the page used, do not just point to a website homepage. Similarly, unlike paper-based sources, they can disappear. Therefore, you should always include the date you last visited the site. e.g. Plagiarism1, Date last accessed 1/10/2002, Infringement Page, http://aaa/ddd/plag.html, Date Last Updated March 2000.

The references within the References Section should be alphabetically sorted by first author family name. Always write the names of the authors exactly as they appear on the book/paper do not rearrange them into another order and if first names or initials are provided please include them. Do not categorise your references into Book, Journal etc., there should be a single references list. Unless you are told otherwise you are not required to provide a Bibliography. A Bibliography is a list of all publications you have read or found on the subject of your report/paper. As such they may have influenced your thinking but will not necessarily be explicitly used in your paper.

2.5. Collusion

In higher education, we expect you to discuss your ideas with one another and the tutor. There are always different ways of interpreting the same topic and the more you discuss the work of others and the strengths of your own ideas, the better will be your conclusions. However, when you are writing your assessments, you must do these as individual work. Care must be taken in your discussions with others that you do not provide them with your solution to the problem.

Collusion is where two or more people submit individual work, but there is clear evidence that part or all of their work is so similar to the others that this could only have occurred if they had worked together on the solution. It is your responsibility to ensure that when you talk with others that you have discussed the problem but not the solution.

2.6. Cheating

This is where one person does the work and others use that work in their answer. This is similar in many ways to collusion but in cases of collusion, all students are equally guilty whilst cheating is something where there may be levels of guilt. For example, attempting to copy the work of someone else in an examination when that person is not aware of what is going on is cheating but only the copier may be guilty. We all must be aware that cheating occurs and it is everyone's responsibility to ensure that their assessment work remains private. If you leave your assessment work lying around or unprotected by passwords in the case of work on electronic devices, so that others can read and use it, this leaves you open to allegations of collusion that you may not be able to argue against.

One common situation in which cheating can occur is where a student has found a solution to a technical problem and discusses this with others who are struggling with the same problem. It does not matter how desperate the student is, if you pass on your work the other person may be cheating but you are colluding. Even if the cheater attempts to personalize the copied work it is still cheating and is very easy to identify.

3. Discrimination and Harassment

The College is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, disability, religion, age, veteran status, any other characteristic protected by law or any other characteristic specific to the person being harassed. This policy is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine Academic City's mission by threatening the careers, educational experiences, and well-being of those associated with the College. This policy expresses the College's opposition to discrimination and harassment and assists the College to comply with the laws of the

Republic of Ghana in relation to such misconduct. Incidents of harassment based on a person's sex, sexual orientation or gender identity or expression will be resolved through the College's disciplinary procedures.

3.1. Guidelines regarding Discrimination and Harassment

3.1.1. All students are considered equal on the premises of the College irrespective of gender, religion, nationality, physical well-being, financial status or any other parameter. All dealings within the College are based on equal opportunity, equity and duty to act fairly

3.1.2. All students are to maintain cordial, friendly and harmonious relations with each other, and with faculty and staff.

3.1.3. Students are to maintain high standards of conduct with respect to morality and behaviour towards fellow student(s) and citizens in general.

3.1.4. In the case of any student-to-student dispute, the College shall always maintain impartiality. Both the parties shall be given an equal opportunity to present their case before the Disciplinary Committee or any designated authority or competent authority, such as the President.

3.1.5. Any student found guilty of misconduct after necessary due diligence is subject to a given procedure as outlined in this handbook and shall be treated on grounds of equity, and duty to act fairly.

3.2. Forms of Harassment and Discrimination

Specific violations of this standard include, but are not limited to: Any verbal, written or physical conduct toward another that is based on a person's race, color, national origin, disability, religion, age, veteran status, other characteristic protected by law, or any other characteristic specific to the person being harassed, that:

3.2.1. Unreasonably creates an intimidating, hostile or offensive learning, living or working environment; or

3.2.2. Unreasonably interferes with an individual's academic or work performance.

3.2.3. Goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual's ability to participate in or benefit from the activities of the College.

3.2.4. Does not necessarily rise to the level of discriminatory harassment but is nonetheless inappropriate in the University community, disruptive in the classroom, or violates other University policies.

The alleged conduct will be evaluated from the perspective of the alleged victim's position, considering all of the circumstances involved in a particular matter.

It is a violation of College policy to retaliate in any way against students or employees because they have raised allegations of harassment. Any person against whom a complaint is lodged also bears a responsibility to abstain from retaliatory behavior towards the complainant and/or any individuals involved in the investigation or resolution of the complaint.

4. Sexual harassment and misconduct

Sexual harassment compromises the integrity of the College, its tradition of academic freedom and learning, and the trust placed in its members. The College will work to eliminate sexual harassment on campus and it is the College's intention to take all necessary actions to prevent, correct and, where appropriate, discipline sexual harassment. Sexual harassment, whether between people of different sexes or the same sex, includes undesirable sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. These may occur but not limited to:

4.1. Verbal, physical, written or pictorial communication through any medium including social media relating to gender or sex, which has the purpose or effect or unreasonable interference with an individual's performance or which creates a hostile, offensive or intimidating atmosphere for the recipient

4.2. Unwelcome and irrelevant comments, references, gestures, touches or other forms of personal attention which are inappropriate to the opposite sex and unbecoming of an academic person

4.3. Sexual imposition that is not based on mutual agreement.

4.4. Unfair treatment based on gender or sexual orientation

1. **Academic Infringement Cases**

Infringement of the regulations is very serious and so the infringement process has been designed to ensure that students who are alleged to have infringed the regulations get dealt with fairly, and with the highest degree of seriousness. From the submission of the original assessment to the resolution of an infringement case, the process needs to be carried out deliberately and mindful of the need for accuracy, but in a timely manner because an outcome has the possibility to affect the registration process and/or the sequencing of courses.

1.1. If a marker suspects that an infringement has occurred, it is their responsibility to formally submit an allegation to the Dean of Students immediately, copied to the Dean of Academic Affairs. This allegation must include detailed evidence of where the infringement has occurred and evidence to support the allegation. Where appropriate, the allegation should name potential witnesses.

1.2. The student is then formally notified of the allegation and the evidence against them. They are then given a period of time in which to respond. This response must be supported by a written statement from the student.

1.3. The student has the opportunity to contest or accept the allegation. If the student contests the allegation, then it is their responsibility to provide counter-evidence. Merely stating that they did not do it does not hold a lot of weight if there is extensive evidence to the contrary. Students who accept that they have infringed but attempt to claim mitigation should be aware that they have acknowledged their guilt and there is no excuse for breaking the rules. (If a student has mitigation for not doing as well on their assessments as they might otherwise have done, there is a clear process for submitting such evidence).

1.4. The Dean of Students convenes the Disciplinary Committee, and the assessment and evidence previously submitted from both sides are examined in detail. The conclusion of the Committee is either that the allegation has been proven or has not been proven.

1.5. If the allegation is not proven, then this means that the marker has not submitted sufficient evidence to the panel to prove their case. It does not necessarily mean that the student is innocent but that there is sufficient doubt to drop the case. Markers are guided that allegations of infringement are serious; the process is lengthy and should not be made lightly. Consequently, they need to be sure in their own mind of the infringement before they make their allegation and to provide sufficient evidence. As such, markers do not rush into making allegations and it may take some time for them to collect together what they believe to be sufficient evidence. There will be cases of infringement that do not get to an infringement panel because although the marker may be sure in their own mind of the student's guilt, they are unable to gather clear evidence. Similarly, there will be cases that do go to the Committee where the Committee is not satisfied that there is enough evidence despite the marker's belief to the contrary.

1.6. The Disciplinary Committee has the power to state that following examination of the evidence the allegation has been proven and an infringement has occurred.

1.7. All proven infringements are serious and their occurrence will be added to the student's record and may have an influence on the final award.

1.8. The possible punishments can range from a formal reprimand up to recommendation that the student is required to withdraw from the programme.

1.9. The report from the Disciplinary Committee to the President will state the punishment.

1.10. The result of the investigation will be sent to the student in question, and published to the school community, removing the identity of the offender.

1.11. The offender will be required to meet with the Head of Department following the trial, regardless of the result of the hearing. The Dean of Student and Community Affairs, is also available to speak with the student following the ruling.

2. **Discrimination, Harassment, Breaches of Code of Conduct, Ethics and other cases**
   2.1. Internal complaints from students should normally be in writing and signed by the complainant in order for the institution to proceed with an official inquiry into the complaint.
   2.2. Complaints from outside the institution shall be addressed or forwarded to the Dean of Student and Community Affairs, with a copy to the Quality Assurance Unit.
   2.3. The complaint may also be forwarded directly to the President (or respective Dean) if the student so feels.
   2.4. Complaints from either outside or inside the institution involving allegations of fraudulent or other dishonest acts shall be referred to the President and shall be dealt with accordingly
   2.5. Complaints involving allegations of sexual harassment shall be handled in accordance with the institution's Policy on Sexual Harassment.
   2.6. The President may refer to the departmental head or other appropriate administrator who shall determine whether the complaint has substance and whether further action is necessary. If it is determined that the complaint has substance and further action is necessary, the defendant against whom the complaint is made shall be informed of the receipt of the complaint by the Dean of Student and Community Affairs, and will be given an opportunity to respond to the complaint in writing, within 72 hours.
   2.7. Once the complaint is received by The Dean of Students and Community Affairs, a review of the complaint, together with the defendant's written response and a report to the President should be provided, stating the following:
      2.7.1. Substantive nature of the complaint;
      2.7.2. Further action as necessary; and/or how and when the Disciplinary Committee will proceed.
   2.8. In a case in which a student is the alleged offender, the Dean of Students will convene the Disciplinary Committee, and the assessment and evidence previously submitted from both sides are examined in detail. The conclusion of the Committee is either that the allegation has been proven or has not been proven.
   2.9. If the allegation is not proven, then this means that the Committee has not submitted sufficient evidence to the panel to prove their case. It does not necessarily mean that the student is innocent but that there is sufficient doubt to drop the case.
   2.10. The Disciplinary Committee has the power to state that following examination of the evidence the allegation has been proven and an infringement has occurred.
   2.11. All proven infringements are serious and their occurrence will be added to the student's record and may have an influence on the final award.
   2.12. The possible punishments can range from a formal reprimand up to recommendation that the student is required to withdraw from the programme.
   2.13. The report from the Disciplinary Committee to the President will state the punishment.
   2.14. The President shall review the complaint, together with the entirety of the correspondence and facts; all written responses and reports of the departmental head or any other report. If the report states that the complaint has substance and remedial action should be taken at the college level, the President shall sign off on the quantum and level of corrective / remedial actions, before the information is released to the offender, the complainant, at the Academic City community (anonymously).
   2.15. The offender will be required to meet with the Dean of Student and Community Affairs, and in some cases, the President following the ruling.

C. Penalties for breaching integrity and ethics, or breaking the Code of Conduct.

The following disciplinary actions may be imposed by a college official or Disciplinary Committee for violating the Student Code or breaching the integrity and ethics guidelines. Should a faculty or staff member wish to issue a written warning, a "Reprimand", it must be forwarded to the Registrar, copied to the Dean of Students, for recordkeeping and action, respectively.

1.   **Warning**
A warning to the student that the behavior is unacceptable and that if the pattern of behavior continues, the student will face disciplinary action up to and including suspension from the college. Verbal warnings will be documented by the instructor or college official and included as evidence in the event of subsequent violations. The verbal warning should be noted among the notes regarding students on the electronic platform, confidential to other faculty and staff members, but will NOT be considered part of the written warning which is considered a "Reprimand".

2.   **Reprimand**
A written communication which gives official notice to the student that a violation of the Student Code has occurred and that any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.

3.   **Emergency (Interim) Suspension**
The President or College officials may impose **interim suspension** for conduct that poses a threat to the health or well-being of any member of the academic community or the activities of the college.
    3.1.   Interim suspension will not exceed more than two class periods. Instructors must notify their department head or next ranking available supervisor immediately upon suspending a student.
    3.2.   A completed Student Code Violation form must be submitted to the Dean of Student and Community Affairs within 24 hours of the suspension.
    3.3.   Any student who receives an interim suspension must meet with a Dean of Students and Community Affairs or designee prior to returning to class.
    3.4.   If class readmission is approved, the Dean of Students and Community Affairs will give the student a class readmission notice.
    3.5.   Instructors who have not received notification of a suspended student's return to class may deny entry until such notification is received.

4.   **Educational Assignments**
Educational sanctions may include work assignments, essays, community service, participation in college-sponsored programs or activities, behavioral contract, alcohol and/or drug education and counseling, with a certified drug and/or alcohol counselor, and other related educational assignments.

5.   **General Probation**
An individual may be placed on general probation when involved in a substantive disciplinary offense. General probation has two (2) important implications:
    5.1.   the individual is given a chance to show capability and willingness to observe the Student Code without further penalty; and
    5.2.   if the student errs again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two (2) terms.

6.   **Restrictive Probation**
Restrictive probation results in loss of good standing, and notation of such is made in the student's conduct record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. The student will not be eligible for initiation into any local or national organization, and may not receive

any college award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) terms. Any violation of restrictive probation may result in immediate suspension.

7. Restitution
Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.

8. Delayed Registration
A student may be required to meet with a Dean of Students and Community Affairs before registering for classes if the student has not complied with a sanction or contacted the Dean of Students and Community Affairs as required.

9. Revocation of Admission and/ or Degree
Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.

10. Agreed-Upon Behavior Contract
In situations where a student and the Dean of Students and Community Affairs can agree on the consequences that should result from the student's Code of Conduct violation, the agreed-upon consequences can be set out in a document titled "Behavior Contract."

11. Withholding
Transcript, diploma, or right to register will be withheld (denied) when financial obligations are not met.

12. Suspension
Exclusion from a class, program of the college, or all college activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from a Dean of Students and Community Affairs before returning.

13. Expulsion
Dismissing a student from campus for an indefinite period. The student loses his/her student status.

14. Group Probation
This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the probationary period, the group's charter may be revoked or activities restricted.

15. Group Restriction
Removing college recognition during the term or semester in which the offense occurred or for a longer period (usually not more than one additional term). While under restriction the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

16. Group Charter Revocation
Removal of college recognition from a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President or Registrar

D. The Appeal Process

A student who wishes to appeal a **Student Code of Conduct Sanction** issued by a Dean of Students and Community Affairs or instructor may request a hearing with the Disciplinary Committee within 15 working days after the sanction is issued.

1. A request for a hearing must be made using a **Student Appeal Request Forms**. The student will need to inform the Secretary of Disciplinary Committee at this time if reasonable accommodations are needed.
2. If the student cannot attend the scheduled hearing because of an emergency, he or she must contact the Secretary of Disciplinary Committee as soon as possible. The student will have only one opportunity to reschedule a hearing cancelled for an emergency. Hearings that have been rescheduled due to the absence of the student will convene, and the committee will render a decision in the case based on evidence provided by the Chairperson of the Disciplinary Committee.
3. **Note:** If the Chairperson of Disciplinary Committee determines that the complainant or witness(es) may be harmed emotionally by testifying in the presence of the accused at the hearing, other arrangements will be made to allow participation without depriving the accused of access to the testimony, evidence, or information. The college will provide support to students in cases of sexual or physical assault, as appropriate and upon request.

Partial Directory of Faculty and Staff

	Office/ Facility/ Services	Description	Immediate contact person	Official Hours	In case the main person is not available, Kindly contact:
1	Finance Department	Payment of fees: To make all kinds of payment. Fees including Application, Registration, Tuition, Exam, Transcript, Hostel, Meal, etc.	Mr. Frederick Amponsah frederick.amponsah@acity.edu.gh	During Office Hours	Finance Manager Mr. Amit Kakhani amit@acity.edu.gh
2		Refund of Fees, Payments: In case of admission withdrawal, cancellation etc.	Mr. Leroy Boateng leroy@acity.edu.gh	During Office Hours	Mr. Amit Kakhani
3	Academic and Examination matters	Academic Registration, Academic information, course selection, subjects offering, examination, results, re sits/retake of courses, hall ticket etc.	Respective Deans, HOD and Coordinators: Assoc. Dean Engineering Dr. Lucy Agyepong lucy.agyepong@acity.edu.gh HOD Electrical & Electronics Eng. Dr. Paul Obeng paul.obeng@acity.edu.gh Dept Coordinator Mechanical, Industrial & Systems Engineering Mr. Julian Bennett Julian.bennett@acity.edu.gh Assoc. Dean of Computational Sciences and Informatics Prof. Olumide Longe Olumide.longe@acity.edu.gh HOD Information Technology Dr. Navel Sharma navel.sharma@acity.edu.gh Dept Coordinator Computational Sciences & IT Julius Amegadzie Julius.amegadzie@acity.edu.gh Assoc. Dean Bus Admin & Communication Arts TBD HOD Communication & Arts Dr. Ransford Antwi		Registrar and Executive Team

			ransford.antwi@acity.edu.gh HOD Business Admin Dr. Philip Nukpe Philip.nukpe@acity.edu.gh		

	Office/ Facility/ Services	Description	Immediate contact person	Official Hours	In case the main person is not available, Kindly contact:
4	Student Records	Submission of academic credentials, verification of documents, verification of student status for embassies, Resident permit request, transcript request etc. For verification and letters for internships go to Career Services.	Ms. Irene Aforve irene.aforve@ acity.edu.gh	During Office Hours	Registrar Ms. Kuukua Nyarko kuukua.nyarko@acity. edu.gh
5	Library	Learning resource facilities, requirement of books, journals, magazines	Ms. Naa Ofenuu library@acity.edu.gh	During Office Hours	Ms. Kuukua Nyarko
6	Student and Community Affairs	Supporting students in areas that support the academic function. Coaching, advising and general guidance. Assist and guide with socio-emotional issues.	Dean of Students or person appointed to act in that capacity	During office hours (and after hours in case of an emergency)	The Executive Team
7		To conduct extra-curricular events, and to register clubs and community engagement activities on/off campus.			
8		To participate in/conduct sports events on /off campus, and to place on campus calendar.			
9		Reserving dates for big scheduled events on/off campus.	Students: Dean of Students or person appointed to act in that capacity

Staff and Faculty: Any Member of Exec | | |
| 10 | | Reporting significant ethical and integrity infractions. | Convener of Disciplinary Committee for students, Dean of Students or person appointed to act in that capacity | | |

	Office/ Facility/ Services	Description	Immediate contact person	Official Hours	In case the main person is not available, Kindly contact:
11	Student and Community Affairs	Publishes lab, library, lecture hall closing times.	Dean of Students or person appointed to act in that capacity		
12	Career Services	For career guidance and introductions to internship sites and potential employers, graduate school.	Ms. Giselle Partington Osei giselle.osei@ acity.edu.gh	During Office Hours	Dean of Students or person appointed to act in that capacity
13	IT / Internet Support	Computer lab, Internet facility, software support, Projector, audio arrangement	Mr. Mouaz Ibrahim mouaz@ acity.edu.gh	During Office Hours	Mr. Pav Varyani
14	Health Facility	First aid services, minor injury/accident, Emergency response	During work hours: nurse@ acity.edu.gh		
		First aid services, minor injury/accident, Emergency response	Outside work hours: Hostel Coordinators, who will escalate to Nurse or external hospital	24 hour Service	Dean of Students or person appointed to act in that capacity
15	Dining Services	All issues related to the service	Dining provider, Ms. Esther, if issue can be resolved immediately.	During office hours	Ms. Rebecca Ashitey
16	Physical Campus	To supervise overall cleanliness in the campus, including washrooms and general campus upkeep.	Mr. Frank Gavor frank.gavor@ acity.edu	During office hours	Mr. Majid Mulani
17		Academic buildings and Hostel upkeep.	Mr. Francis Danso francis@ acity.edu.gh	During office hours	Mr. Majid Mulani
18		Lecture Hall arrangement. To arrange classroom furniture, and provide supplies like white boards, pens, flipcharts, etc	Mr. Francis Danso	During office hours	Ms. Kuukua Nyarko / Mr. Majid Mulani

	Office/ Facility/ Services	Description	Immediate contact person	Official Hours	In case the main person is not available, Kindly contact:
19	Physical Campus	Furniture repairs / replacement	Mr. Francis Danso	During office hours	Mr. Majid Mulani
20	Hostel Facilities	In campus premises including hostel, electricity, water supply, plumbing matters, washroom accessories	Hostel Coordinators: Ms. Olivia Appiah, Mr. Evans Ndeligna, Mr. Jeremiah John Antwi hostel@acity.edu.gh 027 622 2548 Hostel Coordinators escalate to Mr. Frank Gavor	24 hours	Mr. Majid Mulani
21		Beds, mattress, curtains, study table, storage facility.	Hostel Coordinators, who will escalate to Mr. Frank Gavor	During office hours	Mr. Majid Mulani
22	Room Bookings	Booking rooms for meetings, special events.	Students: Office of Student and Community Affairs, Dean of Students or person appointed to act in that capacity Faculty and Staff: Registrar	During office hours	
23	Safety and Security	On campus safety and security	Mr. Frank Gavor	24 hours	Mr. Majid Mulani

APPENDIX A

COVID-19 CAMPUS POLICY

A. GENERAL INFORMATION AND GUIDELINES FOR THE RETURN TO FULL OPERATIONS FOR ACADEMIC CITY COLLEGE

ACity in preparation to return to full operations has implemented the following measures. These implementations of protective and preventive measures will significantly change campus and the workplace processes and practices.

To help with the transition, bear in mind the following **activities which will gradually aim** to simplify logistics and process flow at the start of the return to campus period.

Kindly find below the link to a covid 19 assessment form. All (Staff, Student) must fill and submit before resuming school or duty.

Link: https://forms.gle/314mrX5KVNyD6Sv37

In reference to the government's directive, **in order to access the ACity campus, you will have to show your vaccination certificate or negative Covid-19 test result (taken no more than 72 hours before reporting to campus).**

For **international students or travelers**, it is also required of you to submit a **negative PCR test** results on arrival regardless of your vaccination status.

- Health and safety **risk assessments** will frequently be done (in light of the need to prevent and control COVID-19).
- **Monitor frequently the requirements and recommendations issued by relevant health and authorities**. As the epidemiological situation is changing and knowledge about the virus is increasing, recommendations and requirements change rapidly and will be incorporated into campus policies and practices for operations.
- **Adhere to any local laws and regulations** (e.g. wearing facemask, etc)

Take steps to **support the mental well-being of Staff and students**, taking into account the diversity of circumstances.

1. **Hygiene Measures**
    1.1. Personal Hygiene
    Hand Washing
    - Hand hygiene is extremely important in the prevention of the spread of the COVID-19 virus.
    - Facilities and items to wash hands properly and regularly are available.
    - Alcohol-based hand gels (containing 60-80% alcohol) are also readily available.
    - Consciously avoid contact with objects or surfaces used or touched by other people (e.g. door handles) and wash hands after contact with such surfaces or objects. Refer to the nurse's email on hand hygiene protocols.
    Respiratory Hygiene
    - Be reminded about the need to cover coughs or sneezes with a tissue or elbow and to immediately discard the used tissues and either sanitize or wash your hands.
    1.2. Cleaning of campus, work equipment and facilities
    - Cleaning protocols to ensure campus, workstations, lecture halls, equipment and facilities are clean and tidy are in place and being followed.
    1.3. Personal Protective Equipment

- It is necessary to put on the relevant **personal protective equipment** (**surgical face masks and respirators,** disposable gloves, eye splash protection/face shields or disposable overalls) where necessary and while on campus. Non-medical masks are not considered personal protective equipment, but can help prevent the spread of COVID-19 while talking or coughing.

NB: **Persons spotted without a face mask will pay 10ghs as fine for violating the protocols**

2. **Actions to Consider: from home to campus**
   2.1. **Before leaving home**
   Employees/ Students with any symptoms of COVID-19 (fever, dry cough, sore throat, shortness of breath, head cold e.g. runny nose or sneezing, loss of sense of smell) should stay at home, contact HR/ Nurse or their Supervisor for further discussion.
   Check guidance with HR/ nurse on what to do when someone is self-isolating. In such situations, an employee will be requested to stay at home and work from home.

3. **Actions to Consider: before entering the campus**
   3.1. **Symptom-screening (e.g. temperature checking)**
   Staff/students will be subjected to body temperature control before accessing campus. In case of fever, (temperature higher than 37.5°C) access will be refused and protocols followed.
   If the temperature check is to be performed, it will be carried out for all Staff/students in a uniform manner (irrespective of function, type of contract etc.) and with reliable equipment (e.g. infrared thermometer) by persons who have received appropriate instructions and training.
   3.2. **Registering entries and exits**
   Signing in and out and contact details (name, address, phone number, etc.) of Staff/student and visitors on site is necessary for follow-ups and contact tracing.

4. **Actions to Consider inside campus**
   4.1. **Canteen and rest areas**
   Be reminded to wash/ sanitize your hands prior to entering the canteen.
   A maximum of 2 persons should be seated at a table at the cafeteria**.**
   4.2. **Work Equipment**
   You are encouraged to use your work/ study tools only or those provided by the School. Sharing work/ study tools between co-Staff and students is discouraged or prohibited.
   Ensure work/ study tools are cleaned regularly (especially at the end of the shift/ day, and before a tool will be used by another Staff or student).
   4.3. **Internal Circulation**
   Limit internal circulation as much as possible and respect physical distancing rules when moving across the workspace.
   4.4. **Meetings and travels**
   Cancel non-essential meetings and travels.
   Use alternatives to face-to-face meetings, such as digital tools and digital means of communication.

5. **Actions to Consider: Leaving Campus**
   Wash hands before exiting the campus and upon arrival at home/ hostel.

6. **Vulnerable staff/student**
   If you belong to a group that can be more vulnerable to COVID-19 consult with your doctors. The doctor can assess the case and make recommendations for particular preventive activities, including preventive "work incapacity". Preventive measures can also include e.g. telework, etc. The doctor can also advise on increased preventive measures at home.
   Any details about the outcome, must be communicated to the nurse/ HR and kept confidential.

7. **Protecting our mental well-being in times of COVID-19 pandemic**

7.1. The impact of the pandemic on our well-being

The coronavirus pandemic can induce an able degree of fear, worry and concern. There are several factors that can contribute to increased stress and anxiety including:

- Anxiety caused by the health risks of coronavirus, especially for those who have been identified as being in a "vulnerable group" or who live with someone identified as being in a 'vulnerable group or tested positive for covid-19'.
- Being overwhelmed with constant information.
- Uncertainty: not knowing how long the crisis will last, fear of losing a job or income, etc.
- Dealing with grief and bereavement from covid-19.

To help reduce stress and anxiety associated with this pandemic:

- You will be constantly informed and communicated to on what management is doing so as to be prepared in responding to the pandemic.
- Contact the nurse/ HR in case you need support or are feeling overwhelmed.
- Limit media consumption as continuous exposure to news, media, and social media can trigger or elevate anxiety, stress, or panic. It is better to stay informed by following just a few, authoritative resources such as a national health agency or the WHO.

7.2. Adapting the support of Colleagues

Everyone reacts differently to stressful situations. The concerns that we have during the pandemic are likely to vary from person to person. Thus, the first step to supporting a colleague's mental health is to understand how they are feeling and what the factors influencing their wellbeing really are, show empathy and be available to listen.

B. PLAN FOR A SUSPECTED OR CONFIRMED CASE OF COVID-19 REGARDLESS OF VACCINATION

The following steps are guidelines to what to do if you are a suspected or confirmed case of COVID-19:

SUSPECTED

1. If at **HOME** and student or staff member develops symptoms of COVID-19 (fever>37.5, has a continuous cough, tiredness or loss of taste and / or smell, etc), we advise that the staff member or student should:

- **not** return to campus
- inform the nurse and Student and Comm. Affairs if a student or HR if a staff.
- get tested as soon as symptoms start and send a copy of the results to the nurse via mail (nurse@acity.edu.gh), copying Students Affairs if student or HR if a staff.

   You may be required to self-isolate at home depending on the results of the test and severity of the symptoms.

2. If on **CAMPUS** and a student or staff member develops symptoms of COVID-19 (fever>37.5, has a continuous cough, tiredness or loss of taste and / or smell), Kindly follow these steps:

- Report immediately to the first aid centre (NURSE) for assessment.
- You may be required to take the PCR covid test and
- Kept in isolation (maximum duration 48 hours) or asked to go home till the result is ready.
- For students, Student and Comm. Affairs will be informed and if a staff member, HR will be notified.
- Present a copy of the results to the nurse via mail (nurse@acity.edu.gh) copying Students Affairs if student or HR if a staff.
- Emergency contacts of choice may be informed,
- Options for discharge will be discussed as per PCR results and following government's directive (either to an isolation centre or home) or

- You may be required to stay home for a couple of days till a proof of recovery is presented or confirmed.

CONFIRMED/ POSITIVE

3. If at **HOME** and student or staff member tests **POSITIVE** to COVID-19 (PCR Report) we advise that the staff member or student should:

- **not** return to campus
- inform the nurse and Student and Comm. Affairs if a student or HR if a staff.
- send a copy of the results to the nurse via mail (nurse@acity.edu.gh) copying Students Affairs if student or HR if a staff.
- You may be required to self-isolate at home for at least 14 days and should follow guidance for households with possible coronavirus infection as directed by the government.
- Repeat the PCR test after the 14th day of isolation and treatment and present a copy of the result to the nurse or send it via mail (nurse@acity.edu.gh) ccing Student and Comm. Affairs or HR respectively.
- Visit the first aid centre as soon as he/she enters campus.

4. If **ON CAMPUS** and a student or staff member tests **POSITIVE** to COVID-19 (PCR Report) we advise that the staff member or student should follow these steps:

- Report immediately to the first aid centre (NURSE).
- present a copy of the result to the nurse or send it via mail (nurse@acity.edu.gh), copying Students Affairs if student or HR if a staff.
- you will be isolated (maximum duration 48 hours)
- Emergency contacts of choice will be contacted and informed and
- Options for discharge discussed as per government's directive (either to an isolation centre or home)
- Repeat the PCR test after the 14th day of isolation and treatment and present a copy of the result to the nurse or send it via mail (nurse@acity.edu.gh) copying Students Affairs if student or HR if a staff.
- You will be required to stay home for a couple of days till a proof of recovery is presented (NEGATIVE report of the PCR covid test) before reporting back to campus.

INTERNATIONAL STUDENTS

International students living on campus, will in addition to the above listed,
- Be isolated in accordance to the government directive off/ on campus (after the 48hour period) for the required number of days depending on the condition/ status.
- In all*, **contact tracing and monitoring** will be initiated and if exposed or identified as a contact,
- You will self-isolate / be isolated off/ on campus
- If a student or staff member should develop symptoms (fever>37.5, has a continuous cough, tiredness or loss of taste and / or smell), within the period of isolation, the above listed protocols (SUSPECTED CASE MANAGEMENT) will be followed
- The student or staff can take the PCR test after the **5th day** of self-isolation and if negative can return to campus; or
- Self-Isolate for **10 days** and If *no symptoms* develop, report to the school nurse for an assessment before returning to campus.
- If the student / staff member tests positive, above listed protocols (CONFIRMED CASE MANAGEMENT) will be initiated.

- If vaccinated, you may get tested 3-5 days after the exposure or self-isolate for 10days even if you don't have symptoms.

i.   You will only be allowed access to campus after presenting a **NEGATIVE** report of the PCR covid test or after **an assessment** by the school nurse and the staff member or student is without fever and is well for 48 hours.

ii.   The student is responsible for the cost of testing (PCR test), treatment (medications) and management (ambulance, etc) and food.

iii.   For staff, up to 150 GHS will be reimbursed for only the PCR testing in the event of being exposed on campus.

Track and trace
Anyone who has tested positive is encouraged to trace their contacts and encourage them to test or watch out for symptoms.
I.   If the test result is negative, the staff member or student can return to campus if he/ she is well, with no fever for 48 hours.

II.   If a staff member / student has been identified as a close contact of someone who has tested positive for COVID-19, they need to self-isolate and take the test.

What is a contact?
A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:
people who spend significant time in the same household as a person who has tested positive for COVID-19

a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:

- being coughed on
- having a face-to-face conversation within one metre
- having skin-to-skin physical contact, or
- contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.

Plan for a case of common cold and flu symptoms
The following are guidelines to what to do if you develop symptoms of cold or flu:
- Report immediately to the first aid centre/ clinic for assessment.
- You may be required to take the PCR covid test and
- Kept in isolation till the result is ready (maximum duration 48 hours)
- Emergency contacts of choice will be contacted and informed and
- Options for discharge discussed as per government's directive (self-isolate at home / campus)
- If at home when symptoms started, we advise that the staff member or student should stay at home and contact the nurse/ HR
- You may be required to stay home for a couple of days till a proof of a negative PCR covid test is presented before reporting back to campus or you are well and have had no fever for 48 hours.

- You may also be required to visit the hospital for further assessment and treatment.

The most recent, updated version of this handbook, will be available on the Academic City website.

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