

SPIRITAN UNIVERSITY COLLEGE

P. O. Box 111

Ejisu- Ashanti, Ghana

Tel: +233 208-138335

+233 243240815

+233 51 94456-60



STUDENTS' HANDBOOK

REVISED IN JANUARY 2016

VISION STATEMENT

The vision of the College is to be an academy of excellence in research and the teaching in African Philosophy

MISSION STATEMENT

Through a comprehensive Catholic and particularly Spiritan formation, students are taught to appreciate the human condition that enable them make informed decisions about, and preferentially opt to commit themselves to the service of the poor and marginalized in our human society.

MOTTO

The motto of the College is “*Spiritus Veritatis*” which means “**Spirit of Truth**”.

ADMINISTRATIVE STRUCTURE OF THE SPIRITAN UNIVERSITY COLLEGE

OFFICE OF THE RECTOR

In accordance with the Statutes of the College, the Rector who is a Spiritan is appointed by the Superiors of the Union of Circumscription of West Africa (UCWA) who serves as the academic and administrative head of the College. He acts as the juridical person representing the College in both civil and ecclesiastical matters

As the head of the College, it is the Rector’s responsibility to ensure that discipline remains the hallmark of the College in accordance with rules formulated by the Governing Council and the Spiritan Rule of Life (SRL). In the daily discharge of his duties, the Rector works in a spirit of collaboration and mutual respect with other Principal Officers as well as the various boards and committees of the College. He has to be notified of all important developments and problems in the College. Of particular importance are matters relating to academic activities, formation, finance, physical developments, administrative business, and students affairs.

He serves as head of various boards and committees in the College. He can delegate someone to take his place at meetings of such bodies. Together with other Principal Officers, he ensures that appropriate decisions and recommendations for the good of the College are implemented.

OFFICE OF THE VICE – RECTOR

The Vice-Rector of the College is appointed by the Superiors of the Union of Circumscription of West Africa (UCWA). His functions include assisting the Rector in the day to day administration of the College. In the event of the Rector being physically or morally impeded, the Vice – Rector exercises the former’s office. In addition, it is the function of the Vice – Rector to perform such works as may be delegated by the Rector.

OFFICE OF THE REGISTRAR

The Registrar is responsible to the Rector for the general administration of the College. In addition to his statutory functions as the Chief Administrative Officer of the Rector and the College, the Registrar is also responsible for providing secretarial services for the Governing Council, the Academic Board, and all other boards and committees of the College. It is his duty to ensure that once policy decisions have been taken by competent and relevant bodies, they are duly implemented.

Additionally, he has to ensure that all College bodies, officers, members and students are made aware of relevant regulations and policy guidelines in issues that may arise. He is responsible for the custody of all legal documents of the College except where specific provisions have been made for such matters to be handled by others.

THE FINANCE OFFICER

The Finance Officer is responsible for the preparation and presentation of the annual budget of the College. He is also responsible for the financial management of the College. He is responsible to the Rector for the financial administration of the College. In addition, he is responsible for the provision of all that is required for the good administration of the College. It is his responsibility to ensure that all possible avenues are explored for sponsorships or fundraising activities or events for research and other academic purposes, as well as perform other functions as may be assigned by the Rector.

THE DEAN OF STUDIES

The Dean of Studies is responsible for ordering the good running of the academic life of the College. In collaboration with relevant bodies, he prepares the annual academic calendar and time table of the College. It is also his responsibility to ensure that students’ academic complaints are promptly and legitimately addressed with the help of the statutory body.

Additionally, he ensures that orientation sessions are organised for newly admitted students as well as the entire students’ body at the beginning of each semester. In consultation with the various Heads of Department, he ensures that the academic programme for the year is successfully carried through.

ADMISSION AND GENERAL INSTRUCTIONS ON COURSES OF INSTRUCTION

Admission of students into the College for either the Diploma or Degree programmes is in conformity with laid down regulations as approved by the National Accreditation Board (NAB), the National Council for Tertiary Education (NCTE), the Kwame Nkrumah University of Science and Technology (KNUST) and acquired in not more than two sittings. Only students who have acquired the requisite qualifications or have passed the requisite examinations are admitted.

ENTRY REQUIREMENTS FOR ADMISSION

Entry Requirements for admission into Level 100

i. **SSSCE Holders:**

Candidates must have six credit passes (A-D) in six subjects comprising three Core subjects (Core English, Core Mathematics, and Integrated Science or Social Studies) plus credits (A-D) in three relevant Elective Subjects with an aggregate of 24 or better.

ii. **WASSSCE Holders:**

Candidates must have six credit passes (A1-C6) in three Core subjects (Core English, Core Mathematics, and Integrated Science or Social Studies) plus credit passes (A1-C6) in three relevant Elective Subjects with an aggregate of 36 or better.

iii. **GCE “O” Level Applicants:**

Candidates must be holders of General Certificate of Education Examination Ordinary Level (“O” Level) with five (5) credits including English and Mathematics plus three passes in Advanced Level (“A” Level) including General Paper

iv. **Mature Applicants:**

Applicants must be at least 25 years old or above and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 25 years old at the time of application .

They will be required to pass Mature Students’ Entrance Examination in Mathematics, English Language and General Paper (and obtain a minimum of 40% in each paper and an average of 50% to qualify for admission). The examination will be moderated and the marked scripts vetted by KNUST

v. **Diploma Holders:**

Diploma holders will be admitted to Level 200.

vi. **GBCE/ABCE Level Holders:** Applicants holding passes in three (3) core and three (3) elective subjects in General Business Certificate Examination (GBCE), or passes in three (3) core and three (3) elective subjects in Advanced Business Certificate Examination (ABCE) plus credits in three core subjects at WASSSCE/SSSCE as indicated under (i) above. Candidates with GBCE will also be considered for admission if they have five (5) credits including English and Mathematics in GCE “O” Level plus three (3) passes in GCE Advanced Level including General Paper.

vii. **Professional Certificate Holders:** Applicants holding Stage 1 of ACCA, or ICA, or Institute of Chartered Secretaries and Administrators (ICSA), Associate of Chartered Institute of Bankers ACIB), Chartered Institute of Marketing (CIM), must also have

credits at WASSSCE/SSSCE in three core subjects, as indicated under item (i) above.

- viii. **Foreign Students:** Foreign students or non-Ghanaian applicants will be admitted to the BSc. Economics and Finance programme if they possess same qualifications or qualifications equivalent to those aforementioned. Those from non-English speaking countries will be required to show evidence of proficiency in English.

Entry Requirements for admission into Level 200

- i. **Higher National Diploma Holders:** Holders of Higher National Diploma in programmes other than the programme they wish to pursue shall be admitted to Level 200.

Entry Requirements for admission into Level 300

- i. **Higher National Diploma Holders:** Holders of Higher National Diploma in the same programme area (first or second class upper/lower division) shall be admitted to Level 300.

• CANDIDATE ON TRANSFER FROM ANOTHER UNIVERSITY

A student, who has been enrolled legitimately as a regular student in a Bachelor's programme or Diploma programme respectively in a recognized University and made satisfactory progress for at least one academic year, may be considered for admission, upon presentation of authenticated academic records and documents and the name of two references.

TUITION FEES

The College allows for the payment of fees by installment. However, students will be expected to have paid the fees in full before being allowed to write the end of semester examinations.

OTHER CHARGES

In addition to the above tuition fees, students will be required to following fees;

1. Maintenance fees
2. Admission forms
3. Registration fees
4. Computer/Internet fees
5. Library fees
6. Sports fees
7. Official ceremonies
8. Students' handbook
9. Examination fees
10. Development levy

STUDENTS' ACTIVITIES

1. S.R.C. dues and Constitution
2. Student's identity card

APPLICATION AND REGISTRATION

Applicants will have to submit their fully completed application forms on or before the end of August each year when registration ends. They are also to register for the various course of their choice. The office of the Dean of Studies is available to guide students in choosing and registering appropriate courses.

FALSE DOCUMENTS AND TESTIMONY

Students are to ensure that whatever documents and testimonies submitted in relation to admission and pursuance of academic studies at the College are authentic. The College reserves the right to verify through any legitimate means the authenticity of such documents.

Any discrepancy detected in documents submitted for admission and other official exercises will warrant outright dismissal and criminal prosecution in accordance with the laws of Ghana.

PENALTIES FOR LATE REGISTRATION

As much as possible, late registration will not be tolerated. In default, a student could be made to pay a penalty for the first week of default. If after the second week, a student has not registered accordingly, the College reserves the right to refuse such a student admission to pursue the semester's programme. In the case of a freshman, there will be no refund of any fees paid.

ORIENTATION OF STUDENTS

All freshmen are required to participate in the orientation programme offered at the beginning of each academic year. It is an opportunity to meet the faculty, the Principal Officers etc. It is also an opportunity to receive information, ask questions, and be initiated into the ethos and life of the College.

The exercise enables the administration to formally welcome fresh students and help them through the process of adjusting and settling into life at the College

Additionally, it is an opportunity for fresh students to be abreast with the rules and regulations that govern the relationship between the students and the Students' Representative Council

It also enables students know their rights, privileges, obligations and responsibilities with regards to College authorities and their governing bodies.

MATRICULATION

A Matriculation Ceremony is held in the first semester for the purpose of admitting formally into the College all fresh students entering for the degree or diploma programme and who subsequently qualify to be awarded degrees and diplomas by the mentor University, (KNUST). This is organised at the instance of the mentor university, Kwame Nkrumah University of Science and Technology.

Attendance at the ceremony is compulsory for all who qualify and no new student will be allowed to take any College examination unless he/she has been duly matriculated.

Each matriculated student will be required to sign the matriculation book and oath during the ceremony

DEFERMENT OF PROGRAMME

A student who due to various reasons wishes to defer his/her programme is first to meet with the Dean of Studies for advice. Thereafter, the student is to write formally to the Office of the Registrar stating the intention. This should be done before the eighth week into the semester.

Application for deferment on medical grounds must be supported by a medical report to that effect. The report(s) must be duly signed by a Medical Officer in good standing.

INDEX NUMBER

All admitted students shall be issued with student index numbers as soon as they complete admission and registration procedures. Results and other information affecting students will be posted on the students' notice boards using the index numbers.

IDENTITY CARDS

Every student should possess a College identification card and should endeavour to carry it at all times.

Any student who misplaces or loses his or her I.D Card must report it immediately to the Registrar.

CHANGE OF NAME(S)

Any student wishing to change his/her name(s) must support their application with the appropriate Affidavit or any legal documents. The application should be forwarded to the Office of the Registrar.

In the case of female students who have to change their names on marital grounds, their applications should be supported by Marriage Certificate.

PAYMENT OF FEES

All students will be expected to pay their fees in full before the beginning of each semester's examination. Students with arrears will normally be excluded from the examination room and consequently, forfeit writing any examination paper until all arrears have been settled in full.

Continuing students who have arrears in fees shall not be allowed to attend lectures, to sit for or receive the results of any examination, or to use the College internet facilities.

INTERNET

All students are required to sign up for an email address and a password in the College's website as well as the internet laboratory, and ensure that the account is active. A student who is found browsing sites which are inimical to their reputation as students of the Spiritan University College will forfeit their right to the use of the internet and in addition be suspended or banned from the use of the facility.

STUDENTS' CONDUCT

The code of conduct seeks to spell out College regulations and the juridical process with regards to rights and obligations as well as sanctions that are applied in the event of a breach in the laid down rules and regulations of the College.

The College reserves the right to judge the behaviours, conducts, and actions of students which infringe on stipulated regulations outlined here and others which in the judgment of the College, brings the image and reputation of the College into disrepute.

Since it is the an objective of the College to produce graduates who are of the highest moral standard and personal integrity, emphasis is placed on honestly, sincerity, respect and the readiness to serve others. Students are therefore to respect the integrity of others. Any student who violates the rights and integrity of others will be accordingly sanctioned.

THE STUDENTS' REPRESENTATIVE COUNCIL

In pursuance with the vision and mission of the College, the SRC is seen as an integral stakeholder. For this reason, officers are elected by the entire students' body, and thus represent the students of the College. Membership is opened to all students in accordance with the SRC Constitution.

The SRC Constitution spells out in details terms of office of elected officers, election procedures, campaigns, meetings, and essentially, functions of executive officers.

PENALTIES IN GENERAL

The following penalties may be imposed where applicable for breaches of discipline in accordance with norms of the College statutes:

- Dismissal
- Suspension for a stated period of time
- Rustication
- Withholding of certificates for a period not exceeding four (4) years
- Recommendation for the cancellation of degrees/diplomas by KNUST
- Reprimand
- Warning – written or verbal (a copy will be put in the file of the student concerned)

STUDENT'S REDRESS

The Students' Representative Council which is a statutory body representing the entire students' body is the channel for redress to all students. Part of its function is the responsibility "for the presentation of the views of students" to the appropriate body, and the "right to appeal on behalf of students to the Academic Board and ultimately to the College Governing Council"

DUE PROCESS

Every student has a right to pursue or vindicate his or her rights. For this reason, the College through the Administration offers the channel for the vindication and pursuance of these rights, just as it reserves the right to initiate a process for sanctioning or penalizing those who breach rules and regulations.

Every student admitted into this College is guaranteed all the rights, privileges and freedoms granted by law. Additionally, they are entitled to an atmosphere conducive to the pursuance and fulfillment of the objectives for entering this College. Consequently, admitted students assume a responsibility to abide by the policies, rules and regulations expressed in this Handbook. Through this, students thus fulfill their responsibilities and also enjoy the exercise of their own inalienable rights.

Generally, most offences will merit an initial verbal or written warning with copies placed in the file of the student. The College however reserves the right to institute a Disciplinary Committee whose function will include thoroughly investigating issues against students while offering every opportunity for the students brought before the Committee to pursue his/her right of defence. The legitimate vindication and defending of the right of the person is of paramount importance in the exercise of justice.

Any student who is summoned before the Disciplinary Committee on any charge has the right to be judged according to the prescripts of this law which are applied with equity. Social justice demands that any student accused of infringing on any rules and regulations of the College be given a fair and just hearing. Consequently, it is the right of such a student to testify, examine evidence or seek advice during such hearing. Additionally, such a student has the right to appeal even to the Governing Council against a decision which he or she regards as unjust or bias.

Some of the offences seen as meriting appropriate sanctions or penalties include the following:

- **Physical assault** – The sanction for this offence includes suspension plus appropriate compensation or dismissal from the College. Offended students reserve the right to further pursue the case in the court of law for adequate compensation.

- **Verbal assault** – The sanction for this offence is a verbal warning. The guilty student will be required to write an apology to the offended party with a copy placed in his or her file.
- **Sexual offence of any kind** – this will elicit outright dismissal
- **Deliberate destruction of College property** – A written caution will be served the culprit, while he/she will be required to replace or pay for the repairs of the damaged property. The act could also lead to outright dismissal from the College.
- **Insubordination to College authority** - The sanction is either suspension or outright dismissal depending on the gravity of the offence as weighed by the Disciplinary Committee
- **Smoking and the use of narcotics** – The penalty for such offences is outright dismissal. Such culprits could also be handed over to the law enforcement agency for prosecution.
- **Stealing** – This is regarded as a first degree offence and carries a penalty of outright expulsion
- **Plagiarism/copying** – The College deems this a very serious offence hence students caught in this act will be suspended/rusticated, and if they persist, will be summarily dismissed from the College. Students are always to acknowledge the source of every material used in class assignment either from books or the internet.
- **Perjury/slander/impersonation** – A guilty student will either be suspended or dismissed depending on the gravity of the offence
- **Extortion/Forgery** - An offender will be summarily dismissed or sent to the Police for prosecution.

EXAMINATION RULES AND REGULATIONS

Students are expected to attend class sessions and tutorials (where necessary) and to complete all class assignments before being allowed to sit for examinations. Ordinarily, any student who absents himself/herself for more than twenty (20) percent of the total class session of any given course may not be permitted to write that particular examination paper.

Students are required to acquaint themselves thoroughly with the following rules which govern the conduct of examinations in the College since any breach carries severe consequences. A breach of examination rules and regulations shall be understood as any attempt on the part of a student to gain an unfair advantage in examination.

None of the following shall be accepted as justifiable reasons for being absent from any paper at the College Examination:

- Mis-reading or misplacement of time-table
- Forgetting the date, time or place of examination
- Over-sleeping
- Failure to find transport on time
- Bereavement
- Pregnancy
- Illness without an authentic medical certificate

The above offences carry a penalty of a student being awarded a Zero Grade, which automatically means the student will have to redeem the course before graduation.

No student is allowed to bring into the examination hall or to the washroom of the examination any foreign materials which include the following:

- Books
- Papers, notes, cribs, plain sheets
- Other written information –on clothing, body, desk, etc.
- Programmable calculators
- Mobile phones
- Any other material that will aid cheating in the estimation of the invigilator.

The sanction for the above offence is either rustication or outright expulsion from the College.

- Students are required to be seated at least 10 minutes before the examination questions are distributed. The invigilator reserves the right to turn out students who arrive while the examination papers are being distributed. It is the responsibility of the student to provide himself/herself with a pen, pencil, eraser or any other material specifically needed for that particular examination paper except specifically indicated by the lecturer of that course.
- Students are obliged to sit according to their index numbers as indicated in the examination hall. Any attempt to breach this may be interpreted as an attempt to cheat and consequently such a student could be sanctioned. Any student who tampers with

the seating arrangements in any way and or especially swaps index number will have his/her paper cancelled.

- Students are required to enter the examination hall with only materials needed for that particular paper. Foreign materials not required in a particular examination should be deposited either in the Library or a designated point. Students leave their books and other material around the examination halls at their own risk. Supervisors have the right to search candidates either before the examination.
- Students are permitted to leave the examination hall only after 30 minutes into the writing of that particular examination paper. A student who finishes an examination ahead of the stipulated time may leave the examination hall only after having surrounded all answer books to the invigilator. However, such a student shall not be allowed to return into the examination hall until after the examination is over, and all papers are securely with the invigilator.
- No part of the answer booklet may be torn off. All used answer booklets must either be left on the table after the examination or submitted to the invigilator.
- Any student found to have prior knowledge or possession of an examination paper before that particular paper has been written will be sanctioned by rustication or expulsion.
- Exchanging scripts or whispering to another student while examination is in progress will be deemed an attempt to cheat and subsequently punished with the penalty of rustication or dismissal. Should a student require any thing, she or he is required to contact the invigilator of that particular examination.
- Any student found assisting or attempting to assist; obtaining or attempting to obtain assistance from another student will be sanctioned with suspension or dismissal.
- Examination cheating includes looking over the shoulders of another student with the view to reading what he/she has written, or glancing backwards or sideways persistently.
- Persistent disturbing other student(s) or distracting the attention of others is deemed an examination offence which carries an initial warning or withdrawal from the examination hall.
- Destroying materials suspected to help establish cases of examination malpractices carries the grave penalty of outright expulsion from the College.
- Writing even when the “**stop work**” bell or notice has been given carries a written warning.

The invigilator or supervisor of an examination will report any examination violation directly to the Head of the Department or to the Dean of Studies, who will either decide on the appropriate action or refer the case to the Rector who will then convoke the Disciplinary Committee for the due process.

ACADEMIC ASSESSMENT

The annual assessment of the Academic Board is done with the view to evaluating the academic progress of each student. The College reserves the right to ask a student to repeat a course, a semester or to withdraw if his/her standard does not measure up to that which is minimally required for studies in a tertiary institution.

REQUEST FOR REVIEW OF EXAMINATION RESULTS

A student who is dissatisfied with the results or grades obtained in an examination reserves the right to request a review by submitting an application to that effect to the Registrar and upon the payment of a review fee which shall be determined to be the normal examination fess. In the event of the review vindicating the aggrieved student, the amount paid for the review shall be refunded.

An application for the review of examination grade or results shall be submitted to the Registrar not later than twenty-one (21) days after the release of examination results and shall state the grounds for the review.

EXAMINATION RE-SITS

A student who scores a letter Grade F is deemed to have failed that particular paper. The said student shall be required to re-sit that particular paper at the appropriate date scheduled by the Registrar's office.

RETAKE OF COURSES/REPEATING THE SEMESTER

A student who fails (grade F) in more than two (2) courses in a particular semester will retake those courses when they are offered again in the following academic year. A student who fails a total of more than four courses in two successive semesters in the year shall be asked to repeat the level or class.

WITHDRAWAL OR DISMISSAL

A student whose Cumulative Grade Point Average (CGPA) falls below 105 at the end of the academic year or who fails in more than four courses in the entire academic year shall be asked to withdraw. Every opportunity will however be given the student to help him/her improve the grades. The head of Department in consultation with the Dean of Studies can recommend for the withdrawal of a student to the appropriate authorities of the College.

PUNCTUALITY

Punctuality is seen as the very essence or hallmark of the formation of students in the College; hence it is of great importance that students be punctual to lectures and to all other College activities.

DRESS CODE

It is very essential that all students dress modestly and decently to lectures and all other College functions. Any attire or outfit that exposes vital parts will not be tolerated. Also, no bathroom slippers will be tolerated.

Male students are forbidden from wearing shorts or 'three-quarters', tract suits, 'tee' shirts with inscriptions or drawings in them, or sports wears i.e., club shirts or jerseys of football or any sports club to classes.

USE OF NARCOTIC DRUGS

It shall be an offence for any student to cultivate, use or peddle narcotics and other drugs as listed in the Drugs and Pharmacy Act, 1961 (Act 64). **THE SANCTION FOR THIS OFFENCE IS DISMISSAL**

The Pharmacy and Drugs Act, 1961, (Act 64)

According to this Act, narcotic drugs refer to the following:

1. *Indian hemp*
2. *Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one-tenth percent of cocaine or any proportion of ecgonine.*
3. *Any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on the 13th of July, 1931, has been used for medical or scientific purposes.*
4. *Raw opium. Medicinal opium and opium prepared for smoking.*
5. *Any product obtained from any phenanthrene alkaloids of opium, not being a product which on the 13th of July, 1931, was being used for medicinal or scientific purposes.*
6. *Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and*

any preparation, admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one percent of morphine.

7. Heroin

RELIGIOUS FREEDOM AND PERSONAL PRAYER LIFE

The College is Catholic and also Spiritan in its orientation and ethos. It is committed to the provision of an environment that is congenial for all of whatever religious persuasion to pursue their studies. Students have a fundamental right to follow any religious persuasion of their choice as long as practices and actions of that religion do not violate the religious freedom of others.

Students are however obliged to observe the regulations as laid down with regard to communal practices of the College such as College Masses, retreats, recollections, etc. Any student who deliberately violates this shall be liable to a penalty from the College.

The College abhors any activities that tend to intimidate, abuse, ridicule, or harass others in the name of religion. For this reason, it is paramount that respect is shown to all, and that students refrain from any activity that will go contrary to laid down rules and regulations.

INTERNSHIP

In accordance with the mission and vision of the College, students are encouraged at the end of each academic year to undertake practical/pastoral experiences. Where necessary, the College will facilitate the arrangement or placement.

LIBRARY BOOKS

In accordance with rules and regulations regarding the use of the library and facilities therein, students are to ensure that books and other materials borrowed or used in the treated with respect and returned on or before due time.

Mutilation or unauthorised removal of library books may attract a fine not less three (3) times the going price of the book and suspension from the College. Additionally, unauthorised photocopying or 'hoarding' i.e., deliberately or unnecessarily keeping of books with the view to having advantage over other students is strictly prohibited.

LIBRARY

1. Membership of the library is open to all students and staff of the University College.
2. The Librarian or his/her assistant(s) are responsible for maintaining order in the library and may require any student or staff who is guilty of disorderly conduct to withdraw from the library for a specific period of time.
3. Students are required to familiarize themselves with the regulations of the library.

Regulations

1. Silence should be observed at all times
2. Books should not be re-shelved
3. Marking, mutilations and inappropriate use of library materials is an offence liable to disciplinary action (see 9-11)
4. Food and drinks are not permitted in the library.
5. Bags are not permitted in the library. They should be deposited with the librarian.
6. Materials taken out of the library must be subject to security scrutiny before leaving the library.
7. Readers who fail to return books on due date commit an offence liable to a fine of GH¢0.50 per day up to a week and GH¢1.00 per day afterwards in addition to loss of borrowing rights until the book(s) are returned.
8. A member who loses a book is liable to pay twice the current price of the book.
9. A member who steals a book or periodical will be dismissed from the College.
10. A member who tears pages, sections and illustrations from library material will be dismissed from the College.
11. A member who writes in library books or underline sentence will pay the current price of the book and lose borrowing rights for one semester.
12. The possession of a library book, which has not been properly issued to the student will

Computer Laboratory Regulations

1. Diskettes must be given to the administrator for scanning
2. Do not open pornographic, dating and chatting sites.
3. Do not play music or games
4. Do not watch films on CD or the internet.
5. Offenders will first be given a warning followed by a ban from the use of the facility.
6. Do not use Internet to watch live games

Smoking

1. Smoking is forbidden on campus

Dress Code

1. Students and staff are expected to dress decently on all occasions.
2. Bathroom slippers are not allowed.
3. Dresses that will expose vital parts of the body will not be tolerated.
4. T-shirts with inscriptions are not allowed in lecture halls
5. Gowns will be worn on special occasions.

COLLEGE PROPERTY

Students are to treat College property with care and consideration. On no account are students to abuse, deface, misuse, or take away College property without permission. Such acts carry a sanction. Students are liable to pay for any loss or damage to furniture and

fittings or equipment of any kind. Students must not interfere with any electrical installations on campus.

DUTIES OF A CITIZEN OF GHANA

The duties of a citizen of the Republic of Ghana as enshrined in the 1992 Constitution of the Republic of Ghana shall apply to every student of the College as follows:

The exercise and enjoyment of rights and freedom is inseparable from the performance of duties and obligations, and according, it shall be the duty of every citizen:

1. to promote the prestige and good name of Ghana and respect the symbols of the nation;
2. to uphold and defend this Constitution and the law;
3. to foster national unity and live in harmony with others;
4. to respect the rights, freedoms and legitimate interest of others, and generally to refrain from doing acts detrimental to the welfare of other persons;
5. to work conscientiously in his lawful chosen occupation;
6. to protect and preserve public property and expose and combat misuse and waste of public funds and property;
7. to contribute to the well-being of the community where that citizen lives;
8. to defend Ghana and render national service when necessary;
9. to co-operate with lawful agencies in the maintenance of law and order;
10. to declare his income honestly to the appropriate and lawful agencies and to satisfy all tax obligations; and
11. to protect and safeguard the environment.

The above general laws of the country apply to all students of the College. Penalties for breaches of any of the above laws are therefore applied by the appropriate government agency.

POSTERS AND HANDBILLS

The pasting of notices, campaign posters, handbills, etc on walls and unauthorised places is strictly prohibited.

PUBLICATIONS

All student publications are governed by the following rules:

- The dean of Studies will be informed of the intention to produce any student publication within the College and his approval shall be obtained for such a publication.
- A copy of each issue of every publication will be lodged with the Rector, Registrar, Dean of studies, and the Students' Representative Council.
- Each publication shall state the name of the Editor, the membership of the Editorial Board, and the Publisher.
- The members of the Editorial Board shall hold office for one academic year.
- The Members of the Editorial Board shall be held jointly responsible for the whole contents of each issue of the publication.
- Obscenities, libels, derogatory statements, personal attacks, falsehoods or any other matter that is likely to cause disharmony or injure the reputation of any person, should be avoided in all publications and broadcast.

HEALTH SERVICES

Students admitted into the Spiritan University College, are required to submit on admission a medical report stating a thorough medical examination undertaken by recognized medical officer. This medical report must be duly signed and stamped by the medical officer.

Students are encouraged to register with the National Health insurance so as to avail of the services should they require them.

Medical reports excusing a student from normal lectures and other College activities must be submitted to the Rector as soon as they are issued by the hospital authorities. A student admitted into hospital should as a matter of urgency inform the office of the Registrar immediately.

STUDENTS' WEEK CELEBRATIONS

This shall be held annually, and shall be organised by the Students' Representative Council in consultation with the administration. Activities planned for the week should be purposeful and geared towards the overall development of students of the College.

FLOATS

As part of the Students' Week celebrations, floats may be held after permission has been sort from all recognised authorities including the Police and other civic officials.

The SRC shall ensure that only prescribed and authorized routes are followed. The singing of profane songs is strictly prohibited.

FUNDRAISING

No student is allowed to organise an individual or private fundraising activity in the name of the College for any reason.

Fundraising activities by the SRC shall be organised with the express permission of the Dean of Studies, and the Office of the Finance Officer. The objectives for such an exercise shall be clearly stated.

Monies received through donations and fundraising activities by the SRC shall be strictly applied to the intentions for which they were acquired.

MATRICULATION OATH

Each matriculant shall be required to sign the Matriculation Oath after the Matriculation ceremony. The oath is as follows:

I,....., solemnly promise to observe the regulation of this University College and to obey the Rector and all those to whom obedience is required.

I also promise to study diligently in seeking wisdom and truth, and to promote the good of the University College, so help me God.

Registration Number.....

Department/Programme.....

Signature.....Date.....

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