

## **GENERAL INFORMATION ABOUT THE POLYTECHNIC**

### ***A. ESTABLISHMENT OF THE POLYTECHNIC***

The origin of the Polytechnic goes back to 1968. It was established as a Technical Institute with the primary objective of providing pre-technical education.

By 1972, the Institute had made tremendous progress; its course offerings were also upgraded. The pre-technical programmes gave way to courses in the engineering and vocational fields, e.g. basic Engineering, Agricultural Engineering, Building Technology, Mechanical Engineering and Business Education.

In 1986 the Institute became a Polytechnic. It however continued to operate as a second cycle institution. By PNDC Law 321, the Polytechnic was upgraded in 1993 to a fully-fledged tertiary institution and charged with the responsibility of training students in the technical and vocational skills to the Higher National Diploma (HND) level.

### ***B. MISSION OF THE POLYTECHNIC***

The mission of the Polytechnic is to provide career-focused education and training at the tertiary level with emphasis on hands-on experience and entrepreneurship development.

### ***C. AIMS OF THE POLYTECHNIC***

The aims of the Polytechnic are to:

- i. Provide tertiary education through full time courses in the fields of manufacturing, commerce, science, technology, applied social science, applied arts and such other areas as may be determined by the Authority for the time being responsible for higher education;
- ii. Encourage study in technical subjects at tertiary level; and
- iii. Provide opportunity for the development, practical research and publication of research findings.

## **ADMINISTRATIVE ORGANIZATION OF HO POLYTECHNIC**

The Polytechnic consists of the following broad divisions:

- A. Central Administration
- B. Halls/Students Affairs
- C. Academic Division

### ***A. THE CENTRAL ADMINISTRATION***

The central administration of Ho Polytechnic comprises:

- |   |  |
|---|--|
| 1. Office of the Rector   | Headed by the Rector   |
| 2. Office of the Vice Rector  | Headed by the Vice Rector                                    |
| 3. Registrar's Department   | Headed by the Registrar                                      |
| 4. Directorate of Finance   | Headed by the Director of Finance                            |
| 5. Directorate of Internal Audit  | Headed by the Internal Auditor                               |
| 6. Directorate of Works and Physical<br>Development and Estate Management | Headed by the Director of Works<br>and Physical Development. |

#### **1. Office of the Rector**

The Rector is the academic and administrative head of the Polytechnic. He has the added role of providing general leadership to the various Divisions/Faculties/Departments/Sections and Units of the Polytechnic. He is also the Chief Disciplinary Officer of the Polytechnic. The Rector is responsible to the Polytechnic Governing Council for the overall administration of the Polytechnic.

#### **2. Office of the Vice Rector**

The Vice Rector is assigned responsibilities by the Rector. He acts for the Rector when the latter is absent. The Vice Rector is also the head of academic matters of the Polytechnic.

#### **3. The Registrar's Department**

The Department is the hub around which the management and administration of the Polytechnic revolve. The Department provides General Administrative Assistance, Secretarial, and Human Resource duties.

In General administrative assistance, the Registrar directs management and administrative functions of the Polytechnic. The Registrar acts as an Advisor to the Senior Management team of the Polytechnic as well as a confidential advisor to the Rector.

The Registrar acts as the Chief Administrative Officer of the Polytechnic and is the Custodian of the Polytechnic **Seal**. The Registrar's Department is responsible to the Rector for the general administration of the Polytechnic. It provides guidance for the framework within which Policies of the Polytechnic are made. He also ensures the enforcement and the implementation of rules and regulations made by the Polytechnic Council and appropriate Polytechnic Boards and Committees.

The Registrar is assisted by Deputy/ Senior/Assistant /Junior Assistant Registrars who head the various Sections and Units. The activities of the Deputy/Senior/Assistant/Junior Assistant Registrars are coordinated by the Registrar whose office is the Polytechnic's main Secretariat.

The Registrar functions as the secretary to the Polytechnic Governing Council, Academic Board and all other Boards as well as all Committees of the Polytechnic. The Registrar carries out his duties through his Assistants in the various Sections and Units.

The Department has an obligation to contribute ideas and policies as well as to follow legitimate instructions.

In the provision of secretarial duties, the Registrar's Department provides stewardship of statutory and business rules and procedures, coordinates the flow of business in terms of timing and contents, transmits discussions and decisions of Boards and Committees and provides information and documents to facilitate decisions.

In its Human Resource duties, the Registrar's Department is responsible for recruitment, placement, staff training and development, determination of compensation, promotions, welfare, leaves and retirements.

The Registrar's Department is structured into three main sections:

- General Administration;
- Academic Affairs; and
- Human Resource.

The structure of the Sections is as follows:

- General Administration section
  - Office of the Rector;
  - Office of the Registrar;
  - Public Affairs Unit;

- Security Unit;
  - Transport Unit; and
  - Student Affairs Unit.
- Academic Affairs Section
    - Student Records and Management Information Systems Unit;
    - Teaching and Examinations Unit;
    - Admissions Unit; and
    - International Programmes Unit.
- Human Resources
    - Staff Training and Development Unit;
    - Senior Member Unit;
    - Senior and Junior Staff Unit; and
    - Welfare Unit.

#### **4. Directorate of Finance**

The Directorate of Finance is divided into four (4) Sections namely Financial Accounting and Asset Management, Management Accounting and Performance Reporting, Treasury and Payroll. The Department is headed by a Chartered Accountant who reports directly to the Rector.

The Directorate implements policies relating to accounting and financial control in the Polytechnic, provides expert financial advice, supervises the day-to-day financial transactions of the Polytechnic, conducts financial reporting, does corporate planning with respect to budgeting and budgetary control and takes custody of all the Polytechnic physical and financial assets. In a nutshell, the Directorate coordinates all formal accounting and financial activities in the Polytechnic.

#### **5. Department of Internal Audit**

The Department of Internal Audit is an independent appraisal unit within the Polytechnic. It provides assurance and consulting services to the Polytechnic by monitoring internal controls, reviewing compliance with laws and regulations, examining the financial and operating information and reviewing the Polytechnic's governance processes among others.

The Internal Auditor is directly responsible to the Polytechnic Governing Council in the performance of his/her duties. He/she certifies all payment vouchers and special advances before

payment are made. He/she also verifies and inspects all items procured in the Polytechnic. The Department also serves as a catalyst for improved financial management practices within the Polytechnic. It conducts special investigations into suspected fraud, impropriety or any other irregularity at the request of Management.

### ***B. OFFICE OF THE DEAN OF STUDENTS***

The Dean of Students is responsible for the general discipline and welfare of all students admitted into the Polytechnic. The Office of the Dean of Students provides the necessary welfare support services to students to achieve both academic and personal success.

The staff in the office of the Dean of Students seek to assist students to become responsible members of the Polytechnic Community through useful programmes, seminars and workshops.

The mission of the Office of Dean of Students is to assist students to understand the policies and procedures, provides opportunities in decision making and resolving conflict.

The Office of the Dean of Students works in collaboration with the Student Affairs Section of the Registrar's Department, Office of the Chaplain and Students' Representative Council (SRC) to ensure the welfare of students.

The Office collaborates with the Hall and Hostel Authorities to ensure welfare and wellbeing of students of the Polytechnic through specific activities under the following Units:

- i. Counseling ;
- ii. Student Housing and Residence ;
- iii. Student Support Services;
- iv. Student Health Services; and
- v. Sports and Recreation.

### ***C. ACADEMIC DIVISIONS***

The main academic divisions of the Polytechnic are termed faculties. Faculties in the Polytechnic are headed by Deans who have a responsibility of providing overall leadership to their members (both students and lecturers). Proposal developed by any department in respect of syllabi, examinations regulations, courses, credit hour requirements, lecturer suitability etc are considered and evaluated by Faculty Boards before they are submitted to the Academic Board of the Polytechnic for recommendation to Council for final approval.

Teaching Departments form the basic operational units of the various Faculties. Faculties are expected to coordinate the work and activities of the Departments and serve as additional thrust and purpose, while the Academic Board is the ultimate academic authority and policy-making body.

### **Academic Departments**

Various departments of the Polytechnic are headed by Heads of Department (HODs). They are expected to execute their duties and responsibilities in collaboration with the Deans of Faculty, the Registrar, Vice Rector and the Rector of the Polytechnic. Heads of Department operate their Departments in consultation with their colleague lecturers. A Staff Consultative Committee of each Department plans and evaluates the Department's programme of work and in some cases makes recommendations. It is the responsibility of the Departments to keep their syllabi under review and initiate changes and improvements.

Faculties and Departments of the Polytechnic are as follows:

<b>Faculty</b>	<b>Department</b>
Applied Sciences & Technology	Hospitality & Tourism Management Mathematics & Statistics Agro Enterprise Development Computer Science
Business & Management Studies	Accountancy Marketing Secretaryship & Management Studies Liberal & General Studies
Engineering	Building & Civil Engineering Agricultural Engineering Mechanical Engineering Electrical/Electronic Engineering
Art & Design	Fashion Design & Modeling Industrial Art

### **Academic Programmes of the Polytechnic**

The Polytechnic runs three categories of academic programmes. These are Bachelor of Technology (B.Tech.), Higher National Diploma (HND) and Non-Tertiary Programmes.

### **a. Degree Programmes**

- ✓ B.Tech, Automobile Engineering
- ✓ B.Tech, Agricultural Engineering
- ✓ B.Tech, Hospitality and Tourism Management

### **b. Higher National Diploma programmes**

- ✓ HND Accountancy
- ✓ HND Marketing
- ✓ HND Secretaryship & Mgt. Studies
- ✓ HND Banking and Finance
- ✓ HND Purchasing and Supply
- ✓ HND Hotel Catering and Institutional Management
- ✓ HND Mathematics & Statistics
- ✓ HND Agro Enterprise Development
- ✓ HND Computer Science
- ✓ HND Fashion Design & Modeling
- ✓ HND Agricultural Engineering
- ✓ HND Building Technology & Civil Engineering
- ✓ HND Automobile Engineering
- ✓ HND Production Engineering
- ✓ HND Electrical/Electronic Engineering
- ✓ HND Oil and Gas
- ✓ HND Industrial Art

### **c. Non-Tertiary Programmes**

- ✓ Diploma in Business Studies (Accounting option)
- ✓ Diploma in Business Studies (Marketing option)
- ✓ Diploma in Business Studies (Secretarial option)
- ✓ Diploma in Business Studies (Management option)
- ✓ Diploma in Business studies (Statistics option)
- ✓ Motor Vehicle Technician (MVT) Part I & II
- ✓ Electrical Engineering Technician (EET) Parts I, II, & III
- ✓ Advanced Fashion
- ✓ Construction Technician Certificate (CTC) part I & II
- ✓ Cookery 812/1 & 812/2
- ✓ Agriculture Engineering Technician (AET) part I & II

#### **d. Professional Programmes (London Centre for Marketing, LCM)**

- ✓ Diploma in Sales & Marketing
- ✓ Higher Diploma in Sales & Marketing
- ✓ Advanced Diploma in Marketing Management
- ✓ Professional Diploma in Sales & Marketing

#### **e. Pre - HND Programme (HND Access course)**

### ***LIBRARY***

The Library plays an integral role in the academic activities of the Polytechnic. The library consists of five sections, i.e. the Reference Section, Lending Section, Archive Section, Reading Section and an E-Library Section.

There is also a reading room with a seating capacity of 200 as Non-Residential Facility for students.

### **Library Regulations**

1. The Library is opened to both staff and students from 8:00 a.m. to 9:00 p.m. from Monday to Friday and Saturday from 9:00 a.m. to 2:00 p.m.
2. Entry to the Library is by student ID cards. Any student who fails to produce the ID card on request can be turned out.
3. The following items should not be brought into the Library; Personal textbooks, Pamphlets, Overalls, Bags or any other container. These, when brought should be deposited on the shelves at the entrance of the Library.
4. The Library staff will not accept responsibility for the loss or damage to any item brought into the Library.
5. Only two books will be issued to a student at any particular time
6. Books are issued for 14 days after which payment of a fine of GhC20.00 per day for the first week of default and GhC30.00 per day thereafter. Any borrower who keeps a book for two weeks after the date stamped will not be issued any book until he/she submits the book and settles the amount owed. If the person is a final year student, he/she must settle the amount owed before he/she is cleared.
7. Books borrowed by Lecturers/Instructor for teaching purposes will have to be renewed at the beginning of each semester.

8. Reference Books, Magazines and Newspapers shall not be removed from the Library
9. Any lost book must be reported to the Librarian immediately.
10. Stealing of library books or removing pages from them is a serious offence, punishable within the Polytechnic Regulations with a major penalty such as rustication for 7 days for the first offence, 14 days for the second offence and expulsion for the third offence.
11. Any borrowed library book, which is irreparably torn, destroyed or lost, shall be replaced by the borrower.
12. Great care must be taken of all equipment and books in the Library.
13. Students are to declare any item brought into the Library to the Library staff at the counter before leaving the Library.
14. Eating (including sweets of any kind) is strictly prohibited in the Library.
15. Complete silence should be observed in the Library. The Librarian may turn out any student who refuses to obey this order.
16. Stealing and mutilation of Library books constitute a major offence in the Polytechnic. Keeping Library books beyond the period allowed is also an offence and shall be dealt with according to the regulations spelt out in the Library Regulations.

#### **NOTE**

- I. All final year students are required to return their Library books one week before the beginning of the Second Semester Examinations.
- II. Final year students who do not return their books by the stated period would not be allowed to take their Final Semester Examinations.
- III. Names of all such students shall be sent to the Dean of Faculty concerned who shall through the Faculty Examination Officer ensure that the students are barred from taking their examinations.

#### **Semester System**

The Polytechnic operates the semester system. There are two semesters of sixteen weeks each in the academic year. The first semester usually begins in September and ends in December of the same year. The second semester begins in February and ends in June.

## **Semester**

A semester is a defined period of time devoted for actual instruction and learning of specific course content by a lecturer/tutor and student. A semester will normally last for 16 weeks including any weeks which do not involve contact periods for instruction and learning, such as period for orientation, registration and Christmas/Easter breaks.

## **Programme**

The term is used to describe a specialized field of study that enables an individual to develop skills for a career or employment.

A programme consists of required and elective courses.

The HND Programme in the Polytechnic are of 3 years duration and they require a minimum of 90 Credits for graduation. Therefore, based on an average of 15-18 credits hours per semester, a programme will require a minimum of 30x3 credit courses for the 3 years duration.

## **Course**

A course (course of study) is a term used to describe a defined content of learning material to be covered within a specific period. Generally, a course is covered in one semester of 16 weeks. However, some courses involving practical activities and individual projects may extend beyond one semester.

## ***EXAMINATION REGULATIONS FOR STUDENTS***

### ***The following constitute examination malpractices:***

- i. Bringing unauthorized material/script into the examination hall.
- ii. Exchanging examination script/papers/materials with a colleague or colleagues in the examination hall.
- iii. Conversing or discussing with a colleague(s) in the exam hall or conferring with a colleague/colleague's answer script/sheet.
- iv. Craning one's neck with the intention of copying from a colleague's answer script/sheet.
- v. Leaving the examination hall without permission.
- vi. Leaving the examination hall with either used or unused answer booklets/sheets/scripts.
- vii. No student shall be allowed to go out of the Examination Hall/Room until after 30 minutes.
- viii. No student shall be permitted into the Examination Hall/Room, when he/she is 30 minutes late.

- ix. No student shall be permitted to go out 30 minutes to the end of the Examination.
- x. Any student who is permitted to go out of the Examination Hall/Room to urinate/vomit/take medication or do any other thing outside the Examination hall/Room shall be escorted by a security guard/invigilator.

### ***REGISTRATION OF COURSES***

All students are required to register in their respective Faculties, Departments and Academic Affairs Section upon resumption of every semester at the Polytechnic. Students who do not register by the deadline of registration shall not be allowed to take part in lectures, Mid-Semester and End-of-Semester Examinations.

### ***PENALTY FOR LATE REGISTRATION***

Students who fail to register within the first two weeks of re-opening but register in the third week shall be charged a late registration fee. The penalty or fee shall be determined by Academic Board. No student shall be allowed to register after the third week of re-opening. Students who fail to register by the third week shall automatically defer their programmes of study for that semester.

### ***DEFERMENT OF PROGRAMME***

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

Applications for deferment would normally not be entertained after eight weeks into the semester and should be submitted to the Registrar of the Polytechnic through the relevant Head of Department with copies to the Dean of Faculty and Dean of Students.

Application for deferment on medical grounds should be supported by a medical report from a qualified Government Medical Practitioner. Students **must** get approval before leaving the Polytechnic.

### ***CREDIT (OR CREDIT POINT/UNIT)***

It is the weight assigned to a course as a component of a total programme of study. The unit of weight is one hour per week of contact between a lecturer and students for teaching and learning. Normally, one hour of theory lesson per week or for one semester (16 weeks) shall be weighted as one credit. For purely practical lessons, 2 hours or 3 hours meeting of activities (depending on the nature of the practical activities) will be weighted as one credit.

The courses in the Polytechnic shall be of a maximum of 3 credit hours (or 4 in exceptional cases) and a minimum of 2 credit hours.

### ***REGISTRATION AND COUNSELLING***

Ideally, a student can register and take any course he/she believes will be useful to his /her programme and career. However, for reasons of cost and efficiency, students will be guided by the Polytechnic to register for the courses that will enable them to graduate after six semesters of academic work.

### ***ASSESSMENT OF STUDENTS***

The term assessment shall be used to describe the strategies used for determining and describing the achievements of students over a whole range of knowledge understanding, skills and attitudes as a result of undergoing a programme or a course of study.

### ***EVALUATION OF STUDENTS***

This is more embracive than assessment and it involves value judgment based on the data collected, analyzed and described at the assessment stage. For students' evaluation, the usual practice is to indicate pass or fail as compared to the objectives and expectations of the programme and hence to reward or apply sanctions.

### ***COMPONENTS OF ASSESSMENT***

For the Semester Course Unit System (SCUS) the assessment and evaluation of students in a course is mostly the responsibility of the course instructor. However, the assessment and evaluation of the students in the programme is mostly the responsibility of the department.

For valid and reliable assessment and evaluation of students by lecturers and for effective monitoring of the assessment in the Polytechnic, there shall be three main components of student assessment for a course. These are Assignments, Mid-Semester Examinations and End-of-Semester Examinations.

### **Course Assignments**

The course assignment shall include class exercises, tests, quizzes, homework, course papers (essays), practical exercises and student projects. The assignments shall carry 20% of the overall marks for the courses.

As a rule, there shall be a minimum of three assignments for a 3 credit course and two assignments for a 2 credit course.

### **Mid-Semester Examinations**

This shall account for 20% of the overall marks for the course. It will be conducted by the course instructor about mid-way through the semester but mainly at his/her convenience using the regular period(s) on the teaching time table.

### **End-of-Semester Examinations**

The last three weeks of the semester will be devoted to the End-of-Semester Examinations and the Vice Rector and Academic Affairs shall coordinate the preparation of a composite examinations time table. There shall be an examination of not more than 3 hours duration for each course and this shall account for the remaining 60% of the marks for the course.

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

A student shall qualify to take the End-of-Semester Examinations in a course only when he/she has satisfied the following conditions:

- (i) Obtained not less than 75% attendance of the contact period assigned to the course.
- (ii) Completed the two other assessment components.

A student who does not write the End-of-Semester Examinations in a course shall be deemed to have failed that course and shall be made to re-sit.

## ***GRADING SYSTEM***

At the end of each semester, a student will be graded separately in each course on the basis of his/her performance in the three main components of assessment.

In the Semester Course Unit System, a student is expected to pass in every registered course and to obtain an acceptable achievement before progressing in the programme. In order to describe the achievement of the students, various indicators and indices are used. The most important indices are credit hours, the numerical equivalent grade, the grade point and the grade point average.

### **Numerical Equivalent Grade**

Percentage marks will normally be used in the initial stages to grade students in the course. However, to facilitate the description of students' achievement the following Numerical Equivalent Grades (NEG) shall be used;

<b>Marks %</b>	<b>Letter Grade</b>	<b>NEG</b>
85-100	A+	5
80-84	A	4.5
75-79	B+	4.0
70-74	B	3.5
65-69	C+	3
60-64	C	2.5
55-59	D+	2
50-54	D	1.5
0-49	F	0

### **Grade Point and Grade Point Average**

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

The GPA is defined as the Total Grade Point (TGP) achieved divided by the Total Credit (TCR) earned by the student. The table below shows an example of the method used to calculate the GPA of a student.

COURSE TAKEN	COURSE CREDITS	NEG OBTAINED	GRADE POINTS
ENG 101	2	2	4(2X2)
MAT 103	3	5	15(3X5)
AFS 100	2	3	6(3X2)
CLS 111	3	2	6(3X2)
	TCR= 10		TGP=31

$$\text{GPA} = \frac{\text{TGP}}{\text{TCR}} = \frac{31}{10} = 3.10$$

$$\text{TCR} = 10$$

### **Other Letter Grading**

Sometimes a student may not earn a numeral grade for a course at the end of the semester because he/she did not complete or has withdrawn from the course. In this connection, the following letter grades are used:

**i. *Incomplete “I”***

This grade shall be used when a student, for one reason or another, did not complete a course. A student who receives incomplete grade (I) in a course will be given the opportunity to rectify it. The student shall be deemed to have failed the course if he/she fails to satisfy the requirement and in this case the numerical grade 0 (ZERO) and the credits allowed for the course will be used in determining the GPA.

**ii. *Withdrawn “W”***

Where a student registers for a course but later withdraws from it officially, the grade “W” shall be given. The credits for such course(s) will not be included in the determination of GPA.

### ***PROGRESSION IN PROGRAMME***

A student must obtain a certain minimum Grade Point Average in every semester in order to pass and continue in the programme. A student will normally be withdrawn from the programme when he/she is deemed to have failed.

### **Passing and Continuing**

A student shall be deemed to have passed a course if he/she obtains a numerical grade 1.0 or better (50% and above).

A student who obtains pass grades in all his/her courses in a semester and also obtains a GPA of not below 1.50 is deemed to have passed the semester and shall progress to the next semester when his/her CGPA is not below 1.50.

### **Failing, Referral and Withdrawal**

A student shall be deemed to have failed a course if he/she obtains numerical equivalent grade 0 (zero) or below the 50% mark.

A student referred in a course or courses shall take Re-sit Examinations in the course(s) before or at the beginning of the subsequent academic year. A **student shall have only two chances at re-sit examinations in any course failed.**

Where a student takes re-sit examinations, his/her total credits earned for the determination of GPA shall be increased by the credits assigned to the course(s).

A student who fails in three or more courses (equivalent of 9 credits minimum) in any semester shall be deemed to have failed the semester and the entire programme and he/she may be withdrawn from the programme as a full-time student.

A student who obtains pass grades in his entire course in a semester but does not obtain a CGPA of at least 1.50 shall be deemed to have failed the programme. However, he/she shall be allowed to proceed to take course in the subsequent semester on probation in order to redeem himself/herself by bringing the CGPA to at least 1.50.

A student whose semestral GPA falls below 1.0 shall be withdrawn from the programme.

### **Re-making of Examination Script**

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. A student who requests for re-making shall follow the following procedures:

- i. A letter of complaint shall be served on the Dean of Students stating clearly the issues and course(s) whose results the student is challenging;
- ii. The Dean of Students upon receipt of the complaint shall forward same in confidential cover letter to the Rector;
- iii. The student shall pay a fee to be determined by the Polytechnic. However, the fee will be refunded to the student if he/she is vindicated; a student is deemed to have been vindicated where his/her new mark resulting from the re-making raised his/her grade.
- iv. The request for re-making shall be made within one month after the approval of the results by the Academic Board.
- v. The Rector upon receipt of the complaint shall summon the HOD and Dean of Faculty to submit the answer booklets, questions and marking scheme of the said course(s).
- vi. The Rector in consultation with the Dean of Faculty / Vice Rector/ Registrar shall forward the said script(s) to an independent faculty of an identified tertiary institution for remarking.
- vii. The results of the re-marked scripts shall be discussed and approved by the Academic Board for onward release to the students involved.

## ***EXTERNAL EVALUATION AND CERTIFICATION***

### ***Validation***

Validation is the process whereby a programme of study, its assessment, staffing and resources available for the programmes in an institution are judged by an external awarding body. The National Board for Professional and Technical Examinations (NABPTEX) is charged with the responsibility of validation of programme in the Polytechnics.

## **Award of Higher National Diploma (HND)**

### ***Qualification for Award***

To be considered for the award of an HND, a candidate must have:

- i. The minimum entry requirements for the programme of study;
- ii. Followed an approved programme of study in the Polytechnic;
- iii. Completed and passed all required courses;
- iv. Taken course to earn a minimum of 90 credit-hours;
- v. Registered with the appropriate awarding body;
- vi. Obtained a Final Cumulative grade Point Average (FCGPA) of 1.50 and above in the entire programme; and
- vii. Obtained a Grade Point Average (GPA) of at least 1.50 in each of the six semesters.

### **Determination of Class of HND**

The classification of the award of HND shall be determined by the FCGPA as follows:

<b>Final Cumulative Grade Point Average (FCGPA)</b>	<b>Performance Description</b>	<b>Class Or Division</b>
4.00 - 5.00	Excellent/Distinction	1 <sup>st</sup> Class
3.00 - 3.99	Good	2 <sup>nd</sup> Class Upper
2.00 - 2.99	Fairly Good	2 <sup>nd</sup> Class Lower
1.50 - 1.99	Satisfactory	Pass
Below 1.50	Unsatisfactory	Fail

### **B.Tech. Programmes Assessment and Grading**

All the B.Tech programmes run by the Polytechnic are affiliated to the University of Cape Coast (UCC) and the Kwame Nkrumah University of Science and Technology (KNUST). Based on which institution a particular B.Tech programme is affiliated, the assessment and grading system conforms to the particular institution. Students should refer to the assessment and grading system of either UCC or KNUST for further information.

## **CHAPLAINCY BOARD**

There shall be a Chaplaincy Board that shall regulate all religious activities in the Polytechnic.

**Membership:** Chaplain of the Polytechnic; Patrons of the Protestant Union, Christian Fellowship and Ghana Muslims Students Association (GMSA); all ordained Rev. Ministers/Priests (Students /Staff) shall be ex-officio members. **A member shall be appointed as Chairman of the Board by the Academic Board.**

**Secretary:** Assistant Registrar (Student Affairs)

**Quorum:** Fifty percent (50%) of the membership

## **FUNCTIONS**

The Chaplaincy Board shall perform the following functions:

- i. Co-ordinate all religious activities on Ho Polytechnic Campus and organize joint worship services for the Polytechnic Community at least twice every semester.
- ii. The Board shall be responsible for ensuring that worship services on Sundays take place only at designated places and time.
- iii. The Board shall liaise between all religious groups on campus and the Polytechnic authorities and recommend the recognition of new religious groups on campus.
- iv. The Board shall be responsible to the Rector through the Dean of Students on religious matters

## **Religious Activities on Campus**

There are various religious denominations on campus. However, the Polytechnic does not have enough facilities to accommodate every one of them. All religious denominations on campus have therefore been placed into four main umbrella groups and given specific places of worship.

- i. All religious denominations shall be registered and aligned with one of the four umbrella groups, namely:

<b>Name of Group</b>	<b>Place of Worship</b>
a) Protestant Union (PU)	Old Library
b) Christian Fellowship	Mechanical Bay
c) Catholics	Auditorium Basement
d) Moslems	Behind the Polytechnic Main Stores

- ii. Sunday services shall be held **only** at the places officially allocated to each of the **four** umbrella groups.

- iii. No lecture halls shall be taken over by any group for worship.
- iv. Permission shall be sought for all Semestral religious activities other than the normal Sunday service.
- v. Application forms for these religious activities must be received from the Office of the Polytechnic Chaplain.
- vi. No individual or group is allowed to mount loud speakers anywhere on campus for religious activities without notifying the Chaplain, the Dean of Students, and without a written approval from the Registrar for the venue.

### **STUDENTS' REPRESENTATIVE COUNCIL**

The Students' Representative Council (SRC) is the official mouthpiece of the student body. All students on registration become members of the SRC. However, some few students are elected every academic year to constitute the Executive Officers of the SRC. The SRC is represented on the Polytechnic Governing Council and other statutory committees which are indicated further in this Handbook.

#### ***COMPOSITION AND FUNCTIONS OF THE SRC***

**Membership:** The Chairman shall be the SRC President; Secretary of the SRC; Treasurer of the SRC; the Vice-president of the SRC; the local representative of the Ghana National Union of Polytechnic Students (GNUPS); Women Commissioner (WOCOM); and Finance Officer of SRC.

**Quorum:** 50% of the membership including the President of the SRC.

#### **FUNCTIONS**

The SRC plays an active role in both academic and welfare matters of students and thus performs the following functions:

- i. Promoting the general welfare and interests of all students of the Polytechnic through the co-ordination of social, cultural, intellectual and recreational activities of students.
- ii. The SRC shall be responsible for presenting the views of Ho Polytechnic students to the appropriate body or bodies depending upon the nature of the issue concerned.
- iii. Managing students' funds and ensuring that students benefit from their resources without any form of discrimination.

- iv. Establishing links and maintaining cordial relationships with students of other sister Polytechnics, Universities, Educational and Voluntary Institutions within and outside Ghana.
- v. Nomination of students' representatives to serve on appropriate Polytechnic Committees.
- vi. Promoting cordial relationships among all sections of the Polytechnic Community and maintaining good relationship with the alumni of Ho Polytechnic.
- vii. The SRC shall be responsible for publishing records of activities of students of the Polytechnic to the public.
- viii. Keeping and maintaining all property acquired with students' resources.

### ***CONSTITUTION OF SRC***

The SRC Constitution shall be promulgated by the Polytechnic Governing Council after consideration by the Academic Board. The SRC Constitution shall conform to the Constitution of Ghana, the Laws of Ghana, Statutes of the Polytechnic, Rules and Regulations as shall from time to time be in force.

### ***EXECUTIVE COMMITTEE OF SRC (EXECOM)***

The Executive Committee of the SRC shall be constituted by the SRC in accordance with its constitution.

**Membership of EXeCom :** SRC President as Chairman; Treasurer of the SRC; Vice – President of SRC; Secretary of the SRC; GNUPS Representative; WOCOM; Finance Officer of SRC; President of Halls of residence including Presidents of accredited private hostels and Faculty Co-ordinators.

**Quorum:** **50%** of the membership including the SRC President.

### ***ELECTION OF SRC AND JCRC OFFICERS***

The Dean of Students shall be responsible for ensuring that election of new SRC and JCRC officers are conducted in an atmosphere of peace, transparency and fairness. The processes and conditions for contesting for elections shall be determined by the Dean of Students subject to approval of the Academic Board. It is the duty of the Dean of Students to supervise all SRC elections.

A student shall be eligible to stand for election in the Polytechnic (SRC, JCRC, etc. ) only when he/she attains a CGPA of at least 2.50 at the time of standing for the election.

### ***RESIGNATION OF OFFICERS OF THE SRC***

Officers of the SRC may resign their positions in accordance with the provisions of the SRC constitution.

### ***GENERAL ASSEMBLY***

The SRC shall call a General Assembly (GA) of Students of the Polytechnic at least once a semester.

**Membership:** The Chairman of GA shall be an independent member of the core SRC Executive members. However, he/she shall be nominated by the SRC President and confirmed through simple majority vote by GA at its first meeting of each academic year. All other members of GA shall be selected in accordance with the SRC Constitution.

**Quorum:** GA shall be considered dully called when one-fourth (1/4) of its accredited members are present including the Chairman or the Secretary of the SRC.

**Note:** The SRC President shall nominate two persons of whom one shall be confirmed as chairman by GA through a simple majority by the accredited members.

### ***EMERGENCY GENERAL ASSEMBLY MEETING***

At the request of not less than 40 accredited members of GA, an emergency meeting shall be called. Copies of such request shall be published on all notice boards and shall contain the agenda, names and signatures of the persons requesting the meeting. No other business shall be considered at such GA meetings. The meeting shall be convened within five days upon receipt of the request by the Chairman. In the event that the Chairman fails to comply with the request without sufficient reasons, the Dean of Students shall be petitioned to intervene.

**Quorum:** One-fourth (1/4) of accredited members shall form quorum for emergency GA meetings.

### ***SENIOR TREASURER OF THE SRC***

There shall be a Senior Treasurer of the SRC who shall be the Dean of Students.

He shall be the authorizing Officer of the SRC vouchers and also the Principal Signatory to all SRC Cheques.

He shall present to the Academic Board an annual statement of the SRC's Income and Expenditure signed by the Treasurer, the President and the Secretary of the SRC by two weeks before the commencement of the End-of-Second Semester Examinations of each Academic year.

This shall be displayed on all Students' Notice Boards.

**Where there is a conflict, the Polytechnic Regulations that govern the conduct of Students shall be preferred.**

### **POLYTECHNIC COMMITTEES ON WHICH STUDENTS ARE REPRESENTED**

There are a number of Committees of the Polytechnic on which SRC is represented on behalf of all Students. Decisions of these Committees directly affect students thus, their representation. These committees are presented below:

#### **A. RESIDENCE COMMITTEE**

<b>Membership:</b>	Vice Rector as Chairman; Hall Masters/Wardens; Private Hostel Co-ordinators; Dean of Students; two representatives of SRC, one of whom shall be a Female. The Finance Officer shall be in attendance.
<b>Secretary:</b>	Registrar
<b>Quorum:</b>	Fifty percent (50%) of the membership including the Chairman

### **FUNCTIONS**

- i. To keep under review the system of Halls of Residence.

- ii. To make, subject to the approval of the Academic Board, regulations to ensure the proper functioning of the Halls and Hostels.
- iii. To liaise with the Private Hostel Operators to ensure the maintenance of adequate standards in the hostels.
- iv. To determine, subject to the approval of the Academic Board, the Academic and Residential user fees of Students.
- v. To make adequate regulations for the supervision and welfare of Junior Members (Students).
- vi. To perform any other function assigned to it by the Academic Board or the Rector.

***B. LIBRARY AND PUBLICATIONS COMMITTEE***

<b>Membership:</b>	Vice Rector as Chairman; a member elected by each Faculty; Polytechnic Editor appointed by the Rector; Polytechnic Librarian; Registrar or his representative not below the rank of Assistant Registrar; two (2) representatives of the SRC one of whom shall be a female.
<b>Secretary:</b>	Assistant Registrar (Public Relations)
<b>In Attendance:</b>	Deputy Librarian
<b>Quorum:</b>	Fifty percent (50%) of the membership.

**FUNCTIONS**

- i. To formulate broad Policies for the efficient running of the Library.
- ii. To formulate Policy on Polytechnic Publications, subject to the approval of the Academic Board, to oversee the production of such publications and to administer such funds as may be provided for such publications.
- iii. To perform any other functions that the Academic Board or the Rector may assign to it.

### ***C. ICT POLICY IMPLEMENTATION COMMITTEE***

**Membership:** Chairman to be appointed by the Rector, one member elected by each Faculty, Dean of Students, Head of Computer Science Department, one representative of SRC

**Secretary:** Assistant Registrar (Academic Affairs)

**Quorum:** Fifty percent (50%) of the membership including the Chairman.

### **FUNCTIONS**

- i. To formulate an ICT Policy for the Polytechnic in accordance with the institutions strategic plan.
- ii. To make proposals in respect of priorities, resource requirements and best practice innovation for ICT development in the Polytechnic.
- iii. To monitor and control the implementation of the ICT Policy of the Polytechnic.
- iv. To make recommendations on the procurement of computers to the Polytechnic
- v. To review from time to time, the ICT Policy to reflect changes in technology and the vision of the Polytechnic.

### ***D. INDUSTRIAL LIAISON COMMITTEE***

**Membership:** Vice Rector – Chairman, Industrial Liaison Officer, Deans of Faculty/their Representatives, Dean of Students/his representative, two representatives of the SRC (with gender balance)

**Secretary:** Assistant Registrar (Public Relations)

**Quorum** Fifty per cent (50%) of the entire membership including the Chairman.

## FUNCTIONS

- i. To organize industrial attachment for students in line with career-focused skills training of the Polytechnic.
- ii. To make arrangement for the placement of students in industry and advise on placement issues.
- iii. To formulate policies that will improve the linkage of students with industry for purposes of acquiring practical workplace experience.
- iv. To perform any other function(s) assigned to it by the Academic Board or the Rector.

### ***E. ENTITY TENDER COMMITTEE***

<b>Membership</b>	Council Chairman as Chairman, Registrar, Finance Officer, a Lawyer appointed by Council, one member nominated by the Development Committee, one member appointed by the National Council for Tertiary Education (NCTE), one representative of SRC, one representative of POTAG.
<b>Secretary:</b>	Senior Assistant Registrar
<b>Quorum</b>	Fifty percent (50%) of members including the Chairman.

## FUNCTIONS

- i. To review procurement plans to ensure that they support the objectives and operations of the Polytechnic, Faculty, Department or Entity.
- ii. To confirm the range of acceptable costs of items to be procured and match them with available funds in the approved budget.
- iii. To review the schedules of procurement and specifications and also ensure that the procurement procedures are in strict conformity with the provisions of Act 663.
- iv. To ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in schedule 3 of Act 663, prior to the award of the contract.
- v. To facilitate contract administration and ensure compliance with all supporting requirements under Act 663, and
- vi. To ensure that stores and equipment are disposed off in accordance with Act 663.

## **GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE OF THE POLYTECHNIC**

The Polytechnic shall from time to time establish such Halls bearing such names to be determined by the Academic Board.

### ***MEMBERSHIP***

The students assigned to each hall shall constitute its membership who shall be known as Junior Members, and the senior members of the Polytechnic assigned to such hall shall be known as 'Fellows'. The assignment of junior members and senior members to halls shall be in accordance with precedence determined by the Academic Board. Every Senior Member shall be assigned to a Hall of residence.

### ***GOVERNMENT OF HALLS***

Each Hall of residence shall be governed by a Hall Council which shall be responsible, subject to the law, Statutes and Regulations of the Polytechnic, for all matters concerning the Hall. The Hall Council shall meet once every semester.

### ***COMPOSITION OF THE HALL COUNCILS***

The Hall Council shall consist of the Hall Master/Warden and not less than five (5) Senior Members and the same number of Junior Members, including the President, Secretary and Treasurer of the Junior Common Room Committee.

### ***HALL OFFICERS***

The Officers of the Hall shall consist of the Hall Master/ Warden, Hall Administrator, Senior Hall Porter and such other Officers as the Hall Council shall decide.

- a. The Hall Master/Warden shall be appointed by the Rector for a two year term subject to reappointment.
- b. In the case of a vacancy in the Hall Master's/Warden's position, the Dean of Students shall assume oversight responsibility until a Hall Master/ Warden is appointed.

### ***Duties and Conditions of Tenure of Hall Officers***

#### ***HALL MASTER/ WARDEN***

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

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

#### ***REMOVAL OF HALL MASTER/WARDEN AND OTHER OFFICERS***

The Hall Master/ Warden of any Hall may be removed from office by the Rector upon a recommendation supported by two third of the Hall Council of a special meeting convened by at least one third of the Hall Council for the purpose.

Apart from the Hall Master/ Warden, any Hall Officer may be removed from office during his tenure for sufficient cause upon a recommendation by the Hall Master/ Warden to the Council at a special meeting convened for the purpose.

#### ***STUDENT LIFE IN THE HALLS OF RESIDENCE***

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

#### ***JUNIOR COMMON ROOM COMMITTEE***

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

#### ***QUORUM AT MEETINGS OF HALL BODIES***

The Quorum for meetings of the Hall bodies shall be fifty percent (50%) of the membership of the body.

## ***HALL FUND***

(a) The various Hall funds shall be specified as follows:

(i) **Hall Council Account** which shall include all rents collected in the Halls and grants provided by the Polytechnic.

(ii) **JCR Account** which shall include all Hall dues paid by the students and sponsorship from both internal and external sources shall be paid into this account.

### **(b) Signatory**

The Hall Master/ Warden or his/ her representative shall be a signatory to all accounts in the Hall.

### **(c) Fund Raising**

The Halls have the right to raise funds for their activities, but the Hall Master/ Warden should be made aware and monitor how the funds are raised and used.

### **(d) Hall Accounts**

All Hall funds shall be operated in a manner that does not contradict the Polytechnic Regulations. The JCR Accounts shall be displayed at the end of their tenure of office of the executive.

### **(e) Audit of the Hall Account**

The JCRC shall present to the Director of Internal Audit of the Polytechnic, Hall Council and Dean of Students, Annual statement of its Income and Expenditure signed by the Treasurer, President and Secretary two weeks to the commencement of the End of Second Semester Examinations of each academic year. The accounts shall be displayed on the Hall Notice Boards.

All Hall funds and books or documents relating to them shall be subjected to examination and audit by the Director of Internal Audit. An audit of Hall Accounts shall be carried out at least once a year by the Internal Audit. Copies of the Audit report shall be sent to the Rector, Hall council of Hall concerned and the Dean of Students. Where anybody is dissatisfied with the audit report, the Rector may be petitioned. The Rector may take appropriate action where he/she is satisfied that the Petition is of merit.

### **Investment of Hall Funds**

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

### ***USE OF HALLS DURING VACATION***

- i. All students shall go down (home) during vacations.
- ii. Students shall apply in writing for permission from the Rector through the Dean of Students and Hall Master/Warden, to stay during vacation/holidays and shall be allowed to stay in the designated hall. Such students shall be charged the appropriate vacation residence fees.
- iii. All Polytechnic and Hall Regulations shall continue to be in force during vacation. Infringement of any of such regulations shall make a student liable to the appropriate disciplinary action.
- iv. Students are not permitted to leave their property behind in the halls. Any property left without permission is liable to be disposed off at the discretion of the Hall Authorities.
- v. The Polytechnic does not accept any responsibility for students' property. Students leaving properties behind do so at their own risk.
- vi. Students must keep the hall tidy at all times.

### **SECURITY ON CAMPUS**

The Security Unit of the Polytechnic is a quasi-military set up tasked to save lives and protect property within Ho Polytechnic Community by strictly adhering to the rules and regulations and security maxims. The Unit has sixty (60) personnel who are usually deployed at vantage points to provide security to both staff and students alike. The Unit is also empowered with fire prevention and fighting skills. All fire regulations issued by the security must be obeyed to ensure safety and protection of property.

## ***SECURITY RULES AND REGULATIONS FOR STUDENTS***

- i. All security concerns must first be reported to the Security Unit and/or the Dean of Students before any complaint is lodged at the Police or external body.
- ii. Beware of your surroundings and the people around you, especially when you are alone.
- iii. Avoid dark alleys on campus
- iv. Desist from using the bush path in between the Central Hall and GETFund Hall, especially at night.
- v. Be careful the type of hiking lifts you accept from people you do not know, especially those with posh cars.
- vi. When you are drunk you easily fall prey to criminals. Ensure that you are conscious all the time, especially the females in the night.
- vii. Walk in groups when you are leaving campus to your various halls and hostels, especially in the night.
- viii. Ensure that the hostel you are renting is registered with the Polytechnic and that it has a 24hour Security Guard manning it.
- ix. Avoid confrontation with security guards on duty. All concerns regarding the conduct of security guards should be made to either the Head of Security or the Dean of Students.
- x. Do not temper with any fire equipment.

## **POLYTECHNIC REGULATIONS FOR STUDENTS**

### ***DISCIPLINE***

Ho Polytechnic Community is made up of Administrators, Lecturers and Students and other auxiliary staff. There is the need for utmost cordiality and unity among these diverse groups of people to ensure harmony and order on campus. It is necessary that each member of these groups lives by standards of proper conduct in order not to impinge on one another's right. Staff and students should endeavour to work collectively towards creating conducive learning and teaching environment and should at all times refrain from actions likely to cause embarrassment to the Polytechnic and themselves.

### ***PENALTIES***

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

- i. Warning (written undertaken)
- ii. Signing bond of good behaviour
- iii. A reprimand

- iv. Rustication from the Polytechnic for a stipulated period
- v. Withdrawal from the Polytechnic
- vi. Expulsion from the Polytechnic

*Penalties (iv) to (vi) are major penalties.*

### ***ENFORCEMENT OF REGULATIONS***

The Rector shall be the ultimate authority in all disciplinary matters.

However, members of the Academic Staff, the Academic Board, Residence Committee, Senior Administrative Officers, Hall Officers and all other persons, so authorized for the purpose shall maintain order and proper conduct and take appropriate disciplinary action against any student for breach of regulations.

### ***DISCIPLINARY PROCEDURE***

- i. There shall be established Hall Councils which shall be responsible for the management of each hall. In addition, the Council shall take disciplinary action against any Junior Member (Student) with respect to breach of discipline. In a major breach of discipline, the matter shall be referred to the Rector for his decision, after the matter has been investigated by the Hall Council.
- ii. When a student concerned is a resident of a hall, the findings and recommendations of a Disciplinary Committee shall first be considered by the Dean of Students, in respect of a major misconduct before being forwarded to the Rector for his necessary action.
- iii. In all other cases involving non-resident students, the findings and recommendations of a Disciplinary Committee shall be considered by the Dean of Students before being forwarded to the Rector for his necessary action.
- iv. Discipline in the Faculties shall be considered by the Dean of Faculty concerned before being forwarded to the Rector for his necessary action.

### ***MISCONDUCT***

It shall be misconduct for a Junior Member (Student) of the Polytechnic:

- i. To be absent from Ho, when school is in session, without permission or reasonable excuse. Any student who contravenes this regulation shall be warned

- at the first instance, reprimanded at the second instance and suspended for two weeks at the third instance.
- ii. To be absent from lectures and other prescribed assignments without permission or reasonable excuse. Any student who contravenes this regulation shall be warned at the first instance, reprimanded at the second instance and suspended for two weeks at the third instance.
  - iii. To be insubordinate to superiors of the Polytechnic (the penalty shall be determined by the Disciplinary Committee of the Academic Board which investigates the allegation)
  - iv. To indulge in any anti-social activities while in residence or outside the campus which tend to bring the Polytechnic into disrepute (the penalty shall be determined by the Disciplinary Committee of the Academic Board which investigates the allegation).
  - v. To cheat in examinations (refer to Examination Regulations for Students)
  - vi. All major penalties imposed on Junior Members shall be subject to ratification by the Rector.

#### ***MOVEMENT WITHIN THE POLYTECHNIC ENVIRONMENT***

Apart from the under listed areas, movement within the Polytechnic campus is allowed for all students at any time:

- i. Sites of any ongoing building projects and any areas that are specially marked
- ii. Halls of residence other than student's own hall are out of bounds between 12 midnight and 6:00 a.m except by a special permission of the Hall Warden/Master.

#### ***ADMISSION AND RESIDENTIAL FACILITIES ARRANGEMENTS***

*Admission to the Polytechnic does not automatically entitle any student to Polytechnic Accommodation.*

Places in halls shall be allocated to students in accordance with policy determined for the purpose from time to time by the Residence Committee of the Academic Board.

- i. At the beginning of each semester every student shall settle all his/her financial indebtedness (i.e school fees, SRC dues, Hall fees etc) before signing the Residence Book placed at the hall. Students whose accounts are not settled at the beginning of the Semester will not be allowed to come into residence until the accounts are fully settled.

- ii. Semester dates shall be announced on Polytechnic Notices. Students must come into residence on the first day of every semester unless special permission is granted by the Dean of Students. In cases where return is unavoidably delayed, the Registrar must be notified not later than the first day of the semester.
- iii. All students coming into residence at the beginning of the First Semester should first register with the Hall Administrator of their Hall and fill all the relevant forms. A student who fails to sign the Residence Book on return from holidays shall be deemed to have returned late. A student who arrives after the first two weeks of the semester without permission may be refused admission by the Hall Authorities. This is without prejudice to whatever action that shall be taken by a Faculty in case of student's failure to register in the Faculty.
- iv. Smoking is strictly prohibited in the halls, Library and lecture rooms as well as any other public places within the Polytechnic. Any student who contravenes this regulation shall be rusticated for one semester in the first instance and two semesters for the second offence. A third time offender shall be expelled from the Polytechnic.
- v. The use of drugs is a major offence that will attract expulsion from the Polytechnic. Drugs in this case, shall include Indian hemp, marijuana, cocaine, heroin, LSD or any other narcotic drug recognized as such and punishable by the laws of Ghana for the time being in force.
- vi. Cooking in the hall is strictly prohibited. Any student who contravenes this regulation shall be withdrawn from the Polytechnic. Cooking in the hall shall be done only at the place(s) provided for the purpose.
- vii. Sexual intercourse in the halls of residence is completely prohibited and shall be punishable by expulsion from the Hall.

#### ***USE OF APPLIANCES***

- i. Students are not allowed under any circumstances to bring "heavy duty" electrical appliances like Deep Freezers, Washing Machines, Fridges, Television Sets, Kettles, Stoves and Micro Wave Ovens into the halls.
  - ii. The use of Gas Cylinders and Gas Stoves is strictly forbidden in the halls except at designated places
  - iii. The use of combustible substances such as petrol in the Halls is forbidden.
- Any student who contravenes this regulation shall be expelled from the Polytechnic Halls.**

### ***COMMERCIAL ACTIVITIES IN THE HALLS OF RESIDENCE***

Students are prohibited from undertaking any commercial activity in the Halls.

#### ***“SQUATTERS”/ “PERCHERS”***

- i. A “squatter” is an illegal occupant of the hall.
- ii. A legal tenant is a student who has been granted the use of the hall, paid the appropriate fees/charges and has signed the Residence Book.
- iii. “Squatters” shall not be allowed in the halls. Any student caught ‘squatting’ shall be asked to pay a fee for the period he/she resided in the hall and shall be made to move out immediately.
- iv. Any student who condones “squatting” shall be summarily withdrawn from the hall without a refund of the hostel fees paid.
- v. Sub-letting of rooms in halls of residence is strictly prohibited.

#### ***VACATION AND FINAL GOING DOWN ARRANGEMENTS***

- i. No student may go down before the end of semester without a written permission from the Dean of Faculty and Hall Warden/Master. Each resident student must sign-off in the Residence Book.
- ii. When a student has completed his programme of study in the Polytechnic or leaves the Polytechnic for any other reason, he shall obtain clearance from the Dean of Faculty/Head of Department, Librarian, Hall Warden and Finance Officer for presentation to the Dean of Students who shall issue him with a clearance certificate.
- iii. All students must remove their personal belongings from the Polytechnic’s premises before going down at the end of each semester, unless special permission to the contrary is granted by the Hall Warden. This is to allow for maintenance, fumigation and general cleaning of the halls during vacations.
- iv. Any personal property left without permission could be disposed off at the discretion of the Hall authorities.
- v. The Polytechnic will not accept responsibility for any property left behind by students.

- vi. Students must hand over their keys to the Porters on duty when leaving their Halls; Students who fail to do so shall pay current commercial rates of the rooms as well as cost of replacement of the lock.
- vii. Student shall apply in writing for permission from the Rector, through the Dean of Students, to stay during holidays/vacation and shall be allowed to stay in designated halls and rooms.
- viii. Students who are granted permission to stay in residence shall pay the appropriate vacation residence charges.
- ix. Students not granted permission for vacation residence shall leave the Halls not later than 24 hours after vacation except when an exemption is granted by the Hall Warden.

### ***END-OF-SEMESTER AND RE-OPENING***

The first day of semester is the day on which the Polytechnic officially re-opens.

The last day of Semester is the day on which the Polytechnic officially vacates.

### ***ABSENCE FROM THE POLYTECHNIC DURING SEMESTER***

The Polytechnic Halls will be opened to Junior Members from 6:00 a.m to 12 midnight. From 12 midnight to 6:00 a.m, students should be within their halls/hostels except in an emergency or with permission of their Hall Warden/Master.

- i. Students leaving campus overnight or travelling should sign the Exeats Book and hand over their keys to the Porter on duty.
- ii. Students organizing trips outside the Polytechnic must submit the names of all students going on such trips to their Hall Warden and the Dean of Students at least **72 hours (3-days)** before they depart from campus.
- iii. All students on such trips should seek and obtain permission from their Heads of Department **seven (7) days** before the trip.

### ***VISITORS TO HALLS OF RESIDENCE***

Students must not interfere with the Hall Officers (Hall Administrators, Porters, and Security Guards) in the discharge of their responsibility of controlling the flow of human traffic in and out of the Halls.

- i. Visitors to the Halls are allowed during visiting hours only. *A visitor to a hall, for purposes of this regulation, is a person who has not been officially assigned to the Hall as a resident student.*
- ii. The visiting hours shall be as follows:
 

Mondays to Fridays	-	10:00 a.m. to 10:00 p.m.
Saturdays, Sunday and Public Holidays		10: 00 a.m. to 12 mid-night.
- iii. Visitors to the Halls shall register with the Porter on duty, and sign-off when leaving.
- iv. Hawkers and errand-boys/girls shall not be allowed beyond the Porter's Lodge.
- v. Students shall not be allowed to live in the Halls with their families, guests and visitors.
- vi. Students who harbor unregistered persons will be given a written warning, in the first instance only. A repeat of such offence shall be punishable by ejection from the Halls.
- vii. Visitors should not be entertained in the rooms.

### ***CLEANLINESS IN THE HALLS***

Students should keep their rooms, the Hall ways, the Junior Common Rooms, the bathrooms and toilets and the general surrounding clean and tidy at all times.

### ***FURNITURE***

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

### ***USE OF POLYTECHNIC TRANSPORT***

- i. All students are entitled to the use of Polytechnic transport subject to its availability and certification by the Registrar on demand.
- ii. All requests for the use of Polytechnic transport must be submitted in writing to the Registrar through the S.R.C and the Dean of Students, at least seven (7) days or such shorter periods as may be considered by the Registrar before the date of the journey.

All requests for Polytechnic transport must contain the following particulars:

- a. The destination and the purpose of the journey.
  - a. The date and time when the transport will be required.
- b. The names of students who wish to travel together with the respective Halls in which they reside.
- c. The name(s) and signature(s) of the organizer(s) who will be responsible for payment to the Finance Officer before transport is provided.

### ***USE OF MOTOR VEHICLES***

- i. Students must apply to the Registrar for permission to use or keep motor vehicle(s) in the grounds of the Polytechnic.
- ii. Before permission is granted to any student to use a car or motor cycle on the campus, he/she shall be required to produce evidence of having complied with the laws regarding licenses and insurance.
- iii. The Registrar will issue **identification sticker(s)** to any student whose permission is approved.
- iv. The identification stickers must be renewed at the beginning of every semester.
- v. The Polytechnic accepts no responsibility for such motor vehicles or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the person concerned and which may be withdrawn if it is abused.
- vi. The Polytechnic does not provide garages for students' motor vehicles. The Polytechnic Security may, however direct as to where vehicles belonging to students may be parked.

### ***POSTERS AND HANDBILLS***

Students are not allowed to post notices, campaign posters and handbills on walls/pillars/tress/floors etc., other than on billboards or notice boards. Defaulters shall be sanctioned.

### ***HEALTH SERVICES***

- i. All new students shall undergo Medical Examination at approved Government Hospitals or medical establishments designated by the Polytechnic and shall

present results within the period stipulated to the Office of the Registrar. **Failure to comply with this directive will result in withdrawal.**

- ii. The Polytechnic Sick bay is opened to all students and it must be the first point of call when a student is taking ill.
- iii. Students visiting the Polytechnic Sick bay for treatment may be referred by the Polytechnic Nurse to the Ho Municipal or Regional Hospital should the need arise.
- iv. All medical certificates issued by Doctors outside the Polytechnic **must** be shown to the Polytechnic Nurse and the Dean of Students.
- v. Any student who returns to the Polytechnic after illness must report to the Polytechnic Nurse and the Dean of Students.
- vi. Students on admission in hospital should ensure that their Hall Warden, Heads of Department and the Dean of Students are informed.
- vii. In the event of any student passing away on campus during the semester, the Polytechnic will bear the cost of transportation of the corpse to the family and provide a coffin.
- viii. When a student dies during vacation period, the Polytechnic will contribute towards the provision of a coffin for the corpse.

### ***CLUBS AND ASSOCIATIONS***

Freedom of association is a constitutional right to every student. However, the following guidelines must be followed in the Polytechnic:

- i. Students who wish to form a new club or association must apply to the Residence Committee (and copy the Dean of Students) through the Students Representative Council (SRC) at the beginning of every academic year. The application should state the names of the founding members, officers and patrons. The Constitution of the Club or Association must accompany the application.
- ii. The Residence Committee will study these documents and decide whether or not to issue a certificate of registration. It is only after the group has received its certificate or registration that it can operate in the Polytechnic and be entitled to use Polytechnic facilities. The decision of the Residence Committee is final in this respect.
- iii. Religious Clubs and Associations should, in addition, apply to the Chaplaincy Board for recognition.
- iv. Each registered Club or Association must apply for renewal of its registration at the beginning of each academic year. Applications for renewal should be

- submitted through the SRC to the Residence Committee before the end of the second semester of the preceding academic year.
- v. It is an offence for any group of students to operate a Club or Association that has not been registered by the Residence Committee. Students found culpable will be sanctioned accordingly.
  - vi. Every Club/Association, which collects or receives funds, must have a Senior Member of Ho Polytechnic as its Senior Treasurer. It is recommended that all clubs should have patrons who are Senior Members of the Polytechnic.
  - vii. The Senior Treasurer must present to the Residence Committee a complete annual statement of the Clubs/Associations Income and Expenditure, signed by its Junior Treasurer and at least one member of the Club or Association before the end of the academic year. This will be displayed on the Polytechnic Notice Boards.
  - viii. Clubs or Associations must elect their executives yearly. Club and Association Secretaries are to send a list of their principal officers, the committee members of their Clubs and Associations and a copy of their programme for the semester to the Chairman of the Residence Committee, the Dean of Students and the Students' Representative Council at the beginning of each Semester.
  - ix. Clubs and Associations must make a formal request in writing (through their Patron) for permission from the Dean of Students before any arrangements are made to invite guest speakers or artistes from outside the Polytechnic to address a meeting or give entertainment. Only when permission is granted for the invitation to be made will Clubs or Associations be allowed to invite outside speakers or artistes. **(This applies to Halls of Residence as well).**
  - x. The Polytechnic Auditorium and Basement are available under certain conditions for meetings. In all cases, permission for use must be obtained from the Registrar. At least 72 hours (3 days) notice must be given.
  - xi. No religious services are permitted in Lecture Halls, Junior Common Rooms and unapproved venues.

### ***CODE OF CONDUCT OF CADET CORPS***

The Cadet Corps available on campus shall obey the following Code of conduct:

- i. Members of the Cadet Corps must use only uniforms and other accoutrements authorized by the appropriate Polytechnic authority.
- ii. Members of the Cadet Corps shall not roam in uniforms outside the Polytechnic after a performance authorized by the Polytechnic authority.
- iii. All military/security accoutrements shall be handed to the appropriate Polytechnic authority before proceeding on holidays or vacation.

- iv. The cadet corps shall not be used for unauthorized purposes such as demonstration, strikes and other unauthorized gatherings.
- v. Cadet members shall not use their position to threaten the life of non-cadet members on the Polytechnic campus.
- vi. Cadets shall ever be prepared to attend to emergency calls to solve problems with the consent of the appropriate Polytechnic authorities.
- vii. Cadets shall not take to drinking, smoking or misbehaving while in uniform and on official duty.
- viii. Cadet shall be time-conscious and always be punctual for functions.
- ix. Members of the Cadet Corps must have respect for Polytechnic authority.

### ***PUBLICATIONS***

All students' publications shall be governed by the following rules:

- i. The Rector shall be informed, through the Dean of Students; of the intent to produce any student publication within the Polytechnic and his/her approval shall be obtained for such purposes.
- ii. A copy of each issue of every publication will be lodged with the Rector, Registrar, Dean of Students, Senior Assistant Registrar (Public Relations), the Librarian and Students' Representative Council on the day of publication.
- iii. Each issue shall state the name of the Editor, members of the Editorial Board and the Publisher.
- iv. Members of the Editorial Board shall hold office for one academic year.
- v. Members of the Editorial Board shall be held jointly and severally responsible for the whole contents of each issue of the publication.
- vi. Matters that are likely to cause disharmony such as obscenities, libels, derogatory statements, personal attacks, falsehoods or any other matter should be avoided in all publications and broadcasts.
- vii. On the advice of the Registrar, the license of publications which flout any of the above rules may be suspended.
- viii. Students must seek permission from the appropriate authorities through the SRC and the Dean of Students to the Registrar before any installation of Radio Stations.

## ***COMMUNICATION WITH OUTSIDE ESTABLISHMENTS, PRESS CONFERENCES/ RELEASES***

- i. No student shall communicate either directly or indirectly to the press or to any unauthorized person on any Official Polytechnic Information without authority from the Registrar.
- ii. Any group of students who wish to hold a press conference or issue a press release shall apply in writing to the Dean of Students with copies to the Rector, Registrar and the SRC for their information.
- iii. A copy of the statement to be read at the Press Conference or to be released to the press should accompany the application.
- iv. If, in the opinion of the Dean of Students, the Press Conference or Press Release is likely to lead to a breach of the peace or cause serious interference with the work of the Polytechnic or bring the name of the Polytechnic into disrepute, he/she may not approve the holding of the Press Conference or the issuance of the Press Release.
- v. On the advice of the Dean of Students, the Registrar shall take the final decision in this respect.

## ***COMMUNICATION WITH GOVERNMENT MINISTRIES / AGENCIES***

Students are not allowed to communicate directly with any Government Ministry or Agency on any matter affecting Polytechnic life or policy. All formal communications should be sent through the Registrar.

Students are not allowed to make any formal complaints directly to the Ghana Police. All formal complaints should be reported to the Dean of Students who will take appropriate actions on the matter.

## ***CHANNELS OF COMMUNICATION WITHIN THE POLYTECHNIC FOR STUDENTS***

### **A. Non-Academic matters**

#### ***1. Individual Students***

- i. All requests, notifications and complaints from students should go to their Hall Administrators, then to the Hall Warden/Master if the matter is still unresolved.

- ii. The students shall have the right of appeal to the Hall Council. If the matter is not resolved at this level, an appeal could be made to the Dean of Students.

## **2. *Clubs and Associations***

- i. All matters (other than financial matters) affecting members of a club/association shall be referred to the Dean of Students.
- ii. Complaints requiring settlement of grievances shall be made to the Dean of Students

## **3. *Junior Common Room (JCR)***

- i. All requests and notifications affecting all students of the Hall should go to the Hall Master/Warden.
- ii. Cases requiring redress of grievances should go to the Hall Council.
- iii. Any impasse in the Halls should be referred to the Residence Committee by the Hall Council.

## **4. *Students' Representative Council (SRC)***

The Students' Representative Council (SRC) is the official mouthpiece of the student body.

- i. All requests and notifications affecting the student body as a whole should pass through the Dean of Students.
- ii. In general, complaints requiring the redress of grievances should go to the Dean of Students with a copy of the correspondence to the Hall Warden/Master.
- iii. Where special committees exist, grievances should be channeled to these committees in the first instance.
- iv. All communications on non-academic matters from the Polytechnic Administration to the SRC should be copied to the Dean of Students and Hall Warden/Master.

## **B. Academic Matters**

- i. All academic matters affecting individual students should go to:
  - a. The Academic advisor before it goes to the Head of Department
  - b. In case the matter is of inter-departmental nature, then the Dean of Faculty should be contacted
  - c. In case the matter is of inter-faculty nature, then the Vice Rector should be contacted.

- ii. All academic matters affecting students in the Departments/Faculties should go to:
  - a. The Staff-Students Consultative Committee before it goes to the Departmental Board.
  - b. If the matter is of inter-departmental nature, then the Faculty Board should be contacted.

## **DEMONSTRATIONS/RALLIES/ASSEMBLIES/PROCESSION (DRAP) ON OR OFF CAMPUS**

### ***A. DRAP ON CAMPUS***

- i. Any student or group of students who wish to organize a DRAP on the campus of the Polytechnic shall apply to the Rector through the Dean of Students for permission. Such person(s) shall wait for a written response to the application from the Rector.
- ii. Such written application shall be given to the Rector at least 48 hours excluding Saturdays and Sundays before the DRAP is due to begin.
- iii. The application shall state the purpose of the DRAP and name(s) of the Organizer(s) or the organizing body and the route, time and duration of the DRAP.
- iv. If in the opinion of the Rector, the DRAP is likely to lead to a breach of the peace or cause serious interference with the work of the Polytechnic or bring the name of the Polytechnic into disrepute, he/she may prohibit the DRAP.
- v. The DRAP shall be held at a place or follow a route approved by the Rector and those participating shall keep close to the side of the road to facilitate free passage of vehicular traffic and pedestrians. It shall do nothing to obstruct or interfere with traffic.
- vi. The DRAP should end before 10:00 pm.
- vii. During the DRAP, nothing shall be done or said that is likely to cause or provoke violence.
- viii. The organizer(s) of the DRAP shall be held responsible for any acts of violence and/or breach of Polytechnic or Hall regulations that may occur during the DRAP.
- ix. Participants in a DRAP shall be held collectively and individually responsible for any acts of lawlessness which occur during such DRAP.
- x. The fact that a DRAP is not prohibited does not in any way imply that the Polytechnic either approves of or is in sympathy with its objectives.
- xi. The Rector may prescribe any special conditions, limitations or restrictions that may be considered appropriate in the circumstances.

- xii. Breaking of DRAP regulations leading to disruption of official ceremonies/activities is punishable by rustication or dismissal.
- xiii. The Rector shall alert the Police 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 Rector shall ask the Police to assist to restore order.

#### ***B. DRAP OFF- CAMPUS***

- i. Any student or group of students wishing to organize a DRAP outside the campus of the Polytechnic shall obtain the requisite Police permit.
- ii. Any student or group of students wishing to organize DRAP outside the walls of the Polytechnic shall notify, in writing, the Rector through the SRC and the Dean of Students with a copy to the Registrar for their information and response to the request.
- iii. Such written notification shall be made to the Rector through the Dean of Students with the requisite Police permit attached and must reach him/her at least 48 hours before the commencement of the DRAP.
- iv. Should the DRAP start on the Polytechnic Campus, clause (vii-xiii) under A shall apply.
- v. Participants and organizers of a DRAP outside the Polytechnic campus shall be deemed to have acquainted themselves with the laws of the land governing DRAP at the material time.
- vi. The role of the Polytechnic in DRAP staged off-campus, after the Polytechnic has satisfied itself that appropriate Police permit has been obtained, shall be one of granting exeats or group exeats to the participants.

#### ***C. DISSENSION***

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

#### ***D. PENALTIES***

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

The quantum or fines shall be determined by the Polytechnic Disciplinary Committee and shall be approved by the Rector.

## **REGULATIONS FOR STUDENTS ON OR OFF CAMPUS**

The laws of Ghana apply equally to every member of the Polytechnic Community and the walls of the Polytechnic do not protect anyone from the full application of the laws of the country.

- i. All existing regulations in the Polytechnic are fully consistent with the laws of the land and will be enforced accordingly.
- ii. The Polytechnic shall not permit any behavior on or off campus by any member of the Polytechnic Community that contravenes its regulations or the laws of the land.
- iii. Members of the Polytechnic Community are expected to use the official channels of communication and to follow laid down grievance procedures.
- iv. For the presentation of formal petitions etc, the residence of the Rector and other officers of the Polytechnic are out of bounds; all such formal negotiations should take place in the office of such officials or at designated venues.
- v. In all matters of negotiation, the Officials of the Polytechnic shall meet only accredited representatives of recognized groups within the Polytechnic and arrangements reached are binding on both sides.
- vi. The regulations relating to DRAP (Demonstration, Rallies, Assemblies and Processions) for students should be strictly adhered to.
- vii. Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.
- viii. Willful destruction of Polytechnic or private property or facility contravenes Polytechnic Rules and Regulations and will attract appropriate penalties.

## ***NOISE ON CAMPUS***

The kind of environment that supports basic academic enterprise of teaching and learning must be maintained at all times. In order to enhance academic work a serene atmosphere is required on the Polytechnic Campus.

- i. The general level of noise must be kept as low as possible. Students are therefore enjoined to avoid disrupting the calm.
- ii. Members of the Polytechnic Community and the general public are hereby reminded that noise making anywhere on the campus is prohibited at all times. This refers in particular to noise in the Halls of Residence and Academic areas from the use of radio, television sets and religious worship. In the case of the latter, places on campus designated for the purpose can be used.

- iii. Occasional checks would be conducted by the Campus Security to ensure compliance. However, the Dean of Students should be informed of any breach of this directive.

### ***COLLECTION OF MONEY IN THE POLYTECHNIC***

- i. Application for permission to make general collections of money within the Hall must be to the Hall Warden/Master who shall approve collection of such money.
- ii. Any student who intends to seek for sponsorship from outside the Polytechnic must seek permission from the Dean of Students.

### ***SMOKING AND ALCOHOLIC DRINKS***

- i. Smoking is forbidden in all public places on campus
- ii. Smoking is not allowed in residential rooms of students
- iii. Although taking of alcoholic drinks is not forbidden, drinking of alcohol in residential rooms of students, drunkenness and subsequent negative consequences thereof are prohibited.

### ***PERSONAL PROPERTY***

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

### ***POLYTECHNIC PROPERTY***

- i. Students may not make attachment to or transfer furniture of any kind from any part of the Polytechnic buildings including rooms in Halls of Residence without prior written permission from the appropriate authorities.
- ii. Students are liable to pay for any loss or damage to furniture and fittings or equipment of any kind.
- iii. Students must not interfere with electrical installation in their rooms or any other part of the Polytechnic.

## ***DRESS CODE***

Students are expected to be decently dressed on all occasions. Bathroom slippers shall not be allowed at lectures. In addition, dressing that will unduly expose **vital** parts of the body shall not be tolerated.

Gowns will be worn on special occasions such as Congregations and at such other times as may be specified.

## ***STUDENT EXCURSIONS***

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

- i. Decision of the Club or Association to undertake the trip should be taken at a general meeting of the Club/Association.
- ii. Permission for a Club or Association to go on excursion or educational tour should be sought from the Dean of Students through Heads of Department or Patrons and should contain the list of all those making the trip. All students making the trip should seek permission from their various Heads of Department. A written permission should reach the Dean of Students, at least, **one week** in advance.
- iii. The trip should be restricted to Polytechnic members of the Club or other students of the Polytechnic.
- iv. The itinerary of the trip should relate to the aims and objectives of the Club or Association.
- v. There should be evidence or correspondence between the Club or Association and the institution or other establishments to be visited during the trip.
- vi. The means of transport must be stated in the application.

## **SELECTION OF CANDIDATES FOR ADMISSION INTO THE POLYTECHNIC**

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

### ***NAME OF STUDENTS***

For the purpose of the Polytechnic, male students are known only by names which they have signed in the Register of Matriculation and are known by those names only in the sequence in which they were signed.

This rule applies equally to female students except that if such a person shall have married while a student she is thereafter known by the surname acquired by said marriage

A change of name in this regard shall require the following documents:

- i. Affidavit;
- ii. Publication in the Ghana Gazette;
- iii. Evidence of News Paper Publication; and
- iv. Marriage Certificate.

### ***COUNSELLING SERVICES CENTRE***

The Centre renders counseling services in the following areas:

- A. Academic/Career Counseling;
- B. Personal/Social Counseling;
- C. Marriage and Family Counseling;
- D. Group Counseling; and
- E. Post Trauma Counseling.

#### **A. Academic and Career Counseling**

At the beginning of an academic year or a semester, a student should know which courses are being offered and which of them are relevant to his/her programme. Consequently, academic counseling becomes necessary at both the Faculty and Departmental levels.

At the Faculty level, there shall be an academic coordinator to supervise the planning and implementation of orientation and counseling programmes. The service at this level should aim at educating the students about their programme and graduation requirements

and to help them identify various leaning resources both in the Polytechnic and in the community.

At the departmental level, each student shall be assigned to a tutor as his/her academic counselor to advice on matters relating to the student's academic work. Such counselors shall be given access to their students' academic records on demand. Students may also contact the Counselling Centre for the following services:

- i. Students should seek help from the Centre when they have difficulties in the way they study (inadequate study habits).
- ii. Confusion in the choice of academic programmes, combination of courses; which courses are required and which ones are not required for the Polytechnic programme.
- iii. Concerns with regard to the career implications of the programmes they are pursuing (job prospects, further education in the area, etc.).
- iv. The need to seek information about Bachelor of Technology programmes available in the Polytechnic, and other academic options in Ghana or outside Ghana.

## **B. Personal/Social Counseling**

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

- i. Inability to cope with the demands and the general life at the Polytechnic (experiencing intolerable stress)
- ii. Phobia (fears) of any types (e.g., fear of examination, fear to interact with people, fear to speak in class).
- iii. Depression and the feeling of committing suicide
- iv. Addiction to alcohol and to other drugs
- v. Undesirable personal habits (stammering, shyness, extravagant behavior, overeating, etc)
- vi. Emotional difficulties (the tendency to overreact emotionally – e.g., temper tantrums).
- vii. Loneliness and feelings of inadequacy
- viii. Interpersonal matters (making friends, conflicts between room-mates, friends, etc).
- ix. Marriage and family matters (among married students, single students with concerns on marriage, etc)
- x. Sexual matters (harassment, rape, etc)
- xi. Religious and spiritual matters

- xii. Any other personal-social issue students may have

### **C. Marriage and Family**

The Centre offers counseling for:

- i. Students who have concerns on getting married and require help in choice of partners and preparation towards marriage.
- ii. Married couples experiencing difficulties in their marriage.
- iii. Student with interpersonal conflicts in their families.
- iv. Seminars are also organized on topics in marriage and family issues.

### **D. Group counseling**

The Centre offers group counseling for:

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

### **E. Post trauma Counseling**

You will find compassionate counseling and treatment in safe, confidential and supportive place for anxiety reduction.

Here are some examples of traumatic events:

- i. Community violence (e.g, shooting, robbery, physical assault or bullying)
- ii. Sexual and / or physical abuse
- iii. Natural disaster such as flood, fire, or earthquake
- iv. Being in or witnessing a serious car accident.
- v. Sudden unexpected or violent death of someone close to you ( e.g., suicide, accident)
- vi. Serious injury(e.g. burns, dog attack), or life-threatening illness (e.g., childhood cancer)
- vii. Domestic or family violence, dating violence
- viii. War or political violence (e.g., civil or tribal war, terrorism, refugeesm).

### ***HALL WEEK CELEBRATIONS***

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

### ***HOISTING OF BANNERS ON CAMPUS***

Clubs or Associations must obtain written permission from the Dean of Students before hoisting banners on the Polytechnic campus.

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

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

### ***ORIENTATION OF STUDENTS***

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

- i. To welcome fresh students and help them to adjust and settle down into Polytechnic life;
- ii. To guide them through the registration procedure;
- iii. To expose them to facilities available in the Polytechnic so as to make education a rewarding experience;
- iv. To orient the minds of students to the new world of Polytechnic life and to help them align their individual growth with the broad goals of national development;
- v. To educate fresh students on the rules and regulations that governs conduct of students in the Polytechnic; and
- vi. To let students know their rights, privileges, obligations and responsibilities with regard to Polytechnic authorities and their governing bodies.

### ***MATRICULATION***

A Matriculation Ceremony is held in the first Semester of each academic year for the purpose of formally admitting into the Polytechnic, all new students entering tertiary and non-tertiary programmes. Attendance at the ceremony is compulsory and no fresh student is allowed to remain in the Polytechnic or take any Polytechnic Examination unless he/she has been duly matriculated.

Each student will be required to sign the matriculation oath after the matriculation ceremony.

The oath shall include respect for and compliance with Polytechnic statutes, regulations and oath to be held individually liable for any Polytechnic property intentionally damaged and /or destroyed.

### ***SOURCES OF HELP***

When in difficulty, students should see the following officers:

Academic problems	-	Academic Advisor, Head of Department or Dean of Faculty.
Residential Problems	-	Hall Warden/Master/Private Hostel Coordinator
Religious Problems	-	Chaplain, Other Clergy on campus
Security concerns	-	Dean of Students or the Head of Security.
Other Problems	-	Dean of Students, the Polytechnic Counselor, Senior Assistant Registrar (Student Affairs)

### ***STUDENTS IDENTITY CARDS***

Every student should possess Ho Polytechnic Identification Card and endeavour to carry it on him/her always.

Any student who misplaces his/her ID card must report immediately to the Deputy Registrar (Academic) or the Senior Assistant Registrar (Students Affairs).

### ***LIST OF OFFENCES AND THEIR SANCTIONS***

Penalties (General): The following regulations and penalties are published for the benefit of students and is also intended to help students to have peaceful stay on campus.

a. Physical Assault	Suspension plus appropriate compensation or Dismissal from the Polytechnic/ Going to court for compensation.
b. Verbal Assault	Caution /Written apology/Ejection from Hall/Rustication.
c. Sexual Assault –(Rape/Defilement )	Dismissal.
d. Sexual Harassment	Caution/Written/Apology/Counseling/ Dismissal/Rustication.
e. Homosexuality/Lesbianism	Caution, counseling, rustication, dismissal.
f. Noise making	Caution/Written Apology/Ejection from Hall/Rustication.
g. Inconveniencing Room Mate(s)	Caution, Ejection. Suspension or Dismissal.

h. Destruction of Polytechnic Property	Replacement, Suspension or Dismissal.
i. Smoking in Public places	Expulsion from public places and Caution/Suspension/Counseling.
j. Drunkenness/Drug Abuse	Rustication/Dismissal/Counseling.
k. Carrying key(s) away during holidays	Fine based on Commercial rate of rent as well as the cost of replacing the lock where necessary
l. Stealing/Fraud	Replacement and Rustication/dismissal
m. Littering/throwing out water at unauthorized places	Caution and cleaning the place/Fine and cleaning the place/Ejection.
n. Refusing to leave Room	Forced ejection from the Hall/Rustication Upon Hall Master's Order
o. Refusing to pay Hall Dues	Be given deadline for payment/Loss of residential Status
p. Extortion	Refund with written apology/ Dismissal/Rustication
q. Embezzlement of Funds	Refund, loss of official position and disqualification From holding any other position/suspension/dismissal
r. Perjury/Slander/Label /Impersonation	Written apology/Suspension/ Rustication/ Dismissal
s. Breaking of DRAP Regulations	Suspension/Rustication/Dismissal/
t. Disruption of Official Ceremony/Activity	Suspension, rustication, dismissal
u. Sub-Letting of Room	Rustication for two semesters, loss of residential status.
v. Illegal occupancy in the halls of Residence	caution, fine, ejection, Rustication.
w. Removal of furniture from Lecture Halls	To be determined by a committee.
x. Posting of posters and	

Handbills at places other than on billboards	Fine between \$20.00 and \$50.00 shall be imposed on the culprit. The fine shall be paid in Ghana Cedi equivalence Candidates whose posters and handbills are post on unauthorized places may be disqualified.
y. Examinations malpractices	cancelation of results, rustication, dismissal.
z. Gaining admission with fake examinations results	outright dismissal, publication of name in the media, hand over to the Police.