HO TECHNICAL UNIVERSITY

HANDBOOK FOR THE DIPLOMA AND BACHELOR'S DEGREE

AUGUST, 2019

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GENERAL INFORMATION ON HO TECHNICAL UNIVERSITY

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Language of Instruction	-	English
External Solicitors	-	Omega Chambers
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ESTABLISHMENT OF THE UNIVERSITY

The University was established in the 1967/1968 academic year as a Technical Institute with the primary objective of providing pre-technical education. By 1972, the Institute had made tremendous progress by upgrading its courses to more advanced programmes. Consequently, the pre-technical programmes gave way to courses in the engineering and vocational fields, e.g. Basic Engineering, Agricultural and Mechanical Engineering, Building Technology and Business Education. In 1986, the Institute was upgraded to a Polytechnic. It however continued to operate as a second cycle institute until the passage of the Polytechnic Law, 1992 (PNDCL 321). In 1993, the Polytechnic assumed the status of a fully-fledged tertiary institution with the responsibility of training students in technical and vocational skills at the Higher National Diploma [HND] level. The Polytechnics Act, 2007 (Act 745) which amended PNDCL 321 further deepened the mandate of the Polytechnic to award degrees to the highest level.

The passage of the Technical Universities Act, 2016 (Act 922) converted the Polytechnic to a Technical University with the mandate to award degrees, diplomas, certificates and other qualifications to the highest level in engineering, science and technology based disciplines, technical and vocational education and training, applied arts and related disciplines.

PRECINCTS

Ho Technical University is located in the city of Ho, the capital of the Volta Region of Ghana. The Region prides itself with some of the notable tourist sites in Ghana. Some of these sites include the famous Afadzato (the highest Mountain in Ghana), Wli Waterfalls (the largest water fall in West Africa), the ancient Gemi Mountain located at Amedzofe with its fascinating Waterfalls, the Tafi Monkey Sanctuary, etc. The Volta River, from which the Region derived its name, stretches through the entire length of the Region.

The Volta Lake (the largest man-made lake in the world) is also situated on the Volta River. The region has a lot of potentials for eco-tourism.

The University has two main entrance gates; the Eastern Gate which is located near the ultra-modern G.M. Afeti Auditorium and the Western Gate near the Adaklu Hall and the Sports Complex of the University. The University Avenue stretches from the Eastern Gate to the University Roundabout near the Faculty of Engineering Mechanical Bay.

Major facilities within the University include the F. O. Kwami Block (Central Administration Block), the G.M. Afeti Auditorium, the Afese Block (which once served as the Institution's Administration Block and currently houses the Department of Management Sciences, Department of Logistics and Supply Chain Management, Department of Industrial Art, Offices of the Deans of Students Affairs, International Programmes and Institutional Linkages and other offices for staff), the Afadjato Block(which houses the Department of Food Science and Technology, Department of Agro Enterprise Development, Department of Civil Engineering, Technical and Vocational Education Research Centre(TVERC) and the Centre for Continuing and Distance Education(CCDE), the Asogli Block (which houses offices of Deans of Faculty, some Heads of Department, Security Unit, Laboratories, Alumni Relations, and lecture halls). Other facilities include the Nunya Library, the Amatrol Engineering Laboratory, the Computer Science Department (Octagon) and the University Clinic. On the northern side of the campus are residential accommodation facilities for staff and the University Basic School. The University also has a parcel of land situated at Adaklu-Kodzobi for future expansion.

VISION
To become a reputable Technical University contributing actively to national and international development.

MISSION STATEMENT

To train highly competent human resource to the highest level possible through career-focused education, skill training and research, in partnership with stakeholders.

ETHICS POLICY STATEMENT

Ho Technical University is a secular and non–partisan technological institution. Admissions and academic awards are based on merit without regard to ethnicity, race or nationality, religious affiliation or beliefs, physical disabilities or gender. Academic and social interactions within the University are governed by the principles of fair play, justice, honesty, moral rectitude, and respect for authority, human rights and the environment. Details are in the Ethics Policy of the University.

CORE VALUES

- Integrity: We are committed to honesty, loyalty and accountability;
- Social inclusiveness: We believe in Gender equity, people centeredness, and fair opportunity for all;
- Environmental sustainability: We are conscious of the entire environment (natural, social and academic) and committed to contributing to the development of the community;
- Quality: We aspire for excellence by pursuing highest standards; and
- Innovativeness: We are committed to problem solving through creativity, inventiveness and entrepreneurship.

ACADEMIC PROGRAMMES OF THE UNIVERSITY

The University runs four categories of academic programmes. These are:

  i.   Master of Technology (MTech)

ii.   Bachelor of Technology (B.Tech.);

iii. Higher National Diploma (HND); and

iv.   Non-Tertiary Programmes.

a. Master of Technology (M.Tech) Programmes

i.   M.Tech (Automobile Engineering)

ii.   M.Tech (Production Engineering)

iii. M.Tech (Refrigeration and Air Conditioning)

iv.   M.Tech (Soil & Water Engineering)

v.   M.Tech (Post-Harvest Engineering)

These programmes are run in affiliation with Kwame Nkrumah University of Science and Technology (KNUST), Kumasi.

b. Bachelor (B.Tech) Degree Programmes

i.   B.Tech (Automobile Engineering) – in affiliation with KNUST

ii.   B.Tech (Agricultural Engineering) – in affiliation with KNUST

iii. B.Tech (Hospitality and Tourism Management) – in affiliation with University of Cape Coast (UCC).

iv.   B.Tech (Information Communication Technology)

v.   B.Tech (Food Technology)

vi.   B.Tech (Tourism, Leisure and Events Management)

vii. B.Tech (Hospitality Management)

viii. B.Tech (Fashion Design and Textiles)

c. Higher National Diploma Programmes

i.   HND (Accountancy)

ii.   HND (Marketing)

iii. HND (Secretaryship and Management Studies)

iv.   HND (Banking and Finance)

v.   HND (Purchasing and Supply)

vi.   HND (Hotel Catering and Institutional Management)

    vii.   HND Food Technology

   viii.   HND (Statistics)

    ix.   HND (Agro Enterprise Development)

    x.   HND (Computer Science)

    xi.   HND (Information Communication Technology)

    xii.   HND (Fashion Design and Textiles)

   xiii.   HND (Agricultural Engineering)

   xiv.   HND (Building Technology)

    xv.   HND (Civil Engineering)

   xvi.   HND (Automobile Engineering)

   xvii.   HND (Production Engineering)

  xviii.   HND (Electrical/Electronic Engineering)

   xix.   HND (Industrial Art)

d. Non-Tertiary Programmes

    i.   Diploma in Business Studies (Accounting)

    ii.   Diploma in Business Studies (Marketing)

   iii.   Diploma in Business Studies (Secretarial)

   iv.   Diploma in Business Studies (Management)

    v.   Diploma in Business studies (Statistics)

   vi.   Motor Vehicle Technician (MVT) Part I & II

   vii.   Electrical Engineering Technician (EET) Parts I, II, & III

  viii.   Advanced Fashion

   ix.   Construction Technician Certificate (CTC) Part I & II

    x.   Catering Certificate II

   xi.   Agriculture Engineering Technician (AET) Part I & II

e. Pre - HND Programme (HND Access Course)

This is a one-year programme for graduates of Technical and Vocational Institutes who have successfully completed their studies and wish to

pursue an HND programme in the University. Successful Pre-HND applicants will proceed to enroll in any of the following HND programmes:

    i.   HND (Agricultural Engineering)
    ii.   HND (Production Engineering)
    iii.   HND (Automobile Engineering)
    iv.   HND (Building Technology)
    v.   HND (Electrical/Electronic Engineering)
    vi.   HND (Fashion, Design and Textiles)
    vii.   HND (Hotel, Catering and Institutional Management)
    viii.   HND Food Technology
    ix.   HND (Industrial Art)

OFFICE OF THE DEAN OF STUDENTS AFFAIRS

The Office of the Dean of Students Affairs co-ordinates students' activities and events on campus. It is concerned with the promotion of the total wellbeing of all Junior Members and serves as an advocate on issues bothering on academics, health, accommodation, recreation and social matters.

It comprises four (4) units namely:

    i.   Career Guidance and Counselling Office;
    ii.   Office of Gender and Students with Special Needs;
    iii.   Students' Representative Council
    iv.   Dean's secretariat.

Aims and Objectives

The Office of the Dean of Students Affairs is responsible for the general discipline and welfare of all students admitted into the University, providing them with the necessary welfare and support services to achieve both academic and personal success.

The office promotes a serene environment that encourages intellectual exchange and individual expression through orientation, mentoring, counselling and information services for students and actively creating an open, welcoming and inclusive environment that nurtures and empowers all students to cultivate respect for and acquire communication and engagement skills with people in the University Community and the outside world.

The Office of the Dean of Students also administers the non-academic student disciplinary system and student grievance procedure, and assists in non-academic programme development. The Dean works in close collaboration with the Heads of Halls, Chaplaincy Board, Sports Office, Campus Radio Station (Volta Premier F.M.), Health Services Office, and the Office of the Registrar amongst others.

Campus Radio Station (Volta Premier F.M.)
Volta Premier 98.1 MHz popularly known as VP F.M. is the oldest and first private radio station in the Volta Region. It serves as a medium of communication to the University community. It is also an avenue for students to put their communicative skills into practice by involving them in radio discussions and related media activities.

Career Guidance and Counselling Office
The Career Guidance and Counselling Office provides counselling services to students and staff. It also organizes seminars for both staff and students on educational, career and social issues.

Sports Office
The Sports Office is responsible for the organization of sporting activities and management of all issues regarding sports and recreation of students and staff of the University.

Halls of Residence and Private Hostels

Adaklu Hall

Established on 7th October, 2007, the Adaklu Hall is the largest ultra-modern residential facility in the University. It is a three (3) storey mixed residential facility for students with kitchens, washing and ironing rooms, 24-hour security and other relevant service and utility areas. The Hall has residential capacity of approximately five hundred (500) students. This hall was named after the people of Adaklu in the Volta Region of Ghana.

Acolatse-Vodzi Hall

Acolatse-Vodzi Hall is made up of two (2) blocks, the male block named after the late James Y. Vodzi, a former Principal of the then Ho Technical Institute and the Female Block named after the late Henrietta Acolatse of the then Department of Secretaryship and Management Studies. It accommodates about three hundred (300) students.

Students Representative Council (SRC)

The Students Representative Council (SRC) is the official representative organ of students of the University and is responsible for presenting the views of students to the appropriate bodies for consideration. It also co-ordinates the social, cultural and recreational activities of students of the University. The Executive Officers of the SRC include the President, Vice-President, General Secretary, Treasurer and Women's Commissioner.

ASSOCIATIONS AND LINKAGES:

The University is a member of the Association of African Universities (AAU) and Commonwealth Association of Polytechnics/Technical Universities in Africa. The University has also established academic and research links with several Universities and Research Institutions worldwide *(refer to www.htu.edu.gh*).

ADMISSION REQUIREMENTS

Below are the programmes offered by the University and their respective entry requirements:

1. MASTER OF TECHNOLOGY (M.TECH) PROGRAMMES

Applicants must possess a good first degree in the relevant field of study plus an appreciable working experience. All M.Tech degrees are open to graduates of any accredited and recognized universities.

2. BACHELOR OF TECHNOLOGY (B.TECH) PROGRAMMES

Applicants must possess credit passes in six (6) subjects including core subjects at WASSCE and SSSCE levels. Applicants with Higher National Diplomas in related field(s) of study with a minimum of Second Class (Lower Division) and any other equivalent qualifications may also be considered for admission. Details of entry requirements may be found in admission advertisements for specific programmes.

3. HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

A. SSSCE Applicants

    i.   Six passes (A-D) in all subjects, including English Language and Mathematics; and

    ii.   At least three (3) of the passes must be relevant to the area of specialization.

B. WASSCE Applicants

    i.   Six passes (A1-C6) in all subjects, including English Language and Mathematics; and

    ii.   Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.

C. Diploma in Business Studies (DBS) Applicants

Applicants must be holders of Diploma in Business Studies certificates in the relevant programme.

D. GBCE and ABCE Applicants

Applicants must possess at least five (5) GBCE credits including English and Business Mathematics or two (2) ABCE passes.

E. Teachers' Certificate 'A' Holders

Applicants must be holders of the Teachers' Certificate 'A' in the related field of study.

F. Technical Institute Applicants

Applicants with any of the following qualifications may apply:

    i.   Technician Part II or III certificate.

    ii.   Certificate II (Must obtain passes in English Language, Mathematics, Integrated Science plus any three (3) relevant trade courses; and

    iii.   Pre-HND candidates.

G. Mature Candidates

    i.   Must be at least 25 years old by the time of application;

    ii.   Must pass a written aptitude test (English, Mathematics and General paper in the area of specific programme of study); and/or

    iii.   Pass an interview.

H. International Applicants

International applicants may be admitted on the basis of qualifications from their countries for which equivalence shall be determined by the National

Accreditation Board (NAB) of Ghana and submitted to Ho Technical University. Evidence of proficiency in English Language will be required in the case of applicant(s) from non-English speaking countries. International applicants must acquire Non-Citizens Ghana card as a pre-requisite for admission. International applicants who fail to provide evidence of having acquired this card will not have their applications processed.

I. Visiting Studentship (Special Admissions)

This operates under the principle of Academic Credit Transfer, requiring the recognition of courses, study periods and examinations which have been completed in another institution. Under this scheme, students who have completed part of their studies at their home universities are admitted to spend at least a semester of study at the University under close supervision of the host institution, after which they return to complete their studies at their home university. Acceptance is normally based on the applicant's previous academic record and his/her proposed programme. Credits earned under this special study programme are transferable. To be eligible for participation in this programme, therefore, one must have obtained a minimum Cumulative Grade Point Average (CGPA) or an equivalent grading system adjudged by both institutions as the acceptable entry grade point. In all cases, applicants must have an academic record that is above average.

ACADEMIC DIVISIONS
1. School of Graduate Studies

The School of Graduate Studies is responsible for co-ordinating all graduate programmes of the University and those of institutions to which the University is affiliated. It maintains links with Graduate Schools in other tertiary institutions and promotes exchange of Graduate Students and Staff engaged in graduate work between the University and other tertiary institutions.

2. Faculty of Applied Sciences and Technology

The Faculty of Applied Sciences and Technology comprises the following Departments:

   i.   Department of Agro Enterprise Development;
   ii.   Department of Computer Science;
   iii. Department of Hospitality and Tourism Management;
   iv.   Department of Mathematics and Statistics; and
   v.   Department of Food Science and Technology.

3. Faculty of Applied Social Sciences

The Faculty of Applied Social Sciences is made up of the following Departments:

   i.   Department of Multidisciplinary Studies; and
   ii.   Department of Applied Modern Languages and Communications.

4. Faculty of Art and Design

The Faculty of Art and Design consists of the following Departments:

   i.   Department of Fashion Design and Textiles; and
   ii.   Department of Industrial Art.

5. HTU Business School

The HTU Business School comprises the following Departments:

   i.   Department of Accounting and Finance;
   ii.   Department of Marketing;
   iii. Organization and Human Resource Management;
   iv.   Department of Management Sciences; and
   v.   Department of Supply Chain Management.

6. Faculty of Engineering

The Faculty of Engineering is made up of the following Departments:

i. Department of Agricultural Engineering;
ii. Department of Design, Welding and Fabrication Engineering;
iii. Department of Environmental and Renewable Energy Engineering;
iv. Department of Civil Engineering;
v. Department of Electrical/Electronic Engineering; and
vi. Department of Mechanical Engineering.

7. Faculty of Built and Natural Environment

The Faculty of Built and Natural Environment is made up of the following Departments:

i. Department of Building Technology;
ii. Department of Architecture and Estates Development; and
iii. Department of Carpentry and Wood Processing Technology.

PROFESSIONAL PROGRAMMES

The University currently runs a wide range of professional and apprenticeship programmes in business, catering/hospitality, industrial art, fashion and clothing, engineering, beauty culture/cosmetology, masonry, etc. Certificates are awarded to successful students at the end of the programme. The professional programmes include:

i. Institute of Chartered Accountant (ICA);
ii. Chartered Institute of Management Accountants (CIMA);
iii. Association of Certified Chartered Accountants (ACCA); and
iv. Chartered Institute of Bankers (CIB).

BREAKDOWN OF PROGRAMMES
FACULTY OF APPLIED SCIENCES AND TECHNOLOGY
HND AGRO ENTERPRISE DEVELOPMENT
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AE	191	PERSONAL DEVELOPMENT PLANING I
AED	101	INTRODUCTION TO AGRIC. ECONOMICS
AED	103	AGRICULTURAL POTENTIAL & DEV. IN GHANA
AED	105	VEGETABLE CROPS PRODUCTION
AED	107	SOIL SCIENCE MGT. & CONSERVATION
AED	109	ANIMAL PRODUCTION I (Non-Ruminants)
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AE	192	PERSONAL DEVELOPMENT PLANNING II
AED	104	AGRICULTURAL FIELD MACHINERY
AED	106	ARABLE CROPS PRODUCTION
AED	108	NON-TRADITIONAL AGRICULTURE PRODUCTS
AED	110	ANIMAL PRODUCTION II (RUMINANTS)
AED	120	SUPERVISED FARM PRACTICAL WORK I
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AED	201	PRINCIPLES OF MARKETING
AED	203	PRINCIPLES OF MANAGEMENT
AED	205	SPICES, HERBS & AROMATIC PLANTS
AED	207	SOIL & WATER MANAGEMENT
AED	209	FRUIT & TREE CROP PRODUCTION
AED	211	POSTHARVEST TECH. & QUALITY ASSURANCE
AED	213	FARM ACCOUNTING I
AED	215	BUSINESS MATHEMATICS
AED	291	PERSONAL DEVT. PLANNING III

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AED	202	SUPERVISED INDUSTRIAL ATTACHMENT II
AED	204	FARM MANAGEMENT
AED	206	LANDSCAPE DESIGN & FLORICULTURE
AED	208	BASIC PRINCIPLES OF LAND SURVEY
AED	210	PLANT PHYSIOLOGY & PATHOLOGY
AED	212	AGRO-PROCESSING TECHNOLOGY
AED	214	EXPERIMENTAL DESIGN AND ANALYSIS
AED	216	INTRODUCTION TO FISHERIES
AED	220	SUPERVISED FARM PRACTICAL WORK II
AED	292	PERSONAL DEVELOPMENT PLANNING IV

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AE	391	PERSONAL DEVELOPMENT PLAN 5
AED	307	ENVIRONMENTAL MANAGEMENT
AED	309	ANIMAL HEALTH AND PHYSIOLOGY
AED	311	AGRO-PROCESSING
AED	313	GENDER ISSUES IN AGRICULTURAL ENTERPRISE
AED	315	BUSINESS LAW
AED	317	RESEARCH METHODS
ETP	310	ENTREPRENEURSHIP I

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AED	304	SALES PROMOTION MANAGEMENT & ADVERTISING
AED	308	INTEGRATED MARKETING COMMUNICATIONS
AED	312	PACKAGING, LABELLING, HANDLING & TRANSPORTATION
AED	314	INTRODUCTION TO AGRICULTURAL POLICY
AED	316	PRINCIPLES OF AGRICULTURAL EXTENSION
AED	318	PROJECT WORK (DISSERTATION)
AED	320	SUPERVISED FARM PRACTICAL WORK III
AED	392	PERSONAL DEVELOPMENT PLANNING VI
ETP	320	ENTREPRENEURSHIP II

HND COMPUTER SCIENCE

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
CSC	111	ALGEBRA
CSC	112	PROBABILITY & STATISTICS
CSC	113	INTRODUCTION TO PROGRAMMING (C)
CSC	114	INTERNET TECHNOLOGY

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
CSC	121	CALCULUS
CSC	122	DIGITAL ELECTRONICS
CSC	123	COMPUTER HARDWARE
CSC	124	OBJECT ORIENTED PROGRAMMING WITH C
CSC	125	LEGAL AND ETHICAL ISSUES

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CSC	211	DATABASE CONCEPTS AND TECHNOLOGY
CSC	212	WEB-BASED CONCEPTS AND TECHNOLOGY
CSC	213	PROGRAMMING USING VISUAL BASIC
CSC	214	DATA COMMUNICATIONS AND NETWORK I
CSC	215	DATA STRUCTURES AND ALGORITHMS
CSC	216	INTRODUCTION TO MICROPROCESSORS

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CSC	221	OPERATING SYSTEMS
CSC	222	SYSTEMS ANALYSIS AND DESIGN
CSC	223	RESEARCH METHODS
CSC	224	DATA COMMUNICATION AND NETWORKS II
CSC	225	SOFTWARE ENGINEERING
CSC	227	OPERATIONS RESEARCH

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CSC	311	PROGRAMMING USING JAVA
CSC	312	WEB PROGRAMMING AND ADMINISTRATION
CSC	313	DATABASE MANAGEMENT SYSTEMS (ORACLE)
CSC	314	MANAGEMENT
CSC	315	LINUX
CSC	316	PROJECT I
ETP	310	ENTREPRENEURSHIP I

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CSC	321	COMPUTER SECURITY
CSC	322	INFORMATION SYSTEMS
CSC	323	ARTIFICIAL INTELLIGENCE
CSC	324	MOBILE SERVICE SYSTEM DESIGN
CSC	325	COMPUTER ORGANIZATION AND ARCHITECTURE
CSC	326	PROJECT II
ETP	320	ENTREPRENEURSHIP II

HND INFORMATION COMMUNICATION TECHNOLOGY
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
ICT	110	INTRODUCTION TO COMPUTING
ICT	111	ELEMENTS OF PROGRAMMING
ICT	112	PROBABILITY AND STATISTICS
ICT	113	INTERNET TECHNOLOGY
ICT	114	INTRODUCTION TO MANAGEMENT

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
ICT	120	PROGRAMMING USING C
ICT	121	HARDWARE & SOFTWARE INSTALLATIONS & MAINTENANCE

COURSE	CODE	COURSE NAME
ICT	122	DISCRETE MATHEMATICS
ICT	123	CALCULUS
ICT	124	INTRODUCTION TO FINANCIAL ACCOUNTING

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ICT	210	PROGRAMMING USING VISUAL BASIC 6.0
ICT	211	DATABASE SYSTEMS AND APPLICATION
ICT	212	WEB-BASE CONCEPTS AND APPLICATIONS
ICT	213	DATA STRUCTURES AND ALGORITHM
ICT	214	INTRODUCTION TO SOFTWARE ENGINEERING
ICT	215	DATA COMMUNICATION AND NETWORKS

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ICT	220	PROGRAMMING WITH VISUAL BASIC.NET
ICT	221	SYSTEM ANALYSIS & DESIGN
ICT	222	DATABASE MANAGEMENT SYSTEMS (ORACLE)
ICT	223	DATA COMMUNICATION & NETWORKS II
ICT	224	OPERATING SYSTEM
ICT	225	MANAGEMENT INFORMATION SYSTEM

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
ICT	310	PROJECT I
ICT	311	WEB PROGRAMMING
ICT	312	SYSTEMS ADMINISTRATION
ICT	313	PROGRAMMING USING JAVA
ICT	314	RESEARCH METHODOLOGY

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
ICT	321	E-COMMERCE
ICT	322	MOBILE SERVICE SYSTEMS DESIGN
ICT	323	COMPUTER GRAPHICS
ICT	324	INFORMATION SYSTEMS SECURITY
ICT	326	PROJECT II

HND HOSPITALITY AND TOURISM MANAGEMENT
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
HCM	101	FOOD PRODUCTION OPERATION I
HCM	121	FOOD AND BEVERAGE SERVICE I
HCM	131	FRONT OFFICE OPERATION I
HCM	141	ACCOMMODATION OPERATION I
SCN	109	FOOD SCIENCE
SCN	141	SANITATION AND SAFETY

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
HCM	201	FOOD PRODUCTION OPERATION II
HCM	205	FOOD AND BEVERAGE SERVICE II
HCM	132	FRONT OFFICE OPERATION II
HCM	243	ACCOMMODATION OPERATION II
PUS	102	PURCHASING, COSTING AND CONTROL
SCN	112	NUTRITION
SCN	122	FOOD SCIENCE II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
FREN	203	HOSPITALITY FRENCH
HCM	203	HOSPITALITY ACCOUNTING
HCM	213	FOOD PRODUCTION OPERATION III
HCM	223	FOOD AND BEVERAGE SERVICE III
HCM	243	ACCOMMODATION OPERATION III
HCM	253	INTRODUCTION TO TOURISM
LGS	203	HOSPITALITY LAW I
SCN	233	FOOD TECHNOLOGY

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
HCM	214	FOOD PRODUCTION OPERATION IV
HCM	224	FOOD AND BEVERAGE SERVICE IV
HCM	234	FRONT OFFICE OPERATION III
HCM	244	ACCOMMODATION OPERATION IV
HCM	254	HOSPITALITY MANAGEMENT
LGS	204	HOSPITALITY LAW II
MKT	204	HOSPITALITY MARKETING
STA	204	RESEARCH METHODOLOGY

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
HCM	315	FOOD PRODUCTION MANAGEMENT
HCM	325	FOOD & BEVERAGE MANAGEMENT
HCM	335	FRONT OFFICE MANAGEMENT
HCM	345	ACCOMMODATION OPERATION MANAGEMENT
HCM	375	BAR OPERATION & MANAGEMENT
SCN	355	HOSPITALITY ENGINEERING AND MAINTENANCE
STA	305	PROJECT SEMINAR

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
HCM	306	HOSPITALITY ACCOUNTING II
HCM	316	FOOD PRODUCTION MANAGEMENT II
HCM	326	FOOD AND BEVERAGE MANAGEMENT II
HCM	336	HUMAN RESOURCE MANAGEMENT
HCM	346	ACCOMMODATION OPERATION MANAGEMENT II
HCM	366	HOSPITALITY OPERATION MANAGEMENT
STA	306	PROJECT WORK

FOOD SCIENCE AND TECHNOLOGY
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
FTECH	111	TECHNIQUES IN LABORATORY ANALYSIS I
FTECH	112	FOOD SERVICE OPERATIONS & MGT.

COURSE	CODE	COURSE NAME
FTECH	113	GENERAL CHEMISTRY
FTECH	114	GENERAL BIOLOGY
MATH	161	INTRODUCTION TO STATISTICS

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
FTECH	121	TECHNIQUES IN LAB. ANALYSIS II
FTECH	122	FOOD COMMODITIES
FTECH	123	FOOD SAFETY
FTECH	124	NUTRITION AND HEALTH
FTECH	125	INTRODUCTION TO FOOD SCIENCE
FTECH	126	ORGANIC CHEMISTRY

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
FTECH	210	FOOD ANALYSIS I
FTECH	211	FOOD CHEMISTRY I
FTECH	212	BASIC MICROBIOLOGY
FTECH	213	FOOD PROCESSING AND PRESERVATION
FTECH	214	FOOD PRODUCTION SYSTEMS
FTECH	215	EMERGING TRENDS IN FOOD SCIENCE

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
FTECH	204	RESEARCH DESIGN AND IMPLEMENTATION
FTECH	252	FOOD ANALYSIS II
FTECH	254	FOOD CHEMISTRY II
FTECH	256	FOOD HYGIENE AND SANITATION
FTECH	262	FOOD ENGINEERING
FTECH	264	FOOD PACKAGING

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
FTECH	310	FOOD MICROBIOLOGY & FERMENTATION
FTECH	311	POSTHARVEST TECHNOLOGY

COURSE	CODE	COURSE NAME
FTECH	312	BIOCHEMISTRY & METABOLISM
FTECH	315	PRINCIPLES OF MARKETING
FTECH	316	PRINCIPLES OF MANAGEMENT

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
FTECH	320	SENSORY EVALUATION
FTECH	323	RESEARCH PROJECT AND SEMINAR
FTECH	324	FOOD PRODUCT DEVELOPMENT
FTECH	325	QUALITY ASSURANCE AND LEGISLATION

HND MATHEMATICS AND STATISTICS
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
STA	111	ELEMENTS OF MATHEMATICS I
STA	113	STATISTICAL METHODS I
STA	115	PROBABILITY I
STA	117	ECONOMIC THEORY

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
STA	120	ELEMENTS OF MATHEMATICS II
STA	122	STATISTICAL METHODS II
STA	124	PROBABILITY II
STA	126	APPLIED ECONOMICS

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
STA	210	CALCULUS & MATRIX ALGEBRA I
STA	211	PROBABILITY III
STA	213	SAMPLE SURVEY I
STA	215	RESEARCH METHODOLOGY
STA	217	STATISTICAL COMPUTING I

| STA | 219 | DEMOGRAPHY I |
| STA | 221 | DESIGN AND ANALYSIS OF EXPERIMENTS I |

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
STA	220	CALCULUS AND MATRIX ALGEBRA II
STA	222	DESIGN AND ANALYSIS OF EXPERIMENTS II
STA	224	SAMPLE SURVEY II
STA	226	NATIONAL ACCOUNTS
STA	228	STATISTICAL COMPUTING II
STA	230	DEMOGRAPHY II
STA	232	PROJECT REPORT

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
STA	310	OFFICIAL STATISTICS I
STA	311	MULTIVARIATE DATA ANALYSIS
STA	313	STATISTICAL QUALITY CONTROL
STA	315	STATISTICAL REPORT WRITING
STA	319	FINANCIAL MANAGEMENT

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
STA	320	STATISTICAL ORGANISATION AND OPERATIONS
STA	322	STATISTICS FOR DEVELOPMENT AND ECONOMIC PLANNING
STA	324	OPERATIONS RESEARCH
STA	328	OFFICIAL STATISTICS II
STA	330	FINANCIAL ACCOUNTING
STA	332	DISSERTATION

FACULTY OF ART AND DESIGN
HND FASHION DESIGN AND TEXTILES
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I

COURSE	CODE	COURSE NAME
FDT	101	PATTERN TECHNOLOGY I
FDT	103	GARMENT TECHNOLOGY I
FDT	109	FASHION DESIGN & ILLUSTRATION I
FDT	111	TEXTILES DESIGN I
FDT	119	TAILORED PATTERN DEVELOPMENT I
FDT	121	TAILORED GARMENT PRODUCTION I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
FDT	102	PATTERN TECHNOLOGY II
FDT	104	GARMENT TECHNOLOGY II
FDT	110	FASHION DESIGN AND ILLUSTRATION II
FDT	112	TEXTILES DESIGN AND TECHNOLOGY II
FDT	114	MILLINERY/ACCESSORIES I
FDT	120	TAILORED PATTERN DEVELOPMENT II
FDT	122	TAILORED GARMENT PRODUCTION II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
FDT	201	PATTERN TECHNOLOGY III
FDT	203	GARMENT TECHNOLOGY III
FDT	209	FASHION DESIGN III
FDT	211	TEXTILES DESIGN & TECHNOLOGY III
FDT	213	FASHION MERCHANDISING & ENTREPRENEURSHIP
FDT	215	FASHION ILLUSTRATION & PRESENTATION III (COMPUTER SKILLS)
FDT	217	PRODUCTION MANAGEMENT I
FDT	219	TAILORED PATTERN DEVELOPMENT III
FDT	221	TAILORED GARMENT PRODUCTION III
FDT	223	MILLINERY AND ACCESSORIES II

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
FDT	202	PATTERN TECHNOLOGY IV
FDT	204	GARMENT TECHNOLOGY IV
FDT	218	TAILORED PATTERN DEVELOPMENT III
FDT	220	TAILORED GARMENT PRODUCTION III
FDT	222	MILLINERY & ACCESSORIES III

FDT	226	INDUSTRIAL ATTACHMENT II

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
FDT	301	PATTERN TECHNOLOGY V
FDT	303	GARMENT TECHNOLOGY V
FDT	307	RESEARCH METHODS I
FDT	309	FASHION DESIGN IV
FDT	313	COMPUTER SKILLS
FDT	317	PRODUCTION MANAGEMENT AND QUALITY CONTROL II
FDT	321	FASHION MARKETING
FDT	323	MILLINERY & ACCESSORIES DESIGN IV

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
FDT	302	COLLECTION BOOK, EXHIBITION & FASHION SHOW
FDT	306	GRADUATION PROJECT
FDT	308	RESEARCH METHODS

HND INDUSTRIAL ART
PAINTING OPTION

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	101	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
IAF	111	BASIC DESIGN I
IAF	112	COLOUR PSYCHOLOGY
IAF	113	HISTORY OF ANCIENT ART I
IAF	114	FUNDAMENTALS OF DRAWING
IAF	115	SPRAYING PAINTING I
IAF	116	TECHNICAL DRAWING I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CL	112	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
IAF	121	BASIC DESIGN II
IAF	122	TRADITIONAL STUDIES
IAF	123	HISTORY OF ANCIENT ART II
IAF	124	DRAWING COMPOSITION
IAF	125	SPRAYING PAINTING II
IAF	126	TECHNICAL DRAWING II
INA	149	INDUSTRIAL ATTACHMENT I

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
IAP	231	HISTORY OF PAINTING I
IAP	232	MATERIALS AND METHODS
IAP	233	FIGURE PAINTING I
IAP	234	COMPOSITIONAL PAINTING I
IAP	235	PRINT MAKING I
IAP	236	COMPUTER ART I
IAP	237	SPATIAL DESIGN I

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
IAD	241	RESEARCH METHODOLOGY
IAP	241	HISTORY OF PAINTING II
IAP	242	MATERIAL PREPARATION
IAP	243	FIGURE PAINTING II
IAP	244	COMPOSITIONAL PAINTING II
IAP	245	PRINT MAKING II
IAP	246	COMPUTER ART II
IAP	247	SPATIAL DESIGN II
IAP	248	STILL LIFE DRAWING I
INA	249	INDUSTRIAL ATTACHMENT II

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
IAD	351	SEMINAR
IAP	351	HISTORY OF PAINTING III

COURSE CODE		COURSE NAME
IAP	352	STILL LIFE DRAWING II
IAP	353	FIGURE PAINTING III
IAP	354	COMPOSITIONAL PAINTING III
IAP	355	DIGITAL PAINTING I

LEVEL 300 - SECOND SEMESTER

COURSE CODE		COURSE NAME
ETP	320	ENTREPRENEURSHIP II
IAP	361	HISTORY OF PAINTING IV
IAP	362	STILL LIFE DRAWING III
IAP	363	FIGURE PAINTING IV
IAP	364	COMPOSITIONAL PAINTING IV
IAP	365	DIGITAL PAINTING II
PRW	310	PROJECT WORK

CERAMICS OPTION
LEVEL 100 - FIRST SEMESTER

COURSE CODE		COURSE NAME
AFS	101	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
IAF	111	BASIC DESIGN I
IAF	112	COLOUR PSYCHOLOGY
IAF	113	HISTORY OF ANCIENT ART I
IAF	114	FUNDAMENTALS OF DRAWING
IAF	115	SPRAYING PAINTING I
IAF	116	TECHNICAL DRAWING I

LEVEL 100 - SECOND SEMESTER

COURSE CODE		COURSE NAME
CL	112	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
IAF	121	BASIC DESIGN II
IAF	122	TRADITIONAL STUDIES
IAF	123	HISTORY OF ANCIENT ART II
IAF	124	DRAWING COMPOSITION
IAF	125	SPRAYING PAINTING II
IAF	126	TECHNICAL DRAWING II
INA	149	INDUSTRIAL ATTACHMENT I

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
IAC	231	CERAMIC RAW MATERIAL I
IAC	232	INTRODUCTORY CERAMICS CHEMISTRY I
IAC	233	HISTORY OF CERAMICS I
IAC	234	STUDIO CERAMICS I
IAC	235	COMPUTER AIDED DESIGN I
IAC	236	TRADITIONAL GHANAIAN POTTERY
IAC	237	DRAWING I

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
IAC	241	CERAMIC RAW MATERIAL II
IAC	242	INTRODUCTORY CERAMICS CHEMISTRY II
IAC	243	HISTORY OF CERAMICS II
IAC	244	STUDIO CERAMICS II
IAC	245	COMPUTER AIDED DESIGN II
IAC	246	TRADITIONAL WEST AFRICAN POTTERY
IAC	247	DRAWING II
IAD	241	RESEARCH METHODOLOGY
INA	249	INDUSTRIAL ATTACHMENT II

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
IAC	351	CERAMIC DESIGN TECHNIQUES I
IAC	352	CERAMIC PROCESSING METHODS I
IAC	353	CONTEMPORARY CERAMICS I
IAC	354	STUDIO CERAMICS III
IAC	355	KILN DESIGN & CONSTRUCTION TECHNOLOGY
IAC	356	CERAMIC MOULD AND CASTING PROCESSES I
IAD	351	SEMINAR

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
IAC	361	CERAMIC DESIGN TECHNIQUES II
IAC	362	CERAMIC PROCESSING METHODS 11
IAC	363	CONTEMPORARY CERAMICS II
IAC	364	STUDIO CERAMICS IV

IAC	365	STRUCTURAL CLAY PRODUCTS
IAC	366	CERAMIC MOULD AND CASTING PROCESSES II
PRW	310	PROJECT WORK

GRAPHIC DESIGN OPTION

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	101	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
IAF	111	BASIC DESIGN I
IAF	112	COLOUR PSYCHOLOGY
IAF	113	HISTORY OF ANCIENT ART I
IAF	114	FUNDAMENTALS OF DRAWING
IAF	115	SPRAYING PAINTING I
IAF	116	TECHNICAL DRAWING I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CL	112	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
IAF	121	BASIC DESIGN II
IAF	122	TRADITIONAL STUDIES
IAF	123	HISTORY OF ANCIENT ART II
IAF	124	DRAWING COMPOSITION
IAF	125	SPRAYING PAINTING II
IAF	126	TECHNICAL DRAWING II
INA	149	INDUSTRIAL ATTACHMENT I

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
IAG	231	COMPUTER GRAPHICS I
IAG	232	BASIC LETTERING AND TYPOGRAPHY
IAG	233	PRINTING PROCESSES
IAG	234	DRAWING
IAG	235	INTRODUCTION TO PHOTOGRAPHY
IAG	236	INTERIOR DECORATION I
IAG	237	ADVERTISING TECHNOLOGY
IAG	238	DESIGN HISTORY

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
IAD	241	RESEARCH METHODOLOGY
IAG	241	COMPUTER GRAPHICS II
IAG	242	ADVANCED LETTERING AND TYPOGRAPHY
IAG	243	ADVANCED PRINTING AND BOOK BINDING
IAG	244	COMPOSITIONAL DRAWING
IAG	245	CAMERA OPERATIONS
IAG	246	INTERIOR DECORATION II
IAG	247	APPLIED ADVERTISING TECHNOLOGY
INA	249	INDUSTRIAL ATTACHMENT II

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
IAD	351	SEMINAR
IAG	351	COMPUTER GRAPHICS III
IAG	352	PRINT MAKING
IAG	353	ADVERTISING AND PUBLIC RELATIONS I
IAG	354	ILLUSTRATION FIGURE DRAWING
IAG	355	ADVANCED PHOTOGRAPHY
IAG	356	FUNDAMENTALS OF PACKAGING

LEVEL 300 – SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
IAG	361	COMPUTER GRAPHICS IV
IAG	362	PRINTING TECHNOLOGIES
IAG	363	ADVERTISING AND PUBLIC RELATIONS II
IAG	364	ILLUSTRATION COMPOSITION
IAG	365	DIGITAL PHOTOGRAPHY
IAG	366	CORPORATE IDENTITY
PRW	310	PROJECT WORK

SCULPTURE OPTION
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	101	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I

COURSE	CODE	COURSE NAME
IAF	111	BASIC DESIGN I
IAF	112	COLOUR PSYCHOLOGY
IAF	113	HISTORY OF ANCIENT ART I
IAF	114	FUNDAMENTALS OF DRAWING
IAF	115	SPRAYING PAINTING I
IAF	116	TECHNICAL DRAWING I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
IAF	121	BASIC DESIGN II
IAF	122	TRADITIONAL STUDIES
IAF	123	HISTORY OF ANCIENT ART II
IAF	124	DRAWING COMPOSITION
IAF	125	SPRAYING PAINTING II
IAF	126	TECHNICAL DRAWING II
INA	149	INDUSTRIAL ATTACHMENT I

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
IAS	231	HISTORY OF SCULPTURE I
IAS	232	MATERIALS AND METHODS I
IAS	233	DRAWINGS AND ILLUSTRATION I
IAS	234	CARVING I
IAS	235	MODELLING AND CASTING I
IAS	236	ASSEMBLAGE AND CONSTRUCTION I
IAS	237	INTERIOR AND FURNITURE DESIGN I
IAS	238	COMPUTER ART-3D I

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
IAD	241	RESEARCH METHODOLOGY
IAS	241	HISTORY OF SCULPTURE II
IAS	242	MATERIALS AND METHODS II
IAS	243	DRAWING AND ILLUSTRATION II
IAS	244	CARVING II
IAS	245	MODELLING AND CASTING II
IAS	246	ASSEMBLAGE AND CONSTRUCTION II
IAS	247	INTERIOR AND FURNITURE DESIGN II

COURSE	CODE	COURSE NAME
IAS	249	COMPUTER ART-3D II
INA	249	INDUSTRIAL ATTACHMENT II

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
IAD	351	SEMINAR
IAS	351	HISTORY OF SCULPTURE III
IAS	352	MATERIALS AND METHODS III
IAS	353	DRAWING AND ILLUSTRATION III
IAS	354	CARVING III
IAS	355	MODELLING AND CASTING III
IAS	356	ASSEMBLAGE AND CONSTRUCTION III

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
IAS	361	HISTORY OF SCULPTURE IV
IAS	362	MATERIALS AND METHODS IV
IAS	363	DRAWING AND ILLUSTRATION IV
IAS	364	CARVING IV
IAS	365	MODELLING AND CASTING IV
IAS	366	ASSEMBLAGE AND CONSTRUCTION IV
PRW	310	PROJECT WORK

TEXTILES OPTION
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	101	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
IAF	111	BASIC DESIGN I
IAF	112	COLOUR PSYCHOLOGY
IAF	113	HISTORY OF ANCIENT ART I
IAF	114	FUNDAMENTALS OF DRAWING
IAF	115	SPRAYING PAINTING I
IAF	116	TECHNICAL DRAWING I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CL	112	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
IAF	121	BASIC DESIGN II
IAF	122	TRADITIONAL STUDIES
IAF	123	HISTORY OF ANCIENT ART II
IAF	124	DRAWING COMPOSITION
IAF	125	SPRAYING PAINTING II
IAF	126	TECHNICAL DRAWING II
INA	149	INDUSTRIAL ATTACHMENT I

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
IAT	231	WEAVING PROCESSES
IAT	232	FIBRE AND YARN PREPARATION I
IAT	233	DESIGN & COLOUR I
IAT	234	PURIFICATION PROCESSES
IAT	235	TEXTILE CALCULATION I
IAT	236	CLASSIFICATION AND PROPERTIES OF TEXTILE FIBRES
IAT	237	DRAWING I

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
IAD	241	RESEARCH METHODOLOGY
IAT	241	WOVEN FABRICS
IAT	242	FIBRE AND YARN PREPARATION II
IAT	243	DESIGN & COLOUR II
IAT	244	DYEING AND PRINTING
IAT	245	TEXTILE CALCULATION II
IAT	246	NATURAL CELLULOSE FIBRES AND TESTING
IAT	247	DRAWING II
IAT	248	MOTIF DRAWING
INA	249	INDUSTRIAL ATTACHMENT II

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
IAD	351	SEMINAR
IAT	351	NON-WOVEN FABRICS I
IAT	352	YARN CONSTRUCTION I

COURSE	CODE	COURSE NAME
IAT	353	INTRODUCTORY EMBROIDERY
IAT	354	CHEMICAL PROCESSES AND COLOUR
IAT	355	NATURAL PROTEIN FIBRES
IAT	356	TEXTILES DESIGN I

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
IAT	361	NON-WOVEN FABRICS II
IAT	362	YARN CONSTRUCTION II
IAT	363	ADVANCED EMBROIDERY
IAT	364	FINISHING PROCESSES
IAT	365	MAN-MADE FIBRES
IAT	366	TEXTILE DESIGN II
PRW	310	PROJECT WORK

HTU BUSINESS SCHOOL
HND ACCOUNTANCY
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ACC	101	PRINCIPLES OF FINANCIAL ACCOUNTING I
ACC	103	INTRODUCTION TO MICRO ECONOMICS
ACC	106	PRINCIPLES & ELEMENTS OF BUSINESS LAW
ACC	109	BUSINESS COMMUNICATION
ACC	110	BUSINESS MATHEMATICS
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ACC	102	PRINCIPLES OF FINANCIAL ACCOUNTING II
ACC	104	APPLIED ECONOMICS
ACC	106	PRINCIPLES OF MANAGEMENT I
ACC	110	PUBLIC ADMINISTRATION
ACC	108	COMPANY AND PARTNERSHIP LAW
ACC	112	QUANTITATIVE METHODS I
CLT	122	COMPUTER LITERACY II

COURSE	CODE	COURSE NAME
COS	120	COMMUNICATION SKILLS II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ACC	201	FINANCIAL ACCOUNTING I
ACC	203	PUBLIC SECTOR ACCOUNTING I
ACC	207	QUANTITATIVE METHODS II
ACC	205	COST ACCOUNTING I
ACC	209	MANAGEMENT II

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ACC	202	FINANCIAL ACCOUNTING II
ACC	206	COST ACCOUNTING II
ACC	208	MANAGEMENT INFORMATION SYSTEMS
ACC	204	RESEARCH METHODOLOGY
ACC	210	PUBLIC SECTOR ACCOUNTING II
ACC	212	AUDITING

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ACC	305	TAXATION I
ACC	307	MANAGEMENT ACCOUNTING
ACC	309	FINANCIAL MANAGEMENT
ACC	311	FINANCIAL ACCOUNTING III
ACC	314	AUDITING II
ETP	310	ENTREPRENEURSHIP I

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ACC	306	TAXATION II
ACC	308	ACCOUNTING THEORY
ACC	310	CORPORATE FINANCE II
ACT	312	FINANCIAL ACCOUNTING IV
ACC	314	PROJECT WORK
ETP	320	ENTREPRENEURSHIP II

HND MARKETING

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
MKT	101	MARKETING FUNDAMENTALS I
MKT	102	CUSTOMER COMMUNICATIONS I
MKT	103	ECONOMICS I
MKT	104	QUANTITATIVE STUDIES I
MKT	105	MARKETING ENVIRONMENT I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
MKT	111	MARKETING FUNDAMENTALS II
MKT	112	CUSTOMER COMMUNICATIONS II
MKT	113	ECONOMICS II
MKT	114	QUANTITATIVE STUDIES II
MKT	115	MARKETING ENVIRONMENT II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
MKT	205	BUSINESS LAW I
MKT	206	FINANCIAL ACCOUNTING I
MKT	207	BEHAVIOURAL ASPECTS OF MARKETING I
MKT	208	MARKETING OPERATIONS I
MKT	209	MANAGEMENT INFORMATION FOR MARKETING DECISIONS I
MKT	210	MARKETING/CUSTOMER INTERFACE I
MKT	211	MANAGEMENT FOR MARKETING I

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
MKT	215	BUSINESS LAW II
MKT	216	FINANCIAL ACCOUNTING II
MKT	217	BEHAVIOURAL ASPECTS OF MARKETING II
MKT	218	MARKETING OPERATION II
MKT	219	MANAGEMENT INFORMATION FOR MARKETING DECISIONS II
MKT	220	MARKETING/CUSTOMER INTERFACE II
MKT	221	MANAGEMENT FOR MARKETING II

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
MKT	301	MARKETING PLANNING & CONTROL I
MKT	302	MARKETING MANAGEMENT I
MKT	303	INTERNATIONAL MARKETING I
MKT	304	PROJECT MANAGEMENT I
MKT	305	MARKETING COMMUNICATIONS I
MKT	306	SELLING AND SALES MANAGEMENT

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
MKT	311	MARKETING PLANNING & CONTROL II
MKT	312	MARKETING MANAGEMENT II
MKT	313	INTERNATIONAL MARKETING II
MKT	314	PROJECT MANAGEMENT II
MKT	315	MARKETING COMMUNICATIONS II

HND SECRETARYSHIP AND MANAGEMENT STUDIES
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
SMS	111	TYPEWRITING I
SMS	112	ECONOMICS
SMS	115	SECRETARIAL ENGLISH I
SMS	116	INTRODUCTION TO ACCOUNTING I
SMS	117	INTRODUCTION TO PROCUREMENT MANAGEMENT
SMS	119	SECRETARIAL FRENCH I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
SMS	121	INTRODUCTION TO ACCOUNTING II
SMS	122	PRINCIPLES OF BUSINESS MANAGEMENT

SMS	123	TYPEWRITING II
SMS	126	SECRETARIAL ENGLISH II
SMS	127	PRINCIPLES OF MARKETING
SMS	128	PRINCIPLES OF BUSINESS LAW
SMS	129	SECRETARIAL FRENCH II

LEVEL 200 - FIRST SEMESTER

COURSE CODE		COURSE NAME
SMS	211	QUANTITATIVE METHODS
SMS	212	TYPEWRITING III
SMS	213	CORPORATE AND CIVIL LAW
SMS	214	INTRODUCTION TO BUSINESS COMMUNICATION
SMS	215	COMPUTER APPLICATIONS I
SMS	216	SECRETARIAL ENGLISH III
SMS	217	ORGANISATIONAL BEHAVIOUR I
SMS	218	COST & MANAGEMENT ACCOUNTING
SMS	219	SECRETARIAL FRENCH III

LEVEL 200 - SECOND SEMESTER

COURSE CODE		COURSE NAME
SMS	221	BUSINESS COMMUNICATION
SMS	222	OFFICE MANAGEMENT
SMS	223	TYPEWRITING IV
SMS	224	EVENT MANAGEMENT
SMS	225	ORGANISATIONAL BEHAVIOUR II
SMS	226	SECRETARIAL ENGLISH IV
SMS	227	COMPUTER APPLICATIONS II
SMS	229	SECRETARIAL FRENCH IV
SMS	228	RESEARCH METHODS

LEVEL 300 - FIRST SEMESTER

COURSE CODE		COURSE NAME
ETP	310	ENTREPRENEURSHIP I
SMS	311	STRATEGIC MANAGEMENT
SMS	312	OPERATIONS MANAGEMENT
SMS	313	SECRETARIAL PRACTICE I
SMS	315	PRACTICAL OFFICE TRAINING
SMS	317	ADMINISTRATIVE LAW
SMS	318	HUMAN RESOURCE MANAGEMENT

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
SMS	321	INDUSTRIAL RELATIONS
SMS	322	MANAGEMENT INFORMATION SYSTEMS
SMS	323	SECRETARIAL PRACTICE II
SMS	325	PROJECT WORK
SMS	327	BUSINESS POLICY & ETHICS
SMS	328	HUMAN RESOURCE DEVELOPMENT

HND PURCHASING AND SUPPLY
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AFS	**100**	**AFRICAN STUDIES**
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
PUS	101	QUANTITATIVE METHODS I
PUS	103	ECONOMICS I
PUS	105	INTRODUCTION TO PROCUREMENT MANAGEMENT I
PUS	107	INTERNAL & EXTERNAL RELATIONSHIPS IN PROCUREMENT I
PUS	109	PROCUREMENT CONTEXTS I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
PUS	102	QUANTITATIVE METHODS II
PUS	104	ECONOMICS II
PUS	106	INTRODUCTION TO PROCUREMENT MANAGEMENT II
PUS	108	INTERNAL & EXTERNAL RELATIONSHIP IN PROCUREMENT II
PUS	110	PROCUREMENT CONTEXTS II
PUS	112	BUSINESS COMMUNICATION
PUS	114	COST & BUSINESS ACCOUNTING
PUS	116	INDUSTRIAL ATTACHMENT

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
PUS	201	BUSINESS & PUBLIC ADMINISTRATION I
PUS	203	MANAGING PURCHASING & SUPPLY RELATIONSHIPS I

PUS	205	INFORMATION COMMUNICATION TECHNOLOGY I
PUS	207	COMMERCIAL LAW I
PUS	209	PUBLIC PROCUREMENT: PRACTICE AND CONTRACT
PUS	211	MANAGING & SECURING SUPPLIES I
PUS	213	UNDERSTANDING THE PROCUREMENT ENVIRONMENT I
PUS	215	NEGOTIATION IN PROCUREMENT

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
PUS	202	BUSINESS & PUBLIC ADMINISTRATION II
PUS	204	MANAGING PURCHASING AND SUPPLY RELATIONSHIPS II
PUS	206	INFORMATION COMMUNICATION TECHNOLOGY II
PUS	208	COMMERCIAL LAW II
PUS	210	PUBLIC PROCUREMENT: ACT 663
PUS	212	MANAGING AND SECURING SUPPLIES II
PUS	214	UNDERSTANDING THE PROCUREMENT ENVIRONMENT II
PUS	216	RESEARCH METHODOLOGY
PUS	218	INDUSTRIAL ATTACHMENT

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
PUS	301	STRATEGIC SUPPLY CHAIN MANAGEMENT I
PUS	303	INTERNATIONAL BUSINESS MANAGEMENT I
PUS	305	ORGANIZATIONAL BEHAVIOUR I
PUS	307	MARKETING I
PUS	309	PROCUREMENT IN ACTION
PUS	311	ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT
PUS	313	MANAGEMENT PROCUREMENT PERFORMANCE

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
PUS	302	STRATEGIC SUPPLY CHAIN MANAGEMENT II
PUS	304	INTERNATIONAL BUSINESS MANAGEMENT II
PUS	306	ORGANISATIONAL BEHAVIOUR II
PUS	308	MARKETING II
PUS	310	ANALYZING RISK IN PROCUREMENT
PUS	312	PROCUREMENT ETHICS
PUS	314	PROJECT WORK

HND BANKING AND FINANCE

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ACC	101	PRINCIPLES OF FINANCIAL ACCOUNTING I
ACC	103	INTRODUCTION TO MICRO ECONOMICS
ACC	106	PRINCIPLES AND ELEMENT OF BUSINESS LAW
BAF	110	BASIC MATHEMATICS
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
ACC	102	PRINCIPLES OF FINANCIAL ACCOUNTING II
BAF	104	INTRODUCTION TO MACRO ECONOMICS
ACC	108	COMPANY AND PARTNERSHIP LAW
ACC	109	BUSINESS COMMUNICATION
BAF	110	INTRODUCTION TO STATISTICS
BAF	106	MANAGEMENT & ORGANIZATIONAL BEHAHIOR
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
BAF	201	FINANCIAL ACCOUNTING
BAF	203	FINANCIAL MARKETS, INSTITUTIONS & MONETARY ECONOMICS
BAF	205	COST AND MANAGEMENT ACCOUNTING
BAF	207	MANAGEMENT INFORMATION SYSTEM
BAF	209	MARKETING OF FINANCIAL SERVICES
BAF	211	QUANTITATIVE METHODS
BAF	213	BUSINESS ETHICS

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
BAF	212	FINANCIAL REPORTS ANALYSIS
BAF	202	INTERNATIONAL TRADE FINANCE
BAF	204	BANKING OPERATIONS
BAF	206	BANKING LAW & REGULATIONS
ACC	204	BUSINESS RESEARCH METHODS
BAF	211	MICROFINANCE AND RURAL BANKING

BAF 212 FINANCIAL REPORTS ANALYSIS

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
BAF	301	CORPORATE GOVERNANCE
BAF	303	TREASURY MANAGEMENT
BAF	305	CREDIT MANAGEMENT
ACC	309	FINANCIAL MANAGEMENT
BAF	311	INVESTMENT MANAGEMENT
BAF	310	ENTREPRENEURSHIP

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ACC	310	CORPORATE FINANCE
BAF	312	STRATEGIC MANAGEMENT
BAF	314	INTERNATIONAL FINANCE MANAGEMENT
BAF	316	BANK RISK MANAGEMENT
BAF	318	SEMINAR-BANKING & FINANCE
ACC	314	PROJECT WORK

HND AGRICULTURAL ENGINEERING

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
AE	111	MAINTENANCE OF AGRICULTURAL MACHINES & EQUIPMENT
AE	121	FOOD CROPS PRESERVATION
AE	131	AGRICULTURAL TOOLS AND IMPLEMENTS MANUFACTURE
AE	141	IRRIGATION WATER MANAGEMENT I
AE	191	PERSONAL DEVELOPMENT PLANNING I
COS	110	COMMUNICATION SKILLS I
CLT	112	COMPUTER LITERACY I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AE	152	LAND SURVEYING
AE	162	DESIGN AND MANUFACTURING
AE	172	AGRICULTURAL PRODUCE TRANSPORT
AE	182	ASSESSING AGRIC. TECHNOLOGIES OF COMMUNITIES

COURSE	CODE	COURSE NAME
AE	191	PERSONAL DEVELOPMENT PLANNING
COS	120	COMMUNICATION SKILLS II
CLT	122	COMPUTER LITERACY II
AE	103	COMMUNITY ATTACHMENT

LEVEL 200 – FIRST SEMESTER

COURSE	CODE	COURSE NAME
AE	211	REPAIRS AND MAINTENANCE OF AGRICULTURAL MACHINES & IMPLEMENTS I
AE	221	SOIL AND WATER CONSERVATION
AE	231	ENTREPRENEURSHIP: BUSINESS ENTERPRISE IDENTIFICATION
AE	291	PERSONAL DEVELOPMENT PLANNING III
COS	120	COMMUNICATION SKILLS II
CLT	132	AUTOCAD I

LEVEL 200 – SECOND SEMESTER

COURSE	CODE	COURSE NAME
AE	242	IMPROVE FOOD PRESERVATION SYSTEM
AE	221	SUPERVISE MANUFACTURING
AE	262	IRRIGATION WATER II
AE	272	ASSESSMENT & REPORTING ON BUSINESS ENTERPRISE
AE	292	PERSONAL DEVELOPMENT PLANNING IV
CLT	132	AUTOCAD II
AE	203	INDUSTRIAL ATTACHMENT

LEVEL 300 – FIRST SEMESTER

COURSE	CODE	COURSE NAME
AE	311	WORK SCHEDULE PREPARATION & IMPLEMENTATION
AE	321	REPAIRS AND MAINTENANCE OF AGRICULTURAL MACHINES & IMPLEMENTS
AE	331	ENTREPRENEURSHIP: BUSINESS ENTERPRISE IDENTIFICATION
AE	391	PERSONAL DEVELOPMENT PLANNING IV
AE	361	PROJECT WORK I

LEVEL 300 – SECOND SEMESTER

COURSE	CODE	COURSE NAME
AE	332	ENTREPRENEURSHIP: BUSINESS ENTERPRISE ESTABLISHMENT II
AE	342	AGRO WASTE MANAGEMENT |& SANITATION
AE	352	JOB TRAINING
AE	362	PROJECT WORK II
AE	392	PERSONAL DEVELOPMENT PLANNING VI

HND CIVIL ENGINEERING

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CEC	101	CIVIL ENGINEERING PROJECT I
CEC	103	STRUCTURAL DESIGN I
CEC	105	PRINCIPLES OF SURVEYING
CEC	107	CIVIL ENGINEERING PROJECT II
CEC	109	BASIC DRAWING I
CEC	111	CIVIL ENGINEERING CONSTRUCTION I
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
MAT	111	ENGINEERING MATHEMATICS I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
CVE	102	DRAINAGE ENGINEERING
CVE	104	SOIL ENGINEERING
CVE	106	CIVIL ENGINEERING PROJECT III
CVE	108	ROAD ENGINEERING
CVE	114	CIVIL ENGINEERING PROJECT IV
CVE	116	SURVEYING
MAT	112	ENGINEERING MATHEMATICS II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CVE	201	PROJECT III
CVE	203	MEASUREMENT OF CIVIL ENG. WORK I
CVE	205	CIVIL ENGINEERING CONSTRUCTION II

CVE	207	HYDRAULICS & FLUID MECHANICS II
CVE	209	IRRIGATION ENGINEERING
CVE	211	CIVIL MAINTENANCE
CVE	213	SANITARY ENGINEERING
CVE	215	HYDROLOGY & WATER SUPPLY
CVE	217	TECHNICAL REPORT & RESEARCH METHODOLOGY

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CVE	202	INDUSTRIAL ATTACHMENT

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CVE	301	CIVIL ENGINEERING CONSTRUCTION III
CVE	303	THEORY OF STRUCTURES & RCD
CVE	305	MEASUREMENT OF CIVIL ENG. WORKS II
CVE	307	CONSTRUCTION ACCOUNTING
CVE	309	CIVIL MAINTENANCE
CVE	311	PROJECT IV
CVE	313	SURVEYING
CVE	315	BUILDING SERVICES II
CVE	317	ESTIMATION OF CIVIL ENG. WORKS
ETP	310	ENTREPRENEURSHIP I

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
CVE	302	FINAL PROJECT
CVE	304	CONSTRUCTION MANAGEMENT
CVE	306	ORGANIZATIONAL STUDIES
CVE	308	CONTRACT LAW/ADMINISTRATION
ETP	320	ENTREPRENEURSHIP II

HND MECHANICAL ENGINEERING

AUTOMOBILE ENGINEERING OPTION:

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
EEE	110	ELECTRICAL ENGINEERING
MAT	111	ENGINEERING MATHEMATICS I
MCE	121	THERMODYNAMICS I
MCE	131	MECHANICS OF MACHINES I
MCE	141	STRENGTH OF MATERIALS I
MCE	143	MECHANICS OF FLUIDS I
MCE	151	ENGINEERING DRAWING I
MCE	161	WORKSHOP PROCESSES AND PRACTICE I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
MAT	112	ENGINEERING MATHS II
MCE	122	THERMODYNAMICS II
MCE	132	MECHANICS OF MACHINES II
MCE	142	STRENGTH OF MATERIALS II
MCE	144	MECHANICS OF FLUIDS II
MCE	152	ENGINEERING DRAWING II
MCE	162	WORKSHOP PROCESSES & PRACTICES II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
EEE	233	BASIC ELECTRONICS
MAT	213	ENGINEERING MATHS III
MCE	201	AUTOMOBILE WORKSHOP PRACTICE I
MCE	213	PRINCIPLES OF MACHINE DESIGN
MCE	215	INTERNAL COMBUSTION ENGINES I
MCE	283	VEHICLE TECHNOLOGY I
MCE	285	AUTOMOTIVE ELECTRICALS
MCE	293	MATERIALS TECHNOLOGY
STA	247	RESEARCH METHODS

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME

CAD	206	COMPUTER AIDED DESIGN
MAT	214	ENGINEERING MATHEMATICS IV
MCE	202	AUTOMOBILE WORKSHOP PRACTICE II
MCE	204	VEH. ENG. SCIENCE & LABORATORY WORK
MCE	216	INTERNAL COMBUSTION ENGINES II
MCE	218	INSTRUMENTATION AND CONTROL
MCE	276	AUTOMOTIVE HEATING & AIR CONDITIONING
MCE	284	VEHICLE TECHNOLOGY II
MCE	286	AUTOMOTIVE ELCTRONICS I

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
ENT	310	ENTREPRENEURSHIP 1
LAN	315	LAW OF BUSINESS & CARRIAGE I
MCE	310	INTERNAL COMBUSTION ENGINES III
MCE	313	WORKSHOP PRACTICE III
MCE	335	WORKSHOP ORGANIZATION & ADMINISTRATION I
MCE	383	VEHICLE TECHNOLOGY III
MCE	387	AUTOMOTIVE ELECTRONICS II
MCE	389	MANAGEMENT & CONTROL OF TRANSPORT

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
LAN	310	LAW OF BUSINESS & CARRIAGE II
MCE	302	WORKSHOP ORGANIZATION & ADMINISTRATION II
MCE	304	VEHICLE ENGINEERING SCIENCE & LAB. WORK II
MCE	308	MANAGEMENT ACCOUNTING & FINANCE
MCE	316	AUTOMOTIVE WORKSHOP PRACTICE IV
MCE	318	PROJECT WORK II
MCE	384	VEHICLE TECHNOLOGY IV
MCE	388	AUTOMOTIVE HYDRAULICS & PNEUMATICS
MCE.	311	PRINCIPLES OF SUPERVISION

PRODUCTION ENGINEERING OPTION:
LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
EEE	110	ELECTRICAL ENGINEERING
MAT	111	ENGINEERING MATHEMATICS I

COURSE	CODE	COURSE NAME
MCE	121	THERMODYNAMICS I
MCE	131	MECHANICS OF MACHINES I
MCE	143	MECHANICS OF FLUIDS I
MCE	151	ENGINEERING DRAWING I
MCE	161	WORKSHOP PROCESSES AND PRACTICE I
MCE	191	STRENGTH OF MATERIALS I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
COS	120	COMMUNICATION SKILLS II
MAT	112	ENGINEERING MATHS II
MCE	122	THERMODYNAMICS II
MCE	132	MECHANICS OF MACHINES II
MCE	142	STRENGTH OF MATERIALS II
MCE	144	MECHANICS OF FLUIDS II
MCE	152	ENGINEERING DRAWING II
MCE	162	WORKSHOP PROCESSES & PRACTICES II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
EEE	233	BASIC ELECTRONICS
MAT	213	ENGINEERING MATHEMATICS III
MCE	203	METROLOGY
MCE	233	MECHANICS OF MACHINES III
MCE	263	MANUFACTURING TECHNOLOGY I
MCE	293	MATERIALS TECHNOLOGY
MCE.	213	MACHINE DESIGN I

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
MAT	214	ENGINEERING MATHEMATICS IV
MCE	214	MACHINE DESIGN II
MCE	234	MECHANICS OF MACHINES IV
MCE	242	COMPUTER AIDED DESIGN
MCE	264	MANUFACTURING TECHNOLOGY II
MCE	272	INSTRUMENTATION AND MEASUREMENT
MCE	282	INSTALLATION & MAINTENANCE

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME

COURSE	CODE	COURSE NAME
ETP	310	ENTREPRENEURSHIP I
MCE	315	JIG & TOOL DESIGN I
MCE	325	RESEARCH METHODS
MCE	365	MANUFACTURING TECHNOLOGY III
MCE	367	PRODUCTION PLANNING & CONTROL
MCE	371	INSTRUMENTATION & CONTROL I
MCE	391	QUALITY CONTROL I
SMS	305	MANAGEMENT AND ORGANIZATION I

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
ETP	320	ENTREPRENEURSHIP II
MCE	306	MANAGEMENT AND ORGANIZATION II
MCE	308	MANAGEMENT ACCOUNTING & FINANCE
MCE	342	JIG & TOOL DESIGN II
MCE	366	MANUFACTURING TECHNOLOGY IV
MCE	372	INSTRUMENTATION AND CONTROL II
MCE	382	PROJECT WORK II
MCE	392	QUALITY CONTROL II

HND BUILDING TECHNOLOGY

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
BUT	101	BUILDING SCIENCES
BUT	103	BUILDING MATERIALS
BUT	105	STRENGTH OF MATERIALS
BUT	107	BUILDING DRAWING I
BUT	109	CONSTRUCTION TECHNOLOGY I
CLT	112	COMPUTER LITERACY I
COS	110	COMMUNICATION SKILLS I
MAT	101	BUILDING MATHEMATICS I

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
AFS	100	AFRICAN STUDIES
BUT	102	BUILDING SCIENCE II
BUT	104	LAND SURVEYING I
BUT	106	STRENGTH OF MATERIALS II
BUT	108	BUILDING DRAWING II
BUT	110	CONSTRUCTION TECHNOLOGY II

CLT	122	COMPUTER LITERACY II
COS	120	COMMUNICATION SKILLS II
MAT	102	BUILDING MATHEMATICS II

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
BUT	201	BUILDING SERVICES I
BUT	203	LAND SURVEYING II
BUT	205	STRENGTH OF MATERIALS III
BUT	207	MEASUREMENT OF CONSTRUCTION WORKS I
BUT	209	CONSTRUCTION TECHNOLOGY III
BUT	211	CONSTRUCTION ESTIMATING
BUT	213	SITE ORGANISATION & PROCEDURES
BUT	217	ENVIRONMENTAL IMPACT OF CONSTRUCTION ACTIVITIES
BUT	218	CONSTRUCTION ACCOUNTING

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
BUT	202	BUILDING SERVICES II
BUT	204	RESEARCH METHODOLOGY
BUT	206	THEORY AND DESIGN OF STRUCTURES I
BUT	208	MEASUREMENT OF CONSTRUCTION WORKS II
BUT	210	CONSTRUCTION TECHNOLOGY IV
BUT	212	BUILDING MAINTENANCE
BUT	214	INDUSTRIAL ATTACHMENT

LEVEL 300 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
BUT	301	BUILDING LAW I
BUT	303	BUILDING MANAGEMENT
BUT	305	THEORY AND DESIGN OF STRUCTURES II
BUT	307	MEASUREMENT OF CONSTRUCTION WORKS III
BUT	309	CONSTRUCTION TECHNOLOGY V
BUT	311	PROJECT PLANNING AND CONTROL
BUT	313	PROJECT PHASE 1
BUT	315	COMPUTER APPLICATION
BUT	316	TECHNICAL REPORT WRITING
ETP	310	ENTREPRENEURSHIP I

LEVEL 300 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
BUT	302	BUILDING LAW II
BUT	304	BUILDING ECONOMICS
BUT	306	HUMAN RELATIONS IN THE CONSTRUCTION INDUSTRY
BUT	308	CONTRACT ADMINISTRATION
BUT	310	MARKETING OF CONSTRUCTION PRODUCTS
BUT	314	PROJECT WORK FINAL PHASE
ETP	320	ENTREPRENEURSHIP II

HND ELECTRICAL/ ELECTRONIC ENGINEERING

LEVEL 100 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
MAT	111	ENGINEERING MATHEMATICS
EEE	101	ELECTRONICS I
EEE	121	APPLIED ELECTRICITY I
EEE	123	MEASUREMENT & INSTRUMENTATION I
MCE	111	APPLIED THERMODYNAMICS (HEATING & COOLING)
MCE	115	ENGINEERING DRAWING
COS	101	COMMUNICATION SKILLS I
CLT	101	COMPUTER LITERACY I
AFS	100	AFRICAN STUDIES

LEVEL 100 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
MAT	112	ENGINEERING MATHEMATICS II
EEE	102	ELECTRONICS II
EEE	122	APPLIED ELECTRICITY II
EEE	132	ELECTRICAL MACHINES I
EEE	144	ELECTRICAL ENGINEERING LAB I
EEE	145	TECHNICAL REPORT WRITING
MCE	132	MECHANICS OF FLUIDS
COS	102	COMMUNICATION SKILLS II
CLT	112	COMPUTER LITERACY II
AFS	100	AFRICAN STUDIES

LEVEL 200 - FIRST SEMESTER

COURSE	CODE	COURSE NAME
MAT	211	ENGINEERING MATHEMATICS III
EEE	211	TELECOMMUNICATION
EEE	225	MEASUREMENT & INSTRUMENTATION II
EEE	231	ELECTRICAL MACHINES II
EEE	144	ELECTRICAL ENGINEERING LAB II
EEE	208	DIGITAL ELECTRONICS
EEE	235	RENEWABLE ENERGY

LEVEL 200 - SECOND SEMESTER

COURSE	CODE	COURSE NAME
MAT	212	ENGINEERING MATHEMATICS IV
EEE	227	INTRODUCTION TO COMPUTER TECH
EEE	222	CONTROL SYSTEM I
EEE	232	ELECTRICAL MACHINE III
EEE	246	ELECTRICAL ENGINEERING LAB IV
EEE	212	TELECOMMUNICATION II
EEE	242	POWER SYSTEM II
STA	325	RESEARCH METHODS

LEVEL 300 – FIRST SEMESTER

COURSE	CODE	COURSE NAME
EEE	301	MICRO COMPUTERS
SMS	311	MANAGEMENT AND ORGANISATION I
EEE	327	COMPUTER APPLICATIONS I
EEE	331	POWER ELECTRONICS I
EEE	337	ELECTRICAL EQUIPMENT MAINTENANCE
EEE	343	ELECTRICAL ENGINEERING LAB IV
EEE	345	ELECTRICAL ENGINEERING PRACTICE
EEE	347	PROJECT I
ETP	310	ENTREPRENEURSHIP I

ELECTIVE

EEE	311	TELECOMMUNICATION III
EEE	321	CONTROL SYSTEM II
EEE	341	POWER SYSTEMS III

LEVEL 300 – SECOND SEMESTER

COURSE	CODE	COURSE NAME
EEE	328	FAULT DIAGNOSIS IN ELECT.
EEE	306	ELECTRONIC SERVICING
EEE	327	COMPUTER APPLICATIONS
EEE	332	POWER ELECTRONICS II
EEE	344	ELECTRICAL ENGINEERING LAB VI
EEE	345	ELECTRICAL ENGINEERING PRACTICE
EEE	327	COMPUTER APPLICATION
EEE	348	PROJECT II
ETP	302	ENTREPRENEURSHIP II

ELECTIVE

EEE	312	TELECOMMUNICATION IV
EEE	322	CONTROL SYSTEM III
EEE	342	POWER SYSTEMS IV

BACHELOR OF TECHNOLOGY PROGRAMMES
B.TECH HOSPITALITY AND TOURISM MGT.

FIRST SEMESTER

COURSE	CODE	COURSE NAME
HTM	301	FRONT OFFICE MANAGEMENT
HTM	303	PRODUCTION TECHNOLOGY
HTM	305	HUMAN RESOURCE MANAGEMENT
HTM	307	HOUSE KEEPING MANAGEMENT
HTM	309	PRINCIPLES OF TOURISM
HTM	311	RESTAURANT MANAGEMENT
HTM	313	HOSPITALITY & TOURISM MARKETING

SECOND SEMESTER

COURSE	CODE	COURSE NAME
HTM	302	INFORMATION TECHNOLOGY
HTM	304	HOSPITALITY AND TOURISM FRENCHI
HTM	306	TOURIST PSYCHOLOGY
HTM	308	STRATEGIC MANAGEMENT
HTM	310	BASIC STATISTICS
HTM	312	TRAVEL GEOGRAPHY
HTM	314	RESEARCH METHODOLOGY

THIRD SEMESTER

COURSE	CODE	COURSE NAME
HTM	401	HOSPITALITY AND TOURISM FRENCH II
HTM	403	TRAVEL AND TOUR OPERATIONS
HTM	405	ENTREPREURSHIP
HTM	407	HOSPITALITY ACCOUNTING

FOURTH SEMESTER

COURSE	CODE	COURSE NAME
HTM	409	SUPERVISED INDUSTRIAL ATTACHMENT
HTM	499	PROJECT/DISSERTATION

B.TECH AGRICULTURALL ENGINEERING

FIRST SEMESTER

COURSE	CODE	COURSE NAME
AGE	401	CROP STORAGE AND STRUCTURES
AGE	403	FARM POWER AND POWER TRANSMISSION
AGE	405	SOIL MECHANICS
AGE	407	INTRODUCTION TO CAD AND CAM/MATHS LAB.
AGE	409	MECHANICAL ENGINEERING PRACTICES
AGE	411	AGRICULTURAL METEOROLOGY
AGE	413	ENGINEERING MATHEMATICS

SECOND SEMESTER

COURSE	CODE	COURSE NAME
AGE	402	AGRO PROCESSING AND PACKAGING
AGE	404	RURAL SOCIOLOGY AND EXTENSION EDUCATION
AGE	406	DESIGN AND FABRICATION OF FARM MACHINERY
AGE	408	AGRICULTURAL MATERIAL HANDLING
AGE	410	FARM STRUCTURES AND ENVIRONMENTAL CONTROL
AGE	412	IRRIGATION AND DRAINAGE
AGE	414	RURAL ENGINEERING

THIRD SEMESTER

COURSE CODE		COURSE NAME
AGE	501	POSTHARVEST LOSSES, CONTROL AND FOOD PRESERVATION
AGE	503	MAINTENANCE AND REPAIRS OF AGRICULTURAL MACHINERY
AGE	505	SOIL AND WATER CONSERVATION ENGINEERING
AGE	507	ENVIRONMENTAL ISSUES IN AGRICULTURAL ENGINEERING PRACTICES
AGE	509	ENTREPRENEURSHIP
AGE	511	ENGINEERING ECONOMY AND MANAGEMENT
AGE	513	RESEARCH METHODS

FOURTH SEMESTER

COURSE CODE		COURSE NAME
AGE	502	INDUSTRIAL ATTACHMENT (PRACTICAL TRAINING)
AGE	504	PROJECT WORK

B.TECH AUTOMOBILE ENGINEERING
FIRST SEMESTER

COURSE CODE		COURSE NAME
AEB	311	POWER TRAIN ENGINEERING I
AEB	321	ELECTRONIC VEHICLE MANAGEMENT SYSTEMS
AEB	331	VEHICLE INSPECTION AND DIAGNOSTICS
AEB	341	DIAGNOSTICS OF VEHICLES WITH ELECTRONIC MANAGEMENT SYSTEMS
AEB	351	PRINCIPLES OF DRIVING
AEB	301	COMPUTER APPLICATIONS
AEB	303	AUTOMOTIVE ENGINEERING SEMINAR I

SECOND SEMESTER

COURSE CODE		COURSE NAME
AEB	312	POWER TRAIN ENGINEERING I
AEB	322	ELECTRONIC AUXILIARY UNITS
AEB	333	ENGINE RETROFITTING
AEB	342	BODY WORKS AND SPRAYING
AEB	302	COMPUTER APPLICATION II
AEB	362	OPERATION ANALYSIS
AEB	304	AUTOMOTIVE ENGINEERING LABORATORY I
AEB	352	THERMO-FLUIDS OF AUTOMOTIVE SYSTEMS

THIRD SEMESTER

COURSE CODE		COURSE NAME

AEB	413	MAINTENANCE ENGINEERING
AEB	423	AUTOMOTIVE MANUFACTURING PRODUCTION
AEB	403	AUTOMOTIVE ENGINEERING SEMINAR II
AEB	443	AUTOMOTIVE COMPONENT AND SYSTEMS DESIGN
AEB	453	INDUSTRIAL ATTACHMENT

FOURTH SEMESTER

COURSE CODE COURSE NAME

| AEB | 304 | PROJECT WORK |

GRADUATION REQUIREMENTS

For candidates to qualify for the award of a Higher National Diploma (HND), he/she must satisfy the following conditions:

a) Earn a minimum of ninety (90) credit hours in the three (3) year duration;

b) Obtain a minimum Cumulative Grade Point Average (CGPA) of 1.5;

c) Attend lectures and pass all the required courses;

d) Complete a required period of industrial attachment; and

e) Fulfil all his/her financial obligations to the University.

Awards/Scholarships Available

The following awards are available for graduates of the University:

i. Institute of Chartered Accountants - Ghana Award for the Best Graduating Student in Management;

ii. Henrietta Acolatse-Amofa Award for the Best Graduating Student in Secretarial English;

iii. Francis Komla Ganyaglo Award for the Best Graduating Student in HND Marketing;

iv. Institute of Chartered Accountants - Ghana Award for the Best Graduating Student in Accountancy.

v.   Prince Kofi Kludjeson Award for the Best Graduating Student in Accounting.

vi.   Abdallah Ali-Nakyea Award for the Best Graduating Student in Taxation;

vii. Phoenix Insurance Award for the Best Graduating Student in Banking & Finance;

viii. Japan Motors Award to the Best Graduating Student in Mechanical Engineering (Automobile Option)

ix.   KCS Award to the Best Graduating Student in Hotel Catering and Institutional Management;

x.   Power Factor Ghana Limited Award to the Best Graduating Male Student in Electrical/Electronic Engineering

xi.   Power Factor Ghana Limited Award to the Best Graduating Female Student in Electrical/Electronic Engineering

xii. Fashion Excellence Award to the best Graduating Student in Fashion Design and Textiles;

xiii. Ghana Institute of Surveyors Award to the Best Graduating Student in Building Technology;

xiv. Ghna Institute of Engineers Award to the Best Graduating Student in Engineering;

xv.   Raincoat Roofing Award to the 1st and 2nd Best Graduating Students in Building Technology;

xvi. Raincoat Roofing Award to the 1st and 2nd Best Graduating Students in Civil Engineering;

xvii. Department of Computer Science Award to the Best Graduating Student in Computer Science/ICT;

xviii. Industrial Art Special Award to the best Graduating Artist;

xix. Zenith Bank Overall Best Graduating Student of the Faculty of Applied Sciences and Technology;

xx.   Vice-Chancellor's Award to the Overall Best Graduating Sport Personality sponsored by DOSFund;

xxi.   DOSFund Award to the Overall Best Graduating Female Engineering Student;

xxii.   Harrisson Belley's Award to the Overall best Graduating Female Student; and

xxiii.   Alumni Association Award to the Overall Best Graduating Student.

THE NUNYA LIBRARY

The Nunya library is made up of six functional sections namely collection development/acquisition, cataloguing and classification, circulation, reference/reader services, electronic resources, and technical services.

- The Collection Development and Acquisition Section is responsible for acquiring books and other resources.
- The Cataloguing and Classification Section is responsible for processing acquired books and other information resources for orderly storage and easy retrieval. The University adopts the Library of Congress(LC) classification scheme for processing all its information resources acquired.
- The Circulation Section is responsible for making the library resources available to users. This involves searching and finding information for users, charging and discharging library resources (borrowing material) as well as registering new members to grant them right to access the library resources.
- The Reference and Reader Services Section houses resources that are special in nature or limited collection and for that matter can only be consulted in the library.
- The Technical Section is responsible for providing indirect services that support the running of the library. These include reprographic services, binding and mending of worn-out books.

Library Resources

The Nunya Library's resources are made up of both print and electronic materials. The E-library section houses the e-resources made up of databases (e-resources) of Consortium of Academic and Research Libraries in Ghana (CARLIGH), the open access resources, e-books and Nunya local collections. The E-library also has links to a lot of open access resources where students and lecturers can download journal articles and e-books. The Nunya library is a member of the CARLIGH.

Opening hours
During semester:
Monday – Friday 9:00am- 10:00pm

Examination period:
Monday – Friday 9:00am- 10:00pm
Saturdays & Sundays 8:30am - 3:30 p.m.

Vacation Periods:
Monday – Friday 9:00am - 4:30p.m.

Library Registration
All interested members are to submit a completed library registration form. In addition users are required to provide the following:

- HND students: student ID card and 2 passport-size pictures
- B. Tech students: student ID card and 4 passport-size pictures
- M. Tech students: student ID card and 6 passport-size pictures
- Staff: Staff ID card or any form of identification and 6 passport-size pictures

Undergraduate students are allowed to keep borrowed books for a maximum period of two (2) weeks while graduate students and staff can borrow books for a period of four (4) weeks.
Regulations

Regulations of the Library include:

i. Food, water, drink etc. should not be brought into the library;

ii. Smoking and drinking alcoholic beverages in the library is prohibited;

iii. Bags and other goods brought into the library should be deposited on the shelve at the entrance of the library ;

iv. Valuable items such as money, jewellery, laptops, tablets, phones etc should not be kept in bags deposited;

v. Tempering with library materials, mutilation, defacing or writing in library books is prohibited;

vi. Open discussions, audible sound from electronic gadgets or engaging in any form of noise-making in the library is strictly prohibited;

vii. Receiving phone calls in the library is strictly prohibited, whilst in the library, put all mobile phones on silent mode and receive calls outside the library;

viii. Students who are found disturbing in the library may be asked to leave;

ix. Students can be randomly checked to trace missing items; and

x. Watching of pornographic materials in the library is forbidden and may attract sanctions.

Penalties

Below are the sanctions for breach of library regulations:

i. Approved penalty units per day for overdue books;

ii. Prohibition from borrowing additional books until the current books are returned;

iii. In addition to being surcharged, appropriate institutional disciplinary action shall be instituted in cases of theft (or attempted theft) of library resources and their destruction or damage; and

    iv.   Imposition of twice the cost of lost, misplaced, damaged library resources.

Information for students

Resources of the Library System may be accessed online at www.htu.edu.gh/library. Available also are online academic databases covering all the subject disciplines.

OCCASIONAL STUDENTSHIP

Non-members of the University may be admitted to be part of courses for up to one session/ semester, subject to the approval of the Dean of Faculty and the Head of Department concerned, and upon payment of a fee. Such persons are not eligible to take university examinations.

FOREIGN STUDENTS

Cross-cultural experience through the presence of foreign students is an integral part of the University's strategic directions under its internationalization agenda. In this regard, the University welcomes students from diverse nationalities and backgrounds to enroll on programmes or courses that will help them understand Ghanaian culture whilst obtaining relevant skills and knowledge as part of studies in their home countries.

Foreign students may be admitted if they hold qualifications equivalent to those listed above. Evidence of command of the English Language at the SSCE/WASSCE or its equivalent is required.

Short language proficiency courses are available for foreign students in French and English depending on their countries of origin. These are without specific entry requirements.

Special arrangements are made to provide residential and adequate state-of-the-art teaching and learning facilities for foreign students.

All enquiries about foreign students' admissions should be addressed to:
The Registrar,
Ho Technical University
P. O. Box 217
Ho.
Email: registrar@ htu.edu.gh
Or
Dean of International Programmes and Institutional Linkages
Email: info@htu.edu.gh

REGISTRATION AND ORIENTATION

Orientation is compulsory for all freshmen. All students are required to register fully with the Hall of Residence/Affiliation, and the relevant Faculty and Department(s) at the beginning of every semester according to the approved academic calendar. Students who fail to register by the deadline of registration shall not be allowed to take part in lectures, mid-semester and end-of- semester examinations.

To obtain credit in any course, a student must be admitted into the department, and must be properly registered for that course during the official registration period at the beginning of each semester. Departmental Academic Advisors may be consulted by students when registering courses. Choice of electives must be consistent with the teaching and examination timetables.

PENALTY FOR LATE REGISTRATION

A student who fails to register within the approved period of registration may be allowed a grace period for late registration with the approval of the Registrar. Students who register during that grace period shall be charged

a late registration fee as may be determined from time to time. No Student shall be allowed to register after the period allowed for late registration. Students who fail to register within the specified period for late registration may apply to defer their programmes of study for that semester.

DEFERMENT OF PROGRAMME

Students are advised to first consult their Head of Department and Academic advisor for advice should they wish to defer their programmes. Request for deferment of programme shall be granted for genuine reasons Applications for deferment should normally be made before the end of lectures for the semester. All applications for deferment should be submitted to the Registrar of the University through the relevant Head of Department with copies to the Dean of Faculty and Dean of Students Affairs

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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 University. In all cases, the maximum period of deferment shall be two continuous semesters.

STUDENT GOVERNANCE

The S.R.C shall be the official representative/mouthpiece or organ of the Students of the University and shall be responsible for promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students of the University; presenting the views of students to the appropriate bodies for consideration; establishing links and maintaining cordial relationships with students of other tertiary institutions within and outside Ghana; nominating students' representatives to serve on appropriate Committees; promoting cordial relationship among all sections of the University Community and maintaining good relationship with past students of the

University; publishing records of students' activities under the direction of the Dean of Students Affairs.

The S.R.C may appeal to the Vice-Chancellor of the University through the Student Affairs Officer and ultimately to the Council, whose decision shall be final. The Constitution of S.R.C shall be subject to approval by Council through the Academic Board.

Halls of Residence and other Residential Facilities

There shall be Halls of Residence and residential facilities as prescribed by the University Council. A Hall of residence shall be managed by a Hall Management Committee. The Hall Management Committee shall report to the Vice-Chancellor through the Registrar. A Hall of Residence and any other residential facility may consist of a number of Senior and Junior Members of the University determined by the Academic Board in Regulations approved for the Hall or the residential facility.

A Hall of Residence or a residential facility shall have the power to recommend disciplinary action for Hall-related offences to the Vice-Chancellor. Where the disciplinary action proposed is one of dismissal or is in the opinion of the management committee of the residential facility a major breach of discipline, the disciplinary action shall be referred to the Vice-Chancellor for confirmation. The Senior Members of a Hall shall be known as Fellows and shall be assigned by the Registrar on appointment. The Tutorial Board shall be composed of the Senior Tutor and other Tutors and student representatives. The power of Council to establish a Hall of Residence or a Residential Facility may be exercised by Council or in joint venture with a private entity or individual. It applies to such private entity or individual with such modification as may be appropriate.

Students' Associations

Students shall be entitled to form other associations in exercise of their right to freedom of association guaranteed under the Constitution of the Republic. However, no student association shall be formed nor operated without the written approval of the Registrar.

J.   SPORTS

All sporting activities of the University shall be regulated by the Sports Office. In Ho Technical University, sports and recreation is an integral part of the lifestyle of both staff and students on campus. The activities organized include Welcome Games and Socialization for Freshmen and women, Inter-Departmental and Faculty games and athletics, and S.R.C Gala.

The University takes part in organized competitions such as; University, Polytechnic and Colleges Basketball (UPAC), Ghana Technical Universities Sports Association (GHATUSA) and West African Polytechnics/Technical Universities Games Association (WAPTUGA). The disciplines competed in include Football, Volleyball, Basketball, Handball, Badminton, Table Tennis, Tennis, Taekwondo, Judo, Chess, Netball, Athletics and Cross-Country. The University recognizes and values students participation in sporting activities.

HEALTH SERVICES OFFICE

The University Clinic consists of an Out-patient Department and a Ward Section. The Clinic offers medical attention to all members of the University community, namely, students, staff and staff dependants. All new students to the University are given a thorough medical examination at the beginning of their first year.

OFFICE OF INTERNATIONAL PROGRAMMES AND INSTITUTIONAL LINKAGES

The Office of International Programmes and Institutional Linkages was established to promote and co-ordinate all the University's external relations, including international students, scholars on various exchange programmes, staff on exchange and external staff training programmes. The Office also acts as the central office to deal with links between the

University and other universities. It is headed by a Dean, who is supported by an Assistant Registrar and other administrative staff.

For enquiries, contact the Dean of International Programmes and Institutional Linkages at internationalprogrammes@htu.edu.gh

HO TECHNICAL UNIVERSITY ALUMNI ASSOCIATION

Ho Technical University began as Ho Technical Institute in 1968 and was elevated to a Polytechnic Status in 1985 to run advance level courses. In 1993, the Polytechnic assumed full tertiary status with the passage of PNDC Law 321 which upgraded all Polytechnics to fully fledged tertiary institutions.

This implies that all past students of the institution since 1968 are potential members of the Association. The Association was formerly known as HOTOSA and later became HOPOSA following the elevation of the Institution from Technical to Polytechnic status. In 1995, the Alumni representative on the Governing Council, Mr M. D. Attiehu-Dzandu facilitated the organization of a conference at which a decision was taken to form a new Alumni Association to absorb all past students and the various groupings of students, viz. HOTOSA and HOPOSA. New executives were elected from Ho and Accra branches to form the pioneer National Executive Council (NEC) of the Association.

A Constitution was drafted and promulgated in November 1995. It was subsequently reviewed in July, 2012. The Association was duly registered at the Registrar General's Department, thus providing the Association the legal basis for its activities.

For further inquiries, contact 0362196440 or email: alumnirelations@htu.edu.gh

OFFICIAL LECTURES OF THE UNIVERSITY

The University organizes series of lectures as a forum for intellectual discourse which creates opportunity for the exhibition of scholarly works. These lectures attract participants from academia, industry and the general public. Students are encouraged to participate in these lectures to expand their horizon in diverse scholarly fields. Notable among these lectures are:

- Vice Chancellor's Distinguished Lecture Series
- Afeti-Vodzi Lecture Series
- Faculty Lecture series

OTHER FACILITIES

Cafeteria: There is a cafeteria on the University campus which provides healthy catering services to both staff and students and other members of the University Community at affordable prices.

Internet Facilities: There is a reliable campus-wide internet facility which supports academic work in the University. It also gives students easy access to their portals on the University's website and facilitates communication among student and staff.

REGULATIONS FOR JUNIOR MEMBERS

1. The term "Junior Member" means a person in *statu pupillari* enrolled in Ho Technical University.

2. Regulations affecting Junior Members shall be made from time to time by the Academic Board in accordance with the Technical Universities Act, 2016 (Act 922) ("the Act") and the Statutes of Ho Technical University, 2018 ("the Statutes"). In addition to these Regulations, constituents within the University may issue their own rules governing the conduct of Junior Members within its precincts, provided that such regulations are not inconsistent with the general

regulations made by the Academic Board. Such regulations must be tabled before the Academic Board and duly approved.

3. These regulations shall apply to all Junior Members.

4. Ignorance of Regulations or of any public notice shall not be accepted as an excuse for breach. Accordingly, every student on enrolment shall be required to obtain a copy of such University regulations which are for the time being in force.

5. The operation of these Regulations is without prejudice to the application of the general laws of Ghana, the Act and the Statutes which apply to all persons in the University.

6. The officers of the University who have a special responsibility, under the Vice-Chancellor, for the discipline of Junior Members are the Dean of Students Affairs, Heads of Hall, Senior Tutors and Tutors and such officers who may be appointed from time to time. It shall be an offence to disobey authorized officers in the discharge of their University duties.

7. Admission and Residence

7.1 A Junior Member who does not hold an award granted by the Government, or by an institution recognized by the University, shall be required to pay all approved fees before registration.

7.2 A Junior Member whose accounts are in arrears and unpaid at the beginning of an academic year or semester shall not be allowed to come into residence or attend lectures until his or her outstanding accounts have been settled.

7.3 Dates of Semesters are published on University notice boards, website and announced by the Campus Radio Station.

7.4 Junior members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of semester unless permission is granted for

temporary absence. Students who are non-resident are required to register at the Halls to which they have been affiliated. It is compulsory for such students to participate actively in all activities of their halls of affiliation.

7.5 Students leaving campus overnight or travelling should sign the movement book and hand over their keys to the porter on duty.

7.6 Students organizing trips outside the University must submit a written permission and attach the names of all students embarking on such trips to their Hall Master/Warden, Dean of Students Affairs and the Registrar at least seventy-two (72) hours (3 days) before departing from campus. In case of religious trips, students must submit a written permission and attached names of all students embarking on such trips to the University Chaplain, Dean of Students Affairs and Registrar at least seventy-two (72) hours (3 days) before departing from campus. In all cases, students embarking on such trips must be accompanied by authorized patrons of the Association or the group.

7.7 All Junior Members to the University shall undergo Medical Examination at approved health facilities upon admission. The University may advise a student to discontinue his or her studies on medical grounds.

7.8 Membership of the Students' Representative Council is compulsory for all Junior Members.

8.0 Names of Junior Members

8.1 For the purposes of the University, Junior Members are known only by the names which they have signed in the Application Form/Register of Matriculation and are known by those names only in the sequence in which they were signed (that is, first name, middle name (s) and surname).

8.2   **Change of Name**

The University does not accept requests to change or amend names or other records of students. However, corrections of wrongly spelt names may be considered. In such cases, students may apply to the Office of the Registrar with supporting documents for consideration.

9.0   Attendance at Lectures and Examinations

9.1   Junior Members are required to attend lectures, tutorials, practical classes and internships specified for their course of study, and all such examinations as the University or the departments may from time to time require, and to perform all written and practical work prescribed for them.

9.2   Junior Members who absent themselves from lectures, tutorials and practical classes for a cumulative period of three (3) weeks in any one semester will be deemed not to have satisfied the attendance requirements for the semestral examinations and therefore shall not be admitted for examination. Such Junior Members shall apply to re-take their examinations.

9.3   For the purpose of implementing paragraph 9.2,   Lecturers shall be required to maintain a record of students' attendance at lectures.

10.   Dress Code

10.1   All Junior Members are required to wear the academic dress appropriate to their status on the following ceremonial occasions:

      i.   Matriculation

     ii.   Congregation

10.2   All Junior Members are required to dress decently on all occasions within the premises of the University or on approved trips outside the University. For this purpose, the University shall prescribe from time to time what constitutes indecent dressing.

11.   Damage/Destruction of University Property

Students may be surcharged for damages or destruction caused to any property of the University.

12.   Formation of Associations and Clubs

12.1   Student Associations and Clubs in the University shall be formed by a reasonable number of interested students. In addition, there must be a Senior Member who will be the Patron.

12.2   The request should be submitted for approval by the Registrar through the relevant Head of Department or Dean of Students Affairs (where applicable) and shall be accompanied by their recommendations and the constitution/bye-laws of the proposed Association or Club.

12.3   The proposed Association or Club shall be formally published in authorized publications of the University after approval by the Registrar.

12.4   Within three (3) months from the date of the promulgation of the Association or Club, the Secretary shall submit the names of persons holding principal offices of the Association or Club to the Registrar and the Dean of Students. Thereafter, the Registrar and the Dean of Student Affairs shall be furnished with the names of their Principal Officers when there is a change in leadership.

13.   Public Functions within the University

13.1   Students who wish to organize any public function within the Hall of Residence shall obtain prior written permission from the Registrar through their Heads of Hall. The Dean of Students Affairs must be notified of such event or function.

13.2   Where the function is to be organized outside the Hall of residence, prior written permission must be sought from the Registrar through the Dean of Students Affairs.

13.3 An application for permission to organize a function should provide the following information:
  i. Purpose of function;
  ii. date, venue, time and duration of the function; and
  iii. Names and profiles of both internal and external participants at the function.

13.4 This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function should formally reach the Registrar at least five (5) days before the function takes place. The Head of Hall/Dean of Student Affairs may impose such other requirements and conditions as may appear to him to be necessary or desirable.

13.5 For the purpose of this section, a public function is one to which persons other than Senior and Junior Members of the University are invited or entitled to attend.

14. Processions and Demonstrations

14.1 Any student or group of students who wish to organize a Demonstration, Rally, Assembly or Procession (DRAP) on or off campus of the University shall apply to the Registrar through the Dean of Students Affairs for permission at least three days (3) before the procession/demonstration is due to take place.

14.2 The notification shall state the purpose of the DRAP and the name(s) of the organizer (s).

14.3 Students may not demonstrate or go on procession in or outside campus without the prior written approval of the Registrar.

14.4 The Registrar in consultation with the Dean of Students Affairs may prescribe special conditions, limitations or restrictions as may be deemed appropriate in the circumstances.

14.5 The DRAP will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage

of traffic. Such an approved route should be stated in the application letter.

14.6   DRAP shall be held between the hours of 7:00 am and 6:00 pm.

14.7   During the DRAP, nothing shall be done or said that may occasion violence or cause a breach of the peace.

14.8   If any acts of violence and/or breach of University, Hall or other regulations occur during a DRAP or other mass action, the perpetrators as well as the organizer (s) shall be held jointly and severally responsible.

14.9   The fact that a DRAP is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.

14.10 For DRAP outside the University, the organizer (s) shall, in addition to the foregoing, notify the Police and follow other requirements under the Public Order Act, 1994 (Act 491).

15.   Publications

15.1   A student or group of students who wishes or intends to produce a student publication (magazines, newsletters, bulletins, brochures, press statements etc) within the University shall obtain written permission from the Vice-Chancellor through the Dean of Students Affairs for such a publication.

15.2   A copy of each issue will be lodged with the Vice-Chancellor, Head of Hall and Dean of Student Affairs as appropriate and the University Librarian on publication.

15.3   Each edition of the publication shall state the name of the Editor, the Membership of the Editorial Board and the Publisher.

15.4   The members of the Editorial Board will be held jointly responsible for the full contents of each edition of the publication.

16.   OFFENCES

16.1   Academic Offences

It shall be an offence for a student:

(a) to forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;

(b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;

(c) to impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;

(d) to re-present, without acknowledgment of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work;

(e) to submit any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;

(f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;

(g) to engage in the sale of unpublished academic lecture materials, such as lecture notes, handouts, slides without authority;

(h) to gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substitution examination material for the benefit of the student or any other person;

(i) to steal a colleague's assignment or answer script.

(j) to present or use fake certificates or documentation for purposes of gaining admission into the University;

(k) to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

16.2 A graduate of the University may be charged with any of the above offences committed while he or she was an active student, when in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

Procedure for Handling Examination Offences

1. Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including but not limited to refusal on the part of a candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.

2. The Chief Invigilator or any examiner shall report to the **Registrar** as soon as practicable any instance of a breach of Examination Regulations. The Registrar, in consultation with the Pro-Vice-Chancellor shall constitute an Investigative Committee on Examination Malpractice to investigate all examination offences that have come to attention.

3. The report of the Investigative Committee shall be submitted to the Vice-Chancellor who shall authorize the Registrar to constitute a Disciplinary Committee to review the report.

4. The report of the Disciplinary Committee shall be submitted to the Vice-Chancellor for review and approval by the Academic Board and for implementation by the Vice-Chancellor.

16.3 Non-Academic Offences

Without prejudice to the application of the Laws of Ghana by the University, no junior member of the University shall:

(a) assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;

(b) cause or threaten any other person with bodily harm, or cause any other to fear bodily harm,

(c) knowingly or negligently create a condition that unnecessarily endangers the health or safety of other persons;

(d) threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property;

(e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and
- that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;
- that is known to be unwelcome; and
- that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;

(f) cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organized by the University or by any

of its divisions or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with dissent;

(g) steal, knowingly take, destroy or damage premises of the University or any physical property that is not his own;

(h) knowingly destroy or manage information or intellectual property belonging to the University or to any of its members;

(i) in any manner whatsoever, knowingly deface the inside or outside of any building of the University;

(j) knowingly possess effects or property of the University appropriated without authorization;

(k) knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;

(l) knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause;

(m) knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, films, data files or programmes from a library, computer or other information storage, processing or retrieval system; ;

(n) Knowingly or maliciously bring a false charge against any member of the University;

(o) Counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes;

(p) Deface trees and walls on campus;

(q) Post on walls and trees any form of advertisement or other materials or notices however described without authorization;

(r) Sexually assault or rape a person;

(s) Defecate or urinate outside the designated buildings or places on campus;

(t) Produce or distribute pornographic material on the premises of the University; or

(u) Indecently expose himself or herself in public. (*refer to provision on Dress Code*)

(v) Partition or create a private confinement within a shared room in a Hall of Residence;

(w) Intentionally or negligently cause the loss or damage of personal property of another student or property of the University;

16.4 Without prejudice to the generality of the above, it is an offence for any student of the University to sexually harass another student or member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

16.5 No student found by a disciplinary committee for Junior Members to have committed an offence under these Regulations shall refuse to comply with a sanction or sanctions imposed under the procedures of this HandBook.

16.6 In addition to offences stated above, it shall be an offence for a Junior Member to:

i. Cultivate, possess, use or peddle narcotics and other drugs as listed in the Schedule to the Narcotic Drugs (Control, Enforcement and Sanctions) Act, 1990 (PNDCL236).

ii. Willfully cause damage to University property or the reputation of the University and incite others to cause such damage.

iii. Publish defamatory material on the campus.

iv. Smoke in a library, lecture theatres or other public places on the campus.

v. Throw any person into ponds within or outside the University

vi. Possess firearms or any material that endangers life on campus

vii. Engage in petty trading on campus

viii. Make undue noise within the University precincts. In particular, the hours between 10:00pm and 6:00am are to be regarded as hours of quiet, provided that this rule shall not apply where permission to organize a function has been granted by the Registrar.

ix. The University shall not be liable for any harm, damage, loss, or threat caused to a student who is found at obscured places or unsafe environments within the premises of the University or unauthorized routes so declared by the University.

17. Use of Vehicles

17.1 Any Junior Member who wishes to use or keep a vehicle and motorcycles on the campus of the University must obtain permission from the Registrar or his/her representative through the Dean of Students Affairs.

17.2 The University accepts no responsibility for such vehicles and motorcycles, or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles and motorcycles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

17.3 The University does not provide garages for students' vehicles and motorcycles.

18. Collection of Money

Collection of money other than for club subscriptions, authorized events and cinema shows or parties is strictly prohibited.

19.   Rules and Procedures Relating to Discipline

19.1   If a student violates Hall regulations, disciplinary measures shall be taken by the authorities of the hall to which he/she belongs or is affiliated.

19.2   (a)There shall be Disciplinary Committee for Junior Members.

    (b) The Registrar shall appoint Disciplinary Committee to deal with any matter of discipline affecting junior members as prescribed in the Statutes of the University.

    (c)   A Disciplinary Committee shall investigate an allegation of misconduct referred to it by the Vice-Chancellor or the Registrar and shall make appropriate decisions on the charges including sanctions. The Vice-Chancellor shall implement the decisions of the Disciplinary Committee in accordance with the Statutes of Ho Technical University.

    (d)   (i) The Registrar or other authorized university official shall cause to be investigated an allegation of misconduct referred to it by the Vice-Chancellor.

    (ii) Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate Disciplinary Committee by the Vice-Chancellor.

    (e)   For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate Disciplinary Committee by the Vice-Chancellor.

    (f)   Where a disciplinary action concerns a person who is a member of the Disciplinary Committee, the Vice-Chancellor shall replace that person with a suitably qualified alternate.

19.3   Disputes between Students of Different Halls

    a. Where dispute(s) arise between students from different Halls, the matter shall be referred to the respective Heads of Hall.

    b. Should the matter still persist, the matter shall be referred to the Dean of Students Affairs.

    c. Where the matter remains unresolved under paragraph (b), it shall be referred to the Pro-Vice-Chancellor for final determination.

20.   SANCTIONS

20.1   One or more of the following sanctions may be imposed by a Disciplinary Committee upon the conviction of any Junior Member:

    (i)   an oral or written reprimand;

    (ii)   an order for the re-submission of the piece of academic work in respect of which the offence was committed for evaluation. such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;

    (iii)   assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;

    (iv)   a reduction of the final grade in the course in respect of which the offence was committed;

    (v)   denial of privileges to use any facility of the University, including library and computer facilities;

    (vi)   a monetary fine;

    (vii)   suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to two years (four semesters) as may be determined by the Disciplinary Committee.

    (viii)   ban from examination(s) and award of grade X.

(ix)   expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;

(x)   disqualification from contesting elections or removal from any office in the University; or

20.2   For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that;

(a)   a candidate had gained admission into the University with false qualifications; or

(b)   a candidate had impersonated someone else, or

(c)   a candidate had been guilty of an examination malpractice for which he/she would have been disqualified and awarded grade F; or

(d)   a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.

20.3   The decision to cancel, withhold or withdraw an award shall be made by Council on the recommendation of the Academic Board.

20.4   The Vice-Chancellor shall have power to order that any sanction imposed by the Disciplinary Committee be recorded on the student's academic record and transcript. The decision of the Vice-Chancellor shall be reported in the University bulletin and, where appropriate, in the national media.

Without prejudice to the generality of the above, the offences and sanctions prescribed below shall serve as a guide in specific cases:

No.	OFFENCES	SANCTIONS
1.	Leakage of examination	Dismissal
2	Impersonation	Outright dismissal of candidate involved
3	Physical assault on an invigilator	Outright dismissal of candidate involved
2.	Possession of foreign materials (related or unrelated to the examination) example notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorised material in the examination centre.	Cancellation of candidate(s)' paper(s) and rustication for one (1) semester
3.	Copying from prepared notes or from a colleague's script(s)	Cancellation of candidate(s)' paper(s) and rustication for two (2) semesters
4.	Failure to be present at an examination without satisfactory reason	Failure in the respective paper
5.	Looking on another candidate's script in order to cheat	Cancellation of candidate's paper(s)
6.		
7.	Obtaining or attempting to obtain assistance from another candidate	Cancellation of candidates paper(s) and rustication for two (2) semesters
9.	Assisting or attempting to obtain assistance from another candidate	Cancellation of candidates paper(s) and rustication for two (2) semesters

10.	Consulting or trying to consult during the examination any book, notes or other unauthorised materials	Cancellation of candidates paper(s) and rustication for two (2) semesters
11.	Persistently disturbing other candidate(s) or distracting their attention	Stop candidate(s) from continuing the examination
12.	Verbal assault on an invigilator	Cancellation of candidates paper(s) and rustication for two semesters
13.		
14.	Destroying materials suspected as evidence	Cancellation of candidates paper(s) and rustication for two semesters
15.	Writing after the examination is over	Cancellation of candidates paper(s)
16.	Fabrication of data (class project, senior project etc)	Cancellation of result and rustication for one (1) semesters

17.	Plagiarism
	    a. minor offence
	    b. serious
	    c. gross
		a. downgrade by one letter grade and a written warning
		b. downgrade by two letter grade and a written warning
		c. cancellation of work and rustication for one (1) semester

18.	Cheating in course work (quizzes, tests, assignments, etc)	Cancellation of work and a written warning

19.	Collusion	Cancellation of work or result and rustication for one (1) semester
21	Registering for two programmes at the same time or concurrently in the University without approval from the Registrar	cancellation of both programmes and loss of studentship
	Registering for other programmes in an Institution other than this University without approval from the Registrar	loss of studentship

Notwithstanding the above specific sanctions, the University may impose, either in addition to or on their own merit, any of the following:

a) reprimand;

b) loss of marks;

c) withholding of results for a period;

d) award of grade X;

e) bonding to be of good behaviour;

f) grade Z leading to failure in a University examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper;

g) being barred from a University examination for a stated period

h) being barred from a University examination indefinitely;

i) suspension from the University, or

j) expulsion from the University.

21.   Appeal/Review

21.1   (a) Any Junior Member who is adversely affected by a decision of the Disciplinary Committee shall have the right of appeal/ review in writing to Council through the Vice-Chancellor, within two (2) weeks of the official communication of the decision to him or her.

(b)Council shall refer the matter to the University Appeals Board for determination. The decision of the Board shall be final.

(c) While such an appeal is pending before Council, the Vice-Chancellor may be requested by Council to stay execution of any disciplinary action.

REGULATIONS FOR CONDUCT OF EXAMINATIONS

22. University Examinations

(a) A University examination shall be:

i. set to curricula and syllabuses approved by the Academic Board;

ii. taken at the times prescribed by the Academic Board, normally December for the First Semester and May for the Second Semester Examinations.

iii. assessed by examiners approved by the Academic Board.

(b) A programme indicating period of examination and arrangement for the examination shall be indicated at the beginning of each Semester.

23. Appointment of Examiners

(a) Examinations shall be conducted by University Examiners. For the purpose of this Regulation, Examiners refers to both internal and external examiners including assessors, moderators and verifiers where appropriate.

(b) An Internal Examiner must be a teaching staff of senior member status appointed by the Appointments Board of the University.

(c) An External Examiner must be an experienced scholar from a recognized academic institution which is not part of, or affiliated to the University.

(d) An experienced professional or consultant may also be engaged as an External Examiner.

(e) Lists of Internal and External Examiners shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.

(f) In nominating an External Examiner for the first time a brief indication of the background of the examiner shall be provided to the Faculty Board for review and recommendation to the Academic Board.

(g) An External Examiner may serve for three (3) consecutive years after which the examiner shall not be engaged again till a period of three (3) years has lapsed.

(h) A person who has retired or resigned from the University may not be appointed external examiner until a period of three (3) years has elapsed since leaving the service of the University.

24. Setting of Papers

(a) The draft examination papers shall be reviewed and approved by the Department and the Head of Department shall countersign each question paper to signify endorsement by the Department.

(b) The External Examiner shall review the draft questions submitted, providing comments as appropriate and the internal examiner shall be invited through the Head of Department to review the external Examiner's comments and approve the draft.

(c) Each Department shall designate one senior member as the Examination Officer for the Department and his duty shall be to assist the Head of Department in examination matters.

25. Venue of Examinations

(a) All examinations, practical or oral, shall be taken only at approved premises.

(b) Approval by the Academic Board may be given for examinations to be taken outside the University for the benefit of a student in hospital or others who cannot report at the University.

26. Time-tables

(a) The draft examination time-tables shall be put up on the University Notice Board not later than six (6) weeks to the commencement of examinations.

(b) Suggestions for amendment may be made through the Head of Department.

(c) The final time-tables indicating day, hour and venue of each examination shall be posted on the University Notice Board normally at least three (3) weeks before the commencement of the end of semester examinations.

(d) From the duration of the examinations, a daily time-table indicating day, hour and venue of each examination will be issued at least twenty-four hours in advance.

(e) Notice of at least forty-eight (48) hours shall be given if the time and hour given on the general time-table have to be changed on the daily time-table.

27. Invigilation

(a) Examinations shall be held under the supervision of appointed invigilators.

(b) A chief invigilator, who is a senior member with considerable experience in the administration of examinations, shall be appointed for each examination centre.

(c) A chief invigilator is expected to submit a daily report to the Pro-Vice-Chancellor through the Academic Affairs Officer on the examinations written at the examination centre.

(d) An Invigilator, who is a Senior Member, shall be appointed for each examination room and shall be required to:

    i.   ensure that candidates are properly seated;

    ii.   ensure that candidates have the materials required for each examination including the correct question papers and answer books;

    iii. invite candidates to start work allowing up to fifteen (15) minutes for preview of the questions; but in the objective structured questions no time shall be allowed for preview;

    iv. check the attendance register indicating those absent;

    v.   see to it that candidates stop work at the appointed time;

    vi. see to it that answer books are collected back, and the total agrees with the number that took the examination;

(e) The invigilator is responsible for ensuring that a candidate does not have unfair assistance in the course of the examination, for which purpose, the invigilator:

    i.   will need to walk round the examination hall periodically;

    ii.   should be personally satisfied that a candidate who needs to leave the examination room temporarily does not carry any notes to which the candidate can refer while outside the hall;

    iii. will designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily;

    iv. without stopping a suspect from completing the examination, shall submit a report on an instance of cheating to the Academic Affairs Officer through the Chief Invigilator;

    v.   shall report any other unusual incidents that come to attention to the Chief Invigilator.

(f) An invigilating assistant who may be a national service person or teaching assistant approved by the Dean shall be appointed to assist the invigilator.

(g) For the avoidance of doubt, it is the responsibility of all academic Senior Members to provide invigilation services. Senior Members (non-teaching) may provide invigilation services when so required by the University.

28. Handling of Examination Scripts
(a) The Head of Department shall ensure the collection of scripts from the examination room for marking.
(b) The scripts collected for marking shall be kept under security.
(c) The marked scripts showing the marks may be passed directly to the External Examiner, if visiting, or dispatched to the External Examiner.

29. Assessment
(a) Assessment of candidate's work in an Examination shall include continuous assessment.
(b) Marks from continuous assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.
(c) The overall assessment reflecting marks earned from continuous assessment and from the main examination, paper by paper, shall be entered onto the individual mark sheet, signed by the examiners and approved by the Department before they are uploaded by the examiner.
(d) A print-out of details of candidates' performance indicating averages, appropriately weighted, the grade point average and provisional classification wherever applicable shall be made available to each

Department at least twenty-four hours before the meeting of the Board of Examiners, the details of which shall be kept under the strictest confidentiality.

30 Board of Examiners

(a) There shall be a Faculty Examiners Board consisting of all examiners chaired by the Dean of the Faculty.

(b) The Academic Board shall publish a time-table for Examiners' Board meetings.

(c) The Board is responsible for determining the results of Examinations in accordance with the Regulations passed by the Academic Board.

(d) Internal Examiners may be in attendance. If present, the External Examiner may also attend.

(e) While retaining the final word the Board of Examiners shall give due right to the views of an External Examiner.

(f) The quorum of a Board of Examiners shall be one-half of the membership of the Board. If however all departments are represented business may proceed.

(g) A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

INSTRUCTIONS TO CANDIDATES

30.1 A candidate for a University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.

30.2 Entry to the Examination shall be by registration and shall be duly endorsed by the Head(s) of Department and Dean(s) of Faculty or their representative and submitted to the Registrar or his or her representative not later than six weeks after the commencement of the semester.

33.3 A candidate shall not be admitted to a University examination if:

(i)   he/she has not registered. ;

(ii)   the subject of the examination has merely been audited unless the course had been followed previously

(i)   he/she owes fees to the University/Hall;

(ii)   He/she has not attended lectures for three weeks contact hours of the course;

(iii)   he/she is under suspension/rustication or has been dismissed from the University; and

(iv)   He/she does not have evidence of Ho Technical University IDENTITY CARD.

30.4   It shall be the duty of the candidate to consult the daily time-table to ascertain the papers to be written each day and to make himself/herself available at the appointed place at least one-half hour before the examination.

30.5   A candidate shall be refused admission to a University Examination if he/she reports to the Examination more than half an hour (30 minutes) after its commencement.

30.6   It shall be the candidate's responsibility to provide for himself/herself appropriate stationery items as needed, and to ensure that he/she is given the right question paper and other materials needed for the examination. **Borrowing of materials will not be allowed.**

NOTE: An examination candidate shall not bring to the Examination Centre or to the wash-room of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance to the Examination Room or the washroom or in the immediate vicinity of the Examination Centre.

30.7 **No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the examination Room.**

(i)   Any candidate who is seen with lecture notes or book or Cellular/Mobile phones or any unauthorized material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded a grade F.

(ii) It is also an offence to destroy or attempt to destroy evidence of unauthorized material. In this instance, the candidate will be arranged before a disciplinary committee.

(iii) A candidate shall uphold the highest standard of civility and courtesy in an Examination Centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be banned from the examination and awarded a grade F.

(iv) A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offence to destroy or attempt to destroy evidence of unauthorized material.

(i)   An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him his valid student identity card which shall be placed on the examination table to enable the invigilator ascertain the identity of the person writing the examination.

(ii)   The Chief Invigilator shall reserve the right to refuse any candidate without a valid identify card entry to the Examination.

(iii)   Candidates are required to use only their **Index Numbers throughout the examination period. Unless otherwise instructed,** under no circumstances should a candidate write his/her name on any part of the answer booklet provided.

(iv)   A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

(v)   Candidates are to locate and sit according to their Index Numbers for all written papers. **Under No circumstance should a candidate change the sitting arrangement in the Examination Hall.**

(vi)   There would be inspection of **Identity Cards** during examinations. Each candidate is, therefore, requested to display his/her **Identity Card** on his/her table for inspection before the "Start Work" order is given.

(vii)   Candidates who have misplaced their **Identity Cards** should have new ones made at the Student Records Section before the start of examinations.

(viii) All candidates are to make it a point to sign the attendance sheet during each examination.

(ix)   Candidates should carefully read instructions on both the answer booklets and question papers before attempting any question.

30.8 No communication between candidates is permitted in the examination hall.

    (i) A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;

    (ii) A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;

    (iii) A candidate shall not disturb or distract any other candidate during an examination; and

    (iv) Candidates may attract the attention of the Invigilator by raising their hands.

30.9 Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.

30.10 Candidates may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an officer designated by the Chief Invigilator.

30.11 No candidate shall be permitted into the examination hall/centre thirty (30) minutes after the start of the paper and candidates shall only be permitted to leave the examination hall thirty (30) minutes after the start of the paper except to visit the washroom or to the first aid room. Such candidate must be accompanied by an Assistant Invigilator / Security Officer. Thereafter candidates may leave the examination room except within the last 15 minutes of the paper.

30.12 At the end of each examination, candidates should ensure that they do not take away any answer booklets, whether used or unused, from the Examination Hall.

30.13   Candidates should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

30.14   No candidate must hang around the examination centre after handing over his/her answer booklet/script to an Invigilator.

30.15 No candidate shall be allowed access to his/her script after handing it over to an Invigilator.

30.16   Candidates have personal responsibility for ensuring that their answer booklets are collected by the Invigilator/Assistant Invigilator.

30.17   At the end of the examination all candidates should remain seated until all answer booklets are collected by the Invigilators before they leave the examination room.

30.18   Candidates shall be reminded to leave quietly in order not to disturb other candidates who might still be writing their papers in other examination Halls/Rooms.

30.19 A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade F. The award of grade F in a required paper means **failure in that paper.** The following shall not normally be accepted as reasons for being absent from any paper at University Examination:

(i)   mis-reading the time-table

(ii)   forgetting the date or time of examinations ;

(iii)   inability to locate the examination hall;

(iv)   inability to rouse oneself from sleep in time for the examination;

(v)   failure to find transport;

(vi)   Attending to funerals;

(vii)   Bad weather;

(viii)   Religious reasons; or

(ix)   pregnancy.

30.20 A breach of a provision of the Regulations made for the conduct of University examinations amounts to a misconduct and shall attract appropriate sanctions prescribed in this Hand Book.

30.21 Provisional results of University Examination shall be posted on the University notice boards and on the students' portal on the University's website [www.htu.edu.gh.](www.htu.edu.gh) It shall be the responsibility of the candidate to consult the notice boards and the students' portal for the provisional results of any examination taken.

30.22 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee shall be determined at not less than three (3) times the normal Examination Fee.

30.23 Except for final year results submitted for graduation purposes, an application for a review of examination results shall be submitted to the Registrar not later than twenty-one (21) days after the release of the said results as approved by the Academic Board.

30.24   The appeal must state the grounds for the review.

30.25 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.

30.26 No action shall be taken on an application which is submitted outside the time stipulated.

30.27 Review shall not proceed unless the Review Fee is fully paid.

30.28 If it emerges that a complaint for review is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

30.29 The Academic Board may authorize the Registrar to amend the results as released in the light of the review.

30.30   No application **whatsoever** for review of class or award shall be entertained later than twelve (12) months after graduation.

GENERAL REGULATIONS

31.1   The University's Calendar is organized into a semester system and instruction takes the form of courses evaluated in terms of credits. The courses are coded and numbered in progressive order or in levels of academic progression.

31.2   (a)Each Faculty or School (with status of a Faculty) shall provide detailed information about the structure of courses leading to the award of Diploma or Degree

    (b)It is the responsibility of each student registered at the University to be familiar with the specific requirements of the programme being pursued, as well as the rules, regulations and policies of the University and of the Faculties or Departments or Schools concerned.

31.3   Each student is responsible for ensuring that the courses in which registration is effected satisfy the programme requirements of the Diploma or Degree being sought; advice and/or counseling for all who need assistance is freely available.

31.4   All students shall abide by all rules, regulations and policies of the University and of the Faculties or Departments or Schools in which they are registered.

31.5   Each student is expected to be familiar with the General Information outlined in this Handbook as well as the information pertaining to the Faculty or Department or School in which he/she is enrolled. Students shall therefore be held liable for any lapses. When in doubt, students may consult their Heads of Department and Academic Advisors, where applicable.

31.6   The University reserves the right to conduct academic work (especially examinations) on any particular day of the week.

31.7 Except with the express written approval of the Vice-Chancellor, no student is permitted to register for two programmes at the same time either within or outside the University. The sanction for such an offence shall be the cancellation of the University registration or loss of studentship.

31.8 Exemption from any of these General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the appropriate Faculty Board.

32. COURSE OF STUDY

A candidate who is admitted to a 3 - year programme shall follow the approved programme of study over the prescribed period. There should be no change of programme without the approval of the Registrar in consultation with the respective Dean of Faculty. A student shall not graduate if he/she is found not to have followed the programme assigned to him/her as stipulated in the admission letter.

33. ACADEMIC SESSION

The Academic Year of the University consists of two (2) semesters of not less than fourteen (14) weeks and not more than sixteen (16) weeks each and shall be organized as follows:

First Semester   -   August - December
Second Semester   -   January - May

The University reserves the right to vary the above arrangement subject to the approval of the Academic Board.

34. STRUCTURE OF A SEMESTER

A Semester shall be structured as follows:

Teaching   - Twelve (12) weeks
Revision   - One (1) week

Examinations   - Within three (3) weeks

35. ACADEMIC ADVISOR

Students shall be assigned academic advisor(s) in every department who shall provide counsel on course offerings.

36. REGISTRATION

36.1 For a student to obtain credit in any course, he or she must be admitted into the department, and must be properly registered for that course during the official registration period at the beginning of each semester.

36.2 The student may plan his/her courses in consultation with his/her academic advisor(s).

a. Choice of electives must be consistent with the teaching and examination timetables.

b. Adding or dropping of courses shall be permitted within the approved registration period.

c. A specified period for registration shall be set aside beyond which no registration shall be allowed.

d. A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.

37. DURATION OF STUDY PROGRAMMES

37.1 A student who is unable to complete a programme within the maximum period specified, may be allowed up to four (4) additional semesters to complete the programme.

37.2 A student who is unable to complete a programme within the permissible maximum period allowed shall lose all credits accumulated, and studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

38. INTERRUPTION OF STUDY PROGRAMME

38.1 A student may interrupt a study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.

38.2 A student who wishes to interrupt his/her study programme shall apply to the Registrar through the relevant Head of Department with copies to the Deans of Faculty and Students Affairs, stating reasons why he/she wants to interrupt his/her study programme. The decision of the Registrar shall then be communicated to the student with copies to the Head of Department and the Dean of Faculty.

38.3 In all circumstances, students must receive approval before leaving the University temporarily.

38.4 A student who interrupts his/her studies beyond the allowed two (2) continuous semesters shall be deemed to have lost any accumulated credits. Consequently his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

38.5 Any student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

38.6 In the case of four-year Bachelor Degree Programmes, a student may be permitted to interrupt his/her studies by two (2) additional semesters but not exceeding a total of four (4) semesters.

38.7 A student who interrupts his/her studies beyond the four (4) permissible semesters shall be deemed to have lost any accumulated credits. Consequently his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

38.8 In all cases, where the ground for interruption of studies is medical, the Health Services Officer (Locum Doctor) shall be required to advise the Registrar on the propriety and length of period of interruption. The Registrar shall cause the Health Services Officer to investigate any medical report reaching his office from any health delivery facility outside the University Clinic and advise accordingly.

39.　COURSE CREDIT

One (1) course credit shall be defined as follows:

- One hour lecture,
- One hour tutorial, or
- One practical session (of two or three hours), or
- Six hours of field work per week for a semester.

40.　CODING AND NUMBERING OF COURSES

All courses shall have letter and number codes beginning with four letters signifying a Department or subject, followed by a three-digit number in one of the following ranges:

Level 100 Courses	:	100-199
Level 200 "	:	200-299
Level 300 "	:	300-399

The third digit in the number code shall be:
Zero (0) for University Required courses;
Odd (1, 3, 5, 7, or 9) for a course offered in the first Semester;
Even (2, 4, 6, or 8) for a course offered in the second Semester.

41.   MINIMUM AND MAXIMUM WORK-LOAD PER SEMESTER FOR FULL-TIME STUDY

A full-time student shall be required to carry a minimum workload of **15** credits per semester and a maximum of **21.**

42.   PART-TIME STUDY

42.1   Part-time study in the University shall include but not limited to:

a.   Evening programmes

b.   Week-end programmes

c.   Distance programmes

42.2   A full-time student may, on application to the Registrar through the appropriate Head of Department, be allowed to study on part-time basis. This is applicable to only Departments running such part-time study programmes.

42.3 A part-time student shall be required to carry a work-load below the minimum prescribed for full-time students and to complete the programme within the specified period.

42.4 A part-time student shall not be eligible for on-campus accommodation.

43. TOTAL STUDY PROGRAMME

The Total Study Programme (TSP) for the HND and Bachelor Degree programmes shall comprise:

(i)   General University Requirements

(ii)   Faculty Requirements (where applicable)

(iii)   Core Courses-i.e. Major departmental requirements

(iv)   Prescribed Electives (to be defined by department)

(v)   Electives-i.e. of student's own choosing

44. UNIVERSITY REQUIRED COURSES

These shall count towards HND and Bachelor Degree programmes and must be taken and passed with a grade 'D' or better

Course Title	Target Group
African Studies	All students entering the Ho Technical University at Level 100
Communication Skills I Communication Skills 2	All students entering the Ho Technical University at Level 100
Computer Literacy I Computer Literacy II	All students entering the Ho Technical University at Level 100
Entrepreneurship & Innovation	All students entering the Ho Technical University at Level 100
Research Methodology	Students in Level 300
Industrial Attachment	**All students**

45.1 GRADING SYSTEM

At the end of each semester, a student will be graded separately in each course on the basis of his or 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.

45.2 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:

a. For Bachelor Degree Programmes

Letter Grade	Marks	Grade Point	Interpretation
A	80-100	4.0	Excellent
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average
D	50 – 54	1.0	Marginal Pass
*E	45-49	0.5	Unsatisfactory
F	0 – 44	0	Fail

Note: *Although this is a failure grade, it may still be accepted as fulfilling prerequisite for other courses.

b. Student performance in a course under the HND programme shall be graded as follows:

Letter Grade	Marks	Grade Point	Interpretation
A+	85 – 100	5.0	Outstanding
A	80-84	4.5	Excellent
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average
D	50 – 54	1.0	Marginal Pass
F	0 – 44	0	Fail

Other Grades

Letter Grade	Interpretation	Grade Point
F	Fail	0
Z	Disqualification	0
I	Incomplete	0
X	Unsatisfactory performance	0
W	Withdrawn	0
Y	Continuing	0

    c. **Grade Point (GP):** Each Grade is assigned an equivalent grade point as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent letter of the grade obtained in that course.

    d. **Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for **all** courses for which the student has registered up to that time.

    e. **Final Grade Point Average (FGPA):** The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's programme.

Definition of grades

    f. **Pass Grades:** Grades **A** to **D** constitute **Pass** grades

    g. **Failure Grade:** Grades, F, W Z constitute **Failure** grades.

    h. **Continuing:** A grade **Y** (for **Continuing)** shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester. .

i.   **Non-Completion of Course:**
(i)   A grade **I** (for **Incomplete)** shall be awarded to a student who is unable to complete a course for reasons adjudged by the Academic Board as satisfactory. Such a student shall be expected to complete the course the very next time the course is available. The student shall be deemed to have failed the course if he/she fails to satisfy the requirement and in this case, a numerical grade zero (0) and the credits allowed for the course will be used in determining the GPA.
(ii)   A grade **X** shall be awarded to a student who is unable to complete a course for reasons adjudged by the Academic Board as unsatisfactory.

DISQUALIFICATION:
(i)   A grade Z denotes **Disqualification** from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a core course or an elective course or any other disqualification may be debarred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University altogether.
(ii)   A grade Z may be awarded only by the Academic Board.

46. REGISTRATION FOR EXAMINATIONS

a. A list of registered candidates shall be forwarded from the Students' Records Office to the Registrar or his/her representative before the end of the sixth week of the semester.

b. The Registrar shall publish the list of duly registered candidates for examination by the eighth week of the semester for verification by

students. Complaints from students shall be reported to the Student Records Office through the Heads of Department.

c. The final list of registered candidates shall be deemed as constituting final registration for end-of-semester examinations**.**

d. Students whose names do not appear in the final list of registered candidates shall not be allowed to participate in the end-of-semester examinations.

e. Students who are duly registered for a course but who fail to take the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

46.1 SEMESTER EXAMINATIONS

a. Each course, with the exception of a project work/long essay, shall normally be completed in one semester.

b. A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.

c. The marks obtained in the end-of-semester examination shall constitute 60% of the grade for the course while continuous assessment constitutes the remaining 40% except for practical or other courses which are assessed entirely by continuous assessment.

d. Time allotted to examination papers shall be as follows:

- 1-Credit Course   -   1 hour
- 2-Credit Course   -   2 hours
- 3 or 4-Credit Course -   2 to 3 hours

46.2 STUDENT IN GOOD STANDING

a. A Bachelor Degree student shall be deemed to be in good standing if his/her Cumulative Grade Point Average (CGPA) is at least 1.00 (50% and above) (Grade D).

b. A student offering the HND programme shall be deemed to be in good standing if his/her Cumulative Grade Point Average (CGPA) is at least 1.50.

c. Any student whose CGPA falls within 1.00 to 1.50 shall be deemed to be on probation and be required to redeem himself/herself by bringing the CGPA to at least 1.50 to be eligible for progression.

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

46.3 PASSING, WITHDRAWAL AND REGULATIONS FOR PROGRESSION

a. A candidate shall be deemed to have satisfied the requirements for progression if he/she has obtained a CGPA of 1.00 or better (for Bachelor Degree programmes) and CGPA of 1.50 or better (for HND programmes) in all examinations.

b. In addition to paragraph (a), the candidate shall have satisfied Faculty/Department requirements for entry to subjects at the next level.

c. A student on probation shall not be eligible for progression to the next level.

d. A candidate who does not qualify to progress to the next level on the basis of paragraphs (b) and (c) above shall be asked to withdraw from the University.

46.4 DEFERMENT OF EXAMINATION

a. **On Grounds of Ill-Health:** A student who has satisfied all the requirements as prescribed but is unable to take the main (end-of-semester) examination on grounds of ill-health, shall, on application to the Registrar, and on certification by the Health Services Officer, be allowed to defer the semester examination and take the examination at the next offering. Subsequent applications for deferment on grounds of ill-health shall be subject to medical confirmation.

b. **On Grounds Other than Ill-Health:** In cases of requests for deferment on grounds other than ill-health, the appropriate Head of Department shall invite the applicant for an interview and advise the Registrar accordingly. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why he/she wishes to defer the examinations.

c. In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University.

46.5 DECLARATION OF RESULTS

a. Results of semester examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester.

b. A result slip indicating the student's performance in the examination may be accessed through the students' portal on the University's website www.htu.edu.gh.

47. ELIGIBILITY FOR THE AWARD OF HIGHER NATIONAL DIPLOMA

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

a. the minimum entry requirements for the programme of study

b. Followed an approved programme of study in the University

c. Completed and passed all required courses

d. Taken courses to earn a minimum of ninety (90) credit hours

e. Registered with the appropriate awarding body

f. Obtained a Final Cumulative Grade Point Average (FCGPA) of at least 1.50 in the entire programme

g. Obtained a Grade Point Average (GPA) of at least 1.50 in each of the six (6) semesters

h. Discharged of all obligations owed to the University

48. ELIGIBILITY FOR THE BACHELOR'S DEGREE

A Bachelor's Degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses' of study over the prescribed period and has satisfied the following conditions:

i. **University Requirements:**

   a. evidence of regular enrolment in the degree programme;

   b. discharge of all obligations owed to the University;

   c. a pass in all University Required Courses;

   d. Satisfactory performance in the appropriate University examinations.

ii. **Faculty/Departmental Requirements:**

Satisfactory discharge of such requirements as may be prescribed for the degree.

49. For the avoidance of doubt, a student may be denied graduation in the following circumstances if he/she:

i. does not follow the courses or a programme assigned to him/her

ii. is under investigation for examination malpractice or any other form of misconduct.

50. The University reserves the right to withdraw an award or withhold a certificate if it is established that the awardee or holder (where applicable) is found culpable of misconduct contrary to the Statutes or other Regulations of the University.

51. CLASSIFICATION OF HND AND BACHELOR'S DEGREE

a. All end-of-semester examination results from Level 100, including University and Faculty/School required courses, shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the HND or Bachelor's degree.

b. The GPAs from Level 100 to 300 (for HND) or Level 100 to 400 (for Bachelor's degree) shall have equal weighting.

c. In the determination of the FGPA, a weighted average of all repeat courses shall be used.

d. The full scheme of classification shall read as follows:

CLASS	Range of FGPA for Bachelor's Degree	Range of FGPA for HND
First Class	3.75 - 4.0	4.00 – 5.00
Second Class (Upper Division)	3.35 - 3.74	3.00 – 3.99
Second Class (Lower Division)	2.51 - 3.24	2.00 – 2.99
Third Class	2.01 - 2.50	NA
Pass	1.00 - 2.00	1.50 – 1.99
Fail	0 - 0.99	Below 1.50

*NA means Not Applicable.

52. CONFIRMATION OF AWARD

A list of candidates who are deemed eligible for the award of HND or Bachelor's degree shall be laid before the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has met all the conditions for the award.

53. PRESENTATION OF AWARD

Following confirmation of an award of Diploma or Bachelor's degree, the candidate shall be entitled to be awarded the appropriate Diploma or Bachelor's degree under the seal of the University or the authorizing body at a Congregation of the University assembled for that purpose. The Diploma or Degree shall indicate the programme offered and the class awarded.

54. CANCELLATION OF AWARD

    a. Notwithstanding previous confirmation of an award and presentation of a certificate, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

    i.   a candidate had entered the University with false qualifications, or

    ii.   a candidate had impersonated someone else, or

    iii.   a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or

    iv.   that there are other reasons that would have led to the withholding of confirmation of the award in the first place.

    b. In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and reasons for it shall be entered on the candidate's transcript.

55. DATING OF CERTIFICATES

The Diploma and Bachelor's degree of the Ho Technical University shall be dated with reference to the last day of the Semester during which the final examination is taken.

However, in the case of students who face disciplinary action, the dating of the certificate shall be the date on which the sanction is fully served.

56. TRANSCRIPT OF ACADEMIC RECORD

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall record all courses attempted and all credits and results obtained.

57. TRANSFER STUDENTS

A student transferring from one University to this University shall take courses over a study period of at least four (4) semesters as a full-time student, and satisfy all University and Faculty/School required courses.

58. RE-SIT AND RE-TAKE EXAMINATIONS

a. A student may decide to re-register for, and re-sit, **a failed course only** on a future occasion upon payment of the appropriate fee. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

b. A student granted permission to re-take a course on a future occasion shall register for the said course without payment of fees in respect of the paper to be re-taken. The continuous assessment marks for the affected course shall count towards the final mark of the student.

59. AMENDMENT OF HANDBOOK

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