# STUDENT HANDBOOK

2026

ACADEMIC CITY UNIVERSITY

www.acity.edu.gh

# ACADEMIC CITY UNIVERSITY

**STUDENT HANDBOOK**

September 2026

**Compliance with Academic City Policies and Rules**

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

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

**Right to interpret and amend rules and grant exemptions**

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

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

# STUDENTS HANDBOOK

**This handbook will help you navigate and enjoy your four years with Academic City.**

**With structure, systems and rigour, comes freedom.**

**Do view this handbook as a guide to help you thrive.**

| Date | Version | Description | Author |
|---|---|---|---|
| 2022 | V2 | Students Handbook | *Registry*<br>*Students & Community Affairs* |
| 2023 | V3 | Students Handbook | *Registry*<br>*Students & Community Affairs* |
| 2024 | V4 | Students Handbook | *Registry*<br>*Students & Community Affairs* |
| 2025 | V5 | Students Handbook | *Registry*<br>*Students & Community Affairs* |
| 2026 | V6 | Students Handbook | *Registry*<br>*Students & Community Affairs* |

Email: info@acity.edu.gh

**TABLE OF CONTENTS**


**1. INTRODUCTION TO ACADEMIC CITY** ..... 6

1.1. WELCOME TO ACADEMIC CITY ..... 6

1.2. VISION AND MISSION OF ACADEMIC CITY ..... 6

1.3. ACADEMIC CITY GOVERNANCE STRUCTURE ..... 7

**2. JOINING THE ACADEMIC CITY COMMUNITY** ..... 9

2.1. ADMISSIONS ..... 10

2.1.1. ADMISSION PROCESS ..... 10

2.1.2. ADMISSION AND PENALTIES ..... 11

2.1.3. REGISTRATION ..... 11

2.1.4. MATRICULATION ..... 13

2.1.5. THE ACADEMIC CALENDAR AND DEPARTURE PROCEDURES AT ACADEMIC CITY ..... 13

2.2. ORIENTATION ..... 15

2.3. UNDERGRADUATE PROGRAMMES ..... 15

2.3.1. ACADEMIC POLICY STATEMENT & LEARNING GOALS ..... 16

2.3.2. GRADING SYSTEMS ..... 17

2.3.3. QUALIFICATION FOR TAKING END-OF-SEMESTER EXAMINATIONS ..... 18

2.3.4. QUALIFICATION FOR PROGRESSING ..... 19

2.3.5. REPEAT, DISMISSAL, WITHDRAWAL ..... 19

2.3.6. Pre-requisite requirements and Waiver Process ..... 19

2.3.7. REQUIREMENTS FOR GRADUATION ..... 20

2.3.8. LIBRARY POLICY AND FACILITIES ..... 20

2.4. SELF-DEVELOPMENT, ENGAGEMENT, AND SUCCESS, BEGIN WITH YOU. ..... 23

2.4.1. CODE OF CONDUCT. THE RIGHTS AND REGULATIONS. ..... 23

2.4.1.1. STUDENT RIGHTS AND OBLIGATIONS ..... 23

2.4.1.2. FREEDOM OF EXPRESSION ..... 24

2.4.1.3. FREEDOM FROM DISRUPTIVE CONDUCT ..... 24

2.4.1.4. RESPONSIBLE COMPUTING AND USE OF University COMPUTER RESOURCES/LAB ..... 25

2.4.1.5. PROHIBITED CONDUCT, ACTIVITIES AND ITEMS ..... 25

2.4.1.6. ALCOHOL ..... 27

2.4.1.7. DRUGS, CIGARETTES AND RELATED ITEMS ..... 27

2.4.1.8. WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE CHEMICALS ..... 30

2.4.2. THEFT ..... 30

2.4.2.1. POSSESSION OF LOST OR MISPLACED ITEMS ..... 30

2.5. A final word about the Student Code of Conduct ..... 31
3. SUMMARY OF STUDENT OFFENCE AND PENALTY ..... 31
**4. PRACTICAL WORK POLICY** ..... 38
4.1. Introduction ..... 38
4.2. Strategic Objectives and Purpose of Practical Training ..... 38
4.3. Specific Objectives ..... 38
4.4. Guidelines for the Conduct of Practical Work ..... 38
4.5. Attachment/Internship Arrangements ..... 38
4.6. INDUSTRIAL INTERNSHIP POLICY ..... 39
4.7. Strategic Objective and Purpose of Industrial Attachment ..... 39
4.8. Specific Objectives ..... 39
4.9. Benefits to the Parties ..... 40
4.10. Termination of Industrial Attachments ..... 40
4.11. Volunteer role overview ..... 40
4.12. Evaluation ..... 41
4.13. Students partnering with others – ACity Engagement ..... 41
**5. POLICY FOR STAGING A PUBLIC EVENT ON CAMPUS AND SIGN POSTING POLICY** ..... 41
**6. PHOTOGRAPHY, MEDIA & ALUMNI INFORMATION USE** ..... 44
**7. FIELD TRIP POLICY** ..... 44
7.1. Introduction ..... 44
**8. YOU, YOUR PEERS, AND STUDENT LEADERSHIP** ..... 47
8.1. Clubs and Activities ..... 47
8.2. Student Representative Council ..... 48
8.3. Housing Policy, Rules, and Regulations ..... 51
8.4. Student Recreational Centre ..... 54
**9. YOUR INTEGRITY AND ETHICAL COMPASS AT ACADEMIC CITY** ..... 54
9.1. Integrity and Ethics Policy ..... 54
9.1.1. Overview, Aims and Core Principles ..... 54
9.1.2. Academic infringement, integrity and ethics – Plagiarism, Collusion and Cheating ..... 55
9.1.3. Discrimination and Harassment ..... 58
9.1.4. Sexual harassment and misconduct ..... 59
**10. ACITY GROOMING STANDARDS** ..... 60
10.1. For Men ..... 60
10.2. For Women ..... 60
10.3. Other Specific Requirements ..... 61

10.4. VIOLATIONS OF DRESS CODE .....62
10.4.1. NON-DISCRIMINATION POLICY.....62
**11. COMPLAINT MECHANISM FOR BREACHES OF INTEGRITY AND ETHICS** .....62
11.1. ACADEMIC INFRINGEMENT CASES.....62
11.2. DISCRIMINATION, HARASSMENT, BREACHES OF CODE OF CONDUCT, ETHICS AND OTHER CASES .....63
11.3. PENALTIES FOR BREACHING INTEGRITY AND ETHICS, OR BREAKING THE CODE OF CONDUCT. .....64
11.4. THE APPEAL PROCESS.....66

# 1. INTRODUCTION TO ACADEMIC CITY

## 1.1. WELCOME TO ACADEMIC CITY

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

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

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

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

## 1.2. VISION AND MISSION OF ACADEMIC CITY

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

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

**Core Values**:

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

**Ethos**:

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

**Learning Pillars**:

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

## 1.3. ACADEMIC CITY GOVERNANCE STRUCTURE

a) **Governing Council:** Academic City is a private for-profit tertiary institution, led by a Governing Council Chaired by Professor Prem Shamdasani. It comprises Academic City's President Professor Fred McBagonluri, its Founder Mr. Dev Varyani, international and local corporate institutions or organizations, and academic, technical, and entrepreneurial professionals, in addition to relevant Academic City Executives.
b) **The President and Executive Team:** The President convenes an Executive Team that runs the strategic and day-to-day operational, academic, and (holistic) affairs of Academic City in conjunction with faculty and administrative staff. The Executive Team comprises the, the Vice President for Academics, the Vice President for Institutional Advancement, Director of Strategy, the Director of Admissions, the Director of Finance, the Director of Programs, Director of marketing, the Dean of Student and Community Affairs, and the Registrar. The President is also responsible for reporting the activities of the various committees to the Governing Council.
c) **Committees and Boards:** The Committees and the Academic Board have the core responsibility to ensure the implementation of the academic policies. They actively monitor the implementation of all policy decisions through their work. As per the hierarchy established at the university, the Academic Board is the foremost operating body. and it has the power to advise the Governing Council on academic matters.

Besides the implementation of policy decisions, the committees play an active role in ensuring that policies are:

- Inclusive in their approach and cater to the diverse cultures and viewpoints represented at the University
- In alignment with the Institutions' Vision and Mission and that each member's actions are determined by these.
- Adopting and incorporating the best practices in the field of higher education
- Aligned with the core objective of the Academic Policy, which is, to provide an enabling and empowering academic environment

All Committees at the University that report to the Governing Council through the President are as follows:

- Academic and Industry Committee
- Executive Committee
- Finance Planning and Development Committee
- Audit Committee
- Academic Board

The Academic Board comprises of

- Academic Programmes Committee
- Admissions Committee
- Appointment and Promotions Committee
- Disciplinary Committees (Various, for both employees and students)
- Examination Committee
- Finance Committee
- Library Committee
- Quality Assurance Committee
- Research Committee

**Academic City University is chartered and accredited by the Ghana Tertiary Education Commission (GTEC).**

## 2. JOINING THE ACADEMIC CITY COMMUNITY

**Definitions**

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

a. The "Admissions Committee" shall mean the committee constituted and so designated by the Governing Council to approve the admission of the applicants based on the applications received with prescribed fees and enclosed with required eligibility documents.
b. "Admit Card" shall mean the document issued by the university to permit a student to appear for examinations at a test Centre.
c. "Management" shall mean the principal officers of the university.
d. "Chief Supervisor" shall mean a person so designated by the university for conducting the examinations in coordination with the Head of Examination.
e. "Communication" shall mean communication to students and other stakeholders, and includes e-mail, cell/telephone, fax, newsletter, website notices, courier, or any other means by persons authorized by the university.
f. "Head of Examinations" shall mean a person so designated by the university and shall include any person discharging the functions of the Head of Examinations.
g. "Registration" shall mean entering the student's name in the Register of Students of the university, based on the application made by the student who satisfies the prescribed eligibility criteria and pays the prescribed fee. An Admission Letter issued by the university is conclusive evidence that all prescribed formalities for enrollment have been duly completed, except when applications are subsequently discovered to be fraudulent.
h. A student may be granted provisional admission only in cases where the eligibility is established but the student is yet to complete the admission formalities. Please note that a provisional admission letter does not confirm admission of a student into the Programme
i. "Application for Admission" is the enrollment agreement (hereinafter referred to as 'the Agreement') between the applicant and the university.
j. "Semester System" or "Semester" refers to an academic block of 16 weeks, of which a standard academic year for any given student comprises 2. Academic City runs either two or three semesters per year to allow for multiple starts. They begin in September, in January/February, and, when applicable, in May/June. Courses undertaken in any semester ends within the semester, and students are assessed on them based on the workload that semester. The semester includes 16 weeks of teaching, research, learning, assignment and/or mid-semester exams, revision, and final examinations. Re-sits may be staged outside the standard semester.
k. "Programme" A program is a curriculum that includes classes, activities, exams, and assessments to earn a degree, diploma, or certificate.
l. "Course" A course is an approved instructional package that includes a title, code number, contact hours, and may or may not have a credit weighting.
m. "Core (required) course" To graduate, students must take and pass a core course. There are four types of required courses: There are four types of required courses: university-wide, faculty/school, departmental, and program-specific. If a student fails an obligatory course, they must retake it and pass to graduate.
n. "Elective Course" An elective course is one that a student can choose freely within their program of study. The elective allows students to create a personalized curriculum based on their personal, professional, or academic interests.
o. "Prerequisite instruction" A prerequisite course is one that a student needs to complete in order to take a particular related or advanced course.

p. “Audit Course” A course that a student voluntarily enrolls in for no credit is called an audit. Although the course is included on the student's transcript, it is not taken into account for determining their GPA.
q. “Deferment” Deferring a course means delaying its start date to a later semester or year. This enables students to put off their academic obligations for a predetermined amount of time.
r. “Semester” The academic year is divided into two equal halves by a semester. Semesters often last up to 16 weeks and are made up of two to three weeks of exams and 12 to 13 weeks of instruction.
s. “Credit Hour” A credit hour is equivalent to two or three hours of laboratory or practical work per week, or one 60-minute lecture period every week of instruction during a semester.
t. “Grade Point (GP)” According to the grading scheme, the points obtained for every letter grade.
u. “Credit Point(CP)” The point allotted to every course is known as the credit point. The amount of credit hours that the classes meet each week is typically represented by these points.
v. “Grade Point Average (GPA)” The total of the credit points and grade points for all courses enrolled in the semester multiplied by the total number of credit points earned for that semester divided by the sum of the credit points obtained for that Semester yields the GPA.
w. “Cumulative Grade Point Average (CGPA)” This is the total of the credit points and grade points for all courses taken during the semesters divided by the total number of credit points for all semesters
x. “Final Grade Point Average (FGPA)” The FGPA is the CGPA for all courses taken into account, determined through the completion of the student's academic program.

## 2.1. ADMISSIONS

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

### 2.1.1. ADMISSION PROCESS

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

a. After receiving the completed Application Form for Admission, the Director of Admissions shall ensure that the application form and application are complete in all respects and that the student meets the eligibility criteria. The Registrar shall cause the admission of all applicants whose applications are duly approved for admission and communicate the enrolment number.
b. The university reserves the right to cancel the enrolment letter issued by the Director of Admissions if any major discrepancies, deficiencies, or fraudulent declarations in the application form are subsequently noticed.
c. If any of the applicants do not satisfy the eligibility criteria for admission, the application(s) for admission will be rejected. Rejected applicants are permitted to apply again at a later date after they have satisfied the prescribed eligibility criteria for admission.
d. The university shall not be liable for any fee refund in case the student is found to have provided wrong or inaccurate information.
e. Students are not ordinarily permitted to switch from the programme in which they are enrolled, to any other programme offered by the university. The fees paid by the students will not be adjusted against fees for any other programme offered by the university.

f. Every student will be allocated a registration number. Students are required to mention the registration number in all their communications with the university. The same registration number will be required on the answer scripts of examinations.
g. The registration fee paid by any student to a programme is non-transferable.
h. A student who pays the fee in full at the time of registration may withdraw from the program at any time during the validity period of enrollment. However, such students will not be eligible for a refund.

### 2.1.2. ADMISSION AND PENALTIES

a. It is an admission offense if a student uses falsified or fraudulent academic records (transcripts, certificates, examination results), or passes off information or work of that other people, to gain admission into Academic City.
b. It is an offense to aid someone to produce such falsified material, or to misrepresent or aid someone in misrepresenting their academic status or eligibility to gain admission into Academic City.
c. Any student found guilty of any of the above-mentioned offenses will be sanctioned with expulsion from the university and may have further legal action taken against them.
d. The registration of the students who obtained admission by false representation shall be treated as cancelled ab initio on the discovery of such false representation. Consequently, any certificate, diploma, or degree awarded to the students shall automatically stand cancelled. Aggrieved students may appeal to the management of Academic City.
e. Academic City applicants and students have a duty to disclose criminal and disciplinary events that occur after applying to the university. Known criminal/disciplinary events such as the ones listed below must be reported to the Office of the Dean of Students within 72 hours of the student's notice of the event. Failure to comply with this requirement may result in sanctions from the university.

- Conviction for a crime other than a minor traffic violation
- Criminal charges filed against the student (i.e. rape, assault, robbery, etc.)
- Entering a plea of guilty, a plea of no contest, or a plea under any first offender act in response to charges filed against the student
- Disciplinary or academic misconduct charges initiated or sanctions imposed against the student from a high school or former college or university.

### 2.1.3. REGISTRATION

**What is Registration?**

Registration is the formal process through which students confirm their intention to study for a particular semester. Registration enables the University to enroll students in their approved courses and provide access to academic programmes, student services, and campus facilities.

Registration is required at the beginning of every semester and must be completed within the published registration period.

**Why is Registration Important?**

Registration is more than an administrative requirement. It allows the University to:

- Confirm your enrolment for the semester;
- Assign you to the correct courses;
- Verify your academic and financial eligibility;
- Prepare class lists and teaching schedules;
- Grant access to university services, including accommodation (where applicable), the Learning Management System, and examinations; and

- Maintain accurate student records.

Students who do not complete registration are not considered enrolled for the semester and will not be eligible to attend classes.

**Eligibility to Register**

You are eligible to register if you:

a. Have been admitted or approved to continue your programme of study;
b. Meet the University's academic requirements for progression or repeating;
c. Have fulfilled the applicable financial requirements; and
d. Are not subject to any academic, disciplinary, or administrative restrictions.

**How to Register**

a. Registration is completed online through ACITY 2.0.
b. Log in to ACITY 2.0 using your university email account.
c. Navigate to Academics > Registration > Semester Registration.
d. Complete the registration form.
e. Select your tuition option and, where applicable, accommodation and meal plans.
f. Review and confirm your course selection.
g. Submit your registration request.

Your request will be reviewed by your Head of Department and the Finance Department before final enrolment by the Registry.

You will receive a confirmation notification once your registration has been successfully approved and your enrollment has been completed.

**Registration Requirements**

Students are expected to:

i. Register within the published registration period.
ii. Ensure that all required information submitted is accurate.
iii. Monitor their university email and ACITY 2.0 for registration updates and notifications.
iv. Resolve any academic or financial issues promptly.
v. Follow up on any registration requests requiring additional action.

**Registration Outcomes**

After your registration request has been reviewed, one of the following outcomes will apply:

a. Registered/Enrolled – Your registration has been approved, and you are eligible to attend classes.
b. Deferred – You did not submit a registration request within the registration period or have been granted an approved deferment.
c. Suspended – Fees – Your registration could not be approved because you have not met the University's financial requirements.
d. Suspended – You are unable to register due to academic, disciplinary, or administrative reasons.
e. Repeating – You have been approved to repeat one or more courses, a semester, or a level in accordance with university regulations.

**Student Responsibilities**

As a student, you are responsible for:

a. Completing registration before the deadline.
b. Monitoring your registration status through ACITY 2.0.
c. Responding promptly to requests for additional information or documentation.

d. Ensuring your contact information remains up to date.
e. Seeking assistance early if you encounter any challenges during registration.

Failure to complete registration by the deadline may affect your enrolment, access to university services, and participation in academic activities.

**Need Help?**

If you experience any difficulties during registration, please contact the appropriate office:

| Enquiry | Contact |
|---|---|
| **Registration and enrolment** | Registry – registry@acity.edu.gh |
| **Course selection and academic approval** | Head of Department or Programme Coordinator |
| **Tuition fees and payment** | Finance Office |
| **Student email or ACITY 2.0 access** | IT Services |
| **Accommodation and student life** | Student & Community Affairs |

Students are encouraged to seek assistance as early as possible to avoid delays in completing their registration.

**Registration Quick Tips**

- Register every semester—registration is not automatic.
- Submit your registration request before the deadline.
- Check your university email and ACITY 2.0 regularly for updates.
- Ensure your fees and academic requirements are up to date.
- Contact the appropriate office promptly if you need assistance.

### 2.1.4. MATRICULATION

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

### 2.1.5. THE ACADEMIC CALENDAR AND DEPARTURE PROCEDURES AT ACADEMIC CITY

**Academic Calendar**

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

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

a) New Year's Day - January 1
b) Constitution Day – January 7

c) Independence Day - March 6
d) Good Friday - Friday, March or April (varies)
e) Easter Monday – Monday following Good Friday
f) Workers' Day - May 1
g) Eid al–Fitr (end of Ramadan) - date determined by the Islamic calendar.
h) Founders' Day – August 4
i) Eid al-Adha (Feast of the Sacrifice) - date determined by the Islamic calendar
j) Kwame Nkrumah Memorial Day – September 21
k) Farmers' Day – First Friday in December
l) Christmas Day – December 25
m) Boxing Day – December 26

**Temporary Departure from Academic City**

End of semester:

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

**Permanent Departure from Academic City**

Following the completion of a program of study:

a) All students are required to complete the list of procedures as presented by the Office of Student and Community Affairs or Registry prior to departure. This will result in a signed clearance certificate. Failure to obtain a signed clearance certificate will result in graduation certificates, transcripts, recommendations, and referrals being withheld.
b) Students exiting before the completion of their Programme are required to complete the list of procedures as presented by the Office of Student and Community Affairs or Registry prior to departure. This will result in a signed clearance certificate. Failure to obtain a signed clearance certificate will result in transcripts, recommendations and referrals being withheld. Failure to return Academic City property may result in additional financial fees, which, if not covered, will result in additional repercussions.

**Transcript Request Guidelines**

The University provides official transcripts to students and alumni upon request. Transcripts are confidential academic records and are issued only at the request and authorization of the student.

**How to Request a Transcript**

1. **Complete the Transcript Request Form**
    - Go to your student portal in Acity2.0 and click on "Request Document" under the Academics tab. (This also allows you to request for other documents such as introductory letters, attestation letters etc.)
    - Select your option & click save. You can track the progress of processing from ACITY2.0
2. **Processing Fee**
    - A non-refundable processing fee is charged per copy. Payment must be made before processing begins.
3. **Processing Time**
    - Standard processing takes **2-3 working days** after payment and confirmation of request.
4. **Delivery Options**
    - Transcripts may be collected in person with valid ID, sent directly to an institution, or couriered to the address specified by the student.
    - Electronic copies (if available) are sent directly to the recipient institution.
5. **Restrictions**
    - Transcripts will not be issued to students with outstanding fees or unresolved disciplinary matters.
    - Persons collecting documents on your behalf must present a valid ID for identification.

## 2.2. ORIENTATION

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

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

## 2.3. UNDERGRADUATE PROGRAMMES

a) Faculty of Engineering
    - BSc Electronics and Communication Engineering
    - BSc Computer Engineering
    - BSc Mechanical Engineering
    - BSc Electrical and Electronics Engineering
    - BSc Industrial and Systems Engineering
    - BSc Robotics Engineering
    - BSc Biomedical Engineering

b) Faculty of Computational Science and Informatics
   - BSc Artificial Intelligence
   - BSc Information Technology
   - BSc Computer Science

c) Faculty of Business Administration and Communication Arts
   - BBA Accounting
   - BBA - Banking and Finance
   - BBA Human Resource Management
   - BBA Marketing
   - BBA Entrepreneurship
   - BA in Journalism and Mass Communication
   - BA in Advertising and Public Relations

### 2.3.1. ACADEMIC POLICY STATEMENT & LEARNING GOALS

**Policy Statement**

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

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

**Academic Policy Outline**

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

a) The Curriculum and structure for all programmes
b) Programme delivery modes and the required infrastructure
c) Quality of faculty members and their development
d) The necessary academic environment to deliver programmes
e) The right academic environment for students to learn and faculty members to excel at their job
f) The right links, connections and partnerships with both industry and other reputable institutions

**Core Principles of Academic Policy**

The Academic Policy is based on the following core principles:

a) To review, monitor and if required re-charter the core competencies of the University;
b) To develop and offer high-quality intensive programmes in preparing employable graduates;
c) To adapt to the latest pedagogy and modern teaching techniques;

d) To adapt to technological developments in the field of education and implement those at the university;
e) To enhance access of the university's education for students in a widespread geography;
f) To constantly assess the performance of faculty members and education delivery;
g) To provide direction to applied research and hands-on learning.

**Learning Goals**

a) Experiential Learning
b) Contextual Learning
c) Unified Learning
d) Extensional Learning

### 2.3.2. GRADING SYSTEMS

- All Engineering, Computer Science and Artificial Intelligence students

***CWA Grading Scheme***

| ***RAW SCORE (%)*** | ***GRADE*** | ***VALUE*** |
|---|---|---|
| *80 - 100* | *A* | *Excellent* |
| *70 – 79.9* | *B* | *Very Good* |
| *60 – 69.9* | *C* | *Good* |
| *50 – 59.9* | *D* | *Pass* |
| *Below 50* | *F* | *Fail* |
| *I or (I*)* | | *Incomplete* |

***CWA Degree Classification***

| **Marks (%)** | **Grade** | **Awards** |
|---|---|---|
| 80 – 100 | A | First Class |
| 70 – 79.99 | B | Second Class (Upper) |
| 60 – 69.99 | C | Second Class (Lower) |
| 50 – 59.99 | D | Pass |
| Below 50 | F | Fail |

- All Business, Communication Arts and Information Technology students will be graded using GPA grading scheme

***GPA Grading Scheme***

| *RAW SCORE (%)* | *GRADE* | *GRADE POINT* | *VALUE* |
|---|---|---|---|
| *80-100* | A | 4.0 | Excellent |
| *75-79* | *B+* | *3.5* | *Very Good* |
| *70-74* | *B* | *3.0* | *Good* |
| *65-69* | *C+* | *2.5* | *Average* |
| *60-64* | *C* | *2.0* | *Fair* |
| *55-59* | *D+* | *1.5* | *Barely Satisfactory* |
| *50-54* | *D* | *1.0* | *Weak Pass* |
| *Below 50* | | *0* | *Fail* |
| *IC* | - | - | *Incomplete* |
| *X* | - | - | *Disqualified* |
| *Z* | - | - | *Exam Malpractice* |

| *CGPA* | *Awards* |
|---|---|
| *3.6-4.0* | *First Class* |
| *3.0-3.5* | *Second Class (Upper Division)* |
| *2.5-2.9* | *Second Class (Lower Division)* |
| *2.0-2.4* | *Third Class Division* |
| *1.0-1.9* | *Pass* |

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

### 2.3.3. QUALIFICATION FOR TAKING END-OF-SEMESTER EXAMINATIONS

A student shall qualify to take the end-of-semester examination in a course only when he/she has satisfied the following conditions:

a) Has achieved at least 75% attendance of the contact hours assigned to the course
b) Has completed the two other assessment components-that is, the assignments and mid semester examinations.

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

### 2.3.4. QUALIFICATION FOR PROGRESSING

A student must maintain a Cumulative Grade Point Average (C.G.P.A) of 1.5 of Cumulative Weighted Average (CWA) of 50% and above to remain in good standing and to progress.

a) To progress from Level 100 to 200, students must:
   - Pass all courses taken
   - Attain a minimum C.G.P.A. of 1.5 or minimum CWA of 50%
   - Should not have failed more than six (6) credits in the courses registered in an Academic year.
   - None of your failed course(s) can be a pre-requisite to a level 200

b) To progress from level 200-300, and from Level 300-400 students must:
   - Attain a minimum C.G.P.A of 1.5 or minimum CWA of 50%
   - Accumulate at least 24 credits for the current year
   - Should not have failed more than nine (9) credits in the courses registered in an Academic year and not more than twelve (12) credits across different Academic years.

### 2.3.5. REPEAT, DISMISSAL, WITHDRAWAL

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

### 2.3.6. Pre-requisite requirements and Waiver Process

Students are required to meet all pre-requisite requirements before enrolling in any course. Students who have not fulfilled the pre-requisite(s) for a course will not be permitted to register for that course.
However, if there are **extenuating circumstances** that you believe warrant an exception, you may request a pre-requisite waiver through the following process:

**Pre-requisite Waiver Request Procedure**

1. Submit a formal request to your Head of Department (HOD) for consideration. The request should be sent via your official university email.
2. The HOD, Dean & VP-Academic Affairs will review your request and may approve or decline it, providing justification for the decision.

3. The HOD will notify the Registry of the outcome. The Registry will then take the appropriate action based on the decision communicated.

Note: Requests without clear justification or supporting evidence may not be considered.

### 2.3.7. REQUIREMENTS FOR GRADUATION

To qualify for the award of a degree, students must satisfy the following requirements:

a) Pass all compulsory core courses – general, faculty, or departmental core courses
b) Meet Inter-faculty (Universal) course requirements
c) Accumulate a minimum of 120 credits
d) Attain a minimum Cumulative Grade Point Average (C.G.P.A.) of 1.5 or CWA of 50%
e) Should maintain acceptable moral conduct at the University, including but not limited to personal integrity, uprightness of character, general attitude and co-operation with the University administration and fellow students.

### 2.3.8. LIBRARY POLICY AND FACILITIES

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

**The Library's Collections and Collection Formats**

The library's collections include printed and electronic books, DVDs, CDs, periodicals, online databases and journals. Online databases provide access to articles and other reference materials, much of which are full-text.

The library also provides computers with internet access for its primary patrons to enable them to avail themselves of the benefits of the world of electronic information. An Inter-library loan service which borrows materials from other libraries on behalf of patrons is also available. Books are organized according to the Library of Congress Classification System and designated areas are set aside for circulation, reference, and rare collections. Periodicals are also arranged alphabetically by title; and current editions are mounted on display shelves.

**Staff of The Library**

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

**Operations, Users and Prohibited Activities**

- Periods of Operation
  Mondays to Fridays from 9:00 a.m. to 9:00 p.m and Saturdays from 9:00 a.m. to 4:00 p.m
- Closing Periods

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

**Users/Patrons of The Library**

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

a) All members of staff
b) Students
c) Research Fellows and Visiting Scholars
d) Academic staff and research students from other universities, on request and with appropriate permission obtained.
e) Other categories of persons on the authority of the Library Committee

**Prohibited Activities**

All library patrons are expected to be considerate towards each other and cooperate with other users and staff of the library to ensure the maintenance of a reasonably quiet environment for the benefit of all persons using the library. The following activities represent a violation and may result in penalties against the offender, including eviction from the library, if necessary:

a) Cell phone communication - cell phone users must turn off their phones or set them in silence/vibration mode when in the library;
b) Discussions, talking and laughing;
c) Defacing or destruction of property and materials;
d) Unauthorized removal of library materials;
e) Boisterous behavior including running, throwing of objects;
f) Fighting;
g) Inappropriate display of affection;
h) Inappropriate language;
i) Possession of firearms, fireworks, or other weapons;
j) Smoking;
k) Placing of feet on tables and chairs;
l) Pets;
m) Foods and drinks;
n) Loitering;
o) Failure to return recalled items by the due date may result in fines and or suspension of borrowing privileges.
p) Taking an item out of the library without completing the appropriate loan procedure; Patrons must satisfy the Librarian that any library item being taken out of the library has been duly borrowed.
q) Entry to the library with Gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc. These items must be deposited at the security desk.
r) Entry into the library with bags: no bags shall be permitted entry into the library. They should be left in the space provided

**Reader Services and Circulation**

- Books allowed for Borrowing
    i. The library shall acquire materials relevant to the programs offered by the University.
    ii. Rare and reference materials are not to be borrowed but referred to in the library only.
    iii. Circulating materials are available for borrowing for 2 weeks to lecturers, registered students who hold valid ID cards, and staff of the University.
    iv. Loan periods are reviewed from time to time by the Librarian in consultation with the Library Committee.

v. DVDs and CDs usually circulate to lecturers and staff only. They may circulate to students when placed on reserve by lecturers for specific courses.
vi. Reference books, periodicals, and newspapers, no matter what format they are in, may not be taken from the library, except at the request of an academic department with the approval of the librarian.
vii. Lecturers and members of staff are expected to return all books during the end-of-semester recall. Permission is granted for the renewal of such books that may still be needed.

**Books/Items Circulation Period**

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

Some rare books in the collection do not circulate at all. They include:

a) Reference Books and items
b) Newspapers and periodicals
c) Dictionaries and Encyclopedias
d) Course manuals
e) CDs

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

**a) Check-out/Borrowing Limits**

Limits on the number of books/items that may be borrowed are as follows:

- Senior members of Academic City University may borrow up to 3 books/items at a time.
- Students of the University may borrow up to 2 books/items at a time.
- Administrative staff of the University may borrow up to 2 books/items at a time.
- Research fellows, visiting scholars, etc. may borrow up to 3 books/items at a time.

**b) Renewal of Borrowed Books/Items**

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

**c) Library Penalties**

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

- **Lost / Damaged book**
  i. A patron shall pay the full cost of a lost book. In place of this payment, the library will accept a new replacement copy of the equal or greater value.
  ii. Damaged books, while assessed by the administrator of the library on a case-by-case basis, may also be replaced in like manner.
  iii. Library books and other materials cannot be purchased. Even if a lost item charge has been paid, the item remains the property of the institution.
  iv. Any person who falsely claims to have lost an item simply to retain possession of it may be charged with illegally possessing the institution's property.

v. If a book is found within one year, upon presentation of the receipt, a refund may be made minus the service charge and any fines owed.

- **Failure to settle library obligations**

Failure to settle library obligations such as unpaid library fines or overdue books/items may result in the following penalties:

i. Returning students will not be allowed to register.
ii. Graduating students may not be allowed to receive their certificates or transcripts.
iii. The library's computer-based circulation system will place a "block" on a user's borrowing privileges.
iv. As such, library clearance shall be a requisite for registration and collection of certificates, in the case of students; and payment of salaries/allowances in the case of lecturers and staff.

## 2.4. SELF-DEVELOPMENT, ENGAGEMENT, AND SUCCESS, BEGIN WITH YOU.

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

### 2.4.1. CODE OF CONDUCT. THE RIGHTS AND REGULATIONS.

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

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

#### 2.4.1.1. STUDENT RIGHTS AND OBLIGATIONS

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

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

a) Respect of the individual student's identity and personal feelings.
b) Students' right to use the university facilities and to participate in the different student committees and clubs, according to the rules and regulations of the university.
c) Students' right to be in an environment free of oppression, discrimination, harassment, intimidation and violence.

d) Rules and penalties are applied with equality and justice.

The university desires to maintain an orderly climate in which academic inquiry and freedom occur while still preserving the freedom and rights of all members of the university. Students must:

a) Take full responsibility for their actions and behavior within the university.
b) Completely understand and comply with the university rules and regulations.
c) Avoid offending the feelings of others by direct actions or as a result of participating in different committees on or off campus; students must always have mutual respect for their fellow students.
d) Respect the rights and privacy of others.

### 2.4.1.2. FREEDOM OF EXPRESSION

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

### 2.4.1.3. FREEDOM FROM DISRUPTIVE CONDUCT

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

a) Committing or threatening to commit any act of physical violence against self or another. This includes, but is not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning or restraining;
b) Threatening the health, safety, or welfare of another;
c) Interfering with the freedom of movement of another;
d) Invading the privacy of another - where invasion of privacy means the unjustifiable intrusion into the personal life of another without consent; taking pictures or videos of someone inside their dorm room, office, washroom, any place of privacy without their consent; illegally intercepting phone calls, snooping through someone's phone, laptop or personal device without their consent; publicly disclosing information about someone that can cause damage or injury (physical, emotional, mental); Interfering with the right of another to enter, use, or leave any university building, facility, property, service, resource or activity;
e) Interfering with a faculty member or university official in the performance of their duty;
f) Interfering with the freedoms of speech, religion, or association of another;
g) Trespassing or the unauthorized entry or access to any university building, facility, property, service, resource or activity
h) Making, exhibiting, or producing any inappropriate, loud or disruptive noise or behavior;
i) Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the university;
j) Exhibiting public nudity or lewd behavior;
k) Urinating in any unauthorized area of the university buildings, facilities or property

l) Students shall be liable to pay for any loss or damage to university property of any kind caused by students or their visitors. This includes ACSC property. The amount to be paid shall be based on the actual replacement cost of the item damaged.
m) Students must not transfer furniture or fixtures of any kind from any part of the university buildings without prior permission from the appropriate authority. This includes ACSC property.
n) Students must not interfere with electrical installations in any part of the university.
o) Library Books: Care for others and solidarity are key values of the university. A fine or replacement fee shall thus be levied against any student who interferes with the educational pursuits of another student or other students by either not returning books to the library on the due date or by damaging the books or other learning materials contained therein.

#### 2.4.1.4. RESPONSIBLE COMPUTING AND USE OF University COMPUTER RESOURCES/LAB

a) All students must comply with applicable laws in Ghana relating to copyright, security, and electronic media. Students must act responsibly, and in accordance with relevant policies and laws, contractual obligations. This includes downloading software, data, and content illegally.
b) All students must make certain that their computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all uses of their computer and will be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address).
c) All students are expected to access, use their e-mail in a timely manner, and close their work to safeguard their privacy. Academic City email addresses ending in "acity.edu.gh" are assigned to each student, and is the official means through which information from faculty and administrators is communicated.
d) Students should not use group email IDs to send private marketing or sales material or any other material that constitutes SPAM. A few student leaders will be given access to select group IDs for the purpose of Academic City-related activities.
e) A student shall not damage, destroy, misuse, or otherwise endanger the university's computing and information resources. Specific violations of this standard include, but are not limited to using any University computer, facility, equipment, software, network or other resource, including e-mail**:**
   - for any activity other than that for which access or use was assigned or authorized;
   - for commercial use;
   - without authorization;
   - to commit or attempt to commit any other violation of this Code of Conduct;
   - to commit or attempt to commit any act prohibited under applicable laws of Ghana, or
   - to disrupt, hinder or damage the service, use or ability of others to access or use any university computer, facility, equipment, software, network or other resource, including e-mail.

#### 2.4.1.5. PROHIBITED CONDUCT, ACTIVITIES AND ITEMS

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

a) Violation of the Academic Integrity Policy. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university-authorized activity, on or off campus.
b) Attempted or actual theft of, misuse of, or intentional damage to university property; or theft of or damage to property of a member of the university community or a campus visitor on university premises or at university functions.

c) Trespassing, including unauthorized entry or presence on the property of the university or in a university facility or any portion thereof to which entry or presence has been restricted.
d) Violation of drugs and alcohol rules and regulations
e) Lewd or indecent conduct online, on university premises, or at university-sponsored or university-supervised functions.
f) The use of profane, lewd, or obscene speech or like expressive behavior (including the wearing of clothing displaying such language, pictures, or symbols); the use of defamatory or racist speech or like expressive behavior; or the use of any speech or behavior implying a physical threat or likely to provoke violence or retaliation in person or via electronic means, including but not limited to blogs, texting, email, and social networking sites.
g) Mental or physical abuse of any person online, on university premises, or at university-sponsored or university-supervised functions, including, coercion, stalking, intimidation, verbal or physical actions that threaten or endanger an individual's health or safety.
h) Violation of the sexual harassment policy
i) Occupation, refusal to depart, seizure, commandeering (or threatening to do so in any manner) of university property, a university facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
j) Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access to, ingress, or egress of university facilities; which is harmful, obstructive, or disruptive to the functions of the university; or remaining at the scene of such an assembly after being asked to leave by a university official.
k) Possession of firearms, fireworks, explosives, incendiaries, knives of any kind, and other types of weapons on university property or at any university function, particularly if there is the intent, or possibility of causing harm or damage.
l) Setting off a fire alarm or using or tampering with fire safety equipment on university premises or at university-sponsored or university-supervised functions, except with reasonable belief in the need for such alarm or equipment.
m) Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name on university premises or at university-sponsored or university-supervised functions.
n) Smoking and/or use of any forms of tobacco products or e-cigarettes on all properties owned or rented by the university, except in university-approved designated smoking areas.
o) Violation of state or university regulations regarding the operation and parking of motor vehicles.
p) Tampering with the election of any university-recognized student organization, forgery, alteration, or misuse of university documents, records, or instruments of identification with intent to deceive.
q) Failure to comply with instructions of university officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
r) Violation of the terms of disciplinary probation or any university regulation during the period of probation.
s) Fiscal irresponsibility, such as failure to pay university-levied fines, failure to repay university-funded loans, or the passing of worthless checks to university officials.
t) Violation of any university policy; prohibited behavior; local and state criminal law on university premises adversely affecting the university community's pursuit of its proper educational purposes.
u) The unauthorized access or attempt to access, manipulate, or retrieve files, programs, or data from any university computer system.
v) Use of computing facilities to send or view obscene or threatening messages.
w) Disruption, disturbance, or interference with any classroom activity or staff operation by the playing of loud, threatening, or obscene music.

x) Engaging in any action that is disruptive to orderly classroom instruction without limitations to the use of cell phones, tablets, or electronic devices; students are therefore required to disengage all such devices when not approved for instruction in a classroom.
y) Engaging in any action that is disruptive or in violation of established rules and regulations regarding use of university areas, including but not limited to computer labs, library, student lounges, designated public transportation, and cafeteria.
z) Engaging in examination misconduct or malpractice by breaching examination regulations and instructions in order to gain an unfair advantage before, during and after the examination.

### 2.4.1.6. ALCOHOL

**On-Campus**

The possession, use, consumption, manufacture, sale or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by the university. No student organization or function that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by the Academic City shall serve alcohol or permit the possession, use, consumption, manufacture, sale or distribution of alcohol except as provided here.

**Off-Campus**

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

### 2.4.1.7. DRUGS, CIGARETTES AND RELATED ITEMS

**Academic City University Drug Policy**

The purpose of this drug policy is to safeguard the welfare and security of the university community by unequivocally outlining the university's stance on the possession, use, distribution, or manufacture of drugs on university premises. The illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia is prohibited. Any violations of this drug policy may be subject to sanctions by the university and may be reported to all appropriate law enforcement authorities. All university buildings, including the hostel and car parks, are designated as smoke-free for all substances. This includes the use of cigarettes and shisha. By maintaining a drug-free environment, the university aims to foster a culture of safety, academic excellence, and personal responsibility conducive to learning and professional development.

**Definitions**

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

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

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

1) The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription, or prescription drug not prescribed to the student;
2) The transfer, delivery, or manufacture or intent to transfer, deliver, or manufacture any drug or drug paraphernalia;
3) The possession of a prescription, or a prescription drug not issued to the student;
4) The misuse, sale, delivery, or transfer of a prescription or prescription drug;
5) Driving on campus while impaired by any drug, whether it be legal or illegal; or
6) A violation of any laws of the Republic of Ghana relating to the use of drugs

**Drug Testing**

**Purpose**

The purpose of this drug testing policy is to uphold Academic City University commitment to maintaining a drug-free environment on campus, ensuring the safety and well-being of all students, faculty, and staff.

**Scope**

This policy applies to all students present on Academic City University premises, including but not limited to classrooms, offices, laboratories, hostel, and outdoor areas.

**Types of Testing**

a. ***Random Drug Testing***: Random drug testing will be conducted periodically throughout the academic year. Selection for testing will be entirely random and will include both undergraduate and graduate students.

b. ***For Cause Testing:*** For cause testing may be conducted if there is reasonable suspicion or evidence of drug use, possession, or distribution in violation of university policies. Such suspicion may arise from observable behavior, clinic and counseling reports, other reports from credible sources, or other relevant factors.

**Testing Procedures**

a. ***Selection Process***: Students will be selected randomly from each year group. The selection will be confidential and conducted by the Dean of Students and Community Affairs or designated representative.

b. ***Notification***: Selected individuals for random drug testing will be notified on the day of the test in person and provided with clear instructions regarding the testing process and their rights.

c. ***Sample Collection***: Urine samples will be collected from the selected students privately and confidentially by trained medical professionals and/or designated staff members. The chain of custody will be maintained throughout the collection process to ensure the integrity of the samples.

d. ***Testing Methods***: Samples will be analyzed using reliable and validated drug testing kits to detect the presence of illegal drugs or prohibited substances outlined in the University's drug policy.

e. ***Confidentiality***: All information related to drug testing, including test results, will be kept confidential and only disclosed to authorized individuals on a need-to-know basis.

1. **Consequences of Positive Tests**

a. ***First Offense***: Students who test positive for drug use will be subject to disciplinary action, which includes suspension, mandatory counselling and community service. The severity of violation is determined by the disciplinary committee

b. ***Repeat Offenses***: Repeat offenders may face more severe disciplinary action which includes expulsion from Academic City University.

2. **Consequences of Refusing to test**

If the individual does not comply by appearing for testing within the designated time frame i.e. 24 hours, it will warrant an automatic disciplinary hearing. Their penalties will include additional disciplinary sanctions.

3. **Education and Support**

In addition to enforcement measures, Academic City University is committed to providing education and support services to students struggling with substance abuse issues. Resources such as counseling, recommendation to rehabilitation programs, and support groups will be made available to students in need of these resources.

4. **Compliance with Laws**

All drug testing procedures will comply with the relevant laws and regulations of the Republic of Ghana, as well as ethical standards for drug testing in educational institutions.

**Conclusion**

By implementing this drug testing policy, Academic City University aims to create a safer and healthier campus environment conducive to academic success and personal development. This policy is subject to review and update as necessary to ensure its effectiveness and compliance with university policies and regulations.

### 2.4.1.8. WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE CHEMICALS

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

a) Any deadly weapon, defined as any instrument, item or material readily capable of causing death or serious physical injury;
b) Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
c) Any type of gun, pellet gun, air rifle, paint gun or toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
d) Any sword (whether decorative or not), or other martial arts weapon;
e) Any knife (other than an ordinary pocket knife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
f) Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks and illegal or potentially dangerous chemicals.
g) Note: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.

### 2.4.2. THEFT

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

a) The unauthorized taking, misappropriation, possession, retention or disposal of any property owned or maintained by the university, another student, a person attending the university sponsored event/program or any other person; or
b) The unauthorized taking or use of any University owned or contracted service.

### 2.4.2.1. POSSESSION OF LOST OR MISPLACED ITEMS

The lost property points are the following, for the various campus facilities.

- The Student and Community Affairs Office
- Academic facilities, labs and offices: The Library
- Administrative offices: The Reception

- Hostel: The Residential Coordinators' desk.

## 2.5. A FINAL WORD ABOUT THE STUDENT CODE OF CONDUCT

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

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

## 3. SUMMARY OF STUDENT OFFENCE AND PENALTY

| Category | Offense | | 1st Offense Penalty | | 2nd Offense Penalty |
|---|---|---|---|---|---|
| Examination-Related Offenses | Causing leakage of examination questions | | Dismissal with no re-application allowed for the affected student | | |
| | Benefitting from a leaked paper | | Cancellation of examination and triple payment of exam fees to rewrite | | Dismissal for repeat offenders |
| | Possession of foreign material including devices capable of saving data | | Cancellation of examination and triple payment of exam fees to rewrite | | Dismissal for repeat offenders |
| | Copying from prepared notes or a colleague's scripts during examination | | Cancellation of examination and triple payment of exam fees to rewrite | | Dismissal for repeat offenders |
| | Communicating with other candidates in the examination room | | Cancellation of the paper in question and a warning letter. Triple payment of exam fees to rewrite | | Suspension for 1 academic year for repeat offenders |
| | Impersonation of another candidate or allowing oneself | | Dismissal of the candidate involved plus a report to the police | | |

| Category | Offense | | 1st Offense Penalty | | 2nd Offense Penalty |
|---|---|---|---|---|---|
| | to be impersonated | | | | |
| | Assisting another candidate or obtaining assistance from another candidate | | Cancellation of examination and triple payment of exam fees to rewrite | | Dismissal for repeat offenders |
| | Attempting to fish out information from books, notes, phones, etc. during exam | | Cancellation of examination and triple payment of exam fees to rewrite | | Dismissal for repeat offenders |
| | Making unnecessary noise that disturbs other candidates | | Expulsion from the examination room by the floor supervisor with the help of security when necessary. Invigilator may take away the paper or issue a verbal warning. Cancellation of the paper. | | Suspension for 1 academic year for repeat offenders |
| | Destroying material that may serve as evidence to incriminate them | | Cancellation of the paper and suspension for 1 academic year. Payment of triple exam fees to rewrite | | Dismissal for repeat offenders |
| | Verbal assault on an invigilator | | Cancellation of the examination paper and suspension for 1 academic year | | Dismissal for repeat offenders |
| | Physical assault on an invigilator | | Removal from Examination and cancellation of exam paper | | Dismissal plus a report to the police for repeat offenders |
| | Continuing to write after an examination has ended | | 10 marks to be deducted from that paper and a warning letter | | Possible suspension |
| | Copying another person's work without | | Cancellation of long essay/project work plus a warning letter. Triple | | Suspension for one academic |

| Category | Offense | | 1st Offense Penalty | | 2nd Offense Penalty |
|---|---|---|---|---|---|
| | acknowledgment of the source (plagiarism) | | repayment of fees for the project to rewrite | | year for repeat offenders |
| | Disclosing contents of one's answer booklet to another candidate | | Both students face cancellation of the examination and triple payment of exam fees to rewrite | | Suspension for one academic year for repeat offenders |
| | Disregarding the invigilator's instructions | | Expulsion from the examination hall for 15 minutes under surveillance with the help of security | | Suspension for one academic year for repeat offenders |
| | Failure to sit at the assigned place during the examination | | Warning letter | | Cancellation of the paper for repeat offenders |
| Behavioral and Ethical Offenses | Disruptive threatening lewd indecent or obscene conduct or expression | | Warning letter and mandatory counseling | | Suspension for repeat offenders |
| | Committing or threatening physical violence | | Immediate suspension and possible dismissal. Report to police if necessary | | Dismissal |
| | Threatening health safety or welfare | | Suspension and mandatory counseling | | Dismissal for repeat offenders |
| | Interfering with freedom of movement | | Warning letter | | Possible suspension for repeat offenses |
| | Invading privacy | | Warning letter and mandatory counseling | | Suspension for severe or repeated offenses |
| | Interfering with faculty or university official duties | | Warning letter and mandatory community service | | Possible suspension for repeat offenses |
| | Interfering with freedoms of speech religion or association | | Warning letter | | Suspension for severe or repeated offenses |

| Category | Offense | | 1st Offense Penalty | | 2nd Offense Penalty |
|---|---|---|---|---|---|
| | Trespassing or unauthorized entry | | Warning letter | | Suspension for repeat offenses |
| | Making exhibiting or producing inappropriate loud or disruptive noise | | Warning letter and mandatory community service | | Suspension for repeat offenses |
| | Acting recklessly causing disruption to university operations | | Suspension and restitution for damages | | Dismissal for repeat offenses |
| | Exhibiting public nudity or lewd behavior | | Suspension and mandatory counseling | | Dismissal for repeat offenses |
| | Urinating in unauthorized area | | Warning letter and mandatory community service | | Suspension for repeat offenses |
| | Damaging or losing university property | | Restitution for damages and suspension | | Dismissal for repeat offenses |
| | Unauthorized transfer of furniture or fixtures | | Warning letter | | Restitution for any damages |
| | Interfering with electrical installations | | Immediate suspension and Restitution for any damages caused | | Dismissal for repeat offenses |
| | Use of profane lewd or obscene speech or behavior | | Warning letter and Mandatory counseling | | Suspension and possible dismissal for repeat offenses base on severity |
| | Mental or physical abuse of any person | | Immediate suspension | | Possible dismissal. Report to police if necessary |
| | Violation of the sexual harassment policy | | Immediate suspension | | Investigation and possible dismissal |

| Category | Offense | | 1st Offense Penalty | | 2nd Offense Penalty |
|---|---|---|---|---|---|
| | Unauthorized use or occupation of university property | | Warning letter | | Possible suspension |
| | Participation in disruptive assemblies | | Suspension and mandatory counseling | | Dismissal for repeat offenses |
| | Possession of weapons or dangerous instruments | | Immediate dismissal | | Report to police |
| | Falsification of official documents | | Immediate suspension and possible dismissal depending on severity | | Report to the police and dismissal |
| | Providing false information to university officials | | Suspension and mandatory counseling | | Possible dismissal for repeat offenses |
| | Misuse of University funds | | Immediate suspension and restitution for damages | | Possible dismissal and legal action |
| | Forgery or unauthorized use of University's documents | | Immediate suspension and possible dismissal base on severity | | Dismissal |
| | Fraudulent acts | | Immediate dismissal | | Report to police |
| | Unauthorized use of University ID cards | | Suspension | | Possible dismissal for repeat offenses |
| | Unlawful entry or trespassing | | Suspension | | Possible dismissal for repeat offenses |
| | Illegal gambling | | Suspension and mandatory counselling | | Dismissal for repeat offenders |
| | Violation of smoking policy | | Immediate Suspension and mandatory counselling | | Dismissal for repeat offenders |
| | Violation of academic probation | | Immediate suspension | | Possible dismissal for repeat offenders |
| | Theft | | | | |

| Category | Offense | | 1st Offense Penalty | | 2nd Offense Penalty |
|---|---|---|---|---|---|
| Library Offences | Library offenses | | Suspension of library privileges | | Suspension for repeat offenses |
| | Violation of copyright security and electronic media laws | | Suspension | | Possible legal action for repeat offenders |
| | Failing to ensure computer security | | Suspension of computing privileges | | Mandatory cybersecurity training |
| | Misuse of Academic City email addresses | | Suspension of email privileges | | Mandatory training |
| | Private marketing or sales via group email IDs | | Warning letter | | Suspension of email privileges |
| | Misuse of university's computing and information resources | | Suspension of computing privileges | | Possible suspension for repeat offenses |
| | Violation of Academic Integrity Policy | | Cancellation of the assignment or exam | | Suspension for severe or repeated offenses |
| | Theft or misuse of property | | Immediate suspension | | Restitution for damages |
| | Violation of drugs and alcohol rules | | Immediate suspension and mandatory counseling | | Dismissal for repeat offenders |
| | Lewd or indecent conduct | | Suspension and mandatory counseling | | Suspension |
| Hostel Offence | Violation of Hostel rules | | Warning from the Dean of the Students | | Disciplinary Hearing with possible removal from the hostel |
| | Housing non residents after 9am | | Warning from the Dean of Students | | Suspension from the hostel |
| | Non residents violating 9pm rule | | Temporary Hostel Ban | | Permanent Hostel Ban |

| Category | Offense | | 1st Offense Penalty | | 2nd Offense Penalty |
|---|---|---|---|---|---|
| | Tampering of CCTV camera | | Warning from the Dean of Students | | Suspension |
| | Using wrong gender assigned bathroom | | Warning from the Dean of Students | | Removal from the hostel |
| | Non-residents staying beyond 9pm | | Warning from the Dean of Students | | Ban from entering the hostel |
| | Breaking of Hostel Ban | | Suspension | | |

## 4. PRACTICAL WORK POLICY

### 4.1. INTRODUCTION

Practical skills are an essential part of competence in all computational sciences and engineering courses run by Academic City University.

### 4.2. STRATEGIC OBJECTIVES AND PURPOSE OF PRACTICAL TRAINING

The aim is to get students hands-on experience and have them develop these practical skills. Good laboratory and practical work also help students gain expertise in critical enquiry, problem solving, experimental design, data analysis & presentation and a long list of important academic and professional abilities.

Laboratories and practical classes at Academic City University are also to help students to develop the kinds of practical intelligence so highly valued by professionals in many fields, and by those who employ them.

### 4.3. SPECIFIC OBJECTIVES

The objectives of the practical training are as follows:

a) Prepare students physically, mentally and emotionally for the rigors of work as executives in real organizations upon graduation.
b) Develop the student's individual maturity, self-awareness, and confidence.
c) Familiarize students with some structured practical experience of the organization, its operations, its customers, and its staff.
d) Enable students to exercise and acquire effective interpersonal and communication skills in organizations.
e) Enable students to put into practice their academic knowledge and skills acquired at Academic City University to benefit the organizations.

### 4.4. GUIDELINES FOR THE CONDUCT OF PRACTICAL WORK

a) The curriculum of Academic City University has been carefully designed to include practical courses with two or more credits. Faculties are to ensure that they strictly follow the schedule.
b) The university shall provide practical laboratories to include journalism studio, computer lab, engineering workshop, Community Radio studio etc. to aid internal practical lessons.
c) Faculties shall from time to time make arrangements from the industry and take their students for practical lessons at such places as arranged.
d) Each student shall undertake a practical thesis/dissertation/ long essay as a requirement for graduation. Students shall be attached to faculty members to supervise these works.

### 4.5. ATTACHMENT/INTERNSHIP ARRANGEMENTS

In order to fulfill the complete practical training program requirement for the award of Degrees and Diploma from Academic City University, students must spend at least eight (8) weeks working in a position, either compensated or not, with an organization approved by the Career Services department and Faculty from the start of an academic semester. With assistance of the Career Services department and Faculty, students shall identify suitable organizations to undergo their practical training. Suitability depends on several criteria:

a) Duties / Tasks allocated: Any student would benefit if the training involves his / her area of specialization. For instance, an accounting major should apply for placement in such specific area.

Bear in mind that an internship at a reputable organization with the necessary niche in the industry will be an invaluable addition in the students' CV. However, in many cases of which students were not given placement in the intended area, the Career Services department and Faculty still approves and students have always completed the training as required.

b) Location: The location of the organization is important to students, especially those who depend on public transportation. Safety and security are other issues related to location.

c) Allowance: While some companies stipulate the payment or non-payment of allowances to their practical trainees in the offer letter, some tend to be more reserved on the matter. In order to clarify doubts, students should ask about it when applying, especially when it is obvious that they will incur expenses (transportation, meals, etc.) during the 2-month duration. The Faculty nor Career Services, however, has no policy regarding this; hence companies have total freedom to pay or not to pay any allowance to the trainees.

d) Evaluation: All students who complete the mandatory industrial attachment course will write a report summarizing their experience using guidelines which will be provided to them by the Career Services department. These guidelines have been agreed upon with the faculty. They will also be evaluated by their supervisors who will be sent an electronic evaluation form. This form will be visible to the career services team and will be shared with the various corresponding Faculties.

e) Grading: Students will be graded based on their Internship Report which takes up 60% of their scores and their supervisor Evaluation which takes up 40% of their scores.

f) Termination of Industrial Attachments: Should the intern (student) or company be unable to continue the industrial attachment, all parties (intern, site supervisor, career services department) must be notified so that alternate arrangements can be made. This is a credit-based course and will be treated as such should the student cancel it.

## 4.6. INDUSTRIAL INTERNSHIP POLICY

This policy sets out principles and guidelines for industrial attachment. It aims at making Academic City University education an effective instrument of productivity, skilled work and employment promotion. Thus, the policy includes the purpose of industrial attachment & internship as its specific objectives, the main activities of the Programme and the key players that make it functional and meaningful.

## 4.7. STRATEGIC OBJECTIVE AND PURPOSE OF INDUSTRIAL ATTACHMENT

Academic City University creates opportunities for compulsory 2-credit based industrial attachment for students in their penultimate year to improve their exposure to the job market. In addition, it also links school training with on-the-job training, which will provide the trainee with the opportunity to obtain insight into the practical application of their skills.

### 4.8. SPECIFIC OBJECTIVES

Students on Attachment / Internship will be able to:

a) Appreciate the importance of human relationships and work attitudes and the importance of working as a team and as a member of hierarchy.
b) Understand the constraints of work life and the functional relationships within and between organizations.

c) Build a network of industry experts and contacts
d) Be orientated towards work processes and the relationship of work to the rest of society.
e) Apply theoretical concepts and university-based skills to practice.
f) Develop communication skills as well as other soft skills such as punctuality, team work, and attitudes like curiousness, self-confidence, maturity and self-reliance.
g) Obtain knowledge of job opportunities, hiring processes, potential careers and develop new areas of interest

Employers will be able to:

- Know future skills availability.
- Improve the training delivered at training institutions by increasing its industrial relevance.
- Influence the training of future generations of employees.

### 4.9. BENEFITS TO THE PARTIES

**Industry**: The industry will benefit from:

- Additional manpower.
- Young and fresh initiatives
- Adding to their database of potential employees

**Students**: The attaches will benefit from-

- Exposure
- Developing a professional network
- Work experience
- Developing a positive attitude towards the world of work
- Explore career interests and opportunities

**Academic City University** will benefit from:

- Feedback about their training curriculum.
- Better assessment of intern's ability.
- Exposure of its students to industry

### 4.10. TERMINATION OF INDUSTRIAL ATTACHMENTS

Should the intern (student) or company be unable to continue the industrial attachment, all parties (intern, site supervisor, career services department) must be notified so that alternate arrangements can be made. This is a credit-based course and will be treated as such should the student cancel it.

### 4.11. VOLUNTEER ROLE OVERVIEW

A volunteer role is a planned experience gained by a student within an organization in a given period and it is not paid.

**Volunteering at Academic City**

- Any department may have an ACity student volunteer with them.
- Students must apply through the Career Services Department.
- The student's CV will be required – this must be sent to the Career Services Department. The student's CV will be sent in an email to HR (copying the hiring department head) declaring the said student's interest in volunteering at the specified department. The volunteer period must also be mentioned.
- HR will get back to Career Services with an approval or disapproval.

**Volunteer Period**

This can vary depending on the student's availability.

**Departments That Students Can Work as Volunteers**

An ACity student can volunteer in any department that has a vacancy. They can also volunteer in a department that is aligned with their career goal.

**Staying On Campus During Volunteer Roles**

Students who wish to pursue volunteer roles on campus will not be allowed to stay on campus during their volunteer activities if the volunteering occurs during school vacation

**Double Volunteer Roles**

- A student can only pursue one (1) volunteer role at a time per department.
- If a student is found to pursue more than one (1) volunteer role during any given period, all volunteer roles will be terminated with immediate effect.

**Termination**

- A volunteer role can be terminated only at the discretion of the hiring department with a written (email) reason for termination sent to the Career Services Department.
- A student can decide to terminate a volunteer role with 1 weeks' notice to the department with which they are volunteering and a copy sent to the Career Services Department.
- A hiring department can decide to terminate a student's volunteer role.

### 4.12. EVALUATION

a) An Evaluation form will be sent to the student's supervisor.
b) Student is expected to write a 2-page report (with the exception of those pursuing an Industry Internship) – the structure and details will be shared by the Career Services department.

### 4.13. STUDENTS PARTNERING WITH OTHERS – ACITY ENGAGEMENT

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

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

a) We innovate to advance.
b) We create practical solutions for development-impeding problems.
c) We collaborate with individuals, communities and organizations.
d) We serve unselfishly, and provide ethical leadership.

## 5. POLICY FOR STAGING A PUBLIC EVENT ON CAMPUS AND SIGN POSTING POLICY

**Staging for Public Event On Campus**

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

Applicants must supply the following information:

a) Date and time for the function
b) Place where the function is to take place

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

**Sign Posting Policy**

The purpose of this policy is to establish clear criteria for the posting of signs in public areas across the campus. Adherence to these criteria will ensure that signs are not prematurely removed and that they serve their intended purpose effectively. The noticeboard is designated for official university communications, academic updates, event information, and student club activities. It is not to be used for personal advertisements or non-academic content.

**Organizer Guidelines for University Noticeboard:**

a) **Approval:** All notices must receive approval from the appropriate university authority (such as the Student Affairs Office) before being posted.
b) **Size and Duration:** Notices must not exceed A4 size and should be removed promptly after the event or once they are no longer relevant.
c) **Content:** Notices must be clear, concise, and professionally written. They must include essential details such as the date, time, venue (for events), and contact information.
d) **Respect:** The content must respect all members of the university community and must not contain offensive, discriminatory, or inappropriate language or imagery.
e) **Responsibility:** The individual or group posting the notice is responsible for its content and timely removal.
f) **Non-compliance:** Non-compliance with these guidelines may result in the removal of the notice and could impact future posting privileges.
g) **Language:** Notices must be written in the official language of the university or in a language widely understood by the university community.
h) **Legibility:** Notices must be clearly legible, using large, bold fonts for headings and ensuring the text is readable from a reasonable distance.
i) **Placement:** Notices must be placed neatly on the noticeboard without covering or obscuring other notices.
j) **Duplication:** Avoid posting duplicate notices on the same board to ensure equitable access to space.
k) **Digital Notices:** If digital noticeboards are available, consider using them for their environmental benefits and ease of updates.
l) **Emergency Information:** Emergency procedures, safety guidelines, or key university policies may be permanently displayed on the noticeboards.
m) **Feedback:** Encourage feedback on the noticeboard's use and effectiveness to improve the system for all.
n) **Updates:** Regularly update the noticeboard to ensure the information is current and relevant. Remove outdated notices promptly.
o) **Categorization:** Where possible, categorize notices (e.g., academic, events, clubs) for easier navigation.

p) **Respect for Space:** Do not overcrowd the noticeboard. Leave space for other notices and ensure each notice is distinguishable.
q) **Contact Information:** Always include contact information on the notice for any inquiries.
r) **Proofread:** Proofread all notices for spelling or grammatical errors before posting.
s) **Sustainability:** Use recycled paper or digital platforms to reduce waste and promote sustainability.
Remember, the goal of the noticeboard is to keep the university community informed in a respectful and organized manner. Maintain a respectful, informative, and organized environment at all times.

**Criteria for All Postings:**

The content of all postings in public spaces on the Academic City campus must align with the principles and practices of Academic City and adhere to the posting guidelines. All postings (including banners) by members of the Academic City community must include:
a) A name and drawer number or extension number of a contact person or sponsoring organization.
b) A date after which the posting should be removed. For event-specific signs, the date of the event is sufficient. All signs will be removed at the end of each semester, regardless of their designated "removal date."

**Posting Areas:**

a) The locations of posting areas in each campus building will be determined by the occupants of that building. Each building must have a contact person responsible for overseeing the posting policies, including the locations of permitted posting areas.
b) Each campus building must have clearly designated areas for posting signs of general campus interest. Each floor in the building will reserve space specifically for departmental postings.

**Prohibited Postings:**

Prohibited postings will be removed immediately:
a) Chalking buildings, facilities, or walls is strictly prohibited.
b) When posting signs, materials that could deface buildings or posting areas must not be used. Care should be taken when applying tape to painted surfaces to avoid damaging the paint upon removal.
c) The use of materials such as paint, stickers, double-sided tape, or glue that can cause permanent damage to building surfaces is prohibited. Their use will be considered vandalism.
d) Posting in washrooms should be limited to matters of health, support, and security.
e) Signs must not be posted on windows or doors in public areas unless those areas are specifically designated as posting areas.
f) Signs must not be posted on mirrors or the glass fronts of display cases.
g) Signs must not be posted over pictures or other signs.
h) Posters may not be posted outside the school.
i) Academic City discourages the posting of multiple duplicate or nearly-identical signs on a single posting area. Redundant signs waste paper and limited posting space. Alternatives are encouraged. If, however, individuals or campus organizations choose to post multiple signs, consideration for other postings is required. In cases where redundant postings occupy the only remaining space, one of those redundant signs may be removed to accommodate a new sign.

**The Removal of Posters:**

a) The removal of signs is the responsibility of the individual or campus organization that originally posted them. Community members are encouraged to keep all posting areas current. Any member of the community may remove signs after the removal date has passed.

b) Signs in violation of Academic City policy (e.g., those posted in non-designated areas) may be removed by any community member. However, it is requested that individuals removing such signs contact the sign's sponsors (if information is available) to notify them of the removal.
c) Except for academic departmental postings, signs from individuals or organizations outside the Academic City community must be approved by the relevant department before posting. Once approved, a representative of the off-campus group may post them in the designated areas.

## 6. PHOTOGRAPHY, MEDIA & ALUMNI INFORMATION USE

Academic City University regularly captures photographs, video, and audio recordings of campus life, including classes, projects, student activities, and University events.

By enrolling and participating in University activities, students acknowledge and consent that their image, name, academic programme, testimonials, academic work, and participation in University activities may be photographed, recorded, and used by Academic City University for institutional communication, educational, marketing, recruitment, and promotional purposes.

These materials may be used across University platforms, including the website, social media channels, publications, reports, advertising campaigns, and other institutional communications.

Academic City University also celebrates the achievements of its graduates. After graduation, the University may feature alumni information such as name, programme of study, graduation year, employer name, job title, career milestones, professional placements, and testimonials in University communications, publications, promotional materials, and institutional storytelling to highlight the impact and success of its graduates.

The University commits to using such materials respectfully and in a manner consistent with its values and reputation.

Students or alumni who prefer not to have their image, name, or related information used may opt out at any time by emailing marketing@acity.edu.gh. This request will apply to future uses and will not affect materials already published.

## 7. FIELD TRIP POLICY

### 7.1. INTRODUCTION

Field Trips are an important component of the experiential learning advocated in Academic City University's academic plan for all of our programmes (i.e. Information Technology, Computer Science, Artificial Intelligence, Computer Engineering, Electrical & Electronics Engineering, Electronics & Communication, Mechanical Engineering, Industrial & Systems Engineering, Biomedical Engineering, Robotics Engineering, Business Administration, Journalism & Mass Communication and Advertising & Public Relations). In order to promote the success and safety of all involved in field trips, the Academic City University establishes this Field Trip Policy.

**Definitions**

a) "Field Trip" *means* an educational off-campus excursion that is aimed as part of the course structure to complement the courses in the curriculum. Field trips do *not* include internships, study abroad and service learning assignments.
b) "Field Trip Participants" means Academic City University, staff and students connected with the course. Other staff and students may participate with permission of the field trip coordinator.
c) "Students" *means* part-time or full-time students currently enrolled at Academic City University.
d) "Trip Director" *means* the faculty member or other University employee designated to be in charge of a field trip.
e) "Attaché(s)" *means* part-time or full-time students currently enrolled at Academic City University pursuing an industry internship/industry attachment.

**Guidelines**

a) Field trips may or may not be university sponsored events and as such, all relevant University policies apply to trip participants.
b) Field trips begin and end on campus. Students who join or leave the field trip at any other point do so at their own risk and must indicate awareness of this in writing to the Trip Director from the relevant faculty.
c) Field trips are either voluntary or mandatory. Voluntary field trips follow the same guidelines as those that are mandatory for the course.
d) The Trip Director has the responsibility to enforce compliance with University policies and the Student Code by all persons participating in the field trip as would be expected in the traditional classroom setting.
e) Students with disabilities must not be hindered from participating in field trips because of their disability. Field trips should be arranged in ways that reasonably accommodate them. Full consideration should be given by investigating the accessibility of the destination as well as transportation resources. Physical requirements should be clearly delineated and students should be afforded the opportunity to complete an alternate activity in the event that participation is not feasible. Faculty members are encouraged to consult with students regarding accessibility concerns and may contact the HOD / Dean of the Faculty for assistance as well.
f) All participants are individually responsible for their personal conduct while on the field trip. The University has no obligation to protect them from the legal consequences of violations of law for which they may be responsible.
g) No alcoholic beverages or prohibited substances shall be transported or consumed in any Vehicle (private, rented, or leased) at ANY TIME or used or consumed during the course of the field trip.
h) Trip Directors must review the Field Trip Checklist while planning, preparing for, and executing a Field Trip.

**Sanctions**

a) Violations of this Field Trip Policy may be the basis of appropriate sanctions, including the initiation of formal charges under applicable provisions of the Student Code.
b) While actually engaged in a field trip, the Trip Director may enforce the provisions of this Field Trip Policy by withdrawal or limitation of privileges, or, in the event of repeated violations, by excluding the offending person from further participation and arranging to return the offender to the campus or to convey him/her to the nearest point of public transportation for return to the campus.
c) The cost of such return transportation is a proper charge against University funds, but the University reserves the right to obtain reimbursement from the offender.

**Vehicle Use**

a) The University does not maintain a fleet of vehicles. If a vehicle is needed for a field trip, the department can rent or lease from a University-contracted rental agency. Drivers of rental vehicles must meet all legal requirements necessary for driving such vehicles. Insurance and damage waivers are required when renting a vehicle from a third party.
b) There may be occasions when students/faculty members may drive their own vehicle for a field trip but with the approval of the Trip Director.

**Field Trip Report**

Trip Directors, upon arrival from the trip shall present a written report on the conduct of the trip to their respective Heads of Department. In cases where the Head of Department is the Trip Director, he/she shall present such reports to the Dean of Academics or the Registrar

**Conclusions**

By the coming into force of this policy, Heads of Departments shall submit a plan for the conduct of all field trips to the University. It shall be mandatory to embark on at least one field trip in their area of subjects during an academic session.

**Annexure**

**Field Trip Checklist**

This checklist can be used by members of staff responsible for organizing student fieldtrips and off site recreational/academic trips within Ghana to assist with preparations. It is primarily aimed at routine, lower risk trips within Ghana.

| | | | |
|---|---|---|---|
| **Visit Details:** | | **Travel Date(s)** | |
| **Trip Organizer:** | | **Date Checklist Completed** | |

| **Planning Checklist:** | **Yes/No/ Not Applicable** | **Further comments/actions** |
|---|---|---|
| **Have all participants been given essential information about the trip?** | | |
| Have participants been given an emergency contact number? | | |
| Have participants been asked to provide details of an emergency contact? | | |
| Have participants been asked to provide information on special requirements they may have? | | |

| | | |
|---|---|---|
| Have you arranged to leave copies of emergency contact details and itinerary with a departmental contact? | | |
| **Roles and Responsibilities** | | |
| Have roles and responsibilities of participants been defined? | | |
| Transport | | |
| School Vehicle and Driver:<br>● Have you liaised with facilities manager to secure school vehicle and appointed driver?<br>● Confirm pickup time and location | | |
| Staff / student vehicles:<br>● Insured<br>● Aware of department's policy / risk assessment for driving<br>● Roadworthiness and valid driving licence (checks required for student vehicles) | | |
| Hired Vehicle (Minibus or Coach):<br>● Have you liaised with facilities manager to secure an external vehicle for use?<br>● Confirm pickup time and location<br>● Confirm vehicle has functional seatbelts | | |

## 8. YOU, YOUR PEERS, AND STUDENT LEADERSHIP

### 8.1. CLUBS AND ACTIVITIES

Academic City strongly believes that student development is incomplete without extra-curricular activities. Students shall have freedom of association. However, only clubs/societies approved and recognized by the university authorities at the start of each academic year shall be entitled to use the university facilities. Every society, club, etc. registered as such in Academic City must:

a) Account for its financial operations in accordance with the university financial regulations.
b) Submit through the Dean of Students to the registrar, a certified copy of their approved constitution and the particulars of principal officers and committee members of their club, society, etc.
c) Have a senior member(s) of the university as its patron(s).

d) Forward the names of the executive members of each society or club to the Dean of Students and the President of ACSC, upon request.

**Clubs and Societies**

The university encourages the following activities and clubs which allow students to lead and take part in. In addition to existing clubs, there are other clubs which have been suggested or tried by students, or are expected to run this year. In order to establish a Club or Society on campus, you must follow the guidelines for starting Clubs & Societies. These guidelines will be made available to you upon enquiry at the student engagement office. Here is a diverse range of clubs and societies at the university, providing students with numerous opportunities to explore their interests, develop leadership skills, and engage with the campus community.

a) Business Club
b) Robotics Club
c) ACity Christian Fellowship
d) Rotaract
e) Leo Club
f) Arts & Media Club
g) Dance Club
h) Otaku Club
i) Writing and Debate Club
j) Leo Club
k) Gaming Club
l) Music Club
m) TEDX
n) NSBE

## 8.2. Student Representative Council

The Student Representative Council (SRC) is the official body elected annually by the student body to represent their interests and voice their concerns. As an essential part of campus life, the SRC plays a crucial role in ensuring that students' perspectives are heard and considered in the decision-making processes of the university. The Council shall possess all the powers necessary to fulfill its constitutional duties without undue interference.

**Composition**

The ACSC shall be composed of three working bodies:

(a) The General Assembly (GA)

(b) The Executive Council (EC)

(c) The Judicial Council (JC)

The three working bodies above shall be independent of each other, and the above arrangement shall in no way prescribe a line of authority. In addition to the three main working bodies, a fourth independent body shall be established for the purpose of conducting ACSC Elections, hereinafter referred to as the Electoral Commission (EC).

**Functions**

The functions of the council shall include the following:

a) Represent students at various levels of academic life as defined in the university statutes. The Committee shall implement policies approved by the General Assembly.
b) Create and issue publications as required, with due information to the institution authorities educating the student community and other stakeholders about its activities;

c) It shall convene meetings of students when necessary.

**Nominations**

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

a) Should be a full-time student at the university and must have been registered at Academic City for a minimum period of 3 (three) continuous semester, and should have at least two more semesters before graduation before filing nomination.
b) Should have maintained a high academic record and achieved a minimum cumulative GPA of 3.0 at the time of applying. Any student intending to contest any position must not have any carry-over concurrently or otherwise.
c) Shall have a current residence permit from the Ghana immigration service if the candidate is an international student.
d) Shall not have been found guilty of misconduct of a serious nature, as shall be determined by the election committee, or by the Disciplinary Committee of the university, and shall not have been convicted for any crime by any court of law either in Ghana, or elsewhere.
e) Shall not have been impeached, suspended, or dismissed as an officer of any association, society, union, or club in Ghana or elsewhere.
f) Shall submit self to vetting by the election committee constituted in this Constitution.
g) Is required to file nomination duly accompanied with a CV. The nomination form shall be seconded by at least two (2) students who shall be members of the class and the signatures shall be accompanied by the name, phone number, and name of the person signing.

**Voting and Elections**

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

a) All currently registered students have the right to vote.
b) There shall be no voting by proxy.
c) A simple majority votes obtained in an election contested by one or more candidates shall be required to win an election.
d) Candidates standing unopposed shall require at least fifty percent plus one (50%+1) of total votes cast to win an election.
e) Notwithstanding the above clauses, in the event of an unopposed candidate failing to obtain the required 50%+1 votes in an election, fresh nominations shall be opened three (3) days after declaration of the provisional results.
f) A run-off shall be conducted for tying candidates.
g) In the event where a position is vacant at the close of a nomination period, the nomination time shall be extended by forty-eight (48) hours and all students shall be duly notified.
h) If the position is still vacant after the forty-eight (48) hour extension, then the election shall proceed.
i) Any instrument from the election committee which states that a student named in the instrument is declared elected shall be prima facie evidence that the person is duly elected.

**Issues for Student Leaders to Be Aware Of**

**Student Media**

The publications and communications of registered student groups are guaranteed the rights inherent in the concept of freedom of the press. They have the right to publish and distribute material on the university campus provided that the materials are identified by the name of the organization and are done in accordance with the rules and regulations adopted by the Academic City Students Council (ACSC). All

publications are subject to the editorial of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity and undocumented allegations that may affect the university.

**Authorization of Demonstrations and Processions**

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

**Penalties for Unauthorized Processions/ Demonstrations**

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

**HOSTEL MANAGEMENT AND SECURITY**

A residential coordinator is on-premises around the clock, monitoring the movement of residents and visitors in and out of the hostel, and being the point of contact for the administration and facilities management. The residential coordinator is supported by round-the-clock security, backed by CCTV cameras.

## 8.3. HOUSING POLICY, RULES, AND REGULATIONS

**A. Respect and Regard for Others**

The purpose of campus accommodation is to provide a safe and trusting environment that is conducive to learning, living, and enjoying the university years. Most important is for students to have a level of respect and regard for each other that leaves them treating others how they would like to be treated. Empathy should be a core feature in our hostels and form a basis for how we interact with each other, as we develop social and emotional intelligence.

1. Occupants should maintain discipline and decorum in the hostel.
2. Noise levels must be kept low to allow others to have an opportunity to study or sleep comfortably
3. Any kind of rage or harassment is strictly prohibited. A student has the right to declare the limits of interaction with a fellow resident, and his/her wishes should be respected.
4. Students will be expected to negotiate and work through personal issues as young adults before asking a member of the administration to intervene, mediate and/or adjudicate unless it poses a threat to the student, then they must escalate it to the residential coordinator. The residential coordinator will work to resolve cases if necessary and will escalate them to the Office of Student and Community Affairs in extreme cases. All cases of ongoing unresolved disagreement, or unacceptable behavior, must be reported to the residential coordinator.
5. Disrespect shown towards management of the facility, or staff or fellow hostel mates, will not be tolerated. Suitable disciplinary action will be initiated.
6. Possession, distribution, and consumption of alcohol, narcotic drugs, and smoking are prohibited. Students will not be restricted from entering and leaving the hostel. However, they are required to show their student ID to campus security at the gate, and then to the residential coordinator upon entering the hostel.
7. Students who are non-residents will not be restricted from entering and leaving the hostel. However, they are required to show their student ID to campus security at the gate, and then to the residential coordinator upon entering the hostel.
8. Any occupant who finds his/her roommate missing for more than 24 hours must report to the residential coordinator immediately.

**B. Rooms, Beautiful Shared Spaces, And Maintenance.**

1. We all deserve clean, beautiful, well-maintained spaces that we can be proud of. Shared areas should be left better than you found them.
2. Mini stoves, toasters, rice cookers, kettles, and heaters are not allowed in the bedrooms of the hostel. Appliances other than laptops, computers, small radios, lamps, fans, mini-fridges, microwaves, TVs, and irons require written requests and permission from the SCA department.
3. Cooking, beyond the reheating of food and the use of the rice cooker provided in the kitchen, is prohibited.
4. Students should not pour semi-solid content or oils in the drains, to ensure effective plumbing at all times.
5. The use of candles, incense, lighters, and matches in rooms is prohibited.

6. Occupants are responsible for keeping their room clean and tidy at all times. Shared areas will be cleaned routinely by staff but students should take responsibility for maintaining cleanliness.
7. Rubbish, in particular food or organic waste, should not accumulate in rooms, but rather, should be disposed of in the rubbish bins in common areas that Academic City will provide.
8. Furniture and equipment provided in the lounges must be handled with care. Hostel furniture moved from common areas should be returned to its original space. All fans, lights, and electrical appliances must be switched off when not in use and when leaving a shared space.
9. Damage of furniture and/or fittings is a serious offense. Any damage to the hostel property must be reported immediately to the residential coordinator. Occupants will be charged double the value of the damage or loss, to be paid immediately. Further restrictions may be placed on the student, who may even be evicted, depending on the nature of the damage.
10. Clothing should be dried ONLY on the lines provided and nowhere else in the hostel.
11. Pasting of posters, writings, wall chalking, slogans of any kind, or defacing the hostel in any form is not allowed.
12. Pets are not allowed in the hostel.
13. The residential coordinators reserves the right to conduct spot checks on the hostel and rooms without giving prior notice to the students, in addition to the twice per semester maintenance checks.
14. Upon vacating the allocated room, students are responsible for the removal of all personal belongings from the room. Management will assume no responsibility for abandoned items, and students may be fined for leaving behind undue mess/belongings that require above-average manpower to clear.
15. Residential Coordinators have the right to check occupied rooms with or without foreknowledge of the room occupants
16. Bathrooms must be restricted to one gender at all times.

**C. Visitors, Events, Formal Gatherings, And Vacations**

1. A guest arriving to see a student must be met in the hostel lobby by the student, and must sign in with the residential coordinator, leaving behind a form of ID.
2. Visitors including non-students, non-occupants, friends, and relatives are not allowed to be in the hostel after 9pm. This is non-negotiable.
3. A student wishing another non-resident student to spend the night should seek permission from the SCA office via email. The visitor must sign in and out with the residential coordinator and, leave behind a form of ID. A visitor may stay overnight in the hostel for a maximum of one (1) night, over a two-week period in the hostel. A student may not have more than one overnight visitor at a time.
4. Parties of all nature, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the residential coordinator on duty to whom an application should be presented at least 5 working days in advance.
5. Students must vacate the hostels during their vacations unless they are taking courses or unless an end-of-semester project or exam due date is extended. All students will be given **up to a week** after exams to prepare and leave the hostel. International students residing outside Ghana must make a written request to the Students and Community Affairs Department (SCA) if they need to arrive a day early or need to depart a day after regular closure of the campus. Consideration will be made on a case-by-case basis, and **only** after receiving written permission.
6. Visitor(s) who misconduct themselves in any manner or disregard directives given by the residential coordinator can be dismissed and retrospective action might be taken against the student who invited the visitor.
7. Non-residents are not allowed to shower in the hostel

**D. Safety and Security**

1. Students are advised to lock all doors for security reasons and should lock all valuables at all times. The hostel management and Academic City will not be responsible for any loss of private property.
2. Kindly report any suspicious activity or suspicious persons around the hostel to the residential coordinator, who will then alert security. In an emergency situation in which quick action is required, kindly alert the security immediately.
3. Students are not allowed to tamper with the CCTV camera or have access to CCTV camera footages.

**E. Payment, Contracts and Commitment**

1. Hostel payments must be made in full, per semester, and application forms signed and endorsed by ACity officials, before students can move in.
2. The room allocation is on a semester basis and is solely at the discretion of the ACity staff in charge of room allocations
3. All hostel residents are required to have a valid health insurance before admittance into the hostel.
4. During school breaks and vacations, all hostel residents are to vacate the hostel and empty the rooms.
5. In some cases, where students opt to stay during these breaks, the Director of finance shall determine an amount to be paid by the student during the break.
6. In the event that students decide to leave the hostel or be asked to leave ahead of the contract period, no refund will be given.
7. Students will be expected to confirm their occupancy for the subsequent semester one month in advance of the upcoming semester.
8. Students are not allowed to rent out their rooms or sublet spaces to other people.
9. Rooms assigned is only for one semester and can be changed in the next semester
10. Students who require special arrangements because of health conditions should submit a doctor's report to the clinic to enable facilitation of this arrangement
11. Rooms once allocated **CANNOT** be changed.

**F. The Law and Wider Community of Agbogba and Ghana**

a) Students should be mindful of our host community of Agbogba and refrain from being disruptive and causing friction with our neighbors.
b) Possession, distribution and use of fire-arms, lethal weapons, contraband drugs, alcohol, toxic, and hazardous material is strictly prohibited in the hostel. The law of Ghana applies to everyone on the Academic City campus. Any violation may be reported to the Police when necessary.
c) The Law of Ghana prevails, and where any law of the land has been violated, Academic City reserves the right to report to the police and authorities.

**G. Restrictions**

a) Cooking is not allowed in the rooms of the hostel.
b) Stoves, toasters, rice cookers, kettles, and heaters, are not allowed in the bedrooms
c) Appliances other than laptops, computers, small radios, lamps, fans, mini fridges, microwaves, TVs and irons require written requests, and permission from the residential coordinator.
d) Smoking, alcohol and illegal drugs are strictly prohibited.
e) All Non ACity hostel residents (this includes academic City University students who are not residents of the hostel on campus) must make sure they sign in and out as they go in and come out of the hostel.
f) All Non ACity hostel residents (this includes academic City University students who are not residents of the hostel on campus) must not stay in the hostel on campus after 9pm.

g) Banned students are not allowed to enter the hostel

### 8.4. Student Recreational Centre

The recreational centre is opened from 9am-10pm on Mondays - Saturdays and closed on Sundays.

a) The facilities must be used responsibly.
b) The centre is a shared space and so all students have equal rights to its facilities
c) Food and beverages are allowed ONLY downstairs
d) Littering is prohibited. All rubbish should be disposed of properly.
e) Public Display of Affection (PDA) is strictly prohibited
f) Drugs and alcohol are strictly prohibited as stated within the student handbook
g) Removal of property or furniture from the centre by any student is strictly prohibited
h) Use of the boardroom is limited to ACSC and club executive meetings
i) Payment for damage of property within the centre will be made by the culprit(s)

## 9. YOUR INTEGRITY AND ETHICAL COMPASS AT ACADEMIC CITY

### 9.1. Integrity and Ethics Policy

#### 9.1.1. Overview, Aims and Core Principles

Academic City seeks to promote the highest standards of scientific, scholarly, professional and personal integrity and to give due consideration to the ethical, social and environmental issues arising from its activities. The university intends for its activities to have positive impacts on its stakeholders and should improve the quality of the living, studying and working environment for its staff and students

The university expects to:

a) Maintain high ethical standards incorporating rigor, respect and responsibility across all its activities
b) Undertake activities that are environmentally sustainable and conform to high standards of environmental consideration
c) Engage effectively with the local and regional community, be a good neighbor and communicate honestly
d) Be an employer of choice, treating employees fairly and with respect

**Aims and Objectives of the Ethics Policy**

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

**Core Principles of the Ethics Policy**

The university has in place robust mechanisms for ensuring accountability of its processes and decisions and for the management of risks.

**Seven Principles**

The university expects its members to abide by the seven principles identified by the Committee on Standards in Public Life. These seven principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Take A Stand**

The Ethics Policy directs all stakeholders in the university to take necessary stands on ethical issues arising from university related activities within the context of the university's wish to be a socially responsible organization with high ethical standards and a tolerant, liberal, open-minded community

**Build Awareness of Policy and Procedures**

The university has the responsibility of sustaining a university-wide awareness of ethical issues arising especially from research and from other experiments, projects and demonstrations, and from teaching and learning. The university is responsible for producing guidelines for the conduct of activities with ethical implications and for ensuring that all university's units have in place proper procedures for the consideration and conduct of activities with ethical implications.

**Minimize and Declare Conflict of Interest**

By fostering a culture of transparency regarding intra and extramural affairs, the university seeks to avoid and minimize conflicts of interest, and strongly encourages members to disclose interests to their appropriate manager. Any confirmed conflict of interest or breach of this Policy will be taken with the utmost seriousness and will be referred for relevant disciplinary procedures.

**Transparency with Stakeholders**

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

**Ethics in Relationships**

The University will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

**Harassment and Discrimination**

The University will not tolerate harassment or discrimination of any nature.

### 9.1.2. ACADEMIC INFRINGEMENT, INTEGRITY AND ETHICS – PLAGIARISM, COLLUSION AND CHEATING

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

**Plagiarism**

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

**Direct Quotations**

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

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

**Paraphrasing**

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

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

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

**Referencing**

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

**Citation**

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

**References**

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

**a) Book**

Author/s, Year, Book Title, Publisher e.g. Hardy, C., Smith, A., Jones, P. (2002) An Introduction to Referencing, Education Press, London.

**b) Journal/Conference:**

Author/s, Year, Paper Title, Journal/Conference Title, Volume Number, Edition, Page Numbers E.g. Hardy, Colin (2002) An Introduction to Referencing, International Conference on Academic Standards, Vol. 2, No. 1, pp 10-12.

**c) Web**

Use references from the Web with care unless they come from recognized high quality sites such as International Standards Organizations or are Electronic copies of recognized academic papers. Remember that the use of the Web is still largely free and it is possible for anyone to say anything. You need to be sure that the source of the information is reliable. As with paper-based references, you need to include as much information as possible, however, another of the limitations of such references is that they do not always provide reference details such as Author, Date etc. Since web pages do not always have author details, there is nothing stopping someone plagiarizing work into other sites. Therefore, you should always include the URL of the page used, do not just point to a website homepage. Similarly, unlike paper-based sources, they can disappear. Therefore, you should always include the date you last visited the site. e.g. Plagiarism1, Date last accessed 1/10/2002, Infringement Page, http://aaa/ddd/plag.html, Date Last Updated March 2000.

The references within the References Section should be alphabetically sorted by first author family name. Always write the names of the authors exactly as they appear on the book/paper do not rearrange them into another order and if first names or initials are provided please include them. Do not categorize your references into Book, Journal etc., there should be a single references list.

Unless you are told otherwise you are not required to provide a Bibliography. A Bibliography is a list of all publications you have read or found on the subject of your report/paper. As such they may have influenced your thinking but will not necessarily be explicitly used in your paper.

**Collusion**

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

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

**Cheating**

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

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

### 9.1.3. DISCRIMINATION AND HARASSMENT

The University is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, disability, religion, age, veteran status, any other characteristic protected by law or any other characteristic specific to the person being harassed. This policy is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine Academic City's mission by threatening the careers, educational experiences, and well-being of those associated with the University. This policy expresses the University's opposition to discrimination and harassment and assists the University to comply with the laws of the Republic of Ghana in relation to such misconduct. Incidents of harassment based on a person's sex, sexual orientation or gender identity or expression will be resolved through the University's disciplinary procedures.

**Guidelines Regarding Discrimination and Harassment**

a) All students are considered equal on the premises of the University irrespective of gender, religion, nationality, physical well-being, financial status or any other parameter. All dealings within the University are based on equal opportunity, equity and duty to act fairly
b) All students are to maintain cordial, friendly and harmonious relations with each other, and with faculty and staff.

c) Students are to maintain high standards of conduct with respect to morality and behavior towards fellow student(s) and citizens in general.
d) In the case of any student-to-student dispute, the University shall always maintain impartiality. Both the parties shall be given an equal opportunity to present their case before the Disciplinary Committee or any designated authority or competent authority, such as the President.
e) Any student found guilty of misconduct after necessary due diligence is subject to a given procedure as outlined in this handbook and shall be treated on grounds of equity, and duty to act fairly.

**Forms of Harassment and Discrimination**

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

a) Unreasonably creates an intimidating, hostile or offensive learning, living or working environment; or
b) Unreasonably interferes with an individual's academic or work performance.
c) Goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual's ability to participate in or benefit from the activities of the University.
d) Does not necessarily rise to the level of discriminatory harassment but is nonetheless inappropriate in the University community, disruptive in the classroom, or violates other University policies.

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

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

### 9.1.4. SEXUAL HARASSMENT AND MISCONDUCT

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

a) Verbal, physical, written or pictorial communication through any medium including social media relating to gender or sex, which has the purpose or effect or unreasonable interference with an individual's performance or which creates a hostile, offensive or intimidating atmosphere for the recipient
b) Unwelcome and irrelevant comments, references, gestures, touches or other forms of personal attention which are inappropriate to the opposite sex and unbecoming of an academic person
c) Sexual imposition that is not based on mutual agreement.
d) The sharing, distribution, or transmission of any sexually explicit material including videos, images, or recordings of consensual sexual activity or nude content to any individual or group is strictly prohibited. This includes content obtained with or without the consent of the individuals involved.

Such behavior constitutes a serious breach of privacy, respect, and community standards, and will result in disciplinary action, which may include suspension or dismissal.

e) Unfair treatment based on gender or sexual orientation

## 10. ACITY GROOMING STANDARDS

In Academic City's bid to create future-ready leaders, attention must be placed on how we present ourselves because this creates a lasting impression in the world we seek to impact and the respect we draw to ourselves. Therefore, we expect all members of our community to uphold this philosophy, to show courtesy to themselves and to others by maintaining a clean and sanitary environment on campus, and to dress appropriately. Students at Academic City University should dress as befits future leaders of Africa and the world. Students should not dress for classes and the main administrator areas, as though they were going to the beach or a nightclub. Sexually provocative or untidy clothing is **highly disapproved** at Academic City University. Clothing meant for sleeping or lingerie-type clothing is **prohibited** on the **administrative and academic side** of the campus. The way you carry yourself is reflective of your values and self-esteem both now and when you graduate to become an alumnus. Remember, there is no second opportunity to create a first impression.

**In the academic and administrative areas, the following are the allowed forms of dressing.**

### 10.1. FOR MEN

a) Shirts
- Dress shirts are recommended, and they may be either long or short sleeves.
- T-shirts or Lacoste tops are permitted. However, they should not have any profane language or obscene images inscribed on them.
- For seminars, conferences, presentations and workshops, regular business casual wear with or without jackets is required.

b) Trousers/Shorts
- Long enough not to reveal skin when seated
- The length of Shorts should not be shorter than 2 inches above knee level
- Jeans trousers should not be tattered or reveal underwear

c) Shoes
- Lace-up leather shoes, clean and polished are best; boots, tennis shoes, hush puppies, crocs and canvas are allowed
- Slippers (normally called Slides) are NOT allowed.

d) Jewelry & Accessories
- Belts do not need to be leather, although preferred, but should not be worn out
- Jewelry is to be kept to a minimum; a watch, a necklace and no more than 2 rings are allowed
- Absolutely no tongue rings are allowed

### 10.2. FOR WOMEN

a) Skirts, Dresses, and Trousers
- Dress and skirt length should be no shorter than two inches above the knee and not revealing.
- For seminars, conferences, presentations and workshops, regular business casual wear with or without jackets is required.
- Form-fitting leggings, Shorts, and tight skirts that ride halfway up the thigh are inappropriate and not acceptable.
- Miniskirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate and not acceptable.
- Casual dresses and skirts that are split at or split above the knee are not acceptable.

b) Shirts, Tops, Blouses, and Jackets
   - Casual shirts, dress shirts, sweaters, and suit jackets are acceptable.
   - Avoid all form-fitting, revealing, sleeveless, strapless, or backless shirts, tops or blouses
   - Crop tops or blouses that reveal the waist or stomach are highly prohibited.
   - Cleavages should not be exposed
   - Tops or dresses that expose the nipple as a result of not wearing Bra are highly prohibited.

c) Jewelry and Accessories
   - Two rings in addition to a set of marriage rings are allowed.
   - Multiple earrings up to two sets and two necklaces are allowed
   - Absolutely no tongue rings
   - Waist beads or Waist jewelry **MUST** not be seen above or on trousers, dresses, or skirts.

d) Cosmetics and Facials
   - Should be moderate and appropriate for skin tone.

e) Shoes
   - Preferably flat shoes, crocs, sandals or canvas
   - No bathroom slippers, flip-flops or Slides are permitted

## 10.3. OTHER SPECIFIC REQUIREMENTS

a) Hats and head covering:
   Hats, caps, and hair bonnets are not acceptable. Head covers or scarfs, which are required for religious purposes or to uphold cultural tradition are allowed.

b) Slogans or pictures on shirts
   Profanity and nude or semi-nude pictures printed on shirts are inappropriate attire and prohibited. Political slogans, advertisements for products, and suggestive cartoons or drawings are inappropriate and prohibited.

c) Torn pants/slacks or jeans:
   Tears in clothing are unacceptable attire and inappropriate. Jeans should not be form-fitting. Torn, dirty, or frayed clothing is unacceptable.

d) "Baggy" shorts or pants
   "Baggy" refers to over-size shorts or pants/slacks or jeans. It is considered inappropriate if underwear shows above baggy pants/trousers. Sanctions will be applied if underwear is exposed.

e) Revealing attire
   Revealing means exposing the tummy, waistline, chest, breast, waist beads, and exposure of underwear. Clothes such as shorts, crop tops, tank tops, and clothes made of see-through materials, laces, or clothes that expose areas of the body usually covered in the workplace are highly prohibited. Low-cut pants/slacks should be worn with tops long enough not to reveal the waistline when hands are raised.

f) Undergarments
   Clothing should not be transparent enough to make undergarments conspicuous; such clothing is considered disruptive and inappropriate.

g) Slacks, Pants, and Suit Pants
   Slacks that are like Dockers and other makers of cotton or synthetic material pants, wool pants, and business-looking slacks are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, shorts, Bermuda shorts, leggings, and any spandex or other form-fitting pants such as bike clothing.

h) Shoes

Preferably black or brown, polished lace-up shoes are preferred. Loafers, flats, crocs, dress heels up to four inches, and deck shoes are acceptable. Thongs, flip-flops, slippers, and the like are not acceptable.

i) Class Presentations

During class presentations or any other school presentations, students must be appropriately dressed.

### 10.4. VIOLATIONS OF DRESS CODE

a) Any student who violates the standard dress code prescribed will be asked to leave the class, academic and administrative areas.

b) Any student who refuses to leave the class, academic and administrative areas or acts rudely after being found inappropriately dressed will be subject to disciplinary action and shall face either of the sanctions spelt out in the ACity students hand book (Chapter 9.3)

### 10.4.1. NON-DISCRIMINATION POLICY

Nothing in this policy is intended to restrict or violate rights related to non-discrimination and disability policies and laws or hinder the advancement of diversity at the university. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.

## 11. COMPLAINT MECHANISM FOR BREACHES OF INTEGRITY AND ETHICS

### 11.1. ACADEMIC INFRINGEMENT CASES

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

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

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

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

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

e) If the allegation is not proven, then this means that the marker has not submitted sufficient evidence to the panel to prove their case. It does not necessarily mean that the student is innocent but that there is sufficient doubt to drop the case. Markers are guided that allegations of infringement are serious; the process is lengthy and should not be made lightly. Consequently, they need to be sure in

their own mind of the infringement before they make their allegation and to provide sufficient evidence. As such, markers do not rush into making allegations and it may take some time for them to collect together what they believe to be sufficient evidence. There will be cases of infringement that do not get to an infringement panel because although the marker may be sure in their own mind of the student's guilt, they are unable to gather clear evidence. Similarly, there will be cases that do go to the Committee where the Committee is not satisfied that there is enough evidence despite the marker's belief to the contrary.

f) The Disciplinary Committee has the power to state that following examination of the evidence the allegation has been proven and an infringement has occurred.
g) All proven infringements are serious and their occurrence will be added to the student's record and may have an influence on the final award.
h) The possible punishments can range from a formal reprimand up to recommendation that the student is required to withdraw from the Programme.
i) The report from the Disciplinary Committee to the President will state the punishment.
j) The result of the investigation will be sent to the student in question, and published to the school community, removing the identity of the offender.
k) The offender will be required to meet with the Head of Department following the trial, regardless of the result of the hearing. The Dean of Student and Community Affairs, is also available to speak with the student following the ruling.

### 11.2. DISCRIMINATION, HARASSMENT, BREACHES OF CODE OF CONDUCT, ETHICS AND OTHER CASES

a) Internal complaints from students should normally be in writing and signed by the complainant in order for the institution to proceed with an official inquiry into the complaint.
b) Complaints from outside the institution shall be addressed or forwarded to the Dean of Student and Community Affairs, with a copy to the Quality Assurance Unit.
c) The complaint may also be forwarded directly to the President (or respective Dean) if the student so feels.
d) Complaints from either outside or inside the institution involving allegations of fraudulent or other dishonest acts shall be referred to the President and shall be dealt with accordingly
e) Complaints involving allegations of sexual harassment shall be handled in accordance with the institution's Policy on Sexual Harassment.
f) The President may refer to the departmental head or other appropriate administrator who shall determine whether the complaint has substance and whether further action is necessary. If it is determined that the complaint has substance and further action is necessary, the defendant against whom the complaint is made shall be informed of the receipt of the complaint by the Dean of Student and Community Affairs, and will be given an opportunity to respond to the complaint in writing, within 72 hours.
g) Once the complaint is received by The Dean of Students and Community Affairs, a review of the complaint, together with the defendant's written response and a report to the President should be provided, stating the following:
    Substantive nature of the complaint;
    Further action as necessary; and/or how and when the Disciplinary Committee will proceed.
h) In a case in which a student is the alleged offender, the Dean of Students will convene the Disciplinary Committee, and the assessment and evidence previously submitted from both sides are examined in detail. The conclusion of the Committee is either that the allegation has been proven or has not been proven.

i) If the allegation is not proven, then this means that the Committee has not submitted sufficient evidence to the panel to prove their case. It does not necessarily mean that the student is innocent but that there is sufficient doubt to drop the case.
j) The Disciplinary Committee has the power to state that following examination of the evidence the allegation has been proven and an infringement has occurred.
k) All proven infringements are serious and their occurrence will be added to the student's record and may have an influence on the final award.
l) The possible punishments can range from a formal reprimand up to recommendation that the student is required to withdraw from the Programme.
m) The report from the Disciplinary Committee to the President will state the punishment.
n) The President shall review the complaint, together with the entirety of the correspondence and facts; all written responses and reports of the departmental head or any other report. If the report states that the complaint has substance and remedial action should be taken at the University level, the President shall sign off on the quantum and level of corrective / remedial actions, before the information is released to the offender, the complainant, at the Academic City community (anonymously).
o) The offender will be required to meet with the Dean of Student and Community Affairs, and in some cases, the President following the ruling.

## 11.3. PENALTIES FOR BREACHING INTEGRITY AND ETHICS, OR BREAKING THE CODE OF CONDUCT.

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

**a) Warning**

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

**b) Reprimand**

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

**c) Emergency (Interim) Suspension**

The President or University officials may impose **interim suspension** for conduct that poses a threat to the health or well-being of any member of the academic community or the activities of the University.

- Interim suspension will not exceed more than two class periods. Instructors must notify their department head or next ranking available supervisor immediately upon suspending a student.
- A completed Student Code Violation form must be submitted to the Dean of Student and Community Affairs within 24 hours of the suspension.
- Any student who receives an interim suspension must meet with a Dean of Students and Community Affairs or designee prior to returning to class.
- If class readmission is approved, the Dean of Students and Community Affairs will give the student a class readmission notice.

- Instructors who have not received notification of a suspended student's return to class may deny entry until such notification is received.

**d) Educational Assignments**

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

**e) General Probation**

An individual may be placed on general probation when involved in a substantive disciplinary offense. General probation has two (2) important implications:

- The individual is given a chance to show capability and willingness to observe the Student Code without further penalty; and
- If the student errs again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two (2) terms.

**f) Restrictive Probation**

Restrictive probation results in loss of good standing, and notation of such is made in the student's conduct record. Restrictive conditions may limit activity in the University community and/or access to specified University facilities. The student will not be eligible for initiation into any local or national organization, and may not receive any University award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any University or student organization, publication, or activity. This probation will be in effect for not less than two (2) terms. Any violation of restrictive probation may result in immediate suspension.

**g) Restitution**

Paying for damaging, misusing, destroying, or losing property belonging to the University, University personnel, or students.

**h) Delayed Registration**

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

**i) Revocation of Admission and/ or Degree**

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

**j) Agreed-Upon Behavior Contract**

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

**k) Withholding**

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

**l) Suspension**

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

**m) Expulsion**

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

**n) Group Probation**

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

**o) Group Restriction**

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

**p) Group Charter Revocation**

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

## 11.4. THE APPEAL PROCESS

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

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

**Partial Directory of Faculty and Staff**

| Office/ Facility/ Services | Description | Official Hours (9am - 5pm) | Department/ Contact person: |
|---|---|---|---|
| Finance Department | Payment of fees: To make all kinds of payment. Fees including Application, Registration, Tuition, Exam, Transcript, Hostel, Meal, etc. | During Office Hours | Finance Manager finance@acity.edu.gh |
| | Refund of Fees, Payments: In case of admission withdrawal, cancellation etc. | During Office Hours | Mr. Amit Kakhani finance@acity.edu.gh |
| Academic and Examination matters | Academic Registration, Academic information, course selection, subjects offering, examination, results, re sits/retake of courses, hall ticket etc. | | Registrar registry@acity.edu.gh |

| Office/ Facility/ Services | Description | Official Hours | Department/ Contact person: |
|---|---|---|---|
| Student Records | Submission of academic credentials, verification of documents, verification of student status for embassies, Resident permit request, transcript request etc. | During Office Hours | Registry Department registry@acity.edu.gh |
| | Publishes Timetable, lab, library, lecture hall closing times. | During Office Hours | Registry Department registry@acity.edu.gh |
| Library | Learning resource facilities, requirement of books, journals, magazines | During Office Hours | Library Department library@acity.edu.gh |
| Student and Community Affairs | Supporting students in areas that support the academic function. Coaching, advising and general guidance. Assist and guide with socio-emotional issues. Reporting significant ethical and integrity infractions. Convener of Disciplinary Committee for students. | During office hours (and after hours in case of an emergency) | Students and Community Affairs Department sca@acity.edu.gh |

| | | | |
|---|---|---|---|
| | To conduct extra-curricular events, and to register clubs and community engagement activities on/off campus. To participate in/conduct sports events on /off campus, and to place on campus calendar.<br>Reserving dates for big scheduled events on/off campus.<br>All Hostel related issues.<br>Students summer programmes abroad.<br>All students recreational Centre issues<br>Dining Services | During Office Hours | Students and Community Affairs Department sca@acity.edu.gh |

| Office/ Facility/ Services | Description | Official Hours | Department/ Contact person: |
|---|---|---|---|
| Career Services | For career guidance and introductions to internship sites and potential employers, National Service placement processes, graduate school.<br>For verification and letters for internships go to Career Services. | During Office Hours | Students and Community Affairs Department careerservices@acity.edu.gh |
| IT / Internet Support | Computer lab, Internet facility, software support, Projector, audio arrangement | During Office Hours | IT Department arunava.sarkar@acity.edu.gh |
| Health Facility | First aid services, minor injury/accident, Emergency response | During office hours (and after hours in case of an emergency) | Physician Assistant / School Nurse clinic@acity.edu.gh or nurse@acity.edu.gh |
| Physical Campus | To supervise overall cleanliness in the campus, including washrooms and general campus upkeep. | During office hours | Facilities team frank.gavor@acity.edu.gh |
| | Academic buildings and Hostel upkeep. | During office hours | Mr. Majid Mulani / Facilities team majid.mulani@acity.edu.gh |
| | Lecture Hall arrangement. To arrange classroom furniture, and provide supplies like white boards, pens, flipcharts, etc. | During office hours | Registry registry@acity.edu.gh |

| | | | |
|---|---|---|---|
| Physical Campus | Furniture repairs / replacement | During office hours | Mr. Majid Mulani majid.mulani@acity.edu.gh |
| Hostel Facilities | In campus premises including hostel, electricity, water supply, plumbing matters, washroom accessories, Beds, mattress, curtains, study table, storage facility. | 24 hours | Students and Community Affairs Department hostel@acity.edu.gh |
| Safety and Security | On campus safety and security | 24 hours | Mr. Frank Gavor frank.gavor@acity.edu.gh |

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