GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION

STUDENT HANDBOOK

FOR UNDERGRADUATE DEGREES

JANUARY, 2015
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1.0 WELCOME TO GIMPA

This Handbook provides you with a reference point for academic regulations and procedures that are applicable to your programme of study at GIMPA.

Please note that every reasonable effort has been made to ensure the accuracy and completeness of the information at the time of publication. However, information contained within this Handbook is subject to change without prior notice. Additionally, GIMPA reserves the right to alter any information contained in this document.

The latest version of the Handbook can be obtained from the Office of Academic Affairs or the Office of the Dean of your programme. You may also visit our website at www.gimpa.edu.gh to obtain the latest issue.

If you require advice on any aspects of the regulations and procedures contained in this Handbook or have questions about an issue that may not have been addressed, please direct your inquiries and/or concerns to the Director of Academic Affairs or your Dean.

Thank you.

Prof. Franklyn Achampong Manu
Rector
1.1 Definition of Academic Terms

i. Course:
An aggregate of teaching, evaluation and examination offered by a particular School under an approved title

ii. Course Work:
Comprises the total of teaching/practical, tests and examinations that is taken into account when assessing a student’s performance towards the award of a degree or diploma

iii. A Core Course:
A course which is designed for the particular programme of study as a compulsory requirement for graduation

iv. Credit Hour:
One credit hour implies a defined academic activity as approved by the Academic Board undertaken by a Student over a period of one hour per week for the duration of one semester.

v. Academic Year:
Means the period running from September 1 to August 31 each year or any other period determined by the Academic Board

vi. Session:
The period covering two semesters normally:
• 1st Semester - September to December
• 2nd Semester - January to June

vii. Repeat a Course:
A student is required to repeat a course as a result of failing a previous course.
viii. A Pass Grade:
A pass grade is a grade of ‘C-’ or above.

ix. A Fail Grade:
‘D’, ‘F’ and ‘Z’ are fail grades.
2.0 PREAMBLE

We the members of the academic board of the Ghana Institute of Management and Public Administration, acting in our individual and corporate capacity as such academic board, and in the pursuit of our mandate to ensure the smooth and predictable management of student affairs, and to further guarantee a system in which student grievances and welfare are handled with expedition, hereby enact and adopt these regulations.

2.1 The regulations contained in this hand book are mostly derived from the Statutes of GIMPA and are therefore subject to the Statutes.

2.2 The Examination Regulations provided in the Statutes (Schedule F of the Statutes) shall apply to all examinations organised for undergraduate programmes of the Institute.

2.3 This Handbook provides general information only. The undergraduate programmes are specially designed to meet effectively the leadership and management challenges of the current and future situation of Ghana and the world.

2.4 The provisions in this Handbook constitute a contract, expressed or implied, between any applicant, student, or staff and GIMPA.

2.5 All students are individually responsible for knowing and following the provisions set forth in this handbook. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties that are prescribed for breaches.

2.6 Any questions concerning these provisions should be directed to the office of the Director of Academic Affairs.
2.7 The Institute cannot assume responsibility for problems resulting from a student’s failure to follow these policies or from incorrect advice given by staff below the rank of an Assistant Registrar within the particular School or Unit.

2.8 All rules and regulations are subject to change without recourse to past, present and future students. Changes shall become effective whenever the Academic Board so determines and shall apply to both prospective students and those already enrolled.

2.9 The Academic Board reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students.

2.10 Students are advised to refer to the website: www.gimpa.edu.gh for updates to this handbook.
3.0  **GIMPA COMMUNICATION WITH STUDENTS**
All students who gain admission are assigned GIMPA email accounts during registration and that account is required for all official GIMPA Communications. The email account is the main means by which official Institute information would be communicated to you.

4.0  **VISION AND MISSION STATEMENTS**

4.1  **Vision:** To be a global Institute of excellence in knowledge development and application.

4.2  **Mission:** We build quality human capital through innovative education. We do this by delivering societally relevant teaching and research programmes and consultancy services in leadership, management, public service, ICT and Law.

We accomplish this by employing a diverse and intellectually-engaged faculty and staff; modern facilities; efficient systems and processes underpinned by ethical leadership.

5.0  **ACADEMIC REGULATIONS**
All undergraduate students are subject to the academic regulations of the Institute and the School or Faculty in which they are pursuing their undergraduate programme. Students may expect to obtain a degree in accordance with the requirements set forth under regulations in force at the time they enter the Institute or under subsequent regulations published in the most recent (i.e. current) undergraduate students handbook. GIMPA reserves the right to make changes in academic policies, regulations, undergraduate requirements, and schedules or courses offered.
5.1 Criteria for Admission
Admission to undergraduate study is open to qualified applicants regardless of gender, race, and colour, and religion, national or ethnic origin. The minimum criteria for admissions are specified below. Meeting the minimum admission criteria, however, does not guarantee acceptance into a bachelor’s degree programme. Schools/Faculties may have additional requirements to these Institute-wide requirements. In order to be officially admitted, applicants must receive a letter signed by the Dean of the respective School informing them of their admission.

5.1.1 Minimum Entry Requirements for Admission
To be eligible for admission, regardless of programme, an applicant must satisfy the requirements under any of the following categories:

5.1.2 West African Senior Secondary Certificate Examinations (WASSCE)
Compulsory Subjects – Grade C6 or better in three (3) core subjects, including English Language and Mathematics (Core) and Elective Subjects - Grade C6 or better in three (3) elective subjects

5.1.3 Senior Secondary School Certificate Examination (SSSCE)
Compulsory Subjects – Grade D or better in three (3) core subjects, including English Language and Mathematics (Core) and Elective Subjects - Grade D or better in three (3) elective subjects

5.1.4 General Certificate of Education (GCE) Advanced Level
A Pass in three (3) subjects (at least one of the passes should be a Grade D or better). Also, the applicant must have credit passes of (Grade 6 or better) in five GCE Ordinary Level subjects including English Language, Mathematics and a Science subject (for
non-science students) and an Arts subject (for Science students).

5.1.5 **Advanced Business Certificate Examination (ABCE)**
Passes in three (3) subjects (at least one of the passes should be Grade D or better). Also, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE).

5.1.6 **Mature Students’ Entry**
Mature students entry avenues to tertiary education provides opportunities for people who could not do so earlier in their lives to further their education at the tertiary level after some years in the workplace (preferably, the formal workplace). The applicant must:

a) be at least 25 years old;

b) show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application;

c) Pass Mature Students’ Entrance Examinations conducted by the institution itself (English Language, Mathematics and an Aptitude Test).

5.1.7 **Higher National Diploma (HND) Qualification**
An HND from an Accredited Institution with a 2nd Class Lower Division. Other Diploma qualifications from elsewhere assessed to be equivalent to HND may be similarly considered.

5.1.8 **Professional and Other Entry Qualifications**
All foreign and professional certificates and any other qualifications beyond the ones specified above should be referred to
the National Accreditation Board for the establishment of their equivalences, to determine their eligibility for admission into the Institute.

Note that the Diploma in Business Studies (DBS) qualification cannot, in itself, be used for admission into GIMPA.

5.1.9 Transfer Students from another University
A student who has been formally admitted as a regular student to a Bachelor’s degree course in an accredited university or tertiary institution may be considered for admission as a transfer student. Such students must have completed at least two (2) Semesters and obtained a CGPA of not less than 2.0 before the candidate is considered for transfer. The contents of courses taken must be comparable and satisfy the course requirements of the School in which s/he seeks to pursue his/her studies. The candidate shall take any additional courses as may be required by the School. To earn a GIMPA degree, a transfer student must take a minimum of sixty (60) credit hours at GIMPA. Each student will be provided with a specific programme of study.

5.1.10 For admission requirements to specific programmes, please refer to the specific School.

5.2 Re-Admission

5.2.1 Returning Former Students
Former students returning to the Institute who have not registered for three consecutive semesters and have not corresponded with the School during that period are no longer considered as continuing students and must first be re-admitted to the School by going through the admission process. This policy does not apply to students who have been dismissed for misconduct.
5.2.2 Re-Activating Admission
Applicants admitted to an undergraduate programme or admitted as non-degree seeking in the last year (12 months) and who did not enroll in undergraduate studies at GIMPA nor gain a deferral of admission must reapply. If no enrollment deferral was granted, there is no guarantee of admission.

5.2.3 Applicable Programme Rules
All rules, procedures and academic standards in effect at the time of new admission will apply and will be strictly enforced. In every case, the four to six-year rule will apply to all previously earned credits for completed course work.

5.3 Application Procedures
The applicant is solely responsible for presenting full credentials on or before the deadline date for the semester/year of expected entrance. The application for admission to undergraduate studies cannot be processed until all credentials are on file.

Students submitting false information when applying for admissions will be denied admission. Where the submission of false information is discovered after a student has been admitted the student will be removed from the Institute and may be subject to additional sanctions.

5.3.1 Retaining Academic Records
Admission credentials and the application data of applicants who are not admitted or who do not register in the semester for which they have been admitted are retained. All credentials, including academic records from other institutions, become part of the official student record and will not be returned to the applicant.
5.3.2 Applicants from Foreign Countries
GIMPA encourages diversity by providing opportunities for citizens from other nations to study. The inclusion of international students in GIMPA enhances the life of the Institute and contributes to the education and professional, as well as, personal growth of all students and faculty/staff members. Thus the Institute welcomes applications from students who are non-Ghanaian citizens but who have appropriate documentation from the Ghana Immigration Service verifying their legal residence and/or student status in the Country. Applicants from foreign countries must meet all requirements for admission to the Institute. Before the application will be processed from a student who has completed secondary and post-secondary education outside Ghana, the Institute must have received the following:

a. A complete application for admission to a Bachelor’s degree programme.

b. An evaluation of the applicant’s credentials from the National Accreditation Board (NAB) of Ghana, where required. The application for evaluation of foreign credentials, however, must be sent directly to NAB in strict accordance with their instructions.

5.3.3 English Language Proficiency
A good command of the English language is necessary for all students enrolled at the Institute. English is the language of instruction for all classes. Exams, written papers and project work or dissertations must be submitted in English. Applicants from non-English speaking countries must demonstrate their proficiency in English to complete the application for admission to a Bachelor’s degree programme.
5.3.4 Information on Visas / Resident Permits
The Institute issues letters of introduction for International students to facilitate the acquisition of visas and/or residence permits applied for or for which application has been made.

5.4 Registration and Enrolment
Only students who have received official letters of admission from the Dean of their Schools may enroll. Registration is not complete until all required fees have been paid. Students are not permitted to attend classes unless they are officially registered. Only those students whose names are shown on the official class roster are officially registered and will be eligible for a grade. Students should check with their Schools to see if their names are listed on the class roster. If their names are not on the class roster, they should inquire about the absence of their names at their Schools’ secretariat.

Students must register for courses prescribed by their individual Schools every semester. Failure to register at the time designated for registration by the School indicates a student has forfeited his/her right to register for that semester. Such a person shall be deemed not to be a student for that period.

No student is permitted to register for two programmes at the same time. The sanctions for double registration shall be the cancellation of both registrations.

The Dean of the School reserves the right to cancel courses for insufficient enrollments; to limit enrollments in any class; and to assign students to added or split sections meeting at the same time and day.
5.4.1 Change of Name
For the purposes of the Institute, students are known only by the names which they have used on the Application Form and have signed in the Matriculation Register: They are known by those names only in the sequence in which they were signed, i.e. first name, middle name(s) and surname.

As an institutional policy, GIMPA does not accept the change or amendment of biographical records. However, when a female student gets married, she may apply to have her name altered to include the surname acquired by marriage. In such cases, proof of marriage shall be required before the official change is affected.

5.4.1 Orientation
Orientation is compulsory for all new students and days will be specified by the respective Schools. Absence from orientation may result in withdrawal of admission.

5.5 Regulations and Procedures Governing Student Status
Students may pursue only one undergraduate programme at a time. All requirements for the first programme must be satisfied before one may be admitted to another degree programme.

5.5.1 Student Responsibilities
Admission to the Institute indicates that the student is seeking to achieve the highest standards of scholarship. The Dean and the faculty expect admitted students to successfully meet the academic challenges and to consistently perform above average in their academic work.

Although each student will be assisted by an adviser and other members of the professional staff, final responsibility for compliance with the Institute’s policies, including the standards of
scholarship, rests with the student. It is the responsibility of undergraduate students to satisfy all course requirements in which they are enrolled and to be knowledgeable of all school and programme and/or degree requirements necessary to complete their programme of study.

In addition to the policies, procedures and academic requirements found in the undergraduate students’ handbook, students are encouraged to periodically check with departmental or programme advisors for changes in individual departmental policies and those that occur between the editions of the Undergraduate Students Handbook.

5.5.2 Statute of Limitation (6 years rule)
Students pursuing undergraduate studies from level 100 must satisfy all degree requirements within six (6) years from the date of admission to the Institute. Students pursuing undergraduate studies from level 200 must satisfy all degree requirements within five (5) years from the date of admission to the Institute.

Students admitted to level 300 must satisfy all undergraduate requirements within four (4) years from the date of admission to the Institute.

Failure to satisfy all requirements within the relevant statute of limitation is evidence of failure to make satisfactory academic progress and is, therefore, grounds for withdrawal from the Institute.

5.5.3 Visiting Students
Students who are enrolled in programmes at other universities and wish to take course work in the Institute must present a letter of authorization from the Dean of the other university. Such stu-
Students will be enrolled as non-degree seeking students in the status of visiting students.

5.5.4 Auditing
Students admitted to the Institute may audit courses provided permission is obtained from the Dean of their respective Schools and the course instructor. Students are responsible for paying the auditing fee at the time of registration.

5.5.5 Course Load
The minimum course load for all undergraduate students during each semester is 15 credits and the maximum is 21 credit hours a week. A schedule of courses for each session/semester is available in the Secretariat of the Schools.

5.5.6 Vacation School
The Institute organizes a vacation school to enable students who have failed courses to repeat those courses. The schedule of courses for each session is determined by the number of students who may have indicated or expressed an interest in the vacation programme.

5.5.7 Evaluation of Academic Performance
Each course will have an evaluation system consisting of supervised written examinations, case assignments, projects, etc. The specific weights of each component shall be determined by the respective lecturer within the guidelines approved by the Academic Board. The evaluation system must be detailed in a syllabus to be provided to students at the beginning of each course.

5.5.8 The following scoring (weighting) scheme will apply in the evaluation of students’ performance:
- Examination - not less than 60%
• Continuous Assessment - not more than 40%

Continuous assessment includes term papers, class assignments, syndicate work, quizzes, case studies, class tests, class attendance, etc.

5.5.9 Evaluation by Students
During each semester, each student will be requested to evaluate the courses they took, by completing an evaluation form under conditions of confidentiality and anonymity.

5.5.10 Policies on Grading
The following grading is applied to undergraduate studies at the Institute:

5.5.10.1 Grading System
The grading system is as follows:

<table>
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<tr>
<th>Grade</th>
<th>(%) MARK</th>
<th>Grade Point (GP)</th>
<th>Interpretation</th>
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<tr>
<td>A</td>
<td>80 – 100</td>
<td>4.00</td>
<td>Distinction</td>
</tr>
<tr>
<td>A-</td>
<td>70 – 79</td>
<td>3.75</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>65 – 69</td>
<td>3.50</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>60 – 64</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>55 – 59</td>
<td>2.50</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>50 – 54</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>C-</td>
<td>45 – 49</td>
<td>1.75</td>
<td>Pass</td>
</tr>
<tr>
<td>D</td>
<td>40 - 44</td>
<td>1.00</td>
<td>Fail</td>
</tr>
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Interpretation and Application of Letter Grades

i) ‘A’ to ‘C-’ constitute pass grades

ii) ‘D’, ‘F’ and ‘Z’ are fail grades

Z: Failure due to DISQUALIFICATION from an examination as a result of an examination malpractice or offence as determined by the Academic Board.

I: Denotes INCOMPLETE and is awarded to a student who is unable to complete a course during the Semester adjudged by the Academic Board as satisfactory. The Incomplete must be rectified within three (3) weeks after commencement of the next semester otherwise the Incomplete elapses to the next grade (“F”).

5.5.10.2 Course Work (Credit hour)
One credit hour implies a defined activity of the student, as approved by the Academic Board, undertaken by a student over a period of one hour per week for the duration of one semester.

5.5.10.3 Grade Point (GP)
For each (letter) grade there is a corresponding Grade Point as indicated above. The Grade Point earned by a student for each course completed is computed as the product of the number of credits (credit units) for the course and the Grade Point equiva-
lent of the (letter) grade obtained in the course.

5.5.10.4 Grade Point Average (GPA)
The Grade Point Average is obtained by dividing the sum of the Grade Points obtained by the total number of credits (credit units) of courses registered. A student does not earn credit for “F” grade. Undergraduate credit transferred from another institution is not included in the calculation of the grade point average.

5.5.10.5 Cumulative Grade Point Average (CGPA)
A Student’s Cumulative Grade Point Average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for all courses for which the student has completed up to that time.

5.5.10.6 Final Grade Point Average (FGPA)
The Final Grade Point Average is the Cumulative Grade Point Average for all courses for which the student has completed up to the end of the academic programme for reasons adjudged by the Academic Board as satisfactory.

5.5.10.7 Change of Grade
An undergraduate student’s academic transcript is intended to serve as a complete and permanent history of the student’s academic progress at GIMPA. A transcript will not, therefore, be altered except in conformity with the Institutes’ policy governing change of grade. Grades for undergraduate students remain as part of the student’s permanent record. Changes in previously recorded grades may be made within one semester where the original instructor certifies that an actual mistake was made in determining or recording and is approved by the Dean.
5.5.10.8 Course Exemption
A student who wishes to be exempted from taking a course should apply to the Dean for exemptions. Exemptions are only granted for courses with similar content taken at accredited universities with a grade of at least ‘B’.

5.5.10.9 Grading for Project Work
Once candidates begin writing project work they must be continuously enrolled at the Institute until the degree requirements are satisfied. Enrollment may be satisfied by being registered for project work until the project work is approved and submitted to the Dean of the School. Students failing to maintain continuous registration will be required to pay the costs of all previous semesters for which registration was required. Degree requirements may not be satisfied until this is done.

5.5.11 Deferments and Withdrawals
A student who intends to interrupt his/her study programme can only do so with the prior written approval of the Academic Board obtained by an appropriate application made in advance through the Dean of Students to the Dean of School stating reasons why he/she wants to interrupt his/her study programme. Permission must be duly granted by the Academic Board and communicated to the applicant through the Office of the Director of Academic Affairs in writing. A fee will be charged for deferment. Deferment is at the student’s own risk as course offerings, scheduling and regulations may change.

5.5.12 Stopping Payment
Stopping payment of registration fees and/or failing to attend class does not constitute an official drop of a course nor does stopping payments or absence from class constitute withdraw-
al from school. Failure to submit an official request for deferment or withdrawal from the Institute does not relieve students of their financial obligation to the Institute.

5.5.13 Students in Good Standing
Undergraduate students are required to maintain a minimum Cumulative Grade Point Average (CGPA) of 1.75 in order to remain in good academic standing. Students whose cumulative GPA falls below 1.75 at the end of any semester are automatically on academic probation. Students who are on academic probation for two (2) consecutive semesters and who fail to raise their GPA to a satisfactory level at the conclusion of the two consecutive semesters of probation will be withdrawn from the Institute.

Grounds for academic withdrawal include:

a. failing to meet the specific academic requirements of the degree programme;
b. failing to maintain a minimum cumulative GPA of 1.75 over two consecutive semesters;
c. exceeding the Statute of Limitation;

5.5.14 Appeals
Appeals concerning academic progress such as academic withdrawal must be addressed in writing to the Dean who will review the matter and prepare a report and written recommendation for review by the Academic Board. The Academic Board will review the application and make the final decision regarding a student’s appeal.

5.5.15 Degree Completion
Students writing project work must be continuously enrolled at the Institute and must have made all required corrections
identified prior to submitting the project work to the School.

In summary, a student must be enrolled at the Institute at the
time the project work is submitted to the School. Students who
fail to enrol continuously may be required to pay for each se-
semester for which they did not enrol.

5.5.16 Project Work Requirements
Undergraduate degree candidates who have prepared a pro-
ject work as a partial fulfillment of the requirements for the
bachelors’ degree are required to submit the final, approved
manuscript in a bound hard copy as prescribed by the School.
The candidate must provide an original, signed hard copy of
the project and submit as per the prescribed procedure as laid
down by their respective Schools.

Procedures and regulations governing the formatting, pro-
duction, and submission are published and available in the
Schools.

5.6 Graduation Requirements
To qualify for a GIMPA Bachelor’s degree, a student must earn
the required minimum number of academic credits approved
by the respective School Board for each study programme and
obtain a Final Grade Point Average (FGPA) of at least 1.75.
The student must pass all the approved and required courses
at a GPA of at least 1.75.

5.6.1 Classification
The scheme of classification of undergraduate degrees is as
follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Final Grade Point Average (FGPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>3.65 – 4.00</td>
</tr>
</tbody>
</table>
5.6.2  **Degree Dating**  
Students will be recommended for their degrees at the end of the session in which they complete their requirements for graduation.

5.6.3  **Degree Presentation**  
Following confirmation of an award of a degree, the candidate shall be entitled to be awarded a certificate of the appropriate Bachelor’s Degree under the seal of the Institute at a Congregation of the Institute assembled for that purpose.

5.6.4  **Academic Transcript**  
Actual degree achievement is shown only by an official diploma or an official transcript indicating completion of requirements. At the end of a student’s programme, the Institute shall issue a complete transcript of his/her academic record. It will reflect all courses studied, all grades earned, all attempts at examinations whether passed, failed or referred (including repeated courses, if any). The transcript shall be marked Student Copy. Any subsequent issue of the academic transcript will be upon request and payment of the prescribed fee.

### Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Upper</td>
<td>3.25 – 3.64</td>
</tr>
<tr>
<td>Second Lower</td>
<td>2.60 – 3.24</td>
</tr>
<tr>
<td>Third</td>
<td>2.00 – 2.59</td>
</tr>
<tr>
<td>Pass</td>
<td>1.75 – 1.99</td>
</tr>
</tbody>
</table>

6.0  **EXAMINATIONS**  
Students will be assessed through written examinations, class assignments, participation in class discussions, term papers, syndicate presentations, practical work, and project work/thesis as may be prescribed.
6.1 **Eligibility for Examinations**
Students shall not be allowed to take an examination for a course unless he/she has satisfied all the conditions stated below:

a. Registered for the course;
b. Attended at least 75 per cent of the lectures, tutorials, seminars and practicals and undertaken all other activities and assignments as approved by the Institute.
c. Completed the continuous assessment requirements.

6.2 **Re-Taking Course(s)**
Students must re-take failed courses. Students re-taking failed course(s) must do so within the maximum time permitted for the completion of their programmes.

6.3 **Publication of Results**
Approved results of examinations taken at the end of each session/semester shall normally be published by the Academic Board before the commencement of the next session/semester.

6.4 **Qualification for Award of a Bachelor’s Degree**
The Bachelor’s Degree, appropriately designated, shall be awarded to a student who has been properly admitted to a programme at GIMPA, has followed the prescribed course of study over the period, has fulfilled all the requirements pertaining to the programme and obtained minimum credit requirements of the respective programme. To qualify for the award of the Bachelor’s Degree, a student must earn the minimum credits prescribed for the specific programme. A student must pass in each course and the thesis/project work as appropriate.

6.5 **Cancellation of Award**
A degree conferred on a student may be cancelled at any time
by Academic Board, even with retrospective effect if it becomes known that:

- The student entered the Institution through fraudulent means;
- The student impersonated someone else;
- The student has been found guilty of examination malpractice;
- There are other reasons that would have led to the withholding of confirmation of the award in the first place.

6.6 Instructions to Candidates

A candidate for GIMPA examination must have followed the approved course as a regular student over the required period.

6.6.1 A candidate shall not be admitted to GIMPA examination if:

a) The candidate has not registered;
b) The subject of the examination has merely been audited, unless the course had been followed previously;
c) The candidate owes fees to GIMPA, or
d) The candidate is under suspension or has been dismissed from GIMPA.

6.6.2 It is the duty of the candidate to consult the daily timetable (to be made available at least twenty-four hours ahead of time) to ascertain the papers to be written each day and to be present at the appointed place at least one-half hour before the examination.

6.6.3 A candidate may be refused admission to a GIMPA examination if the candidate reports to the examination more than half an hour after its commencement.

6.6.4 It is the responsibility of the candidate to provide a pen, pencil and an eraser as needed, and to ensure that the right question pa-
per and any other material needed for the examination are given to the candidate.

6.6.5 Candidates will be required to produce their ID cards and place them on the front left hand side corner of their desks for inspection by the invigilator. A candidate who for valid reasons is unable to produce an ID card at the time it is required may be allowed to proceed with the examination. The invigilator shall report such a candidate to the Director of Academic Affairs on the same day. The candidate must produce authentic identification within the next working day before the Director of Academic Affairs. Failure by the candidate to comply with the aforementioned requirement shall result in the candidate being awarded a zero mark for the examination paper.

6.6.6. Candidates will not be allowed to leave the examination room during the first hour of the examination session unless they feel unwell. Candidates must also not leave during the last ten minutes of the examination and must remain seated until the examination scripts have been collected and checked by the invigilators. If a candidate has completed the paper before the specified time and wishes to leave, he/she must seek permission and must leave as quickly as possible so as not to disturb the other candidates. Permission to leave at any time must be requested from the invigilator.

6.6.7 A candidate who is suspected of hiding unauthorized material on the candidate’s person may be asked by the invigilator to submit to a reasonable body search. Refusal to submit to a body search is tantamount to misconduct.

6.6.8 Communication between candidates is not permitted in the examination hall:
a) A candidate shall not pass or attempt to pass information or an instrument from one to another during an examination;

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

c) A candidate shall not disturb or distract any other candidate during an examination;

d) The borrowing of any material by a candidate from another candidate shall not be permitted;

6.6.9 A candidate may attract the attention of the invigilator by raising his or her hand.

6.6.10 Smoking or drinking of alcoholic beverage is not allowed in the examination room.

6.6.11 Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. The invigilator shall be satisfied personally that a candidate does not carry on his or her person any unauthorized material.

6.6.12 A Candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant or by the invigilator.

6.6.13 The use of correction fluid on any examination answer book shall be prohibited.

6.6.14 Use of programmable calculators or language translation dictionaries is not allowed unless expressly permitted for a particular examination. Electronic calculators, dictionaries and all other unauthorized materials including pencil cases brought into the examination room/hall must be submitted to the invigilator prior to the examination.
6.6.15 A candidate who finishes an examination ahead of time may leave the examination room after surrendering his or her answer books. But the candidate shall not be allowed to return to the examination room.

6.6.16 At the end of each examination, candidates should ensure that they do not take away any answer books, supplementary sheets, whether used or unused, or any official examination material from the hall.

6.6.17 A candidate should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the invigilator.

6.6.18 The following shall not normally be accepted as reasons for being absent from any paper at GIMPA Examination:

a. Misreading the time-table;

b. Forgetting the date or time of examination;

c. Inability to locate the examination hall;

d. Inability to rouse oneself from sleep in time for the examination;

e. Failure to find transport;

f. Loss of a relation; or

g. Pregnancy unless it is certified by a medical doctor to make the writing of tests and/or examinations impossible or inadvisable.

6.6.19 Breach of a provision of the Regulations made for the conduct of GIMPA examinations may attract one or more of the following sanctions:

a. A reprimand;

b. Loss of marks;
c. Cancellation of a paper in which case zero shall be substituted for the mark earned;
d. Withholding of results for a period;

6.6.20 In a case of a breach, particulars of the breach and the sanction shall be entered on the student’s transcript of academic record.

6.6.21 Further to subsection (6.6.20), a grade Z leading to failure in GIMPA examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination.

6.6.22 Further sanctions may include:

a) Being barred from GIMPA examinations for a stated period.
b) Being barred from GIMPA examinations indefinitely,
c) Suspension from GIMPA, or d) Expulsion from GIMPA

6.6.23 The results of GIMPA examinations shall be posted on the GIMPA Student Notice Board and available online, and it is the responsibility of the candidate to find out the result of an examination taken; but, alternatively, the candidate may write to the Director of Academic Affairs to enquire about the results or request details of the results for which purpose the candidate may provide stamped addressed envelopes.

6.6.24 Examination marks and papers may be contested. A candidate who is not satisfied with the results of GIMPA examination may request a review by submission of an application to the Director of Academic Affairs and on payment of a review fee, which shall be determined by the Academic Board.

6.6.25 An application for a review shall be submitted to the Director of
Academic Affairs not later than twenty-one days after official release of the results and shall state the grounds for review.

6.6.26 The Director of Academic Affairs in consultation with the Dean shall appoint a different examiner to review the examination scripts.

6.6.27 If the student/appellant still feels unsatisfied with the explanation given, and insists on remarking of his/her scripts, he/she shall make a second application to reach the Director of Academic Affairs within two (2) days of the meeting mentioned above and pay a non-refundable fee.

6.6.28 An application entered on a candidate’s behalf by a person other the aggrieved candidate shall not be entertained.

6.6.29 No action shall be taken on an application, which is submitted outside the time stipulated in subsection (6.6.25), and a review shall not proceed unless the review fee is fully paid.

6.6.30 The Academic Board shall authorize the Director of Academic Affairs to amend the results as released in the light of the review.

6.6.31 Where it emerges that a complaint is frivolous or ill-motivated, the Board shall prescribe further sanctions which may include barring the complainant from taking GIMPA examinations for a stated period or an indefinite period.

6.6.32 Candidates who arrive late at an examination will not be allowed extra time to complete the examination.
7.0 EXAMINATION MALPRACTICES OR OFFENCES/ MISCONDUCT

7.1 Examination offences include an attempt on the part of a candidate to gain unfair advantage, and breach of the Examination Regulations and Instructions to candidates including refusal on the part of the candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the invigilator, or refusal to follow instructions. The following shall constitute misconduct in an examination:

a. Taking into the examination room, or possessing whilst in that room, any books, notes, duffle bags, cellular phone, brief cases, handbags, calculator covers or other materials which have not been authorized.

b. The use of any answer book, writing or blotting paper other than that supplied.

c. Written information or possessing written information, regardless of relevance, on any part of a candidate’s body during the examination.

d. Such behaviour as may in the view of the invigilator, prejudice the performance of other candidates.

7.2 In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable.

7.3 The chief invigilator or his/her alternate shall, administer the Examination Misconduct Form to the candidate and submit it to the Director of Academic Affairs. Upon receipt of the report,
the Director of Academic Affairs shall inform the candidate in writing that his/her conduct shall be reported and that the decision as to whether his/her work shall be accepted rests with the Academic Board. A copy of the letter will be addressed to the Faculty Board/Examinations Committee concerned, through the Dean.

7.4 A candidate, who has been considered to have infringed the rule, shall be required to submit a written report of his/her side of the case to the Director of Academic Affairs within two (2) working days. Such a report shall be taken to the respective Faculty Board, through the Dean.

The Examinations Committee/Faculty Board shall review the reports received in connection with an examination malpractice or an offence and on the basis of its review, the Committee may impose a sanction involving:

- loss of marks in a particular paper.
- credit denial in respect of any courses or examination completed or attempted
- withholding of the candidate’s result for up to one academic year

7.5 The Committee shall make an appropriate recommendation to the Academic Board for its final decision.

The Academic Board may review all the reported cases and may vary the sanctions as it thinks fit. The Academic Board may take any other disciplinary measures deemed appropriate.

In extreme cases, the grade of Z shall be awarded where it is established that a candidate had attempted and had gained an unfair advantage in an examination. The candidate may be debarred from writing GIMPA examinations for a stated period, indefinitely, or
expelled from GIMPA.

8.0 RESPONSIBLE ACADEMIC CONDUCT AND ETHICAL RESEARCH

8.1 Overview
GIMPA in general, promotes responsible and ethical research among undergraduate students. Undergraduate students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to, falsification or fabrication of data, violations of privacy and confidentiality provisions, conflicts of interest, cheating, plagiarism, and copyright infringements. Unethical research threatens the integrity of the academic and scientific enterprise and may subject undergraduate students to severe penalties. For example, students are required to certify that any use of copyrighted material beyond “fair use” has the written permission of the copyright owner. If the permission to use copyrighted material does not accompany the project work, the copyrighted material will not be reproduced.

8.2 Policy on Research Misconduct
Misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person’s ideas, results, or words without giving appropriate credit. Sanctions for research misconduct include, but are not limited to, letters of reprimand; the imposition of special certification or assurance requirements; suspension or termination of an active
award; or suspension and debarment in accordance with applicable government-wide rules on suspension and debarment.

8.3 Academic Dishonesty
Academic dishonesty is among the most egregious offenses a student can commit because it interferes with the Institute’s primary mission of educating and evaluating students. Academic dishonesty, including cheating, plagiarism, abuse of academic/library materials, stealing and lying, in the preparation of testing, class assignments, or dissertations and theses is no less egregious. Academic dishonesty, whether in the classroom or in the preparation of the project work, will not be tolerated by the Institute. In particular, any undergraduate student found to have engaged in plagiarism in the writing and preparation of course work, research papers and/or in the preparation of project work shall be subject to the full range of penalties at the disposal of the Institute. Plagiarism is submitting, either orally or in writing, the words, ideas, drawings, or other works of another person as one’s own without appropriate citation in order to receive credit for having completed an academic assignment or exercise. Examples of plagiarism include, but are not limited to, the following:

a. Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, by an author of a published article or textbook, or by persons producing papers for profit;

b. Using a direct quote from another student’s papers or from an author of a publication without including the appropriate citation;

c. Paraphrasing or summarizing another’s work without including the appropriate citation; and
d. Using information stored electronically (e.g., submission of papers and or information found on computer disks, the Internet, etc.) without including appropriate citation and/or acknowledging the source.

8.4 Penalties for Academic Dishonesty
Any undergraduate student at GIMPA who is found to have engaged in academic dishonesty, including plagiarism, in the preparation of written assignments or project work, may be subjected to suspension, expulsion and/or revocation of a previously awarded degree. Such sanctions may be imposed even though the accused undergraduate student may never have received a less severe penalty or penalties for previous academic dishonesty. Suspension can be imposed for a specified period, not to exceed two years
   a. reject a project work or other work
   b. revoke a certification or not grant a certification
   c. revoke a degree

9.0 ACADEMIC RESOURCES AND STUDENT SERVICES

9.1 Library
The Institute’s library has been in existence for over 50 years. Included among the library’s holdings are books and periodicals in hard and electronic copies. There is a collection of journals, newspapers and a variety of other documents. The library is categorised under the following sections; electronic, reference and lending.

A direct borrowing agreement makes the library resources of the Institute available for use by registered students, faculty, and staff of the Institution. GIMPA participates in the Academic Libraries Consortium (ALC). Library hours are posted at the entrance to the
building, on the library’s web pages and printed copies are available upon request.

Students may obtain library and information services at the Institute’s library. Electronic information services may also be accessed via wireless network.

9.2 **Students Representative Council (SRC)**
The Statutes of the Institute makes provision for the establishment and the functioning of a Students’ Representative Council (SRC). The SRC serves as the recognized body of the students of the Institute.

9.3 **Students Affairs Office**
The Students Affairs office is the venue for formal and informal extracurricular activities for students on campus. The building houses offices of the students’ representative council executives and meeting rooms. Specifically, the unit provides the following services:

a. **Counselling services:** The students’ Affairs unit provides counselling services to students on request. The office of the School counsellor attaches professionalism in executing their tasks and assures students of the utmost confidentiality. The counselling unit provides the needed assistance to students on personal, relational, family, academic and other issues.

b. **Career development:** The Students Affairs office also provides assistance to undergraduate students in developing strategies for effective job search.

c. **Internships:** Students are assisted to carry out industrial at-
tachments as interns to enable them learn practical knowledge and skills on the job. Some organisations forward notices of internship placements for undergraduate students to developing strategies for effective job searches. The students’ affairs office organizes seminars to equip students with the knowledge and skill to prepare winning C.Vs among others to help them plan their career and job placement effectively and efficiently.

d. Students with special needs: The Students Affairs Office provides and coordinates services to students with special needs. The Office is to help ensure that students with special needs have equal access to Institute programmes and to help provide an environment in which they can be successful while enrolled at GIMPA.

9.4 Residential Accommodation
There are no residential halls to accommodate undergraduate students in GIMPA. Although the Institute assumes no responsibility for off-campus housing, students will be able to find satisfactory accommodations close by. Inquiries should be addressed to the office of Dean of Students (233) 302- 401681-3 /401681-3/412337/412354.

9.5 Bookshop
There is one privately owned bookshop on campus, one is located at the back of the UN Block while the other is next to the Syndicate Block, and they both sell textbooks, stationery and supplies. Their normal operating hours are 8:30 am to 5:00 pm., Monday through Friday.

9.6 Health / Clinic Services
Students requiring medical attention may contact the GIMPA
Clinic on campus located next to the uniBank building. Service is provided Monday through Friday from 8:00 a.m. to 7:30 p.m. The clinic is closed on Saturdays and Sundays except on special occasions. If medical care is needed after hours or on the weekend, students may contact the Physician Assistant on telephone numbers (233) 302-401681-3/412337/412354. Limited health services are provided for both staff and students at the Institute’s clinic.

9.7 Dress Code
All students are expected to dress decently at all times on campus.

9.8 Grievance Management
The Institute recognizes the importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the Institute. All members of GIMPA community are, therefore, free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. Students are, however, encouraged to channel their grievances through their class representatives, Deans or Assistant Registrars.

9.9 Parking
Only Students’ vehicles with valid GIMPA car stickers are allowed to park on the campus. Students must abide by the regulations for parking and traffic control and park only at student designated car parks. Vehicles parked in violation of the parking regulations and parking restrictions are subject to ticketing and clamping. Students may purchase a parking sticker at the Office of Corporate Affairs and Institutional Advancement. Parking information may be obtained from the GIMPA Security on (233) 302-401681-3/401681-3/412337/412354.
9.10 **International Programmes Office**  
The International Programmes Office assists students to undertake exchange programmes and to secure summer or vacation jobs on attachments. They also facilitate visa applications in addition to coordinating and organizing all international programmes.

The International Programmes Office is located in Governor An-doh’s Block Room 20. The office hours are 8:00 am until 5:00 pm weekdays and the telephone numbers are: (233) 302-401681-3/412337/412354.

9.11 **Security & Public Safety**  
The Campus Security is located in the Maintenance yard. The Security Coordinator can be reached at (233) 302-401681-3/412337/412354. All crimes and request for police assistance should be made by the Students Affairs Office to the security coordinator.

9.12 **Ethics Policy/Code of Conduct**  
GIMPA aims at providing a framework of administering student related affairs by complying with the Constitutional requirement for the protection of rights and prosecution of liabilities of students and employees of the Institute. The Institute will not compromise any person (student or staff) who breaches the standards set or exhibits in any way behaviour that is not acceptable. These include but are not limited to illegal possession of and use of firearms/weapons or illicit drugs, unlawful entry or trespassing, sexual harassment, stealing, assault, destruction of institute property, verbal and physical abuse, corruption, cheating and academic dishonesty/plagiarism.

The Management of GIMPA will not tolerate any form of unlawful harassment or discrimination of students based on race, creed,
ethnic background, national origin, marital status, disability, and sex or gender identity. In addition, retaliation is a form of unlawful discrimination that will not be tolerated.

A student/staff/Senior member/Faculty that violates any of the above shall be subjected to disciplinary action. Further details of rules, sanctions and procedures for student discipline are provided below.

10.0 FINANCES AND FINANCIAL AID

10.1 Fees

10.1.1 Students shall pay the required fees in accordance with the terms specified in the admission letter.

10.1.2 A student who is being sponsored on a programme shall provide evidence of the sponsorship (from the sponsoring individual, organization or company). Such a student shall at the same time be responsible for ensuring that the sponsors honour their obligations in accordance with the terms specified in the admission letter.

10.1.3 A student may participate in a course only after officially registering and paying the requisite fees.

10.1.4 A student does not earn the necessary academic credit for the course for which he/she has not been duly registered even if he/she attends and benefits from the necessary lectures and tuition.

10.1.5 Fees are determined periodically and subject to change without notice.
10.2 **Refunds**
Subject to the regulations fees paid to the Institute are not refundable if a student withdraws from or does not benefit from any part or service that the programme entitles him/her.

10.3 **Student Loan Trust (SLT)**
The Student Loan Trust (SLT) Programme offers loans to students. Under the SLT Programme, the Ghana Government makes loans to students in tertiary institutions/University. SLT Programme determines the applicant’s eligibility and annual loan amounts. Applicants must be in good academic standing. Loan request forms may be obtained from the Office of SLT located in the Students’ Affairs Office at GIMPA. The completed request must be submitted to the Office of the Student Loan Trust.

To be eligible for student loan, a student must, as a minimum, be admitted to and enrolled in an undergraduate programme and pursuing a degree programme. Students in non-degree, conditional admission, or probation status are not eligible for Student loan.

10.4 **Financial Aid**
Depending upon available resources and criteria for eligibility, undergraduate students may receive financial aid in the form of scholarships (tuition awards), work study and loans to assist students who have received unconditional admission to the Institute. In certain circumstances, staff employment, and a limited number of positions may also be available.

All scholarships funded through the Institute are subject to the following award time limits. Students’ requests for an extension of financial aid that has expired must be made in writing to the Director of Student’s Affairs. There is no guarantee that a request
for extension will be approved.

Civic organizations, religious groups, business firms, foundations, or individual donors may make contributions to the GIMPA Foundation for the support of undergraduate education. Eligibility criteria for the selection of recipients are typically established by the donor with the advice and consent of officers of the Institute about how such funds, if available, can be obtained from the Students’ Affairs office.

A limited number of positions may be available to undergraduate students who possess skills required for the position and who are enrolled as students. Students may contact the Students’ Affairs office for further information if interested.

Regular full-time employees who otherwise meet the criteria for admission may enrol in undergraduate courses and pursue a degree in the Institute. Employees’ eligibility for financial assistance while pursuing undergraduate studies is contingent upon their employment status.

Contractual employees are hired pursuant to an employment contract for a specified period of time (i.e., a term) and are not eligible for educational benefits, beyond those set forth in the contract.

10.5 Other Fees and Assessments (Liability Clearance)

A student applying for any student service, i.e., letter of introduction, attestation, academic transcript, certificate, refunds, etc., shall complete a Clearance Form and go through the process of being cleared of any liability, financial or otherwise, to GIMPA.

A student who has not been so cleared is not qualified to receive
any student service he/she applies for.

a) Graduation Fee: Students planning to graduate must pay a non-refundable graduation fee to defray a portion of the cost of graduation exercises and degree materials. To graduate, both academic and financial requirements must be fulfilled. Fulfilment of financial requirements includes payment of all financial obligations, including a graduation fee.

b) Transcript Fee: There is a charge per person per transcript. The Institute will mail transcripts for a fee. To obtain a transcript, registered students’ accounts must be current and former students’ accounts must be clear.

c) Introductory & Proficiency Letters: There is a charge per person for an introductory letter or English proficiency letter. The Institute will mail introductory and proficiency in English letters with a fee upon request.

11.0 CHANGES IN REGULATIONS
The Ghana Institute of Management and Public Administration reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Undergraduate Student’s Handbook without prior notice.

12.0 RULES, SANCTIONS AND PROCEDURES

12.1 Preamble
The Institute in the best interest of providing a framework of administering student related affairs;

Being mindful of the constitutional requirement of due process and desirous of ensuring that the enjoyment of constitutional
rights are balanced with the need to ensure a congenial atmosphere conducive to the conduct of teaching and learning;

And determined to provide a predictable regime for the protection of the rights and prosecution of liabilities of students, hereby adopts these rules.

12.2 Registration
According to the Institute’s regulations, each person whose registration has been completed will be considered a student of the Institute during the semester for which he or she is registered unless the student’s connection with the Institute is officially severed by withdrawal or otherwise. No student registered in any school or college of the Institute shall at the same time be registered in any other school or college, either of GIMPA or of any other institution, without the specific authorization of the Dean of the School of the Institute in which he or she is first registered.

The privileges of the Institute are not available to any student until he or she has completed registration. A student who is not officially registered for an Institute course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he or she obtains the written consent of the appropriate Dean. The Institute reserves the right to withhold the privilege of registration or any other Institute privilege from any person with an unpaid debt to the Institute.

12.3 Attendance
Students are held accountable for absences incurred owing to late enrolment and/or registration.

It is the policy of the Institute to respect statutory public holidays and accordingly, no student shall be penalized or suffer any penal-
ties for his failure to attend lectures or undertake other assignment which is organized on a public holiday.

12.4 Institute’s Policy on Possession of Firearms on Campus
Institute policy and Ghanaian law prohibit the possession of firearms on campus without the Institute’s written authorization; consequently, possession of weapons on the premises of the Institute, unless authorized by the Institute, is a violation of these rules.

The Institute’s prohibition against possession of firearms on campus extends to all Institute owned or controlled locations used for residences of students, guests, staff and other affiliated persons, including all housing obtained through the Institute. Firearms possessed in violation of this Institute policy will be confiscated. Violators of the policy may be subject to Institute discipline as well as criminal prosecution.

12.5 Unlawful Entry or Trespassing
Unauthorized or attempted unauthorized entry, occupation or use of any Institute-owned or controlled property, equipment or facility is a violation. It is a violation to enter restricted areas of the Institute such as restricted research areas and utility tunnels. Remaining in or on premises after permission to remain has been revoked also is trespassing.

12.6 In addition to the foregoing, the following shall constitute offences and for that matter violation of the Institute’s rules and regulations;

(a) Forgery and falsification of documents, records, examination material, or any other material used on account of the respondent being deemed a student.
(b) Fighting or other disorderly conduct.

(c) Insulting any faculty member, staff or any person engaged by the Institute.

(d) Making a telephone call, text messaging, or using other media platforms on a telephone to chat with another person(s) in a class, while lectures or tutorials are on-going.

(e) Signing in on an attendance book on behalf of another student.

(f) Breaking any campus security rule or openly disregarding a security directive.

(g) Stealing, mutilating or otherwise damaging any asset belonging to GIMPA including books of the Institute.

12.7 Student Discipline

12.7.1 Students may continue as students at the Institute, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of the Institute for violations of these regulations.

12.7.2 Subject to the Statutes of the Institute, the Council, Academic Board, Rector, or other delegate of the aforementioned shall administer disciplinary sanctions against students found to have violated any rule or regulation.

12.7.3 It is an offence for any student to engage in an act considered to be academic dishonesty (for example, plagiarism, cheating an examination, or dishonesty in dealing with a student, employee, or any Institute official).
12.8 Academic Discipline
The continuance of each student upon the rolls of the Institute, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the Institute.

12.9 Demonstrations, Rallies and Picketing
Demonstrations, rallies, picketing, and the circulation of petitions have an important place in the life of the Institute. They are a means by which protests may be registered and attention drawn to new directions possible in the evolution of the Institute community. For the avoidance of doubt therefore these rules are designed to protect the concurrent rights of both the Institute, community as a whole and demonstrators and other petitioners.

The Rules of the Institute are thus enacted by the Institute to provide as a matter of Institute policy the maximum freedom of expression consistent with the rights of others and a fair and speedy hearing to any person charged with a violation of these Rules and consistent with the constitutional rights in the relevant right areas.

A violation of these Rules is an offense against the entire Institute community and all members of the Institute community are assumed to be innocent until proven guilty of a violation of the Rules.

13.0 DEFINITIONS
Terms used in these regulations shall have the following meanings:

13.1 Assault, injury or threat is an act that:
1. Is intended to cause pain or injury to another;
2. Is intended to result in physical contact which is insulting or offensive to another;
3. Is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting or offensive;
4. Involves pointing any firearm or simulated firearm toward another;
5. Involves the display in a threatening manner of any dangerous weapon toward another; or
6. Involves making a threat intended to cause another person to fear for their safety or physical well-being.
7. The offences itemized under Article III shall have the meanings assigned them under the criminal code of Ghana, 1960 (Act 29).

13.2 Contempt is defined as the following:
1. Failure to appear before any Institute adjudicatory or regulatory body as summoned;
2. Failure to comply with any disciplinary sanctions;
3. Failure to comply with the lawful order of authorized Institute officials or police officers;
4. Failure to identify oneself or to show an identification card when lawfully requested to do so by authorized Institute officials or police officers; or
5. Providing, procuring, or seeking to procure, false testimony in any Institute or administrative hearing.

13.3 Institute means Ghana Institute of Management and Public Administration (GIMPA).

13.4 Deans mean persons appointed by the Council either as Dean, Acting Dean, or Director of one of the divisions or schools of GIMPA or such staff persons as they may assign to administer disciplinary affairs.

13.5 Students mean any persons registered in any division of the Institute, whether for courses or research, and whether or not they
are candidates for a degree or certificate. It also includes persons who are suspended or continuing as such students for any degree or certificate. It includes persons registered during any preceding terms and who have not since that time earned the degree or certificate or withdrawn from the Institute.

13.6 Faculty means officers of instruction or research appointed to any division, school, or other department of the Institute, including officers on leave.

13.7 Staff means members of the administration, administrative staff, research staff, library staff, or supporting staff.

13.8 Violation means the commission of an act proscribed by these Rules. However, inadvertent or accidental behaviour shall not be considered to be the substance of a violation.

13.9 Sanctions comprise the following penalties for violation of these Rules:

13.10 Disciplinary Warning: A disciplinary warning states that future violations will be treated more seriously. It in no way limits consideration for, or receipt of any benefit for which the individual may be eligible. The period of warning shall be for not less than the remainder of the semester in which the warning occurs or for more than two regular semesters, including the semester in which the warning occurs. Upon notification by the proper authority, there shall be entered on the individual’s transcript or personal record the notation: “Disciplinary Warning, from (date) to (date).” This notation is removed when the disciplinary warning has been terminated.

13.11 Censure: In addition to the provisions listed under disciplinary
warning, censure remains on students’ records until completion of the degree or certificate for which they are candidates. For faculty and staff this notation remains on the record for a maximum of four years. It is in no way limits consideration for, or receipt of any benefit or compensation for which the individual may be eligible.

13.12 Suspension: Individuals who have been suspended are not permitted to continue their association with the Institute or reside in one of the Institute’s residential facilities during the period of suspension, nor may they receive a leave of absence of any kind. The period of suspension shall be for not less than one semester or two sessions in the case of students in the modular stream. The notation on the record in the case of suspension is permanent.

13.13 Dismissal: Unlike suspension, when an individual is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by an act of clemency granted by the Council. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Dismissed, (date).” Should the individual be subsequently readmitted, upon notification from the proper authority, there shall be entered on the individual’s record the notation: “Readmitted (date).” The notations on the record are permanent.

13.14 Respondent means a person against whom a charge for violation of these Rules has been filed.

13.15 Weapons when used in these rules means;
1. Any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for
which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.

2. Any pistol, revolver, shotgun, machine gun, rifle or other firearm, or pellet gun, tazer or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade. Residents of Institute housing may possess knives having a blade exceeding five inches for cooking purposes.

3. A “weapon” also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (for example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (for example, wrapping a hand in a towel to create the appearance of a gun).

14.0 JURISDICTION
The rules of the Institute shall apply to any demonstration, including a rally or picketing, that takes place on or at an Institute facility. Such facilities include, but are not limited to, all Institute campuses, research laboratories, maintenance shops, business offices, athletic fields, dormitories, classrooms, and meeting halls.

15.0 VIOLATIONS AND SANCTIONS (DEMONSTRATIONS ETC.)

15.1 Violations
A person is in violation of these Rules when such person individu-
ally or with a group, incident to a demonstration, including a rally or picketing:

(1) Engages in conduct that places another in danger of bodily harm;

(2) Causes or clearly attempts to cause physical injury to another person;

(3) Uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;

(4) Uses words in a situation of clear and present danger that actually incite others to behaviour that would violate the regulations;

(5) Causes minor property damage or loss, or endangers property on an Institute facility;

(6) Misappropriates, damages, or destroys books or scholarly material or any other property belonging to the Institute, or to another party, when that property is in or on an Institute facility, and by such action causes or threatens significant educational, administrative, or financial loss;

(7) Interferes over a very short period of time with entrance to, exit from, passage within, or use of, an Institute facility;

(8) Continues for more than a very short period of time to physically prevent, or clearly attempt to prevent, passage within, or unimpeded use of, an Institute facility, and thereby interferes with the normal conduct of an Institute function;
(9) Enters or remains in an Institute facility without authorization at a time after the facility has been declared closed by the Institute;

(10) Enters a private office without authorization;

(11) Causes a noise that substantially hinders others in their normal academic activities;

(12) Interrupts an Institute function, activity or event;

(13) Illicitly uses, or attempts to use, or makes threats with a firearm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;

(14) Fails to self-identify when requested to do so by a properly identified delegate or agent of the Institute;

(15) Prevents a properly identified delegate from the discharge of his/her official responsibilities under these Rules;

(16) Fails to obey the reasonable orders of a properly identified delegate or agent regulating the location of demonstrators or others within the vicinity of a demonstration to assure unimpeded access to or use of a facility or to avoid physical conflict between demonstrators and others;

(17) Fails to disperse from an assembly upon order of a properly identified delegate or agent when such order results from repeated or continuing violations of these Rules by members of the assembly and the delegate or agent has by verbal directions made reasonable effort to secure compliance before ordering dispersal;
(18) Fails to disperse from an assembly upon order of properly identified delegate or agent when such order results from serious violations of these Rules by members of the assembly and the delegate so states in his order to disperse;

(19) Shows gross disrespect to any person in the service of the Institute and fails or refuses to obey lawful orders or instructions from such persons;

(20) Aids and abets others or other groups in a violation of these Rules;

15.2 Sanction
A respondent who is found guilty of a violation of these Rules shall be sanctioned by Disciplinary Warning or Censure, suspension or dismissal on the basis of the gravity of the offence.

16.0 ENFORCEMENT

16.1 Summoning a Delegate
Should any member of the Institute community believe that participants in any assembly or other demonstration are violating the Rules of Institute, he or she shall notify the appropriate sub-unit of the Institute or any agent of the Institute as soon as is practicable.

16.2 Self-identifying
A properly identified agent may request individuals believed to be violating these Rules to identify themselves through production of their Institute ID cards. Their cards will be returned immediately after the agent has recorded the individual’s name and ID number.
16.3 Treatment of outsiders
In accordance with the jurisdiction of these Rules, any visitor, licensee, or invitee who the delegate determines is violating these Rules, and who does not comply with the delegate’s warning and advice, may be ejected from an Institute facility.

If the Rector, upon consultation with a majority of a panel established by the Institute decides that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of any division of the Institute, he shall serve a notice to that effect on the demonstrators to bring the demonstration to an end. Where the demonstrators fail or refuse to bring the demonstration to and following the notice served to that effect, the Rector shall apply to the court for an injunction to that effect.

16.4 Standing Judicial Committee
There shall be established under these rules a standing judicial committee (SJC) which shall have powers to administer justice in accordance with these rules. The Dean or Director of each division or school shall appoint one senior member to be appointed onto the standing judicial committee of the Institute. For the performance of its work, the standing judicial committee shall be constituted by a minimum of three members and shall be chaired by a senior member.

17.0 PRE-HEARING PROCEDURES

17.1 Filing Complaints
Any member of the Institute who believes a violation of the Rules has been committed may file a written complaint with the secretary of the Institute who shall immediately transmit the same to the secretary of the standing judicial committee. The complaint shall state with particularity the person(s) involved, the nature of
the offense, and the circumstances under which the offense may have been committed.

17.2 **Investigation of Complaints.**
Upon receipt of the complaint, the Institute shall conduct such investigation into the matter as it deems it fit.

17.3 **Respondent’s Right to an Adviser.**
A respondent may be assisted in his or her defence of charges of a violation by an adviser of his or her choice from within or without the Institute; the adviser may be a lawyer.

18.0 **THE HEARING OF CHARGES**

18.1 **Presentation by the Rules Administrator**
(1) There shall be established under these rules the office of a Rules Administrator who shall be an officer of the Institute not below the rank of Assistant Registrar and who shall be responsible for the general administration of these rules.

(2) The Rules Administrator, who may be assisted by a lawyer from within or without the Institute, shall produce all evidence and call all witnesses in support of the charges at the hearing of any complaint or allegation against any student or faculty of the Institute. The respondent and his adviser may examine any evidence and cross-examine any witness.

18.2 **Presentation by the Respondent**
Following presentation by the Rules Administrator, the respondent and his adviser may produce evidence and call witnesses in his defence. The Rules Administrator may examine any evidence and cross-examine any witness.
18.3 **Rules of Procedure**
The Standing Judicial Committee of the Institute shall have wide
discretions in the determination of its rules of procedure in par-
ticular cases provided howsoever that any procedure adopted
shall not violate the rules of natural justice and the 1992 Consti-
tution of Ghana.

18.4 **Record of the Hearing**
The Hearing Officer shall keep a record of the hearing in a man-
ner as the Hearing Officer shall determine. Unless the hearing
has been closed at the request of the respondent, the record of the
hearing shall be a public record.

18.5 **Open Hearing**
Unless a closed hearing is requested by the respondent, the hear-
ing shall be open to members of the Institute community ex-
cept that the Hearing Officer may impose reasonable limits on
the number of persons admitted. For the avoidance of doubt, the
Hearing Officer may exclude witnesses from attendance at the
hearing, and may close the hearing if it is disrupted by disorderly
behaviour of the participants or spectators.

18.6 **Attendance of Witnesses; Testimony by Respondent**
Members of the Institute community subject to these Rules are
compelled, under penalty of disciplinary action under these
Rules, to appear as witnesses if summoned by the Hearing Of-
icer. Failure to appear shall constitute a violation provided there
is proof of notice. The respondent is compelled to attend the hear-
ing under penalty of suspension and he may be a witness only if
he freely consents to be.

18.7 **Contempt Procedures; Disruptions**
(i) The Hearing Officer may find a person in contempt of the
Rules who fails to obey a proper order of the Hearing Officer during the hearing. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Hearing Officer, the Hearing Officer may proceed to find the person in contempt of the Rules. The Hearing Officer may hear and decide cases of contempt by summary proceedings during the hearing.

(ii) Where the person found in contempt is a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be warned that any further contempt, including further disruption, will lead to his Suspension. The penalty for being twice found in contempt shall be Suspension, in accordance with these Rules.

(iii) If the person found in contempt is not a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be asked to leave the hearing. The Hearing Officer will warn the party that if he does not leave he will be suspended. Failure to leave at this time shall mandate a suspension in accordance with these Rules. If a disruption occurs, the Hearing Officer may:

1. Order a recess and reconvene;
2. Reconvene at an alternate place;
3. Reconvene and limit the number of spectators;
4. Reconvene and exclude designated spectator participants in the prior disorder;
5. Reconvene in a closed hearing, provided that members of the Institute news media shall be excluded only on request of the respondent save when an individual reporter acts obstreperously, in which case the Hearing Office admit a replacement for him.
18.8 Status of Respondent during Proceedings

(i) Any respondent granted a leave of absence during the pendency of proceedings shall not, on that account, be granted a postponement or deferment. If, however, a respondent, having been notified of charges brought against him, voluntarily withdraws from the Institute permanently or indefinitely, the charges shall be dropped and proceedings shall be terminated. Upon any subsequent application for readmission to the Institute by a respondent who has withdrawn under such circumstances, the Dean shall decide whether the applicant shall be subject to further discipline as a requirement for readmission.

(ii) Whether degrees or certificates shall be withheld from candidates charged with violations of these Rules pending hearings is a matter of administrative discretion to be exercised by the appropriate Dean. The decision shall take into account the seriousness of the charge, the degree of punishment likely to be given, and the extent to which the plans of the respondent will be disrupted.

(iii) A student’s transcript shall not be withheld during the pendency of hearings, but the transcript shall be issued with a notation thereon of the pendency of the hearing and the possibility of sanctions if the respondent is found guilty of a violation of the Rules. The requirement of the notation may be waived in the discretion of the appropriate Dean. Provided however that where the proceedings end and the said student is found not guilty of the charges preferred, he shall have a new transcript issued him with a notation indicating that fact.

(iv) If the respondent is charged with a violation of these Rules and criminal or civil charges are brought against the respondent for the same occurrence as the result of police action or civil proceedings, the Institute may proceed with disciplinary action, with
the understanding that the respondent’s response to the criminal charge shall take precedence should a conflict in hearing times occur.

18.9 Decision of the Hearing Officer
The Hearing Officer promptly after the conclusion of the hearing shall prepare and send to the Rules Administrator and the respondent and such respondent’s adviser, by hand delivery or registered mail, a written decision of the panel with an explanation of the reasons therefore, either acquitting the respondent of the charges or finding him guilty of the charges on the basis of the clear preponderance of the evidence. If the Hearing Officer finds the respondent guilty, the Hearing Officer shall in his or her decision impose the sanction of Suspension or Dismissal, giving due regard to the circumstances of the offence and the offender, the seriousness of the offence, and offender’s prior disciplinary record, except that the sanction of Suspension shall be imposed if the Hearing Officer finds the respondent guilty of charges of a simple violation based on conduct occurring while the respondent was under Censure.

18.10 Decisions of the Standing Judicial Committee
Decisions reached by the standing judicial committee shall be immediately communicated to the Rector who shall proceed to implement the same within a period of two calendar weeks.

19.0 CHANGES IN REGULATIONS
The Ghana Institute of Management and Public Administration reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Undergraduate Student’s Handbook without prior notice.