

ST. JOSEPH COLLEGE OF EDUCATION



BECHEM

STUDENTS' HANDBOOK

2016

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COLLEGE ANTHEM

1. Hail Holy Joseph Hail!
As we praise and bless your name.
For the protection and love we have enjoyed
Throughout our College days.

Chorus

Hail Joseph Hail!
Hail our glorious Saint
O pray for us your children
To serve God more

2. May we as teachers take
To your life of modesty,
And to learn to love to
Teach and lead the young
As you did to Jesus.

3. Saint Joseph pray for us
That our simple lives can be
As loving and a shining example
To all our dear children.

GEOGRAPHICAL LOCATION

St. Joseph College of Education is in Bechem, the capital of the Tano South District. Bechem is about an hour's drive from Kumasi on the Kumasi – Sunyani road.

BRIEF HISTORY OF THE COLLEGE

St. Joseph College of Education (until 2007 St. Joseph's Training College) was founded in 1948 by Rev. Father Joseph Moulders, the then Parish Priest of the Catholic Church at Bechem. It started as a two-year Teachers Certificate 'B' College for men with 21 students and 3 members of staff. The total student population today is 910 (317 females and 583 males); 55 teaching staff (12 females; 43 males) and 42 non-teaching staff.

The College was housed initially at the Bechem Catholic Mission and moved to its present site donated in 1947 by Nana Fosu Gyeabour 1, the then Bechemanhene and his elders. The first Principal was Mr. I. J. Nicholson.

The College has since its establishment trained thousands of teachers in many different categories.

1948-62	-	2-year certificate "B"
1962-74	-	4-year certificate "A"
1974 to date	-	College became a mixed Institution
1974-76	-	Specialist course in Maths and Science introduced
1975-79	-	"A" 3-year Post-Sec. course for Commercial & Vocational Skills introduced
1979-83	-	3-year Post-Sec. General course reintroduced
1984-91	-	4-year Certificate "A" reintroduced
1985-89	-	Modular course run concurrently with 4-year course
1992-2006	-	3-year Post-Sec. General course reintroduced
2004 to date	-	Diploma in Basic Education (DBE) in General, Science and Technical introduced
2007	-	College accredited to become a College of Education to run the Diploma in Basic Education
2005-09	-	Untrained Teachers Diploma in Basic Education & 4-year Untrained Teachers' Cert. "A" introduced
2007-11	-	2-year Sandwich DBE for Cert. "A" teachers (Top-up)
2012 to date	-	2-year Post Diploma in Basic Education (Sandwich)

University of Education, Winneba, also runs a 3-year DBE, a 2-year Post Diploma in Basic Education and a 1-year PGDE on campus (Distance).

ROLL OF PRINCIPALS

The following have been Principals/Acting Principals of the College over the years:

Mr. I. J. Nicholson	1948 – 1950
Rev. Burges	Jan. 1951 – Dec. 1951
Mr. McKenna	1952 – 1956
Mr. Nkansa Dwamena	Jan. 1957 – Dec. 1957
Mr. S. I. Burke	Jan. 1958 – Dec. 1961
Mr. Vincent Ayivor	Jan. 1962 – Aug. 1973
Mr. M. K. Amissah (Ag)	Sept. 1973 – Aug. 1974
Mr. John Anquandah	Sept. 1974 – Aug. 1980
Mr. I. F. Afful (Ag)	Sept. 1980 – Aug. 1983
Mr. Michael Plas Otwe	Sept. 1983 – April 1992
Mr. Samuel Anning (Ag)	May 1992 – Aug. 1992
Mr. L. A. Andoh	Sept. 1992 – March 1997
Mr. Cordelia Mary Boakye-Yiadom	April 1997 - May 2003
Mrs. B. A. Prempeh (Ag)	May 2003 – Oct. 2003
Mr. C. D. B. Mensah	Oct. 2003 – June 2009
Mr. Anthony Agyeman (Ag)	June 2009 – Aug. 2010
Mrs. Cecilia Quansah	Sept. 2010 – May 2013
Ms. Elizabeth Oti Akenten (Ag)	May 2013 – Sept. 2013
Rev. Msgr. Matthew Addai	Sept. 2013 – to date

MOTTO

“Obi dan bi” - Literally meaning “Interdependence” – based on mutual respect for one another and the common good (1 Corinthians 12:4 – 7, 12 – 27).

VISION STATEMENT

The College shall become a leading Catholic Teacher Training Institution in Ghana recognized for holistic and quality teacher education.

MISSION STATEMENT

The College shall exist for the development of academic, professional and occupational competencies necessary for the preparation of dedicated, disciplined, committed, resourceful, creative and patriotic teachers capable of teaching in the basic schools in Ghana.

CORE VALUES

The College shall be guided by the virtues of our Patron, St. Joseph: **Obedience, Hard work, Honesty, Chastity and Humility**, as well as the motto of the College: “**OBI DAN BI**” which stands for Interdependence for the common good of all in achieving our collective vision, mission and objectives rather than conspiracy to do evil.

PRINCIPAL OFFICERS OF THE COLLEGE

The Principal Officers of the College are the Governing Council Chairperson and the Principal of the College.

CENTRAL ADMINISTRATION

Principal	- Rev. Msgr. Matthew Addai
Vice-Principal	- Moses Buadi
College Secretary	- Emmanuel Kumi Asare
Librarian	-
Finance Officer	- Samuel Kofi Nsiah
Internal Auditor-	

Office of the Principal

The Principal who is the academic and administrative head of the College, and chief disciplinary officer, is responsible to the College Council for the overall administration of the College. He/She has to be informed of all important developments and problems in the College, in particular those relating to academic activities, finance, physical developments and students' affairs. Apart from his/her functions within the College, the Principal also serves as a spokesperson in relation to the government and external bodies, including the international community.

In the execution of his/her duties, the Principal works mainly through the various Committees which are responsible for **policy-making**, some of which he/she serves on as Chairperson. Even when he/she does not serve as Chairperson of some Committees, the Statutes provide that he/she should have unrestricted rights of attendance and speak at all meetings of College bodies and he/she either receives or has access to minutes of all College bodies.

The **Vice-Principal**, who is assigned special responsibilities by the Statutes, acts for the Principal when the latter is absent.

The **College Secretary, Librarian, Finance Officer, and Internal Auditor** are all responsible to the Principal. Their responsibilities are provided for in Statutes 13, 14, 15 and 16.

DEPARTMENTS

Science

Mathematics/ICT

Technical/Vocation Studies

Education

Languages

Social Sciences

OTHER UNITS

Chaplaincy

Students' Affairs Officer (Snr. Hall Master/Warden)

Quality Assurance

Assessment

Teaching Practice

Guidance and Counselling

HALLS OF RESIDENCE

Male	Female	Colours
St. Luke	St. Theresa	Blue
St. John	St. Elizabeth	Green
St. James	St. Monica	Yellow
St. Mark	St. Cecilia	Red

COMMITTEE OF HEADS OF HALLS

Membership

Students' Affairs Officer – Chairperson
Deputy Students' Affairs Officer
All Hall Wardens/Masters

Secretary

Deputy Students' Affairs Officer

Quorum

Half of the membership, apart from the Chairman

Functions

- a. To co-ordinate activities of Halls of residence;
- b. To exercise general supervision over students' general welfare, joint activities and services.

RELIGIOUS AFFAIRS/CHAPLAINCY BOARD

Membership College Chaplain (Chairperson), one Patron (Senior Member) of the recognized religious groups (ACTT, GHAMSU, NUPSG, PENSA, Pentecostals, GNAAS, and GMSA) and one Junior member from each group.

Secretary Patron of ACTT

Quorum Half of the membership, apart from Chairperson

Functions

- a. To co-ordinate all religious activities on campus; to organize daily Masses and joint worship for the whole community on such occasions as may be appropriate.
- b. To be responsible for the upkeep of the College Chapel.
- c. To liaise between the religious groups on campus and the College authorities.
- d. To report to the Principal through the Chaplain on religious matters.

STUDENTS' REPRESENTATIVE COUNCIL (SRC)

Name This body shall be known as the Students' Representative Council of St. Joseph College of Education (hereinafter referred to as the SRC).

Membership President – Chairperson, Vice-President, General Secretary, Women's Commissioner, Asst. Women's Commissioner, Financial Secretary, Sacristan, all Elected Prefects and Class Heads

Quorum As prescribed in the SRC Constitution

Functions

The SRC shall be the official representative of Junior Members of the College and shall be responsible for:

- a. Promoting the general welfare and interests of students; coordinating the social, cultural, intellectual and recreational activities of the students of the College.
- b. Presenting the views of the students of the College to the appropriate body or bodies, depending upon the nature of the matter.
- c. Establishing links and maintaining cordial relationships with students of other Colleges, tertiary institutions, educational and voluntary institutions within and outside Ghana.
- d. Nominating of students' representatives to serve on appropriate College Committees.
- e. Promoting cordial relationships among all sections of the College community and maintaining good relationship with past students of the College.
- f. Publishing records of student activities.

The SRC may appeal to the Principal of the College, through the Students Affairs Officer and ultimately to the Council, whose decision shall be final.

EXECUTIVE COMMITTEE OF SRC

Membership ** President – Chairperson, Vice-President, General Secretary, Women’s Commissioner, Asst. Women’s Commissioner, Financial Secretary and Sacristan.

Quorum ** As prescribed in the SRC Constitution

Functions

As prescribed in the SRC Constitution.

THE COLLEGE AND ITS TRADITIONS

The College has these cherished traditions:

Mass: With the exception of Tuesday and Saturday, the day begins with Holy Mass at 6am on ordinary week days and 7am on holidays and Sunday. However, the time changes on special feast days and other occasions. Mass is attended by all irrespective of religious denomination. On the second Sunday of every month, students break into their various denominations for meetings after Mass.

Students break into their various denominations for evening prayer on **Sunday, Tuesday** and **Thursday**, except during Weeks of Prayer and Reconciliation.

Muslim students have a place for worship where they gather to pray at appropriate times.

Classes begin at 7:00am and end at 4:50pm. Breakfast is at 9.00am, Lunch is 2.00pm and Supper 5.30pm.

1st November (or the First Sunday of November) of every year is the day for Matriculation. On this day old Joscodians are invited to interact with students to help them carve a path for themselves for their stay in the College.

19th March is the feast day of St. Joseph, Husband of Mary and the Patron Saint of the College. A week-long programme is observed to commemorate the feast day if College is in session. SRC Week revolves around **1st May, feast of St. Joseph, the Worker**, if College is in session otherwise when students return from recess.

Sunday wear is of two types – Traditional and African Print (Black and White). When it is traditional, students put on the College cloth (cloth for the men and slit and “*kaba*” for the ladies). They remain in cloth till after lunch. The African Print (Black and White) – the men wear black pair of trousers and African Print top; the women wear slit and *kaba*.

COURSES STRUCTURE DIPLOMA IN BASIC EDUCATION

The College offers Science/Maths/Technical and General Programmes.

PROPOSED FOUR SEMSTER PROGRAMME OF THE COLLEGES OF EDUCATION FIRST YEAR, FIRST SEMESTER GENERAL PROGRAMME

No.	Course Code	Course Title	Credits
1	EPS 111	Principles and Practice of Education	2
2	FDC 111	English Language Studies	2

3	FDC 114	Integrated Science 1*	2
4	FDC 119	Religious and Moral Education	1
5	FVA 111	Fundamentals in Visual Arts	1
6	FDC 112	Mathematics (Number and Basic Algebra)	2
7	FDC 118	Social Studies	1
8	FDC 113	Ghanaian Language and Culture	1
			12

**Made up of Agricultural Science, Biology, Chemistry & Physics*

**FIRST YEAR, SECOND SEMESTER
GENERAL PROGRAMME**

No.	Course Code	Course Title	Credits
1	EPS 121	Child & Adolescent Development and Learning	2
2	FDC 121	English Language	2
3	FDC122	Mathematics (Geometry & Trigonometry)	2
4	FDC 124	Integrated Science 2*	2
5	FDC 128	Social Studies	1
6	PRA 121	Music and Dance	1
7	PRA 122	Foundations of Physical Education	1
8	FVH 121/122	Sewing/Catering	1
9	GNS 121	HIV/AIDS Education	1
10	FDC 123	Ghanaian Language and Culture	1
			14

**Made up of Agricultural Science, Biology, Chemistry & Physics*

**SECOND YEAR, FIRST SEMESTER
GENERAL PROGRAMME**

No.	Course Code	Course Title	Credits
1.	PFC 222	Methods of Teaching Basic Mathematics	2
2.	PFC 228	Methods of Teaching Social Studies	1
3.	FDC 214	Methods of Teaching Science	2
4.	GNS 212	Methods Teaching Issues in HIV/AIDS Education	1
5.	FDC 211	English Language (Methodology)	2
6.	EPS 211	Principles and Methods of Teaching in Basic School	2

7.	GNS 211	Introduction to ICT	1
8.	EPS 312A	Assessment in Schools	1
8**	PRA 221	Principles and Methods of Teaching the Performing Arts 2	1
	PRA 212	Principles and Practice of Physical Education (Elective)	1
	FVH 211	Sewing (Elective)	1
	FVH 212	Catering (Elective)	1
	FDC 215	Literature in English (Elective)	1
	AGN 201	Agricultural Science (Elective)	1
	FVA 211	Principles and Methods of Teaching Visual Arts	1
	FDC 223	Ghanaian Language and Culture (Elective)	1
	FDC 219	Religious and Moral Education A(Elective)	1
			13

**Made up of Agricultural Science, Biology, Chemistry & Physics*

***Candidates to select one course from 7*

**SECOND YEAR, SECOND SEMESTER
GENERAL PROGRAMME**

No.	Course Code	Course Title	Credits
1.	EPS 221	Educating Individuals with Special Needs	2
2.	FDC 224	Integrated Science 3*	2
3.	FDC 218	Social Studies	1
4.	FDC 222	Mathematics (Further Algebra)	1
5.	GNS 221	Introduction to I.C.T	1
6.	FDC 311	English Language Studies	2
7.	EPS 312R	Research Methods in Education	1
8.	FDC 312	Statistics and Probability	2
9.	EPS 313	On-Campus Teaching Practice	3
8**	PRA 211	Principles and Methods of Teaching the Performing Arts 1(Elective)	1
	PRA 222	Methods and Practice of Physical Education (Elective)	1
	FVH 221	Sewing (Elective)	1
	FVH 222	Catering (Elective)	1
	FDC 215B	Literature in English (Elective)	1
	AGN 202	Agricultural Science (Elective)	1
	FVA 221	Assemblage and Construction (Elective)	1
	FVA 222	Fabric and Leather Decoration (Elective)	1
	FVA 223	Modelling, Casting and Carving (Elective)	1
	FVA 224	Visual Communication (Elective)	1

	FVA 225	Weaving and Stitching (Elective)	1
	FDC 213	Ghanaian Language and Culture (Elective)	1
	FDC 219B	Religious and Moral Education B(Elective)	1
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****Candidates to select one course from 8**

SPECIAL PROGRAMMES

FIRST YEAR, FIRST SEMESTER

SCIENCE AND MATHEMATICS PROGRAMME

No.	Course Code	Course Title	Credits
1	EPS 111	Principles and Practice of Education	2
2	FDC 111	English Language Studies	2
3	FDC 114B	Biology 1 (Theory & Practical)	2
4	FDC 114C	Chemistry 1 (Theory & Practical)	2
5	FDC 112M	Mathematics (Algebra and Geometry)	3
6	FDC 113	Ghanaian Language and Culture	1
			12

FIRST YEAR, SECOND SEMESTER

SCIENCE AND MATHEMATICS PROGRAMME

No.	Course Code	Course Title	Credits
1	EPS 121	Child & Adolescent Development and Learning	2
2	FDC 121	English Language	2
3	FDC 122T	Trigonometry	2
4	FDC 122C	Calculus	2
5	FDC 124P	Physics 1 (Theory & Practical)	2
6	FDC 124B	Biology 2 (Theory & Practical)	2
7	GNS 121	HIV/AIDS Education	1
8	FDC 123	Ghanaian Language and Culture	1
			14

SECOND YEAR, FIRST SEMESTER

SCIENCE AND MATHEMATICS PROGRAMME

No.	Course Code	Course Title	Credits
1.	PFC 222M	Methods of Teaching Basic School Mathematics	2
2.	GNS 212	Teaching Issues in HIV/AIDS Education	1
3.	FDC 224P	Physics 2 (Theory and Practical)	2

4.	EPS 211	Principles and Methods of Teaching in Basic School	2
5.	GNS 211	Introduction to ICT	1
6.	FDC 211	English Language (Methodology)	2
7.	FDC 214B	Biology 3 (Theory & Practical)	2
8.	EPS 312A	Assessment in Basic Schools	1
			13

**SECOND YEAR, SECOND SEMESTER
SCIENCE AND MATHEMATICS PROGRAMME**

No.	Course Code	Course Title	Credits
1.	FDC 222V	Vectors and Rigid Motion	1
2.	FDC 224C	Chemistry 2 (Theory & Practical)	2
3.	FDC 224	Integrated Science 3	2
4.	FDC 311	English Language Studies	2
5.	GNS 221	Introduction to I.C.T	1
6.	EPS 221	Educating Individuals with Special Needs	2
7.	FDC 312	Statistics and Probability	2
8.	EPS 312R	Research Methods in Education	1
9.	EPS 313	On-Campus Teaching Practice	3
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**FIRST YEAR, FIRST SEMESTER
TECHNICAL PROGRAMME – SCIENCE OPTION**

No.	Course Code	Course Title	Credits
1	EPS 111	Principles and Practice of Education	2
2	FDC 111	English Language Studies	2
3	TEC 111	Graphic Communication	2
4	TEC 112	Wood Technology	2
5	FDC 114C	Chemistry 1 (Theory and Practical)	2
6	FDC 113	Ghanaian Language and Culture	1
			11

**FIRST YEAR, SECOND SEMESTER
TECHNICAL PROGRAMME – SCIENCE OPTION**

No.	Course Code	Course Title	Credits
1	EPS 121	Child & Adolescent Development and Learning	2
2	FDC 121	English Language	2
3	FDC 124P	Physics 1 (Theory and Practical)	2
4	TEC 121	Technology and Basic Electronics	2
5	TEC 122	Metal Technology	2
7	GNS 121	HIV/AIDS Education	1
8	FDC 123	Ghanaian Language and Culture	1
			12

**SECOND YEAR, FIRST SEMESTER
TECHNICAL PROGRAMME- SCIENCE OPTION**

No.	Course Code	Course Title	Credits
1.	GNS 212	Teaching Issues in HIV/AIDS Education	1
2.	FDC 211	English Language (Methodology)	2
3.	TEC 221	Methods of Teaching Technical Skills	1
4.	FDC 214	Methods of Teaching Science	2
5.	EPS 211	Principles and Methods of Teaching in Primary School	2
6.	FDC 224P	Physics 2 (Theory and Practical)	2
7.	GNS 211	Introduction to ICT	1
8.	TEC 211	Design and Making	2
9.	EPS 312A	Assessment in Basic Schools	1
			14

SECOND YEAR, SECOND SEMESTER

TECHNICAL PROGRAMME- SCIENCE OPTION

No.	Course Code	Course Title	Credits
1.	EPS 221	Educating Individuals with Special Needs	2
2.	FDC 224C	Chemistry 2 (Theory and Practical)	2
3.	TEC 222	Workshop Management	2
4.	GNS 221	Introduction to I.C.T	1
5.	TEC 212	Construction Technology	2
6.	FDC 312	Statistics and Probability	2
7.	EPS 312R	Research Methods in Education	1
8.	TEC 311	Design Folio and Project Realization	2
9.	FDC 311	English Language Studies	2

10.	EPS 313	On-Campus Teaching Practice	3
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FIRST YEAR, FIRST SEMESTER

TECHNICAL PROGRAMME – MATHEMATICS OPTION

No.	Course Code	Course Title	Credits
1	EPS 111	Principles and Practice of Education	2
2	FDC 111	English Language Studies	2
3	TEC 111	Graphic Communication	2
4	TEC 112	Wood Technology	2
5	FDC 112M	Mathematics (Algebra and Geometry)	3
6	FDC 113	Ghanaian Language & Culture	1
			12

**Made up of Agricultural Science, Biology, Chemistry & Physics*

FIRST YEAR, SECOND SEMESTER

TECHNICAL PROGRAMME – MATHEMATICS OPTION

No.	Course Code	Course Title	Credits
1	EPS 121	Child & Adolescent Development and Learning	2
2	FDC 121	English Language	2
3	FDC 122T	Trigonometry	2
4	FDC 122C	Calculus	2
5	TEC 122	Metal Technology	2
6	TEC 121	Technology and Basic Electronics	1
7	GNS 121	HIV/AIDS Education	1
8	FDC 123	Ghanaian Language and Culture	1
			13

**Made up of Agricultural Science, Biology, Chemistry & Physics*

SECOND YEAR, FIRST SEMESTER

TECHNICAL PROGRAMME – MATHEMATICS OPTION

No.	Course Code	Course Title	Credits
1.	GNS 212	Teaching Issues in HIV/AIDS Education	1
2.	FDC 211	English Language (Methodology)	2
3.	TEC 221	Methods of Teaching Technical Skills	1

4.	PFC 222M	Methods of Teaching Basic School Mathematics	2
5.	EPS 211	Principles and Methods of Teaching in Primary School	2
6.	GNS 211	Introduction to ICT	1
7.	TEC 211	Design and Making	2
8.	EPS 312A	Assessment in Basic Schools	1

SECOND YEAR, SECOND SEMESTER

TECHNICAL PROGRAMME- MATHEMATICS OPTION

No.	Course Code	Course Title	Credits
1.	FDC 222V	Vectors and Rigid Motion	1
2.	EPS 221	Educating Individuals with Special Needs	2
3.	TEC 222	Workshop Management	2
4.	GNS 221	Introduction to I.C.T	1
5.	TEC 212	Construction Technology	2
6.	FDC 312	Statistics and Probability	2
7.	EPS 312R	Research Methods in Education	1
8.	TEC 311	Design Folio and Project Realization	2
9.	FDC 311	English Language Studies	2
10.	EPS 313	On-Campus Teaching Practice	3
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PROGRESSION OF STUDENTS IN THE COLLEGES OF EDUCATION

Progression from One Level to Another

Regular DBE Programme

Level 100 to 200

The Students must:

- Pass all courses taken (Obtain Grade A-D)
- Attain a minimum CGPA of 1.0

Student with GPA below 1.0 at the end of the First Semester shall be cautioned by the Vice-Principal in writing and referred to the Counselling Unit of the College for advice.

DISMISSAL

A level 100 student who loses a total of twelve (12) credits or more registered for an academic year (either in the first, second or in both semesters) will be dismissed for poor academic performance for that academic year. Such a student may, however, apply for re-admission the following academic year.

SUPPLEMENTARY END-OF-SEMESTER EXAMINATION FOR LEVEL 100 STUDENTS

A level 100 students who loses 1 to 11 credits in either the first, second or both semesters shall be given an opportunity to write a supplementary end-of-semester examination before the start of the ensuing year. The supplementary end-of-semester examination for level 100 students shall be marked over 60 and shall be

added to the continuous assessment score which the student would have obtained during the course of the semester. The student will be withdrawn for poor academic performance if he/she is unable to pass all the failed courses in the supplementary end-of-semester examinations.

A level 100 student who fails the supplementary end-of-semester examination and is withdrawn may re-apply for admission the following academic year.

Level 200 to 300

To Progress from level 200 to 300, the student must:

- a) Attain a minimum CGPA of 1.0
- b) Pass a least 30 credits for the current year
- c) Not lose more than a total of six (6) credits in the courses registered for the academic year.

A student who fails to satisfy any or all of the above conditions in the end-of-semester examination shall be placed on probation or asked to be an external candidate depending on the gravity of failure as detailed below:

PROBATION

If a student fails up to 6 credits, he/she will progress to the next level but will be required to repeat those failed courses.

- a) A student who is repeating a course will be required to take quizzes, assignments and end-of-semester examination for the repeated course(s).
- b) A student on probation has two (2) chances to pass the failed course(s).

REPEATING/EXTERNAL CANDIDATE

If a student fails a total of 7 to 12 credits, he/she will be allowed to repeat the failed courses as an “external candidate”. An external candidate is not taking the full complement of courses and is therefore reading only repeated or failed courses. He/She will register the repeated and failed courses only and must pass them within one academic year before progressing to the next level.

An external candidate:

- a) Will retain the lower level status until he/she meets the requirements for progression.
- b) Will be required to attend tutorials and practicals, fulfil continuous assessment requirements (and pay 60% of the approved College fees and any other fees to be determined by the College from time to time).
- c) Must pass the repeated courses at ONE sitting only. If an external candidate fails to pass any of the failed courses, he/she will be dismissed for poor academic performance.

Notes

1. Students can assume “external candidacy” only once during their studentship.
2. A continuing student who loses more than 12 credits will be dismissed outright.

REFERRAL IN FINAL YEAR COURSES

Students who fail final year papers have up to two years to redeem themselves at the end of the second semester of each year.

TRAILING AND REPETITION OF COURSES

To trail a course means to carry the course over to a subsequent semester or academic year. If a student passes a repeated course, both grades will appear on the student’s transcript and will be used in the computation of his/her C.G.P.A.

CLASS ATTENDANCE IN THE SEMESTER and COURSE UNIT SYSTEM (SCUS)

To obtain a grade for a course, the student shall not absent him/herself for more than the equivalent of three weeks contact hours for the course. For a one-credit course, the number of classes missed by the students shall not exceed three (3); for a two-credit course, the number of classes missed by the student shall not exceed six (6); and for a three-credit course, the number of classes missed shall not exceed nine (9).

If for medical reasons, a student cannot meet the class attendance requirements, he/she must be advised to withdraw voluntarily from the course through the due process. To get approval for voluntary withdrawal, the student must submit a medical report certified by a recognized medical doctor.

DEFERMENT OF PROGRAMME

Deferment of programme shall normally be allowed for students at Levels 200 and above only.

Students who, due to various reasons, wish to defer their programmes should first consult their Academic Advisors for advice.

A student may apply for deferment of study provided that the student completes the entire academic programme within the stipulated time limit.

Deferment may be granted for one academic year only within the entire duration of the programme.

With the exception of severe and sudden medical conditions, an application for the deferment of study must be made and approved two (2) months before the beginning of the academic year the student wishes to defer. Emergency cases shall be dealt with on their own merit.

Where an application for deferment is granted, deferment shall be for one academic year, i.e. deferment shall not be allowed for one semester. Students must of necessity obtain approval from the Director, Institute of Education before proceeding on deferment.

ASSESSMENT

This is based on 40% Continuous Assessment (CA) and 60% End of Semester Examination.

CONTINUOUS ASSESSMENT (C.A)

Course tutors handle the C.A component of the assessment but are guided by the following as the number of assessments to be recorded in a course for each semester.

- A) **1 credit** 1 Assignment
 (10 Marks) + 1 Class test
 (30 Marks) = **40 marks**

- B) **2 credit** 1 Assignment
 (10 Marks) + 1 Class test
 (30 Marks) = **40 marks**

- C) **3 credit** 2 Assignments
 (15 Marks) + 2 Class test
 (25 Marks) = **40 marks**

The College will monitor and moderate the questions and scoring procedures used in generating the C.A. scores. Principals, Vice Principals, Assessment Officers and Heads of Department will assist in this direction.

END-OF-SEMESTER EXAMINATION

A semester lasts sixteen weeks. End of Semester Examinations are conducted at the Colleges by the Institute of Education. In line with the Semester and Course Unit System (SCUS) of the University of Cape Coast (UCC), the fourteenth week is used as a revision week whilst the last two weeks are used for the End-of-Semester Examinations.

DURATION OF END-OF-SEMESTER EXAMINATIONS

The duration of End-of-Semester Examination is determined by the credit weight of the course as follows:

- a) 1 credit course - to 1 ½ hours
- b) 2 credit course - 1 to 2 hours
- c) 3 credits course – 2 to 3 hours

GRADING SCALE

In accordance with the Academic Regulations of UCC, the following scheme is used:

SCORE	GRADE	GRADE POINT	REMARKS
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	E	0.0	Fail

SRC AND HALL OFFICERS

The mode of elections and conditions for standing for elections, etc shall be prescribed by the Students' Affairs Officer, subject to the approval of the Academic Board. Elections shall be supervised by the Students' Affairs Officer.

No student would be eligible to stand in any election in the College (SRC, Hall, and TTAG Rep) unless he/she has attained at least a CGPA of 2.5 at the time of standing for the elections.

HANDING OVER

All Officers (SRC, Hall and TTAG Rep) shall prepare elaborate handing over notes for documentation. Such handing over notes shall be approved by the Students' Affairs Officer or Hall Master/Warden before clearance.

RESIGNATION OF OFFICERS OF THE SRC

Officers of the SRC may resign their post in a manner prescribed by the Constitution of the SRC.

GENERAL MEETING

The Students' Representative Council shall call a General Meeting of the Students of the College at least once a semester.

QUORUM

Half of the student body including either the President or the General Secretary shall form a quorum.

SENIOR TREASURER

The College Chaplain shall be the Senior Treasurer of the Students' Representative Council.

He shall be the authorizing officer for all SRC vouchers and also principal signatory to all SRC cheques.

He shall present to the Committee of Heads of Hall an annual statement of the SRC's income and expenditure signed by the Financial Secretary, the President and the General Secretary in the last week of May of each year. This shall be displayed on all Students' Notice Boards.

GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE IN THE COLLEGE

There shall be established in the College such Halls bearing such names as the College may from time to time determine.

1. Membership

The membership of each Hall shall consist of the students assigned to it who shall be known as Junior Members and the Senior Members of the College assigned to it, who shall be known as Fellows. The assignment of Junior Members and Senior Members to Halls shall be in accordance with procedures laid down by the Academic Board. Every Senior Member shall be assigned to a Hall of residence.

2. Government of Halls

The governing body of each Hall shall be the Hall Council which shall be responsible, subject to the Law, Statutes and Regulations of the College, for all matters concerning the Hall. The Hall Council shall meet, at least, once in every Semester.

3. Composition of the Hall Council

The Hall Council shall consist of the Hall Master/Warden, Hall Administrator and three (3) Tutors (Counsellors) and five (5) Junior Members, including the President, Secretary, Treasurer of the JCR and two (2) Level 100 students.

4. Hall Officers

The Officers of each Hall shall consist of the Hall Warden/Master, Hall Administrator, Tutors (Counsellors), and such other Officers as the Hall Council shall decide:

- a) The Hall Master/Warden shall be appointed by the Principal for a two (2) year term, and may be eligible for re-appointment for another two (2) year term only.
- b) In the absence of the Hall Master/Warden, the Hall Administrator will act until a Hall Master/Warden is appointed.
- c) The Hall Administrator shall be appointed by the Principal on the recommendation of the Hall Council for a two-year term, subject to re-appointment for a further term only.
- d) The Tutors shall be nominated by the Hall Warden/Master from among the Fellows of the Hall with the approval of the Hall Council for a two-year term subject to re-appointment.

DUTIES AND CONDITIONS OF TENURE OF HALL OFFICERS

1. Hall Master/Warden

The Hall Master/Warden shall be responsible to the Principal for the general supervision of the affairs of the Hall. He/She shall take precedence over all fellows and members of the Hall and shall have unrestricted right of attendance and audience at all meetings of the Hall Council in all cases not provided for by the law, Statutes or any Regulations made by the Hall. He/She shall make provision for good governance and welfare of the Hall as he/she may consider appropriate; subject to the approval of the Hall Council. No person shall combine the office of the Head of Hall with any other substantive Hall Office.

2. Hall Administrator

- a) The Hall Administrator shall be deputy Hall Master/Warden in the administration of the Hall, and shall be responsible to the Hall Warden/Master.
- b) He/She shall act for the Hall Master/Warden in his/her absence

3. Hall Tutors (Counsellors)

- a) Offer counselling services to Junior Members of the Hall;
- b) Liaise between students in the Hall and their lecturers outside teaching hours;
- c) Avail themselves for consultation in any matter a student considers important for his/her welfare;
- d) Help foster harmonious community living in the Hall that involves both Junior and Senior members;
- e) Attend all relevant Hall meetings and participate fully in Hall activities.
- f) The Hall Tutors shall be responsible to the Hall Warden/Master and assist him/her in the discharge of his/her duties.

4. Removal of Hall Master/Warden

The Head of Hall may be removed by the Principal upon a recommendation supported by two-thirds of the Hall Council at a meeting specially convened for the purpose by, at least, one third of the Council.

5. Removal of Other Hall Officers

Any Hall Officer other than the Hall Master/Warden may be removed during his/her period of tenure for sufficient cause upon a recommendation by the Hall Warden/Master to the Hall Council at a special meeting convened for the purpose.

6. Direction of Student Life in the Halls

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

7. Hall Funds

- a) i. Hall Council Account which shall include all monies collected in the Halls and grants provided by the College.
- ii. Hall dues paid by students shall be paid into this account.

b) Signatory

The Hall Master/Warden and Hall President shall be signatories to all accounts in the Hall.

c) Fund Raising

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

d) Hall Accounts

The Hall Funds shall be operated in a manner that does not contradict the College Regulations. The Account shall be displayed on all Hall notice boards at the end of their tenure of office.

e) Audit of Hall Account

The Hall shall present to the Internal Auditor, Hall Council and Students' Affairs Officer an annual Statement of its income and expenditure signed by the Treasurer, President and Secretary by 15th May of each year. The account shall be displayed on the Hall Notice Board.

All Hall funds and books or documents relating to them shall be subject to examination and audit by the College Finance Officer and the Internal Auditor, respectively. An audit of Hall accounts shall be carried out at least once a year by the Internal Auditor.

Copies of the audit report shall be sent to the Principal, Hall Council of Hall concerned and the Students' Affairs Officer.

Where anybody is dissatisfied with the audit report, the Principal may be petitioned.

The Principal may take appropriate action where he/she is satisfied that the petition is of merit.

COLLEGE REGULATIONS FOR STUDENTS

INTRODUCTION

St. Joseph College of Education is a community of students, lecturers and administrators. It seeks to produce teachers who are of good morals and personal integrity, who will be leaders in their communities, and who will be qualified to contribute to education and the future development of Ghana. As a Catholic institution it emphasizes moral standards and a personal commitment to serve society. Students in turn are encouraged to foster a spirit of honesty, good manners, respect and service, and to live these values during their stay at the College.

As we are a diverse community, it is necessary that we live by standards of proper conduct so that one member's freedom will not impinge on another member's right. It is hoped that staff and students will work together to maintain discipline and courtesy in all College affairs and that they will at all times refrain from actions likely to cause embarrassment to the College and each other.

In all cases of breach of discipline, punishment may involve caution, suspension, dismissal or fines.

Discipline in the Halls shall be carried out by the Hall Councils. Discipline in the Departments shall be dealt with by the Heads of Department.

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

1. MOVEMENT WITHIN THE COLLEGE PRECINCTS

Students have the liberty of movement within the College precincts, except as stated below:

- a. The Kitchen and Stores are out of bounds, as are the sites of any building operations and any that are specially marked.
- b. Halls of Residence other than student's own Hall are out of bounds between 10.30pm and 5.30am, except by special permission of the Hall Master/Warden.

2. ADMISSION AND RESIDENCE

- a. Semester dates are announced on College Notices. Students must come into residence at the beginning of each Semester and go down at the end of each Semester on the day specified, unless special permission for any variation has been received from the Hall Warden/Master.
- b. In cases where return is unavoidably delayed, the College Secretary/Students' Affairs Officer must be notified immediately.
- c. A student coming into residence at the beginning of the first Semester should first register with the Office of Students' Affairs Officer or his/her representative and fill all the relevant forms.
- d. All Students shall pay all statutory fees before admission into residence. Students whose accounts are not settled at the beginning of the Semester will not be allowed to come into residence until the accounts have been settled in full.

3. END-OF-SEMESTER AND RE-OPENING ARRANGEMENTS

- a. The last day of Semester is the day on which the College officially closes down. All students shall vacate the halls of residence by 3.00pm the same day, except those granted exemption (which shall **not exceed two (2) days**) by the Hall Master/Warden.
- b. Students who have been granted permission to stay briefly in residence during vacation shall observe all the laid down regulations.
- c. Hall Presidents are to ensure that all doors are securely locked and the keys handed over to the Students' Affairs Officer.
- d. The first day of semester is the day on which the College officially re-opens. All students shall report to College the same day.

4. ABSENCE FROM THE COLLEGE DURING SEMESTER

- a. The Halls will be opened to student members from 5.30am to 10.30pm. From 10.30pm to 5.30am students should be within their halls, except in an emergency or with permission of their Hall Master/Warden.
- c. Students leaving campus or travelling overnight should obtain Exeat.
- d. Tutors or Students organizing trips outside the College must submit the names and
- e. Registration numbers of all students going on such trips to the Students' Affairs Officer at least **72 hours (3-days)** before they depart from campus. If it is an **educational trip**, the organizer should obtain permission from the Principal (or in his/her absence, the Vice Principal) and the Head of Department. If the trip is **religious** in nature, permission should be sought from the College Chaplain. In all cases, permission should be obtained, at least, **ten (10) working days** before the trip.

5. CLEANLINESS IN THE HALLS

It is expected that students will keep their rooms, the Hall ways, the bathrooms and toilets and the general surrounding clean and tidy at all times.

6. FURNITURE

Students are not allowed to move furniture from the Assembly Hall, classrooms, library, offices and other rooms. **Students found sitting on moveable furniture outside the Assembly Hall, classrooms, dormitories, etc., shall be presumed to have moved them outside. Such students shall be sanctioned.**

7. USE OF COLLEGE TRANSPORT

If College transport is available, it may be booked for any approved journeys by the organizers of approved student parties.

All requests for College transport should contain the following particulars:

- a. The destination and purpose of the journey.
- b. The date and time when the transport will be required.
- c. The names of students who wish to travel together with the names of the Halls in which they reside.
- d. The name(s) and signature(s) of the organiser(s) of the party who will be responsible for the payment (if need be) to the Finance Officer before transport is provided.
- e. Request for transport should be made, **at least, ten (10) working days ahead.**

8. USE OF APPLIANCES

Pressing Iron and Computers are allowed to be used. Use of any other appliance such as Microwave Oven, Rice Cookers, Heaters, Electric Kettles, Hand Driers, Electric stoves is strictly prohibited. Note that the use of Gas Cylinders and Gas Stoves is strictly forbidden. Offenders will be severely sanctioned.

9. COMMERCIAL ACTIVITIES

Sale of food items, drugs, alcoholic beverages and trading in general in the Halls by students, tutors or hawkers is strictly prohibited. Students are warned against the use of combustible substances such as petrol or gas in the Halls.

10. VISITORS

- a) Visitors are **not** allowed in the Halls, classrooms, dining hall and Computer laboratories.
- b) Hawkers and errand-boys shall **not** be allowed in the halls and classrooms.
- c) Students who harbour unregistered persons will be sanctioned.

11. CLUBS AND ASSOCIATIONS

- a. Application to form a new Club or Association should be made to the Students' Affairs Officer at the beginning of every academic year. The application should state the names of the founding members, officers and patrons. The Constitution of the Club or Association must accompany the application.
- b. The Students' Affairs Officer will study these documents and after consultation with the Principal decide whether or not to issue a certificate of registration. It is only after the group has received its certificate of registration that it can operate in the College.
- c. Religious Clubs and associations should, in addition, apply to the Chaplaincy/Religious Affairs Board for recognition.
- d. Each registered Clubs or Associations must apply for renewal of its registration each academic year. Applications for renewal should be submitted to the Students' Affairs Officer/Chaplain before the end of the second semester of the preceding academic year.
- e. It is an offence for any group of students to operate a Club or Association that has not been registered by the Students' Affairs Officer/Chaplain. Students found culpable will be sanctioned.
- f. **Every Club/Association, which collects or receives funds must have a Senior Member of the College as its Senior Treasurer.** It is recommended that all Clubs should have patrons who are Senior Members of the College.

- g. The Senior Treasurer must present to the Students' Affairs Officer a completed annual Statement of the Clubs/Associations Income and Expenditure, signed by its Junior Treasurer and at least, one members of the Society or Club before the end of the academic year. This will be displayed on the College Notice Boards. Religious Clubs/Associations shall present their completed annual Statement of Accounts to the College Chaplain.
- h. Executives are to be elected yearly. Club and Association secretaries are to send to the Students' Affairs Officer (or Chaplain, in the case of religious Clubs) and the Students' Representative Council at the beginning of each semester a list of principal officers and the committee members of their Clubs and Associations and a copy of their programme for the semester.
- i. **Before any arrangements are made to invite guest speakers or artistes from outside the College to address a meeting or give entertainment, a formal request in writing for permission to invite them must be made to the Students' Affairs Officer (or Chaplain, for religious groups) through the Patron.** Only when permission has been granted for the invitation to be made will Clubs or Associations be allowed to invite outside speakers or artistes.

NB: This applies to Halls of residence too.

- j. The Assembly Hall is available for meetings under certain conditions. In all cases, permission for use must be obtained from the Vice Principal. At least 48 hours notice must be given.
- k. No religious services are permitted in the Library, Assembly Hall, Demonstration School, fields and unapproved venues. **Under no circumstances is furniture to be removed from approved venues.**

12. POSTERS AND HANDBILLS

Posting of notices, campaign poster, flyers, etc on walls/pillars/trees, etc., other than on notice/billboards, is strictly prohibited. Defaulters shall be sanctioned.

13. PRESS CONFERENCES AND RELEASES

- a. Any group of students who wish to hold a press conference or issue a press release shall apply in writing to the Vice-Principal with copies to the Principal and the College Secretary for their information.
- b. A copy of the statement to be read at the Press Conference or to be released to the press should accompany the application.
- c. If in the opinion of the Vice-Principal, the Press Conference or Press Release is likely to lead to a breach of the peace or cause serious interference with the work of the College or bring the name of the College into disrepute, he/she may not approve the holding of press conference or the issuance of the press release.
- d. The decision of the Vice-Principal shall be final.

14. DEMONSTRATION/RALLIES/ASSEMBLIES/ PROCESSION (DRAP)

ON OR OFF CAMPUS

A. DRAP on Campus

- i. Any student or group of students wishing to organize a DRAP on the campus of the College shall apply to the Vice-Principal for permission. Such person(s) shall wait for a written response to the application from the Vice-Principal.
- ii. Such written application shall reach the Vice-Principal at least 72 hours (excluding Saturdays and Sundays) before the DRAP is due to begin.
- iii. The application shall state the purpose of the DRAP and the name(s) of the Organizer(s) or the organizing body and the route, time and duration of the DRAP.

- iv. If in the Vice-Principal's opinion, the DRAP is likely to lead to a breach of the peace or cause serious interference with the work of the College or bring the name of the College into disrepute, he/she may prohibit the DRAP.
- v. The DRAP shall be held at a place or follow a route approved by the Vice-Principal and those participating shall keep close to the side of the road to facilitate free passage of vehicular traffic and pedestrians. It shall do nothing to obstruct or interfere with traffic.
- vi. The DRAP should end before 5.00pm.
- vii. During the DRAP nothing shall be done or said that is likely to cause or provoke violence.
- viii. The organizer(s) of the DRAP shall be held responsible for any acts of violence and/or breach of College, Hall or other regulations that may occur during the DRAP.
- ix. Participants in a DRAP shall be held collectively and individually responsible for any acts of lawlessness which occur during such DRAP.
- x. The fact that a DRAP is not prohibited does not in any way imply that the College either approves of or is in sympathy with its objectives.
- xi. The Vice-Principal may prescribe any special conditions, limitation or restrictions that may be considered appropriate in the circumstance.
- xii. Participants and organizer(s) of a DRAP shall be held collectively and individually responsible for any damages done to College property.
- xiii. Breaking of DRAP regulations, leading to disruption of official ceremonies/activities is punishable by rustication or dismissal.

B. DRAP off the Campus

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

C. Dissension

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

D. Penalties

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

The amount of fines shall be determined by the College Disciplinary Committee and shall be approved by the Principal.

15. REGULATIONS FOR STUDENTS ON OR OFF CAMPUS

- a) The laws of Ghana apply equally to every member of the College community and the walls of the College do not protect anyone from the full application of the laws of Ghana.
- b) All existing regulations in the College are fully consistent with the laws of the land and will be enforced accordingly.
- c) The College, therefore, will not permit any behaviour on or off campus by any member of the College community that contravenes its regulations or the laws of the land.
- d) In particular, all are expected to use the official channels of communication and to follow laid down grievance procedures.
- e) For the presentation of formal petitions, etc., the residence of the Principal and other officers of the College are out of bounds; all such formal negotiations should take place in the office of such officials or at designated venues.
- f) In all matters of negotiation, the Central Administration accepts to meet only accredited representatives of recognized groups within the College, and arrangements reached are binding on both sides.
- g) The regulations relating to DRAP (Demonstration, Rallies, Assemblies and Processions) for students should be strictly adhered to.
- h) Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.
- i) Willful destruction of College or private property or facilities contravenes College Rules and Regulations and will attract appropriate penalties.

16. NOISE ON CAMPUS

It is desirable to maintain at all times a kind of environment that supports the basic academic enterprise.

In pursuit of a suitable academic environment, the College wishes that the general level of noise be kept as low as possible. Students are therefore enjoined to avoid disrupting the calm.

Members of the College community and the general public are hereby reminded that noise making anywhere on the campus is prohibited at all times. A serene atmosphere is required to enhance academic work.

This refers in particular to noise in the Halls of Residence and Academic areas from the use of Radio, TV sets, and religious worship. In the case of the latter, places on the campus designated for the purpose can be used. Occasional checks would be conducted to ensure compliance, but the Office of the Vice-Principal or Students' Affairs Officer would also welcome reports of any breach of this directive.

17. COLLECTION OF MONEY IN THE COLLEGE

Application for permission to make general collections of money within the Hall must be to the Students' Affairs Officer who will approve collection of such money. Students seeking sponsorship from outside the College must seek written permission from the Vice-Principal.

18. SMOKING AND ALCOHOLIC DRINKS

- a) Smoking is forbidden in all public places on campus.
- b) Smoking is not allowed in students' rooms and anywhere on campus.
- c) Taking of alcoholic drinks is forbidden on campus; drinking of alcohol outside campus, drunkenness and subsequent negative consequences thereof are forbidden.

19. PERSONAL PROPERTY

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

20. COLLEGE PROPERTY

Students may not make attachments to or transfer furniture of any kind from any part of the College buildings including rooms in Halls of Residence without prior written permission from the proper authorities.

Students are liable to pay for any loss or damage to furniture and fittings or equipment of any kind.

21. DRESS CODE

Students are required to have all items, listed on the students' kit which is part of the College prospectus.

College Uniform

- a. **For classes:** Black pair of trousers and short sleeved white shirt (for men), black skirt and white blouse (for ladies).
- b. **After classes:** pair of black/khaki trousers and College cloth shirt or any approved polo shirts (for men); College cloth dress or black skirt and approved polo shirt (for ladies).
- c. **On Sundays:** African Print (Black and White) or College Cloth for all.

NOTE: Under no circumstances should a student be found wearing unprescribed attire. Unprescribed attire will be confiscated. Students must wear uniform that are neat and mended when necessary.

Indecent Dressing: Sexually provocative dressing is not tolerated either on campus or on any other property under the College's supervision or for official activities outside campus.

- a) Students are expected to be decently dressed on all occasions. Bathroom slippers will not be allowed at lectures and any College gathering. Their use should be restricted to the halls and bathrooms.
- b) Gowns will be worn on special occasions such as Congregations and at such other times as may be specified.

22. COMMUNICATION WITH GOVERNMENT AGENCIES AND OTHER INSTITUTIONS

Students are not allowed to communicate directly with any Ministry on any matters affecting College life or policy. All formal communications should be sent through the College Secretary.

23. STUDENT EXCURSIONS

The following regulations govern the organization of excursions by students:

- a. Decision of the Club or Association to undertake the trip should be taken at a general meeting of the Club/Association.
- b. Permission for a Club or Association to go on excursion should be sought from the Students Affairs Officer through the patron; for religious trips permission should be sought from the Chaplain through the patron; for educational tour permission should be sought from the Vice-Principal through the Head of Department, and all applications should contain the list of all those making the trip. All students making the trip should seek permission from their various Heads of Department or Hall Masters/Wardens. **A written permission should reach the Students' Affairs Officer/Chaplain/Vice-Principal at least, ten (10) working days in advance.**
- c. The trip should be restricted to College members of the Club or other students of the College.
- d. The itinerary of the trip should relate to the aims and objectives of the Club or Association.
- e. There should be evidence or correspondence between the Club or Association and the institution or other establishments to be visited during the trip.
- f. The means of transport must be stated in the application.

24. LIBRARY

Mutilation or unauthorized removal of library books may attract a fine not less than three (3) times the going price of the book and suspension from the College.

25. STUDENTS' CHANNELS OF GRIEVANCE REDRESS WITHIN THE COLLEGE

A. NON-ACADEMIC MATTERS

a) Individual students

- i. All requests, notifications and complaints from students should go to their Senior Hall Tutors; then to their Hall Masters/Wardens if the matter is unresolved; then, as a last resort, to the Students Affairs Officer.
- ii. The students will have the right of appeal. If the matter is not resolved at the level of the Students Affairs Officer, an appeal could be made to the Vice-Principal.

b) Clubs and Associations

- i. All requests complaints and notifications other than financial affecting all members of a Club/Association should go to patron/patroness. If not resolved it should then go to the Students Affairs Officer or College Chaplain (in the case of religious associations).
- ii. Cases requiring settlement of grievances should go to the Students' Affairs Officer.

c) Halls of Residence

- i. All requests, complaints and notifications affecting all students of the Hall should go to the Hall Master/Warden.
- ii. Unresolved cases requiring redress of grievances should go to the Hall Council.
- iii. Any impasse in the Halls should be referred to the Office of the Students Affairs Officer by the Hall Council.

d) Students' Representative Council (SRC)

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

B. ACADEMIC MATTERS

a) All academic matters affecting individual students should go to:

- i. The Academic Advisor before it goes to the Head of Department.
- ii. The Vice-Principal, if it is an inter-departmental matter or has to do with the Head of Department

b) All academic matters affecting students in the Departments should go to:

The Vice-Principal before it goes to the Principal.

26. SELECTION OF CANDIDATES FOR ADMISSION INTO THE COLLEGE

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

27. REGISTRATION OF COURSES

At the beginning of each semester, all students are expected to register in person and within time periods designated by the Assessment Officer.

Students who do not register by the approved dates will not be allowed to take part in the End of Semester Examinations.

28. PENALTIES FOR LATE REGISTRATION

There is a penalty for late registration. Students who fail to register within the first three weeks of re-opening but register in the fourth week will be charged a late registration fee. The fee for late registration is GH¢100.00. No student will be allowed to register after the fourth week of re-opening.

29. DEFERMENT OF PROGRAMME

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

Applications for deferment would normally not be entertained after eight weeks into the Semester and should be submitted to the Vice-Principal through the College Secretary with copies to the Principal and Students' Affairs Officer.

Application for deferment on medical grounds should be supported by a medical report certified by a qualified medical doctor.

Students must of necessity wait for the response to such applications before leaving the College.

30. CHANGE OF NAME

The College will normally not entertain requests by students for change of name.

For College record purposes, students shall be known only by the names used in completing their application for admission and in the sequence in which they are written.

Once a student has, on admission into the College, been registered with a name which should be the same as the one on his/her results slip, he/she goes through the programme of study with that name.

31. COUNSELLING SERVICES CENTRE

Guidance and Counselling coordinators, academic advisors and the Chaplain are available to provide counselling services.

a) Academic and Counselling

Students should seek help from Counsellors when they

- have difficulties in the way they study (inadequate study habits);
- are confused in the choice of academic programmes or combination of courses;
- need to seek information about further studies after the DBE programme.

b) Personal-Social Counselling

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

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

c) Group Counselling

- i. Personality Improvement,
- ii. Overcoming alcohol and drug abuse,
- iii. Overcoming marriage conflicts

iv. Improving study habits, etc.

33. HALL WEEK CELEBRATIONS

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

NB: Beauty Pageants on campus are banned.

34. FLOATS

Floats will not be held either within or outside the College campus during SRC or Hall Week celebrations. Similarly, registered Clubs or Associations will not be permitted to organize floats within or outside the campus.

35. HOISTING OF BANNERS ON THE CAMPUS

Clubs or Associations must obtain written permission from the College Secretary before hoisting banners on the College Campus.

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

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

36. ORIENTATION OF STUDENTS

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

- a. To welcome fresh students and help them to adjust and settle down into College life.
- b. To guide them through the registration procedure
- c. To expose them to facilities available in the College so as to make education a rewarding experience.
- d. To orientate the minds of students to the new world of College life and to help them align their individual growth with the broad goals of national development.
- e. To advertise the rules and regulations that govern the relationship between the students and the Students' Representative Council.
- f. To let students know their rights, privilege, obligations and responsibilities with regard to College authorities and their governing bodies.

37. MATRICULATION

A Matriculation Ceremony is held in the first Semester for the purpose of formally admitting into the College, all new students entering the diploma programme. Attendance at the ceremony is compulsory and no new student is allowed to remain in the College or take any College examination unless he/she has been duly matriculated.

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

38. SOURCES OF HELP

When in difficulty, students should see the following officers:

- Academic Problems - Academic Advisor or Head of Department.
- Residential Problems - Hall Tutor or Hall Warden/Master.
- Other Problems - Chaplain, College Secretary, Students' Affairs Officer or Counsellors

39. IDENTITY CARDS

Every student should possess a St. Joseph College of Education Identification (ID) Card and endeavour to carry it on them always.

Any student who misplaces his/her ID Card must report it immediately to the College Secretary.

40. DUTIES OF A STUDENT

The duties of a student shall be to:

- a. promote the prestige and good name of St. Joseph College of Education and respect the symbols of the institution;
- b. uphold and defend the Vision, Mission, Values and Statutes;
- c. foster unity and live in harmony with others;
- d. respect the rights, freedoms and legitimate interest of other persons in the College community, and generally to refrain from doing acts detrimental to the welfare of others;
- e. work conscientiously in his/her chosen programme of study;
- f. protect and preserve College property and expose and combat misuse and waste of College funds and property;
- g. contribute to the well-being of the College community;
- h. hold in high esteem the teaching profession;
- i. co-operate with lawful agencies in the maintenance of law and order and
- j. protect and safeguard the environment.

41. MISCONDUCT OF JUNIOR MEMBERS

It shall be a misconduct for a student of the College:

- a. To be absent from campus without permission or reasonable excuse;
- b. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
- c. To be insubordinate to College Authorities
- d. To address Senior Members or other officials of the College in an insulting or disrespectful language.
- e. To indulge in anti-social activities (e.g. homosexuality, lesbianism, nudity, tomfoolery) while in residence or outside the campus which tend to bring the College into disrepute.
- f. To engage in an act that constitutes an offence under the section below.

HALLS OF RESIDENCE

- a) Halls and their surroundings must be kept clean at all times.
- b) Beds must be properly dressed after rising.
- c) Halls are out of bounds during:
 - i. Sunday service hours
 - ii. Class hours
 - iii. Morning Devotion/Assembly
- d) **The following are forbidden in the Halls:**
 - i. Lights remaining on when they should be out
 - ii. Disturbing after curfew (lights out) e.g. Making free night calls, making noise.
 - iii. The use of all electrical appliances except the pressing iron.
 - iv. Eating in the halls and bathrooms.

BATHROOMS AND TOILETS

- a) Bathroom and toilets are to be kept clean at all times.
- b) Students should be decently clothed when going to and from the bathroom.
- c) Tap should be turned off when not in use.

DINING HALL

- Table manners are to be observed at all times.
- Food must not be taken out of the dining hall except when it is directed by the dining hall tutor/tutor-on-duty/dining hall prefect.
- College plates, saucers, ladles, etc must not be taken out of the dining hall.
- Students must come to the dining hall in the prescribed attire.
- Any special menu must be approved by a medical officer and revised periodically.

CHAPEL/CHURCH SERVICE

- i) The College does not discriminate on the basis of gender, religion, race, tribe, etc. It respects freedom of worship and does not impose the Catholic faith and principles on non-Catholic members of the College.

Consequently, the College expects reciprocal respect from its non-Catholic members. Therefore, the College will not tolerate any behaviour that shows disrespect for the Catholic faith and Catholic principles from any member of the College. Acts of disrespect for the Catholic faith include but are not limited to the following:

- Deliberately and knowingly disturbing and making noise and other acts of disruption around and within the chapel while Mass or a religious service is being celebrated;
- Any person or group of persons on campus who conspicuously and deliberately demonstrates or exacerbates or foments anti-Catholic or anti-religious sentiments.

ii) Students who take on active role in services should be properly prepared and be punctual.

iii) **Mobile phones are not permitted in the chapel** at any time.

CLASS AND STUDY PERIODS

- Students should train themselves to attend nature's call only during break periods.
- Written assignments must be completed and submitted on time.
- Study periods as listed on the daily order must be strictly observed.
- Evening studies (Prep) must take place in the student's classroom or library.
- Periods during which a tutor is absent or during which an individual student does not have classes must be treated as official study periods.
- **The use of mobile phones during class hours is strictly prohibited.**
- Class Prefects should ensure that the classrooms, verandas and nearby lawns are clean and free of litter at all times.

EXEATS

- Exeats to Bechem town are permitted at a maximum of three times a semester.
- Exeat cards must be signed by the Hall Master/Mistress before departure and upon return of student from exeat.
- To travel outside Bechem (external exeats), permission must be sought from the Students' Affairs Officer or in his/her absence the Deputy Students' Affairs Officer. This permission will be granted only for very serious reasons.
- Health related permissions must be referred to the respective Hall Master/Mistress.
- General/Free exeats may be allowed on special days. Students must not travel beyond Bechem on such exeats and must return at the stipulated time (5:00pm).

VISITS

- Visiting hours are Saturdays and Sundays from 2:00pm to 5:00pm.
- Visitors are not allowed outside visiting hours. In emergency situations, visitors are to see the Senior Hall Master/Mistress.
- Visitors must not be allowed to enter the halls of residence, the kitchen, the dining hall and the classrooms.
- Visitors must not be allowed to sleep in the College.
- Students must not accompany visitors beyond the College boundary during visiting hours.

NOTE:

The general laws of Ghana apply to all persons in the College. Thus, the use of prohibited drugs and engagement in other illegal activities are not permitted.

Disciplinary sanctions will be imposed as warranted, according to the nature of the infraction and the competency of the College. Illegal activities will be reported to the appropriate authority, including suspension or expulsion from the College, depending on the seriousness of the offence.

The Disciplinary Committee of the College will review the case of a student charged with an infraction of College regulations and impose sanctions as warranted. A student not satisfied with the decision of the Disciplinary Committee may appeal to the Principal, who will make the final decision on the matter.

Notwithstanding the above guidelines each case would be considered on its own merit.

1. Always remember that you are being trained as a teacher and any behaviour that is inconsistent with the noble profession will be sanctioned.
2. Suspension for one semester: A student who misses a whole semester repeats his/her class. He/She will be made to pay fees for the year he/she repeats.
3. When an offence occurs towards the end of a student's course, an alternative to the above measure of discipline may be a recommendation that the award of his/her certificate be withheld for one year.
4. A student who is suspended externally for a period of one month is likely to lose the equivalent of three weeks contact hours for various courses and may likely be asked to defer the course for a year.
5. Prohibited items will be seized and forfeited.

42. LIST OF OFFENCES AND THEIR SANCTIONS

Penalties (General): The following regulations and penalties are published for the benefit of students.

OFFENCE	SANCTION
Physical Assault	Suspension plus appropriate compensation or dismissal from the College
Verbal Assault	Caution with written apology or Rustication
Sexual Assault	Dismissal
Sexual Harassment	Caution / Written Apology / Counselling/Dismissal/Rustication
Noise Making	Caution/Written Apology/Rustication
Inconveniencing Room mates	Caution / Replacement / Suspension
Hosting visitors of the opposite sex, sexual intercourse in shared rooms.	Dismissal
Destruction of College Property	Replacement, Suspension or Dismissal
Smoking in College buildings, on campus or while College is in session	Caution / Suspension.
Drunkenness/Use of Narcotics	Rustication / Dismissal
Stealing	Replacement of the stolen item and Rustication / Dismissal
Academic dishonesty (Plagiarism, falsification of data and other related acts)	Rustication / Dismissal / Withdrawal of Certificate
Removal of pages from library / Removal of books from library	Fine / Suspension
Littering / Throwing out water/ Urinating at unauthorized places	Caution and cleaning the place
Extortion / Forgery	Refund with written Apology/ Dismissal / Rustication
Embezzlement of Funds	Refund, loss of official position and disqualification from holding any other position / Suspension / Dismissal
Perjury / Slander / Impersonation	Suspension or Rustication / Dismissal
DRAP – Breaking of DRAP Regulations / Disruption of official ceremony / activity	Suspension or Rustication / Dismissal

Removal of furniture from Library/ Lecture Theatre/Classroom/Assembly Hall/Laboratory/ Sitting on furniture that belongs to these places outside the venues	Warning at first instance. Fine of GH¢ 500.00
i) Pasting of posters and handbills at places other than on billboards	Warning at first instance / Fine of GH¢ 100.00 / Disqualification.
ii) Any other act(s) that violates the Criminal Offences Act of Ghana	To be determined by a Disciplinary Committee.

Cheating in internal examinations	Cancel paper, written warning / 2 weeks external suspension / Dismissal
Incitement to rioting/rioting	External suspension for 2 weeks for those pressurized into rioting. Dismissal for ring leaders (all students should be made to pay for cost of damages)
Anonymous letters/documents/posters	Written Warning / 4 Weeks external suspension / Dismissal
Deliberate distortion of facts/character assassination	2 weeks external suspension / Dismissal
Flouting the authority of the Principal	2 weeks external suspension / Dismissal
Flouting the authority of staff	Written warning / 3 weeks external suspension
Flouting the authority of College Prefects	Verbal Warning / 2 weeks internal Suspension (in hard Labour) / 2 weeks external suspension
Breaking of Bounds/Truancy, Refusal to attend official functions	Written Warning / 2 weeks internal Suspension (in hard Labour) / 4 weeks external suspension
Travelling outside Bechem without exeat	Right to exeat withdrawn and 1 week manual work / 2 weeks external Suspension / Suspension for a semester
Leaving College under false pretences	Written Warning / 2 weeks internal Suspension (in hard Labour) / Suspension for a semester
Fighting	2 weeks internal Suspension (in hard Labour) / external Suspension (1 semester) / Dismissal
Failure to submit assignments or write internal examination without justifiable cause	2 weeks internal Suspension (in addition must be made to submit assignment and write exam) / Dismissal
Refusal to do teaching practice	Dismissal
Failure to write exams (external)	UCC Regulations to apply
Amorous relationship with a member of staff (Teaching and Non-Teaching) or their dependants	DISMISSAL
Pregnancy	Deferment of studies – students may re-apply after one year.
Termination of pregnancy/abortion	Counselling and Withdrawal
Jumping over or scaling fence wall	1 st offence: Fine of GH¢100 2 nd offence: Fine of GH¢200 3 rd offence: Dismissal

NB: In cases of violations by groups (e.g. a Hall or Class) in which individual culprits are not identified, the Principal, on the advice of the Disciplinary Committee, shall determine the appropriate sanctions to be imposed.

43. USE OF NARCOTICS

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

The following substances shall constitute narcotics:

- a. Indian Hemp
- b. Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one tenth percent of cocaine or any proportion of ecgonine.
- c. Any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on 13th July, 1931, has been used for medical or scientific purposes.
- d. Raw opium. Medicinal opium and opium prepared for smoking.
- e. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on 13th July, 1931, was being used for medical or scientific purposes.
- f. Snuff
- g. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one per cent of morphine.

Use of the above substances shall be punishable under Section 42.

44. SEXUAL HARASSMENT

(A) For the avoidance of doubt, the following shall constitute sexual harassment:

- a. Any unwelcome sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offense, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature on employment, opportunity for promotion, grades, etc.
- b. Verbal, physical, written or pictorial communication relating to sex which has the purpose or effect of unreasonable interference with an individual's performance or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
- c. Unwelcome and irrelevant comments, references, gestures or other forms of personal example, the classroom, hall or office - and which may reasonably be perceived as sexual overtures or denigration.
- d. A request for sexual favours when submission to, or rejection of such a request might reasonably be viewed as a basis for evaluative decisions affecting an individual's future.
- e. Abuses of power relations such that individuals receive unfair treatment based on gender or sexuality.
- f. Threat of sexual relations.

(B) Other sexual offences

- a. Rape: Forceful sexual penetration.
- b. Sexual Imposition – non-consensual sexual touching.
- c. Sexual Assault: a non-consensual sexual act including, but not limited to unwelcome kissing of lips, mouth, breast or other body parts, touching of breast, chest, buttocks, thighs, vagina, penis or their body part other than under a medically necessary procedure and
- d. Defilement (whether on or off campus) is having sexual intercourse with person below 16 years.
- e. Unnatural carnal knowledge such as sodomy and bestialism.

Offenses and Related Sanctions

S/N	OFFENCE	SANCTIONS
1	Sexual Harassment	Warning / Rustication / Dismissal
2	Rape	Dismissal
3	Sexual Imposition	Warning / Rustication / Dismissal
4	Sexual Assault	Rustication / Dismissal
5	Defilement	Dismissal
6	Unnatural Carnal Knowledge	Dismissal

Procedure

Any victim of sexual offence shall make a written complaint to any of the following persons:

- (a) Vice Principal
- (b) Heads of Department
- (c) Academic Counsellors
- (d) Chaplain or Designated Counsellors
- (e) Hall Warden/Master or a Hall Tutor
- (f) The College Secretary or the Students' Affairs Officer
- (g) Any member of the Sexual Harassment Committee

The recipient above shall forward the complaint to the Sexual Harassment Committee within three (3) working days. When the recipient fails to forward the complaint, the victim shall have the right to write to the College Secretary or directly to the Sexual Harassment Committee.

The Sexual Harassment Committee shall notify the alleged offender of the complaint, their intention to investigate and adjudicate the matter within seven (7) working days.

The Sexual Harassment Committee shall as soon after notification, but not later than fourteen (14) working days from receiving a relevant request, initiate separate investigatory meetings with the complainant and the alleged offender together with their agents (if any), to determine the matter, unless the complainant and alleged offender agree to a joint meeting being convened.

The Sexual Harassment Committee shall, within seven (7) days of the close of hearing, determine if the alleged offender is culpable and make the necessary recommendation to the Principal.

The outcome of the hearing shall be communicated to the alleged offender by the College Secretary.

The alleged offender shall have the right to appeal to the Principal the decision of the Sexual Harassment Committee within fourteen (14) working days of receipt of the decision.

45. ELECTIONS - SRC

There shall be general elections for student leaders in the second semester of each academic year. The elections shall be held in the last week of May.

Positions

The positions to be contested shall include:

- President
- Vice President
- General Secretary
- Financial Secretary
- Women's Commissioner
- Assistant Women's Commissioner
- Sacristan (nominated by the Chaplain)

NOTE: The SRC President and Women's Commissioner are to be practicing Catholics

Eligibility

A student shall not be eligible for election to any executive office unless:

- a) He/she has been in the College for at least one academic year.
- b) He/she has good academic standing: that is a CGPA of at least 2.5 at the time of standing for the election.
- c) He/she has paid his/her school fees in full.
- d) He/she is a person of *compos mentis* (sound mind)

Qualifications

A student shall not qualify for election to any executive office if:

- a) He/she has a criminal record.

- b) He/she has violated any college regulations or been found guilty of any misconduct or any act which constitute a criminal offence under the Constitution of Ghana.
- c) He/she is a **repeating candidate** at the time of standing for the election.
- d) He/she has been adjudged or otherwise declared to have misappropriated funds or conducted himself/herself in such a manner as to cause depreciation, loss or otherwise in respect of any cash or property entrusted to him/her, or
- e) He/she has been found by any Committee of Inquiry to be incompetent to hold any office or is a person in respect of whom a Committee or Commission of Inquiry has found that while holding any office, he/she has acquired assets unlawfully or defrauded or misused or abused his/her office or willfully acted in a manner prejudicial to the interest of students.

Electoral Commission

(a) Composition

There shall be an Electoral Commission (EC) appointed by the Vice-Principal. There shall be a representation of four (4) Senior members (at least one must be a woman), one of whom shall chair the Commission and one Junior member representing each of the twin-Halls of residence on the Commission.

The College Secretary shall be a Member/Secretary.

(b) Functions of the Electoral Commission

The functions of the Electoral Commission among others shall be to:

- Fix date for elections;
- Provide and circulate information on vetting and election rules to the student body to guide the election procedures and processes in the College;
- Conduct and supervise the elections and related activities;
- Declare results in consultation with the Office of the Principal and the Dean of Students;
- Any other function that may be assigned by the Vice-Principal from time to time.

Vetting Committees

There shall be two Vetting Committees

(a) Composition

- i. The SRC shall constitute a Committee according to its Constitution to vet all qualified candidates. The Committee has no power to disqualify any legible and qualified candidate.
- ii. After the SRC vetting, a Vetting Committee constituted with nine (9) Senior members, one of whom shall chair the Committee shall also vet the contestants. A third of the Committee members shall be females.

The College Secretary shall be a Member/Secretary.

(b) Functions

The Senior Members Vetting Committee shall:

- Vet all legible and qualified candidates who have filed their nomination forms to contest elections.
- Have the power to disqualify a candidate based on any justifiable grounds.
- Receive memos and review them within 48 hours from the time of submission.
- Have the right to compel petitioners to appear before it.
- Exercise any other functions that may be assigned by the Vice Principal from time to time.

Declaration of Vetting Results

The results of vetting shall be declared by the Chairperson of the Senior Members Vetting Committee within 48 hours after the vetting.

Without prejudice to the eligibility and qualification criteria above, a person must obtain 50% of the vetting score to pass as a candidate.

Returning Officers

(a) Appointment

The Electoral Commissioner shall assign Returning Officers for the elections.

(b) Function

The main function of the Returning Officers shall be to supervise the elections. On the Election Day, the Returning Officers shall ensure that each aspirant keeps one polling agent per polling station at a time.

Voting

- (a) Voting shall start at 2.00 p.m. (at each polling station) and close at 5:00 p.m.
- (b) Voting shall be supervised by the Returning Officers in the presence of all polling agents.

Declaration of Results

- a) The EC Chairperson assisted by the Returning Officers shall declare the provisional results at the close of elections.
- b) The EC Chairperson shall declare the final results within 24 hours after the close of polls.

Electoral Offences

The following shall constitute electoral offences:

- a. Campaigning by candidate or through his or her agents on the day prior to the voting day and on the voting day.
- b. Sighting of any campaign materials within 100 metre radius of the polling station(s) on the voting day.
- c. Display of banners, posters, flyers, teasers and other related materials anywhere in the College and its immediate environs before the lifting of the banned on elections is prohibited.

Other Rules and Regulations

- a. A person can be considered an aspirant only after he/she has been vetted and has been so put up by the Electoral Commission.
- b. An aspirant who wishes to withdraw before the elections may do so by formal writing; a withdrawal, however, shall be granted on terms that the Electoral Commission deems fit.
- c. Voting during elections shall be open to all registered regular students of the College.
- d. Voting shall be between the hours of 2.00 p.m. and 5:00 p.m. In the unlikely event of a late start of voting, the time lapsed may be extended /credited beyond 5:00 p.m. but in consultation with the polling agents.

Dispute Resolution

In the case of dispute arising before, during and after elections, the following shall apply:

(a) Pre-election

- The Vetting Committee Chairperson shall resolve disputes arising from the vetting within 48 hours from the close of the vetting process. Any unresolved issues shall be referred to the Vice-Principal.

In the event of the Vice-Principal not being able to resolve the dispute within 24 hours, the issue shall be referred to the Office of the Principal. The decision of the Principal shall be final.

(b) Post-Election

- The Electoral Commission shall resolve disputes arising from elections within 48 hours from the close of the election process. Any unresolved issues shall be referred to the Office of the Vice-Principal. In the event of the Vice-Principal not being able to resolve the dispute within 24 hours, the issue shall be referred to the Office of the Principal. The decision of the Principal shall be final.

Dispute Resolution Procedure

- a. Any aggrieved person shall submit a written petition stating his or her grounds to the Vice-Principal. The Vice-Principal shall acknowledge receipt within three (3) working days to the aggrieved person.
- b. The Vice-Principal shall refer the matter to the responsible officer within three (3) working days.
- c. All other related electoral grievances not stated herein shall follow the above procedure.

- d. The Vice-Principal shall, within forty-eight (48) hours after the declaration of the results of elections, entertain petitions if there be any. Any submission made after the forty-eight (48) hours deadline shall be considered invalid.
- e. Any petitioner who violates the internally laid down structures and seeks redress from outside the College shall be rusticated for two semesters.

Reliefs

An electoral dispute resolution can lead to any of the following:

- (a) Invalid/cancellation of all or part of results
- (b) An order for re-run of election
- (c) Disqualification
- (d) Cautioning of petitioner
- (e) Award of cost

Appointment of Polling Agent

Each candidate fully certified as an aspirant by the Electoral Commission shall appoint one (1) polling agent (per polling station if there are more than one), whose name shall reach the Electoral Commission at least one (1) clear week before the voting day.

Independence of the Commission

Except as provided in the Statutes, Students' Handbook and any other College regulations, in the performance of its functions, the Electoral Commission shall not be subject to the direction or control of any person or authority.

Expenses of the Commission

The administrative expenses of the Electoral Commission in respect of students' elections shall be charged on SRC's account.

Tenure of Office of Executive Officers

A student elected under this provision shall hold office for a term of one academic year.

Handing Over

The Executive Officers shall hand over to newly elected Executive Officers within fourteen (14) days after declaration of the final election results.

Transitional Provisions

- (a) For the purpose of continuity it shall be mandatory for the incumbent Executive Officers to initiate transitional meetings before the handing over ceremony. All members from the outgoing and incoming Executive Officers shall facilitate the process/meeting.
- (b) The purpose of these meetings shall be to discuss the following:
 - Finances, projects and assets.
 - The administrative procedures.
 - Formation of Sub-Committees.
 - Appointments to Committee and sub-committees (in the case of SRC appointment to College Statutory bodies)
 - General matters of relevance and interactions.

EXAMINATION RULES AND REGULATIONS FOR COLLEGES OF EDUCATION

The following guidelines will govern the conduct of all the examinations in the College.

It is the duty of all concerned (Candidates, Invigilators, Supervisors and Assistant Supervisors) to acquaint themselves with these Rules and Regulations.

1.0 QUALIFICATION TO WRITE EXAMINATIONS IN THE COLLEGE

A candidate shall qualify to write Examination in the College if:

- 1.1 He/She has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalence of three weeks contact house for the course.
- 1.2 He/She has continuous assessment marks for relevant subject areas.
- 1.3 He/She is not under suspension from the College

2.0 EXAMINATION ROOM AND SEATING ARRANGEMENTS

- 2.1. The examination will take place at approved venues indicated by the College. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day.
- 2.2. It would be the sole responsibility of the Academic Section of the College to seat students in the various examination venues for all examinations.

3.0 STUDENTS IDENTITY CARDS

- 3.1. Identity cards of the students will be inspected during examinations. Candidates are, therefore, requested to display their Student Identity cards on their tables for inspection by examination officers.
- 3.2. Candidates who have misplaced their Identity Cards should report to the Vice Principal for replacement before the examination.
- 3.3. Candidates who have no evidence of the College IDENTITY CARDS will not be allowed to take the examination.

4.0 ENTERING AND LEAVING THE EXAMINATION ROOMS

- 4.1. A candidate should make himself/herself available at the examination venue at least 30 minutes before the commencement of the examination. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after the commencement of the examination.
- 4.2. Candidates who arrive after the examination has started will not be allowed extra time to complete the paper. A candidate shall not bring to the examination room any books, papers written information or any other unauthorized material. No bags, mobile phones/organizers, programmable calculators, are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the Examination Room. A candidate who is suspected of hiding unauthorized material on him/her may be asked by the invigilator to submit himself/herself to a body search.
- 4.3. Refusal to comply would constitute an examination offence.
- 4.4. Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that the candidates do not carry on them any unauthorized material. An attendant designated by the supervisor/invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
- 4.5. Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.
- 4.6. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the supervisor/invigilator who shall collect the candidate's answer booklets before he/she is permitted to leave.
- 4.7. Candidates who fall ill in the examination room should inform the supervisor/invigilator for the appropriate action to be taken.

5.0 PROCEDURES DURING THE EXAMINATION

- 5.1. Candidates must ensure that they sign the examination attendance sheet. On receipt of the answer booklets, candidates should carefully read the instructions on the front cover of the answer booklets and enter their index numbers and other details as required.
- 5.2. No part of the answer booklet may be torn off and all used answer booklets must be left on the table. Rough work must be done in the answer booklets and should be crossed out to show that it is not part of the answer.
- 5.3. It shall be the candidates' responsibility to provide for themselves such materials as pens, pencils, eraser, rulers, calculators for the examination. Borrowing of these materials will not be allowed. Candidates are to ensure that they are given the right question paper and other material(s) needed for the examination.
- 5.4. Under no circumstances should a candidate write his/her name on any part of the answer booklet provided. Candidates are required to use only their Index Numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their Index Numbers for all written papers.
- 5.5. There should be no verbal or any other form of communication between candidates during the period of the examination.
- 5.6. Candidates would be told by invigilator(s) when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is a correct one, all questions are readable and there are no missing pages.
- 5.7. As soon as the "stop work" order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the supervisor/invigilator before they leave the examination room. Candidates have personal responsibility for ensuring that their answer booklets are collected by the supervisor/invigilator.
- 5.8. At the end of the examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- 5.9. At the end of each examination, candidates should not take away any answer booklets or supplementary sheets whether used or unused.

6.0 ABSENCE FROM EXAMINATION

- 6.1. Any candidate who fails to attend any part or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examinations. The following shall not be accepted as reasons for being absent from any examination:
 - a. Mis-reading the time-table
 - b. Forgetting the date or time of the examination
 - c. Inability to locate the examination hall
 - d. Over-sleeping
 - e. Inability to find transport to the examination venue.
- 6.2. In case of absence from an examination through ill health the candidate (or someone acting on his/her behalf) must submit a relevant Medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of examination.
- 6.3. It is the responsibility of the candidate to arrange with his/her Doctor for any medical evidence to be certified by the Principal to be forwarded to the Director, Institute of Education.
- 6.4. In case of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his/her behalf) must submit to the Principal for onward submission to the Director Institute of Education: (a) a written explanation of the absence and evidence of the cause, where possible.
Adapted from Academic Programmes, Policies and Regulations (UCC, 2011)

EXAMINATION OFFENCES

All cases of examination offences should be investigated by the Principal and detailed reports submitted to the Director, Institute of Education immediately after the examinations, for further action. An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

1. Leakage of Examination questions. This involves any knowledge or possession of examination questions before the examination.
2. Possession of unauthorized materials related to the examination and likely to be used during the examinations, e.g. blank piece(s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, ipods and mp3.
3. Copying from prepared notes or from a colleague's script during examinations, stealing, converting or misappropriating the scripts of other candidates, substituting worked scripts during or after the examination.
4. Persistently looking over other candidate (s) shoulders (stretching neck or 'giraffing') in order to cheat.
5. Impersonating another candidate or allowing one's self to be impersonated.
6. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate.
7. Consulting or trying to consult during examination any books, notes or other unauthorized materials.
8. Persistently disturbing other candidate(s) or distracting their attention.
9. Verbal or physical assault on an invigilator over alleged examination offence.
10. Bringing into the examination centre or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized person(s) and other candidates in the examination hall.
11. Destroying materials suspected to help establish cases of examination malpractice eg. Blank piece(s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phone, pods and mp3.
12. Destroying any examination material inside or outside examination hall, e.g. tearing of leaflets from answer booklets and tearing question papers.
13. Writing after the examination has ended after persistent reminder to stop.
14. Frequently seeking permission to attend nature's call during examination with intent to cheat and cheating.
15. Failure to write index number on a question paper after persistent reminder.
16. Fabrication of data – claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
17. Plagiarism – complying another's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own.
18. Attempting to, or trying to influence examiners/invigilators to alter or change marks.

PENALTIES FOR EXAMINATION OFFENCES

No.	OFFENCE	PENALTY
1.	Leakage of examination questions. This involves any knowledge or possession of examination questions before the examinations.	Dismissal of offender(s) involved.
2.	Possession of unauthorized material(s) related to the examination and likely to be used during examination eg. Blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, ipods and mp3.	Cancellation of the candidate's particular paper(s) to be rewritten when the paper is being taken the following year.
3.	Copying from prepared notes or from a colleague's script during examination, stealing, converting or misappropriating the scripts of other candidates, substituting worked scripts during or after the examination, exchanging question papers.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
4.	Persistently looking over other candidate's shoulders (stretching neck or 'giraffing') in order to cheat.	For the 1 st offence, the report should be documented and filed and candidate made to sign a bond. Any 2 nd offence in relation to examinations will attract cancellation of paper to be rewritten the following year that the paper is written.
5.	Impersonation-impersonating another candidate or allowing	Dismissal and/or prosecution of

	one's self to be impersonated.	candidates involved.
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
7.	Consulting or trying to consult during the examination any book, notes or other unauthorized materials or any other electronic device eg. Programmable calculators, mobile phones, ipods and mp3.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
8.	Persistently disturbing other candidates(s) or distracting their attention.	Stopping candidates(s) from continuing the examination.
9.	a) Verbal assault/threat on supervisors/invigilators /examiners inside or outside the examination hall. b)Physical assault on supervisors/invigilators/examiners or any authorized person inside or outside examination.	Cancellation of the candidate's paper and rustication for 1 year. Dismissal and prosecution of candidates
10.	Bringing into the examination hall or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized person and other candidates in the examination	Dismissal and prosecution of candidate(s).
11.	Destroying materials suspected as evidence against offender, eg. blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, ipods and mp3	Cancellation of the candidate's paper and rustication for 1 year.
12.	Destroying any examination material inside or outside examination hall, eg. tearing of leaflets from answer booklets, tearing question papers.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
13.	Writing after the examination has ended after persistent reminder.	Caution for the 1 st offence. For the 2 nd offence, paper is to be cancelled and candidate to rewrite the following year when the paper is being taken.
14.	Frequently seeking permission to attend nature's call with intent to cheat and cheating.	Caution for the 1 st offence. For the 2 nd offence, stop candidate from continuing the examination and apply the necessary sanction for cheating in examination.
15.	Failure to write index number on question paper after persistent reminder.	Caution for the first time. After the first caution if the index number is still not written it should be interpreted as intention to cheat. Candidate should be stopped from writing the paper.
16.	Fabrication of data – claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.	Cancellation of candidate's project work. Candidate to undertake another field work under supervision.
17.	Plagiarism – reproducing other people's work without acknowledging the source, copying another person's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own.	Cancellation of candidate's project work. Candidate to rewrite essay on a different(topic?)
18. m m m	Attempting or trying to influence examiners to alter or change marks, eg. Writing statements in answer booklets in the form of pleas, writing letters to examiners, supervisors and invigilators.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.

Adapted from Academic Programmes, Policies and Regulations (UCC, 2011)

OTHER REGULATIONS

1. Impersonation by a student should attract dismissal from the College (by a disciplinary body in the College headed by the Principal and further approved by the members of the Council), and prosecution.
2. In the case of any other person other than a student from the College, the impersonator should be referred to the law enforcement agencies for prosecution.
3. Whenever a candidate's paper is cancelled he/she must be made to re-sit the following year. For instance, a First Semester paper will be taken in the First Semester of the following year and not during any re-sit examination.
4. Each prohibited items seized from a student should be given back after the student has paid an amount of Fifty Ghana cedis (GH¢50.00).

References

1. Students' Handbook, St. Joseph College of Education, Bechem, 2015
2. Students' Handbook, University of Cape Coast, 2015
3. Code of Ethics for the Catholic University College of Ghana, Fiapre
4. Harmonised Statutes for Colleges of Education