

TAKORADI TECHNICAL UNIVERSITY



STUDENTS' HANDBOOK

2021

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CENTRAL ADMINISTRATION

| Department | Head |
|---|---|
| Office of the Vice Chancellor | <i>Vice Chancellor</i> |
| Office of the Registrar | <i>Registrar</i> |
| Directorate of Finance | <i>Director of Finance</i> |
| Directorate of Internal Audit | <i>Director of Internal Audit</i> |
| Directorate of Works and Physical Development | <i>Director of Works and Physical Development</i> |
| Library | <i>Librarian</i> |

FACULTIES

| | |
|--|-----------------|
| Faculty of Applied Arts and Technology | Dean of Faculty |
| Faculty of Applied Sciences | Dean of Faculty |
| Faculty of Business Studies | Dean of Faculty |
| Faculty of Engineering | Dean of Faculty |
| Faculty of Built and Natural Environment | Dean of Faculty |

CENTRES

| | |
|--|----------|
| Centre for Languages and Liberal Studies | Dean |
| Centre for Research Innovation and Development | Director |
| Jubilee Technical Training Centre | Director |
| Centre for Business Development and Entrepreneurship | Director |

STUDENTS' AFFAIRS

| | |
|---|------------------|
| Office of the Dean of Students' Affairs | Dean of Students |
| Committee of Heads of Hall Chairperson | Dean of Students |

OTHER OFFICES

| | |
|---|----------------------------|
| Academic Quality Assurance Unit | Dean |
| International Programmes & External Linkages Office | Dean |
| Institute of Distance and Continuing Education | Director |
| Industrial Liaison Office | Liaison Officer |
| Planning Office | Planning Officer |
| Information Communication Technology (ICT) Services | Director |
| Career Development Office | Career Development Officer |
| Guidance and Counselling Unit | Counsellor |
| Directorate of Health Services | Director |
| Security Section | Chief Security Officer |

BACKGROUND OF THE UNIVERSITY

Takoradi Technical University (TTU) was established in April, 1954 as a Government Technical Institute and operated for thirty-nine (39) years under the Ghana Education Service, Ministry of Education. It gained a Tertiary status in 1992 (Polytechnic Act 321) and came under the supervision of the National Council for Tertiary Education (NCTE). It, accordingly, began offering Higher National Diploma (HND) programmes during the 1993/1994 Academic Year. The Polytechnic Law (PNDC Law 321) was replaced by the Polytechnic Act (745) in September, 2007. An Act of Parliament, the Technical University Act 2016 (Act 922), subsequently converted eight of the then ten Polytechnics, including Takoradi Polytechnic, into Technical Universities. To that end, the Takoradi Polytechnic Council adopted the new name, “Takoradi Technical University” (TTU) which has been duly registered with the Registrar General’s Department of Ghana, thus making the institution a fully-fledged Technical University. Currently, the University has three (3) campuses at:

- a) Effiakuma New Site (Takoradi) as the main campus;
- b) Butumagyebu (BU) located in Sekondi which houses the Faculty of Business Studies; and
- c) Akatakyi Campus (off the Agona-Nkwanta Road) which houses the Faculty of Engineering.

VISION STATEMENT

To be a world class Technical University recognised for excellence, innovation and societal relevance

MISSION STATEMENT

To provide technical education, training, research and consultancy services to our students and stakeholders for the development of the nation and beyond

ORGANISATION AND ADMINISTRATION

Takoradi Technical University has the National Council for Tertiary Education (NCTE) as its top advisory and constitutional agency. Legally, however, the direct governance and administration are vested in the University Council and the Academic Board. The Governing Council is the highest policy-making body.

The Academic Board is responsible for:

- Determining academic policies.
- Prescribing rules and regulations for operation.
- Advising the Council on academic issues.

The University is governed and administered in accordance with the Technical Universities Act 922 (2016) and the Statutes of Takoradi Technical University.

Members of the University

The membership of the University falls into four categories, and these are:

- Senior Members – Teaching and Non-Teaching
- Junior Members – Students enrolled in the University and registered with an academic department for a programme of study
- Senior Staff – Administrative and Technical staff of the equivalent rank of Administrative Assistant and above
- Junior Staff – Supporting staff, both administrative and technical and of equivalent rank below Administrative Assistant.

Internal Administration

The machinery for the internal administration and operation of the University is based on organisational arrangements, which include: positions of Management, establishment of specialised departments and units and the use of standing and ad-hoc committees. The five main organs responsible for the day-to-day administration and operation of the University are:

Central Administration

The Central Administration is responsible for general administration, correspondences, financial transactions and control as well as provision and maintenance of services. The professional and technical units of the Central Administration include: the offices of the Vice Chancellor,

the Pro-Vice Chancellor, the Registrar, the Director of Finance, the Librarian, the Director of Internal Audit, the Dean of Students' Affairs, the Director of Business Development and Entrepreneurship, the Planning Unit, the Industrial Liaison and the Director of Works and Physical Development.

Convocation

Convocation is responsible for ensuring fair and proper administration and accountability in the University. Its membership includes all senior members.

Students' Representative Council (SRC)

The University Act provides for the establishment of a Students' Representative Council (SRC) as the official organ of the students of the University. The Executive members are elected by the general student body. The SRC is responsible for promoting the general welfare and interest of students. It co-ordinates the social, cultural, intellectual and recreational activities of all students. All views and concerns of the students are channelled through the SRC to the appropriate bodies of the University. However, matters which are purely academic may be dealt with by the Academic Counsellors or Heads of the departments of the students concerned.

ACADEMIC DIVISIONS

The Academic Divisions of the University are made up of Faculties/Departments/Centres headed by Deans/Heads of

Department/Directors. These are responsible for co-ordinating academic work of the various academic departments of the University and ensuring that proper academic standards are maintained.

The following are the current faculties and their component departments:

Faculty of Applied Arts and Technology (FAAT)

Departments:

- Ceramics Technology
- Fashion Design and Technology
- Graphic Design Technology
- Industrial Painting and Design
- Sculpture Technology
- Textiles Design and Technology

Faculty of Applied Sciences (FAS)

Departments:

- Hospitality Management
- Industrial and Health Science
- Computer Science
- Mathematics, Statistics and Actuarial Science
- Tourism Management

Faculty of Business Studies (FoBS)

Departments:

- Accounting and Finance
- Marketing and Strategy

- Procurement and Supply
- Professional Studies
- Secretaryship & Management Studies

Faculty of Engineering (FoE)

Departments:

- Civil Engineering
- Electrical/Electronic Engineering
- Mechanical Engineering (Auto & Refrigeration/Air-conditioning)
- Mechanical Engineering (Plant & Production/Welding & Fabrication)

Faculty of Built and Natural Environment (FBNE)

Departments:

- Building Technology
- Estate Development and Management
- Interior Design and Technology

Institute of Distance & Continuing Education (IDCE)

The Institute of Distance and Continuing Education came under operation on 1st December, 2016 to attract potential individuals, who hitherto would not have had access to tertiary education due to distance interrupting their present employment, fear of change from immediate environments and flexibility of instructional time, to enroll as regular students at the University.

School of Graduate Studies (SGS)

The School of Graduate Studies came into being as a result of the conversion of Takoradi Polytechnic into a fully-fledged Technical University by the Technical Universities Act 922 of 2016. The School is responsible for coordinating graduate studies and is headed by a Dean and assisted by a Vice Dean and Administrative Staff.

Academic Quality Assurance Unit

The Quality Assurance Unit is responsible for the total quality and improvement of standards for academic and administrative activities of the University. The office undertakes assessment of teaching and learning by giving feedback on learning experiences through online assessment of lecturers by students, among others.

ACADEMIC PROGRAMMES

The University currently offers a variety of tertiary level programmes as well as diploma and certificate programmes, and these are:

4-Year Bachelor of Technology (B.Tech.)

- Civil Engineering
- Electrical/Electronics Engineering
- Mechanical Engineering
- Renewable Energy Engineering
- Petroleum Engineering
- Construction Technology
- Plumbing and Gas

- Graphic Design
- Textiles
- Fashion Design
- Industrial Painting and Design
- Tourism Management
- Hospitality Management

2-Year Top-up Programmes (B.Tech.)

- Civil Engineering
- Electrical/Electronics Engineering
- Mechanical Engineering (Plant & Production, Automotive, Refrigeration options)
- Building Technology
- Interior Design
- Graphic Design
- Textiles
- Fashion Design and Modelling
- Sculpture and Industrial Production
- Painting
- Hospitality Management
- Tourism Management
- Applied Statistics (Statistics with Computing, Bio-Statistics, Actuarial Science Options)
- Procurement Management
- Accounting
- Marketing
- Secretaryship & Management Studies

Higher National Diploma (HND) Programmes

- Electrical/Electronic Engineering
- Civil Engineering
- Mechanical Engineering (Auto/Plant/Production/Refrigeration, Air-Conditioning and Welding and Fabrication options)
- Estate Management
- Construction Engineering Management
- Interior Design and Technology
- Interior Design Technology
- Commercial Art (Graphic Design/Textiles Design/Ceramics/Painting/Sculpture Technology)
- Fashion Design & Technology
- Information Communication Technology
- Hotel, Catering and Institutional Management
- Statistics
- Tourism Management
- Science Laboratory Technology
- Dispensing Technology
- Medical Laboratory Technology
- Accountancy
- Purchasing and Supply
- Marketing
- Secretaryship & Management Studies

Diploma of Technology (Dip. Tech.) Programmes

- Civil Engineering
- Electrical/Electronic Engineering
- Mechanical Engineering (Auto/Plant/Production/Refrigeration, Air-Conditioning and Welding and Fabrication options)
- Construction Engineering Management
- Estate Management
- Interior Design and Technology
- Arts and Design
- Fashion Design & Technology
- Information Communication Technology (Networking, Software and Communication)
- Hospitality Management
- Statistics
- Tourism Management
- Science Laboratory Technology
- Accountancy
- Logistics and Supply Chain Management
- Marketing
- Secretaryship & Management Studies

Two-Year Diploma Programmes

- Diploma in Business Administration
- Diploma in Office Management (Secretaryship)
- Diploma in Business Studies (Accounting, Marketing, Purchasing & Supply Options)

- Diploma in Fashion
- Diploma in Tourism
- Diploma in ICT
- Diploma in Hospitality
- Diploma in Laboratory Technology

One-year Certificate/Technician Programmes

- Construction Technician Course (CTC)
[Part I, II and III]
- Electrical Engineering Technician (EET)
[Part I, II and III]
- Motor Vehicle Technician (MVT) [Part I, II and III]
- Mechanical Engineering Technician (MET) [Part I, II and III]
- Painting and Decorating Advanced
- Welding Advanced
- Certificate in Science and Laboratory Technology
- Access Course for Technical/Vocational Students

STRUCTURE OF PROGRAMMES

Programme Characteristics

B.Tech. and Higher National Diploma programmes are offered in four and three years respectively and comprise a number of courses. Programmes include core and elective courses designed to help the student satisfy the requirements of a given programme.

Nature of Courses

Full Course

A full course is defined as one which involves three (3) contact hours of oral delivery or six hours of practical work per week (or a combination of oral delivery and practical instruction of equivalent duration) for a period of 16 weeks.

A full course is worth 3 credit points. A fraction of a course is worth 2 credit points, and this would involve two (2) contact hours of oral delivery or four (4) hours of practical work (or appropriate combination) per week for sixteen (16) weeks.

Full-Time Minimum Load

A full-time student shall carry a minimum load of 15 credit points (equivalent of 5 full courses). In an academic year i.e., two semesters, a student is expected to accumulate not less than 30 points. For some programmes, students may carry a maximum load of twenty-two (22) credit points per semester.

Required Liberal Courses

All students enrolled into B.Tech./HND programmes will have to take the following required courses before they qualify for the award of the Degree/Diploma.

- | | |
|-------------------------|-----------|
| a) African Studies | 2 credits |
| b) Communication Skills | 2 credits |
| c) Computer Literacy | 2 credits |
| d) Entrepreneurship | 2 credits |

Required Programme Courses

Aside the University required courses, each department and specific programmes may have their required courses, and students must satisfy such requirements before they qualify for the award of the Degree/Diploma.

Optional Courses

For some programmes, students may be required to select courses from a number of optional courses for specialisation. Programme specialisation usually takes place in the final year; however, it may begin in the second year of the programme.

Choice of Courses

During fresh students' orientation, Academic Deans will explain programmes, pre-requisites for courses, required courses and minimum credit points required for semesters and programmes.

Components of Course Work

The three main components of a course work are:

- Attendance at lectures.
- Activities for continuous assessment.
- Writing end-of-semester examination.

Industrial Attachment for B.Tech./HND Programmes

All students enrolled on University programmes are required to undergo experiential training during the long vacation for

a minimum of 8 weeks and a maximum of 12 weeks at the end of the first, second and third years of their programme. The industrial attachment is assigned credits; each student is required to write a report at the end of each session of attachment. The report is graded together with the Industrial Supervisor's report for the award of the Degree/Diploma.

Classification of HND Students

Students on the HND programmes will be classified as follows:

| | | |
|-------------|---|-----------------------------|
| First year | - | minimum of 30 credit points |
| Second year | - | minimum of 60 credit points |
| Third year | - | minimum of 90 credit points |

Academic Assessment

Students' performance in a course shall be assessed upon the three components of academic activity:

- i. Class attendance.
- ii. Continuous assessment.
- iii. End-of-semester examination.

Attendance

Students must meet a minimum requirement of 85% class attendance and other course activities to be eligible to write the end-of-semester examination in a course.

Continuous Assessment (40%)

The Continuous Assessment shall consist two components: course work and mid-semester examination, each carrying 20% of the overall grading in the course. Course work, carrying 20% of the overall marks, shall comprise attendance, quizzes, essays, short tests, assignments, laboratory reports and workshop activities.

Mid-semester examination shall be conducted for all courses and shall account for 20% of the overall marks. The period for the examination is approved by Academic Board; the examination is conducted during regular classes. That is, no special time shall be set aside for the conduct of mid-semester examinations, except regular lecture hours.

Continuous assessment for **Competency Based Training (CBT)** programmes is **60%**.

End-of-Semester Examination (60%)

There shall be an end-of-semester examination for all courses; the minimum duration for a paper shall be two hours. The end-of-semester examination constitutes 60% of the overall grading in a course. Normally, a student will be expected to have satisfied all requirements for continuous assessment in a course to qualify to write the end-of-semester examination.

End-of Semester examination for **Competency Based Training (CBT)** programmes is **40%**.

External Examiners and Moderator

External examiners and moderators may be recommended by the Academic Board for appointment by the National Board for Professional and Technician Examinations (NABPTEX) to validate various courses and programmes.

External Examiners

These are appointed to review and moderate the end-of-semester examination questions, marking schemes and answered scripts of candidates on individual courses. External moderators must ensure that each examination paper covers the entire course contents and the questions meet academic standards.

External Moderators

External moderators assess the overall programme in terms of curriculum, staffing, student performance and the general academic standard. They may make recommendations for improvement of programmes.

Internal Peer Reviewing Moderation

Internal Moderators assess the B-Tech., top-up programmes in respect to curriculum, staffing, students' performances and general academic standard.

B.TECH./HND GRADING SYSTEM

Grading Equivalent

Raw scores (usually percentage marks), Letter Grades (LG), Numerical Equivalent (NE) and Performance Explanation (PE) shall be used for grading of students in courses. Currently, the following grading equivalent shall apply:

| MARK | LG | NE | PE |
|-------------|-----------|-----------|-------------|
| 85 – 100 | A+ | 5.0 | Excellent |
| 80 – 84 | A | 4.5 | Distinction |
| 75 – 79 | B+ | 4.0 | Very Good |
| 70 – 74 | B | 3.5 | Good |
| 65 – 69 | C+ | 3.0 | Credit |
| 60 – 64 | C | 2.5 | Credit |
| 55 – 59 | D+ | 2.0 | Pass |
| 50 – 54 | D | 1.5 | Pass |
| Below 50 | F | 0 | Fail |

Grading system for CBT programmes

| SN | CLASS AWARD | SCORE RANGE | CDREDIT POINT AVERAGE (CPA) |
|----|---------------------------------|--------------|-----------------------------|
| 1 | Competent with Distinction (CD) | 80 and above | 4.0 and above |
| 2 | Competent with Merit (CM) | 60 – 70 | 3.0 – 3.9 |
| 3 | Competent | 50 – 59 | 2.0 – 2.9 |
| 4 | Not yet competent | Below 50 | Below 2.0 |

Failure and Withdrawal from B.Tech./HND Programmes

A student may be *withdrawn* from the programme if his/her total class attendance at the end of the academic year in all courses taken is less than 80% except for dispensation granted by the department on health or other reasons.

A student may be *withdrawn* from the programme if his/her GPA falls below 1.0 at the end of the academic year.

A student who fails in THREE or more courses (or equivalent of 9 or more credits) at the end of any semester or who fails in FIVE or more courses 9 or the equivalent of 12 or more

credits) at the end of the academic year shall be deemed to have failed the entire programme and may be *withdrawn*.

A student on probation who fails to improve his/her GPA standing to 1.50 by the end of the probation period shall be deemed to have failed the programme and shall, accordingly, be *withdrawn*.

Re-sit/ Supplementary B.Tech. /HND/Diploma Examinations

If, in a particular semester, a student could not take part in the end-of-semester examination with *good reason(s)*, the student would be allowed to write a Supplementary Examination.

If, in any particular semester, a student fails in one or more courses, s/he shall be referred in the course(s) and s/he shall be eligible to write a re-sit examination at a fee, in the next re-sit examination period in the same academic year.

In all cases, where a student takes re-sit examination, his/her total credit earned shall be increased by the credits assigned to the course(s) in which s/he takes the re-sit examination to determine his/her GPA.

There shall be one main period for Resit/Supplementary Examination for all courses in the year, and this will normally be in the month of August or September.

A student who fails or refuses to write any Resit Examination paper at the end of an academic year shall be deemed to have failed the course(s) concerned and he/she shall be given a final score of Grade F or Numerical Grade 0 to determine his/her GPA and standing for the academic year. Additionally, failure to write Resit Examination will normally be considered as one of the two chances available to the student to redeem himself/herself in the failed course(s).

Qualification & Classification of B.Tech./Higher National Diploma

Qualification for the B.Tech./HND

To qualify for the B.Tech./Higher National Diploma, a student should have:

- Satisfied all requirements of the Department, the Faculty and the University.
- Obtained passes in the requisite core courses and the prescribed electives.
- Accumulated a minimum of 90 credit points.
- Made, at least, 80 percent aggregate attendance at lectures, laboratory and workshop sessions.
- Obtained an overall GPA not below 1.50 in the programme.
- Obtained a GPA of at least 1.00 in any one of the six – eight semesters of the programme.

Classification of the B.TECH./HND

| Cumulative GPA | Class of Awards |
|-----------------------|-----------------------------|
| 4.00 - 5.00 | 1 st Class |
| 3.00 - 3.99 | 2 nd Class Upper |
| 2.00 - 2.99 | 2 nd Class Lower |
| 1.50 - 1.99 | Pass |
| Below 1.50 | Fail |

Classification of CBT programmes

| Grade point average (CPA) | Award |
|----------------------------------|---------------------------------|
| 4.00 and above | Competent with Distinction (CD) |
| 3.00 – 3.99 | Competent with Merit (CM) |
| 2.00 – 2.99 | Competent |
| Below 2.00 | Not yet competent |

ACCREDITATION AND AWARD OF B.TECH./HND

Accreditation of Programmes

All programmes must be accredited by the National Accreditation Board (NAB) before they qualify for examination/certification by the National Board for Professional and Technician Examinations (NABPTEX). NAB operates with Panels made up of professionals and experts in the programme areas.

Accreditation exercises involve comprehensive Panel assessment of all aspects of the programmes: curriculum, staff, equipment, facilities, students' entry qualifications,

students' work and performance and interview with staff and students.

Award of B. Tech./ HND Certificates

The B.Tech. Certificate is awarded by the University while the Higher National Diploma (HND) is awarded by the National Board for Professional and Technician Examinations (NABPTEX) to students. These are done based on recommendations by the Academic Board and the External Examiners/Moderators, based on the performance of students and upon confirmation by NAB that the programme has been accredited by its Board.

THE STRUCTURE OF OTHER TERTIARY/NON-TERTIARY PROGRAMMES

This section is to guide and assist students to undertake the required learning and practical activities as outlined in the relevant external syllabus to enable them write the examinations set by the external examining board.

Final Technician Certificates:

These are generally the Part III programmes of one-year duration except the Construction Technician Certificate Part II which has a duration of two years.

Students are required to carry out all internal assignments and write both internal and external examinations. Students must meet the prescribed requirements set by the University and

the external examining board. The external examining body for the Final Technician Certificates programmes is the Technical Examinations Unit of the Ghana Education Service (GES).

Professional Programmes (CILT & DILT)

These programmes are usually offered for employees. Therefore, it is provided on part time basis, with classes scheduled for evenings and on weekends. Students on these professional programmes do not qualify for the Student Trust Loan Scheme.

Evening School Programme

The Evening School offer courses for all the B.Tech./HND programmes for workers and those who may not have time for full time studies.

GENERAL ENTRY REQUIREMENTS

4-year Bachelor of Technology Programmes

SIX (6) credit passes (a minimum of C₆) in the SSSCE/WASSCE, including Core English Language, Mathematics and Integrated Science/Social Studies and the three relevant Electives.

2-year B.Tech. (Top-Up)

Post HND with at least Second Class Lower in the relevant area.

HND Programmes

Candidates must possess any ONE of the following:

- A minimum of SIX (6) credit passes in the SSSCE/WASSCE, including Core English Language, Mathematics and Integrated Science/Social Studies and the three relevant Electives.
- A minimum of THREE (3) GCE 'A' Level passes in the relevant subjects and a pass in the General Paper plus FIVE (5) GCE 'O' Level Credit passes which must include English Language and Mathematics.

*Relevant Technician Certificate or Advance Craft Certificate plus FOUR (4) GCE 'O' Level Credit passes, including English Language and Mathematics or FOUR (4) SSSCE/WASSCE passes in Core English and Mathematics and Two (2) relevant Electives.

*Mature Candidates (not below 25 years) must have worked in a relevant field for not less than three (3) years, with 'O' Level pass in English Language and Mathematics or SSSCE/WASSCE pass in Core English.

For Diploma and Technician courses admission, four passes, including Mathematics, English Language and Two relevant

subjects, are required. Some of the specific programmes available here are:

- Electrical Engineering Technician Certificate Part III (EET 3) – 1.
- Mechanical Engineering Technician Certificate Part III (MET 3) – 1 year.
- Motor Vehicle Technician Certificate Part III (MVT 3) – 1 year.

STUDENT SERVICES

The Hall System

The University has six halls of residence, namely: Nzima-Mensah Hall (male), Ahanta Hall (male), GHACEM Hall (female), University Hall (mixed), GetFund Hall (mixed) and SRC Hall Complex (mixed). The membership of each hall consists Senior Members, Senior Staff and Junior Staff of the University and Junior Members (students).

- Each hall has a governing body (Hall Council) which consists a Hall Warden, a selected number of Senior Members (Fellows) and Hall Executives (Junior Members).
- The Officers of each hall include the Hall Warden, an Administrator and Fellows who function as Counsellors.
- On admission into the University, each student is assigned one of the halls for easy integration into the University and easy access to counselling services, when necessary.

- The overall Supervisor and Co-ordinator of the hall system is the Dean of Students' Affairs.

Hall Accommodation

The Hall facilities are made available to first-year students enrolled on Bachelor of Technology (B.Tech.) and Higher National Diploma (HND) programmes. Foreign students are also prioritised in this regard.

Private hostels within walking distances from the University can be located on the Effiakuma (New-site) and Butumagyebu campuses in Sekondi-Takoradi. The University is currently engaged in discussion with a private estate developer for the construction of additional hostels.

The SRC Hall Complex

The SRC Hall Complex which was commissioned in June, 2019 accommodates students and provides offices for the SRC, the Dean of Students' Affairs, Alumni and the University's Radio Station (Radio Premier 100.5 F.M.).

Canteen Services

The University has a restaurant (Plasue Restaurant) which provides day services throughout the week (Monday to Friday). The SRC also runs a canteen with same services and an area has been allocated on campus for food vendors. Periodically, the Hospitality Management Department of the University provides restaurant services to members of the

University as well as the public on specified days as part of the training of students.

Health Services

The University operates a Health Centre (located in the Old SRC Building) which is managed by a certified Medical Director and a Medical Assistant who supervise its activities and provide professional advice, where necessary. They are assisted by nurses and other medical staff. The services provided include: consultations, students' medical examinations, administration of pharmacy, laboratory services and clinical services. There is an ambulance for emergencies.

Library Services

The Library is the academic nerve centre of the University. It provides a serene environment for learning to the University community as well as to outsiders who are registered with the library. The library is opened from 9 a.m. to 10 p.m. on weekdays and from 9 a.m. to 3 p.m. on weekends.

Career Development Office

The Office provides career assistance or general advice to students. It is available for individual engagement and the development of a personalised job search based on strengths, interests, skills and potentials.

Guidance and Counselling Unit

The Unit provides counselling for various issues, including substance use and abuse, HIV/STI counselling, academic counselling, social/behavioural counselling, emotional and psychological counselling and peer counselling.

Industrial Liaison Office

The office assists in creating linkages for students' industrial attachment and also monitors and follows up students on internship and attachment.

Disability Support and Services Unit

The Disability Support and Services Unit (DSSU) was established in 2018 to coordinate and facilitate support services for students who suffer a kind of disability. It is mandated to create an environment that promotes access, equity support and participation of students with disability (SWD) in the curricula and co-curricular activities. It is required of all students with disability to register with the DSSU. Students with disability who are registered with the DSSU are entitled to support services, which include preference in University residence allocation.

Students with Disability

Takoradi Technical University recognises that disability is an integral aspect of the diversified students' community, hence the need to inspire self-determination among Students with Disability (SWD) to guarantee equal opportunities for their

education, training and career choices. Students with Disability refers to students who have recognised and documented difficulties in adapting to the social and academic life or in executing their routine or normal academic functions due to the loss of one of or a combination of any of their physical, mental, psychological, emotional and social abilities and who need some special protection, care, counselling and support services. Such category of students includes those with speech disorders (apraxia and dysarthria), deaf or hard of hearing, physical disability, partial vision impairment, chronic mobility impairment, mental health conditions, intellectual disability, acquired brain injury, autism, spectrum disorder and albinos.

Penalties for Offences against SWD

The University takes serious view of offences committed against SWD to the extent that whoever intentionally abuses, intimidates, casts aspersions, sexually exploits, use foul language or passes derogatory remarks or makes disparaging/stereotyped comments or violates the rights or dignity of SWD shall be sanctioned under the appropriate body or authority of the University in accordance with the relevant Disciplinary Code.

DISCIPLINE OF JUNIOR MEMBERS

The codes of discipline for Junior Members are specified in Statutes 67 of Takoradi Technical University Statutes 2020 (Statute 71). Students are expected to be familiar with the

statutes and regulations which will be enforced from time to time. Pleading ignorance to the rules is not a valid excuse for any misconduct.

Guidelines for Determining Appropriate Punishments for Specific Offences by Students

Offences fall into two broad categories:

- Cases of misconduct which the University could investigate and apply the appropriate sanctions (Table 1).
- Criminal offences which would be referred to the Ghana Police Service for necessary action (Table 2). The final decision of the University would depend on the outcome of Police investigation.

Table 1: General Misconduct

| Misconduct | Sanctions |
|---|--|
| Insubordination | Caution/Rustication |
| Membership of secret cult on campus | Caution/Rustication |
| Infringement of other University Regulations | Caution/Rustication/Dismissal |
| Absence from lectures for three consecutive times (of a particular course) without permission | Student shall not be permitted to write an examination for that particular course. |
| Publication and any form of social media engagement that is likely to bring the name | Rustication/Dismissal/withdrawal of certificate in the case of alumni |

| | |
|---|---|
| of the University and/or any of its authority into disrepute. | |
| Practice of Homosexuality | Dismissal |
| All forms of assaults – physical, verbal, sexual | Caution/Rustication /Dismissal |
| Sexual Harassment | Caution/Written Apology/Rustication/Dismissal |
| Failure to write end-of-semester, mid-semester and Re-sit examinations without permission | Referral/Withdrawal |
| Failure to register within stipulated period | Deferment of programme/ Payment of penalty |
| Failure to submit industrial attachment report, project work | Denial of graduation |
| Reckless driving/riding on campus | A ban from driving/riding on campus |
| Disturbance of peace of any kind anywhere on campus | Suspension/Rustication/Dismissal |
| Crossing of lawns, littering | Caution/Suspension |
| Pasting of posters, handbills and writing of notices at places other than on billboards | Caution at first instance/a fine of not less than Gh¢1,000.00 |
| Destruction of University Property | Replacement/Suspension/Dismissal |

| | |
|--|--|
| Throwing of missiles | Suspension/Rustication/Dismissal |
| Fighting | Dismissal |
| Unauthorised transfer of bed space/sub-letting of rooms | Caution/Ejection/Fine of twice amount of bed space |
| Illegal occupancy in the Halls of residence | Ejection from the Hall |
| Any other misconducts which are not specified in set of guidelines | Shall be determined by the Disciplinary Board |

Criminal Offences

These are acts that contravene the laws of Ghana, and, as such, shall be handled by the Law enforcement agents. However, after the Police have concluded their part of the investigation, the student shall be arraigned before the Disciplinary Board of the University.

Table 2: Criminal Offences

| Criminal Offences | Sanction |
|--------------------------|-----------------|
| Fraud | Dismissal |
| Theft | |
| Burglary | |
| Assault occasioning harm | |
| Murder | |
| Possession of fire arms | |
| Arson | |
| Rape | |

| | |
|---|--|
| Possession and use of hard drugs and drug trafficking | |
| Any other act(s) that violates the Criminal Offences Act of Ghana | To be determined by the Disciplinary Board |

NOTE: Rules and Regulations of the Halls of Residence are binding, equally on students.

Examination Malpractices

A student found to be involved in examination malpractice shall receive appropriate sanctions, including dismissal from the University as would be determined by the Disciplinary Board.

ACADEMIC CALENDAR

The academic year of the University consists two semesters. Each semester has a minimum period of sixteen (16) weeks.

INDUSTRIAL ATTACHMENT

- i. B.Tech. students will undertake an industrial attachment at the end of level 100, 200 and 300, depending on the programme of study. For Top-up B.Tech. programmes, there shall be a semester out for industrial attachment.
- ii. There shall be a ten (10) to twelve (12) week industrial attachment for first and second year HND students at the end of those respective academic years.

REGISTRATION

All new students must be counselled regarding the registration of courses to be offered in a semester. Registration is compulsory for all students and must be done at the beginning of each semester. To be able to register for a course, **a student must pay in full all University fees** on or before the first day of the first semester.

Penalties for Late Registration

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

ORIENTATION

At the beginning of the academic year, new students are required to undergo orientation and counselling programmes before they register for their courses. The purposes for orienting fresh students are to:

- a. Welcome and help them to adjust and settle into University life.
- b. Guide them through the registration procedures.
- c. Expose them to facilities available in the University.
- d. Make education a rewarding experience.
- e. Orient the minds of students to the new world of university life and to help them align their individual goals with the broad goals of national development.

- f. Advertise the rules and regulations that govern the relationship between the students and the Students' Representative Council (SRC).
- g. Help students know their rights, privileges, obligations and responsibilities with regard to the University authority and their governing bodies.

MATRICULATION

A matriculation ceremony is held in the first semester for the purpose of formally admitting into the University, all new students entering for Masters, Bachelor Degree, HND, Diploma and any other programmes. Attendance at the ceremony is compulsory, and no new student is allowed to remain in the University or take any University examination unless he/she has been duly matriculated.

SOURCES OF HELP FOR STUDENTS

When in difficulty, students should see the following officers:

Academic Problems: Academic Advisor or Faculty Officer or Head of Department

Residential Problems: Hall Tutor or Hall Warden

Other Problems: Students' Affairs Office

Identity Cards

Every student must possess a Takoradi Technical University Identity Card to be issued by the University and endeavour to always carry it on them always.

Any student who misplaces his/her ID Card should report it immediately to the Directorate of Academic Affairs or the Students' Affairs Office.

DUTIES OF A STUDENT

The duties of a student shall be to:

- a) Promote the prestige and good name of the Takoradi Technical University and to respect the symbols of the institution;
- b) Uphold and defend the Vision, Mission and Statutes of the Takoradi Technical University;
- c) Foster unity and live in harmony with others;
- d) Respect the rights, freedoms and legitimate interests of other persons in the University 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 University property, expose and combat misuse and waste of University funds and property;
- g) Contribute to the well-being of the University community;
- h) Defend Ghana and render National Service, when necessary;
- i) Co-operate with lawful agencies in the maintenance of law and order; and
- j) Protect and safeguard the environment.

MISCONDUCT OF JUNIOR MEMBERS

It shall be a misconduct for a Junior Member of the University to:

- a) Be insubordinate to University Authorities.
- b) Address Senior Members of the University or other officials of the University in an insulting or disrespectful language.
- c) Indulge in anti-social activities (e.g., sodomy, nudity, tomfoolery) while in residence or outside the campus which tend to bring the name of the University into disrepute.
- d) Engage in acts that constitute General Misconduct and Criminal Offense (Refer to Table 1 and Table 2).

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 Dean of Students' Affairs with copies to the Vice-Chancellor and the Registrar for their notification.
- 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 Dean's opinion, 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 University or bring the name of the University into disrepute, the Dean may not approve the holding of Press Conference or issuance of the Press Release.

- d) The decision of the Dean of Students' Affairs shall be final.

Sexual Harassment

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 offence, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature for 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 attention which are inappropriate to the academic, employment or residential setting – for example, the classroom, hostel 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 decision affecting an individual's future.

- e) Abuses of power relations such that individuals receiving unfair treatment based on gender or sexuality.
- f) Threat of sexual relations.

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 other sensitive body parts other than under a medically necessary procedure;
- d) Defilement (whether on or off campus): Having sexual intercourse with person below 16 years; and
- e) Unnatural carnal knowledge such as sodomy and bestialism.

UNIVERSITY FEE COMPONENT

Students are required to pay Academic Facility User Fees (AFUF), basic servicing fees, examination fees, tuition fees (where applicable).

Tuition Fees

Ghanaian Students

All Ghanaian students enrolled on full-time tertiary programmes do not pay tuition fees, but all students enrolled

on the non-tertiary programmes, Part-time/Evening School, Part-time/Top-up Weekend School pay tuition fees.

Foreign Students

Foreign students pay a composite fee in foreign currency to cover tuition, services and examinations. The fee is normally fixed in US Dollars.

Financial Assistance

The Takoradi Technical University has no financial support scheme for students. Therefore, students are expected to make their own arrangements for financial support. However, all Ghanaian students admitted into the Bachelor of Technology and Higher National Diploma and Non-Tertiary programmes qualify for financial assistance under the Student Loan Trust Fund for which the student may apply.

Sports Scholarship

The University offers various categories of sports scholarship to students who engage and excel in one or more sporting disciplines.

Other Scholarship Package

The University has one other scholarship package – Vice Chancellor’s Brilliant but Needy Student Scholarship. This scholarship is awarded to brilliant but needy indigenes from Effia, Butumagyebu (BU) and Akatakyi Township and its environs.

GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE

Halls

There shall be, from time to time, established in the Takoradi Technical University, Halls of residence. The Halls shall bear names as may be determined by the University Council.

Membership

The membership of each Hall shall consist the students assigned to it and the Senior Members of the University. Admission into the Halls shall be in accordance with procedures laid down by the Academic Board. One Senior Member shall be assigned to a Hall of Residence.

Governance of the Halls

The governing body of each Hall shall be the Hall Council which shall be responsible for all matters concerning the Hall, subject to the Act, Statutes and Regulations of the University and subject to such other conditions as may be laid down in the Hall's constitution. The Council shall meet, at least, once a semester.

Composition of the Hall Council

The Hall Council shall consist the Hall Warden, the Hall Administrator and not less than Six Fellows, at least, half the members being Counsellors appointed in a manner prescribed by the Fellows and the same number of Junior

Members including the President, Secretary and Treasurer of the Junior Common Room Committee.

Hall Officers

The Officers of each Hall shall consist the Hall Warden, the Vice Hall Warden, the Administrator, Counsellors and such other officers the Hall Council shall decide.

- The Hall Warden and the Vice Hall Warden shall be appointed by the Vice Chancellor for a two (2) year term, subject to re-appointment for another term only and may be appointed after a period of four (4) years.
- In the absence of the Hall Warden, the Vice Hall Warden will act until a Hall Warden is appointed.
- The Chief Counsellor shall be appointed by the Vice Chancellor on the recommendation of the Hall Council for a two-year term, subject to re-appointment for another term only and may be appointed after a period of four (4) years.
- The Counsellors shall be appointed by the Vice Chancellor from among the Fellows of the Hall on the recommendation of the Hall Council for a two-year term, subject to reappointment or another term only and may be appointed after a period of four (4) years. The number of Counsellors for each Hall shall be determined on a ratio of one (1) Counsellor to thirty (30) students.

Duties and Conditions of Tenure of Hall Officers

Hall Warden

The Hall Warden shall be the head of the Hall and shall be responsible to the Dean of Students' Affairs 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 rights of attendance and audience at all meetings of the Hall Council, in all cases not provided for by the statutes of any provision for the good governance and welfare of the Hall as he/she may consider appropriate, subject to the approval of the Hall Council. No persons shall combine the office of the Hall Warden with any other substantive Hall office.

Hall Administrator

The Hall Administrator shall be the principal administrative officer of the Hall and shall be responsible to the Hall Warden.

Counsellors

Counsellors shall be responsible to the Hall Warden and assist him/he in the discharge of his/her duties and shall be remunerated by the University.

Quorum at Meetings of Hall Bodies

The quorum for meetings of all Hall bodies shall be one-third of Hall membership.

Hall Accounts

All Hall funds shall normally accumulate for the benefit of the Hall and shall be operated at the end of an academic year.

Investment of Hall Funds

At the end of any academic year, any balance in the Hall fund may, with the approval of the Finance Committee of Councils, be invested by the Hall Council in any security within Ghana, as it may decide.

Vacation Arrangements

At the end of each semester, students must sign their Hall Register.

- a. Upon completion of their courses, students should obtain a final clearance from their Hall Warden, after the Warden has been shown satisfactory evidence that the student is not indebted to the University.
- b. All relevant Departments/Units/Sections will notify the Hall Warden through the Clearance Certificate whether a student is indebted to the University or not.
- c. For maintenance, fumigation and general cleaning of the Halls, it is important that all students remove their personal belongings from the University premises before going down at the end of each semester, and on finally leaving the University, unless special permission to the contrary is granted by the Hall Warden. Students leave their personal property in the Hall at their own risk.

- d. All keys must be handed to Porters on duty when students leave their halls; students who fail to do so will pay the prevailing accommodation rates.
- e. Students wishing to remain in residence during part or all of the vacation may do so with the expressed permission of the Hall Warden only.
- f. Students who are granted permission to stay in residence shall pay the prevailing accommodation rates.

Cleanliness in the Halls

It is expected that students will keep their rooms, the Hall ways, the Junior Common Room (JCR), the washrooms and general precincts and surroundings clean and tidy at all times.

Movement of Furniture

Students are not allowed to move furniture in or out of the JCR, Rooms in the Halls, or move furniture from classrooms/libraries or other rooms to the Halls of Residence.

Use of Electrical Appliances

The use of electrical appliances such as electric cookers, refrigerators, freezers, microwave ovens, television sets, video decks, washing machines and other appliances of similar quality in the Halls is strictly prohibited. Students are warned against the use of combustible substances such as petrol or gas in the Halls.

Commercial Activities

Sale of food items, drugs (of all kinds, including narcotics) and beverages (alcoholic and non-alcoholic) in the hall by students is strictly prohibited.

Visitors

Students are to note that it is the responsibility of Porters to control human traffic in and out of the Halls.

Students are permitted to receive external guests in their Halls only at the following times:

Monday to Friday 10.00 a.m. to 10.00 p.m.

Weekends and Public

Holidays 10.00 a.m. to 12 midnight

- a. All external visitors to the Hall shall register with the Porters.
- b. Hawkers and errand-boys shall not be allowed entry beyond the Porters Lodge.
- c. Students shall not be allowed to live in the Halls with their families.
- d. Students who harbour unauthorised visitors will be given a written caution followed by sanctions, if practice persists.

GUESTS AND STUDENTS

Permission should be obtained from the Hall Warden before a guest is invited to stay through the night in a Hall of Residence. Normally, male guests will stay in Men's Hall and female guests in the Women's Hall. In exceptional cases

of extreme emergency, a 24-hour notice should be given to the hall authorities.

SANCTION(S) REGIME FOR RESIDENT STUDENTS

Where there is a very serious breach of any of the codes of conduct by a resident (as enshrined in this handbook) within the hall of residence, the University reserves the right to suspend, to expel or to evict the student from that particular hall of residence.

Cases of behaviour or allegations of behaviour that could result in expulsion or eviction and suspension from the hall(s) of residence shall, upon the recommendation of the hall authorities, be referred to the Disciplinary Board through the Dean of Students' Affairs. These behaviours or allegations include, but are not limited to, sexual assault, harassment, stalking, domestic/residential violence, bias-related incidents, campus disturbances, threatening behaviours, fire safety violations, use and/or possession of weapons and fireworks, records falsification, physical assault, operating under the influence of drugs, alcohol possession or distribution, town or state violations and matters resulting in a student's arrest or citations by local municipalities or campus security personnel.

USE OF UNIVERSITY TRANSPORT

Request for Transport

If the University transport is available, it may be ordered for any approved journeys by the organisers of approved students' programmes. All requests should contain the following particulars:

- a. The destination and purpose of the excursion/trip.
- 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 their programmes and year of study.
- d. The names and signature of the organiser(s) of the programme who will be responsible for payment to the Finance Officer before transport is provided.
- e. Requests for transport should be made at least five (5) working days ahead of the trip and should be addressed to the Registrar.

USE OF PRIVATE MOTOR VEHICLES

- Any student who wishes to use or keep a motor vehicle on the grounds of the University must obtain written permission from the Registrar who will issue an identification disc.
- The University accepts no responsibility for such motor vehicles or damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risks of the person concerned and which may be withdrawn, if abused.

- The University does not provide garages for students' motor vehicles. The Hall Warden may, however, designate a location for students' parking, but takes no responsibility for it.
- Before permission is granted to any student to use a car or motor cycle on campus, s/he will be required to produce evidence of having complied with the laws regarding licenses, insurance and other related legally binding documents.

SOCIETIES AND CLUBS

For a society or club to be approved and recognised, an application should be made to the Dean of Students' Affairs through the SRC. The application should state the names of the founding members, officers and patron(s), objectives and constitution of the society's proposed activities.

Religious societies/clubs should apply to the Chaplaincy Board for approval or recognition. A club or society will be recognised only if it is opened to all members of the student body.

- i. Students' societies shall be of two kinds:
 - a) Approved Societies.
 - b) Recognised Societies.
- ii. Approved and Recognised Societies are members of the relevant committees of the SRC, but only recognised societies are entitled to operating funds from the

University, which funds may be granted through the SRC.

- iii. Every society which collects or receives funds must have a Senior Member of the Takoradi Technical University as its Patron.
- iv. The Treasurer must present to the Pro-Vice Chancellor a completed annual statement of the club's income and expenditure, signed by him and, at least, one member of the society or club before the end of the Academic Year. This will be displayed on the University notice boards.
- v. Executives are to be elected yearly. At the beginning of each Semester, club and society secretaries must send, to the Dean of Students' Affairs and the SRC, a list of their principal officers, committee members of the association and a copy of their programme for the semester.
- vi. Before any arrangements are made to invite guest speakers or artistes from outside the University for Speech Events or entertainment, a formal request for permission must be made to the Dean of Students' Affairs through the Patron. Only when permission has been granted for the invitation may clubs or societies proceed with such an invitation.
- vii. The Auditorium and other designated rooms may be available under certain conditions for association meetings. In case permission for use must be obtained from the Head of Department concerned, at least, a 48-hour notice must be given.

STUDENT PUBLICATIONS

All student publications are governed by the following rules:

- i. The Dean of Students' Affairs will be informed of the intention to produce any student publication within the University, and the Dean of Students' Affairs' written approval shall be obtained for such a publication.
- ii. A copy of the publication shall be sent to the University Library to check for plagiarism.
- iii. A copy of each issued publication will be lodged with the Vice-Chancellor, the Registrar, the Dean of Student' Affairs, the Public Relations Officer and the SRC.
- iv. Each issue shall state the name of the Editor, the Membership of the Editorial Board and the Publisher.
- v. The Members of the Editorial Board will be held jointly responsible for the whole contents of each issue.
- vi. Obscenities, libel, derogatory statements, personal attacks, falsehoods or any other information likely to cause disharmony should be avoided in all publications and broadcasts.
- vii. On the advice of the Registrar, the license for publication which flouts any of the rules above may be suspended.
- viii. Before any installation of Radio Stations, written permits must be sought from the appropriate authorities through the SRC to the Registrar.

ACADEMIC DISHONESTY

Academic dishonesty includes plagiarism, unauthorised exchange of information or use of material during an

examination, unauthorised transfer of information or completed work among students, use of same paper in more than one course, unauthorised collaboration on assignments and other unethical behaviour.

To check plagiarism, faculty members may require students to submit their papers to Turn-it-in – an online plagiarism detector.

Disciplinary action would be taken against perpetrators of academic dishonesty. If it is a first-time offence and a not-so-pronounced case of academic dishonesty, a faculty member may resort to the informal resolution process. However, if the case is brought before the University's Disciplinary Board, in the case of a first offence, a student would be given a failing grade of 'F' for the course. A second offence can result in rustication or dismissal.

STUDENTS' PROCESSIONS AND DEMONSTRATIONS (PAD) ON AND OFF CAMPUS

- i. Student(s) wishing to organise a PAD on the campus of the University shall notify the Dean of Students' Affairs in writing and copy the Vice-Chancellor and the Registrar.
- ii. Such written notification, stating the purpose name(s) of the organiser(s), shall reach the Dean of Students' Affairs, at least 24 hours – excluding Sundays – before the PAD is due to begin.

- iii. Where PAD is to be organised outside the campus, the organisers shall obtain the necessary police permit(s).
- iv. The organisers(s) of the PAD shall be held responsible for any acts of violence and/or breach of University, hall or other regulations that may occur during the PAD.
- v. Participants in a PAD shall be held collectively and individually responsible for any acts of lawlessness which occur during such PAD. Breaking of PAD Regulations leading to disruption of official ceremonies and/or activities is punishable by rustication or dismissal.

NOISE ON CAMPUS

- i. It is desirable to maintain an environment supportive of basic academic enterprise at all times.
- ii. In pursuit of a suitable academic environment, the University expects that the general level of noise be kept as low as possible. Students are enjoined to avoid disrupting the calm.
- iii. Radio, stereophonic and musical instruments may be used quietly with consideration for others at any time, subject to such regulations as may be made by individual Halls.
- iv. If calm is not observed, the privilege may be restricted or, in extreme cases, withdrawn.
- v. Clubs, societies and religious group meetings should not be held in students' rooms.

SMOKING AND ALCOHOLIC DRINKS

1. Smoking is forbidden in all public places on campus.
2. Smoking **is not allowed in students' rooms.**

USE OF NARCOTIC DRUGS

It is an offence for a junior member to cultivate, possess, use or peddle narcotics and other drugs as listed in the Drugs and Pharmacy Act, 1961 (Act 64). The sanction for this offence is Dismissal.

PHARMACY AND DRUGS ACT, 1961 (ACT 64)

PART II – Narcotic Drugs

1. Indian Hemp
2. Coca leaves, cocaine (including synthetic cocaine) and 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 per cent of cocaine or any proportion of ecgonine.
3. Any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on the 13th July, 1931, has been used for medical or scientific purposes.
4. Raw opium, medicinal opium and opium prepared for smoking or other forms of consumption.
5. Any product obtained from any of the phenanthrene alkaloids of opium not being a product which, on the 13th

July, 1931, was being used for medical or scientific purposes.

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.

DRESS CODE

- a) Students are expected to be decently dressed on all occasions. Bathroom slippers will not be permitted at lectures. In addition, outfits that unduly expose vital body parts would not be tolerated.
- b) Academic gowns will be worn on special occasions such as congregation and at such other times as may be specified.

INTERNATIONAL STUDENTS

The University shall offer admission to international students. The University shall render some courtesies to all its international students. The international students shall enjoy some privileges. These courtesies and privileges shall include:

- i. International students, prior to their arrival to the University's campus, shall contact the University's

International Programmes and External Linkages Office (IPELO) for reservation and other assistance.

- ii. The University shall provide accommodation facilities for all international students at applicable and pertaining costs. Rooms are furnished with standard facilities.
- iii. All international students shall subject themselves to the immigration regulations of Ghana. It is a legal requirement for all international students to have a Resident Permit from the Ghana Immigration Service. International students should ensure they obtain this from the National Identification Authority Offices as soon as they arrive in Ghana. For more information, they should visit: <http://www.fims.org.gh/m/aboutusdoc>
- iv. International students shall go through the process of acquiring a Non-Citizen Ghana Card.
- v. Students from countries where English language is not used as the medium of instruction (e.g. Francophone countries) shall go through an English Language programme for a period not more than one year.
- vi. All incoming international students shall attend an orientation programme organised for them at a fee.
- vii. The University may assist international students in the following areas: immigration, counselling, welfare etc. through the appropriate authorities.
- viii. The University, through the international office, shall arrange for table-top fridges, gas stoves, filled cylinders, cooking utensils, etc. for rent to interested students at pertaining prices.

- ix. International students who desire to live with Ghanaian families to appreciate the Ghanaian culture could contact the international office for application forms and the pertaining fees.

STUDENTS RELATIONSHIP WITH STAFF AND OTHER COLLEAGUES

While the University does not wish to regulate the private lives of its students, it strongly advises students not to enter into close personal or intimate relationship with staff or colleague students for whom they have any responsibility, and alerts them of the complications that may result. Thus, students-staff relationship should always be official and cordial.

Students embarking on close personal or intimate relationships with staff often involve difficulties rooted in the inequalities of power dynamics as well as problems in maintaining the boundaries of academic and personal life.

Additionally, these relationships could disrupt the teaching and learning environment for other students and colleagues and might lead to accusations of favouritism or bias that undermine trust and confidence in the academic process.

COMMUNICATION WITH GOVERNMENT MINISTRIES AND THE PRESS

Students are not allowed to communicate directly with the press or any Ministry on any matter affecting University life or policy. All formal communication should be sent through the Registrar.

Communication within the University

Non-Academic Matters

Individual Students

- a. All requests, notifications and complaints from students should go to their Counsellors. If the matter is unresolved, the Administrator, and, as a last resort the Hall Warden, would be involved.
- b. The student will have the right of appeal to the Hall Council if the matter is still not resolved at that level. An appeal could be made to the Dean of Students' Affairs.

Clubs and Societies

- a. All requests and notifications (except financial) affecting all members of a club should be directed to the Dean of Students' Affairs.
- b. Cases requiring settlement of grievances should be directed to the Residence Committee through the Dean of Students' Affairs.

Junior Common Room (JCR)

- a. All requests and notifications affecting all students of the Hall should be directed at the Hall Council.
- b. Cases requiring redress of grievance should be directed to the Hall Council.
- c. Any impasse in the Hall should be referred to the Residence Committee by the Hall Council.

Students' Representative Council (SRC)

- a. All requests and notifications affecting the student body should pass through the Dean of Students' Affairs.
- b. Generally, cases requiring the redress of grievance should be directed to the Residence Committee, with a copy of the correspondence sent to the Hall Warden.
- c. Where a special Committee exists, grievances should initially be channelled to such committee.
- d. In all communications on non-academic matters from the University Administration to the SRC, the Dean of Students' Affairs and the Hall Warden should be copied.

Academic Matters

- i. All academic matters affecting students individually should be directed to:
 - a. The academic Counsellor or the Head of Department.
 - b. The Dean of Faculty, if it is an inter-departmental matter.

- c. The Pro-Vice Chancellor or the Registrar, if it is an inter-faculty matter.
- ii. All matters affecting students collectively should be directed to:
 - a. The Departmental Board.
 - b. The Faculty Board, if it is an inter-departmental matter.
 - c. The Inter-Faculty Board, if it is an inter-faculty matter.

Appeals

As a last resort, appeals may be made to the Vice-Chancellor, and if necessary, the University Council, whose decision shall be final and binding.

Grievance Procedure

Where a junior member (student) has a dispute or grievance with a colleague junior member or member of staff, he/she shall make a formal written complaint to his/her Head of Department in the case of academic issues and to his/her hall warden or the Dean of Students' Affairs in all other matters.

The person to whom the grievance has been made shall investigate and resolve the matter within 2 weeks of receipt of the complaint. Where the matter is not resolved within the period stated or the person making the complaint is not satisfied with the manner in which the grievance was

resolved, further action shall be taken with reference to the Takoradi Technical University Statutes 2018.

This procedure shall be complied with before a junior member can take any further action.

Failure to comply with this procedure amounts to misconduct.

STUDENTS' EXCURSIONS

The following regulations govern the organisation of excursions by students:

- i. A decision regarding a trip should be taken at a general meeting of a club/society.
- ii. Permission for a society to go on excursion or education tour should be sought from the Dean of Students' Affairs and/or Heads of Department and should contain the list of all those making the trip. All students making the trip should seek permission from their various Heads of Department. A written request should reach the Dean of Students' Affairs, at least, one week in advance.
- iii. The trip should be restricted to University members of the club or other students of the University.
- iv. The itinerary of the trip should relate to the aims and objectives of the club or society.
- v. There should be evidence of correspondence between the club or society and the institutions or other establishments to be visited during the trip.

- vi. The fare for the trip must be made known in the application.

DEFERMENT

Students who wish to defer their programmes due to various reasons should first consult their Academic Counsellors for advice. Those who wish to do so should submit their application through the Head of Department to the Deputy Registrar in charge of Academic Affairs.

- Application for deferment would normally not be accepted after the eighth week of a semester.
- Application for deferment on medical grounds should be supported by a medical report certified by the Director of Health Service (TTU).

Students must, of necessity, wait for the response of such application before leaving the University, unless in emergency situations.

CHANGE OF NAME

The University will normally not accept requests by students for change of name. For University 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 University, 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.

Female students who contract marriages while in the University may, however, apply to have their names changed to include the surname acquired by the marriage. The application for change of name under such circumstances shall be supported by a marriage certificate or requisite documentary evidence.

Students should note that applications for change of name which should be addressed to the Deputy Registrar, Academic Affairs, would take a few weeks to process and that the new name(s) cannot be used until notification to that effect has been received from the Office of the Deputy Registrar.

**MATRICULATION OATH & DECLARATION
OF OBEDIENCE**

I,.....
do solemnly promise to be a loyal member of the Takoradi
Technical University, to study diligently and to conform to
all statutes, regulations and rules of the University in so far as
they concern me.

So help me God.

Student’s Registration Number:

Student’s Hall of Residence:

Student’s Programme of Study:.....

Signature:.....

Date:.....

NB: Signature will be checked against signature on student’s
application form.

TAKORADI TECHNICAL UNIVERSITY ANTHEM

STANZA 1

GREAT TAKORADI TECHNICAL UNIVERSITY.

Our Hallmark is Quality and Excellence,
In Vocational, Technical, Applied Sciences and Arts
Our Unique training in Human Resources.

Refrain:

ADWEN, AKOMA NA NSA MA MPUNTU We stand for
EXCELLENCE wherever we are We are the best amongst
them all. The sky is our Limit, In God we trust In God we
Trust.

STANZA 2

GREAT TAKORADI TECHNICAL UNIVERSITY

We're known for DISCIPLINE and DILIGENCE
We are CAPABLE, COMPETENT in all we teach and learn
To develop SKILLED man power for our nation.

Refrain:

ADWEN, AKOMA NA NSA MA MPUNTU We stand for
EXCELLENCE wherever we are We are the best amongst
them all. The sky is our Limit, In God we trust In God we
Trust.

CONTACT ADDRESS/NUMBERS

Postal Address

Official Correspondence may be addressed to:

The Registrar

Takoradi Technical University

P.O. Box 256

Takoradi, Ghana

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Vice Chancellor 03120-25162

Pro-Vice Chancellor 03120-22527

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E-mail Address:

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Registrar registrar@ttu.edu.gh