



**STUDENT HANDBOOK FOR
DOCTOR OF PHILOSOPHY DEGREES**

AUGUST 2025

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PRESIDENT'S FOREWORD

WELCOME TO SALT UNIVERSITY COLLEGE!

You are joining the Centre of Excellence in Integrity, Leadership, and Stewardship.

We are continually impressed and inspired by the ideals and commitment of our students: aspiring Entrepreneurs, Lawyers, Chief Executives, Managers, Software Engineers, Politicians and Public Servants. As Entrepreneurs and Managers, you seek to create economic and social wealth; as Legal scholars, you strive to ensure that the rule of law guarantees basic rights and justice; and as Politicians and Public Servants, you shape public policies and governance.

We also know that strong ideals must be coupled with excellence in practice in the spirit of self-reference, self-control, and self-knowledge. Our teaching model blends ideals and practice. You will study the theory, and at the same time, you will be involved in working on real problems, with the opportunity to take advantage of our internationally renowned faculty.

I encourage you to take full advantage of all we offer each other and equip yourselves with skills, values and professional expertise that will carry you into a successful future.

This Handbook provides a reference point for academic regulations and procedures that apply to your PhD programme of study at SALT University College.

Thank you.

President of the University College

1.0 DEFINITIONS

Terms used in these regulations shall have the following meanings:

1.1 University College

University College means Sundoulos Advanced Leadership Training (SALT). University College, as established by Articles of Incorporation.

1.2 Dean

Dean means a person appointed by the Council either as Dean, Acting Dean, or Director of one of the divisions or schools of the University College or such staff or persons as they may assign to administer disciplinary affairs.

1.3 Faculty

Faculty means officers of instruction or research appointed to any division, school/faculty, or other department of the University College, including officers on leave.

1.4 Staff

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

1.5 PhD Student

A PhD student means any person registered in any division of the University College, in this case, a programme of study leading to the award of a Doctor of Philosophy.

1.6 Registration

A periodic confirmation of a student's studentship with the University College.

1.7 Course

An aggregate of teaching, evaluation, and examination is offered by a particular school under an approved title.

1.8 Course Work

Comprises the total of teaching/practical tests and examinations that are considered when assessing a student's performance towards the award of the relevant qualification.

1.9 Core Course

A course designed for the particular programme of study as a compulsory requirement for graduation.

1.10 Credit Hour

One credit hour implies a defined academic activity as approved by the Academic Board undertaken by a student over a period of one hour per week for one trimester or its equivalent in the modular session.

1.11 Academic Year

Means the period running from September 1 to August 31 each year or any other period determined by the Academic Board. The academic year shall cover two trimesters or its equivalent in the modular sessions.

1.12 Retake/Repeat a Course

A retake or repeat is a re-enrolment and a re-study of a course including the completion of all the assessments of that course.

1.13 Re-sit/Supplementary Examination

A re-sit or supplementary examination is attempting an assessment as a second attempt without re-enrolment on the course.

1.14 Pass Grade

The minimum pass grade at the postgraduate level is a grade of 'C' or above depending on the programme of study.

1.15 Fail Grade

'D' and 'E' are fail grades.

1.16 Postgraduate programmes

A postgraduate programme is a programme of study that is accredited by the National Accreditation Board and is offered by the University College, leading to the award of a Doctor of Philosophy in this case.

1.17 Project Work

For postgraduate programmes taught, Project Work is a defined assignment set by a school/faculty as part of the requirements for the award of the relevant qualification.

1.18 Thesis/Dissertation

For research postgraduate programmes, the Thesis/Dissertation is defined as a research report submitted by a Research Student to a School/Faculty as part of the requirements for awarding the relevant qualification.

A Thesis/Dissertation submitted for the degree of Doctor of Philosophy shall demonstrate:

- The creation and interpretation of new knowledge through original research of a quality that extends to the forefront of the discipline and merit publication.
- The general ability to conceptualise, design and implement a research project to generate new knowledge.
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

1.19 Internship

An internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional work setting. Students may earn academic credit as determined by the school or faculty.

1.20 Research Misconduct

Research Misconduct is defined as fabricating, falsifying, receiving, purchasing, or selling academic material and presenting it as work other than that of the author or plagiarism in proposing, performing, or reviewing research or reporting research results.

1.21 Fabrication

Fabrication is making up data or results and recording or reporting them.

1.22 Falsification

Falsification is manipulating research materials, equipment, or processes or changing or omitting data or results such that the research is not accurately represented in the research record.

1.23 Plagiarism

Plagiarism is the appropriation of another person's ideas, results, or words without giving appropriate credit.

1.24 Assault, Injury or Threat

Assault, injury or threat is an act that:

- I. is intended to cause pain or injury to another;
- II. is intended to result in physical contact which is insulting or offensive to another;
- III. is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting or offensive;
- IV. involves pointing any firearm or simulated firearm toward another;
- V. involves the display in a threatening manner of any dangerous weapon toward another or
- VI. involves making a threat intended to cause another person to fear for their safety or physical well-being.

1.25 Contempt

Contempt is defined as the following:

- I. Failure to appear before any University College adjudicatory or disciplinary body as summoned;
- II. Failure to comply with any disciplinary sanctions;
- III. Failure to comply with the lawful order of authorized University College officials or police officers acting on behalf of the University College;
- IV. Failure to identify oneself or to show an identification card when lawfully requested to do so by authorised University College officials or police officers acting on behalf of the University College; or

- V. Providing, procuring, or seeking to procure, false testimony in any University College or administrative hearing.

1.26 Violation

Violation means the commission of an act proscribed by these rules.

1.27 Indiscipline

Disobedient resulting in blatant violation of rules and regulations.

1.28 Respondent

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

1.29 Weapon

Weapon when used in these rules means:

- I. Any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.
- II. Weapons shall include but not be limited to a pistol, revolver, shotgun, machine gun, rifle or other firearm, or pellet gun, taser or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade.

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

Residents of University College housing may possess knives having a blade exceeding five inches for cooking purposes.

2.0 PREAMBLE

We the members of the Academic Board of the Sundoulos Advanced Leadership Training University College, hereinafter referred to as the “SALT University College”, acting in our individual and corporate capacity as such Academic Board, and in the pursuit of our mandate to ensure the smooth and predictable management of student affairs, and to further guarantee a system in which student grievances and welfare are handled with expedition, hereby enact and adopt these regulations.

The regulations contained in this handbook are mostly derived from the Statutes of the University College and are therefore subject to the Statutes of the University College and also the 1992 Constitution of Ghana.

The Examination Regulations provided in the Statutes (Schedule F of the Statutes) shall apply to all examinations organised for postgraduate programmes of the University College.

The provisions in this Handbook constitute a contract, expressed or implied, between any student and the University College.

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

Any questions concerning these provisions should be directed to the office of the Director of Academic Affairs.

The University College cannot assume responsibility for problems resulting from a student's failure to follow these policies or from incorrect advice given by staff below the rank of an Assistant Registrar within the particular school or Unit.

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

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

Students are advised to refer to the website: www.saltuniversity.org for *updates* to this handbook.

3.0 THE UNIVERSITY COLLEGE'S COMMUNICATION WITH STUDENTS

These are the official channels of communication with students:

- i. SALT E-Campus;
- ii. Students' official email address assigned to students upon admission into the University College;
- iii. Official Notice Boards; and
- iv. Letters to the student's registered address with the University College
- v. Other Social platforms monitored by the school

4.0 VISION AND MISSION STATEMENTS

4.1 Vision

A world-class knowledge and learning center dedicated to the development of transformational leaders from Africa and the global community

4.2 Mission

To maximise the human capital dividend of Africa through the delivery of time-tested, scripture-based knowledge.

5.0 ACADEMIC REGULATIONS

All students are subject to the academic regulations of the University College and the School or Faculty in which they are pursuing their programme. Students may expect to obtain a degree per the requirements set forth under regulations in force at the time they enter the University College or under subsequent regulations published in the most recent (i.e., current) student handbook.

5.1 Criteria for Admission

Admission to a postgraduate programme of study is open to qualified applicants regardless of gender, race, colour, disability, religion, national or ethnic origin. The minimum admissions requirements depend on the programme and/or school of study. Meeting the minimum admission requirements, however, does not guarantee acceptance into a programme. Application forms are available all year round, but admission takes place only twice in an academic year. Application forms are available on the University College's website @ saltuniversity.edu.gh (Admission >>Apply now). Completed forms are received by the admissions team on admissions@saltuniversity.edu.gh.

5.1.1 Minimum Entry Requirements for Admission

To be eligible for admission, in any programme of study at SALT University College, an applicant must satisfy the minimum requirements as approved by the Ghana Tertiary Education Commission (GTEC). For PhD programmes, applicants must possess a good master's degree from a recognised university, a transcript, a current curriculum vitae, a five to ten page proposal and a GTEC evaluation certificate (where applicable).

5.1.2 Processing of Admission

Admission for all candidates is subject to departmental selection criteria as determined by the Admissions Committee under the Academic Affairs and Students Service Unit (AASSU). All applicants may go through a selection interview. Applicants must also satisfy any additional requirements by the School, Faculty or Department. All Applicants selected by the Admissions

Committee will be presented to the Academic Board for ratification. Applicants on the approved list are communicated to through the issuance of an admission letter. The admission process is considered complete only after applicants have submitted the Acceptance form and Academic Integrity form.

5.1.3 Identity Cards

Every Student should possess a SALT University College Identification Card and endeavour to carry it on them while on campus.

Any student who misplaces their ID card must report it to the Senior Assistant Registrar (Academics) / Dean of Students.

5.2 Deferment /Withdrawal/Re-Admission

5.2.1 Deferment

A student who intends to interrupt his/her study programme can only do so with a written approval obtained by an appropriate application made in advance to the Dean of Graduate Studies, stating reasons why he/she wants to interrupt his/her study programme. Permission must be duly granted by the Dean and communicated to the applicant in writing. In the event that the Dean is not available, the Registrar of the University College will execute the process.

Deferment may be granted for a maximum period of one (1) academic year at a time. In every case, the statute of limitation rule (see section 5.9) shall apply. A fee shall be charged for deferment. Deferment should be done within two weeks of a trimester/modular session. Except in extenuating circumstances, deferment granted beyond two weeks into the trimester/modular session shall not attract a fee refund.

Where deferment is on medical grounds, the application must be supported by a medical report certified by the Medical Director of a recognised medical facility

Deferment is at the student's own risk as course offerings, scheduling, fees and regulations may change. A student who withdraws from a course without prior notification shall be liable to pay the full fees for the trimester/ modular session.

5.2.2 Returning Former Students

Former students returning to the University College who have not registered for two (2) consecutive trimesters/modular sessions and have not corresponded with the School during that period are no longer considered continuing students and must first be re-admitted to the School by going through the admission process. This policy does not apply to students who have been dismissed for misconduct.

5.2.3 Re-Activating Admission

Applicants who were admitted to the postgraduate programme or as a non-degree seeking student within the past 12 months but did not enroll, and who did not receive a deferral of admission, must reapply for consideration. In cases where no deferral was granted, re-admission is not assured. Students who were granted a deferral may resume studies within a period of one

academic year. Payments made by deferred students may only be transferred within this one-year eligibility period.

5.2.4 Withdrawal

Should applicants decide to withdraw from the University College before the third week after lectures have commenced, the University College shall refund paid fees less 30% of the total amount payable for the first trimester, to be retained as administrative charges. Beyond this date, **NO REFUND** shall be made.

5.2.5 Applicable Programme Rules

All rules, procedures and academic standards in effect at the time of new admission will apply and will be strictly enforced. In every case, the statute of limitation rule (see section 5.9) will apply to all previously earned credits for completed coursework.

5.3 Presentation of False Information

Students submitting false information when applying for admission will be denied admission. Where the submission of false information is discovered after a student has been admitted the student will be dismissed from the University College and may be handed over to the law enforcement agencies for criminal prosecution. A dismissed student shall not be entitled to any refund of money paid to the University College.

5.4 Registration and Enrolment

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

Students must register for courses prescribed by their individual Schools every trimester. Failure to register at the time designated for registration by the School indicates a student has forfeited his/her right to register for that trimester. Such a person shall be deemed not to be a student for that period. No student registered in any school or college of the University College shall at the same time be registered in any other school or college, either of the University College or of any other institution, without the specific authorization of the Dean of the School of the University College in which he/she is first registered. The sanctions for double registration shall be the cancellation of both registrations.

The privileges of the University College are not available to any student until he/she has completed registration. A student who is not officially registered for an University College course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he/she obtains the written consent of the appropriate Dean. The

University College reserves the right to withhold the privilege of registration or any other University College privilege from any person with an unpaid debt to the University College.

The Dean of the School or Faculty reserves the right to:

- cancel courses for insufficient enrolments;
- limit enrolments in any class; and
- assign students to add or split sections meeting at the same time.

5.5 Sponsored Students

The onus is on sponsored students to ensure their sponsors release payment within the stipulated time of registration.

5.6 Change of Name

The name in which a student is admitted to a programme will be the name that is recorded on any transcript or certificate at the time of application or a gazette change of name in support of any name change.

For the purpose of University records, Students shall be known only by the names used on their certificates in completing their application for admission and in the sequence in which they are written. Once a student has been offered admission with a registered name, the same as the one on their transcript or certificate, they go through the programme with that name.

As an institutional policy, the University College does not accept the change or amendment of biographical records whilst a student.

Female students who contract marriages while in the university may, however, apply to have their names changed to include the surname acquired through their marriage. The application for change of name under such circumstances shall be supported by a valid and recognised marriage certificate and a gazette or requisite documentary evidence. All applications for name change shall be addressed to the Registrar of SALT University College.

5.7 Orientation

Orientation is compulsory for all new students, and the dates will be specified in the admission letters. Schools/Faculty/Departments may also conduct additional orientation for newly admitted students. Absence from orientation may result in withdrawal of admission.

5.8 Student Responsibilities

Admission to the University College indicates that the student is seeking to achieve the highest standards of scholarship. The University College expects students to successfully meet the academic challenges and to perform above average in their academic work consistently.

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

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

5.9 Statute of Limitation

The following Statute of Limitation shall apply:

Programme Duration	Maximum period required for satisfaction of ALL degree requirements
3-year programme	Within five (5) years from the date of admission to the University College

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

5.10 Exchange Students

5.10.1 Inbound Students

Students who are enrolled in programmes at other universities and wish to take coursework in the University College must present a letter of authorisation from the scheduled officer of the other university. Such students will be enrolled as non-degree-seeking students in the status of visiting students. The same examination arrangement as adopted for home students shall apply to visiting students.

For an exception to the requirement above, the Dean of the School may approve a request from departments concerning a variation in assessment method for visiting students.

5.10.2 Outbound Students

Students who are enrolled in programmes at the University College and wish to take coursework in other universities may do so, subject to the approval of the Dean of their School and in accordance with the University College's Student Exchange Policy.

5.11 Auditing

Auditing a course allows a student to take a class without the benefit of a grade or credit of a course (Free Elective). Students admitted to the University College may audit courses provided permission is obtained from the Dean of their respective Schools and the course lecturer

5.12 Evaluation of Academic Performance

Each course will have an evaluation system consisting of supervised written examinations, case assignments, seminar presentations, projects, thesis etc. The evaluation system shall be detailed in a syllabus to be provided to students at the beginning of each course.

The following scoring (weighting) scheme will apply in the evaluation of students' performance for each regular course:

- i. Examination - not less than 60%
- ii. Continuous Assessment - not more than 40%

Continuous assessment includes term papers, class assignments, syndicate work, quizzes, case studies, class tests, class attendance, seminar presentations, etc. The specific weights of the continuous assessment component shall be determined by the respective lecturer within the guidelines approved by the Academic Board.

5.13 Course-Lecturer Evaluation

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

5.14 Policies on Grading

The following grading is applied to studies at the University College:

5.14.1 Grading System

Students' cumulative scores are placed on a grade point scale explained in the ensuing.

SUC GRADING SCALE & INTERPRETATION			
Raw Score	Grade	Grade Point	Interpretation
80 – 100	A	4	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3	Good
65 – 69	C+	2.5	Average
60 – 64	C	2	Fair
55 – 59	D+	1.5	barely satisfactory
50 – 54	D	1	Weak Pass
Below 50	E	0	Fail

Interpretation and Application of Letter Grades:

- 'A' to 'C' constitute pass grades for postgraduate programmes.
- 'D+', 'D' and 'E' are failed grades.
- A student is graded IC when they miss out on one or more components of the assessment

5.14.2 Course Exemption

A student who wishes to be exempted from taking a course should apply to the Dean for an exemption. Exemptions are only granted for courses with similar content taken at accredited

universities and professional bodies with a grade of at least 'B' as per the University College's grading system. Such courses should have been taken within the last three (3) years.

5.14.3 Course Replacement

Where a student has to take a course which is no longer offered, the course shall be replaced with a related one upon approval by the Head of Department.

A student who takes a course in an international student exchange programme and where the course can be matched to a related course at the University College, shall have that course replaced with a related course at the University College upon approval by the Head of Department.

Where a student takes a course in an international exchange programme that cannot be matched to a related course at the University College, no credit shall be awarded under the student's programme of study at the University College.

5.14.4 Grade Point (GP)

For each letter grade there is a corresponding Grade Point as indicated in section 5.14.1. The Grade Point earned by a student for each course completed is computed as the product of the number of credits (credit units) for the course and the Grade Point equivalent of the letter grade obtained in the course.

5.14.5 Grade Point Average (GPA)

The Grade Point Average is obtained by dividing the sum of the weighted Grade Points obtained by the total number of credits (credit units) of courses registered. A student does not earn credit for "E" grade.

5.14.6 Cumulative Grade Point Average (CGPA)

A Student's Cumulative Grade Point Average is calculated by dividing the total number of weighted grade points obtained, up to any specified time, by the total number of credits taken or Cumulated Credits Taken (CCT) up to that time.

5.14.7 Final Grade Point Average (FGPA)

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

5.14.8 Change of Grade

A previously entered grade shall not be altered except in conformity with the University Colleges' policy governing change of grade. Changes in previously recorded grades may be made within twenty-one (21) days after the official release of the results, provided the original lecturer completes the relevant forms, supports them with evidence that an actual mistake was made in determining or recording, and they are approved by the Dean.

5.15 Students in Good Standing

A PhD student is required to maintain a minimum Cumulative Grade Point Average (CGPA) as specified in the student's programme of study to remain in good academic standing. A student whose CGPA falls below the minimum CGPA specified for his/her programme of study at the end of any trimester/modular session is automatically on academic probation. A student who is on academic probation for two (2) consecutive trimesters/modular sessions and who fails to raise his/her CGPA to a satisfactory level after the two consecutive trimesters/modular sessions of probation will be withdrawn from the University College.

A continuing student who fails two or more courses in a trimester/modular session will repeat that trimester/modular session. In every case, the statute of limitation rule (see section 5.9) shall apply.

A student with two or more retakes shall be required to suspend the programme and redeem the failed courses before progressing.

The Director of Academic Affairs shall submit a report of students who are not in good standing to the Academic Board for withdrawal from the University College at the end of each trimester/modular session.

5.16 Appeals

An academic withdrawal appeal can be made when the student can provide independent evidence to show that:

1. Staff or bodies have not followed the approved regulations and procedures or have not followed them in due care.
2. Staff or bodies have not acted fairly towards the student or appear to show bias in the way the academic decision was made.
3. Other mitigating circumstances have not been taken into account in making the decision.

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

5.17 Thesis Requirements

A PhD student who has prepared a thesis as a part of the requirements for the award of the relevant PhD degree is required to submit an original, signed hard copy of the thesis by both the student and the Mentor and any other requirements as per the prescribed procedure laid down by the School of Graduate Studies and Research.

Procedures and regulations governing the formatting, production, and submission are published and available in the Schools/Faculties.

Once students begin writing their thesis, they must be continuously enrolled at the University College until the degree requirements are satisfied. Enrolment may be satisfied by being registered for the thesis until the thesis is approved and submitted to the Dean of Graduate Studies. Students failing to maintain continuous registration will be required to pay the costs of

all previous trimesters/modular sessions for which registration was required. Degree requirements may not be satisfied until this is done.

5.18 Graduation Requirements

To qualify for the University College's PhD award, a student must earn the required minimum number of academic credits approved by the respective School/Faculty Board for each study programme and obtain the required minimum Final Grade Point Average (FGPA). The student must pass all required and approved courses.

All students must apply to graduate whether attending the graduation ceremony or not. All applications for graduation must be submitted to the Academic Registry by the end of the second week into the second trimester of the final year. In the case of students on modular programmes, the application must be submitted by the end of the first week of their final modular session. Failure to meet the published deadline shall delay graduation for one full year.

A student is ultimately responsible for checking that he/she is meeting graduation requirements for his/her programme of study.

5.19 Degree Dating

A student shall be recommended for his/her degree at the end of the trimester/modular session in which he/she completes his/her requirements for graduation. The date on the certificate shall be a day in July following, or any other date as may be determined by the Academic Board from time to time.

5.20 Degree Presentation

Following confirmation of an award of a degree, a student shall be entitled to be awarded a certificate of the appropriate degree under the seal of the University College.

5.21 Academic Transcript

At the end of a student's programme, the University College shall issue a complete transcript of his/her academic record. It will reflect all courses studied, all grades earned, all attempts at examinations whether passed, failed or referred (including repeated courses, if any). Any subsequent issue of academic transcript will be upon request and payment of the prescribed fee.

6.0 EXAMINATION REGULATIONS

A student will be assessed through written examinations, class assignments, participation in class discussions, term papers, syndicate presentations, practical work, and thesis as may be prescribed by the School of Graduate Studies.

6.1 Eligibility for Examinations

A student shall not be allowed to take an examination for a course unless he/she has satisfied all the conditions stated below:

1. Registered for the course;
2. Has fully paid all fees;

3. Attended at least 75 per cent of the lectures, tutorials, seminars and practicals and undertaken all other activities and assignments as approved by the University College.
4. Completed the continuous assessment requirements.

6.2 Re-sits, Retakes, and Supplementary Examinations

The provisions for Resits, Re-taking courses, and Supplementary Examinations are not automatic entitlements but are carefully managed academic remedies. They are granted under specific conditions to balance the University College's commitment to student welfare with its unwavering duty to uphold academic standards. All options in this session are subject to a fee as approved by the Academic Board. Refer to Table 6.2.3 for information on fees applicable to each request.

6.2.1 Re-sit

Students failing a taught course will normally be allowed one reassessment at a fee determined by the Academic Board. The University College may organise supplementary examinations for such students at the end of each academic year. Students are required to attempt all components of the assessment in the course for which they are registered. Non-submission of assessed coursework is a serious offence against the University College's regulations.

The opportunity to re-sit an examination is not an automatic right. The decision rests with the Academic Board. A student who fails to submit coursework or fails to attempt examination without confirmed extenuating circumstances is not qualified for re-sits.

A student who fails to submit coursework or fails to attempt an examination with confirmed extenuating circumstances will take a supplementary assessment as a first attempt.

A student who fails to take a recommended supplementary exam or attempts and fails the supplementary examination shall retake/repeat the course.

6.2.2 Re-Taking/Repeating Course(s)

A student who fails a taught course and is not qualified to re-sit shall re-take/repeat the failed course at a fee determined by the Academic Board. A student retaking/repeating a course is expected to attend at least 75 per cent of the lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the University College.

A student re-taking/repeating failed course(s) shall do so within the maximum time permitted for the completion of his/her programme.

6.2.3 Alternative Examination Arrangements /Special Examination)

Alternative examination arrangements may be considered for students with long- or short-term medical conditions, specific learning difficulties or disabilities, provided that the overall requirement to uphold academic standards is met.

Requests for alternative examination arrangements on the grounds of specific learning difficulties or medical conditions shall be notified to the Academic Registry and supported by the

necessary evidence from a certified practitioner. The request shall be considered by an Extenuating Circumstances Committee, which shall make a decision thereon.

Special Examinations may be considered for students who miss scheduled examination dates due to unforeseen circumstances. Such students must duly inform the registry and provide the necessary documents in support of their claims. The request will be reviewed and considered by an Extenuating Circumstances Committee to make a decision. Where necessary, the course lecturer will be advised to provide a new set of questions for the special examination. Special Examinations will be conducted.

6.3 Examination Timetable

The University College's examination sessions may be scheduled between 7:30 am and 9:00 pm, Wednesday to Saturday, except public holidays.

A student may have two examinations in one day. Where a student has more than one examination in a day, the minimum period of time between examinations shall be ninety (90) minutes.

It is the duty of the student to consult the daily timetable (to be made available at least forty-eight (48) hours ahead of time) to ascertain the papers to be written each day and to be present at the appointed place at least thirty (30) minutes before the examination.

6.4 Attendance at Examinations

6.4.1 A student shall not be admitted to an examination if:

- i. he/she has not registered;
- ii. he/she owes fees to the University College;
- iii. the subject of the examination has merely been audited unless the course has been followed previously; or
- iv. he/she is under suspension or has been dismissed from the University College.

6.4.2 A student may be refused admission to an examination if he/she reports to the examination more than thirty (30) minutes after its commencement.

6.4.3 A student who arrives late at an examination shall not be allowed extra time to complete the examination.

6.4.4 The presumption of the University College is that students who partake in examinations have deemed themselves fit to be assessed. If a student becomes ill or is affected by unforeseen circumstances immediately before or during an examination, the student must advise the invigilator of his/her situation. If the student chooses to continue, the student will be asked to endorse the fitness to sit declaration form.

6.4.5 Failure to attend an examination on the given date at the ascribed time shall be regarded as a non-attendance, and in the absence of confirmed extenuating circumstances by an Extenuating Circumstances Committee, a zero mark shall be awarded. The course affected shall not be available for re-sit.

6.4.6 The following shall not normally be accepted as reasons for being absent from any paper at the University College's Examination:

- i. Misreading the timetable;
- ii. Forgetting the date or time of examination;
- iii. Inability to locate the examination hall;
- iv. Inability to rouse oneself from sleep in time for the examination;
- v. Failure to find transport;
- vi. Loss of a relation; or
- vii. Pregnancy that makes the writing of the examinations impossible or inadvisable, unless it is certified by a medical doctor. Such medical reports shall also be certified by a Medical Officer of the University College.

6.5 Conduct in Examinations

All examinations are conducted under the University College's regulations. The following regulations shall apply:

6.5.1 It is the responsibility of the student to provide a pen, pencil, ruler, eraser, calculator and any other required equipment to each examination. These should be kept in a transparent case.

6.5.2 A student shall not be allowed to leave the examination room during the first thirty (30) minutes of the examination session unless in extenuating circumstances. A student must also not leave during the last fifteen (15) minutes of the examination and must remain seated until all examination scripts have been collected and checked by the invigilators.

If a student has completed the paper before the specified time and wishes to leave, he/she must seek permission and must leave as quietly as possible so as not to disturb the other students. Permission to leave at any time must be requested from the invigilator.

A student who completes an examination ahead of time (not before the first thirty (30) minutes and not within the last fifteen (15) minutes of the examination) may leave the examination room after surrendering his/her answer books. The student shall not be allowed to return to the examination room.

A student who is allowed to leave the examination room, with the intent to return, shall be accompanied while outside the examination room by an attendant or by the invigilator. The invigilator shall personally be satisfied that the student does not carry on his or her person any unauthorised material.

6.5.3 A student who is suspected of hiding unauthorised material (such as mobile phones, smart watches and other electronic devices, revision notes, books, data tables, etc.) on his/her person may be asked by the invigilator to submit to a reasonable body search. Refusal to submit to a body search is tantamount to misconduct.

6.5.4 Communication between students is not permitted in the examination hall:

- i. A student shall not pass or attempt to pass information or an instrument from one to another during an examination;

- ii. A student shall not copy or attempt to copy from another student or engage in any similar activity;
- iii. A student shall not allow himself/herself to be copied by another student;
- iv. A student shall not disturb or distract any other student during an examination. A student creating a disturbance may be expelled from the examination room.
- v. The borrowing of any material by a student from another student shall not be permitted;

6.5.5 A student may attract the attention of the invigilator by raising his or her hand.

6.5.6 Smoking or drinking of alcoholic beverages is not allowed in the examination room.

6.5.7 The use of any form of correction medium, including fluid, correcting pens, and correcting tape on any examination answer book, is prohibited. Neatly cross out incorrect answers or mistakes.

6.5.8 Use of programmable calculators or language translation devices is not allowed unless expressly permitted for a particular examination. Electronic calculators, dictionaries, smart watches or similar time pieces capable of storing or accessing data are not permitted on desk or to be worn about your person. All other unauthorised materials, including pencil cases, brought into the examination room/hall must be submitted to the invigilator prior to the examination. Failure to place these items out of reach will be treated as examination malpractice.

6.5.9 At the end of each examination, a student should ensure that he/she does not take away any answer books, supplementary sheets, whether used or unused, or any official examination material from the hall.

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

6.6 Breach of Examinations Regulations

6.6.1 Breach of a provision of the Regulations made for the conduct of the University College's examinations constitutes examination misconduct.

6.6.2 The chief invigilator or his/her assigned officer in the examination hall shall administer the Examination Malpractice Form to the student and submit it to the Academic Registrar. Upon receipt of the report, the Academic Registrar shall inform the student in writing that his/her conduct shall be reported and that the decision as to whether his/her work shall be accepted rests with the Academic Board. A copy of the letter will be addressed to the Faculty Board/Examinations Committee concerned, through the Dean.

6.6.3 A student, who is considered to have infringed the rule, shall be required to submit a written report of his/her side of the case to the Academic Registrar within two (2) working days after the day of the incident. Such a report shall be taken to the respective Faculty Board through the Dean.

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

1. Loss of marks in a particular paper.
2. Warning
3. Credit denial in respect of any courses or examinations completed or attempted
4. Suspension
5. Dismissal

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

6.6.5 In all instances, the Committee shall make an appropriate recommendation to the Academic Board for its final decision.

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

6.7 Missing or Lost Examination Scripts

6.7.1 In cases where it is verified that a student has taken an examination and the script is deemed to have been lost prior to the declaration of results, the relevant student shall be permitted **one** of the following options:

- i. Completing a substitute examination: the form to be authorised by the Dean of the School/Faculty. **OR**
- ii. Writing the next scheduled examination in the course (e.g., a supplementary or retake examination), and abiding by the grade obtained therefrom. **OR**
- iii. Being awarded the mark obtained in the corresponding coursework element to the lost script. **OR**
- iv. Where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the script will be marked.

If the mark awarded to the located script is higher than the mark awarded to the chosen option, the exam mark will supersede the option mark selected. If the mark assigned to the located script is lower than the mark awarded for the selected option, the selected option mark will stand.

6.7.2 In cases where a remark has been requested and the relevant script cannot be retrieved, the student, subject to consultation with the Academic Registrar, shall be permitted one of the following options:

- i. the student shall be awarded the mark obtained in the corresponding coursework element of the lost script. **OR**
- ii. the student shall be allowed to write the next scheduled examination in the course (e.g., a supplementary or retake examination), and abide by the grade obtained therefrom. **OR**

- iii. the student shall be awarded the minimum pass mark if the original mark fell within 5 marks of the pass mark/grade. **OR**
- iv. where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script for which a student has requested a remark and was deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the options would be withdrawn and the remark process activated.

6.8 Publication of Results

Approved examination results taken at the end of each session or trimester shall usually be published by the Academic Board before the next session or trimester begins. Results shall be published through any means, including the student portal (e-campus). It is the responsibility of students to find out their examination results.

6.8.1 A student may obtain feedback on examinations taken by submitting a request through the Academic Registrar to their course Instructor.

6.8.2 After receiving feedback, a student who is still not satisfied with the results of his/her examination may request for a re-mark by submission of an application to the Director of Academic Affairs and on payment of an appropriate fee, which the Academic Board shall determine from time to time.

6.8.3 A request for feedback and/or re-mark shall be submitted to the Academic Registrar not later than twenty-one (21) days after official release of the results and shall state the grounds for feedback or re-mark.

6.8.4 The Academic Registrar, in consultation with the Head of Department, shall appoint an independent examiner for the re-mark.

6.8.5 An application entered on a student's behalf by a person other than the aggrieved student shall not be entertained.

6.8.6 No action shall be taken on an application which is submitted outside the time stipulated in subsection (6.10.3), and a re-mark shall not proceed unless the fee is fully paid.

6.8.7 The mark of the new and independent examiner is regarded as the final mark. Where the re-marking of a script results in a higher mark than that previously recorded, and the re-mark results in a positive grade change the fee paid shall be refunded.

6.8.8 Where it is determined that a complaint is frivolous or motivated by ill intent, the University College shall impose additional sanctions in line with those for examination malpractice.

7.0 RESPONSIBLE ACADEMIC CONDUCT AND ETHICAL RESEARCH

7.1 Overview

The University College, in general, promotes responsible and ethical research among students. Students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to:

- falsification or fabrication of data;
- violations of privacy and confidentiality provisions;
- conflicts of interest;
- cheating - receiving, purchasing or selling a research or any academic work and presenting it as own work other than that of the author;
- plagiarism; and
- copyright infringements.

Unethical research threatens the integrity of the academic and scientific enterprise and may subject students to severe penalties. For example, students are required to certify that any use of copyrighted material beyond “fair use” has the written permission of the copyright owner. If the authorisation to use copyrighted material does not accompany the research work, the copyrighted material will not be reproduced.

7.2 Submission of Thesis Title

The following guidelines shall apply:

- a) A PhD student may be considered as a research student after meeting all grade requirements for the first year of coursework.
- b) before the end of the first academic year, a research student shall present his/her research topic to the Department for consideration by the Research Committee of the Graduate School.
- c) within the first trimester of the second year, the student will have to defend his/her thesis proposal at the Department before a panel
- d) the student's Head of Department shall submit the approved thesis titles to the Dean, School of Graduate Studies.
- e) any change of thesis title shall be communicated to the Dean of the School of Graduate Studies following the recommendation of the Mentor and copied to the head of the department.

7.3 Ethical Considerations and Approval

A research student, whose work involves human participants and animal subjects, shall submit his/her research proposal for consideration and approval by the SALT University College

Institutional Review Board (IRB) and/or other recognised boards with supporting documents from the Mentor and Head of Department.

The student is expected to maintain the highest integrity and ethical standards in all aspects of the work, especially in the tasks of collecting, analysing, and presenting research data.

7.4 Appointment of Mentors (Supervisors)

- a) A PhD student shall be assigned a supervisory committee of two to three members made up of a Principal Mentor and a Co-Mentor.
- b) The Principal Mentor should hold a PhD and shall at least be of a rank not lower than Senior Lecturer. The Co-Mentor may be of the rank of a Lecturer but must hold a Terminal Degree. Co-Mentors may also be outsourced from professional bodies, where applicable.
- c) The two members of a mentoring committee may come from the same department or cognate department. The mentor from the Cognate Department should be the Co-mentor.
- d) Mentors shall be members of the academic staff of the University, but in special cases, suitable persons outside the University may be appointed as Co-Mentors.
- e) Nomination of mentors requires prior consideration by the Faculty/School of Graduate Research Committee before approval by the Board of the School of Graduate Studies.
- f) The PhD students must be assigned substantive mentors by the middle of the first trimester of the second year.

7.5 Responsibilities of Students

PhD students are responsible for completing their degree programme on time. The responsibilities of the students are in the following areas:

- a) **Initiation of contact**
Students must initiate and maintain contact with his/her mentors. It is advisable for the student to add their contact phone numbers and e-mail addresses to any document they submit to their mentors so that the mentors can contact them, if they so desire.
- b) **Selection of topic**
It is the student's responsibility to search for and select a topic that matches his/her academic interests, but at the same time appeals to scholars in the field.
- c) **Literature search**
Students are responsible for acquiring all relevant literature for their research work. The students must contact the Librarian for such assistance where necessary.

7.6 Responsibilities of Mentors

The role of mentors is to provide guidance to the student, particularly on the technical aspects of research, on a regular basis. The technical aspects include research design elements, structure and organisation of the report.

Specifically, the responsibilities of the mentor are to:

- a) Guide/advise the student on topic selection to meet the student's career objectives and long-term research interests, and the interests of the community of researchers in the relevant field.
- b) Guide the student on technical aspects of the thesis without stifling the student's creativity or reducing his/her responsibility.
- c) Provide guidance on sources of literature that the student may consult, and guide the student against plagiarism and academic dishonesty.
- d) Draw the student's attention to the strengths and weaknesses in his/her approach to the task.
- e) Provide constructive and timely feedback on specific aspects of work submitted by the student.
- f) Provide a report every trimester to the School of Graduate Studies on the student's progress.
- g) Advise the student on research courses he/she may take or audit to facilitate his/her research design and data analysis activities.
- h) Guide and verify the corrections the student is expected to make after the examination of the thesis (including the viva voce, where applicable).
- i) Ensure that the student is made aware in writing of the inadequacy of progress and/or of any work where the standard is below bar. Acceptability will be according to the criteria previously supplied to the student by the mentors.
- j) Mentors should ensure that the work meets the minimum acceptable standard for signature before submission.
- k) Make provisions for either a co-mentor or a colleague to assist the student, or continual contact by e-mail if he/she is to be absent for an extended period of time.
- l) Mentors are to maintain a healthy interpersonal relationship with the team of mentors and their students.

- m) Have the skill to impart research expertise, knowledge, skills and competencies to the student.
- n) Be able to create an environment conducive for intellectual discussions for inquiry and knowledge sharing.

7.7 Progress Report and Seminars

- a) At the end of each trimester, each student should complete and submit a progress report form through the Head of Department to the Dean of the School of Graduate Studies.
- b) Mandatory seminars shall be arranged during which aspects of the research shall be presented by research students. Such seminars may be made public.
- c) PhD students must present four seminars as specified in their programme.

7.8 Presentation of Thesis

- a) The thesis must be in English only, approved by the Board. The abstract, not exceeding 250 words, should be in English and submitted with the thesis.
- b) The thesis shall be prepared as a monograph (traditional format) or article-based.
- c) In writing an article-based thesis, the following are to be considered:
 - 1. Number of articles and status
 - i. A PhD thesis should have a minimum of three articles, which should be published or accepted for publication. Any other(s) should have been submitted for publication. The articles in the thesis must completely address the research problem.

Note: An article-based thesis with published papers does not necessarily mean that it meets the examination standards set by the university.

- 2. Research Proposal
 - i. The articles should be based on the same research questions/objectives/hypotheses submitted in the original thesis proposal.
 - ii. Adoption of article-based format by students should start from the proposal stage, so that the research committee members can identify the articles that will come out from the study, which will completely address the research problem.
 - iii. A proposal for an article-based thesis should include: copies of any completed articles, whether published or not; an outline of any articles in progress; a list of proposed journals; and a timeline for completion of the work.

3. Journals and Copyright
 - i. Journals to which articles are submitted must be the responsibility of the Departments, subject to approval by the Board of Graduate Studies. This is important to ensure that articles included in the thesis are of high quality and from credible sources.
 - ii. The student must obtain copyright permission from journal publishers to be added as appendix in the thesis.

 4. Authorship
 - i. Where multiple-authors are involved, the student must be the primary author of the articles.
 - ii. In co-authored articles, students must indicate clearly the contributions of the co-author(s) to the article. The role of co-authors) must be presented and approved by the Graduate Reserch Committee in the Department. The Committee must approve any change of co-authorship.
 - iii. If a Journal rejects an article during the thesis process, the student may submit it to another Journal approved by the Department. Any changes must be approved by the Department Graduate Committee. Co-authorship will not be changed for a revised and resubmitted paper.
 - iv. If an article is rejected by a Journal after the successful completion and defence of the thesis, co-authorship decisions that were initially made will no longer be in effect. Submission to a new Journal is at the discretion of the student.
 - v. Multiple-authored articles cannot be used in more than one thesis. For students who have worked collaboratively on projects, it may be preferable for such students to use the traditional format thesis, to demonstrate individual contributions.
- d) Ph.D thesis written using the traditional format (monograph) must have one paper from the thesis published or accepted for publication before final submission to the SGS.

7.9 Extension of Time for the Submission of the Thesis

- a) A student who is unable to submit his/her research within the stipulated minimum duration may apply for a one-year extension and pay the appropriate fees (Section 5.9 applies). The application for extension should be accompanied by a progress report from the student's mentors. It should be routed through the Head of Department to the Dean of the School of Graduate Studies, who, on behalf of the Board, may grant an extension of up to three trimesters, with periods not exceeding one trimester each. Extension fees shall apply.

- b) A student who fails to complete his/her programme after the maximum duration (section 5.9) shall be withdrawn from the programme. Such a student may, however, reapply for

admission and pay full fees. If re-admitted within three years after withdrawal, he/she will be credited with the courses already taken. Still, he / she shall be given only one additional academic year to complete the programme. Students who apply for admission after three years following withdrawal will not be credited with courses previously taken. He/she will be required to register all the courses again.

7.10 Appointment of Examiners and Assessment of Thesis

A research work submitted shall be examined internally and or externally.

- a) The examiner for the thesis, must be at least, a Senior Lecturer who is a Ph.D holder.
- b) External examiners shall be those nominated by the Department and appointed by the Academic Board on the recommendation of the Board of the School of Graduate Studies.
- c) A former staff member of SALT University College shall only qualify to become an external examiner after three years of leaving the University.
- d) One external and one internal examiner shall be appointed by the Head of Department to examine each Ph.D thesis.
- e) The examiners may request major or minor changes to any part of the thesis regardless of whether it has been published or not.
- f) After the examiners have submitted their reports and both examiners have passed the thesis, the student will be required to defend the thesis at a viva voce (oral examination). The viva voce is open to the public. Questions are, however, restricted to the Examiners only and not open to the Public.
- g) The Department must hold a viva voce (oral examination) for the student within four weeks from the date the Department receives the examined thesis. The Departments are encouraged to make use of technology (video conferencing) to facilitate the viva voce where possible.
- h) Viva voce for PhD shall be conducted by a Panel of at least six Examiners comprising the Dean of the School of Graduate Studies or his/her representative as Chairperson, the Head of Department, the External Examiner, the Internal Examiner, Principal Mentor or Co-Mentor, and one other member from a Cognate Department. Where the Dean of the School of Graduate Studies is himself/herself the Principal Mentor, his/her representative shall be appointed Chairperson of the Panel of Examiners.
- i) The Head of Department shall submit a report of the viva voce together with the appropriate documentation to the Dean of the School of Graduate Studies.
- j) A student who fails a viva voce shall be given one additional chance within six months from the date of the first examination that he/she failed.

7.10.1 Order of Proceedings for Oral Examination (Viva voce)

The following shall be the order for the conduct of the Viva voce:

- i. The Head of Department does the introduction of the Chairperson. The Chairperson introduces the candidate, panel of examiners and other guests.
- ii. There shall be remarks by the Dean of the School of Graduate Studies or his/her representative on the regulations and procedures concerning Oral Examination.
- iii. The chairperson invites the candidate to make his/her presentation.
- iv. Presentation by the candidate (40 minutes for PhD thesis).
- v. Questions/critiques/comments by:
 - a. External Examiner (in PhD viva voce only)
 - b. Internal Examiner
 - c. Representative from the Cognate Department
 - d. Principal Mentor (if any)
 - f. Faculty members and Audience (Non-assessors) - Optional
- vi. Panel of examiners meet alone to determine the candidate's performance in the oral examination, only based on the assessment format approved by the Board of the School of Graduate Studies.
- vii. The chairperson announces the panel's recommendations on the performance of the candidate in the viva voce only to the student.
- viii. Remarks by candidate (optional).
- ix. Remarks by the Dean of the School of Graduate Studies (in PhD viva voce only).
- x. Chairperson closes oral examination session.

7.10.2 Post Viva

- i. The student is required to work with the mentor to effect all corrections.
- ii. The internal examiner should ensure that corrections are done before submitting to SGS.

7.11 Submission of Final Thesis

- i. Students who submit their final work to the School of Graduate Studies at least 30 days before the date of graduation will be presented for graduation.
- ii. Both hard and electronic copies should be submitted. The electronic copy must be sent to the Librarian
- iii. Students who do not submit their work 30 days before the date of graduation will not be part of the programme.

7.12 Sanctions for Research Misconduct

Sanctions for research misconduct include, but are not limited to:

- Loss of marks in a particular paper;
- Warning;
- Credit denial in respect of any courses or examination completed or attempted;
- The imposition of special certification or assurance requirements;
- Suspension; Dismissal; or Cancellation of an award already conferred.

8.0 QUALIFICATION FOR A POSTGRADUATE AWARD

A PhD qualification, appropriately designated, shall be awarded to a student who has been properly admitted to a programme at the University College, has followed the prescribed course of study over the period, fulfilled all the requirements of the programme and obtained the minimum credit requirements of the respective programme. A student must pass each course and the thesis to qualify.

8.1 Cancellation of Award

An award conferred on a student may be cancelled at any time by the Academic Board, even with retrospective effect, if it becomes known that:

1. the student entered the institution through fraudulent means;
2. the student impersonated someone else;
3. the student has been found guilty of examination malpractice;
4. there are other reasons that would have led to the withholding of confirmation of the award in the first place.

9.0 ACADEMIC RESOURCES AND STUDENT SERVICES

9.1 Library

The library's holdings are books and periodicals in hard and electronic copies. There is a collection of journals, newspapers and a variety of other documents. The library is categorised under the following sections:

- electronic;
- reference; and
- lending.

A direct borrowing agreement makes the library resources of the University College available for use by registered students, faculty, and staff of the University College. The University College participates in the Academic Libraries Consortium (ALC).

A student shall obtain library and information services at the University College's library. Electronic information services may also be accessed via wireless network.

9.2 Academic Affairs and Student Support Unit (AASSU)

The AASSU is the office for formal and informal extracurricular activities for students on campus. Specifically, the unit provides the following services:

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

- ii. Career Development - The AASSU also provides assistance to students in developing strategies for an effective job search.
- iii. Internships - Students are assisted to carry out industrial attachments as interns to enable them learn practical knowledge and skills on the job. Some organisations forward notices of internship placements for students to AASSU.
- iv. The AASSU organises seminars to equip students with the knowledge and skills to prepare winning CVs, among others, to help them plan their career and job placement effectively and efficiently.
- v. Students with special needs – The AASSU provides and coordinates services to students with special needs. The Office is to help ensure that students with special needs have equal access to the University College’s programmes and to help provide an environment in which they can be successful while enrolled at the University College.
- vi. Students Associations - The policy of the University College is to encourage students, who so desire, to organise themselves into, and join organisations which contribute to the academic, cultural, recreational and social life of the University College. For this reason, the University College will encourage a network of student-directed clubs and societies designed to provide education outside the classroom, and through which a student may manifest his/her feelings and attitudes and seek out relief from the purely academic life.

Students are advised to refer to the guidelines for the formation of student’s associations/clubs/societies at the University College.

9.3 Parking

All students must park their vehicles in the designated students’ car park. Students must abide by the regulations for parking and traffic control and must observe the maximum 20 km/h speed limit within the Campuses.

Vehicles parked in violation of the parking regulations and restrictions shall be subjected to ticketing, clamping and other disciplinary measures.

The University College reserves the right to withdraw any parking privileges from any student at any time.

9.4 International Programmes Office

The International Programmes Office, among others, assists students to undertake exchange programmes and to secure summer or vacation jobs on attachments. They also facilitate visa applications in addition to coordinating and organising all international programmes.

The University College may issue letters of introduction for International Students to facilitate the acquisition of visas and/or residence permits applied for or for which an application has been made.

9.5 Security and Public Safety

All crimes and requests for police assistance should be made through the Dean of Students to the Security Coordinator. Individual students are responsible for their personal effects.

In the interest of public safety, the Security may subject students and/or their vehicles to random searches.

10.0 FINANCES AND FINANCIAL AID

10.1 Fees

10.1.1 Students shall pay the required fees in accordance with the terms specified in the admission letter. Fees are determined periodically and subject to change without prior notice.

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

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

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

10.1.5 A student who withdraws from a course without prior notification shall be liable to pay at least 50% of the fees for the trimester/modular session.

10.2 Tuition Fee Refunds

A student may be entitled to a tuition fee refund if they permanently withdraw from the programme of study. Such refunds shall be subject to the following rules and deadlines:

10.2.1 A fee refund request shall be made in writing to the Registrar

10.2.2 All refunds shall be made to the person or organisation that made the original payment upon approval of the request.

10.2.3 All requests for refunds shall be made within three (3) weeks into the trimester and two (2) weeks in the case of students on modular programmes for which the fee is paid.

10.2.4 For fresh students:

- i. Commitment fees are totally not refundable.
- ii. If a student withdraws within the period specified under section 10.2.3, refund shall be any amount paid in excess of the commitment fees and administrative charges of 30% of the fees for the trimester.
- iii. If a student withdraws after the period specified above, the student shall not be entitled to a refund.

10.2.5 For continuing students:

- i. If a student withdraws within the period specified under section 10.2.3, the refund shall be any amount paid, less administrative charges of 30% of the fees for the trimester/modular session.
- ii. If a student withdraws after the period specified above, the student shall not be entitled to a refund.

10.2.6 There shall be no refund where a student is dismissed from the University College.

10.3 Financial Aid

The University College seeks to ensure that financial need is not a barrier to equal access to quality education for bright but needy students. It seeks to make the scholarship and financial aid process not only less cumbersome but also transparent, credible, and fair. We will ensure that assistance is provided in an effective, timely, fair, and equitable manner to all who qualify

Depending on available resources and eligibility criteria, a student may receive financial aid in the form of scholarships (tuition awards), work-study, and loans to assist students who have received unconditional admission to the University College. In certain circumstances, staff employment and a limited number of positions may also be available.

10.3.1 Process for Seeking Financial Aid

- i. Students may apply for a scholarship by visiting the website of the University College and downloading the application form from the following link to fill out

<https://saltuniversity.edu.gh/scholarships/>

- ii. Filled forms should be submitted to the Registrar through the following means:

- registrar@saltuniversity.edu.gh

or

- **Registrar**
- **SALT University College**
P. O. Box DC 682
Accra, Ghana

- iii. The Registrar would review the application and submit it to the Scholarship Committee for further review and consideration.

- iv. The Registrar will communicate the outcome of the Scholarship Committee's proceedings regarding the application to the applicant.

- v. Upon the approval of the scholarship application, the Accounts Office will be notified to facilitate the approved application.

All scholarships funded through the University College are subject to an award time limit. Students' requests for an extension of financial aid that has expired must be made in writing to the Dean of Graduate Studies. There is no guarantee that a request for an extension will be approved.

10.4 Other Fees and Assessments (Liability Clearance)

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

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

10.4.1 Graduation Fee: Students must apply and pay a non-refundable graduation fee whether attending the graduation ceremony or not. For a student to graduate, both academic and financial requirements must be fulfilled. Fulfilment of financial requirements includes payment of all financial obligations, including a graduation fee.

10.4.2 Transcript Fee: There is a charge per person for each transcript. Upon request, the University College may send transcripts by mail for a fee. To obtain a transcript, registered students must have no outstanding obligations to the University College, and former students must have been cleared of any financial or other debts to the University College.

10.4.3 Introductory/Proficiency Letters Fee: Introductory and English proficiency letters shall be issued free of charge to active students of the University College upon request. However, there shall be a charge for the issuance of an introductory letter or English proficiency letter for all former students who require such services. The University College may mail introductory and English proficiency letters upon request for a fee.

10.4.4 Attestation Fee: A fee shall be charged for the issuance of attestation letters to students who require such service.

11.0 ETHICS/CODE OF CONDUCT

The University College aims at providing a framework for administering student-related affairs by complying with the Constitutional requirement for the protection of rights and prosecution of liabilities of students and employees of the University College. The University College will not compromise any student who breaches the standards set or exhibits in any way, a behaviour that is not acceptable.

The management of the University College will not tolerate any form of unlawful harassment or discrimination against students based on race, creed, ethnicity, nationality, political beliefs, marital status, disability, sex, or gender identity. Additionally, retaliation is recognised as a form of unlawful discrimination that will not be tolerated.

In addition to these rules, students shall abide by the relevant professional code of conduct and ethics in their areas of study.

A student who violates any of the University College's rules and regulations shall be subjected to disciplinary action.

11.1 Dress Code

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

11.2 Gifts between Students and Staff

Because of the possible perception of undue influence, it is not appropriate for students to give a gift to a member of faculty while the student is still enrolled in the faculty member's class. In general, the University College discourages the giving of gifts between students and staff.

12.0 GRIEVANCE MANAGEMENT

The University College recognises the importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the University College. All members of the SALT University College are, therefore, free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

A student with a grievance must use and exhaust all internal channels for redress before resorting to redress beyond the University College.

- a. For the presentation of formal petitions, etc, the residence of the President and other officers of the University College is out of bounds; all such formal negotiations should take place in the office of such officials.
- b. In all matters of negotiation, the Registry agrees to meet only accredited representatives of recognised groups within the University, and arrangements reached are binding on both sides

NB: Students are allowed to communicate directly with any external body on any matters affecting University life or policy. All formal communication should be sent through the Dean of Students for onward forwarding to the Registrar.

12.1 Grievance Procedure

The procedure to resolve grievances is outlined below:

12.1.1 Step 1 - Where the case involves a member of staff in both academic and non-academic issues, the student shall attempt in so far as possible to resolve the problem with the member of staff involved. In the attempt to resolve the matter with the member of staff, the student may wish to consult in the following suggested order to assist in an informal resolution:

- i. The Head of Department
- ii. The Dean of School/Faculty

- iii. The Dean of Students and copied to the Registrar

Where special committees exist, grievances should be channelled to these committees in the first instance.

12.1.2 Step 2 – Failing to resolve the problem at step 1, the student shall prepare a formal complaint in writing indicating:

- i. The statement of facts as the grievant perceives them, citing specific violations where possible;
- ii. The remedy sought by the grievant; and
- iii. The respondent statement or action, if any, during or after the consultation under step 1.

The written complaint shall be presented to the Dean of Students, with a copy to the respondent, and must be filed within ten (10) working days of the date on which the outcome reached in step 1 is known to the student.

If the Dean of Students becomes aware that sexual harassment is a possible basis of the grievance and the grievant confirms this opinion, then the Dean of Students will notify in writing the Registrar of the University College, who will, in turn, take the necessary action.

Notwithstanding this notification, the procedure for grievance shall continue as follows:

- i. The Dean of Students shall meet separately with the grievant and the respondent, or if both parties agree, the Dean of Students will meet jointly with them, to discuss the complaint.
- ii. Within ten (10) working days of receiving the written complaint, the Dean of Students shall complete any consultation and inform the grievant and the respondent in writing of the Dean's decision and determination, sending a copy of the findings to the Registrar of the University College for appropriate action.

12.1.3 Step 3 – Failing to achieve a satisfactory solution at step 2, the grievant may file an appeal in writing to the President for appropriate redress. Such filings must be done within ten (10) working days after the grievant has been notified of the decision reached and any action taken in step 2.

12.1.4 Step 4 – Failing to achieve a satisfactory solution at step 3, the grievant may file an appeal in writing to the Governing Council through the President for appropriate redress. Such filings must be done within ten (10) working days after the grievant has been notified of the decision reached and any action taken in step 3.

13.0 GENERAL RULES OF BEHAVIOUR AND DISCIPLINARY PROCEDURES

It shall be misconduct for a student of the University College to be involved in any of the following acts;

- a. Be insubordinate to University Authorities

- b. Address Senior members of the University College or other officials of the University in an insulting or disrespectful language
- c. Indulge in anti-social activities (e.g. Sodomy; nudity; tomfoolery, etc) while in residence or outside the campus, which tend to bring the University into disrepute.

FOR BREACHES OF ANY OF THE RULES ABOVE, THE PENALTY IS DISMISSAL

Engaging in any of the following acts constitutes an offence:

13.1 Attendance

Students are held accountable for absences resulting from late enrolment and/or registration.

It is the policy of the University College to respect statutory public holidays and accordingly, no student shall be penalised or suffer any penalties for failure to attend lectures or undertake other assignment which is organised on a public holiday.

Where necessary, the University College may hold events (including lectures and examinations) on weekends.

13.2 Possession of Firearms on Campus

SALT University College policy and Ghanaian law prohibit the possession of firearms on campus without the University College's written authorisation; consequently, possession of weapons on the premises of the University College, unless authorised by the University College, is a violation of these rules.

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

13.3 Unlawful Entry or Trespassing

Unauthorised or attempted unauthorised entry, occupation or use of any University College-owned or controlled property, equipment or facility is a violation. It is a violation to enter restricted areas of the University College, including research areas and utility tunnels. Remaining on premises after permission to remain has been revoked is also trespassing.

13.4 Media Invitations

Since the SALT campus is a private property, external media are not allowed on campus without an invitation. Members of SALT University College (including students) planning to invite media other than the University College's media to cover an event should contact the Director of Corporate & Business Strategy in advance of the event.

13.5 Other Offences

In addition to the foregoing, the following shall constitute offences and for that matter violation of the University College's rules and regulations:

1. Forgery and falsification of documents, records, examination material, or any other material used on account of the respondent being deemed a student.
2. Assault, fighting or other disorderly conduct.
3. Insulting any faculty member, staff or any person engaged by the University College.
4. Making a telephone call, text messaging, or using other media platforms on a telephone to chat with another person(s) in a class, while lectures or tutorials are ongoing.
5. Signing in on an attendance book on behalf of another student.
6. Breaking any campus security rule or openly disregarding a security directive.
7. Stealing, mutilating or otherwise damaging any asset belonging to the University College, including books.
8. Possession, use, buying or selling of illegal drugs.
9. Excessive use of alcohol that is likely to endanger the health and safety of others.
10. Threatening, offensive or indecent behaviour or language that causes distress to others.
11. Misappropriation of or damage to the property of any student or member of staff.
12. Harassment of any kind and any antisocial behaviour.
13. Contempt

13.6 Demonstrations, Rallies and Picketing

On occasion, recourse to public demonstration and protest may become, for some, a necessary and justified means of supporting their cause or position. In such cases, the University College must seek to ensure a fair and reasonable balance and coordination between two sets of rights that are brought into conflict. The first is the right of the members of the SALT University College to freely pursue their academic and vocational objectives without unreasonable obstructions or hindrance. The second is the right of the members of the community to freely communicate by lawful demonstration and protest, the position that they conscientiously espouse on vital issues of the day.

The University College endorses both sets of rights and believes that each can be fully exercised without serious damage to the other.

The rights of students to demonstrate, undertake other public protests, or go on processions on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board and in accordance with the relevant national law.

Without prejudice to the generality of the foregoing, students shall not demonstrate or undertake other public protests on any of the University College's campuses without the prior written approval of the Dean of Students. Any demonstration, public protest or similar events outside the University College's campuses shall only proceed after prior written notification is given to the Dean of Students.

The rules of the University College shall apply to any demonstration, including a rally or picketing, that takes place on or at a University College facility. Such facilities include, but are

not limited to, all University College campuses, research laboratories, maintenance shops, business offices, athletic fields, hostels, classrooms, and meeting halls.

13.6.1 Students planning a picket, protest, rally, or demonstration should contact the Dean of Students for guidance and further information.

13.6.2 Disruptive picketing, protesting, rallies or demonstrating on any of the University College's campuses or property is prohibited.

13.6.3 The University College's Clinic provides care for individuals needing uninterrupted medical services in tranquil surroundings. All picketing, demonstrations, rallies or protests are strictly prohibited in or around the University College's Clinic.

13.6.4 Protests or demonstrations that infringe upon the rights of others to peaceful assembly, orderly protest, free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the University College cannot be tolerated.

13.6.5 Picket lines that allow free passage for those who wish to pass, along with signs, banners, and peaceful assemblies, are all acceptable. However, carrying signs that, due to their construction, pose a hazard to others may not be permitted. Specifically, this means signs should be made entirely of soft materials such as cardboard or cloth, and should not be attached to rigid sticks or poles when used inside the University College.

Actions such as the following are unacceptable:

- blocking, obstructing or impeding passage of a person or vehicle;
- actions that result in bodily harm;
- erecting or placing obstructions that result in depriving others of their rights;
- burning of vehicle tires and other materials.

13.6.6 Halting a lecture, debate, or any public forum is an unacceptable form of protest. "Halting" means directly or indirectly preventing a speaker from speaking - even for a brief period of time - or seizing control of a public forum for one's own purposes.

13.6.7 In order to use space on the University College's campus for peaceful demonstration, students or groups who organise a demonstration must also comply with the following:

i. Maintain Peace and Order

The responsibility of maintaining peace and order rests at all times with the individual(s) or group(s) who organised the event. This includes the responsibility to explain to other organisational members, guests, or other demonstrators the implications for failing to comply with the University College's expectations.

Demonstrating guests are expected to follow the University College's rules and regulations. Individuals or groups who organised the event are accountable for their guests' conduct and may be subject to disciplinary action as the responsible party for violations of the University College's policy committed by their guests.

ii. Presence of University College Officials

When demonstrations are scheduled, organisers should expect University College personnel (typically, Academic Affairs and Students Support Unit and/or the University College's Security Officers) to be present for all or part of the event. This presence is often necessary to ensure the organisers' own rights are protected and the University College's regular operations and activities are not interrupted. Accordingly, University College's representatives may film, photograph or record elements of the event.

The presence of the University College's personnel should not be viewed as an effort to deter or otherwise interfere with properly approved demonstrations.

iii. Length of Demonstrations

The length of any given demonstration may vary. An approved demonstration will usually be permitted to continue until and unless the Registrar of the University College, upon consultation with Management, determines that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of any division of the University College.

In that case, the Registrar of the University College shall serve a notice to the demonstrators to bring the demonstration to an end. Where the demonstrators fail or refuse to bring the demonstration to an end and, following the notice served to that effect, the Registrar of the University College shall apply to the court for an injunction to that effect.

iv. Responsibly Conclude the Demonstration

At the conclusion of any demonstration, the organisers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to the Dean of Students immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and the replacement of property to the organisation, individuals involved, or both.

v. Self-identifying

A properly identified agent may request that individuals believed to be violating these rules identify themselves by producing their University College ID cards. Their cards will be returned immediately after the agent has recorded the individual's name and ID number.

13.6.8 Treatment of Outsiders

In accordance with the jurisdiction of these rules, any visitor, licensee, or invitee whom the delegate determines is violating these rules and who does not comply with the delegate's warning and advice may be ejected from a University College facility.

13.6.9 A person is in violation of these rules when such person, individually or with a group, is incident to a demonstration, including a rally or picketing:

- i. Engages in conduct that places another in danger of bodily harm;

- ii. Causes or clearly attempts to cause physical injury to another person;
- iii. Uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;
- iv. Uses words in a situation of clear and present danger that actually incite others to behaviour that would violate the regulations;
- v. Causes property damage or loss, or endangers property on a University College facility;
- vi. Misappropriates, damages, or destroys books or scholarly material or any other property belonging to the University College, or to another party, when that property is in or on a University College facility, and by such action causes or threatens significant educational, administrative, or financial loss;
- vii. Interferes over a very short period of time with entrance to, exit from, passage within, or use of, a University College facility;
- viii. Continues to physically prevent, or clearly attempt to prevent, passage within, or unimpeded use of, a University College facility, and thereby interferes with the normal conduct of a University College function;
- ix. Enters or remains in a University College facility without authorisation at a time after the facility has been declared closed by the University College;
- x. Enters a private office without authorisation;
- xi. Causes noise that substantially hinders others in their regular academic activities;
- xii. Interrupts a University College function, activity or event;
- xiii. Illicitly uses, or attempts to use, or makes threats with a firearm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;
- xiv. Fails to self-identify when requested to do so by a properly identified delegate or agent of the University College;
- xv. Prevents a properly identified delegate from the discharge of his/her official responsibilities under these rules;
- xvi. Fails to obey the reasonable orders of a properly identified delegate or agent regulating the location of demonstrators or others within the vicinity of a demonstration to assure unimpeded access to or use of a facility or to avoid physical conflict between demonstrators and others;
- xvii. Fails to disperse from an assembly upon order of a properly identified delegate or agent when such order results from repeated or continuing violations of these rules by members of the assembly and the delegate or agent has, by verbal directions, made a reasonable effort to secure compliance before ordering dispersal;
- xviii. Fails to disperse from an assembly upon order of a properly identified delegate or agent when such order results from serious violations of these rules by members of the assembly and the delegate so states in his order to disperse;
- xix. Shows gross disrespect to any person in the service of the University College and fails or refuses to obey lawful orders or instructions from such persons;
- xx. Aids and abets others or other groups in a violation of these rules.

13.7 Student Discipline

The continuance of each student upon the rolls of the University College, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University College.

13.7.1 Subject to the Statutes of the University College, the Governing Council, Academic Board, President, or other delegate of the aforementioned shall administer disciplinary sanctions against students found to have violated any rule or regulation.

13.7.2 Where a disciplinary offence is also subject to criminal investigation and legal proceedings, the University College may suspend the disciplinary process until the criminal investigations and legal proceedings have been concluded. The Registrar of the University College shall review the case monthly and shall determine if any action is required during the review period.

The fact that the police or other legal authorities might be unable, unwilling, or not yet able to proceed will not automatically preclude the University College from instigating its own disciplinary action, with the understanding that the respondent's response to the police or other legal authorities shall take precedence should a conflict in hearing times occur.

13.7.3 Where the student has been acquitted following legal proceedings, the University College will take into account the decision of the court. However, it may be the case that it is reasonable and within the University College's interest to pursue outstanding matters of concern to the University College that have not been addressed.

13.8 General Disciplinary Procedure

This section sets out the University College's disciplinary procedures to ensure that a student facing allegations of misconduct receives a fair hearing.

13.8.1 Pre-Hearing Procedures

i. Filing Complaints

Any student of the University College who believes a violation of the rules has been committed may file a written complaint with the Dean of Students, who shall immediately transmit the same to the appropriate Disciplinary Committee. The complaint shall state with particularity the person(s) involved, the nature of the offence, and the circumstances under which the offence may have been committed.

ii. Investigation of Complaints

Upon receipt of the complaint, the Disciplinary Committee shall conduct such investigation into the matter as it deems fit.

iii. Respondent's Right to an Adviser

A respondent may be assisted in his or her defence of charges of a violation by an adviser of his or her choice from within or without the University College. The adviser may be a lawyer.

13.8.2 The Hearing of Charges

i. Presentation of Charges

An officer of the University College not below the rank of Assistant Registrar shall be responsible for the presentation of charges at the hearing.

The responsible Officer, who may be assisted by a lawyer from within or without the University College, shall produce all evidence and call all witnesses in support of the charges at the hearing of any complaint or allegation against any student or faculty of the University College. The respondent and/or his/her adviser may examine any evidence and cross-examine any witnesses.

i. Presentation by the Respondent

Following presentation by the officer, the respondent and his/her adviser may produce evidence and indicate witnesses in his/her defence if relevant.

ii. Rules of Procedure

The Disciplinary Committee of the University College shall have wide discretions in the determination of its rules of procedure in particular cases provided howsoever that any procedure adopted shall not violate the rules of natural justice and the 1992 Constitution of Ghana.

iii. Record of the Hearing

The Disciplinary Committee shall keep a record of the hearing in a manner as it shall determine. Unless the hearing has been closed at the request of the respondent, the record of the hearing shall be a public record.

iv. Open Hearing

Unless a closed hearing is requested by the respondent, the hearing may be open to members of the University College community except that the Disciplinary Committee may impose reasonable limits on the number of persons admitted. For the avoidance of doubt, the Disciplinary Committee may exclude witnesses from attendance at the hearing, and may close the hearing if it is disrupted by disorderly behaviour of the participants or spectators.

v. Attendance of Witnesses: Testimony by Respondent

Members of the University College community, subject to these rules are compelled, under penalty of disciplinary action under these rules, to appear as witnesses if summoned by a Disciplinary Committee. Failure to appear shall constitute a violation provided there is proof of notice. The respondent is compelled to attend the hearing under penalty of suspension, and he/she may be a witness only if he/she freely consents to be.

vi. Contempt Procedures: Disruptions

The Disciplinary Committee may find a person who fails to obey a proper order of the Committee during the hearing in contempt of the rules. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Committee, the Committee may proceed to find the person in contempt of the rules. The Committee may hear and decide cases of contempt by summary proceedings during hearings.

Where the person found in contempt is a respondent, he/she shall be subject to a warning, and any further contempt, including further disruption, will lead to his/her suspension. The penalty for being twice found in contempt shall be suspension, in accordance with these rules.

If the person found in contempt is not a respondent, he/she shall be subject to warning and shall be asked to leave the hearing. The Committee shall warn the party that if they do not leave, they will be suspended. Failure to leave at this time shall mandate a suspension in accordance with these rules. If a disruption occurs, the Committee may:

- a) order a recess and reconvene;
- b) reconvene at an alternate place;
- c) reconvene and limit the number of spectators;
- d) reconvene and exclude designated spectator participants in the prior disorder;
- e) reconvene in a closed hearing, provided that members of the University College and news media shall be excluded only on request of the respondent, save when an individual reporter acts obstreperously, in which case the Disciplinary Committee may admit a replacement for him.

vii. Status of Respondent during Proceedings

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

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

A student's transcript shall not be withheld during the pendency of hearings, but the transcript shall be issued with a notation thereon of the pendency of the hearing and the possibility of sanctions if the respondent is found guilty of a violation of the rules.

Where the proceedings end and the said student is found not guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.

The requirement of the notation may be waived at the discretion of the Dean of Students, in conjunction with Management provided however, that where the proceedings end and the said student is found guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.

viii. Decision of the Disciplinary Committee

The Disciplinary Committee promptly after the conclusion of the hearing shall prepare and send to the Academic Board its decision and recommendation(s) for the Academic Board's final decision. The Academic Board may vary the Disciplinary Committee's

recommendations as it deems it fit. The Academic Board may also take any other disciplinary measures deemed appropriate.

ix. Decision of the Academic Board

Decisions reached by the Academic Board shall be immediately communicated to the appropriate officer of the University College who shall proceed to communicate the decision of the Academic Board to the respondent within a period of two calendar weeks.

14.0 SANCTIONS

Sanctions comprise the following penalties for violation of these rules:

14.1 Reprimand

A reprimand indicates that a student's behaviour is inappropriate for a member of the University College. A notice of reprimand shall be maintained in the student's personal file for one year and would serve as a basis for further sanctions should subsequent violations occur. If there are no further violations within that one-year period, the notice of reprimand is destroyed.

14.2 Warning

A warning states that future violations will be treated more seriously. It in no way limits consideration for, or receipt of any benefit for which the student may be eligible. Upon notification by the proper authority, a notice of warning shall be maintained in the student's personal file and would also serve as a basis for further sanctions should subsequent violations occur.

14.3 Suspension

A student who has been suspended is not permitted to continue his/her association with the University College or reside in one of the University College's residential facilities during the period of suspension, nor may he/she receive a leave of absence of any kind.

The period of suspension shall be for not less than one trimester or its equivalent in the case of students in the modular stream. Upon notification by the appropriate authority, there shall be entered on the student's record the notation: "Suspended, (date)." Should the student subsequently resume, there shall be entered on the student's record the notation: "Resumed, (date)." The notation on the student's record in the case of suspension is permanent. Where a suspension may lead to a student exceeding his/her status of limitation, a Disciplinary Committee shall recommend a dismissal of the student.

14.4 Dismissal

When a student is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by an act of clemency granted by the Council.

Upon notification by the appropriate authority, there shall be entered on the student's record the notation: "Dismissed, (date)." Should the student be subsequently readmitted, upon notification

from the proper authority, there shall be entered on the student's record the notation: "Readmitted (date)." The notations on the record are permanent.

14.5 Violations and Sanctions

A student who is found guilty of a violation of these rules after a disciplinary hearing shall be sanctioned by the University College based on the gravity of the offence as indicated in the table below. The range of penalties below is to serve as a guide to ensure appropriateness of penalty in relation to the offence as well as relative consistency in disciplinary action throughout the University College. The fact that a particular offence is not listed below does not mean that a student cannot be punished for that offence.

Students found guilty of violation of these rules may also be referred to the University College's Counselling Centre to be put on a structured counselling programme.

14.6 Table of Sanctions

OFFENCE	SOURCES	SANCTIONS		
		1st Offence	2nd Offence	3rd Offence
OFFENCES RELATING TO EXAMINATION MISCONDUCT				
General Acts of Indiscipline	Talking, eating, drinking of alcohol whilst in the examination room	Reprimand	Warning	Suspension for one academic year.
	Possession of any books, notes, bags, cellular phone, any electronic devices, or any other material that has not been authorised.	Suspension for one (1) academic year and cancelation of paper Cancellation of the candidate's particular paper(s). Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination.	Dismissal	-
	Unauthorized possession of a spare examination booklet or answer sheet	Suspension for one (1) academic year and cancelation of paper	Dismissal	-
	Verbal attack on examination officials	Suspension for one (1) academic year and cancelation Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero	Dismissal	-

		(0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two trimesters.		
	Refusal to fill or sign examination misconduct form	Suspension for one (1) academic year and cancelation of paper	Dismissal	-
	Physical assault of Invigilator, Mentor or any other person	Dismissal	-	-
Cheating	From textbooks, handouts notes, journals, electronic devices etc.	Suspension for one (1) academic year and cancelation of affected paper . In addition, Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination	Dismissal	-
	Student copying from fellow student.	Suspension for one (1) academic year and cancelation of affected paper In addition, Candidate(s) shall earn	Dismissal	-

		a mark of zero (0) for paper and therefore shall be deemed to have failed the examination		
	Assisting a fellow student to answer question(s) or allowing themselves to be copied and/or passing pieces of paper(s)	Suspension for one (1) academic year and cancelation of affected paper In addition, Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination		
	Exchange of question paper or answer scripts during examination	Suspension for one (1) academic year and cancelation of affected paper In addition, Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination	Dismissal	-
	Jotting of items(s) relevant to the examination on pieces of paper, parts of the person, desk, handkerchief, ruler, registration slip, calculators, money, etc.	Suspension for one (1) academic year and cancelation of affected paper In addition, Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination	Dismissal	-
	Deliberate writing of examination outside official	Dismissal	-	-

	examination venue			
Examination Leakage	Emanating from students a. Possession of live questions b. Prepared answer booklets	Dismissal	-	-
Unregistered Students	Writing of examination without proper registration	Examination booklet will not be marked and credit shall not be awarded for paper(s)	Studentship shall be withdrawn	-
Impersonation	Where student (A) attempts to write an exam for student (B).	Dismissal for both students A and B and both students handed over to the police for criminal prosecution.	-	-
	Where an external person attempts to write an exam for a student.	Dismissal for the student and both parties handed over to the police for criminal prosecution.	-	-
Acts of Contempt	Failure of student(s) to report when summoned by a Disciplinary Committee	Warning and a letter of apology to the Committee Members	Suspension for one (1) academic year and the student will also be tried in absentia and punished accordingly	Dismissal
	Rudeness to members of a Disciplinary Committee during interrogation	Warning and a letter of apology to the Committee Members		
	Acts meant to prevent the cause of justice, hiding of useful information, lying etc.	Suspension for one (1) academic year	Dismissal	-

	Destruction of evidence(s) and or exhibits by students	Suspension for one (1) academic year	Dismissal	-
Fabrication of data	Falsifying data collected on field for Dissertation	Cancellation of candidate's result		
Plagiarism	Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement	Cancellation of candidate's Long Essay/ Project/ Thesis		
OFFENCES RELATING TO UNRULY BEHAVIOUR				
Traffic Offences	Reckless driving on campus and driving above the approved speed limit	Warning	If other charges of misconduct accompanying the offence, then offender shall in addition be suspended for one (1) academic year	Dismissal
	Reckless driving on campus and driving above the approved speed limit resulting in injury/damage of property	Suspension for one (1) academic year and surcharge of the cost of damage and student handed over to the police for criminal prosecution.	Dismissal	-
	Forging of parking sticker	Suspension for one (1) academic year and student handed over to the police for criminal prosecution.	Dismissal	-

	Parking at unauthorised places	Clamping and Payment of fine	Reprimand and revoking parking rights	Warning
Other unruly behaviours	Disturbance of peace of any kind anywhere on campus	Warning	Reprimand and written apology	Suspension for one (1) academic year.
	Defacing University College building in any way	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
	Talking on phone or surfing on social media while lectures are in progress	Warning	Reprimand	Suspension for one (1) academic year.
	Selling of items in the lecture room and on campus	Warning	Reprimand	Suspension for one (1) academic year.
OFFENCES RELATING TO INDECENT BEHAVIOUR				
Indecent behaviours	Defecating outside	Warning	Reprimand	Suspension for one (1) academic year.
	Urinating outside designated area	Warning	Reprimand	Suspension for one (1) academic year.
	Littering	Warning	Reprimand	Suspension for one (1) academic year.

	Indecent dressing (dressing that will unduly expose vital parts of the body)	Warning	Reprimand	Suspension for one (1) academic year.
	Making overt sexual gestures	Warning	Suspension for one (1) academic year.	Dismissal
	Crossing of Lawns	Reprimand	Warning	Suspension for one (1) academic year.
OFFENCES RELATING TO VANDALISM				
Acts of Vandalism	Wilful damaging or destruction of Institute property or property of a member of the Institute	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
OTHER OFFENCES				
Other offenses	Pilfering	Warning	Suspension for one (1) academic year	Dismissal and hand over to police for criminal prosecution
	Stealing	Dismissal and hand over to police for criminal prosecution	-	-
	Moving chairs and tables from lecture rooms for private use and not returning them	Reprimand	Warning	Warning and a bond of good behaviour

	Indiscipline	Warning	Suspension for one (1) academic year	Dismissal
	Threatening	Suspension for one (1) academic year and hand over to police for criminal prosecution	Dismissal	
GROSS MISCONDUCT				
	Fighting	Dismissal and hand over to police for criminal prosecution	-	
	Assault	Dismissal and hand over to police for criminal prosecution	-	
	Fraud (Sakawa, 419 etc.)	Dismissal and hand over to police for criminal prosecution	-	
	Membership of a Secret cult on campus	Dismissal and hand over to police for criminal prosecution	-	-
	Illegal possession of firearms	Dismissal and hand over to police for criminal prosecution	-	-

	Possession, use, buy and sell of illicit drugs	Dismissal and hand over to police for criminal prosecution	-	-
	Kidnapping	Dismissal and hand over to police for criminal prosecution	-	-
	Burglary	Dismissal and hand over to police for criminal prosecution	-	-
	Rape/Sexual assault	Dismissal and hand over to police for criminal prosecution	-	-
	Arson	Dismissal and hand over to police for criminal prosecution	-	-
	Murder	Dismissal and hand over to police for criminal prosecution	-	-

15.0 CHANGES IN REGULATIONS

Every reasonable effort has been made to ensure the accuracy and completeness of the information at the time of publication. However, the Sundoulos Advanced Leadership Training (SALT) University College reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Student Handbook without prior notice.

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

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