



**SHIV-INDIA INSTITUTE
OF MANAGEMENT AND TECHNOLOGY
(SIIMT)**

STUDENTS HANDBOOK

2019-20

Handbook of Norms

Undergraduate/Postgraduate Students

SIIMT

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1. INTRODUCTION

Shiv-India Institute of Management and Technology (SIIMT College) offers a **4 Year First Degree Program - BSc. -IT** (in affiliation with the University of Cape-Coast, UCC). The SIIMT is accredited by **Ghana Tertiary Education Commission (GTEC)**, Ministry of Education, and Registered with **Council for Technical and Vocational Education and Training (CTVET)** a national body, **Republic Of Ghana**, with **Registration Number REG13 /8 /1**

2. VISION STATEMENT

"To be a Leading Provider of Advanced ICT and Business Management Programmes at the Highest Qualification level in Ghana and in West Africa."

3. MISSION STATEMENT :

"To Transform our Students to meet Global Industry driven demands with the most comprehensive current Practical Knowledge of ICT and Business Management Educational Programmes for the Global Market."

4. PREFACE

- 4.1 This handbook is for the students to acquaint themselves with how the SIIMT will be organizing this programme, the roles expected of the students who will be undergoing this programme.
- 4.2 Rules and Regulations affecting the students shall be made by the SIIMT's Academic Board in accordance with the Statutes of the UCC and promulgated by the Vice-Chancellor.
- 4.3 These Rules and Regulations apply to and are binding on all students. Ignorance of the rules or regulations or any public notice shall not be accepted as an excuse for any

breach of them and prevent the enforcement of any approval sanctions.

- 4.4 Every student, on enrollment, shall be required to obtain a copy of such Rules and Regulations as are, for the time being, in force.
- 4.5 All cases of breach of discipline shall attract sanctions which may involve a fine, suspension or dismissal. The SIIMT's Academic Board shall be the ultimate authority on all disciplinary matter.
- 4.6 Students are expected to maintain discipline and courtesy and refrain from actions likely to cause embarrassment to the SIIMT and the UCC.

5 PROGRAMME STRUCTURE ::

5.1 Course Structure

a) Bachelor of Science- Information Technology (BSc. IT)

Core Courses codes starts with UWC (University wise Courses) and UWF (University wise French) Foundation Courses fixed up to level 200, Elective Courses Starts in Level 400 and denoted with (E)

Level -100				
Semester - I				
Code	Name of the Subject	Lecture	Tutorial/ Practical	Total Credit
UWC 101	Communication Skill – I			3
UWF 101	Foreign Language French			3
BIT101	Introduction of Information Technology			3
BIT103	Basics of Accounting			3
BIT105	African Studies			3
BIT107	Calculus- I			2
				17
Semester - II				
Code	Name of the Subject	Lecture	Tutorial/ Practical	Total Credit
UWC102	Communication Skill – II			3
BIT102	Logic and Critical Thinking			3
BIT104	Fundamentals of Programming			3
BIT106	Basic Digital Electronics			3
BIT108	Principle of Microeconomics			3
BIT110	Calculus- II			2
				17
Level -200				
Semester - I				
Code	Name of the Subject			Credit
BIT201	Computer Organization and Architecture			3
BIT203	Object Oriented Programming – I			3
BIT205	Statistics and Probability			3
BIT207	Data Structure & Algorithm			3
BIT209	Principle of Management			3
BIT211	Linear Algebra			3
				18
Semester - II				
Code	Name of the Subject			Credit
BIT202	Data communication –I			3
BIT204	Object Oriented Programming – II			3
BIT206	Operating System Concepts			3
BIT208	System Analysis and Design			3
BIT210	Web Technology-I			3
BIT212	Database Management System			3
				18

Level –300				
Semester – I				
Code	Name of the Subject	Lecture	Tutorial/ Practical	Total Credit
BIT301	Data communication –II			3
BIT303	Software Engineering			3
BIT305	Computer Graphics			3
BIT307	Web Technology-II			3
BIT309	Programming with VB.Net			3
BIT 311	Organization behavior			3
	Total			18
Semester – II				
Code	Name of the Subject			Credit
BIT302	Management Information System			3
BIT304	Human Computer Interaction			3
BIT306	Data Warehousing and Data Mining			3
BIT308	Mobile Application Development			3
BIT310	Research Methods in Computing			3
BIT312	Mobile Computing Technologies			3
				18
Level – 400				
Semester I				
Code	Name of the Subject	Lecture	Tutorial/ Practical	Total Credit
BIT401	Network and Systems Administration			3
BIT403	Computer and Communication Security			3
BIT405	IT Entrepreneurship	core		3
	Business Intelligence and Data Analytics	Elective		3
	Game Applications Development	Elective		3
	Advanced Database Systems	Elective		3
BIT413	Project-I			3
				15
Semester II				
Code	Name of the Subject			Credit
BIT402	Emerging Business Technologies	core		3
BIT404	IT Project Management	core		3
BIT406	Ethical and legal Issues in Computing	core		3
	Embedded System	Elective		3
	IT Services Management	Elective		3
	e-business & e-commerce	Elective		3
BIT414	Project - II	core		15

ELECTIVE OPTIONS

LEVEL – 400 SEMESTER –I

BIT407	Business Intelligence and Data Analytics
BIT409	Game Applications Development
BIT411	Advanced Database Systems

ELECTIVE OPTIONS

LEVEL – 400 SEMESTERS-II

BIT408	Embedded System
BIT410	IT Services Management
BIT412	e-business & e-commerce

DURATION OF STUDY

The institute operate a standard four-year undergraduate degree programme based on the successful completion of Senior High School Education. However, students may be admitted directly to Second Year (level 200) or third Year (Level 300) depending on the assessment and recognition of their prior learning. In effect, the Institute has the following programme by duration:

- a. Four-year degree programme (120 -141 credits)

6 CREDIT WEIGHTAGE FOR COURSES:

Each Course in the university is given a value (weight) on the basis of the number of contact hours (theory, practical's or field / studio work) as follows:

- i. One (1) hour lecture is equivalent to one (1) credit hour.
- ii. Two (2) to three (3) hours practical are equivalent to one (1) credit hour.
- iii. Four (4) hours practical are equivalent to two (2) credit hours.

Minimum and Maximum Load

The minimum course load for a full-time student is 18 credit hours and maximum of 21 credit hours in a semester. However the minimum and maximum credit hours peculiar to certain programmes approved by SIIMT Academic Board.

7 ADMISSION REQUIREMENTS: LEVEL 100

Category A: Post Senior High School (SHS) Candidates

- i. **Senior Secondary School Certificate Examination (SSSCE)**
The candidates must have credit passes (A - D) in six (6) subjects with an overall aggregate of 24 or better. Three of the six subjects must be core subjects (including English Language, Mathematics and either Integrated Science or Social Studies), and three must be in electives relevant to the candidate's proposed programme of study.
- ii. **West African Senior School certificate Examination (WASSCE)**
The candidate must have credit passes (A1 - C6) in six (6) subjects with an overall aggregated of 36 or better. Three of the six subjects must be core subjects (including English Language, Mathematics and either Integrated Science or Social Studies), and three must be in electives

relevant to the candidate's proposed programme of study.

iii. General Certificate of Education (GCE)

Holders of the General Certificate of Education (GCE) Advanced Level (obtained not more than three years before the time of application) must, in addition to credit passes in five (5) GCE 'O' Level subjects (including English and mathematics), have, at least, three (3) passes in the relevant subjects.

iv. General Business Certificate Examinations

Applicants with GBCE results should have credit passes (A - D) in six (6) subjects comprising three (3) core subjects including English Language and Mathematics plus three (3) relevant elective subjects.

v. International General Certificate of Secondary Education (IGCSE)/International Baccalaureate (IB)

Holders of the IGCSE/IB must possess at least Grades A*/A-C in English, Mathematics and Biology at the Standard (SL)/'O' Level, in addition to three Higher Level (HL-A to C)'A' Level (A to D)/IB2 (A - C) grades in the relevant subjects.

vi. Admissions through Mature Students' Entrance Examination.

i) The candidate must be at least 25 years old by the time of application. A certified copy of birth certificate is required. The date issues should not be less than five years from the date of the completion of the admission form.

ii) The candidate must have GCE "O" level or SSCE/WASSCE credit passes in English Language and Core Mathematics. Candidates who do not have the required 'O' Level/SSSCE/WASSCE passes will be required

to take Special Entrance Examination paper in the two subjects.

- iii) Candidate must take the Mature Students' Entrance Examination which consist of an Aptitude Test, English Language and Mathematics.
- iv) Candidates must pass all papers in the Mature Entrance Examinations will be ranked and those who fall within the approved quota will be invited for interview.

CATEGORY B: LEVEL 200/300

i) Professional Certificate and Tertiary Level Diploma Holders

The level of placement of professional certificate and tertiary level diploma holder will depend on the assessment to their certificates or diplomas in relation to the programme desired. The general guidelines are as follows:

- i) All professional certificates and tertiary level diploma holders must be accompanied with transcripts showing a minimum of Credit pass. Placement is Level 200
- ii) Holders of SIIMT (and UCC) diploma: A minimum of Second Class Lower is Level 200 or 300.
- iii) HND Candidates: The level of placement of candidates will depend on the match between the content of the diploma of SIIMT programme. Where there is a good match, a minimum of Second Class Division is required for admission to level 300. Where the match is not good the candidates is admitted to level 200.

CATEGORY C: FOREIGN STUDENTS

In the case of foreign students, their equivalent qualifications may be considered for admission by the Ghana Tertiary Education Commission.

8 ATTENDANCE LECTURES:

8.1 The University attaches great importance to adequate exposure of students to course content and the benefits of the classroom interaction among lecturers and students. Accordingly, students are required to attend all classes, tutorials, seminars, field work and laboratory practical sessions and other prescribed activities.

Lecturers shall print out names of all students who have registered for their courses. Such list shall be used to check class attendance.

8.2 A student who absents him/herself for a continuous period of 3 lectures shall be cautioned by the Head of Department.

8.3 A student who absents him/herself for a cumulative period of 21 days from lectures, tutorials, practical and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the programme. Such a student shall not be permitted to write the end of semester examinations in the course.

9 PROGRESSION FROM SEMESTER TO SEMESTER

9.1 Any student re-sitting any failed/trailed courses shall pay examination fee per paper, as decided by Academic Committee.

9.2 Conditions for Probation

- 9.2.1 A continuing student (Level 200 student) who fails a total of four (4) courses but attains a minimum CGPA of 1.0 shall be placed on probation for one academic year during which he/she must repeat the failed courses (if they are compulsory or replace the courses if they are not compulsory). Such students will be referred to as External Candidates.
- 9.2.2 A student on probation will be assumed to be repeating the programme.
- 9.2.3 A student cannot be on probation more than once during his/her programme.
- 9.2.4 A student on probation who fails to pass all his/her failed courses or fails to obtain the minimum CGPA of 1.0 shall be withdrawn.

9.3 Re-Admission Fee For Students on Probation (External Candidates):

- 9.3.1 The external candidate shall pay a re-admission fee which shall be determined by the Academic committee from time to time.
- 9.3.2 The external candidate shall register for the failed courses to the advertised time for the normal registration in the semester.

10 SUPPLEMENTARY EXAMINATION:

A student who is unable to take the end of semester examination or grounds of ill-health shall, on application to the Academic Head, copied to the Head of the department and on the provision of a medical certificate(s) issued or endorsed by a medical Officer of a Government Hospital or an authorized Medical Officer, shall be allowed to take supplementary examinations as his/her main examination with the fees for supplementary Examination.

11 ASSESSMENT PROCESS:

11.1 Assessment of a student's performance shall be by a combination of continuous assessment and end of semester examination.

11.2 The weightage for two modes of assessment are as follows:

- i) Continuous Assessment = 40%.
(Class Assignment / Test / Quizzes / Project work / Team papers etc)
At least two are required per semester.
- ii) End of semester Examination = 60 %.

11.3 A Student who does not earn a Continuous Assessment mark does not qualify to take part in the End of Semester Examinations.

12 GRADING SYSTEM:

12.1 Tabular Presentation of Grading System

A student's performance in a course shall be graded as follows:

Grading System

Grade	Mark	Grade Point	Description
A	80 - 100	4.0	Excellent
B+	75 - 79	3.5	Very Good
B	70 - 74	3.0	Good
C+	65 - 69	2.5	Average
C	60 - 64	2.0	Fair
D+	55 - 59	1.5	Barely Satisfactory
D	50 - 54	1.0	Weak Pass
E	0 - 49	0	Fail
IC	-	-	Incomplete
X	-	-	Disqualified

Z	-	-	Examination Malpractice
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12.2 **Incomplete Grade**

12.2.1 An Incomplete Grade (IC) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Department and Faculty Boards as satisfactory.

12.2.2 Such a student shall be expected to complete the course by taking at least one continuous assessment and supplementary examination.

12.3 **Disqualification**

Grade X shall be awarded to a student who is unable to complete a course(s) for reasons adjudged by the Department and Faculty Boards as unsatisfactory.

12.4 **Examination Malpractice**

A **Grade Z** shall be awarded to a student who involves him/herself in an examination malpractice or related offence, and shall be awarded whenever it is established that a candidate attempted to gain an unfair advantage in an examination, be it an End-of-Semester Examination or any other paper.

A **Grade Z** shall be awarded only by the Faculty Board with subsequent approval by the Academic Board. A candidate awarded a Grade Z shall be debarred from taking any of the University's examinations for a stated period, or indefinitely, or may be expelled from the University.

12.5 Classification of Certificate, Diploma and Degree

Bachelor's Programme

Degree Programme

Class Designation	CGPA
First Class	3.6 – 4.0
Second Class (Upper Division)	3.0 – 3.5
Second Class (Lower Division)	2.5 – 2.9
Third Class	2.0 – 2.4
Pass	1.0 – 1.9
Fail	Less than 1.0

12.6 Computation of Grade Point Average (GPA)- As per the University Rule please visit www.schoolgh

13 TIME LIMIT FOR COMPLETION OF PROGRAM:

Programme	Minimum Duration	Maximum Duration
2 year Top Up	2 Year	4 Year

A student who is unable to complete the degree programme within the time limit ceases to be a student.

14 REQUIREMENT FOR GRADUATION:

The following requirements should be satisfied before graduation.

- i) Pass all subjects.
- ii) Obtain a minimum of credits as per UCC rule
- iii) Attain a minimum of Cumulative Grade Point Average (C.G.P.A.) of 1.0;
- iv) Settle all financial and other obligations to the university;

- v) The student should be in good standing, not barred for disciplinary reasons.

The SIIMT Academic Board / University reserve the right to make curricula change (add and/or delete courses) and require students to meet the new courses requirements. But as a rule, the student will be required to follow the curriculum in force at the time he or she was admitted to the university.

15 TRANSFER OF CREDITS:

Transfer of credit is essential in order to add flexibility to the programmes and make for upward mobility. The institution shall credit an applicant for higher programme with previously accrued credits.

15.1 The institution may grant exemption from certain course in previous programmes to candidate applying for the next higher program.

15.2 A student transferring a program from one university to the SIIMT College shall accumulate a minimum of 60 credits over a period of four semesters as a full time student of the SIIMT College before he/she shall become eligible for graduation.

15.3 A student of the SIIMT College can also transfer his/her credits to any other university.

16 DEFERMENT:

16.1 Before Commencement of program

An applicant offered admission but who desire to commence study in a year other than that in which an offer has been made shall be required to apply afresh for admission. That is, a fresh student cannot defer his/her program.

16.2 On ground of ill-Health

An application for deferment must be made and approved by the Academic Head. Subject to the approval, a medical certificate issued by a medical officer of a government hospital or a recognized medical officer must be presented as an evidence of ill-health.

16.3 On ground other than ill-health

Continuing students who, due to various reasons, wish to defer their programmes should first consult their heads of department/Academic counselor for advice. He/she shall then apply officially to the Academic Head through Heads of Department.

The student must first pay one half of the registration fee and register to become a bona fide student of the University and defer the program. On resumption, the student should pay the difference of the new fees and the amount paid before deferment.

16.4 Maximum period for deferment

- i) A student may defer his/her programme but may not defer for more than four continuous semesters, provided that the maximum period allowed for the completion of the program is not exceed.
- ii) A student who defers his/her programme for more than four (4) continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may re-apply for fresh admission into the university.
- iii) In all cases of deferment of examination(s) or programme(s), written permission should be obtained from Academic Head.

17 APPEAL

17.1 Request for review/remarking

A candidate who is not satisfied with the results of any university Examination affecting him/her may request for review/re-marking by submitting an application to the Academic Head, and pay the appropriate re-marking /review fee. The paper should be remarked by a lecture outside the SIIMT system.

17.2 21-Day Deadline

An application for review/re-marking shall be submitted to the Academic Head not later than Fifteen [15] days after the release of the said result and shall state the grounds for remarking. No action shall be taken on an application which is submitted outside the stipulated 15-day period. Re-marking shall not proceed unless remarking fee is fully paid.

17.3 The result of the re-marking should be considered by the faculty and recommendations submitted to academic board for ratification.

17.4 If the student wins his/her appeal, the re-marking fee shall be refunded to him/her. However, if it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic board may prescribe appropriate sanctions against the complainant.

18 LONG ESSAY/PROJECT WORK:

18.1 Acknowledging source of information

Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and acknowledge your source.

Do your own work. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious change against you.

Never fabricate data, citations, or experimental results. Many professional careers have ended in disgrace; even years after the fabrication first took place.

18.2 Submission of long essay/Project work

Long essay/project work wherever applicable, shall be submitted for assessment not later than 14 days from the date of the end of this programme.

In default, the candidate shall be asked to submit the dissertation/project work in the following semester and shall be treated as repeat examination with all its implications.

19 ACADEMIC TRANSCRIPT

19.1 Transcripts shall reflect all courses taken or attempted by the student and grades earned.

19.2 Students who want to obtain their transcript shall apply to the Academic Head on the payment of the appropriate prescribed fees.

19.3 Official transcripts to overseas institutes shall attract fees in USD or its equivalent in Ghana Cedi (GH¢)

20 STUDENT FEEDBACK EXERCISE

Student feedback on teaching is an important element of the university quality assurance process to ensure accurate assessment of teaching, mass participation by students in this feedback exercise usually essential. The online and hardcopy student feedback exercise usually begins two weeks before the start of the examination period and by 12 noon on the day before the first day of the examination period.

21 ACADEMIC COUNSELLING

Every registered student will be assigned an academic counselor who should be the first to be consulted in case the student a problem of academic nature. It is responsibility of the student to seek advice when there is a problem though the counselor may invite the student whenever the need arises.

In addition, the university has counseling Centre that addresses both academic and non-academic of students.

22 EXAMINATION:

The following rules and regulations will govern the conduct of all examinations in the university. It is the duty of all concerned to acquaint themselves with them.

- i. A student who does not fulfill the continuous assessment requirement of course does not qualify to take the end of semester examination in that course.
- ii. It is responsibility of the candidate to find the examination room well in advance and to be seated, at least, fifteen minutes before the commencement of any examination paper.

- iii. A candidate arriving thirty minutes after the start of a paper may be refused entry into the first half-hour of the period allowed for a paper or enter the examination room after the first half-hour, any exception to this rule must be reported in writing to the relevant Head of department.
- iv. Candidates are required to use their index numbers throughout the examination.
- v. Under no circumstances must a candidate name be written on any part of the answer book provided. Candidate who fails to comply with this regulation will be penalized.
- vi. Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- vii. Candidate may be required at any time to establish their identity.
- viii. No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
- ix. Smoking is not allowed in the examination room.
- x. There shall be no communication whatsoever between candidates during the examination. A candidate may attract the attention of the invigilator by raising a hand.
- xi. No mobile phone, radio programmable calculator or any other communication equipment or media are to be taken into the examination room. Failure to comply may lead to confiscation of the gadget.
- xii. Any irregular conduct on the part of the candidate such as copying from another or from prepared notes may result in the cancellation of his/her examination paper and or more severe penalty.
- xiii. Candidate should not remove from the examination room any unused material (e.g. answer booklets or part thereof, supplementary answer sheets, graphs sheets, drawing paper) supplied for examination. Candidate may, however,

retain their question paper except the rubrics state otherwise.

- xiv. A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet. Such candidate shall not be allowed to return to the examination room.
- xv. Candidate should not in any way interfere with the stapling of answer booklet. Any complaints about the answer booklet should be brought the attention of the invigilator.
- xvi. A breach of any of the foregoing regulation made for the conduct of university examinations may attract one or more of the following sanctions.
 - a) a reprimand
 - b) loss of marks,
 - c) cancellation
 - d) withholding of results for a period
- xvii. In addition, Grade Z shall be awarded whenever it is established that a candidate gained an unfair advantage in an examination. Further sanction may include.
 - a) Being barred from university examinations,
 - b) Suspension from university
 - c) Expulsion from university

22.1 Qualifying to write university examinations:

A candidate shall qualify to write a university examination if:

22.1.2 The student has registered for approved course.

22.1.3 The student has presented him/herself for not less than 75% of the total number of hours for the course.

22.1.4 He/she has continuous assessment marks for relevant subject areas.

22.1.5 He/she is not under suspension from university.

22.1.6 A student has not absented him/herself for a cumulative period of 21 days from lectures, tutorials, practical and other activities prescribed for any course in any semester.

22.2 Examination timetable, venues and seating arrangements

22.2.1 Examination timetable

It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.

22.3.1 Approved Venues

Examinations will take place at approved venues indicated on the timetable.

22.4 Students Identity Card

22.4.1 Identity card of students will be inspected during examinations. Candidates are, therefore, requested to display their identity cards on their tables for inspection by invigilation officers.

22.4.2 Candidates who have misplaced their identity cards should report to the Academic Head for replacement before the examination.

22.4.3 Candidates who have no evidence of any SIIMT identity cards will not be allowed to take the examination.

22.5 Entering and Leaving Examination rooms

22.5.1 It is the responsibility of the candidate to be seated at least 15minutes before the commencement of any examination.

22.5.2 A candidate who arrives 20 minutes after commencement of paper may not be allowed to write an examination.

22.5.3 No book, paper, written information, bag, mobile phone, organiser, programmable calculator are to be taken into the examination room.

22.5.4 Candidate may leave the examination room temporary, but only with the permission of the invigilator. In such cases,

the invigilator will be required to certify that the candidate does not carry on him/her any unauthorised material. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily.

- 22.5.5** Candidate should spend a minimum of 20 minutes in the examination room before submitting examination scripts.
- 22.5.6** A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator/invigilation assistant who shall collect the candidate booklet before he/she permitted to leave.
- 22.5.7** Candidate who falls ill in the examination room should inform the invigilator for appropriate action to be taken.

22.6 Procedures during Examination

- 22.6.1** Candidates are required to use their index numbers and not their name throughout the examinations. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers. Failure to comply will result in a candidate being penalized.
- 22.6.2** Candidates must ensure that they sign the examination attendance sheet.
- 22.6.3** Borrowing of materials such as pen, pencil eraser, ruler and calculator will not be allowed in the examination room.
- 22.6.4** There shall be no communication whatsoever between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising a hand.
- 22.6.5** Candidate would be told by the invigilator when to start answering questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.

- 22.6.6** At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- 22.6.7** As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the invigilator's assistant before they leave the examination room. Candidates have a personal responsibility for ensuring that their answer books are collected by invigilator's assistant.
- 22.6.8** No unused material should be removed from the examination room. Candidates may however, retain their question paper except the rubrics state otherwise.
- 22.6.9** No part of the answer book may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

23 ABSENCE FROM EXAMINATION:

- 23.3.1** Any candidate who fails to attend any or part of examination shall be deemed to have failed the examination.
- 23.3.2** The following shall not be accepted as reason for being absent from any examination.
- i. Miss-reading the timetable
 - ii. Forgetting the date or time of examination
 - iii. Inability to locate examination hall/room/venue
 - iv. Oversleeping
 - v. Loss of a relation
 - vi. Pregnancy
 - vii. Inability to find transport to the examination venue

- 23.4** In case of absence from an examination through ill-health, the candidate must submit a relevant medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within 14 days after the day of examination.
- 23.5** It is the responsibility of the candidate to arrange with his/her doctors for any medical evidence to be certified by the officer-in-charge of the university clinic to be sent to the Academic Head.
- 23.6** In case of absence from an examination due to serious causes other than ill-health, the candidate must submit to the Academic Head, a written explanation of his/her absence and evidence of the cause, where possible.

24 EXAMINATION OFFENCES:

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

- 24.3** Any knowledge or possession of examination questions before the examination.
- 24.4** Possession of unauthorised materials related to the examinations, and likely to be used during examinations.
- 24.5** Copying from prepared notes or from a colleague's script during examination.
- 24.6** Persistently looking over other candidate's shoulders in order to cheat.
- 24.7** Impersonating another candidate or allowing one self to be impersonated.
- 24.8** Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate

- 24.9** Consulting or trying to consult during the examination any book, notes or other unauthorized materials.
- 24.10** Persistently disturbing other candidates or detracting their attention.
- 24.11** Verbal or physical assault on an invigilator over alleged examination offence.
- 24.12** Destroying materials suspected to help establish cases of examination malpractice.
- 24.13** Writing after examination has ended.
- 24.14** Fabrication of data and claiming to have carried out experiments, observations, interviews or any sort of research which have not, in fact, been carried out or claiming to have obtained results which have not, in fact, been obtained.
- 24.15** Plagiarism - copying another's work and pretending it is one's own or substantial use of other people's work and submitting it as though it was one's own.

25 ADMISSION FRAUD:

If it is discovered and established that you do not possess the qualifications by virtue of which you have been offered admission to the programme of study, you will be withdrawn from the university.

In addition, you will be barred from entering or seeking admission from the university for three years.

Unsatisfactory work/Misconduct

You will be required to adhere to all university rules and regulations as contained in the student's handbook on rules and regulations. All students are considered to be on probation for the duration of their programme. They would be dismissed at any time for unsatisfactory work or misconduct.

26 CERTIFICATES:

Certificates are printed for undergraduate students who have completed all degree requirements and been conferred their degrees. Details of collection procedures are updated and published on the UCC or SIIMT website. Certificates will be distributed during the graduation ceremonies, and thereafter. As such students may collect their certificates during their respective graduation ceremonies or the designated alternative period, personally. The University can issue a duplicate certificate if the original one is destroyed or misplaced after paying the said amount by SIIMT College.

27 FEEDBACK ON STUDENT'S PERFORMANCE:

Continuous assessment (CA) and examination serve different pedagogical needs. Examination serves primarily to assess a student's understanding of the subject matter, whereas CA plays in addition a formative role in educational terms. For this reason, unlike examination scripts which are not returned to students, CA is returned to students with comments and/or discussion if appropriate so that they may improve on their work.

By Order

SIIMT College, Ghana
January 2019