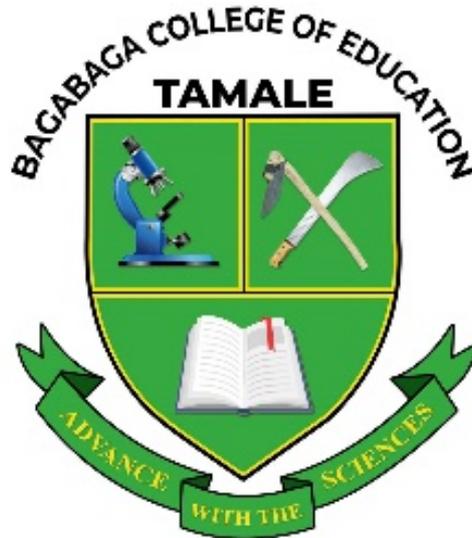


**BAGABAGA COLLEGE OF EDUCATION**

**(BACE)**



**STUDENT HANDBOOK**

P. O. BOX 35 ER

TAMALE

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19<sup>th</sup> December, 2024

*Bagabaga College of Education  
(Student Hand Book)*

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## **ACKNOWLEDGEMENTS**

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## **DEFINITION OF TERMS**

In this Policy document, unless the context otherwise requires, the following definitions shall apply:

STS	-	Supported Teaching in Schools
BACE	-	Bagabaga College of Education
GTEC	-	Ghana Tertiary Education Commission
GESI	-	Gender Equality and Social Inclusion
ECD	-	Early Childhood Development
B.Ed	-	Bachelor of Education
WASSCE	-	West African Secondary School Certification Examination
TVET	-	Technical and Vocational Education Training
APQAO	-	Academic Planning and Quality Assurance Officer
ITPDLL	-	Institute of Teacher Professional Development and Lifelong Learning
AAMUSTED	-	Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development
PRINCOF	-	Conference of Principals of Colleges of Education

CGPA - Cumulative Grade Point Average

ICT - Information Communication Technology

## **1.0 BACKGROUND**

Founded on the 31<sup>st</sup> Day of January 1944 with a student enrolment of 17 (all males). K. J. Dickens (Snr. Inspector of schools) was the first Principal with Messrs Abu Wemah and J. C. Annan (both Second Division Teachers) as the other two members of the teaching staff.

The College in its establishment in 1944 ran a Two-Year Certificate “B” Teacher Training Course and shortly started the 2-year Cert ‘A’ post “B” course. In 1961, One-Year Rural Agricultural Science Course was introduced in the College and later upgraded to a Two-year Agriculture Science Specialist Course. From 1967 to 1972, the First 2-year Post Secondary Teacher Training College Course in Ghana was introduced in the College and later in 1973, commenced the 3-year Post Secondary Teacher Training course.

The 1972/73 Academic year also witnessed the addition of a Two-Year Specialist Courses in General Science and Mathematics in addition to the already existing Agric Science Course. In 1983/4 a Post-Middle Modular Programme was also mounted. Later in 1987/88 the ‘A’ Post-Secondary Modular Teacher Programme was introduced (short-lived).

In 2004/05, the Diploma in Basic Education Programme was introduced nationwide (Beginning of tertiary education and change of name to Colleges of Education). In 2004-2009 the College also ran the Untrained Teachers Programme (Diploma & Certificate ‘A’). Then in 2010-2014 the college under the sponsorship of Child Reach International (CRI) and Alliance for Change in Education (ACE), run the four-year Untrained Teachers Training in Diploma in Basic Education (UTTDBE) programme. Currently, the College runs a four-year Bachelor of Education Programme.

The College enjoyed support from Japan International Cooperative Agency (JICA), German Technical Corporation, and ACE/IBIS. It also enjoys a partnership with DfID (British Council), Village Du Benin, and public schools (for teaching practice).

The College has trained notable persons including. Dr. Hilla Liman (Former President of the Republic of Ghana, 1979-1981), Naa Prof. John Nabila (former President of the National House of Chiefs), Mr. Adama Mahama (Father of former President John Dramani Mahama), and Prof. Henry Puffa (Professor Emeritus, University of Education, Winneba). Since its inception in 1944 till date, the College has achieved over 90% graduation rate.

Bagabaga College of Education celebrated her 70th Anniversary and 4th Congregation on 25th November, 2014. The Special Guest of Honour was the then President of The Republic of Ghana, His Excellency, John Dramani Mahama.

## **2.0 VISION**

To become a public university of education in the training of professional teachers.

## **3.0 MISSION**

To train academically sound, competent, and disciplined professional teachers to teach in Ghanaian basic schools.

## **4.0 CORE VALUES**

Our core values are translated into value statements that represent the hallmark of our culture as an institution of higher learning. They will be the enduring tenets that will guide us to achieve our vision and accompanying goals. The core values of the College include integrity, respect, and loyalty.

### **4.1 Integrity**

We will exhibit the highest standards of practice to earn the trust of our stakeholders. We would be committed to knowledge generation that positively impacts the lives of those within and outside our college community.

#### **4.2 Respect**

We would provide others with a world-class experience that demonstrates our value for the diversity and contributions of the members of our community.

#### **4.3 Loyalty**

We will demonstrate a strong resolve to give back selflessly to our college.

### **5.0 PURPOSE**

This handbook seeks to provide handy information on several matters relating to students of BACE. However, this should not be misconstrued to mean that there are no equally important information relating to students of the college in other policies or statutory documents.

### **6.0 OBJECTIVES**

The objectives of this policy are to:

- Ensure that students are well informed about matters that affect their studentship in the college.

### **7.0 BACE ANTHEM**

Bagabaga College of Education the beacon of the North

Bagabaga College of Education arise, BACE Arise,

Spread your Beams throughout the North,

All the Crannies and Crevice of the Country,

Africa and the Whole Wide World,

Advance with the Sciences

The pacesetter of the North

Go Higher, Soar Higher

Soot Forward, Excel Professionally,

### **8.0 REGULATORS**

Ghana Tertiary Education Commission (GTEC)

## 9.0 KEY OFFICERS

**Alhaji Iddrisu Adam (Yoggu Naa), (BEd. Management)**

Chairman of the Governing Council,

**Professor Gazali Issahaku**

Principal, Bagabaga College of Education

## 10.0 GOVERNING COUNCIL MEMBERS

NO	NAME	DESIGNATION	POSITION
1	Alhaji Iddrisu Adam (Yoggu Naa)	Government Appointee	Chairman
2	Prof. Gazali Issahaku	Principal	Member
3	Prof. Samuel Alhassan Issah	UEW Representative	Member
4	Prof. Bashiru Imoro Ibn Saeed	GTEC Representative	Member
5	Prof. Yakubu Issaka	Government Appointee	Member
6	Dr. Saibu Mutaru	Alumni Representative	Member
7	Hajia Aliata Mumuni	Government Appointee	Member
8	Mrs. Mariama Jane Alhassan	Government Appointee	Member
9	Mr. Larry George Botchway	NTC Representative	Member
10	Mr. Frederick Birikorang	GES Representative	Member
11	Mr. Issah Aduna	Teaching Staff Rep.	Member
12	Mr. Iddrisu Mutawakilu	Non-Teaching Rep.	Member
13	Mr. Mumuni Abusanga	SRC Representative	Member
14	Dr. Mumuni Zakaria Fusheini	Vice Principal	In attendance
15	Mr. Francis Tingoti Kombong	Finance Officer	In attendance
16	Mr. Musah Zakaria	College Registrar	In attendance/Secretary

**11.0 STAFF PHOTO**

**2023/24 ACADEMIC YEAR**

**PROFESSOR GAZALI ISSAHAKU, PHD  
(PRINCIPAL)**



**DR. MUMUNI ZAKARIA FUSHEINI  
(VICE PRINCIPAL)**



**MR. MUSAH ZAKARIA  
(COLLEGE REGISTRAR)**



**MR FRANCIS TINGOTI KOMBONG  
(FINANCE OFFICER)**



**MR. ABUBAKARI HAFIZ  
(LIBRARIAN)**



**ALHAJI BABA ABDALLAH  
(INTERNAL AUDITOR)**



**MR. FUSEINI YAKUBU JACOB  
(STUDENT AFFAIRS OFFICER)**



**MR. AMUZU SAVIOUR  
(QUALITY ASSURANCE OFFICER)**



## **12.0 GOVERNANCE STRUCTURE**

1. Governing Council
2. Management
3. Principal
4. Vice Principal
5. College Registrar
6. Finance Office
7. Librarian
8. Internal Auditor
9. Quality Assurance and Academic Planning Officer
10. Students Affairs Officer
11. Heads of Academic Department
12. Research and Publications Officer
13. Partnership and Cooperation's Officer
14. Guidance and Counseling Officer
15. Professional Development (PD) Officer
16. Gender Equality and Social Inclusive (GESI) Officer
17. Early Childhood Development Officer (ECD)
18. Works and Development Officer
19. Academic Affairs Officer
20. Public Relations Officer
21. Human Resource Officer
22. Staff Development and Welfare
23. General Administration
24. Assessment/Examinations

25. Procurement
26. Stores
27. Kitchen
28. Student Representative Council (SRC)
29. Other Student Groupings

### **13.0 ACADEMIC DEPARTMENTS**

1. Mathematics/ICT
2. Education/Pedagogy
3. Languages
4. Science
5. Social Sciences
6. Vocational/Technical

### **14.0 INSTITUTIONAL STRUCTURES**

1. Administration Block
2. New Lecture Hall Complex/Auditorium
3. Kwame Nkrumah Centenary Library
4. ICT Laboratory
5. Science Laboratory
6. French Laboratory
7. Technical Workshop
8. Supported Teaching in Schools
9. Early Childhood Education (Maker Room)
10. Estate/Works & Physical Development
11. Staff Common Room
12. BACE Model School

13. Lecture Block A

14. Lecture Block B

15. Lecture Block E

16. Lecture Block F

17. Block G

18. Halls of Residence:

- a. Ferguson Hall
- b. Dickens Hall
- c. Candler Hall
- d. Guggisberg Hall
- e. Ladies Main Hall
- f. Ladies Hall (JICA)

19. Catering Services

20. Public Places:

- a. BACE Common Market
- b. BACE Health Centre
- c. Places of Worship
- d. BACE Sports Field
- e. Basket Ball Court
- f. Long Tennis Court

#### **15.0 INFORMATION DISSEMINATION**

- a. Letters memos, and reports
- b. Oral, Seminars, Conferences, Group Discussions, Meetings, Orientation, Matriculation, Congregation, Lectures.
- c. Phone call

- d. BACE Website
- e. Notice Boards
- f. BACE Social Media Platforms

## **16.0 CHANNEL OF COMMUNICATION**

### **a. Student Representative Council (SRC) Level**

Students channels their grievances and request through the SRC President to the Student Affairs Officer who then reports to the Principal of the College.

### **b. Hall Level**

Students channel their grievances and request through their Hall Executives to the Hall Tutor who then reports to the Student Affairs Officer. The Student Affairs Officer then reports to the principal of the college

## **17.0 CEREMONIES/FUNCTIONS**

- a. Orientation
- b. Matriculation
- c. Congregation
- d. Public Lectures
- e. Admission of Students (Freshmen)
- f. Continuing Students
- g. Registration
- h. Identification Card (ID)
- i. College Fees
- j. Examination

## **18.0 DISCIPLINE/MISCONDUCT**

### **18.1 Acts Of Misconduct**

Acts of Misconduct shall include, but not limited to the following, as stated in this policy.

1. Any act done without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in a proper manner any duty imposed on person as such, or which contravenes any regulation, instruction or directive relating to employees and or Students of the College or which is otherwise prejudicial to the efficient functioning of the College, or tends to bring the College into disrepute shall constitute a misconduct and the setting forth in Point 2 and 3 of a particular type of misconduct shall not be taken to affect the generality of this acts.
2. It is a misconduct for an employee of the College to:
  - a. be absent from duty without leave or reasonable excuse;
  - b. to be insubordinate to employee's superiors;
  - c. to use, without the consent of the appropriate authority, any property or facility provided for the purposes of the College for some purpose not connected with the work of the College and/or not within the scope of responsibilities, without the consent of employee's Head of Department;
  - d. to engage in any activity which is likely to bring the College into disrepute.
3. It shall be misconduct for a Student of the College to:
  - a. be absent from the campus, without permission or reasonable excuse;
  - b. be absent from lectures and other prescribed assignments without permission or reasonable excuse;
  - c. be insubordinate to superiors; and
  - d. indulge in any anti-social activities while in residence or outside the campus which tend to bring the College into disrepute.

**19.0 OFFENCES**

NO.	OFFENCES	PENALTIES FOR OFFENCES
1	Bribery and corruption	Interdiction/dismissal
2	Dishonesty and conflict of interest	Interdiction/dismissal
3	Sexual harassment	Refer to Sexual Harassment Policy.
4	Rape	Refer to appropriate authorities and if found guilty, dismissal.
5	Drug/substance abuse/drunkenness and any other form of abuse.	Dismissal/ interdiction/ suspension/ deboardinization/ counseling.
6	Insubordination, absenteeism, and Lateness	Dismissal/ suspension/ querying/ warning.
7	Littering of the environment	Suspension/ deboardinization (students), for staff, a fine of (5% of basic salary)/ payments of 10% basic salary back to Government Chest.
8	Proven disrespect to staff by students	Dismissal/ interdiction/ suspension/ deboardinization/ counseling.
9	Poor performance	Dismissal/ Counsel
10	Physical violence, Bullying, Rioting, Victimization	Dismissal/ interdiction/ suspension/ deboardinization/ counseling.
11	Cyber crime	Dismissal with/without legal action/ interdiction/ suspension/ deboardinization/ counseling.
12	Impersonation	Termination of appointment/ Dismissal with/without legal action.
13	Sale/promotion of the sale of handouts and other forms of study materials without approval.	Fine of (10% of basic salary) & warning/ payments of 10% basic salary back to Government Chest & warning/ dismissal.
14	Deliberate damage to college property, Causing financial loss to the College/ Embezzlement of funds/ Misuse of the College property or name.	Recovery of the money or property, Fine and/or dismissal with/without legal action.

15	Negligence which causes or might cause unacceptable loss, damage, or injury to life and property.	Fine and/or dismissal, legal action.
16	Deliberate or flagrant infringement of health and safety rules.	Counseling/ suspension/ dismissal
17	Robbery, theft, fraud, and/or deliberate falsification of records.	Dismissal/ interdiction/ suspension/ deboardinization/ counseling, legal action.
18	Aiding the sale of admission/sale of admission or admission of unqualified candidate/aiding the admission of unqualified candidate.	Dismissal/ interdiction/, legal action.
19	Failure to observe staff regulations or other instructions without reasonable excuse.	Warning/ query/ suspension/ Stoppage/Withholding of an increment for a stated period/ Dismissal.
20	Receiving/giving of gifts/rewards with a view to influencing official conduct or action.	Suspension for stated period without pay/ Dismissal.
21	To make private use of official materials, stores or apparatus, equipment, machine, which are the property of the College.	Warning/ query/ suspension/ Dismissal.
22	To receive any payment or funds on behalf of the College without prior approval of the principal.	Warning/ query/ suspension/ Dismissal.
23	To receive or pay unearned salaries, allowances, or any form of money.	Warning/ query/ suspension/ Reduction in rank or grade/ Dismissal with/without legal action.
24	To leave place of work during normal working hours without permission.	Warning/ query/ suspension/ Dismissal.
25	To engage in private business during working hours.	Warning/ query/ suspension/ Dismissal.
26	To be employed, for private purposes during working hours.	Warning/ query/ suspension/ Dismissal.

27	Absence from duty without reasonable cause.	Warning/ query/ suspension/ Dismissal.
28	Academic dishonesty (plagiarism, examination malpractice etc.).	Withdrawal of an academic, residential rights or privileges/ Withholding of certificate for a stated period/ Withdrawal of certificate. Or refer to examination and research policies.
29	Author of any anonymous publication on any matter concerning the College in a manner calculated to undermine confidence in the College or to bring the name of the College into disrepute.	Warning/ query/ suspension/ Dismissal.
30	To give information gained in the course one's official duty to the press or to any unauthorised person without express approval from the principal.	Warning/ query/ suspension/ deboardinization/ Dismissal.
31	Failure to disclose any previous conviction for a criminal act.	Dismissal
32	Any act of misconduct or negligence that may not be stated in this Policy.	Could also attract any of the sanctions above
33	Disclosing information to third party without approval.	Warning/ query/ suspension/ Reduction in rank or grade/ Dismissal with/without legal action.
34	Fighting/assault	Two (2) to four (4) weeks external suspension, indefinite suspension, dismissal.
35	Littering of the Environment	Warning/ query/ suspension/ deboardinization

### 19.1 Penalties for Offences

Dismissal, Suspension, warning, query, deboardinization, warning, withdrawal of an academic, residential rights or privileges/ withholding of certificate for a stated

period/ withdrawal of certificate, dismissal with/without legal action/ interdiction, counseling.

#### 19.2 Demonstrations & Processions

Dismissal, Suspension, warning, query, deboardinization, warning, withdrawal of an academic, residential rights or privileges/ withholding of certificate for a stated period/ withdrawal of certificate, dismissal with/without legal action/ interdiction, counseling.

#### 19.3 Penalties for Unauthorized Demonstrations & Processions

Dismissal, Suspension, warning, query, deboardinization, warning, withdrawal of an academic, residential rights or privileges/ withholding of certificate for a stated period/ withdrawal of certificate, dismissal with/without legal action/ interdiction, counseling.

#### 19.4 Communication with Outside Establishment & the Press

Disciplinary action shall be initiated through an appropriate Committee of the College against any student who is found to be the author of any anonymous publication, in the form of letters, articles etc. or is party to any such publication, or who in any publication bearing his/her signature discusses any matter concerning the College in a manner calculated to undermine confidence in the College.

#### 19.5 Examination Malpractice

Students shall penalize for engaging in exams malpractice activities such us dismissal, suspension, warning, query, deboardinization, warning, withdrawal of an academic, residential rights or privileges/ withholding of certificate for a stated period/ withdrawal of certificate, dismissal with/without legal action/ interdiction, counseling.

#### 19.6 Academic Dishonesty

19.7 Disciplinary action shall be taken against students who are engage in stealing, forgery of certificate, Fraud/Misrepresentation etc.

## **20.0 PROGRAMME OF STUDY**

### **20.1 B.Ed Early Grade**

Specialised areas are:

1. Pedagogic Knowledge with ICT &Inclusion
2. Literacy and Languages and Languages, English and Ghanaian Language
3. Mathematics/Numeracy
4. Science
5. Social Studies/TVET/Music & Dance/PE
6. Supported Teaching in School

### **20.2 B.Ed Primary**

Specialised areas are:

1. Pedagogic Knowledge with ICT & Inclusion
2. Literacy, English and Ghanaian Languages
3. Mathematics
4. Science
5. Social Studies/TVET/Music & Dance/PE
6. Supported Teaching in School

### **20.3 B.Ed Junior High School**

Specialised areas are:

1. Science
2. Mathematics
3. ICT
4. Home Economic

5. English Language
6. Ghanaian Language
7. French
8. Music
9. P.E
10. SEN
11. TVET (Technical Skills, Vocational I & II),
12. History
13. Geography
14. RME
15. Social Studies

#### **20.4 Required Credit Hours**

1. B.Ed Early Grade : 165
2. B.Ed Primary :165
3. B.Ed Junior High School :165

#### **a. Duration of Studies**

Four (4) years

#### **b. Attendance at Lectures**

Students are required to attend lectures regularly and attendance is taken for every lecture.

#### **c. Deferment of Programme**

Deferment of Programme is permitted. A student who wishes to defer his or her programme is required to write officially through the Student Affairs Officer to the College Registrar.

The College Registrar then forwards the request to the principal of the college who then forwards it to the Affiliate University.

**d. Deferment of Programme by fresh students**

Fresh students cannot defer programme unless otherwise the student terminates it.

**e. Deferment of Programme on grounds other than ill-health**

A student who wishes to defer his or her programme based on other conditions other than ill-health is required to write to the Principal of the College stating the reasons for the deferment for approval.

**f. Assessment and evaluation (Grading System of Courses) Degree**

Students are assessed based on quizzes and End of Semester Exams.

**g. Request for Transcript**

Students can request for transcript from the College by writing to the principal and paying the prescribed fee.

**h. Change of Programme of study**

Change of programme is not permitted. Once a student is given admission to pursue a particular programme, it is not allowed to change or switch to another programme.

**i. Transfer from Other Institutions**

The College allows transfer of students from other colleges. The applicant is required to write the request through the principal of his or her college to the principal of the college of his or her choice for approval.

**j. Student Loan**

Students are permitted to apply for Student Loan from the Student Loan Trust if eligible.

**k. Supported Teaching in School (STS)**

It is a requirement for every student of the College to undertake an off-campus teaching practice.

**21.0 REGULATORS**

Ghana Tertiary Education Commission (GTEC)

## 22.0 EMERGENCY CALL NUMBERS

- Fire: 192/999
- Police: 191
- Ambulance: 193
- VRA: 0372024175/03720241751
- Tamale Teaching Hospital: 0372-022-454
- Tamale Central Hospital: 0242-567-230
- Tamale West Hospital: 0541-496-66

## 23.0 ADMISSION CRITERIA

### GENERAL STUDIES

#### WASSCE APPLICANTS:

Credits (A1 -C6) in three (3) Core subjects, including English Language and Mathematics, and Two (2) relevant Elective subjects

#### SSCE APPLICANTS:

Credits (A-D) in Three (3) Core subjects including English Language and i Mathematics, and Two (2) relevant Elective subjects.

#### TVET APPLICANTS:

Credits in three (3) core subjects, include English Language and Mathematics, and two (2) credits in relevant elective subjects.

### SCIENCE & MATHEMATICS STUDIES

#### WASSCE APPLICANTS:

Credits (A1-C6) in Three (3) Core subjects including English Language and Mathematics and two relevant Elective subjects.

#### SSSCE APPLICANTS:

Credits (A-D) in Three (3) Core subjects including English Language and Mathematics

and two relevant Elective subjects.

**TVET APPLICANTS:**

Credits in Three (3) core subjects, include English Language and Mathematics, and two (2) credits in relevant elective subjects.

### **FRENCH STUDIES**

**WASSCE APPLICANTS:**

Credits (A1-C6) in Three (3) Core subjects including English Language and Mathematics and Two (2) credits in relevant elective subjects including FRENCH.

**SSCE APPLICANTS:**

Credits (A-D) in Three (3) Core subjects including English Language and Mathematics and Two (2) Elective subjects including FRENCH.

**TVET APPLICANTS:**

Credits in Three (3) core subjects, include English Language and Mathematics and two (2) credits in relevant elective subjects.

### **TECHNICAL / VOCATIONAL SKILLS**

**WASSCE APPLICANTS:**

Credits (A1-C6) in Three (3) Core subjects including English Language and Mathematics and Two (2) relevant Elective subjects,

**SSCE APPLICANTS:**

Credits (A-D) in Three (3) Core subjects including English Language and Mathematics and Two relevant Elective subjects.

**TVET APPLICANTS:**

Credits in Three (3) core subjects, include English Language and Mathematics, and Two (2) credits in relevant elective subjects.

## **24.0 GENERAL INFORMATION**

All students who wish to enter Bagabaga College of Education must apply for admission through an online application procedure.

At the end of the first year, all French students go on a proficiency attachment course in a Francophone country (Benin/Togo), usually in August.

All successful candidates who pass the DBF course may continue in any of the country's Teaching Universities for a Top -up Degree course. Some of the universities, however, conduct entrance examinations before selection.

#### 25.0 ONLINE APPLICATION PROCEDURE:

Applicants will first make a payment of a specified amount as an online application fee into the **Colleges of Education - Ghana** Account at any Branch of

i) **Ghana Commercial Bank and Consolidated Bank.**

ii) Additionally, payment can also be made through mobile money wallet: **Tigo Cash, Airtel Money, Vodafone Cash or MTN Mobile Money** by dialling short code \*924\*8# from all networks.

v. Upon payment, applicants will be given the following information:

(A) A Personal Identification Number (**PIN**).

(B) An Admission Application Serial Number.

(C) The CoE Admission Website Address - **admission.coeportal.edu.gh** iv) With this PIN,

applicants will then visit the Colleges of Education Admission website:

**Admission.coeportal.edu.gh** and follow specific guidelines to fill the online application form.

#### 26.0 INTERPRETATION OF RESULTS

WASSCE	SSSCE/GCE	GRADE	REMARKS
A1	A	1	EXCELLENT

<b>B2</b>	B	2	<b>VERY GOOD</b>
<b>B3</b>	C	3	<b>GOOD</b>
<b>C4, C5, C6</b>	D	4	<b>CREDIT</b>
<b>D7, E8</b>	E	5	<b>PASS</b>
<b>F9</b>	F	9	<b>FAIL</b>

## 27.0 ACADEMIC DEPARTMENTS AND COURSES

There are six departments as listed below.

The courses and credits on semester basis are in the general course outline.

1. Education Studies
2. Mathematics (including ICT)
3. Science (including P/ E & Agric.)
4. Languages (including French, Ghanaian Languages and English Language)
5. Vocational Skills (Visual Arts, Catering, Clothing & Textiles, Sewing, Technical skills)
6. Social Studies (including Music & Dance, Religious and Moral Education, HIV/AIDS Education and Environmental & Social Studies)

## 28.0 STUDENTS' HALLS OF RESIDENCE

- a. Male: Ferguson Hall, Candler Hall, Guggisberg Hall, and Dickens
- b. Female: Main D and JICA Hall

## 29.0 ORIENTATION & MATRICULATION CEREMONY

As a statutory requirement for all Tertiary Institutions, the College has been organising formal induction programmes for first years, and this is the matriculation ceremony. Students (Freshers) are ushered into the college academic and social environment with this activity.

Candidates are made to sign the matriculation book to signify their formal and final admission into the college. The day also marks the formal closure of admissions for the academic year. It is therefore mandatory for all freshers to take part in the ceremony.

### **30.0 SRC ELECTIONS**

SRC elections are conducted annually to enable students to elect new officers to stir the affairs of SRC for the next academic year.

### **31.0 RELIGIOUS ACTIVITIES**

The college is a secular Institution and therefore promotes freedom of worship and association as enshrined in the 1992 Constitution of Ghana. As such there are various religious, cultural and social clubs / Societies operating in the college. These include: The Ghana Muslim Students Association (GMSA). DAS A, various Christian groups; such as Methodist Students Union, (GHAMSU), Pentecost Students Association and Associates (PENSA), National Union of Presbyterian Students of Ghana (NUPS-G), Catholic and Anglican Students Union (CASU), Assemblies of God and Charismatic Members, Campus Ministries (AGCM) and so on. BASSA, GLSA, UESU, UWESU and many tribal groups co-exist in harmony.

### **32.0 SPORTS / GAMES AND CULTURAL COMPETITIONS**

Inter-Hall Dancing, Drama and Debating competitions have become recreational and academic activities in the college. These competitions are organised every semester. Also, sports and games are organised at college, inter-zonal and National levels bi - annual and quadrennial events, respectively.

### **33.0 ACADEMIC & STUDY FACILITIES IN THE COLLEGE**

#### **Kwame Nkrumah Centenary Library**

*(KNCL)*

#### **FRENCH STUDIES**

Bagabaga College is one of six (6) Colleges of education in the country that train teachers of French. About 13% (on the average) of the college students study French. The French government has provided a conference room, novels, audio visuals and a lot of literature books for use by tutors and students.

### **French Lab (Salle de Conference)**

### **COMPUTING & ICT SERVICES**

The college has a computing centre used as a Lab and research facility. There is internet connectivity for use by students and tutors. Private skills training sessions in ICT is also available. The centre offers the following services: General and Specific training, scanning & lamination. Printing & binding, graphic designing, typesetting, etc. In the not-too-distant future it will be relocated to an ultra-modem computer lab complex with state-of-the-art equipment and facilities

### **ICT Laboratory**

### **34.0 SOCIAL SERVICES ON CAMPUS**

#### **HEALTH SERVICES {GENDER FRIENDLY SICK BAY}**

The college has established a **Sickbay** to take care of the health needs of students 24/7. This facility has Special Physician Doctors visiting every Tuesday, Thursday and Saturday between 8AM -2PM. All students are encouraged to register with the National Health Insurance scheme in order to take advantage of the services the scheme provides. Each Hall of residence also maintains a First Aid Kit to assist sick students before referrals.

### **CATERING SERVICES**

The college provides catering and cafeteria services to students based on the fees chargeable for feeding. In addition, private caterers abound within the campus vicinity to supplement services, but at the students' cost

### 35.0 SECRETARIAL AND CLERICAL SERVICES

The college computing centre is gradually being positioned to render all secretarial and clerical services to students. Other locations as the SS Peter and Paul Parish Youth Centre (west of the college demonstration farm) and other spots along the street in front of JICA INSET Centre, provide services.

Telecos Services include

MTN, TIGO, VODAFONE, GLO, AIRTEL.

### BANKING SERVICES

Can be accessed through ADB, GCB &

ACCESS ATM machines at the Tamale Technical University campus, a km away from BACE.

### 36.0 COMMITTEES

#### 31.1 DISCIPLINARY COMMITTEE

There is a Disciplinary Committee at the SRC level and another for the College. Students are to abide by the ethics and code of conduct of the college.

### ETHICS AND CODE OF CONDUCT FOR TEACHER TRAINEES

SN	Offence	Sanctions / Penalty
1	SMOKING / DRUNKENNESS	Two (2) to four (4) weeks external suspension, Counselling / Dismissal
2	INCITEMENT TO RIOTING / RIOTING / DISMISSAL	Two (2) to four (4) weeks external suspension for those pressurised into rioting, dismissal for ringleaders and Replacement for damages (All students shall pay)
3	ASSAULT (PHYSICAL ASSAULT)	Two (2) to 4 weeks external suspension/Dismissal plus compensation
4	FIGHTING	Two (2) to 4 weeks external suspension Dismissal

<b>5</b>	VERBAL ASSAULT	caution with apology/suspension
<b>6</b>	SEXUAL ASSAULT	Dismissal
<b>7</b>	RAPE / HARASSMENT	caution with a written apology and counselling
<b>8</b>	PREGNANCY	Defer the course for one year
<b>9</b>	ANONYMOUS LETTERS /DOCUMENTATION/POSTERS DEALING WITH THE MEDIA DISTORTION/OF FACTS /CHARACTER ASSASSINATION	Two (2) to four (4) weeks external suspension
<b>10</b>	DRUGS/SUBSTANCE ABUSE/POSSESSION (Marijuana, cocaine, etc.)	Dismissal /handed over to the Police & Law enforcement agencies
<b>11</b>	NOISE - MAKING	caution with a written apology/ ejection from the hostel
<b>12</b>	INCONVENIENCING ROOM MATES	Caution/replacement/ suspension/dismissal
<b>13</b>	FLOUTING AUTHORITY	Suspension/Dismissal
<b>14</b>	BREAKING BOUNDS/ TRUANCY/REFUSAL TO ATTEND OFFICIAL FUNCTIONS	Serious Warning/Suspension/ Dismissal
<b>15</b>	STEALING /THEFT / FRAUD	Replacement of stolen items Counselling/suspension, Loss of residential status /Dismissal
<b>16</b>	REFUSAL TO DO TEACHING PRACTICE	Dismissal
<b>17</b>	REFUSAL TO PAY FEES / DUES	Lose residential status
<b>18</b>	EXTORTION/FORGERY	Refund/suspension/dismissal
<b>19</b>	DESTRUCTION OF COLLEGE PROPERTY	Surcharge/replacement/suspension/ dismissal
<b>20</b>	ELECTRICAL APPLIANCES	The use of unauthorized electrical appliances and combustible substances

		such as petrol and gas are prohibited. Damages will be replaced, items confiscated. Suspension for flouting Authority
<b>OTHERS</b>		
	<b>MODE OF DRESSING</b>	<b>SANCTION/ PENALTY</b>
	College Traditional Uniforms & T-Shirts Hair-do	Sewing as approved by the college. Approved Friday wear for Fridays, Housedresses, T-shirts, and after classes of extended hair is not allowed.
	OUTING/VISITS	Chits with counterfoil/duplicate to be introduced in the halls/hostels for an outing. Saturdays, Sundays are free exeats. Existing visiting hours shall remain until standard Hostel facilities are in place.

### **31.2 Non-Academic Offences**

(1) Without prejudice to the application of the national laws by the College, no member of the College shall:

- (a) assault another person or threaten any other person with assault, whether sexual or otherwise, or commit a battery against another person;
- (b) cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
- (c) knowingly create a condition that unnecessarily endangers the health or safety of other persons;
- (d) threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to his/her property;
- (e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and

- (i) that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance, or record of offences of that individual or those individuals;
  - (ii) that is known to be unwelcome; and
  - (iii) that exceeds the bounds of freedom of expression or academic freedom as these are understood in college policies and accepted practices, including but not restricted to those explicitly adopted;
- (f) cause by action, threat, or otherwise, a disturbance that the member knows obstructs any activity organised by the College or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent.
- (g) steal, knowingly take, destroy, or damage premises of the College or any physical property that is not his own;
- (h) knowingly destroy or damage information or intellectual property belonging to the College or to any of its members;
- (i) in any manner whatsoever, knowingly deface the inside or outside of any building of the College;
- (j) knowingly possess effects or property of the College appropriated without authorization;
- (k) knowingly create a condition that endangers or threatens the destruction of the property of the College or of any of its members;

- (l) knowingly use any facility, equipment, or service of the College contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause;
- (m) knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files, or programmes from a library, computer or other information storage, processing or retrieval system;
- (n) knowingly or maliciously bring a false charge against any member of the College;
- (o) counsel, procure, conspire with, abet, incite, or aid a person in the commission of an offence defined in these Statutes;
- (p) deface the trees on campus with advertising or other material or notices, howsoever described;
- (q) sexually assault or rape a person;
- (r) defecate outside the designated buildings or places on campus;
- (s) produce or distribute pornographic material on the premises of the College; or
- (t) indecently expose himself or herself in public.

(2) Without prejudice to the generality of sub-section 1(a) of this statute, it is an offence for a member of the College to sexually harass another member of the College by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

(3) No person found by a disciplinary board to have committed an offence under these Statutes shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

## **32.0 The Quality Assurance**

### **Committee**

The Quality Assurance Committee shall moderate all continuous assessments.

### **Membership of the Quality Assurance Committee**

- (a) Vice Principal - Chairperson
- (b) Head of Planning and Quality Assurance - Member
- (c) Students' Affairs Officer - Members
- (d) Examinations Officer(s) - Member
- (e) Academic Affairs Officer - Member/Secretary

### **1. Functions of the Quality Assurance Committee**

The Quality Assurance Committee shall perform the following functions:

- (a) Ensuring the provision of examination materials.
- (b) Approving the venue for examinations.
- (c) Conducting efficient and effective invigilation.
- (d) Handling of examination scripts.
- (e) Designing regulations for the conduct of examinations for candidates.
- (f) Setting the timetable for the conduct of examinations.
- (g) Recommending grading to the Academic Board.
- (h) Submitting reports on the conduct of the Examinations to the Academic Board.
- (i) Carrying out any other functions as may from time to time be referred to them by the Academic Board or as contained in these Statutes.

### **2. Examinations Officer**

- (a) There shall be an Examinations Officer who shall have oversight responsibility for the functions of the internal examiners.

- (b) The Examinations Officer shall be appointed by the Academic Board with prior approval from Council.
- (c) The Examinations Officer shall not be below the rank of Senior Tutor and should have served for not less than seven (7) years in the college
- (d) He/she shall be responsible for the implementation of the decisions of the Examinations Board.
- (e) He/she shall submit comprehensive reports to the Examinations Board.
- (f) Examinations Regulations are as contained in **Schedule P**.

### **3. Examination Offences and Sanctions**

- (1) It shall be an offence for a student knowingly:
  - (a) to forge or in any other way alter or falsify any document or evidence required by the College, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
  - (b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;
  - (c) to impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;
  - (d) to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work;
  - (e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been

obtained or is being sought in another course or programme of study in the College or elsewhere;

- (f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
- (g) to engage in the sale of unpublished academic lecture material, such as lecture notes, hand-outs, slides, without authority;
- (h) to gain access to or procure or cause such access to be gained to any office or other facility of the College or College official for purposes of depositing, altering, or substituting examination material for the benefit of the student or any other person;
- (i) to steal a colleague's assignment; or (j) to steal a colleague's answer script.

(2) It shall be an offence for a Senior Member knowingly:

- (a) to abet any of the offences described in subsection 1 of this Statute;
- (b) to evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the College;
- (c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or
- (d) to award or enhance grades for a student or for a course not taken by a student or to procure same to be done.

(3) It shall be an offence for a Senior Member or student knowingly:

- (a) to forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
  - (b) to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
- (4) A graduate of the College may be charged at any time with any of the above offences committed knowingly while he or she was an active student, if, in the opinion of the College, the offence would have resulted in a sanction had it been detected at the time it was committed.

### **33.0 Forms/Types of College Examination**

#### **1. Internal Examination**

Examinations are conducted by the college using its systems and procedures.

#### **2. External examination**

### **34.0 The Setting, Submission, and review of examination Papers**

(a) Each Department shall designate one senior staff 'A' Department Examination Officer and his/her duty shall be to assist the Head of Department in examination matters.

(b) The Head of Department should coordinate the setting of examination questions. The draft examination questions shall be typed by the examiner using College formats. The draft End of Semester questions and marking schemes (hard and soft copies) shall be submitted by the examiner to the Head of Department or through the Examination Officer, in line with the date stated in the Academic Calendar.

(c) If the soft copy of the draft question is to be sent to the department, it should be done through email or on any storage device.

(d) The HoD, in concert with the External Examiner, shall review examination questions to ensure that they are clear, concise, understandable, and unambiguous; and are fairly distributed according to the syllabus.

(e) The reviewed and finalized exam questions shall be delivered by the Head of Department or representative, who is a senior staff 'A', to the Academic Planning and Quality Assurance Office.

(f) The Academic Planning and Quality Assurance Office shall be responsible for the transmission of the draft question papers to the External Examiners/Moderators for moderation. In the event there is a need for external moderators to review the questions, APQAO shall ensure that it is done. The External Examiner/Moderator shall review the draft questions submitted, providing comments as appropriate, and both internal examiners shall be invited through the Head of Department to review the external examiner's comments and approve the draft.

### **1. Appointment of External Moderators**

(a) College examinations shall be conducted by College Examiners comprising Internal examiners and External Examiners where appropriate.

(b) An Internal Examiner must be an academic staff member of Senior Member Status appointed by the Appointments and Promotions Board of the College.

(c) An External Examiner/Moderator must be an experienced academic staff member of a recognized academic institution which is not part of the College.

(d) An experienced professional or consultant may also be engaged as an external examiner.

(e) Lists of internal and external examiners/moderators shall be presented to the Academic Board for approval on recommendation from a Department Board before the main semester examinations.

(f) In nominating an External Examiner for the first time, a brief indication of the background of the examiner shall be provided to the department Board.

(g) An External Examiner may serve for three (3) consecutive years, after which the examiner shall not be engaged again till a period of three years has elapsed.

(h) A person who has retired or resigned from the College may not be appointed external examiner until a period of one (1) year has elapsed since leaving the service of the College.

## **2. Time-Tables/Scheduling for Examinations**

(a) The examination time-table shall be prepared by the Academic Planning and Quality Assurance Office in consultation with the Academic Affairs Officer and the Departmental Examination Officers.

(b) The draft examination timetable shall be shared with all stakeholders for necessary corrections before the due date for study and comments

(c) Suggestions for amendment may be made through the Heads of Department.

(d) The time-tables indicating day and hour of each examination shall be posted on the College Notice Board normally at least two (2) weeks before the commencement of examinations.

(e) The College's Examination may be rescheduled under the following conditions, among others: i. Leakage of the examination question paper

ii. Strike action/demonstrations

iii. Force majeure/natural disaster

iv. Political instability

## **3. Venue of Examinations**

(a) College examinations shall be taken only at approved premises. Practical or oral examination will normally be conducted in the Departments/laboratories concerned.

(b) The Department Examination Officer (DEO) shall liaise with the Academic Affairs Unit/Academic Planning and Quality Assurance Office to ensure that there are enough seats in each Examination Room for the number of Candidates for the scheduled paper and shall organize the seating arrangement in the Examination Room.

#### **4. Marking of examination scripts**

A decentralized residential conference marking is usually organized by the Institute of Education, UCC in the five PRINCOF zones (Northern, Ashanti and Brong-Ahafo, Central-Western, Greater Accra - Eastern, and Volta for the end-of-semester examination.

ITECPD, UEW usually organizes residential marking of examination scripts at centers for their affiliate colleges.

#### **5. Re-sit Examination**

(a) Re-sit examinations shall be at the end of every academic year.

(b) Candidates who fail resit examinations will now trail in those courses and qualify to rewrite the papers within those semesters such those courses were mounted.

(c) Only those students who failed papers in the end-of-semester examinations for that particular academic year shall qualify to write the re-sit examination.

(d) Candidates who, for reasons of ill health or other conditions that made it impossible, shall not qualify for supplementary examinations

#### **6. Special Examinations Requirement**

(a) Candidates who have a disability and/or medical conditions that may require special examination arrangements must ensure that they have registered with the Office of the Dean of Students before those conditions can be offered to them.

b. The Dean of Students, in conjunction with the assessment office/academic affairs, shall arrange to provide such special services to such applicants

#### **7. Deferment of Examination**

a. A student who wishes to defer his/her examination shall first discuss the matter with his/her Head of Department.

(b) It shall be the student's responsibility to satisfy the College beyond any reasonable doubt why he/she wishes to defer the examination. Permission should be duly granted before he/she leaves the College.

### **8. Illness in the Course of Examination**

(a) If a candidate is prevented by illness from taking the entire or part of an examination paper, he/she should immediately report to the College Clinic for a medical report on the state of his/her health.

(b) The Medical Officer shall state in the report to the College Registrar, the name and the examination number of the candidate, the nature of the illness, and whether, in his/her opinion, the candidate is capable of taking the examination at the examination hall or clinic. Where so recommended, the College Examinations Officer, on the advice of the Medical Officer, will arrange for the candidate to take the examination at the examination hall or clinic under the supervision of an invigilator.

### **35.0 Guidelines for Examination Candidates (Admission to Examinations)**

(a) A candidate for a college examination must have registered and studied for the course over the required period.

(b) Since attendance at lectures, tutorial, laboratory and workshop practical, studio sessions etc., is compulsory, all such candidates are required in addition to actively participating in class, to have a minimum of 75 percent class attendance, in the course to be examined to qualify for examination. (c) A candidate shall not be admitted to a College examination if:

i. The candidate has not registered for and followed the course in accordance with the College regulation.

ii. The candidate owes fees to the college.

iii. The candidate is under suspension or has been dismissed from the College.

(d) Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Head of Academic Affairs not later than six weeks before the commencement of the semester examination.

### **1. Identification of Candidates (ID)**

(a) Candidates are obliged to have their College Identification Card (ID) with them at every examination session.

(b) A candidate shall, for the purpose of identification by the invigilator, place the College ID card on the examination table to enable the invigilator ascertain the identity of the person writing the examination.

### **2. Attendance at all Examinations**

(a) It is the duty of the candidate to consult the daily timetable regularly to ascertain the papers to be written each day.

(b) Any candidate who receives any information through social media, SMS, etc. concerning the College examination should verify the information from the Department as soon as possible.

(c) All students shall present themselves at the examination hall thirty (30) minutes to the commencement of all examinations.

(d) A candidate shall not enter the examination room until the candidate is invited or requested to do so by the invigilator.

(e) A candidate must ensure to be properly seated at least thirty 30 minutes before the start of the session. (No candidate shall be allowed to enter an examination room later than thirty (30) minutes after the beginning of a session).

(f) The candidates shall sit where their respective examination cards have been placed by the invigilator.

(g) A candidate taking an examination shall sign his/her name in the register of candidates for the examination.

(h) A candidate who fails to be present at an examination without satisfactory reason shall be deemed to have failed the paper. A mark of zero and grade X shall be awarded to the student and he/she shall not qualify to write the re-sit. The award of grade X in a required paper means a failure not just in that paper but in the examination as a whole.

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

- i. Mis-reading the time-table
- 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

### **3. Materials Not Allowed in Examinations**

(a) A candidate who enters the Examination Centre must be decently dressed. Caps/hats, slippers, tattered jeans, shorts, etc., shall not be entertained.

(b) No student shall be allowed to enter into any examination hall with unauthorized materials such as bags, books, papers or electronic aids unless specially authorized by the Examiner.

(c) Unauthorized material(s) shall not be deposited at the entrance or corridors of the Examination room or the washroom.

(d) Candidates bringing pencils, pens, and other such items have the option to carry them in a transparent pencil case or bag. Other pencil cases must be left in designated areas.

- (e) No candidates may bring any food nor drink into the examination venue, with the exception of water in a transparent plastic bottle from which all labels have been removed (unless specific arrangements have been made by the Office of the Dean of Students Affairs with the Examinations Officer).
- (f) Smoking or drinking of alcoholic beverages is not allowed in the examination room.
- (g) The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations unless requested by the Examiner.
- (h) Any unauthorized material will be removed by invigilators and may be retained till the end of the examination as evidence in any potential academic misconduct case.
- (i) A candidate who is seen with notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material in the examination center shall be deemed to have engaged in examination malpractice and appropriate sanctions may apply if found. A candidate who is suspected of hiding unauthorized material on the candidate's person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.

#### **4. Electronic Devices prohibited in Examinations**

- (a) Electronic device/gadgets prohibited within the examination hall include (but are not limited to) mobile phones, music players, Bluetooth devices and smart watches.
- (b) Candidates are not permitted to keep any electronic devices on them during examinations (unless with the prior written permission of the Examinations Officer).
- (c) The College accepts no responsibility for any loss or damage to mobile phones or other electronic devices while in the examination venue. For this reason, the College recommends that students do not bring any electronic devices to the examination venue at all.
- (d) It is a breach of the examination rules for candidates to have in their possession any form of electronic device during an examination, even if the device has not been accessed during the

examination. If any candidate breaches this rule, this conduct will constitute academic misconduct/examination malpractice and will be dealt with under the Statutes and/or any other relevant policy documents of the College

### 5. Breach of a provision

(a) A breach of a provision of the regulations made for the conduct of college examinations may attract one or more of the following sanctions:

- i. A reprimand;
- ii. Loss of marks;
- iii. Cancellation of a paper in which case zero shall be substituted for mark earned;
- iv. Withholding of results for a period;
- vi. Suspension from the College, and
- vii. Expulsion from the College.

(b) A candidate may be expelled from the Examination room, if the examination authorities are satisfied that a candidate is behaving in a manner that prejudices the quiet and orderly conduct of the examination. The Disciplinary Committee shall review report by the examination authority and make recommendation to the Academic board through the principal.

### 6. Examination offences

Table 1: Sanction for Examination Malpractice.

SIN	OFFENCE	PROCEDURE	PENALTY
I	Leakage of examination questions. This involves any knowledge or possession of examination questions (be it hard copy, soft copy, on telegram, WhatsApp platform, or any other social	i. If it involves a student, the Examination Malpractice Form (EMF) should be filled and handed over to the Examination Malpractice Committee (EMC) for investigation	i. The candidate's results should be cancelled. The candidate should re-write when the paper is being taken a year after the incident.

	media platform) before the examination.	and possible sanctioning. ii. If it involves staff, it will be referred to the appropriate committee to handle.	
2	Possession of unauthorized material(s) during examination. E.g. blank piece(s) of paper, notes, textbooks, prepared material(s) or any other printed material(s), or electronic devices such as programmable calculators, mobile phones, iPad EarPOds, MP3 etc.	i. The evidence should be seized and the EMF should be filled and handed over to the EMC for investigation and possible sanctioning.	i. Cancellation of the candidate's particular paper and the candidate to rewrite as referred paper.
3	Copying from prepared notes or a colleague's script during the examination; stealing; converting or misappropriating the scripts of another candidate; substituting worked scripts during or after the examination; exchanging question apers.	i EMF should be filled and handed over to the EMC for investigation and possible sanctioning.	i. Cancellation of the candidate's paper and suspension/rustication for one academic year.
4	Persistently looking over other candidate's shoulder (Stretching neck or 'giraffng') to cheat.	i. 1 <sup>st</sup> offense: candidate to sign a Caution Form (CF) for first offense. ii. 2 <sup>nd</sup> offense: candidate to fill EMF and hand over to the	i. 1 <sup>st</sup> offense is pardoned. ii. 2 <sup>nd</sup> offense: cancellation of paper and the candidate to rewrite as referred paper.

		EMC for investigation and possible sanctioning with evidence attached	
5	Impersonation or allowing one's self to be impersonated.	i. EMF should be filled and handed over to the EMC for investigation and possible sanctioning.	i. Cancellation of the candidate's paper and suspension/rustication for two academic years, or dismissal.
6	Assisting or attempting to assist, obtaining or attempting to obtain assistance from another candidate or non-candidate.	i. 1 <sup>st</sup> offense (attempting to assist or attempting to obtain assistance): candidate to sign a Caution Form  ii. 2 <sup>nd</sup> offense (assisting or obtaining assistance): candidate to fill EMF and hand it over to the EMC for investigation and possible sanctioning with evidence attached	i. 1 <sup>st</sup> offense is pardoned. ii. 2 <sup>nd</sup> offense: cancellation of the candidate's paper and suspension/rustication for one academic year.
7	Consulting or trying to consult any book, notes, or other unauthorized materials or any other electronic device both inside and/or outside the examination hall. i.e. programmable calculators, mobile phones, iPad EarPods, and mp3 during	i. Candidate to fill EMF and hand it over to the EMC for investigation and possible sanctioning. (with evidence attached)	i. Cancellation of the candidate's paper and suspension/rustication for one academic year.

	the examination		
8	Persistently disturbing other candidate or other candidates or distracting their attention.	<p>i. 1<sup>st</sup> offense: candidate to sign a Caution Form (CF).</p> <p>ii. 2<sup>nd</sup> offense: candidate to fill EMF and hand it over to the EMC for investigation and possible sanctioning.</p>	<p>i. 1<sup>st</sup> offense is pardoned.</p> <p>ii. 2<sup>nd</sup> offense: Invigilator should stop the candidate(s) from continuing the examination.</p>
9	<p>i. Verbal assault/threat to supervisors/ invigilators/ examiners inside or outside the examination hall. ii. Physical assault on supervisors/invigilators /examiners or any authorized person inside or outside the examination hall.</p>	<p>i. In both situations, the candidate is to fill EMF and hand it over to the EMC for investigation and possible sanctioning.</p>	<p>i. 1<sup>st</sup> offense: cancellation of the candidate's paper and suspension/ rustication for one academic year. ii. 2<sup>nd</sup> offense: cancellation of the candidate's paper and suspension/ rustication for two academic years with possible prosecution.</p>
10	Bringing into the hall or using anything including chemical substance/tools/small arms with intent to cause fear and panic or temporary or permanent injury to any authorized person and other candidates in the examination hall.	<p>i. Candidate to fill and hand it over to the EMC for investigation and possible sanctioning. with evidence attached</p>	<p>i. Cancellation of the candidate's paper and suspension/ rustication for two academic years and/or dismissal with possible prosecution.</p>

II	Destroying materials suspected as evidence against offender, e.g. blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phone, iPad, and mp3. Etc.	i. Candidate to fill EMF and hand it over to the EMC for investigation and possible sanctioning. with evidence attached	i. Cancellation of the candidate's paper and suspension/rustication for two academic years.
12	Destroying any examination material(s) inside the examination hall during examination periods.	i. Candidate to fill EMF and hand it over to the EMC for investigation and possible sanctioning	i. Cancellation of the candidate's particular paper(s) and the candidate to rewrite as referred paper.
13	Writing after the examination has ended after persistent reminders.	i. 1 <sup>st</sup> offense: candidate to sign a Caution Form (CF). ii. Candidate to fill EMF and hand it over to the EMC for	i. 1 <sup>st</sup> offense is pardoned. ii. 2 <sup>nd</sup> offense: Cancellation of the candidate's particular paper and the candidate to rewrite as referred paper.
14	Frequently seeking permission to attend nature's call with intent to copy and/or copying.	i. 1 <sup>st</sup> offense: candidate to sign a Caution Form (CF). ii. Candidate to fill EMF and hand it over to the EMC for investigation and possible sanctioning.	i. 1 <sup>st</sup> offense is pardoned. ii. 2 <sup>nd</sup> offense: Cancellation of the candidate's paper(s) and suspension/ rustication for one academic ear.
15	Failure to write index numbers/serial numbers on the question paper or answer booklet after persistent reminder.	i. 1 <sup>st</sup> offense: Invigilator must insist that the student writes his/her index/serial numbers ii. candidate to sign a Caution Form CF.	i. 1 <sup>st</sup> and 2 offenses are pardoned.

16	Attempting or trying to influence examiners to alter or change marks, e.g. writing statements in answer booklets, writing letters to examiners, supervisors and invigilators.	i Candidate to fill EMF and hand it over to the EMC for investigation and possible sanctioning.	i. Cancellation of the candidate's particular paper(s) and the candidate to rewrite as referred paper.
17	Refusal to fill CF/EMF or to comply with invigilators/supervisors' directives/instructions.	i. Invigilator/Supervisor should fill his/her portion of the CF/EMF, withdraw the answer booklet of the candidate (if possible) and attach his report to the answer booklet and submit it to the EMC.	i. Cancellation of the candidate's paper and suspension/rustication for two academic years, and/or dismissal.
18	Any other exam malpractice indulged in by any student.	i. 1 <sup>st</sup> offense: candidate to sign a Caution Form (CF). ii. Candidate to fill EMF and hand it over to the EMC for investigation and possible sanctions.	i. The appropriate Sanctions would be applied.

### **36.0 Assessment and evaluation (Grading System of Courses)**

For Degree Students performance in a course shall be graded as follows:

<b>Letter Grade</b>	<b>Mark %</b>	<b>Credit Points</b>
A	80-100	4.0
B+	75-79	3.5
B	70-74	3.0
C	65-69	2.5
C+	60-64	2.0
D+	55-59	1.5
D	50-54	1.0

E	0-49	0.0
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Grade Point (GP) is computed as a product of credits for the course and the numerical grade obtained in the course. Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points obtained, up to any specific time, by the number of credits of all courses for which the student has registered up to that time.

### 37.0 Qualification for the award of Degree

- (a) The College and the department require that a pass in every required course shall be obtained by a student to qualify for the award of a Degree.
- (b) A student is expected to earn a minimum CGPA of 1.5 to qualify for certification.
- (c) All semester examination results shall be taken into account in the computation of the Cumulative Grade Point Average (CGPA) for certification.
- (d) A final year student who fails the required course(s) shall have a specific maximum period to redeem himself/ herself (refer to 6.3) within which to pass the failed course(s) and qualify for certification. However, if he/ she had taken advantage of any deferment, then he/ she shall have one academic year.

### 38.0 Class Designation of Students

The full scheme of the classification of Degree shall be as follows:

First Class 4.0 and above Second Class (Upper Division) 3.0 – 3.99 Second Class (Lower Division) 2.0 – 2.99 Pass 1.5 – 1.99 Fail less than 1.50

#### Class Designation

Class Designation	Cumulative Grade Point Average
1 <sup>st</sup> Class	3.6-4.0
2 <sup>nd</sup> Class (Upper Division)	3.0-3.5
2 <sup>nd</sup> Class (Lower Division)	2.5-2.9
3 <sup>rd</sup> Class	2.0-2.4
Pass	1.0-1.9

Fail	<1.0
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### 39.0 Categorization of failed Students

**1. Trail** - A student trails a course when he/she fails to obtain a pass mark or is graded incomplete (I).

(a) **Fail** – A student fails a course when he/she obtains a mark of less than 50% or fails to write an examination after registration without any tangible reason.

(b) Incomplete (I)

i. A student is graded Incomplete (I) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she registered for the course.

ii. A student is graded Incomplete (I) for reason(s) other than (a) above which is acceptable to the Academic Board.

**2. Deferred** A deferred course is an unregistered course which is neither fail (F) nor incomplete (I) and for which the student is required to register.

**3. Probation**-A student shall be put on probation in any of the following situations:

(a) A student with Cumulative Grade Point Average of less than 1.50 at the end of a semester; and

(b) A student who fails four or more courses at the end of any semester (except in the first semester, first year) with cumulative grade point average (CGPA) obtained not less than 1.50.

**4. Repetition** - A student shall be required to repeat the academic year in any of the following situations:

(a) A student on obtaining a CGPA of more than 1.0 but less than 1.50 at the end of the academic year after the re-sit examination. The student must take the cluster of courses in that academic year again. The credits obtained for the failed academic year shall be cancelled.

(b) A student on trailing more than six courses as incomplete (I) at the end of the first semester examination or a total of more than six courses as incomplete (I) at the end of the re-sit examination.

(c) A student who trails more than four (4) courses after taking the re-sit examination at the end of the academic year (with CGPA obtained not less than 1.50).

(d) A student having to do the same semester as a result of deferring his/her programme for one semester.

**5. Withdrawal** - A student shall be withdrawn from the programme in any of the following situations:

(a) A student who fails four or more courses at the end of any semester (except in the first semester, first year) with cumulative grade point average (CGPA) obtained less than 1.50.

(b) A student who obtains a CGPA of less than 1.0 after re-sit.

(c) A student who obtains a CGPA of less than 1.50 and trailing more than four (4) courses at the end of the re-sit examination.

(d) A student whose performance is such that he/she has to repeat for the second consecutive time in the programme.

(e) A repeated student failing to obtain a CGPA of 1.50 or above.

(f) A student on probation for the second successive time whose CGPA is less than 1.50.

(g) A student who is expelled from the College on grounds of examination malpractice.

(h) Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

**6. Grace Period** - It is the maximum period as indicated in Section 6.3(ii), immediately after the second semester examination, granted to final year students to correct their deficiencies in the following situations: (a) A final-year student who at the end of the second semester

examination still trails any course(s). (b) A final- year student whose performance is such that he/she has to repeat the whole third year.

## 7. Processing of Results

### 58.1 Submission of Results

(a) Examiners shall submit the examination results/scores of students to the appropriate Department on or before the date as scheduled by the Academic calendar.

(b) Marked scripts shall be submitted to the Department along with the results/scores which have been duly signed by the Examiner.

## 40.0 END OF SEMESTER EXAMINATIONS

A semester lasts for sixteen weeks, the End of semester examinations will be conducted at the colleges by the Affiliate University on behalf of the Ghana Tertiary Education Commission, In line with the Semester Course Unit System (SCUS) of the University of Cape Coast, the fourteenth week will be used as revision week whilst the last two weeks will be used for the End of Semester Examinations.

**NOTE: For details refer to the Assessment and Examination Policy**

## 41.0 THE MATRICULATION OATH

I .....

Do solemnly promise to be a loyal member of **Bagabaga College of Education, Tamale** to study diligently and to conform to all statutes, regulations and rules of the College in so far as they concern me.

So help me God.

Date:..... Signature:.....

#### **42.0 POLICY REVIEW**

This Policy may be reviewed upon a written request made by any staff of the College to the Principal. The request or appeal shall be referred to the Academic Board for consideration. It may also be reviewed after every five (5) years, with effect from the date the policy came into force.

#### **43.0 TRANSITIONAL PROVISIONS**

The provisions of this policy do not prejudice any rights/obligations or any other privilege(s) of a person who immediately prior to the coming into force of this policy.

#### **44.0 COMMENCEMENT**

This policy shall be deemed to have come into force on the **19<sup>th</sup> day of December 2024.**