

KMCE STUDENT HANDBOOK

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PREAMBLE

This handbook outlines the general rules, regulations and protocols of the College's Admission, Registration, Examination, Associations and Other Academic Policies that affects students' life. It highlights the Dos and Don'ts of all activities of the College. It is the responsibility of the student to understand these regulations and adhere to them.

This handbook shall provide students with most of the information they will require to ensure a successful completion of their programme.

All of us at Komenda College of Education are passionate and committed to partnering you to guarantee a rewarding academic experience.

We wish you the best in your stay and studies at Komenda College of Education.

Very Rev. Kwesi Nkum Wilson (PhD)
(Principal)

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ACKNOWLEDGEMENT

The Principal and Management.

CIP/Student's Handbook/Policy Review Committee, 2020.

Authors of various documents referenced are duly acknowledged.

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BACKGROUND

Komenda College of Education is a co-educational teacher education College in Komenda, Central Region (Ghana). It is one of 46 public Colleges of Education in Ghana and was established in 1948. Komenda College of Education started out of the buildings (Barracks) left by the Fleet Air Arm of the British Navy after the World War II. The barracks was set on the Assai hill in Komenda.

The instrumentality of Mr. A.B. Sam, the then regent of Komenda, leased the legacy to the Methodist Church Ghana, in 1947 to be used as a Training College. The government made some renovation works on the buildings to make it suitable for educational use. On March 11, 1948, the first batch of students numbering forty men was enrolled to start an initial 2-year Teacher's Cert 'B' programme. In 1952, the College became a co-educational institution with its first batch of thirty women.

The first principal of the College was Mr. Lawrence Alfred Creedy, a British citizen. The **motto** of the College is “**Bepɔwso Kurow Hyerɔn**”, meaning **a city set on a hill, shines forth**. The three strands adopted by the founding fathers to underpin the training of students were; **Academic excellence, Service to God and Service to mankind**. The College **hymn** is **M.H.B. 577**.

Messrs R.C. Mensah, C.K. Penrose, Wonderful Dadson, K.A. Essuman and J.C.O. Okyere were among the pioneer tutors of the College. The College has gone through the following academic programmes:

2-year. Cert “B”.

4-year. Cert “A”.

2-year. Cert “A” (Post –Sec)

3-year. Specialist (Music & Art)

2-year Modular Course

3-year Cert “A” (Post –Sec)

4-year (Untrained Diploma in Basic Education)

3-year Diploma in Basic Education

Currently, Komenda College of Education is a tertiary co-educational College affiliated to the University of Education Winneba and runs a 4-year Bachelor of Education (B. Ed) Degree programs. The courses run by the College are; Science/Mathematics, Mathematics/ ICT, Technical, Agricultural Science, Home Economics, Visual Arts, Upper Primary Education and Early Grade Education. The College is noted for its discipline, academic excellence and holistic training. **Graduates** of the College “shine” everywhere they find themselves.

The students’ enrolment now stands at 1,241 for 2019/2020 academic year, with staff population of 87 that is 50 teaching staff and 37 non-teaching staff. The College has two (2) ICT laboratories. We also have a well-stocked library with current educational books.

The College infirmary donated by the College alumni is manned by a professional nurse from the Ghana Health Service.

The College which is noted for training Agricultural Scientists has entered into crop production which includes;

- Coconut plantation
- Maize farming

➤ Piggery rearing

The following are some of the ongoing projects on campus:

- ✓ New Administration block
- ✓ Auditorium
- ✓ Four-storey 24-unit lecture halls

Considering the new status of Colleges of Education in Ghana in recent times, Komenda College of Education by its vision to set the pace for excellence in teacher education in Ghana took cognizance of the Professional Developmental needs of Management and Members of the Academic and Non-Academic Board. In the light of this, the College aims at improving the quality of teaching and learning so as to keep the high standards set for its self. In this regard, a self-assessment has therefore been done to identify areas that need improvement and to plan for it. Thus, having a College improvement plan. The Alumni is planning of a three-storey modern ICT Centre of Excellence project. Documentation on the project is ready.

The Management of Komenda College of Education has the vision to construct a Mercantile Business Centre, Central Stores and Chalets from IGF to aid the running of the College.

The College is also aiming at the following social interventions;

1. short vacation courses to be organized for teachers within KEEA municipality for capacity building
2. remedial classes for JHS students within the environs of the College to help absorb them into the College as regular students.

PURPOSE

To produce competent professional teachers for basic schools to meet the educational needs of the nation.

MISSION STATEMENT

To provide excellent technological and general training opportunities for equipping the student-teacher with the following ethically centered 21st Century skills, termed the “4Cs”

- Critical and problem solving skills
- Collaboration
- Communication
- Creativity and Innovation

VISION STATEMENT

Setting the pace for excellence in teacher education in Ghana by 2030.

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1.0 ACADEMIC PROGRAMMES

Academic Programmes of the College are run by Departments and Units. The Departments and Units offer a four-year bachelor's degree in education.

Programmes offered are;

1. Bachelor of Education, Early Grade
2. Bachelor of Education, Upper Primary
3. Bachelor of Education, JHS
 - a. Mathematics/ ICT
 - b. Home Economics
 - c. Science/Mathematics
 - d. Technical
 - e. Visual Arts
 - f. Agricultural Science

2.0 ADMISSIONS AND REGISTRATION

1.1 APPLICATION METHOD

Application for admission into programmes of study leading to undergraduate degrees must be on prescribed forms (online) approved by Academic Affairs Committee.

Applications shall normally be made in response to official advertisement in national newspapers and on the College's website. The advertisements shall be made in every academic year specifying the programme for which admissions shall be offered to prospective applicants. It is the responsibility of the candidate seeking admission to ensure that all the information and documents required on the prescribed forms are supplied online to reach the Admission Committee of the College.

1.1.1 ADMISSION REQUIREMENTS

1.1.2 Minimum Entry Requirements

These are basic requirements to be satisfied to qualify for entry into the College. They are to be met in addition to other programme-specific requirements.

1.1.3 WASSCE/SSSCE Certificate Holders

At least six (6) WASSCE/SSSCE Credit passes, (WASSCE A1-C6/SSSCE A-D), including three (3) Core Subjects: English Language, Mathematics and Integrated Science (or Social Studies in some cases), as well as three (3) relevant Elective subjects. The total aggregate should be 36 or better for WASSCE and 24 or better for SSSCE.

Applicants must also satisfy programme-specific requirement(s) for programme(s) chosen. (See entry requirements under various programmes in the Admissions Brochure).

1.1.4 SC/GCE Certificate holders

Two (2) 'A' Level passes (other than General Paper) in relevant subjects, as well as credits (Grade 6 or better) in five (5) subjects at GCE 'O' Level, including English Language, Mathematics and a Science subject.

Note: *Applicants with GCE results, which are over five (5) years old, should apply as Mature Applicants.*

Post-Diploma Applicants (Sandwich)

Must possess a Diploma in Basic Education Certificate from a recognized tertiary institution.

The class obtained should be at least a Second-Class Lower Division
(Candidates may be required to pass an interview).

1.1.6 How to Apply

1.1.7 Getting Your Documents Verified

- i. Verification means that your original document has been seen and the photocopy has been sworn (i.e., stamped and signed) to be a true copy of the original.
- ii. All certificates and results of native or foreign nationals other than those from the West African Examinations Council, Universities and Technical Universities in Ghana shall be cleared with the National Accreditation Board and the evaluation reports submitted to the College.
- iii. You may also contact the relevant awarding/examining authority and arrange for them to send direct to the College a statement/transcript of your results.

1.2 ADMISSION PROCESS

The following processes shall guide the recommendation for admissions:

1.2.1 Approval of Admission

Admission shall be made by the Admissions Committee.

1.2.2 Offer of Admission

Candidates offered admission shall be notified in writing by the Secretary. The offer of admission made in accordance with the above shall be provisional, and individual candidates shall be required to:

1.2.3 Acceptance of Admission

- i. Accept the offer of admission by paying the prescribed fees, within the specified deadline and
- ii. Comply with any other conditions that may be contained in the admission letter.

1.2.4 Non-Acceptance of Admission

Any provisional offer of admission not accepted as prescribed in 1.2.3 shall be deemed to have lapsed.

1.2.5 False Declaration

Any student found to have made a false declaration with respect to the admission shall be withdrawn from the College.

1.3 REGISTRATION BY FRESH STUDENTS

1.3.1 a. Full Fees Payment Requirement: All fresh students shall pay the prescribed fees at the beginning of the academic year to commence the registration process.

1.3.2 b. Self-Registration Requirement: Each fresh student shall be responsible for his/her own registration. After registration, the student shall print out the registration form for endorsement by the Heads of Department or Examinations Officer or as may be applicable.

1.3.3 c. Registration Deadlines:

- i. Registration dates shall be fixed by the Academic Board and advertised every semester.
- ii. A fresh student who fails to register within the first two weeks of re-opening (1st semester) and first week of re-opening (2nd semester), but registers in the third and

second week respectively will be charged a late registration fee (to be determined by Academic Board).

1.3.4 d. Medical Examination Requirement: Registration for fresh students shall not be considered complete until the student passes the College Medical Examination.

1.4 CONTINUING STUDENTS REGISTRATION

1.4.1 Full Fee Payment Obligation:

- i. All students must renew their registration, including payment of prescribed full fees, if any, at the beginning of each Academic Year until the completion of their programme.
- ii. The process of registration shall be exactly as prescribed in the regulations above. A continuing student who fails to register within the first two weeks of re-opening (1st semester) and first week of re-opening (2nd semester), but registers in the third and second week respectively will be charged a late registration fee (to be determined by Academic Board).

1.5 IDENTITY CARDS

1.5.1 a. Conditions for Holding an ID Card

- i. Identity Cards (ID) will be issued to every student admitted to a programme in the College.
- ii. Each student of Komenda College of Education should endeavour to carry on him/her the Identity Card of the College at all times.
- iii. In case of deferment of programme, suspension, dismissal or withdrawal, the student concerned shall surrender the Identity Card to the College Secretary.
- iv. Students who return to continue with their programmes shall apply for a new Identity Card, to reflect the new expiry date, on payment of the appropriate fee.

1.5.2 b. Arrangements for Collection of ID cards

- i. ID cards shall be made available at the various Departments.
- ii. Students shall be required to pick up their cards from their respective Departments.
- iii. Students shall be required to present some form of identification before they collect their cards.
- iv. Students shall be required to fill the “Student Record (SR) ID Card Collection Form” and sign against their names as they collect their ID cards.
- v. In the situation where an ID Card is lost after the student has collected it, the student shall fill “SR Lost Student ID Card Form” and submit it to the College registrar immediately.
- vi. For replacements of ID Cards, the student would be required to fill out the “SR ID Card Replacement Form” and attach a Police Report in case of theft, Ghana Fire Service Report in case of Fire, or any relevant official document that proves that the card is indeed missing and submit these to the College registrar.
- vii. The student would also be required to pay the appropriate fee for an ID Card Replacement at the account office.

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1.6 CHANGE OF STATUS

1.6.1 Name

Upon admission to Komenda College of Education, the student shall maintain the name he/she came in with till completion of the programme. However, exception shall be given on marital grounds if the change of name is duly placed in the gazette.

1.6.2 Date of Birth

Upon admission to Komenda College of Education, the student shall maintain the date of birth he/she came in with till completion of the programme.

1.7 ELECTRONIC RECORDS

1.7.1 What is Electronic Record

An electronic record is information recorded by a computer that is produced or received in the initiation, conduct or completion of College activity. Examples in this context include:

- a. admission records,
- b. assessment and examination records, and
- c. financial records.

- i. Admission records mean any data that is captured electronically for Management decision making in the College.
- ii. Assessment and Examination record is also defined as any data that is captured electronically by academic departments and College Administration as a reflection of a student's performance in the College.
- iii. Financial records are defined as any data that is captured electronically by the Finance Office/College's Bankers as a student's financial obligation to the College.

1.7.2 Tampering and Manipulation of Electronic Records

Tampering or manipulation of electronic records includes but is not limited to:

- i. A person knowingly making false claims or entry to any electronic record captured by the College systems.
- ii. A person personally or through a third party tampering with or hacking into any of the College systems to mutilate, conceal, remove or otherwise change any records or input on the system(s).
- iii. Anyone who attempts to forge or prepare transcripts, certificates or any other official College document that is different from the real results on the College's system(s).
- iv. The mode of application may include bribing, coercing, or soliciting favours from various categories of people to effect these changes.
- v. Breach of this regulation shall attract outright dismissal from the College.

1.8 ACADEMIC CALENDER

1.8.1 Semester System

Semester system refers to the organisation of the academic year into two equal parts, lasting 16 weeks each. The Academic Programmes undertaken in each semester will be terminated and students will be assessed on the basis of their work in various courses of study at the end of the semester.

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1.8.2 The Semester Structure

A semester shall be of 16 weeks duration and shall be structured as follows:

- (a) Thirteen weeks of teaching; and
- (b) Three weeks of examination period.

1.8.3 Modes of Instructional Delivery

The College offers its undergraduate programmes through the following modes:

- (a) Campus-based learning (regular), and
- (b) Sandwich

1.8.4 The Semester Calendar

(a) First Semester:

The following shall constitute the major activities of the first semester:

S/N	ACTIVITY
i.	Arrival of Continuing Students
ii.	Registration of Continuing Students
iii.	Arrival of Fresh Students
iv.	Orientation of Fresh Students
v.	Medical Examination
vi.	Registration of Fresh Students
vii.	Lectures Begin
viii.	Matriculation
xi.	End of Semester Examinations
xii.	Students go down
xiii.	Departmental Examinations Committee to consider Results
xiv.	Staff members to Consider Examination Results
xv.	Resit Examinations & Publication of Results
xvi.	Academic Board Meeting to Consider Results

(b) Second Semester:

The second semester may be packed with similar activities as the first semester.

S/N	ACTIVITY
ii.	Arrival of Regular Students;
iii.	Registration of Students;
iv.	Lectures Begin;
v.	Publication of Final Year Examination Results;
vii.	End of Semester Examinations;
viii.	Students go down;
ix.	Departmental Examination Committee to consider results
x.	staff members to consider Examination Results
xi.	Resit Examinations & Publication of results
xii.	Academic Board Meeting to consider results
ix.	Publication of Final Year Results
x.	Congregation or Graduation

(c) Sandwich Sessions

The date of the sandwich session shall be determined by the College.

1.9 COURSE WORK REQUIREMENTS

1.9.1 Programme and Course

- i. A course may be defined as a unit of study within a discipline or programme. In each semester, students will study a number of courses in their chosen programmes which have been recommended by Academic Affairs Committee and approved by the Academic Board.
- ii. A programme of study consists of a number of courses that lead to the award of bachelor degree.
- iii. A programme of undergraduate study shall be divided into courses, each of which shall be assigned an appropriate number of credit units.
- iv. A programme of study shall normally consist of compulsory, elective, pre-requisite and audited courses.
 - (a) A compulsory course is one which a student must take and pass. The mark scored in the course shall count towards graduation and a student cannot graduate without passing it.
 - (b) An elective course is one, which a student can choose in order to make up the required additional units for the award of the degree. Marks scored in an appropriate number of elective courses shall count towards graduation.
 - (c) A pre-requisite course is one whose knowledge is essential prior to taking another course. A student must take and pass this course before he/she can register for the specified course.
 - (d) An audited course is one which a student may take but may not be examined in.

1.9.2 Credit Weighting and Course Coding

- i. Each course in the College is given a value (weight) on the basis of the number of contact hours (theory, practicals or field/studio work) as follows:
 - (a) One (1) hour lecture is equivalent to one (1) credit hour.
 - (b) Two (2) to three (3) hours practicals are equivalent to one (1) credit hour
 - (c) Four (4) hours practicals or field/studio work are equivalent to two (2) credit hours
- ii. Each course shall have alpha-numeric subject code of three letters and three digits, and a course title.

1.9.3 Table 1 : The Alpha-numeric Course Code

Course Code		Course Title	Credits
EBC	126	Communication Skills	3
(a)	(b)	(c)	(d)

Alpha-numeric Course Code can be explained as follows:

- (a) **EBC** stands for the subject.
- (b) **1** stands for the level on the programme, i.e., Level 100.
- (c) **2** stands for the semester in the academic year, i.e. semester two or second semester.
- (d) **6** stands for serial number of courses prescribed in the course structure for that semester, i.e., 6th course mounted for programme.
- (e) **3** credits in the last column refers to the total number of contact hours per week.

1.9.4 Minimum and Maximum Load for Semester

The minimum course load for a full-time student is 18 credit hours and maximum of 21 credit hours in a semester. However, the maximum and minimum credit hours peculiar to certain programmes shall be determined by mentoring Universities.

1.9.5 Total Credit Load for Programme

- i. The College offers four-year undergraduate degree programmes.
- ii. The minimum and maximum credit hours required for graduation are as shown in Table 2

Table 2: Programme Type

PROGRAMME TYPE	TOTAL CREDIT HOUR RANGE
4-Year (B.Ed) Degree in Basic Education	120 –144

1.9.6 Graduation Requirements

The following requirements shall be satisfied before graduation:

- i. Student should pass all courses
- ii. Obtain a minimum of 120 credits;
- iii. Attain a minimum Cumulative Grade Point Average (CGPA) of 1.0;
- iv. Settle all financial and other obligations to the College;
- v. The student should be in good standing, not barred for disciplinary reasons;
- vi. Not having any outstanding disciplinary issues.
- vii. Student must be cleared by the following authorities.
 - a) Finance Office
 - b) College Library
 - c) HOD, Student's Department
 - d) Hall Warden
 - e) Stores
 - f) College Administrator

A student who is unable to complete the degree programme within the time limit shall cease to be a student of the College.

The time **limits for completion** of programmes are indicated in Table 3 below,

Table 3: Duration for Completion of Programmes

Programme	Minimum Duration	Maximum Duration
4-Year Degree	4 years	6 years

2.0 ASSESSMENT OF COURSE WORK

2.1 MODES OF ASSESSMENT

2.1.1 Assessment of Student Performance

- i. Assessment of a student's performance shall be by a combination of:

- (a) Continuous Assessment; and
- (b) End-of-Semester Examinations.
- (c) The weightings for the two modes of assessment are as follows:

Table 4: Mode of Assessment

Mode	Weighting
Continuous Assessment	60%
End of Semester Examination	40%
Total	100%

- ii. The minimum pass mark for a course shall be 50%.

2.1.2 Continuous Assessment

- iii. The following modes or combination of these may be used for a semester's continuous assessment:
 - d. Class assignments
 - e. Quizzes
 - f. Project work
 - g. Term papers
 - h. Supported teaching in schools (STS)
 - i. Report writing
 - j. End of semester examination
- iv. The type of assessment depends on the course as well as the Lecturer taking it at any given time.
- v. A student who re-writes examinations in a failed course(s) shall carry with it the old continuous assessment mark(s).
- vi. Continuous Assessment (CA) and end-of-semester examinations serve different pedagogical needs. End-of-semester Examinations serve primarily to assess a student's understanding of the subject matter, whereas CA plays an additional 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.

2.1.3 End-of-Semester Examinations

The following modes or combination of these may be used for end-of-semester examinations:

Written papers (taken at examination centres)

- Written test
- Practical test
- Project work
- Reports
- Take home examinations
- Open book examinations

Students who do not earn continuous assessment mark do not qualify to take part in the end-of-semester examinations.

Students who owe fees shall not be allowed to take part in any semester examination unless such student obtain explicit permission from the Principal of the College.

2.1.4 Marks and Grade Point Equivalence

Students' performance in a course shall be graded using Grade Points as shown on table below:

Table 5: Marks and Grade Point Equivalence

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

2.1.5 Grade Labels and Descriptions

The pass grades are “A” to “D”.

- (a) Failure Grade:
Failure mark is scoring 49 or below. A letter grade of “E” is awarded.
- (b) Non-completion of Course Work:
The following designations shall be used for all types of non-completion of course work described below:

Table of Academic Jargons

Notation	Description
IC	Incomplete
W	Drop after Deadline
UD	Unofficial Drop
X	Disqualification
Y	Work Still in Progress
Z	Examination Malpractice

- (a) “**I C**” grade (**Incomplete**) shall be awarded to a student who is unable to complete a course for reasons of ill-health justified by the Departmental Head as satisfactory. A student may receive a grade of Incomplete (“**IC**”) only if the course work remaining to be done by the end of the semester is small and the tutors approve an extension for completing the unfinished work.
The tutor must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The designation “**IC**” remains a permanent part of the academic record. When course work is completed to the satisfaction of the tutor, a new grade will replace the “**IC**”.

- (b) A **“W” grade (Drop)** shall be awarded to a student who drops a course he/she registered within the stipulated schedule (i.e., by the third week in a full semester or the second week in a sandwich session).
- (c) A **“UD” grade (Unofficial Drop)** shall be awarded to a student who registers for a course and either never attends or stops attending lecture—but does not officially drop the course. A designation of **“UD”** is equivalent to a grade of **“E” (Fail)**.
- (d) An **“X” grade (Disqualification)** shall be awarded to a student who is unable to complete a course for reasons of ill-health or reasons other than ill-health and justified by the department as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- (e) A **“Y” grade (Work Still in Progress)** shall be awarded to a student who is unable to complete a course designed with multi-term sequence, i.e., going beyond one semester. The tutor may report a **“Y”** grade at the end of the first term to indicate that the work is still in progress. When a final grade is reported, the grade will be posted for both terms and the **“Y”** notation will be removed.

A **“Z” grade (Examination Malpractice or Offence)** shall be awarded to a student whenever it is established that the student had attempted to gain an unfair advantage in an examination, be it in an end-of-semester examination or continuous assessment or any other category of assessment. Such a student shall be debarred from taking any of the College’s examinations for a stated period, or indefinitely, or may be expelled from the College altogether. A **“Z”** grade may be awarded only by the department for subsequent consideration and approval by the Academic Board.

2.1.6 Formal Teaching Approaches

- vii. Formal instructions for courses shall be by any of the following:
 - (a) Lectures
 - (b) Seminars
 - (c) Group Projects
 - (d) Guided Literature Review
 - (e) Laboratory Work
 - (f) Field work
 - (g) Studio Work / Practical Classes
 - (h) Virtual Computer Modules
 - (i) Emergency Remote Teaching and any other pedagogical methods of current best practice.
- viii. Students studying in the college may be required to undergo a prescribed professional attachment or internship during the course.

2.1.7 Informal Teaching Approaches

Informal teaching approaches may be by any of the following:

- Ice Breaker
- Brainstorming
- Lecturettes
- Demonstrations
- Games/Simulations/Structured Experiences
- Small Group (Diads, Triads, and More)
- Role Play
- Fishbowl
- Panels

- Case Studies
- Critical Incidents
- Micro-teaching
- Peer Training
- Field Trips
- Recorded video

2.2 ENROLMENT AND COURSE PROGRESSION

2.2.1 ATTENDANCE AT LECTURES

- The College attaches great importance to adequate exposure of students to course content and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures, tutorials, seminars, fieldwork and laboratory practical sessions and other prescribed activities for the course.
- Lecturers shall print out names of all students who have registered for their courses online before lectures begin every semester. Such list shall be used to check class attendance.
- A student who absents himself/herself for a cumulative period up to ten (10) days shall be cautioned by the Head of Department.
- A student who absents himself/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.

2.2.2 SEMESTER-BY-SEMESTER PROGRESSION AND RESIT OF EXAMINATION PAPERS

2.2.3 Progression of Student from one level to the other

Progression from one level to the other shall be done as prescribed by the mentoring institution.

2.2.4 Re-sit of examination papers

This shall be prescribed by the examining body.

2.3 COMPUTATION OF THE GPA & CGPA

2.3.1 Variables Needed for Computation

- The following shall be required for the calculation of *the Numerical Representation of Academic Performance*:

KEY	ABBREVIATION	FULL FORM OF ABBREVIATION
1.	TCR	Total Credit
2.	TGP	Total Grade Point
3.	SGPA	Semester Grade Point Average
4.	CCR	Cumulative Credit
5.	CGP	Cumulative Grade Point
6.	CGPA	Cumulative Grade Point Average

2.3.2 Calculating the Weighted Grade Point (WGP)

The figure below shows the weighting for scores (i.e., raw examination marks) used for calculating the Weighted Grade Point (WGP)

BACHELOR OF EDUCATION DEGREE					
GRADE	SCORE	GRADE POINT	REMARKS	CUMULATIVE GRADE POINT AVERAGE	CLASS
A	80-100	4.0	Excellent		
B+	75-79	3.50	Very Good		
B	70-74	3.00	Good	3.50 - 4.00	First Class
C+	65-69	2.50	Very Fair	3.00 - 3.49	Second Class Upper
C	60-64	2.00	Fair	2.50 - 2.99	Second Class Lower
D+	55-59	1.50	Satisfactory	2.00 - 2.49	Third Class
D	50-54	1.00	Barely Satisfactory	1.00 - 1.99	Pass
E	0-49	0.00	Fail	0.00 - 0.99	Fail

The Weighted Grade Point (WGP) = *Grade Point for Letter Grade x Credit Hours* for the course

2.3.3 Calculation of the CGPA

2.3.4 Total Grade Point for semester (TGP) = Sum of all WGP's for the Semester
Semester Grade Point Average (SGPA) = $TGP \div \text{Sum of Semester's Credit Hours (TCR)}$

CGPA is similar to SGPA, taking all years spent as if it were a semester.

2.4 CLASSIFICATION OF CERTIFICATES

2.4.1 Bachelor's Degree Classification

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme

Bachelor's Degree Classification

Class Designation	CGPA
First Class	3.5 – 4.0
Second Class (Upper Division)	3.0 – 3.49
Second Class (Lower Division)	2.5 – 2.99
Third Class	2.0 – 2.49
Pass	1.0 – 1.99

2.5 PROJECT WORK

2.5.1 Submission Deadlines

- i. The project work committee shall ensure that students are assigned Project Work Supervisors.
- ii. Project Work topics shall be proposed by students and approved by the Supervisor(s) and the Department.
- iii. In the final year, supervisor(s) shall work closely with the student
- iv. Until completion of their project work.
- v. The supervisor can only sign your Project Work when satisfied that the work is substantially complete and reflects the standards of high-quality research and that it was supervised in accordance with the guidelines for supervision of Project Work as laid down by the examining body.
- vi. After completion, the student shall submit the final, signed project work to the Coordinator.
- vii. A student who is unable to submit by the stipulated deadline shall be asked to submit the project work, the following year and shall be treated as repeat examination with all its implications.

2.5.2 Formatting Project Work

- i. The American Psychological Association (APA) style is the house-style recommended for project work at the College.
- ii. Do not use any other student's Project Work as an example of how to format your work.

2.6 DEFERMENT

2.6.1 Before Commencement of Programme

An applicant offered admission but who desires to commence study in a year other than that in which an offer has been made shall be required to apply afresh for admission. A fresh student can defer his/her programme only after the first semester examination.

2.6.2 On Grounds of Ill-Health

An application for deferment must be made and approved by the Vice Principal, subject to a medical report issued by a Medical Officer of a Government Hospital or a recognized registered Medical Officer on grounds of Ill-Health.

- i. A Continuing student who, due to various reasons wishes to defer the programme should consult the Heads of Department/Academic Counsellors/Dean of student's affairs and Dean of Academic affairs for advice. The student shall then apply officially to the Vice Principal through Heads of Department.
- ii. The student must first pay one-third of the school fees and register to become a bona fide student of the College. Upon resumption, the student should pay the difference of the new fees and the amount paid before deferment.

2.6.3 Maximum Period for Deferment

- i. A student may defer a programme for a period not exceeding four (4) semesters provided that the maximum period allowed for the completion of the programme is not exceeded.
- ii. A student who defers a programme for more than four (4) 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 College.
- iii. In all cases of deferment of examination(s) or programme(s), written permission should be obtained from the Vice Principal before leaving the College.
- iv. The student must first pay one-third of the school fees and register to become a bona fide student of the College. Upon resumption, the student should pay the difference of the new fees and the amount paid before deferment.

3.0 STUDENT SERVICES

3.1 Academic Counselling

- i. Every registered student will be assigned an Academic Counsellor who shall be the first to be consulted in case the student has a problem of academic. It is the responsibility of the student to seek advice when there is a problem

- though the Counsellor may invite the student whenever the need arises.
- ii. Academic Counselors are obliged to meet their students regularly to discuss issues concerning their academic performance.

3.1.1 The College Counselling Unit

The College has a Counselling Unit that addresses both academic and non-academic needs of students

3.2 ORIENTATION FOR FRESH STUDENTS

3.2.1 Orientation Programme

There shall be Orientation Programme for fresh students at the beginning of the academic year and all freshmen/women are required to be present. The purpose of the orientation programme is as follows:

- i. To welcome the fresh students and help them to adjust and adapt to College life.
- ii. To expose them to facilities and resources available in the College.
- iii. To expose them to the rules and regulations that govern students in the College, as well as the student leadership (S.R.C).
- iv. To make students be abreast of their rights, privileges, obligations and responsibilities in relation to College authorities and statutory bodies.

3.3 NEW STUDENT LEADERS WORKSHOP (NSLW)

- i. To ensure quality student governance, there shall be orientation for newly elected and appointed statutory association leaders.
- ii. The purpose of the orientation may be summarized as follows:
 - (a) To expose leaders to general administrative procedures in the College.
 - (b) To train student leaders in financial administration.

3.4 DRESSES FOR CEREMONIAL OCCASIONS

3.4.1 ACADEMIC CEREMONIES

3.4.2 Pomp and Pageantry of Academic Ceremonies

- i. Academic ceremonies are memorable and special occasions in tertiary institutions all over the world. These ceremonies are formal College events, which relevant stakeholders, including staff and students are to be formally dressed to make the ceremony dignified that can be steeped in tradition.
- ii. Students at any of the following functions shall observe to the fullest the etiquettes on academic ceremonies at all times:
 - (a) Matriculation
 - (b) Congregation
 - (c) Other occasions as required

3.4.3 The Matriculation Ceremony

Matriculation is the term used to describe students' formal entry into the College. It is an important requirement in the harmonized Statutes for

Colleges of Education which requires that a person enrolling in the College for the first time shall be matriculated.

- i. Matriculation ceremonies shall normally be held at the beginning of the academic year.
- ii. The ceremony shall last approximately forty minutes, and it is obligatory for all fresh students to attend.
- iii. Student's dress code for matriculation shall be determined by the Academic Board for the ceremony. Convocation shall robe but without the hood and mortarboard.
- iv. Matriculants later sign the Matriculation Register.

3.4.4 The Congregation Ceremony

- i. Congregation ceremony marks the successful completion of one's College programme where degrees are awarded.
- ii. During the ceremony, the graduands may be recognized individually, or they may be presented as a group in which case only the first class students shall be given the opportunity to shake hands with dignitaries.
- iii. Graduands wear Academic gown on such occasions.

4.0 QUALITY ASSURANCE

Good quality of service is what Komenda College of Education stands for. The College aspires to achieve and maintain high quality in all its services and products. The Quality Assurance Team is crucial for identifying, attaining and maintaining high quality in all the endeavors of Komenda College of Education.

The quality assurance policy is designed to maintain a desired level of quality of service in the College especially by paying attention to every stage of the process delivery. It is also to ensure a systematic process that provide service excellence. This is intended to recognize and correct flows in process so as to ensure optional efficiency and performance.

4.1 ASSESSMENT OF TEACHING

Close to the end of each semester, the office of Quality Assurance shall require all students to complete appraisal forms on tutors who have taught them courses in the semester (either online or by hard copy).

4.1.1 Tutors Feedback on Teaching & Learning

Tutors shall also be required to complete appraisal forms on student's participation in teaching and learning processes.

4.2 EXAMINATIONS

4.2.1 THE CONDUCT OF EXAMINATIONS

4.2.2 Rules and Regulations

The following guidelines shall govern the conduct of all examinations in the College. It is the duty of all concerned (Candidates, invigilators, supervisors and Assistant Supervisors) to acquaint themselves with these Rules and Regulations.

4.2.3 Qualifying to write Examinations in the College of Education

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

- i. Has registered and followed the approved course and has not absented himself for more than the equivalent of three weeks contact hours for that course.
- ii. Has continuous assessment marks for relevant subject areas
- iii. Is not under suspension from the College.

4.2.4 Examination rooms and seating arrangements

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

4.2.5 Students Identity Cards

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

4.2.6 Entering and leaving the Examination Rooms.

- i. Candidate shall make himself available at the examination venue at least 30 minutes before the commencement of the examination.
- ii. A candidate shall not be allowed to write an examination if he reports in the examination room 30 minutes after the commencement of the examination.
- iii. A candidate who arrives after the examination has started shall not be allowed extra time to complete the paper.
- iv. A candidate shall not bring to the examination room any foreign materials (books, papers written information bags, mobile phones/organizers, programmable calculators).
- v. No student shall enter the examination room until he/she is invited to the Examination Room.
- vi. A candidate who is suspected of hiding unauthorized materials on him/her may be asked by the invigilator to submit himself/herself to a body search. Refuse to comply would constitute an examination offence.
- vii. Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that the candidates do not carry on them any unauthorized material. An attendant designated by the supervisor/invigilator will accompany a candidate who is allowed to leave the examination room temporarily.

- viii. Candidates shall spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidates shall be permitted to leave the examination room during the last 15 minutes of the examination.

Candidates shall not;

Destroy any examination material inside or outside examination hall.

For example,

- Tearing of leaflets from answer booklets and tearing question papers.
- Writing after the examination has ended after persistent reminder to stop.
- Frequently seeking permission to attend nature's call during the examination.
- Failing to write index number on question paper after persistent reminder.
- Attempting to influence examiners/invigilators.

4.3 PENALTIES FOR EXAMINATION OFFENCES

NO.	OFFENCE	PENALTY
1.	Leakage of Examination questions. This involves any knowledge or possession of examination questions before the examination	Dismissal of offenders involved
2.	Possession of unauthorized material(s), related to the examination and likely to be used during examination e.g. blank piece(s) of paper, notes, textbooks, prepared materials or any printed materials(s), programmable calculators, mobile phones, iPods and mp3.	Cancellation of the candidate's particular paper(s) to be rewritten when the paper is being taken the following year
3.	Copying from prepared notes from a colleague's script during examination; stealing, converting or misappropriating the scripts of other candidates; substituting worked scripts during or after the examination exchanging question papers	Cancellation of the candidate's paper and to be rewritten the following year when the paper is being taken
4.	Persistently looking over other candidate's shoulders (Stretching neck or 'giraffing') in order to cheat.	For the 1 st offence, the report should be documented and filed and candidate made to sign a bond. Any 2 nd offence in relation to examinations will attract cancellation of paper to be

		rewritten the following year that the paper is written.
5.	Impersonation- Impersonating another candidate or allowing one's self to be impersonated	Dismissal and or prosecution of candidates involved.
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
7.	Persistently disturbing other candidate(s) or distracting their attention	Candidates should be warned for the first attempt. For the second attempt, candidate should be asked to leave the examination room.
8.	a) Verbal assault/threat on Supervisors/invigilators / examiners inside or outside examination hall. b) Physical assault on supervisors/invigilators/examiners or any authorized person inside or outside examination hall.	Cancellation of the candidate's paper and rustication for 1 year. Dismissal and prosecution of the candidate(s).
9.	Bringing into the examination hall, or using anything including chemical substance with intent-to-cause temporary or permanent injury to any authorized persons and other candidates in the examination hall	Dismissal-and- prosecution of the candidate(s)
10.	Destroying materials suspected as evidence against offender, .e.g. blank piece(s) of paper, notes, textbooks, prepared material or any other printed material (s), programmable, calculators, mobile phones, iPods and mp3	Cancellation, of the candidate(s) paper, and rustication for 1 year

11.	Destroying any examination material, inside or outside examination hall. e.g. tearing of leaflet from answer booklets; tearing question papers	Cancellation, of the candidate(s) paper and to rewrite the following year when the paper is being taken.
12.	Writing after the examination has ended after persistent reminder.	Caution for the 1 st Offence for the 2 nd offence, paper is to be cancelled and candidate, to rewrite the following year when the paper is being taken
13.	Frequently seeking permission to attend nature's call with intent to cheat and cheating.	Caution for the first time. For the 2 nd offence, stop candidate from continuing the examination and apply the necessary sanction for cheating in examination.
14.	Failure to write index number on question paper after persistent reminder.	Caution for the first time. After the first caution if the index number is still not written it should be interpreted as intention to cheat. Candidate should be stopped from writing the paper and apply the necessary sanction for cheating in examination.
15.	Fabrication of data - claiming to have carried out experiments, observation, interviews or any sort of research which have not in fact been carried out or claiming to have obtained result which have not in fact, been obtained	Cancellation of candidate's project work. Candidate to undertake another field work under supervision.
16.	Plagiarism - reproducing other people's work without acknowledging the source; copying another person's work and pretending it is one's own or substantial use of other person's work and the submission of it as though it was one's own.	Cancellation of candidate's Project work. Candidate to rewrite project on a different topic.
17.	Attempting or trying to influence examiners to alter or change marks, e.g.	Cancellation of the candidate's paper and to rewrite the

	writing statements in answer booklets in the form of pleas; writing letters to examiners, supervisors and invigilators.	following year when the paper is being taken.
18.	Impersonation by a student	Dismissal of candidate involved. In the case of any other person other than a student from the College, the impersonator should be referred to the law enforcement agencies for prosecution.

5.0 EXAMINATION TIME TABLE

5.1 Drawing the Examination Time Table

- i. Draft Examination timetables shall be put up on notice boards before the beginning of end-of-semester/session examinations
- ii. Suggestions for amendment may be made through the Vice Principal to the Timetable Committee.
- iii. Final time tables indicating *Day, Hour and Venue* of each examination shall be put up on Notice Boards two weeks before the commencement of the examination.
- iv. It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.
- v. Any change to be made in the final timetable should be done in consultation with the Chairman or Secretary of the Timetable Committee.

5.1.1 Candidate Identification at the Examination Hall

- i. A print out of the photo-ID-list for each course shall be brought to the examination hall to ensure no candidate impersonates.

In addition to (i.) above, identity cards of students shall be inspected during examinations. Candidates are therefore requested to display their identity cards on their tables for inspection by examination officers/invigilators

- i. Candidates who have misplaced their identity cards should report to the Dean of Academic Affairs (DAA) for replacement before the examination.
- ii. Candidates who have no evidence of any College identity cards shall not be allowed to take the examination unless with the explicit permission from the Vice Principal.

5.2 PROCEDURE DURING EXAMINATION

5.2.1 Use of Index Numbers and Seating Arrangements

Candidates are required to use their index numbers and not their names 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.

5.2.2 Signing the Examination Attendance Register

Candidates must ensure that they sign the printout of examination attendance sheet/register. In the absence of the photo-ID-list, candidates must ensure that they write their names and index numbers and sign against their names on the normal attendance sheet.

5.2.3 Borrowing of Materials in the Exams Hall

Borrowing of materials such as pen, pencil, eraser, ruler and a calculator will not be allowed in the examination room.

5.2.4 Verbal or Non-verbal Communication

There shall be no communication whatsoever (verbal or non- verbal) between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising their hand.

5.2.5 Invigilator's 'Start Work' Instruction

- i. Candidates would be told by the invigilator (s) 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 that there are no missing pages.
- ii. 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 before they leave the examination room. Candidates have personal responsibility for ensuring that their answer books are collected by the invigilator.

5.2.6 Answer Booklet

- i. 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.
- ii. No part of the answer booklet 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.

5.3 ABSENCE FROM EXAMINATION

- i. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.
- ii. The following shall not be accepted as reasons for being absent from any examination:
 - (a) Mis-reading the timetable.
 - (b) Forgetting the date or time of examination.

- (c) Inability to locate examination hall/room/venue.
 - (d) Oversleeping.
 - (e) Loss of a relation.
 - (f) Pregnancy.
 - (g) Inability to find transport to the examination venue.
- iii. In case of absence from an examination through ill- health, the candidate (or someone acting on his/her behalf) must submit a relevant medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within 14 days after the day of examination.
 - iv. It is the responsibility of the candidate to arrange with his/her Doctor for any medical evidence to be certified by the College nurse to be sent to the Vice Principal.
 - v. In case of absence from an examination due to serious causes other than ill-health, the candidate (or someone acting on his/her behalf) must submit to the Vice Principal,:
 - (a) a written explanation of the absence; and
 - (b) evidence of the cause, where possible.

5.4 COMPLAINTS AND APPEALS ON EXAMINATION ISSUES

5.4.1 Request for Review/Re-Marking

A candidate who is not satisfied with the results of any College Examination affecting him/her may request for review/re-marking by submitting an application to the Vice Principal for onward submission to the examining body.

6.0 GENERAL RULES & REGULATIONS

6.1 STUDENT HOUSING

6.1.1 REGISTRATION WITH HALLS OF RESIDENCE

All students admitted to the College shall register with their Halls of affiliations

6.1.2 Fresh and Continuing Students

The students' housing policy requires all students to be residents.

6.1.3 Accommodation Conditions.

- i. No student shall, under any condition or circumstance, change their room in the Hall of residence with any other student unless with the permission of the Hall warden.
- ii. Any student who breaches (i.) above shall be penalized by the Hall warden.

6.2 SEMESTER ARRANGEMENTS

6.2.1 AT THE BEGINNING OF THE SEMESTER

6.2.2 Acceptance of the Residential Offer

- i. All students accommodated in Halls of Residence are expected to stay in residence till the end of each semester. Any member, who by

necessity, has to leave before the end of semester must seek permission in writing to the Hall warden.

- a) The College officially closes on the last day of the semester. Residential students shall leave the Halls within 24 hours of that day, unless an exemption has been granted by the Hall warden.
- b) Failure to comply will attract punishment.
- ii. Every student must sign a Residence Book before departure. Failure to do so will attract sanctions from the Hall warden.
- iii. All students are to leave their contact addresses with the Hall prefects at the end of each semester.
- iv. No student is permitted, under any circumstance, to go home with the room key during vacation.
 - a) All room keys must be deposited with the Hall wardens. Any violation of this rule will result in sanctions from the Hall warden.
 - b) In the case of a student not handing over the key, he/she will be surcharged with the cost of replacement with a new lock. The Hall authorities will not be responsible for any loss or damage to belongings left behind.
- v. Vacation accommodation may be granted to a student only on application to the Principal.
- vi. A student who has been granted permission to stay in residence during vacation shall abide by the laid- down regulations of College.

7.0 TRANSFER OF COLLEGE PROPERTY

- i. No Student shall displace or transfer College property of any kind, e.g., furniture and fittings, without prior written permission from the appropriate authorities e.g., Head of Department, Estate Officer, Tutor or Hall warden.

Sanctions, including cost of replacement, loss of residential status, suspensions and dismissal, shall be applied for breach of any of the regulations.

8.0 DAMAGE OR MODIFICATIONS TO COLLEGE PROPERTY

- i. Students shall not make modifications of any kind to any College property, e.g., furniture and fittings;
- ii. Students shall not interfere with the electrical installations in their rooms or any part of College;
 - (a) First offenders will be warned in writing, by the Hall warden/ Dean of Students' Affairs.
 - (b) Subsequent breach will lead to sanctions.
- iii. Students are liable for any loss of, or damage to, furniture, fittings or equipment of any kind caused by them;

Breach of any of the rules will attract a penalty (to be determined by the College authorities), in addition to payment of cost of repairs or replacement;

- iv. Defacing (including posting of bills, graffiti and writing on walls) of any College property is strictly prohibited.

9.0 KEEPING THE ENVIRONMENT CLEAN

- i. It is expected that all students will keep the environment clean and tidy at all times and thus refrain from degrading the surroundings.
- ii. Any student who habitually throws water from the balcony to the ground, degrades the environment or throws litter around shall be penalized
- iii. Other sanctions like written warning or suspension shall be imposed by the College authorities on students who breach the above rule.

10.0 RULES ON KEYS, VISITORS' & EXEAT BOOKS

- i. Room captains shall keep room keys and their whereabouts shall be known to all the room members.
- ii. No student shall keep a duplicate key to his/her room without the consent of other room members. Breach of this rule shall lead to sanctions.
- iii. Students shall not be allowed to live in the Halls of Residence with families or friends. Any breach will lead to the student being penalized.

10.1 Signing the Hall Departure and Arrival Books

- i. Students travelling outside campus shall sign the Movement Book with the Hall prefect and Hall warden. Upon their return, such students are required to check-in by making appropriate indications in the Movement Book.
- ii. The College shall be absolved of any responsibility and/or assistance arising out of any breach of this regulation. In addition, such students shall be given written warning by the Hall warden.

10.1.1 Carrying Your College Identity Card

- In their own interest, any student travelling should have his/her College Identity Card on him/her.
- She/he may find it useful in times of trouble or in case(s) of emergency.

10.1.2 External Visitors to Halls of Residence

Visitors shall not be entertained in the Halls of residence.

Visitors shall be received at the JCR or the summer hut.

Students who entertain unauthorized visitors shall first be given written warning by the Dean of Students' Affairs.

10.2 USE OF APPLIANCES AT THE HALL

Students shall observe any rules and regulations that may be put in place from time to time by the College on the use of appliances in Halls of Residence.

Students shall accord the personnel whom the College may put in charge of the facility the greatest respect and comply with directions

given from time to time with regards to the use of appliances.

10.2.1 ACCEPTABLE APPLIANCES

10.2.2 Acceptable Electrical Appliances

The following appliances or equipment may be used in the rooms allocated or any other part of the facility:

- a) Computers (PCs and Laptops)
- b) Mobile phones, pressing irons, rechargeable lamps, standing fans.

10.2.3 UNACCEPTABLE APPLIANCES

10.2.4 Unacceptable Electrical/Gas Appliances

The use of the following appliances in the Hall of Residence is, however, **prohibited**:

- a) Electric ovens
 - i. Washing machines
 - ii. Gas cookers
 - iii. Electric sewing machines
 - iv. Photocopiers
- b) Electric heaters
- c) Air Conditioners
- d) Rice Cookers
- e) Blenders
- f) Electric Hair dryers/Hair Straighteners
- g) Juice Makers
- h) Toasters
- i) Cake Mixtures
- j) Microwaves
- k) Electric kettles

And any modern/obsolete equipment not listed above but can have severe consequences to the supply of electricity and the cost to electricity provision to the hall.

The use of combustible substances, such as petrol or gas, by students in the Hall and other unauthorized premises of the College is prohibited.

Students found using any of the prohibited appliances or combustible substances shall be penalized.

10.3 CHANNELS OF COMMUNICATION

Unless otherwise stated, the procedure for dealing with student's matters shall be as provided below:

All students shall follow the following procedures to have their academic and non-academic requests met and their complaints resolved. No student or group of students shall deal directly with the Principal except through the procedure and channels that start from the top of each sub- section below, and ultimately creates a bottom-up arbitration process. For all requests, notifications and complaints from individuals or collective student bodies, the channels shall be;

ACADEMIC MATTERS

10.4.1 Individual Student Issues

- i. Course Representatives
- ii. Academic Counsellors

- iii. Examinations Officer
- iv. Head of Department
- v. Dean of Academic Affairs
- vi. College Secretary/Vice Principal
- vii. Principal

10.4.2 Matters Affecting Students Collectively

- i. Course representatives
- ii. Students Representative Council
- iii. Head of Department
- iv. Dean of Academic Affairs
- v. College Secretary/Vice Principal
- vi. Academic Board

13.0 OTHER POLICIES

13.1 SEXUAL HARASSMENT

Komenda College of Education is committed to providing a working and studying environment free of any sexual harassment in accordance with the laws of Ghana. By this, the College is poised to ensure that all persons are treated with dignity and respect with regards to admission, assessment, academic progression, graduation, staff performance and any other official business with the College Community.

For the purpose of this policy document sexual harassment may be defined as any action(s) and or intention(s) that persistently and rudely confronts one's neighbour (members of Komenda College of Education community) to yield to one's sexual demands. Since sexual harassment can mar the achievement of the College's mission and vision, its violation is tantamount to an offence and shall attract the appropriate punishment.

13.1.1 Policy Purpose

- a. To have in place a College policy that protects the fundamental human rights and dignity of female and male students, staff, visitors and all other members of Komenda College of Education community.
- b. To take steps to avert the occurrence of sexual harassment and abuse in the College.
- c. To respond promptly and effectively to reports of sexual harassment and sexual abuse in the College.
- d. To mete out appropriate disciplinary measures as provided by the policy document when a violation is found to have occurred.

1.1.2 Scope and Application

- a. The policy is operational in all Departments and Units of the College and applies to every member of the College community as well as visitors to the College.
- b. Staff and students are to follow strictly the code of ethics of the College in order to avoid all acts of sexual intimidation, violence, victimization, harassment, rape and defilement.

- c. No staff, student, visitor or any member of the College community shall render a service or help of any kind to anyone in exchange for sex.
- d. All acts of sexual intimidation, violence, victimization, harassment, rape and defilement shall be reported to the appropriate authority (Safe Space Focal Person(s) and the Grievance Committee) for the necessary attention and action. In addition to this the College shall provide anonymous sexual harassment reporting boxes.
- e. For sensitization purposes, this policy shall be enshrined in the staff engagement policy handbook as well as students' handbook with copies made available at orientation programmes.
- f. There shall be confidential documentation of all records regarding complaints and decisions of sexual harassment cases.
- g. This policy is not against relationships based on mutual consent.

13.1.3 What Constitutes Sexual Harassment

- a. Unethical, discriminating and suggestive comments or acts with sexual connotations.
- b. Unwanted physical contact and derogatory remarks which are sexual in nature.
- c. Unsolicited request for sexual encounters and favours.
- d. Indecent assault or rape.
- e. Threats of academic failure or promise of academic success or other rewards in exchange for sexual favours.
- f. Sexual jokes which can cause psychological distress.
- g. Unwanted sexual attention of a persistent nature, made by a person who knows or ought reasonably to know that such attention is unwanted.
- h. Gender based bullying or intimidation.
- i. Public display of pornographic material
- j. Unwelcome repeated telephone calls, letters, e- mails, text messages which are derogatory or sexual in nature.
- k. Assaults and rape are criminal offences and shall be reported to the police.

13.1.4 Implementation, Monitoring and Compliance

The policy shall be implemented and monitored using the bottom-up approach in accordance with the National Council for Tertiary Education (NCTE) Sexual Harassment Policy Guideline (2018). The following shall constitute the expected roles and responsibilities of the SSFPs:

- a. The Safe Space Focal Persons (SSFPs: a male and a female) shall officially be the first point of contact for receiving informal complaints and handling all sexual harassment cases using the reporting channels stipulated in this policy.
- b. Their roles include explaining options for responding and preventing sexual harassment complaints both in a face-to-face setting and during virtual learning to offer good guidance to victims and perpetrators of sexual harassment.
- c. The SSFPs shall respond promptly to sexual harassment inquiries, reports and concerns by
 - i. receiving reports of sexual harassment
 - ii. assuring victim(s) of confidentiality and support

- iii. investigating the report (review evidence or speak with witness)
 - iv. mediating between a victim and alleged perpetrator
 - v. documenting and keeping records safe.
- d. They shall refer victims for the appropriate support (counselling and police report).
- e. They shall assist in providing or coordinating educational programmes for preventing sexual harassments.
- f. They shall respond effectively to digital sexual harassment cases that may occur during virtual learning.
- g. The SSFPs shall conduct confidential policy implementations evaluations (perception surveys) for staff and students to gauge the effectiveness of sexual harassment policies and programmes.
- h. The SSFPs shall support victims in making formal report to the Principal or the Vice Principal in any instance where there is a conflict of interest or victims are unsatisfied with the informal reporting outcomes. Management through the Grievance Committee shall replace the SSFP with an equally competent person.
- i. The above will represent the informal channel of reporting where cases will be reported to SSFP as the first step to addressing sexual harassment. The SSFP shall serve as a mediator through whom abuse cases shall be escalated to the Grievance Committee (formal reporting channel) where the matter is unresolved, retaliated and repeated or when a party or parties are dissatisfied.
- j. The Grievance Committee (GC) shall be responsible to ensure that grievances are dealt with effectively following the College's Sexual Harassment Policy.
- k. The GC shall arrange a formal hearing to review requests and investigate formal complaints and concerns as proposed within the College's Sexual Harassment Policy.
- l. The GC shall acknowledge the victim's complaint and shall forward same including any supporting evidence to the alleged harasser, involved in the grievance within one week of receiving the complaint.
- m. A formal hearing shall be arranged within one week, following receipt of a response. The GC shall appeal with the alleged harasser to submit a written response within one week to the complaints, along with any supporting evidence and or witness.
- n. The GC shall convene a formal hearing which will not be made public and should provide confidentiality to all those involved.
- o. The GC representatives shall ask open-ended questions and seek facts that support or disprove allegations. They shall use the same approach when individually interviewing witnesses for the victim, the alleged harasser and witnesses for the harasser.
- p. If any of the proposed individual for the GC feel they will not be sufficiently objective to deal with cases (particularly if involves a close friend, acquaintance or relative), they may recuse themselves and be replaced by a neutral member of staff, if one is available.
- q. At the end of the hearing, the GC shall go over all evidence/testimony to arrive at a decision and discuss appropriate disciplinary actions. Once a decision has been made, documentation of the proceedings and results shall be given to the victim, the harasser, and the College to keep its records.

- r. The College Management shall duly implement the sanctions proposed by the GC.

13.1.5 Sanctions

If it is established by either informal or formal redress procedures that the unwelcome act did take place, appropriate disciplinary action(s) shall be taken against the offender. The severity of the offence shall determine the form of punishment. The sanctions shall include:

- a. official warning and signing of bond of good behavior.
- b. suspension or dismissal from the College.
- c. any offence the Criminal Code considers as crime shall attract total dismissal; and as minor misdeed shall attract suspension for one academic year.
- d. withholding of results for a period decided by the Grievance Committee and or Management.
- e. other forms of sanctions, depending on the nature of the offence.
- f. on the other hand, an offender whose name keeps recurring may be punished in any other way considered appropriate by Management.

13.1.6 Rights of the Complainant

The complainant shall refer to any person of the College community who believes that he or she has been subjected to sexual harassment in violation of this policy. He or she is backed by this policy to file a complaint for redress and shall not be rebuked, retaliated or discriminated against.

13.1.7 Rights of the Respondent

The respondent shall refer to any person who may be alleged to have harassed a complainant and shall be presumed innocent until proven guilty by the appropriate Committee as stipulated in this policy.

13.1.8 Right to Representations

A complainant and a respondent in a sexual harassment or abuse matter shall have the right to representation.

13.1.9 False Representation

Persons, who make reports that are later found to be false or made through resentment shall be subjected to disciplinary action.

13.2.0 Status

The College Management saw the need to bring into being a sexual harassment policy for the College. Hence, a nine-member Committee including three (3) Hall wardens, The Dean of Academic Affairs, Heads of Departments, The Quality Assurance Officer, The Dean and Vice Dean of Student's Affairs and the Administrator.

14.1 SUPPORTED TEACHING IN SCHOOL IMPLEMENTATION STRATEGY (STS) POLICY.

14.1.1 Introduction

The Supported Teaching in School Strategy provides guidance on supporting pre-service teachers to get the best out of the school placement exercise. It touches on all aspects of Supported Teaching in School (STS) and the roles of various stakeholders with the view to supporting these stakeholders to make pre service teachers' experience not only memorable but as positive as it can be. It provides all stakeholders with the opportunity to contribute their respective quota to the professional enterprise in a way that will make 'the whole greater than the sum of its parts'. It is believed that the STS will create an opportunity for achieving uniformity and consistency in the delivery of the STS courses in the new 4-year Bachelor of Education curriculum in order to make all pre service teachers who go through the programme become critical, reflective and inclusive teachers.

It is required that, tutors and link tutors in Colleges of Education and other teacher education institutions; mentors and lead mentors in schools; and education authorities in District and Regional Education Offices work together in a structured and coordinated way to maximise the synergy that would result from such collaboration.

14.1.2 Policy Purpose

This policy seeks to;

- set solid foundations on which pre service teachers continue to build their teaching skills.
- guide both professionals and pre service teachers to develop all the attributes required by teachers, through STS, to provide high quality teaching, which creates opportunities for learning and enable all learners to achieve to the best of their ability.
- encourage all stakeholders to work together to give all pre service teachers maximum support during STS.
- ensure consistency in the application of the guidelines provided in the National School Partnership Policy and the Supported Teaching in School Handbook.
- ensure that all pre service teachers enjoy their supported teaching in school experience and build on the foundations laid through STS.

14.1.3 The role of Link Tutors

Link Tutors shall be required to:

- a. Liaise between TEIs and partner schools in the cluster.
- b. Give feedback on supported teaching to the Supported Teaching Coordinators (STCs).
- c. Ensure supervisors (i.e. tutors) adhere to the work schedules and perform their functions in the school assigned to them.
- d. Ensure that requisite reports from the assigned schools are submitted to the STS coordinator.
- e. Oversee the mentorship exercise in schools.
- f. Collaborate with Lead Mentors (LMs) and Mentors on student teacher professional development.
- g. Resolve conflict that may arise among pre-service teachers.

14.1.4 Major Activities within the STS Period.

In year 1, Pre service teachers, Tutors and Mentors shall undertake the following exercises before, during and after STS periods.

- a. Familiarization with school environment and document/records (Begin keeping records in Student Reflective Journals - SRJ).
- b. Discussion of basic school curriculum materials with mentors during observation.
- c. Observation of classroom lesson presentation, management, and assessment.
- d. Observation of traits of teacher professionalism
- e. Undertaking child study focusing on children's learning and progress.
- f. Discussion of teaching philosophy and building portfolio (Begin keeping portfolio evidence in SRJ).

14.1.5 The role of Supported Teaching in School (STS) Supervisors.

In addition to the role of supervisors described in the STS Handbook, other responsibilities of supervisors are stated in the National School Partnership Policy as follows:

- a. Discussion of basic school curriculum materials with mentors during observation.
- b. Observation of classroom lesson presentation, management, and assessment.
- c. Observation of traits of teacher professionalism
- d. Undertaking child study focusing on children's learning and progress.
- e. Discussion of teaching philosophy and building portfolio (Begin keeping portfolio evidence in SRJ).

14.1.5 The role of Supported Teaching in School (STS) Supervisors

- a. Assist pre-service teachers to carry out action research.
- b. Give constructive feedback to pre-service teachers on their performance during supported teaching supervision.
- c. Hold meetings with pre-service teachers to enable them reflect on their teaching in the partner schools.
- d. Support pre-service teachers to develop teaching competencies in accordance with the National Teachers' Standards during supported teaching period.
- e. Guide pre-service teachers to overcome challenges they may face.
- f. Assist pre-service teachers to access the available teaching and learning resources.

14.1.6 The role of Mentors

Mentors shall:

- a. plan activities related to STS with pre service teachers.
- b. guide them to undertake the activities.
- c. reflect with them when they have completed the activities.

14.1.7 The Supported Teaching in School Committee

As enshrined in the National School Partnership Policy (2018) Supported Teaching in School Committee shall constitute:

- a) Vice Principal (or any person with equivalent grade in an ITE) –Chairperson
- b) Supported Teaching Coordinator (STC)
- c) Heads of Departments (3 representatives as designated by the college management)
- d) Action Research Coordinator

- e) Quality Assurance Officer
- f) SRC Representative
- g) Assessment Officer/Examination Officer
- h) Guidance and Counseling Coordinator
- i) Gender focal person
- j) College Secretary/Registrar - The College Secretary/Registrar or person of equivalent grade in the TEI shall serve as the Secretary to the Committee and will have no voting rights on the Committee.

14.1.8 Functions of the Supported Teaching in School Committee

The STS Committee shall be responsible for:

- a. selection of supported teaching Partner Schools in collaboration with the Metropolitan, Municipal and Directors of Education (MMDEs)
- b. allocation of pre service teachers to partner schools in collaboration with the MMDEs
- c. liaising with School Management Committees (SMCs)/Parent-Teacher Associations (PTAs) to look for suitable accommodation for pre service teachers.
- d. handling disciplinary issues relating to pre service teachers and tutors during supported teaching period
- e. organising continuing professional development (CPD) sessions for teachers in partner schools to keep the mentor up-to-date with issues
- f. organising training to orient tutors on the use of the supported teaching materials such as handbooks and the SRJ
- g. ensuring assessment of pre service teacher during supported teaching periods
- h. advising management on supported teaching finances and budget.

14.1.9 Functions of Supported Teaching Coordinators (STCs)

STCs shall be responsible for the administration of the supported teaching programme in the ITE and they shall be required to:

- a. make administrative arrangements for posting pre-service teachers to Partner Schools including writing introductory letters to MMDEs and Partner Schools.
- b. ensure the provision of suitable accommodation through liaison with district officials and community leaders.
- c. monitor and evaluate pre-service teacher placements.
- d. organise pre- service teacher's orientation.
- e. liaise with SMCs/PTAs to look for suitable accommodation for pre-service teachers.
- f. ensure a cordial working relationship amongst the pre-service teachers, the partner schools and all other stakeholders
- g. supervise the collection and collation of data on the performance of partner schools and use this for performance management purposes
- h. ensure that pre-service teachers adhere to the use of SRJ.
- i. manage records of all assessment of pre service teachers measured and evaluated by ITEs on supported teaching activities for correlation, grading and reference purposes
- j. ensure judicious use of funds earmarked for supported teaching
- k. provide guidance and counselling for all pre-service teachers in collaboration with the Guidance and Counselling unit.

- l. facilitate the assessment of pre-service teachers' performance in supported teaching in collaboration with ITE supervisors.
- m. organise post- supported teaching sessions to enable pre-service teachers to reflect on their experiences
- n. participate in annual meetings with the relevant MMDEs to review and evaluate the performance of partner schools and
- o. perform any other duties assigned by the STS Committee.

15.0 GENDER EQUALITY AND SOCIAL INCLUSION POLICY

15.1 Introduction

Komenda College of education prioritizes Gender Equality and Social Inclusion (GESI) for Teacher Education as enshrined in the National Gender Equality and Social Inclusion (GESI) Strategy and Action Plan for Teacher Education (2020- 2025). Management shall thus ensure that, by 2025, the College has a responsive teacher education system that genuinely promotes equality and inclusion.

15.1.1 Policy Purpose

To have an all-inclusive policy to cater for all students and staff who qualify to study and work in the College.

15.1.2 Specific Objectives

To achieve this purpose the GESI policy has *specific objectives* with Monitoring, Evaluation, Funding and Resource Mobilization as cross-cutting themes. The objectives of this policy are:

- To have a policy that applies to all students including the physically challenge in terms of space, admission and availability of facilities.
- To have a system of mainstream teaching and learning.
- To increase representation of females at all levels and units of the College.
- To facilitate effective implementation of GESI policies and related issues in Komenda College of Education.
- To enhance inclusion and empower marginalized groups within the College.
- To create a safe teaching and learning environment for students, tutors and staff of the College.
- To expand and improve infrastructure to achieve GESI objectives.
- To influence attitudes, behaviours and practices through communications and advocacy.
- To ensure equal access for all male and female to affordable and quality technical, vocational and science education in the College.
- To build and upgrade educational facilities that are students, disability and gender responsive and provide safe, non-violent, inclusive and effective learning environments for all.
- Capacity support for College staff on Gender Equality and Social Inclusion (GESI) ensuring that infrastructure and College community practices are GESI responsive.

- Introduction of gender and inclusion issues in extra curricula activities through platforms such as Gender Clubs and periodic seminars. These platforms serve as avenues for awareness creation and build confidence of student teachers (especially female students) which can potentially increase the number of female students taking up leadership roles.

15.1.3 Scope and Application

This policy applies to admission of students, recruitment of staff and the formation of committees as well as the representation of the College in all academic and social activities. The policy shall focus primarily on ensuring that tutors within the College are modelling gender sensitive and inclusive instructional methods during their classes with student teachers, thus acting as role models so that student teachers use the same approaches when they enter basic school classrooms.

15.1.4 Policy statement

The GESI policy shall be in existence in the College to protect the interest of both men and women and at the same time give them equal opportunities in all sectors and affairs of the College.

15.1.5 Supporting Procedures

- The policy shall ensure fairness in times of admissions, recruitments, promotions and other activities of the College.
- No person(s) shall be discriminated against on the premise of race, sex, religion, tribe or any form of disability.
- The College shall construction and effectively use washrooms and changing rooms which addresses gender and inclusion needs.
- The infrastructural facilities shall be construct in such a way that it will be disability friendly.
- Mentors and student teachers shall be equipped with the requisite knowledge and skills to address issues of gender and inclusion in basic schools.

15.1.6 Responsibility for implementation, monitoring and compliance

The implementation, monitoring and compliance of the policy shall be the responsibility of the Principal, Vice Principal, Quality Assurance Unit, Dean of students Affairs, Heads of Departments, Gender Champion and all members of the College community. In working to achieve gender equality and social inclusion:

a. The Principal shall

- Empower staff to understand and appropriately play the role of molding the belief systems of students.
- Ensure that accountability frameworks that ensure the gender equality and social inclusion policy is implemented.
- Ensure that institutional weaknesses and cultural biases that have the potential to constrain the achievement of gender equality and inclusive results are eliminated in all programmes and policies.

b. Heads of Departments shall ensure that;

- All tutors deliver their lessons to meet each individual unique need.
- Teaching and learning materials are prepared to suit each learner's needs.
- Seating arrangement in the classrooms are easily accessible and user friendly to persons with disability

- c. *Quality Assurance unit* shall ensure a strict monitoring and compliance of the policy and report its findings to the Principal.
- d. *The gender champion shall ensure that:*
 - All issues relating gender equality and inclusion are properly addressed.
 - All issues beyond the office are reported to the appropriate quarters.

16.0 STUDENTS' REPRESENTATIVE COUNCIL (SRC) CONSTITUTION AND ELECTION POLICY

1.0 Introduction

Democratic governance is crucial to Komenda College of Education. A High-level democratic election is key in ensuring students' leaders are democratically elected by the students and the leaders so elected are the leaders of the students by the students and for the students. This Student Representative Council election policy of the College is designed to provide transparency and students responsibility in obtaining student leaders for the College to ensure students cooperation with their leadership so obtained.

There shall be SRC Constitution approved by Council that shall be used by the student body for student related issues. Any amendment of the SRC Constitution shall be subject to Council's approval. An updated copy of the Constitution shall be kept at the Office of the College Secretary for reference.

Note: in the situation where the person vying for SRC President Position is a male, the running mate shall be a female and, in the situation, where a female is vying for the SRC President position, her running mate shall be a male.

1.1 Policy Purpose/Objectives

- To ensure students leaders come out of their own volition to express their personal interest in leading their colleagues.
- To ensure that students have equal rights to vie for leadership positions of their interest.
- To ensure that students get the opportunity to elect the leaders that they want.
- To ensure that students are responsible and loyal to the leaders that they elect.

1.2 Scope/Application

Elections shall be the primary way of obtaining students leadership at Komenda College and all SRC executive members shall be elected to office.

1.3 Policy Statement

Komenda College of Education shall conduct free, fair and transparent elections to obtain members of Student Representative Council which shall serve as the only recognized students' leadership of the College. Democratic elections shall serve as the acceptable way of obtaining SRC members to lead their colleague students. Other non-executive member positions of the SRC may be appointed when necessary.

1.4 The Process of the SRC Elections

The SRC elections shall go through the following steps and each of the steps shall be conducted as prescribed in the guidelines for elections in Komenda College of Education.

- Official lifting of ban on students' politics
- Picking and submission of nomination forms
- Vetting of applicants
- Declaration of election results
- Petitions on the vetting results
- Balloting for positions on the face of the ballot paper
- campaigns
- Reading of manifestoes
- Voting
- Declaration of voting results
- Petitions on the voting results
- Inauguration of SRC
- Orientation of new SRC members

1.5 Electoral Committee

There shall be a five-member Electoral Committee to see to the SRC elections the members shall undertake the activities listed under the process of SRC elections. The details of their roles are prescribed in the guidelines for elections in Komenda College of Education.

a. The composition of the committee shall be;

- i. A chairman who shall be the Dean of Students' Affairs.
- ii. A Vice Chairman who shall be The Quality Assurance Officer,
- iii. A Secretary who shall be The College Secretary
- iv. An organizer who shall be the Gender Champion,
- v. A students' representative who shall be The Women Commissioner.

b. Students' qualification to vie for positions

- i. A student vying for the position of the SRC president shall be a student of the College as well as being a baptized and confirmed Methodist member of good standing.
- ii. Students vying for other SRC positions shall be students of the College of good standing of from any recognized religion in Ghana.
- iii. Students vying for the SRC position should not get below C⁺ in any of the courses of which the results have been released.

c. Election disputes resolution procedures

- i. Election grievances shall be channeled to the Electoral Committee for redress.
- ii. Arbitration shall take a maximum of one day and the decision of the Electoral Committee shall be final.
- iii. In a situation where a party feels dissatisfied, the grievances can be escalated to the Governing Council whose decision shall be final.
- iv. No student shall resort to any law court until all these processes have been duly explored and its processes exhausted.

Definition of Terms

- a. ***Sexual Intimidation***: any act that may cause fear or panic in a person to succumb to pressure from another against the person's will.
- b. ***Violence***: rudely and recklessly heckling a neighbour.
- c. ***Victimization***: using one's position or authority to visit vengeance on a neighbour without any cause.
- d. ***Sexual harassment***: persistently and rudely confronting one's neighbour to yield to one's sexual demands.
- e. ***Rape***: forcefully and indecently engaging in sexual intercourse with a person, without the person's consent.
- f. ***Defilement***: having carnal knowledge of a person under sixteen (16) years of age.
- g. ***Inclusion***: recognizing, respecting, involving and taking care of every able body and qualified persons, whether a student or staff in all activities and matters of the College.
- h. ***Gender***: gender refers to the roles, behaviours, activities, and opportunities that any society considers appropriate for girls and boys, and women and men.

List of Acronyms

DDE – District Director of Education
CPD - Continuous Professional Development
ITE - Initial Teacher Education
NTEC F- National Teacher Education Curriculum Framework
NTS - National Teachers’ Standards
NSPP- National School Partnership Policy
MDE - Metropolitan/Municipal Director of Education
MMDEO- Metropolitan, Municipal and District Education Office
PTA - Parent Teacher Association
SMC- School Management Committee
SRJ - Student Reflective Journal
STS - Supported Teaching in School
STC- Supported Teaching Coordinator

Related legislation

National Gender Equality and Social Inclusion (GESI) Strategy and Action Plan for Teacher Education (2020-2025), National Council for Tertiary Education (NCTE)

Responsibility for Implementation

Principal, Vice principal and the STS Coordinator.

Responsibility for Monitoring, Implementation and Compliance

The Vice Principal, Quality Assurance Officer, STS Coordinator and Heads of Departments.

Related Document

University of Education, Winneba (UEW), Student Handbook.

Key stakeholders

The Principal, Vice Principal, Heads of Department, all the College staff and students.

The College Council, GC, SSFPs, Administration, Staff and their Families, Students and Visitors to the College.

Approval body

The College Council.

Bepawso Kurow Hyeren

Composed by J.K Afful
Transcribed by Francis -Eku Hyia and
Bright Essel (KOMENCO)

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15 Be paw so ku row hye ren ma aman hu bio hu bi ma aman hu bio

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