



**UniMAC**  
UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION

# BULLETIN

## UNDERGRADUATE POLICIES AND PROCEDURES

PUBLISHED BY AUTHORITY

SEPTEMBER 2024



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## **1.0. INTRODUCTION**

The University is responsible for enacting policies and procedures that proactively enhance the teaching and learning environment. This document itemises and provides the specifics of these policies and procedures which are subject to change without prior notice. The policies in this document relate to student registration, course scheduling, and the accurate and secure handling of student academic records, examinations and graduation. It is the student's responsibility to familiarise himself/herself with these policies and procedures of the University and be guided by them.

## **2.0. DEFINITIONS**

Academic Probation	Repeating failed courses and where possible, making up the workload with the appropriate courses for the next level.
Examination Offences	Examination offences shall be understood to include any attempt on the part of a student to; <ul style="list-style-type: none"><li>• gain an unfair advantage over other students</li><li>• breach the examination regulations and instructions to students</li></ul>

- refuse to occupy an assigned place in an examination room
- engage in any form of communication with another student
- possess a book, paper or written information of any kind except as required by the rules of a particular examination
- engage in smoking
- leaving an examination room without the permission of the Invigilator or refusing to follow statutory instructions relating to any examination of the University.

Repeat

means a student shall join the class, complete assignments and take part in the mid/end-of-semester examinations.

Retake

means a student shall sit for an examination for a failed course only when it is next available.

### **3.0. ABOUT THE UNIVERSITY**

The University of Media, Arts and Communication (UniMAC) was established by the University of Media, Arts and Communication Act, 2020 (Act 1059). This merged the erstwhile Ghana Institute of Journalism, established in 1959, the Ghana Institute of Languages, established in 1961 and the National Film and Television Institute, established in 1978, into a public university.

The enactment was a bold step to fulfil the constituent institutes' long-standing desire and advocacy to merge into a full-fledged university and improve their extremely intertwined offerings to their students and academia.

The Act established UniMAC as a holding university with Constituent Institutes. It has a core mandate to provide higher education, disseminate knowledge related to the development of media, arts and communication industry in the country, undertake research and foster relationships with persons outside the University through the following institutes:

- I. An Institute of Journalism
- II. An Institute of Film and Television
- III. An Institute of Languages
- IV. An Institute of Theatre and Performing Arts
- V. An Institute of Digital Media Arts, and
- VI. Any other Institute, School or Centre the Council may determine.

## **VISION**

To become a first-rate university that pursues excellence in research and professional education and training in the broad fields of Communication and the Creative Arts, for societal transformation.

## **MISSION**

To deliver a value-based education and training utilising a technology-driven platform that allows academics, industry professionals, alumni, entrepreneurs, and students to work together to foster a culture that promotes distinctiveness in research, teaching, learning and practice.

## **CORE VALUES**

Excellence

Integrity

Transparency and/in Unity

Discipline

Accountability

Industrial and Community Relevance

## **PHILOSOPHY**

As a first-class centre of excellence in media, arts and communication studies, the University has its core philosophy as

the provision of world-class education for students and facilitating the learning and development of journalists, language experts, media practitioners and communication experts through effective lectures, tutorials and practical training in the core areas of linguistics, media production, Public Relations and Advertising.

## **ETHICS POLICY**

The University of Media, Arts and Communication is an ethical organisation whose core value is to promote academic and professional excellence in linguistics, media production, journalism, and communication-related disciplines. Its guiding principles include universality, diversity, dignity, integrity, equity, respect for individuals and group rights. The University promotes the needs of academia, industry and society as a whole for the well-being of the Ghanaian and all humanity.

## **GOVERNING COUNCIL**

The University of Media, Arts and Communication under Act 1059, is governed by a Council, which is responsible for determining the strategic and policy direction of the University.

## **EXECUTIVE MANAGEMENT BOARD**

The Executive Management Board (EMB) has oversight responsibility for the day-to-day administration of the University.

It serves as the link between all organs of the University and the Council.

## **ACADEMIC BOARD**

As provided for by the Act, the Academic Board is answerable to the Council for formulating and implementing the academic policies of the University, devising and regulating courses of instruction, promoting and supervising research, and regulating the conduct of examinations by the University.

## **ACADEMIC/ADMINISTRATIVE PROFESSIONAL STAFF**

The University boasts a strong cast of highly qualified academic and administrative staff from various backgrounds and experiences. The majority of the academics are also practitioners in their respective disciplines. Part-time lecturers from other public universities and industry complement the full-time lecturers.

## **4.0. ADMISSION**

- 4.1. Prospective students complete an application form and pay the appropriate admission application fee to be considered for admission;
- 4.2. The University, through the Joint Admissions Committee of the Academic Board, admits students who satisfy the conditions for admission listed below in 4.3;
- 4.3. Prospective students applying for a four-year bachelor's degree programme must have the following:

### **4.3.1. Senior School Certificate Examination (SSCE) Holders**

Applicants must possess passes (A - D) in six (6) subjects comprising three (3) core subjects, including English, Mathematics and three (3) elective subjects. Applicants to the Bachelor of Arts in Translation programme should have French as part of their electives.

### **4.3.2. West African Senior School Certificate Examination (WASSCE) Holders**

Applicants must possess passes (A1-C6) in six (6) subjects comprising three (3) core subjects, including English, Mathematics and three (3) elective subjects. Applicants to

the Bachelor of Arts in Translation should have French as part of their electives.

#### **4.3.3. General Certificate of Examinations (GCE Advanced Level) Holders**

Applicants must possess a General Certificate of Examinations (GCE) 'A' Level Grade E or better in three (3) subjects, at least, one of which should be Grade D or better Credit passes i.e., Grade 6 or better in five (5) GCE Ordinary Level ('O' Level) subjects including English, Mathematics and a Science subject, for non-science students.

#### **4.3.4. Advanced Business Certificate Examination (ABCE) Holders**

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science, or Social Studies in the **General Business Certificate Examination (GBCE)**. Applicants may be admitted to level 200.

#### **4.4. TOP-UP DEGREE [LEVEL 200 AND 300 WEEKEND]**

- 4.4.1 A UniMAC Diploma with a final CGPA of 2.5 and above or an equivalent Diploma from an accredited communications training institution with a CGPA of 3.0 and above or with an average of Grade B. However, an applicant with a UniMAC Diploma with a final CGPA between 1.80-2.49 or an equivalent Diploma from an accredited communications training institution could be considered for a fee-paying option.
- 4.4.2 UniMAC Diploma holders with NAPTEX/CTVET certification are eligible to apply for level 200 top-up.
- 4.4.3 Diploma holders **with a Final Grade Point Average of 3.00** from other disciplines are eligible to apply.
- 4.4.4 Higher National Diploma (HND) holders with a minimum of 2<sup>nd</sup> Class (Lower Division) are also eligible to apply.

#### **4.5. HIGHER NATIONAL DIPLOMA**

##### **4.5.1. Senior School Certificate Examination (SSCE) Holders**

Applicants must possess six (6) passes (A-D) in all subjects, including English and Mathematics. For areas of specialisation, three (3) of the passes must be in relevant subjects. Applicants to the Higher National Diploma (HND)

in Bilingual Secretaryship programme should have French as part of their electives.

#### **4.5.2. West African Senior School Certificate Examination (WASSCE) Holders**

Applicants must possess six (6) passes (A1-D7) in all subjects, including English and Mathematics and must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialisation. Applicants to the HND in Bilingual Secretaryship programme should have French as part of their electives.

### **4.6. DIPLOMA**

#### **4.6.1. Senior School Certificate Examination (SSCE) Holders**

Applicants must possess six (6) passes (A-D) in all subjects, including English and Mathematics. For areas of specialisation, three (3) of the passes must be in relevant subjects.

#### **4.6.2. WASSCE Holders**

Applicants must possess six (6) passes (A1-D7) in all subjects, including English and Mathematics and must

possess a minimum of C6 in any three (3) of the passes relevant to the area of specialisation.

#### **4.7. MATURE ENTRY**

Persons wishing to enter the University of Media, Arts and Communication as Mature Students must be at least 25 years old and show proof of age with a birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application.

Applicants will be considered for admission on passing a **special entrance examination** in English Language, Mathematics, Aptitude Test/General Paper, and French (*only applicants to the BA Translation and HND in Bilingual Secretaryship programmes*) to be conducted by the University.

Successful applicants after the examination may be admitted to a degree or diploma depending on their performance.

#### **4.8. INTERNATIONAL APPLICANTS**

International applicants with Baccalaureate and other qualifications may be admitted based on qualifications from their home countries for which equivalence shall be determined by the Ghana Tertiary Education Commission (GTEC) and submitted to

the University. Evidence of proficiency in English Language may be required in the case of applicants from non-English speaking countries.

**N.B.** The information stated above is the minimum Ghana Tertiary Education Commission (GTEC) requirement. The Academic Board, however, reserves the right to set cut-off points during each admission cycle.

## **5.0. MEDICAL EXAMINATION**

- 5.1. At the beginning of the first semester, all newly admitted students are required to go through a medical examination supervised by the University to help ensure the health and safety of the teaching and learning environment;
- 5.2. Administered upon the payment of the appropriate fees, the medical examination enables the University to acquire a baseline medical record of each student for medical emergencies and facilitates the appropriate and timely treatment of students who may fall ill.
- 5.3. The medical results of students are kept confidential.

## **6.0. ACADEMIC YEAR**

The University's Academic year runs from August to June and is divided into two semesters:

- i. First Semester - August to December
- ii. Second Semester - January to June/July

There may also be a sandwich semester from June to August each year.

The University reserves the right to change the dates of semesters, which shall be announced on the University's notice boards and through other appropriate communication channels such as the University's website.

## **7.0. STRUCTURE OF SEMESTER**

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

- i. 13 weeks of Teaching
- ii. 1 week of Revision
- iii. 2 weeks of Examination or as may be determined by the Academic Board.

## **8.0. DURATION OF STUDY PROGRAMME**

The duration for the study programmes is as follows:

- |      |                         |   |              |
|------|-------------------------|---|--------------|
| i.   | Diploma Programme       | - | 2 years      |
| ii.  | HND Programme           | - | 3 years      |
| iii. | Bachelors Programme     | - | 4 years      |
| iv.  | Top-Up Degree Programme | - | 2 or 3 years |

NB: Students who participate in the Language Immersion Programme will have a year extension in the duration of the programme.

## **9.0. REGISTRATION**

- 9.1. Upon being granted admission, a student must go through the registration process. Registration formally signifies the student's enrolment into the University and conveys the student's willingness to abide by all the rules and regulations of the University including academic policies and procedures;
- 9.2. Registration amongst other requirements involves the definitive confirmation of the student's course of choice, the payment of tuition and other mandatory fees and the inspection of the originals of documents submitted by the applicant during the admission process;
- 9.3. Students who fail to register in person during the official

registration period at the beginning of the semester i.e. registration by proxy, forfeit their right to register for the semester or the entire academic year. However, they may be granted an extension after the payment of a late registration fee.

## **10.0. CONTINUOUS REGISTRATION**

10.1. Except for students formally classified as being on suspension or granted a leave of absence, all students including those on probation, are expected to be continuously registered each semester to complete the required coursework. Full-time students are required to register for a minimum of fifteen (15) credits or as may be determined by the department.

## **11.0. ORIENTATION**

11.1. All newly admitted students are required to attend an orientation session organized by the a) University b) Constituent Institute c) Faculty d) Schools and e) Departments at the beginning of the first academic year.

11.2. These sessions allow students to familiarise themselves with the University and its various policies and procedures designed to facilitate a conducive learning environment;

participating students also get to interact with faculty, staff and current students.

## **12.0. COURSEWORK**

- 12.1. Though instructors enjoy academic freedoms appropriate for rigorous teaching and learning, coursework in the University may comprise 3-hour weekly sessions over sixteen (16) weeks each semester, of which thirteen (13), one (1) and two (2) weeks are for teaching, revision and examination, respectively;
- 12.2. In addition to other teaching and learning approaches, coursework at the University would generally include a mix of lectures, case study analysis, audio-visual productions, simulations, group, and individual assignments, in-class tests and presentations, classified as interim assessment (IA) accounting for forty percent (40%) of the overall course grade and final end-of-semester examinations, accounting for the remaining sixty percent (60%).
- 12.3. In addition, all students go through a supervised industry practical training, internship and complete project work or dissertation, where applicable.

## **13.0. ATTENDANCE**

- 13.1. Students are required to, regularly and punctually, attend all classes specified for their course of study and participate in all assignments and examinations;
- 13.2. It is particularly important that students attend the first class of the course since instructors discuss much of the important course-related information e.g. syllabi, required textbooks and class groups during the first class;
- 13.3. Should it be necessary for a student to temporarily be absent from class, the instructor should be informed before the absence;
- 13.4. However, where the absence was as a result of a medical or family-related emergency and the student has in his/her possession documentation relating to the emergency, informing the Instructor after the fact is acceptable. In both circumstances, the Instructor may grant the necessary approvals for the student to retake or resubmit required work;
- 13.5. Students who absent themselves from class for twenty-one (21) days in a semester without official permission from the Registrar, are deemed not to have satisfied the class attendance requirements for the semester and shall not be assessed as having completed the programme.

## **14.0. MAXIMUM DURATION FOR THE COMPLETION OF PROGRAMMES**

All students shall be required to complete their programmes within the maximum stipulated duration below.

- 14.1. A Diploma programme runs for two (2) academic years (four semesters). However, a student who is unable to complete his/her programme within this duration shall be given an additional two (2) academic years (four semesters) to complete. In all, the maximum number of years for completion shall be four (4) academic years (eight semesters).
- 14.2. A Higher National Diploma programme runs for three (3) academic years (six semesters). However, a student who is unable to complete his/her programme within this duration shall be given an additional two years (2) academic year (four semesters) to complete. In all, the maximum number of years for completion shall be four (4) academic years (eight semesters).
- 14.3. A Degree programme runs for four (4) academic years (eight semesters). However, a student who is unable to complete his/her programme within this duration shall be given an additional two (2) years (four semesters) to complete. In all, the maximum number of years for completion shall be six (6) years (twelve semesters).

- 14.4. A Two-year top-up programme runs for two (2) academic years (four semesters). However, a student who is unable to complete his/her programme within this duration shall be given an additional two (2) years (four semesters) to complete. In all, the maximum number of years for completion shall be four (4) academic years (eight semesters).

## **15.0. STUDENT ADVISING AND SUPPORT SERVICES**

- 15.1. All registered students are allocated academic advisors who are usually current faculty members from their respective departments;
- 15.2. The academic advisor serves as a mentor, providing the student with academic and career advice and information;
- 15.3. All academic advisors have weekly scheduled office hours during which students can walk in for the necessary support.

## **16.0. ACADEMIC INTEGRITY**

- 16.1. In appreciation of the integrity of the teaching and learning environment, the University expects both the instructor and the student to adhere to a high level of integrity and honesty;

- 16.2. Instructors have a responsibility to the student to promote open and honest discussion in class and written work submitted, and graded fairly in a manner consistent with the course syllabus;
- 16.3. The University has zero tolerance for dishonest academic behaviour such as falsifying data, cheating, or plagiarism, i.e. the submission of work by another as one's own without acknowledging the source;**
- 16.4. Students in violation may have their completed work rejected and assigned an 'F' grade and in addition suspended or expelled from the University.

## **17.0. EXAMINATIONS**

- 17.1. Unless otherwise clearly stated in the course syllabi, all courses taken each semester will include an interim assessment as well as a final examination;
- 17.2. The format of the assessments will be determined by the instructor and graded accordingly;
- 17.3. It is recommended that whenever possible, students should seek prior permission from the instructor if they expect to miss an interim assessment or the final examination;

- 17.4. However, in a justifiable emergency e.g. medical or related emergencies, a student may, after missing an interim assessment or a final examination, seek the consent of the instructor to submit a late assignment or take a substitute examination at a time to be specified by the University.

## **18.0. DEFERMENT OF EXAMINATIONS**

- 18.1. A student who has satisfied all the requirements as prescribed but is unable to take the main (end-of-semester) examinations on grounds of ill-health, shall, on application to the Registrar, **and provision of a medical certificate issued by a certified Medical Officer of a hospital**, be allowed to take the examinations at the next offering. Subsequent applications for deferment due ill-health shall be subject to a medical certificate issued by a properly constituted Medical Board;
- 18.2. In case of deferment on grounds other than ill-health, the Dean of Students shall invite the applicant for an interview and advise the University accordingly. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why he/she wishes to defer the examinations;
- 18.3. In cases of deferment of examinations, an application should be made in writing to the Registrar after which the

applicant(s) shall obtain prior written response(s) before deferment.

- 18.4. A student who does not fulfil the course requirements and/or is absent for 21 days from all lectures, practicals and other activities prescribed for any course in any semester, shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the semester examination.

## **19.0. REVIEW OF EXAMINATION RESULTS**

- 19.1. A student who is not satisfied with the final results of the examination affecting him/her may request a review.

- 19.1.1. The student shall first pay an appropriate fee as applied at the time of the request and submit in-person, an application to the Director of Academic Affairs no later than fourteen (14) days after the date of release of the said results as approved by the Academic Board and shall state the grounds for review;

- 19.1.2. The review application shall be referred to the Dean of the appropriate Faculty for the necessary action;

19.1.3. The Academic Board may authorize the Registrar to amend the results as released in the light of the review;

19.1.4. If a complaint for review is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from the University's examinations for a stated period or an indefinite period.

## **20.0. EXAMINATION REGULATIONS**

20.1. A student writing the University's examinations must have pursued an approved course as a regular student over the required period, fully paid all required fees and is not under suspension nor has been dismissed or asked to withdraw;

20.2. Entry to the examinations shall be by registration, and the papers to be written shall be indicated by the course code and the title;

20.3. It shall be the duty of the student to consult the daily timetable (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make themselves available at the appointed place at least half an hour before the examination;

- 20.4. A student may not be allowed to write the University's examination if he/she reports to the examination more than half an hour after commencement;
- 20.5. It shall be the student's responsibility to provide a pen, pencil and an eraser as needed. It is also his/her responsibility to ensure that he/she is given the right question paper and other material needed for the examination;
- 20.6. A student shall not bring to the Examination Centre or the washroom of the Examination Centre or near the Examination Centre any book, paper or written information or cellular/mobile phones or other unauthorised material;
- 20.7. Any prohibited personal effect brought to the Examination Centre, shall be deposited, before the beginning of the examination, at a specific spot as designated by the Examinations Officer;
- 20.8. No student shall enter the Examination Room until invited to enter the Examination Room by the Examinations Officer;
- 20.9. It is expected that a student shall uphold the highest standard of civility and courtesy in an Examination Centre and so if he/she flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in

any manner, he/she commits an offence. An investigation shall be launched into the conduct of the student and appropriate sanctions taken by the Academic Board upon receipt of the report from a committee to be set up by the Pro Vice-Chancellor;

- 20.10. A student shall, for identification by the Chief Invigilator or Invigilator, carry on him/her, his/her student identity card and place it on the examination table to enable the Invigilator to ascertain the identity of the person writing the examination;
- 20.11. The Chief Invigilator shall reserve the right to refuse any student without an identity card entry to the Examination;
- 20.12. Students with special needs, physically challenged, and pregnant, shall inform the authorities about their special circumstances to be catered for;
- 20.13. No communication between students is permitted in the examination room. Specifically, a student shall not pass or attempt to pass any information or instrument from one to another during an examination nor copy or attempt to copy from another student or engage in any similar activity;
- 20.14. A student shall not disturb or distract any other student during an examination.

- 20.15. A student may attract the attention of the Invigilator by raising his/her hands;
- 20.16. Any student caught engaging in an examination malpractice shall be made to write a statement duly signed by him/her. The student shall be allowed to continue the examination thereafter;
- 20.17. The invigilator, at the end of the examination, shall make a formal report to the officer in charge of the examination;
- 20.18. Smoking or drinking alcoholic beverages is not allowed in the examination room;
- 20.19. Students may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself/herself that a student does not carry on his/her person any unauthorised material;
- 20.20. A student granted permission to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the Invigilator;
- 20.21. A student who finishes an examination ahead of time may leave the examination room after surrendering his/her answer booklet(s). The student shall not be allowed to return to the examination room thereafter;

- 20.22. At the end of each examination, students should ensure that they do not take away any answer booklets, whether used or unused, from the room;
- 20.23. Students should not in any way interfere with the stapling of the answer booklets. Any complaints about the answer booklets should be brought to the attention of the Invigilator;
- 20.24. A student who fails to be present at an examination without any satisfactory reason shall be awarded a grade of Z. The award of a grade of Z in a required paper means disqualification in that paper. Except for documented and proven emergencies, the following shall not be accepted as reasons for being absent from any paper at the University's Examinations:
- 20.24.1. Misreading the timetable;
  - 20.24.2. Forgetting the date or time of examination;
  - 20.24.3. Inability to locate the examination hall;
  - 20.24.4. Inability to rouse oneself from sleep in time for the examination;
  - 20.24.5. Failure to find transport;
  - 20.24.6. Ill-health.

## **21.0. EXAMINATION MALPRACTICES OR OFFENCES**

- 21.1. Students should note that while group work and discussions before examinations are encouraged, the final product of a student in an examination should be solely that of the student.
- 21.2. Any student who willingly or unwillingly makes it possible for other students to copy from his/her work and thereby enables a third party to note the similarities would have his/her paper cancelled alongside the one copying.
- 21.3. The Invigilator at the end of the exams shall make a formal written report to the officer in charge of the examinations.
- 21.4. The Chief Invigilator or any examiner shall report to the Registrar as soon as practicable any instance of a breach of examination regulations.
- 21.5. On the advice of the Registrar, the Pro Vice-Chancellor may constitute a committee to investigate all examination offences that have come to the University's attention. The Registrar shall inform the Pro Vice-Chancellor, who will then form a committee to investigate.
- 21.6. In respect of offences occurring outside the precincts of an examination room, the Registrar shall investigate and submit the preliminary findings to the Pro Vice-Chancellor, who shall set up a committee to enquire into the matter

and inform the Academic Board of the committee and its findings.

- 21.7. The Academic Board shall review all reports received in connection with an examination malpractice or an offence. Based on its review, the Academic Board may impose a sanction or absolve the student accordingly.
- 21.8. Grade F shall be awarded wherever it is established that a student has attempted to gain an unfair advantage in an examination or any other paper or has misconducted himself/herself in an examination.
- 21.9. In all instances of examination malpractices or offences, a formal report shall be submitted to the Chairman of the Academic Board as soon as practicable upon receipt of the report by the Pro Vice-Chancellor from the committee so established to investigate the matter. The Academic Board may review all such reported cases and may vary the sanctions as it thinks fit.

## **22.0. SANCTIONS FOR EXAMINATION MALPRACTICE OR OFFENCE**

- 22.1. A breach of any of the foregoing regulations made for the conduct of examinations may attract one or more of the following sanctions:

- 22.1.1. A reprimand;

- 22.1.2. Loss of marks;
- 22.1.3. Cancellation of a paper (in which case zero shall be substituted for the mark earned);
- 22.1.4. Withholding of results for a period; and
- 22.1.5. Award of grade F.
- 22.2. Where it has been established that a student had attempted to gain an unfair advantage in an examination, further sanctions may include the following:
  - 22.2.1. Being barred from the University's examinations for a stated period;
  - 22.2.2. Being barred from the University's Examinations indefinitely;
  - 22.2.3. Suspension from the University;
  - 22.2.4. Expulsion from the University; and
  - 22.2.5. Reprimand.
- 22.3 In addition to the prescribed sanctions, malpractice offenders' details including name, index number, programme offering, pictures and specific offence committed shall be published on all notice boards of the University.

## **23.0. SUPPLEMENTARY EXAMINATION**

23.1. There shall be supplementary examinations to be held two times in a given academic year.

23.1.1. Supplementary examinations shall be held as additional end-of-semester examinations approved by the University for a student on medical and other grounds meriting special consideration that shall be determined by the Academic Board in consultation with the Director of Academic Affairs.

23.1.2. A student who is unable to take part in the end-of-semester examination due to medical reasons shall be given the option to write a supplementary examination in the course(s) affected by the medical condition. Such a student shall be required to provide a medical report from a certified medical officer to the Registrar through the Dean of Students within 72 hours after the examination period.

23.1.3. In the case of the death of a parent, guardian, child, spouse etc., the student shall be eligible to participate in the supplementary examinations. However, he or she must submit a letter to the Registrar through the Dean of Students within seven working days after the death of the relative.

- 23.1.4 Where a student is on an approved institutional assignment such as sports or an academic exchange that clashes with the end-of-semester examination, he or she shall be eligible to write a supplementary examination. He/ she must submit a letter to the Registrar through the Dean of Students for approval.
- 23.1.5. Supplementary examinations shall be held two weeks after the end-of-semester examination or at a determined time due to exigencies.
- 23.1.6. In a retake of supplementary examinations where a student does not have an Interim Assessment mark, the examination shall be marked over 100%.
- 23.1.6. All students taking part in supplementary examinations shall show proof of payment of the Academic Facility User Fees (AFUF) or any other approved fees owed for the academic year.

#### **24.0. DECLARATION OF RESULTS (PROVISIONAL)**

Results of examinations shall be provided through electronic means using the University's students' portal. It shall be the responsibility of the candidate to consult the student portal for the results of any examinations taken. A transcript indicating the student's performance in the examination shall be made available

to the student by the Registrar upon application and the payment of the appropriate fee.

## 25.0. GRADING

### 25.1. Grade Point

For comparative purposes, a combination of letter grades and corresponding percentages, points and descriptions are used in student performance assessment. Overall, student coursework submission including examinations, is first assigned a percentage to which the corresponding letter grade and number of points are applied as follows:

<b>Marks%</b>	<b>Grades</b>	<b>Credit Value/Grade Point</b>	<b>Description</b>
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Very Fair
60-64	C	2.0	Fair
55-59	D+	1.5	Satisfactory
50-54	D	1.0	Barely Satisfactory
0-49	E	0	Unsatisfactory

-	I	-	Incomplete
-	W	-	Withdrawal
-	X	-	Absent
-	Z	-	Disqualified

**Note:**

Grades 'A' to 'D' are Pass grades

Grades 'E', 'X' and 'Z', are Failure grades

Grade 'I' is awarded for incomplete coursework to a student involved in a justifiable emergency e.g. medical or family-related, and thus unable to complete the required work. The student formally initiates the request which the instructor may approve. Where it is approved, the instructor is required to document the student's grade at the time of the request. Where the student fails to submit the required work or take the substitute examination as scheduled to have the 'I' grade removed, the documented grade at the time of the student's request for an 'I' grade automatically becomes the final grade for the course and semester in question.

## 25.2 Grade Point Average (GPA)

The grade point average reflects the student's documented academic performance for each semester. It is derived from the number of credits per course, the number of courses attempted, including classes repeated, for the semester and the grade obtained. For example:

<b>Course</b>	<b>Course Credit (C)</b>	<b>Grade (G)</b>	<b>Points (P)</b>	<b>Grade Point (CxP)</b>
CSJN 402	3	B	3	$3 \times 3 = 9$
CSJN 404	3	C	2	$3 \times 2 = 6$
CSJN406	3	A	4	$3 \times 4 = 12$
FNCH101	0	A	0	$0 \times 0 = 0$
CSJN410	6	B	3	$6 \times 3 = 18$
Total	15			45

GPA = Total Grade Point/Total Credits

$$45/15 = 3$$

### 25.3. Cumulative Grade Point Average (CGPA)

The CGPA is the total number of course credits obtained from all courses attempted over a period, divided by the total number of grade points attained over the same period from the same courses attempted.

25.4. Classification of the awards for the diploma programme is as follows:

Distinction	CGPA of 3.5 - 4.0
Credit	CGPA of 2.5 - 3.49
Pass	CGPA of 1.0 - 2.49
Fail	CGPA of less than - 1.0

25.5. Final Grade Point Average (FGPA)

The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

25.6 Classification of the award of the Higher National Diploma programme is as follows:

First Class	CGPA of 4.00 and above
Second Class (Upper Division)	CGPA of 3.0 - 3.99
Second Class (Lower Division)	CGPA of 2.0 - 2.99
Pass	CGPA of 1.5 - 1.99
Fail	CGPA of 0 - 1.49

25.7 Classification of award for a first Degree programme is as follows:

First Class	CGPA of 3.5 - 4.00
Second Class (Upper Division)	CGPA of 3.0 - 3.49
Second Class (Lower Division)	CGPA of 2.5 - 2.99
Third Class	CGPA of 2.0 - 2.49
Pass	CGPA of 1.1 - 1.99
Fail	CGPA of less than 1.0

## **26.0. STUDENT IN GOOD STANDING**

26.1. A degree student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.1 (i.e. Grade D);

26.2. A Level 100 student shall be deemed to have satisfied the requirements for progression to Level 200 if he/she has obtained a CGPA of 1.1 or better overall in all Level 100 examinations;

26.3. In addition to the above, the student must have satisfied faculty or departmental requirements for entry to Level 200;

26.4. A Level 200 student shall be deemed to have passed if he/she has a CGPA of 1.1 or a better overall in all Level 200 examinations;

26.5. A Level 300 student shall be deemed to have passed if he/she has a CGPA of 1.1 or better overall in all Level 300 examinations.

## **27.0. REQUIREMENTS FOR AWARD OF DEGREE/DIPLOMA**

27.1. For a regular degree student to graduate under the University's regulations, the student must fulfil the following requirements:

27.1.1. Complete requisite university-wide core courses and other departmental and faculty courses as required;

27.1.2. Complete a minimum of one hundred and twenty (120) and a maximum of one hundred and sixty-six (166) credit hours, for a four-year bachelor's degree, at least sixty-six (66) credit hours for top-up bachelor's degree, and at least fifty-nine (59) credit hours for diploma, respectively;

27.1.3 Undertake a mandatory internship/practical where applicable;

27.1.4 Submit and obtain a 'Pass' grade for a dissertation or project work.

## **28.0. CANCELLATION OF AWARDED DEGREE/DIPLOMA**

28.1. Notwithstanding previous confirmation of an award of degree/diploma, the Academic Board, may at any time cancel or withdraw an award, even with retrospective effect, if it becomes known that a student:

28.1.1. Entered the University with false qualifications;

28.1.2. Impersonated someone else;

28.1.3. Was guilty of examination malpractice for which a grade Z would have been awarded, or

28.1.4. Other reasons would have led to the withholding of confirmation of the award in the first place.

28.2. In any such event, the decision of the Academic Board shall be published on the University's notice board and website and the student notified. Such cancellation and the reason for it shall be entered on the student's transcript.

## **29.0. VOLUNTARY WITHDRAWAL FROM A COURSE/PROGRAMME**

29.1. Withdrawal from a Course

29.1.1. A student may withdraw from a course for which he/she has been registered for a semester;

- 29.1.2. If the withdrawal request is made before the scheduled deadline date for withdrawing from a course, a 'W' grade is recorded on the student's academic transcript. It shall not be included in the calculation of the GPA;
- 29.1.3. However, a late request to withdraw from a course or failure to obtain formal approval before withdrawing from a course shall result in an 'F' grade for courses for which the student was registered before the withdrawal.

## 29.2. Withdrawal from a Programme

- 29.2.1. A student who has completed at least one semester at the University and applies for a withdrawal from a programme at least four (4) weeks before the beginning of the semester, will be granted the withdrawal request for up to two continuous semesters, provided the maximum period for the completion of the programme will not be exceeded;
- 29.2.2. However, with the authorisation of the Pro Vice-Chancellor, the approved withdrawal duration for a four-year degree student may be extended by two additional semesters, but not exceeding four semesters overall.

29.3 The following rules apply to all student withdrawal requests:

29.3.1. A student who exceeds the approved maximum withdrawal duration or fails to seek approval to withdraw, before leaving the University, shall be deemed to have cancelled and/or abandoned his/her studentship. The name of such a student shall, subsequently, be removed from the student roll, but he/she may be allowed to re-apply for admission into the University.

A student who finds himself/herself in this situation shall show cause why the student should not be permanently withdrawn from the University;

29.3.2 In medical emergencies and other medical-related instances, a recognized certified Medical Officer shall be required to advise the Registrar on the propriety and length of period of withdrawal to be granted. Except for withdrawals involving medical emergencies and other medical-related issues, tuition and fees for courses from which a student subsequently withdraws, are not refundable;

29.3.3. The application to withdraw from a course or a programme of study shall be made to the Dean

of the Faculty/School the student belongs to, through his/her Head of Department, stating reasons why he/she wants to withdraw;

- 29.3.4. The decision of the Dean shall then be communicated to the Registrar, who shall also communicate the same to the applicant before he/she leaves the University.

## **30.0. ACADEMIC PROGRESSION**

### **30.1. Progression for Freshmen and Women and Continuing Students**

- 30.1.1. All students may carry up to **two (2)** referrals to the next level.
- 30.1.2. Failed courses from **three (3)** to **five (5)** per academic year must be redeemed at that level or reduced to at most two (2) before the student can progress to the next level.
- 30.1.3. Where a student carries a referred course into the next level, he/she shall register and write the paper when it is next available, and such a paper will be marked over 100%.
- 30.1.4. A student who has been referred shall pay an appropriate examination fee to be determined

by the University to be eligible to sit for the examination(s).

## **30.2. Repeat**

- 30.2.1. A student who fails three (3) to five (5) courses shall repeat the level and pass all courses offered at that level before progressing.
- 30.2.2. A student repeating shall join the class, complete assignments and take part in mid/end-of-semester examinations.
- 30.2.3. A student who is repeating shall pay the current fee for the level to be determined by the University and attend lectures for all courses concerned at that level to be able to redeem himself or herself before proceeding to the next level.
- 30.2.4. All continuing students shall be eligible to repeat a level **two (2) times only** after which they shall be withdrawn from the University if they are unable to redeem themselves.
- 30.2.5. A student who is unable to redeem him/herself shall be required to show cause why he or she should not be withdrawn from the University.

- 30.2.6. A student shall repeat a required course in his/her programme if he/she fails to obtain at least a 'D' grade in that specific course;
- 30.2.7. A student may repeat only a failed course;
- 30.2.8. The student's transcript will show the number of occasions the student took the examination for that particular course and the grades earned on all such occasions;

### **30.3. Retake**

- 30.3.1. A student who fails up to three (3) courses in an academic year shall progress to the next level but must retake those courses when next available.
- 30.3.2. If all three (3) failed courses occur in a semester of an academic year, the student will not progress to the next level. He/she shall repeat that academic year and redeem the three (3) failed courses before proceeding to the next level.
- 30.3.3. A student who fails up to **three (3)** courses over the academic year shall retake the examination in only the referred course(s).

- 30.3.4. At any given academic year, a student shall have only three (3) cumulative referrals across the two semesters to be eligible to do the retake.
- 30.3.5. A student doing a retake shall sit for the examination when it is next available. In all cases, the examination shall be marked over 100%.
- 30.3.6. A student shall have the opportunity to retake three (3) failed courses **two (2) times only**, after which he/she shall be withdrawn from the University.
- 30.3.7. A student who is unable to redeem him/herself shall be required to show cause why he or she should not be withdrawn from the University.
- 30.3.8. He/she may, however, appeal to the Vice-Chancellor within fourteen (14) days of the formal notification of academic dismissal. The decision of the Vice-Chancellor is final.

#### **30.4. Special Resit Examination**

**A Special Resit Examination shall be organised for undergraduate students who may have failed a course in either** the first or second semester of the final academic year of his or her programme two (2) weeks

after the publication of the second-semester examination results or as may be determined by exigencies.

**30.4.1. Conduct of the Special Resit Examination**

The Constituent Institute/Faculty/School Examination Coordinators and the Directorate of Academic Affairs shall draw an examination timetable.

30.4.2. The Directorate of Academic Affairs shall provide a list of registered students to enable Heads of Departments/Examination Coordinators (where applicable) to facilitate setting examination questions for the Special Resit examination.

**30.4.3. Fee**

A final year student seeking to write the Special Resit Examination shall pay a fee to be determined by the Finance Committee from time to time.

**30.4.4. Registration for Special Resit Examination**

A final-year student seeking to write the Special Resit Examination shall:

1. Download the Special Resit Approval Form, fill it out and send it to the relevant Department(s) for endorsement. A copy of

the form shall be deposited at the Department for record purposes.

2. Pay into a designated University account or payment platform the applicable fee for the failed course(s); and
3. Register using the Students Online Registration System (SOIS).
4. Where a final-year student fails the Special Resit Examination, he or she shall register to retake the course in the ensuing semester of the course offering.
5. The Resit Examination shall be assessed over 100% score to determine student's grades

### **31.0. WITHDRAWAL**

- 31.1 All freshmen and women who fail **three (3)** or more of their courses at any point (1<sup>st</sup> Semester, 2<sup>nd</sup> Semester or both) shall be withdrawn.
- 31.2. A continuing student who fails in 50% or more of courses being taken at any point (1<sup>st</sup> Semester, 2<sup>nd</sup> Semester) shall be withdrawn.

## **32.0. ACADEMIC PROBATION**

- 32.1. A student who attains an end-of-semester GPA or a CGPA of less than 1.1, is placed on academic probation;
- 32.2. For such students, at their request, the University may make available to them additional tailor-made learning resources including private tutorial support **at a fee.**

## **33.0. POLICY ON LECTURE ROOM CONDUCT**

### 33.1. *Class Attendance*

Students are required to attend lectures and practical classes specified for their course of study, take all examinations of the University or Departments, and undertake all written and practical work prescribed.

- 33.2. Students who absent themselves from lectures and practicals for twenty-one (21) days in a semester will be deemed not to have satisfied the attendance requirements for the semester. Such students shall not be allowed to write the end-of-semester examinations.

### 33.3. *Lecture Room Conduct*

Students are prohibited from engaging in behaviour or activity that disrupts teaching, learning, research, and other academic activities recognized as necessary to the fulfilment of the University's mission. Examples of

potentially disruptive behaviour may include but are not limited to, using inappropriate language directed at an individual or group, unsolicited talking in class, using or activating unapproved electronic devices, arriving at or leaving the classroom while class is in session, and/or failing to comply with the reasonable request of a course lecturer.

33.4. *Procedure for Addressing Disruptive Conduct in the Lecture Hall*

33.4.1. When disruptive behaviour occurs in the lecture hall, a course lecturer shall caution the student in the first instance. The course lecturer shall have the right to remove the student from the classroom for one session if the behaviour is repeated.

33.4.2. If the student continues to engage in disruptive behaviour during future class sessions, the course lecturer shall forward written documentation of the student's inappropriate behaviour to the head of the department before the next class meetings and request for that student's permanent removal. The head will subsequently meet the student to review the matter and determine and document an appropriate course of action as soon

as possible but no more than two (2) class meetings after the event.

33.4.3. If the student continues to demonstrate disruptive behaviour, the student may be permanently removed from the course after a review conducted by the Dean of Faculty and the student shall be prohibited from participating in class assignments, interim assessment as well as the end of semester examination in that course.

33.4.4. Students who exhibit a behaviour that immediately endangers or more seriously disrupts the establishment or maintenance of an appropriate learning environment in the classroom shall be subject to an immediate review by the Dean of Faculty, under 33.4.3, and 33.4.4 of this policy and other regulations within the University and national laws.

## **34.0. DEFERMENT POLICY**

34.1. A student may defer his/her study programme for only two continuous semesters, provided that the maximum duration for the completion of the programme is not exceeded. For example, a diploma student can defer for

only two semesters. Level 300 Top Up students also fall under this category.

- 34.2. A student who wishes to interrupt his/her programme shall apply up to two (2) weeks into the semester to his/her Dean of Faculty, through the Head of Department, stating reasons why he/she wants to interrupt his/her programme. The decision of the Dean shall then be communicated to the Registrar, who shall also communicate the same to the applicant before he/she leaves the University.
- 34.3. A student who interrupts his/her programme for more than four (4) continuous semesters shall be deemed to have abandoned his/her studentship. Such a student may, however, be allowed to re-apply for admission into the University.
- 34.4. Where the ground for interruption of the programme is medical, a recognized Medical Officer shall be required to advise the Registrar on the propriety and length of the period of interruption. The Registrar shall investigate any medical report reaching his/her office from any health delivery facility and advise the Vice-Chancellor/Academic Board accordingly.
- 34.5. Any student who does not go through the approved procedures before interrupting his/her programme shall be

deemed to have abandoned his/her studentship. Subsequently, the Registrar shall remove the name of such a student from the student roll.

- 34.6. A freshman/woman can only defer a course or programme after paying a percentage of the fees as determined by the Academic Board.

### **35.0. INABILITY TO COMPLETE PROGRAMME**

- 35.1. A student who is unable to complete his/her programme within the maximum duration allowed shall lose all credits accumulated and his/her studentship cancelled. Such a student may be allowed to re-apply for fresh admission into the University.

### **36.0. ACADEMIC PROGRAMMES**

#### **36.1. Undergraduate Programmes**

Diploma in Communications Studies

Diploma in Public Relations

Higher National Diploma in Bilingual Secretaryship

Bachelor of Arts in Broadcast Journalism (Radio, TV, and Online)

Bachelor of Arts in Communication Studies (Journalism Option – Print, Broadcast and Online)

Bachelor of Arts in Communication Studies (Public Relations Option)

Bachelor of Arts in Public Relations with Marketing

Bachelor of Arts in Translation

Bachelor of Fine Arts in Animation

Bachelor of Fine Arts in Editing

Bachelor of Fine Arts in Film Directing

Bachelor of Fine Arts in Motion Picture Photography

Bachelor of Fine Arts in Multimedia Production (Graphic Design, Web Design, Motion Graphics, Visual Effects, and 3D Modelling)

Bachelor of Fine Arts in Production Design

Bachelor of Fine Arts in Sound Production

Bachelor of Fine Arts in Television Production

## **36.2. Postgraduate Programmes**

Master of Arts in Development Communication

Master of Arts in Journalism

Master of Arts in Media Management

Master of Arts in Political Communication Management

Master of Arts in Public Relations with Marketing

Master of Arts in Strategic Public Relations Management

Master of Philosophy in Political Communication

Management

Master of Philosophy in Political Communication

Management (Top-Up)

Master of Philosophy in Strategic Public Relations

Management

Master of Philosophy in Strategic Public Relations

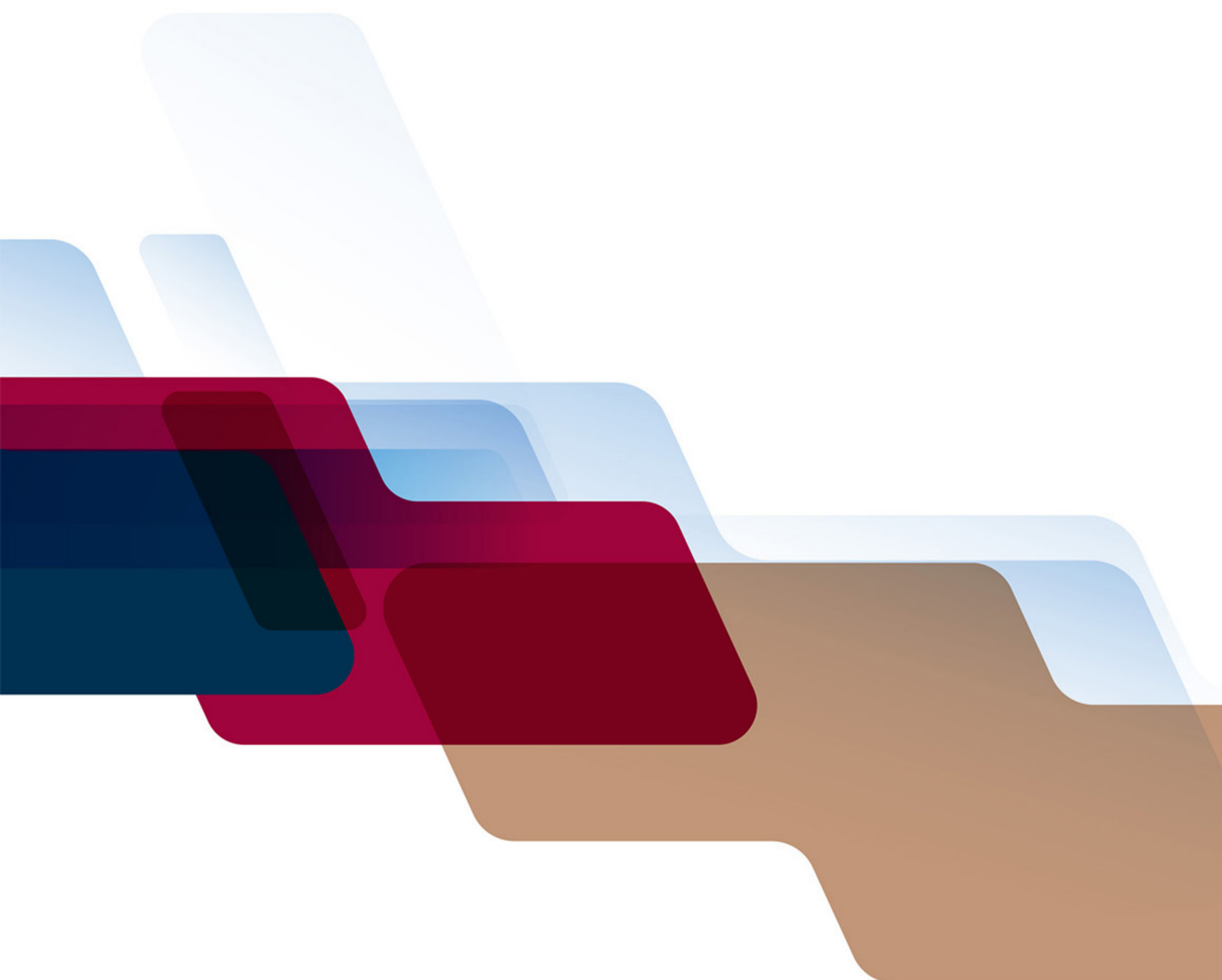
Management (Top-Up)

### **37.0. REVIEW OF POLICY**

This Policy shall be reviewed every six (6) years or as determined by the Academic Board.

### **38.0. APPROVAL**

This Undergraduate Policies and Procedures was approved by the Governing Council on 11<sup>th</sup> July, 2024.



**PUBLISHED BY AUTHORITY**

**No. 5 Alboran Street  
South Legon (GA-194-3855)  
Postal Office Box GP 667, Accra  
info@unimac.edu.gh | www.unimac.edu.gh**