



Student Handbook and Planner

2015 - 2016





ASHESI

STUDENT
HANDBOOK

2015 -2016

I acknowledge receipt of Ashesi's student handbook containing policies covering academic and non-academic (social) matters. I am responsible for adhering to all the policies therein, and for checking the university's website for any updates that might be made during the academic year.

Name: _____

Signature: _____ Date: _____

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1. MISSION AND PHILOSOPHY OF ASHESI UNIVERSITY COLLEGE

Greetings! As an owner of this student handbook and a member of the Ashesi University College you are part of an innovative educational experience. Ashesi University College's mission is to train a new generation of ethical and entrepreneurial leaders in Africa to cultivate within our students the critical t

udents, but within our faculty and administration. Knowledge of the history of Ashesi and its mission and philosophy is key to becoming an engaged member of this community. We hope you will partner with us on this journey of personal and continental transformation.

The Meaning of Ashesi

"If there is anything you can do, or dream you can, begin it. Boldness has genius, power and magic in it. Begin it now."

These words by Johann Wolfgang von Goethe are the inspiration behind the university's name, Ashesi, which means "beginning" in Akan. Ashesi's founder, Patrick Awuah, first read Goethe's words at a time when he was still questioning the wisdom of undertaking such an ambitious project. Encouraged by Goethe's words, he began by undertaking a feasibility

study of his idea. Clarifying the risks and issues at hand helped Mr. Awuah shed his reservations until one day he realized that he had lost his hesitation and had become very committed to this project. He then realized, "This really is the beginning!" But the name Ashesi is not only about its founder's inspiration. It is also about providing a new beginning for every student who comes to Ashesi; and about building an institution that reinvents itself to fit the changing needs of society, one that grows by replicating itself throughout Ghana and Africa.

The Ashesi Logo



The Ashesi logo, a hand-drawn symbol, borrows from the tradition of "Adinkra design", used by the Akan to embody their knowledge, their moral and ethical beliefs, and their history. Ashesi's mark is a visual representation of Ashesi's mission. The lower part of the Ashesi mark is in the shape of a stool whose support structure consists of three pillars. These correspond to Ashesi's core values of scholarship, leadership and citizenship. Stools hold significant cultural meaning

for the Akan. The circle above the stool depicts a morning sun and symbolizes a new beginning. It is also the centre of an eye, which symbolizes intellectual exploration and discovery. At a distance, the mark as a whole resembles a person standing under a roof, reflecting Ashesi's focus on the people in and around its community: students, teachers, parents and members of the broader society.

This handbook serves as a guide for you as a student member of the Ashesi community and provides useful information such as campus services, academic policies, the examination honour code, the judicial process and the rights and responsibilities of each Ashesi student. Refer to it often, keep it handy and let it guide you through your years at Ashesi.

2. LEARNING GOALS

BACKGROUND: ASHESI LEARNING GOALS

In October 2009, members of Ashesi Faculty and staff met to assess Ashesi's curriculum, evaluate its relevance to the industry and society in general and set learning goals the curriculum should address. The Ashesi Learning Goals emanate from the mission of the institution and the pillars of Ashesi which are scholarship, citizenship and leadership. The aim of having learning goals is to ensure that each student imbibes the institution's values. The learning goals are a set of attributes which we hope our students will acquire during their four-year education at Ashesi. The responsibility of training students with these attributes is placed on faculty and staff and will be implemented through academic and non-academic activities. For the student the primary benefit of the learning goals is to enable them to enumerate the skills and traits they have acquired in their

education to prospective employers and as a personal assessment of how they have grown over their four years at Ashesi.

THE ASHESI LEARNING GOALS

1. Ethics and Civic Engagement
An Ashesi student is an ethical, responsible and engaged member of his/her community.
 - Demonstrates concern for others
 - Has the courage to be ethical
 - Does the right thing when nobody is looking
2. Critical Thinking and Quantitative Reasoning
An Ashesi student is able to apply critical thinking and quantitative reasoning towards solving complex problems.
 - Demonstrates skills in data analysis and modelling

- Sees things from multiple perspectives
 - Has an awareness of a broad range of concepts and ideas that have personal, local and global significance
3. Communication
An Ashesi student is an excellent communicator in a variety of forms.
 4. Leadership and Teamwork
An Ashesi student is adept at both leading and functioning in a team
 - Demonstrates confidence and humility
 - Has good interpersonal skills and engages fully with members of a team
 - Is organized and able to plan and follow through on complex projects
 5. Innovation and Action
An Ashesi student takes intellectual risks and demonstrates an entrepreneurial spirit.
 6. Curiosity and Skill
An Ashesi student is inquisitive, confident, demonstrates a breadth of knowledge and has attained a high level of mastery in their chosen field.
 - Probes deeply and continuously in their chosen field
 - Keeps an open mind
 - Demonstrates awareness of global and multicultural issues
 7. Technological Competence
An Ashesi student is an effective and flexible user of technology.
- Students are encouraged to become familiar with these goals and aspire to acquire these traits during their four-year stay at Ashesi. The university will adopt several mechanisms to evaluate our success in imparting these traits to our students.*

3. UNIVERSITY OFFICES

3.1 OFFICE OF STUDENT & COMMUNITY AFFAIRS

The Dean of Student and Community Affairs Office encourages student advocacy and support through programs and services designed to lend a hand in the overall academic mission of the University. The office focuses attention on Ashesi community-building initiatives and helping individual stu-

dents succeed academically and grow personally. The office seeks to also guide, support, and challenge students in order that they may attain their full academic and personal potential. The Student Affairs office also works closely with the Student Council to articulate student needs to adminis-

tration and foster good relations. The Dean's office organizes graduation, orientation, townhall meetings and oversees Career Services, the Health Department, Residential life and Food Services.

Location: Room 103, 104 & 212

Email: studentaffairs@ashesi.edu.gh

3.2 CAREER SERVICES

The Career Centre's mission is to support the university's goal of training highly skilled graduates who are ready for the workforce. The Centre works with students to identify and successfully pursue rewarding careers. That is, helping them match their interests, values and skills with a meaningful career and also equipping them with all necessary tools and resources that will help them transit successfully from College into the working world.

The work of the Career Services Center revolves around the following:

- Internship/ Job Placements
- Career Exploratory Activities and Assessments
- Work Study Opportunities
- Annual Career Fair
- Community Service Projects
- Ashesi Mentoring Programme
- Career Forums/ Seminars
- Employer Engagement
- Career Peer Advisors
- Career Coaching & Advising

The Career Forums and Seminars for students focus strongly on areas such as CV and Cover Letter Writing, Business Etiquette, Interviewing Skills, Job Search and Survival Skills, Networking Skills, Internship Preparation and Aptitude testing.

Location: Room 103, 104 & 212

Email: careers@ashesi.edu.gh

Twitter: Follow us @AshesiCareerCtr

3.3 RESIDENTIAL LIFE

Ashesi University provides housing options as part of the university's efforts to enhance the educational experience of its students. By increasing opportunities for teamwork, enabling closer friendships and serving as a microcosm of a well-ordered community, the residential halls serve as an important venue for each student's personal growth. To provide a positive living experience for Ashesi students, the university has residence halls housing 396 students. Students participate in a lottery from their second year to choose a hall and a room.

3.4 FOOD SERVICES

On the Ashesi campus, there are two cafeterias that provide a variety of local and continental dishes, snacks and non-alcoholic beverages. They serve the community from 7.30am to 9pm. The convenience store on campus also offers some drinks and snacks for students who wish to grab something quickly between classes. Students can opt to sign onto a meal plan at Ashesi. More information about the meal plan can be found in section 16.14

Ashesi's food services strive to provide meals that fit a wide range of health and lifestyle needs. A student with special feeding needs (e.g. vegetarians, lactose intolerant persons) should notify the Office of Student Affairs as soon as they accept Ashesi's admission offer so that special arrangements can be made with the cafeterias.

3.5 HEALTH CENTRE

The Ashesi Health Centre has been designed to cater for the Clinical and Public Health needs of both students and staff of the University. Its main services currently offered include First Aid, Health Education, Counselling and a prompt referral system. Relationships have been established with a physician and the emergency unit of a local hospital, in the event further treatment may be needed.

Location: Room 214

Email: healthcentre@ashesi.edu.gh

3.6 COUNSELLING SERVICE

In a bid to encourage wholistic health and well-being of our students, the Office of Student & Community Affairs provides counselling services for the student body. Students have someone to talk to about academic as well as social life. Time management, Conflict Resolution, Anxiety, Addictions, Depression, Relationship challenges are some of the issues we help students with. All consultations are confidential.

Location: Room 104

Email: studentaffairs@ashesi.edu.gh

3.7 OFFICE OF THE PROVOST

The goal of the Provost is to provide the most effective support for the appointment, promotion and development of the faculty in Ashesi University College. The Provost also helps in the development of the most effective curriculum necessary to prepare students for the working world. The Office oversees faculty affairs, the Academic Registry, the Library, the Office of Diversity and International Programmes (ODIP) which includes the selection of faculty, promotion and faculty development.

Location: Room 206

Email: provost@ashesi.edu.gh

3.8 ACADEMIC REGISTRY

The office of the Academic Registry deals with matters relating to academic procedures, registration, and records that affect both students and faculty. The following are the areas that fall under this office:

1. School Calendar and Semester Schedules
2. Course Registration, Adds and drops
3. Academic Records
4. Verifications - The Office of the Registrar provides verification of the following documents;
 - Certificates
 - Enrolment
 - Transcripts
 - English Proficiency

Location: Room 102A

Email: academicregistry@ashesi.edu.gh

3.9 LIBRARY

The library exists in both physical and virtual forms. There are approximately 18,000 books on subjects relevant to the Ashesi majors including business, computer science and management information systems; these include textbooks. Members of the Ashesi community additionally have access to over twenty online databases, which include more than 30,000 articles from standard journals in business, the social sciences, humanities, and computer sciences. Lists of the current databases are issued at least once every semester. The library is responsible for distribution of textbooks to all students at the beginning of each semester. Students are responsible for ensuring their texts are looked after, and returned on time, at the end of each semester.

Location:

Todd and Ruth Warren Library

Email: library@ashesi.edu.gh

Opening hours:

During semesters:

Monday – Friday: 07.30 – 22.00

Saturday: 09.00 – 17.00

During non-semester periods:

Monday – Friday: 08.00 – 17.00

(These can vary).

3.10 THE OFFICE OF DIVERSITY AND INTERNATIONAL PROGRAMS

The Office of Diversity and International Programs (ODIP) coordinates and

promotes all external collaborations and partnerships of the University as well as driving initiatives and programs aimed at advancing cross-cultural learning, awareness and acceptance of diversity and inclusion as a core tenant of the University.

- The Office of Diversity and International Programs focuses on:
- Conducting pre-arrival, onsite and re-entry orientation programs for all international students.
- Providing onsite cross-cultural counseling services and support especially on issues of diversity and adjustment.
- Creating a campus ethos that promotes awareness of, respect for and an attitude of celebrating diversity through various cross-cultural awareness programs.
- Developing and offering international educational opportunities for students, faculty and staff through study abroad and international engagement programs.
- Offering immigration regularization advising and documentation.
- Offering continues support for all international students with their transition and living in Ghana

Location: Room 112

Email: odip@ashesi.edu.gh

Twitter: @ashesi_odip

3.11 ACCOUNTING AND FINANCE DEPARTMENT

The accounting and finance department ensures the effective and efficient utilization of all financial and material resources of the university. It also institutes and implements effective controls to safeguard the assets of the university, and ensure the timely and accurate generation of financial information to management and other stakeholders. The department operates in line with the overall values and philosophy of the university, and is thus guided by the principles of integrity, excellence, teamwork and customer/student centeredness

Location: Room 102B, 102C & 102D

3.12. SUMMER AND COMMUNITY ENGAGEMENT PROGRAMMES OFFICE

Community Engagement is one of the ways through which Ashesi attempts to impact society. Through this, students get exposed to the duty, challenges and thrill of making a difference in the lives of others. All students are required to do 40 hours of Community Engagement work as part of Leadership IV. This is a pre-requisite for graduation. Many Ashesi students go beyond the academic requirement to initiate or get involved in a variety of Community Engagement projects. Students are involved in projects on education, water and sanitation, health, and adult literacy. The Summer and Community Engagement Programmes office keeps a directory of nonprofit organizations students can volunteer with.

4. STATEMENT OF STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

Although Ashesi University places great value on freedom of expression, it also recognizes the responsibility to protect the structures and values of an academic community. It is important, therefore, that students assume responsibility for helping to sustain an educational and social community where the rights of all are respected. This includes conforming their behaviour to standards of

conduct that are designed to protect the health, safety, dignity, and rights of all. The University community also has a responsibility to protect the possessions, property, and integrity of the institution as well as of individuals. The aim of this statement is to balance all these rights, responsibilities, and community values as fairly and efficiently as possible.

The policies and regulations contained herein apply to conduct in all property owned or operated by the university, including academic and housing facilities, or off-campus conduct that seriously affects the student's suitability as a member of the Ashesi University community or adversely impacts the university's reputation.

To ensure campus security, Ashesi University students are required to carry their identification (I.D.) cards with them at all times when on campus. Students would be required to produce their I.D. cards when picking letters from the student affairs, career services office, to gain admission to examination halls, to pick up their transcripts, to check out books at the library and may be asked to produce it by the security guard at any of the buildings. Ashesi University policies and jurisdiction normally apply only to the conduct of matriculated students occurring on Ashesi University property or at University-sanctioned events that take place off campus. In situations in which both the complainant and accused are matriculated Ashesi University students, or in which an individual student's conduct seriously affects

that student's suitability as a member of the Ashesi University community, however, University policies and jurisdiction may apply regardless of the location of the incident. Students should also realize that they have the responsibility to ensure that their guests do not violate University policies, rules, and regulations while visiting, and that students may be subject to disciplinary action for misbehaviour of their guests.

The following Ashesi Student Handbook compiles official University policies; it summarizes and explains the rights, responsibilities, and rules governing student conduct at Ashesi University. Students are responsible for familiarizing themselves with the information it contains and for abiding by the rules and regulations described. Rules and policies may be changed during the school year without notice. This handbook serves as a general framework and is not intended to provide an exhaustive list of all possible guidelines. Please do not hesitate to contact any member of the Dean of Students' staff if you need advice or help interpreting University policies or if you are unable to find answers to your questions in this handbook.

5. ACADEMIC GUIDELINES

5.1. ACADEMIC INTEGRITY

As an institution that values academic integrity and intellectual exploration, Ashesi University expects all members of its community to abide by the highest standards of scholarly conduct. The reputation of our institution depends on the ability of both faculty and students to uphold the principle of academic honesty. Ashesi University asserts that attending a tertiary academic institution is a privilege earned by the most intelligent, motivated and committed of students. With this privilege comes the responsibility of each member of the university community to demonstrate the highest ethical behaviour and personal integrity.

5.2. GRADUATION REQUIREMENTS

To be eligible for graduation, students are required to fulfill the following minimal requirements. Successful completion of at least 32 semester units, including all core and major requirements*. A cumulative grade point average of 2.0 (C average) or higher Successful completion of the service-learning component**. Fulfillment of all financial obligations to the university.

Ashesi operates on the semester system with each semester being approximately 15 weeks in length with one week for exams. Credits earned for each course are ½ to 1 semester unit. During each semester, students

typically take 4 to 4 1/2 semester unit courses intensively, each semester unit course meeting for 3 classroom hours and 1 to 1 ½ hour of discussion or lab sessions (where necessary) per course each week. Students may take extra courses not required for their major; all grades earned in all courses taken at Ashesi, required or not, and even if the grades are E's, will contribute to the cumulative GPA.

* Note that all Ashesi degree programmes actually require more than 32 units. **The service learning component exists as another dimension of our commitment to nurture graduates who excel in citizenship. Service learning helps students develop a sense of citizenship by giving them an opportunity to become engaged with their surrounding community. Students have to complete 40 hours of community service and fulfill this requirement in a variety of ways. The Summer and Community Engagement Programs office keeps a directory of nonprofit organizations students can volunteer with.

5.3. TYPICAL FOUR YEAR CURRICULUM

See the Ashesi website for the typical four year curriculum schedule for the majors offered at Ashesi.

Students in the first year will be placed into either the Pre-calculus Track or a Calculus Track based on

their performance in math during high school and/or the proficiency math exam. Students placed in the Pre-calculus Track will take Applied Calculus in the summer/long vacation period after their first year. For students on the Pre-calculus Track, the first (or only) attempt of Applied Calculus is tuition free in the summer; however housing and other fees will still apply.

5.4. ACADEMIC ADVISING AND SUPPORT

A programme of academic support is available to help all students with difficulties they might encounter in their courses. There are no extra fees required for these supportive services. Students should refer any academic challenges to either the Provost or the Dean of Student and Community Affairs.

5.4.1. ACADEMIC ADVISING

Each student is assigned a faculty advisor upon matriculation to Ashesi. Every student is expected to consult his/her faculty advisor at least once a semester. Students are required to make appointments with their advisors and honour their appointments at the scheduled time. Faculty advising gives students the opportunity to discuss academic related needs and seek additional help from appropriate sources the advisor suggests. Appropriate materials, such as academic reports, should be taken along by students for consultations.

It is important for every student to be aware of academic programmes being offered by the university, prerequisites for courses and general requirements for graduation. Students can request re-assignment to another advisor if necessary.

The Provost and the Dean of Student and Community Affairs hold overall responsibility for the advising system. They are available to all students for advice on any academic or personal matter and for assistance with special needs.

There are two compulsory advising periods at Ashesi. The first occurs during the first semester of the first year. On the verge of declaring their major all first years will be assigned to advisors consisting of both faculty and staff who will provide them an overview of the Ashesi curriculum, the different majors and career options to help guide their choice of a major. The second advising period occurs in the first semester of the third year. Each third year student will be assigned an advisor who will review their transcript with them and ensure they are on track for graduation in a year.

Advising of Students on Warning/ Probation

Students whose academic standing is either a warning or probation will be assigned a faculty or staff advisor who will meet with them every two weeks for the first part of the semester. The advisor will review the student's transcript and provide advice on how to work towards a successful semester.

The advisor may refer the student to student academic representatives for additional help with study skills and time management. The student will be required to meet regularly with their advisor on their progress. After mid semester they are required to submit predicted grades to the advisor and continue with bi weekly meetings.

Students whose names are mentioned at faculty meetings as having academic challenges will be referred to the Provost who will meet with them or refer them to individual advisors where necessary.

The Role of Faculty Advisors

- Assist students in selecting courses to fulfil academic requirements and career goals
- Help with time management tips and methods for effective planning
- Clarify academic requirements and policies
- Recommend use of appropriate campus resources
- Monitor academic progress
- Serve as a resource for students considering graduate school

It is the responsibility of the student to ask questions and take advantage of their advisor's expertise during advising sessions.

5.4.2. LEARNING LAB

The Learning Lab is a resource for students to improve the quality of

their academic work. The Learning Lab assists students by offering such services as academic tutoring in writing, mathematics and computer programming, writing and problem solving competitions, and occasional guest speakers related to learning and academic achievement

The learning lab is not only a resource for students needing extra help. If your writing or math skills are good, we can help you make them even better! The Learning Lab is staffed by students passionate about writing, language, mathematics, and computer programming. The Learning Lab tutors are ready and eager to lend a helping hand. No question or problem is too simple or too challenging!

Location: Catherine and Patrick Awuah Sr. Seminar Room 302 (upstairs in the Warren Library).

5.5. SCHOOL CALENDAR AND SEMESTER SCHEDULE

The school calendar is published on the university website as well as the student online line system. It is important for every student to keep up to date with school events. Soft copies of the school calendar will also be emailed to students. A list of courses being offered each semester can be viewed on the website and is sent to students in advance of each semester. Students will be notified via e-mail if there are any changes to the courses offered in any given semester.

5.6. REGISTRATION

Students intending to take classes in a regular semester must register by the second day of classes. A student is deemed registered for the semester when fees are paid based on individual payment plans approved by the Accounting and Finance Department. Students who do not register for the semester will not be allowed to register for classes. Such students must either notify the Academic Registry that they wish to defer their studies, or they will be considered to have permanently withdrawn from Ashesi and will have to re-apply to the University to resume their studies (see section 5.29)

5.7. ADD/DROP PERIOD

During the first two weeks of classes of a regular semester, or the first four days of the summer session, students may transfer in and out of courses. At the end of this period, student course registration is set for the semester and may not be changed. A student will be expected to attend any course he/she has registered for. Students are responsible for all course material and assignments during the add/drop period. Failure to drop out of course within the add/drop period will result in an “E” being awarded to the student at the end of the semester.

FACULTY MEMBERS AND THE ACADEMIC REGISTRY SHALL COORDINATE OFFICIAL REGISTRATION ROLES WITH ACTUAL CLASS ATTENDANCE, AND RECONCILE ANY

DISCREPANCIES BY THE THIRD WEEK OF CLASSES OF A REGULAR SEMESTER, OR DAYS FIVE AND SIX OF THE SUMMER SESSION. AFTER THAT TIME STUDENTS WHO ARE NOT REGISTERED FOR THE COURSE IN FOCUS SHALL NOT BE ALLOWED TO ATTEND CLASS, UNLESS THE STUDENT IS AUDITING (see Section 5.12).

5.8. PERSONAL INFORMATION

It is important that the university maintain details of personal information submitted at the time of admission. Students will be required to provide legal evidence for any changes such as the change of name. Students should ensure that they also supply their current mobile numbers, as well as the names and contacts of their next-of-kin.

5.9. GROUP WORK

Group work is a valued part of the Ashesi curriculum. Through group work, students learn to collaborate effectively, share information, teach each other, and tackle bigger or tougher problems than they would be able to on their own. It is important that students earn their own individual marks in a course, to ensure that they are not resting on the work of others. Therefore, faculty will give individual grades for group work whenever possible, especially if the group work constitutes a significant percentage of the overall marks in the course (25% or

more). Students should note that peer evaluation of others in your groups also takes place for most classes that require group work.

5.10. GRADING GUIDELINES

Ashesi’s grading system is modelled after University of Cape Coast

as required by the National Accreditation Board. Student work is evaluated throughout the semester through examinations, quizzes, research and writing assignments, projects and participation in class discussions. Final exams and/or final projects typically comprise less than 50 percent of the final grade for a course.

Grade	Grade Point	Numerical Range	Description
A	4	80-100	Excellent
B+	3.5	75-79	Very Good
B	3	70 – 74	Good
C+	2.5	65 – 69	Average
C	2	60 – 64	Fair
D+	1.5	55 – 59	Barely Satisfactory
D	1	50 – 54	Weak Pass*
E	0	Below 50	Fail
I		-	Incomplete

GRADE	QUALITY OF WRITING
A	<ul style="list-style-type: none"> • A challenging hypothesis/proposition, clearly stated and argued • Logical organization • Textual evidence/quotations that are well contextualized within the discussion, and chosen in order to effectively prove the point at hand • Precise word choice/elegant and unpretentious vocabulary • No errors of grammar, punctuation, or spelling (and no typos)

-
- B
- A relevant hypothesis/proposition, clearly stated and argued fairly well
 - Fairly strong organization, one or two jumps in logic, scattered evidence or redundancy
 - Textual evidence/quotations that are well contextualized within the discussion, and chosen in order to effectively prove the point at hand
 - Precise word choice/unpretentious vocabulary
 - Minimal errors of grammar, punctuation, and spelling (no typos)
-
- C
- A hypothesis/proposition, stated and argued
 - Attempts at organization, with several jumps in logic, scattered evidence and/or redundancy
 - Textual evidence/quotations that are chosen in order to effectively prove the point at hand
 - Imprecise word choice
-
- D
- Errors of grammar, punctuation, and spelling
 - An unsuccessful hypothesis/proposition, or no hypothesis/proposition
 - Attempts at organization, with jumps in logic, scattered evidence and/or redundancy
 - Textual evidence/quotations
 - Imprecise word choice
 - Errors of grammar, punctuation, and spelling
-
- E
- Blatant lack of effort to fulfil the requirements of the assignment
 - Penalty for (very) late paper that wasn't cleared with instructor or for other serious issue such as plagiarism. Note: cases of suspected plagiarism should be brought to the attention of the Dean of Students as soon as they are discovered.
-

5.11. CLASS ATTENDANCE AND DECORUM

Attending and participating in class, practical sessions and discussion sessions are essential to the process of learning at Ashesi. Students benefit from lectures and discussions with their teachers and classmates. By missing classes, students are failing

to take advantage of and contribute to the full potential of Ashesi's educational experience. As such, faculty members will take attendance and participation into account in assigning students' grades. While each teacher will determine how class attendance affects students' grades, general guidelines at Ashesi are as follows:

- An absence may affect the student's grade. If an absence is due to illness, the student should bring documentation from a health professional to the faculty, and if approved, the absence should not affect the student's grade.
- Faculty members are not required to administer substitute assignments or examinations for students who have missed class without prior notification and approval, or in the absence of approved documentation from a health professional.
- If a student misses the equivalent of more than three weeks of classes over the course of a semester, an instructor may fail the student in the course, or, in the event that the absence was due to a proven illness or other emergency, the student may seek permission from the Dean of Students or Provost for an Incomplete grade (see Section 5.21)
- Students are required to turn off cell phones and any other devices that could beep or emit other distracting sounds during class sessions. Note that the university imposes a fine of GHC50 on students whose mobile phones or other devices ring/emit sounds during class; the offender's phone will be seized and released upon payment of the fine. This rule will be enforced strictly.
- Eating in the classrooms is prohibited whether or not

lecturers are in session. Students are however allowed to bring water to the classrooms.

5.12. AUDIT POLICY

Students may ask permission of a faculty member to audit a course, and if the faculty member approves, the student must submit the completed Audit Request form to the academic registry. Students who audit courses must have the proper prerequisites and shall be allowed to attend class, but shall not have any course work graded or grades recorded. At any point in the semester, the faculty member may, at their discretion, request that the student discontinue attending the course.

If a student wishes to change status from credit to audit, the student must obtain the Registrar's signature on an add/drop slip and submit the request for changes during the add/drop period. Changes to audit are not allowed beyond the add/drop period. After the add/drop period, it is not possible, under any circumstances, to record a letter grade for that course.

Audited courses are not reflected on the transcript and do not count towards graduation credit. Students are strongly encouraged to meet with faculty to discuss the student's learning goals and faculty expectations for auditing a course. Audited courses do not attract a fee.

5.13. STUDENT COURSE LOAD

The student course load at Ashesi is typically 4 to 4.5 units. If a student has a cumulative grade point average (GPA) or previous semester GPA of 3.3 or above, then the student may register for up to one additional unit. Under no circumstances will a student be allowed to register for more than 5.5 units.

Under certain circumstances, a student may ask to take fewer than 4 units, or may be advised to take fewer than 4 units. For a course load of 2 units or under, the student will pay pro-rated tuition; for 2.5 units and above, the student will pay full tuition.

5.14. GUIDELINES FOR STUDENT TARDINESS

Students are expected to arrive to classes on time as faculty may keep a record of class attendance. Students who arrive late disrupt the class, miss important announcements, and set a bad example for others to follow. Therefore, faculty should monitor class promptness, and if necessary, penalize students who are persistently late. Various measures may be adopted, such as barring students from entry, taking punctuality into account when awarding a student's final grade, or recording a student as being absent after being late for three different classes. Alternatively, a faculty member may require a student who is persistently late to complete additional

work which will count towards the student's final grade. Whatever policy measure(s) are adopted, they should be stated in the course syllabus.

In Spring 2013, the University adopted a 5 minute rule. The rule states that students showing up more than 5 minutes late for lectures will be refused entry. Lecturers are encouraged to start on time (not 5 minutes after the start), and are at liberty to set quizzes, or to take register in those first five minutes and/or to create a system that gets students to show up on time.

Students with valid reasons for being late to class are encouraged to inform lecturers prior to the scheduled class time.

As part of training ethical leaders, the 5 minute rule is expected to be adhered to for all university sanctioned events.

5.15. LATE SUBMISSION OF ASSIGNMENTS

Students are expected to meet strict deadlines for all course assignments and should be discouraged from handing in assignments late. Faculty should stress the importance of effective time management and the need for professional accountability. With the exception of physical illness (supported by medical proof) faculty are encouraged to not accept excuses for the submission of late work.

5.16. REVISION DAYS

The university normally designates 2–4 days between the end of classes and the beginning of the final examination period each semester as revision days (see the Academic Calendar for the actual dates). This provides time during which students can complete work for the semester and prepare for final examinations. All final examinations are to be administered during the final examination period scheduled by the Academic Registry for the course in which the final is being given. No member of the faculty should alter the examination schedule or schedule a final examination either during the revision days or during the final week of classes. Assignments that are not cumulative, such as interim exams can be given during the final week of classes provided a final exam is given during the final exam period. Faculty may not assign additional work to students after the final week of classes.

5.17. FINAL EXAMINATIONS

Final written examinations are held during the assigned examination period. The Academic Registry publishes the schedule for final examinations. Faculty members must adhere to the final published schedule, and changes must be approved by the Academic Registry and the Provost. Unauthorized changes in the examination schedule should be reported to the Academic Registry.

The Academic Registry will, at mid-semester, verify the financial status of all students. Any student found delinquent in payment will be notified. This notification will serve as a warning that the student may not be permitted to take part in final exams unless the student completes their payment of fees and gains financial clearance.

Students without financial clearance will not be permitted to take final exams or submit final papers. A list of students not cleared to take exams will be published by the Accounting and Finance Department one week prior to the start of examinations. Any student who enters an exam without receiving clearance from the Academic Registry will have his/her answer booklet confiscated and any work done discarded. Students without financial clearance shall not have any grades recorded at the end of the semester.

In an unusual, non-recurring financial hardship situation, in consultation with the Accounting and Finance Department and Academic Registry, students may be allowed to write the examination either with the rest of the class, in which case the script will held by the Office of the Registrar and not marked, or at the beginning of the following semester. Students must clarify with the Accounting and Finance Department whether or not they will be allowed to take their final examinations. The student must pay their outstanding bill before the beginning of the following regular

semester, and the instructor must submit grades by the end of the first week of the following regular semester. Otherwise all academic records for that semester will be nullified, and the student will have to repeat courses taken that semester.

5.18. REQUEST FOR RE-MARKING

A student may request the re-marking of a major assignment (at least 30 percent of the course grade) within two weeks of the assignment being returned to the class, or in the case of a final examination, paper, or project, up to two weeks after the start of the following semester. The request must go through the head of department of the course or the Provost and must indicate the reasonable cause to request remarking. If the request is approved, a fee must be paid to the accounts office and a receipt presented before the remarking will occur. If the remarked grade is more than one grade higher than the original grade, the remarking fee will be refunded to the student.

5.19. REQUEST FOR TRANSCRIPTS AND LETTERS OF VERIFICATION OR INTRODUCTION

- Transcripts

Requests for Transcripts and Letters of Introduction require at least three days to process and are ready for collection only on Thursdays. As an example, a request submitted on

Monday will be processed during that same week on Thursday. A request submitted on Tuesday will not be processed until the Thursday of the following week. Requisition forms are published online and can be sent to the Academic Registry through email at academicregistry@ashesi.edu.gh or in person at the office of the Academic registry. All requests must be made in writing to the Office of the Registrar.

Academic transcripts will not be issued when unsatisfied financial obligations to the university exist.

- Letters of Verification (for Academic purpose)

Requests for Letters of Introduction require at least two days to process. All requests must be made via email to academicregistry@ashesi.edu.gh. The following information should be provided for each request: Full name, Major, Year Group, Purpose of letter, Address of recipient.

Letters of introduction may not be issued when students are not in good academic or financial standing with the university.

- Letters of Introduction (for visas and similar uses)

Requests for Letters of Introduction to embassies and high commissions require at least two days to process. All requests must be made to the administrative assistant at the reception area or via email to studentaffairs@ashesi.edu.gh

The following information should be provided for each request:

1. Full name as it appears in your passport (for visa)
2. Year group
3. Major
4. Expected travel dates
5. Country (destination)
6. Purpose of visit (if not for family/leisure. Eg. conference etc.)
7. Address of embassy/high commission

Letters of introduction may not be issued when students are not in good academic or financial standing with the university.

5.20. MINIMUM GRADE REQUIREMENTS AND REPEAT COURSES

To be eligible for graduation, students are required to fulfill the following minimal requirements. Successful completion of at least 32 semester units, including all core and major requirements*. A cumulative grade point average of 2.0 (C average) or higher Successful completion of the service-learning component**. Fulfillment of all financial obligations to the university.

Ashesi operates on the semester system with each semester being approximately 15 weeks in length with one week for exams. Credits earned for each course are ½ to 1 semester unit. During each semester, students typically take 4 to 4 1/2 semester unit

courses intensively, each semester unit course meeting for 3 classroom hours and 1 to 1 ½ hour of discussion or lab sessions (where necessary) per course each week. Students may take extra courses not required for their major; all grades earned in all courses taken at Ashesi, required or not, and even if the grades are E's, will contribute to the cumulative GPA.

* Note that all Ashesi degree programmes actually require more than 32 units. **The service learning component exists as another dimension of our commitment to nurture graduates who excel in citizenship. Service learning helps students develop a sense of citizenship by giving them an opportunity to become engaged with their surrounding community. Students have to complete 40 hours of community service and fulfill this requirement in a variety of ways. The Summer and Community Engagement Programs office keeps a directory of nonprofit organizations students can volunteer with.

5.21. INCOMPLETE GRADE

An Incomplete ("Inc") grade may be assigned only if the student has been given permission for an Incomplete by the Dean of Students or the Provost because of an emergency or illness. An Incomplete is appropriate only if the student's work in a course has been of passing quality and a minority of the work of the course is left outstanding, as determined by the instructor. The instructor must agree with the student on a date for the completion of the

work, which must be approved by the Provost; an effort should be made to complete remaining work by the first week of the following semester. An Incomplete grade must be replaced by a final grade within two weeks of the completion of the work. If the work is not completed by the agreed upon date, either the grade will revert to an “E” or whatever grade the student earned assuming a 0 on the incomplete work, or the completion deadline will be extended by the Provost.

(Note: some language borrowed from Mount Holyoke College).

5.22. WARNING

Students will be given a warning if, at the end of any semester, their cumulative GPA or semester GPA falls between 2.0 and 2.3. A warning is intended to alert students that they are in danger of being placed on academic probation or dismissal if their grades do not improve

5.23. PROBATION

Students will be placed on academic probation if, at the end of any semester, their cumulative GPA or semester GPA is less than 2.0 (C average) but not less than a 1.5, or if their semester GPA is less than 1.5 but their cumulative GPA is 2.5 or above.

5.24. DISMISSAL-CONTINUING STUDENTS

Continuing students will be subject to academic dismissal from Ashesi if

(1) they fail to make normal degree progress, (2) their grade-point average falls below 1.5 for the previous regular semester and their cumulative GPA is less than 2.5, or (3) after one semester on probation they have not achieved a cumulative and regular semester GPA of 2.0 (C average).

5.25. DISMISSAL-FIRST YEAR STUDENTS

Although the first semester grades for freshmen will be counted towards their GPA, first semester grades will not be used to dismiss a student. A student in the freshmen class will only be subject to academic dismissal from Ashesi University if after the second semester, the semester GPA is below 1.5. The cumulative GPA will not be factored into academic dismissal for freshmen. After the freshmen year, all continuing students will be subject to the Dismissal policy for continuing students.

5.26. WITHDRAWAL

Any student who is unable to complete a substantial portion of a semester because of illness or other emergency, and can provide appropriate documentation, may be given permission by the Dean of Students or the Provost to withdraw from the university. A “W” grade will be recorded for each course. Students who withdraw must request to resume their studies in the subsequent semester at Ashesi from the Academic Registry. If the illness or emergency is still affecting the student at the

start of the subsequent semester, the student may request to remain absent from the University for up to 2 regular semesters, after which the student will be considered permanently withdrawn, and will have to re-apply to the University to resume their studies. The grade for each course will continue to be recorded as “W” until the course has been repeated.

5.27. RE-ADMISSION

Students who are dismissed must make a formal reapplication to the University. These requests must be submitted to the Admissions Office six weeks before the start of the next semester.

A student who has been dismissed must not expect to be readmitted. In very rare cases, the Admissions Committee may agree to admit an applicant who has re-applied for admission after one semester has elapsed from the date of the dismissal.

5.28. COURSE CODES AND PREREQUISITES

Up-to-date Ashesi course codes and the prerequisite structure is available on the Ashesi website. The prerequisite structure has been developed over

time after recognizing that certain key areas and skills are necessary in previous courses for a student to be successful in subsequent courses. Therefore, all students must have successfully completed all prerequisites before they will be allowed to register for a course. Requests to take a course without the prerequisite should be made to the Head of Department, who will evaluate the request, and seek approval from the Provost; approval from the instructor alone is not sufficient. Note that only under unusual circumstances will such a request be granted.

5.29. DEFERRAL OF STUDIES

Any student who has completed all coursework from their most recent semester, who is not on probation, and who does not wish to enrol at Ashesi in the subsequent semester, may request from the Academic Registry to defer their studies. Students who defer must request from the Academic Registry to resume their studies within 2 semesters. Any student who defers and does not resume their studies within 2 semesters will be considered to have permanently withdrawn from the University, and will have to re-apply to the University to resume their studies.

6. ACADEMIC HONOURS

6.1. DEAN'S LIST

Students with a GPA of 3.5 or above at the end of a semester are placed on the Dean's List. This status is noted on each student's academic record.

6.2. GRADUATION HONOURS

Students who earn a cumulative GPA of 3.5 for all undergraduate work earn Cum Laude (honours). Those with a cumulative GPA of 3.7 for all

undergraduate work earn Magna Cum Laude (high honours). Students with a cumulative GPA of 3.85 for all undergraduate work earn Summa Cum Laude (highest honours).

For the sake of clarification, the following table compares Ashesi's classification of degrees with the classification system at the University of Cape Coast (to which Ashesi is affiliated and from which Ashesi students receive diplomas).

Ashesi University College Honours	GPA	University of Cape Coast Honours	GPA
Summa Cum Laude (Highest honours)	3.85-4.00	First Class	3.6-4.0
Magna Cum Laude (High honours)	3.70-3.84		
Cum Laude (Honours)	3.50-3.69		
		Second Class (Upper)	3.0 – 3.5
Bachelor's Degree	2.00-3.45		
		Second Class (Lower)	2.5 – 2.9
		Third Class	2.0 – 2.4
Fail	<2.0	Pass	1.0 – 1.9
		Fail	<1

6.3 SCHOLARSHIP, LEADERSHIP, CITIZENSHIP AWARDS

The Scholarship, Leadership and Citizenship Award is given on an annual basis to graduates who have lived out Ashesi's core values during their time at the university. The

award is presented by the President of the University, and students who receive the award are those that have contributed in outstanding ways to Ashesi's mission, and have had a strong impact on the Ashesi Community. This is the highest award a student can receive at Ashesi.

7. ACADEMIC STANDARDS

7.1. ACADEMIC FREEDOM AND RESPONSIBILITY

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals or damage institutional facilities or disrupt the classes of one's teachers or colleagues. Speakers on campus must not only be protected from violence or harassment but also be given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in

society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as personality, race, religion, degree of political activism, or personal beliefs.

If a student has a grievance against a faculty member that cannot be resolved directly through the faculty member involved, the student should take her or his concerns to the Provost. In a case where there is a grievance with a member of the Ashesi Community, the student is expected to conduct him/herself in a manner that reflects a high level of personal integrity, and should at no time behave in an inappropriate manner. This may include but is not limited to disrespectful, insulting or inflammatory verbal and/or physical expressions. Students who threaten a member of the Ashesi Community, verbally or physically will be subject to severe sanctions up to and including suspension or expulsion depending on the severity of the behaviour.

7.2. STANDARD CITATION PRACTICES

Writers may refer to a handbook on scholarly writing for information about correct citation procedures. The MLA Handbook is particularly useful because it also provides examples of plagiarism. The informal nature

of some writing may obviate the necessity of rigorously formal citation, but still requires honest attribution to original authors of all borrowed materials. Students should feel free to consult with faculty members and/or the librarian whenever there is doubt as to proper documentation.

Fear of being charged with plagiarism need not inhibit anyone from appropriately using another's ideas or data in a piece of writing. Even direct quotation frequently serves as an effective device in developing an argument. Academic honesty requires only that writers properly acknowledge their debts to other authors at least by means of quotation marks, footnotes, and references, if not also with in-text phraseology like "Einstein argued in 1900 that...." or "As Melville implies in Chapter 3 of *Moby-Dick*...." Such usage is fully within the tradition of forthright academic work.

Ashesi's Written and Oral communication course as well as the Learning Lab are great resources for help with citation. The appendix of this handbook also provides some examples of plagiarism.

7.3. SUBMISSION OF THE SAME WORK IN MORE THAN ONE COURSE

When submitting any work to an instructor for a course, it is assumed that the work was produced specifically for that course. Submission of the

same work in more than one course without prior approval is prohibited. If the courses are being taken concurrently, approval of the faculty members for both courses is required. If a student wishes to submit a paper that was written for a course taken in a previous semester, the student need only obtain the permission of the faculty member teaching the current course involved. Students are not permitted to present to their colleagues any written or electronic copy of their work unless collaboration is allowed by their faculty member.

7.4. ACADEMIC DISHONESTY

Academic dishonesty includes plagiarism, unauthorized exchange of information or use of material during an examination, unauthorized transfer of information or completed work among students, use of the same paper in more than one course, unauthorized collaboration on assignments, and other unethical behaviour.

Students receive extensive training at orientation and through courses on how to avoid plagiarism. They also have copies of the plagiarism guide from Turn-it-in to help guide their writing process. Also students can visit the writing centre in the Learning Lab while writing papers to help avoid writing papers at the last minute and the subsequent pressure that leads to plagiarism. To check plagiarism faculty members may require students to submit their papers to Turn-it-in, an online plagiarism detector.

Disciplinary action will be taken against perpetrators of academic dishonesty. If it's a first time offence and a not so pronounced case of academic dishonesty a faculty member may resort to the informal resolution process. However if the case is brought before the Ashesi Judicial Council typically, in the case of a first offense, a student will be given a failing grade (E) for the course. A second offence can result in suspension or dismissal. Detailed information concerning

adjudication of academic dishonesty can be found under the section on the Ashesi Judicial process.

7.5. CODE OF ETHICS

Ashesi University, its students, and its professional associations will not in any way condone cheating, lying, or any other misrepresentations. Moreover, anyone who willingly conceals these activities will be considered accomplices and equally culpable.

8. EXAMINATIONS AND THE EXAMINATION HONOUR CODE

In keeping with Ashesi's mission to educate a new generation of ethical leaders, the faculty and executives of Ashesi University approved in November 2007 a proposal to formally invite selected classes at Ashesi to adopt an Honour Code for examinations at the university. The code was voted into force by students in January 2008. Also effective January 2008, all incoming first year and transfer students will be required to engage in a series of conversations organized by the Dean of Student and Community Affairs to help orient them towards the Examination Honour Code. Members of the incoming class would meet with the President and Dean of Student and Community Affairs, Academic and Judicial and Electoral Committee Representatives from senior classes and will debate the merits of the honour code among

themselves before deciding to sign the honour code. The class would have to make their decision known to the Dean of Student and Community Affairs after the mid semester vacation or at a time decided on between the Judicial Council and the Dean's office.

The adoption of the Examination Honour Code marks a significant step in the history of Ashesi University. The code is intended to build a high-trust community, to put students in charge of their ethical posture and the reputation of their alma mater, and by so doing, to take a significant step in Ashesi's mission to educate a new generation of ethical leaders in Africa.

Students who have not yet signed onto the Honour Code are still bound by the Examination Code of Conduct and Examination Rules.

8.1. EXAMINATION CODE OF CONDUCT

The purpose of the Exam Code of Conduct is to create an ethical environment for examinations. Failure to abide by the Exam Code of Conduct can result in disciplinary action. During an examination, students:

- Are not allowed to talk to each other, exchange verbal or non-verbal information or physical objects of any kind, or engage in any activity that could result in the unfair advantage for one or more students before, during, or after the quiz or exam, while they are in or out of the classroom;
- Must leave all books and other aids in an inaccessible place (except for open-book quizzes or exams);
- Must leave as much space as possible between students (as much as the room allows);
- Should try to ensure that their line of sight does not cause others to suspect them of cheating.
- Must leave mobile phones and other electronic communication devices completely switched off.

8.2. EXAMINATION RULES

The following rules apply to the expected conduct of all students during examinations at Ashesi.

- Students will not be admitted to the examination hall after the first 15 minutes of the examination;

- Students are to remain absolutely silent throughout the examination and must not speak or do anything to disturb other students. If a student has any questions, the student should put up his/her hand and wait patiently for a faculty member or faculty intern to become available before quietly asking the question;
- Students must not direct any non-verbal gestures to another student;
- Students must not look in the direction of another student's work;
- Students may not exchange any physical objects, including erasers, pencils, pens, and calculators. If a student did not bring everything needed to the examination hall, then s/he will have to do without for the exam or quiz;
- Students must leave all books and other aids in an inaccessible place (except for open-book quizzes or exams); no electronic devices or books or papers should be left in the open – if they are brought into the examination hall, they must be secured inside a small bag and placed in an inaccessible place, and completely switched off; no large bags are allowed in the examination hall;
- For examinations that allow the use of calculators, students must erase the memory from their calculator before they enter into the examination hall, and may

be asked by an invigilator to demonstrate that the memory has been cleared;

- Students must abide by requests by invigilators to sit in designated seats;
- Students must leave mobile phones and other electronic communication devices completely switched off;

Students are advised that if a student commits any of the above offences,

s/he may be disqualified in the examination and be subject to further adjudication.

8.3. IMPLEMENTATION OF THE EXAMINATION HONOUR CODE

Starting in January 2008, students in selected classes under the honour code are expected to take tests and exams on their honour. At the end of each test, each student is required to sign the following statement:

I pledge on my honour that during this examination I have neither given nor received unauthorized assistance, nor have I seen any violations of the Exam Code of Conduct.

Signature:

Name:

I have intentionally not signed the pledge (check only if appropriate)

I have personally witnessed the following Examination Honour Code violations or obstructions (optional):

8.4. OBSTRUCTION OF THE EXAMINATION HONOUR CODE PROCESS

The university's decision to adopt an honour system for examinations is a significant one, the abuse of which will fracture the ethical framework central to our mission. The following instances constitute violations of the Examination Honour Code and can lead to serious sanctions including suspension or expulsion from the university community.

- Failure to abide by the Exam Code of Conduct.
- Attempting to prevent the discovery of prohibited conduct, or attempting to obstruct access, to alter, to destroy, or to conceal potential evidence connected with an Exam Honour Code investigation.
- Attempting to discourage, intimidate or deter complainants,

witnesses, or other participants in an Exam Honour Code investigation.

- Initiating an Exam Honour Code complaint without any basis in fact and with the intent to harass another student.

8.5. GENERAL PRACTICES AND PROCEDURES

Suspected violations of the Exam Honour Code may be reported by intentionally omitting to sign the

pledge, or by speaking directly with the Faculty member or the Dean of Students.

If a pledge is unsigned and unchecked, the student will be contacted in order to determine whether the student intentionally left the pledge unsigned. If the absence of signature was intentional, the faculty member or Dean of Student Affairs will investigate the matter further. Violations of the Exam Honour Code are adjudicated by the Ashesi Judicial Committee (AJC) as described in the Student Handbook.

9. PERSONAL INTEGRITY AND COMMUNITY EXPECTATIONS

9.1. DRESS CODE AND DECORUM

Ashesi University places great emphasis on living our values, and on being the light on the hill that all other institutions will eventually follow. We live these values in everything that we do, in the way we maintain our environment, the way we treat other members of our community, and the diligence and professionalism with which we approach our respective tasks. As such we expect all members of our community to hold true to Ashesi's mission, to show courtesy to others, to assist in maintaining a clean and sanitary environment on campus, and to dress appropriately.

By appropriate dress, we mean that students should dress as befits future

leaders of Africa. In the same way that one does not wear a swim suit to one's workplace, students should not dress for classes as though they were going to a night club, for example. Sexually provocative clothing and unkempt clothing is generally frowned upon here at Ashesi University. Lounge and sleepwear are also prohibited on the administrative and academic side of the campus. Please pay attention to the way you carry yourselves, because it is an indication of your values and self-esteem. It also reflects on your Alma Mater and will affect your level of pride, or shame, about being a graduate of Ashesi University. Remember, you only get one opportunity to make a first impression.

9.2. FALSE INFORMATION, MIS-REPRESENTATION, AND IDENTIFICATION

A student may not knowingly provide false information or make misrepresentation to any University office. Students are obligated to provide University personnel with truthful and accurate identification upon request. Students who are found to have provided false information may be subject to dismissal. Students are also required to provide current contact information to the Academic Registry.

9.3. FORGERY, FRAUD, ALTERATION AND UNAUTHORIZED POSSESSION

In addition to the forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, forged communications (paper or electronic mail) are prohibited.

9.4. THEFT

Theft is a crime under the criminal code of Ghana and is abhorrent to the Ashesi community as it erodes the trust among community members. Students who are found to have stolen property (or attempted to) from members of the university community are subject to an AJC hearing which could lead to dismissal.

9.5. LIBRARY/EDUCATIONAL MATERIALS

Students may not hinder the educational opportunity of other students by behaviour such as removing, hiding, or defacing educational materials. Students who are found to have illegally removed, hidden or defaced library materials will be subject to serious sanctions, including the possibility of suspension, or in serious cases, dismissal from the university. Students are also required to adhere to all other library rules and regulations to make it a place of serious study and research. Students should note that they will be charged for damaged or lost textbooks.

9.6. STATEMENT ON COMPUTING

Use of the Ashesi University computer system and networks is governed by the general norms of responsible community conduct described in the student, faculty, and staff handbooks and by University policies specific to use of the computer systems and networks, which are described in the following sections.

Ashesi University normally grants access to its computing network and systems to currently enrolled students, to current and emeritus faculty, and to currently employed staff. By users, this document refers to all who use the computers, networks, and peripherals owned or operated by the University or who gain access to

third-party computers and networks through the University's system, whether these individuals have regular accounts or are system administrators. Students are strongly encouraged to check their electronic mail at least three times a week as information from administration and their faculty members is typically disseminated through this medium. Students would lose out on vital information if they fail to do so. Students who violate library and computing rules will be subject to an AJC hearing which could lead to withdrawal of privileges among other sanctions.

8. Users of services operated by Ashesi University have the following obligations and responsibilities:

- a. **To respect software copyright.**
The copying or use of copyrighted software in violation of vendor license requirements is strictly forbidden. Not only does such violation ("software piracy") wrongly appropriate the intellectual property of others, but it places the individual user and the University at risk of legal action.
- b. **To protect their accounts from unauthorized use by others.**
Users are responsible for all activities under their user ID, and must take reasonable steps to ensure that they alone, or some authorized person under their direct control, have access to the account.
- c. **To respect the integrity of other user's accounts.**
Individuals must not use another person's user ID without express permission or attempt to decode passwords or to access information illegitimately. A system administrator is allowed to decode passwords as part of regular operations.
- d. **Not to send forged e-mail** (mail sent under another user's name) or to read e-mail addressed to another user, for example, by accessing their electronic mailbox or mail residing in system files. Potentially offensive electronic communication shall be considered as it would be if conveyed by other media.
- e. **To avoid excessive use of shared resources,** whether through monopolizing systems, overloading networks, misusing printer or other resources, or sending "junk mail." The Information Technology (IT) Department will from time to time issue guidelines for the use of shared resources. Because Ashesi University provides and maintains these systems to further its academic mission, using computers for non-academic purposes has low priority.
- f. **To avoid engaging in any activity that may reasonably be expected to be harmful to** the systems operated by the University or a third party or to infor-

mation stored upon them. When a system's vulnerability is discovered, users are expected to report it to a system administrator.

Violations of these rules that come to the attention of the IT Department will be referred as appropriate to the Dean of Student & Community Affairs. The Dean will consider violations using information provided by the IT Department. In cases of violation of item "f" above, the IT Department may temporarily withhold services from students, faculty or staff. The case will then be referred in a timely manner to the appropriate University authorities.

2. Ashesi University for its part assures users that University personnel are obliged:
 - a. To grant personal files on University computers (e.g., files in a user's account) the same de-

gree of privacy as personal files in University-assigned space in an office, lab, or dormitory (e.g., files in a student's desk); to grant private communications via computer the same degree of protection as private communications in other media; and to treat an article on a USENET newsgroup or other bulletin board analogously to a poster or a University publication.

- b. To take reasonable steps to protect users from unauthorized entry into their accounts or files, whether by other users or by system administrators, except in instances where a system-related problem requires such entry.
- c. To take reasonable steps to prevent the dissemination of information concerning individual user activities, for example, records of users entering a bulletin board network.

10. ACTIONS POTENTIALLY INJURIOUS TO ONESELF OR OTHERS

10.1. DISORDERLY AND RECKLESS CONDUCT

Students at Ashesi University have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly.

These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the

community or the orderly and essential operations of the University. Disorderly conduct is not permitted.

Violation of the orderly operation of the University includes but is not limited to (1) excessive noise, noise, once identified, which interferes with classes, University offices, or other campus and community activities; (2) the ringing and operation of mobile phones during class (3) unauthorized

entry into or occupation of a private work area; (4) conduct that restricts or prevents faculty or staff from performing their duties; (5) failure to maintain clear passage into or out of any University building or passageway.

Conduct that places oneself or another in imminent danger of bodily harm is prohibited. The standard as to what constitutes imminent danger is solely at the discretion of the Dean of Student and Community Affairs and/or the Ashesi Judicial Committee hearing the case.

10.2. CAMPUS SAFETY DECISION

Notwithstanding the AJC formal adjudication procedures described above if the Executive Committee decides in its sole discretion at any point that the well-being of a student, faculty, staff or their guests, or of the university and its property (including but not limited to student housing facilities), may be at stake, an immediate active avoidance order, suspension, or campus expulsion may be imposed against the student who is to be the subject of the judicial hearing until the time the hearing is held and a decision is delivered by the AJC (“Campus Safety Decision”). This action assumes no determination of guilt, and the hearing will be held as soon as is practically possible. If the student charged with the offense refuses to appear at the judicial hearing, then the Dean of Student and Community Affairs may assess a penalty on the student for not appearing, and, in the AJC’s sole discretion, the judicial hearing: (1)

may proceed as scheduled without the student present; and conduct the hearing with available information.

10.3. ALCOHOL AND OTHER DRUGS

Ashesi University has adopted a policy to establish and maintain a campus that promotes a safe and healthy environment for students, staff and faculty. Ashesi believes that everyone has the right to work in an environment free from the effects of substance abuse; individuals who abuse alcohol and/or drugs are a danger to themselves and to others.

The possession and/or consumption of alcoholic beverages on Ashesi campus are strictly prohibited. Violation of this policy will subject a student to disciplinary sanctions up to and including suspension or expulsion.

It is a violation of Ashesi University policy for students to possess, use or distribute illicit drugs and alcohol on any University property or as part of University activities. In addition to being subject to criminal prosecution, violation of this policy will subject a student to an appearance before the Ashesi Judicial Council which could lead to disciplinary sanctions up to and including suspension or expulsion.

Ashesi may require a student who violates this policy to satisfactorily complete an approved drug/alcohol abuse assistance or rehabilitation program at the expense of the student in lieu of or in addition to disciplinary action.

Ashesi reserves the right to conduct random drug screening tests on students, if we have cause to believe that a student is violating this policy.

10.4. SMOKING

The Smoking Policy prohibits smoking of tobacco and other substances in all indoor and outdoor areas throughout the Ashesi University campus, including but not limited to the residence halls, classrooms, laboratories, libraries, lounges, hallways, stairwells, cafeteria, gardens and parking lot. A GHC50 fine will be charged for each violation of this policy.

10.5. CLIMBING ON UNIVERSITY BUILDINGS OR STRUCTURES

Climbing on any University building, or being present on building roofs is not allowed. In unusual circumstances, arrangements to climb pre-designated locations may be coordinated through the Dean of Student and Community Affairs.

10.6. FIRE SAFETY EQUIPMENT AND ALARMS

Tampering or interference with, as well as destruction or misuse of, fire safety and fire prevention equipment is prohibited. An automatic fine of GHC125 for each piece of equipment tampered with/damaged plus the cost of replacement of equipment is charged to any student violating this

regulation, and further disciplinary action may be taken. Any student who causes an alarm to be set off for improper purposes is liable for the expenses incurred by the fire department(s) and/or security services in responding to the alarm. The student may also be subject to further disciplinary action.

10.7. WEAPONS; FIREWORKS

No student may possess or use a firearm on Ashesi University property or its environs. Weapons, including but not limited to chainsaws, machetes, knives, rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same are not allowed on campus under any circumstance. No student may possess or use fireworks on Ashesi property or its environs. Violation of this policy would subject a student(s) to a hearing before the Ashesi Judicial Council.

10.8. VIOLENCE, ASSAULT, AND INTIMIDATION

Ashesi University seeks to maintain an environment of mutual respect among all its members. All forms of violence, assault, intimidation, and harassment, including that based on sex, race, colour, age, religion, national origin, or handicap, undermine the basis for such respect and violate the sense of community vital to the University's educational enterprise.

Victims of violence, assault, intimidation, and harassment are encouraged to seek counselling and guidance from the school counsellor and/or Office of Student Affairs. It is important to note that discussing concerns with or seeking clarification or support from the Dean of Student & Community Affairs or others does not obligate a person to file a formal complaint initiating judicial procedures. The Dean of Student & Community Affairs will register each request for assistance in resolving cases involving charges of sexual misconduct, whether formal or informal. These records will be kept confidential to the extent permitted by law.

Procedure for dealing with cases of violence, assault, intimidation, and harassment:

1. Talk to a trusted friend, residential assistant and/or family member as soon as possible.
2. Contact the Office of Student Affairs for guidance, support and counselling.
3. File a report at the local Police Station and/or Domestic Violence Unit.

10.9. VIOLENCE AND ASSAULT

Students are prohibited from engaging in physical violence against others. Those who do will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee as described in Section 10.2.

10.10. INTIMIDATION

Verbal, written, or electronic threats of violence or other threatening behaviour directed toward another person or group that reasonably leads the person or persons in the group to fear for their physical well-being constitutes intimidation and may be subject to an appearance before the AJC. Anyone who attempts to use intimidation or retaliation against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee.

10.11. HARASSMENT

The University seeks to sustain an environment in which harassment has no place. Those who harass others will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee as described in Section 10.2.

Definition, principles, and criteria: Harassment can take many forms, and it needs to be emphasized that harassment can be and often is nonphysical, including words, pictures, gestures, and other forms of expression. To count as harassment, such expression must be reasonably regarded as (a) taunting, vilifying, or degrading whether (b) directed at individuals or groups

and (c) where reasonable people may suppose that such expression harms its target(s) by substantially interfering with their educational opportunities, peaceful enjoyment of residence and community, or terms of employment. Further, to count as harassment subject to possible formal grievance procedures, such expression must (d) be made either with the intent to interfere with the protected interests mentioned in (c), above, or with reckless disregard to the nature of the conduct. Such intent or recklessness must be inferred from all the circumstances. Finally, (e) such expression must be repeated and persistent. To be “repeated and persistent,” the offending conduct must have been brought to the attention of the defendant (though not necessarily by the complainant), be of the same kind, and repeated. There are two reasons for adding (e): first, the University wishes to have the opportunity to educate those who may not realize that certain expression constitutes harassment; second, by requiring that the expression be repeated and persistent, the University helps establish intent or recklessness. However: (f) before any expression can be considered for possible formal grievance procedures, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of harassing expression. This strict criterion for possible formal grievance procedures must be imposed to ensure that the University does nothing that would tend to diminish free expression or compromise principles of academic freedom in

the vigorous and often contentious examination and criticism of ideas, works of art, and political activity by Ashesi faculty and/or students.

10.12. STALKING

Stalking is a form of harassment, which occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following: placing the person in reasonable fear of bodily injury; or reasonably causing substantial emotional distress to the person. Students shall not stalk others. Those who do will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee, as described under the Campus Safety Decision.

10.13. SEXUAL MISCONDUCT

Sexual misconduct represents a continuum of behaviours ranging from physical sexual assault and abuse to sexual harassment and intimidation and is a serious violation of the University’s code of conduct. Both women and men can be subject to and can be capable of sexual misconduct. It can occur between two people whether or not they are in a relationship in which one has power over the other, or are of different sexes.

Charges of sexual misconduct may be handled according to either informal or formal procedures. It is important to note that discussing concerns with or seeking clarification or support from the Dean of Student & Community Affairs or others does not always obligate a person to file a formal complaint initiating judicial procedures. The Dean of Student & Community Affairs will register each request for assistance in resolving case involving charges of sexual misconduct, whether formal or informal. These records will be kept confidential to the extent permitted by law.

10.14. SEXUAL ASSAULT AND ABUSE

Students are prohibited from engaging in sexual assault or abuse of any kind. Those who do will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee, as described under the Campus Safety decision (Section 10.2).

Definition: Sexual assault is defined as any sexual contact that occurs without the consent of the other person. Specifically, it is intentional physical contact with an intimate part of the body or with clothes covering intimate body parts without the consent of the person touched. When sexual assault occurs repeatedly between individuals, it is referred to as sexual abuse.

Consent: Students have the responsibility to ensure that any sexual interaction occurs only with mutual consent. If a person indicates that she/he does not want sexual contact, then any further sexual contact is considered to be without the person's consent. If the person has agreed to sexual interaction, she or he has the right to change her/his mind and indicate that she/he no longer wants to continue the interaction. A person has the right to indicate she/he does not want any further sexual contact no matter how much sexual interaction has already taken place.

10.15. SEXUAL HARASSMENT

Sexual harassment, a form of discrimination based on sex, gender, or sexual orientation, clearly endangers the environment of mutual respect and is prohibited.

Definition: Sexual harassment is of two basic types: (a) any action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or are reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment, or living environment for a student or University employee, by focusing on that person's gender. A hostile environment is defined as one that interferes with the ability to learn, work (if employed by the University), or have access and opportunity to participate in all and any aspect of campus life (harassment creating a hostile envi-

ronment); (b) any action in which submission to conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education or employment, or submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that individual (quid pro quo harassment).

Descriptions: Sexually harassing behaviours differ in type and severity and can range from subtle verbal harassment to unwelcome physical contact. Sexual harassment includes but is not limited to (a) unwelcome verbal or physical advances, persistent leers, lewd comments; (b) the persistent use of irrelevant references that insult or degrade a person's gender, or the use of sex stereotypes to insult or degrade; (c) the use by a person in authority of his or her position to coerce another person to do something of a sexual nature that she or he would not otherwise do. Coercion need not involve physical force.

Scope and resolution: There is a wide range of behaviours that falls within the general definition of sexual harassment and many differing notions of what behaviours are and are not acceptable. Key factors that determine instances of sexual harassment are that the behaviour is unwelcome, is gender based, and is reasonably perceived as offensive and objectionable. Such behaviour need not produce or threaten some tangible loss to the receiver in order to be deemed harassment. If it is unclear that the behaviour constitutes harassment, a person who thinks she or he has

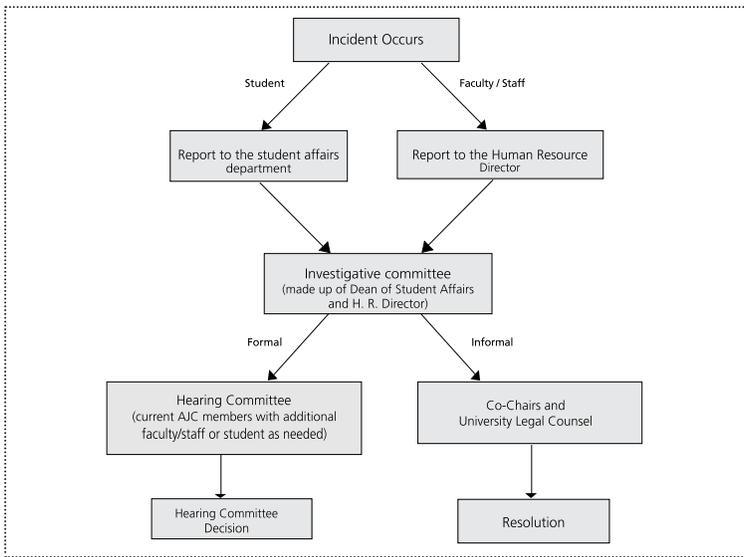
been harassed should not spend considerable time struggling alone with this issue. Students are strongly encouraged to bring their issues to the Dean of Student and Community Affairs, or another person trained in this area for support, clarification, and to discuss options for informal resolution or formal adjudication.

In cases in which the harassment is subtle, it cannot be assumed that the offending person is aware of the way in which his or her behaviour has been interpreted. There are several ways to make a person aware that his or her behaviour constitutes sexual harassment. The grievant is never under any obligation to take any steps that would cause him or her to come into contact with the harasser in ways he or she is unwilling to do. Instead, the grievant can consider all the informal and formal means open to him or her for resolution and choose what seems most useful and workable in his or her particular case. The grievant must also weigh, however, the fact that without in some way being made aware of his or her actions, the harasser may continue the offensive behaviour. In the most serious instances of sexual harassment, it is unreasonable to expect grievants to confront their perceived harassers; in these cases the grievant should enlist the help of a trained third party such as the Dean of Student & Community Affairs, or another person trained in this area.

It is important to remember that any member of the community can be guilty of sexually harassing any other member regardless of position of

authority or status. Although students have often found it difficult to come forward when the perceived harasser is in a position of authority or is threatening, procedures are in place to respond and to provide support throughout the resolution process.

10.16. PROCESS FOR RESOLVING A SEXUAL HARASSMENT CLAIM (DIAGRAM)



Procedure for dealing with allegations of sexual harassment:

- Students are to report incidents to the Student Affairs Department while faculty/staff report to the Human Resource Director.
- The Co-Chairs of the Sexual Harassment Board would launch an investigation into the matter.
- If there is enough evidence that warrants a hearing, the Co-Chairs

would call for a FORMAL hearing after which a verdict and sanction would be delivered to the complainant and respondent within 3 business days of final deliberations.

- If there is lack of evidence, the case would be resolved INFORMALLY by the Co-Chairs with guidance from University Legal Counsel.

10.17. STUDENT/STAFF & FACULTY RELATIONS

Romantic or sexual relationships between students and faculty/staff of Ashesi in the community are unacceptable because they interfere with the educational mission of the College and threaten the climate of trust, concern, and respect to which Ashesi University College is committed. Students and staff or faculty members of the university are expected to maintain professional, non-sexual relations. If you have

reason to believe that a faculty/staff member is making romantic overtures, you are encouraged to report it to the Dean of Student and Community Affairs. If this is found to be true, the individual may face sanctions ranging from verbal warnings to dismissal. If a student on the other hand is found to be the one making romantic overtures to a faculty/staff member they may also face similar sanctions. Persons who knowingly make false allegations about a faculty/staff-student relationship shall be subject to the same sanctions mentioned above.

11. UNIVERSITY AND PERSONAL PROPERTY

11.1. ILLEGAL ENTRY

Unauthorized entry into or presence within enclosed and/or posted University buildings or areas, including student rooms or offices, even when unlocked, is prohibited. Violations could lead to fines and/or sanctions from the Office of Student & Community Affairs in consultation with the Operations Department.

11.2. LOCKS AND KEYS

Tampering with locks to University buildings, unauthorized possession or use of University keys, and alteration or duplication of University keys is against Ashesi University policy. Violations could lead to fines and/or

sanctions from the Office of Student & Community Affairs in consultation with the Operations Department.

11.3. DAMAGE

Negligent or intentional damage to personal or University property will subject a student to paying for the repair or replacement of the damaged property as well as to disciplinary action and possible criminal charges. For damage that occurs during a student event, and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

11.4. PARKING

No student may park an automobile on Ashesi property without a parking permit from Operations Office. Note that the University cannot guarantee the security of cars and/or their contents. Student drivers need to show proof of insurance and valid driver's license.

12. VIOLATION OF THE GHANAIAN LAW AND SCHOOL POLICIES

Violation of the laws of Ghana may, at the discretion of the Dean of Student and Community Affairs and the Ashesi Judicial Committee, subject a student to University disciplinary action, which may include adjudication by the AJC or suspension by the Executive Committee, as described under the Campus Safety Decision in Section 10.2. A pending appeal of a conviction shall not affect the application of this rule.

Students violating any of the school's policies above are subject to disciplinary action. All sanctions imposed by the Ashesi Judicial Committee must be obeyed or additional sanctions may be applied.

12.1. ASHESI JUDICIAL COMMITTEE (AJC)

The Ashesi Judicial Committee adjudicates all reported cases of student academic and social misconduct including but not limited to plagiarism, violation

of the Examination Code of Conduct, Examination Rules and Examination Honour Code, threats, theft, assault, harassment and sexual misconduct.

The AJC and the university judicial procedures described in this section are purely administrative, and neither the AJC, the President, nor the Dean of Student & Community Affairs is bound to observe procedural or evidential rules that would be required in a formal court of law.

Composition: The AJC comprises one (1) Executive Committee Member, one (1) full-time faculty member, one (1) staff member and two (2) students from the student council, namely the Judicial and Electoral chairperson (JEC) and the Academic Chairperson. The JEC and ASC heads may nominate the JEC or ASC representatives to serve in their absence, or where there is a conflict of interest. AJC hearings will be chaired by either the faculty or executive member on the committee.

The Dean of Student & Community Affairs (“Dean”) selects the committee members, sits in on AJC hearings and acts as a neutral procedural facilitator, but not as an advocate or a judge. The Associate Dean of Student & Community Affairs may also observe AJC meetings, but shall not participate in AJC deliberations. In the Dean’s absence, the Associate Dean will take on the Dean’s responsibilities on the committee.

Term of office: Each AJC member will serve for one year beginning in January to coincide with the term of the office of the student council. The council may be asked to preside over cases that occur prior to or during the vacations. After their term of office, the Dean may call upon faculty and staff from time to time to hear appeals and to serve as alternates if a current member has a conflict of interest or is otherwise unable to adjudicate a pending case.

Training: The Student Affairs office will provide training to all AJC members and alternates. Training will include an overview of the role and responsibilities of the AJC, reviewing cases and laws in Ghana relating to student misconduct, and other information and materials the Dean determines may be useful in preparing members.

Conflict of interest: Before a hearing, AJC members will be asked to disclose any potential conflict of interest and

declaring whether or not they can fairly and impartially participate in a current AJC hearing.

12.2. STATUTE OF LIMITATION

There is no statute of limitation in cases of major academic and social misconduct offences such as examination honour code violation, fraud, theft, physical assault, plagiarism, sexual assault as long as you are still a student of Ashesi. If the Dean of Student & Community Affairs receives substantial evidence of an academic violation even after the student’s graduation, the school reserves the right to convene a hearing and sanction appropriately including recalling the student’s degree. Social misconduct cases that have legal implications could be handed over the police.

12.3. RECORDS AND COMMUNITY INFORMATION

All AJC proceedings will be recorded and transcribed for record keeping purposes and accurate recording of events. After the student has been notified of the verdict, the community will be informed of the AJC findings in a memorandum. The memorandum would include date of the hearing, year group of the student, the offence and sanctions and advice to the student body.

Reports to the community will be made by the Office of the Dean of Student Affairs.

12.4. PROCEDURE FOR ACADEMIC MISCONDUCT CASES

- i. Academic misconduct is defined as a violation of the University's standards of academic integrity whether these violations are intentional or unintentional.
- ii. An instructor who has good evidence to suspect a student or students of academic misconduct (e.g., cheating on an exam; plagiarism on a paper, lab reports, problem sets, or thesis work) will, at the faculty member's discretion, consult the Head of Department or Provost about the case. Mere suspicion on the part of a faculty member that the student's work does not sound right is normally not by itself sufficient grounds to bring a case forward in the absence of good evidence. Good evidence may include, but is not limited to, the following:
 - a. Some of the student's work coincides with or closely paraphrases a source that is not properly acknowledged. Sources that must be acknowledged include, but are not limited to, books, articles in books, journal articles, Web pages, graphs, charts, tables, data sets, etc., in any of the sources just mentioned. Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student's work that have been based on it.

- b. Glaring coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was not permitted.

12.5. INFORMAL RESOLUTION FOR MINOR ACADEMIC INFRACTIONS:

- iii. If a faculty member has first established (in consultation with Head of Department and the Dean of Student & Community Affairs) that the misconduct constitutes a minor offence, the faculty member will resort to the informal resolution process with the student.
- iv. The informal resolution process is designed to deal with minor infractions of academic misconduct e.g. up to 20% of plagiarized work, unsubstantiated reports of cheating, clearly unintentional plagiarism etc. For minor cases, the faculty member may determine a sanction at his or her discretion which may include asking the student to rewrite the paper. Breaking the Examination Code of Conduct or the Examination Honour Code is considered a major infraction. They should not be dealt with at the Informal Resolution level, but should be escalated to the AJC.
- v. The faculty member would meet with the student and based on the student's admission of guilt would impose a penalty ranging from a warning to an E on the assign-

ment. A student however has the option to request for his/her case to be heard before the AJC. The informal resolution form must be filled out and signed by both parties and a copy given to the Dean of Student & Community Affairs. For records purpose it is considered a minor infraction which will affect a student's future appearance before the AJC. A student who has one recorded informal resolution would face the AJC for a second offence. Also, a student who has 2 or more informal resolution cases running simultaneously would face the AJC. The committee may refer to a student's previous informal resolution to determine the severity of sanctions but not in determining guilt.

12.6. JUDICIAL PROCESS FOR MAJOR ACADEMIC INFRACTIONS:

- vi. If the faculty member is able to establish with the head of department and the Dean of Student & Community Affairs that the act constitutes a serious offence: over 20% of paper is plagiarized, substantiated information/evidence that excessive collaboration occurred, violation of the Examination Code of Conduct or Examination Honour Code, then the case would be referred to the Dean of Student & Community Affairs for an AJC hearing.
- vii. The faculty member will submit a report to the Dean of Student & Community Affairs. The report will include a narrative of the incident and evidence supporting the charge.
- viii. The Dean of Student & Community Affairs will inform the student of the charge and his or her right to have a support person present at the hearing. The support person may be but is not limited to a fellow student, a faculty member, or a member of staff or a family member. Family members who happen to be attorneys cannot come in the capacity as legal representation. The student would be asked to provide a written statement of their version of the incident as well as the names of witness where necessary. The Dean would also communicate a chosen day and time to the student for the hearing.
- ix. The Dean of Student & Community Affairs would provide copies of both reports to the AJC at the allocated time for the hearing right before parties concerned are invited into the hearing for their testimony and questioning.
- x. At the hearing the committee would interview the faculty member first and then the student to ascertain the innocence/guilt of the student.
- xi. After academic misconduct cases are heard, the Dean of Student & Community Affairs will provide the committee with an updated sum-

mary of the previous relevant cases and their disposition to help guide them in determining sanctions.

sent their statements and may ask for other pertinent information missing from the statement.

12.7. JUDICIAL PROCESS FOR SOCIAL MISCONDUCT CASES

- I. A student who has reason to believe or has witnessed an assault, threatening behaviour or theft would submit a written and signed statement to the Dean of Student & Community Affairs Office as quickly as possible. They also have the option of reporting the incident to the police. The statement should include the date, location, nature of incident and any possible witnesses.
- II. If a witness reports an incident with reliable information/evidence and the victim refuses to corroborate the witness' report, the Dean of Student & Community Affairs would call the victim and provide these options:
 1. Inform the police
 2. Sign a waiver absolving the University of any Liability. The Associate dean may also provide counselling services for the student and explore mediation options with the victim.
- III. If the witness and the victim corroborate, the Dean would meet with the student after they have sent their statements and may ask for other pertinent information missing from the statement.
- IV. The accused would be contacted and asked to provide a report of their account of the incident
- V. In the event that the Dean considers the case to be a major infraction of the community's code of conduct and the accused poses a danger to a community member, the Dean in consultation with the executive team reserves the right to mete out a suspension from campus pending the hearing (Campus Safety Decision 10.2).
- VI. The accused, defendant and other witnesses would be invited to the hearing and informed of their right to come with a support person who may be a friend/faculty member or family member.
- VII. The Dean would convene a hearing and the accused, the accuser and or witnesses would be questioned by the committee in respect of their statements/report
- VIII. The AJC would review the written and oral statements/reports of all parties and make a determination of guilty or not guilty based on the information provided from all parties.
- IX. Sanctions would range from suspension to expulsion.

- X. Students on suspension may be mandated to receive counselling from university recommended professionals.

12.8. SANCTIONS AND PENALTIES:

- i. The AJC will consider the case, make a finding of guilty or not guilty on the basis of the preponderance of the evidence, and determine an appropriate sanction if a finding of guilty is reached.
- ii. In determining a sanction, the AJC will consider all the circumstances of the case, including the intent of the student; the character and magnitude of the offense; in the case of academic misconduct, the considered evidential judgment of the faculty member bringing the accusation; and mitigating or extenuating circumstances
- iii. The AJC would also be guided to impose sanctions in compliance with the range of sanctions stipulated in the Student Handbook, and on the basis of preceding cases that the Dean of Student & Community Affairs provides to the AJC to ensure uniformity of sanctions.
- iv. The committee could give a sanction with the following ranges:
 - Academic misconduct: Minimum of a failure in the course to expulsion from the univer-

sity. Repeat offenders will at a minimum face suspension from the university.

- Social misconduct: Suspension (minimum of a semester) to expulsion from the university

- v. Sanctions are cumulative increasing in severity for repeat offenders.

A student's refusal to abide by decisions of the AJC, the President, or the Deans is grounds for immediate suspension or expulsion.

12.9. APPEALS:

A request for an appeal may be brought to the President of Ashesi and the Provost in writing within 5 working days following a guilty decision by the AJC, but only on the grounds of new evidence or procedural error. If the President and the Provost decide that this new information warrants an appeal, they will form a new appeal committee to review the case. The decision of the appeal committee is final. The committee may confirm the decision of the AJC, reduce or increase the sanctions, or dismiss the original charges.

Also the executive team member on the panel can bring before the President an appeal if he/she believes the sanction is not in conformity to sanctions typical of such offences. The President will review the case and meet with members of the AJC and if

s/he finds their decision contravenes normal procedure may convene another AJC to review the case.

The Executive Committee of the University reserves the right to review a case if the verdict or sanction does not conform to the guidelines and procedures outlined for the AJC.

13. HEALTH AND RELATED INFORMATION

13.1 HEALTH CENTRE

The Health Centre is typically open between the hours of 8am to 8pm. Students are provided with both first aid and counseling on health-related issues without charge. All students are required to sign on to a private medical insurance or the National Health Insurance Scheme. Students should report any illness to the Health Centre but are free to seek treatment at an outside facility with their Health Insurance cards. Students are required to provide proof of medical insurance at the beginning of each academic year to the University. Failure to do so would result in the student being automatically signed on and billed for private health insurance coverage chosen by the University.

As a part of the matriculation process, each student must submit a brief medical history and health certificate prepared by the family health care provider on the medical information form accompanying the university's offer of admission.

Emergency contact information, as well as pertinent information about such matters as medical or psychological problems, handicaps, allergies, medications, or psychiatric disturbances will be especially valuable to the University Health Service in assisting each student. Individual student private health information is kept with utmost confidentiality. Medical referrals are made to 3M&C Health systems, The Community Hospital (Ashongman) and Nyaho Medical Center, where the student would be treated at his/her expense or via health insurance coverage. Students suffering from a communicable disease such as chickenpox may not remain on or visit the campus until they are cleared by a medical professional and/or the university nurse administrator.

Students who may be absent from classes due to illness, should notify their faculty members and provide a doctor's note confirming their illness and required days off.

A student who suffers from and/or has left campus due to a debilitating health condition, may be required to produce a letter from a medical doctor giving approval for the student to resume classes and/or live on campus and/or resume all activities associated with campus life. This letter should be given to the Dean of Students, and copied to Health Centre, and placed on the student's academic file.

13.2 MENTAL HEALTH AND COUNSELING SERVICES

Ashesi's counselling service is designed to help you grow emotionally, socially and educationally through increased self-awareness. This service is free for all enrolled students. At certain times, you may experience personal, relational, social or academic difficulties that you are unable to resolve on your own – and you may find it helpful to talk to a professional about your concerns.

Services include, but are not limited to: personal growth, interpersonal relationships, grief and loss, self-esteem, sexuality, anxiety, depression, eating problems/body image, alcohol/drug abuse referral source, rape and crisis counselling, psychological testing, and consultation with faculty and staff regarding student-related issues.

Confidentiality

All services are confidential except for a few legal exceptions that your counsellor will discuss in the first session. Our staff has a strong

commitment to the ethical standards of the counselling and psychology professions.

Appointments

To schedule an appointment, please stop by our office or email studentaffairs@ashesi.edu.gh.

Emergencies

If an emergency occurs during business hours, please contact the Student Affairs department and ask to speak to a counselor immediately.

Students who encounter any major health/mental health challenges during the course of a semester would be encouraged to seek help from outside sources that may be recommended by Ashesi. In the event that a student is unable to complete coursework for a semester due to a challenge that has been brought to our attention, we might to allow the student to fulfil course requirements according to the rules set forth in the academic section for incomplete grades.

In certain cases, Ashesi would require students to see an Ashesi endorsed health/mental health professional for evaluation. Our decision to allow a student to withdraw temporarily from the university or be awarded an incomplete grade for the semester would be based on a combination of the professional's recommendation and the student's willingness to follow recommended treatment among other things.

In this light, students are encouraged to inform their lecturers and/or office of the registrar as well as the office of the Dean of Students as soon as they encounter any challenge that has an effect on their academic work. Be assured that our primary goal here at

Ashesi is to see our students graduate with an education that allows them to fulfil our mission statement. Therefore, we are interested in the wellbeing of our students and would do our best to see all matriculated students graduate in the best possible time frame.

14. BEREAVEMENT

We understand how the death of a loved one, anticipated or not, can cause disorientation and anxiety that could affect a student's ability to concentrate on academic work. Therefore, in the event of the death of certain members of family, and upon request, Ashesi would be willing to allow students to take a short or extended break from school. A student could take off 3 consecutive days immediately following the death of a parent, grandparents, sister, brother, spouse, and child. In addition, the student may take the day of the funeral off if it falls on a week day as well as the day before and/or after the funeral if the need arises.

If there is the need to take more than 3 days off for the funeral rites, the student should request in writing (to

the Office of Student & Community Affairs) the number of days needed and reasons for the extended time off.

Please note that the university can advise that the student take off the rest of the semester if the total number of days requested including previous absences does not exceed the 3 weeks per semester rule (Student Handbook, pg. 123). Alternatively, if the loss has an adverse effect on emotional and psychological wellbeing leading to low academic performance Ashesi can recommend a deferment of the semester. If a student decides to stay on after Ashesi recommends a deferment, the following options are available:

- Option of transferring courses to audits.
- Take a reduced course load.
- Be mindful of the fact that failing grades could lead to academic dismissal.

15. STUDENT ORGANIZATIONS

Ashesi University students have a student government organization called the Ashesi Student Council. There are several other organizations and clubs on campus. Refer to the guide below on how to establish a club/organization on campus. This guide was heavily influenced by the Mount Holyoke handbook on student organizations.

Introduction:

Student organizations are a vital part of creating a dynamic and vibrant student life. Student -created organizations show not only initiative but allow students to be in leadership positions and have avenues to educate, enlighten and entertain fellow students, staff and faculty alike. Ashesi University strongly encourages the creation of such student entities. This section is a guide to ensure the proper establishment and smooth operations of student organizations as they contribute significantly to student life at Ashesi. The handbook will cover procedures for establishing a student organization, a sample constitution, privileges and responsibilities of organizations, a registration form, penalty for non-compliance of rules etc. Student clubs once formed are strongly encouraged to participate in the yearly club fair at first year orientation, organize at least one major event per semester and liaise with their advisor to be considered an active club by the Office of Student and Community Affairs.

Procedures for Establishing a Student Organization

1. Students interested in forming a new organization must first schedule an appointment with the Assistant Dean of Students. The meeting will include discussion about the mission and objectives of the proposed group, the number of students interested in starting the new organization, the resources available to these students, and a determination that the interest and needs of the proposed group are not already being met by an existing campus organization. At this meeting an action plan will be determined. The plan may be to proceed with the formal process of registering an organization, or to do more research or assessment of campus interest. Students forming the organization will be required to select an advisor from current faculty/staff members within the Ashesi Community.
2. Students must have at least 10 people interested in joining the new club before registering the organization.
3. After the preliminary meeting and authorization, new groups must register with the Assistant Dean of Students in order to be officially recognized by the University. Registration forms are available at the Dean of Students. The registration process is as follows:

- i. Send application letter to the Dean of Students.
 - ii. Submit completed Registration Form
 - iii. Submit completed Agreement Form
4. After registration, groups are required to organize at least one main event each semester that will include the campus community.

Penalty for Non-compliance of rules and regulations for student organizations

First offence – Verbal warning given to Executive members

Second offence- Written warning

Third offence – Suspension of association/club for a semester

Fourth offence- Termination of activity on campus

Privileges and responsibilities of registered student organizations

- Registration is free and renewable every year.
- Access to the support of the Dean of Students.

- Note: The Office of the Dean of Students reserves the right to accept or reject applications.)

- Official recognition as an ASHESI UNIVERSITY student organization

- Note: recognition does not imply legal sponsorship or approval.

- Note: Using the university's name as part of your association's name is a PRIVILEGE, NOT A RIGHT. Students are expected to ensure good composure and compliance of rules and regulations at all times by members of the association. Failure to conform would result in a request to disassociate the university's name from the association.

Completed Registration form should include the following details:

- i. Name of club
- ii. Goals and objectives of the association/club. The goals and objectives of the club should be in agreement with the mission and vision statement of Ashesi University.
- iii. Proposed constitution of association/club (if available)
- iv. Executive members or founding members, Advisor or patron of association (Where advisor/patron are non-staff members, they should be respectable members of the society)
- v. Proposed meeting times and location
- vi. Sources of funding (if available)

In addition clubs should consider ways to

- Sponsor events using University facilities, in accordance with established procedure
- Fundraise for your organization

- Plan & conduct activities furthering the group's purpose as stated in the constitution
- Conduct business in accordance with the ASHESI UNIVERSITY code of conduct
- Meet deadlines pertaining to organizational registration
- Adhere to the university's policies and procedures including but not limited to all privileges listed above.

Writing a Constitution

What follows are definitions and a suggested constitution outline. A constitution essentially states who you are as an organization, how you function, how you operate and how you make decisions. You should keep a copy of your organization's constitution on file in the Dean of Students as well as with your organization's files and with your organization advisor. A constitution is strongly encouraged but not required. It is encouraged because it helps future members and executives to structure the group towards the objectives of the organization.

- **Constitution:** A document of fundamental laws & principals that prescribes the nature, functions, and limits of your organization.
- **By-Laws:** Secondary set of laws or rules governing internal affairs of an organization, not included

in the Constitution, which are of such importance that they cannot be changed without using formal procedure but are more easily amended than the Constitution. By-laws may detail member responsibilities, meeting times, location, attendance requirements, etc.

- **Amendments:** A formal statement of a revision or change to the constitution or by-laws

Helpful Hints:

To create a constitution, follow these 4 easy steps:

1. Draft it with 2 or 3 club members. Keep it simple; avoid confusing, "legalistic" terms.
2. Show the draft to the rest of the group and welcome comments. It's easier for a group to edit, rather than create it together.
3. Show the revised copy to the Associate Dean of Students (or your organization's advisor) for feedback. We read many constitutions and will have ideas on how you can best meet your group's needs.
4. Give a final copy to the Associate Dean of Students, your organization's advisor, and club board members.

Constitution Outline

Date (date created or revised)

ARTICLE I - Name, Purpose, and Affiliation

- Section 1 Name of organization
- Section 2 Purpose of organization (objective/s)
- Section 3 Organization affiliation (local, state, national, or international organizations)

ARTICLE II- Adhere to University Policies

- Section 1 Statement that organization adheres to University rules, regulations, and policies
- Section 2 Statement that organization will adhere to all national laws

ARTICLE III - Membership

- Section 1 Membership requirements (state who may be a member—ASHESI UNIVERSITY students, faculty, staff, etc.)
- Section 2 Membership privileges
- Section 3 Requirements and privileges of active membership in organization
- Section 4 Organization does not discriminate based on race, ethnicity, color, national origin, religion, disability or gender.
- Section 5 Membership Fees/Dues: Ashesi is a non-profit organization therefore clubs and societies are not allowed to charge

students membership fees. This ensures that all students despite economic background can enjoy being a part of the various clubs.

ARTICLE IV - Officers

- Section 1 Titles of officers
- Section 2 Qualifications of officers (must be matriculated ASHESI UNIVERSITY Students in good academic standing)
- Section 3 Duties of officer

ARTICLE V - Advisor

- Section 1 How the advisor is chosen
- Section 2 Expectations of Advisor (how often advisor will meet with org., expected assistance for org, etc.)

ARTICLE VI - Election and Removal of Officers

- Section 1 Time of election
- Section 2 Election procedures
- Section 3 Procedure for removal of officers

ARTICLE VII - Meetings

- Section 1 Frequency of regular meetings
- Section 2 Provision for special meetings

ARTICLE VIII - Quorum

- Section 1 Definition of a quorum (i.e., 2/3 majority, 50% + 1, etc.)
- Section 2 When a quorum is necessary

ARTICLE IX- A amendments and By-Laws

- Section 1 Provision for By-laws of the Organizations
- Section 2 Provision for amendments to the constitution and by-laws

ARTICLE X - Committees

- Section 1 Outline any standing committees
- Section 2 Outline procedures for creating new or short term committees

FUNDRAISING

In order to organize events, students' organizations may sometimes have to raise funds to achieve this goal. Collaboration with other Ashesi organizations community may be helpful if the project seems too overwhelming to handle alone. Other organizations are good resources when researching options and ideas. Fundraising activities are valuable not only because they raise money, but they also increase an organization's visibility on campus. Students can identify individuals, companies and associations willing to finance some of

their activities in consultation with the Dean of Students and Development office.

EVENT POLICIES

Event Planning is an integral part of a student organization's activities. Successful event planning requires careful thought and adequate preparation for a program to be well executed. This handbook provides some tips for event planning as well.

NUMBER OF EVENTS

Although there is no established limit as to how many events a group can sponsor per semester/year, it is important to share the limited space and dates with the community. A group is encouraged to be considerate and work with other groups so as not to monopolize space and dates for events. When necessary, the Dean of Students may suggest or impose limitations if the situation warrants such an action. Collaboration between student organizations is highly encouraged.

EVENT PLANNING GUIDELINES

Events organized by student organizations provide a platform for the organization to present itself to the rest of the student body. It also provides an avenue for greater interaction between the organization and the entire campus and in some cases the rest of society. Event planning builds organizational skills

and creates teamwork among club members. However, planning an event, though fun, could be stressful or overwhelming. To minimize the stress involved with event planning here are some guidelines to help in the process. Clubs are required to provide the office of Student Affairs with their event calendar for the semester. Remember these are general guidelines and do not necessarily cover all the required details of a particular event. Please use your creativity, common sense, and good judgment at all times.

General Guidelines:

1. Plan Early- Planning a year of events 6 months in advance may seem preposterous but finding sponsors, making reservations, inviting speakers, determining themes are all issues that require thought and advance planning. It's never too early to begin. Remember the "Early bird catches the worm."
2. Determine the kind of event you would like to have, who you would like to attend, and what will encourage them to come. Assess your group's needs, interests, and resources. Consider possible co-sponsorship with another group, or off campus entity. Also remember to delegate to members of your organization each person's role in putting the event together. e.g. Fundraising, Publicity, etc.
3. Assess your Finances – Figure out how much you intend to spend on the event, how much you have as an organization and how much money you need to raise for the event. After which you can draw up a budget and begin to look for sponsorship. Also consider partnering with another group on campus to share costs.
4. Choose a Date taking into account the availability of a speaker(s), the impact of other events, day of the week considerations, and the academic demand and load of students.
5. Publicize events after you have secured all the necessary ingredients for a successful program for instance the speakers, location, invited guests etc. Besides electronic mail, find creative ways to advertise your program through posters, word of mouth and announcements at events and gatherings.
6. Days prior to the event ensure that everything needed is in place. Speeches need to have been written, confirm with speakers and send them directions to campus, remind campus of event till the day and hours before it begins.
7. Arrive Early before anyone to ensure the place is set up and expect that in spite of careful preparation and advanced planning something could go wrong. In the event that something unplanned creeps up, be creative and improvise. Remember to make the most of the event.

8. After the Event, review what worked and what did not and begin planning for your next event!

Your event proposal document

The preceding guidelines have been put together in an event planning document. Having these agreed on early in the planning process provides a focus for everyone involved and a guide for planning and delivery decisions.

You can get an event proposal form from the Assistant Dean or download it from the Ashesi website. Clubs and Societies are required to fill this in before they can officially book a date or request it to be placed on the calendar.

Please note that you should give 2-3 weeks processing time, prior to your event for approval.

(Please make sure to complete this entire form and obtain all required signatures for this form prior to submittal)

EVENT PLANNING TEMPLATE	
SECTION ONE:	
Name of Club	
Name of Event	
Description of Event (in as much detail as possible)	
Type of event?	<ul style="list-style-type: none"> • Community Service • Leadership/Enhancement • Joint Venture/Fellowship • Fundraiser • Social Activity • Program • Meeting • Other (Please Explain)
Collaboration with other clubs, please state?	
Contact(s)/Coordinator(s) for Event	Name: Phone Number: Email: Name: Phone Number: Email:

Target Audience	<ul style="list-style-type: none"> • Student Body • General Public • By Invitation Only • Other Please State:
Proposed Date (s)	<p>a.</p> <p>b.</p>
Proposed Time (s) for Event	<p>Start time: _____ End time: _____</p>
*Office Use Only	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p> <ul style="list-style-type: none"> • Not adequate time • Inappropriate for campus <p>Assistant Dean of Students Signature: _____</p>
SECTION TWO:	
Set up time needed before event	
Desired Location	
Seating	<p>Chairs</p> <p>Tables</p>
Catering Needs	<p>If you wish to use Akornor Catering Service on campus, take note of the following:</p> <p>All orders should be communicated to Akorno minimum two working days before order is due (hard copy only due to difficulty in accessing mail).</p>
Who needs to be in the loop	<p>a.</p> <p>b.</p> <p>c.</p>
* Note: A signature from the Director of Logistics and Facilities Mgt, is required as proof of approval for the event if it involves operations.	

Patron informed?	Name: Signature: _____ Date: _____
Audio Visual Equipment needed Email Director of Logistics and Facilities Mgt cannie@ashesi.edu.gh	<input type="checkbox"/> Microphone & Speakers <input type="checkbox"/> Laptop <input type="checkbox"/> Pull up screen <input type="checkbox"/> Canopies <input type="checkbox"/> Projector Other: Extra Details:
Sound levels during event	Number of Speakers: During Class hours: <input type="checkbox"/> Yes <input type="checkbox"/> No Out of class hours: <input type="checkbox"/> Yes <input type="checkbox"/> No Will sound level be higher then average : <input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Sockets Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Number need: Extra Details:
Equipment from outside the university brought on campus	Discription of equipment: Extra details: Voltage of equipment:
Visitors on Campus?	Yes No Number: Visitors tags required: Yes No Extra Details: VIP Guests:

* Approval by Director of Logistics and Facilities	Approved	Not Approved
Advertising?	Signature:	
Clean up after event plans	Poster:	
Add to Campus Calendar?	Email:	
	Flyers:	

Approved by:

Signature:

Date:

*Note: Clubs who breach the event template contract will be suspended for a term.

- PLEASE NOTE: Reserving the space with the Director of Logistics and Facilities Management does NOT indicate that the event has been approved. The event will ultimately need to be approved by the Office of Student and Community Affairs, for any club making the request. Alongside the signature of the club patron and Director of Logistics and Facilities Management.
- When completing the event template form – the event coordinator must email the Director of Logistics and Facilities, if the use of amplified sound is being planned for the event,

what equipment will be used and the beginning and ending times of when amplified sound is expected to occur.

- After an event has been approved, but before an event occurs, the event coordinator must notify by email and/or flyer distribution those neighbors likely to be affected by sound emanating from the event venue. When preparing the notification:
- Include the date, time and location of the event and the steps the sponsoring group is taking to keep the noise level down.
- Also, include a phone number and the name of the event contact person whom neighbors and others can speak with if there are concerns.
- For all indoor events using amplified sound, open only windows and doors that face away from neighbors who are likely to be affected by the sound.

- For information regarding maximum permissible sound levels, please refer to the Director of Logistics and Facilities Mtg

POSTING POLICY

In view of the electronic age, students should first advertise through e-mail but should also remember that flyers and posters are important means of publicizing events at ASHESI UNIVERSITY. Bulletin boards are located around campus and can be utilized with permission from the Office of Student Affairs. When designing publicity material, consider how various members of the University community might respond to the content and appearance of your advertisement. Think inclusively!

CLEAN UP GUIDELINES

In the event when students organize programmes where there is much use of paper and other forms of garbage, event planners are required to leave the event space as they found it and ensure that it looks clean.

Sample Constitution

Constitution of the ASHESI UNIVERSITY
Mock Trial Association

Created on 4/25/2002

Article I.

Section I. This organization shall be called "The Ashesi University Mock Trial Association" herein after referred to as "the Association".

Section II. The objectives of the Association are to educate members of Ghana's legal systems

Section III. The Association is affiliated with the Ghanaian Mock Trial Association.

Article II.

Section I. a.) the Association shall comply with the Ashesi University Code of Conduct and all University policy specifications thereof.

b.) The Association shall adhere to all regulations as specified in the Ashesi University Student Handbook.

Article III.

Section I. Membership requirements are as follows:

- a. The individual is an Ashesi University student
- b. Participation at tournaments and compliance with tournament rules and regulations.
- c. Membership is contingent on attendance of general meetings and team practices which are mandatory.

Section II. Membership privileges are as follows:

- a. Expenses for tournaments are paid from the Treasury of The Association;
- b. Members receive raining/guidance in the following areas, to mention a few:
 1. Researching
 2. Oral argumentation
 3. Analytical thought and expression
 4. Reasoning skills

Section III. The Association will not discriminate on the basis of race, ethnicity, colour, national origin, religion, disability, gender, or sexual orientation.

Article IV. Officers

Section I. Titles of Officers are as follows:

a.) President(s) (maximum of 2):

The position of President/co-President includes a range of responsibilities not confined to chairing general and executive board meetings, making arrangements for tournaments, being a liaison between The Association and the American Mock Trial Association as well as other member schools, and being captain of the team (addressing issues of concern and bringing them to the attention)

The Association.

Qualifications: The President(s) must have at least 2 semesters of membership with The Association and must be a matriculated Ashesi University student. She must possess a sincere dedication and interest in Mock Trial and its continuation. Furthermore, she must be able to commit her time to attending meetings, engage all members of The Association, and compete in tournaments.

b. Treasurer: The position of Treasurer entails the keeping of all of The Association's monies and includes the responsibility of executing the audit in a timely and organized manner. The Treasurer is also in charge of paying The Association's dues and tournament fees.

Qualifications: The Treasurer must be a matriculated Ashesi University student who is organized and responsible. (S)he must insure that the financial well-being of The Association is dealt with in a timely manner and (S) he is also responsible to bring up issues of finance to the Executive Board. Additionally, the Treasurer is expected to meet all SGA requirements.

c. Secretary: The Secretary keeps the e-mail/contact list of The Association. Furthermore, she is in charge of monitoring the attendance of members and of informing inactive members of the membership ineligibility if such

behaviours continue. Additionally, (s) he is in charge of publicity and raising awareness of the Association.

Qualifications: The Secretary must be a matriculated Ashesi University student. Required of him/her is enthusiasm and an active willingness to communicate with members of the Association. (S)he must be organized and reliable.

Article V. Advisor

Section I. The Advisor is chosen under the following criteria:

- a. The Advisor must be associated in some way to the legal field.
 - b. She/he must have pertinent connections to the Ghanaian community
 - c. She/he must be willing to dedicate time to attending executive board meetings every five weeks.
 - d. The Advisor may also act in a coaching capacity guiding with the formulation of arguments and methods.
- a. All those running must first be nominated by someone with The Association. this may include self-nomination.
 - b. Those running for office must submit a typed candidate statement two weeks prior to elections so that it may be distributed to all active members.
 - c. Candidates must make speeches not to exceed five minutes at a general election meeting.
 - d. Candidates are elected through a majority vote. If a candidate for a certain position does not win, she or he may run for a lower office at that time if nominated.
 - e. Votes will be taken via a secret ballot and counted by a member of The Association who is not running for a position.

Section III. Procedure for removal of officers is as follows:

- a. The removal of an Executive Board member from office is brought to the organization by board consensus (excluding the member in question). The member is asked to withdraw from the Executive Board if there is a 2/3 organization majority in favour thereof. The member has the opportunity to present her case to the organization at large prior to the vote.

Article VI. Election and Removal of Officers

Section I: Elections will be held in September of each academic year.

Section II. Election Procedures are as follows:

Article VII. Meetings

Section I. Frequency of regular meetings

- a. Regular meetings will occur on at least a weekly basis.
- b. Regular Executive Board meetings will occur on a monthly basis.

Section II. Provisions for Special Meetings

- a. Special Meetings will be held for the removal of officers arranged by any active members who feel the need for such an event.

Article VIII. Quorum

Section I. Definition of a Quorum

- a. Quorum for The Association is defined as a 2/3 majority
- b. Section II. When A Quorum is Necessary
- c. Quorum is necessary for the removal of officers within the Association

Article IX. Amendments and Bylaws

Section I. Provision for Amendments and By-laws

- a. An amendment or by-law may be presented by any member of The Association and requires a 2/3 majority in favour to be instituted. Alternately, an amendment or by-law may be brought forward by an Executive Board member and be voted on by the whole membership, requiring a 2/3 majority to take effect.

Article X. Committees

Section I. Outline of any standing committees

- a. If the organization decides to sponsor a conference or special event, the Executive Board shall establish a standing committee.

16. HOUSING POLICIES

These policies serve as guidelines for students who elect to reside in Ashesi University housing. These students would also be required to sign a campus housing contract. To ensure a pleasant and comfortable living for each student please take these policies seriously.

16.1. GENERAL ISSUES

Ashesi University provides student housing as part of the university's efforts to enhance the educational experience of its students. By enhancing opportunities for teamwork, enabling closer friendships and serving as a microcosm of a well-ordered community, residential life serves as an important venue for each student's personal

growth. However, in order for university housing to serve this purpose, each student must act responsibly and must demonstrate respect for the rights of others. Students must demonstrate integrity, in every sense of the word, in their residential life, as they do in their academic life, Ashesi University rules and regulations in the student handbook apply to all Ashesi buildings, including student housing.

Students must note that access to Ashesi housing is a privilege, not a right, and that the Dean's office can withdraw this privilege at its own discretion and at any time. Students who lose housing privileges are not entitled to a refund (or partial refund) of previously paid housing fees.

The rules and regulations described in this document are subject to change and in any event, are not intended to be an exhaustive list. Ashesi University expects students to conduct themselves in a manner compatible with the core values of our institution, rather than an elaborate and exhaustive canon of rules.

16.2. PAYMENT OF HOUSING FEES

Unlike tuition fees, housing facility fees are to be paid in advance of room occupation. To this end, students are required to follow the following procedures:

- Collect and/or confirm housing billings and appropriate exchange rate from the Admissions/Finance Office.
- Make payment (Direct Deposit) to Ashesi prescribed account at any Ecobank branch.
- Submit a copy of the pay-in slip (Deposit slip) to either the finance office or the administrative assistants' desk, and take Ashesi Official Receipt.
- As much as possible, housing fees payment should be done separately from tuition and other fees.

16.3. ROOM ASSIGNMENT

Ashesi University currently has limited housing space for students. At the end of each year students participate in a lottery to select their rooms. Students who fail to pay their housing deposit before the deadline will forfeit their housing to students on the waiting list. Students who decide to forfeit housing allocated during the lottery should notify the Office of the Dean of Students or else they will be billed for housing.

- Declining Housing Facility:
- Refunds for housing will only be permitted if the room can be filled with another student who pays the full housing fee.
- Any student who qualifies for a refund but has outstanding tuition fees will have the housing refund applied to the tuition bill.

16.4. RESIDENT ASSISTANTS

In each hall, representatives are selected and trained by the Office of Dean of Students to serve as liaisons between the students and the administration. The Residential Assistants serve to promote a friendly atmosphere of social interaction and create an environment that is conducive to academic study. The Residential Assistants will be expected to set a good example of proper conduct and provide a role model for other students to emulate. He/She would also undertake the following responsibilities:

- Organize and conduct resident meetings in order to discuss issues relating to housing policy and promote goodwill among other apartment residents.
- Report all defective or broken appliances, such as, light switches, faulty wiring and leaking taps, etc immediately to the Caretaker of Apartment Operations.
- Encourage a culture of cleanliness so as to ensure that a basic standard of overall hygiene is maintained on each floor.
- Endeavour to promote a culture of constructive interaction and encourage a sense of social well-being.
- Residential Assistants are selected through an application process based on their exemplary conduct and their desire to maintain a cordial, hygienic, healthy and conducive environment for all residents of the apartment.

16.5. HOUSING SET UP

Ashesi University provides a bed and mattress for each occupant. Students are encouraged to bring their own pillows, bed sheets and mosquito nets. The university health centre can recommend (and occasionally provide) appropriately treated mosquito nets for students who desire them. There are fire extinguishers in each building in keeping with standard fire regulations. Residents should provide their own cleaning materials for their bedrooms. The shared kitchenettes have microwaves and fridges for general use by residents.

16.6. RESTRICTIONS

- Students are not allowed to bring extra refrigerators, microwaves or cookers to the residence halls.
- Ashesi residence halls have a no-cooking policy which means that students are not allowed to prepare food by baking, frying, grilling, boiling etc. in any of our kitchenettes.
- Kitchen appliances must not be installed or used in bedrooms. Any violation of this rule represents a safety hazard and will result in sanctions, including the possible loss of housing privileges and fees.

16.7. CLEANING

Cleaning is a shared responsibility of Ashesi University and students.

- The university will clean the common areas of the building – including the reception, halls, stairways, kitchens and bathrooms daily except for weekends.
- Students are responsible for cleaning their rooms. Ashesi recommends that roommates come up with a roster where students take turns to clean their rooms and kitchens over the weekend when cleaners are unavailable.
- For health reasons, each trashcan must be lined with the right trash bag before use. To empty the trash can, tie its contents in the trash bag and deposit the bag in the larger trash containers provided on the grounds of the apartment building. Line the trash can with a new trash bag before reuse. New trash bags would be available in each kitchenette.
- To ensure that Ashesi’s facilities are maintained properly at all times, RAs and/or other university staff members will inspect each room at the end of the semester. We also reserve the right to conduct inspections before students leave for mid-semester break.
- Fines for unclean rooms and areas would be imposed on each resident of a room or floor as follows:
 - Unclean kitchen–GHC100 (dirty dishes left in sink, food and drink spilled on floors, dirty sink, unclean counter tops etc.)
 - Unclean common area –up to GHC100 (unclean bedrooms upon vacation at the

end of each semester, littered lounge, hallways or lobby area, damaged furniture etc)

- Residents on floors that are consistently unclean will pay an increased fine on the third offense as follows:
 - Unclean kitchen – GHC150
 - Unclean common area – GHC150

Ashesi reserves the right to increase these fines when necessary. Furthermore, the university reserves the right to withdraw housing privileges from students who consistently keep their rooms and in such a poor state of cleanliness as to pose a health hazard to themselves and their colleagues.

16.8. HANGING PICTURES ON WALLS

Students are not allowed to drill holes into the walls or make holes to hang up pictures.

16.9. INSURANCE

Ashesi University only insures its property. Students are encouraged to insure their personal property.

16.10. PUBLIC NUISANCE

Each student is encouraged to respect the rights and privileges of roommates and floor mates. Examples of actions that can constitute a nuisance to others include: playing unduly loud

music; hosting frequent visitors and therefore intruding on the space of your roommates; consistently leaving dirty dishes in shared areas; etc. Students who consistently prove to be a public nuisance will erode their future chances of gaining access to university housing.

16.11. PERCHING

“Perching” is a local slang term that refers to the practice of hosting unofficial roommates. Ashesi University defines a “percher” as a visitor or Ashesi student who is not a registered occupant of a particular room, but who lives in that room for more than a period of three days.

N.B. Under Ashesi University’s terms and conditions for student housing, invited guests cannot stay beyond a period of more than three days (or a number of separate days that total three days) in one semester.

This three day period is the maximum number of days that a visitor can stay in Ashesi housing. Visitors are not allowed to reside in one room for say 2-3 days and then relocate to another room for another 2-3 days and so on. In other words visitors may only be allowed to reside in Ashesi housing as invited guests for a maximum stay of three days per semester.

Invited guests will only be allowed to stay in the room with the expressed

consent of other roommates and the approval of the Residence Assistant. Any student intending to house an invited guest must first inform the other roommates, and after receiving their consent, obtain permission from their Residence Assistant. Any student housing an un-invited guest without the consent of their fellow roommates will face disciplinary action.

Overnight guests must sign in with Hostel Managers upon arrival at the hostel, providing the following:

Name

Identification

(The guest must leave some form of ID with the Hostel Managers)

Name and Room number of host student

Contact details

Date of arrival and departure

Perchers can be a nuisance to other roommates and seriously undermine their academic progress. Perchers also increase the wear and tear on the university’s facilities without paying fees for the use of these facilities. Any student or visitor who stays beyond a period of three days is in breach of Ashesi’s policy on student housing and is violating the university’s code of ethics.

Since Ashesi may not be able to monitor all visitors, roommates and apartment reps are encouraged to bring perching issues to the attention of the Apartment Caretaker and the

Dean of Students. Failure to report perchers and their sponsors will constitute a breach of the university's code of ethics.

Once identified, perchers will be required to pay the full semester housing fees, just as other tenants do, and may also incur a fine for attempting to evade housing fees. Students who harbour perchers will be liable to a sanction or a fine.

16.12. SUBLETTING

Students are not permitted to sublet or sublease university housing to other occupants. Subletting refers to the act of securing accommodation as a rent paying tenant and then renting this accommodation out to another person. Students intending to reside in university housing may not rent their accommodation out to any other occupant(s). Students residing in university housing must be the sole tenants paying their fees directly to Ashesi University. No student is permitted to offer their housing to another resident with the intention of charging rent.

Students who have secured a room through the Apartment Lottery or have been allocated housing by the university are expected to honour their intention of residing in the university's housing. Students who have secured a room through the Lottery system are forbidden to sell their room or place on the Waiting List

to another student who is currently seeking accommodation. Students who have paid their housing fees and have a balance of credit with the university are also forbidden to sublet their accommodation to another occupant(s).

The university strictly forbids the practice of subletting accommodation and will take immediate action against offenders who violate this policy. The university considers the practice of subletting as a serious offence and will met out severe sanctions against offenders. Any student found guilty of subletting university housing will immediately lose all housing privileges. The loss of housing privileges will result in being evicted from current accommodation and prevented from securing university housing in the future. The student could also face a severe financial penalty in which the university will impose a flat rate fine of GHC 1, 500.

16.13. SERVICES, UTILITIES AND EMERGENCY NUMBERS

Ashesi University Housing fees cover rent as well as a number of services: a caretaker, 24 hour rapid response security services, utilities, and janitorial services. Security services for Ashesi student housing is provided by a third party security firm. Services include a 24 hour guard service as well as an alarm and rapid response service. Students are expected to cooperate with security personnel

by reporting any suspicious activity around Ashesi Housing, and by being careful about whom they invite into the building as guests. Housing fees cover basic utilities such as water, garbage disposal and electricity. In order to minimize wastage, students must be careful not to leave lights on unnecessarily, and avoid excessive use of high power consuming devices such as kettles, irons, and hair curling/straightening appliances

Emergency Numbers:

- Dial 193, 192 - Ambulance
- Dial 999 - Police
- Dial 191, 192 - Fire Service

Medical emergencies requiring specialist interventions are referred to Nyaho Medical Centre, covered under student’s medical insurance scheme. In the event of medical emergencies, the

Residence Coordinator or Residential Assistants can arrange transportation to the hospital

16.14. MEAL PLAN AT ASHESI

Even though Ashesi has a strict no-cooking policy on campus, we have two cafeterias that serve breakfast, lunch and dinner till about 8pm. The residence halls have several kitchenettes with kettles, microwaves and fridges for shared use so you can have some food from home or outside from time to time.

To afford parents the peace of mind about funds for a student’s meals, we have set up a meal plan system at each of the cafeterias on campus. This means students can pay an amount of money into their student accounts (ID card) and use this money at one of the

two cafeterias for food. The cost points (estimated to cover 3 meals/day for a variety of budgets and feeding needs) are likely to be similar to information in the following table:

The following costs are based on a 16 week semester = 112 days
(These figures are subject to change depending on prices of goods and services)

Daily Cost	Semester Cost (DOLLARS)	Semester Cost (CEDIS)
22.5 GHC	560	2520
25.0 GHC	616	2772
27.0 GHC	672	3024
34.0 GHC	840	3780

At this time, the meal plan is an option and is not compulsory. We will inform students accordingly if this arrangement changes. Students can either make full or part payment into the same accounts for the payment of tuition and housing. However, please make sure this is paid separately and the receipt clearly states that the amount is for meal plan.

Students should pay for meal plans and provide receipt to Ashesi at least 3 business days before reporting on campus. Money not utilized will remain on the card for later use. However, the daily limit will remain fixed.

P.S. Students with special feeding needs (e.g. vegetarians, lactose intolerant persons) should notify the Office of Student Affairs as soon as they begin the year at Ashesi/ are aware of this need.

17. FINANCIAL INFORMATION

All students are expected to make full payment of tuition and other fees prior to the first day of classes; unless a special installment payment plan has been negotiated ahead of time with the university. A late fee will be assessed for late payment of fees. Nevertheless, all fees must be paid within two weeks after classes begin.

17.1 FAILURE TO PAY FEES

Students who do not make good on their obligations to the university within the first two weeks of classes will automatically be deregistered

from all courses for the semester in question. Affected students should stop attending classes at that point.

Please note that faculty will not grade class assignments, projects and exams for students who are not registered.

17.2 FEE REFUND POLICY

Ashesi University has adopted the following refund policy for students who choose to terminate their enrollment at the university. Note that the deposit paid by the incoming freshmen to reserve a spot in the class is non-refundable.

TIME OF TERMINATION	REFUND
Prior to first day of course	100%
Within first calendar week of course	70%
Within second calendar week of course	50%
After second calendar week of course	0%

17.3 ASHESI ECOBANK ACCOUNT NUMBERS

Cedi Account # 0200014411600902

DollarAccount#0202034411600901

APPENDIX

Emily's Top 10 Tips for Writing Papers

http://www.transitioning2college.org/documents/emilys_top_10_writing_000.pdf

Read these writing tips to take some of the stress out of writing.

1. Warm up, loosen up, start early. Read the assignment carefully. Reread it. If you'll need outside information, head off to the library and visit your friendly librarian. Factor in time for waiting your turn in crowded computer labs.
2. Jumpstart your brain with some of these brainstorming techniques from the University of North Carolina at Chapel Hill:
<http://www.unc.edu/depts/wcweb/handouts/brainstorming.html>
3. Write a quick—and ugly—first draft. Perfection will come with revision.
4. "Save early, save often." Save your work on the computer to a jump drive, CD or disk. Avoid the heartbreak of losing all your work when your computer crashes.
5. Quality vs. quantity. Make a quick pass through each of your drafts to cut out clutter. Eliminating clutter leaves room for the important stuff—clear thinking and clear writing. Try Richard Lanham's easy "Paramedic Method"
<http://writing2.richmond.edu/writing/wweb/concise.html>
6. Things look different in the morning. Allow yourself time to put your paper down overnight or, better yet, for a few days. You'll read it with fresh eyes and be better able to spot gaps in logic and support.
7. Think you're finished? Read your final draft aloud to a friend or into a tape recorder. What sounds weird? Reread the assignment. Have you fulfilled it?
8. Don't rely too much on your word processing program's grammar - or spellchecking features. They won't catch misuse of sound-alike words such as "there" and "their," or the adverb "visually" mistakenly used as the adjective "visual."
9. Most schools have writing centers where you can go for help with your writing. Don't be embarrassed to take advantage of these services, which are often offered by experienced students.
10. Save all your drafts. They can serve as evidence in your favor should you be accused of plagiarism. Not sure what plagiarism is or how to avoid it? See this handout from Purdue University:

<http://owl.english.purdue.edu/owl/resource/589/01>

Created by A. Fields @ The Ohio State University 2006; rev. 3/02//07 mlj

Plagiarism

Plagiarism: Sources Not Cited

- “The Ghost Writer” - The writer turns in another’s work, word-for-word, as his or her own.
- “The Photocopy” - The writer copies significant portions of text straight from a single source, without alteration.
- “The Potluck Paper” - The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.
- “The Poor Disguise” - Although the writer has retained the essential content of the source, he or she has altered the paper’s appearance slightly by changing key words and phrases.
- “The Labour of Laziness” - The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.
- “The Self-Stealer” - The writer “borrows” generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

Plagiarism: Sources Cited

- “The Forgotten Footnote” - The writer mentions an author’s name for a source, but neglects to include specific information on the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.
- “The Misinformer” - The writer provides inaccurate information regarding the sources, making it impossible to find them.
- “The Too-Perfect Paraphrase” - The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.
- “The Resourceful Citer” - The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.

“The Perfect Crime” - Well, we all know it doesn’t exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his or her own analysis of the cited material.

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ASHESI
UNIVERSITY
COLLEGE

Planner

2015 -2016



Academic Calendar

Semester Schedule

Ashesi's academic calendar is divided into two semesters. Students typically take four semester units per semester. A semester unit (typically 42 classroom contact hours and 14 discussion/lab contact hours) is defined as three (3) hours per week of classroom time and 1 or 1.5 hours of discussion/lab time per week over a period of fifteen weeks.



JULY 2015

25 TUESDAY

26 WEDNESDAY

*"The greatest glory in living lies not in never falling, but in rising every time we fall."
- Nelson Mandela*

THURSDAY 27

FRIDAY 28

SATURDAY 29

SUNDAY 30



31 MONDAY

Classes begin for Continuing Students

01 TUESDAY

Registration Ends for Continuing Students

02 WEDNESDAY

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family." - Kofi Annan

THURSDAY 03

FRIDAY 04

SATURDAY 05

SUNDAY 06



SEPTEMBER **2015**

07 MONDAY

08 TUESDAY

09 WEDNESDAY

“ Education is a human right with immense power to transform. On its foundation rest the cornerstones of freedom, democracy and sustainable human development.”- Kofi Annan

THURSDAY 10

FRIDAY 11

*Registration Ends for Continuing Students
Matriculation for Freshmen*

SATURDAY 12

SUNDAY 13



SEPTEMBER **2015**

14 MONDAY

Classes Begin for Freshmen

15 TUESDAY

16 WEDNESDAY

To live is to choose. But to choose well, you must know who you are and what you are and what you stand for, where you want to go and why you want to get there.”- Kofi Annan

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20

Founder's Day



SEPTEMBER **2015**

21 MONDAY

Founder's Day

22 TUESDAY

23 WEDNESDAY

Eid al Adha

*“Books and all forms of writing are terror to those who wish to suppress the truth.”-
Wole Soyinka*

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27



SEPTEMBER / OCTOBER **2015**

28 MONDAY

29 TUESDAY

30 WEDNESDAY

“Make a “To Do” List Every Day: Put things that are most important at the top and do them first. It’s easier, use a planner to track all of your tasks. And don’t forget to reward yourself for your accomplishments.”

THURSDAY

01

FRIDAY

02

Eid al Adha

SATURDAY

03

SUNDAY

04



OCTOBER **2015**

05 MONDAY

06 TUESDAY

07 WEDNESDAY

"Identify the Right Time: You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to it until late at night."

THURSDAY 08

FRIDAY 09

SATURDAY 10

SUNDAY 11



OCTOBER **2015**

12 MONDAY

13 TUESDAY

14 WEDNESDAY

Review Your Notes Every day: You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

THURSDAY 15

FRIDAY 16

SATURDAY 17

SUNDAY 18



OCTOBER **2015**

19 MONDAY

20 TUESDAY

21 WEDNESDAY

Get a good Night's Sleep: Running on empty makes the day seem longer and your tasks seem more difficult.

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY 25



26 MONDAY

Mid-Semester Break for All Students

27 TUESDAY

Mid-Semester Break for all Students

28 WEDNESDAY

Mid-Semester Break for all Students

"Don't waste your time agonizing: Instead of agonizing and procrastinating, just do it."

THURSDAY 29

Mid-Semester Break for all Students

FRIDAY 30

Mid-Semester Break for all Students

SATURDAY 31

SUNDAY 01



NOVEMBER 2015

02 MONDAY

Classes resume

03 TUESDAY

04 WEDNESDAY

"Keep things in perspective: Set goals that are difficult yet reachable."

THURSDAY 05

FRIDAY 06

SATURDAY 07

SUNDAY 08



NOVEMBER **2015**

09 MONDAY

10 TUESDAY

11 WEDNESDAY

“Don’t compare your life to others. You have no idea what their journey is all about.”

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15



NOVEMBER **2015**

16 MONDAY

17 TUESDAY

18 WEDNESDAY

*“Don't have negative thoughts or things you cannot control.
Instead invest your energy in the positive present moment.”*

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22



NOVEMBER / DECEMBER **2015**

23 MONDAY

24 TUESDAY

25 WEDNESDAY

"Dream more while you are awake."

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29



DECEMBER **2015**

30 MONDAY

01 TUESDAY

02 WEDNESDAY

*“ Realize that life is a school and you are here to learn.
Problems are simply part of the curriculum that appear and fade away like algebra class
but the lessons you learn will last a lifetime.”*

THURSDAY 03

FRIDAY 04

National Farmer's Day

SATURDAY 05

SUNDAY 06



DECEMBER **2015**

07 MONDAY

08 TUESDAY

09 WEDNESDAY

Last Day Of Classes For All Students

“Smile and laugh more.”

THURSDAY

10

Revision for All Students

FRIDAY

11

Revision for All Students

SATURDAY

12

SUNDAY

13



14 MONDAY

Final Exams for All Students

15 TUESDAY

Final Exams for All Students

16 WEDNESDAY

Final Exams for All Students

"You don't have to win every argument. Agree to disagree."

THURSDAY

17

Final Exams for All Students

FRIDAY

18

Final Exams for All Students
Christmas Break Begins for all Students

SATURDAY

19

SUNDAY

20



DECEMBER **2015**

21 MONDAY

22 TUESDAY

23 WEDNESDAY

"Each day give something good to others."

THURSDAY 24

FRIDAY 25

Christmas

SATURDAY 26

Boxing Day

SUNDAY 27



DECEMBER **2015**

28 MONDAY

29 TUESDAY

30 WEDNESDAY

DECEMBER 2015/JANUARY **2016**

THURSDAY 31

FRIDAY 01

New Year's Day

SATURDAY 02

SUNDAY 03



JANUARY 2016

04 MONDAY

Classes Resume For Freshmen

05 TUESDAY

06 WEDNESDAY

*“ Eat more foods that grow on trees and plants
and eat less foods that is manufactured in plants.”*

THURSDAY 07

FRIDAY 08

SATURDAY 09

SUNDAY 10



JANUARY 2016

11 MONDAY

Spring Semester Begins for Freshmen

12 TUESDAY

Registration Ends for Freshmen

13 WEDNESDAY

“ Live with the 3 E’s-- Energy, Enthusiasm and Empathy.”

THURSDAY

14

FRIDAY

15

SATURDAY

16

SUNDAY

17



JANUARY 2016

18 MONDAY

Spring Semester Begins for Continuing Students

19 TUESDAY

20 WEDNESDAY

*“Exercise not only protects you from heart disease, it can actually change how your heart works, making it stronger, more efficient, and better able to function as you age.”
(www.webmd.com)*

THURSDAY

21

FRIDAY

22

SATURDAY

23

SUNDAY

24



JANUARY 2016

25 MONDAY

26 TUESDAY

27 WEDNESDAY

“Exercise not only strengthens your body, it can also strengthen your mind.”

THURSDAY 28

FRIDAY 29

End of Add/Drop of Courses for Continuing Students

SATURDAY 30

SUNDAY 31



FEBRUARY **2016**

01 MONDAY

02 TUESDAY

03 WEDNESDAY

" You never will be the person you can be if pressure, tension and discipline are taken out of your life." - Dr. James G. Bilkey

THURSDAY 04

FRIDAY 05

SATURDAY 06

SUNDAY 07



FEBRUARY **2016**

08 MONDAY

09 TUESDAY

10 WEDNESDAY

*"You see things and you say "Why?" But I dream things that never were;
and say "Why not?"- George Bernard Shaw*

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

14



FEBRUARY **2016**

15 MONDAY

16 TUESDAY

17 WEDNESDAY

"You will never leave where you are until you decide where you'd rather be"
- Dexter Yager

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY

21



FEBRUARY **2016**

22 MONDAY

23 TUESDAY

24 WEDNESDAY

"Your aspirations are your possibilities." - Samuel Johnson

THURSDAY 25

FRIDAY 26

SATURDAY 27

SUNDAY 28



MARCH 2016

29 MONDAY

01 TUESDAY

02 WEDNESDAY

“Your goals are the road maps that guide you and show you what is possible for your life.”
Les Brown

THURSDAY **03**

FRIDAY **04**

SATURDAY **05**

SUNDAY **06**

Independence Day



MARCH 2016

07 MONDAY

Mid-Semester Break for all students

08 TUESDAY

Mid-Semester Break for all students

09 WEDNESDAY

Mid-Semester Break for all students

"Zeal without knowledge is fire without light." - Thomas Fuller, M. D.

THURSDAY

10

Mid-Semester Break for all students

FRIDAY

11

Mid-Semester Break for all students

SATURDAY

12

SUNDAY

13



MARCH 2016

14 MONDAY

Classes Resume for All Students

15 TUESDAY

16 WEDNESDAY

*“Genius is one percent inspiration and ninety- nine percent perspiration.”-
Thomas Alva Edison*

THURSDAY

17

FRIDAY

18

SATURDAY

19

SUNDAY

20



MARCH 2016

21 MONDAY

22 TUESDAY

23 WEDNESDAY

“Getting things done is not always hat is important. There is value in allowing others to learn, even if the task is not accomplished as quickly, efficiently or effectively.”-R. D. Clyde

THURSDAY 24

FRIDAY 25

Good Friday

SATURDAY 26

SUNDAY 27



MARCH/APRIL **2016**

28 MONDAY

Easter Monday

29 TUESDAY

30 WEDNESDAY

*"Great works are performed not by strength but by perseverance."
- Samuel Johnson*

THURSDAY

31

FRIDAY

01

SATURDAY

02

SUNDAY

03



APRIL 2016

04 MONDAY

05 TUESDAY

06 WEDNESDAY

*“Greater is he who acts from love than he who acts from fear.”
-Simeon Ben Eleazar*

THURSDAY 07

FRIDAY 08

SATURDAY 09

SUNDAY 10



APRIL 2016

11 MONDAY

12 TUESDAY

13 WEDNESDAY

Last Day of Classes for Seniors

"The function of education is to teach one to think intensively and i think critically. Intelligence plus character- that is the goal of true education."- Martin Luther King, Jr.

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17



APRIL 2016

18 MONDAY

19 TUESDAY

20 WEDNESDAY

*In career development, self- knowledge is everything-
Visit Career Services and conduct a personality test.”*

THURSDAY

21

FRIDAY

22

Last Day of Classes for Seniors

SATURDAY

23

SUNDAY

24



APRIL / MAY **2016**

25 MONDAY

Final exams for Seniors

26 TUESDAY

Final exams for Seniors

27 WEDNESDAY

Final exams for Seniors
Last Day of Classes for Continuing Students

"Career planning" speaks to the idea of creating a blueprint for your future.
- Montaigne

THURSDAY 28

Final exams for Seniors
Revision for Continuing Students

FRIDAY 29

Final exams for Seniors

Revision for Continuing Students

End of Spring Semester for Seniors

SATURDAY 30

SUNDAY 01

Labour Day



MAY 2016

02 MONDAY

03 TUESDAY

Final Exams for Continuing Students

04 WEDNESDAY

Final Exams for Continuing Students
Last Day of Classes for Freshmen

*" The reason we emphasize internships is because our employers demand them"
- Brandon Bute.*

THURSDAY 05

*Final Exams for Continuing Students
Revision for Freshmen*

FRIDAY 06

*Final Exams for Continuing Students
Revision for Freshmen*

SATURDAY 07

Final Exams for Continuing Students

End of Spring Semester for Continuing Students

SUNDAY 08



MAY 2016

09 MONDAY

Final Exams for Freshmen

10 TUESDAY

Final Exams for Freshmen

11 WEDNESDAY

Final Exams for Freshmen

*“Internships come in a lot of shapes and sizes and not all are large and paid.”-
Brandon Bute*

THURSDAY

12

Final Exams for Freshmen

FRIDAY

13

*Final Exams for Freshmen
End of Spring Semester for Freshmen*

SATURDAY

14

SUNDAY

15



MAY 2016

16 MONDAY

17 TUESDAY

18 WEDNESDAY

"Students need to recognize work experience is valuable and if they don't opt for the internship they should pursue volunteer activities or other field-related experiences instead."
- Brandon Bute

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22



MAY 2016

23 MONDAY

24 TUESDAY

25 WEDNESDAY

Africa Day

“Consider your cover letter as a wrapper. Whether your CV will be read or not will depend on how impressive your cover letter is presented.”

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29



MAY/JUNE **2016**

30 MONDAY

31 TUESDAY

01 WEDNESDAY

“Conduct informational interviews to learn more about particular occupations and for your career explorations.”

THURSDAY 02

FRIDAY 03

SATURDAY 04

SUNDAY 05



JUNE 2016

06 MONDAY

07 TUESDAY

08 WEDNESDAY

"Remember most job opportunities re never advertised. So be proactive in finding out about unadvertised job openings."

THURSDAY **09**

FRIDAY **10**

SATURDAY **11**

SUNDAY **12**



JUNE 2016

13 MONDAY

14 TUESDAY

15 WEDNESDAY

*"One important key to success is self confidence.
An important key to self confidence is preparation." - Arthur Ashe*

THURSDAY **16**

FRIDAY **17**

SATURDAY **18**

2015 Graduation

SUNDAY **19**



JUNE 2016

20 MONDAY

21 TUESDAY

22 WEDNESDAY

"What is the recipe for successful achievement? To my mind there are just four essential ingredients: Choose a career you love, give it the best there is in you, seize your opportunities, and be a member of the team." - Benjamin F. Fairless"

THURSDAY 23

FRIDAY 24

SATURDAY 25

SUNDAY 26



JUNE / JULY **2016**

27 MONDAY

Republic Day

28 TUESDAY

29 WEDNESDAY

*There are two kinds of people those who do the work and those who take the credit.
Try to be in the first group; there is less competition there." - Indira Gandhi.*

THURSDAY 30

FRIDAY 01

Republic Day

SATURDAY 02

SUNDAY 03



JULY 2016

04 MONDAY

05 TUESDAY

06 WEDNESDAY

"Do for others what you would like them to do for you."

THURSDAY 07

FRIDAY 08

SATURDAY 09

SUNDAY 10



JULY 2016

11 MONDAY

12 TUESDAY

13 WEDNESDAY

*"Education is not the filling of a pail but the lighting of a fire."
-William B. Yeats*

THURSDAY 14

FRIDAY 15

Eid al Fitr

SATURDAY 16

SUNDAY 17



JULY 2016

18 MONDAY

19 TUESDAY

20 WEDNESDAY

*"If anything you can do, or dream you can, begin it.
Boldness has genius, power and magic in it. Begin it now."
- Johann Wolfgang von Goethe*

THURSDAY

21

FRIDAY

22

SATURDAY

23

SUNDAY

24



JULY 2016

25 MONDAY

26 TUESDAY

27 WEDNESDAY

*"If anything you can do, or dream you can, begin it.
Boldness has genius, power and magic in it. Begin it now."
- Johann Wolfgang von Goethe*

THURSDAY **28**

FRIDAY **29**

SATURDAY **30**

SUNDAY **31**

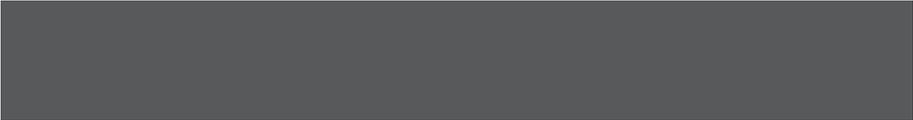


AUGUST **2016**

01 MONDAY

02 TUESDAY

03 WEDNESDAY



THURSDAY **04**

FRIDAY **05**

SATURDAY **06**

SUNDAY **07**

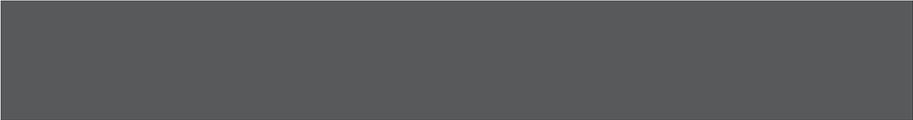


AUGUST **2016**

08 MONDAY

09 TUESDAY

10 WEDNESDAY



THURSDAY **11**

FRIDAY **12**

SATURDAY **13**

SUNDAY **14**

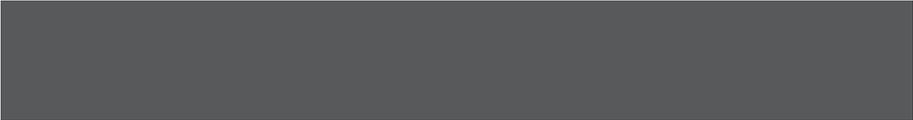


AUGUST **2016**

15 MONDAY

16 TUESDAY

17 WEDNESDAY



THURSDAY **18**

FRIDAY **19**

SATURDAY **20**

SUNDAY **21**



AUGUST 2016

22 MONDAY

23 TUESDAY

24 WEDNESDAY



THURSDAY		25

FRIDAY		26

SATURDAY		27

SUNDAY		28



AUGUST **2016**

29 MONDAY

30 TUESDAY

31 WEDNESDAY
