



**STUDENT
HANDBOOK**
2022-2023



ASHESI

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2022-2023

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1. MISSION AND PHILOSOPHY OF ASHESI UNIVERSITY

Greetings! As an owner of this student handbook and a member of Ashesi University you are part of an innovative educational experience. Ashesi University's mission is to train a new generation of ethical and entrepreneurial leaders in Africa; to cultivate within our students the critical thinking skills, concern for others and the courage it will take to transform a continent. The University's academic programmes, extracurricular offerings and school policies are designed to nurture excellence in scholarship, leadership and citizenship not only within students, but within our faculty and administration. Knowledge of the history of Ashesi and its mission and philosophy are 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 Dr. 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 honor 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 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 & Civic Engagement
An Ashesi student is an ethical, responsible, and engaged member of his/her community.
 - Demonstrates concern for others
 - Has the courage to take ethical action
 - Does the right thing when no body is looking
2. Critical Thinking & Quantitative Reasoning.
An Ashesi student is able to apply critical thinking and quantitative reasoning to approach complex problems.
 - Demonstrates skills in data analysis and modeling
 - Analyses problems from multiple perspectives
 - Has awareness of a broad range of concepts and ideas that have personal, local, and global significance



3. Communication

An Ashesi student is an excellent and informed communicator in a variety of formats.

4. Leadership & Teamwork

An Ashesi student is adept at leading and functioning in teams.

- 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
- Takes responsibility as a team member who contributes fully to the performance and outcomes of the team

5. Innovation & Action

An Ashesi student is proactive, takes intellectual risks, and demonstrates an entrepreneurial spirit.

6. Curiosity & Skill

An Ashesi student is inquisitive, confident, has a breadth of knowledge, and has attained a high level of mastery in his/her chosen field.

- Probes deeply and continuously in his/her chosen field
- Keeps an open mind

- Demonstrates awareness of local, global and multi-cultural issues

7. Technological Competence

An Ashesi student is an effective and flexible user of technology.

8. Professionalism

An Ashesi student:

- Honors contracts and commitments, and adheres to professional standards
- Is respectful of people, time, and resources
- Executes responsibilities with excellence
- Takes ownership of his/her own development and decisions

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 its success in imparting these traits to its students.

Ashesi's learning goals were updated in 2017 as a response to feedback from industry and faculty: a new learning goal Professionalism was added.



3. UNIVERSITY OFFICES

3.1. OFFICE OF STUDENT & COMMUNITY AFFAIRS

The Office of Student and Community Affairs (OSCA) encourages student advocacy and support through programmes and services designed to lend a hand in the overall academic mission of the University. The office focuses its attention on Ashesi community-building initiatives and helping individual students succeed academically and grow personally. The office seeks to guide, support, and challenge students in order that they may attain their full academic and personal potential. The Office of Student and Community Affairs also works closely with the Student Council to articulate students' need for administration support and foster good relations. The Dean's office organizes graduation, orientation, Town Hall meetings and oversees Student Life & Engagement (SLE), Coaching, Counselling & Academic Advising (CCA), Career Services, the Health Services, the Office of Diversity and International Programs (ODIP), Residential Life and Food Services.

**Location: Radichel Hall Rooms
203,204, 205, 206, 207, 208,
210, 211, 212, 213**

CAREER SERVICES

The Career Services Centre contributes to the University's goal of training highly skilled graduates who are ready for the workforce and are globally competitive. The Centre works closely with students to help them identify and successfully pursue rewarding careers. That is,

helping them match their interests, values and skills with a meaningful career whilst equipping them with all necessary tools and resources that will help them transition successfully from University into the working world, create great impact and attain career success.

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

1. Students' Career Development

- Career and Self-Assessments
- Career Counselling and Coaching
- Career Sessions and Workshop

2. Enhancing Students' Experience

- Ashesi Mentoring Programme
- Seniors Exit Strategy
- Job Shadowing Programme
- Internships and Job Opportunities
- Practical and Technical Training Platforms
- Ashesi Career Fair
- Work Study Opportunities
- Employer Engagement
- Career Peer Advisor Programme

3. Developing Alumni

- Alumni Events and Career Support
- Young Professionals Network and Mentoring

The Career Forums and Seminars for students focus strongly on areas such as Self Discovery, CV and Cover Letter Writing, Business Etiquette, Interviewing Skills, Preparing for Internships, Career Path Development, Personal Branding,



Job Search and Survival Skills, Networking Skills, and Aptitude testing.

Location: Radichel Hall Rooms 203 & 204

Email: careers@ashesi.edu.gh
Twitter: @AshesiCareerCtr
Office Number: +233 50 142 1773
Instagram: @ashesicareerservices

STUDENT LIFE AND ENGAGEMENT

The Student Life and Engagement (SLE) office is committed to providing a memorable 3600 college experience for students at Ashesi University. The office provides diverse opportunities for students by encouraging student participation actively on campus to enhance their personal development which contributes to student success at Ashesi. In collaboration with other departments, SLE also rolls out activities throughout the academic year. Such activities are designed to raise awareness for the entire Ashesi Community to enhance their overall wellness. SLE's activities includes but not limited to:

1. Provide structures and services that promote a positive residence life

- Resident Assistant (RA) Management
- Housing Placement
- Escalating facility issues
- Themed monthly programming

2. Provide support to encourage student engagement on and off campus

- Campus Clubs
- Outreach Initiatives

- Student Council

3. Facilitate community relations programs & events

- Graduation
- Town Hall
- Orientation
- Caught Being Good
- Experiential Programs
- Liaise with leaders in host community

4. Provide general student support services

- Coaching & Advising
- Ashesi Judicial Committee (AJC) Proceedings
- Administrative Support to Financial Aid Office

EXPERIENTIAL AND COMMUNITY ENGAGEMENT PROGRAMMES

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 seminar. 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.

Location: Radichel Hall Rooms 208 & 211

Office Number: +233 50 126 0162

RESIDENTIAL LIFE

Ashesi University provides housing options as part of the University's efforts to enhance the educational experience of its students. This increases 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 648 students. Students participate in a lottery from their second year to choose a hall and a room.

FOOD SERVICES

On Ashesi campus, there are three 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 and snack bar in the residence 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 14.14

Ashesi's food service providers 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 and Community Affairs (OSCA) as soon as they accept Ashesi's admission offer so that special arrangements can be made with the cafeterias.

NATEMBEA HEALTH CENTRE

The Ashesi Natembea Health Centre is an on-campus facility that caters for the community health needs. Our mission is to ensure high quality health care service for the entire Ashesi community through health maintenance and management, prevention of disease and community empowerment through health education and counselling. Its main services currently offered include:

1. General Medical Services
2. Sexual and Reproductive Health Service including Counselling
3. Public Health Education
4. Regular Medical Screening
5. Fitness, Nutrition and Wellness Services
6. Emergencies Services and Training
7. Food Safety
8. Health Insurance

Relationships have been established with an onsite physician and the emergency unit of several local hospitals in the event, further treatment may be needed.

Location: NATEMBEA HEALTH CENTRE

Email: healthcentre@ashesi.edu.gh

Telephone: 0501331668

Opening hours: Monday to Sunday
8am to 8pm

Emergency Protocol

In the event of an emergency after 8pm kindly do the following

- Call the Hostel coordinator on **0501331667** or report to the Hostel Lobby.



- The health team and a driver will be contacted immediately to determine the referral protocol.
- The student will be taken to an affiliate health care facility close to Ashesi University (Sibakon General Medical Center and Ashongman Community Hospital).

COACHING, COUNSELLING & ACADEMIC ADVISING

In a bid to encourage the holistic health and well-being of our students, the Office of Student & Community Affairs provides counselling, coaching and academic advising services for the student body. Students have someone to talk to about academics 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: Radichel Hall Rooms 205, 211, 212, 213

THE OFFICE OF DIVERSITY AND INTERNATIONAL PROGRAMMES

The Office of Diversity and International Programs (ODIP) achieves three main goals:

- It drives the campus agenda of promoting awareness and the respect for diversity, equity and inclusion to create a campus ethos that celebrates its rich diversity and fosters a welcoming environment that enhances learning. This is achieved through various intentional cross-cultural programs and initiatives to help

explore opportunities and navigate challenges related to diversity, equity, and inclusion.

- The ODIP coordinates and provides several support services like immigration regularization, international students orientation, and in-country cultural immersion programs for all international students to help them transition seamlessly into Ashesi and Ghana. Additionally, the office develops and offers international education opportunities for students, faculty, and staff through teaching, research, academic, and study abroad exchanges to expand Ashesi's impact globally. To achieve this, the ODIP continuously seeks and develops partnerships and mutually beneficial collaborations with like-minded institutions across the world and provides a host of tailored support services to facilitate global learning and education abroad opportunities.

- Finally, the ODIP upholds Ashesi's commitment to a zero-tolerant sexual misconduct campus to provide a safe and conducive environment for teaching and learning by ensuring that all community members are aware of the institutional policies governing all forms of sexual misconduct. Through mandatory Sexual Misconduct Prevention trainings, workshops, and several campus-wide awareness and preventive campaigns, the ODIP equips students, staff, and faculty with



knowledge on issues concerning sexual assault, rape, non-consensual sexual relationships, harassment, bystander interventions, support resources and institutional adjudication processes.

Location: Radichel Hall Rooms 207 & 210

Email: odip@ashesi.edu.gh

Twitter: @ashesi_odip

Office Number:

+233 50 126 0277

3.2. OFFICE OF THE PROVOST

The Office of the Provost is responsible for the University's academic affairs. In collaboration with the President, the Office of the Provost sets, creates and implements the academic priorities for the university and is responsible for the allocation of resources. The Office of the Provost works closely with the Academic Deans, Department Heads, Student Services Professionals, Faculty and Staff to provide the highest possible quality of educational programmes, both within and outside the classroom, for meaningful student learning. The office is also charged with the development and implementation of assessment of the advancement of Ashesi University's academic mission and policies. It also ensures the effective appointment, retention, promotion, and development of faculty at Ashesi University; and supports faculty contributions to the community and University, and to their discipline in areas of teaching, scholarship, innovation, and service (impact). The following units report to the Office of the Provost: the library, Professor Adei Studio for Research Excellence, the Writing

Center, the Center of African Popular Culture, the Education Collaborative, and the Entrepreneurship Center.

Location: Patrick Nutor Research & Learning Center - 213 & 214

Email: provost@ashesi.edu.gh

LIBRARY

The library exists in both physical and virtual forms. There are approximately 35,000 books on subjects relevant to the Ashesi majors including Business, Computer Science, Management Information Systems and Engineering; these include textbooks. Members of the Ashesi Community additionally have access to over twenty online databases, which include more than 60,000 journals and magazines in business, the social sciences, humanities, and computer sciences, as well as areas covered in our engineering courses. 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. At the onset of the COVID-19 era Library staff established a VPN (Remotex) which enables students to access electronic resources while off-campus.

Location: Todd and Ruth Warren Library

Email: warrenlibrary@ashesi.edu.gh

Opening hours:

During semesters: Mondays -

Fridays: 07.30 am - Midnight

Saturday: 09.00am – 22.00pm

Sundays: 14.00pm - 22.00pm

(These hours can vary, especially during exam periods).



During non-semester periods:
Monday - Fridays: 08.00am -
17.00pm
(These hours can vary)

PROFESSOR ADEI STUDIO FOR RESEARCH EXCELLENCE

The mission of the Research Studio is to enhance the advancement of faculty and the emergence and sustainability of a dynamic Teacher-Scholar model, composed of five interconnected concepts_ scholarship and research; teaching and learning; service and impact; innovation; and quality assurance, which ultimately will be enabled by grants. Consequently, the functions of the research studio include:

- Facilitation in conducting research faculty interest and growth in scholarship without negatively impacting teaching excellence at Ashesi University
- Innovation in teaching excellence and faculty growth in teaching and learning principles
- Enhancement of faculty curiosity, creations and solutions to puzzling phenomena
- Evidence of faculty involvement and impact in institutional, community, and professional sectors
- Monitoring and evaluation using metrics and processes to enable relevant measurement of all systems and stakeholders

The second focus of the Research Studio is to seek grants and other sponsorship for (a) sustaining the studio's administrative and supportive role and (b) developing resources for

faculty research interests, service, innovation and teaching excellence.

WRITING CENTER

The Writing Center supports building communication skills of individuals and department programmes at Ashesi. It serves students with special writing needs/circumstances; and it also supports Academic departments with students' Capstone Theses and Applied Project reports, writing workshops, and provides editing support for faculty research papers. It liaises with Career Services and the Office of Diversity and International Programs to support students' professional writing needs. The center provides a successful 24/7 virtual service with the help of volunteer student tutors. It is to facilitate our "Writing Across the Curriculum" initiative.

THE CENTRE FOR AFRICAN POPULAR CULTURE (CAPC)

The newly established Centre for African Popular Culture at Ashesi University aims to promote the Humanities as a critical component in broadening students' awareness of the world's complexity and diversity through the spotlight on the intellectual significance of African popular cultural genres. With support from a dedicated community of scholars in the African popular culture community, the Centre seeks to: lead and develop African popular culture scholarship; highlight through exhibitions, popular art forms and artists; mentor the next generation of African popular culture scholars; and produce cutting edge theory to help grasp the 'emergent present' of the African popular culture lifeworld.



EDUCATION COLLABORATIVE

Ashesi's Education Collaborative invites universities on the continent to share best practices and to identify areas of strength to mentor each other. The goal is to elevate us – the universities on the continent, and to impact our students and communities for growth.

ENTREPRENEURSHIP CENTER

Ashesi's entrepreneurship ecosystem consisting of in-class and out-of-class experiences form a basis of the center. The mission of the center is to curate cohesive and impactful outcomes in entrepreneurship at Ashesi.

ADMINISTRATION OFFICE

The Administration Office encompasses key administrative functions of the university. This office is comprised of the Human Resources, Finance, IT, Logistics and Facilities, and Academic Registry departments: supervised by the Chief Operations Officer (COO).

FINANCE DEPARTMENT

The Accounting and Finance Department ensures the effective and efficient utilisation of all financial and material resources of the University. It also institutes and implements effective controls to safeguard the assets of the University and ensures 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: Radichel Hall, Room R102B, 102C, 102D & 102E

INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology (I.T.) department is responsible for building and maintaining the I.T infrastructure of the University including network security, university management systems and provision of support and training for faculty, staff and students.

Forward your feedback and concerns to supportcentre@ashesi.edu.gh.

Location: Radichel Hall 202B

SUPPORT CENTRE

The Ashesi Support Centre is your first point of call for all questions, help or advice throughout your time at the University, providing students, staff and faculty with the support they need during their stay in Ashesi Community and beyond.

The Support Centre is staffed with Support Officers who are able to share your issues to the relevant departments or point you in the right direction for a quick resolution of the issues, you may have, including:

- Facility or Hostel issues
- IT related issues
- Logistics queries
- General Complains
- General Recommendations

Location: King Engineering Building Room 105 (opposite Design Lab)
Please drop in and our Support Officers will be happy to assist you. You can also call the Support Desk on 0302 610 330

Ext: 1111 or 050 167 36 69 or send us email via supportcentre@ashesi.edu.gh



ACADEMIC REGISTRY

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. Enrollment and Course Registration Support
3. Academic Records Management
4. Timetabling and Examinations

The Academic Registry provides the following services;

- Verification
- Graduation Planning & Certifications
- Letters; Proficiency in English, Attestation, General & Introductory Letters
- Transcripts
- Processing Academic Request Forms

Location: Radichel Hall Room 214

Email:
academicregistry@ashesi.edu.gh

3.3. OFFICE OF ADMISSIONS AND FINANCIAL AID

ADMISSIONS

The Office of Admissions and Financial Aid leads the outreach and dissemination of information about Ashesi University to various stakeholders including high school students, teachers, parents, identifiable bodies and organization, across Africa. We are committed to excellence and are excited by students who aim to contribute to making Ashesi University better. Though we consider students on academic merit, our admissions process also focuses on other factors such as character,

resilience and passion.

Each year, we welcome high school students, teachers and parents to the Ashesi Campus Tours where visitors experience the following:

- A guided tour of our campus and facilities
- Presentations on our admission criteria and processes
- Presentations on the available Scholarships and Financial Aid packages
- Interaction between visiting students, others and Ashesi students, staff and faculty
- A questions and answers (Q & A) session to address concerns.

FINANCIAL AID

The students we educate at Ashesi University must, and will, come from a wide variety of backgrounds, with different perspectives and lessons to share. That is why together with generous partners, Ashesi University has taken on a heavy commitment of providing scholarships to admitted students who need it, to ensure that an Ashesi education is affordable to all who qualify.

The decision to make an offer of admission is done independently of scholarship decisions, and students may sometimes be informed that they have been admitted but do not qualify for scholarship support. When admitted, a student who is deemed to have presented false information during the application process will have the offer withdrawn.

Based on the proven financial need, applicants are placed into one of four categories: Extreme Need, High Need, Medium Need or Low Need. For each category of aid, there is a set amount of funding Ashesi can award, or a set amount of named



scholarships assigned.

Financial aid packages may be subject to periodic review and any adjustments will be communicated to recipients. The sustainability of Ashesi's Financial Program is dependent on the financial condition of the University.

EMERGENCY FINANCIAL AID

While students who are already admitted cannot apply for a scholarship, we reckon that some students encounter major and or drastic changes within their families (such as the death of the major bread winner) that affect the ability to pay their fees. Ashesi raises funds for mainly one-off financial support to such students as they re-adjust. In rare cases, extended financial aid may be awarded to students under the Emergency Financial Aid category.

To access Emergency Financial Aid, a student is required to request and

complete the Emergency Aid Request Form and submit to scholarships@ashesi.edu.gh. The Financial Aid Committee meets twice each semester (mid- semester and end of the semester) to review all requests and to make a determination based on evidence provided and verified. Based on availability of funds, allocations will be made, and students informed via letters. Students offered emergency aid will have to sign copies of the award letters to indicate acceptance with the terms and conditions provided. Upon return of the signed copies, the Finance Office will be informed, and disbursement effected.

Application for Emergency Aid does not absolve a student from paying fees, only an official communication of an award from the Financial Aid Office will be considered by the Finance Office.

Location: Radichel Hall 101

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 will be required to produce their I.D. cards to gain admission to examination hall and to use services at the Office of Student and Community Affairs, Registry, Library and Finance departments. Students may be asked to produce their ID cards 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 misbehavior of their guests.

The Ashesi Student Handbook is a compilation of official University student 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 students. With this privilege comes the responsibility

of each member of the University community to demonstrate the highest ethical behavior and personal integrity.

5.2. GRADUATION REQUIREMENTS

UNDERGRADUATE: To be eligible for graduation, students are required to fulfill the following minimal requirements.

- **Successful completion of at least 33.5 semester units (an average of 134 credit hours), 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.**
- **Successful completion of an internship (required for engineering students) *****

Ashesi operates on the semester system with each semester being approximately 16 weeks in length. Credits earned for each course are 0.5 to 1 semester unit. During each semester, students typically take 4 to 4.5 semester unit courses intensively with each semester unit course meeting for 3 classroom hours and 1 to 1.5 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. A replaced grade would typically not be included in the final cumulative GPA.

** GRADES OF ANY COURSE TAKEN DURING A SEMESTER ABROAD ARE NOT PART OF THE CUMULATIVE GPA CALCULATION.* ** 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 Experiential and Community Engagement Programs office keeps a directory of nonprofit organizations

students can volunteer with.

**** All Ashesi students are strongly encouraged to take up summer internship opportunities at the end of their second and third years. In order to ensure some level of familiarity with the practicing engineering profession, all Ashesi engineering students are required to either: do an internship at an engineering firm or an engineering-related internship at a non-engineering firm; shadow a practicing engineer; or engage in an engineering project for an external company.*

MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME)

To be eligible for graduation in the master's level graduate programme, students are required to fulfill the following minimal requirements.

- **Successful completion of at least 40 credit hours in the first year, 60 credit hours total in the second and third year, a master thesis and an internship (a total of 100 Credits Hours (TPC) overall over three years.**
- Students will graduate if they have at least a 2.0 (C or 60-64% average) cumulative grade point average with at least a C in every course in the major. All credits of the programme must be successfully completed in order to graduate.
- **Fulfillment of all financial obligations to the University.**



5.3. CURRICULUM

MATHEMATICS TRACKS

All incoming undergraduate students are placed into mathematics tracks based on their incoming mathematics scores and experience. Students placed into a mathematics track who think they should move either up or down must meet with a mathematics faculty at Ashesi to discuss their math placement by the end of orientation week. Final mathematics placement will be determined at the end of the second week of freshmen classes. Moving to a lower-level class may not be possible for some scholarship students due to financial implications. See important notes on Mathematics tracks on the Ashesi website.

TYPICAL FOUR-YEAR COURSE OF STUDY

See the Ashesi online catalog or website for the typical four-year schedule for the majors offered at Ashesi. Note that any student who gets off-track from their year group for any reason (withdrawal due to illness, needing to repeat classes, being unable to take subsequent classes until pre-requisite classes are completed satisfactorily, etc.) still must meet all graduation requirements and may take longer than four years to graduate.

CURRICULUM OF MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME)

See the Ashesi online Graduate Programmes catalog online for details.

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 the Academic Advisor.

5.4.1. ACADEMIC ADVISING

Each student is assigned an advisor upon matriculation to Ashesi. Every student is expected to consult his/her advisor at least once a semester. Students are required to make appointments with their advisors and honour their appointments at the scheduled time. Faculty/staff 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 coordinated by the Academic Advisor at Ashesi. The first occurs during the first year. The second advising period occurs in the third year. Each third-year student will be assigned an advisor based on their major who will review their transcript with them and ensure they are on track for graduation.

Advising of students on Probation

Students who are on probation will



meet with the Academic Advisor as soon as they know their academic status. 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 the academic 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 Academic Advisor who will meet with them or refer them to individual advisors where necessary.

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 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 computing 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).

ACADEMIC & PROFESSIONAL ADVISING FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME)

Each master's level student will be assigned a supervisor who will serve as an academic advisor.

5.5. SCHOOL CALENDAR AND SEMESTER SCHEDULE

The school calendar is published on the University website as well as the student online system. It is important for every student to keep up to date with school events. 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.

SCHOOL CALENDAR AND SEMESTER SCHEDULE FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME)

The school calendar for the master's level students is different from the undergraduate calendar. It will be published online on the University website as well as the student's canvas pages. It is important for every student to keep up to date with school events. A list of courses being offered during the year can be viewed on the website and is sent to students in advance. Students will be notified via e-mail if there are any changes to the courses offered.

5.6. REGISTRATION

Students intending to take classes in a semester must register by the second day of classes. A student is



deemed enrolled 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 a course in any semester cannot attend the class. Students who do not register for a semester will not be allowed to register (sign up) for classes. Students who are not registered and have not notified the University that they wish to defer their studies will be denied access to all university facilities such as email, Student Information Management System, library, hostel, etc.

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 shall not be allowed to attend class, unless the student is auditing (see Section 5.12).

ADD/DROP PERIOD FOR MASTER'S

IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME)

The modular courses do not allow for add/drop opportunities in the master's programme.

5.8. LATE DROP

- Students can late drop up to one class per semester, under the following conditions:
- The late drop occurs at or prior to the Friday of the 9th regular week of classes (or Friday of the 4th week of classes for summer).
- The student has not late dropped the same class in the past.
- The late drop is accompanied by a completed Individual Curriculum Planning Form giving a realistic plan for graduation in their major, taking into consideration pre-requisite structures of classes, and approved by all required signatories and submitted to the Academic Registry.
- If the late drop has financial implications (that is, one or more extra semesters or extra tuition in a planned semester), the student's sponsor (parent, sponsor, or Ashesi financial aid director or designate if the student is on financial aid) must also sign the form. In the case that the parent or sponsor is not easily available for signature, an email from the sponsor, stating that they understand and accept any financial implications of the late drop, is sufficient. Note that the financial implications may include additional semesters due to course load and pre-requisite requirements.



- The late drop is accompanied by a signature from the instructor or Head of Department of the course being late dropped.

Internally, the late drop is recorded as "LD" in the student's record. The course and LD designation will not appear on the student's permanent transcript. No tuition reimbursement will be given for drops after the first two weeks of the semester (see section 15.2)

5.9. PERSONAL INFORMATION

It is important that the university maintains details of personal information submitted at the time of admission. Students will be required to provide legal evidence for name changes, i.e., married name, adoptive parents' name. Students should ensure that they also supply their current mobile numbers, as well as the names and contacts of their parents, guardians, or next-of-kin.

5.10. 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 their groups also takes place for most classes that require group work.

5.11. GRADING GUIDELINES

Student work is continuously evaluated throughout the semester through examinations, quizzes, research and writing assignments, projects and participation in class discussions. Final exams, final papers, and/or final projects comprise 40% of the final grade for a course. Note that some courses have specific guidelines for the assignment of final grades documented in the course syllabus, such as a particular attendance policy or the requirement that a student have a passing grade on the final assessment or on the examination portion of the course grade in order to pass the course. All grades are provisional until post-moderation has been performed. Results will be declared as final by the provost within a week of completion of moderation.

5.12. ACADEMIC TRANSCRIPT

Student performance is reported at the end of every semester. This is presented in a transcript that records all courses taken and grades obtained. Grades are presented as letters and your academic evaluated as follows;



Grade	Score	Grade Point	Explanation
A+	85-100	4.00	Excellent
A	80-84	4.00	Excellent
B+	75-79	3.50	Very Good
B	70-74	3.00	Very Good
C+	65-69	2.50	Good
C	60-64	2.00	Satisfactory
D+	55-59	1.50	Pass
D	50-54	1.00	Pass
E	Below 50	0.00	Failure
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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 • Errors of grammar, punctuation, and spelling
D	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Blatant lack of effort to fulfill the requirements of the assignment • Penalty for (very) late paper that was not 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.

Your GPA and subsequent Cumulative Grade Point Average (CGPA) as you progress through the four years will determine the honors you obtain at graduation. For a detailed explanation of how to calculate your GPA to assess your academic standing, refer to the University's website under Resources.

Graduate Program: Engineering in Mechatronics

Grade	Ashesi Grade Point	Ashesi Numerical Range	Ashesi Description Undergraduate	ETH Grade Point	ETH/Ashesi Description Graduate
A	4	80-100	Excellent	6 - 5.75	Excellent
B+	3.5	75-79	Very Good	5.5 – 5.25	Very Good
B	3	70-74	Good	5.0 – 4.75	Good
C+	2.5	65-69	Average	4.5 – 4.25	Satisfactory
C	2	60-64	Fair	4	Pass
D+	1.5	55-59	Barely Satisfactory	3.5	Fail
D	1	50-54	Weak Pass	3	Poor
E	0	Below 50	Fail	2.5	Very Poor
INC	-	Incomplete	2	Extremely Poor	
W	-	Withdrawal	1	Immeasurable	



5.13. STUDY ABROAD AND CREDIT TRANSFER

TRANSFER OF STUDY ABROAD CREDITS

To ensure that the credits of courses that are taken abroad are eligible for transfer, students are required to check with the host university regarding the courses that are likely to run during the semester they intend to study and furnish their Heads of Department with the requisite course descriptions of those courses. In the event that any or some of the study abroad course(s) are not transferable and students still intend to take the course(s) anyway, it shall be the responsibility of students to register for any outstanding Ashesi course (core or elective) upon their return to Ashesi to duly qualify for graduation. Students shall be required to complete a most recent Curriculum Planning Form in consultation with their Academic Advisor indicating how they plan to take all required courses at Ashesi in case some of their study abroad courses are not transferable. Before they leave Ashesi for the host university, students will be required to complete the Study Abroad Course Verification Form A and ensure that all the signatories have appended their signature. At the end of the Add and Drop period in the host university, each student will complete the Study Abroad Course Verification Form B and send a scanned copy to Ashesi Registry and ODIP.

The grades of all courses taken abroad will appear on students' transcripts but will not form part of the computation of the GPA. Credits are transferable only if (1) the Head of Department confirms on Form A that the courses are related in content with the electives taught at Ashesi University and (2) students are able to earn at least a grade of

D+ in each course as will be indicated on their study abroad transcripts.

The grades of all courses taken abroad will appear on students' transcripts but will not form part of the computation of the GPA. Credits are transferable only if (1) the Head of Department confirms on Form A that the courses are related in content with the electives taught at Ashesi University and (2) students are able to earn at least a grade of D+ in each course as will be indicated on their study abroad transcripts.

GUIDELINES ON CREDIT TRANSFER

The following categories of courses provide a general framework for the transfer of study abroad courses. The decision to transfer the credit of courses that fall in grey areas would be taken by the Head of Department in consultation with the Academic Registry.

Same Course: The credit of any study abroad course whose course description and title closely follow an Ashesi course with the same course content is easily transferrable. For example, "BUEC 2500: Corporate Finance" at the College of Wooster is equivalent to "BUSA 442: Corporate Finance" at Ashesi University. Similarly, "ECON 353: Managerial Accounting" at Macalester College is the same as "BUSA 311: Managerial Accounting" at Ashesi.

Related Electives: The credit of a study abroad course that slightly differs in title from an Ashesi course but generally falls within the broad field of electives in the same area of study could equally be transferred. For example, "ECO 461: International Economics" at the University of Dayton is equivalent to "BUSA 350: International Trade and Policy" at



Ashesi University, within the same field of international trade. Similarly, a case could be made of “MAE 520: Stress Analysis” at Arizona State University as broadly equivalent to “ME 311: Mechanics of Materials” at Ashesi, with the common area of interest being the strength of materials.

Non-Major Electives: A wide range of study abroad courses may be considered as non-major electives. Some may relate to courses offered at Ashesi University while others (such as “Climate Change and Communities”) may not. The credits of study abroad courses considered as non-major electives are eligible for transfer. It should be noted, however, that courses whose credits are not transferable are those (such as Swimming, Skating, Fencing, Dancing, etc) that may not be regarded as non-major electives.

5.14. 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 faculty 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 (one-fifth of the semester or master’s programme module) 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 lectures are in session. Students are however allowed to bring water to the classrooms.



5.15. 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 Composite Petition Form, signed by Faculty member 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 their student's learning goals and faculty expectations for auditing a course. Audited courses do not attract a fee.

AUDIT POLICY FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME)

Auditing in the master's programme is not an option for the required courses.

5.16. STUDENT COURSE LOAD

The student course load at Ashesi is typically 4 to 4.5 units (16-18 credits) in a regular semester and 2 units (8 credits in summer). 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 in a regular semester and 2 units in the summer. 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.

FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE

PROGRAMME): This is not applicable to the Master's program as it directly impacts graduation time for the student.

5.17. GUIDELINES FOR STUDENT TARDINESS

Students are expected to arrive in 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 January 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.

5.18. 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.

5.19. 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. 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.

5.20. FINAL EXAMINATIONS

It is required that each course has a final exam, final project, and/or final paper as a final assessment in the class. A student must complete the final assessment in order to pass the course. 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 request for changes must be approved by the Academic Registry and the Provost. The Registry should report cases where faculty fail to adhere to the published schedule.

The Academic Registry will, at mid-semester, verify the financial status of all students. Any student found owing 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 examination hall without receiving clearance from the Accounting and Finance Department 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 be 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 second-class day of the following 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.

FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME): Examinations will typically be held at the end of each module. When this is not the case, students will be notified in advance.

5.21. 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, \$75 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.

5.22. REGISTRY SERVICES

The Registry provides various academic services to students. If you are in good financial standing

with the University, you can request for any academic service you may need, such as transcripts, letter of attestation, proficiency in English and various forms of letters of introduction by downloading and completing the Academic Services Request Form.

Requests for Letters of Introduction require at least two days to process. However, requests for Letters of Introduction to embassies and/or high commissions should be made at least two weeks before visa appointment. Letters will be ready for pick up on Fridays if requests are made latest by Tuesday of that week.

For issues relating to transcripts, your first two transcripts are free. Additional transcripts cost \$10 per copy. Payment must be done in advance, by cash or by check only, payable to Ashesi University. Do not mail cash.

- If you wish to receive your transcript(s) via courier, you will be required to pay the courier service rates.
- If you wish to pick up your transcript(s) in person, they will be ready for pickup from the Academic Registry on Thursdays only; requests must be received by the preceding Monday.
- If you wish to have someone pick up your transcript for you, that person must bring a signed letter from you, including your student I.D. number, giving them permission to claim your transcript.

Kindly Note That:

- Transcripts include all coursework taken at the University (please verify in the Student Information System that all grades have been recorded before placing a transcript order).
- Transcripts will not be produced for



anyone who has past-due financial obligations to the University

- Are you receiving a degree this semester? If so, transcripts ordered prior to the official date of graduation will not include the final semester grades. Please wait until after your degree has been conferred to order your transcript if you want to have your graduation noted.
- For more information, please contact the Academic Registry at 030 2610330 or send email to academicregistry@ashesi.edu.gh

No academic service will be provided when students are not in good financial standing with the University.

Other Academic Services

5.23. ENDORSEMENT OF CERTIFICATES AND TRANSCRIPTS

Once students graduate and their certificates and/or full transcripts are issued to them, the Academic Registry certifies genuine photocopies of certificates and transcripts at the requests of students or other academic institutions that request for such services.

5.24. VERIFICATION OF CERTIFICATES AND TRANSCRIPT

A verification letter is issued when an institution asks Ashesi to verify whether it is true that the certificate or transcript you have presented to them is indeed correct and authentic. This letter is sent directly to the requesting institution. It is not prepared and issued to you, so you cannot request for such a letter. If the institution requests Ashesi to

submit a verification letter (to verify the transcript or certificate you have already sent to them), the Registry will prepare that letter and mail it directly to the institution.

5.25. MINIMUM GRADE REQUIREMENTS, EXTRA UNITS AND REPEAT COURSES

A grade of at least a D+ is required in all courses that are prerequisites and every course in the student's major. A grade of at least a D is required in all other required core courses. A student who does not meet the minimum grade requirement for a core or major required course must repeat the entire class. Under no circumstance will a student be allowed to do partial work (e.g. a paper, exam, or project) to fulfil the requirements for a course he/she must repeat.

A student may take extra courses that are not core or major required for their major. All grades earned in all courses taken at Ashesi, required or not, and even if E's, will contribute to the student's grade point average (GPA).

A student may repeat a course only if the grade on record is D+, D or E. Students who retake a course without meeting the stated requirement will forfeit the most recent grade obtained for the course.

Students may take a course for the third time only after meeting with an academic advisor and obtaining written approval from the Provost. Students are not allowed to take a course for a fourth time. Students must register for repeated courses, and maximum load requirements per semester must be fulfilled (see section 5.13).

All instances of the course will appear on the student's transcript, however the course will not be counted



multiple times toward graduation requirements. The most recent grade of a repeated course replaces the earlier grade(s) for that course in calculating the GPA.

FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME): A grade of C (60-64 %) is required in all courses. Students who fail to obtain these minimum grades will be required to repeat the course.

5.26. 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.

In the case of an incomplete grade being assigned for financial reasons, the fees must be paid and the course completed prior to the second day of class of the following regular semester (or the summer term if the student seeks to take summer

courses). Otherwise all academic records for that semester will be nullified, and the student will have to repeat courses taken that semester.

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

5.27. ACADEMIC STANDING

At the end of each regular semester, the academic standing of all students is determined by the Academic Registry in conjunction with the Provost. Probation, and Dismissal are determined according to the following guidelines. A Dean's List of students who have obtained a semester GPA of 3.5 or above is published each academic year.

PROBATION

Students will be placed on academic probation if, at the end of any regular semester, their cumulative grade-point average GPA is less than 2.0 (C average).

DISMISSAL

Students will be subject to dismissal from Ashesi University if (1) they fail to make normal degree progress, or two (2) consecutive regular semesters on academic probation they have not achieved either a semester or cumulative GPA of 2.0. Exiting probation (i.e., achieving a cumulative GPA of 2.0 or) is required for graduation.

WITHDRAWAL

Student who wants to voluntarily withdraw from the university will have to complete the Interruption of Studies Form and submit to the Academic Registry. Students who are not registered for a course in any semester and do not notify the



University that they wish to defer their studies will be deemed to have withdrawn from the university. They will be denied access to all university facilities such as email, Student Information Management System, library, hostel, etc.

FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME): Similar rules will be applied on a module by module basis for block courses taken. (rather than on a semester basis)

5.28. RE-ADMISSION

Students who are dismissed must make a formal reapplication to the University if they wish to return to Ashesi. These requests must be submitted to the Admissions and Financial Aid Office as follows:

- 15th May to return for the August/ September Semester
- 15th November to return for the January 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.

5.29. COURSE CODES AND PRE-REQUISITES

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.

The default minimum grade for courses listed as prerequisites to other courses is a D+ However, some advanced courses may have higher grade requirements for certain prerequisite courses, as outlined below:



Computer Science

Course	Pre-requisite
Algorithm Design & Analysis	Discrete Structures & Theory; C or better in Data Structures
Data Structures	C or better in either Computer Programming for CS or Computer Programming for Engineering; Concurrent enrolment in Discrete Structures and Theory recommended but not required
Applied Project	8 CS credits; C or better in Data Structures
Thesis 1	8 CS credits; C or better in Data Structures

Engineering

Course	Pre-requisite
Multivariable Calculus & Linear Algebra	C or better in Calculus for Engineering or Calculus II
Circuits & Electronics	C or better in Physics: Electromagnetism
Thermodynamics	C or better in Engineering Mechanics

*** 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.

5.30. DEFERRAL OF STUDIES

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 defer their studies. A "W" grade will be recorded for each course. Students who defer 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. Any student who has completed all coursework from their most recent semester, who is not on probation, and who does not wish to enroll at Ashesi in the subsequent semester, may also request from the Academic Registry to defer their studies.



All students who defer must request from the Academic Registry to resume their studies by submitting a Resumption of Studies Form within 2 semesters. The Form should be submitted to the office at least two weeks before classes start. 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 reapply to the University to resume their studies.

5.31. TRANSFER STUDENTS

Ashesi will consider and enroll transfer students from accredited universities and colleges. Transfer students must be enrolled at Ashesi for a minimum of three years in order

to earn an Ashesi degree. i.e., they can transfer into the second year.

Prospective transfer students will be expected to meet the required/standard entry/admission requirements as stipulated or approved by the National Accreditation Board. In addition, courses studied prior to transfer will be evaluated and only grades of a passing quality of “C” or better and meet intended programme of study requirements will be accepted from the institution attended.

All transfer students will be required to study required core courses and engage in a series of conversations organized by the Dean of Student and Community Affairs.

6. ACADEMIC HONOURS

6.1. DEAN'S LIST

Students who enrolled in a minimum of 4 units in a semester and earned 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 minimum cumulative GPA of 3.50 but less than 3.70 for all undergraduate work earn Cum Laude (honours). Those with a minimum cumulative GPA of 3.70 but less than 3.85 for all undergraduate work earn Magna Cum Laude (high honours). Students with a minimum cumulative GPA of 3.85 or higher for all undergraduate work earn Summa Cum Laude (highest honours).

Cum Laude	3.50 – 3.69
Magna Cum Laude	3.70 – 3.84
Summa Cum Laude	3.85 – 4.00

Note: Grade Points, Semester Grade Point Average, and Cumulative Grade Point Average are calculated to two decimal places consistently.

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 A.B Assensoh implies in Chapter 3 of African Political Leadership..." 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.

Upper-level students and graduate students can use discipline appropriate citation style.

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 are 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 Committee 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 are 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, whether they are on the Examination Honour Code or not.

- Students shall be required to present their ID cards for inspection before they are admitted into the examination hall;
- All examination candidates shall report at the examination hall and be seated at least 15 minutes before the start of each examination;
- Students who arrive late shall not be admitted into the examination hall after the first 30 minutes of the examination;
- Students must leave all books and other aids in an inaccessible place (except for open-book quizzes or examinations); no electronic devices or books or papers should be brought into the examination hall or 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. All electronic devices left in the bag must be completely switched off. No large bags are allowed in the examination hall;
- Students must abide by requests of faculty members, faculty interns, and/or invigilators to sit in designated seats;
- 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 leave mobile phones or electronic communication devices switched off. Mobile phones must not be kept on desks or on their person during 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 examination;
- Students should make sure they submit their answer booklet to the Lecturer or Invigilator / Supervisor of the examination before they leave the hall. Unless told otherwise, the question sheet must also be turned in with the answer booklet.
- Students may not leave the examination hall in the first 30 minutes of the examination, and generally should not leave the examination hall before submitting their work. If an urgent need to leave the examination hall occurs, no more than one student should be absent from the examination hall at a time

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.

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: _____

ID Number: _____

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

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

8.3. 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.

8.4. 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 and Community 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 a light on the hill. 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, MISREPRESENTATION, AND IDENTIFICATION

A student should 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 systems 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 are 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.

1. Users of services operated by Ashesi University have the following obligations and responsibilities:
 - a. To respect copyright. The copying or use of copyrighted software and/or work 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. 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 nonacademic 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 information stored upon them. When a system's vulnerability is discovered, users are expected to report it to a system administrator.
- g. To avoid the dissemination of electronic solutions without the consent of instructor. The sharing of solutions to assignments found online is strictly forbidden.

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 as sures users that University personnel are obliged:
 - a. To grant personal files on University computers (e.g., files in a user's account) the same degree 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 respectfully 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; (6) inciting to break the law .

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 or off-campus hostels are strictly prohibited. In addition, it is against school policies for students to be intoxicated at any Ashesi property or sanctioned event. 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/off-campus hostel 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 Committee 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 programme 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 and environs, including but not limited to the residence halls, classrooms, laboratories, libraries, lounges, hallways, stairwells, cafeteria, gardens and parking lot. A GHC200 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 GHC500 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. In the event of a fire alarm or fire emergency, students are asked to follow the following steps:

Fire Emergency Evacuation Procedures

1. On hearing the fire alarm:

- a. Stop whatever you are doing immediately and leave the building by the nearest exit, following directional signs.
- b. Remain calm and walk briskly. Do not run.
- c. Use stairways only. Do not use elevators.
- d. Assist any physically challenged person around you to evacuate the building.
- e. If you are in the university student housing (top floor), leave the building using the nearest accessible stairway.
- f. If you are upstairs in the library or the electronics lab, evacuate the building by using the emergency stairway and descend backwards.
- g. Report to the Emergency Assembly Point behind the library.
- h. If you are at the university student housing, report to the Emergency Assembly Point(s) at the carpark(s).
- i. Do not go back to the building until you are authorized to do so.

2. On discovering fire: (TIPS)

- a. Leave the building by the nearest exit and close the door behind you.
- b. Sound the alarm by breaking the glass cover on the Manual Call Point.
- c. Dial 192 for Fire Service assistance.
- d. Attack the fire if possible, by using fire extinguisher or hose reel.
- e. Report to the Emergency Assembly Point behind the library.
- f. If you are at the university student housing, report to the Emergency Assembly Point(s) at the carpark(s).
- g. Do not go back to the building until it is deemed safe for re-entry. (Wait for an announcement to be made to this effect).

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 Committee.

10.8. VIOLENCE, ASSAULT, AND INTIMIDATION

Ashesi University seeks to maintain an environment of mutual respect. 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. Victims of violence, assault, intimidation, and harassment are encouraged to seek counselling and guidance from the school counsellor and/or Office of Student and Community Affairs. Do note that a person is not obligated to file a formal complaint initiating judicial procedures after seeking clarification or support from, or discussing concerns with, the Dean of Student & Community Affairs or others. 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 and Community Affairs for guidance, support and counselling.
3. File a report at the local Police Station and/or Domestic Violence Unit.
4. If any of the above is of a sexual nature, talk to the institutional lead on sexual misconduct prevention at the Office of Diversity and International

Programs (ODIP) for guidance on how to navigate the situation.

10.9. VIOLENCE AND ASSAULT

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

10.10. INTIMIDATION

Intimidation includes 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. 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 leading to suspension or dismissal. Pending AJC adjudication, a suspension by the Executive Committee as described in Section 10.2 may be applied.



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, cyberbullying, and other forms of expression. Such forms of 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 defendant’s attention (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 not diminish free expression or compromise principles of academic freedom in the vigorous and often contentious examination and criticism of ideas by Ashesi faculty and/or students.

10.12. STALKING

Stalking is a form of harassment, which occurs when a person engages in the 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. 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, 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. Ashesi University strongly encourages its students to communicate – openly, honestly, and clearly – about their

actions, wishes, and intentions when it comes to sexual behaviour, and to do so before engaging in intimate conduct.

Consent must be all of the following:

- **Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.
- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location or on a date.
- **Voluntary:** Consent must be freely given and cannot be the result of the respondent’s force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity) or fraud (misrepresentation or material omission about oneself

or the present situation to gain permission for sexual or intimate activity).

- **Present and ongoing:** Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions. Consent is not present when an individual cannot give consent, voluntarily or involuntarily, due to age (generally 18 in Ghana), physical condition, or disability that impairs the individual’s ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:
 - Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance);
 - Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how



one got there, who one is with, or how or why one became engaged in sexual interaction);

- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words). A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. When determining whether consent was present, the University will consider if a sober, reasonable person in the same position should have known whether the other party could or could not consent to the sexual activity. If there is any doubt as to another person's capacity to give consent, community members should assume that the other person does not have the capacity to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual misconduct.

This section is heavily adapted from Northwestern University Policy on Sexual Misconduct
http://www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf

10.14. 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.

Do note that a person is not obligated to file a formal complaint initiating judicial procedures after seeking clarification or support from, or discussing concerns with the Dean of Student & Community Affairs or others. However, if there have been multiple informal reports involving a student, the Dean of Students reserves the right to escalate this conversation. 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.

***All members of the Ashesi community are strongly encouraged to report violations to protect others from a similar fate.

10.15. 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 other person's consent. 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 repeatedly occurs 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, 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.

10.16. 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 aspects of campus life (harassment creating a hostile environment)
- 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 where the harassment is subtle, it cannot be assumed that the offending person is aware of how 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. However, the grievant must also weigh the fact that without in some

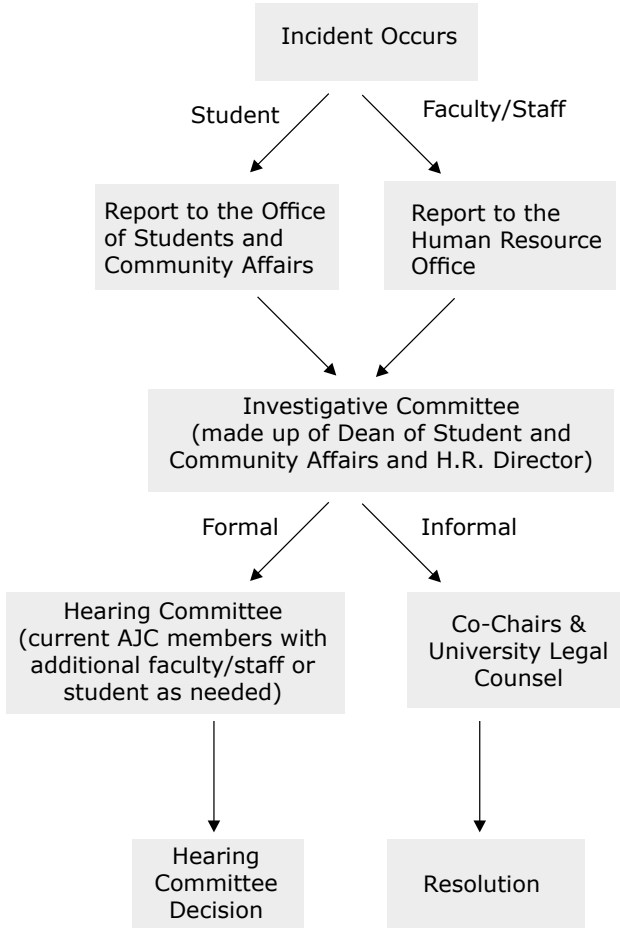
way being made aware of his or her actions, the harasser may continue the offensive behaviour.

In the most serious instances of sexual harassment, it is unreasonable to expect the grievant 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 may find 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.

Procedure for dealing with allegations of sexual harassment:

- Students are to report incidents to the Office of Students and Community Affairs while faculty/ staff report to the Human Resource Director

Process for resolving a sexual harassment claim (Diagram)



- 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 University's educational mission and threaten the climate of trust, concern, and respect to which Ashesi University 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 a car on Ashesi property without a parking permit from Logistics and Facilities Office. Note that the University cannot guarantee the security of cars and/or their contents. Student drivers need to show proof of valid insurance and valid driver's license.

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. VIOLATION OF THE GHANAIAN LAW AND SCHOOL POLICIES

12.1. ASHESI JUDICIAL COMMITTEE

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 two 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 Assistant 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 Assistant Dean of Student & Community Affairs may also observe AJC meetings, but shall not participate in AJC deliberations. In the Assistant Dean's absence, the Dean will or can appoint another member of the OSCA team to take on the Assistant 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 Assistant 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 Office of Student and Community 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.

FOR MASTER'S IN MECHATRONIC ENGINEERING (GRADUATE PROGRAMME): The same rules will apply.

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 to 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 Students and Community 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. REGISTERED 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 assignment. A student however has the option to request for his/her case to be heard before the AJC. It is mandatory that the informal resolution form 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 academic informal resolution would face the AJC for a second offence. Also, a student who has 2 or more academic informal resolution cases running simultaneously would face the AJC. The committee may refer to a student's previous academic informal resolution to determine the severity of sanctions but not in determining guilt.

12.6. PROCEDURE FOR SOCIAL MISCONDUCT CASES

- I. A social misconduct is defined as a violation of the University's standards to protect the health, safety, dignity and rights of any member(s) of the Ashesi community.



II. Any member of the Ashesi community with good evidence to suspect a student or students of a social misconduct (including but not limited to theft, harassment, assault of any form, destruction of Ashesi property, excessive noise, littering, and any activities that affects the student's suitability as a member of the Ashesi University community or adversely impacts the University's reputation) will at their discretion report to the Office of the Dean of Student and Community Affairs. Mere suspicion on the part of a community member that the student has committed a social infraction 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. A witness to corroborate the accuser's story
- b. Pictorial evidence clearly depicting a social infraction has been committed
- c. Verbal and written accounts of personal experience(s) of harassment and abuse

12.7. REGISTERED INFORMAL RESOLUTION FOR MINOR SOCIAL INFRACTIONS

- I. If any member of the Ashesi community has established with evidence that a social infraction has taken place, the person will report to the Office of the Dean of Student and Community Affairs.
- II. The Dean of Student and Community

affairs will meet with the accuser and accused to ascertain if the alleged action(s) of the accused constitutes a social misconduct.

- III. The Dean of Student and Community Affairs based on the student's admission of guilt will impose a sanction ranging from a warning to any form of punishment at the Dean's discretion. A student however has the option to request for his/her case to be heard before the AJC. It is mandatory that the informal resolution form be filled out and signed by the accused and 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 social informal resolution shall face the AJC for a second offence. Also, a student who has 2 or more social informal resolution cases running simultaneously would face the AJC. The committee may refer to a student's previous social informal resolution to determine the severity of sanctions but not in determining guilt.

12.8. JUDICIAL PROCESS FOR MAJOR ACADEMIC INFRACTIONS

- I. 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.

- II. 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.
- III. 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.
- IV. 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.
- V. At the hearing the committee would interview the faculty member first and then the student to ascertain the innocence/guilt of the student.

- VI. After academic misconduct cases are heard, the Dean of Student & Community Affairs or the designee will provide the committee with an updated summary of the previous relevant cases and their disposition to help guide them in determining sanctions.

12.9. 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:
 - a. Inform the police
 - b. Sign a waiver absolving the University of any Liability.
 - I. 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 to suspension to expulsion.
- X. Students on suspension may be mandated to receive counselling from university recommended professionals.

12.10. AJC HEARING PROCESS

After a case is reported to the Office of Students and Community Affairs, the Dean of Students and in his/her absence, a staff member delegated by the Dean will:

- I. Request for written statements from the accuser, accused and any witnesses
- II. Invite committee members and relevant persons to a hearing at the earliest possible date
- III. AJC Committee members will be given the name of the accused in a confidential email to give members a chance to recuse themselves if there is any conflict of interest.

At the hearing

- I. The facilitator gives AJC committee members copies of all statements and supporting documents related to the case (5 copies for AJC committee members, 1 copy for facilitator, 1 copy for accused and 1 copy for the accuser)
- II. The AJC committee is given 10-15 minutes to read through the provided documents and a chance to ask any clarifying questions. The Facilitator is allowed to give context devoid of assumptions, opinions and judgements.
- III. The facilitator asks committee if they are ready to begin and who they would like to see first
- IV. The facilitator reads the opening remarks and asks the AJC committee members to introduce themselves.

The opening remarks are recorded

Presentation of statements

- V. Facilitator invites the accuser and the accused
- VI. Facilitator informs the accuser and the accused that the session is recorded and transcribed for record purposes
- VII. Facilitator asks everyone present to introduce themselves
- VIII. The Chair of the hearing gives the accuser and the accused a chance to read all statements presented
- IX. The Chair of the hearing leads the committee in listening to the accuser's verbal statement of events
- X. The Chair of the hearing gives the accused a chance to respond to the accuser's statements and ask any relevant questions
- XI. The Chair of the hearing leads the committee in listening to the accused's verbal statement of events
- XII. The chair of the hearing gives the accuser a chance to respond to the accused's statement and ask any relevant questions.
- XIII. The chair of the committee invites witness(es), if any, to present their statements in the presence of the committee, the accuser and the accused.
- XIV. When there are no further questions for the accuser, the

accused and witness(es), the facilitator walks the accuser, accused and witnesses out of the hearing.

Deliberations

- XV. The Chair of the committee leads the committee in deliberations over all the information given (This is not recorded)
- XVI. The facilitator ensures deliberations are based on events related to the present case for which the AJC has been convened
- XVII. After deliberations the facilitator asks the committee if they have decided on a guilty or not guilty verdict. A ballot paper is passed around for committee members to anonymously write their verdict based on the hearing
- XVIII. The facilitator communicates the results to the committee
- XIX. The facilitator guides the committee in the determining appropriate sanctions. The facilitator provides information on previous related cases and related sanctions written in the handbook
- XX. The committee decides on a fair sanction based on precedence, handbook and the severity of the case as per hearing
- XXI. The facilitator documents the committee's verdict, message to the accuser and message to the community



Conclusion

XXII. The facilitator concludes the hearing by recording the verdict

XXIII. The facilitator informs the accused of the verdict

XXIV. The facilitator informs the community of the verdict

XXV. The facilitator informs the parent of the accused if there is a guilty verdict

*** Exceptions will be made to the AJC hearing process (at the discretion of the Dean of Student and Community Affairs) if the nature of the case is deemed to be traumatic and could cause severe impact to the wellbeing and safety of the accuser, accused or witness(es). E.g., in cases relating to sexual assault, the presentation of verbal statement by the accuser could be done without the presence of the accused and/or witness(es).

12.11. 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 University. 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 Dean of Student & Community Affairs is grounds for immediate suspension or expulsion.

12.12. APPEALS:

A request for an appeal may be brought by any of the parties involved to the President of Ashesi or to an executive delegated by the President in writing within 5 working days following a decision by the AJC, but only on the grounds of new evidence or procedural error. Appeals may not be brought by third parties. If the President or delegated executive decides 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, any 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.

Ashesi University students have a student government organization called the Ashesi Student Council.

13. STUDENT ORGANIZATIONS

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 who is a full-time, permanent faculty or staff member 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 on the Ashesi website. The registration process is as follows:

- I. Send application letter to the Assistant Dean of Students & Community Affairs.
- 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 Students and Community Affairs 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 Assistant Dean of Student (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 Assistant Dean of Student, 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, colour, 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- 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, student organizations may sometimes have to raise funds to achieve this goal. Collaboration with other organizations in the Ashesi 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 External Relations 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 programme 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 Students and Community 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 programme for instance the speakers, location, invited guests etc. Besides electronic mail, find creative ways to advertise your programme 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 above 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.

There is an Event Planning Template on the Student Affairs section of the website. Please make sure to complete this entire form and obtain all required signatures for this form prior to submission to the Assistant Dean of Students for approval.

POSTING POLICY

In view of the electronic age, students should advertise as follows:

- Television Screen (positioned in front of the library)
- Email
- Bulletin boards

** Posting on campus walls are prohibited. This is to keep campus clean and tidy

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 4/25/2017

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 training/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 I V .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 behaviour's 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.

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:

- 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 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 favor thereof. The member has the opportunity to present her case to the organization at large prior to the vote.

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. a.) 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 favor 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.

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.



14. HOUSING POLICIES

14.1. 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 Office of Student and Community Affairs can withdraw this privilege at its own discretion and at any time. To protect the safety and wellbeing of all students, the Office of Student and Community Affairs reserves the right to inspect University property, including student rooms in University student hostels. Students who lose housing privileges are not entitled to a refund (or partial refund) of previously paid housing fees.

Ashesi students who have previously been found guilty of a case of Social Misconduct by the Ashesi Judicial Committee will no longer be eligible to receive housing in Ashesi owned facilities.

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.

14.2. PAYMENT OF HOUSING FEES

Housing facility fees are to be paid in advance of room occupancy. To this end, students are required to follow the following procedures:

- Collect and/or confirm housing billings from the Admissions/Finance Office.

Student can make payment either by direct deposit to the university named bank accounts below or by a credit/debit card via AshesiPay, a payment portal from the university website. You may also pay electronically either by express pay (relevant for payments within Ghana) or by EcobankMobile via Ecobank mobile app or GTPay via GTPay mobile app. See detail steps below:

Direct payment/deposit steps:

- Make payment (Direct Deposit) to Ashesi prescribed account at any Ecobank or GT Bank 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.
- You may be required to present

a copy of the pay-in-slip at the Hostel Front Office when taking up residency as proof of payment.

Electronic payment/deposit:

AshesiPay

1. Visit Ashesi University website
2. Go to Resources
3. Click on Ashesi's Payment Portal
4. Enter Student ID Number and PIN
5. Follow the instructions to make payment

ExpressPay

- For Applicants who will like to pay via Visa, Mastercard, Amex, Discover or Mobile Money
- (MTN, Airtel Money, Tigo Cash, Vodaphone Cash) see link below.
<https://expresspaygh.com/ashesi>

EcobankMobile via Mobile app

1. Download and login to the Ecobank Mobile Application
2. Go to Pay Bills
3. Select Schools
4. Select Ashesi University
5. Follow the instructions to make payment

MyGHPay Mobile App.

1. Download and login to MyGHPay Mobile Application
2. Go to categories
3. Select Education
4. Select Ashesi University
5. Enter your student's ID and PIN
6. Follow the instruction to make payment

14.3. 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 Assistant Dean of Student and Community Affairs in writing 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.

14.4. RESIDENT ASSISTANTS

In each hall, representatives are selected and trained by the Student Life and Engagement Unit to serve as liaisons between the students and the administration. The Residential Assistants (RAs) serve to promote a friendly atmosphere of social interaction and create an environment that is conducive to academic study. The RAs are 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 Hostel Coordinator and Support Centre.

- 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 wellbeing.

RAs 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.

14.5. 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 will be provided with cleaning materials for their bedrooms and bathrooms. The shared kitchenettes have microwaves, kettles and fridges for general use by residents.

14.6. RESTRICTIONS

- Students are not allowed to bring extra refrigerators, microwaves, or mobile air-

conditioning units or cookers to the residence halls. Students are however permitted to have one standing fan per room.

- 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 the assignment of additional fees/fines.**

14.7. 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 public lavatories that can be found at the reception and laundry areas of university housing daily except for weekends.
- Students are responsible for cleaning their rooms and adjoining bathrooms. Ashesi recommends that roommates come up with a daily roster where each student take turns to clean their rooms and



adjoining bathrooms. It is also recommended that quad and sextet mates draw up a roster as well, to clean their 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 always maintained properly, RA's and/or other university staff members will inspect each room and bathroom on monthly basis and 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, windows etc.**)
 - ◊ Unclean common area - up to GHC100 (**littered lounge, hallways**

or lobby area, etc.)

- ◊ **Unclean room - GHC100 (i.e. unkept or untidy room, unemptied trashcans etc)**
- ◊ **Unclean adjoining bathroom (i.e. dirty sinks, tiles, water closets, mirrors, walls, store rooms, unemptied trashcans 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
 - ◊ Unclean rooms - GHC 150
 - ◊ Unclean adjoining bathrooms - GHC 150

In reference to sections 11.2 and 11.3 of this handbook, a fine of GHC 100 would also be imposed on each resident of a room, quad, sextet or for damage caused to facilities at university housing, that is not within reasonable wear and tear; as well as for loss of items belonging to or installed for use at the university housing, some of which are as follows:

- Damaged furniture, doors and walls (i.e. writing on desks, pasting notices on unauthorized surfaces, spillages of food and drinks, breakage caused by improper use for example standing on a table, broken handles or locks due to the application of force, etc.)
- Broken louvre blades and torn nettings (i.e. caused by place unapproved items on blades and in nettings, etc.)

- Damaged bathroom facilities (i.e. choked drains, water closets and stains caused by improper cleaning of adjoining bathroom facilities, etc.)
- Loss of items (i.e. keys, trashcans, kettles and other items placed at university housing for common use, etc)

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 in such a poor state of cleanliness as to pose a health hazard to themselves and their colleagues.

14.8. HANGING PICTURES ON WALLS

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

14.9. SECURITY AND INSURANCE

Security is a shared responsibility. Ashesi University has taken measures to ensure the safety of students and their property, but students must be conscious of their own safety, that of their personal belongings and must act in a manner to safeguard these at all times. The University only insures its property. Students are therefore encouraged to insure their personal property.

Students are also 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.

14.10. 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 privacy of roommates; consistently leaving dirty dishes in shared areas; etc. Students who consistently prove to be a public nuisance may have their housing privileges revoked.

14.11. STUDENTS' GUESTS/ VISITORS

Under Ashesi University's terms and conditions for student housing, invited guests or visitors of students 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. Any invited guest or visitor of a student who exceeds the 3-day stay allowance is termed to be a "percher".

"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.

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 Coordinators):**
- **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 Student & Community Affairs. 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 harbor perchers will be liable to a sanction or a fine.

14.12. 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.

14.13. 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. 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 irons, and hair curling/straightening appliances, etc.

Emergency Numbers:

Dial 193, 192 - Ambulance

Dial 999 - Police

Dial 191, 192 - Fire Service

Medical emergencies requiring specialist interventions are referred to Sibakon General Medical Center and Ashongman Community Hospital. Students who opt for the medical insurance provided by the school are generally covered in relation to financing the hospital bills. In the event of medical emergencies, the Hostel Coordinator or Residential Assistants in conjunction with the health team can arrange transportation to the hospital.

In the event of a fire alarm or fire emergency at the university hostel,

students are asked to refer to the steps outlined in section 10.6 of this handbook.

14.14. 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 = 116 days (These figures are subject to change depending on prices of goods and services)

Meal Plan	SEMESTER COST (USD)	SEMESTER COST (GHC)
Daily Cost	840.00	4,914
40.00 GHC		
46.00 GHC	980.00	5,733
53.00 GHC	1,070	6,260
	1190	6,962

Ashesi's meal plan is currently optional. 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 dietary needs (e.g. vegetarians, lactose intolerant persons) should notify the Office of Students and Community Affairs as soon as they become aware of this need.

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 students must pay 25% of their fees to guarantee registration.

15. FINANCIAL INFORMATION

15.1. FAILURE TO PAY FEES

Students who do not make good on their obligations to the University within the first two weeks of classes, or work with the Accounting and Finance Department to set up a mutually agreeable payment plan and pay the first installment of that plan, 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 assign a final grade to students who are not registered.

15.2. 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%



15.3. ASHESI ECOBANK ACCOUNT NUMBERS

Account Name: Ashesi University
Bank: Ecobank
Branch: Osu
Cedi Account # 0200014411600902
Dollar Account # 0202034411600901

Account Name: Ashesi University
Bank: GT Bank
Branch: East Legon
Cedi Account # 216/104862/1/1/1
Dollar Account # 216/104862/2/2/0

16. ADDITIONAL INFORMATION

16.1. BEREAVEMENT

7. 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, grandparent, 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. 19). Alternatively, if the loss has an adverse effect on emotional and psychological wellbeing leading to low academic performance Ashesi can recommend a withdrawal from the semester. If a student decides to stay on after Ashesi recommends a withdrawal, the following options are available:

- If the death occurs between semesters or in the first two weeks of a semester, defer the upcoming semester (see section 5.26).
- Request Incompletes in some classes if it is near the end of the semester (see section 5.21).

Be mindful of the fact that faculty will not excuse the required workload, only the timing of completing the work, and that failing grades could lead to academic dismissal.

***Students are strongly encouraged to seek counselling and coaching when they experience the death of a loved one (See section 3.1.7).

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 centres 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>

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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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