STUDENTS’ HANDBOOK
OF GENERAL INFORMATION AND PROGRAMME GUIDELINES
TAKORADI TECHNICAL UNIVERSITY

UNDERGRADUATE STUDENTS' HANDBOOK
OF GENERAL INFORMATION AND PROGRAMME GUIDELINES

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FOREWORD

Takoradi Technical University is an equal-opportunity institution committed to offering relevant applied sciences, applied arts, commerce and other technological programmes to meet the needs of the individual students, the immediate community, the Western Region and that of the country. Consequently, the Institution does not discriminate on the basis of race, gender or religion. We do this with qualified teaching and administrative staff who are always ready to provide information, listen and discuss problems and concerns of those who may require such services.

We believe that effective learning and proper character moulding take place in an academic environment the members of which are well disciplined. As a result, the University does not and will not compromise on discipline, especially, among the staff and junior members in matters of examination malpractices, insubordination, extortion, disrespect for authority, to mention only a few.

The purpose of this handbook is to inform the students and the public about the programmes, facilities and services available in the University and also to outline the responsibilities and the expected behaviour of students.

It is our hope that students, in particular, will read this handbook carefully and comply accordingly so that they will enjoy their academic work and eventually complete their programmes successfully.

We wish you a happy and successful academic life in Takoradi Technical University.

Rev. Prof. John Frank Eshun
Vice Chancellor
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PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor

Chairman, University Council
   Dr. Henrietta Abane (Mrs)

Vice-Chancellor
   Rev. Prof. John Frank Eshun

OTHER KEY OFFICERS

Pro-Vice Chancellor
   Prof. Victor Kweku Bondzie Micah

Registrar
   Mr. Moses Maclean Abnory

Director of Finance
   Dr. Gabriel Sam Arhinful

Director of Internal Audit
   Ms. Elizabeth Obeng

Librarian
   ..................................................

Director of Works & Physical Development
   Mr Philip Kwaw

DEANS

Dean of Students' Affairs
   Mr. Owusu-Ansah Ankrah

Dean, Faculty of Applied Arts and Technology
   Dr. Richard Acquaye
Dean, Faculty of Applied Sciences  
Evang. Prof. Anthony Joe Turkson

Dean, Faculty of Business Studies  
Dr. Solomon Abeka Keelson

Dean, Faculty of Engineering  
Dr. John Bentil

Dean, Faculty of Built and Natural Environment  
Dr. Gladys Quartey (Mrs)

Dean, School Graduate Studies  
Dr. Eudora Hagan (Mrs)

Dean, Centre for languages and Liberal Studies  
Dr. Kofi Asante-Kyei
1.00 Background and Development
Takoradi Technical University was established as Takoradi Technical Institute in 1955. It was upgraded to a second cycle institution in 1956. For almost forty years, the Institution operated under the organization and administration of the Ghana Education Service. During that period, it offered programmes mainly at the Craft and Technician Certificate levels in commercial and technical subjects.

In 1992, Takoradi Polytechnic (Takoradi Technical University) - alongside five others--was upgraded into a tertiary institution by the Polytechnic Law of 1992 (PNDC Law 321). The six Polytechnics began to offer Higher National Diploma (HND) programmes from the 1992/93 academic year. By these reforms, the Polytechnics were to complement the universities in increasing access to tertiary education for middle and higher level personnel. In September, 2016, the Takoradi Polytechnic and others was given a new status as technical university through an Act of Parliament, Act 2016 (Act 922) under a new name Takoradi Technical University.

Currently the University has three campuses namely; New-site (Main Campus) has the Faculty of Applied Arts and Technology, Faculty of Built and Natural Resources and Faculty of Applied Sciences, Butumagyabu - B.U (Faculty of Business) and Akatekyie (Faculty of Engineering)

2.00 Mission of the University
The mission of Takoradi Technical University, as enshrined in its strategic plan (2016 – 2020) shall be dedicated to advanced instructional delivery in engineering and applied sciences and also creative arts, business and technology-based research disciplines in strong collaboration with industry through competency-based teaching approaches, which contribute to the advancement of the Western Region and Ghana as a whole.

3.00 Vision, Goals and Objectives
Over the years, the educational system of Ghana has emphasized
human resource development at two main levels, namely:

- Basic skills and operative training in the secondary schools and technical institutes.
- Managerial development in the universities.

Consequently, a gap has existed in the supply of middle level personnel such as technocrats and supervisors for improved productivity in the economy. As a tertiary institution, Takoradi Technical University is expected to help bridge that gap, hence, its vision, goals and objectives outlined as:

### 3.10. The Vision

The vision of Takoradi Technical University is to be the most preferred engineering and applied sciences University of Choice devoted to excellence in teaching and applied industrial research to evolve competent world-class human resource for the strategic development of industry in order to achieve an enhanced national and global development.

### 3.20 The Goals

The goals of the University are to contribute to Ghana's employment capacity building by providing technological and applied sciences education at the tertiary level, as well as to provide other related programmes such as research and consultancy to improve productivity in industry and commerce.

### 3.30 The Objectives

In order to achieve the above-stated goals, the University is currently pursuing the following objectives:

i. Make higher education equally accessible to all persons suitably qualified and capable of benefiting from education and training offered at a technical university.

ii. Determine the programmes of study by considering the multiplicity of scientific theories and methodologies.

iii. Use competency-based and practice-oriented approaches in teaching, organisation and delivery of courses/programmes.
iv. Develop strong linkages and collaboration with relevant industries, businesses, professional bodies and technical experts in the delivery of programmes.

v. Offer programmes and courses within the mandate of technical university.

vi. Provide opportunities for skills development, applied research and publication of research findings.

4.00 Organization and Administration
Takoradi Technical University has the National Council for Tertiary Education as its top advisory and constitutional agency. Legally, however, direct governance and administration are vested in the University Council and the Academic Board respectively. The Governing Council is the highest policy making body.

The Academic Board is responsible for:
- determining academic policies.
- prescribing rules and regulations for operation.
- advising the Council on academic issues.

The University is governed and administered in accordance with the Technical Universities Act 922 (2016) and the Statutes of Takoradi Technical University.

4.10 Members of the University
The membership of the University falls into four categories as follows:

4.11 Senior Members
Senior Academic and Professional Staff

4.12 Junior Members
Students enrolled in the University and registered with an academic department for a programme of study.

4.13 Senior Staff
Administrative and Technical staff of the equivalent rank of Administrative Assistant and above.
4.14 Junior Staff
Supporting staff, both administrative and technical and of equivalent rank below Administrative Assistant.

4.20 Internal Administration
The machinery for the internal administration and operation of the University is based on organizational arrangements which include positions of Management, establishment of specialized departments and units, and the use of standing and ad-hoc committees. The five main organs responsible for the day to day administration and operation of the University are:

4.21 Central Administration
Responsible for general administration, correspondence, financial transactions and control as well as provision and maintenance of services. The professional and technical units of the Central Administration include the offices of the Vice Chancellor, Pro-Vice Chancellor, Registrar, Director of Finance, Librarian, Director of Internal Audit, Dean of Students' Affairs, Director of Business Development and Entrepreneurship, Planning, Industrial Liaison and Director of Works and Physical Development.

4.22 Faculties, School and Centre
Responsible for co-ordinating academic work of the various academic departments of the University and ensuring that proper academic standards are maintained. Takoradi Technical University currently has five Faculties, a School and a Centre all headed by Deans and Directors.

4.23 Academic Departments
Responsible for the development and implementation of teaching and other academic programmes. Each department has a head; currently, there are twenty-three academic departments.

4.24 Convocation
Responsible for ensuring fair and proper administration and accountability in the University. Its membership includes all senior members.
4.25 Students Representative Council (SRC)
The University Act provides for the establishment of a Students' Representative Council (SRC) as the official organ of the students of the University. The Executive members are elected by the general student body. The SRC is responsible for promoting the general welfare and interest of students; it co-ordinates the social, cultural, intellectual and recreational activities of the students. All views and concerns of the students are channelled through the SRC to the appropriate bodies of the University. However, matters which are purely academic in nature may be dealt with by the Academic Counsellors or Heads of the Departments of the individual students concerned.

5.00 Faculties, Departments and Centres
The five faculties with various academic Departments under them are listed below:

5.10 Faculty of Applied Arts and Technology
   5.11 Department of Ceramics Technology
   5.12 Department of Fashion Design and Technology
   5.13 Department of Graphic Design and Technology
   5.14 Department of Industrial Painting
   5.15 Department of Sculpture Technology
   5.16 Department of Textiles and Technology

5.20 Faculty of Applied Sciences
   5.21 Department of Hospitality Management
   5.22 Department of Industrial and Health Science
   5.23 Department of Information and Communications Technology
   5.24 Department of Mathematics, Statistics and Actuarial Science
   5.25 Department of Tourism Management

5.30 Faculty of Business Studies
   5.31 Department of Accountancy and Finance
   5.32 Department of Marketing and Strategy
   5.33 Department of Procurement and Supply
Department of Professional Studies
Department of Secretaryship & Mgt. Studies

School of Engineering
Department of Civil Engineering
Department of Electrical/Electronics Engineering
Department of Mechanical Engineering Auto & Refrigeration/Air-conditioning
Department of Mechanical Engineering – Plant & Production

School of Built and Natural Environment
Department of Building Technology
Department of Estate Management
Department of Interior Design and Technology

for Languages and Liberal Studies
for Research, Innovation and Development
for Business Development and Entrepreneurship

Technical Training Centre
Innovation Technology Communication Services

 Institute of Distance Learning

TERTIARY PROGRAMMES
Currently offers a variety of tertiary level programmes:

Bachelor of Technology (B.TECH) Top-up Programmes
Bachelor of Technology Civil Engineering
Bachelor of Technology Graphics
Bachelor of Technology Hospitality Management
Bachelor of Technology Industrial Art (Textile option)
Bachelor of Technology Procurement
Bachelor of Technology Tourism Management
Bachelor of Technology Electrical/Electronic Engineering
Bachelor of Technology Telecommunication Engineering
Bachelor of Technology Fashion Design and Technology
• Bachelor of Technology Accounting with Computing
• Bachelor of Technology Building Technology
• Bachelor of Technology Marketing
• Bachelor of Technology Mechanical Engineering
• Bachelor of Technology Secretaryship & Management Studies
• Bachelor of Technology Statistics
• 4-Year Bachelor of Technology Civil Engineering

Higher National Diploma (HND) Programmes
• HND Accountancy
• HND Civil Engineering
• HND Commercial Art (Graphic Design/Textiles/Ceramics/Painting/Sculpture)
• HND Construction Engineering Management
• HND Electrical/Electronic Engineering
• HND Estate Management
• HND Fashion Design & Technology
• HND Information Communication Technology
• HND Interior Design and Technology
• HND Hotel, Catering and Institutional Management
• HND Marketing
• HND Mechanical Engineering (Auto/Plant/Production/Refrigeration & Air-Conditioning option)
• HND Purchasing and Supply
• HND Secretaryship & Management Studies
• HND Statistics
• HND Tourism
• HND Science Laboratory Technology
• HND Estate Management

Two-Year Diploma Programmes
Diploma in Business Administration
Diploma in Office Management (Secretaryship)
Diploma in Business Studies (Accounting, Marketing, Purchasing & Supply Options)
Diploma in Fashion
Diploma in Tourism
Diploma in ICT
Diploma in Hospitality
Diploma in Laboratory Technology

**One-year Certificate/Technician Programmes**
Construction Technician Course (CTC) [Part I, II and III]
Electrical Engineering Technician (EET) [Part I, II and III]
Motor Vehicle Technician (MVT) [Part I, II and III]
Mechanical Engineering Technician (MET) [Part I, II and III]
Painting and Decorating Advanced
Welding Advanced
Science and Laboratory Technology
Access Course for Technical/Vocational Student

**6.20 FUTURE PROGRAMMES**
The University plans to introduce the following programmes in the near future:

a) **Higher National Diploma (HND) in:**
   - Banking and Finance
   - Environmental Engineering
   - Surveying
   - Marine Engineering
   - Water Engineering
   - Welding
   - Oil and Gas

b) **Bachelor of Technology (Degree) Programmes in:**
   - Ceramics
   - Executive Secretaryship
   - Information Communication Technology
   - Interior Design Technology
   - Oil and Gas

8
- Painting
- Sculpture

**Note:** Degree programmes are in two forms: Post HND two year top-up and Four year post-secondary.

### 6.30 Certification of Programmes

a) The Bachelor of Technology Certificate is awarded by the University Council on the recommendation of the Academic Board.

b) All collaborated Bachelor of Technology Certificate is awarded by the collaborated Universities Councils on the recommendation of their respective Academic Boards.

c) The Higher National Diploma certificate is however, awarded by the University in conjunction with the National Board for Professional and Technician Examinations (NABPTEX).

### 7.00 Student Services

#### 7.10 The Hall System

The University has five halls namely, Nzemah-Mensah and Ahanta Hall for males, GHACEM Hall for females and Getfund Hostel & University Hall for both sexes. The membership of each hall consists of Senior Members, who are staff of the university and Junior Members – students.

- Each hall has a governing body - Hall Council, consisting of a Hall Warden, a selected number of Senior Members (Fellows) and Junior Members.
- The Officers of each hall include the Hall Warden as the Chief Administrator and Fellows as Counsellors.
- On admission to the University, each student is assigned to one of the halls for easy integration into the institution and counselling services when necessary
- The overall Supervisor and Co-ordinator of the hall system is the Dean of Students' Affairs
7.20 Hostel Accommodation
One of the aims of the technical university system in Ghana is to help increase access to tertiary education. In this regard, the Technical Universities are intended to be predominantly non-residential institutions. However, it must be noted that they are both national and international institutions, therefore, limited hostal accommodation exists for few students who must travel long distances to their respective universities. The hostel facilities are made available to first year students enrolled on Bachelor of Technology (B.Tech.) and Higher National Diploma (HND) programmes as well as foreign students.

Private hostels within walking distances from the University can be located on the Effia-kum (New-site) and Butumayabu campuses all suburbs of Takoradi. The University is currently engaged in discussion with a private estate developer for the construction of additional hostels.

7.30 Students Union Building
In order to promote the concept of non-residential institution, the Students Union Building complex was commissioned in 1996. The complex provides a variety of services to all students. It houses SRC offices, a health centre, a pharmacy shop, washrooms, a sports unit and the Guidance and Counselling Centre.

7.40 Canteen Services
The University runs a restaurant which provides meals during the day, from Monday to Friday. The SRC runs a canteen which provides snacks and meals from Monday to Sunday. Additionally, a shed is provided on campus for use by outsiders who come to sell food to students. The Hospitality Management Department of the university also provides restaurant services to members of the University as well as the general public on specified days as part of the training of students.

7.50 Health Services
The University has a health centre, located in the Students Union Building, under the care of a Locum, Medical Doctor and Medical Assistant who supervises its activities and provides professional advice,
where necessary. She/he is assisted by nurses and other medical staff. The services provided include consultation, student medical examinations and administration of pharmacy, Laboratory services and clinical services.

8.00 Discipline of Junior Members
The codes of discipline for Junior Members are specified in statutes 53 of Takoradi Technical University. Students are expected to be familiar with the statutes and regulations which will be enforced from time to time. Pleading ignorance to the rules is not a valid excuse for any misconduct.

8.10 Guidelines for Determining Appropriate Punishments for Specific Offences by Students
Offences fall into two broad categories:

- Cases of misconduct which the University could investigate/subjected to trial, and
- Criminal offences which should be referred to the Police for necessary action.

In the case of criminal offences, the final decision of the University would depend on the outcome of Police investigation.
<table>
<thead>
<tr>
<th>Misconduct</th>
<th>Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination</td>
<td>Warning, rustication not exceeding a semester</td>
</tr>
<tr>
<td>Membership of a secret cult on campus</td>
<td>Warning</td>
</tr>
<tr>
<td>Infringement of other University Regulation</td>
<td>Warning, rustication and dismissal</td>
</tr>
<tr>
<td>Absence from lectures without permission</td>
<td>Prevention from taking end of semester examination</td>
</tr>
<tr>
<td>All forms of Examination malpractices</td>
<td>Dismissal, rustication, warning and cancellation of paper</td>
</tr>
<tr>
<td>Publications likely to bring the name of the University into disrepute</td>
<td>Dismissal, rustication and warning</td>
</tr>
<tr>
<td>Practice of Homosexuality</td>
<td>Dismissal</td>
</tr>
<tr>
<td>All forms of assaults – physical, verbal, sexual</td>
<td>Dismissal, rustication, warning, refund of victim's medical bills if any and handing the culprit over to the police</td>
</tr>
<tr>
<td>Sexual harassment</td>
<td>Dismissal, rustication, warning, refund of victim's medical bills if any and handing the culprit over to the police</td>
</tr>
<tr>
<td>Failure to write examinations: mid semester and re-sit without permission</td>
<td>Withdrawal, repetition, warning or referred.</td>
</tr>
<tr>
<td>Failure to submit assignment, and any other academic report.</td>
<td>Referred in the paper concern and the student made to write the paper as re-sit.</td>
</tr>
<tr>
<td>Failure to register within stipulated period</td>
<td>Deferment of programme and payment of penalty</td>
</tr>
<tr>
<td>Failure to submit industrial attachment reports, project work</td>
<td>Denial of graduation</td>
</tr>
</tbody>
</table>

**Unruly Behaviour**

Unruly behaviour shall include disorderly behaviour or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behaviour and the penalties they attract are as categorized below:
<table>
<thead>
<tr>
<th>S/N</th>
<th>Offence</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Maximum, unless otherwise stated)</td>
</tr>
<tr>
<td>a.</td>
<td>Reckless driving on campus</td>
<td>The case shall be referred to the Security or Dean of Students' Affairs. If other charges of misconduct accompany the offence then the offender, shall in addition be appropriately punished.</td>
</tr>
<tr>
<td>b.</td>
<td>Disturbance of peace of any kind anywhere on campus</td>
<td>This shall range from reprimand to rustication depending on the degree of the offence</td>
</tr>
<tr>
<td>c.</td>
<td>Jumping the queue</td>
<td>Reprimand</td>
</tr>
<tr>
<td>d.</td>
<td>Crossing of lawns</td>
<td>Reprimand</td>
</tr>
<tr>
<td>e.</td>
<td>Defacing University building in any form</td>
<td>Reprimand and surcharge for the repair of the damage done</td>
</tr>
<tr>
<td>f.</td>
<td>Throwing of missiles</td>
<td>This shall range from reprimand to expulsion depending on the gravity of the offence, the target of the missile and the type of missile (paper, stone, etc.)</td>
</tr>
<tr>
<td>g.</td>
<td>Hijacking of a private or public vehicle on campus</td>
<td>Rustication for a maximum of two semesters and surcharge for repair of the damage done to vehicle.</td>
</tr>
<tr>
<td>h.</td>
<td>Threat of death and violence of any kind on anybody</td>
<td>Dismissal and handing over to the Police for prosecution</td>
</tr>
<tr>
<td>i.</td>
<td>Fighting</td>
<td>Dismissal</td>
</tr>
<tr>
<td>j.</td>
<td>Illegal detention of people</td>
<td>Dismissal</td>
</tr>
<tr>
<td>k.</td>
<td>Any other behaviour that may be classified as unruly behaviour</td>
<td>This shall range from reprimand to expulsion depending on the gravity of the offence</td>
</tr>
<tr>
<td>l.</td>
<td>Making or receiving calls whilst lectures are on-going</td>
<td>This shall range from reprimand to rustication depending on the degree of the offence</td>
</tr>
</tbody>
</table>

**Indecent Behaviour**

The identified acts that constitute indecent behaviour and the recommended punishment for each act are listed as follows:
<table>
<thead>
<tr>
<th>S/N</th>
<th>Offence</th>
<th>Punishment (Maximum, unless otherwise stated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Defecating outside designated areas</td>
<td>Ranging from Reprimand to Rustication for one semester. If offence is committed in a Hall of Residence, the offender shall be ejected from the Hall.</td>
</tr>
<tr>
<td>b.</td>
<td>Urinating outside designated areas</td>
<td>Reprimand, scrubbing and weeding the area for a period of one month or less.</td>
</tr>
<tr>
<td>c.</td>
<td>Brushing of teeth outside designated areas</td>
<td>Reprimand</td>
</tr>
<tr>
<td>d.</td>
<td>Spitting in public places</td>
<td>Reprimand</td>
</tr>
<tr>
<td>e.</td>
<td>Overt sexual gestures in public places</td>
<td>Reprimand, rustication for maximum of two semesters</td>
</tr>
<tr>
<td>f.</td>
<td>Any other behaviour that may be classified as indecent</td>
<td>Reprimand to Rustication for a maximum of one semester.</td>
</tr>
</tbody>
</table>

**Vandalism**

<table>
<thead>
<tr>
<th>S/N</th>
<th>Offence</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Willful damage or destruction of University's or private property</td>
<td>Rustication for up to a maximum of one semester, Expulsion depending on gravity of offence or payment for the repair or replacement of damaged or destroyed property.</td>
</tr>
</tbody>
</table>

**Bed-space Trafficking**

This is defined as unauthorized transfer and receipt of bed-space on gratis or by direct sale. It is an offence to squat or permit squatting within the hall or across the halls. It is also an offence to squat non-resident students. The penalties for this category of offences are listed below:

14
<table>
<thead>
<tr>
<th>S/N</th>
<th>Offence</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Unauthorized transfer of bed space</td>
<td>Forfeiture of bed space by transferee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reprimand for both offenders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loss of right to accommodation for the rest of stay in the University</td>
</tr>
<tr>
<td>b</td>
<td>Direct sale</td>
<td>Rustication for a maximum of one semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for both offenders.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loss of right to accommodation for the rest of stay in the University</td>
</tr>
<tr>
<td>c</td>
<td>Squatting within Hall</td>
<td>Ejection of both offenders' from Hall of Residence for the semester.</td>
</tr>
<tr>
<td>d</td>
<td>Squatting across Halls</td>
<td>Loss of right to accommodation for the rest of stay in the University</td>
</tr>
<tr>
<td>e</td>
<td>Squatting of Non-residents</td>
<td>Rustication for one semester, and Loss of right to accommodation for the rest of stay in the University.</td>
</tr>
</tbody>
</table>

### Criminal Offences

<table>
<thead>
<tr>
<th>Offence</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraud</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Theft</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Burglary</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Assault occasioning harm</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Murder</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Possession of fire arms</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Arson</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Rape</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
<tr>
<td>Possession and use of hard drugs and drug trafficking</td>
<td>Dismissal/Referred the matter to the police for investigation</td>
</tr>
</tbody>
</table>
Unauthorised Transfer, Usage and Damage of University Property

Three possible offences are listed below:
(i) Unauthorised transfer of any university property.
(ii) Unauthorised usage of any university property.
(iii) Damage of any university property.

These offences shall attract strong Reprimand and replacement of the property removed together with the repair of any attendant damage(s).

Pilfering
The unauthorised removal of any small property or petty object belonging to another person with the intention of permanently depriving the owner of its use. It is pilfering when the value of the property is not of such substance as would interest the law enforcement agents. Cases of pilfering shall, therefore, be addressed by the University. Pilfering shall attract punishment ranging from reprimand to rustication for one semester to dismissal depending on the gravity and the frequency of the offence.

Stealing
This is the unauthorised removal of a property that belongs to another person. Stealing is a criminal offence and must be referred to the Police. On being arraigned in Court, the student is automatically suspended from the university. After the matter has been disposed of by the Police, the student still has to face university for misconduct punishable with a penalty ranging from rustication for one semester to dismissal depending on the gravity of offence.

Insubordination
This is defined as unwillingness to submit to, or willful disrespect of constituted authority. This shall attract a punishment ranging from strong reprimand to rustication for one session, depending on the gravity of the offence.

Membership of a Secret Cult on campus
Since all secret cults have been proscribed, it is an offence to belong to a
secret cult on campus. It is also a contravention to belong to any secret
cult. The University shall punish the offender for contravening its rules
and regulations by dismissal.

Other Offences not specified
Any other offences and their appropriate penalties which are not
specified in the present set of guidelines shall be determined by the
university.

Criminal Offences
These are acts that contravene the laws of Ghana and as such shall be
handled by the Law enforcement agents. These acts are listed in the host
country of TTU. However, after the Police have concluded their own
part of the case, the student shall still be arraigned before the University
which shall try him/her for misconduct and also punished accordingly to
the gravity of the offence.

NOTE: Students should note that, in addition to the rules and
regulations in the Students Handbook, Students in accommodation
are bound by the rules and regulations of the Hall of Residence.

8.30 Examination Malpractices
A student found to be involved in examination malpractices shall be
dismissed from the university. Additionally, offence(s) may be
communicated to other tertiary institutions, and relevant
bodies/agencies.

The application of this internal punishment shall be without prejudice to
the application of the rules and regulations of the appropriate external
examining bodies.

9.00 Academic Calendar
The academic year of the university consists of two semesters with about
three weeks break in between. Each semester is made of 16 weeks
duration for registration, instruction and examination.

9.10 First Semester 9.20 Second Semester
August - December February - May

9.30 Industrial Attachment & Students' Admission
i. B.Tech. students will undertake an industrial attachment at the end of level 100, 200 and 300 depending on the programme of study. Top-up B-Tech. programmes – semester out for industrial attachment.
ii. First Week of June to the first week of August: Compulsory Industrial Attachment for HND first and second year students - 10 to 12 weeks.
iii. Long Vacation Courses: These classes usually run for about 6 weeks, beginning in the second/third week of August. The courses are open to both university students and other members of the community.
iv. Selection for Fresh students begins first week of May.
v. First Admission List released First Week of June.
vi. Supplementary list of Admission released one week after classes begin in the first semester.

10.10 Payment of Fees
To be able to register in the department for courses, a student must pay in full all University fees on or before the first day of the first semester.

10.20 Orientation
At the beginning of the academic year, new students are required to undergo orientation and counselling programme before they register for their courses. The orientation programme is provided by representatives of the Registrar, Academic Deans and Heads of Department. Discussion shall include the structure, administration and operation of the University, Central Administration, Centres, Faculties, Departments, Halls, counselling system and uses of the Students Union Building.
All new students must attend the orientation programme because they will use the knowledge throughout their programmes. To be admitted into any class and to be able to offer any course, students are required to register first with their academic departments, at the beginning of every semester.

10.30 Registration
All new students must be counselled regarding the registration of courses to be offered in the semester. Registration is compulsory for all students and must be done at the beginning of each semester. Late registration will not be entertained, and failure to register will result in withdrawal from the university.

10.40 Counselling
Every student, admitted into the University and registered with an academic department, will be assigned an academic counsellor who will normally be an academic staff of the department. Students facing academic and other difficulties will first consult the academic counsellor for the necessary assistance. If the counsellor is not able to resolve issues, the Head of Department will assist. Additionally, every student will be assigned to a hall counsellor for welfare matters. Sometimes, the academic counsellor and the hall counsellor may be the same person. In all cases, students are expected to utilise such facilities to better manage their stay on campus and for a successful completion of their programmes.

11.00 STRUCTURE OF THE BACHELOR OF TECHNOLOGY AND HIGHER NATIONAL DIPLOMA PROGRAMMES

11.10 Objectives:
B.Tech./HND programme objectives are structured in consistence with the basic aims of the University:

11.11 To help give the student a form of general/liberal education, through African Studies, Communication Skills, Computer Literacy, Entrepreneurship that should enable the student to participate and contribute meaningfully to society.
11.12 To enable the student acquire technical/professional skills that will enable him/her to perform as a manager/middle-level management personnel in an appropriate establishment, hence, contribute to the technological development of the nation.

11.13 To help the student develop positive attitude, confidence as well as entrepreneurial skills for job creation in order to expand the private sector.

11.14 To expose students to the demands and nature of their chosen profession through industrial attachment as well as to provide opportunity for them to learn on the job.

11.20 Programme Characteristics
B.Tech./Higher National Diploma programme are offered in four/three years respectively and comprises a number of courses. Programmes include core and elective courses designed to help the student satisfy the requirements of the programme.

11.30 Nature of Courses

11.31 Full Course
A full course is defined as one which involves three (3) contact hours of oral delivery or six hours of practical work per week (or a combination of oral delivery and practical instruction of equivalent duration) for a period of 16 weeks.

A full course is worth 3 credit points. A fraction of a course is worth 2 credit points and this would involve two (2) contact hours of oral delivery or four (4) hours of practical work (or appropriate combination) per week for 16 weeks.

11.32 Full-Time Minimum Load
A full-time student shall carry a minimum load of 15 credit points (equivalent of 5 full courses). In an academic year i.e. two semesters - a student is expected to accumulate not less than 30 points. For some programmes, students may carry a maximum load of twenty-two (22) credit points per semester.
11.33 Required Liberal Courses
All students enrolled in B.Tech./HND programmes will have to take the following required courses before they qualify for the award of the Degree/Diploma.
   a) African Studies       2 credits
   b) Communication Skills 2 credits
   c) Computer Literacy    2 credits
   d) Entrepreneurship    2 credits

11.34 Required Programmed Course
The required courses aside, each department and specific programmes may have required courses and students must satisfy such requirements before they will qualify for the award of the Degree/Diploma.

11.35 Optional Courses
For some programmes, students may be required to select courses from a number of optional courses for specialization. Programme specialization usually takes place in the final year; however, it may begin in the second year of the programme.

11.36 Choice of Courses
During fresh students' orientation, Academic Deans will explain programmes, pre-requisites for courses, required courses and minimum credit points required for semesters and programmes.

11.37 Components of Course Work
The three main components of a course work are:
   ➢ Attendance at Lectures
   ➢ Activities for Continuous Assessment
   ➢ Writing End of Semester Examination

12.00 Industrial Attachment for B.Tech./HND Programmes
All students enrolled on university programmes are required to undergo experiential training during the long vacation for minimum of 8 weeks and maximum of 12 weeks at the end of the first, second and third years of their programme.
The industrial attachment is assigned credits; each student will be required to write a report at the end of each session of attachment. The report will be graded together with the industrial supervisor's report for the award of the Degree/Diploma.

13.00 Classification of HND Students
Students on the HND programmes will be classified as follows:
- First Year - Minimum of 30 credit points
- Second Year - Minimum of 60 credit points
- Third Year - Minimum of 90 credit points

14.00 Academic Assessment
Students' performance in a course shall be assessed upon the three components of academic activity:
- i. Class Attendance
- ii. Continuous Assessment
- iii. End-of-Semester Examination.

14.10 Attendance
Students must meet a minimum requirement of 85% class attendance and other course activities to be eligible to write the end of semester examination in a course.

14.20 Continuous Assessment (40%)
The Continuous Assessment shall consist of two components: Course work and Mid-Semester Examination, each carrying 20% of the overall grading in the course. Course work, carrying 20% of the overall marks, shall comprise attendance, quizzes, essays, short tests, assignment, laboratory reports and workshop activities.
Mid-Semester Examination shall be conducted for all courses and shall account for 20% of the overall marks. The period for the examination is approved by Academic Board; the examination is conducted during regular classes.

14.30 End of Semester Examination (60%)
There shall be an End of Semester examination for all courses; the minimum duration for a paper shall be two hours. The end of semester
examination constitutes 60% of the overall grading in a course. Normally, a student will be expected to have satisfied all requirements for continuous assessment in a course to qualify to write the end of semester examination.

14.40 External Examiners and Moderators
External examiners and moderators may be recommended by the Academic Board for appointment by the National Board for Professional and Technician Examinations (NABPTEX) to validate various courses and programmes.

14.41 External Examiners
These are appointed to review and moderate the end of semester examination questions, marking schemes and answered scripts of candidates in individual courses. External moderators must ensure that each examination paper covers the entire course contents and the questions meet academic standards.

14.42 External Moderators
External moderators assess the overall programme in terms of curriculum, staffing, student performance and the general academic standard. They may make recommendation for improvement in the programme.

14.42 Internal Peer Reviewing Moderation
Internal Moderators assess the B-Tech. Top-up programmes in respect to curriculum, staffing, students' performance and general academic standard.

15.00 B.TECH./HND Grading System

15.10 Grading Equivalents
Raw scores (usually percentage marks), Letter Grades (LG), Numerical Equivalent (NE) and Performance Explanation (PE) shall be used for grading of students in courses. Currently, the following grading equivalent shall apply.
<table>
<thead>
<tr>
<th>MARK</th>
<th>LG</th>
<th>NE</th>
<th>PF</th>
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<tbody>
<tr>
<td>85 - 100</td>
<td>A+</td>
<td>5.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>80 - 84</td>
<td>A</td>
<td>4.5</td>
<td>Distinction</td>
</tr>
<tr>
<td>75 – 79</td>
<td>B+</td>
<td>4.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>70 – 74</td>
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</tr>
<tr>
<td>65 – 69</td>
<td>C+</td>
<td>3.0</td>
<td>Credit</td>
</tr>
<tr>
<td>60 – 64</td>
<td>C</td>
<td>2.5</td>
<td>Credit</td>
</tr>
<tr>
<td>55 – 59</td>
<td>D+</td>
<td>2.0</td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 54</td>
<td>D</td>
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<td>Pass</td>
</tr>
<tr>
<td>Below 50</td>
<td>F</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

15.20 Failure and Withdrawal from B.Tech./HND Programmes

15.21 A student may be withdrawn from the programme if his/her total class attendance at the end of the academic year in all courses taken is less than 80% except for dispensation granted by the department on health or other reasons.

15.22 A student may be withdrawn from the programme if his/her GPA falls below 1.0 at the end of the academic year.

15.23 A student who fails in THREE or more courses (or equivalent of 9 or more credits) at the end of any semester or who fails in FIVE or more courses 9 or the equivalent of 12 or more credits) at the end of the academic year shall be deemed to have failed the entire programme and may be withdrawn.

15.24 A student on probation who fails to improve his/her GPA standing to 1.50 by the end of the probation period shall be deemed to have failed the programme and shall, accordingly, be withdrawn.
15.30 Re-sit/Supplementary B.Tech./HND/Diploma Examinations

15.31
If in a particular semester a student could not take part in the end of semester examination with a good reason the student would be allowed to write a Supplementary Examination.

15.32
If in any particular semester a student fails in one or more courses, s/he shall be referred in the course(s) and s/he shall be eligible to write a re-sit examination at a fee.

15.33
In all cases where a student takes re-sit examination, his/her total credit earned shall be increased by the credits assigned to the course(s) in which s/he takes the re-sit examination, to determine his/her GPA.

15.34
There shall be one main period for Resit/Supplementary Examination for all courses in the year and this will normally be in the month of August or September.

15.35
A student who fails or refuses to write any Resit Examination paper at the end of an academic year shall be deemed to have failed the course(s) concerned and he/she shall be given a final score of Grade F or Numerical Grade 0 to determine his/her GPA and standing for the academic year. Additionally, failure to write Resit Examination will normally be considered as one of the two chances available to the student to redeem himself/herself in the failed course(s).

16.00 Qualification & Classification of B.Tech./Higher National Diploma

16.10 Qualification for the B.Tech./HND
To qualify for the B.Tech./Higher National Diploma, a student shall
have:

- Satisfied all requirements of the Department, the School and the University.
- Obtained passes in the requisite core courses and the prescribed electives.
- Accumulated a minimum of 90 credit points.
- Made at least 80 percent aggregate attendance at lectures, laboratory and workshop sessions.
- Obtained a GPA not below 1.50 in the programme as a whole
- Obtained a GPA of at least 1.00 in any one of the six - eight semesters of the programme

### 16.17 Classification of the B.TECH./HND

<table>
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<tr>
<th>Cumulative GPA</th>
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</tr>
<tr>
<td>3.00 – 3.99</td>
<td>2nd Class Upper</td>
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<tr>
<td>1.50 – 1.99</td>
<td>Pass</td>
</tr>
<tr>
<td>Below 1.50</td>
<td>Fail</td>
</tr>
</tbody>
</table>

### 17.00 Accreditation and Award of B.TECH./HND

#### 17.10 Accreditation of Programmes

All programmes must be accredited by the National Accreditation Board (NAB) before they qualify for examination/certification by the National Board for Professional and Technician Examinations (NABPTEX). NAB operates with Panels which consist of professionals and experts in the programme areas.

Accreditation exercises involve comprehensive Panels assessment of all aspects of the programmes: curriculum, staff, equipment, facilities, students' entry qualifications, students' work and performance, and interview with staff and students.
17.20 Award of B.TECH/HND CERTIFICATES
The B.TECH. certificate is awarded by the university whiles the Higher National Diploma (HND) is awarded by the National Board for Professional and Technician Examinations (NABPTEX) to the individual student, upon recommendation by the Academic Board and the External Examiners/Moderators, based on the performance of the student and upon confirmation by NAB that the programme has been accredited by its Board.

18.00 The Structure of Other Tertiary Programmes

18.11 To guide and assist the student to undertake the required learning and practical activities as outlined in the relevant external syllabus to enable the student write the examination set by the external examining board.

18.12 Final Technician Certificates:
These are generally the Part III programmes of one-year duration except the Construction Technician Certificate Part II which is of two years duration.

Full-time tertiary programme students enrolled in the programmes qualify for the SSNIT Loan Scheme.
Students are required to carry out all internal assignments and write both internal and external examination. They must meet the prescribed requirements set by the University and the external examining board. The external examining body for the Final Technician Certificates programmes is the Technical Examinations Unit of the GES.

- Professional Programmes (CILT & DILT)
The programmes are usually offered for employees, therefore, it is provided on part time basis, with classes scheduled for evenings and weekends. Students under the above programme do not qualify for the Student Trust Loan Scheme.

19.00 B.Tech./HND Programme For Evening School
The University offers B.Tech./HND programmes for workers who may
not have time for full-time studies or could not easily access study leave. The Evening School offers courses in Accountancy, Marketing, Purchasing and Supply, Secretaryship and Management Studies, Graphic Design, Hotel, Catering and Institutional Management, Civil Engineering, Building Technology, Mechanical Engineering and Electrical/Electronic Engineering were included in 2009. However, students pay for tuition.

The duration for these Evening School programmes is also 2 - 3 years (and may include weekend lectures).

20.00 General Entry Requirements

20.10 B.Tech. /HND Programmes

Candidates must possess any ONE of the following:

- A minimum of Six (6) credit passes in the SSSCE/WASSCE including Core English Language, Mathematics and Integrated Science/Social Studies and the three relevant Electives.

- A minimum of THREE (3) GCE 'A' Level passes in the relevant subjects and a pass in the General Paper plus FIVE (5) GCE 'O' Level Credit passes which must include English Language and Mathematics.

* Relevant Technician Certificate or Advance Craft Certificate plus FOUR (4) GCE 'O' Level Credit passes including English Language and Mathematics or FOUR (4) SSSCE/WASSCE passes in Core English and Mathematics and Two (2) relevant Electives.

* Mature Candidates (not below 25 years) must have worked in a relevant field for not less than three (3) years, with 'O' Level pass in English Language and Mathematics or SSSCE/WASSCE pass in Core English.

* Post HND with at least Second Class Upper (B-Tech. Top-up)

- For Diploma admission and technician four passes including Mathematics, English Language and Two relevant subjects
- Electrical Engineering Technician Certificate Part III (EET 3) – 1 YEAR
- Mechanical Engineering Technician Certificate Part III (MET 3) – 1 year
- Motor Vehicle Technician Certificate Part III (MVT 3) – 1 year

21.00 University Fees Components
Students will be required to pay Academic Facility-user Fees (AFUF), basic servicing fees (AFUF), examination fees, tuition fees (where applicable) and provide their own practical training materials.

21.10 Ghanaian Students

21.11 Tuition Fees
All Ghanaian students enrolled on full-time tertiary programmes do not pay tuition fees. But all students enrolled on the non-tertiary programmes, Part-time/Evening School, Part-time/Top-up Weekend School do pay tuition fees, determined by the University Council, to help remunerate additional part-time staff engaged for such programmes.

21.13 Foreign Students
Foreign students pay a composite fee in foreign currency to cover tuition, services and examination. The fee is normally fixed in US Dollars.

21.14 Financial Assistance
As a newly established tertiary institution, Takoradi Technical University has no financial support scheme for students. Therefore, students are expected to make their own arrangements for financial support. However, all Ghanaian students admitted into the Bachelor of Technology and Higher National Diploma and other Tertiary programmes qualify for financial assistance under the Student Loan Trust Fund. The student must apply for the loan.
21.15 Sport Scholarship
The University takes keen interest in unearthing talents of students and developed them to become future stars. For this reason, the university offers various categories of sport scholarship to students who engage and excel in one or more sporting discipline.

The university has other scholarship package called Vice Chancellor's Brilliant but Needy Scholarship. This scholarship is awarded to brilliant but needy indigenes from Effia, Butumagyabu (BU) and Akatakyie township and its environs.

22.00 HALLS OF RESIDENCE
Presently, there are three Halls of residence: Ahanta and Nzema-Mensah for male students and GHACEM Hall for female students on the main campus. The GetFund Hall on the Business campus at Butumajabu houses both male and female students. Each student of Takoradi Technical University is affiliated to a hall.

22.10 General Regulations Governing Halls of Residence in the Takoradi Technical University

22.11 Halls
From time to time, there shall be established in Takoradi Technical University, Halls bearing names as the University Council may determine.

22.12 Membership
The membership of each Hall shall consist of the students assigned to it, who shall be known as Junior Members, and the Senior Members of the University. Admission into the halls shall be in accordance with procedures laid down by the Academic Board. One Senior Member shall be assigned to a Hall of Residence.

22.13 Governance of the Halls
The governing body of each Hall shall be the Hall Council which shall be responsible for all matters concerning the Hall, subject to the Act, Statutes and Regulations of the University, subject to such other
conditions as may be laid down in the Hall's constitution. The Council shall meet, at least, once in a semester.

23.00 Composition of the Hall Council
The Hall Council shall consist of the Hall Warden, Hall Administrator and not less than Six Fellows, at least, half the members being Counsellors appointed in a manner prescribed by the Fellows and the same number of Junior Members including the President, Secretary and Treasurer of the Junior Common Room Committee.

23.10 Hall Officers
The Officers of each Hall shall consist of the Hall Warden, Vice Hall Warden, Administrator, Counsellors and such other officers in the Hall Council shall decide.

➢ The Hall Warden and the Vice Hall Warden shall be appointed by the Vice Chancellor for a two (2) year term, subject to re-appointment for another term only and may be appointed after a period of four (4) years.
➢ In the absence of the Hall Warden, the Vice Hall Warden will act until a Hall Warden is appointed.
➢ The Chief Counsellor shall be appointed by the Vice Chancellor on the recommendation of the Hall Council for a two-year term, subject to re-appointment for another term only and may be appointed after a period of four (4) years.
➢ The Counsellors shall be appointed by the Vice Chancellor from among the Fellows of the Hall on the recommendation of the Hall Council for a two-year term, subject to reappointment for another term only and may be appointed after a period of four (4) years. The number of Counsellors for each Hall shall be determined on a ratio of one (1) Counsellor to thirty (30) students.

24.00 DUTIES AND CONDITIONS OF TENURE OF HALL OFFICERS

24.10 Hall Warden
The Hall Warden shall be the head of the Hall and shall be responsible to
the Dean of Students' Affairs for the general supervision of the affairs of the Hall. He/She shall take precedence over all fellows and members of the Hall and shall have unrestricted rights of attendance and audience at all meetings of the Hall Council, in all cases not provided for by the statutes of any provision for the good governance and welfare of the hall as he/she may consider appropriate, subject to the approval of the Hall Council. No persons shall combine the office of the Hall Warden with any other substantive Hall office.

24.20 Hall Administrator
The Hall Administrator shall be the principal administrative officer of the Hall and shall be responsible to the Hall Warden.

24.30 Counsellors
Counsellors shall be responsible to the Hall Warden and assist him/her in the discharge of his/her duties and shall be remunerated by the university.

25.10 Removal of Hall Warden
The Hall Warden may be removed by the Vice Chancellor, upon recommendation by the Hall Council at a joint meeting specially convened for that purpose at the request of at least one-third of the fellows and the Hall Council. The resolution for the removal of the Hall Warden must be supported by not less than two-thirds of the members of the Hall Council and the Fellows.

25.20 Removal of Other Hall Officers
Any Hall Officer other than the Hall Warden may be removed during his/her period of tenure for sufficient cause, upon a recommendation by the Hall Warden to the Hall Council, at a special meeting convened for that purpose.

26.00 Quorum at Meetings of Hall Bodies
The quorum for meetings of all Hall bodies shall be one-third of Hall membership.
27.00 Hall Accounts
All Hall funds shall normally accumulate for the benefit of the Hall and shall be operated at the end of the academic year.

28.00 Investment of Hall Funds
At the end of any academic year, any balance in the Hall fund may, with the approval of the Finance Committee of Councils, be invested by the hall council in any security within Ghana, as it may decide.

29.00 Vacation Arrangements
At the end of each Semester, students must sign their Hall Register.

a. Upon completion of their courses, students should obtain a final clearance from their Hall Warden, after the Warden has been shown satisfactory evidence that the student is not indebted to the University.

b. All relevant Departments/Units/Sections will notify the Hall Warden through the Clearance Certificate whether a student is indebted to the University or not.

c. For maintenance, fumigation and general cleaning of the Halls, it is important that all students remove their personal belongings from the University premises before going down at the end of each semester, and on finally leaving the University, unless special permission to the contrary is granted by the Hall Warden. Students leave their personal property in the Hall at their own risk.

d. All keys must be handed to Porters on duty when students leave their halls; students who fail to do so will pay the prevailing accommodation rates.

e. Students wishing to remain in residence during part or all of the vacation may do so, with the expressed permission of the Hall Warden only.

f. Students who are granted permission to stay in residence shall pay the prevailing accommodation rates.
30.00 Cleanliness in the Halls
It is expected that students will keep their rooms, the Hall ways, the Junior Common Room (JCR), the washrooms and general precincts and surroundings clean and tidy at all times.

31.00 Furniture
Students are not allowed to move furniture from the JCR, classrooms, libraries and other rooms.

32.00 Use of University Transport

Request for Transport
If the University transport is available, it may be ordered for any approved journeys by the organizers of approved students' programmes. All requests should contain the following particulars:
   a. The destination and purpose of the excursion/trip.
   b. The date and time when the transport will be required.
   c. The names of students who wish to travel, together with the names of their programmes and year of study.
   d. The names and signature of the organizer(s) of the programme who will be responsible for payment to the Finance Officer before transport is provided.
   e. Requests for transport should be made at least five (5) working days ahead of the trip and should be addressed to the Registrar.

33.00 Use of Private Motor Vehicles
i) Any student who wishes to use or keep a motor vehicle on the grounds of the University must obtain written permission from the Registrar who will issue an identification disc.
   ii) The University accepts no responsibility for such motor vehicles or damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risks of the person concerned and which may be withdrawn, if abused.

   iii) The University does not provide garages for students' motor vehicles. The Hall Warden may, however, designate a location for students' parking, but takes no responsibility for it.
iv) Before permission is granted to any student to use a car or motor cycle on campus, s/he will be required to produce evidence of having complied with the laws regarding licenses, insurance and other related legally binding documents.

34.00 Use of Electrical Appliances
The use of electrical appliances such as cookers, electrical cookers, refrigerators, freezers, microwave ovens, television sets, video decks, washing machines and other appliances of similar quality in the Halls is strictly prohibited.

35.00 Commercial Activities
Sale of food items, drugs and alcoholic beverages in the hall by students is strictly prohibited.

Students are warned against the use of combustible substances such as petrol or gas in the Halls.

36.00 Visitors
Students are to note that it is the responsibility of Porters to control human traffic in and out of the Halls.

Students are permitted to receive external guests in their Halls only at the following times:
Monday to Friday 10.00am to 10.00pm
Weekends and Public Holidays 10.00 a.m. to 12 midnight

a. All external visitors to the Hall shall register with the Porters.

b. Hawkers and errand-boys shall not be allowed entry beyond the Porters Lodge.

c. Students shall not be allowed to live in the Halls with their families.

d. Students who harbour unauthorized visitors will be given a written warning followed by sanctions practice persists.
37.00 Guests and Students
PERMISSION SHOULD BE OBTAINED FROM THE Hall Warden before a guest is invited to stay through the night in a Hall of Residence. Normally, male guests will stay in Men's Hall and female guests in the Women's Hall. In exceptional cases of extreme emergency, a 24-hour notice should be given to the hall authorities.

38.00 Societies and Clubs
For a society or club to be approved and recognized, an application should be made to the Dean of Students through the SRC. The application should state the names of the founding members, officers and patron(s), objectives and constitution of the society's proposed activities.

Religious societies/Clubs should apply to the Chaplaincy Board for approval or recognition. A club or society will be recognized only if it is opened to all members of the student body.

i. Students societies shall be of two kinds
   a) Approved Societies
   b) Recognized Societies

ii. Approved and Recognized Societies are members of the relevant committees of the SRC, but only recognized societies are entitled to operating funds from the University, which funds may be granted through the SRC.

iii. Every society which collects or receives funds must have a Senior Member of the Takoradi Technical University as its Patron.

iv. The Treasurer must present to the Pro-Vice Chancellor a completed annual statement of the club's income and expenditure, signed by him and at least, one member of the society or club before the end of the Academic Year. This will be displayed on the University notice boards.
v. Executives are to be elected yearly. At the beginning of each
Semester, club and society secretaries must send to the Dean of
Students' Affairs and the SRC a list of their principal officers,
committee members of the association, a copy of their
programme for the semester.
vi. Before any arrangements are made to invite guest speakers or
artists from outside the University for speech events or
entertainment, a formal request for permission must be made to
the Dean of Students' Affairs through the Patron. Only when
permission has been granted for the invitation may clubs or
societies proceed with such an invitation.

vii. The Auditorium and other designated rooms may be available
under certain conditions for association meetings. In case
permission for use must be obtained from the Head of
Department concerned, at least, a 48-hour notice must be given.

39.00 Student Publications
All student publications are governed by the following rules:
i. The Dean of Students' Affairs will be informed of the intention to
produce any student publication within the University and
his/her written approval shall be obtained for such a publication.
ii. A copy of each issued publication will be lodged with the Vice-
Chancellor, Registrar, Dean of Students' Affairs, Assistant
Registrar (Public Relations Office) and the SRC.
iii. Each issue shall state the name of the Editor, the Membership of
the Editorial Board, and the Publisher.
iv. The Members of the Editorial Board will be held jointly
responsible for the whole contents of each issue.
v. Obscenities, libel, derogatory statements, personal attacks,
falsehoods or any other information likely to cause disharmony
should be avoided in all publications and broadcasts.
vi. On the advice of the Registrar, the license for publication which
flouts any of the rules above may be suspended.
vii. Before any installation of Radio Stations, written permits must
be sought from the appropriate authorities through the SRC to
the Registrar.
40.00 Students Processions and Demonstrations (PAD) On and Off Campus

i. Student(s) wishing to organize a PAD on the campus of the University shall notify the Dean of Students' Affairs in writing and copy the Vice-Chancellor and Registrar.

ii. Such written notification, stating the purpose name(s) of the organizer(s) shall reach the Dean of Students, at least 24 hours--excluding Sundays--before the PAD is due to begin.

iii. Where PAD is to be organized outside the campus, the organizers shall obtain the necessary police permit(s)

iv. The Organisers(s) of the PAD shall be held responsible for any acts of violence and/or breach of University, hall or other regulations that may occur during the PAD.

v. Participants in a PAD shall be held collectively and individually responsible for any acts of lawlessness which occur during such PAD. Breaking of PAD Regulations leading to disruption of official ceremonies and/or activities is punishable by rustication or dismissal.

41.00 Noise on Campus

i. It is desirable to maintain an environment supportive of basic academic enterprise at all times.

ii. In pursuit of a suitable academic environment, the University requests that the general level of noise be kept as low as possible. Students are enjoined to avoid disrupting the calm.

iii. Radio, stereophonic and musical instruments may be used quietly with consideration for others at any time, subject to such regulations as may be made by individual Halls.

iv. If calm is not observed, the privilege may be restricted, or in extreme cases, withdrawn.

v. Clubs, societies and religious group meetings should not be held in students' rooms.
42.00 Smoking and Alcoholic Drinks
   1. Smoking is forbidden in all public places on campus.
   2. Smoking is not allowed in students' rooms.

43.00 Use of Narcotic Drugs
It is an offence for a junior member to cultivate, possess, use or peddle narcotics and other drugs as listed in the Drugs and Pharmacy Act, 1961 (Act 64). The sanction for this offence is Dismissal.

PHARMACY AND DRUGS ACT, 1961 (ACT 64)

PART II – Narcotic Drugs
   1. Indian Hemp

   2. Coca leaves, cocaine (including synthetic cocaine) and eegonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine and any preparation (not being such a solution or dilution as aforesaid) containing not less than one-tenth per cent of cocaine or any proportion of eegonine.

   3. Any product obtained from any of the eegonine alkaloids of the coca leaf, not being a product which, on the 13th July, 1931, has been used for medical or scientific purposes.

   4. Raw opium, Medicinal opium and opium prepared for smoking or other forms of consumption.

   5. Any product obtained from any of the phenanthrene alkaloids of opium not being a product which, on the 13th July, 1931, was being used for medical or scientific purposes.

   6. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation, admixture, extract or other substance (not being such a solution
or dilution as aforesaid) containing not less than one-fifth of one per cent of morphine.

44.00 Dressing
a) Students are expected to be decently dressed on all occasions.

b) Academic gowns will be worn on special occasions such as congregation and at such other times as may be specified.

45.00 International Students
The University shall offer admission to international students. The university shall render some courtesies to all its international students. The international students shall enjoy some privileges whilst enrol on a programme in the university. Theses courtesies and privileges shall include:

i. International students prior to the arrival to the university's campus shall contact the university's International Programme and Eternal Linkages Office (IPELO) for reservation and other assistance.

ii. The university shall provide accommodation facilities for all international students at applicable and pertaining cost. Rooms are furnished with standard facilities.

iii. All international students shall subject themselves to the immigration regulations of Ghana. It is a legal requirement for all international students to have a Residence Permit from Ghana Immigration Service. Please ensure you get this from the National Identification Authority Offices as soon as you arrive in Ghana. For more information please visit: http://www.fims.org.gh/m/aboutusdoc.

iv. International students shall go through process of acquiring a Non-Citizen Ghana Card. The Non-Citizen Card is a national identity card for internationals which currently cost US$120.00 at pertaining cost.
v. Students from countries where English language is not used as the medium of instruction (e.g. Francophone countries) shall go through English Language programme for a period not more than one year.

vi. All incoming international students shall attend an orientation programme organised for them at a fee.

vii. The university may assist international students in the following areas: immigration, counselling, welfare etc. through the appropriate authorities.

viii. The university through the international office shall arrange for the table-top fridges, gas stoves, filled cylinders, cooking utensils, etc. for rent to interested students at pertaining prices.

ix. International students, who desire to live with Ghanaian families to appreciate the Ghanaian culture, could contact the international office for application forms and the pertaining fees.

46.00 Students Relationship with Staff and other Colleagues

While the University does not wish to regulate the private lives of its students, it strongly advises students not to enter into a close personal or intimate relationship with staff or colleague students for whom they have any responsibility, and alerts them of the complications that may result. Thus, students-staff relationship should always be official and cordial.

For a student to embark on a close personal or intimate relationship with a staff often involves difficulties rooted in the inequalities of power dynamics as well as problems in maintaining the boundaries of academic and personal life.

Additionally, these relationships could disrupt the teaching and learning environment for other students and colleagues, and might lead to accusations of favouritism or bias that undermine trust and confidence in the academic process.
47.00 Communication with Government Ministries and the Press
Students are not allowed to communicate directly with the press or any Ministry on any matter affecting University life or policy. All formal communication should be sent through the Registrar.

48.00 COMMUNICATION WITHIN THE TAKORADI TECHNICAL UNIVERSITY

48.10 Non-Academic Matters

48.11 Individual Students
a. All requests, notifications and complaints from students should go to their Counsellors. If the matter is unresolved, the Administrator, and as a last resort, the Hall Warden would be involved.
b. The student will have the right of appeal to the Hall Council. If the matter is still not resolved at that level, an appeal could be made to the Dean of Students' Affairs.

48.12 Clubs and Societies
a. All requests and notifications - accept financial--affecting all members of a club should go to the Dean of Students Affairs.
b. Cases requiring settlement of grievances should go to the Residence Committee through the Dean of Students.

48.13 Junior Common Room (JCR)
a. All requests and notification affecting all students of the Hall should go to the Hall Council.
b. Cases requiring redress of grievance should go to the Hall Council.
c. Any impasse in the Hall should be referred to the Residence Committee by the Hall Council.

48.14 Students Representative Council (SRC)
a. All requests and notifications affecting the student body as a whole should pass through the Dean of Students' Affairs.
b. Generally, cases requiring the redress of grievance should go to the Residence Committee, with a copy of the correspondence to the Hall Warden.

c. Where a special Committee exists, grievances should initially be channelled to the Committee.

d. In all communications on non-academic matters from the University Administration to the SRC, the Dean of Students' Affairs and the Hall Warden should be copied.

48.20 Academic Matters

i. All academic matters affecting students individually should go to:
   a. The academic Counsellor or the Head of Department.
   b. The Dean of School, if it is an inter-departmental matter
   c. The Pro-Vice Chancellor or the Registrar, if it is an inter-School matter.

ii. All matters affecting students collectively should go to:
   a. The Departmental Board
   b. The School Board, if it is an inter-departmental matter
   c. The inter-School Board, if it is an inter-School matter

48.30 Appeals

As a last resort, appeals may be made to the Vice-Chancellor, and if necessary, the University Council, whose decision shall be final and binding.

49.00 STUDENTS EXCURSIONS

The following regulations govern the organization of excursions by students:

I. A decision regarding a trip should be taken at a general meeting of a Club/Society.

ii. Permission for a society to go on excursion or education tour should be sought from the Dean of Students and/or Heads of Department and should contain the list of all those making the trip. All students making the trip should seek permission from
their various Heads of Departments. A written request should reach the Dean of Students' Affairs, at least, one week in advance.

iii. The trip should be restricted to University members of the club or other students of the University.

iv. The itinerary of the trip should relate to the aims and objectives of the Club or Society.

v. There should be evidence of correspondence between the Club or Society and the institutions or other establishments to be visited during the trip.

vi. The fare for the trip must be made known in the application.

50.00 Deferment
Students who wish to defer their programmes due to various reasons should first consult their Academic Counsellors for advice. Those who wish to do so should be submitted to the office of the Deputy Registrar (Academic) with copies to the Dean of School and the Head of Department.

- Application for deferment would normally not be entertained after the eighth week of a semester.
- Application for deferment on medical grounds should be supported by a medical report certified by the Director of Health Service.

Students must, of necessity, wait for the response of such application before leaving the University.

51.00 Change of Name
Students must be informed that the University does not accept any change of name(s). Students are advised to complete their courses with the very names with which they were admitted to their programmes.

52.00 Orientation of Students
Student Orientation exercises take place at the beginning of an academic year and all fresh men/women are required to be present. The purpose of fresh students' orientation can be summarized as follows:

I. To welcome the fresh students and help them to adjust and settle down into the University life.
ii. To guide them through the registration procedure.
iii. To introduce them to facilities in the University so as to make the University Education a rewarding experience.
iv. To orientate the minds of students to the new world of University life and to help them align their individual goals with the broad goals of national development.
v. To advertise the rules and regulations that governs the relationship between the students and the SRC.
vi. To let students know their rights, privileges, obligation and responsibilities regarding University authorities and the governing body.

53.00 Matriculation
A matriculation ceremony is held in the first semester for the purpose of formally registering into the University, all new students entering for degree, diploma and any other programmes. Attendance at the ceremony is compulsory and no new student is allowed to remain in the University or take any University examination unless he/she has been duly matriculated.
MATRICULATION OATH & DECLARATION OF OBEDIENCE

I, ...........................................................................................................
do solemnly promise to be a loyal member of the Takoradi Technical University, to study diligently and to conform to all statutes, regulations, and rules of the University in so far as they concern me.

So help me God.

Student Registration Number: ..........................................................

Student Hall of Residence: .................................................................

Programme of Study: ........................................................................

Signature: ...........................................................................................

Date: ...................................................................................................

NB: Signature will be checked against signature on student's application form.

54.00 Identity Card
All students should possess a Takoradi Technical University Identification Card to be issued by the university and endeavour to always carry it on them.

Any student who misplaces his or her ID Card must immediately report to his or her Head of Department for replacement at a fee.
55.00 TAKORADI TECHNICAL UNIVERSITY ANTHEMS

STANZA 1
GREAT TAKORADI TECHNICAL UNIVERSITY.
Our Hallmark is Quality and Excellence,
In Vocational, Technical, Applied Sciences and Arts
Our Unique training in Human Resources.

Refrain:
ADWEN, AKOMA NA NSA MA MPUNTU
We stand for EXCELLENCE wherever we are
We are the best amongst them all.
The sky is our Limit, In God we trust
In God we Trust.

STANZA 2
GREAT TAKORADI TECHNICAL UNIVERSITY
We're known for DISCIPLINE and DILIGENCE
We are CAPABLE, COMPETENT in all we teach and learn
To develop SKILLED man power for our nation.

Refrain:
ADWEN, AKOMA NA NSA MA MPUNTU
We stand for EXCELLENCE wherever we are
We are the best amongst them all.
The sky is our Limit, In God we trust
In God we Trust.
56.00 Postal Address:

Official Correspondence may be addressed to:

The Registrar
Takoradi Technical University
P.O. Box 256
Takoradi, Ghana

56.10 Telephone Numbers:

Main lines .. .. 03120-22917/22918
Vice-Chancellor .. 03120-25162
Pro-Vice Chancellor .. 03120-22527
Registrar .. .. 03120-22436

56.20
Fax Number .. .. 03120-25256

56.30
E-mail Addresses:
Vice-Chancellor .. vicechancellorr@ttu.edu.gh
Registrar .. .. registrar@ttu.edu.gh