



**ACCRA INSTITUTE OF TECHNOLOGY**

**The University of the Future**

**ABRIDGED  
STUDENTS HANDBOOK**

## WELCOME MESSAGE FROM THE PRESIDENT OF AIT

*Dear AIT Students:*

*On behalf of Professor Francis Allotey, Chairman of the AIT Board of Trustees, and on behalf of the members of the Board of Trustees, the Faculty, Staff and Students of AIT, I want to take this opportunity to welcome you to AIT-The University of the Future.*

*We are delighted that you have chosen to pursue your university education with us. We thank you and your parents/guardians for your confidence in AIT. Let me assure you that AIT is determined to provide you with a quality education utilizing its technological and learning resources to deliver quality and affordable programs smartly and innovatively.*

*At AIT, we believe that we are preparing our students for the work-place, the economy and the society of the future. The future is technology and AIT is the University of the Future. – We provide technology-focused quality university education and training, specially trademarked and customized for the future.*

*There is saying that: ‘**If the Student is Ready, -the Teacher will Appear**’. I take it that by opting to come to AIT, you have declared your readiness for AIT’s rich-academic experience. We intend to do our best to give you a university education of high international standard. We are counting on your cooperation to make this possible. In the words of Galileo, the Greek Philosopher, “**You cannot teach a man anything; you can only help him find it within himself**”. We at AIT intend to do just. I am sure with your enthusiasm and determination we should be able to help you find it within yourself to excel.*

*Once again, you are welcome to the AIT family. I am personally looking forward to meet each of you on campus.*

*Good luck with your studies...do enjoy your AIT experience.*

*God Bless You!*

Professor Clement Dzionu  
AIT President

In life there are no boundaries to achieving great things except those that you set for yourself. To get anything in life you must be prepared to believe in it and act on it.

## ABOUT AIT

### **Introducing AIT**

AIT is an independent technology-focused university committed to academic excellence, cutting-edge research and R&D work. The University is modeled on internationally recognized institutes of technologies like the Massachusetts Institute of Technology (MIT), USA and the Indian Institute of Technologies (IITs) among others. AIT consists of a number of schools: School of Advanced Technologies, Engineering and Science (SATES); Advanced School of Systems and Data Studies (ASSDAS); School of Professional Certification Programs (SPCP); the AIT Business School (ABS), the AIT Flying School (AFS) and the Professor Francis Allotey Graduate School (AGS). Also operating within the AIT system as constituent education and training provision divisions are: the English Language Institute (**ELI**), the *AIT Virtual University* (the AIT Virtual Campus), the **AIT Online- Your e-University** and the *AIT Institute of Career Advancement (ICA)*

### **Our Cradle of Excellence Mission**

Our mission is to become a cradle of excellence in education, training and research through providing leadership in the educational and the technological world by carefully selecting students of character, integrity, determination and motivation, and choosing individuals of outstanding character, commitment, ability and vision to serve as trustees, officers and faculty. We by this mission are committed to pursuing those areas of teaching, training, research and scholarship that would most help to develop the individual, and promote knowledge, excellence, and industry in the service to humanity.

In line with our mission, AIT values integrity, collaboration, efficiency, innovation, and inclusiveness in all that it does and seeks to promote and support excellence in education for its students, faculty, departments, and the university as a whole. AIT, in the pursuance of its “cradle of excellence” mission, prides itself on its motto: *service* to humanity, *leadership* and success in *scholarship*.

### **Our Vision for the Future**

AIT will be a first-class student-focused institution of higher learning, professional training and research – striving for excellence in teaching, scholarship, research and service. It will provide its students, faculty and staff a challenging and rewarding academic experience and supportive working and learning environment that brings out of them their individual best.

AIT will seek to attract and develop outstanding students and will be recognized as a leader in preparing top-class articulate, innovative, confident, self-assured and professionally skilled graduates that can without doubt successfully compete on the international job market and make their mark in their chosen career.

AIT will be a cutting-edge R&D and research-intensive institution and will attract, recruit and retain the best faculty, research staff and students whose research work can enhance teaching and learning at the university and contribute fundamentally to the advancement of society at large.

AIT will be responsive to technological advances, changing trends in society and the economy in pursuance of its cradle of excellence mission and will in all its endeavours live up to its motto: *service to humanity, leadership and success in scholarship.*

### **The AIT Board of Trustees**

The AIT Board of Trustees (BOT) is the highest decision making organ of the University. The membership of the Board is made up of eminent and internationally distinguished personalities comprising:

**Professor Francis K. A. Allotey**, Internationally Renowned Physicist, Mathematician and Computer Scientist; and Former Pro-Vice Chancellor, Kwame Nkrumah University of Science and Technology (KNUST), *Chairman*

**Professor Edward S. Ayensu**, Former Director & Senior Research Scientist, Smithsonian Institute, USA and Chairman, The World Bank Inspection Panel, *Vice Chairman*

**Nii Tackie Tawiah III**, The Ga Mantse, *Member*

**Professor Ivan Addae-Mensah**, Former Vice Chancellor, University of Ghana, *Member*

**Dr. K.Y. Amoako**, Former United Nations Under-Secretary General and Executive Secretary of the United Nations Economic Commission for Africa, *Member*

**Professor Samuel K. Adjepong**, Former Vice Chancellor, University of Cape Coast; President, Methodist University College of Ghana; Chairman, Nat. African Peer Review Mechanism Governing Council, *Member*

**Dr. Grace Bediako**, Government Statistician, Ghana Statistical Service, *Member*

**Professor Jophus Anamuah-Mensah**, Former Vice Chancellor, University of Education, Winneba, *Member*

**Rev. Ama Afo Blay**, Former Director General, Ghana Education Service (GES), *Member*

**Professor Clement Dzidonu**, President of AIT-The University of the Future, *Member Secretary*

**Mr. Joe Issacher**, Head of the Ghana Civil Service, *Member*

**Professor Emmanuel Owusu-Bennoah**, Former Director General, Council for Scientific and Industrial Research (CSIR), *Member*

**Mr. K.S Yamoah**, Managing Director, The Ghana Stock Exchange (GSE), *Member*

### **The University Advisory Council**

The AIT University Advisory Council (UAC) whose membership is made of up distinguish personalities from business, public sector, labour, academia and the professions, assist the Board of Trustees and Principal Officers and key constituent bodies of the University in an advisory capacity on matters relating to: the university's strategic, operational and financial direction; its academic, professional and research programs and on faculty and students issues. The current membership of the University Advisory Council is made up of:

**Professor E.H.K. Akaho**, Director General, Ghana Atomic Energy Commission (GAEC)  
**Professor Walter Alhassan**, Former Director-General, Council for Scientific and Industrial Research (CSIR), and Chairman of the Council of the Meridian University College, Ghana  
**Mr. Kwasi Adu-Amankwah**, Former General Secretary, Ghana Trade Union Congress (TUC)  
**Alhaji Hamidu Ibrahim Baryeh**, Executive Secretary, Lands Commission  
**Ms. Mary B. Buako**, Chief Executive Officer, Chartered Institute of Bankers, Ghana  
**Dr. Osei K. Darkwa**, President, Ghana Telecom University College  
**Mrs. Josephine Okutu**, National President, Chartered Institute of Marketing Ghana (CIMG)  
**Mr. Saied Fakhry**, Chairman, Interplast Limited  
**Dr. Aida Opoku-Mensah**, Director, ICT and Science & Technology Division, United Nations Economic Commission for Africa (UNECA)  
**Ing. Dr. Essel Ben Hagan**, President, Ghana Institution of Engineers (GHiE)  
**Mrs. Leticia Osafo Addo**, Vice President, Association of Ghana Industries (AGI)  
**Dr. Osei Boeh Ocansey**, Executive Director, Private Enterprise Foundation (PEF)  
**Mr. Frank Ocran**, Executive Chairman, State Enterprises Commission (SEC)  
**Professor T. B. Wereko**, Former Director General of GIMPA  
**Mrs Florence Seriki**, Managing Director/CEO, The Omatek Group of Companies  
**Dr. Benjamin Aggrey-Ntim**, Former Minister of Communications, Ghana  
**Professor Paa-Bekoe Welbeck**, Vice President, Advancement and Innovations, AIT and Former Vice President for Technology, Virginia Union University, USA

### **Introducing the President of AIT**

Professor Clement Dzidonu, the President of **AIT** is a world renowned Professor of Computer Science, educator and author. He received a Meritorious Award for Distinguished Services to the Field of Computer Science in 1998. In 1999 he was awarded the **Outstanding People of the 20<sup>th</sup> Century Medal** by the International Biographical Center, Cambridge, U.K for his contribution to university education in general and to the field of computer science in particular.

Professor Dzidonu is listed in the **Who's Who in the World** as a distinguished educator and also acknowledged in the **Who's Who in Science and Engineering** in the USA. In recognition of his immense contribution to the field of Technology, he was awarded the **World Technology Award** in 2003; the first and only African to win this prestigious international award. The other winners of this award were: Tony Blair, the Former British Prime Minister, Al Gore, the former Vice President of the USA and a Nobel Laureate (2007) and Paul Kagame, President of Rwanda (2009)

Professor Dzidonu brings to his job as AIT President vast experience in the area of providing modern university education in the technological era. His vision as the Founding President of AIT is to do all he can to work towards the achievement of the “cradle of excellence” mission of the University. He heads an excellent team of equally distinguished and experienced academics and university administrators committed to this mission.

# AIT ACADEMIC POLICIES AND REGULATIONS

## THE AIT EXAMINATION POLICIES

- **Internal Course/Coursework, Continuous Assessments**

All undergraduate and postgraduate programs at AIT are required to incorporate elements of internal course/coursework assessments and continuous assessments made up of: home works, short/long essays, class tests and quizzes, laboratory work, practical/field work among others. The cumulative scores obtained by students in internal course/coursework assessments on each of the courses will constitute a percentage of the final course grade. The actual percentage will vary from course to course and will be determined and published in the course syllabus by the instructor with the approval of the Head of Department or School. Students on courses which are graded solely on the basis of continuous assessments will not be required to take final examinations at the end of the program or semester. In this case the final grade will be derived solely from the cumulative scores obtained on the continuous assessments.

- **Final Examinations**

Final (end of semester or end of program) examinations are required for the majority of the programs at AIT. An instructor may request exception to this policy from the Dean of the School in which the relevant program is being administered. The Dean may grant such request if: (i) the nature of the course makes such action desirable; or (ii) an adequate series of other evaluation procedures is substituted.

An instructor may have a policy of exempting students who meet specified criteria from final examinations: the policy and criteria shall be stated and placed on file with the relevant Dean of School.

Final examinations or last examinations of the course are given during final examination week. No examinations, quizzes, or tests of any type should be given during the last week of classes prior to the published final examination week.

A copy of all final examination results shall be kept on file at the Registry for a period of three years. After three years the examinations shall be returned to the appropriate staff members. Each instructor, after receiving approval of his/her examination policy from his/her Dean of School, shall inform each class of the course requirements and grading procedures by the end of the first full week of classes. Persons in the class shall be informed of policies on: (i) examinations and other evaluation procedures; (ii) exemption from examinations; (iii) make-up of examinations. All such policies shall reflect the current policy of the University.

A student may request an adjustment in his/her final examination schedule if (i) there is a conflict in his/her examination schedule; (ii) the student is scheduled for more than two examinations in any one day; (iii) the student has a verified illness or other emergency. Requests for adjustment shall follow procedures established and published by the Academic Registrar. No make-ups for final exams shall be given except for students who are officially excused or who have been verifiably excused by a physician.

The student shall have the right to appeal decisions resulting from these policies to the Dean of the School.

- **Missed Mid-Semester Final Examination, Make-Up Examination**

Final course/subject grades and grades of course assignments will be posted on campus notice boards and on the AIT website. Students who miss a mid-semester or final examination will receive an **F** for that course unless they obtain permission to be absent from their Dean of School through their Head of Department. It is the student's responsibility to arrange through their Head of Department for a make-up examination. Such a make-up examination must be taken after the regularly scheduled examination and will be given at the convenience of the University

- **Reporting of Grades**

At both the mid-semester point and again at the end of the semester, students may access and review their estimates and/or final grades on Campus notice boards or on the AIT Web site. Students are also notified when they are placed on academic probation or when, because of academic deficiencies, they will be required to attend summer session in an effort to remove those deficiencies and thus qualify to continue their enrollment at the University.

- **Retaking of Courses**

When a student retakes a course, all grades will remain on his/her official transcript but his/her cumulative average will reflect only the last grade received.

- **Policy of Practical Work**

All AIT's programs are required to incorporate practical work and experience through a number of avenues including laboratory/workshop sessions and practice work; practical tutorial sessions, field work and field trips among others. Departments and Schools are required to organize regular seminars with internal and external speakers and presenters on advances in relevant fields and subject areas. Students and faculty are encouraged to attend these seminars and workshops.



## AIT'S GRADING POLICY AND SYSTEM

### Grading and Grade Point System

A student's level of scholarship at AIT is determined by the following system of quality points per semester hour of credit:

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7    F = 0.0

Quality point averages are determined by dividing the total number of quality points by the total number of semester hours for which a student has been graded. For example, a grade of C in a three-hour course is equivalent to six quality points. If a student completed 17 credit hours of course work and accumulated 38 quality points, the grade point average (GPA) would be 2.235.

**Note:** Although it is possible to attain a 4.3 average, the University considers the method as a four-point grading system.

The details of the grading system is presented below.

Letter Grade		Description	Grade Point	Equivalent Percentages
A+	Excellent	Student learning and accomplishment far exceeds published objectives for the course/test/assignment and work is distinguished consistently by high level of competency and/or innovation	4.3	90 -100
A			4.0	85-89
A-			3.7	80-84
B+	Good	Student learning and accomplishment goes beyond what is expected in the published objectives for the course/test/assignment and student work is frequently characterized by its special depth of understanding, development and/or innovative experimentation.	3.3	76-79
B	Above Average		3.0	72-75
B-	Average	Student learning and accomplishment meets all published objectives for the course/test/assignment and student work demonstrates the expected level of understanding, and application of concepts introduced.	2.7	68-71
C+	Pass		2.3	64-67
C	Pass		2.0	60-63
C-	Poor but Passing	Student learning and accomplishment based on the published objectives for the course/test/assignment were met with minimum passing achievement	1.7	57-59
D+			1.3	54-56

<b>D</b>			<b>1.0</b>	<b>51-53</b>
<b>D-</b>			<b>0.7</b>	<b>49- 50</b>
<b>F</b>	Fail	Student learning and accomplishment based on the published objectives for the course/test/assignment were not sufficiently addressed nor met.	<b>0.0</b>	<b>Below 49</b>
<b>S/U</b>		Satisfactory/Unsatisfactory	<b>0.0</b>	<b>n/a</b>
<b>P/NP</b>		Pass/Not Pass	<b>0.0</b>	<b>n/a</b>
<b>V</b>		Waived	<b>0.0</b>	<b>n/a</b>
<b>W</b>		Withdrawn (Student Drop Course	<b>0.0</b>	<b>n/a</b>
<b>WA</b>		Withdrawn/Attendance (Instructor withdrawn student for non-attendance	<b>0.0</b>	<b>n/a</b>
<b>WA</b>		Withdrawn/Administrative (University withdrawn student for non-payment of fees)	<b>0.0</b>	<b>n/a</b>
<b>IC</b>		Incomplete (Temporally)	<b>0.0</b>	<b>n/a</b>
<b>NR</b>		Grade not reported by Instructor	<b>0.0</b>	<b>n/a</b>

## **Honours List and Degree Classifications**

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- **Honours List**

Graduating students with a cumulative GPA of at least 3.50 are honoured as follows:

<b>Summa Cum Laude</b>	3.90 or better
<b>Magna Cum Laude</b>	3.75 – 3.89
<b>Cum Laude</b>	3.50 – 3.74

- **Degree Classes**

The degrees awarded to graduating students are classified in terms of the cumulative GPA as follows:

<b>First Class</b>	3.60 or better
<b>Second Class (Upper Division)</b>	3.25 – 3.59
<b>Second Class (Lower Division)</b>	2.50 – 3.24
<b>Third Class</b>	2.00 – 2.49

## **AIT'S ACADEMIC PROGRESSION POLICY**

Students are expected to work continuously toward their academic degrees. Satisfactory Academic Progress will consist of two components:

- 1) a minimum cumulative GPA of 2.0
- 2) successful completion of a minimum of twelve credits with GPA of at least 2.0 in each regularly scheduled semester. (A regularly scheduled semester in any program is defined as a semester when classes as shown in the appropriate AIT catalogue).

Students who do not meet either of the two criteria for *Satisfactory Academic Progress* will be put on Probation. A student who does not meet either of the two criteria for Satisfactory Academic Progress for a second successive semester will be academically dismissed from the University.

In addition, a student who is put on probation for a second nonconsecutive semester in their academic career at AIT may be subject to academic dismissal. Students will be notified of such actions in writing.

- **Probation Rules**

1. A student not currently on academic probation will be placed on academic probation at the end of any semester in which the student earns a GPA of less than 2.0. This rule applies even for the student with a cumulative GPA of 2.00 or higher. For such a student the probation serves as a warning.
2. An entering transfer student, admitted by petition with a cumulative GPA lower than 2.0, will be immediately placed on probation.
3. A student readmitted by petition with a GPA lower than 2.0 will be immediately placed on probation.
4. A student readmitted by petition whose combined cumulative GPA from AIT and other institutions is lower than 2.0 will be immediately placed on probation.

The Dean of the student's School determines the conditions of probation. In addition to specifying the GPA, the Dean may require the completion of specific courses, may limit the number of hours for which the student registers, and may exclude the student from taking certain courses while on probation

A student on academic probation who earns a GPA of at least 2.0 in a given semester will be removed from probation, provided the student's cumulative GPA in all work taken at AIT is at least 2.0. Further, for the student with transfer credit, the combined average of the student's transfer credit and AIT course work must also be at least a 2.0

A student currently on academic probation will be continued on academic probation when the one of the following occurs:

1. The student meets the GPA required by the conditions of his or her probation but does not raise the cumulative AIT GPA to at least 2.0 or
2. The student meets the GPA required by the conditions of his or her probation but does not raise the combined average of the student's transfer credit and AIT course work to at least 2.0

- **Dismissal Rules**

1. A student on academic probation will be dismissed from the University in any semester in which the student fails to meet the GPA required by the probation and in which the cumulative GPA in courses taken at AIT is less than 2.0.
2. A student on academic probation will be dismissed from the University in any semester in which the student fails to meet the GPA required by the probation and in which the combined transfer and AIT grade point average is less than 2.0.
3. A student who fails to make progress toward a degree may be dismissed. Examples include failure to complete required courses, accumulation of an excessive number of *Incomplete* (IC) grades, failure to earn credit in any semester, failure to maintain a C average in the major discipline.
4. In addition to the probation and dismissal rules above, a School may impose criteria for dismissing a student from a program or a School without prior probation, may impose other terms of probation, and may specify a minimum lapse of time between a dismissal action and consideration of a petition for readmission. The dismissal rules may be waived when, in the judgment of the student's School, the student's overall record warrants such action.

- **Rules for Repeating Courses**

Any student who is regularly registered for courses and who satisfies the requirements shall receive credit except that no student shall receive credit for the same course twice. A student is regularly registered for a course only if he or she has conformed to all university regulations or requirements applying to registration for the course.

A student may repeat a course previously taken one time without seeking permission in order to earn a higher grade. In exceptional cases the student may take the course the second time with the permission of the Dean of the School in which the student is enrolled and the instructor of the course. Under no circumstances may a student take a course more than 2 times in addition to the initial attempt.

When a student repeats a course, credit shall be allowed only once. Furthermore, in the computation of the GPA, the registered credit and grade points for the most recent taking of the

course shall be included in the GPA calculation and the registered credit and grade for the prior taking of the course shall remain on the transcript, but shall be removed from the GPA calculation.

The student should note that repeating a course that was previously passed can have negative consequences. For example, if a student fails a class previously passed, the student would lose credit for the first passed attempt and not earn credit for the second, failed attempt. Students considering repeating previously passed courses should consult their advisors.

When a student repeats a course after receiving a degree, the student's transcript will indicate a grade, but no registered credit, for the repeated course. The grade and registered credit recorded for the course prior to receipt of the degree shall continue to be included in the GPA and credit calculations.

A student must have the permission of the Head of Department to repeat a course that is listed as a prerequisite for any course that the student has passed.

For courses in which a grade of C-, D+, D or F is received, students may repeat that course only once. After the course has been retaken, the first grade is omitted from the GPA and replaced by the second grade. For example, if a student retakes a course to improve a C-, D+, or D grade and receives an F, the F grade will replace the C-, D+, or D grade.

A student who obtains a grade of C-, D+, D or F at the first attempt of a given course but did not wish to retake the entire course to improve his/her grade can take a supplemental examination (set at a level of the end of semester or end of course examination). This supplemental examination is graded as a Pass/Not Pass (P/NP). A pass grade is therefore awarded irrespective of the grade the candidate obtained above C- in the supplemental exam. Students are only allowed two attempts at taking the supplemental examination for a given course.

Students can also take the supplemental examination for a given course with the aim to meet a pre-requisite requirement for a course they wish to take in a given semester. Therefore a grade of "Pass" obtained from supplemental exam of a given prerequisite course is regarded as meeting pre-requisite requirements.

A student who passes the supplemental exam can graduate with a grade of Pass on his/her transcript; however, a student with grades C-, D+, D or F for any course cannot graduate with these grades on his/her transcript.

- **General Requirements for Graduation**

Students are eligible for graduation when they have completed satisfactorily all the academic requirements of their degree program as specified by their department/school, and the university. AIT requires that, in addition to other university, school, and departmental requirements, all students must have a cumulative GPA of at least 2.0, based on all courses attempted at AIT, in order to be eligible to receive a Bachelor's degree.

Students who are candidates for graduation must meet all requirements of every course in their program and must successfully complete every course listed in the prescribed program in which they are enrolled. Such students must also satisfy the faculty with regard to their attendance and character.

The student must pass (obtain grade above C- or a Pass through a re-make (supplemental) examination) all the courses (including non-credit courses) in his or her published curriculum unless otherwise approved by the Dean of School within which the program is being offered. The exception to this is the capstone courses, which cannot be waived. The cumulative GPA for the total of courses taken must not be below 2.0. Students with grades C-, D+, D or F for any course cannot graduate with these grades on their transcript.

- **Time Allowed for Completing Graduation Requirements**

The normal and expected length of time to graduation for campus-based undergraduate degree programs is four years (eight semesters) for a Bachelor degree program and two years (four semesters) for an Associate degree program.

Students who fail to meet any or all of the requirements for graduation will be given a grace period of 2 years to meet these requirements. Any student who requires more than two years after his or her expected graduation date to complete a program of study must be academically reviewed by his or her Dean of School who will have the discretion to grant an additional year extension.

In the event that the student did not meet the requirements for graduation in the stipulated grace period, the student is deemed not qualified for graduation and will therefore not be awarded the degree. In the event that such a student had earlier successfully completed the first two years of a 4-year degree program and obtained a cumulative GPA of at least 2.0 for the two years of study, the University will award him/her an Associate degree.

Any student who is enrolled in a program which is no longer offered by the University must complete all graduation requirements for that program within one year after his or her original expected date of graduation. Any student who fails to satisfy all requirements within the one-year period must have his or her academic records evaluated by the Dean of School to determine which course of study and program must be followed. Beyond the one-year statute of limitation the University will not grant a degree for any program which has been discontinued.

- **Policy on Academic Progression of CTech/DTech Students**

Students enrolled on the Certificate of Technology (CTech) programs will need obtain a cumulative GPA score of at least 2.0 to qualify for the award of the CTech Certificate.

Students enrolled on the Diploma of Technology (DTech) programs will need obtain a cumulative GPA score of at least 2.0 to qualify for the award of the DTech Certificate. Successful DTech students will be allowed to progress to the equivalent Degree program at AIT

Students enrolled on CTech programs will need to obtain a cumulative GPA score of at least 2.0 to progress to the equivalent DTech program.

Successful CTech students who obtained a cumulative GPA score of at least 3.3 will be allowed to proceed to directly to the equivalent Degree program at AIT.

## AIT COURSE ASSESSMENT AND PENALTY SCHEME

The assessment of students on all courses will be made up of the following components:

- coursework/continuous assessment
- class participation
- class attendance
- mid-semester/trimester exams and
- end-of-semester/trimester exams

**Coursework/Continuous Assessment:** Students registered on each course will be required to do a number of coursework/continuous assessments made up of: home-works, short/long essays, class tests and quizzes, laboratory work, and practical/field work among others. The coursework/continuous assessment cumulative scores obtained by students on the course will constitute a percentage of the final course grade.

**Class Participation:** At AIT, Lecturers/Instructors are encouraged to take note of active participation of students during classes. Students are not under obligation to actively participate in class, but if they do participate, they will receive extra credit. This credit is applied after initial grades are assigned. This credit can (and occasionally does) make the difference between a B/B+ and A-, or between a C/C+ and a B-. Participation does not mean a student must always have his/her hand up or must always get the right answer. It does however mean that a student contributes towards the topic or subject under discussion. For students who do not participate voluntarily, the Lecturer/Instructor has the discretion to occasionally call on them in class to participate.

**Class Attendance:** For students registered on campus-based programs, attendance at lectures is "required". The Lecturer/Instructor will keep track of attendance. Credit will be awarded for class attendance as follows:

- Missed more than 10 lectures: -4% of final average
- Missed 7 to 9 lectures: -2% of final average
- Missed at most 2 lectures: +5% of final average
- Signing attendance sheet for an absent student: -2% penalty per incidence
- Leaving class shortly after signing in: -2% penalty per incidence

**Mid-semester/Trimester exam:** All courses will be assessed by a mandatory mid-semester/trimester exam which will cover all the materials covered on the course up to the week before the exam. The score obtained at the semester/trimester exam will constitute a percentage of the final course grade. Students who do not take the mid-semester/trimester exam will have an incomplete (IC) final grade

**End-of-semester/Trimester exam:** All courses will be assessed by a mandatory end-of-semester/trimester exam which will cover all the materials covered during the entire course. The



score obtained at the end-of-semester/trimester exam will constitute a percentage of the final course grade. Students who do not take the end-of-semester/trimester exam will have an incomplete (IC) final grade.

**The Recommended Percentage Allocations**

<b>Grading Component</b>	<b>Percentage</b>
Coursework/Continuous Assessment	35%
Mid-semester/trimester Exam	25%
End-of-Semester/trimester Exam	40%
Class Participation	up-to + 5% of final score
Class Attendance	Missing more than 10 lectures: -4% of final score Missing 7 to 9 lectures: -2% of final score Missing at most 2 lectures: +5% of final score Signing attendance sheet for an absent student: -2% penalty per incidence Leaving class shortly after signing in: -2% penalty per incidence

**An Example:**

A student obtained a cumulative score of **82%** for **coursework**; **65%** in **mid-semester exam** and **76%** for **end-of-semester exam**. Student is an active participant in class and so the Lecturer has decided to give him/her the full credit of 5% of the final score. He/she missed only 2 lectures in the semester, so the + 5% of final score will be applied.

His/Her final score and grade will therefore be computed as follows:

$$\text{Final Score: } (0.35 * 82) + (0.25 * 65) + (0.40 * 76) = \mathbf{75\%} \text{ (Grade B)}$$

$$\text{Adding 5\% of final score (for participation) and adding 5\% of final score (for class attendance)} \\ = 75.38 + (75.38 * 0.05) + (75.38 * 0.05) = \mathbf{83\%} \text{ (Grade A-)}$$

This example shows that the student has improved his/her grade from **B** to **A-** by active class participation and good class attendance.

## **The Academic Dishonesty Penalty Scheme**

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AIT adheres to the strictest standards of academic honesty. An important aspect of achieving these standards is to be sure that students are aware of faculty expectations regarding academic honesty. This statement is an attempt to clarify these expectations as they apply to all courses.

Coursework assignments, assessments and tests given to students during the semester/trimester serve the following two purposes:

- Coursework assignments, assessments and tests are seen as educational devices to help students master the course material. This includes the concepts, theories, methodologies, and tools presented in class and recitation as well as such skills as working in teams.
- Coursework assignments, assessments and tests help the faculty evaluate how well each student has mastered the course material.

Thus, AIT's policies regarding academic honesty are intended to balance these two purposes and, unless otherwise stated, apply to all assignments.

Students may work together to conceptualize general approaches to assignments. However, unless otherwise specified for a particular assignment, the work a student submits must be done completely on his/her own. Students are also expected to properly reference the source of any information used in a submission that is not their own. This includes any book, article, Web page, presentation or personal correspondence that you used for your work. It is also inappropriate to use coursework assignments, assessments and tests submitted in previous years as a source, unless otherwise indicated.

AIT maintains a zero tolerance on copying of work among students. In case a lecturer/instructor suspects that an infringement of this nature has occurred, both the student who did the copying and the one who allowed his/her work to be copied will be given an F grade in the assignment or work in question. In addition each of the offenders will be attract 5 Academic Dishonesty Offenders (ADO) Penalty Points. A student who accumulates a total of 60 ADO Penalty Points at any stage of his/her program of study at AIT will be academically dismissed from the University. In addition, to serve as a further deterrence, 7% of the final score of the course in question will be deducted per incidence.

In summary, copying of work will attract the following penalties per incidence which will be applicable to both the person(s) who did the copying and the person(s) who allowed their work to be copied accidentally or willing:

1. A grade of F will be applied to the assignment/work in question
2. Each offence will attract a 5 ADO Penalty Point per incidence (with an accumulative total of 60 ADOs resulting in dismissal from the university)
3. 7% of the total final score (per incidence) will be deducted from the final score obtained by the student in respect to the affected the course(s)

Students who have any questions about how these policies and penalties relate to any of their course could please speak with the teaching staff of the course for clarification.

## **THE AIT ACADEMIC INTEGRITY POLICY**

The University is an academic community whose mission is to promote scholarship through the acquisition, preservation and transmission of knowledge. Fundamental to this goal is the institution's dedication to academic integrity. Providing an atmosphere that promotes honesty and the free exchange of ideas is the essence of academic integrity. In this setting all members of the University have an obligation to uphold high intellectual and ethical standards.

It is the responsibility of the faculty to impart not only knowledge but also respect for knowledge. It is also the professional responsibility of all faculty members of AIT to explain the importance of honesty and respect for knowledge in order to ensure an academic environment that encourages integrity.

To establish such an environment, students must recognize that they are responsible for their own learning. Specifically, it is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by providing proper citation of ideas and research findings to the appropriate source. This includes the obligation to preserve all educational resources, thereby permitting full and equal access to knowledge.

The AIT community takes seriously its responsibilities regarding academic honesty. Academic integrity is absolutely essential to ensure the validity of the grading system and maintain high standards of academic excellence. In addition, all members of the AIT community, including faculty and students, must exhibit behaviors exemplifying academic honesty and encourage such behaviors in others

### **Violation of Academic Integrity**

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A violation of academic integrity as an instance of academic dishonesty can occur in many ways. At AIT instances of academic dishonesty are:

#### **1. Plagiarism**

Plagiarism involves using the work of another person and presenting it as one's own. Acts of plagiarism include copying parts of a document without acknowledging and providing the source for each quotation or piece of borrowed material. The rules against plagiarism apply whatever the source of the work relied upon may be, whether printed, stored on a compact disc or other media, found on the Web/Internet. Students are expected to submit and present work that is their own with proper documentation and acknowledgment when the work of others is consulted and used.

Using or extracting another person's concepts, experimental results or conclusions, summarizing another person's work or, where there is collaborative preparatory work, submitting substantially the same final version of any material as another person constitutes plagiarism. It is the responsibility of the person writing to make sure that he/she acknowledges within the writing where the "sourced" information, ideas and facts come from.

The basic principles are that you should not attempt to pass off the work of another person as your own, and it should be possible for a reader to check the information and ideas that you have used by going to the original source material. Acknowledgment should be sufficiently accurate to enable the source to be located speedily.

Plagiarism can be intentional by deliberately presenting the work of others as one's own, or inadvertent by accidentally omitting or erroneously citing sources. Specific examples of plagiarism that can occur in research papers, laboratory reports, written reports, oral presentations as well as other assignments are:

(i) *Failure to use quotation marks*: sources quoted directly must be shown with quotation marks in the body of the work or project report and with the appropriate citation in the references, notes or footnotes

(ii) *Undocumented paraphrasing*: sources "put into one's own words" must have the source cited properly in the body of the work or project report and in references, notes or footnotes

(iii) *Creating false documentation*: purposefully presenting wrong information in references or citations or manufacturing false information used in references, notes and footnotes.

Remember: no matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a short cut and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

## **2. Collusion**

Collusion is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their program or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

### **3. Fabrication or Falsification of Results**

For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research or laboratory work that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results.

### **4. Cheating on Examinations**

- (i) Looking and/or copying from another student's paper during an examination or in-class assignment
- (ii) Allowing another student to look or copy from one's work during an examination or in-class assignment
- (iii) Possessing crib sheets, answer sheets and other information during an examination or in-class assignment not authorized by the instructor
- (iv) Writing an answer to an in-class examination or assignment and submitting it as written in class
- (v) Taking an examination for another student
- (vi) Allowing or arranging for a second party to take an examination or other in-class assignment
- (vii) Allowing one's own work to be copied and submitted by another student
- (viii) Altering or falsifying examination or assignment results after they have been evaluated by the instructor and returned

### **5. Other infractions**

- (i) Possessing papers, assignments, examinations, reports, laboratory or workshop reports or other assignments that have not formally been released by the instructor
- (ii) Purchasing a paper or assignment from an online source, paper mill, another student, or other source and submitting it, wholly or in part, as one's own work
- (iii) Possessing another student's work without permission

- (iv) Writing or creating a research paper, written report, laboratory report or other work for another student
- (v) Submitting the same work for two different classes without the approval by both faculty members teaching both classes
- (vi) Falsifying University documents
- (vii) Presenting false documents or forged documents
- (viii) Destroying, vandalizing, altering and/or removing library materials without authorization
- (ix) Falsifying data
- (x) Altering or falsifying another student's data, laboratory work, research, assignments or written materials.

### **Finally**

If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self-esteem. You are the one who loses.

## **POLICY ON ACADEMIC AND SOCIAL MISCONDUCT**

### **Academic and Social Misconduct**

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Students at AIT are expected to meet the highest standards of personal, ethical and moral conduct possible. Good conduct and academic honesty are fundamental to the mission of the University as an institution devoted to the pursuit of excellence in scholarship and research, and to the service of society.

Student misconduct includes student academic misconduct and also encompasses conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the University.

#### **1. Academic Misconduct**

*Student Academic Misconduct means:*

- breach of such rules or guidelines relating to student academic conduct as may be prescribed by the University
- misconduct relating to assessment or examinations; and
- any other conduct (the general nature of which has been made known to students) regarded as student academic misconduct according to current academic usage.

The following behaviors would be considered as academic misconduct:

*Misconduct concerning examinations:*

- taking unauthorized materials into an examination hall/room;
- impersonation in examinations;
- permitting another student to copy answers in an examination;
- exchanging notes between students in an examination;
- improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
- removing an examination paper from an examination room when it is specified that the paper is not to be retained by the student.

*Misconduct concerning academic works:*

- failing to acknowledge the source of material in an assignment;
- quoting without the use of quotation marks even if the source is acknowledged;
- plagiarism;
- submitting work for assessment knowing it to be the work of another person.

*Misconduct through misrepresentation*

- submitting a falsified medical certificate;
- submitting a falsified academic transcript;
- submitting a falsified reference letter.

**2. Social Misconduct**

Student misconduct of a kind that impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the University includes such activities as:

- breach of any rule relating to student conduct at the University;
- conduct which unduly disrupts or interferes with a class, laboratory session, a meeting or any other official activity within the University;
- conduct detrimental to University's property, such as stealing, destroying or deliberately damaging building, furniture or laboratory equipment;
- stealing, destroying, impairing the accessibility of, or defacing any part of the University's library collection;
- using the University's computing or communications facilities in a manner which is illegal or which will be detrimental to the rights and properties of others;
- acting so as to cause students or faculty or other persons within the University to fear for their personal safety;
- refusing or failing to identify oneself truthfully when so required by a member of the academic staff or other officers of the University.



## **THE ZERO-TOLERANCE POLICY ON CULTISM AND SECRET SOCIETY MEMBERSHIP**

The Accra Institute of Technology (AIT), has zero- tolerance policy on membership of cultism groups and secret societies on and off its campuses. Organizing and/or participating in cultism and secret society activities and practices on and off campus; the recruitment and/or the encouragement of fellow students to join the membership of cultism groups and secret societies on and off campus are instant dismissal offences.

Any student involved in acts or practices that infringes on the university's strict and uncompromising, zero-tolerance policy on cultism and secret society membership will have his/her admission terminated instantly and will be expelled from the university. Students who in any way are found be associated with, group with, or socialize with those students involve in cultism and secret society activities and practices on and off campus, will be suspended for a full academic year in the first instance and in the second instance will be expelled from the university.

## **POLICY ON DISMISSAL OF STUDENTS**

AIT takes a serious view on all types of academic, social and other misconducts or acts of students that adversely impact on the University's academic life, work and activities, its image and reputation and/or endangers life and/or property of its students, staff and faculty.

The following acts by any student will attract an instant dismissal from AIT:

- Examination malpractice of any kind
- Threatening of fellow students, staff or members of the faculty on campus or off campus
- Threatening and/or abusive behavior and /or actions that in any way endangers life and property on AIT campuses and facilities
- Stealing, Drug Abuse
- Sexual Harassment
- Vandalism
- Membership of any gang, cult, unlawful association/society or groupings whose actions or activities in any way endangers life and/or property or disrupt academic life or other activities of AIT on campus or off campus

A School/Department may also recommend the dismissal of a student for situations other than those specified above. When doing so, the University will notify the student in writing of the possibility of dismissal. If it is possible for a student to rectify the situation, he/she will be given a clear statement about what must be done within a specified time to address the problem. If the student does not meet the stated requirements within the time frame specified, he/she may be dismissed from the University.

Students should also take note that the Admission Offer given to them to Study at AIT is probational throughout their studies/program at AIT. AIT therefore reserves the right to suspend or revoke the admission offer and/or dismiss any student guilty of violating any of its rules and/or regulations.

## **THE AIT STUDENTS CODE OF CONDUCT**

**1. Harmful Drugs**

Keep away from marijuana, cocaine, and other related substances.  
Consult your doctor for your drug needs.

**2. Alcohol Consumption**

When the day's lectures are over, you may go in for your favourite alcoholic beverage.  
Note that alcohol consumption beclouds one's thought processes.

**3. Smoking**

Cigarette smoking is harmful to your health. However, if you still wish to smoke, wait until you are outside the campus.

**4. Watch Your Sexual Habits**

Stick to your devoted partner to reduce the risk of contracting AIDS and the related STDs. Avoid casual sex. Note that AIDS has no cure.

**5. Mind Your Health**

Exercise regularly, eat balanced diet in sufficient quantities, and enjoy your evening sleep. Avoid excessive tiredness. Remember that a merry heart moistens the bones. Smile generously and admire the beauty of nature.

**6. Getting Together**

There is no need for you to isolate yourself on the campus. Greet each friend you meet, and engage your mates in a hearty conversation. Share ideas, and study together.

**7. Managing Your Time**

Recognize that your program has a time frame. Remember that time is short and that it is on loan to you. Make the best use of your time. Note that you would need rest and leisure hours as well.

**8. Managing Your Money**

Impulsive shopping and unrestrained social spending can ruin your purse. Keep your eyes on the "balance on hand". Don't owe anybody: Pay your debts quickly. Contact your creditor in case of repayment difficulties.

**9. Talk With Your Tutors**

The academic program handlers are your mentors. They are there to help you benefit from your chosen program. Talk with them.

**10. Show Concern**

Your study equipment/appliances are expensive. Handle with care any equipment allocated to you. Vacate your seat promptly to enable others to have their turn in using the allocated equipment

**11. Do You Have A Grievance?**

Seek an audience with an officer to discuss any problem you may have. Grumbling or murmuring will rob you of your peace of mind and cause stress.

**12. We Value Your Suggestions!**

If you notice a matter the school authorities have overlooked, please call our attention to it. You may speak with an officer, or you may write your suggestions.

**13. Class Assignments**

Endeavour to complete your class assignments on time. This would help your course tutors to monitor your progress and offer useful advice as necessary.

**14. Piracy and Plagiarism**

It is plain dishonesty for you to use the works of other people without first obtaining permission or without giving due credit to the source

**15. Good Citizenship**

Cooperate with the school authorities. The school's regulations are meant to facilitate your learning. Obey them for your own good. Carry out lawful instructions given from time to time by authorized officials.

**16. Student Agitation**

Demonstrations and rioting are strictly forbidden on the campus. Discuss your concerns with your course tutor or with an authorized official of the institute. Trouble makers may find themselves in the hands of the security agencies

**17. Student-Student Relations**

AIT seeks to promote healthy student-student relations. Tribal, political party, ethnic or social considerations have no place on the campus. Accept your friends on the basis of mutual understanding and cooperation. Be tolerant of opposing views as well.

**18. Student-Teacher /Staff Relations**

Accord due respect to faculty and staff of the university. Even when you have to disagree with a teacher or staff, make your point using polished language. The teachers and staff are here to help you achieve your educational aims.

**1. Why Are You Here?**

Keep your objectives in focus. Too much socialization would prevent you from achieving your course /career goals. Be in tune with yourself, and go for the gold.

**2. Spiritual Admonition : Keep close to your God and respect other people's beliefs.**

### **Environmental Issues**

- a) Water closets and urinals have been provided at the back of the block. Please keep the facilities clean.
- b) Deposit any waste materials in your hands into the litter bins provided.
- c) Keep your lecture halls environmentally friendly. Please do not block passage ways with furniture.
- d) Switch off lights, fans, air conditioners, and other electrically operated devices when such items are not in use.
- e) Leave lecture room furniture in their present locations.
- f) When you are too tired to continue studying in the lecture hall, take your rest under the pavilion.
- g) TB is infectious. Cover your mouth when you yawn or cough, cover your face when you sneeze or blow your nose. Do not spit about carelessly.
- h) Consult the notice board for further messages.
- i) Report any defect in your equipment to the school authorities. Do not interfere with the internal mechanisms.

### **Emergency Issues**

- a) When your health condition changes suddenly, please contact the office for a first aid support. Take steps to consult you doctor without delay.
- b) Receive your visitors under the pavilion.
- c) Call the Police on 191  
Fire Service on 192  
Ambulance on 193
- d) All students must learn to operate the fire extinguishers.
- e) Report any suspicious person(s) to the school authorities.
- f) In a life-threatening situation, think of SAFETY FIRST.

## ACADEMIC FEES REFUND POLICY

*(Tuition, University Fee, and Medical Fee) for Students Withdrawing, Dropping to Part Time, or Part- Time Student Dropping Credit Hours*

No refunds will be made on a semester's tuition fees and other university fees after four weeks from the last day to register. In the case of withdrawal from the University, refunds will be based on the effective date of the withdrawal. In the case of a withdrawal from a course, refunds will be based on the date the student drops the course or program.

To be eligible for a refund, the student must complete the appropriate fees refund form and this must be received by the University prior to the beginning of the next semester/trimester or subsequent summer session. The date the form is received will be used to establish the refund/withdrawal date. Beginning with the day following the last day to register, refunds for periods of four weeks or less during the regular semesters/trimesters shall be made on the following basis.

Period of Enrollment	Percent Refund
Registration Dates as Per Published Calendar	100%
After last day to register: One week or less	50%
More than 1 but not more than 2 weeks	30%
More than 2 but not more than 3 weeks	20%
More than 3 but not more than 4 weeks	10%
More than 4 weeks	0%

### Summer Sessions/Semesters/Trimesters

Period of Enrollment	Less than 3 weeks	3 Weeks	4 to 5 weeks	More than 5 weeks
Registration Dates as Per Published Calendar	100%	100%	100%	100%
After last day to register: One week or less	0%	30%	40%	40%
More than 1 but not more than 2 weeks	0%	0%	10%	20%
More than 2 but not more than 3 weeks	0%	0%	0%	10%
More than 3 weeks	0%	0%	0%	0%

In the event the University must suspend or close due to force majeure, no refunds of tuition or fees and/or financial aid shall be made. "Force majeure" shall mean any cause or event which is outside the control of the University and may include war, flood, storm, epidemic or financial exigency.

## **OUR EXPECTATIONS OF AIT STUDENTS**

At AIT, we expect our students to succeed by mastering the act of being:

- god-fearing, honest and trustworthy
- disciplined and determined
- responsible and reliable
- calm, thoughtful, patient and confident
- gentle, loyal and proud
- humble and reverent
- tough, self-reliant, persistent and hard-working
- organized, neat and poised
- inquisitive and teachable
- healthy and smart
- vibrant and enthusiastic
- kind, friendly, helpful and generous
- brave, daring and risk-taking
- moral and ethical in all their dealings with people around them

## **NOTES ON THE RESPONSIBILITIES OF THE STUDENT**

1. It is the responsibility of the student to have access to and read the details of this Handbook
2. It is the responsibility of the student to make sure that he/she is familiar with, comprehends and understood the details of this Handbook.
3. Students are advised to consult appropriate officers of the University in case they need clarifications on the details of any of the sections of this Handbook. Seeking these clarifications is also the sole responsibility of the student.

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