

**GTUC/GS/AD1/SEPT/2**

**Ghana Technology University College  
Postgraduate Student Handbook  
Academic Year 2014/15**



SEPTEMBER 2014

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	<b>Welcome to the Graduate School</b>	2
1.	GTUC University Council	3
2.	The GTUC Graduate School	4
3.	Student Support and Guidance Within the Graduate School	8
4.	Student Support and Guidance Within the University	11
5.	Essential Information for all Postgraduate degree students	15
	A. The Modular Framework	16
	B. Attendance	17
	C. Changes to your individual programme of study	17
	D. Coursework assignments	18
	E. Academic dishonesty	19
	F. Plagiarism and how to avoid it	21
	G. Disciplinary Procedure	21
	H. Examinations	23
	I. What to do if you experience illness or other circumstances that affect your studies/exams	24
	J. Assessment Boards and Reassessment	25
	K. Awards and Classifications	25
	L. Reviews and Appeals	26
	M. Student Complaints Procedure	26
	N. Student Staff Consultative Committee	29
	O. Important finance information and fee implications	29
	P. Data Protection and Consent to Process Information	29
	Q. Student Representation	33
	R. Programme Managers & Module Leaders	33
	S. External Examiners Report	35
6.	Post Graduate Calendar	37
7.	Health and Safety Information	38
8.	Course Specific Information	40

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## Information and Communication

Any changes to the information in this document or to your course documentation will be communicated to you via email. **All electronic communication will be via the University College's email account. You must check the University College's email account regularly.** If you have problems accessing and/or activating your university email account, please ask for advice at the IT Support Services. See IT Services below.

## Welcome to Graduate School

The Graduate School at Ghana Technology University College (GTUC) offers unique opportunities for innovative education and research. The Graduate School was founded in November 2006 to meet the increasing demand for highly educated engineering, information technology and management graduates. Since its inception, the School has increased the student body to approximately 3000 students as a result of quality of graduate programs administered which is reflected in the recognition received by its students.

Our diverse curricula nurture creative thinking and prepare students for productive and rewarding careers. The uniqueness of GTUC Graduate School is the mutually-beneficial strategic partnerships the University has established with international universities with outstanding reputation as leaders in teaching and research excellence. GTUC has established academic partnerships with Coventry University, Aalborg University (Denmark), Wildau Institute of Technology, Anhalt University of applied Sciences (Germany), Kwame Nkrumah University of Science and Technology (Ghana), M.S Ramaiah (India) and Staffordshire University (UK), to offer the Graduate programmes that meet international

The faculty and staff in the GTUC Graduate School are dedicated to providing first-rate education that instills strong knowledge for sound practice in science, engineering and management for the well-being of society.

I encourage you to avail yourselves to the breadth of information included in our newly designed website. Information on each graduate program and details concerning admission and support are available. Thank you for your interest in the Graduate School. Please contact the Graduate School directly if you need additional information.

Dean  
Graduate School, GTUC

## 1. GTUC University Council

The Ghana Technology University College (GTUC) formerly Ghana Telecom University College is a college of higher learning. In 2005, the then center was converted into a tertiary institution running courses which lead to the award of certificates, diplomas and degrees. It has become a center of excellence in the training of people in IT and management related courses with an accreditation from the Ghana National Accreditation Board (NAB) since 2006.

### Membership of the University Council Membership

The 9-member University Council comprising distinguished educators, business executives and government officials was inaugurated on August 23, 2010 for a five (5) year term. The Council comprises the underlisted personalities:

1. Prof. Walter S. Alhassan Chair
2. Prof. F. A. Allotey Member
3. Prof. Clement Dzidonu Member
4. Mrs. Sylvia Asempa Member
5. Mr. NorteyYeboah Member
6. Dr. Ben Adu Member
7. Mr. Dick Otuteye Member

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8. Hon. Gideon Quarcoo Member  
9. Dr. Osei K. Darkwa Member

### **Role of the Council**

The functions and responsibilities of the Council shall include the following:

- Setting policies for the general operations of the University, including, but not limited to, custody, obligation, and expenditure of funds;
- Approval of new programs and substantial changes in existing programs;
- Approval of major alterations of internal organization, capital facilities, and personnel policies;
- Reviewing with the Headship the annual evaluation of Deans;
- Facilitate communication between the institution and the community;
- Assisting in planning, implementing, and executing fund-raising and development projects aimed at supplementing institutional appropriations;
- Perpetuating and strengthening alumni and community identification with the institution's tradition and goals;
- Selection of recipients of honorary degrees.

### **Principal Officers**

- Dr. Osei Kofi Darkwa . President
- Dr. Robert Awuah Baffour . Vice-President
- Professor Patrick Otoo-Bobbie . Registrar
- Dr. Francis Boateng Agyenim . Dean of Graduate Studies
- Dr. George Ampong . Director, Kumasi Campus
- Dr. Daniel Adjin . Ag. Head, Faculty of Engineering
- Dr. Ezer Yeboah Boateng Ag. Head, Faculty of Informatics

### **UNITS OF THE UNIVERSITY COLLEGE**

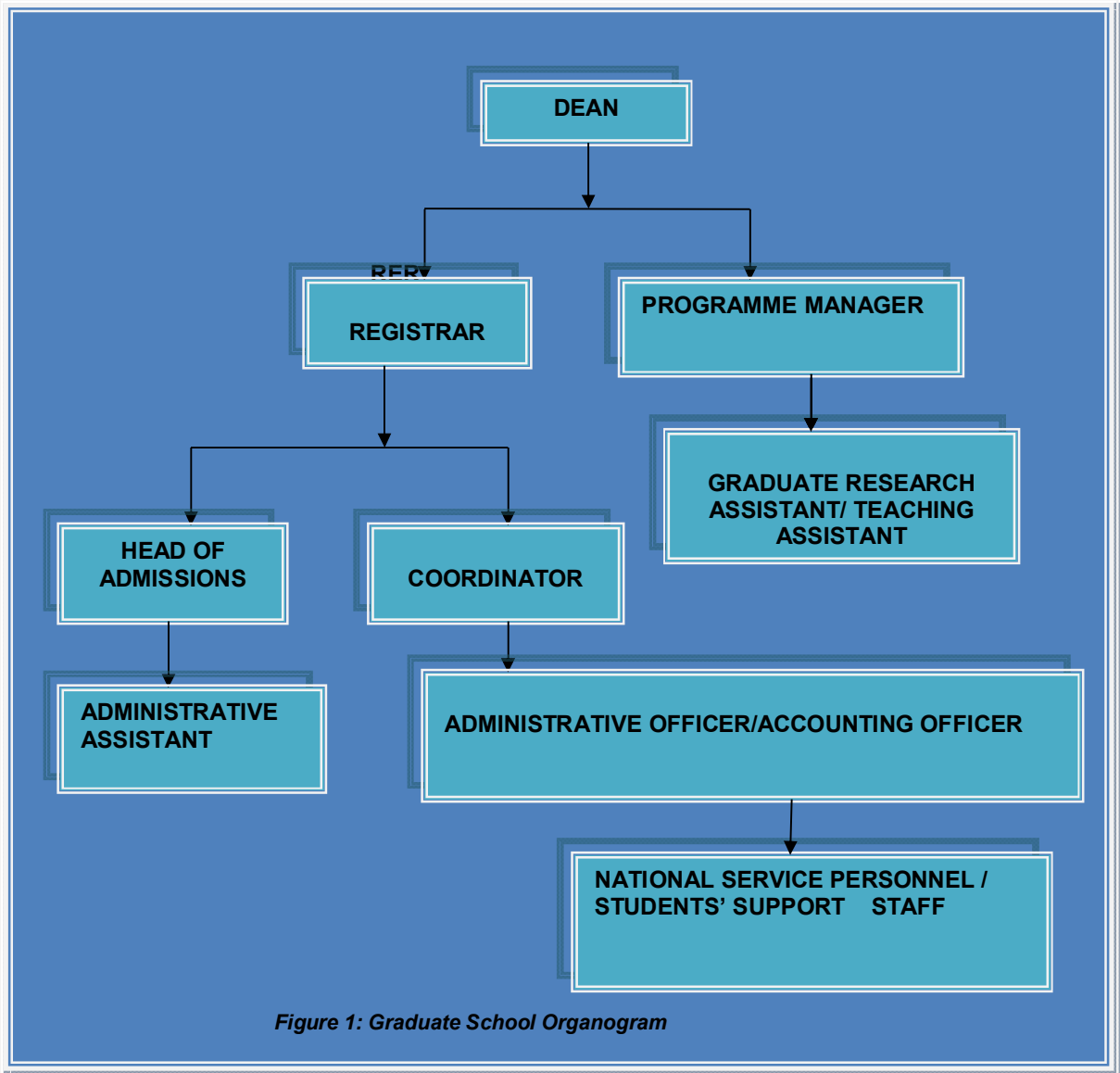
Main Administration  
Executive Wing  
Reception  
Exams and Records  
Property  
Quality Assurance & Promotion  
Finance  
Accounts  
University Relations  
ITSS  
Undergraduate Admissions  
Library  
Graduate Resource Centre  
Centre for Online Learning and Teaching (COLT)  
Forensic  
Informatics  
Engineering  
Graduate School  
Research & Innovation Centre  
Transport and Security  
IT Business  
Kumasi Campus . Ahodwo roundabout/ Ohwim . Amanfrom, Kumasi, Ghana

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## **2. The GTUC Graduate School**

The role of the Graduate School is to help make this experience an exciting and rewarding one as well as to prepare you for a long productive career and an enriched life. The Graduate School offers innovative approach to higher education, focusing on meeting the needs of students who need to be provided with convenient, accessible, up-to-date relevant educational opportunities.

Due to our strong student centered orientation, we have developed flexible scheduling, continuous enrolment, subject leading/expert lecturers, experienced industry practitioners staff, online classes, and access to a well-stocked library and electronic library - all of these facilities are the hallmark of our graduate education.



**Where is The Graduate School?**

The Graduate School is located on the main GTUC Campus, Tesano and a satellite campus at Ohwim-Amanfrom, Kumasi in the Ashanti Region, Ghana. The School houses the Dean of the Graduate School, administrative offices, lecture halls, and a library.

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## **Graduate School Facilities**

### **Laboratories**

1. Forensic Lab
2. Data Com Lab
3. Micro Lab

### **Auditoriums**

1. Eva Von Hirsch
2. Florence Onny

### **Conference Rooms**

1. Graduate School Conference Room
2. President Conference Room/A.3
3. Video Conference Room
4. Informatics Conference Room

### **Postgraduate Students' Lobby**

GTUC . Graduate School has a student lobby where students meet for group discussions/interactions.

### **GTUC – Graduate Resource Centre**

This Resource Centre is made available to all postgraduate students to provide assistant to students.

### **Library**

GTUC has a main library for all students and a students resource centre for graduate students only. The main library and the students resource centre are stocked with both hard and e-books for use by students. Students are encouraged to use the library for private study. Information on the Graduate School Library will be provided to students during the Induction/orientation ceremony and on your tour of the Graduate School Library.

### **Online Libraries**

In addition to the resources at the Resource centre, graduate students have access to electronic academic resources of our international partners. Below are the guidelines for getting access to international partner resources:

#### **1. Coventry University e-library**

International Partner University students at GTUC have access to the Lanchester electronic library to support studies. To access these resources, students need computer username and password. A unique seven digit number, called the universe id is assigned to every student which is used as part of the log in credentials and e-library registration. Date of birth used for online registration must be the same as that submitted to GTUC Graduate School. This information is provided to students in a student's welcome pack by International Partner University's Academic Partnership Unit on registration.

Please ask the Graduate School Registry for this. For details of how to register for your computer username and password please visit our collaborating institutions page on the Web link below:

[http://www.coventry.ac.uk/study-at-International\\_Partner/student-support/academic-support/lanchester-library/partners-access-to-eresources/?theme=main](http://www.coventry.ac.uk/study-at-International_Partner/student-support/academic-support/lanchester-library/partners-access-to-eresources/?theme=main)

Here you will find details of how to register and also links to the resources that you can access and other useful information. Please keep your username and password safe and do not give it to anyone else as usernames and passwords are individual and any misuse of resources can be traced back to the owner.

For licensing reasons please remember you will only be able to access the subscription resources shown on the collaborating institutions page. If you are within a resource and use the Find it @CU button, you will only

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be able to access the full-text of the item if it is provided by one of the resources listed on the collaborating institutions page.

## 2. Staffordshire University e-library

Students on Staffordshire University programmes use a six digit password assigned to each student for access to the electronic library. Students may have access to approx. 70 databases and be able to use Summon discovery service . a search engine that searches across all e-journals, e-books, print and open access resources. To see a list of the e-resources legally available to Partnership students please go to: <http://libguides.staffs.ac.uk/az.php?t=7200>

## 3. Anhalt university library

Students on Anhalt university programmes presently do not have access to online resources at the e-library. However, relevant links and journals are sent directly to students periodically to support learning. Fly-in-faculty from Anhalt University who teach at GTUC also provide useful course related links to students.

### Classroom and Lecture theatres

1. PhD Lecture Theatre
2. Room G6
3. Room G8
4. Room G9
5. Room Great Hall
6. Room B1
7. Room B2
8. Room B3
9. Room B4
10. Room C9
11. Room C10

### Cafeteria and networking lobby

1. GTUC Cafeteria Services
2. Graduate Students Lobby

### Building Opening Hours

#### Days

#### Time

*Mondays ----- Fridays*

*7:30 am----- 9:00p.m*

*Saturdays and Sundays*

*7:30 am ----- 6:00p.m*

*PLEASE NOTE:* Students are only permitted entry to the University premises from 7.30am to 9.00pm on weekdays and 7.30am to 5.00pm on weekends. Students *coming in over weekend/out of hours must first report to the building reception/security with id card*

## 3. Student Support and Guidance within the Graduate School

### Graduate School Registry Team

The GTUC Graduate Registry Team manages your academic record and responds to queries on course, module and assessment, academic processes, rules and regulations. They are also responsible for authorising deferrals, extensions. They authorised absence requests and on mitigation.

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### **Graduate School Contacts**

Graduate Admissions	+233(0)202698352/3	<a href="mailto:graduateadmissions@gtuc.edu.gh">graduateadmissions@gtuc.edu.gh</a>
Academic Support Unit	+233(0)3022747177	<a href="mailto:International.Partner.gradsch@gtuc.edu.gh">International.Partner.gradsch@gtuc.edu.gh</a>
Students Record Unit	+233(0)3022747177	International.Partner.gradsch@gtuc.edu.gh
Finance Office	+233(0)302200609	<a href="mailto:finance.gradschool@gtuc.edu.gh">finance.gradschool@gtuc.edu.gh</a>
Research Unit		<a href="mailto:coord.gradschool@gtuc.edu.gh">coord.gradschool@gtuc.edu.gh</a>
Resource Centre		<a href="mailto:coord.gradschool@gtuc.edu.gh">coord.gradschool@gtuc.edu.gh</a>
Reprography Unit	+233(0)202698250/1	<a href="mailto:reprography@gtuc.edu.gh">reprography@gtuc.edu.gh</a>

### **Management of Postgraduate Programmes**

The central organization and co-ordination of Postgraduate Programmes is undertaken by the Graduate School and supported by the Programme Manager and Course Leaders. Their role is:

- (i) To cater for the day-to-day operation of the individual courses
- (ii) To liaise with the Module Leaders and Quality Promotions and Assurance Unit over the operation, quality standards and timetabling of the modules
- (iii) To look after the welfare of the students and assist with their day-to-day queries and problems
- (iv) To be responsible for marketing, admissions, co-ordination of the modules, monitoring of assessments and ensuring the efficient operation of the courses.

There will be a Module Leader for each module responsible for organizing the content of the module in conjunction with the Graduate School. The Course Leader will act as a focal point for the cohort. The Course Leader will be responsible for the operation of a stream and its students. The Course Leaders will liaise with the Programme Leader. The welfare of the students will be looked after by the Graduate Office. On allocation of a project, the project supervisor will take over this role. An External Examiner is appointed for each course.

### **Role of the Module Leader**

Module Leaders are of key importance to the efficiency of operation and quality of the modules.

They are responsible for the following major activities:

- (i) Curriculum;
- (ii) Module organization;
- (iii) Assessment of post module work

Curriculum development and validation involves reviewing the content of the module with the relevant Department and partner academic institutions. All modules have an associated manual of course notes and it is the responsibility of the Module Leader to develop these notes and to ensure that an updated master copy of the notes is of a high standard and stored in the Graduate Office at least three months before the module start date to ensure sufficient time for the Graduate Office to obtain copies. The notes will be distributed by the Module Leader followed by a lecture to provide guidance on study. Module organization involves ensuring that all lectures are timetabled for the module and making any necessary changes and ensuring that the master of the module manual, which is kept in the

The Module Leader will also organize and be present at the end of the module for the student feedback session.

The Module Leader will be responsible for ensuring that the preparation and marking of the assessment is carried out within two to three weeks of the assessment completion date. The Module Leader will collect the assignments from the Graduate Office and distribute them for marking and moderation. After marking, the Module Leader will return the work and comment sheets to the Graduate Office for distribution to students so they can obtain provisional marks.



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## MODERATION PROCESS

### PRE-MODERATION

1. The program managers are provided with copies of time table for the year, the list of module leaders and lectures, the module summaries and lecture plan for the modules within the respective programs. This enables them to contact module leaders to send in their questions and marking scheme for moderation. This notification to the module leaders is done eight weeks before the start of the module.
2. When questions and marking schemes are received by program managers, the moderation teams within each program meet to review them. Comments raised by the moderation team are sent by the program managers to the various module leaders for redress. When the moderation team is satisfied with the questions and marking schemes, the program managers forward the moderated copies to the coordinator of Ghana Technology University College (GTUC) Graduate School, who then sends these to the Academic Partnership Unit of International partner Universities.

### PRE-MODERATION BY INTERNATIONAL PARTNER UNIVERSITIES

Our international partner universities moderate the questions and marking schemes received and sends feedback to the coordinator/GTUC. The process continues until APU/CU is satisfied that all requirements have been met.

1. Questions and marking schemes which comply with the requirements are designated as such by both APU/CU and the coordinator GTUC. These are the versions which are examinable and are used in the assessment of students.

### MODERATION OF ASSESSMENT BY PARTNER ASSESSMENT BOARDS

1. Copies of moderated assessments done by the moderation team/GTUC are subjected to external moderation by Assessment Boards from international partner Universities.

### Academic Support

Academic Support Staff have responsibilities to ensure that your programme of study operates as efficiently as possible to give you the maximum opportunity to benefit from your studies. If you have specific concerns about your study programme you should consult your **Programme Manager (List of PM is in section 5.Q)**. As part of your studies you will be able to consult the module/course team, who are members of the academic staff for support. You will be provided with the team's contact details to whom you may refer for advice and help on personal and general academic issues.

In addition to the Programme and Module Leaders who look after the postgraduate provision within the Graduate School the contacts below are available to assist you:

- *Dr Francis Boateng Agyenim( PhD, MSc, BSc) - Dean of the Graduate School*
- *Juliana Owusu-Ansah – Registrar of the Graduate School*

### IT Support

The Head of IT Support Services and his team are responsible for all computing facilities, software installation, maintenance of teaching aids, networking and communication facilities, maintenance of technical resources and school website maintenance and support school publications. For any technical support, please contact IT support services on [servicedesk@gtuc.edu.gh](mailto:servicedesk@gtuc.edu.gh).

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## Support for GTUC Online (Moodle)

Detailed information on the MBA/MSc programmes has been provided on the GTUC moodle for each programme. Students can find these on the Graduate School section of Moodle. Information includes details on all eight (8) modules for each programme, guidelines for dissertation writing, general postgraduate information and a link to the student's academic handbook and regulations.

## Social networking Conduct

Whilst the use of social networking sites has grown significantly in recent years, and can be a very useful tool for communication and learning as well as for online social interaction, students engaged in courses at Ghana Technology University must be mindful of their responsibilities in relation to their behavior on social networking sites, such as Facebook and Twitter. We expect our students to behave responsibly, with care and respect shown towards others. Any student found to be behaving in an inappropriate way in their use of social media may find themselves subject to disciplinary action. Norms of conduct and behavior in relation to social networking sites are still evolving, but this guidance is designed to help you keep safe and to ensure you are not putting your own reputation, and that of the University, at risk.

Social networking etiquette is relatively straightforward to observe:

Remember that even with privacy restrictions the chances are that all your friends will be able to view more than you think

- This is especially the case in relation to your Facebook Wall . all your friends can view your comments and photos
- Be polite at all times
- Bear in mind that not everyone will share your sense of humour
- Ask before you tag others in the photos you want to upload
- Ensure you respect the difference between personal and professional contacts
- Do not engage in heated arguments or trade insults (try to imagine your employer/mentor/tutor/mother is observing your online behavior)
- Try not to overload your net friends with constant messages and updating
- Try not to put people in an awkward position by asking them to be your friend when they may not be able to do so because of their profession/role (e.g. your tutor), and don't take offence if/when they decline your invitation

Where social networking sites are used within modules, the purpose will be purely as a medium for learning. The behavior of participants online must conform to classroom codes of conduct. Discussion and the posting of other material, such as photographs, will be monitored and unacceptable behavior will be subject to University disciplinary procedures.

You should protect your own privacy and think very carefully about what kinds of information you want to share and with whom, adjusting your privacy settings appropriately. However, remember that everything you post online is in some respects public so endeavor to respect confidentiality where you need to. If you find yourself the target of abuse or inappropriate communication on a social networking site, or observe this happening to someone else, you should report this to your Course Director, and where necessary provide evidence.

## 4. Student Support and Guidance within the University

In addition to the support and guidance available in the Graduate School, you also have access to a vast range of University services. These support services will provide advice and assistance on a wide range of issues. From time-to-time you may wish to seek help from:

### The University Relations Office:

The University aims to treat all students equally and fairly, but there are always particular problems

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when you are studying and living in a strange country. The University Relations Office aims to provide help and support to every international student, undergraduate and postgraduate, whether you are here for the full time course or on placement. It provides information and advice on immigration, visa extensions and tuition fees, health, housing, employment, work permits, financial and personal matters.

**Contact: +233(0)302200625**

**Email: [ur@gtuc.edu.gh](mailto:ur@gtuc.edu.gh)**

#### **The Student Affairs Office:**

The Student Affairs Office is responsible for receiving requests for immigration/ residence permits for processing by the University Relations office. Introduction letters are also issued to students who wish to send their requests directly to the Ghana Immigration Service.

**Contact: +233(0)302200623**

**Email: [studentaffairs@gtuc.edu.gh](mailto:studentaffairs@gtuc.edu.gh)**

#### **Student Housing:**

GTUC runs non-residential programmes. However, the university college has a limited number of hostel facilities it rents out to students. Students interested in staying in GTUC hostels are required to register every semester. There are also a few private hostels in the vicinity where students can stay for a fee. All the rooms are well furnished. Wi-Fi connectivity is available within the premises. For any issues related to hostel facilities, please contact the Students Affairs unit.

**Contact: +233(0)302200623**

**Email: [studentaffairs@gtuc.edu.gh](mailto:studentaffairs@gtuc.edu.gh)**

#### **Fee Payments/Finance Office**

The tuition fees are paid as follows; 60% payment before start of the first module and the remaining 40% paid before the start of the fifth module. No other requests for additional installments or extension for the date of payment other than the notified schedule will be entertained. The prescribed fees for the programme and any other payments to the School should be made only in the cash office of accounts department; receipts must be obtained and maintained. The fees may be paid in bankers draft in favor of Ghana Technology University College. Fees must be paid at the Accounts section only and preserve all the receipts of the fees / caution deposit, etc. paid for later use

**Contact: +233(0)302200609**

**Email: [finance.gradschool@gtuc.edu.gh](mailto:finance.gradschool@gtuc.edu.gh)**

#### **Health Services:**

GTUC has two (2) well- stocked infirmaries at the main and Abeka campuses run by a state registered nurse. Students are given prompt attention and common medical conditions are adequately treated. Students are required to show their student ID cards for treatment at the infirmary.

Our referral hospital is the Kaneshie Poly Clinic, Accra, an award winning medical facility. A good relationship has been established with management of the hospital and our students are assured of prompt and appropriate treatment in case of emergencies. All students are required to possess a valid National Health Insurance card (NHIS) which they should have in their possession at all times. Also, as part of the admission process, students are required to undergo a medical examination on campus. This is to ensure that our students are healthy and fit for their academic work and also ensures a safe and healthy environment for all our students.

**Contact: +233(0)206301064**

**Email: [Kaneshiepolyclinic@yahoo.com](mailto:Kaneshiepolyclinic@yahoo.com)**

In the case of Kumasi campus both students and staff are referred to the Cocoa Clinic or the Trust Care for medical care.

#### **Disability services**

Students seeking academic accommodation for specific learning or physical disabilities are required to notify the Student Affairs Office for advice and support. Such students are required to submit documentation from a qualified licensed professional to certify conditions that may impact study. All documentation submitted shall be treated strictly confidential and not considered part of the academic transcript.

**Contact: +233(0)302200623**

**Email: [studentaffairs@gtuc.edu.gh](mailto:studentaffairs@gtuc.edu.gh)**

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### **Chaplaincy services:**

We want to produce students of sterling character. We aim at promoting moral and ethical values on our campus. We provide opportunities for prayer and worship, retreats, workshops, lectures and social activities. Upon request, a student can be offered confidential counselling on religious and related issues.

**Contact: +233(0)302200623**

**Email: [studentaffairs@gtuc.edu.gh](mailto:studentaffairs@gtuc.edu.gh)**

### **Career Counselling:**

The Office of Students Affairs (OSA) runs Career Counselling Clinic from time to time to expose students to the range of career options in their chosen fields of study. We have a dedicated Student Affairs Officer in charge of career development who helps students with career needs. Students are exposed to resource persons from various fields to broaden their outlook. We commit ourselves to creating opportunities and experiences that challenge students to achieve their full potential and become agents of positive change in the global market.

**Contact: +233(0)302200623**

**Email: [studentaffairs@gtuc.edu.gh](mailto:studentaffairs@gtuc.edu.gh)**

### **Academic Records:**

A dedicated secretariat has been established to maintain all student related academic records including the module assessments, project assessment, programme schedule and all other module delivery related documents. The student's official permanent record contains a list of all courses taken, grades earned, degrees earned, and dates of graduation while enrolled at this university. This record is located in the Graduate School Registrar's Office. Unofficial records for all graduate students are maintained in the Students affairs department with copies in the Graduate School. Students may examine their unofficial records by presenting their identification card to the Graduate School, along with a request in writing.

**Contact: Graduate School Registrar's Office – 233-(0)302-747177**

**Email: [gradschoolregistrar@gtuc.edu.gh](mailto:gradschoolregistrar@gtuc.edu.gh)**

### **General Administration/Office**

Administrative officers are responsible for maintaining the general resources of the School and all other general administrative tasks. The team takes care of maintenance of School facilities, housekeeping and security arrangements.

**Contact: University Property Office – 233-(0)202698350**

**Email: [saryee@gtuc.edu.gh](mailto:saryee@gtuc.edu.gh)**

### **Security**

The team of security guards is responsible for the security of all School property. No student will be allowed by the security guards to enter the School without a valid ID card. The guards are instructed to verify the ID cards of the students at the time of entry into School. The students are expected to co-operate with the security in this regard.

**Contact: +233(0)202698273**

**Email: [security@gtuc.edu.gh](mailto:security@gtuc.edu.gh)**

### **Organized Student Groups**

The OSA encourages students to organize and participate in group activities intended to provide leadership training, social growth, and community service as well as promote continuous education. The OSA approves the commencement and incorporation of all clubs and societies. The constitution of such clubs and societies shall be consistent with the University Statutes, policies, by-laws and the Constitution of Ghana. A copy of such constitution and its amendments shall be made available to the Student Affairs Office before enactment. Any student organization that wishes to invite a guest speaker outside the university community must submit a request to the Office of Student Affairs two weeks before the event. Such requests must come with details of the person being invited.

The following are the recognized student bodies on campus:

### **Student Representative Council (SRC)**

The SRC exists to serve as a medium for expression between students and the University Administration. The SRC has its own constitution that regulates its affairs. Notwithstanding this, provisions of the SRC

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constitution shall be subject to the rules governing the university college and the constitution of the Republic of Ghana. Students who wish to stand for elections to the SRC should have a high Cumulative Weight Average (CWA). Any student who wishes to stand for election for any of the executive positions must have been enrolled for at least four (4) semesters. Students on one year mastersqprogrammes are not eligible to be members.

To find out more:

**Contact: 233-(0)245689238**

**Email: Srcgtuc@gmail.com**

#### **Graduate Students Association of Ghana (GRASAG)**

GRASAG is a student association of Ghana which seeks the welfare of all graduate students. Membership is for only postgraduate graduate students. It has a national executive who are elected from the local executives from the various university campuses of both public and private university students.

To find out more:

**Contact: 233-(0)202698216**

**Email: miraculousmeg@yahoo.com**

#### **Co- Curricular Activities**

We expect our students to get more than a good education and a rewarding career from Ghana Technology University College. To this end, co-curricular activities are vigorously pursued and students encouraged to actively participate in all such activities. Co-curricular activities go a long way to improve the quality of student life on campus and ensure a successful and enjoyable student experience. The learning experience of students includes both the learning that occurs through the formal academic program and the learning that occurs through campus community, social networks and student peer interactions. Students who participate fully in both benefit most from their overall university experience.

- **Guest Lectures**

These lectures are intended to provide the students an exposure to industrial practices, or an insight into industrial problem solving. The lectures are for duration of 2-3 hours during the module delivery weeks. Expert speakers are invited from industry or other professional organizations in the relevant areas.

- **Industrial Visits**

As part of a module delivery, an industrial visit maybe organized by the module leader. The transportation for the visit will be provided by the University. With permission from the Dean, other faculty may accompany the team visiting the industry.

- **Prestigious Lectures Series**

The School has introduced ~~±~~Prestigious Lecture Seriesq Eminent personalities in wide ranging areas will be invited to deliver lectures in the School on regular basis. These lectures are intended to enlighten faculty and the students of the School on various aspects of technological entrepreneurial developments and motivate them.

#### **Book of Students Projects Abstracts**

Another initiative of the School is to systematically record studentsqproject works. In an academic year, every graduating studentq thesis will be compiled in the form of a brief abstract highlighting the key features. Each student must write an abstract of 500 words or less for entry into the abstract book. The abstract must contain the principal findings of the studentq research. A compilation of these abstracts will be published as Book of StudentsqProjects Abstracts. This publication is shared with all the organizations interacting with the School. It helps in showcasing the kind of knowledge and skills the students acquire during the course.

To find out more please go to [\(coord.gradschool@gtuc.edu.gh\)](mailto:coord.gradschool@gtuc.edu.gh)

#### **b. Co - Curricular Activities**

Co-curricular activities go a long way to improve the quality of student life on campus and ensure a successful and enjoyable student experience. To this end, the university has provided students with in-door

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games and some sports equipment. Students are also encouraged to participate in the other co-curricular activities including salsa, drumming, and dancing etc.

**Contact: +233(0)302200623**

**Email: [studentaffairs@gtuc.edu.gh](mailto:studentaffairs@gtuc.edu.gh)**

*Please note that a student on disciplinary probation may not represent the University or participate in any co-curricular activities. A student who has been suspended may not participate in any University activities.*

## **Co- Curricular Support**

### **a. Professional Excellence**

In addition to academic inputs, it is also important that the students are trained on certain soft skills, personality development and communication skills. The School organizes sessions on such topics by the Centre for Professional Development. The principal function of the Centre is to promote and support individual and organizational learning by providing them.

**Contact: 233-302-200615**

**Email: [cpd@gtuc.edu.gh](mailto:cpd@gtuc.edu.gh)**

## **The Graduate School**

It was purposely built to house support areas for Post Graduate Students. Students can complete several processes under one roof. You can come to the Graduate School to make enquiries and receive other important services

- ❖ Graduate Admissions Office
- ❖ Graduate School Research Unit
- ❖ Graduate School Finance Office
- ❖ Academic Support Unit
- ❖ Graduate Resource Centre
- ❖ StudentsqRecord Unit

The Graduate School is situated on the western part from the Security Post of the main GTUC Campus, Tesano, Accra. It also has a satellite campus at Ohwim-Amafrom in Kumasi, Ashanti Region. You can get more information about the services provided by popping in or e-mailing [graduateschool@gtuc.edu.gh](mailto:graduateschool@gtuc.edu.gh).

## **5. Essential information for all Postgraduate degree students**

The full **Academic Regulations** are described in the GTUC Academic Regulations Document given to you at the beginning of your International Partner University programme. There is also a version available for consultation in the Graduate School Registry office. The following notes outline the main features of the regulations and provide guidance on the areas listed below. It is very important that you read them and continue to revisit them and understand your responsibilities during the course of your studies.

The following sections are provided below:

- A The modular framework
- B Attendance
- C Changes to your individual programme of study
- D Coursework assignments
- E Academic Dishonesty
- F Plagiarism and how to avoid it: Citing sources and referencing in your academic writing
- G Disciplinary procedure
- H Examinations
- I What to do if you experience illness or other circumstances that affect your studies/exams

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J	Assessment boards, reassessment and results
K	Awards
L	Reviews and appeals
M	Student Complaints Procedure
N	Student Staff Consultative Committee
O	Important Finance Information and Fee Implications
P	Data Protection and fair processing statement
Q	Student representation
R	Programme Managers and Module Leaders for 2014/2015
S	External Examiners

You should consult this student handbook and module guides relevant to your course which contain important information on the structure and specific requirements of your course and modules. You **must** read these documents: familiarise yourself with the information, and refer to it throughout your studies, especially when sitting exams and preparing coursework assignments. Failure to consult this information will not constitute an acceptable defence in the case of your failure to comply with the requirements.

**By enrolling at the Ghana Technology University College, on a International Partner University Award , you accept and agree to abide by the University's Academic and General Regulations, codes of conduct and other provisions, and accept your responsibilities as a student. You also accept liability to pay fees at the appropriate level and by the due date. Ghana Technology University College has Disciplinary Procedures to regulate student behaviour and ensure that student disciplinary matters are dealt with fairly and promptly. Students should consult Appendix2 of the University's General Regulations which provide details of the Disciplinary Procedures and the specified power under these procedures (which can range from permanent exclusion to written warnings and financial charges).**

**PLEASE NOTE: All official e-correspondence from the University will be sent to the University email account created for specific programmes. Guidance on how to access this account is available from the Graduate School. Failure to access information that is sent to your University email account will not constitute an acceptable defence in the case of your failing to comply with requirements. You are required to check your inbox on a regular basis. The University does not provide e-mail services through individual staff's personal email accounts. Please note that if the Graduate School had had this facility set up in the past, it will no longer work.**

Where documentary information is presented by a student for the purposes of any University procedure (e.g. third party evidence for a deferral), if the original document is not in English, it must be accompanied by a certified translation document. It is the student's responsibility to provide this, not that of the University.

## **A The modular framework**

### **1. Module levels and credits**

Your course handbook/programme specification will give you full details of the requirements for each award. The credit rating for all modules is calculated according to total student effort expected for successful completion. One credit normally represents 10 hours total effort. Total effort includes lectures, tutorials, seminars, presentations, guided and independent study, coursework, preparation for presentations and seminars, and exam revision. Under the current curriculum framework 120 credits are required for the postgraduate diploma and a further 60 credits for the Masters award (180 total).

### **2. Module Status**

Your course will be made up of modules. The modules are described by the University in the following way:

*Mandatory* . these are a compulsory part of your course and normally have to be passed.

*Option*. these are selected from restricted lists defined from your course.

Any module may have pre-requisites (e.g. prior successful completion of another module) or co-requisites (when you have to study a specific module at the same time as the one chosen or specified).

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### 3. The Module Information Directory (MID), Module Descriptors, and Programme Specification

Details of the modules being offered during this academic year can be found in appendix 1 of this document, via the GTUC Graduate School Registry team, or on the Graduate School section of Moodle. The module descriptor sets out the aims and intended learning outcomes of the module, the indicative content, method of assessment, essential and recommended reading and other information.

**You must keep a copy of the module descriptor for each module that you study, and a copy of your course document and/or programme specification as you may have to provide this information after you have graduated, when applying for some jobs or further education and training.**

### 4. Timetabling

If you are a full-time student you can expect to complete a postgraduate diploma in a minimum of two taught blocks and a Masters degree in one calendar year. For part-time students the minimum is one calendar year for the postgraduate diploma and two calendar years for the Masters degree.

#### B Attendance

##### 1. Attendance Requirements and Attendance Monitoring

Students are expected to attend the classes for which they are enrolled punctually and regularly, and it is their personal responsibility to ensure that they do so. Students must meet all attendance requirements as specified for individual modules or as specified for their course overall. Monitoring of attendance may therefore take place at any point during a student's enrolment period and the use of academic facilities (e.g. the Library, online resources) may also be monitored for this purpose. Furthermore, any mode of attendance may be subject to monitoring (e.g. performance, tutorials, lectures, workshops, phase tests, oral exams, practicals etc.)

Students should note that certain external agencies have the right to request information on their attendance (e.g. Sponsoring bodies, professional bodies etc.).

Coursework consists of attendance on modules and formal assessment of performance on those modules. As students will only be scheduled to attend 8 modules, it is essential that they attend ALL these scheduled modules. During the taught period, attendance at lectures will be mandatory; a student with less than 80% attendance will face the following penalties:

~ 70 - 80% attendance . 10% penalty

~ 60 - 70% attendance . 20% penalty

~ 50 - 60% attendance . mark would be capped at 40%

~ Less than 50% attendance - fails and re-takes the complete module at the next available opportunity. The student will have to pay the appropriate module fee.

The total teaching time of a module will be 40hours. Teaching comprises lectures, industrial case studies and workshops. Any student who misses any proportion of a module should submit the reason for their absence to both the Programme Manager and the Graduate Registry team in writing. Depending on the reason for the absence the student may be required to make up the tuition time missed or be penalized in some other way.

Any student who is prevented for medical (or other major) reasons from attending a module (or part thereof) should submit via the Programme Manager, a written statement outlining the reason for the absence, with a medical letter, if possible. Without such a statement, the student will lose the attendance credit for the module, and hence the opportunity to satisfy the examiners in the attendance criteria for the degree. Lecturers may refuse to allow admission to students arriving late for their session. This will then be counted as an absence from a session and handled as explained above. Students must attend all sessions during the day. Any student who fails to attend prescribed classes or to submit prescribed coursework may be required to withdraw from his/her course of study. Attendance for a credit-bearing module will only be credited on the submission of a piece of post module work or an examination. Students must seek the written permission of the Dean to leave Ghana for 2 weeks or more, except for Christmas and Easter vacations



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## C Changes to your individual programme of study

You are expected to finalise your choice of modules by the end of the first week of your course. However, you may make changes to your module selection (if there is provision for option modules on your course, and if there is spare capacity on the modules concerned) up until the Monday of the third week of teaching of the semester. If you wish to make any changes, it is essential that you discuss them with your course and/or module tutor as soon as possible. In the event that a change is agreed, your tutor will complete a module change registration form and ask you to sign it. This is then processed to amend our records to show your new programme of study.

If you wish to change your module selection after the Monday of the third week of teaching, your only option is to withdraw from your course or reduce your programme by withdrawing from a particular module or modules. Please note that changing from full-time to part-time status will have course duration implications. You may, however, only withdraw from modules before the date of the first assessment. **If you just stop attending a module and do not withdraw officially, you will be recorded as 'absent', the module will show as a 'fail' on your results, will appear on your final transcript and you will not be eligible for a resit (without attendance) for that module.**

**You must ensure that your course details are correct in our records by the Monday/Saturday<sup>1</sup> of the third week of teaching. Any errors after this date may cause problems with the scheduling of your examinations and the processing of your results.**

If you wish to change your mode of attendance from full-time to part-time, or vice versa, then you **must notify the Graduate School Registry Office immediately**. If approved, changes shall normally only be effective from the date of such notification.

**If you decide to withdraw from the whole course, you must discuss this with your Programme Manager or the Admissions Office. There are clearly defined procedures that need to be followed. Failure to comply with these may have serious implications for the amount you will have to pay for your tuition fees and your student bursary. You will also still be liable for your accommodation costs (in the case of students who come for lectures from other regions on weekends).**

## D Coursework assignments

The term 'coursework' is used to describe any type of assessed work that falls outside of the definition of examination. This may include essays, dissertations/projects, presentations, artefacts, laboratory/studio work, locally arranged phase tests etc.

**You are required to attempt all assessed aspects of your course at the first opportunity. If you don't and you do not have a valid deferral (a process that a student must follow in advance to gain permission to defer their assessment due to extenuating circumstances) you will not be allowed a resit attempt.**

Ethics	It is a requirement for all students and staff conducting research to gain approval before conducting their research. All research proposed needs to be subject to the University's Ethical Approval process (before any research is conducted) via an online application and approval system. Please consult your Module Guide for specific instruction about what you need to do.
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The assignments for assessment should be submitted to the Academic Support Unit by dropping them in the physical box in front of the Graduate School Academic Support Unit by the deadline given. The work collected is date-stamped. Students should not submit to anyone else other than to insert it in the Graduate Registry box. Students should keep a copy of their submitted work, as the submitted copy will not be returned to them until after moderation. Students should note that there are severe penalties for late submission, plagiarism and cheating in all its forms (see Academic Regulations Document).

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<sup>1</sup> Saturday for students on the weekend programme

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**Late Submission:** Coursework submitted up to 5 working days after the due date for submission will lose 10% of the mark awarded. Coursework submitted after 5 days but up to 10 days will lose 20% of the mark awarded. Coursework submitted more 10 days after the due date will be treated as %not submitted+ and awarded a mark of zero on the assessments concerned. If a student is unable to submit a coursework by the specified date because of extenuating circumstances, s/he may request an extension of up to three weeks. If a student requires an extension or deferral due to extenuating circumstances they should refer to the Academic regulations and to appendix 2 (xxx) of this document.

There are standard procedures for handing in your work, applying for an extension to the deadline or requesting deferral of assessment. When submitting your coursework to the Academic Support Unit, you will be required to provide the Turnitin report from Moodle. Penalties may be applied for exceeding any word limit set. Your tutor will advise you whether any word limit is a guideline, or whether your ability to write within the word limit is actually part of the assessment of the piece of work concerned. If the limit set is a maximum, or a minimum, then a penalty of 10% of the mark for that piece of work will be applied to those pieces of work that exceed, or are below, the requirement by 10% or more.

You will need to print off a pre-filled coversheet, containing programme and submission details. For group submissions, a group leader and group member coversheet will be available; online submissions will be submitted through the normal process, detailed in your module guide. You must ensure that you manage your time to meet coursework submission deadlines. Work submitted after the deadline will receive a mark of 0%.

Should unforeseen circumstances arise, before the due date of the work, then you may apply for an **extension** to the submission deadline of up to two calendar weeks.

**Extensions can only be given for genuine extenuating circumstances and medical reasons, not for bad planning of your time. Theft, loss of coursework or failure to keep back-up files are not valid reasons.**

You must use the appropriate application form to request an extension, please see appendix (1). This form must be accompanied by original, supporting, documentary evidence in all cases (photocopies are not acceptable). This evidence should take the form of a doctor's note or some other official documentation (e.g. Mental Health Advisor's report, letter from your employer or HR department).

The completed documentation should be handed in **before** the due date of the assessment. Your request will be considered and if it is accepted you will be given a new date (after the Exam Board) by which you must complete and hand-in your work. It is not possible to apply for a second extension for the same piece of work (beyond the maximum extension period).

**If you submit an assessed piece of work late, without an authorised extension you will receive a mark of 0% for that piece of work. You will however be eligible for a resit attempt at the assessment at the next available opportunity**

Marked work will be returned to you with feedback indicating the strengths and weaknesses of that assignment within two to four weeks of the hand-in date. The marking of all assessed coursework tasks is subject to internal moderation. Some written assignments, projects, dissertations etc. are double-marked as a matter of course.

## **E Academic dishonesty**

Academic dishonesty covers any attempt by a student to gain unfair advantage (e.g. extra marks) for her/himself, or for another student, by unauthorised means. Examples of such dishonesty include collusion, falsification, deceit, plagiarism and cheating in examinations.

*Collusion* includes the conscious collaboration, without official approval, between two or more students, or between a student(s) and another person, in the preparation and production of work which is then submitted as individual work. In cases where one (or more) student has copied from another, both (all) students

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involved may be penalised. The boundary between legitimate co-operation and unacceptable collusion varies according to the type of work involved. Staff setting the assessment exercise will issue clear guidance on how much co-operation is acceptable.

*Falsification* includes the presentation of fictitious or deliberately distorted data in, for example, laboratory work, surveys or projects. This also includes citing references that do not exist.

*Deceit* includes misrepresentation or non-disclosure of relevant information, including the failure to disclose any cases of work being submitted for assessment which has been or will be used for other academic purposes.

*Plagiarism* is the act of using other people's words, images etc. as if they were your own. In order to make clear to readers the distinction between your words, images etc. and the work of others, it is essential that you reference your work accurately, (see section F below), thereby avoiding a charge of plagiarism. It is always obvious when a student has copied words from a text without referencing, as there is a change of writing style each time. If you do not reference your work correctly, it will come across as if you had 'stolen' words or ideas from other sources. Many Module Leaders use computer software to check students' work for potential plagiarism or improper citation.

*Self-Plagiarism* is the reuse of significant, identical, or nearly identical portions of your own work without acknowledging that you are doing so or without citing the original work, and without the written authorisation of the module leader.

*Re-presentation* is the submission of work presented previously or simultaneously for summative assessment at this or any other institution, unless authorised in writing by the Module Leader and cited appropriately.

*Cheating* is defined as any attempt to gain an unfair advantage in an assessment (including examinations), or assisting another student to do so. It includes: taking unauthorised materials into examinations, copying from other candidates, collusion, impersonation, plagiarism, and unauthorised access to unseen examination papers. In the event of an allegation of cheating you are advised to contact the Student Union Advice Centre immediately after the incident.

It is in the best interests of all students for the University to maintain the good reputation of its awards. Your co-operation is expected in actively protecting the integrity of the assessment process. It is the duty of all students to observe high personal standards of academic honesty in their studies and to report any instances of malpractice of which they become aware.

The University regards plagiarism as a very serious academic offence, for which severe penalties are imposed. Possible punishments for plagiarism are:

- ~ No marks to be awarded in relation to the specific material which is the subject of the academic offence.
- ~ A mark of zero for the entire piece of assessment for the module, or for the module as a whole.
- ~ Award a mark of zero for all the assessments in the semester. In the case of year-long modules, this penalty may affect both semesters
- ~ Suspension from the University for a year or two
- ~ Award a mark of zero for the whole year (even where this will lead to a reduction in degree class).
- ~ Require the student to take reassessments (as a result of being awarded zero marks) in the following session before being allowed to progress or complete their course.
- ~ Termination of course.

In the Graduate School, particular emphasis is laid on high quality academic writing. In particular, essays, dissertations, reports, semester papers, etc. ask for fully referenced work. In the context of plagiarism, work that is not fully and properly referenced will be harshly assessed.

**The maximum penalty for a proven case of academic dishonesty is expulsion from the University. Should academic dishonesty be proven after graduation the graduate will have their award rescinded.**

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**Allegations of misconduct will be investigated under the University's Academic Conduct procedures as outlined within Appendix 2 of the General Regulations (which could include a viva voce in relation to the assessment(s) under scrutiny).**

## **Confidentiality**

Cases involving violation of academic regulations against academic dishonesty shall be regarded as "confidential" in the manner outlined below:

1. No discussion or disclosure of the specifics of any case with any individual within or outside of the university community will occur unless such discussion or disclosure is deemed necessary in the determination of guilt or appropriate sanction by parties reviewing the case at the initial or second level of review or unless such an action is specifically imposed as part of the penalty for a violation.
2. The existence of a case, the general nature of a case and the sanctions imposed, if any, may be discussed and available to the university community provided that such availability is unlikely to lead to the clear identification of the student(s) or faculty involved.
3. If the student is exonerated, all relevant records under the control of the university will be destroyed (unless the student specifically requests that a record of exoneration be maintained).

## **F Plagiarism and how to avoid it: citing sources and referencing in your academic writing**

Gathering information from a variety of sources forms an essential part of most academic writing, and it is important that you reference these sources in the required style. All writers borrow material from other sources at some time, including ideas, information, images, charts, graphs, and statistics. Whenever you use information from other sources you must document the source in two ways:

- Provide an in-text citation of the source in the main body of your writing
- Enter the source in the List of References at the end of your document

You must cite and reference every piece of information that you borrow from another source because it is the intellectual property of the individuals or groups of people who have produced it. All statements, opinions, conclusions, images, etc. which you have taken from someone else's work (books, journals, lectures, videos, TV programmes, newspapers, internet pages, etc.) should be acknowledged, whether the work is mentioned, described, reproduced, summarised, paraphrased or directly quoted by you. If the source is produced by an organisation or an official body instead of authors, this is known as a corporate author and must be treated in the same way. For example, most websites are produced by a corporate author. This also applies to such organisations that write essays, devise IT coding etc.

Why cite and reference?

- ✓ *Good referencing practice* makes your writing scholarly and authoritative. It demonstrates that you have researched your topic well, and shows your ability to adhere to academic standards.
- ✓ *Good referencing practice* displays intellectual honesty because the reader can see which elements of the writing are original, and which are borrowed. Clear in-text citations and a full List of References help a marker to credit originality in your work.
- ✓ *Good referencing practice* allows your readers to locate and consult the sources you have used and enables you to go back to consult sources you have used in previous papers you have written.
- × *Poor referencing practice* means that your writing is not founded upon clear evidence, so it is hard to persuade your reader that your arguments are well-founded. Also be aware that the quality of your in-text citations and List of References is taken into account when assignments are marked.
- × *Poor referencing practice* can give an impression of intellectual dishonesty because it is unclear to readers which information has been borrowed from another source. In the worst case this is plagiarism (see section D above), which means presenting someone else's work as your own.

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Plagiarism can be accidental or intentional. You will be penalised for plagiarism of either sort at International Partner University University.

*The preferred method at GTUC and International Partner University University is the Harvard Reference Style and it is this format that is recommended for documenting the sources you use in your academic writing. Some tutors and subject groups may require you to use an alternative referencing style. If you are unsure, ask your module tutor. It is your responsibility to find out whether your tutor requires you to use a different referencing style.*

NB. The University does not encourage the use of the British Standard method, which employs numbers and footnotes, the MLA (Modern Language Association) format, nor the APA (American Psychological Association) format.

## **G Disciplinary procedure**

Students are expected to behave appropriately at all times and any student who behaves inappropriately (called an ~~act~~ act of misconduct) will be dealt with under the Student Disciplinary Procedures.

An act of misconduct, will include, but not be limited to, failure to observe all University rules and regulations including local regulations and codes of conduct in relation to the academic Faculties, Schools and Centres, Professional Services and University Residences. The essence of misconduct under this code is improper conduct or improper interference, in the broadest sense, with the proper functioning or activities of the University, or those who work or study in the University. It also includes conduct which otherwise damages the University. This applies to behaviour in the University, and extends to all buildings and grounds belonging to or leased by or to the University, including residences and accommodation (the Licence to Occupy relates) and sporting facilities. This also applies to acts of misconduct committed outside the University when a student is away in a University context (for example on placement, field trips or study abroad programmes), or when it is found that there is some link to the University or its reputation.

"Academic Disciplinary Actions" refers to penalties or sanctions imposed for violation of academic regulations against academic dishonesty as defined in this guidebook, or other behaviour judged as inappropriate academic conduct.

### **Statute of Limitations**

There shall be no "statute of limitations" that precludes faculty from acting on the discovery of alleged violations, either during the semester or term when the incident occurs or after that semester or term, and including after a student has graduated.

Examples of misconduct may include the following:

- (a) disruption of, or improper interference with the academic, administrative, sporting or other social activities of the University, whether on University premises or elsewhere;
- (b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor;
- (c) assault;
- (d) threatening behaviour;
- (e) damage to, or defacement of University property or the property of other members of the University community caused intentionally or recklessly, misappropriation of such property or assisting/permitting others to do so;
- (f) misuse or unauthorised use of University property or premises;
- (g) theft on University premises;
- (h) fighting on University premises;
- (i) conduct which constitutes a criminal offence where the conduct:
  - involves other students directly or indirectly;
  - took place on University premises;
  - affects the interests of the University;
  - affects or concerns other members of the University community;
  - damages the good name of the University;

- is an offence of dishonesty, where the student holds an office of responsibility in the University;
- (j) sexual harassment;
- (k) racist activity or behaviour;
- (l) misappropriation or misuse of University funds or assets;
- (m) abusive or unreasonable behaviour;
- (n) behaviour which causes fear or distress to others;
- (o) behaviour which interferes with the legitimate freedom of speech, ideas, actions or enquiry of other students or members of staff or which disrupts or interferes with University processes and procedures;
- (p) a serious breach of University Regulations, code of conduct or codes of practice (the specific regulation or code breached must be identified);
- (q) any action likely to cause injury to any person or impairing the safety of the premises;
- (r) attempts to subvert University procedures by means of fraudulent claims or documents;
- (s) conduct, either on campus or off campus, which brings the University into disrepute;
- (t) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information to be given;
- (u) false pretences or impersonation in connection with admission, academic attainments or financial awards;
- (v) throwing objects from University premises.

(The above list is not intended to be exhaustive)

Where an offence has occurred a charge, as detailed in the table below, can be imposed:

<b>Anti-social Behaviour</b>	<b>Charge - €</b>
Failure to abate noise after an instruction to do so	<b>1000</b>
Verbally abusive or offensive conduct	<b>1000</b>
Throwing objects from windows	1000
Breach of University Smoking Policy	1000
General nuisance (e.g. drunken disorder, and general disturbance to other users of the facility)	1000
<b>Substance Misuse</b>	<b>Charge - €</b>
Possession of an illegal substance	<b>1500</b>
<b>Breaches of Fire Safety</b>	<b>Charge - €</b>
Activating a smoke or heat detector without due care	<b>1000</b>
Failure to evacuate a building due to an alarm	<b>500</b>
Activation of a fire alarm call point accidentally	500
Activation of a fire alarm call point deliberately without due cause	500
Action leading to the attendance of the Fire Brigade	<b>500</b>
Interfering with smoke/heat detectors	<b>1000</b>
Propping open a fire door or obstructing fire exits	<b>1500</b>
Discharging a fire extinguisher without due cause	<b>1500</b>
<b>Academic Misconduct (excluding examinations and assessments)</b>	<b>Charge - €</b>
Copyright infringement and distributing copyrighted materials	2000
Fraudulent behaviour (e.g. signing on behalf of another student, giving false third party evidence)	2000
Inappropriate behaviour in lectures	1000
Inappropriate postings on the web, Moodle, blogs, etc	1500
Inappropriate or abusive behaviour towards University staff	1000

(This list is not exhaustive).

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This is in addition to other outcomes such as a Written Warning, a written undertaking as to their future conduct etc. Students are strongly encouraged to refer to Appendix 2 of the General Regulations to ensure they familiarise themselves with the full procedure as well as Appendix 2 of the General Regulations which refers to the Code of Conduct.

## H Examinations

**You are required to attempt all assessed aspects of your course at the first opportunity. If you don't and you do not have a valid deferral you will not be allowed a resit.**

Full details of the regulations that govern the examination process are available in the General Regulations, the full text of which is available in document 3A . Examination Regulations. It is very important that you are fully aware of these regulations and that you follow them at all times.

Mobile telephones, and equipment with telephone communication facilities (including watches with additional functionality), must not be brought into any examination room, whether switched off or not. If a candidate is wearing unusually bulky clothing and/or head apparel they may be visually inspected to ensure that no unauthorised materials are concealed on their personage (e.g. headphones). If necessary, a student may be required to accompany an appropriate invigilator to a private area to sufficiently allow any such inspections to be undertaken. Candidates who are found to have with them any unauthorised materials will be deemed to be cheating and will fail that examination.

Appendix 3A of the General Examination Regulations covers all aspects of the examination process, including general conduct before and during the examination, and the procedures for dealing with cases of academic dishonesty. Policy statements on the use of calculators and dictionaries in examinations are given in appendices 8 and 9 of the General Regulations.

The main examination periods normally take place at the end of each block of teaching, however many exams take place at other times as well (your module leader will advise you if your exams have a different schedule). Please refer to your academic timetable for information regarding the examination periods relevant to your course. Resit examinations will normally take place in the next resit examination period. It is essential that you do not book holidays or make other commitments during these periods, or during any other assessment or reassessment period as advised by your programme and module tutors.

The examination timetable is not closely linked to the teaching timetable and you may find that you have two or more examinations on the same day. The timetable for each examination period may be accessed via the Graduate Schools Office. It is your responsibility to make sure that you have the correct information for your modules as misreading the timetable is not accepted as a valid reason for missing an examination. You should always arrive in plenty of time for your examinations, as you may not be permitted to start late. If you do arrive late and are allowed to start, you will **not** be permitted extra time at the end of the examination to compensate for your late arrival. The invigilator will explain the procedures for the examination and will be available to answer any queries you may have. You should always ensure that you have the correct exam paper. If your first language is not English, you may use a bilingual dictionary for the first 15 minutes of the examination, to ensure you understand the questions, after which it will be removed by the invigilator for collection by you after the examination. Programmable calculators and portable computers are not permitted in the exam room and will be confiscated. At the end of the examination you must remain silent, and not leave your seat until an invigilator has collected your script.

You are not permitted to take anything into the examination room that could aid cheating; this includes notes, bags, heavy clothing, programmable calculators, computers, mobile telephones, pencil cases and audio equipment. You may not eat, drink or smoke during examinations; however, sweets and soft drinks are permitted in moderation. You should note that there have been thefts of personal possessions from students' bags left at the back of examination halls. You are advised that all valuable items (e.g. mobile phones, credit cards, purses, etc) should not be brought to examinations. The University cannot in any circumstances, accept responsibility for the loss of private property left or lost on University premises.

If you need special examination conditions due to illness, disability (physical or sensory) or for religious reasons, you must inform the University's Welfare & Disabilities Office well in advance of the examination

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period. The deadlines for special conditions requests are two weeks to the start of each the month in which the written examinations occur. Do contact the Graduate School Coordinator ahead of time in this regard.

If there is a fire alarm or other emergency during the examination, please leave the room calmly and quietly. You should not take anything with you and must not talk to other students. If there is any talking during an alarm the exam may be declared void and further assessment will then be carried out at a later date. If you do not adhere to these rules you may be accused of cheating and appropriate penalties may be applied.

#### **I What to do if you experience illness or other circumstances that affect your studies/exams**

If you are unwell and feel that the illness is affecting your ability to complete work or attend an examination, then you should make an appointment to see your doctor and obtain certified evidence (e.g. medical certificate, doctor's note etc.). This is a requirement of the procedures. If illness or other circumstances affect your ability to meet a deadline for handing in assessed coursework or your ability to sit an examination, you should consult the detailed guidance on the procedures for dealing with extenuating circumstances. These can be found in Appendix 3 of this document.

In brief, these procedures allow you to request:

- a) an extension of a coursework deadline (up to a maximum of two weeks from the original submission deadline);
- b) a deferral of assessment for a coursework or an examination.

All such requests must be submitted before the hand-in date of the coursework or the date of the examination and they must be accompanied by appropriate third-party evidence. Original copies of the evidence should be submitted (photocopies are not normally accepted), and all documents from medical practitioners must have a genuine practice stamp imprinted to confirm authenticity. It is not possible to accept retrospective evidence or late requests.

**The handing in of a coursework assignment or attendance at an examination will be regarded as a declaration that you were fit for the assessment and no subsequent claims for extenuating circumstances regarding that assessment will be accepted.**

Requests for deferral of assessment will be considered by an authorising officer in the Faculty in which you are enrolled.

#### **J Assessment boards, reassessment and results**

After each examination period your results will be considered and your position reviewed. This is done at two levels: at a Subject Assessment Board (SAB) and at a Programme Assessment Board (PAB) held by International Partner University and GTUC. The results for each **module** are considered at a SAB that determines whether the components of the module assessment reach the required standard. A SAB has the power to raise or lower marks for all students taking the module if it considers it to be appropriate. The final mark recorded for your coursework, for example, may differ from the marks that you have received during the year. A PAB considers the results of **each student on a particular course** and makes decisions on progression and awards. Results remain unofficial and subject to change until confirmed by a PAB.

International Partner University employs External Examiners (subject experts from outside the University) are associated with each SAB and PAB. This is part of a Quality Assurance Process and ensures that standards are comparable across all UK Universities.

After SABs have ratified the marks for all the modules, and your PAB has reached a decision about you regarding progression or award, your results will be released and students will be sent a results notification message.

If you do not pass all your of your modules and you have made an attempt at all assessed aspects of your work at the first opportunity, the Programme Assessment Board may permit you to be reassessed under the regulations that currently govern the Postgraduate curriculum framework, if you do not pass all of your modules the PAB will determine whether you may be reassessed by either re-sitting the assessment without



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re-enrolment on the module, or by repeating the whole of the module with a new enrolment (which may be essential if it involves group, laboratory or studio work). You will be entered automatically for the resit(s) at the next available attempt.

Reassessment by resit is restricted to one attempt. This must normally be completed within the resit period associated with the academic session in which the module was studied and failed. If you do not succeed in redeeming the failure(s) via resit, the Programme Assessment Board may use its discretion to allow you to repeat the module(s) at the next available opportunity. A further reassessment attempt is associated with this repeated module. Where a module is repeated, complete **reassessment in all components** is required. Original marks are not taken forward to combine with repeat marks. The overall module mark for a repeat attempt module will be capped at 40%.

## **K Awards and classifications**

Awards of Masters, Postgraduate Diploma and Postgraduate Certificate may be made with Pass, Merit or Distinction. Thresholds for merit and distinction are normally 60% and 70% - please see your course handbook/programme specification for information on how the classification is calculated. If you have passed enough modules to be awarded a postgraduate certificate or postgraduate diploma, but intend to proceed to the next stage of your programme, you are normally not entitled to receive a certificate, or attend an awards ceremony, at that time. An award is only made when you have completed your programme of studies and you have informed the University of your decision.

## **L Reviews and appeals**

If you wish to request a review of a Programme Assessment Board decision, you must put your case in writing and provide full supporting documentation stating your grounds for requesting a review. You should then send your request to [gradschregistrar@gtuc.edu.gh](mailto:gradschregistrar@gtuc.edu.gh) within 10 working days of the receipt of the official notification of your results. Disagreement with the academic judgement of an Assessment Board in assessing the merits of an individual piece of work or in reaching a decision on a student's progression or on the final level of an award, based on the marks, grades and other information relating to the student's performance, cannot in itself constitute grounds for a request by a student for reconsideration. Any alleged inadequacy of supervision or in other arrangements during a period of registration as a GTUC student is not admissible grounds for review.

The full details of how to request a review or appeal following the publication of your results is available in the Academic Regulations (section 5.7). You can find a copy of these regulations on Moodle. Please note that if you have submitted a request for a review of your results, or if any subsequent appeal is still in progress, you should consider carefully before accepting your award/attending an Award Ceremony, as acceptance/attendance will indicate agreement with the award. You would therefore not be entitled to continue with your review or appeal.

## **M Student Complaints Procedure**

The School is happy to receive feedback on any of the services that we provide either through the Student Class Representatives, the module leaders or through staff of the Academic Support Centre and other members of staff or the Student Staff Consultative Committee (SSCC). This helps us to improve our services, as well as confirming what we are doing well. If you have a complaint we would urge you to raise this with either your student representative or another member of staff through the channels of communications as outlined in Sections 1.2 and 1.3. Also, The University has a complaints procedure which outlines the procedure to be followed for making a complaint.

The Ghana Technology University College's mission is to be a centre of excellence in education, research, teaching, intellectual creativity and innovation. The University promotes relevant cutting-edge technology, leadership development and an enterprise culture to enhance the delivery of value to its customers and stakeholders. In line with our mission GTUC embraces your views and feedback on our programmes, services and policies so as to make changes that will ensure your development, success and goal attainment. Furthermore we are committed to ensuring that all students have the ability and a chance to register their concerns and appeals through suitable procedures to address their concerns appropriately.

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It is hoped that GTUC students will follow this policy and procedure in their respective faculties of school to make such concerns and appeals appropriately. Students are advised to follow the complaint procedure policies that have been stated within the university's faculties of school for which this policy is being filed. Generally, these policies and procedures require that you begin by discussing the matter with the staff, faculty in which the matter originated. The University College has one main procedure for lodging complaints as below.

The complaint procedure is designed to ensure that complaints are properly investigated and are given careful and fair consideration. Any student wishing to raise a complaint about a matter which is the responsibility of the University College must do so through this procedure. This information and advice on the procedure can also be accessed on the University College's website. Beyond this procedure the complainant has the right of appeal in writing to a higher authority in the University College that is the Graduate School Board.

### **Procedures for Reporting Complaints**

A student with a complaint - a concern that a policy or procedure has been incorrectly or unfairly applied in his /her particular case or a formal charge against a person's behaviour has recourse through complaint procedures. In such a case the following steps should be followed:

#### **Report to Graduate School Coordinator**

The student must report the case to the Graduate School Coordinator who will direct the student to complete an official complaint form (Form 1A).

The Graduate School Coordinator will investigate the case and provide feedback to the student (complainant). The Graduate School Registrar will endorse the form on behalf of the School to confirm that the issue raised by the student has been dealt with by the Graduate School.

If the student is happy with the outcome of the findings, he/she will finally sign the form to complete the process. A copy of the signed form will be given to the student and a copy kept at the Graduate School.

#### **Report to the Dean**

On the other hand if the student is not satisfied with the outcome, he/she has the right to write officially to the Dean of Graduate School indicating the reasons for not being satisfied with the decision made. The Dean will in turn convene the Graduate School Board to further deal with the case.

The Graduate School Board is chaired by the Dean of the Graduate School and constitutes the following others: One Programme Manager (Usually the programme manager of the student's programme), representative from the Quality Promotions and Assurance Unit and a representative from the Students' Union. The Graduate School Board reserves the right to invite the Coordinator, the student (complainant), a staff (if applicable) to the sitting for further questioning when the need arises.

#### **Appeal to the Academic Board**

If for any reasons(s) the student is still not satisfied with the decision of the Graduate School Board at this point, he/she can appeal in writing and attach the decisions made by the Graduate School Board to a higher authority thus, the Academic Board for further investigation. The Academic Board is the final decision making body in the University College. The Board will independently investigate the matter further for final resolution.

To establish official documentation, the complainant or appeal must be submitted in writing and must include the student's name, his/her identification number (ID), programme and faculty of study, contact information of the person filling the complaint, and a brief description of the circumstances including who has been involved or what the issue is and current status must be clearly stated.

#### **Right of Appeal to Collaborative Institutions**

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If the matter is still unresolved after following the appropriate complaint procedures, the complainant can appeal higher to the collaborative institution for the final resolution of the matter.

For example, Students studying on a course leading to an award from International Partner University may wish to submit their complaint/appeal to the Registrar & Secretary of International Partner University if they are dissatisfied with the outcome of the process at Ghana Technology University College. In order to qualify for consideration by International Partner University, details of the complaint/appeal and full supporting documentation of the case should be sent to International Partner University within ten (10) days of completing the internal process at Ghana Technology University College.

Students or former students may only take their complaint relating to a final decision reached under the University's review and appeal process to the OIA once all internal processes have been exhausted. The OIA cannot look at complaints relating to matters of academic judgement. The %Completion of Procedures+letter will therefore only be issued from the office of International Partner University's Registrar & Secretary when it has been determined that all internal processes at Ghana Technology University College have been completed. The OIA must receive a completed Scheme Application Form within three months of the date of Completion of Procedures Letter.

#### **N. Student Staff Consultative Committee (SSCC)**

Student-Staff Consultative Committees are groups of staff and student representatives who meet periodically (once every term or semester) to discuss items concerning teaching and any other issues that affect students. The group meets in a form of a forum. The forum provides for communication between students and staff, in which items raised by the students (or by the staff) can be discussed, and improvements to academic or administrative procedures proposed. A minimum of two students from each year are required to act as representatives on the Student-Staff Consultative Committee. The Committee meets at least once per term to discuss general issues concerning individual courses and the school. The Chair and secretary for every meeting are selected from the student body. The representative student for every course at the Student-Staff committee should raise issues any student wishes to raise and issues of general interest concerning their course. Following every meeting, the minutes are typed and distributed to all students and staff and teaching-related committees within the School. If any student wishes to become a student representative, they should please talk to The Graduate School Secretariat. Students should not wait for the next SSCC meeting to raise an issue as this could be a long time away. Please contact either Graduate School Secretariat, the Student-Staff representative of your Course Programme or the Dean of Graduate School depending on the scale and nature of your problem.

Student Staff Consultative Committee (SSCC) meetings are the University College's meeting attended by the Vice President of the University College, Dean, Registrar and Coordinator of the Graduate School, the Head of the Quality Promotions and Assurance Unit, and Students Union Representatives (SUR) for the various programmes. This meeting is chaired by the SUR chair or anyone nominated on his/her behalf. The committee is responsible for the effective delivery, evaluation and revision of modules, courses and the students' programmes of studies. The minutes of this meeting are recommended to be taken by the SUR representative. The committee reports directly to the Vice President of the University College.

#### **O Important finance information and fee implications**

Enrolment on to a course has immediate cost implications, cancellation of study must be verified via the University withdrawal process and you will be charged a proportion of the annual course fees. Outstanding tuition fees will be chased via the University's debt collecting procedures by issuing regular warning, blocking and exclusion letters.

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## **P Data protection and consent to process information**

### **Fair processing statement - Data Protection Act 1998**

International Partner University will process your personal data:

1. for any purposes connected with your studies;
2. In connection with the supply of services or goods;
3. for your health and safety whilst on University premises;
4. to inform you about further study opportunities;
5. to provide Alumni services and to raise funds;
6. and for any other legitimate reason.

Processing may include but will not be limited to compilation of data regarding your attendance at GTUC. Information about you may be disclosed to other bodies as required by law (including information about your post university work or study situation), for crime prevention or detection purposes, or in order to comply with our obligations as a sponsor of migrants licensed by the Home Office and any successor to it. Disclosures will also be made by the University as outlined below:

Your personal data may be processed outside of the European Economic Areas (EEA)

If your personal data is transferred outside of the EEA by the University it will endeavour to ensure that appropriate contractual provision covering use, disclosure and security are in place.

Your personal data will be retained in accordance with the University's Archive Policy.

### **Disclosure of Personal Data**

The University may disclose your personal data:

(a) to government departments and agencies and your organization/company (including but not limited to the Bureau of National Investigation, Child Support Agency, Strategic Health Authorities), information sharing partners and present/potential employers and the Ghana National Accreditation Board (NAB)); further information about the uses for which NAB processes personal data can be found on the NAB website at <http://www.hesa.ac.uk/index.php/content/view/131/180/1/1/>. Your contact details may also be passed to the Ghana Ministry of Education (GMOE) or its agents for the purpose of administering the national student survey, and to the University's agents for the purpose of administering its own surveys. Some surveys will involve contacting you after you have left the University;

(b) to Graduate Students Association of Ghana (GRASAG) to enable the Association to issue your GRASAG card, return lost property, deal with disciplinary matters and contact you in relation to service provision development, representation and democracy;

(c) to International Partner University, our collaborative partner institution for issuance of certificates and other related matters.

(c) to sponsors, to organisations providing or facilitating workplace research or studies forming part of your course, to professional bodies where courses are accredited, to present/potential employers;

(d) to suppliers of goods and services related to your studies, the provision of accommodation, communication facilities including but not limited to e-mail, drop boxes and cloud computing;

(e) to the University's service providers for validation purposes if you elect to make on-line payments to the University (in such circumstances only limited information (date of birth and ID numbers) will be disclosed);

(f) to debt collection agencies acting on behalf of the University College in the event that you owe money to the University which is not repaid within the appropriate timeframe;

(g) to: (i) former schools/colleges, (ii) local newspapers and on notice boards for the purposes of releasing respectively results or award details;

(h) on the University's website for directory purposes. This means that your image, details and email address will be available worldwide, including in countries where the rights of data subjects are not protected by law. If you wish, you may opt to have your address withheld by emailing [gradsch@gtuc.edu.gh](mailto:gradsch@gtuc.edu.gh) and or [directory@InternationalPartner.ac.uk](mailto:directory@InternationalPartner.ac.uk);

The University College may hold information about you which constitutes sensitive data as defined in the above Act, such as information about your ethnic group, relevant health records, the disability classification which you supply to the University College and information about criminal offences and alleged criminal

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offences. The ethnicity information supplied will be used to comply with the requirements of the GMoE and equal opportunities legislation. Information on student admissions and progression will be publicly available; however, it will not be possible to identify individuals from this information, which will assist the University College in ensuring equality of opportunity. The disability information supplied will be shared with relevant staff of the University in order to provide you with the best possible support for your studies and assessments. Personal data concerning alleged offences/criminal offences may be disclosed to appropriate members of staff and the University College's council, to other persons or organisation either with your consent or in accordance with the law or in relation to suitability for (i) student work placements or (ii) student study placements/exchanges or, whilst you are a student, for professional conduct purposes, (iii) to your country's high commission, embassy or consulate, (iv) concerning your academic progress if your education is sponsored by your government or organization or company (v) in the event that there is serious concern about your welfare, such information as is reasonably necessary to help safeguard your wellbeing.

#### **Parents and Guardians:**

Kindly note GTUC will not release information about students to parents or guardians.

#### **How we may contact you**

Please note that the University College may contact you by post or by electronic means including telephone, text messages, email or any other suitable electronic method.

#### **Your Data Protection Rights**

Under the Data Protection Act 1998 you have a number of rights these include but are not limited to the right to:

1. make a data subject access enquiry and this includes being provided with a copy of your personal data held by the University College. A small fee is payable;
2. Apply to a court for the rectification, blocking, erasure or destruction of inaccurate personal data relating to you.

If you wish to make a data subject access enquiry at GTUC or you have a complaint concerning data protection issues other than IT related information security, please contact the Coordinator, Graduate Programmes at [coord.gradschool@gtuc.edu.gh](mailto:coord.gradschool@gtuc.edu.gh)

<p><b>Please note that this information is not part of the formal University College's Regulations. In case of conflict of interpretation, the formal regulations take precedence.</b></p>
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#### **Q Student Representation**

Student representation is an important element of academic life and is central to University quality procedures. You will receive information regarding this and how to become a student representative during your Induction Programme.

Your views are extremely important in contributing to the running and future shape of your course. There are several levels of student representation within the Graduate School:

#### **Students' Union Representative Chair**

The Graduate Students Representative Chair represents all graduate students in the Graduate School, it is their responsibility to support all other graduate Student Reps and liaise with student staff consultative committee. This post is elected by students within the Graduate School through the Executive Elections, which are held around September and December each year by the Students' Union Representative Executives. Your Representative Chair this year is Samuel Menyah Asah-Kissiedu. He can be reached on:

**Mobile: 233-(0)544-343-701**

**e-mail: [sasahkissiedu@gmail.com](mailto:sasahkissiedu@gmail.com)**

Programme Reps are nominated by fellow students at the start of the first semester and the period of office is for one academic year. Programme Reps represent the views of their course mates at Student Forums and

committee meetings and feedback relevant information to them after the meetings. Being a Programme Rep is a great position to start off in and there are an unlimited amount of Programme Rep positions. To apply please visit: [www.qpau@gtuc.edu.gh](http://www.qpau@gtuc.edu.gh)

### Student Forums

Student Forums are chaired by Student Union Representative Chair and are attended by Programme Reps and University College staff. The meetings are an official forum for reps to give feedback and raise issues regarding their course with staff. Three Student Forums are held per year, one each at the beginning of each new cohort admission. The minutes from these meetings are then reviewed at the Student Staff Consultative Committee meetings.

### Graduate School Board

The Graduate School Board meets once a semester and is the governing body of the School. This meeting is chaired by the Dean of the Graduate School. Other members are, the three Programme Managers, a student representative of SUR and the Head of Quality Promotions and Assurance. The Board Chair reports to the Academic Board of the University.

If you have any queries about the rep system please contact the Dean of Graduate School, on [deangradsch@gtuc.edu.gh](mailto:deangradsch@gtuc.edu.gh)

### R. Programme Managers and Module Leaders for 2014/2015:

#### Programme Managers

Name of Programme Leader name (E &C):	Telephone No:	E-mail address:
Dominic K. Louis	233-20298195	<a href="mailto:dlouis@gtuc.edu.gh">dlouis@gtuc.edu.gh</a>
Gertrude Amoakohene	233-202698316	<a href="mailto:gamoakohene@gtuc.edu.gh">gamoakohene@gtuc.edu.gh</a>
Programme Leader name (BES):	Telephone No:	E-mail address:
Gertrude Amoakohene	233-202698316	<a href="mailto:gamoakohene@gtuc.edu.gh">gamoakohene@gtuc.edu.gh</a>
Frank Boafo Anokye	233-202698180	<a href="mailto:fanokye@gtuc.edu.gh">fanokye@gtuc.edu.gh</a>

#### Module Leaders

Module Leaders name(s) (collaboration):	Telephone No:	E-mail address:	Module Title and code:
Joseph Wireko	+233262005868/203005868	Joewireko@gmail.com	Marketing Management – GTUM85EKM
Ernest Ofori-Nyarko	+233244299056	eoforinyarko2012@yahoo.co.uk	Lean Operations – GTUM14EKM
Olivia Dede Mensah	+233203001148	odmensah@gmail.com	Supply Chain Management – GTUM25EKM
Salome Odoom	+23328810010/288210125	salome.odoom@expresso telecom.com	OB & HRM – GTUM62EKM
KwakuBerchie	+233246145561	kberchie3679@yahoo.com	Institutional Investment – GTUM07EFA
Samuel Oteng	+233507443161	sambekv@yahoo.com	Contracting Management – GTUM55EKM
Emmanuel Dugbenoo	+233246739811	edugbenoo@yahoo.co.uk	Strategic Management – GTUM26BSS
Dr. Anthony Owusu-Ansah	+233204188088	tonyowusugh@yahoo.com	International Financial Market - GTUM06EKM
Ing. Yaw Yawson	+233203009004	yyawson@gmail.com	Quality Management – GTUM29EKM
Gertrude Amoakohene	+233202698316	<a href="mailto:gamoakohene@gtuc.edu.gh">gamoakohene@gtuc.edu.gh</a>	Corporate Finance – GTUM08EFA

<b>Dr. Patrick Tandoh-Offin</b>	+233247450433	tandohp@gmail.com	<b>Entrepreneurship &amp; Innovation - GTUM56EKM</b>
<b>Hamisu Mohammed</b>	+233202698305	haamis2003@yahoo.com	<b>Financial Analysis for Managers – GTUM05EFA</b>
<b>Alexander OwusuAkrofi</b>	+233204671888	anoakrofi@hotmail.com	<b>Purchasing Management – GTUM54EKM</b>
<b>Dr. Robert Sowah</b>	+233548116570/272648574	bobsowah@yahoo.com	<b>Business Simulation – GTUM05EKM</b>
<b>Tony AsareBediako</b>	+233202050186	tabediako@ghanatel.net	<b>Project Management – GTUM28EKM</b>
<b>George Anni</b>	+233202698308	ganni@gtuc.edu.gh	<b>Systems Development – GTUM42EKM</b>
<b>Dominic Louis</b>	+233202698195	dlouis@gtuc.edu.gh	<b>Database Systems – GTUM26CDE</b>
<b>Prof. Patrick Otoo Bobbie</b>	+233202625757	pbobbie@gtuc.edu.gh	<b>Decision Support Systems – GTUM88EKM</b>
<b>Dominic Louis</b>	+233202698195	dlouis@gtuc.edu.gh	<b>IS/IT Change Procurement - GTUM39EKM</b>
<b>Dr. Stephen Asunka</b>	+233202698366	sasunka@gtuc.edu.gh	<b>IS/IT Change Management – GTUM40EKM</b>
<b>Dr. EzerYeboah-Boateng</b>	+233208292031	eyeboah-boateng@gtuc.edu.gh	<b>M-Commerce – GTUM81EKM</b>
<b>Dr. Joe Asamoah</b>	+233242741022	joasa2@yahoo.com	<b>Introduction to Oil &amp; Gas – GTUM13GED</b>
<b>Dr. Joe Asamoah</b>	+233242741022	joasa2@yahoo.com	<b>Impact of Oil Production in Developing World – GTUM54GED</b>
<b>Dr. Joe Asamoah</b>	+233242741022	joasa2@yahoo.com	<b>Future of Oil &amp; Gas – GTUM14GED</b>
<b>Dr. Joe Asamoah</b>	+233242741022	joasa2@yahoo.com	<b>HSE Management in Oil &amp; Gas Industry – GTUM15GED</b>
<b>Dr. Francis BoatengAgyenim</b>	+233202698369	fagyenim@gtuc.edu.gh	<b>International Environmental Law – GTUM28CLS</b>
<b>George Addy-Morton &amp; Edward Abrokwa</b>	+233244377492/244725009	gaddymorton@yahoo.com/edwardabrokwah@gmail.com	<b>Petroleum Economics &amp; Policy – GTUM81GED</b>

#### S. External Examiners

Reports of external examiners who visit the University College on regular basis to assess students' examination results as well as feedback relevant to the programmes/modules are available at the Graduate School Records Unit for reading by interested students.

The external examining system is a key component of International Partner University's quality assurance and enhancement processes. It plays an important role in ensuring that our awards are maintained at an appropriate standard, that our assessment process measures student achievement rigorously and fairly, and that the academic standards and achievement of students are comparable with those on similar programmes in other UK universities. External Examiners also assist the University in enhancing the quality of teaching, learning and assessment by advising on good practice.

#### 6. Postgraduate Calendar

There are a number of important dates that you may wish to add to your diary.

**GTUC GRADUATE SCHOOL OPERATIONAL CALENDAR: JAN. – DEC. 2015**

ACTIVITY	DATES
<b>ADMISSIONS/ ORIENTATION/ STUDY SKILLS</b> <ul style="list-style-type: none"> <li>• January 2015</li> <li>• May 2015</li> <li>• September 2015</li> </ul>	December 19, 2014/ December 20, 2014 May 16, 2014 August 2015
<b>LECTURE PERIODS</b> <ul style="list-style-type: none"> <li>• <b>Coventry University</b>            January 2015: Evening/ Weekend            May 2015: Evening/ Weeknd            September 2015: Evening/ Weekend</li> <li>• <b>CASS</b>            January 2015            May 2015</li> <li>• <b>Anhalt</b>            January 2015            May 2015</li> <li>• <b>Staffordshire</b>            January 2015            May 2015</li> <li>• <b>MTE/ MTM</b>            FIRST YEAR: Second (2<sup>nd</sup>) Semester</li> <li>• <b>UWS</b></li> </ul>	Jan. 7, 2015 . August 28, 2015/ Jan. 10, 2015 . Dec. 2015 May 4, 2015 . Dec. 18, 2015/ May 14, 2016 August 31, 2015 . April 22, 2016/ August 29,2015 . June 25, 2016  January 10, 2015 . October 31, 2015 May 9, 2015 . February 27, 2016  Jan. 17, 2015 . December 6, 2015 May 9, 2015  January 17, 2015 . November 11, 2015 May 30, 2015 . April 2, 2016  January 12, 2015 . May 13, 2015  February 2015
<b>SAB AND PAB</b> <ul style="list-style-type: none"> <li>• January 2015 (Special SAB/PAB)</li> <li>• March 2015</li> <li>• July 2015</li> <li>• November 2015</li> </ul> <b>INSTITUTIONAL REVIEW</b>	January 14 . 16, 2015 March 19 <sup>th</sup> -27 <sup>th</sup> 2015 July 23 <sup>rd</sup> . 31 <sup>st</sup> 2015 November 19 <sup>th</sup> - 27 <sup>th</sup> 2015 <b>NOV/DEC 2015 – TO BE CONFIRMED</b>
<b>GRADUATION PERIODS</b> <ul style="list-style-type: none"> <li>• April</li> <li>• August</li> <li>• November</li> </ul>	April 25, 2015 August 8, 2015 November 28, 2015

## 7. Health and Safety Information

### Supervision and Training



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All supervisors must ensure that staff and students for whom they are responsible are adequately instructed in safe working procedures. This may involve a verbal introduction with demonstrations as necessary, both backed by written instructions for guidance during the work. Alternatively more extensive training may be appropriate.

Visitors should always be given adequate safety instructions. Particular attention should be given to visitors from abroad, who may have different attitudes to safety and be unfamiliar with our safety legislation.

Equipment must not be used by a student at any time without the authorization of her or his tutor, who must be satisfied that the student is competent to use the equipment safely. This applies to all electrical equipment even commercial appliances. A student may only use equipment classified as a safety risk when the tutor has certified in writing that the student is competent to use it correctly.

Statutory regulations apply to certain equipment e.g. workshop machines. When this is so, students will be advised. No student may work in a studio or workshop on any equipment classed as a safety risk unless another person is within visual and vocal range. All machine guards must be in place, and under no circumstances are safety switches to be by-passed. When protective clothing and equipment has been specified for use in any processes, (e.g. goggles, overalls, guards etc.) these must always be used.

See where the nearest fire extinguisher is and read the instruction on it. Note the location of your Evacuation Assembly Area. Read the notice, In the Event of Fire. Note your First Aid administrator.

### **Risk Assessment**

The Staff and students are required to assess formally the risks involved in our activities and record it. This will apply in particular to all final year project students who will be expected to complete a form before embarking on their projects.

### **Fire Safety**

Any person discovering a fire:

- ~ Sound the alarm
- ~ Call the Fire Brigade
- ~ If safe to do so, attack the fire with suitable appliance

### **On Hearing the Alarm**

- ~ Leave the building by the nearest exit
- ~ Close all the doors behind you
- ~ Do not stop to collect your belongings
- ~ Report to the assembly point

### **ALL FIRES HAVE SMALL BEGINNINGS – GIVE THE ALARM AT ONCE**

Also: Ensure that emergency equipment, e.g. fire hoses etc and emergency exits/evacuation routes are not blocked or obstructed in any way. Report any such obstructions to the Services Manager.

### **First Aid**

In the event of any emergency, staff should telephone 111. This will alert Security staff who will arrange for a first aider to attend the person in distress or if necessary will call an ambulance.

Special staff can be contacted to carry out first aid and each has a first aid kit. They should not be approached for any medication e.g. painkillers.

### **Accident Prevention**

Each year accidents at work cause hundreds of deaths, hundreds of thousands of injuries and enormous pain and suffering for employees, students, etc. and their families. Safety awareness is your best protection against accidents, so what can you do to prevent them?

### **Certain Injuries Top the List**

- ~ Straining the body, especially when lifting or stretching.

- 
- ~ Being hit by a moving or falling object.
  - ~ Slips, trips and falls: the injuries caused are the most costly and painful.
  - ~ Getting caught in a machine or between moving parts.

### **University Smoking Policy**

GTUC operated a policy which does not allow smoking in the buildings, with the exception of staff who are occupants of shared rooms when all the occupants are smokers and all agree to allow smoking. Consideration should be given, however, to non-smoking visitors.

#### **Smoking is prohibited in the following locations:-**

- ~ GTUC transport.
- ~ Libraries
- ~ Lecture Halls

#### **Entry to the Graduate School during out of hour's periods**

Out of hours can be defined as any time outside the period of 0730 to 2100 hours on weekdays and any time during the weekends, bank holidays and close down periods. Entry to the Graduate School buildings during holidays and closedown periods is not possible to students. During the other times, e.g. weekends, it is possible provided a completed authorization form is produced. These forms are available at the Graduate Office and must be signed by your Programme Leader or another authorized signatory. A top copy will be handed to you, which you must present to the Security Office.

#### **Children on University Premises**

Children are not allowed on GTUC premises unless they are supervised at all times by an adult who is responsible for their safety.

## **8. Course Specific Information**

### **What is MBA Finance about?**

It is a one (1) year collaborative programme between Ghana Technology University College and International Partner University in UK. The MBA Finance programme is designed to develop in students, the essential management skills required for finance and related services to meet the demands and participate in the increasingly growing international business environment.

Modules under the programme are:

Corporate Finance  
Institutional Investments  
International Financial Markets  
Marketing Management  
Financial Analysis for Managers  
Organizational Behaviour & HRM  
Strategic Management  
Project Management

### **Why should I choose this course?**

- Students obtain excellent and varied career prospects
- The programme has an appropriate mix of theory and application

It enhances the employability of students after graduation

### **What is MBA Oil and Gas programme about?**

It is a one (1) year collaborative programme between Ghana Technology University and International Partner University in UK. The MBA in Oil and Gas Management is designed to meet the educational and professional needs of those already working in or associated with the sector and those interested to pursuing rewarding careers in the energy sector. It has been designed to equip graduates with the appropriate management skills and knowledge to undertake a leadership role in the oil and gas industries. Modules to be taken are:  
Petroleum Contracts and Economics

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Impact of Petroleum Exploration, Extraction & Transportation  
International Environmental Law  
Financial Analysis for Management  
Marketing Management  
Organizational Behaviour & HRM  
Strategic Management  
Project Management

**Why should I choose MBA Oil and Gas course?**

- It will enable students to develop advanced skills in strategy and management, and a sound knowledge of energy management
- It produces knowledgeable and experienced practitioners in the oil and gas sector with the advanced business skills needed to function as a contemporary energy manager.

**What will I do after this Course?**

- Supply Chain Manager
- Energy Management Consultant
- Manager, Oil and Gas Marketing
- Project Control Manager
- Environment, Health and Safety Manager
- Quality Assurance Manager

**What is MSc Oil and Gas about?**

It is a one (1) year collaborative programme between Ghana Technology University College and International Partner University in UK. The MSc Oil and Gas Management programme aims to provide specialist professional development and qualifications for a wide range of potential employers including national and multinational energy companies, consultancies, energy ministries and local/international allied agencies.

Modules in the programme focus on theoretical, policy design, scientific, technological and operational aspects of oil and gas management. Modules under the programme are:

- Introduction to the Oil & Gas Industry
- Future of Oil & Gas
- HSE management in Oil & Gas Industry
- Organizational Behaviour & HRM
- Strategic Management
- Project Management
- Petroleum Contracts and Economics

Impact of Petroleum Exploration, Extraction & Transportation

**Why should I choose MSc Oil and Gas Management?**

- It develops students understanding of the fundamentals of oil and gas management including the processes, drivers, threat and opportunities related to the management of the energy and hydrocarbon industry
- It enables students to evaluate and apply a variety of skills, policies, operational strategies and techniques within the context of oil and gas management
- Students are able to apply the understanding of the politics of oil and gas and threats to continued supply and renewable energy options
- Students develop the competence to safely and effectively manage projects in the oil and gas industries within the context of increasingly stringent environmental and safety legislations
- Develop the academic and professional competences of students, thus facilitating the mobility of professional employment and the application of professional knowledge and skills.
- Understand the theories, concepts and complexities of managing the processes and challenges of the oil and gas industry,
- Use the methods and global best practices in managing health, safety and environment in the exploration and production of oil and gas,
- Develop effective leadership and management skills for the oil and gas sector and use appropriate business policies and strategies within a changing operational and legislative context to meet stakeholders interest

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**What will I do after this Course?**

- Oil and Gas Principal Consultant
- Petroleum Engineer
- Project Manager
- Drill Site Manager
- Offshore Project Manager
- HSE Associate (Training)
- Field Safety Engineer
- Engineering Manager
- Wells Engineer (Drilling)
- Upstream Oilfield Engineer

**What is Msc Engineering and Management about?**

It is a one (1) year collaborative programme between Ghana Technology University College and International Partner University in UK. The course provides the inter linkages between manufacturing strategy and a company's corporate strategy. It offers students the capacity to understand the requirements of manufacturing industry and its supply chain. The course delivers sound practice of management in an industrial enterprise. It also prepares students for a strategic role within a manufacturing organization.

Modules to be selected from are:

Financial Analysis for Managers  
Marketing Management  
Organisational Behaviour and HRM  
Supply Chain Management  
Entrepreneurship and Innovation  
Sustainability & Environmental Management Systems  
Project Management  
Strategic Management  
Lean Operations  
Quality Management and 6 Sigma  
Contracting Management  
Purchasing Management  
M-Commerce  
Decision Support System  
Business Simulation  
Database Systems  
Logistics Operations  
IS-IT Procurement  
IS-IT Change Management  
Systems Development  
Knowledge Management  
Enterprise Systems

**Why should I choose this course?**

- Gives students the capacity to analyze practices in the engineering industry and propose efficiencies
- Offers sound understanding of the complexity of business and apply it to the design of supply chain
- Enables a student to use financial information for business decision making.
- Gives students the skills to recommend a suitable structure and process for monitoring and control

**What will I do after this Course**

- Project Engineer
- Development Engineer
- Project Consultant
- Project Risk Manager
- Contract Design Engineer
- Business Analyst
- Business Development Engineer
- Maintenance & Operations Manager

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- Facilities Support Services Manager
  - Facilities Planning Manager
  - Facilities Coordinator
  - Product Development Officer

### **What is MSc Engineering Project Management about?**

The MSc Engineering Project Management programme is a one (1) year collaborative programme between Ghana Technology University College and International Partner University in UK. The programme is intended to help meet the requirements of industry by giving students the knowledge to understand complex engineering projects, project organizations and project management methods. Students completing this certificate will be able to work effectively in multidisciplinary engineering projects immediately after completion. Graduates are expected to advance more rapidly within the project management organization and profession. Students obtain the relevant skills needed to manage projects including technical knowledge and management skills.

Modules under the programme are:

Quality Management & Six Sigma  
Contracting Management  
Entrepreneurship & Innovation  
Supply Chain Management  
Financial Analysis for Managers  
Organizational Behaviour & HRM  
Strategic Management  
Project Management

### **Why should I choose MSc Engineering Project management?**

- The programme provides students with the opportunities to develop a range of skills and the ability to apply a variety of project management tools and techniques
- Students can establish the linkage between a company's manufacturing strategy and its corporate strategy
- Student will have the ability to assess and establish a financially sound manufacturing project in relation to the company's long term strategic development,
- Student can assess the nature, role and contribution of Supply Chain Management and its application to industrial projects
- Students would gain an understanding of the role of legislation in projects and are able to define working procedures and practices to meet national and international requirements and strategies within a legislative framework.

### **What will I do after this course?**

- Engineering Manager
- Site Engineering
- Projects Manager/Engineer
- Design Engineering Manager
- International Project Manager
- Maintenance & Operations Manager
- Facilities Support Services Manager
- Facilities Planning Manager
- Facilities Coordinator etc

### **What is MSc in Management Information Systems about?**

MSc Management Information is a one (1) year collaborative programme between Ghana Technology University College and International Partner University in UK. The programme provides managers with information about sales, inventories, and other data that would help in managing an enterprise. It gives students the knowledge to support a business's long range plans and provide reports based upon performance analysis in areas critical to those plans, with feedback loops that allow for re-design of every aspect of an enterprise. Students are given the skills to identify how things are going, why performance is going in a particular way and identify where performance is failing to meet the plan.

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The programme is designed to ensure the effective management of change within an organization, particularly as it relates to Information Systems applications and projects incorporate innovative and original ideas in the design and implementation of information systems.

Modules to be taken are:

- Financial Analyses for Managers
- Strategic Management
- Systems Development
- Business Simulation
- Database Systems
- Decision Support Systems
- IS/IT Procurement
- IS/IT Change Management

#### **Why should I choose this course?**

- It helps the graduate to balance the study of business management and information systems development
- It helps the graduate to monitor process quickly and adapt techniques to forestall unfavourable report
- It enables students to select and apply relevant management skills to make effective and efficient use of time and resources when undertaking computing and information technology projects
- A student is able to evaluate a range of possible options or solutions to address a sizeable practical IS/IT problem and present a soundly reasoned justification,
- It enables a student to compare and apply a range of techniques for data modelling and information management that are needed to support the evolving complexity of information systems
- A student is able to make an informed contribution to the strategic planning for IS/IT within an organization that will contribute to the achievement of business objectives
- To understand and contribute to the financial management of an organization

#### **What will I do after this Course?**

- Business Analyst
- Chief Information Officer
- Information Technology Director
- Systems Analyst
- Data Officer
- Information Systems Administrator
- Business Application Developer
- Database Administrator
- Systems Developer
- Database Analyst
- Network Administrator
- Technical Support Specialist
- IT User Liaison

#### **What is MSc Supply Chain Management about?**

It is a one (1) year collaborative master's programme between GTUC and International Partner University in UK. The programme explores the nature, role and contribution of supply chain management and its application to industrial and consumer-based supply chains. It equips the student with an understanding of supply chain management from both a customer and supplier perspective, and aims to prepare them for a managerial role in a supply organization.

The programme also enables students to get a deeper understanding of managing the global pipeline, the challenges of supply chain, global sourcing, offshore manufacturing and the impact of globalization on the total supply chain.

Modules under the programme are:

Supply Chain Management  
Project Management

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Strategic Management  
Contracting Management  
Quality Management & Six Sigma  
Purchasing Management  
M-Commerce  
Lean Operations

### **Why should I choose this course?**

The completion of this programme should enable a student to :

1. Critically appraise how supply chain management and supplier development relationships can contribute to superior business performance and competitive advantage
2. Evaluate planning and sourcing decisions.
3. Evaluate production and delivery decisions.
4. Identify and discuss future trends and issues in global supply chain management.

### **What will I do after this Course?**

- Supplier Quality Engineer
- Supply Chain Consultant
- Lecturer
- Material Resource Planner
- Procurement Analyst
- Procurement Manager
- Supplier Quality Control Analyst

### **About MBA International Trade**

MBA International Trade is a quality German MBA award. It is a one (1) year collaborative programme between Ghana Technology University College and Anhalt University in Germany. The programme is designed with a focus on developing proactive, intercultural managers, financial experts, consultants and entrepreneurs in the global market.

The curriculum is on general management with focus on international trade. It has dynamic blend with theoretical knowledge in economics, finance, accounting, marketing, law and strategy. It prepared graduates to the global business environment by exposing students to the rudiments of successful operations in both global and domestic business environments.

The programme gives students the skills set essential to analyze the suitability of investments for god corporate strategic success. Modern interactive teaching methods, including multimedia tools, are used to impart knowledge that enables graduates to develop creative solutions to real, relevant and current business problems and scenarios.

### **International Experience**

The International Accounting and Financial Analysis module presents an opportunity for students to travel to UK to experience the world of corporate accounting with highly rated global business companies including PricewaterhouseCoopers. The credit transferring workshop exposes students to discussions pertaining to the finance and accounting procedures of major international accounting auditing institutions.

### **Programme Modules**

International Economic Theory and Policy  
Economic Statistics and Empirical Methods  
International Accounting and Financial Analysis  
International Business Law  
International Management  
Business Research Methods  
International Human Resource Management  
International Distribution Management and Market

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Business Communication  
Master Thesis  
Management Game  
Leadership and Organizational behaviour

Why should I choose this Course?

- The programme is prominent for generating a breed of graduates who are able to lead the search for sustainable business solutions
- It also generates future managers, consultants and entrepreneurs to face today's global business and management issues
- More so, the programme seeks to create effective professionals in management position with the indispensable skill to progress to genuine leadership roles.
- Gives students the ability to recognize and plan for strategies to deal effectively with unanticipated developments in global trade.
- It equips students with international management skills that are essential for a successful career in a global corporate environment.

### **About the Master of Science in Telecommunications Engineering**

It is a two (2) year collaborative programme between Ghana Technology University College and Kwame Nkrumah University of Science and Technology, Ghana. The program is a high level modular course which provides intensive preparation for professional practice in the technology aspects of telecommunications. The programme is recommended for individuals with technical degrees who are seeking graduate education to help them advance into managerial and leadership roles in the dynamic telecommunications and information environment.

This course covers accepted fundamental principles and methodologies that govern communication systems. Students will also understand the regulatory aspects related to deployment of the wireless infrastructure. The course guides students through the processes of assessing the specification, performance, selection, and commissioning of telecommunications systems and networks.

Programme modules

- ~ Communication Networks
- ~ Digital Communications
- ~ Wireless Communication Systems
- ~ Project Management
- ~ Emerging Technologies
- ~ RF and Microwave Communications Circuits
- ~ Optical Communications
- ~ Simulation of Telecommunications System
- ~ Antenna Engineering for Wireless Communications
- ~ Network Planning and Design
- ~ Research Methodology and Seminar presentation
- ~ Digital Signal Processing
- ~ Telecommunication Policy, Legal and Regulatory issues

### **About the MSc in Telecommunications Management**

It is a two (2) year collaborative programme between Ghana Technology University College and Kwame Nkrumah University of Science and Technology, Ghana. The program is a high level modular course which provides intensive preparation for professional practice in management of telecommunications concerns. It provides opportunities for individuals with both technical and non-technical degrees who are seeking graduate education to help them advance into managerial and leadership roles in the dynamic telecommunications environment.

It gives students the needed skills in integrated global business management techniques to support high level decision making. It equips students with the agility to develop and apply strategy in response to the external environment. Emphasis is given to quality processes that enhance value and reduce waste in the operations in the telecommunications industry.



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Students are given solid financial analysis background to determine return on investments and to evaluate the sustainability of projects. Our graduates in telecommunications management are adept in influencing policy and applying their skills to plan, acquire, operate and evaluate telecommunications systems.

Programme Modules:

- Communication Networks
- Data Communications and Networks
- Internet Technology and E- Commerce
- Project Management
- Introduction to Wireless Communication
- Organizational Leadership and Decision Making
- Strategic Management of Technology and innovation
- Internet and Information Security
- Economics and Financial Analysis
- Research Methodology and Seminar Presentation
- Managing People in Technology Based Industry
- Telecommunication Policy, Legal and Regulatory issues
- Master thesis

### **About the Msc. Information Communication Technologies**

MICT is a collaborative programme between Ghana Technology University College and Aalborg University in Denmark. MICT is designed to meet the growing needs of engineers and high level personnel in information & communication technology and telecommunications industries. The aim of the programme is to give participants cross- disciplinary qualifications within the key areas related to Information and Communication Technologies. The curriculum is carefully put together to be attractive both to the ICT engineer and to people working with ICT applications in related institutions.

Modules under the programme are:

- ~ Project based learning and report writing
- ~ Requirement specifications
- ~ Product Technology (PT)
- ~ Network technologies
- ~ Future broadband and mobile networks
- ~ Internet technologies & applications
- ~ Product Realization Technologies (PRT)
- ~ ICT services and applications
- ~ Business and Application Technologies (BAT)
- ~ ICT market and regulation
- ~ Theme: ICT applications and software development
- ~ Product Technology (PT)
- ~ Technology convergence
- ~ Security and privacy
- ~ Product Realization Technologies (PRT)
- ~ Object-oriented software development
- ~ Mobile application development
- ~ Interaction design
- ~ Business and Application Technologies (BAT)
- ~ Strategy and ICT in organizations
- ~ Theme: ICT Business and Market
- ~ Business and Application Technologies (BAT)
- ~ Information & network economics
- ~ E- Business Patents and Standards
- ~ Techno-economics of infrastructures
- ~ ICT for Development

Why should I choose this course?

The completion of this programme should enable a student to:

- ~ To take advantage of opportunities in the growing and dynamic ICT field.

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- ~ Effectively manage strategic level management position with ICT concern, combining technology, management and business aspects
  - ~ Equips students with capacity to deliver innovative ideas and solutions for competitive advantage
  - ~ Expands knowledge in information and database systems and provides the technology needed to support management decision-making.