ST. FRANCIS COLLEGE OF EDUCATION, HOHOE

STUDENTS HANDBOOK

(3rd Edition)

GENERAL INFORMATION

GEOGRAPHICAL LOCATION:
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Hohoe
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The Principal

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P. O. Box HH 100

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Ghana

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FOREWORD

I extend my warmest felicitations to you on your successful admission to St. Francis College of Education (Franco), fondly known as hill of learning, hill of knowledge to read Bachelor of Education (Primary and JHS options).

The College is a reputable Catholic institution recognized nationwide for remarkable and excellent academic performance that has in the period of its existence trained many teachers of repute and of impeccable professional credentials, as such, you are very privileged to join the Franco Community where you will gain a holistic training grounded in academic, socio-economic, mental and physical experiences that conforms to the National Teaching Standard demands and the needs of the 21st century and beyond.

In the next four years you shall be actively involved in academic and other related areas of the College's endeavours. The students' handbook shall be a manual to guide your daily activities. It entails adequate and detailed information that will inform the right conduct as a junior member of the Franco community.

Most paramount, the handbook indicates the values and standards we hold as an academic institution committed to promoting excellence.

We hope this handbook will serve its purpose by guiding you throughout your stay in Franco.

I wish you a successful stay. My doors will always be opened to you for any needed support.

PRO-DEO-Et-Patria

DR. ADWOA KWEGYIRIBA
PRINCIPAL

COLLEGE ANTHEM

BELOVED FRANCO

First Stanza
Franco, O beloved Franco
Hill of learning, Hill of knowledge
Thy course indeed we keep aloft
Far and wide may you ever shine
For God and Country
Far and wide may you ever shine

Second Stanza
Franco, O sweet Alma-Mata
Fount of oneness, fount of kindness
Thy sons and daughters old and young
All with one voice proclaim and sing
For God and Country
All with one voice proclaim and sing.

Third Stanza
Franco, O beloved Franco
Source of power, source of Courage
O, when the tempests rave and rage
Firm and great may you ever live
For God and Country
Firm and great may you ever live.

(By C.K. Doe Williams)

HISTORY OF THE COLLEGE

St. Francis College of Education was the first Catholic Institution established in the Lower Volta Vicariate in 1908 by the German VSD Missionaries on a parcel of land donated by Bla, Kpeme, and Abansi. It was then called St. Augustine College.

In 1911, it was closed down and moved to Agbedrafor in Togo. It was brought back to Gbi- Bla in 1912 and closed down again because of the First World War (1914-1918). In 1929, the College was opened again (now under the SMA missionaries) at Gbi-Bla as a Rural Training Center which was transformed into a Training College in January, 1931 and officially opened by Bishop Augustine Herman, SMA with 18 students.

The Principal was Rev. Fr Joseph Gerald, SMA, (BA,H.Dip.Ed) who was ordained Titular Bishop of Ammaedara and Vicar Apostolic of the Lower Volta on 13th October, 1946 in the Cathedral of Cork, Ireland.

The history of St. Francis Training College continued to repeat itself when in 1934 the College was once again closed down and relocated to Amisano near Elmina. Under the direction of Bishop J. G. Holland, St. Francis Training College was reopened as a 2-year Certificate 'B' Teacher Training College on 14th February, 1947 at Gbi-Bla, its God-given place of birth not to be closed down again.

It was named St. Francis Training College with St. Francis Xavier as the Patron Saint.

The College is now under the Episcopal jurisdiction of Ho Diocese headed by His Lordship Most Rev. Fr. Emmanuel Kofi Fianu, SVD.

The Founding Fathers were Rev. Fr. Bucking, Rev. Fr. Feldman, and Most Rev. Fr. Joseph Gerald Holland.

The College was started at a place called 'Kpodziga' and the College was nicknamed 'Gborto' College, 'Tsiveme' College etc.

The 3 communities: Bla, Kpeme, and Abansi of the Gbi Traditional Area gave out the initial land of 63 acres. This was extended to 91 acres in 1975.

The College was established as an all-male College with an initial intake of 30 students. It became a co-educational institution in 1954 when 30 women were admitted.

The Catholic Church, the Community, and the College have co-existed in a friendly atmosphere over the years. The College assists the community in terms of making the College vehicles available to convey people to places when the need arises, and the church regularly visits the College on Patron Saint Day and Missions sending.

In the year 2008, 38 publicly-owned Teacher Training Institutions (TTIs) that offered Certificate programs to prepare teachers for basic schools in Ghana, were elevated to tertiary status and re-designated as Colleges of Education (COEs) to offer tertiary programmes.

The Colleges of Education Act, Act 847 was passed by an Act of the Parliament of the Republic of Ghana and assented to by the President on June 27, 2012 to give legal backing to the new status of the institutions. St. Francis Training College which was under the Ghana Education Service (GES) now became St. Francis College of Education.

The College has therefore been placed under the Ghana Tertiary Education Commission (GTEC), being the Government agency responsible for the regulation of tertiary education institutions in Ghana.

The College has had good academic records despite all odds. The products of the College can be found in all sectors of the Ghanaian and world economy despite the fact that the primary objective of the College is to train teachers. There are Politicians, Legal personnel, Civil servants, Professors, Lecturers, Bankers, Accountants, Public servants, private business men and women, and Security service personnels.

The College is Hundred and Thirteen (114) this year (1908-2022).

FRANCO, Beloved Franco.

Hill of Learning, Hill of Knowledge.

FRANCO, for God and Country.

ACHIEVEMENTS

In the maiden Diploma in Basic Education results (2007), FRANCO topped all the then 38 Colleges in Ghana by placing first. The College placed first (1^{st}) in the last Diploma in Basic Education results (2020) in the Volta/Oti Zone and fifth (5^{th}) in the national ranking.

VISION, MISSION STATEMENT AND CORE VALUES

OUR VISION

To be a reputable college of education for training world class science and mathematics teachers to teach in basic schools in Ghana and beyond.

OUR MISSION STATEMENT

To create an environment that promotes students' holistic development, teaching and learning, and research.

OUR ETHICS POLICY

St. Francis College of Education, Hohoe, is a faith-based (Catholic) teacher education institution. We therefore carry out our activities with strict adherence to the teachings of Christianity in general and the Catholic Church in particular. Despite this, our admissions and academic awards are strictly based on merit: without regard to religion or creed, ethnicity or nationality, gender or physical disability. The principles of justice, fair play, honesty, morality, mutual respect and respect for human rights underpin our academic and social interactions in the College. We are always mindful of the fact that whatever we do, we do for God and country.

CORE VALUES

Egalitarianism
Commitment
Competence
Excellence
Service

ROLL OF PRINCIPALS

1. Mr. C.J. Finnegan ----------1947-1950
2. Mr. M.H. Coleman ----------1950- 1961
3. Mr. P.K. Akoto-Ampaw ---------- 1961-1974
4. Mr. P.Y. Kodjokumah---------- 1974-1982
5. Mr, J.K. Lenwah ----------1983-1998
6. Mr. I.W.K. Dorleku---------- 1998-2002
7. Ms. C.M.B. Agbeto---------- 2003-2004
8. Mr. D.M.K. Agbenuvor----------2004-2016
9. Mr. R.K. Kwashie----------2016 – 2021
10. Dr. Adwoa Kwegyiriba----------2021- date

PRINCIPAL OFFICERS OF THE COLLEGE

The Principal Officers of the College are the Governing Council Chairperson and the Principal of the College.

MANAGEMENT MEMBERS

1	Dr. Adwoa Kwegyiriba	Principal	Chairman
2	Mr. Gilbert Agyeman	Finance Officer	Member
3	Mr. Elias Komla Ababio Sarku	Ag. Internal Auditor	Member
4	Mr. Joseph Dotse Komla Plahar	Ag. Librarian	Member
5	Mr. Clement Kantam Kolamong	College Secretary	Secretary

Office of the Principal

The Principal who is the academic and administrative head of the College, and chief disciplinary officer, is responsible to the College Council for the overall administration of the College. He/She has to be informed of all important developments and problems in the College, in particular those relating to academic activities, finance, physical developments and students' affairs. Apart from his/her functions within the College, the Principal also serves as a spokesperson in relation to the government and external bodies,

including the international community.

In the execution of his/her duties, the Principal works mainly through the various Committees which are responsible for **policy-making**, some of which he/she serves on as Chairperson. Even when he/she does not serve as Chairperson of some Committees, the Statutes provide that he/she should have unrestricted rights of attendance and speak at all meetings of College bodies and he/she either receives or has access to minutes of all College bodies.

The **Vice-Principal**, who is assigned special responsibilities by the Statutes, acts for the Principal when the latter is absent.

The **College Secretary, Librarian, Finance Officer, and Internal Auditor** are all responsible to the Principal. Their responsibilities are provided for in Statutes 13, 14, 15 and 16.

DEPARTMENTS

The College currently has the following six (6) departments;

- Science
- Mathematics/ Information and Communication Technology
- Social Studies
- Languages
- Vocational Skills
- Education

OTHER UNITS

Students' Affairs Officer……..Mr. Ebenezer Giddi

Academic Planning and Quality Assurance…….Mr. Patrick Eshun

Chaplaincy……..Rev.Fr. Pascal Afesi

Teacher Professional Learning…….Ms. Erica Kumi

Supported Teaching in Schools…….Mr. Daniel Attakumah

Gender and Inclusion……..Ms. Perfect Ayatey

General Administration……Mr. Samuel Edem Ayetor

Human Resource Development……..Mr. Patrick Gbadago

Academic Affairs…….Mr. Seth Asare

Security, Transport and Operations……Mr. Edinam Fred Degboe

Guidance and Counselling…….. Ms. Gifty Nordzi

Procurement…….....Mr. Isaac Nartey

Information Technology……Mr. Mawili Tito Dordzro

Budget and Students Allowance…….. Mr. Jerry Sani

College Stores…….Mr. Isaac Agbenu

Hospitality ……...Ms. Emma Ametefe

Music…….Mr. Wisdom K. Yegbe

Sports……..Mr. Julius Jerry Agortey (Ag.)

Public Affairs …….Ms. Dzifa Pongo

Health and Sanitation……Ms. Sylvia Adzoa Addai

HALLS OF RESIDENCE

HALL	**COLOUR**	**HALL WARDEN**
St. Anthony Hall	Yellow	Mr. Anthony Kuadey
St. Thomas Moore Hall	Red	Mr. Israel Ahiaku
St. Martins Hall	Green	Mr. Ambrose Ayikue
St. Joseph Hall	Blue	Mr. John Ofori
St. Francis of Assisi	White	Mr. Jerry Julius Agortey
St. Monica Hall	Blue	Ms. Theresa Abledu
St. Bernardette Hall	Pink	Ms. Caroline Adzido

COMMITTEE OF HEADS OF HALLS

Membership	Students' Affairs Officer
	All Hall Wardens/Masters
Secretary	Selected Hall Master/Warden
Quorum	Half of the membership, apart from the Chairman

Functions

a. To co-ordinate activities of Halls of residence:

b. To exercise general supervision over students' general welfare, joint activities and services.

RELIGIOUS AFFAIRS/CHAPLAINCY BOARD

Membership	College Chaplain (Chairperson), two Patrons (Senior Members) of Association of Catholic Teacher Trainees (ACTT) and one Patron (Senior Member) of the Non Catholics and one Junior member from each of the groups and two Sacristans.

Secretary	Patron of ACTT
Quorum	Half of the membership, apart from Chairperson

Functions

a. To co-ordinate all religious activities on campus: to organize daily Mass and joint worship for the whole community on such occasions as may be appropriate.

b. To be responsible for the upkeep of the College Chapel.

c. To liaise between the religious groups on campus and the College authorities.

d. To report to the Principal through the Chaplain on religious matters.

STUDENTS' REPRESENTATIVE COUNCIL (SRC)

Name	This body shall be known as the Students' Representative Council of St. Francis College of Education (hereinafter referred to as the SRC).
Membership	President (shall be a practicing Catholic) — Chairperson. Vice-President. General Secretary, Women's Commissioner, Financial Secretary, Treasurer and other elected officers.
Quorum	As prescribed in the SRC Constitution

Functions

The SRC shall be the official representative of Junior Members of the College and shall be responsible for:

a. Promoting the general welfare and interests of students; coordinating the social, cultural, intellectual and recreational activities of the students of the College.

b. Presenting the views of the students of the College to the appropriate body or bodies, depending upon the nature of the matter.

c. Establishing links and maintaining cordial relationships with students of other Colleges, tertiary institutions, educational and voluntary institutions within and outside Ghana.

d. Nominating of students' representatives to serve on appropriate College Committees.

e. Promoting cordial relationships among all sections of the College community and maintaining good relationship with past students of the College.

f. Publishing records of student activities.

The SRC may appeal to the Principal of the College, through the Students' Affairs Officer and ultimately to the Council, whose decision shall be final.

EXECUTIVE COMMITTEE OF SRC

Membership	**	President - Chairperson, Vice-President, General Secretary, Deputy General Secretary Women's Commissioner, Financial Secretary, Treasurer, Public Relation

Officer, Organizing Secretary and Chief Justice

Quorum ** As prescribed in the SRC Constitution

Functions As prescribed in the SRC Constitution.

SRC AND HALL OFFICERS

The mode of elections and conditions for standing for elections, etc are clearly outlined in the SRC constitution. Elections shall be supervised by the Students' Affairs Officer.

No student would be eligible to stand in any election in the College (SRC, Hall, and TTAG/NUGS Rep) unless he/she has attained at least a CGPA of 2.5 at the time of standing for the elections.

HANDING OVER

All Officers (SRC. Hall and TTAG/NUGS Rep) shall prepare elaborate handing over notes for documentation. Such handing over notes shall be approved by the Students' Affairs Officer or Hall Master/Warden before clearance.

RESIGNATION OF OFFICERS OF THE SRC

Officers of the SRC may resign their post in a manner prescribed by the Constitution of the SRC.

GENERAL MEETING

The Students' Representative Council shall call a General Meeting of the Students of the College at least once a semester.

QUORUM

Half of the student body including either the President or the General Secretary shall form a Quorum.

SENIOR TREASURER

The Students' Affairs Officer shall be the Senior Treasurer of the SRC. He/She shall be the authorizing officer for all SRC vouchers and also the principal signatory to all SRC account.

He/She shall supervise the presentation of an annual statement of the SRC's income and expenditure signed by the Financial Secretary, the President and the General Secretary to the General Assembly within four (4) weeks to the end of a tenure. This shall be displayed on all Students' Notice Boards.

GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE IN THE COLLEGE

There shall be established in the College such Halls bearing such names as the College may from time to time determine.

1. **Membership**

The membership of each Hall shall consist of the students assigned to it who shall be known as junior Members and the Senior Members of the College assigned to it, who shall be known as fellows. The assignment of junior Members and Senior Members to Halls shall be in accordance with procedures laid down by the Academic Board. Every Senior Member shall be assigned to a Hall of residence.

2. **Government of Halls**

The governing body of each Hall shall be the hall Council which shall be responsible, subject to the Law, Statutes and Regulations of the College, for all matters concerning the Hall. The Hall Council shall meet, at least, once in every Semester.

3. **Composition of the Hall Council**

The Hall Council shall consist of the Hall Master/Warden. Hall Administrator and three (3) Tutors (Counsellors) and five (5) Junior Members, including the President, Secretary, Treasurer of the JCR and two (2) Level 100 students.

4. **Hall Officers**

The Officers of each Hall shall consist of the Hall Warden/Master, Hall Administrator. Tutors (Counsellors), and such other Officers as the Hall Council shall decide:

a) The Hall Master/Warden shall be appointed by the Principal for a two (2) year term, and may be eligible for re-appointment for another two (2) year term only.
b) In the absence of the Hall Master/Warden, the Hall Administrator will act until a Hall Master/Warden is appointed.
c) The Hall Administrator shall be appointed by the Principal on the recommendation of the Hall Council for a two-year term, subject to re-appointment for a further term only.
d) The Tutors shall be nominated by the Hall Warden/Master from among the Fellows of the Hall with the approval of the Hall Council for a two-year term subject to re-appointment.

DUTIES AND CONDITIONS OF TENURE OF HALL OFFICERS

1. **Hall Master/Warden**

The Hall Master/Warden shall be responsible to the Principal for the general supervision of the affairs of the Hall. He /She shall take precedence over all fe1lows and members of the Hall and shall have unrestricted right of attendance and audience at all meetings of the Hall Council in all cases not provided for by the law, Statutes or any Regulations made by the Hall. He /She shall make provision for good governance and welfare of the Hall as he/she may consider appropriate; subject to the approval of the Hall Council. No person shall combine the office of the Head of Hall with any other substantive Hall Office.

2. **Hall Administrator**

a) The Hall Administrator shall be deputy Hall Master/Warden in the administration of the Hall, and shall be responsible to the Hall Warden/Master.
b) He/She shall act for the Hall Master/Warden in his/her absence

3. **Hall Tutors (Counsellors)**

a) Offer counselling services to Junior Members of the Hall;
b) Liaise between students in the Hall and their lecturers outside teaching hours;
c) Avail themselves for consultation in any matter a student considers important for his/her welfare:
d) Help foster harmonious community living in the Hall that involves both junior and senior members;
e) Attend all relevant Hall meetings and participate fully in Hall activities.
f) The Hall Tutors shall be responsible to the Hall Warden/Master and assist him/her in the discharge of his/her duties.

4. **Removal of Hall Master/Warden**

The Head of Hall may be removed by the Principal upon a recommendation of the Hall Council at a meeting specially convened for the purpose, at the request if at the least one third of the Fellows of the Hall Council. The resolution for the removal of the Hall Master/Warden shall be supported by not less than two third of the members of the Hall.

5. **Removal of Other Hall Officers**

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

6. **Direction of Student Life in the Halls**

Within the general framework of these Regulations and of the Constitution and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs and participate as fully as is consistent with good order and discipline in the governance and running of the Halls under the direction of the Head of the Hall.

7. **Hall Funds**

a) i. Hall Council Account which shall include all monies collected in the Halls and grants provided by the College.
ii. Hall dues paid by students shall be paid into this account.

b) **Signatory**
The Hall Master/Warden and Hall President shall be signatories to all accounts in the Hall.

c) **Fund Raising**
The Hall has the right to raise funds for their activities, but the Hall Master/Warden should be aware and has to monitor how the funds are raised and used.

d) **Hall Accounts**
The Hall Funds shall be operated in a manner that does not contradict the College Regulations. The Account shall be displayed on all Hall notice boards at the end of their tenure of office.

e) **Audit of Hall Account**
The Hall shall present to the Internal Auditor, Hall Council and Students' Affairs Officer an annual Statement of its income and expenditure signed by the Treasurer, President and Secretary within four (4) weeks to the end of a tenure. The account shall be displayed on the Hall Notice Board.

All Hall funds and books or documents relating to them shall be subject to examination and audit by the College Finance Officer and the Internal Auditor, respectively. An audit of Hall accounts shall be carried out at least once a year by the Internal Auditor. Copies of the audit report shall be sent to the Principal, Hall Council of Hall concerned and the Students' Affairs Officer.
Where anybody is dissatisfied with the audit report, the Principal may be petitioned.
The Principal may take appropriate action where he/she is satisfied that the petition is of merit.

THE COLLEGE AND ITS TRADITIONS

The College has these cherished traditions:
Mass: With the exception of Saturday, the day begins with Holy Mass at 6:00am on ordinary week days and 7:00am on Holydays and Sundays. However, the time changes on special feast days and other occasions. Mass is attended by all irrespective of religious denomination. Students break into their various denominations for prayers after breakfast on Sundays as well as Muslim students.

Muslim students may gather to pray at appropriate times.

Classes begin 7:00am and end at 5:00pm Breakfast is at 7:00am -10:00am Lunch is 12:00pm-2:00pm and Supper 4:00pm- 6:00pm

Matriculation: Students enrolled in the College shall be matriculated into the College.
Congregation: Students who successfully satisfy the requirements for obtaining a Bachelor's degree shall be awarded during congregation ceremony.
Patron Saint of College: **St. Francis Day** (3rd December of every year)

CRITERIA FOR ADMISSION

The Admissions policy is committed to practices and procedures that are transparent, fair, courteous, consistent and expeditious in all matters relating to admissions in the College. The policy shall ensure that information pertaining to applicants is treated with high level of confidentiality. The College shall focus on high standards for admissions in order to attract an admit students of the highest caliber for its Degree Programmes. As a faith based institution efforts shall be made progressively to make prospective students aware of the religious ethos of the institution. The College shall pursue gender inclusiveness in its admission processes.
As a mixed College, efforts shall be made to achieve gender equity in admissions. All applications will be considered in line with College's Gender and Inclusion Policy and all decisions will be made in accordance with the Admission Policy.

Admission Requirements:
1. WASSCE /SSSCE Qualification Applicants
The general requirement for admission to the Bachelor of Education (B.Ed) Programme is as follows:
i. WASSCE Holders: CREDIT PASSES (A1-C6) in Six (6) subjects comprising Three (3) Core subjects, including English Language and Core Mathematics, and Three (3) Elective subjects relevant to the course of study.
ii. SSSCE Holders: PASSES (A-D) in Six (6) subjects comprising Three (3) Core subjects, including English Language and Core Mathematics, and Three (3) Elective subjects relevant to the course of study
iii. Candidates who are yet to write either the 2021 WASSCE or NABPTEX examinations can also apply
2. General Certificate of Education (GCE) Advance Level Applicants
Applicants must:
i. have passes in three (3) subjects (at least, one of the passes should be Grade D or better).
ii. have credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics, and a Science subject (for non-science students) and an Arts subjects (for Science students)
3. Advanced Business Certificate Examination (ABCE) Applicants
Applicants must:
i. have passes in three (3) subjects (at least, one of the passes should be Grade D or better). ii. have credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE).
4. Technical and Vocational Education and Training Applicants
Applicants must:
A.
i. Possess Certificate II in three (3) relevant trade areas awarded by TEU, NVTI, City & Guilds and

other authorized awarding bodies in addition to NABPTEX Certificate II in lieu of passes in English and Mathematics.
ii. Have NABPTEX certificate II in relevant trade areas in addition to three (3) credit passes in WASSCE/SSSCE core subjects including English and Mathematics.

B. Possess a National Certificate II qualification in Competency Based Training (CBT) in a relevant trade area awarded by TEU on the National TVET Qualification Framework (NTVETQF).
5. Foreign Qualifications
i. All foreign qualifications should be referred to the Ghana Tertiary Education Commission (GTEC) for determination of equivalences and eligibility for admission to Teacher Education Institutions in Ghana.

ACADEMIC PROGRAMMES

The College is accredited by the National Accreditation Board and is affiliated to the University of Cape Coast.

The College currently runs the following Academic Programmes:

- Bachelor of Education (Primary Education)
- Bachelor of Education (JHS Education) with specialization in the following:
  - Science
  - Mathematics
  - lnformation and Communication Technology
  - Social Studies
  - Religious and Moral Education
  - Music
  - English Language
  - Ghanaian Language [Twi and Ewe])
  - Home Economics
  - Agricultural Science

COURSES STRUCTURE

BACHELOR OF EDUCATION (PRIMARY EDUCATION)
Year One, Semester One

CourseCode	Course Title	Credits	Options
EBS 108	Language and Linguistics	3	Core
EBS 101	Elementary Algebra	3	Core
EBS 103	General Biology	3	Core
EBS 118	Information Literacy Skills	1	Core

EBS107	Computer Literacy	3	Core
EBS105	Child and Adolescent Development and Learning	3	Core
EBS 125	Principles and Practice of Education	2	Core
EBS 191	Field Experience I	3	Core
Elective Courses (All the courses for one elective subject must be chosen)			
EBS 113	General Agriculture I	2	Elective
EBS 123	Philosophical and Psychological Foundations of RME	2	Elective
EBS 110	Foundations of Physical Education	2	Elective
EBS 122	Performing Arts and Society	2	Elective
EBS 121	Studies in African Poetry	2	Elective
EBS 126	Introduction to Social Studies	2	Elective
EBS 130	Basic Design	2	Elective
EBS 109	Fundamentals of IT Education	2	Elective
EBS 114 EBS 114P	General Biology Theory I General Biology Practical I	2 1	Elective
EBS 102	College Algebra	2	Elective
EBS 145	Elementary Geometry	2	Elective
EBS 116	Ghanaian Language and Culture – Writing Techniques	2	Elective
Total Credits		**21/23**	

Note: Mathematics Elective students are exempted from EBS 101: Elementary Algebra and Science Elective students are exempted from EBS 103: General Biology

BACHELOR OF EDUCATION (JHS EDUCATION)

MATHEMATICS OPTION

Year One, Semester One

Course Code	Course Title	Credits	Options
EBS 108	Language and Linguistics	3	Core
EBS 102J	College Algebra	3	Core
EBS 145	Elementary Geometry	2	Core
EBS 118	Information Literacy Skills	1	Core
EBS 107	Computer Literacy	2	Core
EBS 125	Principles and Practice of Education	2	Core
EBS 105	Child and Adolescent Development and Learning	2	Core
EBS 191	Field Experience I	3	Core
Electives (All students must select one course in their elective minor area)			
EBS 114 EBS 114P	General Biology Theory I General Biology Practical I	2 1	Elective
EBS 117	Graphic Communication I (Geometry)	3	Elective
EBS 109J	Fundamentals of IT Education	3	Elective
Total Credits		**21**	

BACHELOR OF EDUCATION (JHS EDUCATION)

SCIENCE OPTION

Year One, Semester One

Course Code	Course Title	Credits	Options
EBS 108	Language and Linguistics	3	Core
EBS 114 EBS 114P	General Biology Theory I General Biology Practical I	2 1	Core
EBS 101	Elementary Algebra	3	Core
EBS 118	Information Literacy Skills	1	Core
EBS 107	Computer Literacy	2	Core
EBS 125	Principles and Practice of Education	2	Core
EBS 105	Child and Adolescent Development and Learning	2	Core
EBS 191	Field Experience I	3	Core

Electives (Students must select the course in their elective minor area. Those taking Mathematics as elective minor are exempted from EBS 101)			
EBS 102J	College Algebra	3	Elective
EBS 145	Geometry	2	Elective
EBS 117	Graphic Communication I (Geometry)	3	Elective
EBS 109J	Fundamentals of IT Education	3	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)

ICT OPTION

Year One, Semester One

Course Code	**Course Title**	**Credits**	**Options**
EBS 108	Language and Linguistics	3	Core
EBS 101	Elementary Algebra	3	Core
EBS 109J	Fundamentals of IT Education	3	Core
EBS 118	Information Literacy Skills	1	Core
EBS 107	Computer Literacy	2	Core
EBS 125	Principles and Practice of Education	2	Core
EBS 105	Child and Adolescent Development and Learning	2	Core
EBS 191	Field Experience I	3	Core
Electives (Students must take all courses in their elective minor area. Mathematics elective students are exempted from EBS 101)			
EBS 114 EBS 114P	General Biology Theory I General Biology Practical I	2 1	Elective
EBS 117	Graphic Communication I (Geometry)	3	Elective
EBS 102J	College Algebra	3	Elective
EBS 145	Elementary Geometry	2	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)

AGRICULTURAL SCIENCE OPTION

Year One, Semester One

Course Code	Course Title	Credits	Options
EBS 108	Language and Linguistics	3	Core
EBS 101	Elementary Algebra	3	Core
EBS 113J	General Agriculture I	3	Core
EBS 118	Information Literacy Skills	1	Core
EBS 107	Computer Literacy	2	Core
EBS 125	Principles and Practice of Education	2	Core
EBS 105	Child and Adolescent Development andLearning	2	Core
EBS 191	Field Experience I	3	Core
Electives (students must select all courses in their elective minor area. Mathematics elective students are exempted from EBS 101)			
EBS 102J	College Algebra	3	Elective
EBS 145	Elementary Geometry	2	Elective
EBS 117	Graphic Communication I (Geometry)	3	Elective
EBS 109J	Fundamentals of IT Education	3	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)

VISUAL ARTS OPTION

Year One, Semester One

Course Code	Course Title	Credits	Options
EBS 108	Language and Linguistics	3	Core
EBS 101	Elementary Algebra	3	Core
EBS 130J	Basic Design	3	Core
EBS 118	Information Literacy Skills	1	Core
EBS 107	Computer Literacy	2	Core
EBS 125	Principles and Practice of Education	2	Core

EBS 105	Child and Adolescent Development and Learning	2	Core
EBS 191	Field Experience I	3	Core
Electives (students must select all courses in their elective minor area. Mathematics elective students are exempted from EBS 101)			
EBS 114 EBS 114P	General Biology Theory I General Biology Practical I	2 1	Elective
EBS 102J	College Algebra	3	Elective
EBS 145	Elementary Geometry	2	Elective
EBS 117	Graphic Communication I (Geometry)	3	Elective
EBS 109J	Fundamentals of IT Education	3	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VOCATIONAL SKILLS OPTION
Year One, Semester One

Course Code	**Course Title**	**Credits**	**Options**
EBS 108	Language and Linguistics	3	Core
EBS 105	Child and Adolescent Development and Learning	2	Core
EBS 103	General Biology	3	Core
EBS 125	Principles and Practice ofEducation	2	Core
EBS 118	Information Literacy Skills	1	Core
EBS 107	Computer Literacy	2	Core
EBS 191	Field Experience I	3	Core
EBS 112	Fundamentals in Home Economics	3	Core
EBS 161	Sociology of the Family	3	Core
Total Credits		**22**	

OTHER CONTENT AREAS (ENGLISH, SOCIAL STUDIES, PHYSICAL EDUCATION, GHANAIAN LANGUAGE AND RELIGIOUS AND MORAL EDUCATION)

Year One, Semester One

Course Code	Course Title	Credits	Options
EBS 108	Language and Linguistics	3	Core
EBS 101	Elementary Algebra	3	Core
EBS 118	Information Literacy Skills	1	Core
EBS 107	Computer Literacy	2	Core
EBS 125	Principles and Practice of Education	2	Core
EBS 105	Child and Adolescent Development and Learning	2	Core
EBS 191	Field Experience I	3	Core
Elective Courses (Students must select two courses in their major area and two in the minor)			
EBS 126	Introduction to Social Studies	2	Elective
EBS 157	Human-Land Issues in Social Studies	2	Elective
EBS 123	Philosophical and Psychological Foundations of RME	2	Elective
EBS 136	Anthropology of Religion	2	Elective
EBS 116	Ghanaian Language and Culture – Writing Techniques	2	Elective
EBS 120	Linguistics of the Ghanaian Language	2	Elective
EBS 110	Foundations of Physical Education	2	Elective
EBS 141	Leisure and recreational activities in PE and Sports	2	Elective
EBS 122	Performing Arts and Society	2	Elective
EBS 170	History of the Performing Arts	2	Elective
EBS 121	Studies in African Poetry	2	Elective
EBS 133	The use of English	2	Elective
Total Credits		**24**	

BACHELOR OF EDUCATION (PRIMARY EDUCATION)

Year One, Semester Two

Course Code	Course Title	Credits	Options

EBS 143	Geometry & Trigonometry	3	Core
EBS 135	English Language Studies I	3	Core
EBS 132	General Chemistry	3	Core
EBS 147	HIV/AIDS and other Endemic Diseases in Africa	1	Core
EBS 13	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 157	Human-Land Issues in Social Studies	2	Core
EBS 158	Prose Fiction	3	Core
EBS 192	Field Experience II	3	Core
Electives (All the courses for one elective subject must be chosen)			
EBS 151	Literature of the Ghanaian Language	2	Elective
EBS 140	General Agriculture II	2	Elective
EBS 159	The Natural Environment	2	Elective
EBS 128	African Traditional Religion	2	Elective
EBS 129	Athletics for Basic Schools	2	Elective
EBS 154	Nature of Performing Arts	2	Elective
EBS 149	Literature in English – Studies in Poetry	2	Elective
EBS 160	Creativity and Perception	2	Elective
EBS 142 EBS 142P	General Physics Theory I General Physics Practical I	2 1	Elective
EBS 115 EBS 115P	General Chemistry Theory I General Chemistry Practical I	2 1	Elective
EBS 124	College Geometry	2	Elective
EBS 169	Trigonometry	2	Elective
EBS 153	Office Suite in Education	3	Elective
Total Credits		**22/23**	

Note: Mathematics Elective students are exempted from EBS 143: Geometry & Trigonometry and Science Elective students are exempted from EBS 123: General Chemistry

BACHELOR OF EDUCATION (JHS EDUCATION)

MATHEMATICS OPTION

Year One, Semester Two

Course Code	Course Title	Credits	Options
EBS 135	English Language Studies I	3	Core
EBS 124J	College Geometry	3	Core
EBS 169J	Trigonometry	3	Core

EBS 147	HIV/AIDS and other endemic diseases in Africa	1	Core
EBS 137	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 192	Field Experience II	3	Core
Electives (select all courses in elective minor area)			
EBS 115 EBS 115P	General Chemistry Theory I General Chemistry Practical I	2 1	Elective
EBS 142 EBS 142P	General Physics Theory I General Physics Practical I	2 1	Elective
EBS 180	Metal Technology I (Engineering Materials)	3	Elective
EBS 127	Workshop Practice and Management in Technical Skills	3	Elective
EBS 153	Office Suite in Education	3	Elective
EBS 168J	Learning Theories for Teaching Computing	3	Elective
Total Credits		**21**	

BACHELOR OF EDUCATION (JHS EDUCATION)
SCIENCE OPTION

Year One, Semester Two

Course Code	Course Title	Credits	Options
EBS 135	English Language Studies I	3	Core
EBS 115	General Chemistry Theory I	2	Core
EBS 115P	General Chemistry Practical I	1	Core
EBS 142	General Physics Theory I	2	Core
EBS 142P	General Physics Practical I	1	Core
EBS 147	HIV/AIDS and other endemic diseases in Africa	1	Core
EBS 137	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 192	Field Experience II	3	Core
Electives (must take all courses in the elective minor area)			
EBS 124J	College Geometry	3	Elective
EBS 169J	Trigonometry	3	Elective
EBS 180	Metal Technology I (Engineering Materials)	3	Elective

EBS 127	Workshop Practice and Management in Technical Skills	3	Elective
EBS 153	Office Suite in Education	3	Elective
EBS 168J	Learning Theories for Teaching Computing	3	Elective
Total Credits		**21**	

BACHELOR OF EDUCATION (JHS EDUCATION)

ICT OPTION

Year One, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 135	English Language Studies I	3	Core
EBS 168J	Learning Theories for Teaching Computing	3	Core
EBS 153	Office Suite in Education	3	Core
EBS 147	HIV/AIDS and other endemic diseases in Africa	1	Core
EBS 137	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 143	Geometry & Trigonometry	3	Core
EBS 192	Field Experience II	3	Core
Electives (Students must take all the courses in their elective minor area. Mathematics elective students are exempted from EBS 143)			
EBS 115 EBS 115P	General Chemistry Theory I General Chemistry Practical I	2 1	Elective
EBS 142 EBS 142P	General Physics Theory I General Physics Practical I	2 1	Elective
EBS 124J	College Geometry	3	Elective
EBS 169J	Trigonometry	3	Elective
EBS 180	Metal Technology I (Engineering Materials)	3	Elective
EBS 127	Workshop Practice and Management in Technical Skills	3	Elective
Total Credits		**21/24**	

BACHELOR OF EDUCATION (JHS EDUCATION)

AGRICULTURAL SCIENCE OPTION

Year One, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 135	English Language Studies I	3	Core
EBS 140J	General Agriculture II	3	Core

EBS 131	Integrated Pest Management	3	Core
EBS 147	HIV/AIDS and other endemic diseases in Africa	1	Core
EBS 137	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 143	Geometry & Trigonometry	3	Core
EBS 192	Field Experience II	3	Core
Electives (students must select all courses in the elective minor area. Mathematics elective students are exempted from EBS 143)			
EBS 124J	College Geometry	3	Elective
EBS 169J	Trigonometry	3	Elective
EBS 180	Metal Technology I (Engineering Materials)	3	Elective
EBS127	Workshop Practice and Management in Technical Skills	3	Elective
EBS 153	Office Suite in Education	3	Elective
EBS 168J	Learning Theories for Teaching Computing	3	Elective
Total Credits		**21/24**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VISUAL ARTS OPTION
Year One, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 135	English Language Studies I	3	Core
EBS 147	HIV/AIDS and other endemic diseases in Africa	1	Core
EBS 137	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 160	Creativity and Perception	2	Core
EBS 165	Computer Graphics I (Coral Draw)	2	Core
EBS 166	Introduction to Visual Communication	2	Core
EBS 192	Field Experience II	3	Core
Electives (Students must take all elective courses in their elective areas)			
EBS 115 EBS 115P	General Chemistry Theory I General Chemistry Practical I	2 1	Elective
EBS 142 EBS 142P	General Physics Theory I General Physics Practical I	2 1	Elective
EBS 124J	College Geometry	3	Elective
EBS 169J	Trigonometry	3	Elective

EBS 180	Metal Technology I (Engineering Materials)	3	Elective
EBS 127	Workshop Practice and Management in Technical Skills	3	Elective
EBS 153	Office Suite in Education	3	Elective
EBS 168J	Learning Theories for Teaching Computing	3	Elective
Total Credits		**21**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VOCATIONAL SKILLS OPTION
Year One, Semester Two

Course Code	Course Title	Credits	Options
EBS 135	English Language Studies I	3	Core
EBS 132	General Chemistry	3	Core
EBS 147	HIV/AIDS and other Endemic Diseases in Africa	1	Core
EBS 137	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 192	Field Experience II	3	Core
EBS 162	Introduction to Food and Nutrition	3	Elective
EBS 163	Introduction to Clothing and Textiles	3	Elective
EBS 164	Introduction to Family Resource Management	3	Elective
Total Credits		**21**	

OTHER CONTENT AREAS (ENGLISH, SOCIAL STUDIES, PHYSICAL EDUCATION, GHANAIAN LANGUAGE AND RELIGIOUS AND MORAL EDUCATION)
Year One, Semester Two

Course Code	Course Title	Credits	Options
EBS 143	Geometry & Trigonometry	3	Core
EBS 135	English Language Studies I	3	Core

EBS 147	HIV/AIDS and other Endemic Diseases in Africa	1	Core
EBS 137	Ghanaian Language and Culture: Cultural Studies	2	Core
EBS 192	Field Experience II	3	Core
Elective Courses (Students must select two courses in their major and one from their minor elective area)			
EBS 146	Oral Literature of the Ghanaian Language	3	Elective
EBS 148	Written Literature of the Ghanaian Language	3	Elective
EBS 159	The Natural Environment	3	Elective
EBS 152	Physical and Social Relations in Social Studies	3	Elective
EBS 128J	African Traditional Religion	3	Elective
EBS138	Religious Experience of Humankind	3	Elective
EBS 129J	Athletics for Basic Schools	3	Elective
EBS 155	Introduction to Anatomy and Exercise Physiology	3	Elective
EBS 171	New Trends in Performing Arts	3	Elective
EBS 154	Nature of Performing Arts	3	Elective
EBS 158	Prose Fiction	3	Elective
EBS 149J	Literature in English II – Studies in Poetry	3	Elective
Total Credits		**21**	

BACHELOR OF EDUCATION (PRIMARY EDUCATION)
Year Two, Semester One

CourseCode	Course Title	Credits	Options
EBS 207	English Language Studies II	3	Core
EBS 280	Introduction to Semantics	3	Core
EBS 227	General Physics	3	Core
EBS 215	General Curriculum Studies	2	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 204	Citizenship Education in Ghana	2	Core
EBS 218	Health and Physical Fitness	1	Core
EBS 291	Field Experience III	3	Core

Elective Courses (Select one course in your elective area)			
EBS 205	Crop Production	2	Elective
EBS 213	Game Activities for Basic Schools	2	Elective
EBS 233	Ghanaian Language & Culture: Essay Writing	2	Elective
EBS 228	Social Studies as an Integrated Subject	2	Elective
EBS 202	Biblical Studies	2	Elective
EBS 229	Sound and Movement Notation	2	Elective
EBS 290	The Sentence and its parts	2	Elective
EBS 285	Data bases	2	Elective
EBS 289	Nature of Mathematics	2	Elective
EBS 216 EBS 216P	General Physics Theory II General Physics Practical II	2 1	Elective
EBS 254 EBS 254P	General Chemistry Theory II General Chemistry Practical II	2 1	Elective
EBS 201	Assemblage and Construction	2	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
MATHEMATICS OPTION
Year Two, Semester One

CourseCode	Course Title	Credits	Options
EBS 207	English Language Studies II	3	Core
EBS 215J	General Curriculum Studies	3	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 289	Nature of Mathematics	3	Core
EBS 210	Algebraic Thinking	3	Core
EBS 291	Field Experience III	3	Core
Electives (Two courses in the elective minor area must be taken)			
EBS 216 EBS 216P	General Physics Theory II General Physics Practical II	2 1	Elective
EBS 254 EBS 254P	General Chemistry Theory II General Chemistry Practical II	2 1	Elective
EBS 256	Construction Technology I (Substructure Construction)	2	Elective
EBS 232	Wood Technology I (Materials, Tools & Processes)	2	Elective
EBS 285	Data bases	2	Elective
EBS 281	ICT Support Teaching and Learning Strategies	2	Elective
Total Credits		**21/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
SCIENCE OPTION
Year Two, Semester One

Course Code	Course Title	Credits	Options
EBS 207	English Language Studies II	3	Core
EBS 215J	General Curriculum Studies	3	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 216 EBS 216P	General Physics Theory II General Physics Practical II	2 1	Core
EBS 254 EBS 254P	General Chemistry Theory II General Chemistry Practical II	2 1	Core
EBS 247	Curriculum Studies in Science	2	Core
EBS 291	Field Experience III	3	Core
Electives			
EBS 289J	Nature of Mathematics	3	Elective
EBS 256	Construction Technology I (Substructure Construction)	2	Elective

EBS 232	Wood Technology I (Materials, Tools & Processes)	2	Elective
EBS 285	Data bases	2	Elective
EBS 281	ICT Support Teaching and Learning Strategies	2	Elective
Total Credits		**22/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
ICT OPTION
Year Two, Semester One

Course Code	**Course Title**	**Credits**	**Option**
EBS 207	English Language Studies II	3	Core
EBS 215J	General Curriculum Studies	3	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 285	Data bases	2	Core
EBS 281	ICT Support Teaching and Learning Strategies	2	Core
EBS 242	Curriculum Studies in ICT	3	Core
EBS 291	Field Experience III	3	Core
Electives (Students must select all the courses in their elective minor area)			
EBS 216 EBS 216P	General Physics Theory II General Physics Practical II	2 1	Elective
EBS 254 EBS 254P	General Chemistry Theory II General Chemistry Practical II	2 1	Elective
EBS 289J	Nature of Mathematics	3	Elective
EBS 256	Construction Technology I (Substructure Construction)	2	Elective
EBS 232	Wood Technology I (Materials, Tools & Processes)	2	Elective
Total Credits		**21/24**	

BACHELOR OF EDUCATION (JHS EDUCATION)
AGRICULTURAL SCIENCE OPTION
Year Two, Semester One

Course Code	Course Title	Credits	Option
EBS 207	English Language Studies II	3	Core
EBS 215J	General Curriculum Studies	3	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 205J	Crop Production	3	Core
EBS 220J	Value Chain Agriculture	3	Core
EBS 230	Agricultural Entrepreneurship	3	Core
EBS 291	Field Experience III	3	Core
Electives (Students must select all courses in their elective minor area)			
EBS 289J	Nature of Mathematics	3	Elective
EBS 256	Construction Technology I (Substructure Construction)	2	Elective
EBS 232	Wood Technology I (Materials, Tools & Processes)	2	Elective
EBS 285	Data bases	2	Elective
EBS 281	ICT Support Teaching and Learning Strategies	2	Elective
Total Credits		**23/24**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VISUAL ARTS OPTION
Year Two, Semester One

CourseCode	Course Title	Credits	Options
EBS 207	English Language Studies II	3	Core
EBS 215J	General Curriculum Studies	3	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 201	Assemblage and Construction	2	Core
EBS 274	Computer Graphics II (Adobe Photoshop)	3	Core
EBS 231	Leather Work	2	Core
EBS 291	Field Experience III	3	Core
Electives (students must select all courses in their elective area)			
EBS 216 EBS 216P	General Physics Theory II General Physics Practical II	2 1	Elective

EBS 254 EBS 254P	General Chemistry Theory II General Chemistry Practical II	2 1	Elective
EBS 289J	Nature of Mathematics	3	Elective
EBS 256	Construction Technology I (Substructure Construction)	2	Elective
EBS 232	Wood Technology I (Materials, Tools & Processes)	2	Elective
EBS 285	Data bases	2	Elective
EBS 281	ICT Support Teaching and Learning Strategies	2	Elective
Total Credits		**21/24**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VOCATIONAL SKILLS OPTION
Year Two, Semester One

Course Code	Course Title	Credits	Options
EBS 207	English Language Studies II	3	Core
EBS 215J	General Curriculum Studies	3	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 218	Health and Physical Fitness	1	Core
EBS 291	Field Experience III	3	Core
EBS 214	Textile Fibres and Fabrics	3	Core
EBS 225	Meal Management	3	Core
EBS 221	Foundations of TVET	3	Core
Total Credits		**21**	

BACHELOR OF EDUCATION (JHS EDUCATION)
OTHER CONTENT AREAS (ENGLISH, SOCIAL STUDIES, PHYSICAL EDUCATION, GHANAIAN LANGUAGE AND RELIGIOUS AND MORALEDUCATION)
Year Two, Semester One

Course Code	**Course Title**	**Credits**	**Options**
EBS 207	English Language Studies II	3	Core
EBS 215J	General Curriculum Studies	3	Core
EBS 219	Health, Safety and Social Issues in Schools	2	Core
EBS 218	Health and Physical Fitness	1	Core
EBS 291	Field Experience III	3	Core
Electives (students must select all courses in their elective major area and one coursefrom elective minor area)			
EBS 213	Game Activities for Basic Schools	3	Elective
EBS 258	Motor Learning and	3	Elective

	Assessment in PE and Sports		

EBS 233	Ghanaian Language and Culture Essay Writing	3	Elective
EBS 261	Phonology of the Ghanaian Language	3	Elective
EBS 265	The Social Structure of Ghana	3	Elective
EBS 263	Peace Building in our Communities	3	Elective
EBS 202	Biblical Studies	3	Elective
EBS 246	Curriculum Studies in RME	3	Elective
EBS 244	Curriculum Studies in the Performing Arts	3	Elective
EBS 229	Sound and Movement Notation	3	Elective
EBS 223	Studies in Drama (Comedy & Tragedy)	3	Elective
EBS 290	The Sentence and its Parts	3	Elective
Total Credits		**21**	

BACHELOR OF EDUCATION (PRIMARY EDUCATION)

Year Two, Semester Two

Course Code	Course Title	Credits	Options
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core
EBS 243	Curriculum Studies in Mathematics	3	Core
EBS 239	Curriculum Studies in English	3	Core
EBS 247	Curriculum Studies in Science	3	Core
EBS 248	Curriculum Studies in Social Studies	3	Core
EBS 262	General Principles and Methods of Teaching in Basic Schools	2	Core
EBS 292	Field Experience IV	3	Core
Elective Courses (Students must select one course in their elective area)			
EBS 237	Curriculum Studies in Visual Arts	2	Elective
EBS 282	Forms and Functions of the English Clause	2	Elective
EBS 277	Psychological Basis of Teaching and Learning Mathematics	2	Elective
EBS 236	Curriculum Studies in Agriculture	2	Elective
EBS 220	Value Chain Agriculture	2	Elective
EBS 245	Curriculum Studies in Physical Education	2	Elective
EBS 241	Curriculum Studies in Ghanaian Language and Culture	2	Elective
EBS 246	Curriculum Studies in RME	2	Elective
EBS 242	Curriculum Studies in ICT	2	Elective
EBS 212 EBS 212P	General Biology Theory II General Biology Practical II	2 1	Elective
EBS 244	Curriculum Studies in Performing Arts	2	Elective
EBS 265	The Social Structure of Ghana	2	Elective
Total Credits		**23/24**	

BACHELOR OF EDUCATION (JHS EDUCATION)

MATHEMATICS OPTION

Year Two, Semester Two

Course Code	Course Title	Credits	Options
EBS 282	Forms and Functions of the English Clause	3	Core
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core

EBS 262	General Principles and Methods of Teaching in BasicSchools	2	Core
EBS 243	Curriculum Studies in Mathematics	3	Core
EBS 277	Psychological Basis of Teaching and Learning Mathematics	3	Core
EBS 292	Field Experience IV	3	Core
Electives (All elective minor courses must be chosen)			
EBS 212	General Biology Theory/Practical II	3	Elective
EBS 249	Metal Technology II (Manufacturing Processes)	2	Elective
EBS 269	Construction Technology II (Superstructure Construction)	3	Elective
EBS 217	Designing Instructional Materials using ICT Tools	2	Elective
EBS 286	Network Computing	2	Elective
Total Credits		**21/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
SCIENCE OPTION
Year Two, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 282	Forms and Functions of the English Clause	3	Core
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core
EBS 262	General Principles and Methods of Teaching in BasicSchools	2	Core
EBS 212	General Biology Theory/Practical II	2	Core
EBS 212P	General Biology Practical II	1	Core
EBS 203	Methods of Teaching Science	2	Core
EBS 292	Field Experience IV	3	Core
Electives (Select all courses in the elective minor area)			
EBS 249	Metal Technology II (Manufacturing Processes)	2	Elective
EBS 269	Construction Technology II (Superstructure Construction)	3	Elective
EBS 277	Psychological Basis of Teaching and Learning Mathematics	3	Elective

EBS 217	Designing Instructional Materials using ICT Tools	2	Elective
EBS 286	Network Computing	2	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
ICT OPTION
Year Two, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 282	Forms and Functions of the English Clause	3	Core
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core
EBS 262	General Principles and Methods of Teaching in BasicSchools	2	Core
EBS 226	Systems Development	2	Core
EBS 217	Designing Instructional Materials using ICT Tools	2	Core
EBS 286	Network Computing	2	Core
EBS 292	Field Experience IV	3	Core
Electives (Students must select all minor courses in their elective area)			
EBS 212	General Biology Theory/Practical II	3	Elective
EBS 277	Psychological Basis of Teaching and Learning Mathematics	3	Elective
EBS 249	Metal Technology II (Manufacturing Processes)	2	Elective
EBS 269	Construction Technology II (Superstructure Construction)	3	Elective
Total Credits		**21/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
AGRICULTURAL SCIENCE OPTION
Year Two, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 282	Forms and Functions of the English Clause	3	Core
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core
EBS 262	General Principles and Methods of Teaching in BasicSchools	2	Core

EBS 278	Integrated Soil Fertility Management	3	Core
EBS 236J	Curriculum Studies in Agriculture	3	Core
EBS 292	Field Experience IV	3	Core
Electives (Students must select all courses in their selective area)			
EBS 249	Metal Technology II (Manufacturing Processes)	2	Elective
EBS 269	Construction Technology II (Superstructure Construction)	3	Elective
EBS 277	Psychological Basis of Teaching and Learning Mathematics	3	Elective
EBS 217	Designing Instructional Materials using ICT Tools	2	Elective
EBS 286	Network Computing	2	Elective
Total Credits		**21/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VISUAL ARTS OPTION
Year Two, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 282	Forms and Functions of the English Clause	3	Core
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core
EBS 262	General Principles and Methods of Teaching in BasicSchools	2	Core
EBS 237	Curriculum Studies in Visual Arts	2	Core
EBS 273	Applied Visual Communication	2	Core
EBS 275	Introduction to Picture Making	2	Core
EBS 292	Field Experience IV	3	Core
Electives (Students must take all courses in their elective area)			
EBS 212	General Biology Theory/Practical II	3	Elective
EBS 249	Metal Technology II (Manufacturing Processes)	2	Elective
EBS 269	Construction Technology II (Superstructure Construction)	3	Elective
EBS 277	Psychological Basis of Teaching and Learning Mathematics	3	Elective

EBS 217	Designing Instructional Materials using ICT Tools	2	Elective
EBS 286	Network Computing	2	Elective
Total Credits		**21/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VOCATIONAL SKILLS OPTION
Year Two, Semester Two

Curse Code	**Course Title**	**Credits**	**Options**
EBS 282	Forms and Functions of the English Clause	3	Core
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core
EBS 262	General Principles and Methods of Teaching in BasicSchools	2	Core
EBS 250	Curriculum Studies in Home Economics	2	Core
EBS 292	Field Experience IV	3	Core
EBS 271	Basics of Community Nutrition	3	Elective
EBS 272	Basic Pattern Drafting and Adaptation	3	Elective
EBS 276	Entrepreneurship and Small Business Development	2	Elective
Total Credits		**22**	

OTHER CONTENT AREAS (ENGLISH, SOCIAL STUDIES, PHYSICAL EDUCATION, GHANAIAN LANGUAGE AND RELIGIOUS AND MORALEDUCATION)
Year Two, Semester Two

Course Code	**Course Title**	**Credits**	**Options**
EBS 282	Forms and Functions of the English Clause	3	Core
EBS 252	Educating Individuals with Diverse Learning Needs	2	Core
EBS 234	Assessment in Basic Schools	2	Core
EBS 262	General Principles and Methods of Teaching in BasicSchools	2	Core
EBS 292	Field Experience IV	3	Core
Elective Courses (Student must take a total of 12 credit hours, 6 major and 6minor)			
EBS 245	Curriculum Studies in Physical Education	3	Elective
EBS 288	First Aid/Care and Prevention of Sports Injuries	3	Elective
EBS 296	Leadership in Health, Physical Education and Recreation	3	Elective
EBS 241	Curriculum Studies in Ghanaian Language and Culture	3	Elective

EBS 293	Ghanaian Language and Culture: Morphology	3	Elective
EBS 255	Ghanaian Language and Culture: Comprehension andSummary	3	Elective
EBS 239	Curriculum Studies in English	3	Elective
EBS 280	Introduction to Semantics	3	Elective
EBS 251	Studies in Shakespeare	3	Elective
EBS 294	Environmental Ethics	3	Elective
EBS 283	Morality and Social Values in Africa	3	Elective
EBS 279	Sociological Perspectives of RME	3	Elective
EBS 284	Basic Composition Techniques in the Performing Arts	3	Elective
EBS 270	Melody Writing	3	Elective
EBS 295	Principles and Methods of Teaching the Performing Arts I	3	Elective
EBS 204	The Social Environment	3	Elective
EBS 228	Social Studies as an Integrated Subject	3	Elective
EBS 248	Curriculum Studies in Social Studies	3	Elective
Total Credits		**24**	

BACHELOR OF EDUCATION (PRIMARY EDUCATION)

Year Three, Semester One

Course Code	**Course Title**	**Credits**	**Option**
EBS 321	Methods of Teaching Primary School English	3	Core
EBS 322	Methods of Teaching Primary School Mathematics	3	Core
EBS 323	Methods of Teaching Primary School Science	3	Core
EBS 330	The use of Ghanaian Language as a medium of Instruction	3	Core
EBS 391	Field Experience V	3	Core
EBS 355	In-Service Education and Training	3	Core
Electives (one elective must be chosen)			
EBS 314	Methods of Teaching Agricultural Science	3	Elective
EBS 320	Methods of Teaching PE	3	Elective
EBS 319	Methods of Teaching Ghanaian Language and Culture	3	Elective

EBS 324	Methods of Teaching RME	3	Elective
EBS 329	Principles and Methods of Teaching Visual Arts	3	Elective
EBS 313	Phonetics and Phonology	3	Elective
EBS 328	Principles and Methods of Teaching the Performing Arts	3	Elective
EBS 316	Methods of Teaching Computing	3	Elective
EBS 302 EBS 302P	General Chemistry Theory III General Chemistry Practical III	2 1	Elective
EBS 301	Calculus	3	Elective
EBS 327	Principles and Methods of Teaching Social Studies	3	Elective
EBS 347	Population and Socio-economic Development in Ghana	3	Elective
TOTAL		**21**	

BACHELOR OF EDUCATION (JHS EDUCATION)

MATHEMATICS OPTION

Year Three, Semester One

Course Code	**Course Title**	**Credits**	**Option**
EBS 356J	Methods of Teaching Mathematics	3	Core
EBS 330	The use of Ghanaian Language as a medium of Instruction	3	Core
EBS 301J	Calculus	3	Core
EBS 371	Pedagogical Content Knowledge in Mathematics	3	Core
EBS 339J	Introduction to Research Methods in Education	3	Core
EBS 391	Field Experience V	3	Core
Electives (select all courses in the elective minor area)			
EBS 302 EBS 302P	General Chemistry Theory III General Chemistry Practical III	2 1	Elective
EBS 304	Wood Technology II (Timber Construction and Furniture Design)	3	Elective
EBS 366	Laboratory Management and Safety	2	Elective

EBS 337	ICT Integration in Education	2	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
SCIENCE OPTION

Year Three, Semester One

Course Code	**Course Title**	**Credits**	**Option**
EBS 357	Introductory Atomic Physics, Heat and Optics	3	Core
EBS 330	The use of Ghanaian Language as a medium of Instruction	3	Core
EBS 302 EBS 302P	General Chemistry Theory III General Chemistry Practical III	2 1	Core
EBS 339	Introduction to Research Methods in Education	3	Core
EBS 350	Statistics and Probability I	3	Core
EBS 391	Field Experience V	3	Core
Electives (students must take all courses in their elective minor area. Mathematics elective students are exempted from EBS 350)			
EBS 301	Calculus	3	Elective
EBS 371	Pedagogical Content Knowledge in Mathematics	3	Elective
EBS 304	Wood Technology II (Timber Construction and Furniture Design)	3	Elective
EBS366	Laboratory Management and Safety	2	Elective
EBS 337	ICT Integration in Education	2	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
ICT OPTION
Year Three, Semester One

Course Code	**Course Title**	**Credits**	**Option**
EBS	Methods of Teaching Computer Studies	3	Core
EBS 330	The use of Ghanaian Language as a medium of Instruction	3	Core

EBS 339J	Introduction to Research Methods in Education	3	Core
EBS 350	Statistics and Probability I	3	Core
EBS 337	ICT Integration in Education	2	Core
EBS 366	Laboratory Management and Safety	2	Core
EBS 391	Field Experience V	3	Core
Electives (students must take all courses in their elective minor area. Mathematics elective students are exempted from EBS 350)			
EBS 302 EBS 302P	General Chemistry Theory III General Chemistry Practical III	2 1	Elective
EBS 304	Wood Technology II (Timber Construction and Furniture Design)	3	Elective
EBS 301J	Calculus	3	Elective
EBS 371	Pedagogical Content Knowledge in Mathematics	3	Elective
Total Credits		**22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
AGRICULTURAL SCIENCE OPTION
Year Three, Semester One

Course Code	**Course Title**	**Credits**	**Option**
EBS 314	Methods of Teaching Agricultural Science	3	Core
EBS 330	The use of Ghanaian Language as a medium of Instruction	3	Core
EBS 339J	Introduction to Research Methods in Education	3	Core
EBS 350	Statistics and Probability I	3	Core
EBS 305	Non-Traditional Animal Farming	3	Core
EBS 391	Field Experience V	3	Core
Electives (students must take all courses in their elective minor area. Mathematics elective students are exempted from EBS 350)			
EBS 301	Calculus	3	Elective
EBS 371	Pedagogical Content Knowledge in Mathematics	3	Elective
EBS 304	Wood Technology II (Timber Construction and Furniture Design)	3	Elective

EBS 337	ICT Integration in Education	2	Elective
EBS 366	Laboratory Management and Safety	2	Elective
Total Credits		**21/22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VISUAL ARTS OPTION
Year Three, Semester One

Course Code	**Course Title**	**Credits**	**Option**
EBS 330	The use of Ghanaian Language as a medium of Instruction	3	Core
EBS 329	Principles and Methods of Teaching Visual Arts	3	Core
EBS 360	Modeling/Casting and Carving	2	Core
EBS 373	Aesthetics, Appreciation and Criticism	2	Core
EBS 339	Introduction to Research Methods in Education	3	Core
EBS 350	Statistics and Probability I	3	Core
EBS 391	Field Experience V	3	Core
Electives (students must take all courses in their elective minor area. Mathematics elective students are exempted from EBS 350)			
EBS 302 EBS 302P	General Chemistry Theory III General Chemistry Practical III	2 1	Elective
EBS 301	Calculus	3	Elective
EBS 371	Pedagogical Content Knowledge in Mathematics	3	Elective
EBS 304	Wood Technology II (Timber Construction and Furniture Design)	3	Elective
EBS 337	ICT Integration in Education	2	Elective
EBS 366	Laboratory Management and Safety	2	Elective
Total Credits		**22/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VOCATIONAL SKILLS OPTION
Year Three, Semester One

Course Code	Course Title	Credits	Option
EBS 330	The Use of Ghanaian Language as a medium of Instruction	3	Core
EBS 350	Statistics and Probability I	3	Core
EBS 339J	Introduction to Research Methods in Education	3	Core
EBS 391	Field Experience V	3	Core
EBS 353	Methods of Teaching Home Economics	3	Elective
EBS 303	Clothing Construction	3	Elective
EBS 341	Issues in Family Finance	2	Elective
EBS 367	Principles of Housing and Housing Management	2	Elective
EBS 307	Food Handling and Preservation	2	Elective
Total Credits		**24**	

OTHER CONTENT AREAS (ENGLISH, SOCIAL STUDIES, PHYSICAL EDUCATION, GHANAIAN LANGUAGE AND RELIGIOUS AND MORALEDUCATION)
Year Three, Semester One

Course Code	Course Title	Credits	Option
EBS 339J	Introduction to Research Methods in Education	3	Core
EBS 330	The use of Ghanaian Language as a medium of Instruction	3	Core
EBS 391	Field Experience V	3	Core
Electives (Student must select two courses in the major and two in the minor area)			
EBS 378	Methods of Teaching English	3	Elective
EBS 313	Phonetics & Phonology	3	Elective
EBS 308	Oral Literature in Africa	3	Elective
EBS 320	Methods of Teaching PE	3	Elective
EBS 343	Legal and Ethical Issues in Health, Physical Education and Recreation	3	Elective
EBS 345	School and Community Health Education	3	Elective
EBS 361	Principles and Methods of Teaching the Performing Arts II	3	Elective

EBS 377	Aesthetic Evaluation of selected works in the Performing Arts	3	Elective
EBS 359	Introduction to Research in Performing Art	3	Elective
EBS 319	Methods of Teaching Ghanaian Language and Culture	3	Elective
EBS 379	Literature- Gender Issues in Ghanaian Language Literary Texts	3	Elective
EBS 317	Ghanaian Language and Culture: Creative Writing	3	Elective
EBS 324	Methods of Teaching RME	3	Elective
EBS 375	African Traditional Religion and Health Management	3	Elective
EBS 315	Psychological Perspectives in RME	3	Elective
EBS 327	Principles and Methods of Teaching Social Studies	3	Elective
EBS 347	Population and Socio-economic Development in Ghana	3	Elective
EBS 326	Global Studies in Africa	3	Elective
TOTAL		**21**	

BACHELOR OF EDUCATION (PRIMARY EDUCATION)
Year Three, Semester Two

Course Code	**Course Title**	**Credits**	**Option**
EBS 339	Introduction to Research Methods in Education	2	
EBS 310	Gender and Development in Africa	2	
EBS 392	Micro Teaching	6	
EBS 350	Statistics and Probability I	3	
EBS 338	Introduction to Guidance and Counselling	2	
EBS 336	History and Development of Education in Ghana	2	
EBS 349	School Management and administration	2	
EBS 348	Educational Statistics	2	
Elective Courses (one elective course must be chosen)			
EBS 340	Islamic Studies	2	
EBS 363	Gender and Writing	2	

EBS 376	Ghanaian Language & Culture: Syntax	2	
EBS 344	Organisation and Administration of Physical Education and Sports Programme	2	
EBS 333	Creativity in the Performing Arts	2	
EBS 337	ICT Integration in Education	2	
EBS 351	Statistics and Probability II	3	
EBS 311	General Biology III	2	
EBS 354	Introduction to Textiles	2	
EBS 310	Gender and Development in Africa	2	
EBS 364	Rural Sociology and Agricultural Extension	2	
TOTAL		**21/23**	

BACHELOR OF EDUCATION (JHS EDUCATION)

MATHEMATICS OPTION

Year Three, Semester Two

Course Code	**Course Title**	**Credits**	**Option**
EBS 363	Gender and Writing	2	Core
EBS 348	Educational Statistics	2	Core
EBS 349	School Management and Administration	2	Core
EBS 338	Introduction to Guidance and Counselling	2	Core
EBS 351	Statistics and Probability II	3	Core
EBS 355	In-Service Education and Training	3	Core
EBS 392	Micro Teaching	6	Core
Elective (Students must select one course in their elective minor area)			
EBS 342	Graphic Communication II (Building and Engineering Drawing)	3	Elective
EBS 311	General Biology III	3	Elective
EBS 372	PC Maintenance Troubleshooting Computers	3	Elective
Total Credits		**23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
SCIENCE OPTION

Year Three, Semester Two

Course Code	Course Title	Credits	Option
EBS 363	Gender and Writing	2	Core
EBS 348	Educational Statistics	2	Core
EBS 349	School Management and Administration	2	Core
EBS 338	Introduction to Guidance and Counselling	2	Core
EBS 355	In-Service Education and Training	3	Core
EBS 392	Micro Teaching	6	Core
EBS 311	General Biology III	3	Core
Elective (Students must select one course in their elective minor area)			
EBS 351	Statistics and Probability II	3	Elective
EBS 342	Graphic Communication II (Building and Engineering Drawing)	3	Elective
EBS 372	PC Maintenance Troubleshooting Computers	3	Elective
Total Credits		**23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
ICT OPTION
Year Three, Semester Two

Course Code	Course Title	Credits	Option
EBS 363	Gender and Writing	2	
EBS 372	PC Maintenance Troubleshooting Computers	3	
EBS 348	Educational Statistics	2	
EBS 349	School Management and Administration	2	
EBS 338	Introduction to Guidance and Counselling	2	
EBS 355	In-Service Education and Training	3	
EBS 392	Micro Teaching	6	
Elective (students must select one course their elective minor area)			

EBS 342	Graphic Communication II (Building and Engineering Drawing)	3	
EBS 351	Statistics and Probability II	3	
EBS 311	General Biology III	3	
Total Credits		**23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
AGRICULTURAL SCIENCE OPTION
Year Three, Semester Two

Course Code	**Course Title**	**Credits**	**Option**
EBS 363	Gender and Writing	2	Core
EBS 348	Educational Statistics	2	Core
EBS 349	School Management and Administration	2	Core
EBS 338	Introduction to Guidance and Counselling	2	Core
EBS 364J	Rural Sociology and Agricultural Extension	3	Core
EBS 355	In-Service Education and Training	3	Core
EBS 392	Micro Teaching	6	Core
Elective (Students must select one course in the elective minor area)			
EBS 342	Graphic Communication II (Building and Engineering Drawing)	3	Elective
EBS 351J	Statistics and Probability II	3	Elective
EBS 372	PC Maintenance Troubleshooting Computers	3	Elective
Total Credits		**23**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VISUAL ARTS OPTION
Year Three, Semester Two

Course Code	Course Title	Credits	Option
EBS 363	Gender and Writing	2	Core
EBS 358	Introduction to Textiles Design	2	Core
EBS 348	Educational Statistics	2	Core
EBS 349	School Management and Administration	2	Core
EBS 338	Introduction to Guidance and Counselling	2	Core
EBS 355	In-Service Education and Training	3	Core
EBS 392	Micro Teaching	6	Core
Elective (Students must take a course in their elective area)			
EBS 342	Graphic Communication II (Building and Engineering Drawing)	3	Elective
EBS 351J	Statistics and Probability II	3	Elective
EBS 372	PC Maintenance Troubleshooting Computers	3	Elective
EBS 311	General Biology III	3	Elective
Total Credits		**22**	

BACHELOR OF EDUCATION (JHS EDUCATION)
VOCATIONAL SKILLS OPTION
Year Three, Semester Two

Course Code	Course Title	Credits	Option
EBS 363	Gender and Writing	2	Core
EBS 355	In-Service Education and Training	3	Core
EBS 392	Micro Teaching	6	Core
EBS 338	Introduction to Guidance and Counselling	2	Core

EBS 349	School Management and Administration	2	Core
EBS 348	Educational Statistics	2	Core
EBS 334	Food and Culture	2	Elective
EBS 352	Clothing Management	2	Elective
TOTAL		**21**	

OTHER CONTENT AREAS (ENGLISH, SOCIAL STUDIES, PHYSICAL EDUCATION, GHANAIAN LANGUAGE AND RELIGIOUS AND MORAL EDUCATION)

Year Three, Semester Two

Course Code	**Course Title**	**Credits**	**Pillar**
EBS 363	Gender and Writing	2	LSE
EBS 355	In-Service Education and Training	3	PK
EBS 392	Micro Teaching	6	STS
EBS 338	Introduction to Guidance and Counselling	2	PK
EBS 349	School management and administration	2	PK
EBS 348	Educational Statistics	2	PK
Elective Courses (choose one course in major area and one in minor area)			
EBS 340	Islamic Studies	3	SCK
EBS 331	English in Multilingual Context	3	SCK
EBS 376	Ghanaian Language & Culture: Syntax	3	SCK
EBS 344	Organisation and Administration of Physical Education and Sports Programme	3	SCK
EBS 333	Creativity in the Performing Arts	3	SCK
EBS 310	Gender and Development in Africa	3	SCK
TOTAL		**23**	

FIELD PRACTICE FOR ALL FINAL YEAR STUDENTS
Year Four, Semester One

Course Codes	Course Titles	Credit Hours	Option
EBS 491	Macro Teaching	18	Core
EBS 499	Project Work	3	Core

BACHELOR OF EDUCATION (PRIMARY EDUCATION)

YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 402	Children's Literature	3	Core
EBS 423	Varieties of English and Advanced Writing Skills	3	Core
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 417	Mathematical Investigations	3	Core
EBS 492	Reflection on Macro Teaching	3	Core
Elective Courses (one elective must be chosen)			
EBS 415	System Development	2	Elective
EBS 428	Psychosocial Issues in PE and Sports	2	Elective
EBS 405	Critical Issues in RME	2	Elective
EBS 418	Performing Arts Business	2	Elective
EBS 406	Animal Production	2	Elective
EBS 411	Ghanaian Language and Culture: Translation	2	Elective
EBS 408	Electricity and Magnetism Theory	2	Elective
EBS 408P	Electricity and Magnetism Practical	1	Elective
EBS 424	Vectors and Mechanics	2	Elective
EBS 425	Visual Communication	2	Elective
EBS 403	Colonization and Nationalism in Africa	2	Elective
EBS 432	Literary Criticism	3	Elective
Total Credits		20/21	

MATHEMATICS OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 424	Vectors and Mechanics	3	Core
EBS 412	History of Ghana from Ancient times to the Present	3	Core

EBS 433	History and Development of Education in Ghana	2	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 417	Mathematical Investigations	3	Core
EBS 492	Reflections on Macro Teaching	3	Core
Electives (All students must select one course in their elective minor area.			
EBS 408 EBS 408P	Electricity and Magnetism (Theory) Electricity and Magnetism (Practical)	2 1	Elective
EBS 435	Basic Electrical and Electronics Technology	3	Elective
EBS 451	Information Systems Management	3	Elective
Total Credits		20	

SCIENCE OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 408 EBS 408P	Electricity and Magnetism (Theory) Electricity and Magnetism (Practical)	2 1	Core
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 433	History and Development of Education in Ghana	3	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 401	Introduction to Scientific Investigations	3	Core
EBS 492	Reflections on Macro Teaching	3	Core
Electives (Students must select one course from elective minor area)			
EBS 417	Mathematical Investigations	3	Elective
EBS 435	Basic Electrical and Electronics Technology	3	Elective
EBS 451	Information Systems Management	3	Elective
Total Credits		20/22	

AGRICULTURAL SCIENCE OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 406J	Animal Production	2	Core

EBS 434J	Post-Harvest Handling of Agricultural Produce	2	Core
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 433	History and Development of Education in Ghana	2	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 492	Reflections on Macro Teaching	3	Core
Electives (All students must take one course in their elective minor area)			
EBS 417	Mathematical Investigations	3	Elective
EBS 435	Basic Electrical & Electronics Technology	3	Elective
EBS 451	Information Systems Management	3	Elective
Total Credits		18	

VISUAL ARTS OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 426	Studio Research in Visual Arts	3	Core
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 433	History and Development of Education in Ghana	2	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 492	Reflections on Macro Teaching	3	Core
Electives (All students must take up to 3credit hours in their elective minor area)			
EBS 408 EBS 408P	Electricity and Magnetism (Theory) Electricity and Magnetism (Practical)	2 1	Elective
EBS 435	Basic Electrical & Electronics Technology	3	Elective
EBS 451	Information Systems Management	3	Elective
EBS 417	Mathematical Investigations	3	Elective
Total Credits		17/20	

VOCATIONAL SKILLS OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 407	Professional Practice and Ethics in Teaching	3	Core

EBS 492	Reflections on Macro Teaching	3	Core
EBS 433	History and Development of Education in Ghana	2	Core
EBS 431	Introduction to Freehand Cutting	3	Core
EBS 429	Issues in Food Safety and Sanitation	3	Core
EBS 430	Housing and Home Improvement	3	Core
Total Credits		17	

FRENCH OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 433	History and Development of Education in Ghana	2	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 422	The Essay in French	2	Core
EBS 409	French Syntax Analysis	2	Core
EBS 414	Intermediate French Linguistics	2	Core
EBS 492	Reflections on Macro Teaching	3	Core
Elective Courses (Students must select one course in their elective area)			
EBS 432	Literary Criticism	3	Elective
EBS 403J	Colonization and Nationalism in Africa	3	Elective
EBS 405	Critical Issues in RME	3	Elective
EBS 411	Ghanaian Language and Culture -Translation	3	Elective
Total Credits		20	

TECHNICAL SKILLS OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 433	History and Development of Education in Ghana	2	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 416	Project Design and Realization	2	Core
EBS 435	Basic Electrical & Electronics Technology	3	Core
EBS 492	Reflection on Macro Teaching	3	Core
Electives (Students must choose one elective course)			
EBS 408 EBS 408P	Electricity and Magnetism (Theory) Electricity and Magnetism (Practical)	2 1	Elective
EBS 417	Mathematical Investigations	3	Elective
EBS 451	Information Systems Management	3	Elective
EBS 426	Studio Research in Visual Arts	3	Elective
Total Credits		19/22	

ICT OPTION
YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 451	Information Systems Management	3	Core
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 433	History and Development of Education in Ghana	2	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 492	Reflections on Macro Teaching	3	Core
Electives (Students must choose one course from their elective minor area)			
EBS 408 EBS 408P	Electricity and Magnetism (Theory) Electricity and Magnetism (Practical)	2 1	Elective
EBS 417	Mathematical Investigations	3	Elective
EBS 435	Basic Electrical & Electronics Technology	3	Elective
Total Credits		17/20	

OTHER CONTENT AREAS (ENGLISH, SOCIAL STUDIES PHYSICAL EDUCATION, GHANAIAN LANGUAGE AND RELIGIOUS AND MORAL EDUCATION

YEAR FOUR, SEMESTER TWO

Course Code	Course Title	Credits	Option
EBS 412	History of Ghana from Ancient times to the Present	3	Core
EBS 433	History and Development of Education in Ghana	2	Core
EBS 407	Professional Practice and Ethics in Teaching	3	Core
EBS 492	Reflections on Macro Teaching	3	Core
Elective Courses (choose one course in major area and one in minor area)			
EBS 432J	Literary Criticism	3	Elective
EBS 405	Critical Issues in RME	3	Elective
EBS 428	Psychosocial Issues in PE and Sports	3	Elective
EBS 418	Performing Arts Business	3	Elective
EBS 411	Ghanaian Language and Culture -Translation	3	Elective
EBS 403J	Colonization and Nationalism in Africa	3	Elective
Total Credits		17	

REGISTRATION

REGISTRATION PROCEDURE

(a) Before registration, students should have:
(i) Paid their fees in full
(ii) Obtained information from their respective Departments in respect of the courses on offer for the particular semester.

(b) Continuing students will proceed to do registration of their courses online. Fresh students, on the other hand, will, upon payment of fees, have their registration numbers and passwords sent to them electronically after which they will proceed to register their courses online.
(c) Students MUST obtain print outs of the registered courses which should be kept as evidence of registration.

Students who fail to register by the close of the registration period will not receive any grades even if they attend lectures and take examination.

Supported Teaching in Schools (STS)
STS is a practical school-based component of the teacher education programme. It is an opportunity to observe, plan, and work collaboratively with peers and mentors in schools.

It also enables student-teachers to understand the approaches to teaching and learning of children with diverse socio-cultural and linguistic backgrounds.
The main aim of the course is to expose student-teachers to school life and its environment and to enable them develop skills in observation and track progress of children's learning.
Additionally, it is to help them acquire skills in purposeful reflection and keep a reflective journal to improve their practice. They will also begin to identify positive teacher-traits and professionalism in school.

PROGRESSION OF STUDENTS IN THE COLLEGES OF EDUCATION

Progression from One Level to Another

Regular Bachelor of Education Programme

Level 100 to 200

The Students must:

a) Pass all courses taken (Obtain Grade A-D)

b) Attain a minimum CGPA of I .0

Student with GPA below 1.0 at the end of the First Semester shall be cautioned by the Vice- Principal in writing and referred to the Counselling Unit of the College for advice.

DISMISSAL

A level 100 student who loses a total of twelve (12) credits or more registered for an academic year (either in the first. second or in both semesters) will be dismissed for poor academic performance for that academic year. Such a student may, however, apply for re-admission the following academic year.

SUPPLEMENTARY END-OF-SEMESTER EXAMINATION FOR LEVEL 100 STUDENTS

A level 100 student who loses l to 11 credits in either the first, second or both semesters shall be given an opportunity to write a supplementary end-of-semester examination before the start of the ensuing year. The supplementary end-of-semester examination for level 100 students shall be marked over 60 and shall be added to the continuous assessment score which the student would have obtained during the course of the semester. The student will be withdrawn for poor academic performance if he/she is unable to pass all the trailed courses in the supplementary end-of-semester examinations.

A level 100 student who fails the supplementary end-of-semester examination and is withdrawn may re-apply for admission the following academic year.

Progression from level 200 Upwards

To Progress from level 200 to 300 or from level 300 to 400, the student must:

a) Attain a minimum C.G.P.A of 1.0
b) Pass at least 30 credits for the current year
c) Not lose more than a total of six (6) credits in the courses registered for the academic year.

A student who fails to satisfy any or all of the above conditions in the end-of-semester examination shall be placed on probation or asked to be an external candidate depending on the gravity of failure as detailed below.

PROBATION

If a student fails up to 6 credits he/she will progress to the next level but will be required to repeat those failed courses.

a) A student who is repeating a course will be required to take quizzes, assignments and end-of-semester examination for the repeated course(s).
b) A student on probation has two (2) chances to pass the failed course(s).

REPEATING/EXTERNAL CANDIDATE

If a student fails a total of 7 to 12 credits, he/she will be allowed to repeat the failed courses as an 'external candidate". An 'external candidate' is not taking the full complement of' courses and is therefore reading only repeated or failed courses. He/She will register the repeated and failed courses only and must pass them within one academic year before progressing to the next level.

An external candidate:

b) Will retain the lower level status until he/she meets the requirements for progression.
c) Will be required to attend tutorials and practical, fulfill continuous assessment requirements (and pay 60% of the approved College fees and any other fees to be determined by the College from time to time).
d) Must pass the repeated courses at ONE sitting only. If an external candidate fails to pass any of the failed courses, he/she will be dismissed for poor academic performance.

Notes

1. Students can assume 'external candidacy" only once during their studentship.
2. A continuing student who loses more than 12 credits will be dismissed outright.

REFERRAL IN FINAL YEAR COURSES

Students who fail final year papers have up to two years to redeem themselves at the end of the second semester of each year.

TRAILING AND REPETITION OF COURSES

To trail a course means to carry the course over to a subsequent semester or academic year. If a student passes a repeated course, both grades will appear on the student's transcript and will be used in the computation of his/her C.G.P.A.

CLASS ATTENDANCE IN THE SEMESTER AND COURSE UNIT SYSTEM (SCUS)

To obtain a grade for a course, the student shall not absent him/herself for more than the equivalent of three weeks contact hours for the course. For a one-credit course, the number of classes missed by the students shall not exceed three (3); for a two-credit course, the number of classes missed by the student shall not exceed six (6); and for a three-credit course, the number of classes missed shall not exceed nine (9).

If for medical reasons, a student cannot meet the class attendance requirements, he/she must be advised to withdraw voluntarily from the course through the due process. To get approval for voluntary withdrawal, the student must submit a medical report certified by a recognized medical doctor**.**

DEFERMENT OF PROGRAMME

Deferment of programme shall normally be allowed for students at Levels 200 and above only.
Students who, due to various reasons, wish to defer their programmes should first consult their

Academic Advisors for advice.

A student may apply for deferment of study provided that the student completes the entire academic programme within the stipulated time limit.

Deferment may be granted for one academic year only within the entire duration of the programme.

With the exception of severe and sudden medical conditions, an application for the deferment of study must be made and approved two (2) months before the beginning of the academic year the student wishes to defer. Emergency cases shall be dealt with on their own merit.

Where an application for deferment is granted, deferment shall be for one academic year, i.e. deferment shall not be allowed for one semester. Students must of necessity obtain approval from the Director, Institute of Education before proceeding on deferment.

ASSESSMENT

This is based on 40% Continuous Assessment (CA) and 60% End of Semester Examination.

CONTINUOUS ASSESSMENT (C.A)

Course tutors handle the C.A component of the assessment but are guided by the following as the number of assessments to be recorded in a course for each semester.

A) 1 **credit**
1 Assignment (10 Marks)
+ 1 Class test (30 Marks)
=40 marks

B) 2 credit
1 Assignment (10 Marks)
+ 1 Class test (30 Marks)
=40 marks

C) 3 credit
2 Assignments (15 Marks)
* 2 Class test (25 Marks)
= 40 marks

The College will monitor and moderate the questions and scoring procedures used in generating the C.A. scores. Principals, Vice Principals, Assessment Officers and Heads of Department will assist in this direction.

END-OF-SEMESTER EXAMINATION

A semester lasts sixteen weeks. End of Semester Examinations are conducted at the Colleges by the Institute of Education. In line with the Semester and Course Unit System (SCUS) of the University of Cape Coast (UCC), the fourteenth week is used as a revision week whilst the last two weeks are used for the End-of-Semester Examinations.

DURATION OF END-OF—SEMESTER EXAMINATIONS

The duration of End-of-Semester Examination is determined by the credit weight of the course as follows:

a) 1 credit course – 1 to 1 ½ hours
b) 2 credit course – 1 ½ to 2 hours
c) 3 credits course — 2 to 3 hours

GRADING SCALE

In accordance with the Academic Regulations of UCC, the following scheme is used:

SCORE	GRADE	GRADE POINT	REMARKS
80 — 100	A	4.0	Excellent
75 — 79	B+	3.5	Very Good
70 — 74	B	3.0	Good
65 — 69	C+	2.5	Average
60 — 64	C	2.0	Fair
55 — 59	D+	1.5	Barely Satisfactory
50 — 54	D	1.0	Weak Pass
Below - 50	E	0.0	Fail

EXIT REQUIREMENT

In accordance with the academic regulations of UCC, students are expected to accumulate a maximum of 65 credits.

i. A pass in the all required subjects
ii. GPA of not less than 1.0 in all courses offered in the minimum requirement for the award of a Bachelor Degree.
iii. Successful completion of "Out" component of programme.
iv. Successful completion of Project work.

GPA AND CLASSES

In accordance with the Academic Regulations of UCC, the following scheme is used:

GPA	**CLASS**
3.6 - 4.0	First Class
3.0 - 3.5	Second Class Upper
2.5 - 2.9	Second Class Lower
2.0 - 2.4	Third Class
l.0 - 1.9	Pass

COLLEGE REGULATIONS FOR STUDENTS

COLLEGE REGULATIONS FOR STUDENTS

INTRODUCTION

St. Francis College of Education is a community of students, lecturers and administrators. It seeks to produce teachers who are of good morals and personal integrity, who will be leaders in their communities, and who will be qualified to contribute to education and the future development of Ghana. As a Catholic institution, it emphasizes moral standards and a personal commitment to serve society. Students in turn are encouraged to foster spirit of honesty, good manners, respect and service, and to live these values during their stay at the College.

As we are a diverse community, it is necessary that we live by standards of proper conduct so that one member's freedom will not impinge on another member's right. It is hoped that staff and students will work together to maintain discipline and courtesy in all College affairs and that they will at all times refrain from actions likely to cause embarrassment to the College and each other.

In all cases of breach of discipline, punishment may involve caution, suspension, dismissal or fines. Discipline in the Halls shall be carried out by the Hall Councils. Discipline in the Departments shall be dealt with by the Heads of Department.

The Principal shall be the ultimate authority in all disciplinary matters.

NB: No student has the right or authority to punish or suspend a fellow student. All disciplinary matters are to be referred to the hall masters/wardens or the Students' Affairs Officer.

1. MOVEMENT WITHIN THE COLLEGE PRECINCTS

Students have the liberty of movement within the College precincts, except as stated below:

a. The Kitchen and Stores are out of bounds, as well as sites of any building operations and any that are specially marked.

b. Halls of Residence other than student's own Hall are out of bounds between 10:30pm and 5:30am, except by special permission of the Hall Master/Warden.

2. ADMISSION AND RESIDENCE

a. Semester dates are announced on College Notices. Students must come into residence at the beginning of each Semester and go down at the end of each Semester on the day specified, unless special permission for any variation has been received from the Hall Warden/Master.

b. In cases where return is unavoidably delayed, the College Secretary/Students' Affairs Officer must be notified immediately.

c. A student coming into residence at the beginning of the first Semester should first register with the Office of Students' Affairs Officer or his/her representative and fill all the relevant forms.

d. All Students shall pay all statutory fees before admission into residence. Students whose accounts are not settled at the beginning of the Semester will not be allowed to come into residence until the accounts have been settled in full.

3. **END-OF-SEMESTER AND RE-OPENING ARRANGEMENTS**

a. The last day of Semester is the day on which the College officially closes down. All students shall vacate the halls of residence by 3.00pm the same day, except those granted exemption (which shall not exceed two (2) days) by the Hall Master/Warden.

b. Students who have been granted permission to stay briefly in residence during vacation shall observe all the laid down regulations.

c. Hall Presidents are to ensure that all doors are securely locked and the keys handed over to the Students' Affairs Officer.

d. The first day of semester is the day on which the College officially re-opens. All students shall report to College the same day.

4. **ABSENCE FROM THE COLLEGE DURING SEMESTER**

a. The Halls will be opened to student members from 5.30am to 12.00am. From 12.00pm to 5.30am students should be within their halls, except in an emergency or with permission of their Hall Master/Warden.

b. Students leaving campus or travelling overnight should obtain permission from their Hall Wardens.

c. Tutors or Students organizing trips outside the College must submit the names and registration numbers of all students going on such trips to the Students' Affairs Officer at least **72 hours (3-days)** before they depart from campus. If it is an **educational trip**, the organizer should obtain permission from the Principal (or in his/her absence, the Vice Principal) and the Head of Department. If the trip is **religious** in nature, permission should be sought from the College Chaplain. In all cases, permission should be obtained, at least, **ten (10) working days** before the trip.

5. **CLEANLINESS IN THE HALLS**

It is expected that students will keep their rooms, the Hall ways, the bathrooms/ toilets and the general surroundings clean and tidy at all times.

6. **FURNITURE**

Students are not allowed to move furniture from the Assembly Hall, classrooms, library, offices and other rooms. **Students found sitting on moveable furniture outside the Assembly Hall, classrooms, dormitories, etc., shall be presumed to have moved them outside. Such students shall be sanctioned.**

7. **USE OF COLLEGE TRANSPORT**

If College transport is available, it may be booked for any approved journeys by the organizers of approved student parties.

All requests for College transport should contain the following particulars:

a. The destination and purpose of the journey.

b. The date and time when the transport will be required.

c. The names of students who wish to travel together with the names of the Halls in which they reside.

d. The name(s) and signature(s) of the organiser(s) of the party who will be responsible for the payment (if need be) to the Finance Officer before transport is provided.
e. Request for transport should be made, at least, ten (10) working days ahead.

8. **USE OF APPLIANCES**

Pressing Iron and Computers are allowed to be used. Use of any other appliance such as Microwave Oven, Rice Cookers, Heaters, Electric Kettles, Hand Driers, Electric stoves is strictly prohibited. Note that the use of Gas Cylinders and Gas Stoves is strictly forbidden. Offenders will be severely sanctioned.

9. **COMMERCIAL ACTIVITIES**

Sale of food items, drugs, alcoholic beverages and trading in general in the Halls by students, tutors or hawkers is strictly prohibited. Students are warned against the use of combustible substances such as petrol or gas in the Halls.

10. **VISITORS**

a) Visitors are not allowed in the Halls, classrooms, dining hall and Computer laboratories.
b) Hawkers and errand-boys shall not be allowed in the halls and classrooms.
c) Students who harbour unregistered persons will be sanctioned.

11. **CLUBS AND ASSOCIATIONS**

a. Application to form a new Club or Association should be made to the Students' Affairs Officer at the beginning of every academic year. The application should state the names of the founding members, officers and patrons. The Constitution of the Club or Association must accompany the application.

b. The Students' Affairs Officer will study these documents and after consultation with the Principal decide whether or not to issue a certificate of registration. It is only after the group has received its certificate of registration that it can operate in the College.

c. Religious Clubs and associations should, in addition, apply to the Chaplaincy/Religious Affairs Board for recognition.

d. Each registered Club or Association must apply for renewal of its registration each academic year. Applications for renewal should be submitted to the SRC and Students" Affairs Officer/Chaplain before the end of the second semester of the preceding academic year.

e. It is an offence for any group of students to operate a Club or Association that has not been registered by the Students' Affairs Officer/Chaplain. Students found culpable will be sanctioned.

f. **Every Club/Association, which collects or receives funds must have a Senior Member of the College as its Senior Treasurer.** It is recommended that all Clubs should have patrons who are Senior Members of the College.

g. The Senior Treasurer must present to the Students' Affairs Officer a completed annual

Statement of the Clubs/Associations income and expenditure, signed by its Junior Treasurer and at least, one member of the Society or Club before the end of the academic year. This will be displayed on the College Notice Boards. Religious Clubs/Associations shall present their completed annual Statement of Accounts to the College Chaplain.

h. Executives are to be elected yearly. Club and Association secretaries are to send to the Students' Affairs Officer (or Chaplain, in the case of religious Clubs) and the Students' Representative Council at the beginning of each semester a list of principal officers and the committee members of their Clubs and Associations and a copy of their programme for the semester.

i. **Before any arrangements are made to invite guest speakers or artistes from outside the College to address a meeting or give entertainment, a formal request in writing for permission to invite them must be made to the Students' Affairs Officer (or Chaplain, for religious groups) through the Patron.** Only when permission has been granted for the invitation to be made will Clubs or Associations be allowed to invite outside speakers or artistes.

NB: This applies to Halls of residence too.

j. The Auditorium is available for meetings under certain conditions. In all cases, permission for use must be obtained from the Principal. At least 48 hours' notice must be given.

k. No religious services are permitted in the Library, Assembly Hall, Demonstration School, fields and unapproved venues. Under no circumstances is furniture to be removed from approved venues.

12. **POSTERS AND HANDBILLS**

Posting of notices, campaign posters, flyers, etc on walls/pillars/trees, etc., other than on notice/billboards, is strictly prohibited. Defaulters shall be sanctioned.

13. **PRESS CONFERENCES AND RELEASES**

a. Any group of students who wish to hold a press conference or issue a press release shall apply in writing to the Vice-Principal with copies to the Principal and the College Secretary for their information.

b. A copy of the statement to be read at the Press Conference or to be released to the press should accompany the application.

c. If in the opinion of the Vice-Principal, the Press Conference or Press Release is likely to lead to a breach of the peace or cause serious interference with the work of the College or bring the name of the College into disrepute, he/she may not approve the holding of press conference or the issuance of the press release.

d. The decision of the Vice-Principal shall be final.

14. **DEMONSTRATION/RALLIES/ASSEMBLIES/ PROCESSION (DRAP) ON OR OFF CAMPUS**

A. **DRAP on Campus**

i. Any student or group of students wishing to organize a DRAP on the campus of the College

shall apply to the Vice-Principal for permission. Such person(s) shall wait for a written response to the application from the Vice-Principal.

ii. Such written application shall reach the Vice-Principal at least 72 hours (excluding Saturdays and Sundays) before the DRAP is due to begin.

iii. The application shall state the purpose of the DRAP and the name(s) of the Organizer(s) or the organizing body and the route, time and duration of the DRAP.

iv. If in the Vice-Principal's opinion, the DRAP is likely to lead to a breach of the peace or cause serious interference with the work of the College or bring the name of the College into disrepute, he/she may prohibit the DRAP.

v. The DRAP shall be held at a place or follow a route approved by the Vice-Principal and those participating shall keep close to the side of the road to facilitate free passage of vehicular traffic and pedestrians. It shall do nothing to obstruct or interfere with traffic.

vi. The DRAP should end before 5.00pm.

vii. During the DRAP nothing shall be done or said that is likely to cause or provoke violence.

xiii. The organizer(s) of the DRAP shall be held responsible for any acts of violence and/or breach of College, Hall or other regulations that may occur during the DRAP.

ix. Participants in a DRAP shall be held collectively and individually responsible for any acts of lawlessness which occur during such DRAP.

x. The fact that a DRAP is not prohibited does not in any way imply that the College either approves of or is in sympathy with its objectives.

xi. The Vice-Principal may prescribe any special conditions, limitation or restrictions that may be considered appropriate in the circumstance.

xii. Participants and organizer(s) of a DRAP shall be held collectively and individually responsible for any damages done to College property.

xiii. Breaking of DRAP regulations, leading to disruption of official ceremonies/activities is punishable by rustication or dismissal.

B. DRAP off the Campus

i. Any student or group of students wishing to organize a DRAP outside the campus of the College shall obtain the requisite police permit.

ii. Any student or group of students wishing to organize DRAP outside the walls of the College shall notify, in writing, to the Vice-Principal through the Students' Affairs Officer with a copy to the Principal for their information and response to the request.

iii. Such written notifications shall be made to the Vice-Principal with the requisite police permit attached and must reach him/her at least 48 hours before the DRAP is due to begin.

iv. Should the DRAP start on the College campus. Clauses (vii - xiii) shall apply.

v. Participants and organizers of a DRAP outside the College campus shall be deemed to have acquainted themselves with the laws of the land governing DRAP at the material time.

vi. The College's role in DRAP staged off the campus, after the College has satisfied itself that appropriate police permit has been obtained shall be one of granting exeats or group exeats to the participants.

C. **Dissension**

Before a DRAP takes place, any student who wishes to dissent, could do so by writing to the Hall Master/Warden that he/she disassociates him/herself from the particular DRAP.

D. **Penalties**

The contravention of DRAP regulations shall attract a penalty which may be a fine, suspension or dismissal. In addition, all damage to College property shall be made good by those found guilty.

The amount of fines shall be determined by the College Disciplinary Committee and shall be approved by the Principal.

15. REGULATIONS FOR STUDENTS ON OR OFF CAMPUS

a) The laws of Ghana apply equally to every member of the College community and the walls or the College do not protect anyone from the full application of the laws of Ghana.

b) All existing regulations in the College are fully consistent with the laws of the land and will be enforced accordingly.

c) The College, therefore, will not permit any behaviour on or off campus by any member of the College community that contravenes its regulations or the laws of the land.

d) In particular, all are expected to use the official channels of communication and to follow laid down grievance procedures.

e) For the presentation or formal petitions, etc., the residence of the Principal and other officers of the College are out of bounds; all such formal negotiations should take place in the office of such officials or at designated venues.

f) In all matters of negotiation, the Central Administration accepts to meet only accredited representatives of recognized groups within the College and arrangements reached are binding on both sides.

g) The regulations relating to DRAP (Demonstration. Rallies, Assemblies and Processions) for students should be strictly adhered to.

h) Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.

i) Willful destruction of College or private property or facilities contravenes College Rules and Regulations and will attract appropriate penalties.

16. **NOISE ON CAMPUS**

It is desirable to maintain at all times a kind of environment that supports the basic academic enterprise.

In pursuit of a suitable academic environment, the College wishes that the general level of noise be kept as low as possible. Students are therefore enjoined to avoid disrupting the calm. Members of the College community and the general public are hereby reminded that noise making anywhere on the campus is prohibited at all times. A serene atmosphere is required to enhance academic work.

This refers in particular to noise in the Halls of Residence and Academic areas from the use of Radio, TV sets, and religious worship. In the case of the latter, places on the campus designated for the purpose can be used.

Occasional checks would be conducted to ensure compliance, but the Office of the Vice-Principal or Students' Affairs Officer would also welcome reports of any breach of this directive.

17. **COLLECTION OF MONEY IN THE COLLEGE**

Application for permission to make general collections of money within the Hall must be addressed to the Students' Affairs Officer who will approve collection of such money. Students seeking sponsorship from outside the College must seek written permission from the Vice-Principal.

18. **SMOKING AND ALCOHOLIC DRINKS**

a) Smoking is forbidden in all public places on campus.

b) Smoking is not allowed in students' rooms and anywhere on campus.

c) Taking of alcoholic drinks is forbidden on campus; drinking of alcohol outside campus, drunkenness and subsequent negative consequences thereof are forbidden.

19. **PERSONAL PROPERTY**

The safe keeping and maintenance of all personal property are the responsibility of students concerned.

20. **COLLEGE PROPERTY**

Students may not make attachments to or transfer furniture of any kind from any part of the College buildings including rooms in Halls of Residence without prior written permission from the proper authorities**.**

Students are liable to pay for any loss of damage to furniture and fittings or equipment of any kind.

21 **DRESS CODE POLICY**

PURPOSE

This dress code policy provides guide and some restriction on acceptable attire in the College. It is designed to help all students to appear professionally modest.

SCOPE

This policy applies to all students admitted to study at St. Francis College of Education who stay on campus or off campus and who may come into contact with colleagues, tutors, mentors or members of the public in the course of on-campus and off- campus activities during normal or outside normal lecture hours.

POLICY

Dress, grooming and personal cleanliness standards contribute to morale of all students and have an impact on the institution's image. Indeed, FRANCO wants students who represent the college to have a professional look and to wear appropriate clothing to all gatherings whether on campus or outside.

- Students must always present a clean, professional appearance.
- Everyone is expected to be well groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing styles dictated by religion or ethnicity are exempt.

Without unduly restricting individual tastes, the following personal appearance guidelines shall be followed:

Acceptable clothing (men)

- Material trousers
- Jeans
- Long sleeve shirt
- Short sleeve shirt
- Lacoste
- African wear
- Canvas, shoe and sandals

Inacceptable clothing (men)

- T-shirt
- Rag/stylish jean
- Hanging/ half trousers
- Knickers/ shorts
- Ornamentals (E.g. chain, bracelets, earrings, necklace, anklets)
- Slipper/easy foot wear
- Overly bushy hair
- Comb able beard and mustache
- Sprayed hair
- Dreadlocks

Acceptable clothing (women)

- Dress at knee level or below the knee
- Short sleeve dress/shirt
- Long sleeve dress/shirt
- Blouse at hip level

- Jean trousers
- African wear
- Flat shoe
- Low heel shoe
- Block sandals/shoe
- Non distractive black hairdo

Inacceptable clothing (women)

- Slippers/easy wear
- Sleeveless dress
- Miniskirt
- Torn/rag/stylish jeans
- Makeup
- Ornamentals (chains, bracelets, long/dangling earring, necklace, anklets)
- Long heel shoes
- Stretch/skinny trousers (leggers)
- Dred locks
- Clothing which is not appropriate to body size. i.e. extreme baggy or tight
- Excessively tight clothing
- Revealing clothing
- Colorful hair decorative attachment

Special occasions

Durbar

- St. Francis College of Education(FRANCO) branded/labelled attire

Supported Teaching in Schools (STS)

- FRANCO branded Lacoste with black skirt below the Knee for women
- FRANCO branded Lacoste with black trousers for men

After lectures

- Any decent casual ware

Outside campus

- All dresses indicated for lectures shall be worn outside the campus

Checks and control measures

- Tutors shall not admit students who violate the dress code into the lecture halls.
- The SRC shall constitute a Peer Advisory team (PAT) to enforce compliance.
- Recalcitrant students shall appear before the disciplinary committee.

22. COMMUNICATION WITH GOVERNMENT AGENCIES AND OTHER INSTITUTIONS

Students are not allowed to communicate directly with any Ministry on any matters affecting College life or policy. All formal communications should be sent through the College Secretary.

23. STUDENT EXCURSIONS

The following regulations govern the organization of excursions by students:

a. Decision of the Club or Association to undertake the trip should be taken at a general meeting of the Club/Association**.**

b**.** Permission for a Club or Association to go on excursion should be sought from the Students' Affairs officer through the patron: for religious trips permission should be sought from the Chaplain through the patron; for educational tour permission should be sought from the Vice-Principal through the Head of Department, and all applications should contain the list of all those making the trip. All students making the trip should seek permission from their various Heads of Department or Hall Masters/Wardens. A written permission should reach the Students' Affairs Officer/Chaplain/Vice-Principal at least, ten (10) working days in advance.

c. The trip should be restricted to College members of the Club or other students of the College.

d. The itinerary of the trip should relate to the aims and objectives of the Club or Association.

e. There should be evidence or correspondence between the Club or Association and the institution or other establishments to be visited during the trip.

f. The means of transport must be stated in the application.

24. STUDENTS' CHANNELS OF GRIEVANCE REDRESS WITHIN THE COLLEGE

A. NON-ACADEMIC MATTERS

a) Individual students

i. All requests, notifications and complaints from students should go to their Senior Hall Tutors; then to their Hall Masters/Wardens if the matter is unresolved; then, as a last resort, to the Students' Affairs Officer.

ii. The students will have the right of appeal. If the matter is not resolved at the level of the Students' Affairs Officer, an appeal could be made to the Vice-Principal.

b) Clubs and Associations

i. All requests, complaints and notifications other than financial affecting all members of a Club/Association should go to patron/patroness. If not resolved, it should then go to the Students' Affairs Officer or College Chaplain (in the case of religious associations).

ii. Cases requiring settlement of grievances should go to the Students' Affairs Officer.

c) Halls of Residence

i. All requests, complaints and notifications affecting all students of the Hall should go to the Hall Master/Warden.

ii. Unresolved cases requiring redress of grievances should go to the Hall Council.

iii. Any impasse in the Halls should be referred to the Office of the Students' Affairs Officer by the Hall Council.

d) Students' Representative Council (SRC)

i. All requests, complaints and notifications affecting the student body as a whole should go to the Students' Affairs Officer.

ii. In general, cases requiring the redress of grievances should go to the Students' Affairs Officer with a copy of the correspondence to the Vice-Principal.

iii. Where special committees exist, grievances should be channeled to these committees in the first instance.

iv. All communications on non-academic matters from the College Administration to the SRC should be copied to the Students Affairs Officer and Hall Master/Warden.

B. ACADEMIC MATTERS

a) All academic matters affecting individual students should go to:

i. The Academic Advisor before it goes to the Head of Department.

ii. The Vice-Principal, if it is an inter-departmental matter or has to do with the Head of Department

b) All academic matters affecting students in the Departments should go to: The Vice-Principal before it goes to the Principal.

25. REGISTRATION OF COURSES

At the beginning of each semester, all students are expected to register online and within the time

periods designated by the Academic Affairs Officer.

Students who do not register by the approved dates will not be allowed to take part in the End of Semester Examinations.

NOTE: A student will be registered only after paying his/her fees in full.

26. PENALTIES FOR LATE REGISTRATION

There is a penalty for late registration. Students who fail to register within the first three weeks of re-opening but register in the fourth week will be charged a late registration fee. The fee for late registration is GH¢100.00. No student will be allowed to register after the fourth week of re- opening.

27. DEFERMENT OF PROGRAMME

A student who, due to various reasons, wishes to defer his/her programme should first consult his/her Academic Advisor for advice.
Applications for deferment would normally not be entertained after eight weeks into the Semester and should be submitted to the Vice-Principal through the College Secretary with copies to the Principal and Students' Affairs Officer.

Application for deferment on medical grounds should be supported by a medical report certified by a qualified medical doctor.

Students must of necessity wait for the response to such applications before leaving the College.

28.i. CHANGE OF NAME

The College will normally not entertain requests by students for change of name. For College record purposes, students shall be known only by the names used in completing their application for admission and in the sequence in which they are written.

Once a student has, on admission into the College, been registered with a name which should be the same as the one on his/her results slip, he/she goes through the programme of study with that name.

Female students who contract marriages while in the college may however apply to have their names changed to include the surname acquired by the marriage. The application for change of name under such circumstances shall be supported by marriage certificate or request a documentary evidence.

Students should note that all applications for change of name shall be addressed to the Principal.

ii. CLASS ATTENDANCE POLICY

The College attaches great importance to adequate exposure of students to course content and the benefits of lecture hall/classroom interaction among Tutors and students. Accordingly, students are required to attend all lectures and laboratory/field practical sessions.
Students should note that lectures and examinations would normally be held during the working week (i.e., Monday to Friday).
To obtain a grade for a course, the students shall not absent himself/herself for more than the equivalent of three weeks contact hours for the course. This should be cumulative and not necessarily consecutive.

This implies:

a) For a one-credit course, the number of classes missed by the student shall not exceed three (3) hours
b) For a two-credit course, the number of classes missed by the student shall not exceed six (6) hours
c) For a three-credit course, the number of classes missed by the student shall not exceed nine (9) hours

If for medical or other justifiable reason, a student cannot meet the class attendance requirement, he/she is advised to defer the programme following laid down procedure.

29. COUNSELLING SERVICES CENTRE

Guidance and Counselling Coordinators, academic advisors and the Chaplain are available to provide counselling services.

a) Academic Counselling

Students should seek help from Counsellors when they:

- Have difficulties in the way they study (inadequate study habits),
- Are confused in the choice of academic programmes or combination of courses,
- Need to seek information about further studies after the B.Ed programme.

b) Personal-Social Counselling

Counselling services are available for students on personal and social issues like:

i. Inability to cope with the demands and the general life at the College (experiencing intolerable stress).
ii. Phobia (fears) of any type (e.g. Fear of examination, fear to interact with people, fear to speak in class).
iii. Depression and the feeling of committing suicide.
Addiction to alcohol and other drugs.
v. Undesirable personal habits (stammering. shyness. extravagant behavior, over eating. etc).
vi. Emotional difficulties (the tendency to overreact emotionally — eg. temper tantrums).
vii. Loneliness and feelings of inadequacy.
viii. Interpersonal matters (making friends, conflicts between class/room-mates, friends, etc).
ix. Marriage and family matters (among married students, single students with concerns on marriage, etc)
x. Sexual matter (harassment, rape, etc).
xi. Religious and spiritual matters.
xii. Any other personal-social issues students may have.
xiii. Personality Improvement
xiv. Overcoming alcohol and drug abuse.
xv. Improving study habits

30. SRC WEEK CELEBRATIONS

SRC week celebrations shall be held in the College once in the academic year. Activities planned during the week should be purposeful.

31. FLOATS

Floats will be held either within or outside the College campus during SRC or Hall Week celebrations after permission has been granted by Students' Affairs Officer. Similarly, registered Clubs or Associations will not be permitted to organize floats within or outside the campus without permission.

32. HOISTING OF BANNERS ON THE CAMPUS

Clubs or Associations must obtain written permission from the College Secretary before hoisting banners on the College Campus.

Banners can be hoisted at only designated places and must be removed not later than two weeks from the first date of hoisting.

Associations that hoist their banners at unapproved places or fail to remove their banners after the expiry date shall be sanctioned.

33. ORIENTATION OF STUDENTS

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

a. To welcome fresh students and help them to adjust and settle down into College life.
b. To guide them through the registration procedure
c. To expose them to facilities available in the College so as to make education a rewarding experience.
d. To orientate the minds of students to the new world of College life and to help them align their individual growth with the broad goals of national development.
e. To advertise the rules and regulations that govern the relationship between the students and the Students' Representative Council.
f. To let students know their rights, privileges, obligations and responsibilities with regard to College authorities and their governing bodies.

34. MATRICULATION

A Matriculation Ceremony is held in the first Semester for the purpose of formally admitting into the College, all new students entering the degree programme. Attendance at the ceremony is compulsory and no new student is allowed to remain in the College or take any College examination unless he/she has been duly matriculated.

Each student will be required to sign the matriculation oath after the matriculation ceremony.

35. SOURCES OF HELP

When in difficulty, students should see the following officers:

- Academic Problems - Academic Advisor or Head of Department.

- Residential Problems - Hall Tutor or Hall Warden/Master.
- Other **p**roblems - Chaplain, College Secretary, Students' Affairs Officer or Counsellors

36. IDENTITY CARDS

Every student should possess St. Francis College of Education Identification (ID) Card and endeavor to carry it on themselves always.

Any student who misplaces his/her ID card must report it immediately to the College Secretary. A new card will be issued to the student at a cost.

37. DUTIES OF JUNIOR MEMBERS

The duties of a student shall be to:

a. Promotes the prestige and good name of the College and respect the symbols of the institution;
b. Uphold and defend the Vision, Mission, Values and Statutes;
c. foster unity and live in harmony with others;
d. Respect the rights, freedoms and legitimate interest of other persons in the College community, and generally to refrain from doing acts detrimental to the welfare of others;
e. work conscientiously in his/her chosen programme of study:
f. Protect and preserve College property and expose and combat misuse and waste of College funds and property;
g. Contribute to the well-being of the College community;
h. Hold in high esteem the teaching profession;
i. Co-operate with lawful agencies in the maintenance of law and order and
j. Protect and safeguard the environment.

38. MISCONDUCT OF JUNIOR MEMBERS

It shall be misconduct for a student of the College:

a. To be absent from campus without permission or reasonable excuse
b. To be absent from lectures and other prescribed assignments without permission or reasonable excuse
c. To be insubordinate to College Authorities
d. To address Senior Members or other officials of the College in an insulting or disrespectful language.
e. To indulge in anti-social activities (e.g. homosexuality, lesbianism, nudity, tomfoolery) while in residence or outside the campus which tend to bring the College into disrepute.
f. To engage in an act that constitutes an offence under the section below.

39. HALLS OF RESIDENCE

a) Halls and their surroundings must be kept clean at all times.
b) Beds must be properly dressed after rising.
c) Halls are out of bounds during:
    i. Sunday service hours
    ii. Morning Devotion/Assembly

d) **The following are forbidden in the Halls:**

I. Lights remaining on when they should be out
II. Disturbing after curfew (lights out) e.g. Making free night calls, making noise.

III. The use of all electrical appliances except the pressing iron, computers.
IV. Eating in the halls and bathrooms.

40. **BATHROOMS AND TOILETS**

a) Bathroom and toilets are to be kept clean at all times.
b) Students should be decently clothed when going to and from the bathroom.
c) Taps should be turned off when not in use.

41. CHAPEL/CHURCH SERVICE

i) The College does not discriminate on the basis of gender, religion, race, tribe, etc. It respects freedom of worship and does not impose the Catholic faith and principles on non-Catholic members of the College. Consequently, the College expects reciprocal respect from its non-Catholic members. Therefore, the College will not tolerate any behaviour that shows disrespect for the Catholic faith and Catholic principles from any member of the College. Acts of disrespect for the Catholic faith include but are not limited to the following:

- Deliberately and knowingly disturbing and making noise and other acts of disruption around and within the chapel while Mass or a religious service is being celebrated;
- Any person or group of persons on campus who conspicuously and deliberately demonstrates or exacerbates or foments anti-Catholic or anti-religious sentiments.

ii) Students who take on active role in services should be properly prepared and be punctual.
iii) **Mobile phones are not to be used in the chapel** at any time.

43. CLASS AND STUDY PERIODS

- Written assignments must be completed and submitted on time.
- Study periods as listed on the daily order must be strictly observed.
- Evening studies (Prep) must take place in the classrooms or library.
- Periods during which a tutor is absent or during which an individual student does not have classes must be treated as official study periods.
- The use of mobile phones during class hours and other College gatherings is strictly prohibited except for academic and authorized purposes.
- Course Representatives (Reps) should ensure that the classrooms and verandas are clean and free of litter at all times.

44. VISITING

- Visiting hours are Saturdays and Sundays from 10:00am to 4:00pm.
- Visitors are not allowed outside visiting hours. In emergency situations, visitors are to see the Students' Affairs Officers.
- Visitors must not be allowed to enter the halls of residence, the kitchen, the dining hall and the classrooms.
- Visitors must not be allowed to sleep in the College.
- Students must not accompany visitors beyond the College boundary during visiting hours.

NOTE.

The general laws of Ghana apply to all persons in the College. Thus, the use of prohibited drugs and

engagement in other illegal activities are not permitted.

Disciplinary sanctions will be imposed as warranted, according to the nature of the infraction and the competency of the College. Illegal activities will be reported to the appropriate authority, including suspension or expulsion from the College, depending on the seriousness of the offence.

The Disciplinary Committee of the College will review the case of a student charged with an infraction of College regulations and impose sanctions as warranted. A student not satisfied with the decision of the Disciplinary Committee may appeal to the Principal, who will make the final decision on the matter.

Notwithstanding the above guidelines, each case would be considered on its own merit.

1. Always remember that you are being trained as a teacher and any behaviour that is inconsistent with the noble profession will be sanctioned.
2. Suspension for one semester: A student who misses a whole semester repeats his/her class. He/She will be made to pay fees for the year he/she repeats.
3. When an offence occurs towards the end of a student's course, an alternative to the above measure of discipline may be a recommendation that the award of his/her certificate be withheld for one year.
4. A student who is suspended externally for a period of one month is likely to lose the equivalent of three weeks contact hours for various courses and may likely be asked to defer the course for a year.
5. Prohibited items will be seized and forfeited.
6. A student who absents himself/herself from lectures for a period of two (2) weeks or is suspended for a period of two (2) weeks or more will lose his/her allowance for the month or the period of suspension.

45. LIST OF OFFENCES AND THEIR SANCTIONS

Penalties (General): The following regulations and penalties are published for the benefit of students.

OFFENCE	**SANCTION**
Physical Assault	Suspension plus appropriate compensation or dismissal from the College
Verbal Assault	Caution with written apology or Rustication
Sexual Assault	Dismissal
Sexual Harassment	Caution/Written Apology/ Counselling/Dismissal/Rustication
Noise Making Inconveniencing Room mates	• Caution/Written Apology/Rustication • Caution/Replacement/Suspension
Hosting visitors of the opposite sex, sexual intercourse in shared rooms.	Dismissal
Destruction of College Property	Replacement, Suspension or Dismissal
Smoking in College **buildings,** on campus or while College is in session	Caution/Suspension.
Drunkenness/Use of Narcotics	Rustication/Dismissal

Stealing	Replacement of the stolen item and Rustication/Dismissal
Academic dishonesty (Plagiarism, falsification of data and other related acts)	Rustication/Dismissal/Withdrawal of Certificate
Removal of pages from library / Removal of books from library	Fine/Suspension
Littering/Throwing out water/ Urinating at unauthorized places	Caution and cleaning the place
Extortion/Forgery	Refund with written Apology/Dismissal/Rustication
Embezzlement of Funds	Refund, loss of official position and disqualification from holding any other position/Suspension/Dismissal
Perjury/Slander/impersonation	Suspension or Rustication/Dismissal
DRAP-Breaking Regulations/Disruption ceremony/activity	Suspension or Rustication/Dismissal
Removal of furniture from **Library/** Lecture Theatre/Classroom/Assembly Hall/Laboratory/Sitting on furniture that belongs to these places outside the venues	Warning at first instance. Fine of GH¢ 500.00
Pasting of posters and handbills at places other than on billboards	Warning at first instance/fine of GH¢100.00/ Disqualification.
Any other act(s) that violates the Criminal Offences Act of Ghana	To be determined by a Disciplinary Committee.
Cheating in internal examinations	Cancel paper, written suspension/Dismissal
Incitement **to rioting/rioting**	External suspension for 2 weeks for those pressurized into rioting. Dismissal for ring leaders (all students should be made to pay for cost of damages)
Anonymous letters/documents/posters	Written Warning/4 Weeks external suspension/Dismissal
Deliberate distortion of **facts/character** assassination	2 weeks external suspension/Dismissal
Flouting the authority of the Principal	2 weeks external suspension/Dismissal
Flouting the authority of staff	Written warning/3 weeks external suspension
Flouting the authority of College Prefects	Verbal Warning/2 weeks internal Suspension (in hard Labour)/2 weeks external suspension
Breaking of Bounds/Truancy, Refusal to attend official functions	Verbal Warning/Written Warning
Leaving College under false pretenses	Written Warning
Fighting	internal Suspension with appropriate sanction /external Suspension /Dismissal
Failure to submit assignments or	Suspension (in addition must be made to

Write internal examination without justifiable cause	submit assignment and write exam)/Dismissal
Refusal to partake in STS	UCC Regulations to apply
Failure to write exams (external)	UCC Regulations to apply
Amorous relationship with a member of staff (Teaching and Non-Teaching) or their dependants	DISMISSAL
Termination of pregnancy/abortion	Counselling and Withdrawal
Jumping over or scaling fence wall	1st offence: Fine of GH¢100 *(subject to college approval)* 2nd offence: Fine *of* GH¢200 *(subject to college approval)* 3rd offence: Dismissal *(subject to college approval)*

NB: In cases of violations by groups (e g. a Hall or Class) in which individual culprits are not identified, the Principal, on the advice of the Disciplinary Committee, shall determine the appropriate sanctions to be imposed.

47. USE OF NARCOTICS

It shall be an offence for a student to cultivate, possess, use or peddle narcotics and other drugs, as listed in the Drug and Pharmacy Act, 1961 (Act 64).

THE SANCTION FOR THIS OFFENCE IS DISMISSAL

The following substances shall constitute narcotics:

a. Indian Hemp
b. Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one tenth percent of cocaine or any proportion of ecgonine.
c. Any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on 13th July, 1931, has been used for medical or scientific purposes.
d. Raw opium. Medicinal opium and opium prepared for smoking.
e. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on 13th July, 1931, was being used for medical or scientific purposes.
f. Snuff
g. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one per cent of morphine.

Use of the above substances shall be punishable under Section 47.

COLLEGE POLICIES

The College has twenty-three (23) approved policies. Copies of these policies are deposited at the College Library for study by the College Community

I. EXAMINATION RULES AND REGULATIONS

The following guidelines will govern the conduct of all the examinations in the College.

It is the duty of all concerned (Candidates, Invigilators, Supervisors and Assistant Supervisors) to acquaint themselves with these Rules and Regulations.

1.0 QUALIFICATION TO WRITE EXAMINATIONS IN THE COLLEGE

A candidate shall qualify to write Examination in the College if:

1.1 He /She has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalence of three weeks contact hours for the course.

1.2 He /She has continuous assessment marks for relevant subject areas.

1.3 He /She is not under suspension from the College

2.0 EXAMINATION ROOM AND SEATING ARRANGEMENTS

2.1. The examination will take place at approved venues indicated by the College. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day.

2.2. It would be the sole responsibility of the Academic Section of the College to seat students in the various examination venues for all examinations.

3.0 STUDENTS IDENTITY CARDS

3.1. Identity cards of the students will be inspected during examinations. Candidates are, therefore, requested to display their Student Identity cards on their tables for inspection by examination officers.

3.2. Candidates who have misplaced their Identity Cards should report to the Vice Principal for replacement before the examination.

3.3. Candidates who have no evidence of the College IDENTITY CARDS will not be allowed to take the examination.

4.0 ENTERING AND LEAVING THE EXAMINATION ROOMS

4.1. A candidate should make himself /herself available at the examination venue at least 30 minutes before the commencement of the examination. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after the commencement of the examination.

4.2. Candidates who arrive after the examination has started will not be allowed extra time to complete the paper. A candidate shall not bring to the examination room any book, paper, written information or any other unauthorized material. No bags, mobile phones/organizers, programmable calculators, are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the Examination Room. A candidate who is suspected of hiding unauthorized material on him/her

may be asked by the invigilator to submit himself/herself for a body search.

4.3. Refusal to comply would constitute an examination offence.

4.4. Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that the candidates do not carry on them any unauthorized material. An attendant designated by the supervisor/invigilator will accompany a candidate who is allowed to leave the examination room temporarily.

4.5. Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.

46 A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the supervisor/invigilator who shall collect the candidate's answer booklets before he/she is permitted to leave.

4.7. Candidates who fall ill in the examination room should inform the supervisor/invigilator for the appropriate action to be taken.

5.0 PROCEDURES DURING THE EXAMINATION

5.1 Candidates must ensure that they sign the examination attendance sheet. On receipt of the answer booklets, candidates should carefully read the instructions on the front cover of the answer booklets and enter their index numbers and other details as required.

No part of the answer booklet may be torn off and all used answer booklets must be left on the table. Rough work must be done in the answer booklets and should be crossed out to show that it is not part of the answer.

5.3. It shall be the candidates' responsibility to provide for themselves such materials as pens, pencils, eraser, rulers, and calculators for the examination. Borrowing of these materials will not be allowed. Candidates are to ensure that they are given the right question paper and other material(s) needed for the examination.

5.4. Under no circumstances should a candidate write his/her name on any part of the answer booklet provided. Candidates are required to use only their Index Numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their Index Numbers for all written papers.

5.5. There should be no verbal or any other form of communication between candidates during the period of the examination.

5.6. Candidates would be told by invigi1ator(s) when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is a correct one, all questions are readable and there are no missing pages.

5.7. As soon as the "stop work" order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the supervisor/invigilator before they leave the examination room. Candidates have personal responsibility for ensuring that their answer booklets are collected by the supervisor/invigilator.

5.8. At the end of the examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.

5.9. At the end of each examination, candidates should not take away any answer booklets or supplementary sheets whether used or unused.

6.0 ABSENCE FROM EXAMINATION

6.1. Any candidate who fails to attend any part or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examinations. The following shall not be accepted as reasons for being absent from any examination:

a. Misreading the time-table
b. Forgetting the date or time of the examination
c. Inability to locate the examination hall
d. Over-sleeping
e. Inability to find transport to the examination venue.

6.2. In case of absence from an examination through ill health the candidate (or someone acting on his/her behalf must submit a relevant Medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of examination.

6.3. It is the responsibility of the candidate to arrange with his/her Doctor for any medical evidence to be certified by the Principal to be forwarded to the Director, Institute of Education.

6.4. In case of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his/her behalf) must submit to the Principal for onward submission to the Director, Institute of Education a written explanation of the absence and evidence of the cause, where possible.

EXAMINATION OFFENCES

All cases of examination offences should be investigated by the Principal and detailed reports submitted to the Director, Institute of Education immediately after the examinations, for further action. An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

1. Leakage of Examination questions. This involves any knowledge or possession of examination questions before the examination.

2. Possession of unauthorized materials related to the examination and likely to be used during the examinations. e.g. blank piece(s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, iPods and mp3.
3. Copying from prepared notes or from a colleague's script during examinations, stealing, converting or misappropriating the scripts of other candidates, substituting worked scripts during or after the examination.
4. Persistently looking over other candidate (s) shoulders (stretching neck or 'giraffing') in order to cheat.
5. Impersonating another candidate or allowing one's self to be impersonated.
6. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate.
7. Consulting or trying to consult during examination any book, note or other unauthorized materials.
8. Persistently disturbing other candidate(s) or distracting their attention.
9. Verba1 or physical assault on an invigilator over alleged examination offence.
10. Bringing into the examination centre or using anything including chemical substance with

intent to cause temporary or permanent injury to any authorized person(s) and other candidates in the examination hall.

11. Destroying materials suspected to help establish cases of examination malpractice eg. Blank piece(s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phone, pods and mp3.
1 2. Destroying any examination material inside or outside examination hall, e.g. tearing of leaflets from answer booklets and tearing question papers.
13. Writing after the examination has ended after persistent reminder to stop.
14. Frequently seeking permission to attend nature's call during examination with intent to cheat and cheating.
15. Failure to write index number on a question paper after persistent reminder.
16. Fabrication of data — claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
17. Plagiarism — copying another's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one’s own.
18. Attempting to, or trying to influence examiners/invigilators to alter or change marks.

II PENALTIES FOR EXAMINATION OFFENCES

S/N	OFFENCE	PENALTY
1.	Leakage of examination questions. This involves any knowledge or possession of examination questions before the examination.	Dismissal of offender(s) involved.
2.	Possession of unauthorized material(s) related to the examination and likely to be used during examination eg. Blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, iPods and mp3.	Cancellation of the candidates particular paper(s) to be rewritten when the paper is being taken the following year.
3	Copying from prepared notes or from a colleague's script during examination, stealing, converting or misappropriating the scripts of other candidates, substituting worked scripts during or after the Examination, exchanging question papers.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
4.	Persistently looking over other candidate's shoulders (stretching neck or 'giraffing') in order to cheat.	For the 1st offence, the report should be documented and filed and candidate made to sign a bond. And 2nd offence in relation to examinations will attract cancellation of paper to be rewrittenthe following year that the paper is written.
5.	Impersonation-impersonating another candidate or allowing one's self to be impersonated.	Dismissal and/or prosecution of candidates involved.
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
7.	Consulting or trying to consult during the examination any book, note or other unauthorized materials or any other electronic device e.g. Programmable calculators, mobile phones, iPods and mp3.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.
8.	Persistently disturbing other candidates(s) or distracting their attention.	Stopping candidates(s) from continuing the examination.
9.	a) Verbal assault/threat on supervisors/invigilators /examiners inside or outside the examination hall. b) Physical assault on supervisors /invigilators /examiners or any authorized person inside or outside examination.	Cancellation of the candidate's paper and rustication for 1 year. Dismissal and prosecution of candidates
10.	Bringing into the examination hall or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized person and other candidates in the examination	Dismissal and prosecution of candidate(s).
11.	Destroying materials suspected as evidence against offender, e.g. blank	Cancellation of the candidate's paper and rustication

	piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, iPods and mp3	for 1 year.
12.	Destroying any examination material inside or outside examination hall, e.g. tearing of leaflets from answer booklets, tearing question papers.	Cancellation of the candidates paper and to rewrite the following year when the paper is being taken.
l3.	Writing after the examination has ended after persistent reminder.	Caution for the 1st offence. For the 2nd offence, paper is to be cancelled and candidate to rewrite the following year when the paper is being taken.
14.	Frequently seeking permission to attend nature's call with intent to cheat and cheating.	Caution for the 1st offence. For the 2nd offence, stop candidate from continuing the examination and apply the necessary sanction for cheating in examination.
15.	Failure to write index number on question paper after persistent reminder.	Caution for the first time. After the first caution if the index number is still not written it should be interpreted as intention to cheat. Candidate should be stopped from writing the paper.
16.	Fabrication of data — claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.	Cancellation of candidate's project work. Candidate to undertake another field work under supervision.
17.	Plagiarism — reproducing other people's work without acknowledging the source, copying another person's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was ones own.	Cancellation of candidate's project work. Candidate to rewrite essay on adifferent topic.
18.	Attempting or trying to influence examiners to alter or change marks, e.g. Writing statements in answer booklets in the form of pleas, writing letters to examiners, supervisors and invigilators.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.

Adapted from Academic Programmes, Policies and Regulations (UCC, 2011)

OTHER REGULATIONS

1. Impersonation by a student attracts dismissal from the College (by a disciplinary body in the College headed by the Principal and further approved by the members of the Council), and prosecution.
2. In the case of any other person other than a student from the College, the impersonator should be referred to the law enforcement agencies for prosecution.
3. Whenever a candidate's paper is cancelled, he/she must be made to re-sit the following year. For instance, a First Semester paper will be taken in the First Semester of the following year and not during any re-sit examination.
4. Each prohibited items seized from a student should be given back after the student has paid an amount of Fifty Ghana Cedis (GH¢50.00).

MANUAL FOR LIBRARY USERS

This section contains information about the various sections of the library and information on the daily activities of the library. The library shall provide a friendly and safe environment for library patrons. Students must avail themselves for library orientation/bibliographic instruction designed especially for all new students. In case of difficulty, students should not hesitate to consult the library staff on duty.

SECTIONS OF THE LIBRARY

There are four (4) main sections in the library as follows:

Acquisitions and Cataloguing Section

The Acquisitions and Cataloguing section is responsible for the following functions of the library;

- Purchase of library books/materials.
- Subscriptions to print/electronic journals.
- Cataloguing and classification of library books/materials.
- Labelling of library books/materials.
- Indexing and abstracting.
- Stock management and development (stock revision, weeding, etc).

Circulation and Reader Services Section

The Circulation and Reader Services section is responsible for the following:

- Book lending services.
- Shelf management.
- Registration of new library users.
- Front desk and enquiry services
- User-education programmes (orientation and training).
- Enforcement of library rules and regulations.
- User records management.
- Management of quick service collections (reserve books/materials).

Reference and Information Services Section

The Reference and Information Service section is responsible for the following library functions;

- Provision of personal assistance to library users on the use of the library.

- Assisting library patrons to search for information both within and outside the library.
- Management of reference collections.
- Question and Answer Service (QAS).
- Library research and evaluation activities

The following shall be the guidelines for the Reference and information services section;

- Every reference question shall be regarded as valid and all questions shall be given equal consideration.
- Every effort shall be made to complete each reference transaction successfully, consulting the right sources and expertise.
- Patrons shall be served on first come, first served basis.
- Services to patrons shall take precedence over other duties.
- Staff shall offer to schedule an appointment with patrons if extensive research is needed: The Library shall pass on to patrons any costs incurred while obtaining information for a patron on the internet or outside the library system.
- Patrons shall be notified when their materials are ready for collection.

Reference Patrons' Privacy

- Library staff shall maintain a high level of respect for the confidentiality of patrons and questions that they ask.
- Data that is collected in the course of reference services shall not be shared outside the College.
- Information about the types of questions asked, as well as the content responses to questions may be retained for "Frequently Asked Questions".

Electronic Support Service Section

The Electronic Support Service section is responsible for the following library functions;

- Management of the integrated library management system (KOHA).
- Management of the electronic facilities in the library namely, computers, photocopiers, telephone, Local Area Network and internet.
- Maintenance of the Open Public Access Catalogue (OPAC).
- Management of electronic information resources namely, CD-ROMs, audio visual materials and online databases.

The following shall be guidelines for the use of library computers;

- All students who want to use the library computers must book with library staff at the Electronic Support section before using the computers.
- The initial time of booking for each student is one (1) hour; this can be extended if there are not students waiting to use the computers.
- The use of external drives. e.g. pen drives, CDs or diskettes must be supervised by library staff.
- The installation of programmes on the computers is not allowed.
- The use of computers for games, watching of pornographic/other films is also not allowed.
- Laptops are allowed only at the reading room or group study room and Electronic Support section.
- Any student who does not comply with this guidance will not be allowed access to the computer room, including other sanctions/penalties.

FILMING/PHOTOGRAPHY
Any Individual who wishes to photograph a library facility must obtain the permission of any Library Staff; such requests will be granted only if there is a minimal adverse impact on the facility and the environment for research and study.

BORROWING RIGHTS
Only patrons who are registered with the library will be allowed to borrow materials. However, those who are not registered but are part of the academic community will be allowed to use the library resources within the library environment.

EXEMPTIONS FROM LOAN
For the avoidance of doubt, the following items shall not be given out on loan:

- The only copy of a book in the library.
- Reference material.
- Bound or single issue of periodical
- Theses (hardcopy).

LOAN PERIOD
The loan period shall vary depending on the status of the library patron. Students' loan period is two (2) weeks. Faculty members have a maximum of one (1) semester for regular books.

STAFF AND ALUMNI
Alumni cannot borrow for now, but can use the library facilities and resources. This position is subject to revision by the Library Committee.

RETURN AND RENEWAL OF BOOKS
Library materials checked out at the library should be returned or renewed at the same place, the circulation desk. In some instances, items could be renewed as often as it is needed if there is no request for the book/material.

RECALL OF BORROWED BOOKS
Books loaned to both Students and faculty members can be recalled. In this case, recall notices shall be sent to the borrower. Failure to return recalled items by the new due date may result in fines and/or suspension of borrowing privileges.

BOOKS ON HOLD AND RESERVE
A patron may request that the library places on hold or reserve a book that is currently checked out. Hold/recall/reserve requests may be made at the circulation desk. Such requested books shall be kept for the patrons for seven (7) working days.

RULES AND REGULATIONS OF THE LIBRARY
Both library staff and patrons shall abide and comply with the rules and regulations of the library. The penalties and sanctions for breaching the rules and regulations shall range from cautioning, fining, suspending of borrowing privileges, suspension from the library, withholding results/certificates to outright dismissal and/or prosecution.

The rules and regulations that shall govern the use of the library shall include the following;

- **Posters:** Displaying of posters in the library and its precincts is prohibited except at designated areas with the permission of the Librarian.
- **Study areas:** In order to maintain quality study and research environment, individual library patrons must be sensitive to other patrons. Individuals who wish to engage in discussion must use the classrooms.
- **Food and drinks:** Food/drinks are prohibited in the library. This is an attempt to protect and preserve library materials.
- **Smoking:** Smoking is prohibited in the library and its precincts.
- Use of mobile phones and other electronic devices: As a courtesy to other library users, cell phones, beepers and electronic devices must not be used in study areas of the library.
- **Use of ID cards**: Patrons may be required to show their ID cards before being admitted into the library and at the circulation desk and other sections of the library as may be required.
- **Personal books/bags:** Bags and other personal belongings should be deposited with the security at the entrance of the library and a tag collected as receipt.
- **No reservation of seats**: It is an offense to reserve a seat for patrons.
- **Inspection:** Patrons must not take any item out of the library without completing the appropriate loan procedures.
- **Photocopying rules:** The laws governing copyright should be observed when making requests for photocopies.
- **Other items not allowed:** Gowns, raincoats, umbrellas, cameras. scanners, tape recorders, etc. must be deposited with the security officer. Pets are not allowed in the library. Firearms and other offensive weapons are not allowed into the library.

PENALTIES/SANCTIONS

The following are the penalties and sanctions for the various library offences:

a. **Mutilation or unauthorized removal of library books/materials** may attract a fine not less than three (3) times the going price of the book or material and suspension from the College.
b. **Stealing:** This shall attract a suspension for a semester and the case reported to the College authority for further action.
c. **Eating/drinking:** Food and drinks are prohibited in the library. When caught offenders shall be warned and asked to leave the library immediately or fined.
d. **Use of mobile phones**: It is an offense to make or receive phone calls in the library. Offenders shall be cautioned, asked to leave the library immediately or fined.
e. **Disturbance:** Any patron seen disturbing in any way shall be asked to leave the library immediately or fined.
f. **Overdue penalty:** A patron who keeps borrowed books beyond due dates shall pay a fine or have his/her certificate withheld.
g. **Recall penalty:** Failure to return recalled items by the new due date may result in fines and or suspension of borrowing privileges.
h. **Abuse of library staff**: A patron who abuses any library staff shall be suspended from the use of the library and reported to College authority for further action.

Lost and damaged items: Individuals who lose or damage a book/material shall be charged three times the current cost of the book/material. Penalties/sanctions shall be reviewed from time to time in consultation with the Library Committee.

WORKING HOURS

- **Semester Time** - *Monday - Friday. 8:30am—10.00pm.*
  Saturday: 9:00am-2:00pm
- Vacation Time: Monday - Friday. 8:30am----4:30pm.
- The College library will be closed on Sundays and on all Public Holidays.

REFERENCES:

1. Students' Handbook, University of Cape Coast, 2018
2. Code of Ethics for the Catholic University College of Ghana, Fiapre
3. Harmonised Statutes for Colleges of Education
4. Students' handbooks of various Catholic Colleges of Education, Ghana
5. Policies of the College