BlueCrest College

STUDENT HANDBOOK

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BlueCrest College: Student Handbook

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IMPORTANT

Please note the Student services provide a regular orientation to the new students of the College and even without such orientation, students are expected to be well versed with the College Policies, norms, rules and regulations mentioned in this Handbook. In addition, the college encourages students to get regularly updated information from the Student Services/Deans.

The purpose of this document is to provide comprehensive information for students in their academics and other activities in the college.

ALL STUDENTS ARE REQUIRED TO READ, GET FAMILIAR AND ABIDE BY THE POLICIES MENTIONED IN THIS HANBOOK. ANY EXCUSE OF NOT KNOWING THE POLICY IN ANY MATTER WILL NOT BE ACCEPTED.

1. INTRODUCTION

About this Handbook

a. The purpose of this handbook is to give students an overview of various programmes run by BlueCrest College (formerly NIIT Ghana College) and what is expected of students enrolled in these programmes.
b. Rules and Regulations affecting students are made by BlueCrest Academic Board, in accordance with the Statutes of the College of Education, Winneba and promulgated by the Vice-Chancellor.
c. These Rules and Regulations apply to and are binding on all students. Ignorance of the rules or regulations or any public notice shall not be accepted as an excuse for any breach and/or prevent the enforcement of any approved sanctions.
d. Every student upon enrolment shall be required to obtain a copy of such Rules and Regulations for the time being in force.
e. All cases of breach of discipline will attract sanctions which may involve a fine, suspension or dismissal. BlueCrest College Academic Board shall be the ultimate authority on all disciplinary matter.
f. Students are expected to maintain discipline and courtesy and refrain from actions likely to cause embarrassment to the College.

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1.1 Brief History of BlueCrest College

BlueCrest College (BCC) was conceived as the forerunner in IT Training & Education with the core objective of addressing the needs of IT education in Ghana. In 2012, it evolved out of NIIT Ghana College with just one Faculty - Faculty of Technology, with one Department only; Department of Information and Communication Technology. BCC became affiliated to College of Education, Winneba. Under this alliance, undergraduate degree programmes started in Accra and Kumasi campuses, and subsequently Master's degree programmes. Later BCC adopted a vision of offering a wide range of programmes in diverse fields. The College constituted two (2) additional faculties namely, Faculty of Business and Faculty of Fashion and Design. Owing to that, the College currently has three (3) Faculties, which are named as the following:

a. School of Technology (SoT)

b. School of Business and Communication (SBC)
c. School of Fashion and Design (SFD)

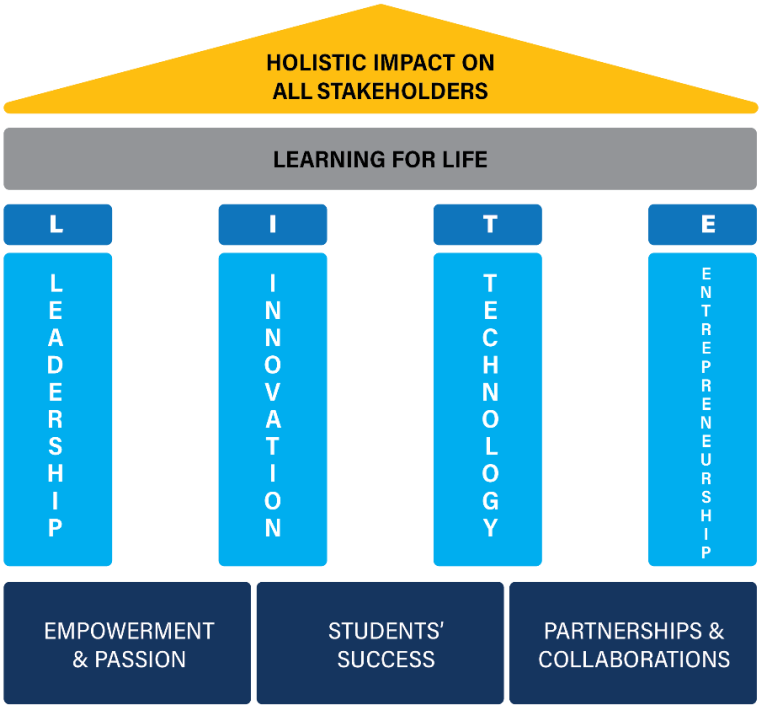
1.2 Rationale

BlueCrest College has an innovative and flexible approach towards academic instructions that incorporate multiple programme paths to suit future aspirations. Though all programmes are directed at training students to become seasoned in their chosen field, they are also developed to become successful entrepreneurs to help them evolve into job creators.

In line with our policy of offering an easy path to studies, each department under the Faculty/School provides *Programme D*escription that details all courses offered for the entire duration of the programme. In addition, students receive a syllabus/Course outline that includes details of the *Course textbooks, learning materials and reference books* to help students search a set of relevant teaching and learning materials for each course in the program. It also exposes students to pre-lesson and post-lesson activities, as well as activities they will perform during each session of the course along with assignment details and marking schemes for grading. The college uses an online Learning Management System for teaching and learning.

1.2.1 The BlueCrest Way

Our four pillars with the acronym LITE, the three foundation blocks at the bottom, and the top two summit blocks make our symbol of quality and passion. The symbol not only makes us unique but also provides the direction for institutional building.



The four pillars: Leadership (L), Innovation (I), Technology (T), and Entrepreneurship (E) are reflected in all our endeavours and activities. At BlueCrest we value Empowerment & Passion, Success of Students, and Partnerships & Collaborations to provide Life-long Learning aimed to create a Holistic Impact on all of our stakeholders. BlueCrest College is and will remain one of the best colleges in the region with a focus on high-quality affordable programs, training, research & consultancy activities, and impactful community development initiatives.

The Vision of BlueCrest College

To be a preferred centre of excellence in education, talent development and innovation responsive to the individual, institutional and social development needs of the people of the Republic of Ghana in particular and West Africa in general.

The Mission of BlueCrest College

To incorporate in a self-sustainable approach, the use of new-age technology, learning processes, global alliances and an exemplary governance culture to enhance the delivery of value to the student community, industry and other stakeholders.

Aims of BlueCrest College

The College through the various faculties/Schools seeks to provide:

- quality education that will be recognized internationally in a conducive student-centred learning environment to enhance students' construction of learning and knowledge using the experiential learning approach
- a suitable teaching environment for academic faculty members so as to facilitate state-of-the-art instructional modes using high-quality resources and technology for the benefit of all learners.
- resources to carry relevant application-oriented research to impact/improve industry practice
- consultancy to solve practical problems of the industry
- an emphasis on social contribution to developing ethical skills and service attitude in the students and staff members

1.3 Governance and administration

A. National Accreditation Board

The National Accreditation Board (NAB) is the governing body charged by the Government of Ghana to award, review and facilitate the accreditation of tertiary institutions in Ghana. It has accredited BlueCrest College to provide tertiary education.

B. Governing Council of BlueCrest College

The functions and responsibilities of the Council include the following:

i. Setting policies for the general operations of the Institution, including, but not limited to, custody, obligation, and expenditure of funds;
ii. Approval of the new programs and substantial changes in existing programs;
iii. Reviewing with the Headship the annual evaluation of Key Institutional and Department Heads;
iv. Facilitate communication between the institution and the community;
v. Assisting in planning, implementing, and executing development projects aimed at supplementing institutional vision;
vi. Perpetuating and strengthening alumni and community identification with the institution's tradition and goals;
vii. Selection of recipients of annual merit awards.
viii. To meet twice a year and review the progress of the board and institution.

The Chairman and the respective administrators are responsible for executing the plans and programs of the College and administrating its various affairs.

The Academic Board chaired by the nominee of the Chairman is a delegated authority in instructional matters and through its committee system, consults with administration and Board of members on a broad spectrum of issues.

C. The Chairman

The Chairman has full authority and responsibility for the administration of all affairs and operations of BlueCrest College. Notable among the Chairman's functions are consultations with the College Rector and the Academic Board regarding the College's educational and research policies and recommendations to Board members concerning the academic plans of the college.

D. College Rector/President

The College Rector/President shall serve as Head of the BlueCrest College. The College Rector/President shall also serve as the support and immediate deputy to the Chairman with responsibility for the administration of affairs of BlueCrest College, particularly administrative and academic matters.

E. The Registrar

The primary functions of the Registrar are to serve in matters pertaining to students and student activities, their teaching and research activities, and to assist the Rector in a wide variety of activities as per the strategic plan of the College instructs. The office oversees the students' conduct and discipline, student support services and the academic programs in tandem with the other Department heads and their faculties. The Registrar focuses on the environment in relation to internal and external planning and implementation. Offices under the Registrar include the office of Student Affairs, the Office of Admission and Counseling and the Office of Examination and Evaluation. BCC can change/modify these offices or the structure any time as per the need/

F. The Dean – Academics/Provost

The office of The Dean-Academics deals with all matters of students' academic affairs with the coordination of Deans of various schools and Heads of all departments. These include (but are not limited to) student appraisals, end of semester examination, missed examination, re-sit examination, students' grievances, and faculty issues. In the absence of the Dean of Academic Affairs, the Academic Manager takes care of these responsibilities or any other office/personnel as assigned as per the need of BCC.

G. The Director - Finance

The primary functions of the Director of Finance are:

a. To serve in matters pertaining to the finances and commercial operations of the College

b. To assist the Chairman in a wide variety of activities relative to the strategic financial plans of the College.

The office oversees financial activities (budgetary planning, investments, banking and consultancy) and also oversees management facilities.

H. The Academic Board

BlueCrest College and its administration motivate extensive faculty participation in the educational administration of the college through the Academic board. BCC can form/modify a senior academic board as and when needed for the activities mentioned below. The Academic Board is composed of all top-ranking faculty and administrative officers to function as the voice of the faculty in the college. The composition and functions of the Academic Board are derived from its powers as set out by the Governing Council in BlueCrest College Rules & Regulations.

Senior members of the academic board may constitute an executive committee for the college to plan and execute short, medium, and long term strategies of the College.

2. ACADEMICS INFORMATION, DEPARTMENT AND PROGRAMMES

BlueCrest College Ghana has three (3) Faculties/School with five (5) Departments as of January 2020

2.1 Programs offered

School of Information Technology (SoT)

- Bachelor of Science in Information Technology (BSc IT)

School of Business and Communication (SBC)

- Bachelor of Business Administration (BBA) (*Specialization in Human Resources*)
- Bachelor of Business Administration (BBA) (*Specialization in Banking & Finance*)
- Bachelor of Business Administration in Logistics and Supply Chain Management
- Bachelor of Arts in Mass Communication & Journalism (BAMJ)
- Bachelor of Business Administration (BBA) (*Specialization in Information Systems*)

School of Fashion & Design

- Bachelor of Science in Fashion Design (BSc FD)

Details of the programmes are available at http://www.bluecrest.edu.gh

2.2 Credit weights for courses

Each Course in the College is given a value (weight) on the basis of the number of contact hours per week (theory, practical, fieldwork) as follows:

i. One (1) hour lecture is equivalent to one (1) credit hour.
ii. Two (2) to three (3) hours practical is equivalent to one (1) credit hour.
iii. Four (4) hours practical is equivalent to two (2) credit hours.

Minimum and Maximum Load

The minimum course load for a full-time student is 17 credits and a maximum of 21 credits in a semester. However, the minimum and maximum credits are peculiar to programmes approved by BlueCrest College Academic Board.

2.3 Admission requirements

Category A: Senior High School (SHS) Certificate holders

i. Senior Secondary School Certificate Examination (SSSCE) applicants must have six (6) credit passes (A-D) including three (3) Core Subjects: English Language, Mathematics, Social Studies and Science/Integrated Science. An applicant must also have three (3) Electives subjects.
ii. Senior High School (WASSCE) applicants with an aggregate score of 36 or better with 6 credit pass (A1 – C6) in 6 subjects comprising three (3) core subjects (English, Mathematics,
Integrated Science or Social Studies) and three (3) elective subjects in their WASSCE.

Category B: Mature Applicants

i. Must be at least 25 years by 1st February or 1st September of the academic year one wants to enrol.
ii. Must hold:
   a. Teacher's Certificate 'A' or
   b. SHS Certificate or a Certificate of Professional Training from a recognized institution.
iii. Must have credit passes in Mathematics (core) and English.
iv. Must pass an interview.

Category C (Level 200/ 300) : Diploma Holders

i. Must possess a two/three years Diploma in IT from any NIIT centre or any other recognized institution provided it is recognized by the government/competent withority.
ii. AND must meet minimum entry requirements (A, B or D) for Level 100.

Category D: School Certificate/GCE Holders

i. Five (5) credits at GCE 'O' Level including English Language and Mathematics as well as two (2) 'A' Level passes other than General Paper in relevant subjects.
ii. Applicants with 'A' Level results which are more than five (5) years old should apply as mature applicants.

ADMISSION FRAUD

If it is discovered and established that student does not possess the qualifications by virtue of which he/she has been offered admission to the programme of study, he/she will be withdrawn from the College. In addition, he/she will be barred from entering or seeking admission from the College for three years.

Unsatisfactory work/Misconduct

A student will be required to adhere to all college rules and regulations as contained in the student handbook on rules and regulations. All students are considered to be on probation for the duration of their programme. They would be dismissed at any time for unsatisfactory work or misconduct.

2.4 Attendance

i. The College attaches great importance to adequate exposure of students to course content and the benefits of the classroom interaction among lecturers and students. Accordingly, students are required to attend all classes, tutorials, seminars, fieldworks and laboratory practical sessions and other prescribed activities.

ii. Lecturers shall printout names of all students who have registered for their courses. Such list shall be used to check class attendance.

iii. Any student having less than 65% attendance will not be allowed to appear in the final examination. In special cases, the Rector reserves the right to allow grace attendance of 10% to a student.

iv. A student who absents him/herself for a cumulative period of 35% of attendance from lectures, tutorials, practical and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the programme. Such a student shall not be permitted to write the end of semester examinations in the course.

2.5 Progression from one semester to another

i. Special Re-Sit Examination

Any Level 400 student trailing any course(s) shall have to pass the failed/trailed course(s) through a special re-sit examination at the end of the seventh semester before attempting final semester exam. Such a student shall pay examination fees for each course attempted. Any student re-sitting any failed/trailed courses shall pay an additional examination fee for the trailed course.

ii. Conditions for Probation

- A continuing student who fails a total of four (4) courses but attains a minimum CGPA of 2.0 shall be placed on probation for one academic year during which he/she must re-take the failed courses if they are compulsory or replace the courses if they are not compulsory. Such students will be referred to as External Candidates.
- A student on probation will be assumed to be repeating the programme.
- A student cannot be on probation more than once during his/her programme.

- A student on probation who fails to pass all his/her failed courses or fails to obtain the minimum CGPA of 2.0 shall be withdrawn.

iii. Re-Admission Fee For Students on Probation (External Candidates)

- The external candidate shall pay a re-admission fee which shall be determined by the Admission Committee from time to time.
- The external candidate shall register for the failed courses to the advertised on time for the normal registration in the semester.

iv. Supplementary Examination

A student who is unable to take the end of semester examination or grounds of ill-health shall, on application to the Dean- Academics/Registrar with copy to the Head of the Department and on the provision of a medical certificate issued or endorsed by a medical officer of a Government Hospital or an authorized Medical Officer, within 48 hours from the date of examination, be allowed to take supplementary examinations as his/her main examination after paying fees for supplementary examination.

v. Trailing and Repetition of Courses

a) To trail a course means the student has failed the course and he/she is carrying over the course till he/she passes it.
b) A student who fails a pre-requisite course shall be required to repeat the course in the following academic year (or semester where applicable).
c) A student who fails a non-compulsory course may replace the failed course with the prior approval of his/her academic counsellor and department.
d) 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 GPA. For instance, a 3-credit course with an 'E' (that is GP of 0) at first attempt, and an 'A' (that is GP of 4) at second attempt shall attract a total of 6 credits (that is, 3 credits weighted twice) in the computation of the GPA as under:

$$\text{GPA} = \frac{\text{Total GP}}{\text{Total Credits}} = \frac{(3 \times 0) + (3 \times 4)}{3 \times 2} = \frac{12}{6} = 2$$

The GPA or the A at the second attempt shall be 2 and not 4 at the re-sit. Similarly, if the student scores a grade 'D' at the second attempt, the GPA shall be 0.5.

2.6 Assessment process

i. Assessment of a student's performance shall be by a combination of continuous assessment and end of semester examination.
ii. The weight of the two modes of assessment are as follows:
   a) Continuous Assessment = 40%.

1. Class Assignment / Test / Quizzes / Project work / Term papers etc.
2. At least two are required per semester.

b) End of semester Examination = 60 %.

iii. A student who does not earn a minimum of 50% marks in Continuous Assessment mark in addition to a 65% attendance does not qualify to take part at the End of Semester Exam and shall re-submit his/her Continuous Assessment.

iv. A student who does not get a minimum of 50% marks in End of Semester Exam does not qualify for a Pass.

2.7 Grading system

i. Tabular Presentation of Grading System

A student's performance in a course shall be graded as follows:

Grading System

Grade	Mark	Grade Point	Description
A	80 – 100	4.0	Excellent
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Average
C	60 – 64	2.0	Fair
D+	55 – 59	1.5	Barely Satisfactory
D	50 – 54	1.0	Weak Pass
E	0 – 49	0	Fail
IC	-	-	Incomplete
X	-	-	Disqualified
Z	-	-	Examination Malpractice

ii. Incomplete Grade

- An Incomplete Grade (IC) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Department and Faculty Boards as satisfactory.

- Such a student shall be expected to complete the course by taking at least one continuous assessment and supplementary examination.

iii. Disqualification

Grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Department and Faculty Boards as unsatisfactory.

iv. Examination Malpractice

A **Grade Z** shall be awarded to a student who involves him/herself in examination malpractice or related offence, and shall be awarded whenever it is established that a candidate attempted to gain an unfair advantage in an examination, be it an End-of-Semester Examination or any other paper.

A **Grade Z** shall be awarded only by the Faculty Board with subsequent approval by the Academic Board. A candidate awarded a Grade Z shall be debarred from taking any of the College's examinations for a stated period, or maybe indefinitely suspended

v. Classification of Certificate, Diploma and Degree

Undergraduate Degree Programme awarded by College of Education, Winneba

Class Designation	CGPA
First Class	3.5 – 4.0
Second Class (Upper Division)	3.0 – 3.49
Second Class (Lower Division)	2.5 – 2.99
Third Class	2.0 – 2.49
Pass	1.0 – 1.99
Fail	Less than 1.0

vi. Computation of Grade Point Average (GPA)

GPA is the sum of the product of Credit Points and the student's Grade Points attained in the courses taken in a semester divided by the total credits registered in that semester. Assuming a science student took the following courses in the Fifth semester:

Computation of Grade Point Average (GPA):

COURSE CODE	CREDITS (CP)	MARKS ATTAINED	GRADE LETTER	GRADE POINT ATTAINED (GP)	CP x GP
BIT 311	3	72	B	3	9
BIT 312	3	81	A	4	12
BIT 313	3	60	C	2	6
BIT 314	3	74	B	3	9
BIT 315	3	80	A	4	12
BIT 316	3	72	B	3	9
BIT 317	3	81	A	4	12
TOTAL	21				69

(i) To calculate GPA:

$$\text{GPA} = \frac{\text{Total CP x GP}}{\text{Total CP}} = \frac{69}{21} = 3.29$$

(ii) The GPA shall be calculated cumulatively as the student progresses semester by semester to ascertain the Cumulative Grade Point Average (CGPA) on the programme.

(iii) The CGPA is the Sum of the product of all Credit Points and the student's Grade Points attained on courses up to a given semester divided by the total credits registered up to that semester.

2.8 Time limit for completion of the program

The maximum time limit for completing the Programme is twice the minimum duration.

Programme	Minimum Duration	Maximum Duration
Undergraduate	4 Years	8 Years

A student who is unable to complete the degree programme within the time limit ceases to be a student.

2.9 Requirements for graduation

The following requirements should be satisfied before graduation:

i. Pass all subjects.
ii. Obtain minimum credits prescribed by the respective programme in the college;
iii. Attain a minimum of Cumulative Grade Point Average (CGPA) of 2.0;
iv. Settle all financial and other obligations to the college;
v. The student should be in good standing, not barred for disciplinary reasons.

The College Academic Board / College reserves the right to make curriculum changes (add and/or delete courses) upon approval by NAB and requires students to meet the new courses requirements. But as a rule, the student will be required to follow the curriculum in force at the time he or she was admitted to the college.

2.10 Transfer of credits

Transfer of credit is essential in order to add flexibility to the programme and make for upward mobility. The institution shall credit an applicant for a higher programme with previously accrued credits.

- The institution may grant exemption from certain courses in previous programmes to candidate Applying for the next higher program
- A student transferring a programme from one college to the BlueCrest shall accumulate a minimum of 60 credits over a period of four semesters as a full-time student of the BlueCrest before he/she shall become eligible for graduation.
- A student of the BlueCrest can also transfer his/her credits to any other college.

2.11 Deferment

i. **Before Commencement of the programme**
An applicant offered admission but who desires to commence study in a year other than that in which an offer has been made shall be required to apply afresh for admission. That is, a fresh student cannot defer his/her program.

ii. On grounds of ill-Health

An application for deferment must be made and approved by the Dean. Subject to the approval, a medical certificate issued by a medical officer of a government hospital or a recognized medical officer must be presented as evidence of ill-health.

iii. On ground other than ill-health

Continuing students who due to various reasons wish to defer their programme should first consult their Heads of Department/Academic counsellor for advice. He/she shall then apply officially to the Dean through Heads of Department.

The student must first pay one half of the registration fee and register to become a bonafide student of the College and defer the programme on resumption the student should pay the difference of the new fees and the amount paid before deferment.

iv. The maximum period for deferment

a. A student may defer his/her programme but may not defer for more than four continuous semesters, provided that the maximum period allowed for the completion of the programme is not exceeded.
b. A student who defers his/her programme for more than four (4) continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may re-apply for fresh admission into the college.
c. In all cases of deferment of examination(s) or programme(s), written permission should be obtained from Dean and applicable deferment fee needs to be paid.

2.12 Appeal

i. **Request for review/remarking**

A candidate who is not satisfied with the results of any college Examination affecting him/her may request for review/re-marking by submitting an application along with completed re-evaluation form to the Dean – Academic Affairs and pay the appropriate re-marking /review fee. The paper should be remarked by a lecture other than his/her course lecturer.

ii. 15-Days Deadline

- An application for review/re-marking shall be submitted to the Dean– Academic Affairs, not later than fifteen [15] days after the release of the said result and shall state the grounds for remarking. No action shall be taken on an application which is

submitted outside the stipulated 15-day period. Re-marking shall not proceed unless a remarking fee is fully paid.

- The result of the re-marking should be considered by the faculty and recommendations submitted to the Academic Board for ratification.
- If the student wins his/her appeal, the revised result will be released. However, if it is established that a complaint about re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

Submission of long essay/Project work

Long essay/project work wherever applicable, shall be submitted for assessment not later than 14 days after the end of semester examination. In default, the candidate shall be asked to submit the dissertation/project work in the following semester along with a fee of GHC 100.00 and shall be treated as repeat examination with all its implications.

2.13 Academic transcript

i. Transcripts shall reflect all courses taken or attempted by the student and grades earned.
ii. Students who want to obtain their transcript shall apply to the Registrar (Academics) on the payment of the appropriate prescribed fee if any.
iii. Official transcripts to overseas institutes shall attract fees in USD or its equivalent in cedi(GH¢).

2.14 student feedback exercise

Student feedback on teaching is an important element of the institution's quality assurance process to ensure accurate assessment of teaching, mass participation by students in this feedback exercise is very essential. The online and hardcopy student feedback exercise usually begins two weeks before the start of the examination period and by 12 noon on the day before the first day of the examination period.

2.15 Academic counselling

Every registered student will be assigned an academic counsellor who should be the first to be consulted in case the student has a problem of academic nature. It is the responsibility of the student to seek advice when there is a problem though the counsellor may invite the student whenever the need arises. In addition, the institution has a counselling centre that addresses both academic and non-academic of students.

2.16 Pastoral support

Students are encouraged in the first instance to consult their Personal Tutors on personal matters which may be concerning them. All undergraduate students are allocated a Personal Tutor from their Faculty/School or should contact the HoD for this matter. Personal Tutor is someone to whom a student can go to ask advice about non-academic matters, such as personal and financial problems.

At the start of the session, students should meet their Personal Tutor, who will explain to them about their role and how they can be contacted in case of any requirement. Students are advised to know their Personal Tutor well and maintain good communication with him/her. Personal Tutor will listen to students and try to help so long it's within his / her limit. If not, he/she shall refer the student to the concerned authority.

3. EXAMINATIONS & RESULTS

3.1 Examination rule and regulations

The following rules and regulations will govern the conduct of all examinations at the college. it is the duty of all concerned to acquaint themselves with them.

i. A student who does not fulfil continues assessment requirement, of course, does not qualify to take the end of semester examination in that course.
ii. It is the responsibility of the candidate to find the examination room well in advance and to be seated, at least, fifteen minutes before the commencement of any examination paper.
iii. A candidate arriving thirty minutes after the start of a paper may be refused entry into the first half-hour of the period allowed for a paper or enter the examination room after the first half-hour, any exception to this rule must be reported in writing to the relevant Head of department.
iv. Candidates are required to use their index numbers throughout the examination.
v. Under no circumstances must a candidate name be written on any part of the answer book provided. A candidate who fails to comply with this regulation will be penalized.
vi. Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
vii. Candidates may be required at any time to establish their identity.
viii. No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
ix. Smoking is not allowed in the examination room.
x. There shall be no communication whatsoever between candidates during the examination. A candidate may attract the attention of the invigilator by raising a hand.
xi. No mobile phone, radio programmable calculator or any other communication equipment or media are to be taken into the examination room. Failure or comply may lead to confiscation of the gadget.
xii. Any irregular conduct on the part of the candidate such as copying from another or from prepared notes may result in the cancellation of his/her examination paper and or more severe penalty.
xiii. Candidate should not send any unused material (e.g. answer booklets or part thereof, supplementary answer sheets, graphs sheets, drawing paper) supplied for the examination out of the examination hall. A candidate may, however, retain their question paper except for the rubrics state otherwise.

xiv. A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet. Such candidate shall not be allowed to return to the examination room.

xv. Candidate should not in any way interfere with the stapling of an answer booklet. Any complaints about the answer booklet should be brought to the attention of the invigilator.

xvi. A breach of any of the foregoing regulation made for the conduct of college examinations may attract one or more of the following sanctions.

a) A reprimand;
b) loss of marks;
c) cancellation;
d) withholding of results for a period.

xvii In addition Grade Z shall be awarded whenever it is established that a candidate gained an unfair advantage in an examination. The further sanction may include.

a) Being barred from college examinations,
b) Suspension from college
c) Expulsion from college

3.2 Qualifying to write college examinations

A candidate shall qualify to write a college examination if:

i. The student has registered for an approved course.
ii. The student has presented him/herself for not less than 75% of the total number of hours for the course.
iii. He/she has continuous assessment marks for relevant subject areas.
iv. He/she is not under suspension from the college.
v. A student has not absented him/herself for a cumulative period of 21 days from lectures, tutorials, practical and other activities prescribed for any course in any semester.

3.3 Examination timetable, venues and seating arrangements

Examination Timetable and Venue

It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day. Examinations shall take place at approved venues indicated on the timetable.

A. Students Identity Card

i. Identity card of students will be inspected during examinations. Candidates are therefore requested to display their identity cards on their tables for inspection by examinations officers.
ii. A candidate who has misplaced his or her identity card must report to the Academic Head for replacement before the examination.

iii. A candidate who has no evidence of identity card will not be allowed to take the examination.

B. Entering and Leaving Examination Rooms

i. It is the responsibility of the candidate to be seated at least 15minutes before the commencement of any examination.
ii. A candidate who arrives 30 minutes after the commencement of paper may not be allowed to write an examination.
iii. No books, paper, written information, bags, mobile phones, organizers, programmable calculators are to be taken into the examination room.
iv. A candidate may leave the examination room temporary, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that candidate do not carry on them any unauthorized material. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
v. Candidate should spend a minimum of 30 minutes in the examination room before submitting examination scripts.
vi. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator/invigilation assistant who shall collect the candidate booklet before he/she permitted to leave.
vii. A candidate who falls ill in the examination room should inform the invigilator for appropriate action to be taken.

F. Procedures during Examination

i. Candidates are required to use their index numbers and not their name throughout the examinations. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers. Failure to comply will result in a candidate being penalized.
ii. Candidate must ensure that they sign the examination attendance sheet.
iii. Borrowing of materials such as pen, pencil eraser, ruler and calculator will not be allowed in the examination room.
iv. There shall be no communication whatsoever between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising a hand.
v. Candidates would be told by the invigilator when to start answering questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
vi. At the end of each examination, the candidate 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.
vii. 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 invigilator assistant before they leave the examination room. Candidates have a personal responsibility for ensuring that their answer books are collected by invigilator assistant.

viii. No unused material should be removed from the examination room. Candidates may, however, retain their question paper except for the rubrics state otherwise.

ix. No part of the answer book may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

G. Absence from Examination

i. Any candidate who fails to attend any or part of examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.

ii. The following shall not be accepted as a reason for being absent from any examination.

- Miss-reading the timetable
- Forgetting the date or time of examination
- Inability to locate examination hall/room/venue
- Oversleeping
- Loss of a relation
- Pregnancy
- Inability to find transport to the examination venue

iii. In case of absence from an examination through ill-health, the candidate 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 14days after the day of examination.

iv. It is the responsibility of the candidate to arrange with his/her doctors for any medical evidence to be certified by the officer-in-charge of the prescribed health care provider of the College to be sent to the Dean Academics.

v. In case of absence from an examination due to serious causes other than ill-health, the candidate must submit to the Dean Academics. A written explanation of the absence and evidence of the cause, where possible.

H. Examination Offences

An examination offence shall be understood to be an attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

I. Any knowledge or possession of examination questions before the examination.

II. Possession of unauthorized materials related to the examinations and likely to be used during examinations.

III. Copying from prepared notes or from a colleague's script during an examination.

IV. Persistently looking over other candidate's shoulders in order to cheat.

V. Impersonating another candidate or allowing oneself to be impersonated.

VI. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate

VII. Consulting or trying to consult during the examination any book, notes or other unauthorized materials.

VIII. Persistently disturbing other candidates or detracting their attention.

IX. Verbal or physical assault on an invigilator over alleged examination offence.
X. Destroying materials suspected to help establish cases of examination malpractice.
XI. Writing after an examination has ended.
XII. Fabrication of data-calming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or calming to have obtained results which have not in fact been obtained.
XIII. Plagiarism-copying another's work and pretending it is one's own or substantial use of other people's work and submitting it as though it was one's own.

3.4 Certificates

Certificates are printed for undergraduate students by the awarding College, who have completed all degree requirements and been conferred their degrees. Details of collection procedures are updated and published on the College's website. Certificates will be distributed during the graduation ceremonies and thereafter. As such students may collect their certificates during their respective graduation ceremonies or the designated alternative period, personally. It is not normally the College practice to issue a duplicate or replacement certificate if the original one is destroyed or misplaced. Instead, the registrar may be able to issue a letter testifying to the graduate status of the student concerned.

3.5 Feedback on student performance

Continuous assessment (CA) and examination serve different pedagogical needs. The examination serves primarily to assess a student's understanding of the subject matter, whereas CA plays, in addition, a formative role in educational terms. For this reason, unlike examination scripts which are not returned to students, CA is returned to students with comments and/or discussion if appropriate so that they may improve on their work.

3.6 Complaint against faculty members

Complaints against a faculty member shall be in writing and signed by the complainant in order for the College to proceed with an official inquiry into the complaint. However, complaints may also be verbal or anonymous.

a) Complaints from outside the College shall be addressed or forwarded either to the Registrar. The complaint may be handled by the addressee or forwarded to the Dean or direct member concerned for appropriate action.
b) Complaints from either outside or inside the College involving allegations of fraudulent or other dishonest acts shall be referred to the Office of Administration in accordance with the College's Policy against fraudulent or other dishonest acts
c) Complaints involving allegations of sexual harassment shall be handled in accordance with the College's Policy on Sexual Harassment.
d) Complaints that represent allegations of research misconduct shall be handled in accordance

with the College's Policy for Dealing with Conduct in Research.

e) Complaints from within the College shall be submitted directly to the department's chair of the faculty member concerned, who shall inform the Dean.
   i. The department's chair or another appropriate administrator shall determine whether the complaint has substance and whether further action is necessary. If it is determined the complaint has substance and further action is necessary, the faculty member shall be informed of the receipt of the complaint and will be given an opportunity to respond to the complaint in writing within ten (10) days.
   ii. The department's chair or administrator shall review the complaint, together with the faculty member's written response and provide a report to the dean (or director) or appropriate vice president stating whether:

f) The complaint lacks substance and no further action is necessary; or

g) The complaint has substance and remedial action shall be taken at the department or college level.
   i. The Dean or appropriate vice president shall subsequently review the complaint, together with the faculty member's written response and the department chair's or administrator's report. If the report states the complaint has substance and remedial action should be taken at the college level, the Dean shall determine the necessary and appropriate remedial actions.

4. ETHICS POLICY

4.1 Philosophy

BlueCrest is an institution which encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the College recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals require the free exchange of ideas on any subject whether or not controversial, self-expression, and the challenging of beliefs and customs. The College also endeavours to teach students to communicate effectively in all aspects of their lives and on all manners of subjects. This often (although not always) requires respectful speech and conduct. In order to maintain an environment where these goals that are critical for the College's educational mission can be achieved safely and equitably, the College requires civility, respect, integrity in the curricular program and encourages these kinds of behaviour in other activities among all members of the student community. Students are taught to exhibit high standards of behaviour and concern for others and are encouraged to live up to these standards.

The College strives to protect and guide the educational community by establishing and requires students to adhere to, a Student Honor Code, a Student Code of Conduct and a student conduct system that promote individual and social responsibility and are enforced through College regulations. Choosing to join the BlueCrest College community obligates each member to a code of responsible behaviour. Individuals – staff members, and student organizations are expected to observe the policies, rules, regulations, law and requirements of BlueCrest College and Ghana. College regulations have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution.

4.1.1. Student – Student Relations

i. Student Honour Code: Adoption and General Principles

In adopting this Honour Code, the student of BlueCrest College recognizes that academic honesty and integrity are fundamental values to the College community. Students who enrol at BlueCrest College commit to holding themselves and their peers to the high standard of honour required by the Honour Code. Any individual who becomes aware of a violation of the Honour Code is bound by the honour to take corrective action. Student and faculty support are crucial to the success of the Honour Code. The quality of a BlueCrest College education is dependent upon the community acceptance and enforcement of the Honour Code.

The Honour Pledge:

"We, the members of BlueCrest College community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honour Code.

On all work submitted for credit by students at BlueCrest College, the following pledge is either required or implied:

On my honour, I have neither given nor received unauthorized aid in doing this assignment."

ii. Student Conduct Code: General Principles

The purpose of the Student Conduct Code is to set forth specific authority and responsibility of the College in maintaining social discipline, to establish guidelines which facilitate an open, just, civil and safe campus community where the academic curricular programme can flourish for all students and where freedom of speech, safety, and College work and operations are protected in those events and areas open to the public that constitute open public fora. The purpose is also to outline the educational process for determining student and student organizations responsibility for alleged violations of College regulations. The conduct process will follow established procedures for ensuring fundamental fairness and educational experience that facilitates the development of the individual and of the organization.

4.1.2 Staff-Student relations

Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing academic subjects selecting instructional materials and determining grades. The College student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skilful exposition of such matters is the duty of every instructor.

At the same time, all students need to respect the faculty members and other staff members of the college. In case of any complaint of disrespect of any kind, formal disciplinary action will be taken.

4.1.3 Non-discrimination/harassment/invasion of privacy

The College shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The College frowns on discrimination, racism, creed, colour, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin and political opinions or affiliations. This commitment applies in all areas to students, Academic Personnel, Technical, Executive, Administrative, and Managerial Support staff, College Support System and other employees. The College believes that educational and employment decisions and access to College activities should be based on individuals' abilities and qualifications and not on irrelevant factors, as well as that the College values broad diversity within our community and is committed to diversity and eliminating discrimination.

It is the policy of the College that each employee and student be allowed to work and study in an environment free from any form of discrimination or harassment as defined in College regulations or law.

Sexual harassment

Defined as unwelcome sexual advances, or requests for sexual favours, and other verbal or physical conduct of a sexual nature when:

i. Submission to such conduct or request is made either explicitly or implicitly a tremor condition of an individual's employment or academic status.
ii. Submission to or rejection of such conduct or request by an individual is used as the basis for employment or academic decisions affecting such individual, or
iii. Such conduct or request has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile work-related or academic environment.

Disciplinary Action.

i. Any employee or student of the College who is found to have sexually harassed another employee or applicant for employment or student will be subject to disciplinary action up to and including dismissal or expulsion.
ii. Any employee or student in a supervisory capacity who has actual knowledge by direct observation or by receipt of a complaint of sexual harassment involving any of those employees he or she supervises or over whomever he or she has managerial authority, and who does not investigate, and, if appropriate, take corrective action or report the matter directly to the Rector/Head of the Institution, shall be subject to disciplinary action up to and including dismissal or expulsion.

Complaints and Appeal Procedures:

Any employee or student who believes that he or she is a victim of discrimination or harassment, including without limitation sexual harassment as defined above or retaliation for filing a claim of discrimination, may pursue informal resolution of the complaint or may file a formal written complaint in accordance with BlueCrest College Regulations. Employees and students may contact the Rector/HR to seek assistance in informally resolving the complaint or in filing a formal complaint or grievance.

Invasion of Privacy:

The College prohibits making, using, disclosing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of privacy of another person under applicable law or College regulations.

i. It shall not be a violation of this provision to make a recording authorized by the College regulation or policy. Any make, usage, disclosure, or distribution of an authorized recording must comply with the requirements of the applicable authorization, law and/or College regulation or policy, including without limitation obtaining any required notice or consent.

ii. College policies may provide further information and requirements concerning making, using, disclosing and distributing recordings. Refer to College websites for policies on recording and on privacy.

iii. A Recording is defined as any reproduction of sound, video etc. (for example and without limitation, photographs, videos) stored in permanent media, using any technology.

5. RESEARCH & PLAGIARISM POLICIES

5.1 Faculty, Staff, and Student Responsibilities

Faculty members, staff, and students at BlueCrest College are expected to maintain ethical standards in the conduct and reporting of scientific, academic, and scholarly research. Faculty, staff, and students have responsibilities for ethical conduct in research not only to the college, but also to the community at large, to the academic community, and to private and public institutions sponsoring the research activities. Students are expected to avoid plagiarism and to submit original assignments for their courses. Faculty members should verify the submitted work of the students and use the related academic policies to penalize students if found guilty of plagiarism.

5.2 Definition of Research Misconduct

Research Misconduct is defined for the purposes of this regulation as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

a. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

b. Research Misconduct does not include honest error or differences of opinion. It does not include authorship or credit disputes. In addition, failure to comply with legal requirements affecting specific aspects of conducting research, misappropriation of funds, failing to comply with the College's Institutional policies and procedures, or other inappropriate actions in research which do not fall within the definition of research misconduct as stated in this paragraph and which are in violation of existing College regulations or policies are addressed under such other regulations or policies.

c. A finding of Research Misconduct requires:

- There be a significant departure from accepted practices of the relevant research community
- The misconduct be committed intentionally, knowingly, or recklessly; and
- The allegations are proven by a preponderance of the evidence.

5.3 Basic Principles Governing Investigations of Research Misconduct

If allegations of Research Misconduct are made, the procedures implemented may vary depending on the type, seriousness, and technical nature of the alleged Research Misconduct. Faculty, staff, and students will be guided by the following principles:

The rights of all faculty members, staff, and students of the College must be protected to the greatest extent possible, whether they be the accused or whether they be the accusers, during the process of inquiry, investigation and fact-finding, including protecting the privacy of the accused and of those who in good faith report alleged misconduct. There shall be no recrimination toward a person bringing an allegation in good faith, and retaliatory conduct against persons acting in good faith will be deemed misconduct subject to disciplinary action under College regulations. If an allegation is found to have been brought maliciously or in bad faith, the filing of the complaint can be cause for a finding of misconduct and subsequent disciplinary action against the complainant in accordance with College regulations.

College regulations shall govern any formal disciplinary proceedings initiated in response to a finding by the investigating authority of Research Misconduct.

Confidentiality shall be maintained throughout an inquiry or investigation of alleged Research Misconduct to the greatest extent possible and consistent with the laws of the country. Inappropriate dissemination of information relating to a Research Misconduct allegation can form the basis for a finding of misconduct and subsequent disciplinary action against faculty, staff, or students.

Precautions shall be taken against real or apparent conflict of interests of individuals involved in an inquiry or investigation of an allegation of Research Misconduct

6. COLLEGE LIBRARY & OTHER RESOURCES

BLUECREST COLLEGE Library provides information materials, resources and services to support the teaching, learning and research activities of all members of the institutions. We assure you of our maximum support to make your studies and stay at College great. Please take advantage of our diverse resources and facilities in the library to enhance your learning/research and academic work. Our competent library staffs are always available to assist and support you.

The mission of BlueCrest College Library

To support teaching, learning and research activities of the institute by providing access to quality information resources and services.

The vision of BlueCrest College Library

To build a library that will provide excellent information services that demonstrate a commitment to meet the individual and collective information needs of the patrons.

Brief background of the library

BlueCrest College Central Library was established in May 2012 to support the growing information needs of students and faculty in their research, teaching and learning. The library started with an initial collection of 1200 books. The library is located at Ring-road central campus. The library's operations are fully automated and the library currently has a seating capacity of 80.

Library staff

The Library is managed by a qualified librarian and assisted by support staff.

Definition of collection format and organization

The library's collection includes printed and electronic books, DVDs, CDs, periodicals, and online databases and journals. Online databases provide access to articles and other reference materials, much of which are full-text. The library also provides computers with Internet access for its primary patrons to be able to avail themselves of the world of electronic information. Interlibrary loan service which borrows materials from other libraries on behalf of patrons is also available to the academic community.

Books are organized according to the Library of Congress Classification System. Designated areas are set aside for the circulating, reference, and rare collections. Periodicals are arranged alphabetically by title, and current editions are on display shelves.

6.1 GENERAL POLICIES

i. Periods of operation

The Library Opens from Monday to Saturday and operates from 9:00 am to 5:00 pm. It may open other times also for weekend and evening students.

ii. ***Library Closings***

The library closes on vacations, public holidays and in the afternoons from 12:00-1: 00 pm for a break. Emergency situations such as severe weather may require that the library be closed for some time. At the discretion of the librarian with the approval of the Library Management Committee, the library may be closed for other reasons.

iii. Definition of Library Patrons

Primary users would comprise of:

- Faculty Members of BlueCrest College
- Students of BlueCrest College
- Research Fellows and Visiting Scholars of BlueCrest College
- Staff and Alumni of BlueCrest College.

iv. Standards of conduct

All library patrons are expected to show consideration of others and cooperate with other library users and staff. A reasonably quiet environment should be maintained for the benefit of all persons in the library.

The following rules and regulations are to be observed in BlueCrest College Central Library and violation may result in eviction from the library and/ other penalties:

- Cell phone users are asked to turn them off or set to vibrate when in the library, as cell phone communication is prohibited.
- Discussions, loud talking and laughing are prohibited.
- Defacing or destruction of property and materials will be considered a serious offence.
- Attempted unauthorized removal of library material will be treated as theft.
- Throwing objects, boisterous behaviour including running, horseplay, and annoying other patrons,
- Fighting is prohibited,
- Failure to return recalled items by the new due date may result in fines and or suspension of borrowing privileges.
- Patrons suffering from contagious diseases such as excessive sneezing/coughing, tuberculosis etc. are advised to seek medical attention and avoid using the library until they are treated. They are also advised to comport themselves in the best possible manner in order not to inconvenience other library users.
- Anyone who threatens other patrons or library staff shall be suspended from the use of the library and reported to college authorities for further action.
- It is an offence to reserve a seat for other library patrons.

- Patrons must not take any item out of the library without completing the appropriate loan procedures. They may be required to satisfy the Librarian that any library items being taken out of the library have the mission.
- Gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc. must be deposited at the security desk.
- Inappropriate display of affection is prohibited,
- Inappropriate language is prohibited,
- Possession of firearms, fireworks, or other weapons are not allowed in the library;
- Smoking is prohibited,
- Sleeping is prohibited,
- Placing feet on tables and chairs is prohibited,
- Pets are not allowed into the library.
- Foods and drinks are prohibited.
- Loitering. Anyone who sits doing nothing or wanders around for 15 minutes or more without apparent purpose is considered to be loitering. They may be questioned and asked to leave.
- No bags shall be permitted entry into the library.

6.2 READER SERVICES AND CIRCULATION POLICY

i. General

- The library shall acquire materials relevant to the programmes offered by BlueCrest College. Only circulating materials shall be made available for borrowing.
- Rare and reference materials are not to be borrowed but used in the library only.
- Circulating materials are available for checkout for a two week period to faculty, staff, and currently registered students who hold a valid ID card.
- Loan periods will be reviewed from time to time by the Librarian in consultation with the Library Management Committee.
- DVDs and CDs usually circulate to faculty/staff only. They may circulate to students when placed on reserve by faculty for specific courses.
- Reference books, periodicals and newspapers in any format, may not be taken from the library, except by faculty with the approval of the librarian.

- Faculty and staff members are expected to return all books, during the end-of-semester faculty/staff recall. Those books that are still needed may be renewed at that time.

ii. Check-out limits

There are specific limits on the number of items that may be checked out.
Check-out limits vary for different patron categories as follows:

- Faculty member - three at a time
- Students – two at a time
- Research fellows, Visiting scholars- three at a time

iii. Renewals

An item may be renewed if presented in person at the library and if no other patron has requested the item or the library has not recalled it.

iv. Overdue Penalty

A patron who keeps borrowed books beyond due dates shall pay a fine or have his/her certificate withheld. The hold shall remain in place until the material is either returned or a replacement fee is paid. As a courtesy to borrowers, the library shall send regular notices for overdue items. However, it is the borrower's responsibility to return the items on time, whether or not the notice is received.

v. Failure to settle library obligations

Failure to settle library obligations such as unpaid library fines or overdue items may result in the following penalties**:**

- Returning students will not be allowed to register, and graduating students may not be allowed to receive their certificates or transcripts.
- The library's computer-based circulation system will place a "block" on a user's borrowing privileges
- As such, library clearance shall be a requisite for registration and collection of certificates, in the case of students; and payment of salaries/allowances in the case of faculty and staff.

vi. Circulation period

Books generally circulate for a two-week period and are due by the last date written for the user. Faculty and staff may keep books longer than the two-week period but such books are subject to immediate recall. Faculty may borrow periodicals, reference books, CDs and other restricted materials for reference and research for only one week. Some rare books in the collection do not circulate at all.

vii. Circulation files

Circulation files are considered confidential. As such, library staff will not reveal the name of the person to whom an item has been checked out.

viii. Renewal of borrowed items

Borrowed items may be renewed if presented in person at the library and if no another patron has requested the material. Faculty and staff members are expected to return all books during the end-of-semester faculty/staff recall. Those books that are still needed may be renewed at that time.

ix. Lost/Damaged book

- A patron shall pay the full cost of a lost book. In lieu of this payment, the library will accept a new replacement copy of the equal or greater value.
- Damaged books, while assessed by the administrator of the library on a case-by-case basis, may also be replaced in like manner.
- Library books and other materials cannot be purchased. Even if a lost item charge has been paid, the item remains the property of the college.
- Any person who falsely claims to have lost an item simply to retain possession of it may be charged with illegally possessing the institute's property.
- If a book is found within one year, upon presentation of the receipt, a refund may be made minus the service charge and any fines owed.

6.3 COLLECTION MANAGEMENT POLICY

The library makes decisions regarding the development, maintenance, and use of the collection based on principles that aim at correcting any weaknesses in the collection and also maintaining the strengths of the collection. The collections management policy covers three main areas: acquisition, evaluation and selection policies.

A. Acquisitions of Library Materials

It is the policy of the library to build a collection containing the materials that best suit the objectives of its primary clientele both now and in the future. It is the aim of BlueCrest College Central Library to build in all appropriate fields a collection of the highest degree of excellence, both qualitative and quantitative that its monetary resources will possibly provide.

The implementation of the acquisition policy is the responsibility of the Librarian who may delegate to others a portion of that responsibility. Building a collection to meet the objectives expressed in the policy requires provisions for evaluating the collection and for expending funds designated for the development of the collection.

i. Collection Evaluation

Continual examination of the collection is necessary to affirm its relevance to the curriculum and sufficiency in variety and number of materials per discipline. Collection evaluation shall be accomplished through direct and indirect means. Usage statistics shall be analyzed every year to determine the extent

to which the collection meets patrons' needs. Interlibrary loan requests and reserve requests are useful feedback tools. Core bibliographies shall regularly be consulted to build up needed areas of the collection. The expertise of faculty would also be sought.

ii. Allocation of Funds

The management will make funds available for all library expenditure. The librarian would ensure that this fund is utilized equitably in the library by identifying shortfalls in the collection, as well as equipment requirements and making appropriate suggestions to the Library Management Committee for purchases. This will take care of gaps in the collection, materials in subject areas that are not represented in the curriculum, materials that have been damaged or lost, materials to be repaired and equipment to be maintained or replaced.

B. Selection of Library Materials

Materials shall be selected for the library by consulting the opinions of faculty and/or standard bibliographies, dependable review journals, and lists of publications considered to be outstanding by authoritative boards of review. Specific criteria applicable to almost all library purchases include:

- Subject scope of the material
- Authority, honesty and credibility of the author and publisher
- Timely value of the material
- Cost of the material
- Special features: index and bibliography
- Accuracy of the material
- The usefulness of the material with respect to other works already in the collection or easily available from other collections, including:
    - Representation of all sides of controversial issues
    - Avoidance of materials that duplicate information already held
    - Avoidance of expensive materials of limited use when they are held by another member library in the district.
    - Scarcity of material on the subject
    - Price of the work in comparison with other equally useful material
    - Format of the work
    - Appropriateness of the material with respect to curriculum

The primary responsibility for the building of the collection resides with the Librarian. Within the library, the librarian is responsible for ordering and receiving requested materials and maintaining the business records necessary for the fiscal control of the library budget. Cooperation between faculty members and the librarian in the selection of materials allows individual faculty members to bring their specialized knowledge to the task of selection and to assure the support within the collection of specific curricula needs. The responsibility of the librarian is to ensure that no areas of development proper to the collection be ignored or slighted and that the collection as a whole is developed objectively, consistently and thoroughly.

Book and Periodical Orders

Book and periodical orders come primarily from faculty and library staff. However, students and college employees may suggest book purchases to the librarian who will consider placing an order for the recommended items. The final decision to purchase any library materials rests with the library committee. Allocations are based on the availability of library funds.

Each academic department receives a portion of the annual materials budget allotted by the Library Management Committee. This committee is composed of one representative from each academic department, a student representative and the librarian.

C. Special aspects of collection management

i. Paperbacks

When there is a choice between the and paperback, the paperback will be purchased unless the work is one expected to stand up to frequent and heavy use.

ii. Periodicals

Current subscriptions are placed at the request of faculty and on the basis of the expressed needs and interests of the library's users. Every year, prior to renewal dates, the library informs faculty members as to which titles are available in the library's full-text databases. Faculty members are asked to review their orders and to consider cancelling the print versions that are duplicated online.

iii. Newspapers

The library shall subscribe to representative national newspapers. Due to limited storage space, back-files of newspapers are not kept beyond three months.

iv. Foreign Language Materials

Materials in foreign languages are purchased to support the language curricula offered and when a specific need is evident for a foreign language edition.

v. Materials not used regularly

Resources (books, manuals, indexes, periodicals, dissertations) and information needed to support the research of an individual student or faculty member are obtained, whenever possible, through interlibrary loan rather than through purchase.

vi. Out-of-Print Materials

Out-of-print materials are sought through the catalogues and Web pages of out-of-print book dealers and services of major book jobbers.

vii. Textbooks

Textbooks are purchased, and free copies are accepted, only when they supply information in areas in which they may be the best or the only source of information on the subject.

viii. Audio-Visual Media

The library acquires a limited number of recordings, CDs, DVDs and videos. These are selected on the basis of course needs and general interest to the Library's clientele, largely on the recommendation of the faculty. As for adding other A-V materials to the collection, the general policy is to select materials which will best serve the purposes of the College.

ix. Theses

The library may accept and maintain a printed copy of graduate theses and project papers, or college scholar papers, from its thesis office or institutional repository.

x. Electronic resources

For the purpose of this collection policy, electronic resources are defined as reference or indexing sources, either as full-text and/or as citations, which require computer access. The Library Management Committee will collectively vote on new acquisitions. Electronic resources are subject to contracts negotiated with the respective suppliers.

In selecting electronic resources the following criteria will be followed:

- Speed and efficient access for users as compared to the print version of the material
- Cost-effectiveness (start-up and maintenance costs in relation to the number of academic programmes served)
- Ease of manipulation
- For bibliographic databases, a high percentage of the titles found in the indexing/abstracting database should be owned by or be accessible to the Library
- Shelving space available for physical forms of the database contents

Additional criteria:

- Accuracy and authenticity
- Scope and depth of coverage
- Historical perspective as well as the currency of data
- Ease of use (e.g., special indexing/browsing features).

xi. Gifts

The library welcomes gifts but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the institution. The library will determine the classification, housing and circulation policy relating to all gift items.

xii. Maintenance of the collection

Library materials are expensive to purchase, process, and house. The library acknowledges the necessity of preserving all holdings, both traditional and nontraditional. Library staff and users are informed about proper care and handling of library materials in all formats. In addition, temperature and humidity within the building are controlled for the maintenance of library materials.

Deteriorating materials in the collection shall be reviewed by the librarian. He/she shall determine if the material can or should be preserved. If the material can and should be preserved, appropriate action will be taken to restore the material to a useful state. If the determination is that the material should not be restored, it will be weeded from the collection. The librarian, with advice from the faculty, will determine if the material is to be replaced.

xiii. Weeding

BlueCrest College Library shall keep the collection current through a regular, continuous process for removal of materials which are no longer useful. Therefore, it is the job of the professional librarian to survey the collection throughout the year so as to determine the materials' usefulness in the curriculum. Faculty members in affected subject areas will be consulted before materials are removed from the

collection. BlueCrest College Central Library shall conduct systematic programmes of weeding from the general library collection. Decisions to withdraw are made in consultation with the faculty member of the academic discipline most directly concerned with possible future use of the resource. Factors involving decisions to weed are based include:

- Works of a timeworn appearance which are not necessarily rare or of considerable value in terms of either content or actual marketability
- Unneeded duplicates
- Earlier editions which have been superseded
- Editions in non-English languages in which the English version is held by the library and the foreign language material does not relate to course offerings or support faculty scholarly needs
- Works with outdated or incorrect information
- Books over 30 years old which have not circulated for the last 10 years
- Ordinary textbooks and school dictionaries
- Superseded almanacks, yearbooks, and manuals
- Old students course outlines

All materials which are weeded should be properly reported in the annual inventory report and should be properly marked so as to not reappear on the shelves.

xiv. Intellectual Freedom

The library is not biased on any issues and seeks to maintain a free flow of information in the selection of books. The disapproval of a book by one group shall not be a means for denying that book to all groups if, by library selection standards, it belongs in the collection. Any patron who wishes to challenge a library material on the shelves should contact the librarian.

6.4 REFERENCE AND ACCESS SERVICE POLICIES

i. Introduction

The library takes an active role in supporting the overall mission of BlueCrest by providing access to relevant information through the development of library collections, their organization and arrangement for access and use, and the provision of appropriate information and instructional services. To be most effective in fulfiling its mission, the library offers a wide range of services for current students, faculty, and staff. These include:

- Provision of personal assistance to library users in the use of the library.
- Assisting library patrons to search for information both within and outside the library.
- Question and Answer Service (QAS).
- Referral Service.
- Library research and evaluation activities
- Inter-library loan service.
- Provide information and access to information.

- Book lending services.
- Reference and information services
- Internet/ photocopy services.
- Manual/ electronic literature searches.
- Training in information literacy skills and user orientation.

ii. Objectives of reference services

The library's reference services shall pursue the following objectives:

- To promote personal assistance without discrimination to library patrons.
- To select and organize sources of information both in print and electronic to meet the changing needs of library users.
- To set standards and guidelines that ensure excellence in reference services.
- To ensure that library patrons receive consistent, high-level services.
- To present programmes that teach the use of the library and its resources.

iii. Library Reserve Policies

Both owned library materials and those supplied by faculty members shall be accepted and put on reserve. Items that could be put on the reserve include books, course packets, journal articles, chapters of books, electronic files and multimedia materials. Reserve materials cannot be borrowed by any category of patrons.

A patron may request that the library places on hold or reserve a book that is currently checked out. Such requested books shall be kept for the patrons for two (7) working days.

iv. Inter-library Loan Policies

- Interlibrary Loan services are available to provide access to books and magazine articles not owned or readily available at BlueCrest College Central Library.
- Interlibrary Loan services are available to the primary clientele only. There is no charge for this service unless a fee is assessed by the lending institution.
- BlueCrest College Central Library cannot borrow the following: rare, old or valuable materials; "best sellers"; materials: reference books; genealogical materials; bulky or fragile items; or materials intended to be placed on reserve, Non-print materials.
- Items borrowed through inter-library loan (ILL) may be renewed if the lending institution agrees. Borrowed materials not picked up by requesting patrons during the loan period will be returned to the lending library and will cancel the borrower's ILL privileges unless the borrower reimburses BlueCrest for its costs.
- The borrower shall assume all financial responsibility for ILL items which are lost, damaged, or late.
- Prompt return of materials is necessary in order to adhere to due dates established by the lending library.

- Renewal requests should be made at least two days before the due date in order to process the request. There is no guarantee that the lending library will grant a renewal.
- The lending library determines the length of the loan period and whether or not renewals may be granted.
- The borrowing library honours all restrictions of the lending library.
- Any charges or fees assessed by the lending library are billed to the library user for whom the material is acquired.
- The library user requesting the materials is responsible for payment of all fees incurred as a result of the request.
- Requesters will not be charged for books borrowed from other BLUECREST COLLEGE Central Library. However, libraries outside the College may charge for books borrowed on interlibrary loan.

6.5 RESOURCE USAGE POLICY

A. Personal laptops/ desktops are allowed only if it is added to the College domain. Staff members and students need to contact IT to seek support in this.
B. Computers connected to the network are monitored regularly.
C. Any personal usage of college resources will be considered as misuse and appropriate action will be taken.
D. Intentional destruction of any College property will lead to legal action.
E. Without prior approval or permission, taking college properties home will also lead to disciplinary action.
F. Use of illegal sites, pornographic, or ethically unacceptable sites on the internet is prohibitory
G. Use of P2P tools, Private virtual network, and any other non-work related use of the internet without proper permissions will face disciplinary actions

CONTACT

For any enquiries please contact: *The Librarian,* BlueCrest College, Cola Street, Near ATTC, Kokomlemle Off Ring Road Cent, P. O. Box AN 5253, Accra – North, Tel: 0302-251150 / 51

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