BlueCrest College

STUDENT HANDBOOK

October 2016

Version 1.003

Published by Registrar, BlueCrest College

Printed in Accra, Ghana.
Copyright © BlueCrest College 2016

Student Handbook

TABLE OF CONTENTS

S.No.	Description	Page #
1.	Introduction	1
2.	Governance and Administration	3
3.	Faculty, Department & Programmes	7
4.	Credit Weightage for Courses	8
5.	Admission Requirements	8
6.	Attendance	9
7.	Progression from One Semester to Another	9
8.	Assessment Process	11
9.	Grading System	11
10.	Time Limit for Completion of Programmes	14
11.	Requirement for Graduation	14
12.	Transfer of Credits	14
13.	Deferment	15
14.	Appeal	16
15.	Academic Transcript	17
16.	Student Feedback Exercise	17
17.	Academic Counseling	17
18.	Pastoral Support	17
19.	Examinations	18
20.	Admission Fraud	23
21.	Certificates	23
22.	Feedback on Student's Performance	23
23.	Complaint Against Faculty Members	24
24.	Ethics Policy	25
25.	Research Policy	28
26.	BlueCrest Library	38

1. INTRODUCTION

1.1. Introduction about this Handbook

a. This handbook is for the students to understand how BlueCrest College (formerly NIIT Ghana College) organizes various programmes and what is expected from the students undergoing any of the programmes.
b. Rules and Regulations affecting the students are made by the BlueCrest Academic Board, in accordance with the Statutes of the University 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 and University.

The Publisher reserves all rights, including translation into other languages. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher.
The Information contained in this book has been provided by the authors concerned, and the publisher is not responsible for the accuracy of any facts or figures.

1.2. Brief History of BlueCrest College

BlueCrest College was conceived in 1999 as the front runner in IT Education and Training with the core objective of addressing the IT needs of Ghana. It tied up with NIIT Limited (one of the top 10 IT Training companies worldwide) to offer NIIT benchmarked IT Education and Training in Ghana.

The first centre started in May 2000 and within a year of its operation, BlueCrest College achieved the status of the largest IT Training School in Ghana. Other IT centres were opened in Kumasi,

Takoradi, Tema and Tamale to extend its reach across Ghana. To value-add to its offerings of Certificates and Diplomas from NIIT, BlueCrest College got itself affiliated to University of Education, Winneba. Under this alliance, BlueCrest College started offering undergraduate degree programmes at Accra and Kumasi, to be followed by Master's degree in near future.

BlueCrest College had one Faculty at the onset – Faculty of Technology with only one Department – Department of Information and Communication Technology. However in 2012, after the rechristening from NIIT Ghana College to BlueCrest College, with a vision of offering wide range of programmes in diverse fields, College constituted two more faculties. Presently, the College has three (3) Faculties namely, Faculty of Technology, Faculty of Business and Faculty of Energy Management and a total of five (5) Departments.

1.3. Rationale

BlueCrest College has become very popular among prospective applicants because of the diverse nature of programmes offered to students. The College has an innovative and flexible approach towards academic instructions that incorporates multiple programme paths to suit their future aspirations. Though all programmes are directed at training students to become seasoned in their chosen field, they are also developed to promote self-employment as successful entrepreneurs and provide employment opportunities to the youth.

In line with our policy of offering an easy path to studies, all departments under the Faculty provide ***Programme D*escription** that details all the courses being offered for the entire duration of the programme. The handbook gives students a bird's eye view of the courses they will be undergoing. This arrangement enables students to begin with a search for course books and relevant teaching and learning materials to be used at various stages of the programme. Further, most Departments in the Faculty have embraced the use of ***Course Text Books*** that expose students to pre-lesson and post-lesson activities, as well as activities they will perform during each lesson.

1.4. 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 student community, industry and other stakeholders.

1.5. 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 Republic of Ghana in particular and West Africa in general.

1.6. Aims of BlueCrest College

The College through the various faculties seek to provide:

- quality education that will be recognised internationally
- opportunities for students to develop their unique professional skills that will enable them to become expert professionals during their career
- a conducive atmosphere for interactions between students and recognised subject specialists
- a suitable learning environment that will enhance students' acquisition of knowledge in their areas of specialisation
- a suitable teaching environment for lecturers it employs so as to facilitate state-of-the-art instructional modes for the benefit of all learners.

2. GOVERNANCE AND ADMINISTRATION

2.1. 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 (formerly NIIT Ghana College) to provide tertiary education.

2.2. 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 new programmes and substantial changes in existing programmes;
iii. Approval of major alterations of internal organization, capital facilities, and personnel policies;

iv. Reviewing with the Headship the annual evaluation of Key Institutional and Department Heads;
v. Facilitate communication between the institution and the community;
vi. Assisting in planning, implementing, and executing development projects aimed at supplementing institutional vision;
vii. Perpetuating and strengthening alumni and community identification with the institution's tradition and goals;
viii. Selection of recipients of annual merit awards.
ix. To meet twice a year and review progress of the board and institution.

The Chairman and the respective administrations are responsible for executing the plans and programmes of BlueCrest College and administrating its various affaires.

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

2.3. **The Chairman**

The Chairman has full authority and responsibility over the administration of all affaires and operations of BlueCrest College.

Among the Chairman's most notable function are consultations with the Rector and the Academic Board regarding the College educational and research policies, recommendation to the Board of members concerning the academic plans of the college.

2.4. **The Rector**

The Rector shall serve as Head of the Institution. The Rector shall 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.

2.5. **The Registrar**

The primary functions of the Registrar are to serve in the matters dealing with students and student activities and their teaching and research activities and to assist the Rector in a wide variety of activities as per the strategic plan of the College.

The office works in oversight of student conduct and discipline, student support services and the academic programmes in tandem with the Department heads and three faculties. The Registrar

focuses on the academic environment as it relates to the internal and external planning and implementation. Offices under the Registrar include office of the Student Affairs, Office of the Admission& Counseling and Office of the Examination and Evaluation.

2.6. **The Dean - Academics**

The office of The Dean-Academics deals with all matters of students' academic affairs with the coordination of Heads of all departments. These include (but are not limited to)student appraisals – semester-end examination, internal assessments, re-sit examination, student's grievances, and faculty issues.

2.7. **The Director - Finance**

The primary functions of the Director - Finance are to serve in matters pertaining to the finances and commercial operations of College and to assist the Chairman in a wide variety of activities as per the strategic plan of the College.

The office works in oversight of the financial activities including planning budgets, investments, banking and consultancy) and also oversee the facilities management.

2.8. **The Academic Board**

BlueCrest College and its administration motivate extensive faculty participation in the educational administration of the college through the Academic board. The Academic Board is composed of all ranking faculty and administrative officers and function as the voice of faculty in the college.

The composition and function of the Academic Board are derived from its powers as set out by the Governing Council in BlueCrest College Rules & Regulations

Function 1 – Advice on matters of an academic nature

1.1 Providing advice to the Council on the Institution's annual Operational Plans and Functional Area Plans.

1.2 Providing advice to Council as required.

Function 2 – Establishing and maintaining academic standards

2.1 Developing and approving operational policies and procedures that define the College academic standards and guide its academic activity.

2.2 Providing quality assurance and enhancement of good practice In respect of the academic activities of the Institution.

2.3 Approving rules that enable the implementation of specific academic policies.

2.4 Reviewing academic operational policies and procedures.

Function 3 – Course approval and review

3.1 Approving new courses on academic grounds.

3.2 Recommending to Council the introduction of new courses.

3.3 Overseeing the quality of major course reviews undertaken by faculties.

Function 4 – Admission to the College and selection to courses.

4.1 Approving College admission requirements.

4.2 Approving course selection requirements.

Function 5 – Student discipline and academic appeals

5.1 Ensuring adequate procedures for and the effective operation of student academic discipline and appeals.

Function 6 – Academic engagement

6.1 Promoting debate on academic matters within the Academic Board.

Function 7 – Academic Board's own affairs

7.1 Ensuring a culture of collegial cooperation and open discussion within the Academic Board and its committees.

7.2 Establishing procedures to meet the Academic Board's own responsibilities, including its compliance obligations.

7.3 Establishing procedures for ensuring that all responsibilities assigned to the Board in the College's Operational Plan are fulfilled.

7.4 Establishing clear delegations to the Chair of the Academic Board, to committees of the Board and otherwise as required.

3. FACULTY, DEPARTMENT AND PROGRAMMES

There are three (3) Faculties with five (5) Departments.

Faculty of Technology

- Bachelor of Science in Information Technology (BSc. IT)
- Bachelor of Business Administration (BBA) (*Specialization in Information Systems*)

Faculty of Business

- Bachelor of Business Administration (BBA) (*Specialization in Human Resources*)
- Bachelor of Business Administration (BBA) (*Specialization in Banking & Finance*)
- Bachelor of Commerce (B.Com) with Computing*
- Bachelor of Business Administration in Logistics and Supply Chain Management *
- Bachelor of Arts in Mass Communication & Journalism

School of Fashion & Design

- Bachelor of Science in Fashion Design

(*) Programmes approved by College Governing Council and under university/agency approval process.

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

4. CREDIT WEIGHTAGE 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 maximum of 21 credits in a semester. However the minimum and maximum credits peculiar to certain programme approved by BlueCrest College Academic Board.

5. ADMISSION REQUIREMENTS

Category A: Senior High School (SHS) Certificate holders

i. Must have six (6) credit passes (A-D) including three (3) Core Subjects: English Language, Mathematics, Social Studies and Science/Integrated Science, and three (3) Electives.
ii. Senior High School (WASSCE) applicants with an aggregate score of 36 or better with 6 credit passes (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 enroll.
ii. Must hold:
    a. A Teacher's Certificate 'A' or
    b. SHS Certificate or a Certificate of Professional Training from 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.

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.

6. 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, field work 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. A student who absents him/herself for a continuous period of 3 lecturers shall be cautioned by the Head of Department.

iv. A student who absents him/herself for a cumulative period of 21 days 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.

7. 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 course trailing.

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 repeat 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 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 - Academic Affairs copied 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 a authorized Medical Officer, be allowed to take supplementary examinations as his/her main examination with the fees for supplementary Examination.

v. Trailing and Repetition of Courses (NEW)

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 counselor 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.

8. ASSESSMENT PROCESS

i. Assessment of a student's performance shall be by a combination of continuous assessment and end of semester examination.

ii. The weightage for two modes of assessment are as follows:

a) Continuous Assessment = 40%.

   i. Class Assignment / Test / Quizzes / Project work / Team papers etc.

   ii. 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 does not qualify to take part in 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.

9. 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 an 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

University's examinations for a stated period, or indefinitely, or may be expelled from the University.

v. Classification of Certificate, Diploma and Degree

Undergraduate Degree Programme awarded by University 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:

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

(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.

10. TIME LIMIT FOR COMPLETION OF PROGRAM

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

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.

11. REQUIREMENTS FOR GRADUATION

The following requirements should be satisfied before graduation:

i. Pass all subjects.
ii. Obtain a minimum of 140 credits.
iii. Attain a minimum of Cumulative Grade Point Average (CGPA) of 2.0;
iv. Settle all financial and other obligations to the university;
v. The student should be in good standing, not barred for disciplinary reasons.

The College Academic Board / University reserves the right to make curriculum change (add and/or delete courses) upon approval by NAB and require 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 university.

12. 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 higher programme with previously accrued credits.

- The institution may grant exemption from certain course in previous programmes to candidate Applying for the next higher program
- A student transferring a programme from one university 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 university.

13. DEFERMENT

i. **Before Commencement of 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 ground 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 an 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 counselor 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 bona fide 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. 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 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 university.

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.

14. APPEAL

i. **Request for review/remarking**

A candidate who is not satisfied with the results of any university 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 remarking fee is fully paid.
- The result of the re-marking should be considered by the faculty and recommendations submitted to Academic Board for ratification.
- If the student wins his/her appeal, the revised result will be released. However it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

iii. 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 and shall be treated as repeat examination with all its implications.

15. 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 Assistant Registrar (Academics) on the payment of the appropriate prescribed fees, if any.
iii. Official transcripts to overseas institutes shall attract fees in USD or its equivalent in cedi(GH¢).

16. 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 usually 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.

17. ACADEMIC COUNSELLING

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

18. 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, who is from their Faculty. Personal Tutor is someone to whom 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 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 a 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 student to the concerned authority.

19. EXAMINATIONS

A. **Examination rule and regulations**

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

i. A student who does not fulfill continues assessment requirement of course does not qualify to take the end of semester examination in that course.
ii. It is 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. Candidate is 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. 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. Candidate may be required at anytime 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 what over 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 remove from the examination room any unused material (e.g. answer booklets or part thereof, supplementary answer sheets, graphs sheets, drawing paper)

supplied for examination. Candidate may, however, retain their question paper except 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 answer booklet. Any complaints about the answer booklet should be brought the attention of the invigilator.

xvi. A breach of any of the foregoing regulation made for the conduct of university 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 to Grade Z shall be awarded whenever it is established that a candidate to gain an unfair advantage in an examination. Further sanction may include.

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

B. **Qualifying to write university examinations**

A candidate shall qualify to write a university examination if

i. The student has registered for 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 university.
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.

C. Examination timetable, venues and seating arrangements

Examination timetable

It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.

Approved Venues

Examinations will take place approved venues indicated on the timetable.

D. **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. Candidate who has misplaced their identity cards should report to the Academic Head for replacement before the examination.

iii. Candidate who has no evidence of any UEW identity cards will not be allowed to take the examination.

E. 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 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. 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 nay 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. 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. Candidate 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, 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 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 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 any 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 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 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.

20. 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 university 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.

21. CERTIFICATES

Certificates are printed for undergraduate students by the awarding University, who have completed all degree requirements and been, conferred their degrees. Details of collection procedures are updated and published on the College's website. Certificate 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 University 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.

22. FEEDBACK ON STUDENT PERFORMANCE

Continuous assessment (CA) and examination serve different pedagogical needs. 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.

23. COMPLAINT AGAINST FACULTY MEMBERS

Complaints against a faculty member should normally 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 director) 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 inside the College shall be submitted directly to the department chair of the faculty member concerned, who shall inform the Dean.

    i. The department chair or other 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 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 appropriate remedial actions.

24. ETHICS POLICY

A. **Philosophy**

BlueCrest College 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 endeavors 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 and environment where these goals that are critical for the College's educational mission can be achieved safely and equitably, the College requires civility, respect, an integrity in the curricular programme and encourages these kinds of behavior in other activities among all members of the student community. Students are taught to exhibit high standards of behavior 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 BlueCrest College community obligates each member to a code of responsible behavior. Individuals 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.

a. Student – Student Relations

i. Student Honor Code: Adoption and General Principles

In adopting this Honor Code, the student of BlueCrest College recognizes that academic honesty and integrity are fundamental values to the College community. Students who enroll at BlueCrest College commit to holding themselves and their peers to the high

standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by the honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a BlueCrest College education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor 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 Honor Code.

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

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

ii. Student Conduct Code: General Principles

The purpose of the Student Conduct is to set forth the 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 for a. 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 insuring fundamental fairness and an educational experience that facilitates the development of the individual and of the organization.

b. Staff – Staff Relations & Staff-Student relations

i. The College believes that academic freedom and responsibility are essential to the full development of a true College and apply to teaching, research, and creativity. In the development of knowledge, research endeavors, and creative activities, the faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. The

faculty must be free to engage in scholarly and creative activity and publish the results in a manner consistent with professional obligations. A similar atmosphere is required for College teaching. 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 skillful exposition of such matters is the duty of every instructor.

ii. The established policy of the College continues to be that the faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, scholarly discretion, and good citizenship. The College instructor is a citizen, a member of a learned profession, and an academic officer of the College. The instructor should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.

Academic freedom is accompanied by the corresponding responsibility to:

- Be forthright and honest in the pursuit and communication of scientific and scholarly knowledge
- Respect students, staff and colleagues as individuals and avoid any exploitation of such persons for private advantage;
- Respect the integrity of the evaluation process with regard to students, staff and colleagues, so that it reflects their true merit;
- Indicate when appropriate that one is not an institutional representative unless specifically authorized as such; and
- Recognize the responsibilities arising from the nature of the educational process, including such responsibilities, but not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the department/unit level; respecting the confidential nature of the relationship between professor and student; and adhering to one's proper role as teacher, researcher, intellectual mentor and counselor.

25. RESEARCH POLICY

1. **College Policy**

It is the policy of the College that each individual faculty and staff member and student is expected to maintain high ethical standards in the conduct and reporting of his/her research. Should alleged incidents of misconduct in research occur, reporting of such possible violations is a shared responsibility, and it is the duty of the faculty, staff members and students to respond in a fitting manner to resolve issues arising from such alleged misconduct.

2. **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 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.

3. **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 be proven by a preponderance of the evidence.

4. **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

5. **Pre-Inquiry and Inquiry Procedures for Dealing with Alleged Research Misconduct**

Filing the Allegation of Research Misconduct:

Allegations of Research Misconduct should be filed by anyone who has reason to believe that such misconduct has occurred. Such an allegation should be brought to the administrative officer to whom the accused reports, e.g. supervisor, department chairperson, dean or director. The complainant may wish to discuss the matter with the administrator before filing an allegation in which case the administrator shall determine whether resolution through informal evaluation and discussion is possible, including determining whether the complainant's concerns are unjustified, mistaken, or frivolous. Such allegation normally should be put in writing and signed and should state the specific grounds for the allegation of Research Misconduct. Any relevant documentation supporting the allegation should be included with the complaint.

Processing the Allegation of Research Misconduct - Pre-Inquiry Review.

The administrator to whom the allegation has been made shall immediately inform the dean (or director) of the college, in writing of the allegation with a copy to the Head of Research. The administrator charged with reviewing the allegation shall meet as soon as possible with the complainant to discuss the allegation. If the allegation is determined to be wholly lacking in any basis, the allegation shall be dismissed. A record of the allegation, the steps taken to review the allegation, and the basis for its dismissal shall be maintained by the Head of Research or designee.

Inquiry Process

Upon determining that there is some evidence that the allegation may have basis, the administrator reviewing the allegation shall proceed with an inquiry into the allegation. The administrator reviewing the allegation shall be responsible for notifying the accused in writing of the allegation, advising the accused of the procedures to be followed by the College, affording the accused an opportunity to respond to the allegation, and keeping the accused informed of the progress of the inquiry process. The accused shall be provided with a copy of this regulation describing the procedures to be followed. The accused has the right to retain legal counsel.

All original research data or other information involved in the allegation should be secured by the administrator who has assumed the responsibility for conducting the inquiry. Such action shall not constitute disciplinary action, but is meant to preserve the data or information. Prior to

securing the data, the accused shall be informed of the reasons for securing the data unless there is a concern that the data or information will be lost, adulterated, altered, made inaccessible or otherwise compromised. Measures shall be taken to protect the accused from unreasonable searches. Upon request, the accused shall be provided a reasonable means of access to the data or to legible reproductions.

In the case of joint or affiliate appointments or collaborative research projects, the dean or director where the accused holds his/her primary appointment, or the Head for Research, shall decide if other administrative units should be involved in the inquiry.

The administrator shall conduct an inquiry into the allegation. The inquiry shall be concluded within sixty (60) calendar days of the receipt of the allegation unless circumstances clearly warrant a longer period. If the inquiry takes longer than sixty (60) calendar days from the date of the allegation to complete, the record of the inquiry shall include documentation of the reasons for exceeding the sixty (60) day period. Upon conclusion of the inquiry, the administrator responsible for conducting the inquiry shall submit a written report of the findings to the Head for Research or designee and to the accused indicating that:

- The findings of the inquiry do not provide any reasonable substantiation of the allegation or that the allegation as substantiated does not fall within the definition of Research Misconduct, or
- The findings of the inquiry indicate that there is some credible evidence that Research Misconduct has occurred so as to warrant an investigation. In addition to the conclusion reached, the written report shall state what evidence was reviewed and shall summarize the relevant interviews. The accused shall be provided with a copy of the report and the accuser's comments on the report, if any, will be made part of the record. Detailed documentation of the inquiry shall be maintained in a secure manner for at least three years following the termination of the inquiry or subsequent investigation at the office of the Head for Research or designee and shall, upon request, be provided to authorize sponsoring agency personnel.

6. **Post-Inquiry Procedures**

Upon receipt of the report, the Head for Research or designee shall review the report and Proceed in the following manner:

In cases where the administrator conducting the inquiry has found no sufficient basis for conducting an investigation, the inquiry shall be terminated unless the Head for Research or

designee, after assessing the reasons given for the conclusion that an investigation is not warranted, determines that an investigation is warranted. In cases where the inquiry is terminated, the accused shall be notified and detailed documentation of the inquiry shall be maintained in accordance with paragraph (8) below.

In cases where the findings of the administrator conducting the inquiry provide a sufficient basis for conducting an investigation, the Head for Research or designee shall initiate an investigation within twenty (20) calendar days of the completion of the inquiry and shall constitute an ad hoc College Research Advisory Committee to conduct the investigation. The ad hoc College Research Advisory Committee will consist of three or more faculty members or other employees who have sufficient expertise in the subject matter under investigation. The Committee shall be given the authority and assistance necessary to conduct a thorough investigation of the allegation. Such investigation shall commence no later than ten (10) calendar days after the Committee's appointment. The accused shall upon request be given access to all relevant documents reviewed by the Committee.

In the case of sponsored research, the decision to proceed with an investigation shall be reported in writing to the designated office (Office of Research Integrity, Inspector General, etc.) of the sponsoring agency or agencies supporting the research on or before the date of the initiation of such an investigation. The notification to the sponsoring agency shall, at a minimum, include the name of the person(s) against whom the allegations have been made, the general nature of the allegation, and the application or grant number(s) involved. A copy of the notification shall be furnished to the accused and the accused's dean or director. If the results of the inquiry contain any reasonable indication of possible criminal law violations, the Head for Research or designee shall notify the official as designated by the agency's regulations within twenty-four (24) hours of obtaining such an indication. The Head for Research or designee shall keep the designated agency official apprised of any development during the course of the investigation which discloses facts that may affect current or potential agency funding for the individual(s) under investigation or that the agency needs to know to ensure appropriate use of state funds and otherwise protect the public interest. The Head for Research or designee shall take interim administrative actions, as appropriate, to protect State funds and insure that the purposes of the state financial assistance are carried out. The Head for Research or designee is responsible for notifying the designated agency official immediately at any stage in the inquiry or investigation if:

- The health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
- State resources or interests are threatened

- Research activities should be suspended;
- There is reasonable indication of possible violations of civil or criminal law;
- State action is required to protect the interests of those involved in the Research Misconduct proceeding;
- There is a reasonable probability that the Research Misconduct proceeding may be made public prematurely; or
- The research community or public should be informed.

The Head for Research or designee normally will wait until the outcome of the investigation to notify others, such as corporate sponsors, journal editors, co-authors or affiliated institutions, of the allegation of misconduct, unless there exists compelling reasons in the judgment of the Head for Research or designee, such as a danger to human health, welfare, or safety. Throughout the notification process outlined above, all communications to sponsoring agencies, institutions, organizations, and representatives thereof shall emphasize that no finding of guilt has been made at that time.

The Committee shall complete a thorough investigation of the allegation within one hundred twenty (120) calendar days of the initiation of the investigation. If the Committee determines that it will not be able to complete the investigation within one hundred twenty (120) calendar days, it must notify the Head for Research or designee. If the investigation will not be completed within one hundred twenty (120) calendar days, the Head for Research or designee shall submit to the designated agency official, if sponsored research is involved, a written request for an extension and an explanation for the delay that includes an interim report on the progress to date and an estimate for the date of completion of the final report. The 120 calendar day time limitation shall include conducting the investigation preparing the report of findings, making that report available for comment by the subjects of the investigation, and submitting the report to the designated agency official. If the Head for Research or designee plans to terminate an inquiry or investigation for any reason without completing all relevant requirements under state law with regard to sponsored research, a report of such planned termination, including a description of the reasons of such termination shall be made to the designated agency official who will then decide whether further investigation should be undertaken. Whenever possible, interviews should be conducted of all individuals involved either in making the allegation or against whom the allegation is made, as well as other individuals who might have information regarding key aspects of the allegations; complete summaries of these interviews should be prepared, provided to the interviewed party for comments or revision, and included as part of the investigative file. Throughout the investigation, confidentiality shall be maintained to the greatest extent possible,

consistent with the laws of the State. All individuals involved in the investigation should be informed of the confidentiality requirements. The Committee shall prepare and maintain the documentation to substantiate the investigation's findings. This documentation is to be made available to the designated agency official in the case of sponsored research.

After completing its investigation, the Committee shall submit its findings and recommendations, in writing, to the Head for Research or designee. If a sponsored project is involved, the final report submitted to the designated agency official must include a description of the policies and the procedure under which the investigation was conducted, how and from whom information was obtained, the findings, and the basis for the findings, and include the actual text or an accurate summary of the views of any individuals found to have engaged in misconduct. The Committee shall attach to the report a list of documents or other information it considered in its investigation of the allegation. Prior to forwarding the final report to the Head for Research or designee, the Committee shall provide a draft report to the accused who shall have the right to respond to the Committee in person or in writing within a specified period of time. The Committee shall consider such response in finalizing its report. The person(s) who raised the allegations should be provided with those portions of the report that address their role and opinions in the investigation.

The Head for Research or designee shall review the Committee's report and take such actions as indicated in section below.

7. **Action Following Investigation**

If the Committee finds that the evidence indicates that the accused has not engaged in Research Misconduct, the Head for Research or designee shall promptly notify all appropriate individuals of the Committee's findings, including the accused. In the event that notification of the allegations has been sent to sponsoring agencies or others, the Head for Research or designee shall promptly notify all such individuals of the outcome of the investigation.

If the Committee finds that the evidence indicates that the accused has engaged in Research Misconduct, the Head for Research or designee and the administrator responsible for the appointment and assignment of the accused shall review the Committee's report and shall, within fifteen (15) calendar days of receipt of the Committee's report or as soon thereafter as possible, make a preliminary determination as to the action to be taken by the College. The accused shall be promptly informed of such action to be taken and the reasons therefore. If a sponsored

project is involved, the Head for Research or designee shall provide the designated agency official with a copy of the Committee's report and shall inform the designated agency official of the action taken by the College as well as a description of any sanction(s) taken. Formal action will be taken in accordance with the appropriate provisions of BlueCrest College regulations as College procedures require. Examples of such action include, but are not limited to, the following: removal from a research project, monitoring and reporting of future research, reprimand, salary reduction, rank reduction, suspension, or termination.

If grievance proceedings are initiated by the accused and the outcome of the proceedings is favorable to the accused, the appropriate Dean or Director shall make every effort to clear the record of the accused with sponsoring agencies and other appropriate individuals or institutions, and to undertake diligent efforts to protect the positions and reputations of those persons who in good faith made allegations, and shall notify the agencies, individuals or institutions of the outcome of the proceedings.

If grievance proceedings result in a finding of misconduct, the designated official of the sponsoring agency and other appropriate individuals or institutions, including editors of relevant journals, shall immediately be notified. All findings of the proceeding shall be incorporated into the personnel file of the accused.

8. **Records**

Records pertaining to the allegation, inquiry and investigation shall be maintained in a secure manner for a period of at least three years by the Head for Research or designee after the termination of the inquiry or investigation, and shall, upon request, be provided to authorized funding agency personnel. If a sponsored project is involved, the records shall be maintained in accordance with state regulations.

9. **Works and Inventions**

A. For the purposes of this regulation, the following definitions shall apply:

a. "College personnel" shall include full-time and part-time employees of BlueCrest College, including Academic Personnel, Technical, Executive, Administrative and Managerial Support and College Support Personnel System; appointees of the College, including

certain faculty members and all volunteers; persons paid by or through the College, including fellows; and anyone working under College auspices. Students who are encompassed within any of these categories shall be considered "College personnel."

b. A "work" shall include any copyrightable material, such as printed material, computer software or databases, audio and visual material, circuit diagrams, architectural and engineering drawings, lectures, musical or dramatic compositions, choreographic works, and pictorial or graphic works.

c. An "invention" shall include any discovery, invention, process, composition of matter, article of manufacture, know-how, design, model, technological development, biological material, strain, variety, culture of any organism, or portion, modification translation, or extension of these items, and any mark used in connection with these items.

d. A "creator" shall mean a member of College personnel who creates a work or invention.

e. "College support" shall include the use of College funds, personnel, facilities, equipment, materials, or technological information, and includes such support provided by other public or private organizations when it is arranged, administered, or controlled by the College.

f. "College-supported work" shall mean a work of a creator not made in the course of "independent efforts." "Independent efforts" with regard to a work means that the ideas for the work came from the creator, the work was not made with the use of College support, and the College is not held responsible for any opinions expressed in the work. Notwithstanding the foregoing, "College-supported works" do not include scholarly articles published in journals independent of the College and theses or dissertations of graduate students.

B. Works.

A work which is made in the course of independent efforts is the property of the creator. A College-supported work is the property of the College, and the creator shall share in the proceeds there from subject to preexisting commitments to outside sponsoring agencies.

College personnel are required to disclose promptly, pursuant to the College's Intellectual Property Policy, all College-supported works, including all instructional works. The Head for Research or the Head's designee shall inform the creator of the College's decision regarding ownership and the College's legal rights as soon as practicable, but no later than 60 days from receipt of the complete disclosure of the work. Any College-supported work shall be handled in accordance with the College's Intellectual Property Policy, which is incorporated herein by reference. The Work Disclosure form, and the Invention Disclosure form, incorporated in the College's Intellectual Property Policy are available from the Office of Research. Copies of the College's Intellectual Property Policy are Office of Research.

C. Inventions.

College personnel are required to disclose any invention made or discovered by them promptly pursuant to the College's Intellectual Property Policy. All inventions must be disclosed, even those believed by the creator to be unrelated to his or her College duties and not involving the use of College support.

i. An invention which is made in the field or discipline in which the creator is engaged by the College or made with the use of College support is the property of the College, and the creator shall share in the proceeds there from subject to preexisting commitments to outside sponsoring agencies. An invention made outside the field or discipline in which the creator is engaged by the College and for which no College support has been used is the property of the creator. In the latter case, however, the creator and the College may agree that the invention be pursued by the College and the proceeds shared pursuant to the College's Intellectual Property Policy.

ii. The Head for Research or the Head's designee shall inform the creator of the College's decision regarding ownership and the College's legal rights as soon as practicable, but no later than 120 days from receipt of the complete disclosure of the invention. Any invention shall be handled in accordance with the College's Intellectual Property Policy.

26. BLUECREST COLLEGE LIBRARY

1. INTRODUCTION

i. Mission of BlueCrest College Library

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

ii. Vision of BlueCrest College Library

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

iii. Welcome Message

BLUECREST COLLEGE Library welcomes all faculty members, students, staff, and visitors to its threshold.

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.

iv. 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.

v. Library staff

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

vi. 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 is 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.

2. GENERAL POLICY

i. Periods of operation

The Library's Opens from Monday to Saturday and operates from 9:00am to 5:00pm.

ii. Library Closings

The library closes on vacations, public holidays and in the afternoons from 12:00-1:00pm for 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 offense.
- Attempted unauthorized removal of library material will be treated as theft.
- Throwing objects, boisterous behavior 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 university 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 been duly borrowed.
- 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.

3. 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:

- NIIT faculty - three at a time
- NIIT students – two at a time
- Research fellows, Visiting scholars- three at a time

Staff and Alumni of NIIT cannot borrow from the library, for now.

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 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 university.

- 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.

4. 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 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 of NIIT will make funds available for all library expenditure. The librarian would ensure that, this fund is utilized equitably in the library by to 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
- 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 other 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 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 be developed objectively, consistently and thoroughly.

Book and Periodical Orders

Book and periodical orders come primarily from faculty and library staff. However, students and university 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 hard cover 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 canceling 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 by NIIT 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 catalogs 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 NIIT.

ix. Theses

The library may accept and maintain a printed copy of a graduate theses and project papers, or university 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 print version of material
- Cost effectiveness (start-up and maintenance costs in relation to 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 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 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 Central 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 almanacs, 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.

5. 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 fulfilling 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 consistently, 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 reserve include books, course packets, journal articles, chapters of books, electronic files and multimedia materials. Reserve materials cannot be borrowed by any category of patron.

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 honors 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 NIIT System may charge for books borrowed on interlibrary loan.

6. RESPONSIBLE USE OF LIBRARY EQUIPMENT AND E-RESOURCES

i. Introduction

Desktop computers are located in the library to provide direct access to the online catalog, Web, and online databases and resources. Access to resources on the Internet through library terminals is provided to support research and pedagogical activities only. All library patrons who utilize library computers are expected to do so responsibly, respecting library property and the rights of others.

The library cannot control the information available over the Internet and is not responsible for its content. The Internet contains a wide variety of material, expressing many points of view. Not all sources provide information that is accurate, complete or current, and some may be offensive or disturbing to some viewers. Users should properly evaluate Internet resources according to their academic and research needs. Links to other Internet sites should not be construed as an endorsement by the library of the content or views contained therein.

The library respects and supports the concept of intellectual freedom. The library also supports access to information and opposes censorship, labeling and/or restricting access to information. In accordance with this policy, the library does not use filters to restrict access to information on the Internet or Web.

Behavior that adversely affects the work of others and interferes with the ability of library staff to provide good service is considered inappropriate. It is expected that users of the library's public access computers will be sensitive to the perspectives of others and responsive to library staff's reasonable requests for changes in behavior and compliance with library and university policies. The library reserves the right to remove any user(s) from a computer if they are in violation of any part of this policy and may deny further access to library computers and/or

other library resources for repeat offenders. The library will pursue infractions or misconduct through the campus disciplinary channels and/or law enforcement as appropriate.

- All students who want to use the library computers must book with library staff
- The initial time of booking for each student is one (1) hour, this can be extended if there are no students waiting to use the computers.

Users are not permitted to:

- Copy any copyrighted software provided by the university. It is a criminal offense to copy any software that is protected by copyright, and BlueCrest will treat it as such.
- Use licensed software in a manner inconsistent with the licensing arrangement
- Copy, rename, alter, examine, or delete the files or programmes of another person or BlueCrest without permission
- Use a computer with the intent to intimidate, harass, or display hostility toward others (e.g. sending offensive messages or prominently displaying material that others might find offensive such as vulgar language, explicit sexual material or material from hate groups)
- Create, disseminate or run a self-replicating programme ("virus"), whether destructive in nature or not
- Use a computer for business purposes
- Tamper with switch settings, move, reconfigure or do anything that could damage terminals, computers, printers or other equipment
- Collect, read, or destroy output other than one's own work without the permission of the owner
- Use the computer account of another person with or without their permission unless it is designated for group work
- Access or attempt to access a host computer, either at BlueCrest or through a network, without the owner's permission, and/or through use of log-in information belonging to another person
- Download software from the Internet onto library computers, altering settings or files, and tampering with computer security in any way
- 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.

ii. Library Telephone and scanner

The library telephone and scanner may be used in emergency or hardship cases only and at the permission of the library staff in charge.

iii. Copy machines

The copiers are self-service; available for a fee, and in compliance with the copyright law.

iv. Library Reproductions, Copyright protections and License Agreements

Many of the resources found on the Web are copyright protected. Although the Internet is a different medium from printed text, ownership and intellectual property rights still exist. Users must check the documents for appropriate statements indicating ownership. Most of the electronic software and journal articles available on library servers and computers are also copyrighted. Users shall not violate the legal protection provided by copyrights and licenses held by the library.
Copyright law and contractual license agreements govern the access, use and reproduction of the electronic resources that the university library makes available to its users. Users shall not make copies of any licensed or copyrighted computer programme found on a library computer.

Unless resources are covered by license agreements, reproductions (print or electronic) are governed by copyright laws which generally require that:

- Materials reproduced are for non-profit purposes
- Materials reproduced are for educational purposes such as criticism, comment, teaching, scholarship and research
- The reproduction does not become the property of the user.
- The reproduction is for a single copy or one original, as opposed to multiple copies.
- The reproduction is reasonable in length given the nature of the material.

v. Printing

Library patrons may print at the library. Users are charged for printing no matter who supplies the paper. Mass production of club flyers, newsletters, posters, is strictly prohibited. If multiple copies are desired users need to go to an appropriate copying facility on campus. BlueCrest College Central Library reserves the right to restrict user printing based on quantity and/or content (e.g. materials related to running an outside business). Users are responsible for retrieving materials printed from library computers in a timely fashion and for paying any charges incurred. Users shall pay photocopy charges for printed copies. In addition to standard printing options, some databases allow users to download Internet information to disk or email it to their personal email addresses.

7. LIBRARY INSTRUCTION

Library instruction sessions are available both for general and specific subject areas. The librarian will conduct the instruction session. Faculty members are requested to schedule an instructional session with the librarian as far in advance as possible. At the time the appointment is made, specific needs can be discussed, and the session will be tailored to address the request. Faculty members are further requested to notify the library staff if they wish to bring their class into the library for a hands-on work. Prior scheduling reduces the chances of conflicts with other classes and makes room for adequate preparation.

8. LIBRARY SECURITY POLICIES

The Library shall use various measures to help ensure that, its users and staff members are secured, and its collections are under control:

i. ***Magnetic tags***

The library shall use a sensitized electronic tagging system to identify its materials. Circulating material is desensitized by staff at a circulation point.

ii. Security gates

The security gates sound an audible alarm if an item owned by the library passes through them without authorization. If the alarm sounds, patrons and their belongings are subject to search and must return to the librarian's desk. Campus security will be called if it is deemed necessary.

iii. Security Cameras

Library users will be monitored via security cameras set at vantage points in the library.

iv. Temperature and humidity

Temperature and humidity levels shall be duly controlled for the safety and comfort of library users and collection.

v. Fire extinguishers

Fire extinguishers shall be made available for any unexpected fire emergencies.

vi. Clean environment

The library environment shall be clean of dirt and dust and garbage**.**

vii. Lost and found user personal property

The library assumes no responsibility for loss of unattended personal property. Patrons are responsible to secure their belongings while using the library collection or facility. Lost items will be taken to the Security Section after a short period of time. Staff will attempt to contact the owner if contact information is visible on the item.

viii. Damage or mutilation of library materials

Any person who shall willfully, maliciously or wantonly mutilate, deface, tear, write upon, mar or damage any library material or facility may be subjected to a fine, loss of borrowing rights, dismissal or prosecution.

9. REVIEW

This policy will be reviewed every year to ensure that it is responsive to the changing needs of the library and of the general academic community.

10. CONTACT

For any enquiries please contact: *The Librarian,* BlueCrest College, Cola Street, Adj. ATTC, Kokomlemle, Accra, Ghana. P. O. Box AN 18392, Accra – North, Tel: 0302-251150 / 51