

**DATA LINK INSTITUTE  
OF BUSINESS AND TECHNOLOGY  
(DLIBT)**



**STUDENT HAND BOOK  
5<sup>th</sup> EDITION**

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## FORWARD

This Handbook for undergraduate students is designed to help guide you as you begin your journey at the Data Link Institute of Business and Technology (DLIBT),

This Handbook applies to all undergraduate students at DLIBT, and specifies policies and procedures as well as rules and regulations impacting student life on campus and also within the broader campus community.

All students are encouraged to read this Handbook to familiarize themselves with the contents as you navigate life at DLIBT. This Handbook can be your guide to your academic requirements and code of conduct. Additionally, as members of the DLIBT, Family, this Handbook shares our values and beliefs, and provides information on the standards and conduct we expect you to honour as a DLIBT, student.

Everyone at DLIBT, is here to provide you with support during your stay at DLIBT.

When we meet in the hallways, introduce yourself! I'd love to personally meet you and hear about your experience at DLIBT.

Welcome to Data Link Institute of Business and Technology, DLIBT

### (i) PRESIDENT'S WELCOME

As part of its mandate, this document has been developed and approved by the DLIBT, Academic Board.

The **Student Handbook** is the official statement of DLIBT, policies, regulations, and expected standards of student conduct that are applicable to all students.

These regulations, though not exhaustive, set forth standards of behaviour, which protect students' rights as well as outline the responsibilities of students to DLIBT. By attending DLIBT, you, as a student, automatically place yourself under the jurisdiction of this Handbook. Therefore, it is important for you to become familiar with the rules and regulations affecting you.

If you violate the contents of this Handbook, general law, or DLIBT, regulations, you shall, after due process, be subject to DLIBT, sanctions, which may include probation, suspension, eviction, and expulsion. Violations of regulations outside DLIBT, are also subject to sanctions external to DLIBT,

The provisions in this Handbook constitute a contract, expressed or implied, between any applicant, student, staff and DLIBT.

Each student is expected to be familiar with the general information outlined in this Handbook as well as information pertaining to the School in which s/he is enrolled. Students shall therefore be held liable for any lapses. When in doubt, students may make appointments and consult their Head of Departments, Dean, or Director of Student Affairs for advice.

All students are individually responsible for knowing and following the provisions set forth in this Handbook. Failure to read and comply with policies, regulation and/or procedure will not exempt any of the parties from the penalties mentioned herein.

Questions concerning these provisions should be directed to the Registrar.

**All rules and regulations are subject to change without recourse to past, present and future students. Changes shall become effective whenever the Academic Board determines and shall apply to both new and continuing students.**

**The Academic Board reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students.**

**Students are encouraged to check the website ([www.datalink.edu.gh](http://www.datalink.edu.gh)) for updates to this Handbook. The regulations contained in this Handbook are mostly derived from the DLIBT, Constitution and policies approved by the DLIBT, Governing Council and Academic Board.**

# 1.0 CHAPTER ONE - INTRODUCTION

## 1.1 About Data Link Institute of Business and Technology

Data Link Institute of Business and Technology (DLIBT) which originated from Data Link Limited (DLL), a charitable educational enterprise is a private Institute college committed to the delivery of a holistic higher education that focuses on the physical, social, spiritual and mental development of students and faculty through both practical and intellectual preparation for good service to their communities.

Established in 2006, Data Link Institute was granted the right to operate as a higher education institute by the National Accreditation Board (NAB), Ghana in 2006 and has been officially inaugurated. The right gave DLIBT the opportunity to run programmes that will lead to the award of undergraduate and postgraduate degrees. This we have done for the past ten (10) years. The day-to-day administration of the Institute is managed by the President, Vice President, Registrar, Deans of Faculties and staff with a thirteen-member Institute Council as the governing body. The Institute is affiliated to the Kwame Nkrumah University of Science and Technology (KNUST), Ghana, the second largest public University in Ghana. To enhance its delivery of quality tertiary education, DLIBT has established partnerships with a number of foreign Universities. The Institute aims at inculcating in each student a high sense of integrity, perseverance, adaptability, and initiative by providing students with opportunities, choices and support that will enable them to achieve their individual aspirations, to become leaders in their chosen fields and to positively impact on the society in which they live. Data Link Institute offers Certificate, Diploma, Degree and Postgraduate programmes and additionally serves as an accredited centre and runs professional programmes with the Chartered Institute of Logistics & Transport, Institute of Commercial Management and Association of Certified Chattered Accountants of the United Kingdom. Currently, DLI BT student population stands at almost two thousand and the Institute is working towards achieving its strategic objectives by developing ways to engage students and pursuing best-practices that will enhance student experiences.

As part of the Institute's rebranding, the name Data Link Institute was changed in November 2019 to Data Link institute of Business and Technology to reflect new trends in a global and technologically driven environment.

Located in Tema, along the 5<sup>th</sup> Avenue Road, Community 10, off the Tema General Hospital Road. Data Link Institute of Business and Technology (DLIBT) also has learning Centres in Ho and Kpando. The agenda is to have a faculty that is skilled and

motivated to provide positive teaching and learning outcomes for our students. The Institute has acquired a one-mile square piece of land along the Akosombo-Tema trunk road, near Doryumu, for the construction of a permanent campus. In Tema, the Institute has four plots of land at community 1, behind TDC and Community 6 near Pro-vita Hospital earmarked for the construction of a facility for the school's executive and professional courses for workers in and around Tema.

## **1.2 Brief History of Data Link**

Data Link Institute of Business and Technology (DLIBT) takes its origins from the Data Link Company Limited (DLCL), which operates as a charitable educational enterprise. DLCL was formed in 1993 by Mr Ernest Ansah, a Ghanaian national then resident in the UK and working with the UK Government. Its head office was sited at Takoradi. The company's primary objective was to take advantage of the founder's contacts overseas to source for educational resources from the UK to be used to advance the cause of education in Ghana.

The activities of Data Link Company have gone through three phases to transform it to its present status as Data Link Institute of Business and Technology (DLIBT) and an accredited Institute.

### **1.2.1 PHASE I: Distribution of computers:**

The company began with the distribution and installation of free computers to second cycle schools across the country. Mr Ansah, the Founder, appealed to corporate bodies and institutions in the UK for donations of used computers for the project. The appeal was so successful that DLCL was able to distribute and install more than nine thousand (9,000) computers in one hundred and twenty (128) second cycle schools by 2003. Ms Jo Hasbury – the life patron - was the main force behind all donations.

Data Link Company Limited set up Information Technology (IT) centres in those schools and equipped them with computers and accessories, furniture, electricity and air-conditioners to train both students and workers in information technology education. In all, more than half a million Ghanaian students and workers benefited from this nationwide drive for computer literacy.



Alongside the provision of computers and IT education, Data Link Company Limited operated a scholarship scheme to enable more than two hundred second cycle students have access to computer education

### **1.2.2 PHASE II: Collaboration with NCC Education (UK)**

Data Link Company Limited collaborated with the NCC Education (UK) to provide Ghanaian students access to higher education outside the country. Upon gaining recognition, Data Link Company Limited became affiliated to NCC Education (UK), thus making the company a representative and an accredited institution in Ghana to run the first year of three-year undergraduate degree programmes of over fifty NCC-affiliated universities in the UK, Canada, USA, Australia and New Zealand. In this way, students could proceed to any of the NCC-affiliated universities to continue their undergraduate studies after successful completion of the first year's programme in Ghana with Data Link Institute of Business and Technology (DLIBT).

### **1.2.3 PHASE III: Accreditation as a Tertiary Institution**

Upon meeting the requirements of the National Accreditation Board of Ghana in 2006, Data Link received an authorization to operate as a Tertiary Institution with the right to provide tertiary education in Ghana. With this mandate, Data Link Company Limited now assumed the name Data Link Institute of Business and Technology (DLIBT) and now runs four-year undergraduate degree programmes leading to Bachelor of Science degrees in Computer Science and Information Systems, as well as Business Administration with options in Accounting, Banking and Finance, Marketing, and Human Resource Management. With the future degree programmes include Human Resource Management, Marketing, Project and Operations Management, Strategic Management and Business Policy Insurance, and Hospitality Management.

## **1.3 What Makes Us Unique**

- We are the first accredited Tertiary Institution in Tema.
- The only Institute to offer Computer Science & Information Systems as Double Major.
- Our Strict Dress Code makes our students stand out.

- Our Computer Science Students developed five software of national interest within the first year of accreditation.
- We constantly offer scholarship to brilliant but needy students.
- Our Students are sought after by employers whilst still in school

## **1.4 Aims, Philosophy, and Objectives of DLIBT**

### **1.4.1 Vision Statement**

To be a global provider of Innovative Technology and Entrepreneurship Education.

### **1.4.2 Mission Statement**

To offer transformational education and innovations in applied research, technology and entrepreneurship with a positive impact on our communities.

### **1.4.3 Aims of DLIBT**

**The aims of the Institute are to;**

1. Provide higher professional and academic education, through teaching, learning and research.
2. Provide service through extension and consultancy activities to the communities outside the Institute;
3. Undertake research in courses within the mandate of the Institute.

### **1.4.4 Core Values**

1. Innovation
2. Integrity
3. Sustainability
4. Service
5. Excellence

## **1.5 Governance**

The Governing Council is the governing body of DLIBT. It is headed by a Chairman. The Governing Council consists of:

1. Chairman of Council
2. Founders
3. President
4. Vice Presidents
5. Registrar (secretary)
6. Other distinguished persons from various sectors of the society.

### **1.5.1 ADMINISTRATION OF THE INSTITUTE**

The administration of the Institute is grouped into two sections:

1. The Main Administration (Secretariat)
2. The Academic Administration

These two sections are managed by the President and the Governing Council of the Institute. The President is assisted by the Vice President and other principal officers of the Institute like the Registrar, Finance Officer, The Librarian, Quality Assurance Directorate, Dean of Students etc.

### **1.5.2 The President**

The President, appointed by Council, is the academic and administrative head of the Institute. He/She is responsible to the Institute Council for the overall administration of the Institute and has oversight responsibility for the various Sections/Divisions of the Institute including disciplinary matters of the institution.

### **1.5.3 The Vice President(s):**

Appointed by Council, assists the President in discharging his/her duties as enshrined in the Statutes and acts in his/her absence. He/She works closely with the Deans and Heads of academic department and the Librarian on matters relating to programmes of study.

### **1.5.4 The Registrar:**

Hierarchically, the chief administrative officer, provides general administrative support services to the President and all key officers in the Institute. He/She is responsible for the secretarial services to the Institute's Council, the Academic Board and all their sub-committees.

### **1.5.5 The Finance Officer:**

He/she is responsible to the President for the financial administration of the Institute. He/She co-ordinates the activities of the Cash Office and Stores.

### **1.5.6 Quality Assurance Directorate (QAD):**

The QAD shall function as the President's secretariat on Quality Assurance (QA) issues. The Director of Quality Assurance (DQA) is responsible for ensuring that the awards of the Institute meet standards commensurate with national and international benchmarks. The QAD is responsible for promoting public confidence in all the awards of the University.

### **1.5.7 Internal Audit:**

He/ She is responsible for internal audit services and reports directly to the President.

### **1.5.8 ACADEMIC SECTION**

The academic section is made up of the Librarian, Deans Heads of Department, and any others to be designated from time to time, all of whom are given specific functions:

#### **1.5.9 The Librarian:**

Is responsible for the acquisition, storage and custody of all materials in the library (which is an academic department) meant for study and research in order to enhance teaching and learning in the Institute. He/ She is also responsible for the dissemination of information to all library users. He/ She is always a member of the Academic Board.

#### **1.5.10 Deans:**

Are the Heads of Faculties who co-ordinate the activities of academic heads of department. The Dean of Students oversees the academic and general welfare of students.

#### **1.5.11 Others:**

The Institute Council, on the recommendation of the Academic Board, may create other offices of authority as may be deemed necessary.

## **1.6 ACADEMIC PROGRAMMES OF THE INSTITUTE**

The Institute currently offers programmes leading to the award of;

1. Master of Philosophy in Strategic Management
2. Master of Science in Strategic Management
3. Master of Science in Accounting and Finance
4. Master of Science in Computer Science
5. Bachelor of Science Degree (Hons.) in Business Administration,
6. Bachelor of Science Degree (Hons.) in Computer Science and Information Systems, and
7. Bachelor of Science Degree (Hons.) in Information Communication Technology.

The options under the degree programme in the award of a Bachelor of Science (Hons.) in Business Administration include;

- a. Human Resource Option,
- b. Marketing Option,
- c. Accounting Option
- d. Banking and Finance Option.

Data Link Institute of Business and Technology (DLIBT) also provides tuition for students interested in acquiring Ordinary and Advanced Diplomas from external examination bodies and institutions.

### **1.6.1 Professional Programmes of the Institute**

1. Chartered Institute of Logistics and Transport (CILT) UK.

(Advance Diploma, Diploma and Certificate)

2. Association of Chartered Accountants (ACCA)

3. Institute of Chartered Accountants Ghana (ICAG)

4. Chartered Institute of Bankers (CIB)

5. Association of Certified Chartered Economists (ACCE)

6. Institute of Commercial Management (ICM) UK

1. Human Resource Development, Health & Safety, Strategic Management, Advertising Marketing and Public Relations (Certificate, Diploma and Advanced Diploma)

### **1.7.1 ACADEMIC DIVISIONS**

The Institute currently has two (2) academic divisions. These are the School of Business Administration and the School of Computer Science and Engineering.

#### **1.7.1 Mission Statement of School of Business Administration**

To develop students professionally, to be socially and ethically responsible by providing quality education through a well-balanced and integrated academic programme. This is to

enable the student to become professionally and academically functional in managing organizations.

### **1.7.2 Objectives of School of Business Administration**

To train students to acquire specialized skills and acumen to effectively manage any organization

To provide students with the requisite training for entry into higher degree programmes in business.

To provide students with a quality academic programme with such basic skills in business which will facilitate their job placement and retention

To encourage students to seek opportunities to become self-employed and entrepreneurs.

### **1.8.1 Mission Statement of School of Computer Science and Engineering**

To be a frontier in providing cutting edge technological solutions in ICT problems through well-groomed and results oriented graduates.

### **1.8.2 Objectives of the school of Computer Sciences**

To provide students with a high-quality programme that confers requisite skills for job placement or entrance into graduate degree programmes.

To train students to analyse, design, implement, and test object-oriented software solutions to “real world” problems.

To enable students to appreciate the value of efficient design created to meet clearly stated requirements.

To prepare students to blend their computer science abilities with problem-solving skills specific to other domains.

To develop students’ capabilities to work in multi-disciplinary and multicultural teams.

## 1.9 Educational Philosophy

The underlying philosophy and objectives of DLIBT are directed towards the physical, social, spiritual and mental development of students and faculty through both practical and intellectual preparation for good service to their communities. The Institute aims at inculcating in each student a high sense of integrity, perseverance, adaptability, initiative and absolute trust in God. Our educational programmes provide opportunities for community or outreach engagements for students as well as the development of their vocational skills to enable them find their bearings in a highly competitive global market environment.

## 1.10 2021/2022 ACADEMIC CALENDAR

### (REGULAR STREAM - DAY AND EVENING SCHOOL)

<b>FIRST SEMESTER</b>		
<b>ACTIVITY</b>	<b>START DATE</b>	<b>END DATE</b>
Freshmen/women Report Registration, Orientation of fresher's	<b>16<sup>th</sup> August, 2021</b>	<b>23<sup>rd</sup> August 2021</b>
Arrival of Continuing Students	<b>23<sup>rd</sup> August, 2021</b>	
Registration of All Students	<b>23<sup>rd</sup> August, 2021</b>	<b>3<sup>rd</sup> September, 2021</b>
<b>Lectures begins</b>	<b>23<sup>rd</sup> August, 2021</b>	
Registration with Penalty	<b>6<sup>th</sup> September, 2021</b>	<b>10<sup>th</sup> September, 2021</b>
Project Work Proposal Defence (L400)	<b>10<sup>th</sup> September, 2021</b>	<b>16<sup>th</sup> September, 2021</b>
Deadline for submission of Registered student list		<b>20<sup>th</sup> September, 2021</b>
<b>Matriculation</b>	<i>Tentative</i>	
<b>Mid-Semester Examination</b>	<b>11<sup>th</sup> October, 2021</b>	<b>14<sup>th</sup> October, 2021</b>
Deadline for submission of Examination questions		<b>21<sup>st</sup> October, 2021</b>
Matriculation	<i>Tentative</i>	<b>November, 2021</b>
Teaching Ends		<b>19<sup>th</sup> November, 2021</b>
Evaluation of Lecturers by students / Revision Week	<b>12<sup>th</sup> November, 2021</b>	<b>26<sup>th</sup> November, 2021</b>



<b>End of Session examination</b>	<b>29<sup>th</sup> November, 2021</b>	<b>9<sup>th</sup> December, 2021</b>
Deadline for submission of project work of final year students (chapter 1 to 3) (Level 400)		15 <sup>th</sup> December, 2021
Mock Defence (Level 400)	13 <sup>th</sup> December, 2021	20 <sup>th</sup> December, 2021
Deadline for submission of marked scripts and results		6 <sup>th</sup> January, 2022
Examination Board Meeting		14 <sup>th</sup> January, 2022
Christmas Holidays/ First Semester Break	<b>9<sup>th</sup> December, 2021</b>	<b>17<sup>th</sup> January, 2022</b>
<b>SECOND SEMESTER</b>		
Registration of Continuing Students	17 <sup>th</sup> January, 2022	4 <sup>th</sup> February, 2022
<b>Lectures begins</b>	24 <sup>th</sup> January, 2022	
Departmental Results Moderation		13 <sup>th</sup> January, 2022
Academic Board Meeting	20 <sup>th</sup> January, 2022	
Deadline for submission of Registered student list	14 <sup>th</sup> February, 2022	18 <sup>th</sup> February, 2022
<b>SRC WEEK</b>	<i>Tentative</i>	
Matriculation (January Intake)		<i>March, 2022</i>
EASTER BREAK	15 <sup>th</sup> April, 2022	19 <sup>th</sup> April, 2022
<b>Mid-Semester Examination</b>	<b>14<sup>th</sup> March 2022</b>	<b>17<sup>th</sup> March, 2022</b>
Deadline for submission of Examination questions	<b>14<sup>th</sup> March 2022</b>	<b>18<sup>th</sup> March 2022</b>
Teaching Ends		22 <sup>nd</sup> April 2022
Evaluation of Lecturers by students/ Revision Week	25 <sup>th</sup> April 2022	28 <sup>th</sup> April 2022
Deadline for submission of project work of final year students (comb-bind of chapter 1 to 5)	25 <sup>th</sup> April, 2022	29 <sup>th</sup> April, 2022
<b>End of Session examination</b>	<b>2<sup>nd</sup> May, 2022</b>	<b>12<sup>th</sup> May, 2022</b>
Deadline for submission of marked scripts and results		<b>3<sup>rd</sup> June, 2022</b>
Examination Board Meeting		<b>10<sup>th</sup> June, 2022</b>
Project Work Defence (final year students)	6 <sup>th</sup> June, 2022	10 <sup>th</sup> June, 2022
Deadline for submission of final project work (Hard Copy)	13 <sup>th</sup> June, 2022	17 <sup>th</sup> June, 2022

<b>SECOND SEMESTER BREAK/ LONG VACATION</b>	<b>12<sup>th</sup> May, 2022</b>	<b>8<sup>th</sup> August, 2022</b>
RESIT FOR THE ACADEMIC YEAR	<i>June 2022</i>	
Sandwich School Begins	<i>June 2022</i>	
Departmental Results Moderation	<b>24<sup>th</sup> June, 2022</b>	
Academic Board Meeting	<i>Tentative</i>	
<b>GRADUATION</b>	<b>Tentative</b>	<b>November, 2022</b>

**(JANUARY INTAKE - DAY AND EVENING SCHOOL)**

<b>FIRST SEMESTER</b>		
Freshmen/women Report Registration, Orientation of fresher's	17 <sup>th</sup> January, 2022	20 <sup>th</sup> January, 2022
Registration of Continuing Students	17 <sup>th</sup> January, 2022	4 <sup>th</sup> February, 2022
<b>Lectures begins</b>	24 <sup>th</sup> January, 2022	
Academic Board Meeting	20 <sup>th</sup> January, 2022	
Deadline for submission of Registered student list	14 <sup>th</sup> February, 2022	18 <sup>th</sup> February, 2022
<b>SRC WEEK</b>	<i>Tentative</i>	
Matriculation ( <b>Tentative</b> )	<i>March, 2022</i>	
EASTER BREAK	15 <sup>th</sup> April, 2022	19 <sup>th</sup> April, 2022
<b>Mid-Semester Examination</b>	<b>14<sup>th</sup> March 2022</b>	<b>17<sup>th</sup> March, 2022</b>
Deadline for submission of Examination questions and Marking Scheme	<b>14<sup>th</sup> March 2022</b>	<b>18<sup>th</sup> March 2022</b>
Teaching Ends		22 <sup>nd</sup> April 2022
Evaluation of Lecturers by students/ Revision Week	25 <sup>th</sup> April 2022	28 <sup>th</sup> April 2022
<b>End of Session examination</b>	<b>2<sup>nd</sup> May, 2022</b>	<b>12<sup>th</sup> May, 2022</b>
Deadline for submission of marked scripts and results	<b>16<sup>th</sup> May, 2022</b>	<b>3<sup>rd</sup> June, 2022</b>
<b>FIRST SEMESTER BREAK</b>	<b>12<sup>th</sup> May, 2022</b>	<b>23<sup>rd</sup> May, 2022</b>
<b>SECOND SEMESTER</b>		
Registration	<b>23<sup>rd</sup> May, 2022</b>	16 <sup>th</sup> June, 2022
<b>Teaching Begins</b>	<b>23<sup>rd</sup> May, 2022</b>	
Registration with Penalty	20 <sup>th</sup> June, 2022	30 <sup>th</sup> June, 2022
Deadline for submission of registered student list		4 <sup>th</sup> July, 2022
<b>Mid-Semester Examination</b>	<b>27<sup>th</sup> July, 2022</b>	<b>30<sup>th</sup> July, 2022</b>
Teaching Ends		4 <sup>th</sup> August, 2022
<b>End of Session Examination</b>	<b>8<sup>th</sup> August, 2022</b>	<b>18<sup>th</sup> August, 2022</b>

*For Special Weekend Academic Calendar dates, please consult the Institute's website for current information*

#### **1.10 Learning Outcomes**

The following learning objectives, described in terms of the desired characteristics of educated graduates, are used in part to guide educators in their development of courses and programmes.

#### **1.11 Love of Learning:**

Students should have a strong desire to learn for the sake of acquiring knowledge to enable them fit well into today's society. This desire should be reinforced both by their formal studies and by their general Institute experience, and it should be ingrained in them for life.

#### **1.12 Depth of Understanding:**

*Students should have mastered* knowledge in at least one discipline in considerable depth, approaching the frontier of knowledge as closely as the nature and the circumstances of the disciplines allow.

#### **1.13 Independence of Thought:**

Students should be capable of original thinking, and express such thoughts clearly and vigorously, rather than simply following the direction of others. They should appreciate both the national and the international dimensions of their disciplines and be prepared to apply their knowledge in ways that promote national dignity and global harmony. They should have an understanding of the natural and social environment that extends well beyond national borders.

**1.14 Moral Maturity:**

Students should be able to make sound moral judgment. They should be able to identify moral issues, weigh competing considerations in complex situations, assess criticisms, and determine when an inquiry is sufficiently advanced to warrant drawing any conclusion. In addition, they should have the strength of character to do what they judge to be right, regardless of social pressures or personal sacrifices.

**1.15 Literacy:**

Students should become highly literate, with the ability to fully comprehend the most demanding materials in print or other media. They should be able to develop a position orally and present it effectively in writing. Their writing skills should include not only the ability to write correctly but also the ability to advance a reader's understanding in a style that is pleasant.

**1.16 Numeric:**

The students should understand the nature of mathematical focus of inquiry at a level that overcomes any feeling of alienation from a technological society and that enables them to appreciate the significance of numerical and statistical data.

## **2.0 CHAPTER TWO - GENERAL CONDUCT OF STUDENTS**

### **2.1 Application of Regulations**

The Institute's regulations shall apply to all students. Copies of such regulations shall be deposited with the Registrar, Dean of Students, academic Deans, Heads of department, and shall be brought to the attention of students.

All students of the Institute shall sign, on admission, an undertaking to comply with rules regulating the conduct of students that may from time to time be instituted by the Academic Board. Ignorance of regulations or of any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student shall, upon enrolment, be required to obtain a copy of all regulations regarding student conduct. Students must conduct themselves in a quiet and orderly manner and pursue their studies with all diligence. They should observe the statutes and conform to all such regulations and orders for the good governance of the Institute.

The operation of these Regulations is without prejudice to the application of the general law of Ghana, which applies to all persons in the Institute. The officers of the Institute who have a special responsibility, under the President, to maintain discipline and order among students are the Dean of Students, heads of hostel, and tutors. It shall be an offence to disobey these officers in the discharge of their duties.

### **2.2 Principles of Conduct**

All students are considered as representatives of the Institute, on or off campus, and must strive to conduct themselves in their dealings and transactions as worthy ambassadors. The following lists are examples of the type of conduct that violates the Institute' expectation for proper student conduct and can be the cause for disciplinary action including dismissal:

1. Disrespect for individual and Institute property, including theft and vandalism.
2. Gambling or betting.
3. Refusal to obey honour and sustain civil law.
4. Refusal to respect individual rights. This includes physically or verbally abusing any person or engaging in a conduct that threatens or endangers the health or safety of others.

5. Obstructing or disrupting any lawful activity on the Institute campus including classes, the performance of official duties by Institute personnel, teaching, research, disciplinary, administrative or other functions of the Institute.
6. Violation of any of the policies of the Institute, such as the Alcohol and Tobacco Policy, Computer Abuse Policy, Sexual Standards Policy, (Sex Discrimination, Sexual Harassment etc.), and Weapons Possession.

### **2.3 Academic Ethical Standards**

Students are expected to maintain high standards of academic integrity and scholarly practice. The Institute does not tolerate academic dishonesty of any kind: whether as result of failure to understand proper academic and scholarly procedures, or as an act of intentional dishonesty.

Academic dishonesty is defined as attempting to obtain academic credit for work that is not one's own. For example:

1. Copying another student's answers at an examination;
2. Obtaining, or attempting to obtain, the answers to an examination in advance;
3. Submitting a paper that was written by someone else;
4. Submitting a paper that includes phrases, sentences, and paragraphs that were copied verbatim, or almost verbatim, from a work written by someone else, without making this clear, without indicating that these words were someone else's with the use of quotation marks or other appropriate conventions;
5. Collaborating on a homework assignment when this has been expressly forbidden by the lecturer.
6. Using unauthorised materials in completing assignments or examinations.
7. Submitting the same paper for more than one class without the express permission of the instructor involved.
8. Other conduct that indicate use of the literary work of others as one's own.

For all forms of academic dishonesty, students who knowingly allow other students to use their work are themselves considered to be academically dishonest. This is a serious offence that will attract various forms of punishment, depending on case-by-case severity, including warning; receipt of a lower or failing grade; dismissal from a class; suspension; expulsion; degree annulment; or, in the case of falsification of official documents, non-admission or admission annulment.

## **2.4 Students' Channels of Communication**

### **2.41 Social Life**

1. Students are assisted with their personal non-academic problems by the Senior Assistant
2. Registrar, Student Services/ Chaplain and/ or the Dean of Students. More Senior Officers may be approached only after these channels have been exhausted.

### **2.4.2 Academic Matters/Channels of Grievances**

1. Issues of academic nature must first go to the appropriate Heads of Department, then the
2. Academic Dean, the Vice President (Academic) and finally, the Academic Board.

### **1.4.3 Notices and Information:**

- i. Students are advised to keep themselves very well informed by regularly consulting the notice Boards for the latest information on occurrences in the Institute.
- ii. Students' are required to check their official e-mail/social media portal frequently and regularly to stay current with communication with the Institute.

## **1.5 Sexual Harassment Policy**

Sexual harassment is reprehensible and will not be tolerated by the Institute. It subverts the mission of the Institute and threatens the careers, educational experience and wellbeing of students, faculty and employees. Relationships involving sexual harassment or discrimination have no place within the Institute. In both obvious and subtle ways, sexual harassment is destructive to individual students, faculty, employees, and the Institute's community as a whole. When, through fear of reprisal or pressure, a student, faculty member or employee, submits to inappropriate sexual demand, the Institute's ability to carry out its mission is undermined.

**Perpetrators** of sexual harassment whether between staff and faculty, staff and student faculty and student, staff and staff or faculty and faculty will be severely disciplined, up to and including dismissal from DLIBT.

## **1.6 Disciplinary Policy**

Violation of national or local laws makes a student subject not only to the



Institute's disciplinary actions but also to actions by the appropriate law enforcement agency.

All regulations announced in the hostels or in the assemblies of the Institute have the same significance as those published in the Institute's publications. When any student is at variance with such regulations, an effort will be made to restore that student to a spirit of willing and intelligent harmony. This restoration begins with a personal counsel and admonition. A verbal warning, the use of letters and demerit system, restricting the student's privileges and/or followed with suspension. If a student proves impervious to discipline, and his/her influence seems seriously detrimental to other students, the Institute reserves the right to dismiss him or her.

In cases of absence involving non-attendance at lectures, tutorials, practical or examinations, the written permission of the department and hostel authorities concerned must be obtained.

## **2.7 Student Identification Card**

The Office of Admissions and Records issues identification cards (ID) to all students upon initial registration. The ID card and number are the student's official identification at the Institute and will be used for all examination and certification purposes. Students are required to present their ID cards when requested by an official of the Institute. They must be returned to the Office of Admissions and Records by the student upon termination of his/her academic career at the Institute. A lost ID card may be replaced at a fee.

## **2.8 Names of Students**

For the purposes of the Institute, students are known only by the names which they have used on their entry documents. Names on degree Certificates must conform to original entry certificates, except for change of name cases for married females only.

## **2.9 Change of Name**

As an institutional policy, the Institute does not accept to change or amend biological records. However, when a female student gets married, she may apply

to have her name altered to include the surname acquired by marriage, followed in parentheses, by the word “née” and her former surname. In such cases, proof of marriage will be required before the official change is affected.

### **2.10 Attendance at Lectures and Examinations**

Students are required to attend lectures, tutorials and practical classes specified for their course of study, and all such examinations as the Institute or the departments may from time to time require, and to perform all written and practical work as prescribed for them. Students will be required to clock into lecture halls and examination sessions using the special biometric equipment provided at the entrance. This will help to check student truancy by monitoring their movement in and out of the halls. To obtain a grade for a course, the student should not absent himself/herself for more than the equivalent of three weeks contact hours for the course. For a one-credit course, the number of classes missed by the student should not exceed three; for a two-credit course, the number of classes missed by the student should not exceed six; for a three credit course, the number of classes missed should not exceed nine. Students who absent themselves in any one semester in that manner will be deemed not to have satisfied the attendance requirements for the semester. Such a student shall be required to repeat that semester.

### **2.11 Academic Honours – Dean’s List**

After each semester’s examinations, students with Grade Point Average of 3.6 or better are placed on the Dean’s List for that semester. The Dean’s List is displayed on publicly accessible notice boards for visibility and recognition.

### **2.12 Use of Academic Dress**

Students may be required to wear the academic dress appropriate to their status on the following ceremonial occasions:

- 1 Matriculation
- 2 Congregation, and
- 3 Other occasions as may be specified.

## **2.13 Formation of Societies and Clubs**

Student societies and clubs in the Institute may be subjected to Management approval, be formed at the request of at least ten interested students. The request should be submitted to the Dean of Students for approval, and shall be accompanied by a recommendation of the Students' Representative Council and a copy of the Constitution/By-laws of the proposed society or club.

The approval for the establishment of the proposed society or club shall be officially published by the Institute after the process has been duly completed. Within three months from the date of the promulgation of the society or club, the secretary shall deposit the names of persons holding principal offices in the society or club with the Registrar and the Dean of Students. Once a year thereafter, the Registrar and the Dean of Students shall be furnished with the names of their principal officers one of whom shall be a senior member, who shall function as the senior treasurer. There shall be no secret societies, clubs or grouping whatsoever. The Institute reserves the right to dissolve any club or society whose operations do not conform to the vision of the Institute.

Below is a list of current societies that students may join during successive Academic Years:

1. Debating Society
2. Computer Science Students' Association
3. Business Administration Students' Association
4. Institute Choir
5. Any other Christian or Moslem Association

**New societies will be formed with the creation of new academic programmes.**

## **2.14 DLIBT Students' Association (SRC)**

The officially recognised student organisation is the Data Link Institute of Business and Technology (DLIBT)\_Students' Association, or DISA. All students who register for programmes lasting one or more academic years are automatically members of the students' association. Membership of the Association and the amalgamated clubs of the Institute is compulsory for all students. Student activities are controlled and guided by the Students' Representative Council (SRC)

of the Institute, elected in accordance with a constitution approved by the Academic Board. Membership of the SRC Executive and the mode of their election shall be as specified in the approved constitution. Issues of students' collective concern have to be addressed to the appropriate SRC Sub-Committee(s) for redress and through the Dean of Students to the Vice President.

### **2.15 The Aims and Objectives of the Students Association (DISA)**

1. To represent the students of the Institute.
2. To promote the general education and welfare of the students of the Institute.
3. To develop and encourage recreational and social activities among students.
4. The SRC may vote amendments to its own constitution, by laws, working policies; make decisions and elect officers, under the supervision of the Dean of Students. The constitution, bylaws and the working policies shall be consistent with the Institute's policies and shall require the approval of the faculty, Dean of Students, and the President.

### **2.16 Organising Public Functions within the Institute**

Students who wish to organize any public function within or outside the Institute must obtain prior permission from the Dean of Students. The Dean of Students shall in turn seek approval from the Registrar and the President. An application for permission to organize a function should provide the following information:

1. Date and time of the function;
2. Place where the function is to take place; and
3. Names and description of lecturers, speakers, or performers at the function.
4. This information, together with evidence of fulfilment by the organizers of a requirement imposed by law in relation to the holding of such a function, should normally reach the Dean of Students at least ten working days before the function takes place.
5. The Dean of Students may impose such requirements as may appear to be necessary or desirable. Final approval can only be obtained from the Management Committee.

*For the purposes of this section, a public function is one to which persons other than students of the Institute are invited or entitled to attend.*

## **2.17 Processions and Demonstrations**

Data Link Institute of Business and Technology (DLIBT) being a private institution does not allow any demonstrations, strikes or any such acts whatsoever. For this reason, the Institute's Management Committee will hold regular meetings with the students as often as possible. These meetings will aim to address all issues to avoid potentially explosive situations.

## **2.18 Computer Usage and Ethics**

The Institute operates a well-resourced Computer Centre which students are required to use with reasonable care and skill. The Computer Centre is for the official use of students, faculty and staff to facilitate and enhance the college's business (including teaching, learning support, research, marketing and other related support activities). The Institute does not accept liability for any loss or damage to personal data a user may suffer from as a result of system failure or malfunctioning.

## **2.19 Computer Vandalism**

The Institute takes very strong exception to any act of computer vandalism with the intent to harm the system hardware or software, to render them inoperable. Computer vandalism is defined as any attempt to harm, modify, and/or destroy computer hardware, data of another user and DLIBT. This includes but not limited to the uploading or creation of computer viruses. In all cases of vandalism, existing policy on this act will apply.

## **2.20 Computer Security**

Security on any computer is a high priority, especially when the system involves many users. If you think you have identified a security problem on any of the Institute's computer you must notify the Systems Administrator at once. Do not demonstrate the problem to other users.

## **2.21 Security Policy**

For the purpose of security, users are advised to observe the following policies carefully, as any breach of same shall be subject to disciplinary action.

1. Users must not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users.
2. Users must not misrepresent other users on the network.
3. Users must not attempt to gain unauthorized access to operating systems or programs files on which the computers operate.
4. Users must not give their password to other users.
5. Users must change their password as frequently as possible.
6. All users are individually responsible for all data on their computer, as no computer professional can guarantee the safety of personal data while the computer is being serviced.

## **2.22 Publications**

The Management Committee will be informed of any intention to produce a student publication within the Institute and approval in writing shall be obtained for such a publication. A copy of every issue of the publication will be lodged with the Management Committee and the Institute's Librarian upon publication. Every issue of said publication shall state the names of the Editor, the Members of the Editorial Board, as well as the Publisher. The Members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication. A copy of each issue must be deposited with the Registrar/Administrator at least seven working days before circulation.

## **2.23 Internal and external fund raising**

Permission to solicit for money other than for club subscriptions must be obtained from the Dean of Students.

## **2.24 The Dean of Students**

1. The Dean of Students is responsible for the welfare and discipline of students in the Institute. The Dean works in close collaboration with the Students Association and the Hostels.
2. For the efficient running of the office, the Dean shall have the support of a committee comprising all Heads of Department and two representatives of the DISA.

## **2.25 Disciplinary Procedure**

If a student violates hostel regulations, the authorities of the hostel to which he/she belongs shall take the necessary disciplinary measures.

If a student violates any regulations of the Institute outside the hostel, it shall be reported to the Dean of Students for appropriate sanctions. For serious offences, the Institute's Disciplinary Committee shall investigate the matter and apply appropriate disciplinary sanctions or make recommendations to the Management Committee.

## **2.26 Sanctions**

Any student who does not observe the statutes and regulations, neglects his/her duties, or who commits any act subversive of discipline or good order with the intent to bring discredit upon a hostel or the Institute, may be punished by a warning, a reprimand, a fine, gating, or rustication for a period of time, or withholding of results of examinations or outright dismissal. Sanctions which involve temporary or permanent removal from the Institute shall be effected only with the concurrence of the Management Committee. Students who damage Institute property or equipment will be surcharged twice, with the cost of repair or replacement, and must settle such accounts by cash payment on demand.

## **2.27 Criminal Conduct**

Criminal conduct of DLIBT staff or students is strictly prohibited. This means that any unlawful conduct that will in any way attract law enforcement agencies to the individual, or to the Institution account of the individual, thus bringing disrepute to DLIBT, will not be tolerated in any way. These include but are not limited to: robbery, fraud, murder, kidnapping, possession and/or distribution of drugs, possession and/or distribution of illegal weapons, rape, assault, and other acts that are deemed illegal or criminal by law enforcement agencies. Any student so involved will be handed over to the Police, and dismissed from the Institute.

## **2.28 Dress Code**

All students (day, evening and week-end) are to be formally dressed for lectures in a decent executive and professional manner. There will be no Jeans, Shorts, and T-

Shirts, Lacoste, (except Data Link T-Shirt) or such informal apparel, in any classroom. All Men are to be in Neck Ties and ladies are to dress in a most appropriate professional manner. Unprofessional or distracting bodily exposure will not be tolerated.

### **2.29 Letters of Recommendation**

Student may request for letters of recommendation, attestation, introduction, or similar identification documents for use with employers, embassies, institutions of graduate studies, or similar purposes. These letters can be obtained upon request to the Dean of Students. Please note that letters will be issued only to students of good standing and conduct, as well as students who have a zero account balance. The process of obtaining these letters involve obtaining clearance from the Accounts Department as well as the Dean of Students, Head of Hostel, and the student's Head of Department. Letters of introduction are only issued to Degree students from L200 upwards as well as students in other professional programs.

### **2.30 Appeals, Conflict Resolution, and Binding Arbitration**

Any member of the Institute's community who is aggrieved by any disciplinary sanctions may appeal to the Management Committee through the Head of Department for a review within seven days of the notification of the imposed sanctions. The Management Committee, on receipt of a report from the appropriate source, may request a review of the sanctions so imposed. If the dispute is between students, the parties must exhaust all DLISA avenues of resolution, including the DLISA Judiciary, before moving to the Management Committee. Note that DLIBT will not tolerate any issue being taken to the public domain or the media before the Institute Management Committee is given a chance to sit on the matter. Students who take matters to the public before the awareness of the DLIBT Management do so at their own risk.

After the decision of the Management Committee, the parties may choose to appeal to the DLI Board of Governors, which constitutes the final level of authority at DLIBT, and its decision(s) will be binding on all parties involved in a dispute.



### **2.31 DLIBT Counselling Centre**

DLIBT has qualified psychologists and counsellors who support students and staff in the daily task of studies and employment. Students are guided in academic and spiritual decision making, while staff are guided in work-related issues. Staff and students can also receive counselling in such areas as marriage and family, career paths, course selections, conflict resolution, stress management, time management, examination problems, as well as prayer. The DLIBT Chaplain is also available full time to assist in these areas.

### **2.32 Financial Information to students:**

It is the responsibility of each student to familiarise himself or herself with the Institute's regulations pertaining to financial matters. Data Link Institute of Business and Technology (DLIBT) does not accept responsibility for any loss, damage or interruption of classes, accommodation suffered by any student as a result of circumstances beyond the reasonable control of the Institute. These circumstances include the suspension or termination of services by any group of the Institute's employees. The Accounts Office, and designated bank accounts indicated on students' bills, serve as the collection points for all Institute's fees and charges. Neither the Accounts Office nor the Banks can make adjustments to any fee without the permission of the Registrar. The Institute reserves the right to change any fees at any time. Registration as a student is not allowed until the requisite fees are paid in full. All fees are due in full at the beginning of each semester/quarter. However, students who are unable to meet this requirement can opt for the flexible payment schedule. In this schedule, students pay at least 50% or 60% of fees by the beginning of the semester/quarter, 50% / 40% by mid-semester or end of quarter for weekend students. Non-adherence to any of the three (3) time schedules for the flexible payments attracts an installation fee of GH¢50 and GH¢70 respectively. In the event where student defaults, a fee of GH¢100 shall be charged. Students who fail to pay their fees in full (or meet the 50%/ 60% requirements if they opt for the flexible payment plan) by the beginning of each semester/quarter automatically lose their status as students and will therefore be barred from subsequent lectures and exams until they fulfil their obligation. Such persons can however have their student status restored if they make all outstanding payments, including penalties, or arrange a credible payment

plan with the Registrar. Besides, a reinstatement fee of GH¢100 will be charged. Students who have outstanding fees are not permitted to register, and also cannot receive official transcripts, letter of introduction, degree certificates or any etc. until the debt has been paid. Students who have complied with their financial obligations, but withdraw from the Institute before the end of the fourth week of the semester, and immediately notify the Institute in writing accordingly will have their fees refunded according to the following rules: Two workdays following the first meeting of classes - Full refund excluding registration and freshman documentation fees Second week following the first meeting of classes - 50% refund. Up to the fourth week following first meeting of classes - 25% refund Students who withdraw from the Institute after the fourth week of classes will receive no adjustment in tuition fees. Those whose study is interrupted by the Institute for disciplinary reasons will also not receive any adjustment in tuition and fees, if this occurs after the third week of classes. Late registration: Students who fail to register two weeks after the beginning of the semester are given another two weeks to register after which they are charged a late registration penalty of Gh¢150. *After the late registration deadline students who fail to register automatically lose their status as students for that semester.*

## **3.0 CHAPTER THREE - ACADEMIC REGULATIONS**

### **3.1 Preamble**

Data Link Institute of Business and Technology (DLIBT) is a co-educational secular institution of higher learning, offering a range of academic programmes into which it admits applicants with different academic backgrounds. The Institute's academic programmes cover sub-degree certificates/diplomas and Bachelors' degrees. As a policy, the Institute admits applicants from all races and nationalities, irrespective of their gender, religious, cultural, social or ethnic persuasions.

### **3.2 General Entry Requirements**

Entry requirements to Data Link Institute of Business and Technology (DLIBT) are subject to guidelines laid out by the National Council on Tertiary Education (NCTE), Ghana.

There are two levels of admission to the undergraduate degree programmes of the Institute. These are the Senior Secondary School Certificate Examination (SSSCE)/ West African Senior Secondary School Certificate Examination (WASSCE) –and the General Certificate of Education (GCE) Ordinary and Advance levels.

Applicants with SSSCE or WASSCE are admitted to Level 100 of our degree programmes.

Applicants with the required passes in the General Certificate of Education (GCE) Advanced Levels are admitted to **Level 200** of our degree programmes.

#### **3.3 Senior Secondary School Certificate/WASSSCE:**

Applicants with SSSCE/WASSSCE are required to have passes in three (3) core subjects in English, Mathematics and, Integrated Science or Social Studies plus three (3) passes in Elective subjects with an Aggregate 24 or lower.

#### **3.4 General Certificate of Education:**

Applicants with WAEC General Certificate of Education or West Africa School Certificate (WASC) must have at least five (5) credits at the GCE Ordinary level

including English Language, Mathematics, an Arts Subject and a Science subject; plus three (3) passes at the Advanced level.

At least one of the Advanced level passes must be a grade D or better. A pass in General Paper will be an advantage.

In exceptional circumstances, applicants with 2 passes at the 'A' level, whose passing grades are not lower than 'C', may be admitted.

Candidates who are deficient in 'O' level Mathematics or English or Science may make up with examination in Core Mathematics or Core English or Core Integrated Science at the Senior Secondary School Certificate (SSSCE) level.

Similarly, Science candidates who are deficient in an Arts subject may make up with Core Social Studies.

### 3.5 B.Sc. (Hons.) Business Administration Entry Requirements

SSSCE/WASSCE holders with Business and General Arts backgrounds must have at least passes in the three (3) core subjects indicated and passes in any three (3) of the Elective subjects listed below.

Core	Elective
Mathematics English Language Integrated Science/Social Studies	Accounting Business Maths and Cost Business Management Economics Financial Accounting Principles of Cost Accounts History English Literature Agric and Environmental Studies General Knowledge in Arts Further / Additional / Elective Mathematics Christian Religious Knowledge Government Geography French/Ghanaian Language General Science

- SSSCE/WASSCE applicants with science backgrounds must have passes in the three (3) core subjects listed above plus passes in Physics, Chemistry, Biology, Elective Mathematics or any other subjects.

- General Certificate of Education (GCE) holders must have at least a credit in English Language, Mathematics and any Science Subject, plus any other two (2) passes at the (Ordinary level) and, three (3) passes at the GCE (Advanced level) with a minimum of a “D” in one subject. A pass in General Paper will be an added advantage. In exceptional cases two (2) passes at the GCE Advanced level with a grade not lower than “C” may be admitted.

**3.6 B.Sc. (Hons) Computer Science and Information Systems and B.Sc. (Hons) ICT**

- Applicants to B.Sc. (Hons.) in Computer Science and Information Systems must have passes in three (3) of the core subjects listed plus good passes in Elective Mathematics and any other two (2) Elective subjects.

Core	Elective
Mathematics	Physics
English Language	Biology
Integrated Science/Social Studies	Chemistry
	Additional / Elective Mathematics
	Statistics
	Life Skills
	Geography
	French/Ghanaian Language

**3.7 Other Qualifications**

Professional/Diploma/HND Certificates including International General Certificate of Secondary Education (IGCSE), General Certificate of Secondary Education (GCSE), the American Grades 12 and 13 examinations and other external qualifications, which have equivalences to the SSSCE and the GCE, will also be accepted for admission purposes. Candidates with external qualifications are admitted to either Level 100 or Level 200, depending on the nature of the qualification and their equivalences to local qualifications. Some candidates may be referred to the National Accreditation Board (NAB) to obtain equivalence assessment for their international qualifications.

### **3.8 Admission of Matured Students**

Mature persons applying for admission, who do not satisfy the approved requirements, must;

1. Be at least 25 years old;
2. Show proof of age with birth certificate or any legitimate documentary proof of birth date with which is at least 5 years old at the time of Application
3. Provide introductory letter from employer or show any other proof of employment;
4. (For admission into chartered institutions) pass Mature Student' Entrance Examinations conducted by itself (English Language, Mathematics and Aptitude Test). In the case of non-chartered institutions, the examinations should be moderated and the marked scripts, vetted by their Mentor Institution. In lieu of such examinations, the applications, the applicant should show proof of credit passes in English and Mathematics in WASSCE or any other nationally recognized standard High School level examinations (for qualifications from countries outside WAEC's aegis).

### **3.9 Foreign Students**

Foreign students may pursue courses towards the award of a Data Link Institute's Degree or as visiting students, studying for the degrees of their own universities. The Institute attaches great importance to the cross-cultural experience that is made possible by the presence of foreign students on campus. The successful participation of international students in our courses helps us to acquire an excellent reputation for the quality of our teaching and research and of our student care services. Foreign students may be admitted if they hold qualifications equivalent to those listed above. Evidence of a good command of the English language at the Ordinary Level of the GCE or its equivalent is required.

There is a one-year English proficiency course (without specific entry requirements) for candidates who do not have the requisite English language background.

Foreign students are also required to produce a Police Clearance Certificate before

registration, every academic year at DLI.

### **3.10 Transfer Students**

A candidate who has been enrolled as a regular student in a Bachelor's degree course in a recognized Institute or an institution of higher learning and made satisfactory progress for at least two consecutive semesters may be considered for admission. The academic transcripts and certificate of good conduct of the student, duly signed by the Registrar of the Institute in question, will be assessed and placed accordingly, except that such a student should accumulate at least 70% of the minimum credits hours required for graduation at Data Link Institute of Business and Technology (DLIBT). The classification of the degree will be based on the courses taken DLIBT.

### **3.11 Auditing Students**

Candidates who qualify for admission to any of the Institute programmes but are only interested in auditing some courses may apply for admission in the normal way provided there is room in the class. The term "audit" refers to registration for attendance only. Such students will be issued with a certificate of attendance signed by the Head of Department and Faculty Dean at the end of the period of attendance. The same tuition fees will be charged as in the case of normal registration for courses

### **3.12 Selection of Candidates for Admission**

The final decision on the suitability of candidates for admission to any programme rests exclusively with the Admission Board, whose membership includes the Registrar, Deans of Faculty and Heads of Department. The Admission Board is headed by the Registrar.

### **3.13 The Academic Calendar**

The Institute operates a 32-week semestral programme beginning from a date in the first semester which shall be determined by the Academic Board and 10-week trimester programme. The first and second semesters shall be 16 weeks each.

There shall be a break of 3-4 weeks between the end of the first semester and the beginning of the second.

### **3.14 Orientation and Registration**

New students are required to undergo an orientation before they register for their courses at the beginning of the academic year. Orientation is mandatory for all freshmen. The orientation shall include Departmental representatives who will interact with students about the nature of their programmes.

### **3.15 The aim of the orientation is: -**

1. To welcome fresh students, help them to adjust and settle down for life in the Institute. To guide students to go through the registration procedure.
2. To expose students to facilities in the Institute for their use.
3. To make students aware of the rules and regulations that govern the relationship between them and the Students' Representative Council.
4. To make students aware of their rights, privileges, obligations and responsibilities with regard to the Institute's authorities and its governing bodies.
5. All fresh students are required to report at least one week before the commencement of the academic year to go through registration and orientation.
6. It is understood that every student, by the act of registering, agrees to abide by all rules, regulations and policies of Data Link Institute of Business and Technology (DLIBT) and of the faculties and units in which that student is registered
7. For a student to obtain credit in any course, he/she must be admitted to the Institute and must be properly registered for courses during the scheduled registration period at the beginning of each semester.



8. Before registering for a course, the student must meet the pre-requisites or equivalent courses, as prescribed for that course. Any alteration by way of addition or withdrawal from courses for which a student is formally registered must be made with the approval of the Head of Department. Such alterations must be effected within twenty-one (21) days from the commencement of the registration and on the prescribed form.
9. All students are required to register fully with the Academic Affairs Directorate and in the Faculty/Department. Registration forms must be endorsed by Deans or Heads of Department.
10. No student shall be permitted to register by proxy.
11. Registration may take place concurrently with orientation.
12. All freshmen must pass a medical examination before they are registered as students.
13. A student who is found to have fraudulently gained admission to the Institute shall be deregistered and dismissed from the Institute.
14. A deregistered student ceases to be a student of the Institute. Such a person shall forfeit any money paid to the Institute. A student whose accounts are in arrears and unpaid at the beginning of a semester shall not be allowed to register for the new semester until all outstanding accounts have been fully settled.

### **3.16 Add and Drop Deadlines.**

A student shall have up to three weeks (21 days) from the commencement of registration at the beginning of every semester within which to ADD or DROP courses, with prior approval from the appropriate Head of Department. After 21 days of the semester, departments shall publish for verification by students, lists of registered candidates for all the courses offered by the departments. These final lists will be used for semester examination purposes.

### **3.17 Matriculation**

A matriculation ceremony shall be held every year during the first semester for formally admitting all new students into the Institute. Students who fail to be matriculated shall lose their status as registered students.

### **3.18 Student Identification Card**

The Office of Admissions and Records issues identification cards (ID) to all students upon initial registration. The ID card and number are the student's official identification at the Institute and will be used for all examination and certification purposes. Students are required to present their ID cards when requested by an official of the Institute. They must be returned to the Office of Admissions and Records by the student upon termination of his/her academic career at the Institute. A lost ID card may be replaced at a fee.

### **3.19 Fee Payment Policy for Students'**

Fees are made up of tuition fees and other charges for which they may be liable whilst studying at Data Link Institute of Business and Technology (DLIBT). In principle all fees become due and payable in full at the beginning of every academic year.

The Institute however accepts payment of fees by semester. Students must pay their semester fees in full or go by the flexible Payment Plan before they can be permitted to register their semester courses.

The Institute reserves the right to impose sanctions against students who persistently refuse to pay their fees as stipulated in this Fee Payment Policy.

### **3.20 Fee Refund Policy.**

Fees are typically non-refundable. However, there are situations under which the fee may be refunded to a student. Such situations include cancellation of classes or other extraneous circumstances caused by the Institute. A Refund Request Form must be collected from the Accounts Office and be completed for all refunds. Information of fees and penalties on foreign students is available at Account Department.

### **3.21 Tutorial System**

A tutorial system is in place and offers an opportunity for counselling to students in both Welfare and academic matters.

### **3.22 Enquiries**

All enquiries about admissions should be addressed to:

The Registrar,

Data Link Institute of Business and Technology (DLIBT),

P. O. Box 2481

Tema, GHANA.

Tel: 0303 910141 / 0303 307080

Email: [registrar@datalinkInstitute.com](mailto:registrar@datalinkInstitute.com)

## **4.0 CHAPTER FOUR - ACADEMIC PROGRAMMES**

### **4.1 The Academic Board**

The Academic Board reserves the right to alter, replace or cancel any of the Academic Regulations and shall be the final authority for the interpretation of these regulations. No student who has started a programme of study following one set of regulations shall be set at a disadvantage by a regulation subsequently adopted.

### **4.2 Definitions**

In these regulations, the following terms are used as indicated:

**4.2.1 Programme** is a plan of study, lasting over a specified period, which leads to degree, diploma or certificate qualifications.

**4.2.2 Subject** is a discipline which a student may take as a major or minor component of his programme.

**4.2.3 Course** is a component of which a subject may consist. It is an approved self-contained instructional package with a title, code number, contact hours, and credit weighting.

### **4.3 Faculties**

The Data Link Institute of Business and Technology (DLIBT) currently run two faculties:

- 1 Faculty of Business Administration; and
- 2 Faculty of Computer Science & Information Systems.

### **4.4 Academic Degrees**

**Bachelor of Science (Honours) Degree in Business Administration** has several options: Accounting, Banking & Finance, Human Resource Management and Marketing.

## **Bachelor of Science (Honours) in Computer Science & Information Systems**

## **Bachelor of Science (Honours) in Information and Communication Technology**

### **Study Programme for Bachelor's degree**

The Total Study Programme (TSP) for the Bachelor's degree is grouped into:

#### **Institutional Requirements**

General or Basic (Faculty Requirements)

Core (Faculty/Departmental Requirements)

Prescribed Electives (Faculty/Departmental Requirements)

The courses, which may be designated as mandatory, required, pre-requisite or exquisite must be taken in approved combination and in the order laid down in programme Regulations.

#### **Institutional Requirements**

It is an institutional requirement and mandatory that every student graduating from this Institute studies and passes French for one year (i.e., two semesters). Students must also take *Introduction to Computing, Communication Skills and Psychology and Critical Thinking and Logic*.

No student will graduate from this Institute without satisfying these requirements.

### **4.4.1 Faculty / Departmental Requirements**

Students of the Faculty of Business Administration must undertake general courses in enrichment studies in the first two years as foundation before embarking on the core and elective courses. The enrichment studies programme provides students with competency and understanding in computer usage, general mathematics, languages, accounting, communication skills and social ethics.

The courses available in Levels 100 and 200 are foundation courses for Business studies. They are compulsory for all students who intend to complete the Bachelor's Degree course in Administration and must be passed for graduation purposes.

Students of the Faculty of Computer & Information Systems on the other hand must embark on the core and elective courses of their degree option direct without taking the General/Basic courses.

## 4.5 Structure of the Programmes

Data Link Institute of Business and Technology (DLIBT) offers a four year programme in two faculties and awards a B.Sc. (Hons.) degree to students on successful completion of their programmes. The academic year is made up of two semesters. A semester is made up of 16 weeks, spread over 14 weeks of lectures, one week of assisted revision and one week of examinations. Conceptual units of courses are examinable at the end of every semester.

In addition to the two semesters of the academic year, there is also a Summer School session used for specific programmes. The session runs for ten (10) weeks, commencing from fourteen (14) days after the end of the academic year and ending fourteen (14) days before a new one begins.

The Session is an opportunity for both prospective and enrolled students to upgrade and/or refresh themselves academically for the following purposes:

For a candidate without the basic academic credentials to brush up to gain admission to level 100 the following academic year; For a student to remedy his/her grade deficiencies; and For a student to re-tool him/herself for better performance in the upcoming semester.

The organisation of the Summer School session shall be at the discretion of the Dean of Academic Affairs and shall be organised on demand and cost effectiveness basis. It shall be subject to the approval of the Academic Board and guided by regulations that the board may from time to time impose.

The required examinations at the end of the summer session shall be held on the last day of classes of the respective courses.

### 4.5.1 Course Coding and Numbering

All courses have letter and number codes beginning with four letters signifying the Faculty/subject followed by a three-digit number in ranges according to programme levels as illustrated below:

The first digit is the year or the level, the second digit is the semester and the third digit is the serial number of the course in the semester.

#### **Illustration:**

CSIS112 refers to Computer Science and Information Systems level 100 semester

1 serial number 2 course.

ADMK123 refers to Business Administration Marketing option level 100 semester 2 serial number 3 course.

Each programme of study consists of courses for which a number of credit hours is prescribed. Each course will normally cover a period of not more than 1 semester with the exception of project work.

**4.5.2 Credit Hour** is defined as 60 minutes lecture period or its equivalent. **Course Credit** is defined as one hour lecture, one hour tutorial, one practical session (of 2 to 3 hours) or, 6 hours of field work every week.

#### **4.5.3 Mandatory Minimum and Maximum Credit Hours**

Students will be required to follow the approved course of study over the prescribed period. The workload for full-time students is as follows:

<b>Faculties</b>	<b>Min</b>	<b>Max</b>
Faculty of Business Administration	15	24
Faculty of Computer Science and Information Technology	15	24

A student may, on application, be allowed to study for the Bachelor's degree on part-time basis. Such a student will be allowed to carry a workload below the minimum prescribed for full-time students, but will be required to complete the degree programme within the periods specified below.

The total number of credit hours required by a student to qualify for a degree is:

BSc (Hons) Admin. **140** (or **106** for students directly admitted to level 200) and **69** for students directly admitted to level 300

BSc (Hons) Computer & Information Systems **166**

BSc (Hons) Information and Communication Technology **166**

This is inclusive of lecture time, practical work, long essay/project writing, seminars and workshops.

#### **4.6 Duration of Study Programme**

The minimum period for the completion of a Bachelor's degree is eight (8) consecutive semesters or four (4) consecutive academic years. The maximum period is twelve (12) semesters or six (6) years. A student who is not able to complete the study programme within the maximum period will lose credits accumulated and his/her studentship will be cancelled. The minimum and maximum periods of registration are calculated from the date of first registration.

#### **4.7 Deferment of Programme**

A registered student may interrupt his/her studies for tangible reasons for up to maximum of one year with the appropriate written permission. Request for interruption of studies is normally granted within the first 4 weeks of the start of the semester. Upon return from deferment and resumption of studies, the student is expected to fulfil all prerequisites and requirements proceeding to the next academic year/ semester. A student who interrupts his/her studies for more than 2 consecutive semesters will be deemed to have abandoned his/her studentship and will be de-registered from the Institute.

#### **4.8 Grading System (Evaluation)**

In keeping with dialogue education and problem-based learning systems, students will be assessed on an on-going or continuous basis, in that much attention will be given to regular assessment of performance of students throughout the semester, more than results of the end of semester final written examination. Regular and punctual attendance at lectures or seminars is therefore expected. Each course will normally be examined by a written paper of between one and three hours, in addition to which there may be a practical paper and/or an oral examination.

Faculty members shall not use a single grading element or grading event during a course to determine the final grade of a student, even where the objectives for the course are narrow and focused. A faculty member's course outline shall clearly outline how the final grade of a student shall be computed.

The Continuous Assessment component consists of take-home assignments, class quizzes and tests, term papers and project work. This component gives students the chance to demonstrate their abilities on a wider variety of learning tasks and broader variety of work environments than is possible under formal examination conditions. The grading components for a given course shall be dictated by the



nature of the course in question. The Institute, however, prescribes the following grading components that may be generally followed. Any changes to this may be made only with the written approval of the department head and brought to the knowledge of the Dean of the School.

### **Grading Components**

Assignments, Projects and Presentations	5%
Class Tests and Quizzes	5%
Mid-Semester Examinations	20%
End-of-Semester Examination	70%

**The first three constitute Continuous Assessment**

#### **4.9 Duration of End-Of-Semester Examinations**

The duration of end-of-semester examination is determined by the credit weighting of the course.

**Time allotted to examination papers is as follows:**

1-Credit Course	1 – 1.5 hours
2-Credit Course	1 – 2.5 hours
3-Credit Course	3 - 3 hours

#### 4.10 Grading Scale

The Institute letter grades and numerical weightings (Grades Points) corresponding to the letter grades. The numerical weightings reflect the quality of performance. The raw scores are converted according to the scheme below:

GRADE	SCALE RANGE	COMMENT	US GRADE
A	80.00 – 100.00	Outstanding	A+
A-	75.00 - 79.99	Excellent	A
B	65.00 - 74.99	Very Good	B
C	60.00 - 64.99	Good	B-
D	50.00 – 59.99	Credit	C
F	0.00 – 49.99	Fail	F
I		INCOMPLETE	

#### Pass Mark

The pass mark for any course shall be 50%. However, a Cumulative Weighted Average (CWA) mark of 50% shall be required at the end of each year. Where a student does not maintain the minimum Cumulative Weighted Average of 50% the student shall be put on probation.

A final year student who passes in all courses but does not achieve the required CWA mark of 50% shall be permitted to use his grace period to improve his CWA in order to qualify for the award of the certificate/degree for which he is studying.

#### Definition of Grades

**Pass Grades:** Grades A to D constitute **Pass** grades

**Failure Grades:** F constitute **Failure** grades

**Incomplete:** Faculty members may assign a grade of Incomplete (I) to provide extra time to students who, due to extenuating circumstances, are unable to complete the work for a course. The procedures to follow appear in the **Academic Catalogue**.

The student could also submit a hospital report to merit an incomplete notation. This will enable the student to write a paper again and marks will be credited as a main paper and not a re-sit.

### 17.3 Calculation of Grades

#### a. Grade Weight

For each (letter) Grade there is a corresponding weight. The weight earned by a candidate for each course completed is computed as the product of the number of credits (credit units) for the subject and the percentage (%) marks obtained in the subject.

#### b. Weighted Average (WA)

The Weighted Average is obtained by dividing the sum of the weights obtained by the total number of credits (credit units) of subjects registered. A participant does not earn the credits for a failed course even though the credit units for the course are used in computing the WA.

#### c. Cumulative Weighted Average (CWA)

A participant's cumulative weighted average is calculated by dividing the total number of weights obtained, up to any specified time, by the total number of credits for all courses/subjects for which the participant has registered up to that time.

#### d. Final Weighted Average (FWA)

The FWA is the CWA for all courses for which the candidate has registered up to the end of the academic program.

### Calculation of Weighted Average

**Example: For a student**

#### Semester 1

Course	Credit Hour	Score	Weight
ADMN111	3	60	180
PSYC111	3	70	210
SOCI 111	3	55	165
ADMN113	3	75	225
FREN111	3	63	189
	15 (TCH)		969 Total Weight

$$\text{Weighted Average} = \frac{\text{Total Weight}}{\text{Total Credit Hours (TCH)}}$$

$$= \frac{(3 \times 60) + (3 \times 70) + (3 \times 55) + (3 \times 75) + (3 \times 63)}{15 \text{ (TCH)}}$$

$$= 969/15 = 64.6 = \text{Grade C (Good)}$$

*Semester 2*

Course	Credit Hour	Score	Weight
ADMN112	3	50	150
ECON112	3	60	180
FREN112	3	60	180
ADMN124	3	50	150
MATH112	3	70	210
	15 (TCH)		870 Total Weight

$$\begin{aligned} \text{Weighted Average} &= \text{Total weight/total Credit Hrs} \\ &= [(3 \times 50) + (3 \times 60) + (3 \times 60) + (3 \times 50) + (3 \times 70)]/15 \\ &= [150 + 180 + 180 + 150 + 210]/15 \\ &= 870/15 \\ &= 58 \text{ Grade D} \end{aligned}$$

Calculation of Cumulative Weighted Average (CWA)

$$\text{C.W.A} = \frac{\text{Total Weighted Average of Courses at a particular Time}}{\text{Total Credit Hours}}$$

$$\text{C.W.A.} = [(3 \times 50) + (3 \times 60) + (3 \times 60) + (3 \times 50) + (3 \times 70) + (3 \times 50) + (3 \times 60) + (3 \times 60) + (3 \times 50) + (3 \times 70)]/30$$

**17.5 Classification – Certificate Programs**

CLASSIFICATION	Range of CWA
Distinction	70 – 100
Credit	60 – 69.99
Pass	50 – 59.99
Fail (No Award)	0 – 44

#### **4.23 Eligibility for the Bachelor's Degree**

The student has the ultimate responsibility for meeting Institute, faculty and departmental graduation requirements. A Bachelor's Degree appropriately designated shall be awarded to a candidate who has been properly admitted to the Institute, and who has followed the approved courses of study over the prescribed period and has satisfied the following conditions:

1. Discharge of all financial and other obligations owed to the Institute;
2. Pass all compulsory courses including general/required/prescribed and core courses;
3. Achieve a minimum of 71, 105 or 143 Credit Hours , passed all required courses; passed all required courses;
4. Obtained a Cumulated Weighted Average (CWA) of 50.00 or above;
5. Satisfied all other requirements of the Department and the school Board Awarding the Degree.
6. Be in good standing, not barred for disciplinary reasons.

#### **4.24 Attachments and Final Year Projects**

In Level 200 or Level 300, a student is required to embark on an Internship or Attachment period, usually in the summer holidays. Students must coordinate with their Heads of Department and prospective employers to ensure that the Attachment is completed successfully. During the attachment, students are to compile reports which will be submitted to their Heads of Department or assigned Supervisors. The attachment course carries an academic weight of 3 credit hours. The Head of Department and/or the assigned Supervisors must verify that the student actually embarked on the attachment effectively.

Similarly, in the final year (Level 400), every student is required to complete final year project and written thesis, comprising literary components such as introduction, literature review, methodology, discussion of results, and conclusions. The final-year project will be externally examined by a visiting Professor, currently from KNUST. The final-year project and thesis carry an academic weight of 6 credit hours, spread over two semesters.

A student is not deemed to have completed all degree requirements until the attachment and final-year project and thesis are completed and orally defended. This means, for example, that a student who has not completed the final thesis, is not qualified to graduate.

#### 4.25 Classification of Degree

Undergraduate degrees are classified according to the candidate's **Cumulative Weighted Average (CWA)** as at the end of the programme.

The degree classifications are as follows:

#### CLASS OF DEGREE RANGE OF GPA

##### 4 Class Designation – Degree Programs

CLASS DESIGNATION	CWA
FIRST CLASS	80.00 – 100.00
SECOND CLASS (Upper Division)	70.00 – 79.99
SECOND CLASS (Lower Division)	60.00 – 69.99
PASS	50.00 – 59.99
FAIL (No Award)	0.00 – 49.99

Candidates may not attempt any level 400 examinations leading to the award of a Bachelor's Degree with Honours for more than once. A candidate who re-writes or repeats any level 400 examinations will be awarded the degree without Honours.

#### 4.26 Graduation Ceremonies / Presentation of Awards

Following confirmation of an award of a degree, the candidate shall be entitled to be awarded a certificate of the appropriate Bachelor's Degree under the seal of the Institute at a Congregation of the Institute assembled for that purpose. Alternatively, at the written request of a student, the certificate may be collected by a third party or sent by registered post. The certificate shall indicate the programme and the class in which the degree is awarded, with or without Honours.

At the time of writing this edition of the Student Handbook, DLIBT is affiliated to the Kwame Nkrumah Institute of Science and Technology. As a result, the degrees and certificates of DLIBT will be conferred and awarded by KNUST until such a time that DLIBT becomes chartered as an independent and a full-fledged Institute. Attendance at graduation ceremony is optional for graduating students, although payment of the applicable graduation fee is mandatory.

#### **4.27 Cancellation of an Award**

Notwithstanding previous confirmation of an award of a degree and presentation of the certificate thereof, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

1. A candidate had entered the Institute with false qualifications;
2. A candidate had impersonated someone else to fraudulently obtain good academic standing;
3. A candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
4. There are other reasons that would have led to the withholding of confirmation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the Institute Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

#### **4.28 Academic Transcripts**

Actual degree achievement is shown only by an official certificate or an official transcript showing completion of requirements. At the end of a student's programme, the Institute shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record in respect of only programme(s) undertaken by the student at Data Link Institute of Business and Technology (DLIBT). It will reflect all courses taken or attempted by the student (including audited courses, if any) and the grades earned. The transcript shall be marked **Student Copy**. Under normal circumstances, transcripts will not be issued to a third party without the written authorisation of the student.

#### **4.29 Dating of Degrees**

Students will be recommended for their degrees at the end of the semester in which they complete their requirements. Long Essay/Project Work, wherever applicable, shall be submitted for assessment before the date of the last examination paper in the semester of completion. In default, the candidate shall be asked to submit the Long Essay/Project Work the following semester and shall be treated as a Repeat Examination, with all its implications.

## **5.0 CHAPTER FIVE – THE INSTITUTE’S EXAMINATIONS**

### **5.1 Examination Regulation**

Examination for the degrees, diplomas and certificates of the Institute shall be held at times to be determined by the Academic Board. An end-of-semester examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester. The Academic Board shall make regulations for the standard of proficiency to be attained and decide which persons have reached that standard of proficiency in each examination for a degree, diploma, certificate or other awards of the Institute. The Board shall appoint an External Examiner in each subject to assist in the assessment of student performance beyond Level 200. Normally the External Examiner’s assessment shall not be overruled by the internal examiners, but the final decision shall rest with the Academic Board. Each course, with the exception of a Project, shall normally be completed in one semester. All students are required to submit assigned work and to take assigned tests on specified dates. Failure to do so will normally result in an award of ‘F’ for such work. Any student who fails to complete practical work, research project, and/or relevant field work may be awarded an incomplete grade, “I”. If the student fails to complete the work by the commencement of the following semester, the incomplete portion of the incomplete grade will automatically become an F grade.

### **5.2 Repeat Examinations**

A student may decide to re-register for and repeat a failed course on a future occasion. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

### **5.3 Eligibility for Examinations**

A student should attend all such lectures, tutorials, seminars and practicals and undertake all other assignments as are approved by the Institute. Each Department



shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course. In any case, any student who is absent for a Cumulative Period of Nine Credit Hours (Three Weeks) from all lectures, tutorials, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall normally not be permitted to sit for the semester examination.

#### **5.4 Institute Examiners**

In every subject or group of subjects in all examinations for the degrees, diplomas and certificates of the Institute, there shall be at least two examiners who shall be jointly responsible for all papers, marks, and decisions in such a subject or group of subjects. Of these examiners at least one shall not be a member of the academic staff of the Institute.

The External Examiners of the Institute shall be appointed annually by the Academic

Board. They shall be eligible for reappointment on an annual basis, provided that no External Examiner shall hold office for more than four consecutive years.

Members of the full-time teaching staff of the Institute are examiners ex-officio in this subjects they teach and shall be required to play such part in the Institute examinations as may be approved by the Academic Board and the Board of the Faculty concerned.

An essay submitted in complete or partial fulfilment of the requirements for a degree or other qualification shall, except where acknowledgement to the contrary is indicated as part of its content, be the original work of the candidate. An essay which has previously been submitted for an academic award of this or any other institution shall not be accepted. The student must pay special attention to penalties for plagiarism, and submit only original work. If a candidate is prevented by illness, disability, death, or other sufficient cause from attending the whole or part of the final examination for a degree, diploma or certificate, the Academic Board, after consideration of a report from the Internal and External Examiners concerned and upon such further evidence and subject to such conditions as it shall think fit, may make decisions concerning the academic fate of the student on a case-by-case basis.

## **5.5 Attendance of Examiners at Examinations**

An examiner, or in his absence, a representative, from the department concerned who is knowledgeable about the contents of the question paper, must be present in the examination room for ten minutes before the examination is due to begin and ten minutes hereafter. Before the examination begins, the examiner shall check his papers for any errors. If there are any amendments to be made, he shall inform the invigilator who will normally make the necessary announcements.

Before leaving the examination room, the examiner shall inform the invigilator where he may be contacted in the Institute for the duration of the examination, in the event of a need for clarification on any questions or issues from a candidate on his paper.

## **5.6 Invigilation of Examinations**

It is the responsibility of invigilators to supervise examinations in accordance with the regulations for the conduct of examinations. Invigilators who suspect that breaches of examination regulations have occurred will inform the Registrar in writing and warn the candidate, who shall normally be permitted to complete the examination, that such a report will be made.

All invigilators must be present in the examination room to which they have been appointed from at least 10 minutes before the commencement of the examination until all answer scripts have been removed from the examination room after the conclusion of the examination. Invigilators are responsible for checking attendance, distribution of question papers before the commencement of each examination, for arranging the collection of answer scripts from each candidate and for checking and entering on the Room Report.

### **At the time scheduled for the start of the examination the Invigilator shall:**

1. Make an announcement to the effect that candidates must verify that they possess the correct paper;
2. Ask candidates to study the examination instructions carefully;
3. Make other necessary announcements.
4. Invigilators are not permitted to smoke in an examination room and must not permit other persons to do so.
5. Instructions to invigilators shall be published annually by the Registrar, setting out details of the procedures to be followed in the conduct of examinations. All

staff shall be trained on examination invigilation procedures.

### **5.7 Registration for Examinations**

Registration for an Institute Examination shall require endorsement of the Registration List by the Head of Department to the effect that the candidate has satisfactorily pursued the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

Endorsement shall be withheld if a candidate is not deemed to have satisfactorily completed the approved course of study. In the event of a withheld endorsement, the Head of Department shall request the appropriate Faculty Board to confirm the action taken. After the registration deadlines of each semester, the lists of registered candidates shall be forwarded to the Office of the Registrar before the end of the sixth week of the semester. These lists shall be deemed as constituting final registration for end-of-semester examinations. This means that by the end of the sixth week, students whose names do not appear in any course list shall not be allowed into the end-of-semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

### **5.8 Examination Instructions to Candidates**

A candidate for the Institute examination must have followed the approved course as a regular student over the required period, and must have registered for the examination. Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by the title. The Registration Form duly endorsed by the Head(s) of Department shall be submitted to the Registrar not later than 6 weeks after the commencement of the semester.

**A candidate shall not be admitted to Institute examinations if:**

1. He/she has not been entered for that examination.
2. The subject of the examination has merely been audited.
3. He/she owes fees to the Institute or the Hostel.
4. He/she is under suspension or has been dismissed from the Institute.
5. A candidate may be refused admission to an Institute examination if he/she

reports to the Examination more than half an hour after its commencement.

6. An examination candidate shall not bring to the examination centre or to the washroom of the examination centre or in the immediate vicinity of the examination centre any book, paper or written information or cellular mobile phones or other unauthorized material.
7. Any such material shall not be deposited at the entrance to the examination room or the washroom or in the immediate vicinity of the examination centre.
8. No student shall enter the examination room until he/she is invited to enter the examination room.
9. Any candidate who is seen with lecture notes or a book or cellular/mobile phones or any unauthorized material in the examination centre or in the immediate vicinity of the examination centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded a grade X for that paper.
10. A candidate shall uphold the highest standard of civility and courtesy in an examination centre.
11. A candidate who flouts the instruction(s) of a chief invigilator or invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be dismissed from the examination and awarded a grade X in that paper.
12. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
13. An examination candidate shall, for the purpose of identification by the chief invigilator/invigilator, carry a student identity card on the examination table to enable the invigilator ascertain the identity of the person writing the examination.
14. The Chief invigilator shall reserve the right to refuse any candidate without an identity card entry to an examination.
15. No communication between candidates is permitted in the examination hall. Consequently,
16. A candidate shall not pass or attempt to pass any information or instrument to another during an examination; he/she shall not copy or attempt to copy from another candidate or engage in any similar activity; and he/she shall not disturb or distract any other candidate's attention during an examination.

17. Candidates may request the attention of the invigilator by raising their hands.
18. Smoking or drinking of alcoholic beverages is not allowed in the examination room.
19. Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In such cases, the invigilator will be required to re-ascertain that a candidate does not carry on his/her person any unauthorized material upon re-entry into the examination room.
20. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily while outside the examination room.
21. A candidate who finishes an examination ahead of time may leave the examination room after signing out and surrendering his/her answer books.
22. The candidate shall not be allowed to return to the examination room.
23. At the end of each examination, Invigilators must ensure that candidates do not take away any answer books, supplementary sheets, whether used or unused, or any other official materials provided for the examination from the examination room. Candidates must not in any way interfere with the stapling in the answer books.
24. Any complaints about the answer books should be brought to the attention of the invigilator.
25. A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X in that paper. The award of grade X in a required paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper of Institute Examination:
  - Misreading the time-table;
  - Forgetting the date or time of examination;
  - Inability to locate the examination hall;
  - Inability to rouse oneself from sleep in time for the examination;
  - Failure to find transport;
  - Loss of a relative;
  - Pregnancy, unless it is certified by a medical doctor to make the writing of test or examination impossible or inadvisable.

***A breach of any of the foregoing regulations made for the conduct of Institute***

***Examination may attract one or more of the following sanctions:***

- A reprimand;
- Loss of marks;
- Cancellation of a paper (in which case zero shall be substituted for the mark earned);
- Withholding of results for a period;
- Award of grade X.

Further to the above, a grade Z leading to disqualification in that paper, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination. Further sanctions may include:

- Being barred from Institute examination for a stated period;
- Being barred from Institute examination indefinitely;
- Suspension from the Institute; and
- Expulsion from the Institute.

**5.9 Deferment of Examinations on the Grounds of Ill-Health**

A student who has satisfied all the requirements as prescribed but is unable to take the examination on grounds of ill-health shall, on application to the Registrar within three working days of the examination, and on provision of a valid medical certificate issued by the Institute's accredited Medical Officer, be allowed to defer the semester examinations, and shall be allowed to take the examination at the next offering. Subsequent applications for deferment, on grounds of ill health, shall be subject to a medical certificate issued by a properly constituted Medical Board.

**5.10 Deferment of Examinations on Grounds other than Ill-Health**

Examination may also be deferred by reasons other than health. Such reasons include work schedule, official trips, or other valid but non-health-related reasons. A student who will be unable to take a final examination for these reasons must present a request in writing, to the Office of the Registrar, at least two (2) weeks (14 days) before the said examinations. The Registrar will review the applications with the examiners Board, case by case, and advise the student in writing as to whether the deferment is approved or otherwise. If the request is not granted, the

student would be required to write the examination(s). A student who has applied for the deferment but has not received feedback from the Office of Registrar must make arrangement to write the affected examinations as previously scheduled.

Every such deferred course shall receive a temporary I-grade (incomplete). The affected examination(s) must then be written at the next available opportunity; otherwise the student would be awarded an F-grade for not writing.

### **5.11 Illness / Disability at an Examination Room / During Examination**

Any candidate who considers that his examination performance may have been impaired by ill-health or any other form of disability shall be required to inform the head of the department responsible for the programme in writing within three working days of the examination. The letter shall be accompanied by a medical certificate or other relevant report. If an invigilator or an examiner considers that a candidate's performance may have been impaired by ill-health, he/she should write the circumstances on the front cover of the examination book and the examiner shall inform the Chairman or Secretary of the Board of Examiners.

Wherever possible, examinations will be taken by candidates in recognised examination rooms and efforts will be made to avoid the necessity of making special examination room arrangements elsewhere.

Where a candidate is unable due to illness or temporary disability to sit for an examination at the published venue, arrangements will be made, if feasible, for the examination to be held at an alternative venue.

Where a request is made for the examination to be taken at a hospital, approval of the request will be dependent upon the provision of suitable facilities by appropriate officers of the Institute and the affected hospital and attending medical practitioners.

In a case where a candidate leaves the examination venue temporarily because of illness or any other disability but continues to remain under supervision, the invigilator will be required to enter in the candidate's answer book the time of departure and where appropriate, subsequent return, and to sign against these entries.

### **5.12 Physically Challenged Candidates**

A physically disabled candidate may be permitted to use a computer-based word processing package or dictate his answers to an amanuensis. **The use of a tape**

**recorder will not be permitted.**

### **5.12 Examination Malpractice or Offence**

Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission, or refusal to follow instructions. The Chief Invigilator or any examiner shall, as soon as practicable, report to the Registrar through the Dean of Faculty, any instance of a breach of Examination Regulations. In respect of offences occurring outside the precincts of an examination room, the Dean shall cause an enquiry to be made into any reports that reach him and submit his findings to the Registrar, who will pass the information to the Board of Examiners. The Board of Examiners shall review all reports received in connection with an examination malpractice or an offence. Based on its review, the Board of Examiners may impose sanctions involving loss of marks in a particular paper. A grade of Z shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a principal subject, an ancillary, or any other paper or has misconducted himself/herself in an examination. Such a candidate may be debarred from taking an Institute examination for a stated period, indefinitely, or expelled from the Institute. In all instances of examination malpractices or offences, a formal report shall be made to the Academic Board as soon as practicable. The Academic Board may review all such reported cases and may vary the sanctions as it thinks fit.

### **5.13 Determination of Grades**

Several factors, such as scores in oral and written examinations, oral or written tests, practical and written projects, papers, reports, laboratory practical, skills demonstration (although skills demonstration may be the sole factor in grade determination for some courses), theses/dissertation, and class



attendance/participation are used by lecturers as components/events to constitute the final grade result for a student in a particular course.

The authority to determine grades rests with the faculty member(s) who taught the course or substitute lecturer(s) assigned by the relevant department Head or the Dean (where the regular lecturer is unavailable) to act in that capacity as member(s) of Board of Examiners of a faculty.

It is the function of the department Head and Faculty Dean to ensure that every faculty member who has been assigned to teach a given course has a carefully drafted grading policy for that course and that the students who take that course are fully informed in writing of the grading policies and procedures for it.

#### **5.14 Method of Assigning Grades**

In order to avoid a charge of carelessness, arbitrariness or capriciousness, the faculty member shall be expected to assign grades in a professionally responsible way by taking into account the criteria of his/her department and the following safeguards:

- Describe the method of assigning grades in the published course outline given to each student enrolled for the course and also filed in the Department Head's office prior to the beginning of the semester in question.
- The method of grading could include such matters as percentages used within the Institute's grading system, final grade determination as a weighted component of tests, examinations, research projects, practical's, reading reports and written assignments.
- Mark examinations, or tests, etc., according to a written marking scheme that the lecturer has drawn up and on which there is a clear indication of the assignment of points. A lecturer shall be required to keep a copy of such a marking scheme in the course file and examination booklet archives for five calendar years from the time that the tests, or examinations, were taken. The written key shall be evidence that the assignment of a grade is done by certain criteria and not capriciously, or with a favour.
- Copies of all marking schemes shall be lodged with the Registrar at the time of the submission of the semester examination question papers to which they relate.

- Ensure that returned graded material to students such as tests and other written assignments show the assignment of points according to the marking scheme (or where appropriate, adherence to published guidelines) for given thoughts or, where appropriate, responses other than the overall grade for each.
- Keep a record of any changes to course requirements and special provisions made for exceptional students.
- Inform students via the course outline what review and remediation opportunities are provided and allowed by the lecturer for all the students during a given semester.
- Consistently apply officially published grading policies on incompletes and examination resist.
- Preserve the lecturer's grade record on file. The lecturer's record of grades for a given course shall contain all the evidence on how the final grade for every student was computed. For legal purposes, records of grades must be saved in the Registrar's Records Office for at least 5 years after the examination.

### **5.15 Grade Reporting**

Data Link Institute of Business and Technology (DLIBT) follows the practice of issuing grade cards to students as well as to parents, sponsors, and others identified by the student at registration and who are entitled to such information. Because of the contractual nature of the arrangements with students and parents, faculty has an obligation to ensure that the grades are filed on time at the Head of Department's office according to the published deadlines. The Institute may take appropriate actions against offenders. Grades for a given course shall be recorded by the lecturer on the course reports provided, with the lecturer's signature in ink and endorsed by the head of department. If the lecturer has left the Institute on a permanent basis all necessary actions must be taken by the head of department to ensure that the grades have been submitted. Grades are to be submitted by the lecturer through the head of department within two weeks from the end of semester examination. During the second semester, grades for prospective graduates must be reported to the head of department's office by the published deadlines. Communication of grades shall be done on the special forms provided. After approval by the Academic Board, course lecturers may display or rank student grades in public during or at the end of a semester by the use of ID

numbers only. Tests, examinations, or other graded material containing the names of students involved shall not be left in a public place for student collection.

### **5.16 Declaration of Results**

The Registrar, before the commencement of the semester, shall normally publish results of semester examinations taken at the end of the previous semester. Results of all Institute examinations are published subject to the approval of the Academic Board.

### **5.17 Grade Review**

#### **5.17.1 Resolution of Grade Disputes**

A student who disputes the grade obtained for a given course is to seek a resolution by following the procedure below (NB: each further step is taken only if the matter was not resolved in the previous step). Examination marks and papers moderated and marked by external examiners shall normally not be contested. Only in extreme cases and where the student has failed will the Academic Board permit remark of examination script subject to approved rules and guidelines. An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained. Complaints filed after 15 days have elapsed since a grade was given and/or a report card issued, or a written grade complaint that does not detail the evidence of, for example, carelessness, arbitrariness, or capriciousness, shall not be investigated.

#### **5.17.2 Step 1: Resolution with the Lecturer**

If the student reports dissatisfaction with the grade received and believes that an error has been made, he/she may discuss the situation first with the course instructor. The grade complaint is filed on a **Grade Complaint Form** within 15 days of the receipt of the grade and/or a grade report card has been issued. The lecturer has 15 days to respond to the complaint. The lecturer at this point discloses the manner in which the final grade was computed. This is done on the **Grade Disclosure Form**.

#### **5.18 Step 2: Grade Rechecking**

If the matter remains unsolved the student can appeal to the head of department who initiates the process of grade rechecking. A student at this stage files a grade

complaint with a department head requesting a grade rechecking. The student must provide the head of department evidence for the belief that the grade was assigned as a result of any, or all, of the reasons such as, carelessness, arbitrariness, or capriciousness.

**Grading Rechecking requires:**

- The course instructor to provide details about how the grade earned by the student was computed. The head of the department and the course instructor to jointly recheck the paper.
- The Head of Department shall assign a Senior Internal Examiner to recheck the examination material and other course components. The assigned examiner will compile a report and make recommendations to the Head of Department after scrutinizing the student's package.
- Finally, the head of department communicates to the student, Admissions and Records Office and the Academic Dean the outcome through a **Grade Rechecking Result Slip**.

A department head or the lecturer's immediate supervisor shall only recommend or make a grade adjustment if his/her findings reveal that there is clear evidence of carelessness, arbitrariness, or capriciousness on the part of the lecturer. The department head or the lecturer's immediate supervisor shall render a written report on his/her findings within a week if school is in session; if not, within the first week after school reconvenes.

**5.19 Step 3: Remarking**

If the *matter* still remains unsolved, it can be taken up with the Academic Dean. The Academic Dean orders the remarking of the paper by an external examiner. The Institute undertakes the remarking of the paper on the payment of a fee by the student. Review shall not proceed until and unless the Review Fee is fully paid. The outcome of the remarking shall be communicated to the student through the

**5.20 Remarking Result Slip.**

**5.20.1 Step 4: Appeal to Academic Board**

Under extreme circumstances, if the matter is unresolved, it shall be referred to the Academic Board whose decision shall be final. If it emerges that a complaint for review is frivolous or ill-motivated, the Academic Board may prescribe further

sanctions which may include barring the complainant from Institute examinations for a stated definite or indefinite period.

### **5.20.2 Revision of Grades**

Grade changes are made for “I” at the Director of Admissions and Record’s Office. Grades are to be changed in the appropriate grade book, initialled and dated by the lecturer and head of department. Should the lecturer have left the employment of the Institute, then the head of department takes the responsibility of the change. Alterations to the official grade record are allowed only in cases where lecturer error is discovered, and not because of additional work completed since the grade was assigned. These errors are reported on the official **Grade Change Form** provided by the Director of Admissions and Record’s Office and must be signed by the lecturer and the head of department. A written statement of explanation must be included on this form, which is placed on file and shall be the basis for a corresponding correction in the record. Only where authorized by the faculty member in writing, in the case of the faculty member’s cessation of employment with the Institute, or the death of a faculty member, may grade changes be effected without the specific signature of the faculty member on the official grade form or appropriate official change of grade form? In such an event, the head of department of the relevant department may sign for the lecturer. In no case should revision of grades be made without official approval and due process. In cases where the class is offered on an extension campus, the grade change must occur within two semesters following the semester in which the course was taken. Any resulting changes in the Grade Point Average subsequent to the issuing of the degree shall not be cause for revision of the degree.