



BlueCrest College

STUDENT HANDBOOK

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IMPORTANT

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

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

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



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1. INTRODUCTION

About this Handbook

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

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1.1 Brief History of BlueCrest College

BlueCrest College was conceived as a high-tech center of Excellence in Sierra Leone in February 2014. The mandate of the college was to carry out scientific, technological, management, professional, vocational and skill development courses to benefit the youth of Sierra Leone. In April 2014, the National council for Technical Vocational and Other Academic Awards (NCTVA) of Republic of Sierra Leone granted Accreditation to BlueCrest College in respect of Diploma and Higher/ Advanced Diploma in the following domains:

- Information Technology (Software Engineering)
- Information Technology (Network Engineering)
- Web Design, Development & Technologies
- Digital Marketing & Social Networks
- Cyber Security & Ethical Hacking
- Programming in C++, JAVA, C#, Python
- Desktop Support Specialist
- Graphic Design & Multimedia



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- Accounting, Finance & Business Management
- Management Information Systems
- Fashion Design & Garment Construction

Owing to that, the College currently has three (3) Faculties, which are named as the following:

- School of Information Technology
- School of Business & Communication
- School of Fashion and Design

BlueCrest College is affiliated to Institute of Public Administration and Management (IPAM) – University of Sierra Leone (USL) to offer BSc (Hons) in Information Systems & BSc (Hons) in Information Technology



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1.2 Rationale

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

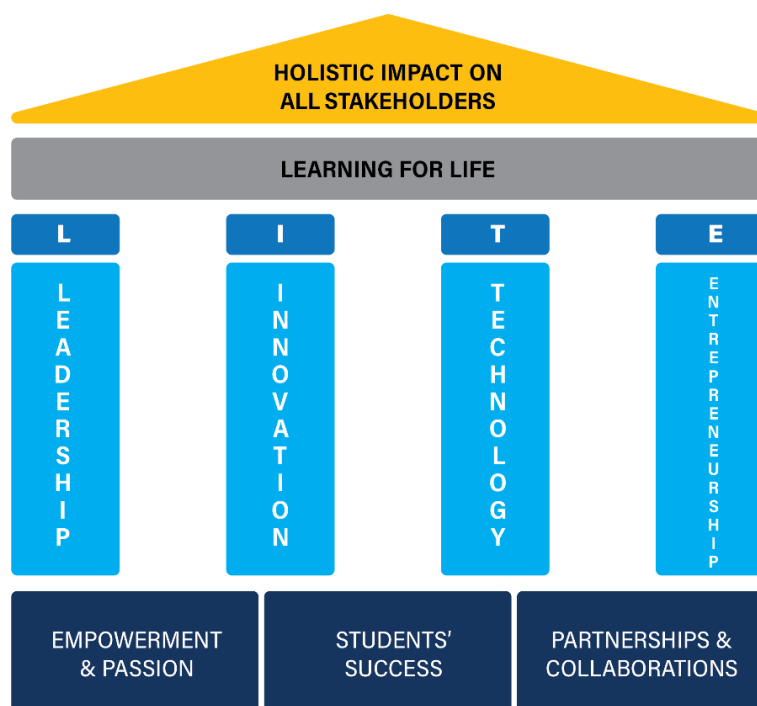
In line with our policy of offering an easy path to studies, each department under the Faculty/School provides *Programmer Description* that details all courses offered for the entire duration of the programmer. In addition, students receive a syllabus/Course outline that includes details of the *Course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

1.2.1 The BlueCrest Way

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



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

The Vision of BlueCrest College

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

The Mission of BlueCrest College

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



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Aims of BlueCrest College

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

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

1.3 Governance and administration

A. National Accreditation & Affiliation Bodies

BlueCrest is accredited by Tertiary Education Commission (TEC) & National Council for Technical Vocational and Other Academic Awards (NCTVA) Sierra Leone. BlueCrest College is affiliated to Institute of Public Administration and Management (IPAM) – University of Sierra Leone (USL) to offer BSc (Hons) in Information Systems & BSc (Hons) in Information Technology



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B. Governing Council of BlueCrest College

The functions and responsibilities of the Council include the following:

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



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

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

C. The Chairman

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

D. College Rector

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

E. The Registrar

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

F. The Dean – Academics/Provost

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



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G. The Finance Manager

The primary functions of the Finance Manager are:

- a. To serve in matters pertaining to the finances and commercial operations of the College
- b. To assist the Rector/Chairman in a wide variety of activities relative to the strategic financial plans of the College.

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

H. The Academic Board

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

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



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2. ACADEMICS INFORMATION, DEPARTMENT AND PROGRAMMES

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

2.1 Programs offered

School of Information Technology

- Bachelor of Science (Hons) in Information Technology (BSc IT)
- Bachelor of Science (Hons) in Information Systems (BSc IS)
- Honors Diploma in Information Technology
- Honors Diploma in Hardware & Networking
- Diploma in Web Design & Development
- Certificate in Advanced Microsoft Office
- Certificate in Digital Marketing
- Certificate in Programming Languages (C++, Java, Python etc)
- Certificate in Full Stack Development

School of Business & Communication

- Certificate in Financial Technology
- Certificate in Tally ERP 9
- Certificate in QuickBooks
- Certificate in Digital Marketing

School of Fashion & Design

- Certificate and Diploma Programs in Fashion Design & Garment Construction
- Certificate in Graphic Design

Details of the programmes are available at <http://www.bluecrest.edu.sl>

2.2 Admission requirements

Candidate must possess five (5) GCE 'O' Level/WASSCE Credits with a C5 or better in Mathematics and C6 or better in English Language, plus three (3) other related subjects.

Note:

This requirement applies to all candidate for BSc (Hons) Information Systems & BSc (Hons) Information Technology



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ADMISSION FRAUD

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



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Unsatisfactory work/Misconduct

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

2.3 Attendance

- i. The College attaches great importance to adequate exposure of students to course content and the benefits of the classroom interaction among lecturers and students. Accordingly, students are required to attend all classes, tutorials, seminars, fieldworks and laboratory practical sessions and other prescribed activities.
- ii. Lecturers shall print out names of all students who have registered for their courses. Such list shall be used to check class attendance.
- iii. **Any student having less than 65% attendance will not be allowed to appear in the final examination. In special cases, the Rector reserves the right to allow grace attendance of 10% to a student.**
- iv. **A student who absents him/herself for a cumulative period of 35% of attendance from lectures, tutorials, practical and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the programme. Such a student shall not be permitted to write the end of semester examinations in the course.**

2.4 Progression from one semester to another

Progression

Progression shall be as per the standard University of Sierra Leone Senate guidelines.

Weighting System

The weighting unit is the Credit Hour. The Credit Hour may be

- One 1-hour lecture per week for 14 weeks.
- One 2-hour laboratory session per week for 14 weeks

A 4-credit hour module, therefore, may be delivered as either 4 lecture hours per week (or 3 lecture hours (or two lecture hours plus one tutorial hour) and one two-hour lab per week for 14 weeks.

Teaching and Learning Strategies

Delivery of modules to maximize student learning will be primarily via traditional face to face Lectures, but mixed with other methods depending on the module being taught. These methods will include supervised individual and group laboratory exercises, tutorials, in-class demonstrations, class discussions, video tutorials and case studies, and student group work (team-based learning)

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

- The external candidate shall pay a re-admission fee which shall be determined by the Admission Committee from time to time.



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- The external candidate shall register for the failed courses to the advertised-on time for the normal registration in the semester.

ii. Supplementary Examination

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

iii. Trailing and Repetition of Courses

- a) To trail a course means the student has failed the course and he/she is carrying over the course till he/she passes it.
- b) A student who fails a pre-requisite course shall be required to repeat the course in the following academic year (or semester where applicable).

2.5 Assessment process

- i. Assessment of a student's performance shall be by a combination of continuous assessment and end of semester examination.
- ii. The weight of the two modes of assessment are as follows:
 - a) Continuous Assessment = 30%.



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1. Class Assignment / Test / Quizzes / Project work / Term papers etc.
2. At least two are required per semester.
- b) End of semester Examination = 70 %.
- iii. A student who does not earn a minimum of 50% marks in Continuous Assessment mark in addition to a 65% attendance does not qualify to take part at the End of Semester Exam and shall re-submit his/her Continuous Assessment.
- iv. A student who does not get a minimum of 50% marks in End of Semester Exam does not qualify for a Pass.

2.6 Grading system

HARMONISED GRADE POINTS

Letter Grade	%Grade	Point	Remarks
A	≥70%	4.00	Excellent
B+	65 – 69%	3.75	Very Good
B	60 - 64%	3.25	Good
B-	55 – 59%	3.00	Good
C+	50 – 54%	2.75	Credit
C	46 – 49%	2.50	Credit
C-	40 – 45%	2.00	Pass
D	35 – 39%	1.50	Conditional Pass
E	30 – 34%	1.00	Fail
F	<30%	0	Fail

Harmonized Classification of Degrees, Diploma and Certificates

Classification will be determined by the Final Grade Point Average values as follows:

HONOURS DEGREE

First Class	-	CGPA of 3.50 or better
Second Class First Division	-	CGPA of 3.00 – 3.49
Second Class Second Division	-	CGPA of 2.60 – 2.99
Third Class	-	CGPA of 2.00 – 2.59
Pass	-	CGPA of 1.50 – 1.99
Fail	-	CGPA of below 1.50

GENERAL DEGREE



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Division One

-

CGPA of 3.20

or better

Division Two

-

CGPA of 2.60 – 3.19

Division Three

-

CGPA of 1.50 – 2.59

Fail

-

CGPA of below 1.50

DIPLOMA/CERTIFICATE

Distinction

-

CGPA of 3.20 or better

Credit

-

CGPA of 2.60 – 3.19

Pass

-

CGPA of 1.50 – 2.59

Fail

-

CGPA of below 1.50

2.7 Requirements for graduation

The following requirements should be satisfied before graduation:

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

2.8 Transfer of credits

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

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

2.9 Deferment

i. Before Commencement of the programmer

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

ii. On grounds of ill-Health



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

iii. On ground other than ill-health

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

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

iv. The maximum period for deferment

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

2.10 Appeal

i. Request for review/remarking

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

ii. 15-Days Deadline

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



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

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

Submission of long essay/Project work

Long essay/project work wherever applicable, shall be submitted for assessment not later than 14 days after the end of semester examination. In default, the candidate shall be asked to submit the dissertation/project work in the following semester along with a fee of NLE 200.00 and shall be treated as repeat examination with all its implications.

2.11 Academic transcript

- i. Transcripts shall reflect all courses taken or attempted by the student and grades earned.
- ii. Students who want to obtain their transcript shall apply to the Registrar (Academics) on the payment of the appropriate prescribed fee if any.

2.12 Student feedback exercise

Student feedback on teaching is an important element of the institution's quality assurance process to ensure accurate assessment of teaching, mass participation by students in this feedback exercise is very essential.

2.13 Academic counselling

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



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2.14 Pastoral support

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

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



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3. EXAMINATIONS & RESULTS

3.1 Examination rule and regulations

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

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



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- xiii. A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet. Such candidate shall not be allowed to return to the examination room.
- xiv. Candidate should not in any way interfere with the stapling of an answer booklet. Any complaints about the answer booklet should be brought to the attention of the invigilator.
- xv. A breach of any of the foregoing regulation made for the conduct of college examinations may attract one or more of the following sanctions.
 - a) A reprimand;
 - b) loss of marks;
 - c) cancellation;
 - d) withholding of results for a period.
- xvii Whenever it is established that a candidate gained an unfair advantage in an examination. The further sanction may include.
 - a) Being barred from college examinations,
 - b) Suspension from college
 - c) Expulsion from college

3.2 Qualifying to write college examinations

A candidate shall qualify to write a college examination if:

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

3.3 Examination timetable, venues and seating arrangements

Examination Timetable and Venue

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

A. Students Identity Card

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



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

B. Entering and Leaving Examination Rooms

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

C. Procedures during Examination

- i. Candidates are required to use their index numbers and not their name throughout the examinations. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers. Failure to comply will result in a candidate being penalized.
- ii. Candidate must ensure that they sign the examination attendance sheet.
- iii. Borrowing of materials such as pen, pencil eraser, ruler and calculator will not be allowed in the examination room.
- iv. There shall be no communication whatsoever between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising a hand.
- v. Candidates would be told by the invigilator when to start answering questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- vi. At the end of each examination, the candidate should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- vii. As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the invigilator assistant before they leave the examination room. Candidates have a personal responsibility for ensuring that their answer books are collected by invigilator assistant.



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- viii. No unused material should be removed from the examination room. Candidates may, however, retain their question paper except for the rubrics state otherwise.
- ix. No part of the answer book may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

D. Absence from Examination

- i. Any candidate who fails to attend any or part of examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.
- ii. The following shall not be accepted as a reason for being absent from any examination.
 - Miss-reading the timetable
 - Forgetting the date or time of examination
 - Inability to locate examination hall/room/venue
 - Oversleeping
 - Loss of a relation
 - Pregnancy
 - Inability to clear all dues for the current semester
 - Inability to find transport to the examination venue
- iii. In case of absence from an examination through ill-health, the candidate must submit a relevant medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within 14days after the day of examination.
- iv. It is the responsibility of the candidate to arrange with his/her doctors for any medical evidence to be certified by the officer-in-charge of the prescribed health care provider of the College to be sent to the Dean Academics.
- v. In case of absence from an examination due to serious causes other than ill-health, the candidate must submit to the Dean Academics. A written explanation of the absence and evidence of the cause, where possible.

E. Examination Offences

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

- F.** Any knowledge or possession of examination questions before the examination.
- II. Possession of unauthorized materials related to the examinations and likely to be used during examinations.
- III. Copying from prepared notes or from a colleague's script during an examination.
- IV. Persistently looking over other candidate's shoulders in order to cheat.
- V. Impersonating another candidate or allowing oneself to be impersonated.
- VI. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate
- VII. Consulting or trying to consult during the examination any book, notes or other unauthorized materials.
- VIII. Persistently disturbing other candidates or detracting their attention.



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

3.4 Certificates

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

3.5 Feedback on student performance

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

3.6 Complaint against faculty members

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

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



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

- e) Complaints from within the College shall be submitted directly to the department's chair of the faculty member concerned, who shall inform the Dean.
 - i. The department's chair or another appropriate administrator shall determine whether the complaint has substance and whether further action is necessary. If it is determined the complaint has substance and further action is necessary, the faculty member shall be informed of the receipt of the complaint and will be given an opportunity to respond to the complaint in writing within ten (10) days.
 - ii. The department's chair or administrator shall review the complaint, together with the faculty member's written response and provide a report to the dean (or director) or appropriate vice president stating whether:
- f) The complaint lacks substance and no further action is necessary; or
- g) The complaint has substance and remedial action shall be taken at the department or college level.
 - i. The Dean or appropriate vice president shall subsequently review the complaint, together with the faculty member's written response and the department chair's or administrator's report. If the report states the complaint has substance and remedial action should be taken at the college level, the Dean shall determine the necessary and appropriate remedial actions.



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4. ETHICS POLICY

4.1 Philosophy

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

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

4.1.1. Student – Student Relations

i. Student Honour Code: Adoption and General Principles

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

The Honour Pledge:

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

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



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

ii. Student Conduct Code: General Principles

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

4.1.2 Staff-Student relations

Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing academic subjects selecting instructional materials and determining grades. The College student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor. At the same time, all students need to respect the faculty members and other staff members of the college. In case of any complaint of disrespect of any kind, formal disciplinary action will be taken.

4.1.3 Non-discrimination/harassment/invasion of privacy

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

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



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Sexual harassment

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

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

Disciplinary Action.

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

Complaints and Appeal Procedures:

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

Invasion of Privacy:

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



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- i. It shall not be a violation of this provision to make a recording authorized by the College regulation or policy. Any make, usage, disclosure, or distribution of an authorized recording must comply with the requirements of the applicable authorization, law and/or College regulation or policy, including without limitation obtaining any required notice or consent.
- ii. College policies may provide further information and requirements concerning making, using, disclosing and distributing recordings. Refer to College websites for policies on recording and on privacy.
- iii. A Recording is defined as any reproduction of sound, video etc. (for example and without limitation, photographs, videos) stored in permanent media, using any technology.



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5. RESEARCH & PLAGIARISM POLICIES

5.1 Faculty, Staff, and Student Responsibilities

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

5.2 RESOURCE USAGE POLICY

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

END OF THE DOCUMENT