



KAAF
UNIVERSITY

UNDERGRADUATE STUDENTS HANDBOOK

2026

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CHAPTER ONE INTRODUCTION

1.1 Message from the Vice Chancellor

It is my pleasure to welcome you to KAAF University, a distinguished institution committed to academic excellence, innovation, and holistic development. By choosing KAAF, you have taken an important step toward shaping your future, and I assure you that you are now part of a vibrant academic community that will nurture your potential and prepare you to make meaningful contributions to society.

At KAAF University, our mission is not only to impart knowledge but also to develop character, integrity, and leadership. We believe education goes beyond the classroom, encompassing research, community engagement, entrepreneurship, and service. You will find numerous opportunities here to challenge yourself academically, grow personally, and engage with the wider community.

This Student Handbook has been designed as your guide throughout your journey with us. It outlines your rights, responsibilities, and the resources available to support your academic and personal success. I encourage you to read it carefully and use it as a reference whenever needed. Remember, your success is a shared responsibility, and the university is committed to providing an environment where you can thrive.

As you begin or continue your studies, I urge you to embrace discipline, curiosity, and resilience. Make the most of the resources available to you from your lecturers and mentors to the library, laboratories, and student support services. Above all, strive to be a responsible and innovative global citizen who upholds the values of integrity, respect, inclusiveness, excellence, service, and innovation.

On behalf of the governing council, management, faculty, and staff of KAAF University, I warmly welcome you once again. I look forward to witnessing your achievements and celebrating your contributions to our university and the world beyond.

1.2 Purpose of the Handbook and How to Use It

The Student Handbook is both an informational resource and a policy document. It provides guidance on academic regulations, codes of conduct, financial policies, and support services. Students are expected to familiarize themselves with its contents, as ignorance of university policies is not an acceptable excuse for non-compliance.

Use this handbook:

- As your first reference point when you have questions regarding your academic program, student life, or university services.

- To understand your rights and responsibilities as a member of the KAAF University community.
- As a practical guide for navigating life on campus.

1.3 University Mission, Vision, and Core Values

- **Mission:** To provide high-quality education that prepares students to address national and global challenges through innovation, leadership, and service.
- **Vision:** To be a leading university recognized for academic excellence, cutting-edge research, and meaningful community engagement.
- **Core Values:**
 - ✓ *Integrity* – Upholding honesty and transparency.
 - ✓ *Respect* – Valuing diversity and treating all with dignity.
 - ✓ *Inclusiveness* – Promoting equal opportunity and participation.
 - ✓ *Innovation* – Encouraging creativity and forward thinking.
 - ✓ *Excellence* – Striving for the highest standards in academics and service.
 - ✓ *Service* – Making meaningful contributions to society.

1.4 Brief History of KAAF University

KAAF University was incorporated in 2006 under the Companies Code Act 179 of 1963. However, admissions started during the 2008/2009 Academic Year with a handful of pioneering students.

KAAF University was founded with the vision of expanding access to higher education in Ghana and beyond. Over the years, it has grown into a reputable institution, recognized for its commitment to producing well-rounded graduates who excel in various professional fields.

Milestones include the introduction of pioneering degree programs, the establishment of strong partnerships with industry and professional bodies, and consistent accreditation from national and international educational authorities. Today, KAAF University boasts a diverse student population, a dedicated faculty, and alumni who are making significant contributions locally and globally.

1.5 Organizational Structure of the University

The governance of KAAF University is designed to ensure transparency, accountability, and effective delivery of its mission of academic excellence, research, and service to society. The structure provides a clear framework for decision-making, academic leadership, and student support.

1.6 Affiliation and Accreditation of KAAF University

1.6.1 From Affiliation to Accreditation

- Founded in 2006, KAAF University began its journey as a university college under the Companies Code Act 179 of 1963

- In September 2007, the University received provisional authorization from the Ghana Tertiary Education Commission (GTEC) then known as the National Accreditation Board (NAB) to begin academic operations
- Throughout this early period, it maintained affiliations with established universities, including KNUST (Engineering and Business), GIMPA (Law and Political Science) and UDS (Health and Allied Sciences).

1.6.2 First Accreditation and Program Expansion

- In **2010**, KAAF achieved its first program-level accreditation, formally recognizing its capacity to offer degree programs across multiple disciplines
- Over time, it became the first private university in Ghana to offer engineering degrees among others, further expanding its academic portfolio.

1.6.3 Presidential Charter and Full Autonomy

- In December 2024, KAAF University was officially granted a Presidential Charter by the President of Ghana, elevating it to a fully autonomous institution in the higher education landscape
- The Charter allows KAAF University to award its own certificates, diplomas, and degrees, provided that the programs are accredited by GTEC
- This milestone came after a rigorous multi-stage evaluation conducted by GTEC, assessing governance, infrastructure, finances, curriculum quality, teaching, and community engagement
- The formal ceremony took place on December 19, 2024, with the grant of the charter effective starting June 20, 2024.

1.6.4 What It Means for Students

- The Presidential Charter signifies institutional maturity and independence, positioning KAAF University to respond swiftly to evolving educational needs.
- With this autonomy, KAAF has expanded its launchpad for innovative programs, especially in STEM/STEAM fields, with ambitions to boost research, global partnerships, and academic excellence
- Students enrolled in accredited programs can now earn degrees directly from KAAF University, without reliance on affiliating institutions.

1.7 Student Rights and Responsibilities

As junior members of the KAAF University community, students enjoy certain rights that protect their dignity, academic freedom, and wellbeing. Alongside these rights, students also carry responsibilities that promote respect, discipline, and integrity within the university.

1.7.1 Rights of Students

Students of KAAF University are entitled to:

a) Academic Rights

- The right to quality teaching, learning resources, and fair assessment.
- The right to academic freedom to express ideas, engage in research, and participate in scholarly debate without discrimination.

- The right to appeal academic decisions in accordance with university procedures.

b) Welfare and Support Rights

- The right to a safe, inclusive, and supportive learning environment.
- The right to access health, counseling, disability, and career support services.
- The right to privacy and confidentiality in medical, counseling, and academic records.

c) Participation and Representation Rights

- The right to join and actively participate in recognized student associations, clubs, and societies.
- The right to elect and be elected into the Student Representative Council (SRC) and other recognized bodies.
- The right to participate in university decision-making processes through elected representatives.

d) Freedom and Protection Rights

- The right to freedom of thought, religion, and association, exercised responsibly within university regulations.
- The right to be treated fairly and without discrimination based on gender, religion, ethnicity, nationality, disability, or social background.
- The right to protection from harassment, abuse, or unfair treatment by staff, students, or external parties.

1.7.2. Responsibilities of Students

Alongside their rights, KAAF University students have the following responsibilities:

a) Academic Responsibilities

- Attend lectures, tutorials, and practical sessions regularly and punctually.
- Maintain academic integrity by avoiding plagiarism, cheating, and other forms of misconduct.
- Complete assignments, projects, and examinations honestly and on time.

b) Conduct and Discipline Responsibilities

- Abide by the rules, regulations, and policies of the university.
- Show respect to fellow students, staff, and visitors.
- Protect university property and use facilities responsibly.
- Refrain from disruptive, violent, or unlawful activities on or off campus.

c) Financial Responsibilities

- Pay tuition fees and other approved charges promptly.
- Observe the university's financial policies, including deadlines and refund procedures.

d) Community and Social Responsibilities

- Promote unity, respect, and inclusiveness in all campus activities.
- Uphold the image and reputation of KAAF University both on and off campus.

- Participate in community engagement and volunteerism where opportunities arise.

CHAPTER TWO

ACADEMIC INFORMATION

2.1 Admission and Registration Procedures

2.1.1 Admission Policy

KAAF University admits students on the basis of merit, academic qualification, and potential for success in their chosen field of study. The University upholds the principles of fairness, transparency, and equal opportunity in all admission decisions, consistent with the Ghana Tertiary Education Commission (GTEC) standards and national education policies.

2.1.2 Admission Requirements

Applicants must satisfy the entry requirements approved by GTEC and the University's academic Board. These include:

- **Undergraduate Programs:** Credit passes in six (6) subjects (three core and three electives) at WASSCE, or equivalent qualifications such as GCE 'O'/'A' Level, GBCE, or relevant diplomas.
- **Postgraduate Programs:** A good first degree (minimum of Second Class Lower) or equivalent professional qualification from a recognized institution.
- **Mature Applicants:** Candidates aged 25 years or above with relevant work experience who pass the University's Mature Entrance Examination and Interview.
- **International Applicants:** Must present equivalent qualifications recognized by GTEC and satisfy English language proficiency requirements.

2.1.3 Admission Procedures

1. Obtain and complete an online or paper application form.
2. Submit all required documents: academic transcripts, certificates, identification, and passport photographs.
3. Pay the prescribed non-refundable application fee.
4. Applications are reviewed by the Faculty Admission Committee, with final approval granted by the Academic Board.
5. Successful applicants will receive an Admission Letter outlining the program, fees, and registration procedures.

2.1.4 Registration Process

- All admitted students must complete registration within the period stated in the academic calendar.
- Registration includes both academic registration (course enrollment) and financial registration (fee payment).

- Late registration without official approval attracts penalties.
- Students who fail to register for two consecutive semesters without written permission shall be deemed to have voluntarily withdrawn from the University.

2.2 Academic Calendar

KAAF University operates a semester system comprising two main semesters per academic year:

- First Semester: August – December
- Second Semester: January – May

Each semester spans 16 weeks: 13 weeks of teaching, 1 week of revision, and 2 weeks of examinations.

A Summer Session may be organized for selected programs between June and August.

2.2.1 Structure of the Academic Year

Activity	Duration	Description
Registration & Orientation	1 week	New and continuing students' complete registration.
Teaching Period	13 weeks	Lectures, tutorials, and practical sessions.
Revision Week	1 week	Students prepare for examinations.
Examinations	2 weeks	End-of-semester examinations.
Inter-Semester Break	3–4 weeks	Faculty evaluations, grading, and student rest period.

The official Academic Calendar shall be published annually and approved by the Academic Board.

2.3 Grading System and Academic Standing

2.3.1 Grading System

KAAF University uses the following standardized grading system in accordance with GTEC guidelines:

Marks (%)	Letter Grade	Grade Point (GP)	Interpretation
80–100	A	4.0	Excellent
70–79	B+	3.5	Very Good
60–69	B	3.0	Good
55–59	C+	2.5	Satisfactory
50–54	C	2.0	Pass
45–49	D+	1.5	Marginal Pass
40–44	D	1.0	Barely Pass
Below 40	F	0.0	Fail

2.3.2 Computation of Grade Point Average (GPA)

GPA is computed as follows

$$\text{GPA} = \frac{\text{Total Credit Hours} \times \text{Grade Points}}{\text{Total Credit Hours Attempted}}$$

The Cumulative GPA (CGPA) represents the average of all courses taken up to a given point in the student's program.

2.3.3 Academic Standing

- Good Standing: CGPA of 2.00 or above.
- Probation: CGPA between 1.50 and 1.99 (student must improve within one semester).
- Withdrawal: CGPA below 1.50 after two consecutive semesters.
- Distinction: CGPA of 3.60 and above.

The University reserves the right to review a student's status at the end of each semester.

2.4 Class Attendance and Participation Rules

2.4.1 Attendance Policy

Regular attendance is mandatory for all scheduled classes, tutorials, and practical sessions.

- Students must attend at least 75% of all scheduled classes to qualify for end-of-semester examinations.
- Attendance shall be monitored electronically or through class registers.
- Absence due to illness or emergency must be supported by official documentation.

2.4.2 Participation and Engagement

Active participation contributes to continuous assessment. Students are encouraged to:

- Contribute constructively during lectures and discussions.
- Submit assignments and projects within deadlines.
- Respect the learning environment and fellow students.

Failure to meet participation standards may affect assessment scores or result in disciplinary action.

2.4.3 Lateness and Absence

Repeated lateness or absenteeism without valid reason is unacceptable. Three instances of lateness may count as one absence. Persistent offenders may be referred to the Dean of Students.

2.5 Examinations and Assessment Policies

2.5.1 Nature of Assessment

Student performance is evaluated through Continuous Assessment (40%) and End-of-Semester Examinations (60%). Continuous Assessment may include: quizzes, assignments, presentations, laboratory reports, mid-semester exams, and participation.

2.5.2 Examination Eligibility

Only students who:

1. Have completed academic and financial registration, and
2. Have met attendance requirements, shall be eligible to sit for examinations.

2.5.3 Examination Conduct

- Students must carry their Student ID cards to all examinations.
- Candidates must arrive at least 30 minutes before the paper begins.
- No communication, mobile phones, or unauthorized materials are permitted.
- Any breach of conduct will result in disciplinary action under the Examination Misconduct Policy.

2.5.4 Late Arrival and Absence

Students arriving more than 30 minutes after the exam begins will not be allowed entry. Absence without a valid reason leads to a score of zero for that paper.

2.5.5 Illness During Exams

Students who fall ill must report immediately to the University Clinic or invigilator. Rescheduled exams may be granted upon submission of medical evidence.

2.5.6 Re-sit and Supplementary Examinations

- A student who fails a course (grade F) may re-sit it when next available.
- A maximum of three re-sit opportunities are permitted during a program.
- Re-sit grades are capped at a maximum of C (2.0 GPA).

2.5.7 Examination Malpractice

Acts such as impersonation, cheating, or copying from unauthorized materials constitute malpractice and attract severe penalties, including suspension or expulsion.

2.6 Academic Integrity (Plagiarism, Cheating, Misconduct)

2.6.1 Definition of Academic Integrity

Academic integrity is the foundation of scholarship and ethical behavior at KAAF University. All members of the academic community are expected to uphold honesty, originality, and accountability in all academic activities.

2.6.2 Plagiarism

Plagiarism is the presentation of another person's work, ideas, or data as one's own without proper acknowledgment. It includes:

- Copying from books, journals, or websites without citation.
- Submitting group work as individual effort.
- Using AI or ghostwriters to produce assignments without disclosure.

Penalties range from a grade reduction to expulsion, depending on the severity. All major submissions are subject to plagiarism checks using approved software (e.g., Turnitin).

2.6.3 Cheating

Cheating refers to dishonest practices during assessments or examinations. Examples include:

- Possession of unauthorized materials.
- Impersonation or collusion.
- Accessing electronic devices or external help during exams.
- Students found guilty shall face sanctions under the University's Disciplinary Code.

2.6.4 Fabrication and Falsification

Students must not falsify data, research findings, or official documents. Any attempt to manipulate academic records constitutes misconduct.

2.6.5 Collusion and Contract Cheating

Submitting work done by another person or commercial service is strictly prohibited. Both the provider and recipient are liable to disciplinary measures.

2.6.6 Reporting and Investigation

Cases of suspected misconduct must be reported to the Head of Department or Dean of Faculty for investigation. The Academic Integrity Committee shall determine guilt and recommend sanctions.

2.6.7 Penalties

Depending on the gravity, penalties may include:

- Written warning and counseling.
- Nullification of examination results.
- Suspension for one or more semesters.
- Expulsion from the University.

2.6.8 Student Responsibility

Students are personally responsible for maintaining academic integrity by:

- Properly citing all sources.
- Avoiding shortcuts in learning or assessment.
- Seeking clarification when in doubt about permissible collaboration.

2.6.9 Faculty Responsibility

Lecturers must educate students about plagiarism, set clear expectations for assignments, and model integrity through fair grading and citation practices.

2.6.10 Commitment to Integrity

KAAF University's commitment to academic integrity is a commitment to excellence, truth, and respect for knowledge. Upholding these values ensures that the University's credentials remain credible, its graduates respected, and its academic community trustworthy.

2.7 Academic Probation and Withdrawal

2.7.1 Academic Probation

Academic probation serves as an official warning that a student's academic performance has fallen below the University's required minimum standard. It is a period of close monitoring and academic support designed to help the student regain good standing.

A student shall be placed on academic probation if his or her Cumulative Grade Point Average (CGPA) falls between 1.50 and 1.99 at the end of any semester. During the probation period:

1. The student must meet regularly with an assigned Academic Advisor or Faculty Mentor to develop an improvement plan.
2. The student may be required to attend tutorial sessions, academic counseling, or workshops on study skills and time management.
3. The student shall not be permitted to take an academic load exceeding 15 credit hours in the following semester.
4. The probation status will be removed once the student's CGPA rises to 2.00 or above.

Failure to meet this threshold after two consecutive semesters of probation may result in academic withdrawal.

2.7.2 Academic Withdrawal

A student shall be withdrawn from the University under the following conditions:

1. When the student's CGPA remains below 1.50 after two consecutive semesters of probation.
2. When the student fails to register for two consecutive semesters without official approval.
3. When the student is found guilty of academic misconduct that warrants withdrawal.
4. When the student violates institutional rules or disciplinary codes leading to dismissal.

Withdrawn students shall be notified in writing by the Registrar, following Academic Board approval. They may reapply for admission after one academic year, subject to meeting the current entry requirements.

2.7.3 Appeal Process

A student who disagrees with a withdrawal decision may submit a written appeal to the Dean of Faculty within 10 working days of notification, stating valid grounds such as procedural errors, new evidence, or exceptional circumstances. The Academic Board's decision on appeals shall be final.

2.8 Deferment and Reinstatement

2.8.1 Deferment of Studies

A student who, due to illness, financial hardship, family emergency, or other valid reasons, is unable to continue studies temporarily may apply to defer his or her program.

Conditions for deferment include:

1. The student must have completed at least one semester after initial registration.
2. A formal written application must be submitted to the Registrar through the Dean of Faculty, accompanied by supporting documentation (e.g., medical or financial evidence).
3. The application must specify the period of deferment, which shall not exceed one academic year at a time.
4. Students must clear all outstanding fees before deferment can be approved.
5. Deferment cannot be applied for during the examination period except in cases of certified emergency.

Once approved, the student's academic record will be annotated as "Deferred" for the specified period.

2.8.2 Reinstatement of Studies

A student who wishes to resume studies after deferment must formally apply for reinstatement through the Registrar's Office.

1. The reinstatement request must be made at least four weeks before the beginning of the semester in which the student wishes to return.
2. The student must provide proof of readiness to continue and pay any applicable registration fees.
3. The faculty will review the reinstatement request to determine whether program changes, new course structures, or curriculum revisions apply.
4. A reinstated student must comply fully with all current academic and administrative regulations.

Failure to return after the approved deferment period without written communication will result in loss of student status.

2.9 Transfer of Credits and Exemptions

2.9.1 Policy Overview

KAAF University recognizes academic work completed at other accredited tertiary institutions and allows the transfer of credits or granting of exemptions where appropriate. The policy ensures fairness, consistency, and maintenance of academic standards.

2.9.2 Eligibility Criteria

1. The institution from which credits are transferred must be recognized by the Ghana Tertiary Education Commission (GTEC) or an equivalent international authority.
2. Only courses with a minimum grade of C (2.00 GPA) or its equivalent may be considered for transfer.
3. The content, level, and credit weighting of the transferred course must correspond substantially to those of the KAAF University course.
4. Transfer credits must have been earned within the last five (5) years.

2.9.3 Application Procedure

1. Submit a Transfer Credit Application Form with official transcripts, course outlines, and grading details.
2. The Faculty Evaluation Committee shall review and recommend eligible courses for approval by the Academic Board.
3. The total number of transferred credits shall not exceed 50% of the total program requirements.
4. Courses accepted for transfer will appear on the transcript as “T” (Transfer) and will not count toward the GPA.

2.9.4 Exemptions

Exemptions may be granted to students who possess equivalent professional or academic qualifications.

- Exemptions must be applied for before registration for the affected course.
- Exempted courses shall appear on the transcript as “EX” (Exempted) without grade points.
- Students granted exemptions must take sufficient additional courses to meet credit-hour requirements for graduation.

2.9.5 Non-Transferable Courses

Courses that involve practical components, industrial attachment, thesis work, or institution-specific capstone projects are not transferable.

2.10 Use of Learning Management Systems (E-learning, Online Exams, Blended Learning Rules)

KAAF University adopts a Learning Management System (LMS) to facilitate online learning, blended instruction, and electronic assessments.

The LMS is the official platform for:

- Uploading lecture materials, assignments, and discussion forums.
- Conducting quizzes, online exams, and assessments.
- Facilitating communication between students and faculty.

Students must log in using official credentials, maintain academic integrity during online activities, and adhere to all blended learning rules. Unauthorized sharing of credentials, plagiarism, or misconduct during online exams shall attract disciplinary action.

Faculty are responsible for uploading course content, monitoring engagement, and ensuring equity in online learning. The ICT unit provides technical support, while the Quality Assurance Unit monitors compliance.

2.11 Research and Thesis/Project Guidelines (Undergraduate & Postgraduate Students)

All final-year undergraduate and postgraduate students must undertake supervised research, project work, or thesis as part of graduation requirements.

- **Supervision:** Students are assigned qualified supervisors approved by their faculty.

- **Proposal Stage:** All research topics must be approved by the Departmental Research Committee before fieldwork begins.
- **Ethics:** Research involving human subjects requires ethical clearance and informed consent.
- **Submission:** Undergraduate students submit two spiral-bound copies; postgraduate students submit three hardbound copies plus one digital version.
- **Assessment:** Evaluation is based on originality, methodology, analysis, and oral defence performance.
- **Plagiarism:** All work is checked for plagiarism using approved software such as Turnitin; similarity above 20% may lead to rejection.

Students would be required to publish outstanding work through the University's Institutional Repository.

2.12 Use of Artificial Intelligence (AI)

KAAF University encourages the responsible use of Artificial Intelligence (AI) tools to support learning, research, and administrative efficiency. The following principles apply:

2.12.1 Acceptable Use

- AI software and applications such as Grammarly, etc may be used for grammar checks, data visualization, research organization, and idea generation in line with the university rules.
- Students and staff must acknowledge the moderate use of AI assistance in any academic or research work in line with the acceptable usage limits as prescribed by the university.

2.12.2 Prohibited Use

- Generating entire assignments, theses, or exam responses using AI.
- Fabricating data or references.
- Using AI during invigilated examinations or unauthorized assessments.

2.12.3 Academic Integrity and Sanctions

Failure to disclose AI use constitutes academic misconduct. Sanctions range from grade reduction to suspension or expulsion, depending on severity.

2.12.4 Institutional Oversight

The ICT Unit and Quality Assurance Unit shall monitor AI use and provide periodic training on ethical, moderate, secure, and transparent application of AI technologies.

CHAPTER THREE

STUDENT RIGHTS AND RESPONSIBILITIES

3.1 Students' Rights (Fairness, Academic Freedom, Privacy)

3.1.1 Introduction

KAAF University is committed to upholding the rights and freedoms of all students as essential to maintaining an environment of intellectual inquiry, dignity, and mutual respect. The University recognizes that the protection of student rights is integral to promoting a culture of fairness, integrity, and academic excellence. These rights apply to all students, irrespective of gender, age, ethnicity, nationality, religion, or social background.

3.1.2 Right to Fairness

Every student at KAAF University has the right to be treated equitably and justly in all academic, disciplinary, and administrative matters. The University ensures that:

1. All policies and procedures governing assessment, discipline, and welfare are applied consistently and transparently.
2. Students have the right to appeal against academic decisions, disciplinary sanctions, or administrative actions that they believe to be unfair.
3. Decisions affecting students are made objectively, free from discrimination, bias, or arbitrary judgment.
4. Students are entitled to equal access to educational resources, facilities, and opportunities without favoritism or prejudice.

3.1.3 Right to Academic Freedom

KAAF University supports the principle of academic freedom, allowing students to express and explore ideas responsibly within the framework of scholarly inquiry. Students have the right to:

1. Pursue their chosen field of study without undue interference or coercion.
2. Question and discuss academic ideas, methods, and perspectives respectfully.
3. Engage in research, innovation, and creative expression consistent with ethical and professional standards.
4. Participate freely in academic forums, debates, and societies that promote intellectual development.

However, academic freedom must be exercised responsibly and within the boundaries of institutional policies, respect for others' rights, and adherence to the laws of Ghana.

3.1.4 Right to Privacy and Confidentiality

Students are entitled to personal and academic privacy in accordance with the Data Protection Act, 2012 (Act 843) of Ghana. The University safeguards the confidentiality of all student records, including academic transcripts, health information, and disciplinary files.

- Personal information shall not be disclosed without the student's consent except as required by law or for legitimate University purposes.
- Students have the right to review their own records and request correction of inaccuracies.
- Academic staff and administrative officers must handle all student data with discretion and professionalism.

3.1.5 Right to Safety and Security

KAAF University prioritizes the physical, emotional, and psychological safety of all students. The University provides a secure learning environment supported by campus security personnel, clear emergency protocols, and a zero-tolerance policy toward harassment, bullying, or violence.

3.1.6 Right to Participation and Representation

Students have the right to participate in the governance of the University through recognized structures such as the Students' Representative Council (SRC) and faculty or departmental committees.

They may contribute ideas, provide feedback, and advocate for the student body's welfare, provided such participation aligns with the University's code of conduct.

3.2 Students' Responsibilities (Integrity, Respect, Compliance)

3.2.1 Introduction

Alongside their rights, students at KAAF University have responsibilities that ensure the smooth functioning of the academic community. These responsibilities promote mutual respect, personal accountability, and adherence to institutional values.

3.2.2 Responsibility for Academic Integrity

Students must uphold honesty and integrity in all academic pursuits. They are expected to:

1. Submit original work and properly acknowledge all sources used.
2. Avoid plagiarism, fabrication, or unauthorized collaboration.
3. Comply with University policies on examinations, research ethics, and the use of technology.
4. Report academic misconduct were observed and cooperate with investigation processes.

Academic integrity is a shared responsibility that upholds the credibility of KAAF University degrees and the reputation of its graduates.

3.2.3 Responsibility for Respectful Conduct

Every student is responsible for maintaining a respectful and collegial atmosphere. Students shall:

1. Treat peers, faculty, and staff with courtesy and civility.
2. Avoid conduct that is discriminatory, abusive, or harassing.
3. Respect cultural, gender, and religious diversity.
4. Use social media responsibly, ensuring that online behavior does not bring the University into disrepute.

The University encourages dialogue and cooperation, recognizing that respect for others enhances the overall learning experience.

3.2.4 Responsibility for Compliance with University Regulations

Students are bound by the policies, rules, and procedures outlined in this Handbook and other official documents. They must:

1. Familiarize themselves with academic, financial, and disciplinary regulations.
2. Attend classes regularly, complete assignments on time, and meet academic requirements.
3. Pay all prescribed fees and charges promptly.
4. Carry a valid student identification card at all times and produce it upon request by authorized staff.
5. Use University facilities responsibly, ensuring that property and resources are preserved for communal use.

3.2.5 Responsibility for Leadership and Representation

Students who hold leadership positions, including SRC officers, class representatives, and club executives, bear additional responsibilities to model exemplary conduct. They are expected to:

1. Represent the interests of their peers honestly and responsibly.
2. Use their positions to foster unity, advocacy, and service.
3. Uphold the University's reputation in all external engagements.

3.2.6 Responsibility for Community Engagement

As part of its mission to produce ethically responsible graduates, KAAF University encourages students to contribute positively to the wider community. Students are expected to participate in outreach programs, community service, and projects that promote social transformation and national development.

3.3 Freedom of Expression and Limitations

3.3.1 Policy Statement

KAAF University recognizes freedom of expression as a fundamental right central to academic life and democratic society. Students have the right to articulate their views, beliefs, and opinions freely through speech, writing, artistic expression, or peaceful assembly.

However, this freedom must be balanced against the rights of others, institutional order, and compliance with Ghanaian law.

3.3.2 Scope of Freedom

Students may express opinions through academic discourse, campus events, student publications, and recognized online platforms. The University supports constructive debate and criticism when conducted respectfully and with intellectual honesty.

Freedom of expression includes:

- The right to engage in scholarly or creative work without censorship.
- The right to participate in lawful assemblies or discussions.
- The right to express dissent regarding university policies through official student channels.

3.3.3 Limitations to Freedom of Expression

Freedom of expression does not protect:

1. Speech or conduct that incites violence, hatred, or discrimination.
2. Defamation, obscenity, or false information.
3. Acts that disrupt teaching, research, or the peaceful functioning of the University.
4. Unauthorized political campaigns or activities on campus.
5. Use of University symbols or communication platforms to promote partisan or commercial interests.

Students who violate these boundaries may face disciplinary action as outlined in the University's code of conduct.

3.3.4 Responsible Use of Social Media

Students are reminded that the right to free expression extends to social media platforms. However, posting defamatory, offensive, or misleading content about the University or its members constitutes misconduct. The University reserves the right to take appropriate disciplinary measures against such actions.

3.3.5 Academic Debate and Respect for Diversity

Students are encouraged to engage in open-minded and respectful discussions. Disagreement should never translate into personal attacks or harassment. Constructive dialogue and tolerance of diverse viewpoints are hallmarks of intellectual maturity and academic excellence.

3.4 Equal Opportunity and Non-Discrimination Policy

3.4.1 Introduction

KAAF University is committed to maintaining a learning and working environment that is free from discrimination, bias, or harassment. The University believes that diversity enriches academic life and contributes to the holistic development of all members of the community.

This policy ensures that all students have equal access to educational opportunities, resources, and services regardless of gender, race, ethnicity, age, religion, nationality, or disability.

3.4.2 Principles of Equality and Inclusion

The University's Equal Opportunity and Non-Discrimination Policy is founded on the following principles:

1. Equity: Every individual is entitled to the same opportunities to learn, work, and participate in university life.
2. Fairness: Decisions relating to admissions, assessment, and discipline shall be based on merit and objective criteria.
3. Respect: All members of the University community shall treat one another with dignity and sensitivity.
4. Inclusivity: The University shall make reasonable accommodations to support students with disabilities or special needs.

3.4.3 Prohibited Conduct

Discrimination on the basis of race, color, religion, sex, national origin, disability, or socio-economic background is strictly prohibited. Examples include:

- Denial of access to academic programs or facilities.
- Harassment or verbal abuse based on personal characteristics.
- Unfair grading or treatment in class participation.
- Retaliation against individuals who file complaints or support investigations.

3.4.4 Complaints and Reporting Procedures

Students who experience or witness discrimination should report the matter promptly to the Equal Opportunity Office, the Dean of Students, or their Head of Department.

- Complaints shall be treated confidentially and investigated objectively.
- No student shall be penalized for lodging a good-faith complaint.
- Corrective actions shall be taken, including mediation, counseling, or disciplinary measures where necessary.

3.4.5 Gender and Disability Inclusion

The University is committed to gender balance in leadership, student enrollment, and employment. It actively supports the inclusion of students with disabilities by ensuring accessibility in buildings, technology, and learning materials.

Special accommodations may include:

- Extended examination time.
- Provision of sign language interpreters or assistive devices.
- Priority seating and accessible housing.

3.4.6 Awareness and Sensitization

KAAF University will conduct regular training and workshops on diversity awareness, gender sensitivity, and anti-discrimination practices. Orientation programs shall also include sessions on student rights and equality.

3.4.7 Enforcement and Accountability

Non-compliance with this policy will attract disciplinary action. Offenders may face:

- Written warnings.
- Suspension or dismissal (for staff).
- Expulsion (for students).

The University Council, through the Quality Assurance Unit, will monitor and evaluate compliance with this policy annually to ensure continual improvement.

CHAPTER FOUR CODE OF CONDUCT

4.1 General Conduct on and off Campus

KAAF University upholds high standards of individual and collective accountability as an institution committed to academic excellence, moral integrity, and holistic development. The University seeks to foster a learning environment that is safe, respectful, welcoming, and supportive of both intellectual growth and personal development. This Code of Conduct outlines the expected standards of behavior for all students, both on and off campus. It serves as a guide to help students uphold the University's values, make responsible choices, and contribute positively to the campus community and society at large. Students are reminded that their conduct reflects not only on themselves but also on the reputation of the University. By virtue of their enrollment, all students affirm their commitment to these values and are expected to conduct themselves with honesty, decency, and responsibility in all aspects of their lives.

4.2 Dress Code

In KAAF University's effort to create future-ready leaders, attention must be placed on how we present ourselves because this creates a lasting impression in the world we seek to impact and the respect we draw to ourselves. Therefore, we expect all students to uphold this philosophy, to show courtesy to themselves and to others by maintaining a clean and sanitary environment on campus, and to dress appropriately. Students at KAAF University should dress as befits future leaders of Africa and the world. The way you carry yourself is reflective of your values and self-esteem both now and when you graduate to become an alumnus. Remember, there is no second opportunity to create a first impression. In the academic and administrative areas, the following are the allowed forms of dressing.

FOR MEN

1. Shirts

- Long or short sleeves shirts
- T-shirts or Lacoste tops are permitted. However, they should not have any profane language or obscene images inscribed on them.
- For seminars, conferences, presentations and workshops, regular business casual wear with or without jackets is required.

2. Trousers

- Long enough not to reveal skin when seated
- Jeans trousers should not be tattered or reveal underwear

3. Footwear

- a. Lace-up shoes, boots, loafers, sneakers, trainers, sandals are allowed
- b. No bathroom slippers, flip-flops or slides are permitted.

4. Jewelry

- a. Jewelry is to be kept to a minimum.
- b. Wearing of earrings are NOT allowed

FOR WOMEN

1. Skirts, Dresses, and Trousers

- a. Short dresses and skirts are NOT allowed
- b. Sexually provocative or revealing clothing is highly disapproved
- c. Form-fitting leggings and shorts are inappropriate and not acceptable.
- d. Miniskirts, beach dresses, and spaghetti-strap dresses are inappropriate and not acceptable.

2. Shirts, Tops, Blouses, and Jackets

- a. Casual shirts, dress shirts and suit jackets are acceptable.
- b. Avoid all form-fitting, revealing, sleeveless, strapless, or backless shirts, tops or blouses
- c. Crop tops or blouses that reveal the waist or stomach are highly prohibited.
- d. Cleavages should not be exposed
- e. Tops or dresses that expose the nipple as a result of not wearing brassiere are highly prohibited.

3. Jewelry and Accessories

- a. Jewelry must be kept at a minimum.
- b. Waist beads or Waist jewelry MUST not be seen above or on trousers, dresses, or skirts.

4. Footwear

- a. Preferably flat or block shoes, sandals, trainers or sneakers
- b. No bathroom slippers, flip-flops or slides are permitted.

OTHER SPECIFIC REQUIREMENTS

- a. Hats, caps, and hair bonnets are not acceptable.
- b. Head covers or scarfs, which are required for religious purposes or to uphold cultural tradition are allowed.
- c. Profanity and nude or semi-nude pictures printed on shirts are inappropriate attire and prohibited.
- d. Tears in clothing are unacceptable attire and inappropriate.
- e. Inappropriate slacks or pants include sweatpants, exercise pants, shorts, Bermuda shorts, leggings, and any spandex or other form-fitting pants such as bike shorts
- f. Finger nails should not be kept at more than 0.125 inch long.

- g. Students are permitted to wear decent African attire; however, such attire must conform to the standards and guidelines outlined in this dress code

4.3 Alcohol, Smoking, and Substance Use Policy

4.3.1 Alcohol Policy

The possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is strictly prohibited on university property, except in cases where such activity is explicitly authorized by the University.

No student, student organization, or affiliated group shall host, organize, conduct, or participate in any on-campus event or function where alcohol is served, consumed, or distributed unless express written permission has been granted by the University.

The same restriction applies to off-campus events that are hosted, organized, or sponsored wholly or in part by KAAF University, its clubs, or student organizations. KAAF University accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students off campus, including at functions organized or sponsored by student groups or individuals.

Students who host or attend off-campus events are reminded that they are personally responsible for adhering to all applicable laws and regulations governing the use of alcohol. The University reserves the right to initiate disciplinary action for off-campus behavior that violates this policy or brings the University into disrepute.

4.3.2 Smoking and Substance Use Policy

KAAF University is committed to fostering a safe, healthy, and productive learning environment for all members of its community. The University recognizes that smoking and substance use pose significant health and safety risks. Therefore, all students, staff, and visitors are expected to comply with the following regulations.

The possession, use, or consumption of tobacco products, electronic cigarettes (vapes), or any similar smoking devices is strictly prohibited in all indoor areas, including classrooms, offices, lecture halls, laboratories, and University vehicles.

The same restrictions apply to off-campus activities or events hosted, sponsored, or sanctioned by KAAF University. Students are expected to uphold the University's standards of conduct at all times. The possession, use, manufacture, sale, or distribution of illegal drugs or controlled substances is strictly prohibited. Misuse of prescription or over-the-counter medication is also not permitted. Any student found in violation of this policy will face disciplinary action and may be referred to law enforcement authorities. KAAF University encourages students struggling with tobacco, alcohol, or substance use to seek help through the counseling units. Assistance and referrals to rehabilitation or support programs will be made available confidentially.

4.3.3 Disciplinary Action

Violation of this policy constitutes a breach of the University's Code of Conduct. Sanctions may include a warning, suspension, expulsion, or other disciplinary measures deemed appropriate by the University.

4.4 Harassment, Bullying, and Discrimination Policy

The University is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, disability, religion, age, veteran status, any other characteristic protected by law or any other characteristic specific to the person being harassed. This policy is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine KAAF University's mission by threatening the careers, educational experiences, and well-being of those associated with the University. This policy expresses the University's opposition to discrimination and harassment and assists the University to comply with the laws of the Republic of Ghana in relation to such misconduct. Incidents of harassment based on a person's sex, sexual orientation or gender identity or expression will be resolved through the University's disciplinary procedures.

KAAF University strictly prohibits all forms of harassment, bullying, and discrimination, whether verbal, physical, written, or online. Such behaviors undermine the University's core values of integrity, equality, and respect.

- **Harassment** refers to unwelcome conduct, behavior, or comments whether verbal, physical, or visual that create an intimidating, hostile, or offensive environment.
- **Bullying** includes repeated or deliberate behavior intended to intimidate, humiliate, or harm another person physically, emotionally, or socially.
- **Discrimination** occurs when an individual or group is treated unfairly or denied opportunities based on factors such as gender, age, ethnicity, religion, disability, nationality, or any other personal characteristic protected by law.

This policy applies to all members of the University community students, faculty, staff, and visitors on all University premises and at any University-related function or event, whether on or off campus.

4.4.1 Guidelines Regarding Discrimination and Harassment

- a) All students are considered equal on the premises of the University irrespective of gender, religion, nationality, physical well-being, financial status or any other parameter. All dealings within the University are based on equal opportunity, equity and duty to act fairly
- b) All students are to maintain cordial, friendly and harmonious relations with each other, and with faculty and staff.
- c) Students are to maintain high standards of conduct with respect to morality and behavior towards fellow student(s) and citizens in general.

- d) In the case of any student-to-student dispute, the University shall always maintain impartiality. Both the parties shall be given an equal opportunity to present their case before the Disciplinary Committee.
- e) Any student found guilty of misconduct after necessary due diligence is subject to a given procedure as outlined in this handbook and shall be treated on grounds of equity, and duty to act fairly.

4.4.2 Reporting and Complaints

Any student who believes they have experienced or witnessed harassment, bullying, or discrimination is encouraged to report the matter promptly. Reports may be made to:

- The **Dean of Students**,
- The **Counselling Unit**, or
- Any trusted University official.

All complaints will be handled with sensitivity, impartiality, and confidentiality to the extent possible. Retaliation against any person who makes a report or participates in an investigation is strictly prohibited.

4.4.3 Investigation and Resolution

Upon receipt of a complaint, the University will conduct a prompt and thorough investigation. Where a violation is established, appropriate disciplinary action will be taken in accordance with university regulations. This may include warnings, suspension, expulsion, or referral to law enforcement authorities when necessary. Students affected by harassment, bullying, or discrimination are encouraged to seek assistance from the Counselling Unit, which provides confidential emotional support and guidance.

4.5 Use of Technology and Social Media

KAAF University recognizes the value of technology and social media as powerful tools for communication, learning, and collaboration. However, students are expected to use these tools responsibly, ethically, and in ways that reflect the values and reputation of the University.

a) Responsible Online Conduct

Students must conduct themselves online with the same level of respect, integrity, and professionalism expected in person. All online communication including posts, messages, comments, and shared content should be courteous and appropriate.

b) Protection of University Reputation

Students must not post, share, or distribute content (text, images, audio, or video) that:

- Defames, insults, or misrepresents the University, its staff, or its students;
- Harasses, bullies, or discriminates against others;
- Violates the University's confidentiality or privacy policies;
- Damages the image, brand, or reputation of KAAF University in any way.

c) Privacy and Consent

Students must not take, record, or share photos, videos, or audio recordings of other individuals without their knowledge and consent—especially in private or restricted settings such as classrooms, dormitories, offices, or University events.

d) Academic Integrity Online

Students are prohibited from using technology or social media platforms to cheat, plagiarize, or engage in any form of academic dishonesty. This includes sharing unauthorized examination materials, assignments, or academic work.

e) Cybersecurity and Data Protection

Students must take reasonable precautions to protect personal and University data, including safeguarding passwords, devices, and accounts. Any suspicious online activity, data breach, or cyber threat must be reported to the University's ICT Department immediately.

f) Misuse of social media

The following behaviors are strictly prohibited on personal or University-affiliated accounts:

- Posting or sharing obscene, violent, or hateful content;
- Engaging in cyberbullying, trolling, or harassment;
- Impersonating University officials, staff, or other students;
- Spreading false information, rumors, or unverified claims about the University community.

g) Official Communication Channels

Official information from KAAF University will be communicated through university-managed platforms and verified social media pages. Students are encouraged to use these channels for accurate and reliable updates.

h) Disciplinary Action

Any misuse of technology or social media that violates this policy, the Code of Conduct, or applicable Ghanaian law may result in disciplinary action, including suspension or expulsion.

4.6 Sexual Harassment and Gender-Based Violence Policy

KAAF University is committed to maintaining a safe, respectful, and inclusive environment where all members of the university community students, staff, and visitors can learn, work, and interact without fear of sexual harassment or gender-based violence (GBV). This policy outlines the university's zero-tolerance stance on all forms of sexual misconduct and gender-based violence, in line with national laws such as the Domestic Violence Act, 2007 (Act 732) and relevant international human rights frameworks. The university affirms that everyone, regardless of gender, identity, or status, has the right to dignity, bodily integrity, and protection from all forms of abuse.

4.6.1 Definitions

- **Sexual Harassment** refers to any unwelcome sexual advance, request for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that affects an individual's dignity or creates an intimidating, hostile, or offensive environment.
- **Gender-Based Violence (GBV)** includes any harmful act directed at an individual based on their gender. This includes physical, sexual, emotional, or psychological abuse and threats of such acts.
- **Consent** is a clear, unambiguous, and voluntary agreement to engage in a specific activity. Consent cannot be given under coercion, intoxication, or when a person is unconscious or mentally incapacitated.

4.6.2 Scope of the Policy

This policy applies to:

- All students, academic and non-academic staff
- Any persons engaged in university-related activities (e.g., contractors, alumni, visitors)
- Conduct occurring on campus, during university events, or off-campus when it affects university community members or the institution's reputation

4.6.3 Prohibited Conduct

The following acts are strictly prohibited:

- Unwelcome sexual comments, jokes, gestures, or advances
- Sending sexually explicit messages or images via social media, SMS, or email
- Sexual assault, attempted rape, or rape
- Use of authority or academic position to demand sexual favors ("sex for grades")
- Intimidation or threats after rejecting sexual advances
- Stalking or persistent unwanted attention
- Domestic violence or coercive control involving partners within the university
- Public exposure or unwanted touching of another person's body

4.6.4 Reporting Procedures

- Victims or witnesses of sexual harassment or GBV are encouraged to report incidents promptly.
- Reports may be made to:
 - The **Office of the Dean of Students**
 - The **University Guidance and Counselling Unit**
 - The **Anti-Sexual Harassment Committee** (if established)
 - A designated **Confidential Reporting Hotline or Email**
- Reports can be made in person, in writing, or anonymously (if allowed by the university's reporting system).

4.6.5 Investigation and Disciplinary Process

- All complaints will be treated with confidentiality, sensitivity, and urgency.
- An impartial investigation will be carried out by a designated committee or officer.

- Both the complainant and respondent will have the right to be heard and present evidence.
- Disciplinary actions may include:
 - Verbal or written warnings
 - Suspension or expulsion (for students)
 - Termination of employment (for staff)
 - Referral to law enforcement where applicable

4.6.6 Protection from Retaliation

- Retaliation against any individual who reports or participates in an investigation of sexual harassment or GBV is strictly prohibited.
- Individuals found guilty of retaliation will face disciplinary action.

4.6.7 Support Services

The university will provide support to survivors of sexual harassment and GBV, including:

- Counseling and psychological support
- Academic accommodations (where necessary)
- Legal advice or referral to appropriate external services
- Medical assistance and health services

4.6.8 Education and Prevention

- The university shall organize regular awareness campaigns, workshops, and orientation sessions for staff and students on:
 - Sexual harassment and GBV
 - Respectful relationships
 - Consent and bystander intervention
- Staff and faculty will undergo training on how to respond to complaints appropriately and ethically.

4.6.9 Legal Compliance

This policy aligns with:

- The Domestic Violence Act, 2007 (Act 732)
- The Labour Act, 2003 (Act 651)
- Ghana's Criminal Offences Act, 1960 (Act 29)
- International conventions such as CEDAW and The Maputo Protocol

4.7 Academic and Professional Etiquette (Classroom, Online, and Practicum Conduct)

KAAF University upholds the principles of academic excellence, integrity, and professionalism in all aspects of student life. As future professionals, students are expected to conduct themselves with discipline, respect, and decorum whether in classrooms, online platforms, or during external engagements such as internships and practicum exercises.

This section outlines the expected standards of academic and professional etiquette that guide student behavior across all learning environments.

4.7.1 Classroom Conduct

Students are expected to contribute to a respectful and engaging learning environment through the following:

Punctuality and Attendance

- Attend all lectures, tutorials, and assessments regularly and on time.
- Late arrivals and early departures without valid reasons are discouraged.

Respectful Interaction

- Listen attentively to lecturers and peers.
- Avoid interrupting or speaking out of turn.
- Disagree respectfully and contribute constructively to discussions.

Classroom Behavior

- Mobile phones and other electronic devices must be turned off or kept on silent unless used for academic purposes.
- Eating, sleeping, or engaging in unrelated conversations during lectures is unprofessional and not allowed.
- Dress appropriately in line with the university's dress code policy.

4.7.2 Online Learning Etiquette

With the rise of blended and remote learning, students must maintain the same level of professionalism online as in physical classrooms.

Preparation and Participation

- Log in on time for scheduled virtual classes or meetings.
- Keep your full name as your display name for identification.
- Participate actively in online discussions and activities.

Online Communication

- Use respectful and academic language in chats, emails, and discussion forums.
- Avoid slang, abbreviations, or inappropriate emojis in formal communication.
- Use university-provided platforms (email, LMS, Zoom, etc.) responsibly and ethically.

Tech Responsibility

- Ensure a stable internet connection and a quiet environment when participating in online sessions.
- Mute your microphone when not speaking and use video when requested by the instructor.
- Do not record or distribute lectures without prior permission.

4.7.3 Practicum, Internship, and Field Work Conduct

When representing the university in external environments such as internships, clinical placements, teaching practice, or industry attachments, students are expected to demonstrate the highest standards of professionalism.

Professionalism and Work Ethics

- Report to work on time and adhere to the host organization's rules and schedule.
- Show initiative, reliability, and a willingness to learn.
- Maintain confidentiality and act with integrity at all times.

Communication and Appearance

- Communicate respectfully with supervisors, colleagues, and clients.
- Dress professionally in accordance with the requirements of the placement site.
- Avoid use of phones or engaging in personal activities during work hours.

Feedback and Reflection

- Be open to feedback and constructive criticism.
- Submit all required practicum reports or logs promptly.
- Reflect on your experiences and apply lessons learned to your academic and professional development.

4.7.4 Academic Integrity

Across all platforms and learning environments, students are expected to:

- Avoid plagiarism, cheating, or any form of academic dishonesty.
- Acknowledge sources properly in all assignments and research.
- Refrain from submitting the same work in multiple courses without permission.

4.7.5 Consequences of Misconduct

Failure to uphold academic and professional etiquette may result in:

- Verbal or written warnings
- Deduction of marks or disqualification from assessments
- Suspension from class or practicum sites
- Disciplinary action including suspension or expulsion from the university

CHAPTER FIVE

DISCIPLINARY PROCEDURES

5.1 Categories of Offences (Minor, Major, Gross Misconduct)

To maintain discipline and safeguard the values of KAAF University, student misconduct is classified into three categories based on severity: Minor, Major, and Gross Misconduct. Each category carries corresponding disciplinary measures, as determined by the university's disciplinary committee or other relevant authority.

1. Minor Offences

Definition:

These are acts of misconduct that are relatively low in severity but may disrupt order, offend community norms, or demonstrate a lack of respect for institutional guidelines.

Examples:

- Persistent lateness to class or university functions
- Minor classroom disturbances (e.g., using a phone, talking during lectures)
- Violation of dress code
- Failure to carry or show student ID when required
- Littering or improper disposal of waste
- Noise disturbances in hostels or campus spaces
- Unauthorized posting of flyers or posters

Possible Disciplinary Actions:

- Verbal or written warning
- Apology letter
- Community service on campus
- Temporary loss of privileges (e.g., access to common rooms)

2. Major Offences

Definition:

These offences are more serious in nature and may negatively affect others, breach academic integrity, or tarnish the university's image.

Examples:

- Plagiarism or cheating in tests and exams

- Vandalism or damage to university property
- Insulting, threatening, or harassing fellow students or staff
- Possession or consumption of alcohol on campus
- Unauthorized absence from compulsory university activities (e.g., practicum, field trips)
- Disrupting official university events or examinations
- Spreading false information about the university or staff
- Use of abusive or profane language in university spaces

Possible Disciplinary Actions:

- Formal written warning
- Suspension from classes or hostel
- Academic penalties (e.g., cancellation of exam results)
- Payment for damages or repairs
- Mandatory counselling sessions

3. Gross Misconduct

Definition:

These are the most serious violations that threaten the safety, rights, and dignity of others or severely undermine the core values of the university.

Examples:

- Sexual harassment, assault, or rape
- Physical assault or fighting on or off campus
- Cultism or association with banned groups
- Possession or use of illegal drugs or weapons
- Examination malpractice involving impersonation or bribery
- Theft, fraud, or forgery of academic/official documents
- Repeated or aggravated cases of previous misconduct
- Cyberbullying, blackmail, or online threats
- Bringing the university into disrepute publicly (e.g., through viral videos or defamation)

Possible Disciplinary Actions:

- Suspension for a defined period
- Expulsion from the university
- Revocation of academic privileges or awards
- Referral to law enforcement agencies
- Permanent ban from accessing university facilities

4. Reporting and Investigation

- All offences must be reported to the appropriate office (e.g., Dean of Students, Security, or Department Heads).
- The student has the right to be heard before disciplinary action is taken.

- Investigations will be conducted fairly, confidentially, and in accordance with university procedures.

5. Appeals

- Students have the right to appeal decisions made by the disciplinary committee within a specified timeframe.
- Appeals must be submitted in writing, stating clear grounds for review.

5.2 Investigation and Disciplinary Process

1. Preamble

To ensure fairness, transparency, and accountability, KAAF University has established a clear and structured process for handling allegations of misconduct. This process upholds the principles of natural justice, allowing both the complainant and the accused the opportunity to be heard and treated with dignity and impartiality.

The university is committed to resolving all cases promptly and in a manner that maintains discipline while protecting the rights of all parties involved.

2. Reporting an Offence

Any member of the university community student, staff, or visitor may report a suspected offence to the appropriate authority.

Reports may be submitted to:

- Dean of Students
- Head of Department (HoD)
- Faculty Officer
- University Security
- Guidance and Counselling Unit
- Anti-Sexual Harassment Committee (for related cases)

Mode of Reporting:

- In-person (written or verbal)
- Online/email via designated university platforms
- Anonymously (where permitted)

3. Preliminary Review

Once a complaint is received:

- A preliminary review is conducted by the Disciplinary Officer or designated authority to assess whether the case has merit.
- If the complaint is deemed valid, it is forwarded to the appropriate Disciplinary Committee for investigation.
- If the complaint is frivolous or lacks evidence, it may be dismissed with notice to the complainant.

4. Formal Investigation

The following steps are taken during the formal investigation:

a. Notification

- The accused student (respondent) is informed in writing of:
 - The nature of the allegation
 - Their rights during the process
 - The date, time, and venue of the disciplinary hearing (if applicable)

b. Evidence Gathering

- The committee collects relevant evidence including:
 - Witness statements
 - CCTV footage (if applicable)
 - Emails, texts, or digital records
 - Physical evidence or documentation

c. Hearing

- A formal hearing is held before a Disciplinary Committee made up of:
 - A Chairperson (e.g., Dean or Senior Faculty)
 - Faculty representatives
 - Student Affairs representative
 - Legal/administrative advisor (optional)
- Both the complainant and respondent may present their cases, call witnesses, and respond to questions.

d. Deliberation and Verdict

- After hearing all sides, the committee deliberates in private.
- A decision is made based on the balance of probabilities (for non-criminal cases).
- The outcome is communicated in writing to both parties within a reasonable timeframe (usually within 5–10 working days).

5. Disciplinary Sanctions

If the student is found guilty, disciplinary actions may include:

For Minor Offences:

- Verbal or written warning
- Community service
- Temporary withdrawal of privileges

For Major Offences:

- Suspension for a specified period
- Fines or restitution
- Academic penalties (e.g., grade reduction, invalidation of exam)

For Gross Misconduct:

- Expulsion from the university
- Revocation of academic qualifications (if offense is discovered post-graduation)
- Referral to law enforcement (for criminal acts)

6. Right to Appeal

- A student has the right to appeal a disciplinary decision within 7–14 days of receiving the outcome.
- Appeals must be submitted in writing to the University Appeals Committee, stating clear grounds (e.g., new evidence, procedural error, or disproportionate sanction).
- The Appeals Committee reviews the case and issues a final ruling, which may uphold, modify, or overturn the original decision.

7. Confidentiality and Records

- All proceedings are treated with strict confidentiality.
- Disciplinary records are kept in the student's file and may affect recommendations, scholarships, or leadership positions.
- Expungement of records may be requested in writing after a set period (typically 2 years for minor offences), subject to university approval.

8. Protection Against Retaliation

- Retaliation against any individual who reports misconduct or participates in an investigation is strictly prohibited.
- Students found guilty of retaliatory behavior will face additional disciplinary action.

5.3 Sanctions and Penalties

1. Preamble

At KAAF University, sanctions and penalties are disciplinary measures imposed to uphold the institution's standards of behavior, maintain order, and protect the safety and dignity of all members of the university community. These sanctions are educational in purpose aimed not only at correcting misconduct but also deterring future violations and promoting personal responsibility.

Sanctions are imposed proportionally, taking into account the nature and severity of the offence, the student's disciplinary history, and the impact of the misconduct on individuals and the university.

2. Categories of Sanctions

Sanctions may be academic, non-academic, or administrative in nature, and they are grouped according to the severity of the misconduct (Minor, Major, Gross Misconduct).

3. Possible Sanctions and Penalties

A. For Minor Offences

Typically for first-time or low-level violations:

- Verbal Warning – An oral notice to the student to correct behavior.
- Written Warning – A formal letter placed in the student's file as a record of misconduct.

- Apology Letter – A written apology to affected individuals or the university.
- Community Service – Mandatory participation in campus-related service (e.g., cleaning, volunteering).
- Counselling Referral – Mandatory attendance of counselling or mentorship sessions.
- Loss of Privileges – Temporary suspension from non-academic activities or access to campus amenities (e.g., library, sports facilities).

B. For Major Offences

For more serious violations, repeated misconduct, or breaches of university rules:

- Fine/Penalty Fee – A monetary penalty imposed for damage, negligence, or disobedience.
- Academic Penalty – Such as reduction in grade, invalidation of examination or assignment.
- Disciplinary Probation – A defined period during which the student is monitored; further infractions may lead to more serious sanctions.
- Suspension (Academic or Residential) – Temporary removal from academic activities or student housing for a defined period (e.g., 1 semester).
- Restitution – Compensation for damage or loss caused by the student (e.g., repair or replacement costs).

C. For Gross Misconduct

For severe breaches of ethics, safety, or the law:

- Expulsion – Permanent dismissal from the university with no eligibility for re-admission.
- Withholding or Revocation of Certificate – In cases of fraud or academic dishonesty discovered after graduation.
- Ban from Campus – Prohibition from entering university premises indefinitely or for a specified period.
- Notification of Law Enforcement – Referral of criminal matters (e.g., assault, drug possession, theft, rape) to the Ghana Police Service or other authorities.
- Blacklisting – Prohibition from holding leadership positions or representing the university publicly.

4. Aggravating and Mitigating Factors

When determining penalties, the disciplinary committee may consider:

- Aggravating Factors: Repeated offences, intent to harm, denial of wrongdoing, leadership position abuse, influence on others.
- Mitigating Factors: First-time offence, remorse, cooperation during investigation, provocation, or peer pressure.

5. Enforcement of Sanctions

- Sanctions take effect immediately unless otherwise specified.
- Non-compliance with a sanction (e.g., refusal to pay fines or attend counselling) may result in escalation to a higher penalty.

- The Office of the Dean of Students or Disciplinary Committee monitors implementation.

6. Record Keeping

- All sanctions (except verbal warnings) are recorded in the student's disciplinary file.
- Serious offences may reflect in academic transcripts or character references if requested by external bodies.
- Disciplinary records may be expunged after a defined period upon application and demonstration of good conduct.

7. Appeals Process

- A student may appeal a sanction within 7–14 working days of receiving the decision.
- Appeals should be submitted in writing to the Appeals Committee or Vice President for Academic/Student Affairs, citing valid grounds (e.g., procedural error, new evidence, or disproportionate punishment).
- The appeals decision is final.

8. Confidentiality

- All disciplinary matters are handled with strict confidentiality.
- Only authorized university personnel will have access to disciplinary records.

5.4 Appeals and Grievance Procedures

1. Preamble

At KAAF University, we recognize the importance of fairness, transparency, and accountability in the administration of academic and disciplinary matters. As such, students are entitled to due process and have the right to appeal decisions or lodge formal grievances when they believe they have been treated unfairly or unjustly.

This section outlines the procedures through which students can seek redress for perceived wrongs or challenge decisions that affect their academic standing, disciplinary status, or personal wellbeing within the university community.

2. Right to Appeal

Students have the right to appeal decisions related to:

- Disciplinary actions (e.g., suspension, expulsion, fines)
- Academic penalties (e.g., failed assessments, withdrawn grades)
- Sanctions for misconduct
- Denial of services or opportunities (e.g., housing, scholarships, internships)

3. Grounds for Appeal

Valid grounds for appeal may include:

- Procedural Error: The proper procedure was not followed during the investigation or decision-making process.
- New Evidence: New information has become available that could significantly affect the outcome.

- Disproportionate Sanction: The penalty imposed is considered excessively harsh or inconsistent with similar cases.
- Bias or Prejudice: Evidence of personal bias or unfair treatment by the decision-making body.

4. Appeals Procedure

Step 1: Submit Written Appeal

- Appeals must be submitted in writing within 7–14 working days of receiving the decision.
- The appeal must be addressed to the Appeals Committee, Dean of Students, or Vice President for Academic Affairs, depending on the nature of the case.
- The appeal letter should clearly state:
 - The decision being appealed
 - The grounds for appeal
 - Supporting documents or evidence

Step 2: Acknowledgement and Preliminary Review

- The receiving office will acknowledge the appeal and conduct a preliminary review to determine its admissibility.
- If the appeal lacks merit or is submitted late without justification, it may be dismissed.

Step 3: Appeals Hearing (if applicable)

- If the appeal proceeds, a hearing may be scheduled.
- The Appeals Committee will invite all relevant parties to present their case.
- Legal representation is not typically permitted, but students may be accompanied by a support person (e.g., academic advisor or fellow student).

Step 4: Final Decision

- The Appeals Committee will deliberate and issue a final decision in writing within **10–15 working days** of the hearing.
- The outcome may:
 - ✓ Uphold the original decision
 - ✓ Modify the sanction
 - ✓ Overturn the decision entirely
- The decision of the Appeals Committee is final and binding within the university structure.

5. Grievance Procedures (Non-Disciplinary Issues)

Students may lodge a grievance regarding:

- Poor treatment or unfair practices by university staff or departments
- Harassment, intimidation, or discrimination
- Administrative delays or inefficiencies
- Unresolved academic issues not involving formal sanctions

5.5 Alternative Dispute Resolution (Mediation/Dialogue before Sanctions)

1. Preamble

At KAAF University, we believe in fostering a just, respectful, and harmonious academic environment. In line with this commitment, the university encourages the use of Alternative Dispute Resolution (ADR) mechanisms—such as mediation, dialogue, and reconciliation—as the first step in resolving interpersonal conflicts and certain non-criminal disciplinary issues. ADR provides a peaceful and constructive way to address disputes and misunderstandings before resorting to formal disciplinary sanctions.

2. Objectives of ADR

- To resolve conflicts in a non-adversarial, respectful, and confidential manner
- To restore relationships and promote mutual understanding
- To encourage accountability and emotional maturity in handling disagreements
- To reduce the burden on the formal disciplinary system
- To cultivate a culture of dialogue, empathy, and community responsibility

3. Situations Appropriate for ADR

ADR may be applied in the following types of cases:

- Verbal misunderstandings or personal disputes between students
- Roommate conflicts or hostel disputes
- Minor disrespectful behavior (non-threatening)
- Group project or academic collaboration disputes
- Cultural or religious misunderstandings
- First-time minor offences where the student shows remorse

Note: ADR is **not applicable** in cases involving:

- Sexual harassment or assault
- Physical violence
- Criminal acts
- Gross academic dishonesty
- Repeated or serious violations of university policy

4. ADR Methods Used

a. Mediation

- A neutral third party (trained university staff or counsellor) facilitates a structured conversation between the parties to help them reach a mutual agreement.
- Mediators do not impose decisions but guide participants toward a solution.

b. Informal Dialogue

- A staff member (e.g., lecturer, hostel warden, or advisor) facilitates an open conversation to clear misunderstandings or de-escalate tension.

c. Restorative Meetings

- A structured process where the offender acknowledges harm done and both parties agree on actions to make amends and move forward.

CHAPTER SIX

STUDENT SUPPORT SERVICES

KAAF University is committed to fostering a supportive and inclusive environment where students can excel both academically and personally. A variety of services are available to help you navigate challenges and make the most of your university experience.

6.1 Orientation and Matriculation at KAAF University

6.1.1 Orientation Program

Orientation is the official welcome and induction of new students into the university community. It is designed to help students adjust smoothly to academic life, understand university systems, and build a sense of belonging.

Objectives of Orientation:

- Introduce students to the mission, vision, and values of KAAF University.
- Familiarize students with academic regulations, support services, and campus facilities.
- Provide guidance on course registration, library use, ICT services, and student portals.
- Offer tips on time management, study skills, and personal wellbeing.
- Create opportunities for interaction with faculty, staff, and fellow students.

Attendance at orientation is compulsory for all new students, as it provides essential information for a successful academic journey

6.1.2 Matriculation Ceremony

Matriculation is a formal academic ceremony at which newly admitted students are officially recognized and admitted into the university. By matriculating, students pledge to abide by the rules, regulations, and values of KAAF University.

Key Features of Matriculation:

- Students take the Matriculation Oath, signifying their acceptance of the rights and responsibilities of membership in the university community.
- The Vice-Chancellor formally declares the students admitted to pursue their chosen programs.

- Speeches are delivered by senior officials, emphasizing academic excellence, discipline, and integrity.

Significance of Matriculation:

- It is a rite of passage into university life.
- Confers official student status on all participants.
- Serves as a reminder of the values of scholarship, responsibility, and service.

Students who do not matriculate are not considered bona fide members of the university, and may not be permitted to write examinations or graduate.

6.2 Academic Advising and Mentorship

At KAAF University, we recognize that student success goes beyond classroom learning. Academic advising and mentorship are integral parts of our support system, ensuring that every student is guided, motivated, and prepared for both academic excellence and personal growth.

6.2.1. Academic Advising

Each student is assigned an Academic Advisor, who is a faculty member within their program of study. The advisor serves as the first point of contact for all academic-related matters.

Roles of the Academic Advisor:

- Provide guidance on course registration and help students design an appropriate study plan.
- Explain academic regulations, grading systems, and graduation requirements.
- Monitor academic performance and recommend strategies for improvement.
- Offer advice on choosing electives, minors, or specializations.
- Assist students in balancing academic work with extracurricular activities.
- Refer students to other services (counseling, financial aid, career services) when needed.

Expectations of Students in Advising:

- Meet with their advisors regularly, especially at the beginning of each semester.
- Come prepared with questions, concerns, or updates on progress.
- Take responsibility for their academic choices and decisions.

6.2.2 Mentorship

In addition to formal advising, KAAF University promotes mentorship through faculty-student and peer-to-peer relationships. Mentorship provides broader guidance beyond academics, helping students grow professionally, socially, and personally.

Types of Mentorships Available:

- Faculty Mentorship: Lecturers and senior faculty act as mentors, offering insights on research, career planning, and professional ethics.
- Peer Mentorship: Senior students (“peer mentors”) support fresh students by sharing experiences, study tips, and advice on campus life.

- Alumni Mentorship: Successful alumni occasionally engage students through talks, workshops, and mentorship programs.

Benefits of Mentorship:

- Guidance on career pathways, internships, and job opportunities.
- Development of leadership skills and confidence.
- Networking opportunities with professionals and alumni.
- Support in overcoming personal and academic challenges.

6.2.3 Why Academic Advising and Mentorship Matter

- They help students stay on track academically and avoid unnecessary delays in graduation.
- They provide personalized support, ensuring students are not left to struggle alone.
- They connect students to the larger university community, fostering a sense of belonging.
- They prepare students for life after graduation, equipping them with skills, values, and professional direction.

6.3 Counselling and Psychological Services

University life can be exciting, but it also comes with challenges such as academic stress, social adjustment, financial pressures, and personal struggles. At KAAF University, we believe that every student deserves a safe and supportive environment in which to thrive. For this reason, the university provides professional counselling and psychological services to promote student wellbeing.

6.3.1 Objectives of Counselling and Psychological Services

- To help students manage academic, emotional, and personal challenges effectively.
- To provide a safe, confidential space for discussing sensitive issues.
- To promote mental health awareness and resilience within the student community.
- To support students in developing coping strategies, problem-solving skills, and positive relationships.

6.3.2 Services Available

Students have access to a range of counselling and support services, including:

- Academic Counselling: Time management, study skills, exam anxiety, and motivation.
- Personal Counselling: Stress, self-esteem, relationships, grief, or adjustment difficulties.
- Psychological Support: Professional help for mental health concerns such as depression, anxiety, or trauma.
- Group Workshops: Sessions on stress management, conflict resolution, and healthy lifestyles.

- Crisis Intervention: Immediate support during emergencies, such as emotional breakdowns or traumatic incidents.

6.3.3 How to Access Counselling Services

- Students can book an appointment directly.
- Walk-in visits are accepted during office hours, though scheduled appointments are encouraged.
- Referrals may be made by academic advisors, lecturers, or the Dean of Students.

6.3.4 Confidentiality and Professionalism

All sessions are conducted in a confidential and non-judgmental environment. Information shared by students will not be disclosed without consent, except in situations where there is a risk of harm to self or others. The university employs trained counsellors and collaborates with external mental health professionals when necessary.

6.3.5 Encouragement to Students

Seeking counselling is a sign of strength, not weakness. Many successful students and professionals have benefited from psychological support at different stages of life. KAAF University encourages students to make use of these services whenever they feel overwhelmed, unsure, or in need of guidance.

The Counselling Centre offers confidential services to support students facing academic stress, relationship difficulties, anxiety, depression, or other challenges. Group workshops are also organized on topics such as time management, self-esteem, and conflict resolution. All sessions are free for registered students.

6.4 Health and Wellness Services

The wellbeing of students is a top priority at KAAF University. We believe that a healthy body and mind are essential for academic success, and therefore the university provides a variety of health and wellness services to ensure that students are supported holistically throughout their studies.

6.4.1. University Clinic and Primary Healthcare

The university operates an on-campus health clinic staffed by qualified medical professionals who provide:

- General medical consultations and treatment for common illnesses.
- First aid and emergency response services.
- Referrals to specialized hospitals and health centers when necessary.
- Basic laboratory services (e.g., malaria tests, blood checks).

6.4.2. Health Insurance and Medical Support

- All students are expected to register with the National Health Insurance Scheme (NHIS) or present valid private insurance.

- The university assists international students in enrolling in local health insurance schemes for affordable medical coverage.

6.4.3. Wellness and Preventive Health Programs

KAAF University promotes proactive health habits through:

- Health talks and seminars on nutrition, sexual health, drug and alcohol awareness, and lifestyle diseases.
- Wellness campaigns during the academic year (e.g., HIV/AIDS awareness, breast cancer screening, mental health awareness week).
- Vaccination programs in collaboration with local health authorities.
- Stress management sessions and relaxation techniques to support mental wellbeing.

6.4.4. Fitness and Recreational Services

Physical activity is an important part of student life. The university encourages students to participate in:

- Sports such as football, basketball, volleyball, and athletics.
- Gym and fitness facilities for strength and cardio training.
- Recreational activities and inter-faculty sports competitions to promote teamwork, fitness, and social bonding.

6.4.5. Nutrition and Healthy Living

- Campus cafeterias and food vendors are encouraged to provide balanced meals at affordable prices.
- Students are advised to practice healthy eating habits, adequate hydration, and safe food practices.
- Wellness campaigns often include cooking demonstrations and dietary advice.

6.4.6. Special Support Services

- Support for students with disabilities, ensuring they receive accommodations in academics and housing.
- Emergency medical transportation in cases of severe illness or accidents.
- Collaboration with external hospitals for advanced care.

6.4.7. Student Responsibility for Health

Students are encouraged to:

- Seek medical care promptly when unwell.
- Maintain healthy routines adequate sleep, exercise, and balanced diets.
- Participate actively in wellness programs offered by the university.
- Respect health and safety guidelines on campus.

At KAAF University, health is not just about treating illness — it is about building a lifestyle of wellness that supports academic excellence, personal growth, and long-term wellbeing.

6.5 Disability and Inclusion Services

KAAF University is committed to providing a welcoming and inclusive learning environment where all students regardless of physical, sensory, learning, or psychological challenges can thrive academically, socially, and personally. The university believes that diversity enriches the community, and students with disabilities are valued members of the KAAF family.

6.5.1. Objectives of Disability and Inclusion Services

- To ensure that students with disabilities have equal access to academic programs, facilities, and services.
- To provide appropriate accommodations and support systems that remove barriers to learning.
- To promote a culture of respect, inclusiveness, and dignity for all.
- To raise awareness and encourage sensitivity within the wider university community.

6.5.2. Services and Accommodations Provided

Students with disabilities may access a variety of services, tailored to individual needs:

- Academic Accommodations: Extended time for exams, alternative formats of course materials (Braille, large print, audio), note-taking assistance, or use of assistive technology.
- Physical Accessibility: Ramps, elevators, accessible washrooms, and classroom arrangements to ensure mobility.
- Learning Support: One-on-one tutoring, specialized study resources, and assistive software for students with learning differences such as dyslexia or ADHD.
- Sign Language Interpretation: Where possible, interpreters are provided for students with hearing impairments.
- Housing Support: Accessible hostel facilities or priority housing for students with mobility challenges.

6.5.3. How to Access Services

- Documentation of the disability (medical report or assessment) may be required to ensure appropriate accommodations.
- Services are provided on a confidential and respectful basis, with the student's consent guiding all adjustments.

6.5.4. Student and Faculty Responsibilities

- Students with disabilities should communicate their needs early to enable timely support.
- Faculty and staff are expected to cooperate in implementing accommodations and to foster inclusive teaching practices.
- The wider student body is encouraged to show respect, patience, and understanding toward peers with disabilities.

6.5.5. Inclusion Initiatives and Awareness

KAAF University goes beyond providing services by promoting inclusivity through:

- Awareness campaigns on disability rights and inclusion.

- Workshops for faculty and staff to improve teaching strategies for diverse learners.
- Student clubs and associations that champion inclusivity, peer support, and advocacy.

6.6.6. Commitment to Continuous Improvement

KAAF University continually reviews its facilities, policies, and practices to ensure they align with international standards on accessibility and inclusion. Feedback from students with disabilities is valued as an essential part of this process.

At KAAF University, disability does not define ability. Every student is supported to reach their full potential and contribute meaningfully to the academic community.

6.6 Practical Work and Internship Support

KAAF University recognizes that higher education must prepare students not only with academic knowledge but also with the practical skills and experiences needed in the job market. To bridge the gap between theory and practice, the university provides structured support for practical work, industrial attachments, and internship opportunities across all faculties.

6.6.1. Objectives of Practical Work and Internship Support

- To expose students to real-world work environments in their chosen fields.
- To help students apply classroom learning to practical situations.
- To build essential employability skills such as teamwork, communication, problem-solving, and leadership.
- To connect students with industry professionals and potential employers.
- To enhance students' confidence and career readiness before graduation.

6.6.2. Internship and Industrial Attachment Programs

- **Mandatory Internships:** Some programs require students to complete internships as part of their academic curriculum. These are coordinated by faculty internship coordinators.
- **Industrial Attachments:** Students may be placed with organizations, companies, NGOs, or government agencies relevant to their field of study.
- **Project-Based Practical Work:** Certain faculties integrate fieldwork, laboratory projects, or community service initiatives into coursework as a form of practical training.

6.6.3 Partnerships with Industry

KAAF University maintains relationships with industries and organizations to create opportunities for students. These partnerships provide:

- Internship slots for students.
- Guest lectures and seminars by professionals.
- Joint projects, research collaborations, and career fairs.

6.6.3 Benefits to Students

Students who engage in internships and practical work gain:

- Relevant experience that enhances their CVs.
- Professional networks that can open doors to future employment.

- Improved confidence in applying their knowledge to real challenges.
- Increased employability, often leading to job offers after graduation.

6.6.4 Student Responsibility

While the university provides strong support, students are expected to:

- Actively apply for opportunities and demonstrate professionalism.
- Meet deadlines for internship documentation and reporting.
- Uphold the reputation of KAAF University by maintaining high standards of conduct in the workplace.

Through structured practical training and internship support, KAAF University ensures that students graduate not only with academic qualifications but also with the skills, experience, and confidence to succeed in their future careers.

6.7 Career Services and Employability Skills Development

KAAF University is committed to producing graduates who are not only academically competent but also workplace-ready. To achieve this, the university provides comprehensive career services and employability skills programs designed to guide students in career planning, job searching, and professional development.

6.7.1. Objectives of Career Services

- To support students in identifying and pursuing career pathways aligned with their talents and passions.
- To equip students with the skills needed to compete effectively in the job market.
- To foster partnerships with industries, organizations, and employers for student opportunities.
- To prepare students for smooth transition from university to the workplace or entrepreneurship.

6.7.2. Career Services Offered

The Career Services Office, under the Dean of Students, provides a wide range of programs and resources, including:

- Career Counseling and Guidance: One-on-one sessions to help students explore career options, set goals, and plan career paths.
- CV/Resume Clinics: Workshops and personalized feedback to help students prepare professional resumes and cover letters.
- Interview Preparation: Mock interviews, coaching on body language, and strategies for answering common questions.
- Job Search Assistance: Guidance on finding and applying for jobs, including the use of online job portals and networking.
- Career Fairs and Recruitment Events: Opportunities to meet employers, explore vacancies, and learn about industry expectations.
- Alumni Networking: Connecting students with KAAF University alumni who can provide mentorship, internships, or job opportunities.

6.7.3. Employability Skills Development

To complement academic learning, the university emphasizes the development of transferable soft and technical skills, such as:

- Communication Skills: Writing, speaking, and digital communication.
- Leadership and Teamwork: Building confidence to lead and collaborate in diverse groups.
- Problem-Solving and Critical Thinking: Applying knowledge creatively to address real-world issues.
- Time and Project Management: Planning, prioritizing, and delivering results effectively.
- Entrepreneurship and Innovation: Encouraging self-employment, creativity, and business start-ups through training and incubation.
- Digital Literacy: Training in workplace-relevant software, online tools, and emerging technologies.

6.7.4. Experiential Learning Opportunities

Career readiness is enhanced through hands-on learning opportunities such as:

- Internships and Industrial Attachments (in collaboration with faculties).
- Community Service and Volunteering projects that build social responsibility.
- Entrepreneurship Development Programs including workshops, competitions, and seed-funding support.

6.7.5. Student Responsibility in Career Development

KAAF University encourages students to take an **active role** in their career journey by:

- Participating in workshops, seminars, and training events.
- Making use of the resources offered by the Career Services Office.
- Building professional networks both on and off campus.
- Practicing professionalism, ethics, and integrity in all academic and workplace experiences.

6.7.6. Outcomes of Career Services and Employability Development

Through active participation in these services, students graduate with:

- Stronger resumes and professional profiles.
- Clearer understanding of their career paths.
- Confidence in interviews and workplace environments.
- Increased employability and competitiveness in the job market.
- Entrepreneurial skills to create opportunities where jobs are limited.

6.8 International Students Office

KAAF University welcomes students from diverse backgrounds and cultures, creating a truly international learning environment. To ensure that international students feel at home and succeed both academically and socially, the university has established the International

Students Office (ISO). This office serves as the primary resource and support system for all non-Ghanaian students enrolled at the university.

6.8.1. Role and Mandate of the International Students Office

The ISO is dedicated to:

- Supporting the admission, orientation, and integration of international students into campus life.
- Ensuring compliance with immigration and visa requirements.
- Promoting intercultural understanding and inclusiveness across the university community.
- Acting as a liaison between international students and other university departments.

6.8.2. Services Provided

a. Admissions and Enrollment Support

- Guidance on admission requirements, application processes, and entry qualifications.
- Assistance with pre-arrival information such as visa application, travel arrangements, and accommodation options.

b. Immigration and Visa Services

- Support with visa acquisition and residence permit renewal.
- Liaison with Ghana Immigration Service to ensure students meet all legal requirements.
- Advice on staying in good standing with immigration regulations.

c. Orientation and Integration

- Special orientation sessions tailored for international students to introduce them to Ghana's culture, laws, and university regulations.
- Workshops and seminars on adapting to academic expectations and social life in Ghana.
- Pairing with student mentors or "buddies" to ease adjustment.

d. Cultural and Social Activities

- Organizing intercultural events, international days, and cultural fairs where students share traditions and experiences.
- Promoting student clubs and associations for international and local students to interact.

e. Academic and Personal Support

- Referrals to counseling, academic advising, or health services when needed.
- Assistance with language support for students whose first language is not English.
- Guidance on scholarships, funding opportunities, and career development tailored to international students.

6.8.3. Student Responsibilities

While the university provides extensive support, international students are expected to:

- Ensure they maintain valid immigration and visa documents at all times.
- Familiarize themselves with Ghanaian laws and university policies.
- Participate actively in cultural integration and academic programs.
- Represent KAAF University positively as ambassadors of their home countries.

6.8.4. Benefits to International Students

By engaging with the International Students Office, students gain:

- A **smooth transition** into academic and social life at KAAF University.
- Reliable assistance with legal, academic, and personal matters.
- A vibrant international community where they feel welcomed, supported, and respected.
- Opportunities for intercultural exchange, networking, and lifelong friendships.

CHAPTER SEVEN FINANCIAL INFORMATION

Understanding and managing your financial obligations is essential for a successful academic journey at KAAF University. This section outlines tuition policies, payment procedures, available financial support, and practical tips to help students plan effectively.

7.1 Tuition Fees and Other Charges

Students are required to pay tuition and other approved fees each academic year. Fees vary by:

- Program of Study (undergraduate, postgraduate, professional, or diploma).
- Mode of Study (regular, weekend, summer or sandwich).
- Student Category (local or international).

A detailed **schedule of fees** is published every semester on the university's website, student portals and in the Finance Office.

In addition to tuition, students may be required to pay for:

- Accommodation and Hostel Services
- Graduation and Certification
- Student Union or Association Dues
- Alumni Fee

7.2 Payment Procedures and Deadlines

To ensure smooth registration and participation in academic activities, students must follow the official payment guidelines:

- **Initial Deposit:** A minimum percentage (as determined by the university) must be paid before registration each semester.
- **Installment Options:** Flexible installment plans may be available, but students must comply with published deadlines.

- **Approved Payment Channels:** Payments are accepted through designated banks, online platforms, and mobile money services. Cash payments are discouraged for security reasons.

Penalties for Non-Compliance:

- Late payments may attract fines.
- Students who fail to meet payment deadlines risk being barred from registration, denied access to examinations, or suspended from classes.

7.3 Scholarships and Financial Aid

External scholarships from government agencies, NGOs, and private sponsors are facilitated. Application procedures, eligibility criteria and deadlines are communicated to students.

7.4 Refunds and Fee Adjustment Policies

Refunds are granted only under specific conditions, including documented proof of excess payment. Applications must be submitted in writing, supported by official documentation. Refunds are processed within a stipulated timeframe and are subject to deductions for administrative costs.

7.5 Financial Planning Tips for Students

The university encourages students to adopt sound financial habits:

- **Create a Budget:** Plan for tuition, accommodation, food, transportation, and personal expenses.
- **Avoid Unnecessary Debt:** Borrow responsibly and use credit facilities wisely.
- **Apply Early for Scholarships:** Take advantage of bursaries and aid opportunities before deadlines.
- **Seek Part-Time Opportunities:** Engage in income-generating activities that do not compromise your studies.
- **Consult the Finance Office:** If you anticipate difficulty meeting deadlines, seek guidance early to explore available options.

With proper planning, students can manage their financial responsibilities and focus on their academic and personal growth. KAAF University remains committed to providing transparent, fair, and supportive financial policies to ensure student success.

CHAPTER EIGHT

CAMPUS LIFE

KAAF University is committed to providing a vibrant, supportive, and inclusive environment that enhances both academic success and personal growth. Campus life is designed to foster community, leadership, cultural appreciation, and holistic well-being.

8.1 Housing and Accommodation Rules

- The University provides on-campus and affiliated hostels; allocation is based on availability and need.
- Students must sign a housing agreement and comply with hostel rules, including curfew times, quiet hours, and visitor policies.
- Cooking appliances (gas cookers, electric stoves, hotplates) are restricted unless approved by management.
- Students are responsible for maintaining cleanliness, respecting roommates, and reporting damages.
- Acts of vandalism, noise disturbances, or unauthorized subletting may result in sanctions, including eviction.

8.2 Library Rules and Regulations

- The University Library is a hub for learning and research, open to all students with a valid Student ID.
- Borrowing privileges are linked to a student's status (undergraduate/postgraduate). Late returns attract fines.
- Silence must be maintained; mobile phones should be on silent mode.
- Eating, drinking, and unauthorized removal of materials are prohibited.
- Electronic resources, databases, and e-journals provided by the Library must be used responsibly, in line with copyright law.

8.3 ICT and E-Learning Facilities

- Students are provided access to computer labs, Wi-Fi hotspots, and the Learning Management System (LMS).
- University ICT facilities must not be used for cyberbullying, illegal downloads, hacking, or academic dishonesty.
- Official student email accounts must be checked regularly for academic and administrative communication.
- Technical support is available through the ICT Directorate.

8.4 Student Organizations, Clubs, and Associations

- Students are encouraged to join or form academic, cultural, religious, or professional associations, subject to registration with the Dean of Students' Office.
- The Students' Representative Council (SRC) is the umbrella student body and primary channel for student representation.
- All student organizations must operate within university policies and the laws of Ghana.
- Activities such as fundraising, public events, or excursions require prior approval.

8.5 Sports and Recreational Facilities

- KAAF University provides facilities for football, basketball, volleyball, athletics, and indoor games.
- Regular sporting events and competitions promote fitness, teamwork, and school spirit.
- Students are encouraged to participate in inter-faculty and inter-university competitions.
- Sports facilities must be used responsibly, and safety rules observed.

8.6 Cultural and Religious Life on Campus

- The University embraces diversity and inclusivity, supporting cultural associations and faith-based groups.
- Students may practice their religion freely, provided it does not infringe on others' rights or disrupt academic activities.
- University chaplaincy and interfaith services are available for spiritual support.
- Cultural celebrations, debates, and performances are encouraged as part of holistic education.

8.7 Volunteering, Community Service, and Outreach

- Community engagement is a core value of KAAF University.
- Students are encouraged to participate in outreach programs, health campaigns, environmental projects, and literacy drives.
- Some academic programs may integrate community service into coursework or graduation requirements.
- Volunteerism enhances personal growth, civic responsibility, and employability skills.

CHAPTER NINE

SAFETY AND SECURITY

The safety and well-being of students, staff, and visitors are top priorities at KAAF University. The University maintains professional security services, clear emergency protocols, and proactive safety awareness programs.

9.1 Campus Security Services

- The University operates a 24-hour security service across all campuses and hostels.
- Security personnel patrol regularly, and security posts are strategically located.
- Students must carry valid Student ID cards at all times and present them on request.
- Lost ID cards must be reported immediately to the Dean of Students' Office and Security Office.

9.2 Personal Safety and Emergency Procedures

- Students are advised to avoid isolated areas, especially at night.
- Report suspicious activities or individuals to campus security immediately.
- In emergencies (accidents, theft, assault), call the Security Hotline provided in Appendix 12.1.
- Emergency evacuation drills will be conducted periodically; participation is mandatory.

9.3 Reporting Incidents and Seeking Help

- Any incident of theft, harassment, accident, or injury must be reported to the nearest security post or Dean of Students' Office.
- Students can also lodge confidential reports through designated hotlines or online platforms.
- Counseling and support services are available for victims of trauma, harassment, or violence.

9.4 Student Identification (ID)

- A valid University ID card is issued upon registration and must be used for:
 - ✓ Library access
 - ✓ Examination entry
 - ✓ Hostel/Accommodation verification
 - ✓ ICT and laboratory access
- The card is non-transferable; misuse attracts disciplinary action.

9.5 Fire Safety, Disaster Preparedness, and Health Emergencies

- Fire extinguishers and alarm systems are installed in key facilities; students must familiarize themselves with their locations.
- Tampering with safety equipment is a serious offence.
- In case of fire or disaster, students should follow evacuation procedures and assemble at designated safe zones.
- First Aid facilities are available at the University Clinic; serious cases will be referred to partner hospitals.
- Health emergencies, including pandemics (e.g., COVID-19 protocols), will be managed through University Health Services in line with national and WHO guidelines.

CHAPTER TEN

STUDENT GOVERNANCE AT KAAF UNIVERSITY

10.1: Student Representative Council (SRC)

The SRC shall be the main student governing body, whose executives shall be democratically elected by a simple majority (50% plus 1) by the student population to represent their interests.

The executive positions will include:

- **The President:** Leads the SRC and serves as the chief spokesperson for students.
- **The Vice President:** Supports the president and oversees internal coordination.
- **The General Secretary:** Manages communication and records.
- **The Financial Secretary/Treasurer:** Oversees budgeting and financial accountability.
- **The Organizing Secretary:** Coordinates events, logistics, and student activities.
- **The Women's Commissioner:** Advocates for gender-related issues and female student welfare.

The SRC would be expected to work closely with the University management to address student concerns, organize events, and ensure student voices are heard in decision-making.

10.2: Departmental and Faculty Associations

Each academic department or faculty within the University may form its own student association, led by elected executives.

- These groups may organize academic seminars, tutorials, and social events.
- They may serve as a bridge between students and faculty leadership.
- They may serve as a bridge between the association and the SRC.

10.3: Clubs and Societies

Students can also join or lead various interest-based groups, such as:

- Debate & Public Speaking Club
- Engineering Society
- Law Students' Union
- Health Sciences Association

- Religious and cultural groups

Leadership roles in these clubs may help students develop soft skills like teamwork, communication, and project management.

10.4: Leadership Development Opportunities

KAAF University as a community encourages student leadership development through:

- **Workshops and Seminars:** On topics like ethics, entrepreneurship, and civic responsibility.
- **Student-Led Initiatives:** Campaigns, outreach programs, and community service.
- **Mentorship Programs:** Pairing students with faculty or alumni for guidance.

10.5: Forms of Student Involvement in Governance

10.5.1: Student Representative Council (SRC)

- The SRC shall be the main official student body elected by students.
- Members can serve on University committees, voicing student concerns on issues like academic policies, campus facilities, and welfare.
- SRC leaders can request to meet with University management to influence decisions that affect general student life.

10.5.2: Committee Participation

Students may be invited to sit on:

- **Academic Boards:** Contributing to curriculum development and academic standards.
- **Disciplinary Committees:** Ensuring fairness in student conduct cases.
- **Welfare Committees:** Advocating for better housing, health services, and financial aid.

10.5.3: Faculty and Departmental Associations

- Students can elect leaders within their departments who liaise with faculty heads.
- These leaders can help shape academic schedules, organize tutorials, and provide feedback on teaching quality.

10.5.4: Feedback Mechanisms

- Organize town hall meetings, use suggestion boxes and or digital surveys allow students to express opinions.
- The Universities will use this input to revise policies or improve services to students.

10.5.5: Expected Benefits of Student Participation

- **Empowerment:** Students feel ownership over their education.
- **Transparency:** Decisions are more inclusive and representative.
- **Leadership Development:** Students gain experience in negotiation, public speaking, and policy-making.
- **Conflict Prevention:** Involving students reduces the likelihood of unrest or protests by addressing concerns early.

CHAPTER ELEVEN

GRADUATION and ALUMNI

11.1: Graduation Requirements

To be eligible for graduation, students must:

- **Complete All Academic Requirements:**
 - ✓ Successfully pass all required courses in their programme of study.
 - ✓ Meet the minimum cumulative GPA set by the University (typically 2.0 or higher, depending on the programme).
 - ✓ Fulfill internship or practical training components, especially for Health and Allied Sciences and Engineering programmes.
- **Satisfy Credit Hour Requirements:**
 - ✓ Each programme has a defined number of credit hours that must be completed.
For example:
 - *BSc. Engineering: ~130–140 credit hours*
 - *BSc. Nursing: ~120–130 credit hours*
 - *LLB Law: ~120 credit hours*
 -
- **Complete Final Year Project or Thesis:**
 - Most undergraduate and graduate programs require a project or research thesis / dissertation, which must be submitted and defended.
- **No Outstanding Disciplinary Issues:**
 - Students must not have unresolved disciplinary cases or academic misconduct records.
- **No Outstanding Fees.**
 - Students must not have outstanding fees.

11.2: Clearance Process

Before participating in the graduation ceremony, students must go through a multi-step clearance process:

11.2.1: Academic Clearance

- Confirm all grades are posted and requirements met.
- Obtain clearance from the department and faculty office.

11.2.2: Financial Clearance

- Settle all outstanding tuition fees and other charges.
- Get approval from the Finance Office.

11.2.3: Library Clearance

- Return all borrowed books and pay any fines.
- Obtain a clearance from the university library.

11.2.4: Hostel/Accommodation Clearance (if applicable)

- Ensure rooms are vacated and in good condition.
- Get clearance from the Hostel Manager.

11.2.5: SRC & Departmental Dues

- Pay any outstanding student union or departmental dues.

11.2.6: Final Clearance Form Submission

- Submit the completed clearance form to the Registrar's Office.
- Receive confirmation of eligibility to graduate.

11.3: Graduation Ceremony

Once cleared, students are invited to participate in the **Congregation Ceremony**, where degrees are officially conferred. Graduates receive:

- Academic regalia (gown, cap, and hood)
- Graduation certificate
- Transcript (upon request or post-ceremony)

11.4: Convocation Guidelines.

11.4.1: General Convocation Guidelines

1. Eligibility to Participate

- Students must have completed all graduation requirements.
- Clearance from academic, financial, library, and hostel departments is mandatory.
- Only students who have received official confirmation from the Registrar's Office are allowed to attend.

2. Academic Regalia

- Graduands are required to wear the official academic gown, cap, and hood appropriate to their degree.
- Regalia is typically collected a few days before the ceremony and must be returned afterward unless purchased.

3. Rehearsals

- Attendance at convocation rehearsals is compulsory.
- Rehearsals cover seating arrangements, procession order, and protocol for receiving certificates.

4. Arrival and Seating

- Graduands must arrive at the venue at least 1–2 hours before the ceremony begins.
- Seating is assigned and organized by faculty and program.

5. Conduct During Ceremony

- Mobile phones should be silenced.
- Graduands are expected to maintain decorum and follow instructions from marshals.
- Applause is encouraged, but excessive cheering or disruptive behavior is discouraged.

6. Certificate Collection

- Certificates are not handed out during the ceremony.
- Graduands collect them from the Academic Affairs Office after the event, upon presenting valid ID and clearance confirmation.

7. Guests and Invitations

- Each graduand may be allowed a limited number of guests.
- Guest passes are issued during gown collection.

11.4.2: Photography and Media

- Official photographers are usually present.
- Graduands may be allowed to take photos with dignitaries after the ceremony.
- Media coverage may be provided by the university's communications team.

11.4.3: Venue and Date

- Convocation is held at the university's main campus or a designated ceremonial hall.
- Dates are announced via the university website and student portals.

For updates and announcements, you can check the KAAF University homepage.

11.5: General Convocation Guidelines

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- Clearance from academic, financial, library, and hostel departments is mandatory.
- Only students who have received official confirmation from the Registrar's Office are allowed to attend.

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11.6: Transition to Alumni Status.

11.6.1: Step-by-Step Transition to Alumni Status

1. *Graduation and Clearance*

- You must successfully complete all academic requirements and pass through the university's clearance process (academic, financial, library, hostel, etc.).
- Once cleared, you participate in the official **Congregation Ceremony**, where your degree is conferred.

2. *Certificate and Transcript Collection*

- After the ceremony, you collect your **degree certificate** and can request your **academic transcript** from the Registrar's Office.
- This marks the formal end of your student status.

3. *Alumni Registration*

- Graduates are encouraged to register with the **KAAF Alumni Association**.
- This can be done via the university's alumni portal or during post-graduation events.
- Registration allows you to receive updates, invitations to alumni events, and access to networking opportunities.

4. *Engagement Opportunities*

Once registered, alumni can:

- **Join alumni chapters** based on region or profession.
- **Mentor current students** or participate in career talks.
- **Contribute to scholarships** or university development projects.
- **Attend reunions** and special alumni gatherings.

5. *Digital Access*

- Alumni may retain limited access to certain university platforms, such as the e-learning portal or alumni newsletters.
- You can also update your contact information to stay connected with the university community.

11.6.2: Why It Matters

Becoming an alumnus means:

- You are part of a growing network of professionals who share your academic roots.
- You have a voice in shaping the future of KAAF through feedback, philanthropy, and representation.
- You carry the legacy of the university into your career and community.

11.7: KAAF Alumni Network

The **KAAF Alumni Association** is a growing community of professionals who maintain strong ties with the university.

- **Purpose:**
 - Foster lifelong connections among graduates.
 - Support current students through mentorship and career guidance.
 - Promote the university's reputation through alumni achievements.
- **Activities:**
 - Networking events and reunions.
 - Alumni spotlights and success stories.
 - Opportunities to give back through scholarships or guest lectures.
- **Engagement:** Alumni can register and stay connected via the KAAF Alumni Portal.

Notable Achievements

- KAAF students and alumni have won national competitions like the HR Focus Business Challenge.
- The university was named Best Business School of the Year 2019 by PUSAG, reflecting the caliber of its graduates.

CHAPTER TWELVE

POLICY ON CHANGE OF NAME AND OTHER PERSONAL PARTICULARS FOR STUDENTS

1. POLICY STATEMENT

KAAF University maintains a strict policy on the integrity, consistency, and accuracy of student records. As a general rule, the University does not permit changes or amendments to students' names or personal particulars once admission has been granted and records established.

This policy ensures:

- Consistency across academic records
- Compliance with regulatory and accreditation requirements
- Protection against identity discrepancies and fraud

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

- Provide clear institutional guidelines on name usage and record consistency
- Safeguard the credibility and legal validity of academic records (transcripts, certificates)
- Prevent administrative inconsistencies and identity conflicts
- Define exceptional circumstances under which limited changes may be considered

3. SCOPE

This policy applies to:

- All undergraduate and postgraduate students of KAAF University
- All academic and administrative records, including:
 - Admission forms
 - Student records database

- Examination records
- Transcripts
- Certificates

4. GENERAL POLICY RULES

4.1 Official Name for Academic Records

- Students shall be known only by the names used in their application for admission, and in the exact sequence in which they appear.
- These names must correspond exactly to those on the official certificates submitted during admission.

4.2 Permanency of Records

- Once a student has been admitted and issued academic records (e.g., results slip), the name becomes permanent for all academic and administrative purposes.
- Students shall complete their programme under the same name.

4.3 Consistency Requirement

- All student records, forms, and academic documentation must correspond to:
 - The name on the admission application
 - The name on supporting academic certificates

4.4 Non-Acceptance of Changes

- The University shall not entertain or approve any request for:
 - Change of name
 - Reordering of names
 - Correction of spelling (except proven institutional error)
 - Alteration of date of birth or other personal particulars

Where such requests do not conform to the original admission records and supporting certificates.

5. EXCEPTIONAL CIRCUMSTANCES

5.1 Change of Name Due to Marriage

The University may consider applications for change of name only under the following condition:

- Female students who contract marriage during their period of study may apply to:
 - Add the spouse's surname
 - Or adopt a new surname reflecting the marriage

5.2 Required Supporting Documents

Such applications must be accompanied by:

- A valid Marriage Certificate
- Any other legally recognized documentary evidence

6. CONDITIONS FOR APPROVAL OF EXCEPTIONAL REQUESTS

- The change shall not affect the traceability of the student's academic identity
- The original name shall be retained in University records as a reference name (a.k.a./formerly known as)
- The change shall apply prospectively only (not retroactively altering previously issued records unless approved by the Academic Board)

7. APPLICATION PROCEDURE

7.1 Submission of Request

- Applications must be formally addressed to:
The Registrar
KAAF University

7.2 Documentation Requirements

Applicants must submit:

- Formal application letter
- Supporting legal documents (e.g., marriage certificate)
- Valid identification (if required)

7.3 Processing Timeline

- Applications shall be processed within a few weeks (typically 2–4 weeks)

7.4 Approval Authority

- Final approval rests with:
 - The Registrar, or
 - Any delegated authority approved by the University

8. IMPLEMENTATION AND USAGE OF APPROVED NAME

- The newly approved name **cannot be used** until:
 - Official notification is issued by the Registrar
- Upon approval:
 - The updated name shall be reflected in subsequent records only
 - Prior records remain unchanged unless otherwise authorized

9. RESPONSIBILITIES

9.1 Students

- Ensure accuracy and consistency of names during admission
- Provide authentic and verifiable documentation
- Adhere strictly to institutional policy

9.2 Registry/Records Office

- Verify and process applications
- Maintain integrity of student records
- Communicate decisions formally
- Ensure consistency across all databases and documentation

- Maintain audit trails for any approved changes

10. SANCTIONS

- Any attempt to:
 - Fraudulently alter personal records
 - Submit falsified documents
 - Misrepresent identity

Shall result in:

- Disciplinary action
- Possible nullification of academic records
- Withdrawal of certificates where applicable

11. EFFECTIVE DATE AND REVIEW

- This policy takes effect from the date of approval by the Academic Board
- It shall be reviewed periodically (every 3–5 years) or as required by regulatory changes