

Oxford Institute of Business & Journalism

Students Handbook

Information Communication Technology

Journalism & Media Studies

Tourism & Business Studies

Business Administration

Oil & Gas Management

Hospitality Management

Public Relations

Degree:

Management Studies (icm-uk)

Business Administration (icm-uk)

LLB

Short practical radio courses

Disc Jockey (DJ)

Talk show

Akan News Casting

English News Casting

Production Management

OXFORD INSTITUTE OF BUSINESS & JOURNALISM

• INTEGRITY & PROFESSIONALISM

General Information

Postal Address:	P.O.Box 13293, Adum-Kumasi
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E-MAIL:	oxfordinstitute@rocketmail.com ,
Website:	www.oxfordinstitute.edu.gh
Academic Year:	August-July
Language of Instruction:	English
Bankers:	Asokore Rural Bank, GT Bank, Bosomtwe Rural Bank

All communication should be addressed to:

The Registrar
Oxford Institute of Business & Journalism
P. O. Box KS 13293, Adum-Kumasi
Email: oxfordinstitute@rocketmail.com

INSTITUTION COUNCIL MEMBERS

No.	Name	Address	Position On Board
1.	Madam Mary Owusu Achiaw	Ashanti Regional Director of Education	Chairman
2	Daniel Kofi Asante Ennin	Broadcast Journalist, (Multimedia Group) Nhyira Fm, Kumasi	Executive Director
3	Dr. Smart Sarpong	Senior Lecturer Research Fellow, Kumasi Technical University	Member
4.	Dr. Charles Marfo	Head of Department, Social Sciences	Consultant
5.	Mr. Daniel Boateng (Lawyer)	Solicitor & Barrister,	School Lawyer
6.	Mr. Dennis Sarkodie-Owusu	Lecturer & Head of Department for Distance Learning, Christian Service University, Kumasi	Member
7.	Mr. Mathias Owusu- Asante	Chartered Accountant, Multimedia Group Ltd	Member

Officers of the Institution

Administrative/Departmental Heads

No.	Name	Position
1.	Mr. Daniel A. K. Ennin	Executive Director
2.	Mr. George Larbi	Principal
3.	Mr. George Korankye	Registrar/Examination Officer
4.	Mr. Anthony Boakye	Accountant
5.	Mr. Francis Boateng	Dean of Students Affairs
6.	Mr. Akwasi Antwi	Head of Business Department
7.	Mr. Dennis Sarkodie-Owusu	Head, Department of Media Studies
8.	Miss Diana Enyeminko	Administrative Secretary
9.	Mr. Eben Frankie Quaye (DJ King Frankie)	Studio Instructor
10.	Miss Lucy BaahAgyemang	Librarian

Functions of the Officers of the Institution

Institution Council

THE INSTITUTION COUNCIL MEMBERS have very defined roles and responsibilities within the institutional set-up of Oxford Institute of Business & Journalism.

They provide directions for the institution. The **council** has a strategic function in providing the vision, mission and goals of the organization. These are often determined in combination with the Executive Director of the Institution.

They are also responsible for establishing a policy based governance system for the institution.

The Council has the responsibility of developing a governance system for the business. They develop policies to guide its own actions and the actions of the Executive Director

They govern the organization and develop a strong relationship with the Executive Director to ensure a sustainable future of the institution.

This is done through periodic interactions and meetings with the Director as they are also being kept informed through phone conferences or postal mail on major events in the institution. Their appointments are subject to renewal every one year.

EXECUTIVE DIRECTOR-Mr. Daniel Kofi Asante Ennin

The Executive Director is the President of the institution and reports directly to the **COUNCIL** as its final decision body. The Executive Director has to be informed of all important developments and problems in the institution particularly those relating to academic activities, finances, physical developments and students affairs.

Apart from his functions within the institution, the Executive Director also serves as a spokesman in relation to the government and external bodies including international university communities. He has the added role of providing general leadership to the various sectors of the institution in their development.

In actual execution of his duties the Executive Director works mainly through the various committees which are responsible for policy-making and in some occasions serves as chairman. Even when he does not serve as the chairman the statutes provide that he should have unrestricted rights of attendance and speech at all meetings of the institution, and he either receives or has access to all papers of the institution.

PRINCIPAL-Mr. George Larbi

The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe teaching and learning environment that meet the approved curricula and educational requirements.

In our quest for our students to achieving academic excellence, the Principal is required to direct and all members of the school staff hired by the Executive Director.

His inherent positions are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations

He is mandated to establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.

He manages, evaluates and supervises effective and clear procedures for the operation and functioning of the school consistently with the philosophy, mission, values and goals of the school including instructional programs, extra-curricular activities, and disciplinesystems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.

He should ensure compliance with all laws, board policies and civil regulations.

He establishes the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistently with the school's philosophy, mission statement and instructional goals.

The Principal supervises the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allowed) on a regular basis to encourage the

use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.

The Principal is required among other things to establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations by the Board through the Executive Director.

OFFICE OF THE REGISTRAR/EXAMINATION OFFICE-George Korankye

The Registrar is responsible for the supervision and management of all administrative and operational functions of the Office of the Registrar.

The Registrar ensures the integrity, accuracy and security of all academic records of current and former students, facilitate effective student registration and enrollment, builds and securing student data files and sets policy and procedure for their responsible use and to maintain up-to-date course schedules, catalogs, final examination schedules, manages efficient use of classrooms, supervises and maintains the Banner and degree audit systems.

The Registrar supervises the processes for the articulation of transfer credits, graduation and certification of baccalaureate and associate degrees, enrollment and degree verification, production of official transcripts, diplomas, and commencement ceremonies.

DEAN OF STUDENTS AFFAIRS-Mr. Francis Boateng

A dean of students plans and directs the institutions activities related to student services and campus life.

As an administrator, the dean of students helps coordinate admissions, health services, financial aid, housing and social programs for students. The office of a dean of students is generally responsible for serving as a point of information for students and responding to students' needs.

A larger university might have multiple deans of students, each of whom has specialized tasks and an area of focus.

The Dean of students Affairs usually includes supervising various campus programs and serving as a liaison between college administrators and student organizations, such as a student council.

He also coordinates services specifically for transfer or international students.

Additionally, he handles discipline-related processes and procedures.

While deans of students work primarily with non-academic issues, his office initiatives include encouraging academic success and monitoring students who are struggling in classes. He also provides advice regarding degree and distribution requirements.

When serving as the head of an office or a department, a dean of students might manage the office budget and develop office policies regarding student life program development.

THE ACCOUNTS DEPARTMENT(Mr. Anthony Boakye&Ampofo)

The department is responsible for preparing the organization's monthly financial reports.

They maintain spreadsheets of all the financial activities of the organization and compile them into the report at the end of the month.

They report details of the inflows and outflows of cash in the organization, which helps in establishing accountability in the business.

The department also keeps all the documentation that supports the figures contained in the report, such as invoices and receipts, for auditing purposes.

The Accountant analyzes financial information and prepares financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

He prepares, examines, and analyzes accounting records, financial statements, and other financial reports to assess accuracy, completeness, and to ensure conformance to reporting and procedural standards.

Another responsibility is to compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.

Analyzing business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. He is to report to management regarding the finances of the establishment.

Establish tables of accounts, and assign entries to proper accounts. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

HEADS OF DEPARTMENTS-Mr. Akwasi Antwi

They operate their departments in consultation with their colleagues. Every department has a Staff/Class Representatives which plans and evaluates the departments' programme of work. Apart from determining the teaching timetable, the departments are responsible for keeping the syllabi under review and for initiating changes and improvements which are expected to work in close co-operation with the deans of the Department, the Senior Lecturer and the Director of studies.

Student Representative Council: This body acts as conduit between the student's body and the administration of the school. Oxford has one of the very vibrant SRC that assist students as well as the institution in the performance of its duties.

SCHOOL ANTHEM

Oxford the great media school

Oxford the great Business school

Oxford, Oxford the tool of media

Oxford, Oxford the tool of business

Let's rise up for our people

Let's rise up for our nation

Oxford, Oxford we are the great 2x

Let's rise up for our people

Let's rise up for our nation

Meaning of OIBJ logo



The Meaning of the Oxford Institute of Business & Journalism logo is derived from the constituent element. The logo has the following elements:-

The Globe Symbol: The globe represents the totality of the world which means that Oxford must be known and to serve the world in all positive purposes.

OIBJis written halfway on the globe which represents the viability of the institution around the world. The end of the globe is turned down in sword form which indicate the solidness of the institution and its ability to stand the test of time.

The motto of the institution *Integrity and Professionalism* is written in a *cross form* in the center of the globe which represent Christ Jesus being the pillar and the center of institution.

MESSAGE FROM THE EXECUTIVE DIRECTOR

Over the past decade, Ghana has realized an unprecedented rise in the population of unemployed university graduates.

From independence in 1957 till almost a decade ago, there were three distinct universities. The University of Ghana, Legon was the only place to study the humanities, law, medicine, business, agriculture, allied sciences and arts.

The Kwame Nkrumah University of Science and Technology was reserved for those who wanted to study engineering, basic sciences, social sciences and other science related courses.

Obviously, University of Cape Coast was reserved for those who wanted to become professional teachers in the sciences, education, arts and mathematics.

Almost two decades now the country has experienced a drastic increase in the establishment of private universities and other related tertiary institutions which are recycling almost the same courses their affiliated universities are offering.

Many Academies have expressed grave concerns and describe the situation as a contributory factor to the growing unemployed graduates, which appears to receive little or no attention.

However, in an effort to addressing this aged challenges Oxford Institute of Business & Journalism since its establishment in 2006 has taken steps to meet the needs of the students and prospective ones to be more relevant to their communities.

The institution is focused on practical and industrial oriented Programmes which will make students ready for the job market.

Oxford has one of the best well-equipped FM and TV studios for practical work with professional lecturers. Well conducive environment for teaching and learning with flexible payment system for applicants and students is a hallmark.

The institution has trained over thousand (1,000) competent journalists, actors and business oriented personnel. Over 70 per cent of our products are gainfully employed. Modern Library and computer laboratory for teaching and learning.

Oxford is mandated to solidifying and enhancing the career prospect of the graduate and bringing the country's business field close to the students understanding.

The institution has special agreement with various industries in the country for easy attachment and internship accessibility as students are empowered to serve their country through National Service Placement after completion.

As the Executive Director of this noble institution I wish to state that Oxford can currently boast of over twenty professional teaching and non-teaching staff with HND, Bachelors and Masters' Degree in their specialized field.

We are very optimistic any applicants who secures admission to pursue any of our Degree, Diploma, Short Certificate Programmes or SHS Remedial COURSES will surely be much prepared and become better material for the JOB MARKET.

Signed

Daniel A.K. Ennin
(Executive Director)

About US

Oxford Institute of Business & Journalism is located at Kwadaso in Kumasi in the Ashanti Region of Ghana and has over ten (10) years' experience in the field of the following professional programmes:-

- Journalism & Media Studies
- Business Administration
- Hospitality Management
- Management Studies
- Tourism and Business Studies
- Film Acting
- Retail Banking
- Public Relations

Oxford Institute of Business & Journalism is a non-profit educational institution accredited by the National Board for Professional and Technician Examination (NABPTEX) and affiliated to the Institute of Commercial Management (ICM) in UK. The business department of the institution is also currently affiliated to the Kumasi Polytechnic.

Oxford is aimed at solidifying and enhancing the career prospect of the graduate in the job market. Each graduate has the option to complete his/her education at any of the Universities for further education.

Who fits to be at oxford?

- ✓ SHS leavers wishing to embark on a successful career in Sales and Marketing Management, Journalism, Film Acting, Radio Broadcasting and other professional programmes.
- ✓ Workers and Mature persons who want to upgrade themselves through part time, evening and weekend professional programmes.
- ✓ Individuals who want to unearth their Radio and Acting talents.
- ✓ Graduates who want to obtain ABCE (WAEC) and ICM-UK programmes through part-time bases.

VISION, MISSION STATEMENT, OUR MANDATE AND IDENTITY

Vision Statement

To become one of the leading private universities mandated to train and discover professional Journalists, Actors and business oriented persons to transform society.

Our Mission

- ✓ To solidifying and enhancing the career prospect of the graduate and bringing the country's business field close to students understanding.
- ✓ To help train professional journalists, actors and business oriented personnel in the country.
- ✓ To equip the youth to attain the “technical know-how” in the media (journalism & acting) and the business profession.

Our Mandates

- Training of competent and professional media (journalists & actors) practitioners
- Training of students who will be ready for the job market.
- Help improve the Ghanaian film industry by producing professional characters into the market

Our Targets

- ❖ To attain a University status by the next ten (10) years(i.e. Oxford University College)
- ❖ To establish satellite campuses in Accra and Takoradi by the beginning of 2018/2020 academic year.

Accreditation & Affiliations

- Registered by the Ghana Registrar General's Department and approved by the Ghana Education Service.
- Accredited by NABPTEX and affiliated to Institute of Commercial Management (ICM-UK)
- Our Business Department is affiliated to the Kumasi Polytechnic

Summary of Achievements

- ❖ Trained over one thousand (1,000) competent journalists, actors and business oriented personnel since its establishment in 2006
- ❖ Over 70 per cent of our products are gainfully employed

- ❖ Availability of well-equipped practical studio and computer laboratory for teaching and learning

FACULTIES/DEPARTMENT AND PROGRAMMES OF THE INSTITUTION

DEPARTMENT OF MEDIA STUDIES

- ❖ Diploma in Journalism & Media Studies(NABPTEX)

DEPARTMENT OF BUSINESS STUDIES

- Diploma in Business Administration(NABPTEX)
- Diploma in Hospitality Management(ICM-UK)
- Diploma in Tourism & Business Studies(ICM-UK)

DEPARTMENT OF TECHNOLOGY

- Information Communication Technology (ICT)

Short practical radio courses- 6months/ 3months

- ✓ Disc Jockey (DJ)
- ✓ Talk show
- ✓ Akan News Casting
- ✓ English News Casting
- ✓ Production Management

(ICT) SHORT COURSES- 1year, 6months

- Computer Engineering
- Computing and Information System
- Networking
- Programming
- Hardware
- Software Development

FILM ACTING COURSES

- Stage performance
- Theatre art
- Make-up artist
- Film Directing
- Screen Writing
- Film making
- Film Production

GENERAL ADMISSION INFORMATION

Entry Requirements:

No formal qualifications are required for the entry into some of our professional programmes while others are required. However, programmes such as short courses in radio broadcasting, Film Acting do not require any formal entry requirements.

Notwithstanding, programmes like Diploma in Journalism & Media Studies, Bsc. Management Studies, (ICM), Business Studies and others requires at least four (4) pass in the WAEC examination for the SHS leavers.

Applicants with certificates above SHS stand the greater chance of gaining admission into our institution. Foreign students should also possess certificate of equivalent for their entry.

The minimum qualification to gain admission into any of our Diploma and Degree programmes such as Diploma in Retail Banking, Diploma in Public Relations and Diploma in Journalism & Media Studies include:

- a. SSSCE credit passes (A-E) in four (4) subjects: two (2) electives plus, two (2) core subjects including English Language and Mathematics. Aggregate score should not exceed 24.
- b. WASSCE credit passes (AI-D7) in four (4) subjects: two (2) electives plus, two (2) core subjects including English Language and Mathematics. The aggregate score should not exceed 36.

- c. Mature candidates must not be less than 24 years at the time of admission and should have, at least, five years considerable working experience. Mature applicants will be required to enroll in a 6-week course, write an entrance examination, and attend an interview if successful. Mature applicants must show proof of age with a legitimate document that is at least 5 years old, provide introductory letter and show any proof of employment.
- Placement would be based on qualification.

Applicants with post-sec Teacher’s Cert ‘A’ or Diploma in Education who are also in possession of GCE ‘O’ level/SSSCE/WASCE good passes with aggregate score not exceeding 24 with respect to SSSCE and 36 of the WASSCE may apply.

Examination and Assessment

Students’ academic work is assessed on the basis of their performance in class work and also in examinations. The examinations are held each semester. In addition, there shall be a system of continuous assessment based on any of a combination of the following: mid-semester examination, class test, essays, term papers, reading reaction, tutorial assignments, etc.

The end of semester examinations shall be weighted 70% and continuous assessment 30% of the total marks of a course. The institution reserves the right to conduct examination on any particular day of the week.

GRADING SYSTEM

PERCENTAGE SCORE	GRADE	GRADE POINTS	REMARKS
85 - 100	A+	4.5	Distinction
80 – 84	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3	Good
65 – 69	C+	2.5	Above Average
60 – 64	C	2	Average
55 – 59	D+	1.5	Below Average
50 – 54	D	1	Pass
0 – 49	F	0	Fail

DEFINITION OF GRADES

- I. **Grade Point (GP):** Each Grade is assigned an equivalent grade point as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent letter of the obtained in the course.
- II. **Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number for credits of all courses for which the students have registered up to that time.
- III. **Final Grade Point Average (FGPA):** The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

INTERPRETATION OF GRADES

- i. Pass Grades: Grades A to C constitute Pass grades
- ii. Failure Grades: D, F, Constitute Failure grades.
Absent: X Incomplete 1
- i. **Pass Mark**
The pass mark for any course shall be 40% and a grade point Average (GPA) of 1.50 shall be required at the end of each year.

THE MEANING OF PASSING, PROBATION, REPETITION & WITHDRAWAL

Passing: A student is deemed to have when he/she has obtained a minimum of 40% in any examination or a CGPA of 1.50 or better at the end of the academic year.

- a) **Probation:** Probation means repeating failed courses and making up those courses for the next academic level. A student on probation shall be required to improve his/her academic performance and be in good academic standing within 2 semesters failing which he/she shall repeat the particular year.

b) **Repetition:** Repetition refers to the re-taking of all courses at a particular level by a student for any of the following reasons:

- A student who defers his/her programme for one semester or an academic year
- A student who is trails all registered courses in a semester.
- A student who has more than half of the registered courses for the semester/academic year as incomplete (1).
- A student who must be on probation for a 2nd consecutive time, and must take again a cluster of courses. The credits obtained for the failure courses shall be cancelled.
- A 2nd or 3rd year student who obtains a CGPA of less than 1.50 at the end of the second semester. The credits obtained for the year failed shall be cancelled.

AWARD OF DIPLOMA

A Diploma will be awarded to students who have successfully completed all the course work, the graduation project work and passed all the examination. The Diploma is awarded by NABPTEX.

For the award of the Diploma, students must

- a. Attain at least 80% of the face-to-face lecture sessions;
- b. Pass the relevant examinations;
- c. Complete the prescribed continuous assessment and satisfy the requirements.

OXFORD CENTRE FOR DISTANCE LEARNING

Oxford Institute of Business & Journalism has established the Centre for Distance Training to help train more people who are anxious to offer our programmes on full time or part-time but cannot afford to undertake the regular weekend programme due to their current employment. This will not encourage applicants to terminate their appointments to undertake any full time course.

TARGET GROUP

Applicants, who wish to pursue courses at Oxford Centre of Distance Learning, are expected to be workers. They should include;

- Pre-school Attendants
- Basic School Teachers
- Senior High School Teachers
- Health Workers
- Businessmen and Women, etc

CLOSING DATE OF ADMISSION FORMS

All admission forms should be completed and submitted to the Institution at Kumasi Kwadaso (Rowlex Premises) at least three days after purchase of the forms or send through posting to the Registrar, Oxford Institute of Business & Journalism, P.O. Box 13293, Adum-Kumasi.

ORIENTATION

Applicants will attend the institutions orientation programme at the premises in Kumasi to notify their admission into the institution. Students are reminded that orientation is compulsory for all applicants and carry along with their original certificates.

MODE OF PAYMENT

Successful applicants are required to make part payment (not refundable) fee of at least Seventy percent of the tuition fees after they have notified of their admission at any Barclays Bank in Ghana into the accounts number 074-1167603. Fees for each semester must be fully paid before students will be allowed to take part in their final semester exams. Please refer to fees page for more details.

Programme Details

Diploma in Journalism & Media Studies

The Diploma in Journalism & Media Studies is an accredited Programme by the National Board for Professional and Technician Examination (NABPTEX).

It seeks to offer professional training to students planning to become practicing journalists and introduces them to important aspects of the communications industry.

Its goal is to provide students with the skills and knowledge necessary for entry-level jobs in journalism, whether in print, broadcasting or online.

The program emphasizes strong writing skills, the necessary groundwork for careers in all journalism sectors.

It is also aimed at providing high school graduates with a combination of journalism courses and an introduction to liberal arts courses relevant to the journalist's work.

The first year provides introductory and basic skills courses; the second year focuses on advanced journalism practices.

Between the years, students are encouraged to seek attachment with affiliated organizations and community media outlets to gain experience.

A Diploma in Journalism & Media Studies is awarded for successful completion of the four-term diploma stream.

Curriculum

In both streams, students are introduced to basic journalism skills and the importance of journalism to the community. Our focus is on news writing, journalism history, page design and layout, reporting for radio, and photojournalism.

Students will also experience the life of a reporter by researching, conducting interviews, and writing stories for the institution's monthly newspaper, **The Mouth Press**, which is circulated on campus and in the surrounding community. Students also write stories, produce podcasts, edit video and post blogs to the campus online radio, **Oxford Radio 96.8 MHz**

The second part of the program provides students with courses in advanced reporting techniques, specialty reporting, and television reporting. Students spend considerable time on off-campus assignments focusing on civic issues and the courts.

This is an intensive, hands-on experience in producing a newspaper, including story planning, editing, page design, photo editing, pagination, as well as assigning, producing and editing multimedia stories for the web. At this point, advanced students may have the opportunity to pursue special projects involving broadcasting, digital journalism, corporate communications, or magazine production.

Internships

As part of their curriculum, diploma students complete five-week internships at the media outlets of their choices: community papers, dailies, radio, television, newspapers, websites, magazines, or corporate communications.

Professional contacts

Throughout the program, students are connected to working reporters and editors who participate as guest lecturers, lead seminars or act as mentors. An **Advisory Committee** representing a variety of media outlets provides advice on current trends and issues to ensure the department's curriculum is up-to-date and relevant.

Outline Syllabus for Diploma in Journalism and Media Studies

1ST YEAR 1ST SEMESTER

Course Code:	Course Title:	Credit Hours
JMS 111:	Mass Communication	3HRS.
112	Introduction to Journalism	3HRS.
113	Computer Fundamentals	3HRS.
114	Media & Society	3HRS.
115	Communication Skills	3HRS.
LB	Library	2HRS

1ST YEAR 2ND SEMESTER

Course Code:	Course Title:	Credit Hours
JMS 121:	Introduction to Advertising	3HRS.
122	Introduction to Public Relations	3HRS.
123	Communication Skills II	3HRS.
124	Broadcast Journalism	3HRS.
125	Print Journalism	3HRS.

2ND YEAR 1ST SEMESTER

Course Code:	Course Title:	Credit Hours:
JMS 211:	Sport Journalism	3HRS.
212	Photo Journalism	3HRS.
213	News Reporting	3 HRS
214	Radio & TV Journalism	3HRS.
215	On-Air Presentation	3HRS

2ND YEAR 2ND SEMESTER

Course Code:	Course Title:	Credit Hours:
JMS 221:	Communication research	3HRS.
222	Media Law & Ethics	3HRS.
223	Freelance &Sub-Editing	3HRS.
224	Online Journalism	3HRS.
225	On-Air Presentation	3HRS.

Courses Duration

Applicants would require four semester periods which is two years to obtain Diploma in Journalism & Media Studies.

Certificate

Students having successfully completed the two year programme will be awarded with Diploma in Journalism & Media Studies by NABPTEX to recognize their achievements.

Instances where applicants opt to undertake ICM-UK exams within the period of studies, ICM-UK will be responsible in the awarding of the certificate.

Further Studies and Job opportunities

Students with Diploma in Journalism & Media Studies have the opportunity to do a one year top at any recognized tertiary institution for HND and also qualify to be admitted to level 200 at any university.

Job Opportunities for holders of this certificate is very bright as he/she qualifies to work in any of the following organizations; radio stations, TV stations, Online radio, print media, Cooperate organizations, telecommunication agencies and organization, set up their own consortium etc

Diploma in Hospitality Management

The Hospitality Management is one of the newly born programmes at Oxford Institute of Business & Journalism which trains school leavers and graduates in areas of the hospitality management such Fundamentals of the Hotel & Catering Industry, Housekeeping & Accommodation Studies, Strategic Management in Hospitality, Customer Service and many others.

In this programme quality and professionalism are the ingredients of our success.

The course was established on a solid principle with one simple mission, to train students for direct placement in professional hotels, marketing companies and customer services,

It also aimed at providing world class training courses to make the students very professional, well suited to front the hospitality services

The Course Curriculum specially focuses on Front Desk Management, public dealing, Hospitality Management and customer interaction.

The program also includes a module for basic housekeeping operations which plays a significant role in facilitating world class services ensuring 100 % client satisfaction.

The course structure provides a detailed study of the Hospitality Management.

Course Structure

Certificate in Hotel & Catering Supervision – Part 1 (optional)

- Fundamentals of the Hotel & Catering Industry
- Housekeeping & Accommodation Studies
- Restaurant Services
- Front Office Operations & Administration
- Food & Beverage Management

Diploma in Hospitality Management – Part (Semester One)

- Hotel & Catering Law
- Accounting, Purchasing & Cost Control
- The Human Resource in Hospitality
- Hospitality Management
- Marketing for Hospitality & Tourism

Advanced Diploma in Hospitality Management – Part 2 (Semester Two)

- Strategic Management in Hospitality
- Customer Service
- Economics & Hospitality
- Organizational Behavior & Hospitality Management
- Environmental Management in the Hospitality Industry

Entry Requirements

- d. SSSCE credit passes (A-E) in four (4) subjects: two (2) electives plus, two (2) core subjects including English Language and Mathematics. Aggregate score should not exceed 24.
- e. WASSCE credit or passes (AI-D7) in four (4) subjects: two(2) electives plus, two (2) core subjects including English Language and Mathematics. The aggregate scores should not exceed 36.
- f. Mature candidates must not be less than 24 years at the time of admission and should have, at least, three years considerable working experience. Mature applicants will be required to enroll in a 6-week course, write an entrance examination, and attend an interview if successful

Courses Duration

The Hospitality Management is a One year Diploma programme with two semesters. The programme which has regular and weekend components provides general basic principles of Hospitality Management in the first semester. Students, having covered the fundamental concepts in both disciplines are guided in the second semester to specialize the functional courses of Hospitality Management.

Certificate

Students having completed our programmes will be issued with a Diploma certificate to recognize their achievements. The certificates are issued by our international bodies (i.e Institute of Commercial Management ICM-UK) which is responsible for our examination and other academic issues. The certificates are equally accepted and recognized by the Ghana Accreditation Board and any other public and private university in and outside the country respectively.

Job/Employment Opportunity

Cruise Liners, Hotels, MNCs, Airport Ground Staff, Malls, BPOs, Call Centers, Banks, Spas etc

Diploma in Tourism and Business Studies

Programme Objectives

The programme is designed to provide participants with the knowledge they will require in order to:

- analyse tourism development proposals
- produce viable and sustainable tourism policies and strategies.

Course Structure

The Certificate in Travel & Tourism – Part 1

- Characteristics of World Destinations
- Fundamentals of the Hotel & Catering Industry
- Numeracy & Statistics
- Retail Travel Operations
- Structure of Travel & Tourism

The Diploma in Tourism & Business Studies – Part 2

- Accounting
- Business Management & Administration
- Management of Travel & Tourism Operations
- Tour Operations
- Tourism Marketing & Promotion

The Advanced Diploma in Tourism & Business Studies – Part 3

- Economics for Business
- Hospitality Management
- Management Theory & Practice
- Tourism & the Environment
- Travel & Tourism Development

Entry Requirements

- g. SSSCE credit passes (A-E) in four (4) subjects: two (2) electives plus, two (2) core subjects including English Language and Mathematics. Aggregate score should not exceed 24.
- h. WASSCE credit or passes (AI-D7) in four (4) subjects: two (2) electives plus, two (2) core subjects including English Language and Mathematics. The aggregate score should not exceed 36.
- i. Mature candidates must not be less than 24 years at the time of admission and should have, at least, three years considerable working experience. Mature applicants will be required to enroll in a 6-week course, write an entrance examination, and attend an interview if successful

Institute of Commercial Management (ICM-UK) which is responsible for our examination and other academic issues. The certificates are equally accepted and recognized by the Ghana Accreditation Board and any other public and private universities in and outside the country respectively.

DEPARTMENT OF TECHNOLOGY

Information Communication Technology (ICT)

Oxford Institute of Business & Journalism offers Information Technology which leads to the award of Advanced Business Certificate Examination from the West Africa Examination Council (WAEC). The institution prepares prospective candidates to prepare themselves towards the examination.

Entry Requirement

Candidates who have obtained passes in the relevant subjects at the GCE 'O' Level /SSSCE/WASSCE/General Business Certificate/Royal Society of Arts Stage II/London Chamber of Commerce and Industry Stage II Level would be considered as eligible candidates for the examination.

Courses

Compulsory Subjects

- Hardware and Networking
- Information Technology
- Information Systems

Optional Subjects (Any two)

- Business Mathematics
- Financial Accounting
- Marketing
- Human Resource Management

Duration

Applicants are expected to spend two years to complete the Information Technology programme from the West Africa Examination Council leading to the award of Diploma Certificate.

Conditions for the Award of Diploma

A candidate who has successfully passed all the three compulsory and two optional subjects in two sittings within a maximum period of two calendar years from the date of the first registration will be awarded a **DIPLOMA** certificate.

A candidate who is unable to obtain a pass in all the Subjects within the stipulated period of two years from the date of the first registration will be issued single Advanced Business Certificates for each subject in which he/she obtains a pass.

Short Course under this department are as follows:

- Computer Engineering
- Computing and Information System
- Networking
- Programming
- Hardware
- Software Development

Duration for short courses

The above short courses require One year or six months to complete.

Entry Requirement: Applicants wishing to undertake these short courses must be able to read and write.

Financial Matters and Hostel Policies

The following financial policies have been adopted by the institution and should be carefully noted by students. The policies are subject to occasional review by the institution.

Financial Policies

- i. No student should enroll at OIBJ without sound financial support.
- ii. Each student has full responsibility for the payment of fees. For continuing students at least 70% of fees should be paid on or before registration each semester.
- iii. Students will not be allowed to register or enroll for any programme unless they have guarantee for funds for that particular programme.
- iv. Unless specifically required by a private donor/sponsor, OIBJ should not be the custodian for private funds for students.
- v. Students who do not have financial resources to register for any programme will not be allowed accommodation at OIBJ.
- vi. Students who have outstanding debts may not be allowed to graduate until these debts are cleared.
- vii. In the event of a student requiring an official or unofficial transcript while owing the Institution, such transcript will not be issued until the debt has been cleared.
- viii. Students who receive some form of scholarship from the Institution and graduate with excess funds after settling all their financial obligations with the Institution would not be paid back any leftover funds. All such unused funds would be ploughed back into the scholarship fund to aid other needy students.
- ix. Each student has a personal responsibility of obtaining correct statement of fees from the finance office.
- x. On deferment of a programme the following will be applied.
 - a. Students who defer their Academic Programmes within the two (2) weeks of registration (i.e. 0-14 days) but have paid their fees in full or part thereof would be credited with the total amount or the full amount.
 - b. Thirty (30) percent of the fees paid by a student for the semester would be deducted before refunded to him/her or credited to his/her account if a student defers between 15 and 28 days into the semester.
 - c. No fees would be refunded to a student if who defers the programme to one (1) month after registration. However, each case would be duly considered on its own merit

Hostel Policies:

a) Qualification

The Oxford Institute has limited hostel facilities for students.

- i. All registered students are eligible to apply for non-campus or off campus accommodation. On-campus accommodation shall be strictly come “first come first served basis”.
- ii. In the allocation of hostels, on-campus accommodation shall take precedence over off-campus accommodation.

b) Mode of Application

- ii. Application forms for housing shall include in the fresher admission which shall be filled and submitted during the admission processes.
- iii. Continuing students shall be expected to fill forms indicating their intention of staying in on-campus accommodation. Such forms shall be picked from and returned to the Hostel Management Committee before the end of the second semester examinations.

c) Conditions for Room Allocation

Rooms shall be allocated by the OIBJ Hostel Management Committee under the following conditions:-

- i. Applicant’s place of residence during the period of application.
- ii. Programme level of applicant.
- iii. Order in which the applications are received.
- iv. Applicant’s previous conduct in hostels (continuing students only).
- v. Physical and health conditions of applicant
- vi. Ability to pay for accommodation fees.

d) Rules and regulations governing on-campus accommodation at the OIBJ Hostel.

All residents of the hostel shall abide by the following rules of occupancy.

1. Use the room allocated to you for residential purposes only.

2. Do not to sublet or assign the room to any other person or allow any unauthorized person(s) (perchers) to live in the room allocated .All occupants of a room where a “Percher” is harbored shall suffer the same and equal sanction.
3. The room allocated to the occupant shall be shared with other occupant AUTHORIZED BY OXFORD INSTITUTE. This notwithstanding, each occupant shall be individually bound by these Rules of Occupancy
4. Occupants cannot themselves swap rooms allocated to them without the knowledge and approval of the Hostel Management.
5. For the safety of residents, visitors entering the hostel whether alone or in the company of a resident may be subjected to security search by OIBJ SECURITY OFFICERS and would be required to sign the visitors’ book. Residents are to co-operate in this regard.
6. All male visitors to female floors must be received and entertained in the common Hall Area. Under no circumstances should male visitors to female floors enter the bedroom and vice versa.
7. Male visitors to female floors are not to stay beyond 10.00pm. Any female resident who keeps and entertains a male visitor inside the female floors beyond 10.00pm shall be sanctioned. This sanction also applies to male residents as well...
8. Residents are at all times not to believe in any way that offends against decency.
9. Residents are not to cook or boil water in the room or any part of the premises except in the balcony/kitchen.
10. Residents are not to engage in any act amounts to a nuisance or inconvenience to other users of the premises including premarital affairs, watching pornographic materials, drumming, whistling, noise-making, smoking in the flats or inside the hostel, quarreling, fighting, shouting etc. or a crime under the laws of Ghana including the use of or dealing in Narcotic drugs or other banned substances or harboring any person who engages in criminal activities. Offenders shall be sanctioned including being expelled from the hostel without refund of rent paid.
11. Residents are not to engage in any act that will deface the premises such as fixing pictures or phonographs or notices on the wall (except authorized boards) which amount to an alteration to the hostel building or any part thereof including the flat, room or other permanent or temporary nature.

12. Residents are to deposit their rooms' entrance door keys with the front desk officer of the hostel on leaving the premises to enable other co-users have access to it.
13. Residents are not to use electric cookers, coil heaters, microwaves and washing machines in the room, balcony / kitchen or any other part of the premises.
14. Residents are not to park in and around the premises any vehicle except at the designated spots approved by OIBJ. Residents and visitors park vehicles at their own risk.
15. Residents are to pay for the cost of repair of any fixture of the building or any part thereof which the resident will fully or negligently destroys.
16. Residents shall accord OIBJ personnel in charge of the premises the due respect and comply with the directives given from time to time.
17. For the purpose of repairs, OIBJ officers may enter and inspect the rooms or the entire premises in the absence of the occupants except that as far as practicable or expedient, the hostel warden shall endeavor to give prior notice of such inspection.
18. Any complaint or request by an occupant about the use of the hostel shall first be lodged with the front desk officer for redress. If there is no response within 24 hours, the attention of the hostel management should be drawn to the problem.
19. Every occupant shall vacate the room at the end of the period for which payment has not been made. For the avoidance of doubt, occupants shall vacate the room not later than 3 days after the institution's published date for the end of the academic year.
20. Any occupant who intends to stay on in his/her room beyond the 3 days grace from the date of the academic year be must regularized same with management of the hostel before the expiration of the 3 days grace without fail. Offenders would be sanctioned as determined by the hostel management committee.
21. All residents must declare to the officer-in-charge of the facility any valuable possession they bring into the facility.
22. Resident students are responsible for cleaning the rooms allocated to them.
23. Resident students are not to play football on the corridors and the courtyards.
24. Occupants cannot install air-conditioner in their rooms without prior approval from the hostel management.
25. Resident students cannot paint their rooms using any other color apart from the original. Students who flout this regulation will be surcharged.

26. Resident students will be required to pay a **refundable key deposit of GH¢10.00** before they would be given access to their rooms.
27. Resident students will be required to pay a **refundable deposit of GH \$100.00** against breakages before they would be given access to their rooms.

STUDENTS' SOCIAL LIFE

1. Punctuality:

Students are to note the time for different activities and ensure that they are present, with all the necessary equipment, so that the activity may begin at the stated time. This applies to all activities such as classes, worship and all official oxford institutes' programmes etc.

2. Beginning of semester:

Re-opening of Oxford institute is planned for a purpose. Three weeks are allowed for course registration beginning of each semester.

Students will be required to pay a penalty after the given weeks of registration.

Students would be deemed to be withdrawn from the institution if he/she fails to register four (4) weeks after re-opening of a semester.

3. Noise:

We recognize that students need time to relax. We also recognize that there should be quietness during class and private study periods in the afternoons and evenings. During study periods students must refrain from playing loud musical instruments, radios, cassette records and mobile telephones should also be switched off.

4. Cafeteria:

The oxford institute, as part of its commitment to ensure sound mind in a healthy body, has, in partnership with the family friends catering services resolved to provide students with good and nutritious meals at affordable prices. Students are therefore encouraged to patronize the services available at the cafeteria.

5. Economy:

Please be economical with all cleaning materials and be careful in the use of equipment. Some items are difficult to replace. Be careful not to leave lights on unnecessarily. Switch lights off if it is needed.

6. In case of sickness:

If you are ill, report in the first instance, to the Institution Nurse. Any emergency however, should be reported to the Dean of students.

7. Interaction with staff:

Staff is available for interactions with students. If you wish to enquire regarding regulations on particular matters then you should see the Dean of students. If it is about your study programme you should consult your Head of Department, or the Lecturer in the particular subject involved.

DRESS CODE

General regulations

OIBJ students must exhibit:

- i. Christian dignity and simplicity by allowing carelessness, untidiness and showiness, extravagance, or excessive formality.
- ii. Ability to select presentable, durable wear for physical work, modest casual attire for recreational purpose and more dignified clothing for classes, group worship, and other formal occasions.
- iii. Ability to demonstrate self-respect, a sense of mission, good grooming without excessive adornments of jewelry, cosmetics, or facial make-ups.
- iv. A flair for selecting clothing and hairstyle which expresses God given appreciation for good taste, beauty, creativity and harmony, reflecting an inner freshness of the spirit.
- v. The taste of wearing decent cloths, suitable for the different sexes.

Guiding Principles

The first principle about students' appearance and dressing is that students are required to dress in a manner that reflects the sacred purpose of Christian education which is presented in Vision and Mission of the Institution.

Students are expected to portray the principle of God's kingdom through decent appearance and dressing. Students must observe the simple rule that there is appropriate dressing for each occasion and place.

Dressing for any activity on campus must be decent and to gain individual student respect in the society and the Christian community in particular.

Attire for Matriculation / Graduation

All students are required to wear the academic dress appropriate for their status on matriculation and graduation ceremonies.

It is an offence to wear any indecent clothing on campus. Common sense is the best guide as to what the institution authorities are likely to accept.

Ladies' Personal Appearance and Dressing

Ladies' dress should conform at all times to the general guidelines and regulations stated above. To guide ladies in meeting this requirement, the following specifications are provided:

- i. Skirts and blouses, dresses, sweaters and shirts, or other informal combination may be worn for classes and everyday activity provided they comply with regulations.
- ii. Acceptable dress for church services and other formal public occasions may consist of either national or European costume
- iii. Skirts must be long enough to cover your knees.
- iv. Transparent, sheer, bare-back or tight-fitting blouse and sweaters are not allowed. Also, tight-fitting blouses and trousers are not permitted. Short and tight-fitting blouses should not be worn on trousers. Blouses should be long enough to cover the hips.

- v. Dresses with low neckline or dresses that do not fully cover the shoulders and armpits are not permitted.
- vi. Shorts, tight-fitting slacks and similar attire may not be worn outside the hostel or on the campus. However properfitting slacks may be worn for outdoor recreational occasions, such as physical education and exercises, grounds work, community services, etc.
- vii. The hair shall be well groomed at all times.
- viii. Very noticeably make-up, hot colour nail polish and unnatural hair colour must be avoided.

Gentlemen's Personal Appearance and Dressing

- i. Men's attire for general campus wear and all other costume must comply with the general regulations.
- ii. Dress for church services or special formal occasions may be either national or European style, provided that the costume complies with the principles set forth in the general regulations.
- iii. Men's attire for classes should consist of trousers, shirts, and decent "T" shirts.
- iv. Men should not go barefooted or without shirt when in public such as the class rooms, the library, and other places identified as public.
- v. Men are not allowed to wear shorts for lectures, to the library, administration etc.

Ladies' and Gentlemen's Dressing

- i. Noisy shoes are not permitted in the library, lectures rooms or office areas.
- ii. Wearing of bathroom slippers for lectures, library, cafeteria, etc is not allowed.
- iii. Persons who will be on the platform in any formal meeting should dress in decent attire.

PROCEDURE FOR REQUESTING OF LETTERS OF INTRODUCTION, ATTESTATION, TRANSCRIPT AND ACADEMIC RECORDS.

Letters of introduction, attestation, transcript and academic records shall be issued to only students in good standing with the institution. Students who own fees will expect to have their arrears fully paid and those undergoing disciplinary action would be expected to have served their term before the institution will issue any formal letters or documents.

Only students who have completed a full academic year at OIAJ can apply. The following procedure for making requests is to be adhered to:

- i. Request forms to be completed by students are available at the General office.
- ii. Payment of the required fees is to be made at the Accounts office.
- iii. The normal time for processing all requests is at least 2 weeks.
- iv. The current fees for the various forms of request will be pasted on the General notice board in the Foyer and will also be available at the Accounts office.
- v. Application for introductory letters, testimonials or attestations, etc must indicate the address of the recipient.
- vi. Application for introductory letters for visas and passports should be accompanied by a recent passport photograph and a copy of the page of your passport containing your photograph.

FORMATION OF CLUBS AND SOCIETIES

Students shall have freedom of association. Students' club, group or society can be formed on campus so far as it is open to all students regardless of gender, religion, ethnic background, social class or political orientation, except in a situation where it is based on a course of study or religion.

An application for the formation of a club society should be submitted to the Dean of the students through the Students' Representative Council. The application will be submitted to the appropriate Committee for review and a decision.

The application should state the names of the founding members, its executive officers (if different from the founders) and patrons. It should also include the constitution of the society and its intended activities for a semester or year.

Every society/club must have a senior Member of the institution as its patron.

All arrangements to invite outside guest speakers or entertainers must have approval from the Dean of students through the Patron of the club or society. Every society or club which collects or receives official funding and dues from students must account for its financial operations in accordance with the institution's financial regulations.

USE OF INSTITUTION TRANSPORT

Institution vehicles may be requested for any approved journeys. A fee will normally be charged to cover the running costs and the drivers' allowance. Where applicable, the transport will not be released till the charges are paid in full.

Applications through Patrons or Heads of Department should be submitted to the Registrar at least five working days prior to the date the vehicle will be needed.

Approval for the journey should first be obtained from the Dean of students before the request for transport is initiated. The list with signatures of students who intend to make the trip must accompany all such requests.

LIBRARY RULES AND REGULATIONS

Opening hours

Monday to Friday	8:30 am to 10:00 pm
Saturdays	8:30 am to 4:00 pm
Vacations (Monday-Friday)	8:30am to 5:00pm

Precautions at the library:

Students should collect an ID tag for their bag/briefcase from the library should they enter the library. Students are advised not to bring any valuable items or large sums of money into the library. They do so at their own risk.

Browsing and fines:

Students can borrow 2 books for 2 weeks which may be renewed for another 2 weeks. Overdue books will attract a fine determined by the librarian and the institution Administration (reviewed from time to time). Reference books cannot be borrowed: A student has to register at the library so as to be able to borrow books. Two passport sized photographs are to be submitted for the registration.

Students are advised not to write or tear off pages in books, journals, etc. Any contravention of this rule will attract a fine or any other appropriate sanction. Any loss of material will lead to the student paying double the current price of the missing material.

Library: contact the I.T Department for user account number and password to enable you access the E-library.

Conduct in the library

- i. The library is for private research/study and not for group discussion. Hence, silence must be maintained in and around the library.
- ii. Books consulted are to be returned to the shelves but left on the tables.
- iii. Seats are not to be reserved for friends. Vacation of a seat for more than 15 minutes entitles another person to occupy it.
- iv. Students are not to wear a hat/cap in the library.
- v. No umbrella should be brought into the library.
- vi. Food, water or any kind are not to be brought into the library as these attract rodents and insects. The library should always be kept neat.

- vii. Students should submit their books and briefcases for inspection by the librarian at the issue desk before leaving the library.
- viii. Students should always have their students ID cards with them for identification purposes whenever the need arises.
- ix. Students should take note that the library is closed on Wednesdays from 12 noon to 1:00 pm, when institution is in session, for the Wednesday service.
- x. Students are to switch off their mobile phones before entering the library.

GUIDELINES/REGULATIONS FOR JUNIOR MEMBERS

Interaction with Staff:

The staff is available for interactions with students. If you wish to enquire regarding regulations on practical matters then you should see the Dean of students and if it is about your study programme you should consult the Principal, your Head of Department or the Lecturer in the particular subject involved. The President or the staff members are normally available daily, Monday to Friday by appointment.

Disciplinary Rules:

- a. These rules shall be referred to as the Disciplinary rules and, except as provided, shall apply to all students of the institution as the case may be.
- b. Any act done without reasonable excuse by a person to whom these rules apply: which amounts to a failure to perform in a proper manner a duty imposed on him, or which contravenes any regulation, instruction, or directive relating to junior members (students) of the institution or which is otherwise prejudicial to the efficient function of the institution or tends to bring the college into disrepute shall constitute a misconduct.
- c. It is misconduct for a junior member (student) of the institution:-
 - i. To use, without the consent of the appropriate authority, any property, provided for the purpose of the institution for a purpose not connected with the work of the college.

- ii. To engage in any activity which is likely to bring the institution into disrepute or cause disorder in the college.
 - iii. To reveal confidential information to anyone not entitled to such information.
 - iv. To verbally or physically assault any member of staff of the institution.
 - v. To travel outside the country without written permission of the president during the period when institution is in session.
- d. It shall be misconduct for a junior member of the university college:
- i. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
 - ii. To be insubordinate;
 - iii. To address senior members of the institution or other officials of the institution with an insulting or disrespectful language;
 - iv. To engage in examination malpractices.
- e. Sanctions: for breaches of any provisions of rules (c and d), any of the following penalties, as deemed appropriate, may be imposed;
- i. Warning;
 - ii. Reprimand;
 - iii. Suspension for a stated period;
 - iv. Withholding of certificate for a period of time not exceeding three academic years;
 - v. Cancellation of certificate and banishment from writing the institutions' examination for a period of three academic years;
 - vi. Rustication;
 - vii. Dismissal;
- f. For the purpose of these rules, sanctions (iii) to (vii) shall be treated as major penalties and shall be imposed only by the president after due consultation with the council or the academic board as the case maybe; the other penalties shall be treated as minor case. All major penalties imposed on junior members shall be subject to ratification by the academic board.

Other offences

g. Damage to property or tarnishing the name of OIBJ:

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the institution or incite others to cause such damage. In any of these situations the offender shall be required to either make good the damage caused or face appropriate sanctions as deemed necessary by the university college authorities.

h. Using or peddling Narcotics and other Drugs

It is an offence for a student to be in possession of, or peddle any kind of narcotics and hard drugs on campus. Narcotics include Indian hemp, cocaine, morphine, opium, etc. offenders will face a disciplinary panel for appropriate punishment (which may include expulsion and police prosecution). It is an offence for a student to drink alcoholic beverages or a person to drink on campus.

Moral Issues

- a. No student shall indulge in illicit sexual behavior of any kind. It is an offence for a student to practise fornication, adultery, prostitution, lesbianism or homosexuality, child pornography or be in possession of any pornography material on campus. Gambling, stealing, fighting abusive language, cursing and profane songs are prohibited on campus.
- b. All students are expected and encouraged upholding Christian sexual standards as directed in the Bible. All expressions of premarital and extramarital friendship are to be chaste and behaviors which will suggest otherwise are to be avoided.
- c. Any persons engaging in improper relationships will be subject to sanctions ranging from verbal warnings to suspension or withdrawals.
- d. Drunkenness and any disorderly behavior on campus, in a hostel or in town resulting in disorderly or scandalous behavior will be considered as bringing disrepute to the university college. Students shall also not be under the influence of alcohol during lectures, games, competitors and any other activities held within or outside the campus. Smoking is also forbidden in lecture halls, libraries and

any other OIAJ property. Sanctions for not complying with the above include: warning, fine suspension or dismissal.

e. Sexual Harassment Policy

Sexual harassment is reprehensible and will not be tolerated at the institution. It subverts the mission of the university college and threatens the careers, educational experience and well-being of students, faculty and employees. In both obvious and subtle ways, sexual harassment is destructive to the institution as a whole. When, through fear of reprisal or pressure, a student, faculty member or employee, submits to inappropriate sexual demand, the institution's ability to carry out its mission undermined. Perpetrators of sexual harassment will be severely disciplined, up to and including dismissal.

Disciplinary Procedures and Sanctions.

The Principal and the Dean of Students Affairs have a special responsibility under the Executive Director for the discipline of students. It is therefore an offence to disobey these officers in the discharge of their duties. If a student violates any institutional regulation, he/she shall be reported to the Principal (who is the chairperson of the Disciplinary committee), or he/she appointed representative, for appropriate sanctions.

The Disciplinary committee shall recommend the appropriate sanctions to the Executive Director. Students who are aggrieved by any disciplinary sanctions may appeal to the Executive Director for a review. The Executive Director may set up a Disciplinary Review Committee that will look again at the matter and come out with the final decision.

RUGULATIONS ON THE CONDUCT OF EXAMIXATIONS FOR STUDENTS

Instructions to Candidates /Students

- a. Copies of the Examination Timetables shall be posted on Student Notice Boards and it is the responsibility of candidates to consult these notice Boards for details of their examinations.
- b. The actual Examination Hall/Room in which each paper will be taken is indicated on the Time tables. In their own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the Departments concerned.
- c. The Institution reserves the right, where circumstances so demand, to change the times appointed for holding examinations. If it should become necessary, for any change to be made in the Timetables, candidates will be informed accordingly.
 - i. Candidates should report at the Examination Hall/Room not earlier than 30 minutes before the time for the beginning of the Examination and should occupy the place assigned to them as indicated by the Index Number or any form of identification arranged by the Invigilator on the Examination Timetable.
 - ii. No candidates shall enter the examination room later than half an hour after the commencement of the examination.
 - iii. No candidate will be allowed to leave the Examination room until half an hour after the commencement of the examination.
 - iv. Any candidate who enters the examination room within 30 minutes from the start of the paper should report to the Invigilator to be checked in.
 - v. Candidates are not permitted to commence writing in answer booklets until the Invigilator instructs them to do so. Writing in answer booklets prior to the start of the examination shall be treated as a breach of examination regulations.
 - vi. Candidates are to have in their possession their Student Identity Cards and Examination Passes, issued by the Administration as a confirmation of one's eligibility to take part in the examination. Permission for students without Examination Passes can only be obtained from the Registrar or his Deputy.
 - vii. Unless specifically authorized by the Examiner, no candidates shall take into an examination room or have in his/her possession during an examination, any book, material, hat, bag, pencil, case, mobile phone, programmable calculator, palm-top

computer, scanner, radio etc. An Invigilator has authority to confiscate such documents, materials or items and the matter shall be reported as a breach of examinations regulations to the Departmental Examinations Officer in writing.

- viii. Candidates are to use only their Index Numbers throughout the examination. Under no circumstance should candidates use their names.
- ix. Candidates may leave the Examination room temporarily only with the express permission of the Invigilator. Any candidates leaving an Examination room temporarily shall be escorted by an attendant appointed for that purpose. The Invigilator shall every necessary precaution including physical search of the candidates is allowed to leave or return to the Examination room. The maximum time the candidate can be away shall be indicated by the Invigilator.
- x. Communication between candidates or borrowing of materials shall be permitted during the examination. A candidate may attract the attention of the Invigilator by raising an arm.
- xi. At the end of each Examination, candidates shall not take away any used or unused answer booklet, supplementary sheet, or any material supplied for the examination.
- xii. Smoking or eating is not allowed in the Examination room.
- xiii. Candidates who infringe on any of the above regulations shall be reported to the University College authorities for necessary action to be taken against such candidates.

Misconduct during Examinations

Candidate(s) caught in breach of Examination Regulations should be allowed to continue writing the paper. However, the Invigilator shall submit a written report of the incident including exhibit(s), if any, to the Departmental Examinations Officer. The Department Examinations Officer shall forward the reports and available exhibit(s), to the Head of Department concerned, with copies to the candidate(s), the Invigilator. The Head of Department shall take appropriate action by promptly appointing a Committee to investigate the matter. A copy of the report on the issue should be forwarded to the Executive Director including his recommendations. The Executive Director shall take appropriate action before the results of the candidate(s) is/are declared. The Committee to investigate the alleged breach of examination regulations shall include a Student Representative.

Submission of Course Works/Project Report/Long Essays/Workshops/Studio Works:

- i. Course Works/Project Reports/Long Essays/Workshops/Studio Works shall be submitted on the due date. Any of these submitted late without any tangible reason, shall be marked zero, but in the case of Project Reports/Long Essays they shall be assessed at the stage of presentation.
- ii. Students should not miss course work deadlines or assessments taking place within scheduled class meetings/Laboratory sessions without good reason(s). Where there is a good reason, a written explanation from the student enclosing
- iii. Where appropriate, any documentary evidence (eg. Medical certificate) should be submitted to the Examiner.
- iv. Where a student knows in advance that he/she will be unable, for good reason, to submit coursework etc by the due date or attend an assessment during scheduled class hours, he/she must inform the Examiner in advance and supply appropriate documentary evidence so that if possible alternative arrangements may be made. Good reasons for such non-attendance would include Hospital appointments, court appearances and jury service.
- v. The consequences and failure to submit course by the due date or to attend assessments, without good reason may lead to a student being required to repeat a course/module with attendance required to repeat a course/module with attendance or in extreme cases to withdraw from the programme.
- vi. For some courses/modules/programmes, there may be specifically approve regulations, which stipulate a minimum attendance requirements. For such courses/modules/programmes, where a student has failed to attend to the satisfaction of an Assessment Board then the Assessment Board may decide that the student be required to retake the course/module with attendance or that, on the basis of the individual's overall performance, an alternative form of action may be more appropriate within the framework of the assessment regulations.

