



STUDENTS HAND BOOK

Dare To Care...Be A Nurse!

**ST KAROL
SCHOOL OF NURSING**

Accredited by the National Accreditation Board (NAB) and the Nursing And Midwifery Council of Ghana. Affiliated to Kwame Nkrumah University of Science and Technology

Welcome

If you are motivated and committed to caring for people then this is the course for you and St. Karol School of Nursing is the school of choice for outstanding training.

St Karol School of Nursing is a tertiary co-educational institution offering internationally respected nursing degrees of world class standard, which incorporates bi-lingual ability and vehicle driving skills relevant for individuals wishing to prepare themselves for a fulfilling career in nursing. St Karol School of Nursing is fully accredited by the National Accreditation Board (NAB), Nursing And Midwifery Council of Ghana and will be affiliated to Kwame Nkrumah University of Science and Technology



Dr. Alexandra Graham
- President

Our B.Sc. Nursing program has been designed to provide extensive practical hands-on experience and theoretical knowledge of nursing practice and administration. It encapsulates medical surgical nursing, adult/child health, midwifery, mental health, community/public health and Geriatric health nursing. This customer-centric program encompasses both liberal and professional education to improve decision-making skills, develop the analytical and creative skill for effective patients management.

You will not only be equipped with the knowledge and skills to assess and manage the nursing care needs of patients, you will be for future leadership in an ever changing healthcare system.

You will gain clinical experience in a variety of settings, for example, in primary care and hospital wards including specialist and intensive care areas during the course.

These exciting learning experiences will prepare you to become a safe and proficient nurse.
Join us now!

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Introduction

The St. Karol School of Nursing is a co-educational Christian institution of higher learning, offering nursing academic / professional programmes to which it admits applicants to bachelors' degrees. As a policy, the School of Nursing admits applicants from all races and nationalities, irrespective of their religious, cultural, social or ethnic persuasions. St. Karol provides a wealth of opportunity for students wishing to pursue tertiary education in nursing. Each and every student agrees by the act of registration to be bound by the academic policies and regulations of St. Karol and of the Department in which that student is registered.

BACHELORS' DEGREE

The general requirements for entry to Level 100 of the bachelor's degree programmes are as follows:

Requirements for School Candidates

The National Council for Tertiary Education (NCTE) Ghana directives and the National Accreditation Board together with requirements from the Ghana Nurses & Midwifery Council will guide the selection and admission of candidates to the program.

Admissions Policy for all candidates

Age: 16 35 years

Aggregate: SSSCE/WASSCE with an aggregate score of 24 (twenty-four) or better in six subjects, comprising 3 core and 3 elective subjects in group A or B as indicated below.

Core Subjects: English, Mathematics and Integrated Science.

Minimum Grade: (A1-C6 in WASSCE) OR (A-D in SSSCE) in all three core subjects.

Elective Group A: Elective Mathematics,
Biology,
Physics
Chemistry

Elective Subject B: General Arts,
Home Economics Food & Nutrition,
General Agric with Physics & Chemistry

Other Qualifications

Other qualifications include International Baccalaureate (IB), IGCSE, GCE, GCSE the American Grades 12 and 13 examinations and other external qualifications which have equivalences to the WASSCE and certified by the NAB would be considered.

Candidates with external qualifications are admitted to either Level 100 or Level 200, depending on the nature of qualification and their equivalences to local qualifications as certified by the NAB.

Candidates with the following qualifications may be admitted to level 200 or 300.

- ◆ Diploma (Nursing) from a recognized University.
- ◆ Professional Nursing certificate with at least two years post qualification work experience.
- ◆ A diploma (B average or at least 2nd Class Lower) from an accredited tertiary institution. The diploma must be in an area of nursing study for which the candidate is seeking admission.
- ◆ Direct entry to the next higher level is possible if a course of approved content has been taken in a recognised accredited tertiary institution. Additional Faculty and Departmental (Subject) requirements must be satisfied.
- ◆ The general criteria for admission must meet the standard as espoused by the National Council for tertiary Education, National Accreditation Board and the Ghana Nurses & Midwives Council and relevant professional qualification approved by the Academic Board.

As part of the Admission Process all candidates seeking admission to St. Karol may be required to take an interview

CANDIDATES IN POSSESSION OF A DIPLOMA:

Candidates in Possession of a Diploma/Post-Diploma Certificates

A diploma (B+ average) or FGPA of 3.25 or better from an accredited University or its equivalent and proficiency in English Language qualifications may be admitted to level 200 or 300.

- ◆ Diploma (Nursing) from a recognized University.
- ◆ Professional Nursing certificate with at least two years post qualification work experience.
- ◆ A diploma (B average or at least 2nd Class Lower) from an accredited tertiary institution. The diploma must be in an area of nursing study for which the candidate is seeking admission.

TRANSFER STUDENTS

The School of Nursing admits students who are already enrolled in other accredited/recognized college or Universities, both local and foreign, and made satisfactory progress over not less than one academic year. Such students transfer from their university to the St Karol School of Nursing to complete their course of study for a degree. A student transferring from one university should accumulate a minimum study period of 4 semesters as a full time student in St Karol before he/she becomes eligible for graduation. The classification of the degree will be based only on the courses taken at this University.

Official transcripts from all institutions attended must be submitted to the Office of Admissions, which will make the final determination concerning acceptance after considering all the transcripts. It is the responsibility of the student to arrange for transcript(s) and/or transfer form to be mailed and to ensure that they arrive promptly. Hand delivered transcript(s) may not be acceptable. The University would verify the authenticity of the results slips/transcript submitted.

- ◆ The relevant academic departments will be consulted in order to make determinations of credits accepted toward the chosen discipline.
- ◆ For a transfer student to earn a St. Karol degree, such student must take a minimum of 36 credit hours.
- ◆ A transfer applicant may not disregard a previous college or university record in applying for admission as a new freshman/woman at St. Karol

Foreign Students

The School of Nursing attaches great importance to the cross-cultural experience that is made possible by the presence of foreign students on campus. Whatever their cultural backgrounds, foreign students may pursue courses towards the award of St. Karol School of Nursing degrees, or as visiting students, study for the degrees of their own universities.

Foreign students may be admitted on the basis of qualifications from their home countries for which the West African Examination Council shall determine equivalencies. Evidence of proficiency in English would be required in the case of applicants from non-English speaking countries. Other acceptable comparable qualifications as espoused by the National Accreditation Board would be considered. Foreign students would have

the opportunity to learn from the experience of living in Ghana, absorb our culture and language and forge valuable contacts and friendships.

- ◆ St. Karol School of Nursing would extend its educational programmes to students from other nations across the world.
- ◆ International students may pursue courses towards the award of St. Karol degree, or as visiting students, study for the degrees of their own Universities.
- ◆ International students may be admitted if they hold qualifications equivalent to those outlined by St. Karol. They must follow the same admission procedures and be governed by the same regulations as domicile applicants.
- ◆ Every International student whose native language is not English must demonstrate proficiency in reading, writing, comprehending and speaking English.
- ◆ The student must obtain the appropriate visa for Ghana.
- ◆ The student must complete a Financial Statement (provided by the Office of Admissions) and return it with the application. The statement must indicate the applicant's ability to pay all fees and expenses for the duration of the programme of study.

Normally, the bachelor's degree course (BSc Nursing) is of an 8-Semester (4-year) duration for all candidates and are classified (First Class, Second Class-Upper Division, Second Class-Lower Division and Pass). Degrees are awarded with Honours to candidates who attain Second Class-lower or higher.

Mature Students

To qualify as a mature student, an applicant must;

- ◆ Be at least 25 years old by date of admission.
- ◆ Have had relevant work experience verified via testimonials,
- ◆ Have basic qualification as acceptable by the Ghana Nurses & Midwives Council and be successful at an interview.

FORMER STUDENTS

Candidates who previously have successfully completed Levels 100 or 200 or 300 of the Bachelor's Degree may re-apply for admission. A candidate who has previously attempted Level 100 or 200 unsuccessfully may also re-apply for admission.

HIGHER DEGREES

This is yet to be made available. Applicants for admission to higher degrees must hold good bachelors' degrees in appropriate subjects. All higher degrees are open to graduates of other accredited universities.

For Master of Philosophy degrees, at least two semesters must be spent studying in St. Karol.

For PhD, at least two semesters for graduates of the St. Karol School of Nursing and at least four semesters for those of other universities must be spent. Thereafter, subject to approval by the Board of Graduate Studies, candidates may pursue their studies outside the University. Master of Science Nursing is of a two-year full-time or four-year part-time duration.

VISITING STUDENTSHIP (SPECIAL ADMISSIONS)

This operates under the principle of Academic Credit Transfer, requiring the recognition by one higher educational institution of courses, study periods and examinations which have been completed by another higher educational institution.

Under this scheme, students who have completed two years of higher education at their overseas Universities are admitted to spend a third year of study at the St. Karol School of Nursing under close supervision of the institution, after which they return to complete their final year at their home university. Acceptance is normally based on the applicant's previous academic record and his/her proposed programme.

Applicants must have an academic record that is above average. Credits earned under this special study programme are transferable. To be eligible for participation in this programme, therefore, one must have obtained a minimum Cumulative Grade Point Average (CGPA) of 3.00 on a 4.00 point scale.

REGISTRATION AND ORIENTATION

The School of Nursing requires all freshmen to report at least Two days before the commencement of the academic year to go through a process of registration and orientation. Orientation is compulsory for all freshmen.

Registration also takes place at the same period, concurrently with orientation. All students are required to register fully with the Academic Affairs Directorate.

HOW TO APPLY

Application Forms for the Bachelor's degree program may be purchased at rates prescribed for both local applicants and for applicants outside Ghana and non-Ghanaians from the following address:

**The Office of the Registrar
St. Karol School of Nursing
P.O. Box AN 15903**

**Accra-North
Accra Ghana**

Telephones (+233) 0233 244 620 960, 0233 245,617,790 or 0233-931067

E-mail Address: info@stkarol.com

stkarolschoolofnursing@gmail.com

All enquiries should be addressed to the above office.

Sharing Peace & Excellence



Nature of Academic Year - Semester and Course Unit/Credit System

1.1 Semester System

St. Karol School of Nursing operates under the Semester system. Under this system the semester lasts 16 weeks and courses are designed and given enough time for the teaching of courses to be completed and students accessed in the semester.

1.2 Structure of the Semester

Under normal circumstances the Semester shall be structured as follows:

- ◆ 13-14 weeks of Teaching
- ◆ 1 week of Revision
- ◆ 1-2 weeks of Examinations

1.3 The Academic Year

The Academic Year shall normally consist of two semesters and a summer session as follows:

- ◆ First Semester August to December
- ◆ Second Semester February to May
- ◆ Summer Session June to August

The summer session, which is of three-month duration, offers significant opportunities for internship and is a requirement for progress to the next stage. This period would also provide time for short & refresher courses among others.

1.4 Course Unit/Credit

(i) Courses are assigned a unit/credit value determined by the number of hours of work per week for 16 weeks. One course unit/credit shall be defined as follows:

- ◆ One hour lecture;
- ◆ One hour tutorial;
- ◆ One practical session (of two or three hours), or Demonstrations.
- ◆ Fieldwork per semester Ward rotation.

(ii) The minimum credit requirements for the entire degree programme are 120 credits.

2.0 ADMISSION TO THE BACHELOR'S DEGREE

The Admissions Board shall be presented with a list of all candidates who satisfy the conditions for admission as required by regulation for the Board to decide which candidates may be offered admission and to which department. Candidates who do not satisfy the conditions for admission are not eligible for admission and may not be considered by the Admissions Board. The school reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements to withdraw from the school, notwithstanding progress made in the programme. Cut-off points for admission to the various programmes are normally determined by the Admissions Boards on year to year basis.

2.1 The Office of Admissions shall be responsible for receiving and processing of all applications for admission into the School of Nursing and also into programmes of study.

2.2 Admissions Board

2.2.1 An Admissions Board shall be established to assume responsibility for admission of candidates into the School of Nursing and also into programmes of study

2.2.2 The Board shall receive a list of all candidates who satisfy the conditions for admission as outlined in the regulations and decide which candidates may be offered admissions and to which subjects/programmes of study

2.2.3 Candidates who do not satisfy the conditions for admission shall be deemed to be not eligible for admission and may not be considered by the Admissions Board

2.2.4 The School of Nursing reserves the right to ask a candidate who accepts an offer of admission while not satisfying the appropriate admission requirements to withdraw from the School of Nursing, notwithstanding progress made in the course.

All applications should be supported by a full transcript of academic record at the time of submission.

PROGRAMME AND SUBJECT CODES

For admission into the Bachelor's of Science Nursing Degree program at the St. Karol School of Nursing, applicants would obtain BSc. Nursing - Bachelor of Science Nursing in General Nursing.

Application Procedure

- ◆ Letters requesting application forms must be addressed to the Director of Admissions in the Registrar's Office, accompanied by a self-addressed QUARTO SIZE envelope ("10x 8") to which must be affixed a stamp of the right amount.
- ◆ Forms will also be available via internet on the school's Web Site to be downloaded or completed on-line by interested applicants with evidence of payment of related fees scanned and forwarded via e-mail.
- ◆ Application forms may also be picked at the Office of Admissions and designated centres.
- ◆ The appropriate non-refundable application fee must be paid on or before submission of application forms. The fee must be in the form of Bankers Draft.

Completed application forms must be returned to the Admissions Office by mail or by hand on or not later than the stipulated date for closure of admissions. It is the responsibility of applicants to ensure that completed application forms are returned to the School of Nursing.

- ◆ Applicants may find enclosed a St. Karol School of Nursing Embossed Envelope. Applicants may return it stamped and self-addressed or select a Courier Service of their choice, for correspondence with successful applicants.
- ◆ Applicants who are re-entering the School as Former Students are advised to indicate their student number during the period of their study.
- ◆ Applicants with results other than results of the West African Examinations Council must bring this to the notice of the Admissions Office on submission of their application forms. The equivalence of such results will be determined. Results of Examinations or certificates written in languages other than English must be accompanied by their English translations.
- ◆ Applicants must include three copies of their recent passport size photographs, all of which must be endorsed by the Head of applicant's previous educational institution or senior public officer or clergyman or a lawyer.

The Application Form

- ◆ Fill in your family name in full.
- ◆ In filling in your date of birth, the day should come first, followed by the month, then the year.
- ◆ Indicate 3 programs in an order of preference for the Bachelor's degree. The codes for all the programmes are provided below.
- ◆ Fill in examination history. You are entreated to fill in the data correctly, since that would form the basis of your eligibility for admission. On this form, three separate slots are provided to capture the number of times an applicant has taken either the WASSCE or SSSCE examination.
- ◆ The appropriate codes for Elective Subjects offered as SSSCE have been provided at the below. For GCE candidates, the list of subjects taken at both Ordinary and Advanced Levels with their appropriate codes is provided.
- ◆ Detailed address information postal, residential, e-mail and telephone contact.
- ◆ All the application forms should be completed and signed only by the applicant. Any other person who completes and signs any such application form by proxy will render the form invalid.
- ◆ Applicants are reminded that any person who withholds information or provides false information renders himself/herself liable to dismissal from the School of Nursing.

NOTE:

The School shall not entertain applications from applicants who apply for admission with names which do not correspond with the names that appear on their original certificates.

An applicant who makes a false statement or withholds relevant information may be refused admission. Even if already registered at the School, he/she will be asked to withdraw irrespective of progress made with the program offered upon verification with the West African Examination Council.

Applicants should ensure that copies of results slips, certificates etc. attached to the application forms are properly certified by the Headmaster/Principal of the school where the examination was taken.

ENROLMENT AS A STUDENT AT ST. KAROL SCHOOL OF NURSING

To be considered as an enrolled student for an approved course of study or research at St. Karol, a candidate should have

- ◆ Gone through the admission process successfully,
- ◆ Registered as a student,
- ◆ Taken part in orientation and
- ◆ Gone through the official matriculation ceremony of the School of Nursing.

REGISTRATION OF FRESHMEN/FRESHWOMEN

On the opening day for the institution when freshmen arrive on campus, arrangement shall be made for their reception and registration.

Students report first to the Academic Section where they are screened to avoid impersonation. The identity of a candidate is ascertained by scrutinizing the photograph on his/her application form and verification of signature.

Students then complete a set of registration documents and then proceed to the Department to register for actual programmes / courses. Registration in the Schools/Departments enables vacancies to be filled when candidates fail to report by the deadline set for registration.

ORIENTATION EXERCISES FOR FRESHMEN

- 6.1 Freshmen undergo orientation to be introduced to the institution, its facilities and resources for both academic and non-academic work.
- 6.2 The purpose of Orientation may be summarized as follows:
 - ◆ To welcome the fresh students & help them to adjust and adapt to University life.
 - ◆ To expose fresh students to facilities available in the School to make the education a rewarding experience.
 - ◆ To expose fresh students to the rules and regulations that shall govern student life and welfare on the one hand and academic work on the other.
 - ◆ To let fresh students know and appreciate student-to-student governance systems.
 - ◆ To let fresh students know their rights, privileges, obligations and responsibilities in relation to the School's authorities and statutory bodies.

MATRICULATION

- 7.1 A matriculation ceremony is held for the purpose of formally conferring on all new students' membership of St. Karol with all the rights and privileges attaching to such.
- 7.2 Membership attendance at the ceremony is important. No new student will be allowed to remain in the School of Nursing or take examinations who have not been matriculated unless cogent reasons are provided.
- 7.3 The matriculation ceremony will take place in the first semester of the academic year.

COURSE

A course is defined as a unit of study within a discipline

8.2 **Coding and Numbering of Courses**

8.2.1 All courses shall have letter and number codes beginning with three letters signifying a subject or a Department, followed by a Three-digit number providing information as outlined below:

- ◆ The first digit in each course number indicates the academic level at which the course is placed as shown below:

1st Year courses: 100 - 199

2nd Year courses: 200 - 299

3rd Year courses: 300 - 399

4th Year courses: 400 - 499

- ◆ The second digit may be used to indicate sequence where two or more courses dealing with the same subject matter are sequential in arrangement or the level at which the course is being offered.
- ◆ The third digit is used to indicate the semester in which the course is offered:
 - ◆ Odd (1, 3, 5, 7, or 9) for a course, which is offered in the first semester
 - ◆ Even (2, 4, 6, or 8) for a course which is offered in the second semester

8.2.2 **Credits Assigned to Courses**

- ◆ Courses are assigned a unit/credit value determined by the number of hours of work per week for between 13-14 weeks of teaching during a semester of 16 weeks.
- ◆ One course unit/credit shall be defined as follows:
 - One-hour lecture per week
 - One hour tutorial per week, or
 - One practical session (of two or three hours) per week, or
 - Assigned Feldwork / Practicals per semester.
- ◆ Credits assigned to courses are whole numbers; fractions are not acceptable.

9.0 PROGRAMME OF STUDY

9.1 A programme of study in a discipline area/subject consists of a number of courses that have been carefully selected and organized so as to enable a student achieve a pre-determined level of competence in such a discipline area/subject. Sometimes a Course of Study is used synonymously with Programme of Study.

9.2 **Components of Programme of Study**

The components of a Programme of Study for which courses may be formulated, shall meet the requirements as listed below:

i. General (Mandatory) Requirements

- ◆ Communication Skills
- ◆ Computing and Information Technology
- ◆ Mathematics and Quantitative Methods

ii. Faculty Requirements (may be optional)

iii. Departmental Requirements

- ◆ Core Courses
- ◆ Prescribed Electives

iv. Free Electives (of student's own choosing)

9.3 **Duration and Credit Requirements for a Programme of Study**

9.3.1 The minimum period for completion of the Bachelor's degree programmes shall be four (4) semesters and the maximum period shall be 12 semesters. The minimum and maximum periods are calculated from the date of first registration. The total semester credits that shall be required for graduation in a programme at St. Karol are 120 semester credits.

9.3.2 The total semester credits are distributed according to an agreed weighting among the components of a Programme of Study.

9.4 **Practical Work/Internship**

9.4.1 Practical Work/Internship shall form part of the degree programmes in all Schools / Departments of the School of Nursing

9.4.2 Students shall be placed in appropriate institutions or establishments or work places, etc., by designated officers appointed from academic staff of faculties.

9.4.3 The logistics for practical work/internship shall be worked out with the person in charge of the work place before the students arrive

to participate in the practical work/internship

- 9.4.4 Practical Work/Internship shall normally take place during the Long Vacation from about late June to early August. However, practical work/internship will end at such a time so as to ensure that students at least get two weeks continuous rest before the next academic session begins.
- 9.4.5 Students must comport themselves at the work place. They must follow the rules and regulations of the organizations to which they are sent for training, particularly the schedule of work
- 9.4.6 Students who participate in practical work/internship must keep daily log books which they will submit with written reports soon after their return to the School of Nursing. Reports shall also be requested from the person or persons in charge of the work place. The format of the reports shall be such as to cover the expected objectives of the practical work/internship

9.5 *Interruption of Study*

- 9.5.1 A student may interrupt his/her study for not more than four (4) continuous semesters. However, a student should note that the maximum period for completion of his/her programme of study shall not be exceeded.
- 9.5.2 Approval for interruption of programme of study must be given by the Dean of Faculty in which the student is registered. The Dean shall act on application for interruption of study submitted by the student through the Head of Department. The Dean shall check on the reasons given by the student for the interruption. The student shall leave only after the approval for the interruption has been communicated to him/her
- 9.5.3 A student who interrupts his/her study for more than four (4) continuous semesters cease to be a matriculant and shall lose all accumulated credits. However, he/she can re-apply for admission.
- 9.5.4 A student who has been absent from the University for one (1) academic year may be required to complete his/her programme under the requirements listed in the most recent Calendar in use.

9.6 *Change of Programme*

- 9.6.1 Candidates shall be given the opportunity of stating their second choice on application forms for admission, so that if there is no vacancy in the Department of their first choice they may be

considered for their second choice, provided they are duly qualified.

- 9.6.2 First Year students who wish to change their programme during the first year of their admission, shall be allowed to do so only after the Boards of the two faculties concerned have thoroughly examined the application and satisfied themselves fully that the change-over is beneficial and necessary. Such a change shall not lengthen the duration of study beyond the maximum allowable term as outlined above.

9.7 *Inability to Complete Study within Maximum Period*

A student who is unable to complete his/her study within the maximum period allowed shall lose all credits accumulated and his/her studentship cancelled but may be allowed to re-apply for admission into the University.

9.8 *Withdrawal from the School of Nursing*

- 9.8.1 A student shall complete an application for withdrawal in order to terminate enrolment before the end of a semester or summer session.
- 9.8.2 The Application for withdrawal may be obtained from the Registrar's Office and must be submitted to the same office at least two weeks before the last day of lecturers.
- 9.8.3 The student should discuss the matter with the Head of Department /Academic Adviser/ a member of the Counselling Centre staff before processing the Application for Withdrawal.
- 9.8.4 If the student is ill or otherwise incapacitated and cannot complete the withdrawal form, the student must have someone contact the Office of the Registrar before the deadline for submission of completed withdrawal form.
- 9.8.5 The last day to officially withdraw from all classes is on the last published date for all classes. Under no circumstances does non-attendance constitute an official withdrawal from the School of Nursing
- 9.8.6 A student who fails to adhere to the published regulations and deadlines for withdrawing from the School of Nursing shall be charged the appropriate tuition and shall receive a failing grade.

10.0 **CATALOGUE RIGHTS POLICY FOR UNDERGRADUATE DEGREES.**

10.1 Students who enter St. Karol, as freshmen will normally follow the catalogue in effect in their first year of studies.

10.2 Transfer students may have prior catalogue rights.

10.3 To be awarded the Bachelor's degree, a student must either

- ◆ Meet graduation requirements in the St. Karol catalogue in effect in the year of his/her graduation; or
- ◆ Fulfil graduation requirements in one St. Karol catalogue applicable during any of the four previous years in which the student successfully completed at least one semester of full-time college-level work regardless of where he/she matriculated

10.4 A student must specify the applicable catalogue when applying for candidacy

11.0 **INSTRUCTIONAL AND STUDY MATTERS**

11.1 ***Attendance Requirements***

11.1.1 Students are required to attend lectures, tutorials and practical lessons specified for the Course of Study by the School of Nursing or the Departments. From time to time students shall be required to perform written and practical work prescribed for them as part of their attendance at lectures, tutorials and practical classes

11.1.2 Students who are absent from lectures, tutorials and practical lessons for a cumulative total of 21 days or more in any one semester will be deemed not to have satisfied the requirements for the semester. Such students shall be required to withdraw from the School of Nursing to which they may return only following a favourable consideration of an application.

11.1.3 In cases of absence involving non-attendance at lectures, tutorials and practicals, the written permission of the Head of Department concerned must be obtained by the student.

11.2 ***Semester Work Load for Students***

11.2.1 ***Minimum and Maximum Work-Load Per Semester for Full-Time***

- i) A full-time student shall be required to carry a minimum work-load of 15 credits and a maximum of 24 credits per semester
- ii) Under special circumstances, a student may, with the

approval of appropriate authority, be allowed to carry a work-load outside the limits set in (i) above, provided that the minimum work-load shall not fall below 9 credits per semester

11.2.2 Minimum and Maximum Work-Load Per Semester for Part-Time

A part-time student shall be required to carry a work-load below the minimum prescribed for full-time students except that such a student shall be required to complete the degree programme within a period of not more than 12 semesters (6 years)

11.3 Changes in Class Schedules (Add/Drop)

- 11.3.1 Changes in lesson schedules (Add/Drop) may be made only with the written consent of the course instructor or Head of Department. In all cases the course instructor shall be consulted before a decision is made.
- 11.3.2 A student must complete the Administrative Change Form, obtain the appropriate signatures / approvals, and report to the Office of the Registrar to complete the transaction.
- 11.3.3 No changes in lesson schedules may be made after the dates stipulated in the Calendar for making changes without incurring the penalty of failure, for the course(s) involved.

11.4 Auditing Courses - Occasional Studentship

Non-members of the School of Nursing may be admitted to part of courses for up to one session/ semester, subject to the approval of the Dean and the Head of Department concerned, and upon payment of a fee. Such persons may not be eligible to take examinations.

- 11.4.1 Students who desire to attend classes but do not plan to receive credit may audit courses. Such students must have the permission of the instructor. Grades are not recorded for students who are auditing courses.
- 11.4.2 To audit a course the student must complete the Course Registration Sheet which must be signed by the instructor of the course.
- 11.4.3 Changing from audit to credit or from credit to audit is permitted only during the scheduled "Add" period. Audited courses may be dropped during the scheduled "Drop" period.
- 11.4.4 The auditing student is expected to attend lessons regularly but is not required to submit assignments or take examinations.

12.0 GRADING SYSTEM AND RELATED MATTERS

Grading system

Student performance in a course shall be graded as follows:

GRADE	GRADE POINT	INTERPRETATION
A	4.00	Excellent
A-	3.75	Very Good
B+	3.50	Good
B	3.00	Above Average
B-	2.50	Average
C+	2.00	Pass
C	1.50	Pass
D	1.00	Fail
F	0.00	Fail
I	Incomplete -	
Y	Continuing -	
Z	Disqualification -	
AU	Audit -	
X	Absent without reason	

Variations to the above may occur depending on what obtains in the affiliate awarding institution. In such cases the student will be given enough advance information.

Grade Point (GP) - Is defined as the points earned for each letter grade as stated in the grading system above.

Weighted Grade Point

A student's weighted grade point for a course completed, is computed as the product of the number of credits (hours) for the course and the grade point equivalent of the letter grade obtained.

Cumulative Grade Point Average (CGPA)

A student's Cumulative Grade Point Average is calculated by dividing the total number of weighted grade points obtained, up to a specified time, by the total number of credit hours for all courses for which the student has registered up to that time.

Final Cumulative Grade Point Average (FCGPA).

The FCGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

Definition of Grades

1. Pass Grades: Grades **A** to **D**
2. Failure Grades: Grades **F**, **Z**, **X**

Continuing Grade

A grade Y (for CONTINUING) shall be awarded at the end of a semester to any student who is taking a course, which continues into the next semester.

Non-Completion of Course

- ◆ A grade I (for INCOMPLETE) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available unless there is significant and compelling reason to warrant an extension of time.
- ◆ The student is responsible for completing the assigned work prior to the deadline for submitting a written request to the instructor for appropriate extension.
- ◆ The grade given upon removal of an “I” may become any grade from “A” to “F”: If the “I” is not removed within one year, the grade will remain as an “I” permanently.
- ◆ A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory. A grade X is a failure grade.

Disqualification

- ◆ A grade Z denotes DISQUALIFICATION from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination in any paper.
- ◆ A candidate awarded a grade Z may be debarred from taking examinations for a stated period, indefinitely or may be expelled from the School of Nursing.
- ◆ A grade Z may be awarded only by the Board of Examiners.

12.1 Changes of Grade

12.1.1 All grades except “I” become final when they are assigned.

12.1.2 No change of grade may be made on the basis of re-assessment

of the quality of a student's work.

- 12.1.3 However, an instructor may approve and report to the Registrar a correction of a recorded course grade at any time if clerical or procedural error has been made in assigning, transmitting or recording the original grade.

12.2 *Procedures For the Appeal of Grades*

- 12.2.1 If a student believes that non-academic criteria have been used in determining a grade, the student should attempt to resolve the grievance with the instructor of the course through written appeal to the instructor via the Head of the Department.

If the grievance is not resolved satisfactorily at this level because of his/her conviction that he/she has been victimized through the use of non-academic criteria, the student may file a complaint with the Students Liaison Office. This should be done not later than four weeks after the beginning of the subsequent semester.

- 12.2.2 Non-academic criteria are measures not directly reflective of class performances, such as discrimination on political grounds or for reasons of race, gender, ethnicity and other arbitrating or personal reasons.



13.0 **Progression from Semester to Semester, Probation and Dismissal**

13.1 **Progression from Semester to Semester**

For progression from Semester to Semester a student is required to maintain a Cumulative Weighted Average (CWA) of 40% computed on the total of all courses undertaken at the School of Nursing during the Semester.

13.2 **Pre-requisite Courses**

Courses designated as pre-requisites to more advanced courses must be passed before the latter courses are taken. Since students shall not be permitted to trial pre-requisite courses, they shall have to pass such pre-requisite courses before continuing with the relevant courses.

13.3 **Probation**

Probation is a means used to inform a student that his/her scholastic record is unsatisfactory.

- ◆ A student will be placed on academic probation if, at the end of any semester, his/her Cumulative Grade Point Average is less than 1.50 but not below 1.00 computed on the total of all courses undertaken at the School of Nursing during the Semester.
- ◆ A student may be removed from probation when he/she achieves a CGPA of 1.50 or better.

13.4 **Dismissal/Withdrawal from the Programme**

- ◆ A student shall be dismissed/withdrawn from the School of Nursing if his/her CGPA falls below 1.50 for any semester.
- ◆ If a student has to be on probation a second consecutive semester he/she shall be dismissed/withdrawn from the School of Nursing. This means that after one semester on probation the student has not achieved an overall CGPA of 1.50.
- ◆ In exceptional cases and with good reason, to be determined by the Admissions and Credits Committee of the Academic Board, a student shall be allowed to continue on probation for up to two semesters after he/she has initially been put on probation.

13.5 ***Repetition of Courses and Resit of Examination***

13.5.1 Repetition of courses for credit is authorized subject to the following conditions:

- ◆ A course may be repeated only once for the purpose of removing the effect of a poor grade.
- ◆ A student may repeat only those courses in which F or X grades was received.

13.5.2 To repeat a course, it must be the same as the original course (at the discretion of the faculty).

13.5.3 A student may decide to re-register for and repeat a failed course on a future occasion, which falls within one year from the date of failure. Approval by the Academic Board shall be required for resit of examination to be allowed after more than one year.

13.5.4 If a student repeats a course and passes its examination, he/she shall be awarded the full grade earned on that occasion.

The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

ASSESSMENT OF STUDENTS

14.1 There shall be a combination of Continuous / Internal Assessment and End-of-Semester Examination for the assessment of students.

14.2 ***Continuous Assessment***

This will consist of class assignments, quizzes, tests, including mid-semester examination and others as determined by faculties and departments.

- ◆ Continuous / Internal assessment shall contribute 20% of the marks earned in a course at the end of the semester.
- ◆ After the mid-semester examination, instructors shall report to the Office of the Deputy Registrar (Academic Affairs), for the attention of the Registrar, each student who so far is not making satisfactory progress in any course. This will lead to warning notices being given to the student as part of the counselling of such student for improvement in his/her academic achievement.

14.2 End-of-Semester Examinations

- 14.2.2 Each course, with the exception of a Project / Dissertation (which is to be presented in the last semester of the program) shall normally be completed in the same semester
- 14.2.3 A final (end-of-semester) examination shall normally be required as a part of each course. The end-of-semester examination schedule showing the time and place for each course shall be published each semester by the Registrar.
- 14.2.4 Time allotted to examination papers shall be as follows:
- ◆ 1 - Credit Course 1 hour
 - ◆ 2 - Credit Course 2 hours
 - ◆ 3 or 4 - Credit Course 3 hours
- 12.3.4 The end-of-semester examination marks shall constitute 60% of the total marks earned by a student at the end of the semester.
- 12.3.5 The internship / field work would make 20% contributions to total grade annually.

15.0 EXAMINATIONS

15.1 Eligibility for Examinations

- 15.1.1 To be eligible for entry to examinations a student shall be expected to attend lectures, tutorials, Practicals and other activities prescribed for the courses for which he/she has registered and to have executed all assignments.
- 15.1.2 Each Department shall determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course
- 15.1.3 In any case, a student who is absent for a Cumulative Period of 21 days from all lectures, tutorials, Practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.

15.2 Registration for Examinations

- 15.2.1 A formal registration of any student for a University Examination shall have to be endorsed by the Head of Department to the effect that the student is eligible for entry to an examination as indicated in 13.1 above. A candidate's registration shall not be valid unless it is so endorsed.
- 15.2.2 The withholding of an endorsement by a Head of Department shall

be brought before the appropriate School/Faculty Board for confirmation.

15.3 Illness during the Period of Examination

- 15.3.1 If a candidate is prevented by illness from taking the whole or part of an examination, he/she should immediately report to the Hospital for medical report on the state of his/her health.
- 15.3.2 The report should state whether he/she can take the examination at all and if he/she can, whether at the hospital or at the examination hall.
- 15.3.3 The School authority shall examine the report and act as appropriate. If the candidate is to take the examination at the hospital, this should be done under the supervision of an invigilator to be appointed by the Head of Department.

15.4 Deferment of Examinations

15.4.1 Deferment on grounds of ill-health

- i. A student, who is unable to take the End of Semester Examination on grounds of ill-health shall, on application to the Registrar (copied to the Head of Department and Dean) and on provision of a Medical Certificate issued or endorsed by the Medical Officer of the School of Nursing, be allowed to defer taking the examination
- ii. Subsequent application for further deferment, on grounds of ill-health, shall be subjected to a Medical Certificate issued by a properly constituted Medical Board.
- iii. Such a student shall be allowed to take the Examination at the next appropriate time following the deferment

15.4.2 Deferment on grounds other than ill-health

- ◆ In cases of deferment on grounds other than ill-health, the appropriate Dean shall invite the applicant for interview so that he/she can advise the School of Nursing as appropriate.
- ◆ It shall be the student's responsibility to satisfy the School of Nursing beyond reasonable doubt why he/she wishes to defer the examinations.

15.4.3 Approval for Deferment

- ◆ Approval for deferment shall be in writing
- ◆ The student concerned shall obtain such written response before leaving the School of Nursing.

15.5 NOTIFICATION OF RESULTS

15.5.1 The results of all examinations shall be published by the Registrar

Semester Examinations

15.5.2 Results of Semester Examinations shall normally be published before the commencement of the next semester

15.5.3 A result slip indicating the student's performance in the Semester Examination shall be made available to the student.

Final Examinations

15.5.4 In the final examinations the names of successful candidates shall be published alphabetically within each class or division.

15.5.5 Within three (3) days of Examiners Board meeting the result of the examinations shall be communicated by the Dean to the Registrar who shall immediately publish the provisional results. These provisional results shall be final after they have received the approval of the Academic Board, and shall be published over the signature of the Registrar

15.5.6 The results of the examination shall be strictly confidential until the provisional results are published.

15.6 MISCONDUCT AT EXAMINATIONS

15.6.1 Candidates caught in breach of Examination Regulations shall be allowed to continue writing the paper. The Chief Invigilator shall with the Dean of the Faculty concerned, report to the appropriate Head of Department.

15.6.2 The Dean shall promptly investigate the matter and present his/her report, including his/her recommendations to the Registrar and the Faculty Examination Board.

15.6.3 The appropriate action shall be taken before the results of the examinations are declared.

16. MEETING OF EXAMINERS

- 16.1 Before the start of the examinations, meeting of Internal and /or External Examiners shall be held to discuss the coming examinations and the emerging trends or philosophy of the sector.
- 16.2 Recommendations from such meetings shall be conveyed to the Dean of students for consideration by the Board of Examiners.

16.3 GRADUATION

16.3.1 *Requirements for Graduation*

- ◆ The student must be properly admitted to the School of Nursing. The general criteria for admission must meet the standard as espoused by the National Council for tertiary Education, National Accreditation Board and the Ghana Nurses & Midwives Council and approved by the Academic Board.
- ◆ The student has followed the approved courses of study over the prescribed period.
- ◆ The student has completed a minimum of 120 credit hours of work.
- ◆ The student has taken all examinations required by the School of Nursing and passed all such examinations
- ◆ The student is expected to have passed all courses.
- ◆ The student has earned a Final Cumulative Average (FCGPA) of 1.50 or better; having completed internship and field work as demanded by the chosen area of specialization.

A final year student who has earned a FCGPA of 1.50 or better, and has failed some courses shall be given a chance to resit the examination of such course or courses and pass before graduation.

The Statute of Limitation stipulates that the first-degree programme shall be completed in six (6) years and therefore all the requirements for graduation shall be fulfilled within six years.

16.3.3 *Classification of Degree*

16.3.4 The classification of the Degree is based on the Final Cumulative Grade Point Average (FCGPA). The FCGPA is Cumulative Grade Point Average (CGPA) for all courses under consideration calculated up to the end of a student's academic programme.

16.3.6 The following FCGPAs represent the classification of the first degree to be awarded to students.

- | | | |
|----------------------|---|--------------------|
| ◆ First Class | - | FCGPA of 3.75-4.00 |
| ◆ Second Class Upper | - | FCGPA of 3.25-3.74 |
| ◆ Second Class Lower | - | FCGPA of 2.50-3.24 |
| ◆ Pass | - | FCGPA of 1.50-2.49 |
| ◆ Fail | - | FCGPA of 1.49 |

16.4 GRADUATION WITH DISTINCTION

16.4.1 Also, the School of Nursing recognizes high academic achievements of its candidates for degrees by the following honour awards:

- | | | |
|--------------------------|---|---------------------------|
| ◆ Summa cum Laude | - | FCGPA of 3.85-4.00 |
| ◆ Magna cum Laude | - | FCGPA of 3.60-3.84 |
| ◆ Cum Laude | - | FCGPA of 3.50-3.59 |

Procedure for the Award of a Degree

- ◆ All examiners' reports shall be submitted to the Departmental Board, which in turn, shall make its recommendations to the Faculty Board.
- ◆ The recommendations of the Faculty Board shall be submitted to the Academic Board for approval.
- ◆ Each successful candidate shall thereafter be presented with a certificate under the seal, at a Congregation of the School assembled for that purpose or, failing that, the certificate shall be sent to him by mail or any other appropriate means.

16.5 CANCELLATION OF AWARD

The Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- ◆ A candidate had entered the University with false qualifications, or
- ◆ A candidate had impersonated someone else, or
- ◆ A candidate had been guilty of an examination malpractice for which a "Z" grade would have been awarded, or there are other reasons that would have led to the withholding of confirmation of the award in the first place.

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

16.6 DATING OF BACHELOR'S DEGREE

The date for the earning of a Bachelor's Degree shall be the last day of the Semester during which the final examination was taken and passed.

16.7 TRANSCRIPT OF ACADEMIC RECORD

At the end of student's programme, the School of Nursing shall, on the payment of a token fee, issue to the particular student a complete transcript of his/her academic record. The transcript shall contain information on all courses attempted and all results obtained. Also, where appropriate, the transcript shall indicate the type of programme pursued, that is, either Major, or Combined Major or Major and Minor.



ST. KAROL
SCHOOL OF NURSING

Useful Contacts

Registrar
0245-617-790
Coordinator
0244620960
0208-251-264



Dare To Care...Be A Nurse!



ST KAROL

SCHOOL OF NURSING

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