

*Revised University of Sierra
Leone Academic, Research and
Students' Affairs Policy
October 2018*

Table of Contents

SECTION ONE: ACADEMIC INTEGRITY	7
1.0 Policy Statement	7
1.1 Authority	7
1.2 Violation.....	8
1.3 Sanctioning Guide for Faculty Members Using the Student Record Process	11
1.4 Procedures for Handling Academic Integrity	11
1.5 Academic Integrity Hearings.....	13
1.6 Peer Reported Violations	14
1.7Academic Integrity: Administration	14
1.8 Panel of Faculty and Students	15
1.9 Encouraging the Practice of Academic Integrity	15
SECTION TWO: PROGRAMME/COURSE REVIEW	18
2.0 Policy Statement	18
Principles	18
2.1Definition of Concepts	18
2.2 Conduct of Course Reviews	19
2.3 Reporting and Implementation of Reviewed Course	20
2.4 Actions from Course Reviews	20
2.5 Approval Authority.....	20
2.6 Principles.....	21
SECTION THREE: DISTINGUISHED LECTURER AWARDS	22
3.0 Purpose.....	22
3.1 Definition of Distinguished Teaching	22
3.1.1 Objectives of the Policy	22
3.1.2 The Policy.....	22
4.0 The Nomination and Submission Procedure	23
SECTION FIVE: POLICY/GUIDELINES FOR FIELD ATTACHMENT	24
5.0 Definition of Field Attachment	24
5.1 Objectives.....	24
5.2 Roles and Responsibilities of Stakeholders.....	24
5.3 Expected Benefits from Field Attachment	25

Revised University of Sierra Leone Academic, Research and Students' Affairs Policy
October 2018

5.4 Organization of Field Attachment	26
5.5 Faculty Committees on Field Attachment.....	26
5.6 Pre-placement	27
5.7 Placement	27
5.7.1 Duration and Timing	27
5.7.2 Posting.....	27
5.7.3 Students' Records	28
5.7.4 Supervision	28
5.7.5 Requirements for On-Site and Academic Supervisors	28
5.7.6 On-Site Supervisors.....	28
5.7.7 Academic Supervisors.....	28
5.7.8 Evaluation	28
5.8 Budget	29
SECTION SIX: GUIDELINES FOR GRADUATION CEREMONIES.....	31
6.0 General Guidelines.....	31
6.1 Entertainment	31
6.2 The Ceremony of Conferment of Degrees/Diplomas	31
6.3 Alumni	31
SECTION SEVEN: POLICY ON REMARKING STUDENTS' WORK AND RETENTION OF SCRIPTS	33
7.0 General Guidelines	33
7.1 Retention and Disposition of Examination Scripts	33
7.0 RESEARCH AND INNOVATION	35
7.1 Guiding Principles	35
7.1.1 Creating an Enabling Environment for Research and Innovations	35
7.1.2 Access to Internet and other ICT Services	36
7.1.3 Research Compensation.....	36
7.1.4 Conference Attendance.....	36
7.1.5 Creation of Research Agenda	37
7.1.6 Collaboration.....	37
7.2 Strengthen Research Management and Coordination	37
7.3 Improvement of Research and Publications Culture.....	39

Revised University of Sierra Leone Academic, Research and Students' Affairs Policy
October 2018

7.4 Provision of Incentives /Reward for Research	39
7.5 Provide and Support Platforms for Dissemination of Research Outputs	40
7.6 Establishment of the University Press	40
7.7 Promotion of Ethical Conduct of Research in the University	41
7.8 Improve Funding for Research and Innovations.....	41
7.9.1 Way Forward – Implementation	42
SECTION EIGHT: ROLES AND RESPONSIBILITIES FOR EXTERNAL EXAMINERS	44
8.0 The Roles of External Examiners	44
8.3 Eligibility and Qualities of External Examiner	44
8.4 Process of Nomination and Appointment	44
8.5 Information to be availed to the External Examiners upon Appointment	45
8.6 Facilitating and Hosting	45
8.7 Moderation of Examination Papers	46
8.8 Access to Written Scripts and Coursework	46
8.9 Participation in Oral and Clinical Examinations	46
8.10 Participation in Examination Board Meetings	47
8.11 External Examiners' Reports	47
SECTION TEN: STUDENTS' DISCIPLINE	49
10.0 The College Discipline Committee.....	49
10.1 Membership	49
10.2 Terms of Reference.....	49
10.3 Breaches of College Regulations	49
10.4 Procedures/Rules for Appeal	49
SECTION ELEVEN: THE MODULAR SYSTEM OF ASSESSMENT	52
11.0 Background to Modular System of Assessment	52
11.1 Modules	52
11.1.1 Coding	52
11.1.2 Academic Load	52
11.1.3 Modular Credit Hour	53
11.2 Core Modules	53
11.3 Prerequisite Modules.....	53
11.4 Elective Modules	54

Revised University of Sierra Leone Academic, Research and Students' Affairs Policy
October 2018

11.5 Grade Points	54
11.6 Semester/Sessional Grade Point Average (SGPA)	54
11.7 Grading Policy	54
11.8 Final Cumulative Grade Point Average (FCGPA)	55
11.9 Incomplete Grade (I)	55
11.10 Regulations for the Conduct of Examinations	56
11.11 Invigilation	56
11.12 Departmental Representative during Examinations	59
11.13 Progression to Next Level	60
11.14 Continuation and Graduation.....	61
11.15 Registration and Examinations	62
11.16 Duration of Programme.....	62
11.17 Interruption of Study Programme	63
11.18 Request for Remarking of Examination Script.....	63
11.19 Harmonised Classification of Degrees, Diplomas and Certificates	64
11.20 Confirmation of Degree	65
SECTION TWELVE: TIMELINES FOR EXAMINATIONS' MALPRACTICE INVESTIGATION	66
12.0 Reporting of Breach of Regulations	66
12.1 Convening of Discipline Committee.....	66
12.2 Meetings of the Committee	66
12.3 Report of the Discipline Committee to the DVC for the Attention of the VCP	66
12.4 Decision of the VCP Acting on behalf of the SENATE	66
12.5 Communication of VCP's decision to student.....	66
12.6 Appeal by Student(s).....	67
12.7 University Discipline Appeal's Committee.....	67
12.8 Appeal at the Appeals Committee	67
12.9 Further Appeals	67
SECTION THIRTEEN: TIMETABLING AND CLASS TIMES POLICY	68
13.0 Time Tabling and Class Times	68
13.1 Weighting of Courses.....	68
13.2 Change of Scheduled Time of Class	69
13.4 Commencement and Duration of Classes	69

*Revised University of Sierra Leone Academic, Research and Students' Affairs Policy
October 2018*

13.5 Common Free Time	70
13.6 Timetable Publication	70
13.7 Changes to the Final Timetable	70
13.8 Equity Considerations	70
SECTION FOURTEEN: USL LIBRARY USE POLICY AND PROCEDURES	72
14.0 Purpose.....	72
14.1 Definitions	72
14.2 Objectives.....	73
14.2 Guidelines.....	73
14.3 Responsibilities of Library Users	75
14.4 Borrowing Privileges	75
14.5 Library Material not Available for Loan.....	77
14.6 Reserved Areas and Study Rooms	77
14.7 Hours of Opening	77
14.8 Penalties	77
14.9 Notices	79
7.0 ORIENTATION AND REGISTRATION	88
8.0 STUDENTS ASSOCIATIONS/SOCIETIES.....	88

SECTION ONE: ACADEMIC INTEGRITY

1.0 Policy Statement

The academic integrity policy is one of the instruments governing the conduct of faculty, staff and students of the University of Sierra Leone

Academic integrity is founded upon the following values: *honesty, trust, fairness, respect, professionalism, customer responsiveness* and *responsibility*. Rigorous implementation of these values is propitious in promoting and maintaining a high level of academic integrity. Every member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the import of transparency and accountability; and how to contribute honourably to their professions and national development.

If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of USL and shall not be tolerated. Members of the USL community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others.

Responsibility for academic integrity lies primarily with individual students, faculty and staff of this community. A violation of academic integrity is an act harmful to all students, faculty and, ultimately, the University.

1.1 Authority

- i. The *Academic Integrity Policy* is one of processes governing student conduct at USL. The *Academic Integrity Policy* is directly related to the academic life of the institution and is in effect during all phases of a student's academic career. The Policy is applicable to any academically related experience involving USL students whether on or off the campus. All alleged violations of the *Policy* must be resolved in accordance with this *Policy* and under the direct authority of a USL faculty member or the Dean of Students Office or Collegiate Committee as detailed in the *Policy*. The Dean of Students Office will be responsible for advising the Dean of the Graduate School of all cases and resolutions involving USL graduate students.

- ii. The *Student Code of Conduct* addresses general student conduct, usually excluding academic responsibilities. The *Student Code of Conduct* details the due process and hearing requirements for student conduct proceedings; it does not duplicate or contravene the purposes of the *Academic Integrity Policy* nor of other graduate or professional proceedings related to colleges, schools, departments or professions.

- iii. Graduate or professional schools within the University may initiate charges against students for alleged violations of professional standards or ethics as a separate issue or as an extension of alleged acts of academic dishonesty or violations of the *Student Code of Conduct*. Double jeopardy is not involved since the student is accountable to separate jurisdictions - institutional standards of academic dishonesty, general conduct and/or the ethical standards of the particular profession. In resolving cases of alleged violations of professional standards or ethics, the colleges, schools and departments are responsible for devising procedures appropriate to their programs and for provision of due process for all students. The University Solicitors can provide guidance in such practices. The Dean of the Graduate School will be responsible for advising the Registrar of all such cases and resolutions involving USL graduate students where those cases may also involve academic integrity issues.

1.2 Violation

The USL community subscribes to the following fundamental values of academic integrity: honesty; trust; fairness; respect; professionalism; customer responsiveness and responsibility. All violations of the *Policy* are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility. The violations of the *Academic Integrity Policy* listed below are typical, but not exhaustive, examples of the acts that constitute breaches of the *Policy*. Both the academic experience and the classification of the student should be considered in the assignment of sanctions. To aid in the assignment of appropriate sanctions for various violations as detailed by the University. Faculty Boards shall have discretion in assigning any grade-related sanction for first time offenders. When a student is found responsible of a first violation, whether by accepting responsibility during the Faculty investigation, or through the

Discipline Committee process, the Committee might accept Faculty recommendation if the breach is not deemed egregious. Examples are listed below:

i. Cheating

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Cheating includes but is not limited to unauthorized copying from the work of another student, using notes or other materials not authorized during an examination, giving or receiving information or assistance on work when it is expected that a student will do his/her own work, or engaging in any similar act that violates the concept of academic integrity. Cheating may occur on an examination, test, quiz, laboratory work report, theme, out of class assignment or any other work submitted by a student to fulfil course requirements and presented as solely the work of the student.

ii. "Spontaneous" cheating

Includes such violations as copying from another student's work

iii. "Non-Spontaneous" cheating

Includes the following as typical but not exclusive examples:

- a. Premeditated copying individually or in conspiracy to copy from another student's work, obtaining unauthorized copies of the examination to be administered prior to the time of examination, employing unauthorized materials during any academic exercise
- b. *Plagiarism*: Representing the words of another, as one's own in any academic exercise. Plagiarism may occur on any paper, report, or other work submitted to fulfil course requirements. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including Web sites, as one's own work. Faculty should take into account whether the student has had the opportunity to learn appropriate citation procedures based on previous course work successfully completed before formalizing Academic Integrity charges.

iv. Failure to cite references

This includes intentional or obvious failures to properly cite sources.

v. **Submitting, as one's own, work done by or copied from another**

This includes work done by a fellow student, work done by a previous student, or work done by anyone other than the student responsible for the assignment.

vi. **Misuse of Academic Resources:**

This refers to the intentional use, misuse or alterations of University materials and resources to make them inaccessible to other users. Such misuse includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials. This violation is differentiated from a conduct violation in that the primary result of actions is the inaccessibility of resources to other students.

vii. **Falsification:**

This underscores the intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Falsification includes knowingly reporting data, research, or reports so that either the process or the product is shown to be different from what actually occurred; falsely reporting having met responsibilities of attendance or participation in class, practicum, internship, or other types of field work experience; or submission of falsified excuses for attendance or participation in such experiences. Falsification also includes submitting work to meet the requirements of one course when it was done, in whole or in part, to meet the requirements of another course. Exceptions to this provision must be given prior approval by the instructor to whom the work is to be submitted.

viii. **Facilitating academic dishonesty:**

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes acts that may not directly benefit the accused but assist another student in violations of the *Policy*.

Both the academic experience and the classification of the student should be considered in the assignment of sanctions. Faculty members may only mandate grade related sanctions, but may recommend suspension or expulsion to a College Examination, Discipline and Appeals

committee. All first violations for which suspension or expulsion is recommended by the faculty member may be reached only as a result of the Hearing Panel process. The panel process must be used whether or not the student accepts responsibility and the recommended penalty. Students who accept responsibility will have a panel whose sole purpose is to determine an appropriate sanction.

A recommendation for suspension must also address whether the student is to be withdrawn with or without the loss of credit or assignment of an "F" in the specific course in which the violation occurred. The recommended sanctions apply only to the first violation. The second proven or admitted violation requires either suspension or expulsion as a sanction from the hearing panel.

1.3 Sanctioning Guide for Faculty Members Using the Student Record Process

To aid in the assignment of appropriate sanctions for various violations under the Student Record process, the following examples are provided for a first violation. Faculty have discretion in assigning any grade-related sanction.

When a student is found responsible of a first violation, whether by accepting responsibility during the Faculty-Student Conference or through the panel process, the faculty member makes the final decision about any grade related sanctions.

Additional sanctions, including suspension or expulsion, may only be assigned by a hearing panel.

1.4 Procedures for Handling Academic Integrity

a. Faculty-Student Conference: (The Dean shall sign off in all cases)

In the event of a suspected violation of academic integrity, the instructor will schedule a conference (The Student Record Process) with the student. The following statements outline the proper sequence of events for such a conference:

- The faculty member contacts the student in writing via hard copy or email to inform him/her that an allegation has been made and a faculty-student conference needs to be held to discuss this matter.

*Revised University of Sierra Leone Academic, Research and Students' Affairs Policy
October 2018*

- At the time of this notification, the instructor shall provide the student with the following statement of rights:
 - (a) The student has the right to postpone the conference for at most two (2) working days if s/he requests;
 - (b) The student should realize that s/he is under no pressure, either overt or implied, to admit responsibility; and
 - (c) Before the conference, the student should familiarize himself/herself with the entire *Academic Integrity* Policy and s/he is encouraged to consult the University Legal Officer and/or the Dean of Faculty.
- When the conference is being held, the instructor may invite a neutral observer to the conference.
- During the conference, the instructor shall inform the student of the particulars of the suspected violation and the reason(s) for believing such has occurred and the faculty member is under no obligation at this time to reveal identities of third party individuals who may have reported the allegation; and
- The student should explain his or her perception of the events.
- One of four recourses will be pursued:
 - (a) If the instructor believes the alleged violation is not supported by the facts, it will be dismissed;
 - (b) If the instructor still believes there has been a violation, and believes the situation warrants Resolution, the instructor will explain this option to the student.

The instructor shall then complete an "Academic Integrity Violation Report Form" concerning the violation.

The instructor may also choose to use a grade related sanction or

- (a) If the instructor still believes there has been a violation, and the situation warrants a permanent record of an Academic Integrity violation, he/she will indicate to the student his/her assignment of the appropriate sanction.
- If the student disagrees with the finding, the instructor will request a hearing by completing the relevant "Academic Integrity Violation Report Form" and forwarding it to the Head of Department within THREE (3) working days.

- If the student accepts responsibility but disagrees with the sanction, the student will appeal the sanction in accordance with the Examination Irregularities Policy.
- All completed "Academic Integrity Violation Report Forms" are to be submitted to the Head of Department for appropriate action and/or recording within three (3) working days of completion.
- If an accused student fails to respond to faculty notification of the Faculty, within the (3) working days, the accused student will forfeit the options described above. In this case the accused student may be found responsible of the violation and any sanctions determined by the faculty member will go into effect. The student will be notified in writing of the outcome by the Dean of Faculty.
- A student may not withdraw from a module/ course to avoid an academic integrity allegation or assigned sanction resulting from a proven allegation.
- If the student admits to the violation and accepts the sanction, or is found responsible in the hearing process, and if this is his/her second violation, suspension or expulsion shall be mandatory. The hearing panel will make a decision regarding the sanctions. The DVC's Office shall then report the decision in writing to the student and the faculty member.

1.5 Academic Integrity Hearings

An academic integrity hearing will be held if the student does not admit to the violation.

A request for the hearing shall be made by the faculty member to the Head of Department on the "Academic Integrity Violation Report Form."

Within three (3) working days after the charge is received, the Head of Department shall contact the accused and provide information concerning scheduling after consultations with the Dean of the Faculty.

The Dean shall proceed to select a hearing panel as described under this *Policy*, and except as otherwise directed under the Academic Integrity Policy, shall convene and conduct that panel in a hearing under the terms described in the *Student Code of Conduct*. Any appeal from the decision of the hearing panel will be directed in the manner prescribed by the *Student Code of Conduct*.

The authority of the hearing panel is limited to the work and/or course in which the violation has occurred and to a finding of "responsible" or "not responsible." The panel will recommend a

grade related sanction to the faculty member, but s/he retains final discretion in assigning the grade related sanction if the student is found "responsible," unless the student alleges and proves that the faculty member's decision was based upon personal malice or illegal motive. The panel can assign educational sanctions in addition to the grade related sanction assigned by the faculty member.

All decisions before academic integrity hearing panels must be decided according to whether it is "more likely than not" (preponderance of evidence) that the alleged violations have occurred. In finding responsibility under this standard of proof, a panelist must be convinced, based upon information presented in the course of the hearing that the conduct described is more likely than not to have occurred.

1.6 Peer Reported Violations

If a student suspects another student of a violation of the *Academic Integrity Policy*, he/she is urged to inform the instructor and/or the Head of Department of the alleged circumstance. In such cases, the instructor is urged to arrange a conference with the accused student as provided in the Faculty-Student Conference, above. If a student falsely accuses another student of a violation, he/she will be subject to disciplinary action under the *Student Code of Conduct*.

1.7 Academic Integrity: Administration

- i. The VCP shall have ultimate responsibility for the policy but may delegate to the DVC of each college that authority who in turn may assign to the Deans. The Head of Department shall receive forms recording the agreement that an academic violation occurred and the sanction assigned for those violations handled by faculty member and student.
- ii. All requests for hearings on cases of alleged academic violations shall be directed initially to the Dean of the School, who shall then be responsible for drawing the hearing panel, and notifying the student concerning the allegations and conduct of the hearing process in accord with the standards of the Student Code of Conduct.
- iii. The Dean shall maintain all records of academic violations by students whether resolved by Faculty-Student Conference or by the judgment of a hearing panel. These files shall be permanently maintained in the Dean's Office pursuant to the University Record Retention Policy.

- iv. The VCP shall provide procedural interpretations of the *Academic Integrity Policy*, USL recommendations to the Senate concerning proposed changes in the *Policy* and also provide advice and information concerning the *Policy* to the general campus community.

1.8 Panel of Faculty and Students

A Hearing Panel shall be selected for those cases in which hearings are requested.

- Each Hearing Panel shall consist of
 - (a) Three (3) faculty, all of whom shall be senior in academic rank than the faculty involved in the activity; and
 - (b) Two (2) students drawn from a pool of panellists identified and coordinated by the Dean of the Faculty.
 - When possible, Panel members shall be selected to correspond with the affiliation of the student as graduate or undergraduate.
 - No panel member may be selected from the accused student's major department.
 - Four (4) panellists evenly divided between faculty and students must be present for the duration of the hearing in order for the hearing to proceed.
 - Attendance at the hearing shall be limited to the accused student(s) and Student Advisor, and others as prescribed by Senate.
 - The Investigating Officer may approve the presence of others as necessary due to the nature of the case or in the interest of training new panellists.

1.9 Encouraging the Practice of Academic Integrity

A. Student Obligations

Students should recognize their responsibility to uphold the *Academic Integrity Policy* and to report apparent violations to the appropriate persons. Students who do not understand the *Policy* or its application to a particular assignment are responsible for raising such questions with their faculty member.

By enrolling in the University, each student agrees to abide by the *Academic Integrity Policy*. At the faculty member's discretion, each student may be required to attest to abiding by or sign the

Revised University of Sierra Leone Academic, Research and Students' Affairs Policy
October 2018

Academic Integrity Pledge given below on all major work submitted to an instructor. A student's work need not be graded until he/she has signed the statement. In signing the pledge, the student indicates his/her knowledge that the *Academic Integrity Policy* governs his/her academic activities at the University.

Academic Integrity Pledge:

I HAVE ABIDED BY THE USL ACADEMIC INTEGRITY POLICY ON THIS ASSIGNMENT.

Signature_____ Date_____

During the orientation period for new students, students are asked to affirm their understanding and acceptance of the principles of the *Academic Integrity Policy* as follows:

Academic Integrity Policy: Statement of Personal Responsibility

My words and actions will reflect Academic Integrity. I will not cheat or lie or steal in academic matters. I will promote integrity in the USL community.

B. Faculty Obligations

Faculty members are expected to become familiar with the Academic Integrity Policy and to take the lead in discussing the meaning of academic integrity with all students. For example, faculty can and are encouraged to clarify their expectations on the course syllabus. Early in their courses, they shall state clearly course requirements and expectations including examination procedures and grading rationale as they relate to the Academic Integrity Policy. Faculty should inform students of any requirement to submit signed copies of the Academic Integrity Pledge for all major written assignments. Most importantly, faculty members must recognize their responsibility to exemplify the values of academic integrity in their own conduct and to convey by example as well as precept their expectation that the Policy shall be followed in all University activities in which they have a part.

C. Guidelines for Academic Work and Examinations

Early in the course the instructor should explain to the class what constitutes plagiarism. Faculty should relate to students specific instances where the Policy may apply in a class assignment; for example, the prohibition against cheating as applied to out of class assignments or the place for

group versus individual work. Such information is especially important to students early in their academic experience.

Prior to examinations, the instructor should do whatever possible to arrange room conditions for examinations so as to reduce temptations to violate academic integrity. Such conditions may include arranging for as widely spaced seating as possible, preferably using alternate rows.

Sources/References

USL Draft Quality Assurance Policy

Makerere University – Academic Integrity Policy

Academic Integrity Policy – Fulton Community College USA

Academic Integrity Policy – University of Pretoria

SECTION TWO: PROGRAMME/COURSE REVIEW

2.0 Policy Statement

The purpose of this policy is to define procedure to establish and or review any course or programme. There must be an evaluation and review cycle that facilitates systematic monitoring and improvement that will result in high quality, academically sound and financially sustainability. This will be mandatory for all academic programmes of the University including those involving partnerships.

Principles

Course reviews at USL will consist of an Annual Review and a Comprehensive Course Review which is completed at least every five years. USL is committed to a planned, systematic review of all courses to ensure that for every award the curriculum is contemporary and challenging, the structure is efficient, and that the student receives a high quality teaching and learning experience. Course quality is the professional responsibility of all staff who contribute to any award course. Each has the right and responsibility to contribute to the review process as appropriate. Course reviews have three primary foci: course quality (curriculum design with clear, appropriate and developmental learning outcomes; engaging learning experiences; assessment clearly linked to outcomes; continual enhancement and efficient, management); course viability (cost effectiveness and sustainability); and course relevance (the course aligns with Curtin's strategic priorities and external stakeholder and graduate employment confirms the course is meeting expectations). Course reviews incorporate student, community and other stakeholder feedback, and satisfy professional and accreditation requirements.

All courses use the results of monitoring and review to continuously enhance course quality.

2.1 Definition of Concepts

i. Annual Evaluation of Courses.

This will be annual monitoring of a course in regard to the student profile, teaching and learning quality, resources and market/stakeholder responsiveness, to identify and implement initiatives for enhancement.

ii. Comprehensive Degree/Course Review

This will be an in-depth review of a course/programme, conducted at least once every five years, to ensure continuing high quality, viability, and compatibility with USL's strategic direction and priorities. This review encompasses the currency of the curriculum, demand, teaching quality and outcomes; evaluation of student and external stakeholder feedback, compatibility with and differentiation from other course offerings.

iii. Degree/Course Review

The systematic review of all awards courses to ensure their relevance, quality, viability, and is undertaken through a process of integrated annual and comprehensive reviews.

iv. Group of Courses

For the purpose of course review it may be appropriate to review several award courses or majors or cognate disciplines as a group of courses. The Bachelor of Business Studies might need to have a review of finance and banking majors as a group. Similarly within postgraduate discipline areas, review graduate certificate, graduate diploma and Masters as a group, etc., etc.

2.2 Conduct of Course Reviews

When courses are reviewed in groups, those groups of courses are determined by the faculty in consultation with the Deputy Vice-Chancellor / Vice Chancellor.

The schedule for Annual and Comprehensive Course Reviews is determined by the Vice-Chancellor in consultation with Deputy Vice-Chancellors and the colleges/Schools/Faculties.

Reviews are conducted under the sponsorship of the Senate and form part of the University's planning and monitoring process. The course review is conducted at the teaching area level involving all teaching staff.

The scope of the course review at each level includes:

1. The Annual Course Review:

This monitors and analyses key indicators and their related measures and targets regarding student profile and demand, and the quality of teaching and learning. The

major focus is to analyse course performance and identify initiatives for enhancing the teaching and learning quality, resources and market responsiveness.

2. The Comprehensive Course Review:

This involves reviews and analyses of the entire academic program for an award; its regulations, structure (its units, major and minor sequences), currency of the curriculum, quality of teaching and learning, management, fieldwork, projects and work experience, and any other aspects which comprise the award course. The major focus is to review the course curriculum map (which shows how the learning outcomes and their associated assessment tasks contribute to the achievement of course learning outcomes); to review the level of engagement in learning experiences in all modes, and to monitor student perceptions of how all aspects of the course support their achievement of the course learning outcomes.

2.3 Reporting and Implementation of Reviewed Course

Course review reports shall be endorsed by the relevant Deputy Vice-Chancellor, through the Faculty Board.

Annual Course Review Report is provided to the Faculty Courses Committee for monitoring purposes.

Comprehensive Course Review Reports are endorsed by the Deputy Vice-Chancellor after approval by the Faculty Board.

2.4 Actions from Course Reviews

The Faculty Board/ College of the reviewed and approved award course(s) is responsible for implementing action plans from all course reviews as endorsed the relevant Vice-Chancellor and the Senate.

2.5 Approval Authority

This policy may only be amended with a two thirds majority of Court requiring a change. However a rejection by 80% of the full Senate sitting of this request by the Senate shall result in the implementation of the review proposals.

2.6 Principles

Course reviews at USL will consist of an Annual Review and a Comprehensive Course Review which is completed at least every five years. USL is committed to a planned, systematic review of all courses to ensure that for every award the curriculum is contemporary and challenging, the structure is efficient, and that the student receives a high quality teaching and learning experience. Course quality is the professional responsibility of all staff who contributed to any award course. Each has the right and responsibility to contribute to the review process as appropriate. Course reviews have three primary foci: course quality (curriculum design with clear, appropriate and developmental learning outcomes; engaging learning experiences; assessment clearly linked to outcomes; continual enhancement and efficient, management); course viability (cost effectiveness and sustainability); and course relevance (the course aligns with Curtin's strategic priorities and external stakeholder and graduate employment confirms the course is meeting expectations). Course reviews incorporate student, community and other stakeholder feedback, and satisfy professional and accreditation requirements.

All courses use the results of monitoring and review to continuously enhance course quality.

Sources/Reference

Draft USL Quality Assurance Policy

IPAM Review of Postgraduate Courses 2014

Makerere University: Programme and Course Review

SECTION THREE: DISTINGUISHED LECTURER AWARDS

3.0 Purpose

Distinguished Lecturers' Awards maybe awarded annually in recognition of distinguished contributions to the teaching and learning process at the University. Each award would have a monetary purse value equivalent to 15% of the recipient's annual remuneration.

3.1 Definition of Distinguished Teaching

The concept of teaching is understood broadly as encompassing all aspects of the educational process involving the interface between teaching and learning. An application may be based on excellence in contact or distance modes, in undergraduate or postgraduate education, in the supervision of higher degrees, and/or in community or external service in the field of education.

3.1.1 Objectives of the Policy

The Distinguished Teachers Awards will suitably acknowledge and value the commitment of staff that has excelled in prioritizing teaching in the exercise of their duties.

Only individuals or groups taking joint responsibility for course development and delivery would be eligible for nomination. A successful recipient would only qualify after a five (5) year gap.

3.1.2 The Policy

Maximum of Four Distinguished Awards may be awarded annually in recognition of distinguished contributions to the teaching/learning process at the University. Each award would a monetary purse equivalent to 15% of gross annual remuneration. The award may be used for academic purposes, particularly for the improvement of teaching/learning processes. Thus the following will be considered to support an application for the Award, has demonstrated:

- I. A minimum of three (3) academic years of outstanding service to USL
- II. Innovation in teaching, research and community service
- III. Contribution to curriculum development in the discipline;

IV. Research and scholarship which build the theoretical base of teaching and learning.

4.0 The Nomination and Submission Procedure

A. *Call for nominations:*

This will be done by the Registrar's office.

B. *Nomination Procedure:*

Candidates nominated for the Award:

Each nomination must be seconded by a further three (3) members of staff and at least three (3) registered students. Nominations should be submitted, on the official nomination form to the DVC), by the closing date as specified in the advertisement. Nominees will be required to submit a teaching portfolio by the date specified for submission, which will generally be one to two months after nomination. Any other information regarding the candidate's achievements in respect of his/her teaching function may also be supplied.

C. *Eligibility to nominate:*

Members of the academic staff and registered students of USL, registered in the college in which the prospective candidate does the major part of his/her teaching, will be eligible to nominate and to second candidates for the awards.

D. *Submission of Nomination:*

Nomination forms must be submitted by the due date; and the Teaching Portfolio of the nominee must be lodged with the registrar by the due date. Completed nominations form and supporting documents must be submitted to the Registrar at the due date.

ELIGIBILITY CRITERIA

- (i) A minimum of three (3) academic years of outstanding service to USL;
- (ii) Innovation in teaching, research and community service.

SECTION FIVE: POLICY/GUIDELINES FOR FIELD ATTACHMENT

5.0 Definition of Field Attachment

In the context of these guidelines, field attachment is a field-based practical training experience that prepares trainees for the tasks they are expected to perform on completion of their training. Currently field attachment in USL is known by several names in different faculties and/or disciplines.

5.1 Objectives

The purpose of field attachment at USL is to produce practically oriented graduates that meet the required job-related competences of their future employers. Additionally, it serves as a linkage between the University and various partners who utilise our services and/or products.

5.2 Roles and Responsibilities of Stakeholders

If the field attachment program is to be implemented effectively and sustainably, the various partners have to commit themselves to specific roles and responsibilities. The following are the roles and responsibilities of each partner:

I. The University will:

- Provide overall institutional management of the program.
- Integrate field attachment into the University curricula and have it reviewed periodically in line with other programmes.
- Be responsible for developing a monitoring and evaluation criteria for the field attachment program including the code of conduct for students and staff.
- Initiate partnership with relevant organizations and concretize this partnership with memoranda of understanding.
- Be responsible for identifying sites that offer valuable learning experiences to the students and staff.
- Develop criteria/and or guidelines for selection and training/orientation of the field supervisors.
- Build field attachment expenses into the University fees structure and budget. Efforts should be made to supplement the budget with internally and externally mobilized funds.

- Source for funding from development partners and internally to support implementation of the field attachment program.
- Create platforms and mechanisms for sharing experience arising out the field attachment program by the stakeholders.

For purposes of implementation, the University will perform its roles and responsibilities through the respective colleges/faculties/schools/institutes.

5.3 Expected Benefits from Field Attachment

Field attachment will be implemented through partnership between the University and other partners who consume the University's products and services. This partnership has three key stakeholders namely: the University partners, the University and the students. Commitment to this partnership rests on mutual benefits for all the key partners.

5.3.1 University Partners shall:

- Participate in the planning, supervision and evaluation of the students on field attachment.
- Provide on-site technical and professional guidance to the students on field attachment throughout the field attachment period.
- Provide feedback to the University on the experience of the field attachment program.
- Commit their organizational facilities and/or resources for effective implementation of the field attachment program.
- Engage in a mutual learning exercise together with the students and staff of USL.
- Provide students on field attachment with a wide range of experiences that go beyond technical skills.
- Give accreditation and credit gains to students on field attachment.

5.3.2 Students shall:

- Take field attachment as part and parcel of their training at USL and have positive attitude towards learning by practice.
- Respect all field supervisors and any other persons they interact with throughout their field attachment period regardless of their background training and social differentiation,

- Work willingly wherever they are posted/attached.
- Develop the day-to-day work plans with their field supervisors.
- Spend the field attachment funds in accordance with the budget line items. To reaffirm this, the student on field attachment will be required to sign a commitment form (sample in IV) before receiving the internship funds.
- Adhere to the field attachment code of conduct and code of conduct of the host organizations.
- Provide reports and other forms of feedback to the University and the host partners. This may include but is not limited to: - Self-evaluation, Program evaluation, Supervisors' evaluation and Site evaluation. A sample format of the field attachment report is provided in annex III.

5.4 Organization of Field Attachment

Field attachment shall be organized through six steps namely,

1. Program management,
2. Budgeting,
3. Pre-placement,
4. Placement,
5. Supervision
6. Evaluation.

In order to make field attachment a University rather than a teaching unit affair, a Senate sub-committee should be established at management level with the following terms of reference:-

1. To co-ordinate and harmonize the field attachment activities in all units.
2. To review supervision, assessment and final evaluation of the field attachment programs in different teaching units periodically.

5.5 Faculty Committees on Field Attachment

At Collegiate level, there will be a Faculty/School/Institute Field Attachment Committee chaired by the Dean. It will comprise of the following:-

- a Dean,
- b Heads of department;
- c Field attachment Co-coordinator(s);

- d One representative of the relevant ministry
- e One representative of the professional body
- g. Or any other stakeholder as the faculty deems necessary

The terms of reference of the unit level committee shall include:

- i. To carry out budgeting for field attachment and/or
- ii. To assist the University in identifying funding sources,
- iii. To review placement and supervision procedures
- iv. To evaluate the field attachment programme

5.6 Pre-placement

This activity consists of three tasks namely;

- (i) Visits to field attachment areas and joint planning,
- (ii) Briefing of students and
- (iii) Re-orientating the academic staff.

5.7 Placement

5.7.1 Duration and Timing

The year of study and the duration that students will go for field attachment depend on the design of the academic program.

5.7.2 Posting

The process of posting students for field attachment will include:

- Identifying suitable candidates for each site.
- Preparing letters of introduction and other necessary documents e.g. guidelines for field attachment report writing, students' evaluation forms, log books and journals.
- Payment of students' field attachment logistical and financial support, which should be harmonized with the time of posting. The payment of student allowances should be done not more than one week before their date of reporting for the field attachment.

5.7.3 Students' Records

Students on field attachment will be required to keep notebooks (or log books) where they will enter their daily records of the activities they are engaged in as well as new knowledge and innovations learnt.

5.7.4 Supervision

- (i) There will be two distinct levels of supervision: site level day-to-day supervision by the field supervisor and the academic supervisor from the University.
- (ii) Each site/student will be visited at least three times by the academic supervisors, each visit lasting 2-3 days or more like in the case of Faculty of Education.
- (iii) During the visit, the academic supervisor will interact with the student on field attachment, field supervisor /other relevant officials and also visit the attachment sites to acquaint himself/herself with the activities of the student.

5.7.5 Requirements for On-Site and Academic Supervisors

The on-site and academic supervisors need to meet the following requirements.

5.7.6 On-Site Supervisors

On-site supervisors will:

- Be persons with relevant practical experience.
- Show willingness to have regular contact with the student on field attachment.
- Have reasonable ethical and professional conduct.
- Be willing to engage in a learning experience with the student on field attachment.

5.7.7 Academic Supervisors

- Supervision will be done by a qualified academic staff.

5.7.8 Evaluation

Given the duration and intensity of the field attachment program and the rigor of assessment (by field supervisor, academic supervisor, field attachment report), field attachment should carry an

overall weighting of 6.0 credit units. The field attachment, being an integral part of the academic program shall be assessed and graded as such.

5.8 Budget

The sponsors of Students and the University should consider field attachment as a priority academic activity. The following are **recommendations** on sustainability measures:-

- SL government should show commitment by giving the necessary financial support to field attachment.
- The University should cost Field attachment and the fees passed over to the benefactors of the students. The tuition fees whether government or privately sponsored should have the field attachment component.
- Teaching units should form partnership with the districts and private sector and negotiate how best the partners can support the field attachment program. The teaching units should endeavour to source for additional resources from development partners to support the field attachment program.
- In addition to supporting the field attachment programs directly, government and development partners should support participating institutions to offer field attachment to students.
- On-site supervisors should be recognized and motivated through appropriate means such as payment of honorarium and/or a letter of recognition.
- Each Department/Faculty/College will have an annual field attachment budget with the following line items:-
 - i. Students' maintenance.
 - ii. Student's materials and equipment.
 - iii. Planning and preparation for students' placement and supervision.
 - a. Meetings.
 - b. Transport.
 - c. Subsistence.
 - d. Communication.
 - e. Stationery.
 - f. Academic supervision.
 - g. Transport

- h. Subsistence
- i. Communications
- j. Facilitation for on-site supervision
- k. Coordination expenses.

Source and References

USL Draft Students' Handbook (ex M Lebbie)
IPAM/COMAHS Students' Handbook
Makerere University Field Attachment Policy

SECTION SIX: GUIDELINES FOR GRADUATION CEREMONIES

6.0 General Guidelines

1. There shall be University congregation every year as determined by Senate and approved by USL court.
2. The Chancellor shall preside over the Congregation ceremony.
3. The list of the graduates shall be published

6.1 Entertainment

1. The colleges, in liaison with the Registrar shall organise their programme and entertainment for their graduation day.
2. The ceremonies Committee shall organise and coordinate entertainment.
The Convocation as prescribed in the Universities Act shall be required to respond to the new structure.

6.2 The Ceremony of Conferment of Degrees/Diplomas

- 1 Each Faculties/Institutes/Schools/Colleges shall issue a certificate of recognition to their best student during the ceremony, including graduate students.
- 2 The name(s) of a student(s) with the highest CGPA for each Programme shall be read out and they would come forward to receive a certificate of recognition.
- 3 The Congregation Awards shall be given to the overall best Science and Humanities students.
- 4 The best graduate student shall be recognised at the graduation ceremony where the candidate graduates.

6.3 Alumni

The university shall cultivate the culture of alumni participation in USL Programmes and giving

Source/References

Draft USL Students' Handbook (ex M Lebbie)

COMAHS/IPAM Students' handbooks

Makerere University Police

SECTION SEVEN: POLICY ON REMARKING STUDENTS' WORK AND RETENTION OF SCRIPTS

7.0 General Guidelines

Guidelines for investigating students' complaints of dissatisfaction with their grades are as follows:

- 1 A candidate making any appeal against his/her examination results shall do so within **TEN WORKING DAYS** from the date of publication of the results.
- 2 All appeals for re-marking shall be addressed to the Deputy Registrar and a copy given to the Dean, the Head of Department and Lecturer concerned.
- 3 Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:
 - a) Miscomputation of Marks
 - b) Bias on the part of the Lecturer
 - c) Marks generally out of step with the student's presumed over-all performance.
4. The Deputy registrar shall constitute a committee to look into the complaint of the affected student and communicate report to the student within a period of one month.
5. If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.

7.1 Retention and Disposition of Examination Scripts

- i. The Academic Units shall store/retain all assessment examination scripts of students for a period of **FIVE (5) years** after final graduation with effect from the end of the semester of a particular assessment. This retention shall allow the University to address any complaints or appeals and also to use the scripts for Quality Assurance purposes.
- ii) It is the responsibility of each Dean/Director to ensure that Examination Scripts are disposed of in a secure and appropriate manner at the end of the defined period of **(FIVE (5) years from the semester of a particular assessment.**
- iii. Academic Units shall ensure prompt return of course work scripts/assignments/ class tests at least but not later than **ONE (1) week** before the beginning of the end semester Examinations to enable students to know their progress and/or learn from past mistakes.

Source/References

Draft USL Students' Handbook (ex M Lebbie)

COMAHS/IPAM Students' Handbooks

7.0 RESEARCH AND INNOVATION

The **Research and Innovation Policy** for the University of Sierra Leone seeks to address internal and external stakeholders' needs either as researchers, research collaborators, or research clientele by providing a framework to address the main obstacles to outstanding research performance. The overall aim is to strengthen research capacity and output, and increase the contribution of USL to the scholarly output on knowledge and innovation to propel the University forward to reassert the position it once held in the sub region. The strategic objectives are to:

- (a) Create an enabling, harmonious, transparent and efficient environment for research and innovations;
- (b) Strengthen research management and coordination;
- (c) Improve research and publications culture;
- (d) Improve funding for research and innovations;
- (e) Improve gender responsiveness of the University through Research and Innovation.

7.1 Guiding Principles

7.1.1 Creating an Enabling Environment for Research and Innovations

The policy recognizes that a positive harmonious, transparent and efficient environment is essential to foster research and innovation in the university. Within the portfolio of university activities, research (basic and applied), teaching and outreach should be appropriately balanced to ensure efficient creation of knowledge and its transfer. Such an environment will be created through the following strategies:

- (1) Provide adequate funding and human resource establishment to ensure a successful and sustainable research and innovation infrastructure;
- (2) Create centres of excellence that are adequately equipped and maintained for use by all interested parties in the University in a sustainable manner. The University shall, therefore:
 - (i) Develop and update guidelines for setting up centres of excellence;
 - (ii) Encourage and support the establishment of state-of-the-art laboratories with user guidelines for researchers;

- (iii) Encourage the formation of multidisciplinary research teams/groups at centres of excellence;
- (iv) Ensure that capacity to maintain the state of the art equipment is developed e.g. through enhanced training of technical staff and users;
- (v) Require research equipment and other resources acquired during the life of any research project to revert to the University at termination of the project; and
- (vi) Establish guidelines for use of equipment (including bench fees) and disposal of such resources shall be developed by the centre.

7.1.2 Access to Internet and other ICT Services

- To facilitate staff members' access to the internet and other ICT services. The University shall, therefore:
 - (i) Facilitate internet access and other ICT facilities for every researcher and unit for purposes of knowledge creation and dissemination;
 - (ii) Provide access to the e-resources and other ICT related common services/software for the purpose of data management and analysis
 - (iii) Provide research support services including management information systems and library resources that facilitate access to international literature and databases. To sustain this venture University shall continue to subscribe to relevant databases that provide information to researchers

7.1.3 Research Compensation

- (i) This shall be provided for at 10% of the total cost of a grant proposal.
- (ii) Researchers may apply for teaching-load reduction during the research period

7.1.4 Conference Attendance

USL shall support researchers to attend and present papers/posters at national and international conferences. This shall be achieved through the following:

- (a) Provision for travel support in the University/college's budgets to facilitate staff attendance at conferences;
- (b) A requirement for staff who have obtained invitations to present papers/posters or to chair sessions at these meetings to be supported;

- © Support shall be in part or total depending on conference provisions and or availability of funds.

7.1.5 Creation of Research Agenda

USL shall generate a research agenda periodically;

- (i) Faculties/institutes/schools and colleges formulate their research priorities to feed into the university research agenda;
- (ii) The priorities identified shall reflect national research objectives, priorities and relevant international trends;
- (iii) Research agenda shall promote both basic and applied research;
- (iv) The review of the research agenda shall be guided by the review of the University Strategic Plan.

7.1.6 Collaboration

To facilitate national, regional and international collaboration, and global networking, the university shall;

- (1) Enter into MoU with leading research and higher education institutions worldwide;
- (2) Operationalise and nurture existing MoUs at USL and
- (iv) Create and maintain its own research and innovations data base accessible to the university community and the general public.

7.2 Strengthen Research Management and Coordination

Research activities carried out through various academic and research units in the university have to be managed and properly coordinated for the benefit of the entire university in a fair and transparent manner. This will be achieved through the following strategies:

- I. Research and Support staff to continually updating their skills in research management.

This shall be achieved through:

- (i) Conducting regular training workshops/seminars at College and faculty Level;
- (ii) In grant proposal writing, financial management, scholarly writing and dissemination, etc.:

- (iii) Developing and updating research management tools such as hand books and guidelines;
 - (iv) Support to staff to attend skills enhancement courses locally and Internationally.
- II. Provide regulations for sourcing services related to research such as developing guidelines for engaging persons employed from research funds (research assistants, data managers, etc.)
- III. Promote a mentoring and apprenticeship culture/approach in research by;
 - (i) Requiring as part of the eligibility criteria for research support senior members of staff to work with junior members of staff and graduate students on research projects for mentoring and supervision;
 - (ii) Supporting senior members of the academic community to work with junior members of staff to produce joint publications;
 - (iii) Mainstreaming gender and actively involving women in research activities;
 - (iv) Encourage the Senate and Budget committees to establish Professorial Research Chairs.
- IV. Provide guidelines for supervisors and supervisees during the research process to ensure harmony, quality and timely completion. To this end, the University shall:
 - i) Develop, operationalise and review periodically guidelines for supervision of graduate students (qualification, appointment, remuneration, conduct etc) and
 - ii) Disseminate widely the rules and regulations for graduate study.
- V. Strengthen the research management and coordination function at University and College levels. To this end:
 - (i) The university shall develop a governance structure for research and coordination which will ensure that;
 - (a) There shall be a Research, Innovation and Publications committee at the faculty level and
 - (b) Administrative responsibilities regarding research management at college level shall be as specified by the Research Council.

- (ii) Provide tools for internal procedures for approval, control, monitoring and
- VI. There shall be the University Board of Research and Publications to guide the research and innovation function of the University. The Directorate of the School of Graduate Studies shall provide the Secretariat.
- The functions of the Secretariat shall be to:
 - (a) Initiate, develop, implement and review periodically the policy on research and innovations;
 - (b) Develop policy on sourcing and administration of research funds;
 - (c) Receive grants applications from researchers and make recommendations to the University;
 - (c) Oversee the scholarly aspects of the University Press (if and when it exists); and
 - (d) Submit to senate reports on its activities annually.
- There shall be technical sub-committees to assist the University Board of Research and Publications in implementing its mandate. These shall include:
 - (a) The Ethics Committee,
 - (b) Intellectual Property Management committee and
 - (c) Editorial Board of the University Press.

7.3 Improvement of Research and Publications Culture

In order for the university to attain and maintain a leading position in research output, the policy recognizes that the research and publication culture must be enhanced. This shall be realized through measures described hereunder:

7.4 Provision of Incentives /Reward for Research

Staff shall spend at least 20% of their time on research and dissemination activities. To this end, the University shall:

- (a) Ensure maintenance of satisfactory staff to student ratios in line with university establishment policy;
- (b) Require staff at levels of lecturer and above (or equivalent) to publish

- at least one paper in a peer reviewed journal biennially;
- (c) Encourage doctoral students in the course of their studies to publish at least one paper in a peer reviewed journal before they graduate;
- (d) Develop, operationalise and update periodically a system for tracking of staff research and outputs;
- (e) Require staff on their return from Conferences to submit a written report within FOURTEEN (14) days;
- (f) Require staff to publish research findings in form of policy briefs for use by policy makers;
- (g) Recognize and reward staff for outstanding performance in research and innovations
- (h) Develop, operationalise and review periodically guidelines on how to identify and reward staff for outstanding research and innovation.

7.5 Provide and Support Platforms for Dissemination of Research Outputs

The university shall:

- (i) Create platforms for staff and students to disseminate research outputs such as seminars and locally hosted journals, newsletters and bulletins (both hardcopy and electronic);
- (ii) Support units to organize regular conferences;
- (iii) Support regular public presentations and debates on topical areas of national or international concern;
- (iv) The university shall require doctoral students to publish their findings in any of the following forms:
 - (a) Theses/dissertations as either monographs;
 - (b) Theses/dissertations with chapters as standalone papers and
 - (c) Theses/dissertations as a compilation of papers either already published, or Accepted for publication

7.6 Establishment of the University Press

- The University shall support the re-establishment of the University Press. To this end, the

University shall:

- (a) Establish, operationalise and review periodically the governance structure of the University Press;
- (b) Develop guidelines for establishment and role of the editorial board;
- (c) Provide financial support to the University Press and
- (d) Require all research publications and reports be deposited with the University Libraries and the national library at the researcher's cost.

7.7 Promotion of Ethical Conduct of Research in the University

The university shall:

- I. Support the establishment of Institutional Review Boards to oversee ethical conduct of research at departments/faculties and colleges and
- II. Develop, operationalise and review periodically guidelines on good research practices and misconduct.

7.8 Improve Funding for Research and Innovations

The policy will realize the importance of securing sufficient funds for staff members to conduct meaningful research, to attend national and international meetings, and to contribute to the research income of the university. It is envisaged that the strategies highlighted hereunder will improve funding for research and innovations. To this end, the University shall:

- 1 Commit at least 10% of the internally generated funds to research and innovations annually;
- 2 Require a vote line in graduate and undergraduate students' fees to contribute towards the cost of research. The amounts paid shall be recommended by the Board of Research and Publications and approved by the Senate, with concurrence of the Council;
- 3 Require all research projects to contribute 20% (5% to the School of Graduate Studies, 5% to the Department of the research, 4% to the Faculty and 6% retained at the centre) of the research costs as institutional overheads/indirect costs. This shall be reviewed by the Board of Research and Publications from time to time and approved

- by the Senate;a percentage to the library to support acquiring materials in the grantee's research area.
- 4 Continue to solicit research funds from national and international organizations, both public and private. Solicitation of funding shall be encouraged and facilitated at individual, departmental, faculty or institute, and college levels;
 - 5 Engage the private sector to contribute towards research and innovations:
 - (i) Through contract research;
 - (ii) Sponsoring of research chairs and;
 - (iii) Through joint ventures, licensing, patents and trademarks.
 - 6 Provide general information including databases on possible sources and modes of research funding on a regular basis;
 - 7 The University shall subscribe to databases that provide information on funding opportunities
- 7.9 Improve Gender-responsiveness through Research and Innovations
- 1 Providing opportunities for staff and students to train in gender focused research methodology;
 - 2 Integrating gender priorities in research proposals and
 - 3 Encouraging involvement of women in research teams.

7.9.1 Way Forward – Implementation

- (i) This policy shall be implemented and reviewed periodically by the Board of Research and Publications and approved by the Senate;
- (ii) This Policy shall be implemented or supplemented in any way consistent with its terms and those of other University policies;
- (iii) In the event circumstances require any exception to the terms of this, such exceptions shall require the consent of the Vice Chancellor and reported of the Senate. The Vice Chancellor may, when practical, seek the advice of the Executive Committee of Council prior to approving any exception to the terms of this Policy. When prior consultation is impractical, the Vice Chancellor shall

promptly notify the University Council of any exceptions to the terms of this Policy.

The policy will put emphasis on provision of research opportunities, quality and ethics in research and innovation, efficiency and effectiveness in coordination and management of research and innovation at the University. Additionally faculty, staff and students would be expected to be compliant with the relevant USL Policy on Intellectual Property, (including Patents, Trade Marks, Innovations, etc.) and obligations required by national statutes on the same.

To achieve its aims, the university is committed to working closely with national and international organizations that support and monitor research activities. In Sierra Leone, this refers to such organizations like the National Agricultural Research Council, National Science and Technology Council, Research and Innovation Directorate, etc.

Sources/References

Makerere University: RI Policy

African Institute for Science Policy and Innovation: Obafemi Awolowo University

Ibadan University: IP Policy

SECTION EIGHT: ROLES AND RESPONSIBILITIES FOR EXTERNAL EXAMINERS

8.0 The Roles of External Examiners

- a) To verify that standards are maintained and to provide independent impartial comment on standards set and student achievement of those standards.
- b) To verify that the process of deciding assessment outcomes for students is fair, fairly operated, and in line with university regulations.

8.3 Eligibility and Qualities of External Examiner

- i) The external examiner should be an Academic not below the rank of Senior Lecturer or a practicing professional.
 - ii) A former member of the teaching staff of the University will not be eligible for appointment until a period of three years has elapsed
 - iii) The external examiner should be capable of offering constructive comments, criticism and suggestions for enhancement in the area of assessment practice.
- c. Make judgments independent of the internal examiners;
 - d. Have powers to recommend to the Board of Examiners the adjustment of marks for students examined;
 - e. Determine the method and extent of sampling of students' work to scrutinize;
 - f. May recommend to the Board of Examiners scripts for remarking.
 - g. Where necessary, select students for and determine to nature of VIVA VOCE
 - h. Check cases of suspected cheating/irregularity;
 - i. Endorse grades and pass lists before they are published;

8.4 Process of Nomination and Appointment

The head of the relevant department through informal contacts establishes willingness and availability of nominee to serve as external examiner and solicits his/her Curriculum Vitae

- a) The academic members of the department study the Curriculum Vitae to satisfy themselves that the nominee has the necessary expertise, experience and seniority to serve as external examiner.
- b) External examiners for Undergraduate Programmes are appointed by the University Senate or the Deputy Vice-Chancellor on the recommendation of the respective Faculty Board.
- c) External examiners for Graduate Programmes are appointed by the Board of Postgraduate studies on the recommendation of the respective departments / institutes.
- d) External examiners should be appointed for a period of three years with a possible **one year FINAL extension**. This will permit arrangements to be made well in advance and avoid delays and last minute hitch.
- e) Thereafter the same external examiner cannot be re-appointed until a period of TWO (2) years have elapsed.

External examiners will be Ex-Officio members of the relevant Examiners' Boards.

8.5 Information to be availed to the External Examiners upon Appointment

The host department shall send to the newly appointed external examiner the following information:

- i. Syllabi of courses/modules in the programme;
- ii. Copies of past examination papers;
- iii. Methods of assessment/Marking Scheme
- iv. Detailed regime for final grade computation;
- v. Proposed dates of departmental and faculty examiners' board meetings
- vi. The route by which external examiners can raise matters that are important and of a sensitive nature.

8.6 Facilitating and Hosting

The following should be done to facilitate and streamline the work of External Examiners:

- a) Air ticket(where necessary) and in-country transportation arrangements should be made well in advance.
- b) The external examiner should be met by a University support staff who will accompany them to their prearranged accommodation.
- c) Per Diem or out of pocket allowance shall be paid to External Examiners on arrival.
- d) Any refunds for transit expenses should be processed in a timely fashion and paid to External Examiners before they depart for home.
- e) External Examiners should be given the scripts to look at upon arrival at their accommodation.
- f) Payment of Examiners' fees is authorized once the reports are received.

8.7 Moderation of Examination Papers

The external examiner should review, moderate and approve all examination papers. Therefore:

- a) Draft examination papers shall be sent to the external examiners well in advance allowing enough time for them to propose any modifications they feel necessary
- b) Draft examination papers may be sent with marking schemes or model answers.
- c) Care must be taken to safeguard the examination against leakage and dissertations against loss by sending them through sealed courier or other secure means.

8.8 Access to Written Scripts and Coursework

External examiners will be given unfettered access to the following:

- i. All marked examination scripts, with evidence of second marking and or conference marking;
- ii. All evaluated coursework materials

8.9 Participation in Oral and Clinical Examinations

External examiners are required to participate in oral and clinical examination as follows:

- a) Where only a proportion of students are subjected to oral examination, the criteria for selection of those students should be agreed upon with the external examiner in advance.

- b) Participate in the selection of content of the examination, in the marking and making final judgments'
- c) The external examiner will be allowed to meet with the students examined to assess their opinion on the conduct of the examination process should the need arise.

8.10 Participation in Examination Board Meetings

External examiners shall be invited during the second semester examination session and the following will apply:

- i.** S/he will attend the Departmental Examiners' Board meetings at which final examination results are reviewed and approved before they are published.
- ii.** With regard to the conduct of the Examiners' Board meeting a formal minute must be kept noting the following:
 - a.** Members present;
 - b.** The final decisions taken;
 - c.** In certain cases the extent to which medical and other extenuating circumstances were considered when examining.
 - d.** Any general comments made by internal and external examiners;
 - e.** Mandatory signatures of ALL Attendees.

8.11 External Examiners' Reports

External Examiners must make a report on the students' assessment within two weeks to the Registrar .

The report must include answers which could act as indicators on whether the students received the knowledge, skills, values expected to be provided by the respective courses. The external examiner's report should be well defined and the structure of the report should include the following:

- i. The Curriculum Design and its relevance;
- ii. Comparability of the program with those offered in other institutions of Higher Education internationally;
- iii. Variability in the assessment process where observed

- iv. Academic standards of awards;
- v. Academic standards of student achievement.

Furthermore the external examiner's report will include answers to the following questions:

- a) Where the structure, content, process and methods of assessment used were appropriate and adequate?
- b) How satisfactory was the administration of the examination process?
- c) Were the examinations sufficiently comprehensive with regard to the programme or course being examined?
- e) Were the materials and facilities used for practicals and clinical examinations appropriate and adequate?
- f) Was the external examiner given adequate access to examination scripts of all borderline candidates and coursework for forming a reasonable opinion?
- g) Was the internal marking appropriate, fair and consistent?
- h) Was the Examiners' Board meeting conducted in an impartial and fair manner?
- i) Was the programme structure, content and objectives well defined and appropriate to the subject matter and the level at which it was taught?
- j) Was the quality of teaching and methods used, as revealed by the examination, effective and appropriate?
- k) Was the general standard of performance of the students satisfactory and comparable to similar institutions?
- l) Was the failure rate acceptable or too high? And
- m) Was the distribution of honours awards comparable to other institutions?

Sources/References

Draft USL Students' Handbook (ex M Lebbie)

IPAM/COMAHS Students' Handbooks

Makerere University Policy: Roles and Responsibilities of External Examiners

SECTION TEN: STUDENTS' DISCIPLINE

10.0 The College Discipline Committee

There shall be the College Discipline Committee on each College and The University Appeals Committee. The decision of the College Discipline and the University Court Appeal's Committee are final for the University. The student can however seek redress by further appealing to the National courts.

10.1 Membership

The College Discipline Committee is constituted as follows:-

- Chairman (to be appointed by the Deputy Vice-Chancellor from among the Deans).
- One representative from each faculty, elected by the faculty
- The Warden/Director of Students
- A representative of the Students' Union
- The Deputy Registrar or his representative (Secretary)

10.2 Terms of Reference

To deal with violation of discipline and if required examinations' malpractice; and make recommendations to the Deputy Vice-Chancellor who shall in turn forward with his comments such reports to the Vice-Chancellor and Principal who may act on the recommendations on behalf of the University Senate.

10.3 Breaches of College Regulations

Breaches of college regulations may result in the imposition of fines, loss of privileges, rustication or expulsion.

The student must comply with a disciplinary decision before any appeal he/she may make is entertained.

10.4 Procedures/Rules for Appeal

Procedures/Rules for Appeals against Decisions of the Students' Discipline Committee shall follow:

- i. In line with the Universities Act, the Vice-Chancellor and Principal shall approve the reports/recommendations of all Discipline Committees and/or shall take action on or shall approve all serious matters relating to the discipline such as expulsion, rustication, withholding of results, withdrawing of degrees, and the like (except where Court institutes its own disciplinary panels and shall report such matters to the next meeting of Senate.
- ii. Upon the Vice-Chancellor and Principal's approval of the penalty/punishment, the person (s) incurring the punishment/penalty must be informed in writing within three working days and the authorities concerned must also ensure that the information reaches the person (s) involved upon confirmation of the punishment.
- iii. Those incurring the punishment/penalty must be informed of their right to appeal against such punishment/penalty within fourteen (14) days upon the receipt of the information of their punishment.
- iv. The Vice-Chancellor and Principal shall inform the Pro-Chancellor and the Chairman of the Legal and Discipline Committee in writing and forward a copy of the findings and recommendations of the Committee in tandem.
- v. Four out of the seven members of the Committee shall constitute a quorum. The Committee may co-opt other persons it considers respectable and/or experienced as members to deal with certain matters.
- vi. The Chairman may request evidence i.e. documents in respect of proceedings of the investigation panel, summon witnesses, and if necessary invite the Chairman or any member of the investigating discipline committee for assistance.
- vii. The Committee on the request of the appellant may be allowed to call witnesses during the course of the appeal, to cross-examine witnesses and to adduce such evidence as may be necessary for the hearing of the appeal.

- viii. The Committee shall consider all appeals with particular reference to serious matters such as withholding of results, suspension, rustication, expulsion.
- ix. The Legal and Discipline Committee shall consider and deliberate such appeals, and upon conclusion of its findings may confirm or set aside the original decision/conclusion and/or recommendation and forward same to the Court for approval.
- x. Any decision (s) reached by Court after the Legal and Discipline Committee's findings and recommendations shall be final and irrevocable.

The timelines for Reporting, Hearing and announcing the result(s) of the Discipline Committee and Appeals Committee are as indicated in Timelines for Examinations Malpractice Investigation Policy Document.

Sources/References

Draft USL Students' Handbook (ex M. Lebbie)

COMAHS/IPAM Students' Handbooks

SECTION ELEVEN: THE MODULAR SYSTEM OF ASSESSMENT

11.0 Background to Modular System of Assessment

The undergraduate and postgraduate curricula of Fourah Bay College, Institute of Public Administration Management and College of Medicine and Allied Health Sciences are based on a modular system. This system combines the rigor and depth of the British University system with the flexibility and breadth of the American system. Under this system, workloads are expressed in terms of Credit Hours (CHr.) and academic performance is measured by Grade points on a 4-point scale. Students can choose from a wide range of modules offered by the different Faculties of the various institutions.

11.1 Modules

Modules are units of learning defined by learning objectives. They are a way to organise structure, present, deliver and administer education.

11.1.1 Coding

Programmes offered in each department within a Faculty consist of modules offered in Semester 1 and modules offered in Semester 2.

Each module of study has a unique module code consisting of a Four-letter prefix that denotes the discipline or department, and three digits,

For instance in the code MATH112, MATH depicts the Department – Mathematics, the 1st digit 1 stands for the course year in this case year ONE, the 2nd digit 1 stands for the semester in which it is offered – in this case FIRST semester and the 3rd digit stands for the designation of the module within the department.

11.1.2 Academic Load

Full time undergraduate students normally take an academic load of seven to ten hours per week, with the exception of science and engineering students. The University encourages students to carry a full load and to devote all their efforts to university work and activities to

obtain full benefit from their undergraduate education. The College cannot reschedule classes/exams because they conflict with outside obligations.

11.1.3 Modular Credit Hour

A Credit Hour (CHr.) is a unit of the effort, stated in terms of time, expected of a typical student in managing his/her workload. The CHr-value of a module is derived by dividing the estimated total number of workload hours per week for that module by a credit factor. Thus, a 1-CHr module would require a number of hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study.

One module credit hour shall be defined as follows:

- One hour lecture,
- One hour tutorial, or
- one practical session (of two or three hours) or
- Six hours of field work per week for a semester

11.2 Core Modules

Modules offered by departments for each year of study, consist of core modules which define the knowledge which students are expected to have before they can graduate in the subject of their choice.

Undergraduates must select core modules and fulfill the requirements of the department offering the degree.

The fields of the core modules and the departmental requirements are to be provided and made available to students by each faculty.

11.3 Prerequisite Modules

These are mandatory modules (such as Foundation Studies or Communication Skills) which require a minimum grade of C- in order to graduate in the field of your choice.

In some cases, pre-requisites indicate the base of knowledge on which the subject matter of a particular module will be built.

Before taking a module, a student should complete any pre-requisite module(s) listed for that particular module.

11.4 Elective Modules

Elective modules are additional modules which may be selected by students in the same department or from other departments in the same faculty or another faculty.

These allow students to explore greater breadth or depth in any subject provided the timetable allows and should obtain a minimum pass of D to progress to the next level and to graduate.

11.5 Grade Points

Students receive letter grades for each module taken. Each grade corresponds to a grade point as shown in the table.

As the table below indicates, a plus (+) or minus (-) suffix added to a grade raises or lowers the grade point value.

11.6 Semester/Sessional Grade Point Average (SGPA)

Academic progress is tracked by the SGPA, which is the weighted average grade point of all modules taken by a student per semester/session.

Therefore, a student's SGPA is the sum of the module grade points multiplied by the number of Credit Hours for the corresponding module, divided by the total number of Credit Hours.

11.7 Grading Policy

Module requirements constitute two main modes of assessment:

Continuous assessment (CA) and Examination, both serve different pedagogical needs.

In the University of Sierra Leone, assignments, quizzes, field trips, practical, seminars and end-of-semester examinations are continually used to assess students' performance.

The Students' performance constitutes Examination which is marked out of 70% and Continuous Assessment (CA) marked out of 30 % to give a total of 100%. Whereas examination scripts are not returned to students, CA scripts should be returned to the students with comments and/or discussion if appropriate, so that they may improve on their work.

11.8 Final Cumulative Grade Point Average (FCGPA)

This is the grade point average that defines your degree classification, made up of the Sessional Grade Point Averages (SGPA) weighted to give FCGPA. Weightings proposed are indicated in the Table below, with the Board of Examiners opting for the one that is used for that year's awards throughout the Faculty.

Weightings for Final Cumulative Grade Point Average Computation				
Programmes (Excluding Engineering and Architecture)				
Year I	Year II	Year III	Year IV	
10%	20%	30%	40%	
Year I	Year II	Year III	Year IV	
-	30%	30%	40%	
(Engineering and Architecture)				
Year I	Year II	Year III	Year IV	Year V
10%	15%	20%	25%	30%
Year I	Year II	Year III	Year IV	Year V
-	25%	20%	25%	30%
Year I	Year II	Year III	Year IV	Year V
-	-	45%	25%	30%

11.9 Incomplete Grade (I)

The 'I' grade is assigned when a Student's work is of passing quality but is incomplete for good reasons (e.g., illness during the official examination period). However, even such good reasons will not warrant an 'I' grade if the work already completed for the module is clearly not of passing quality; instead, students should note that the 'F' grade will be assigned in such cases. A module assigned an 'I' grade normally cannot be used to fulfill the pre-requisite of a higher-level module. Should a student choose to repeat the module in a subsequent semester, none of the

work done previously may be carried forward for assessment purposes.

11.10 Regulations for the Conduct of Examinations

- All examination papers must pass through two examiners one of whom shall be the module lecturer
- Students who show genuine medical reasons, certified by the Senior Medical officer of the College, for being unable to take the examination will be given opportunity to take the examinations in question.
- Final year students who fail to complete dissertation work or term paper against the stipulated deadline will have their graduation deferred to the following academic year.

11.11 Invigilation

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates

- At least two invigilators shall be on duty in each examination room.
- At least one invigilator shall normally be seated in front of the candidates and at least one at the back of the room/ hall to ensure proper supervision of the examinees.

The invigilator shall:

- a. Collect the examination papers from the Examinations office at least thirty minutes before the advertised time for the start of the examination(s).
- b. Admit candidates and distribute the examination papers to the candidates when they are seated in good time to enable the examination(s) to start on time.
- c. Collect the attendance forms from the desks of candidates within the first fifteen minutes of the period. The attendance forms should be placed in the envelope provided.
- d. Maintain discipline during the examination and report in writing any irregularities to the Examinations Officer. (An invigilator must not leave the examination room unattended at any time during the examination period).

- e. Stop the examination(s) at the advertised hour and collect scripts in such a way that no candidate may leave the room without first handing in a script, or giving an explanation for not doing so;
- f. Note on the attendance list any case where a candidate who is recorded as present has not handed in a script. (The Examinations Officer or his representative shall be informed of such cases when scripts are handed over to the Examinations Office).
- g. Return to the Examinations Office the following:-
 - (i) the answer scripts together with THREE copies of the question paper and the attendance list of candidates;
 - (ii) the envelopes containing the attendance forms;
 - (iii) the unused answer booklets and supplementary answer sheets.
- h. Shall report in writing the details of any case of cheating or impersonation which is suspected or of any other irregularity in the conduct of an examination.
- i. The Invigilator shall ensure that:
 - a. No candidate enters the examination room more than half an hour after the examination has begun or leaves it before an hour of the examination period has elapsed without the permission of the Director of Exam/Deputy Registrar or his designated representative. (No extra time should be given to any student arriving late for an examination)
 - b. Candidates do not bring personal effects into examination halls (writing material, books, bags, etc.).

i. Students in an Examination Hall (For the purpose of examinations students shall be referred to as candidates.)

ii. All candidates must have, for an examination their own pens, pencils, rulers, erasers, calculators, etc., as borrowing from fellow students is strictly forbidden. No candidate shall be permitted to take into an examination hall any unauthorized source of information or material in his/her possession; otherwise such

information or document will be viewed with suspicion and the student concerned arraigned before the College Discipline Committee.

- ii.** Candidates shall not bring personal effects such as attaché cases, handbags, books or writing paper into the examination hall.
- iii.** Candidates shall not take into the examination hall, programmable calculators and mobile phones.
- iv.** All candidates for an examination shall be required to display on their desks their student identification cards (ID card) for the duration of the examination. No candidate shall be permitted to take an examination without an ID card.
- v.** No candidate shall be permitted additional time if the student turns up later than the advertised commencement of the exam.
- vi.** No candidate shall enter the examination room more than half an hour after the examination has begun or leave it before an hour of the examination period has elapsed without the permission of the Administration. A candidate who leaves the examination room before the end of an examination shall do so in such a way as to cause the minimum disturbance to the other candidates.
- vii.** Before commencing an examination, each candidate shall be required to complete an attendance form.
- viii.** No candidate shall read the examination questions until permitted to do so by the invigilator.
- ix.** In the event that a candidate needs assistance, s/he must put his/her hand up to attract the attention of the invigilator.
- x.** Candidates must not speak to anyone except the invigilator during the examination.
- xi.** Candidates must complete the answer booklets before they request supplementary answer sheets.
- xii.** Candidates must not remove answer books or supplementary answer sheets from the examination room.
- xiii.** Candidates must not use dictionaries unless they are specifically allowed to do so in the regulations for a particular examination.

- xiv.** When the invigilator announces the end of the examination:
 - (i) Candidates shall be required to stop writing immediately.
 - (ii) Candidates shall remain seated in silence until permitted to leave the examination hall by the invigilator.
- xv.** Any student who is caught with foreign material whether relevant to the examination or not will not be permitted to continue the examination for that module.
- xvi.** The invigilator shall report any irregularity in writing within THREE (3) days to the Examination Directorate.
- xvii.** It is the responsibility of every candidate to ensure that he or she has received the correct examination paper.
- xviii.** It is the responsibility of every candidate to ensure that all their answers are recorded in a legible form.
- xix.** Smoking is not permitted in any examination room

11.12 Departmental Representative during Examinations

- It shall be the responsibility of the head of a department involved in an examination to ensure that a member of staff of the department is instructed to be in attendance at the examination room at least fifteen minutes before the beginning of an examination in order to open the appropriate packet(s) of question papers and check them for errors. The member of staff shall remain for at least fifteen minutes after the examination has begun to deal with queries. He/she shall also leave a telephone number at which s/he may be contacted subsequently, should the need arise.
- Failure on the part of a departmental representative or an invigilator to attend an examination in accordance with the provisions of this regulation constitutes an irregularity to be reported by the Examination Directorate and penalties levied in such situations.

11.13 Progression to Next Level

- 1 For degree programmes, students are required to complete four levels each with duration of one academic year, except in the case of engineering honours programme which requires five years.
- 2 For diploma/certificate programmes, students are required to complete two/one level(s) each with duration of one academic year.

➤ ***For a student to continue in a programme:***

- 1 His/her grade point average at the end of the session should not be below 1.0
- 2 To proceed from Year 1 to Year 2, the student must have acquired at least 30 credit hours including the Foundation Studies requirement and must have an SGPA of at least 1.5. He/she must also satisfy all other requirements to proceed to Year 2. An SGPA of 1.5 is also required for movement from one level to the next. After level 2, a student must have scored a grade 'B' or better in a core module and not less than C- in other modules to be admitted into the Honours Programme. To pass a module a student should have a grade 'C-' or better. Grade "D" is a conditional pass and does not allow a student to offer a higher level module if that module is a prerequisite for the higher module. However, a student may repeat the module to improve his/her standing to be admitted to the higher module. Students must pass all modules they have failed, *which are prerequisites for the award of the degree*, before they proceed to Year 4.
 - (i) A student with a grade 'E' or 'F' in any module fails that module and repeats the module at the next offering

Students who repeat a particular level may be allowed to offer a maximum of two (2) modules only at a higher level per academic year.
 - (iii) Students with a backlog of more than two modules will be asked to repeat the year, and will pay the normal fees charged for the academic year.
 - (iv) A student in the final year of the programme will, however, be permitted to resit an examination once, provided the resits are limited to no more than two modules and are taken within a very short period of the same academic year. This opportunity enhances the chances of more students graduating at the end of the academic year.

- (v) Final year students who fail to satisfy the conditions for graduating will sit their outstanding modules at the next resit opportunity in the following academic year. Such students are expected to have completed their registration by paying a special fee to be determined by the University administration.

The maximum number of trailing modules for students to proceed to the next level is two (2) per academic year. Any student with three (3) or more trailing modules should repeat the course. For General degree programmes, no student will be allowed to proceed beyond level three (3) with a trailer. For honours degree, no student will be allowed to proceed beyond level two (2) with a trailer. Note: level three in this case is Honours I where repeating is not permissible.

11.14 Continuation and Graduation

Sessional Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) for Continuation and Graduation:

- To graduate, an undergraduate student must have a minimum CGPA of 1.5. To remain in good academic standing, and to continue in an undergraduate programme of study, a student may not have:
- i. SGPA below 1.0 for two consecutive semesters; or
 - ii. SGPA below 1.5 for three consecutive semesters.

For any semester in which the student's SGPA falls below the SGPA required for graduation (i.e. 1.5), he or she will be issued a warning. If, in the following semester, the student's SGPA again falls below the graduation requirement, but not sufficiently to warrant immediate termination of candidature (i.e. $1.0 \leq \text{SGPA} < 1.5$), s/he will be placed on probation. If the student's SGPA falls below 1.0 for two consecutive semesters, or remains below 1.5 for three consecutive semesters, the student will be issued a letter of dismissal by the Registrar, and denied re-admission. Such a student may appeal against the dismissal if there are extenuating circumstances. The appeal must be submitted to the relevant Faculty/Department within two calendar weeks of the last day of the release of each semester's examination results. Normally every student is allowed only one such appeal. If the appeal is rejected, the student will not be re-admitted. If the outcome of the appeal is positive, the student will be given one semester in

which to achieve the minimum SGPA required for graduation.

11.15 Registration and Examinations

- 1 Students must register during the official registration period at the times announced in the college calendar. They should plan their courses with their advisers prior to registration and follow the instructions contained in bulletins or notice boards. Students seeking to register after the scheduled registration period, if permitted to register, will be charged a late registration fee to be determined by the administration.
- 2 Only students who have paid their fees and properly completed registration for a course will be allowed to take its examinations. If a student registers for a module and fails to write the examination, s/he shall be deemed to have failed the module, unless a reason acceptable to the Faculty Examination Board is submitted. In this case the student shall be graded Incomplete (I). S/he will be expected to take the examination when it is next available.
- 3 A student is required to attend all lectures, seminars, workshops and practicals prescribed for the courses for which s/he has registered as a pre-condition for writing an examination. *Any student who fails to attend lectures and practical sessions without proper permission for a total of 14 days or more in any semester shall be deemed not to have satisfied the* attendance requirements for the semester, and shall not be allowed to take part in the end of semester examinations.

11.16 Duration of Programme

A student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the certificate, diploma & degree for which s/he studying.

➤ Prescribed Duration of Programme	Maximum # of Extra Semesters allowed
4 years or above	4
3 years	4
2 years	2
1-year	2

A student who fails to qualify after exhausting the maximum number of extra semesters allowed will be requested to withdraw from the programme.

11.17 Interruption of Study Programme

1. A Freshman/women in the bachelor degree, diploma and certificate programmes may interrupt his/her study for a maximum of two continuous semesters only.
2. A continuing student in the bachelor degree programme may interrupt his/her study for a maximum of four continuous semesters only, while diploma and certificate programmes shall be allowed to interrupt their study programme for two continuous semesters only.
3. A student who wishes to interrupt his/her study shall apply at least four weeks before the commencement of the semester to the Deputy Registrar stating reasons why the interruption. Decision of the Deputy Registrar shall then be communicated to the Registrar, Dean and the applicant.
4. A student who interrupts his/her study for more than the number of semesters stated shall be deemed to have lost any accumulated credits and his/her studentship cancelled. Such a student may, however, be allowed to re-apply for admission into the University.
5. Any student who does not go through the approved procedures before interrupting shall be deemed to have abandoned his/her studentship. His/her name shall be removed from the roll by the Deputy Registrar and decision communicated to the University Registrar, the Dean of the Faculty and the student.

11.18 Request for Remarking of Examination Script

Students have a fundamental right to appeal for a remarking of their scripts if they honestly consider that their grades do not reflect their efforts. A student who requests re-marking of his/her scripts shall follow the following procedures:

S/he shall address the request for re-marking to the Deputy Vice Chancellor through the Head of Department and the Dean of the faculty.

S/he shall pay a fee to be determined by the College/Institute. This fee will be refunded to the student if s/he is proved right. A student is deemed to have been proved right where his/her

new mark resulting from the re-marking raises his/her grade. The request for re-marking shall be made within one month after the approval of the results by the Academic Board.

A panel for remarking shall be constituted in such a way that it is independent of the department concerned.

11.19 Harmonised Classification of Degrees, Diplomas and Certificates

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

➤ **HONOURS DEGREE**

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

➤ **GENERAL DEGREE**

Division One	-	FCGPA of 3.20 or better
Division Two	-	FCGPA of 2.60 - 3.19
Division Three	-	FCGPA of 1.50 - 2.59
Fail	-	FCGPA of below 1.50

➤ **DIPLOMA/CERTIFICATE**

Distinction	-	FCGPA of 3.20 or better
Credit	-	FCGPA of 2.60 – 3.19
Pass	-	FCGPA of 1.50 – 2.59
Fail	-	FCGPA of below 1.50

11.20 Confirmation of Degree

A list of candidates who are deemed eligible shall be presented at Faculty Board of Examiners meeting for approval. Each student should have successfully completed an EXIT Form. No award shall be confirmed unless the Registry/Faculty Board is satisfied that the student has satisfied all the conditions for the award of a degree.

Sources/References

Draft USL Students' Handbook (ex M Lebbie)

COMAHS/IPAM Students' Handbooks

SECTION TWELVE: TIMELINES FOR EXAMINATIONS' MALPRACTICE INVESTIGATION

12.0 Reporting of Breach of Regulations

This shall be done not later than TWO (2) working days after the incident to the Examinations Office, with the Dean of Faculty, Head of Department of the paper (module) concerned and the Lecturer. Each of the individuals concerned, i.e. student(s), lecturer(s) will be notified that there is a pending investigation scheduled and should make them available for the investigation. In the case of the STUDENT(S) prior arrangement to travel will not be deemed a valid excuse not to appear.

12.1 Convening of Discipline Committee

The Discipline Committee shall meet not later than TEN (10) working days after the incident. The DVC with the concurrence of the VCP may delay the start of the sittings of the Discipline Committee for not more than FIVE (5) working days after the originally scheduled starting date.

12.2 Meetings of the Committee

The Discipline Committee shall sit expeditiously for not more than TEN (10) working days. It may to judiciously the process sit on Saturdays to ensure it reports without delay.

12.3 Report of the Discipline Committee to the DVC for the Attention of the VCP

The Committee shall compile and submit its Report within a further TEN (10) days after the weekend of the last sitting.

12.4 Decision of the VCP Acting on behalf of the SENATE

The VCP shall communicate his/her decision through the Registrar, not later than SEVEN (7) calendar days after receipt of the Report from the DVC but in no case later than TEN (10) working days.

12.5 Communication of VCP's decision to student

The VCP's decision shall be sent to the student's (students') email address (es) immediately the VCP signs the penalty and by mail to the last postal address (es) provided by the student (s). Please note that besides the individual's <usl.edu.sl> address which would still be operational the individual would also have their personal email address (es). This exercise shall be done within TWO (2) working days.

12.6 Appeal by Student(s)

The appeal (s) shall be received not later than SEVEN (7) days after it is executed.

12.7 University Discipline Appeal's Committee

This committee shall be convened not later than TEN (10) days after the receipt of the Appeal. If it deems there should be a hearing such a meeting shall be summoned not later than SEVEN (7) calendar days after its initial meeting. In the interim the appellant (s) shall be informed through the same channels.

12.8 Appeal at the Appeals Committee

The Panel will only entertain exculpatory evidence which the administration knowingly had that could have exonerated the student. Its decision shall be communicated within FIVE (5) calendar days of its last sittings which shall not exceed FIFTEEN (15) working days.

12.9 Further Appeals

The statutes of Sierra Leone make provision for further appeals if the aggrieved student(s) is not satisfied with the decision of the University.

Sources/References

Draft USL Students' Handbook (ex M Lebbie)

COMAHS/IIPAM Students' Handbooks

SECTION THIRTEEN: TIMETABLING AND CLASS TIMES POLICY

13.0 Time Tabling and Class Times

In the development of the timetable, each college will recognise the needs and interests of all stakeholders. Therefore this policy is based on the following principles:

- (i) The timetable will be published in a timely manner allowing students to take account of the timetable when enrolling or changing their enrolment;
- (ii) Changes to the final timetable will be kept to a minimum;
- (iii) Class sizes will not exceed the capacity of the allocated venue;
- (iv) Scheduling of classes will make efficient use of teaching space and resources;
- (v) As far as practical, students and staff are not required to be involved in more than four continuous hours of learning activities.

13.1 Weighting of Courses

Note: The table below is indicative of the weightings of a student's workload at FBC and IPAM. The COMAHS workload will be provided later;

Weighting of Courses						
	General				Honours	
	Year 1	Year 2	Year 3	Year 4	Year 3	Year 4
Departmental Load	11	9 - 12	10 - 11	7 - 10	14 - 16	10 - 12
Foundation Studies	2					
Electives	2 - 3	5	2 - 4		1 - 3	
Student's Workload						
		Current				
	General				Honours	
	Year 1	Year 2	Year 3	Year 4	Year 3	Year 4
1 st Semester	15 - 18	14 - 19	12 to 13	7 to 10	14 - 19	10 to 12
2 nd Semester	15 - 18	14 - 19	12 to 13	7 to 10	14 - 19	10 to 12

TOTAL	30 - 36	28 - 38	24 - 26	14 - 20	28 - 38	20 - 24
--------------	--------------------	--------------------	----------------	----------------	----------------	----------------

There is no breakdown into Core, Prerequisite or Optional Modules;

- (i) Core modules will be mandatory to graduate in any specialty;
- (ii) Prerequisite are essential to progress to a higher module with a minimum of C grade point average;
- (iii) Optional are those chosen by student to make up his/her workload for the semester/academic year.

Each College will have a Timetable which will be complied with by ALL teaching staff.

Where the college has service departments, then this time will be protected for all specialty programmes so as not to clash with their Core modules. However Service Departments can have more than one offering of any module.

Each module must have a minimum of registered students to run the course and can only have a maximum on a first come, first serve basis depending on the priority requirement. Core requirement would always have preference over Optional.

13.2 Change of Scheduled Time of Class

This cannot occur except with the approval in the first place of the students, concurrence of the Head of Department and notification of the Students' Section of the Registry.

Under no circumstance will a lecturer conduct an unscheduled class much more TEST on other than timetabled time.

Quizzes and Continuous Assessment Tests Times

- Impromptu quizzes can be conducted as and when the lecturer chooses, preferably Ten (10) to Fifteen (15) minutes before the end of the class.
- Tests will be done periodically as advised by the lecturer. This information shall be made available at the beginning of the semester.
- Marked scripts should be returned to the students at least a week before the start of the end of semester examinations.

13.4 Commencement and Duration of Classes

- (i) Core timetabling hours are Monday to Friday between the hours of 8am to 6pm. Classes may be scheduled in the evenings up until 9pm or on Saturdays from 10:00 to 17:00. Classes will normally start on the hour, and end TEN (10) minutes off the Hour; however, in some circumstances may start on the half hour. The lecture period is therefore FIFTY (50) minutes to enable the student move from one lecture hall to the next as necessary.

13.5 Common Free Time

During teaching weeks, the period from 13:00 to 14:00 and on Wednesdays, 14:00 to the end of the day may also be designated as Common Free Time and shall be kept free from all classes and other compulsory student activities to the maximum extent possible.

13.6 Timetable Publication

The Final Timetable will be published as follows:

- Semester 1 timetable by **30th April** of the current year;
- Semester 2 timetable by **30 November** of the preceding year.

A draft timetable shall be prepared for staff to review at least FOUR (4) weeks prior to the final timetable. Teaching departments will review the Draft Timetable to ensure that:

Activity requirements have been adequately provided for all course offerings, and are in line with initial teaching area's requests,

All details of activities have been entered correctly, and any clashes are reported to the Timetabling Unit.

13.7 Changes to the Final Timetable

This will be kept to a minimum and must be approved, in writing, by the Head of the teaching department (or nominee).

Changes will only be considered if:

- (i) Student enrolment numbers exceed the capacity of the scheduled venue;
 - (ii) There is a need to accommodate reasonable adjustments for students with a disability or medical condition.
- Students shall be appropriately notified in a timely manner, of any changes to the Final Timetable by notices, the portal and the Course Coordinator.
 - While the University attempts to accommodate student choices, the timetable may not allow for every student to attend their preferred combination of courses. Optional or elective units will not be guaranteed clash-free. The Timetabling Coordinator will mediate any conflicts with the teaching departments concerned.
 - Where classes exceed a one hour period, there shall be a ten minute break for each one hour of contact as decided by agreement between students and staff in the class.

13.8 Equity Considerations

In accordance with the University's policies in relation ethics, equity, social justice and diversity and various anti-discrimination laws, the University will ensure that the time-tabling process makes reasonable accommodation for staff and students requiring specialist timetable accommodation (i.e. related to disabilities, medical conditions etc. as permissible) which request

must be made in advance from the relevant Head of the teaching department (or nominee) in the first instance and the University Counselling Service if the matter cannot be resolved.

Such requests must be forwarded to the Timetabling Unit in advance of the timetable being developed.

I. Determining Times for Field Trips, Industrial Attachment or Clinical Experience/Internship

The times for each of these requirements would be clearly stated in the Course Outline.

Clinical experience/internship may be scheduled outside semester times in accordance with the availability of appropriate placement opportunities.

Clinical experience or internship should only be arranged during period indicated by the College and Professional Institution concerned.

Sources/References

Draft USL Students' Handbook (ex M Lebbie)

COMAHS/IIPAM Students' Handbooks

SECTION FOURTEEN: USL LIBRARY USE POLICY AND PROCEDURES

14.0 Purpose

These will be the guidelines that ensure the University, through the Library, provides materials, services and facilities to support the learning, teaching and research endeavours of the Staff and Students of the University and that Library materials, services and facilities are used equitably and appropriately. Use of the Library by alumni may also be allowed on a nominal cost recovery basis as published.

14.1 Definitions

I. Library

Means any University library site which provides Library Materials, Library Services and Library Facilities to support the learning, teaching and research endeavours of the students and staff of the University and which is under the management control of the University Librarian; i.e. the Main Library and its branches on the campuses and departments.

II. Users

1 Main users:

All staff and students employed by or enrolled in the university or its colleges and institutes. The period of usage will be as stated on the Library Access card provided.

2 Affiliated users:

Means a member of an organisation approved as a library user by virtue of that organisation's affiliation or association with the University.

3 Reciprocal Users

Means a Student or Staff member of, or any other person associated with, another educational institution with which the University has reciprocal library arrangements.

III. Authority of the University Librarian shall prescribe:

Conditions of use for the Library and associated fees, fines and other penalties will be as delegated by the Vice-Chancellor on the advice of the University Librarian. The University Librarian shall be responsible for the supervision of all Library facilities in accordance with the approved Regulatory Procedures.

The University Librarian may:

- (i) Delegate any power or duty conferred by this Policy and these Procedures to any member of the Library staff; and
- (ii) Authorise any member of the Library staff to act as stated for the purpose of this Policy and these Procedures.

14.2 Objectives

The objectives of the Guidelines that follow are to ensure the equitable and appropriate use of Library materials, services and facilities.

14.2 Guidelines

I. Authorised Users

The use of Library materials, services and facilities is available to the following categories of authorised users:

- (i) Students of the University;
- (ii) Staff members of the University;
- (iii) members of the University Council;
- (iv) Reciprocal users;
- (v) Affiliated users; and
- (vi) Other persons or bodies approved by the University Librarian. Such other persons or bodies may be required to pay a fee.

- (vii) The University Librarian will prescribe the specific entitlements for each category of User. Other users, who do not belong to any User category, may enter and make limited use of the Library providing they conform to these Procedures; and
- (viii) The University Librarian shall publish the prescribed the limited entitlements for such others.

II. Registration

➤ *Registration and identification cards:*

Every User shall:

- (i) Be registered with the Library and renew registration in such manner and at such intervals as the University Librarian may prescribe; and
- (ii) Hold a Staff or Student identification card issued by the University or such other identification card as shall be prescribed by the University Librarian as acceptable. Staff members and Students of the University are automatically registered with the Library via records loaded on the Library's automated loans system from the University's staff and student records systems.

III. Lost cards

Staff members and Students should arrange for the replacement of lost University Identification Cards with the Human Resource department and the Office of the Deputy Registrar students. If a card issued by the Library is lost, the loss shall immediately be reported in writing to the University Librarian who will issue a replacement card. The University Librarian reserves the right to impose a fee for the provision of a replacement card.

IV. Procedures

The University Librarian shall have the authority to issue, and from time to time review, policies and procedures which shall be deemed to be part of this Regulation, in respect of the following:

- (i) The acquisition, retention and withdrawal of Library materials;
- (ii) Copyrights;
- (iii) The use Library materials, within the library or elsewhere, including the use of rare books, manuscripts, archives, other special collections, materials and electronic information resources;
- (iv) The use of allocated special study areas;
- (v) The terms under which Library material may be borrowed;
- (vi) Loan procedures and loan periods;

- (vii) Loss and damage to Library material;
- (viii) The bringing of personal belongings into the Library premises; and
- (ix) The conduct of users in the Library, including but not limited to disruptive behaviour, harassment of Library staff or users, accessing or displaying pornographic content and use of communication devices.

14.3 Responsibilities of Library Users

- (i) Any person in the Library shall produce evidence of identification when requested to do so by a member of the Library staff;
- (ii) Every person using the Library shall have due regard to the right of others to use the Library in accordance with the Policy and shall not interfere with their use of the Library;
- (iii) Every person using the Library will comply with prescribed terms and conditions of use and all relevant University policies, procedures and codes of conduct;
- (iv) No person in the Library shall behave in a manner which is offensive to or unduly inconveniences other Library users or which causes or is likely to cause damage to any Library staff, Material or Facilities;
- (v) All users will follow the policies on food, drink and smoking in the Library as posted in each facility;
- (vi) No animal, other than a guide dog, may be brought into the Library except with the permission of the Librarian;
- (vii) Rights to use the Library are non-transferable;
- (viii) No user is allowed to bring a bag/large purse into the Library and
- (ix) On demand by a member of the Library staff, any person leaving the Library shall, present for inspection at the Library exit any materials, bags or receptacles being removed from the Library;
- (x) No person may reserve a seat in a public area;
- (xi) All articles brought into the Library shall be brought in at the sole risk of the person doing so;
- (xii) Articles left unattended for more than 10 minutes may be removed by Library staff. Articles left in public areas at the time the Library closes will be cleared away by Library staff;
- (xiii) The University, and in particular, the University Librarian and the Library staff shall have no responsibility for personal belongings brought into the Library, not left in a secure location with bona fide receipt issued by the Library.

14.4 Borrowing Privileges

- 1 Users entitled to borrow materials from the Library must abide by any conditions prescribed by the University Library;

- 2 No Library Material may be borrowed without prior completion of the appropriate loan procedure;
- 3 Borrowers are responsible for the safe keeping and return of all Library Material issued to them on the date specified;
- 4 The loan term for borrowed Library Material may be extended if there is no outstanding request for that material by any other User;
- 5 Any item of borrowed Library Material may be recalled by another user. An item recalled shall be returned to the Library by the date specified in the recall notice. A User must comply with a recall notice;
- 6 Every item of borrowed Library Material shall be returned to the Library by the due date for its return, namely the end of the relevant loan term or the expiration of a recall notice;
- 7 Library records with regard to the borrowing of Library materials, loan terms and recall notices sent out, shall be deemed correct unless the contrary is proved;
- 8 A person who has:
 - (a) Not returned any overdue Library Material is otherwise in breach of these Procedures;
 - (b) Borrowing privileges suspended because of non-payment of fines will be under suspension, may not borrow any Library Material.
- 9 Every borrower is liable to compensate the University for the loss or damage to any item of Library Material that is on loan in the borrower's name. The compensation shall be the value of the item of Library Material as assessed by the University Librarian, which value may be the replacement cost of the item lost or damaged. Compensation may be claimed whether or not a fine is payable under section 4.8 and shall be payable in addition to any such fine. Any item of Library Material shall be deemed lost if not returned within 42 days after the due date for its return.

14.5 Library Material not Available for Loan

The University Library may prescribe certain Library Material as not being available for loan or only available for loan on a restricted basis.

14.6 Reserved Areas and Study Rooms

The University Librarian may set aside:

- (1) Reserve areas within the Library for the use of particular specified Library users and only such persons may use reserved areas; and
- (2) Study rooms which shall be available for use by such persons and on such conditions as the University Librarian may prescribe.

14.7 Hours of Opening

The Library hours during shall be 08:00 to 22:00, Monday to Friday. Changes in regular opening hours shall be communicated to Users prior to the date the change should take place.

14.8 Penalties

- 1 When a borrower:
 - (a) Fails to return any item of Library Material by the due date or time for its return, the borrower shall be liable to a daily or hourly fine;
 - (b) If the item is not returned within 42 days after the due date for its return, the borrower shall be liable for an additional fine and the costs incurred in the recovery of the debt;
 - (c) Does not return any item and fails to pay any fine imposed for late return, the Deputy Vice Chancellor may suspend all or any of that student's rights and privileges within the Library.
- 2 Any such suspension shall cease to have effect on return of the item or payment of compensation and payment of any fine imposed;
- 3 Any member of the Library Staff for the time being in charge of the Library may exclude from the Library for a period not exceeding the next 24 hours any person using the Library who commits or threatens to commit a breach of these Procedures.

- 4 A member of the Library staff imposing a suspension under these Procedures shall report the matter in writing to the University Librarian as soon as practicable.
- 5 The University Librarian may impose the following penalties on any person who commits a breach of these procedures or who fails to pay fines incurred under sub sections (a). (b) and (c) above:
- (i) A fine up to a maximum determined from time to time by the DVC, or
 - a. Suspension of the right to use the Library for a period not exceeding fourteen (14) days, including exclusion from the library premises; or
 - (ii) Penalty under both sub paragraphs above.
- 6 If a reciprocal, affiliated or other authorised user commits a breach of these procedures, the University Librarian may (in addition to a penalty imposed under section 8 (4)), suspend or revoke the right to use the Library.
- 7 In pursuant of the penalties, the University Librarian shall forthwith:
- (i) Confirm by written notice to the person concerned details of a fine, suspension or
Confirm by written notice to the reciprocal, affiliated or other authorized concerned, details of the suspension or revocation of the right to use the Library and
 - (ii) A Fine imposed under these procedures and any cost of recovery of a fine or any Library item, shall be a debt due to the University and recoverable accordingly.
- 8 Penalties imposed under the provisions of these Procedures shall not affect or limit any penalty which may be imposed under ant University Statute.
- 9 APPEAL
- (a) A user upon whom a penalty has been imposed shall within a period of not more than FOURTEEN (14) days from the date on the notice of imposition of the penalty appeal in writing against the decision. Users shall address any appeal to the Deputy Vice Chancellor;
 - (b) Appeal under this section shall be considered in FOURTEEN (14) days of its receipt by the DVC, who shall refer the matter to the University Discipline Appeals' Committee, whose procedures will thereafter be operational. Such

decision shall be communicated in writing forthwith to the appellant and the University Librarian.

14.9 Notices

Any Notice to be given to a person under this Policy or these procedures, shall be deemed sufficiently given if sent to that person at the address registered with the Library by recorded delivery or by electronic communication and shall be deemed to have been received by the person to whom it is addressed in the ordinary course of post or electronic communication, as the case may be.

Sources/References

Draft USL Students' Handbook (ex M Lebbie)

IPAM Students' Handbook

IPAM "Old Mission Statement" ex Mrs M. Conteh-Morgan (Assoc. Prof)

STUDENTS

1. Definition of 'Student'

STUDENT refers to a person who has formally registered for a course of study or research in the University of Sierra Leone.

2. Core Activities of the College

Its core activities are teaching, learning, research and service to the community. It is therefore very important that the necessary conditions for quiet study and contemplation are maintained. University regulations are meant to ensure this.

3. General Conduct

The Court of the University of Sierra Leone hereinafter referred to as Court, at its meeting of January 10, 1984, held in the Committee Room, Third Floor, University House, Fourah Bay College, Mount Aureol, received reports of the steady increase in indiscipline, resulting in the use of mob action and physical violence in the University by students and workers, and unanimously resolved to condemn such acts of indiscipline by students and workers in its constituent colleges.

While affirming the principle of freedom of speech and the right to disagree, Court deplores these acts of indiscipline and violence, such as the destruction of property and

the physical assault and molestation of officers and members of the University, interruption of the academic and other activities of the University and the resultant chaos and general disorder sometimes affecting areas and persons outside the University.

Court wishes to make it explicitly clear that such acts will not be tolerated and every step will be taken, including, if necessary, closure of the institution, to ensure that discipline prevails and that the conditions favourable to academic pursuits are maintained.

The University would like to assure students that their legitimate representations properly brought to its notice through the recognized channels will always receive prompt, appropriate attention. Students are expected to conduct themselves at all times in an orderly manner and are reminded that their continuance in college is dependent upon good behavior. Conduct unbecoming of a student will be punished even if it does not relate to any of these general regulations.

4. Academic Dress

All students are required to wear academic dress on all academic and formal College and on such other occasions as the University/College authorities may

direct, except when the wearing of academic dress may have been dispensed with by order of the requisite authorities.

5. Dress Code and Sexual Harassment

I. Introduction

The University of Sierra Leone is renowned for its strong moral values on which it was founded. Over the years, it has endeavoured to maintain a learning and work environment consistent with its core principles of respect, integrity, accountability and dignity of the human being irrespective of sex, colour, belief, political affiliation, nationality, tribe or religion. This is critical to the University's posture as an academic institution, devoid of discrimination, bullying, harassment and general immorality.

Recent reports of sexual harassment on campuses and the despicable manner of dress by some students point to the need for Sexual Harassment Policy and Dress Code. The policy gives a definition of sexual harassment and guidelines on steps individuals who feel sexually harassed may take to achieve redress; it also covers the procedures for dealing with complaints on sexual harassment.

The Dress Code explains the mode of dress that the College's administration considers to be unacceptable. It also gives guidelines on how to deal with complaints and an indication of what to wear on campus.

II. Rights and Responsibilities of Staff and Students

All staff and students of the University have a right to a working and learning environment that is free from sexual exploitation and in which they are accorded the highest level of dignity and respect. The University has a legal and moral responsibility

to protect its staff and students from all forms of discrimination, exploitation and indecent behavior at all times within the precincts of its campus.

Each staff and student has the responsibility to respect the feelings and sensitivities of others on campus and to behave in a way that does not cause offence. Claims that one's behavior and/or mode of dress is personal to one's taste or inclination will not be accepted.

III. Dress Code for Students and Staff

All members of the University are required to conform to the principle of decent behaviour, which should be reflected in their general comportment and modes of dress.

a. Dress Code

The following are guidelines on what staff and students should wear on campus.

i. Normal Lectures

Men

Short/long sleeve shirt or t-shirt and jeans or long trousers/ African Costume, sneakers, sandals or shoes.

Women

Normal western styles dress, blouse/t-shirt with skirt, jeans or trousers/ African Costume.

ii. Matriculation and Other Official Collegiate Functions

Men

Dark suit with long white sleeves shirt and tie (college colours for matriculation); or white long sleeve shirt and tie with dark trousers; Black shoes and socks, Black undergraduate gown

Women

White western style dress / white blouse and skirt/white African costume. Black shoes and black tights, Black undergraduate gown

b. Modes of dress considered to be indecent and unacceptable include the following:-

- i. "See-through" dress made from very thin fabric, thus exposing the body, pants etc.
- ii. Short blouse/shirt that terminates above or around the navel with the apparent intention to expose the stomach and pubic hair.
- iii. Very short skirt (mini) that terminates just below the hips.
- iv. Very tight fitted jeans trousers.
- v. Slits (on skirts) that extend right up to the waistline or just below to expose the thigh/femora and pants.
- vi. Exposure of the body between the waistline and breasts.
- vii. Exposure of the top of the pants by pulling it right up above the band of the trousers/jeans (shabba).

- viii. Pulling down the trousers almost to the hip to expose the pants and create a puff around the ankle (Puff Daddy).
- ix. Wearing a t-shirt that hangs below the top shirt (layers).
- x. A low cut blouse exposing the breasts.
- xi. Exposure of entire back with dress having straps.

All of the above dress habits show bad taste. They could be offensive to the rest of the college community or stimulate weak and immature minds to get engaged in sexual harassment.

c. Guidelines on Dealing with Complaints with Respect to Dress Code Violation

Staff and students who feel offended by the dress mode of a colleague have the right and responsibility to call the attention of the offender and request him/her to change his/her clothes immediately. If the offending staff/student refuses or becomes aggressive, the matter should be reported to the Head of Department (HOD) who shall insist that the staff/student returns home (or to his/her hostel) to change his/her clothes. Failure by the offender to comply with the HOD's directive shall be instantly reported to the Deputy Vice-Chancellor (DVC)/the Provost. The DVC/Provost shall request from the HOD a written report which shall be passed on to the requisite Discipline Committee for action.

IV. Sexual Harassment

(i) Definitions

Sexual harassment can be defined as unwanted behavior which causes offence to the individual concerned or to others. It may take the form of sexual advances; comments expressed or implied sexual demand, touch, joke, gesture, jest or any other form of communication that suggests advancement. It could also be written or visual from one person to another within the campus environs. Sexual harassment may be directed at a member of the same or opposite sex and includes harassment based on sexual orientation.

Sexual harassment also means pressurizing or demanding individuals to provide sexual favours against their will, with the threat of victimization through withholding what is due the individual by way of marks deserved for assignments, tests and/or examinations in the case of students and career advancement, promotion, increment, renewal of appointment, etc. in the case of staff.

Sexual harassment may also be regarded as a situation in which women make advances, to men to entice them for sexual favours solely for their educational or career advancement.

Sexual harassment also includes any form of indecent, disgusting sexual suggestion or molestation perpetuated against any student during any club activities.

Examples of sexual harassment include but are not limited to the following:-

- a. Offering special benefits to students or staff in exchange for expressed, implied or demanded sexual favours.
- b. Verbal conduct such as sexually derogatory or offensive remarks, graphic verbal commentaries about an individual's body or dress, sexually degrading statements used to describe an individual, sexually suggestive or obscene letters, telephone, fax, email, SMS messages, invitations, comments, name-calling, innuendoes, jokes, gestures, pestering, stalking or propositions;
- c. Visual conduct such as leering, sexual gestures, displaying of disturbing sexually suggestive objects, pictures, cartoons, graffiti, posters or magazines;
- d. Actual or threatened physical contact such as patting, pinching or any other offensive touch.

(ii). Steps to be taken if sexually harassed

Any student or staff member who feels sexually harassed has an obligation to tell the person who is causing the harassment that his/her behaviour is causing distress and ask for it to stop. In some cases, the person may be unaware that his/her behavior is inappropriate or objectionable, or it may be that his or her words or actions have been misinterpreted. In such cases, the misunderstanding needs to be cleared up speedily. Even where the behavior was unintentional, a swift and clear indication that it is objectionable may prove sufficient to stop it. However, if after raising objections the sexual harassment continues, a report should be made immediately so that the issue can be dealt with as soon as possible.

If the person who is being harassed decides to pursue the matter, a complaint shall first be made to the HOD or Departmental Counsellor who shall inform the Dean and the DVC to determine the level of seriousness of the offence. Thereafter, the complainant may be requested to put the complaint in writing for official investigation. The signed complaint must contain information on when the incident (s) happened (date and time), who the complaint is made against, specific details of the incident (s), where the incident (s) occurred, the name (s) of witness (es) to the incident (s), if any, and any action already taken.

(iii). Guidelines for Dealing with Complaints of Sexual Harassment

On receiving the complaint in writing, the DVC shall order a speedy investigation and take other measures he may deem necessary to put an immediate stop to the harassment. These may take the form of suspension of the person causing the harassment while the investigation is on, a letter to him/her to exercise immediate restraint, etc. A time line for the submission of the report of the investigation shall be determined by the DVC, so that the matter is dealt with swiftly.

The person (s) whom the complaint is made against shall be notified in writing of the complaint and who made it. He/she shall be given adequate opportunity to reply in

writing. If the complaint appears to be complex and the offence is deemed to be serious with the potential of disciplinary action, the DVC may set up a panel of investigators giving due consideration to gender balance among the membership. The panel shall conduct a confidential, thorough, impartial and prompt investigation of the allegation (s). This may consist of interviews with witnesses and others as appropriate, collection of information about the incident (s) and other relevant procedures. The individual against whom the complaint is made shall have an opportunity to be heard.

(iv). Measures for Redress

Measures that could be adopted by the investigation panel for redress may include the following:

- a. Apology in writing by the offender with a commitment that his/her behavior will cease forthwith and never again be repeated. This may be necessary in situations where complaints were unproven.
- b. Disciplinary action which might take the form of a strong letter of warning, suspension, rustication or expulsion.
- c. Rehabilitation of the offender through counseling, mentoring and monitoring for a specific period.
- d. Relocation of the offender to another department (in the case of a staff) or to another hostel (in the case of a student) etc. to minimize contact with the complainant.

(v). False Claims of Sexual Harassment

At the end of the investigation, the panel shall present its findings and recommendations to the DVC for consideration and action. If the complainant is discovered to have made false claims of sexual harassment against an individual, such claims shall be considered as harassment. In such cases, disciplinary action shall be taken against that individual.

(vi). Retaliation

The college administration shall not tolerate any form of intimidation, coercion, reprisal or retaliation against any student or staff who reports sexual harassment, provides information or any other form of assistance in an investigation.

6. Lectures

All students must attend lectures, tutorials, laboratory sessions, seminars and other exercises prescribed for them by the University. Any student failing to perform the work required of him/her by his/her course with reasonable diligence may be required to withdraw from the course.

7. Water and Electricity Supply

The college water-supply is strictly limited and is barely adequate even when the greatest possible economy is practiced. Similarly the electricity supply is heavily strained and

any waste or unauthorized use will almost certainly cause damage

and inconvenience. Students are therefore required to cooperate in full, exercising great care at all times in the use of both water and electricity.

Electrical Appliances

No electrical appliance may be connected to the lighting circuit. Students are strictly forbidden from tampering or altering in any way the electrical installations in their rooms, or any other parts of the halls/hostels.

8. Observance of Public Holidays in the University

Public Holidays during a semester will normally be marked by a recess from lecturers. However, University examinations shall be held on the days they are scheduled to take place irrespective of whether those days are public holidays or not.

9. Students' Vehicles

No student is permitted to keep a motor vehicle on campus unless permission is obtained from the Estate Officer. Before such permission is given, the Estate Officer shall be satisfied that the vehicle is in good working order, licensed and insured and the driver has a valid driving license. All approved vehicles must be registered with the College/Institute Security Unit.

10. Sickness

Sickness should be reported at once to the Medical Officer and the Warden/Director of Students who are the persons normally authorized to excuse students on medical grounds from college commitments.

All freshmen are expected to present themselves for any medical examination they may be required to take before their registration in the college is deemed to have been completed.

11. Keeping of Semester

A semester may be lost for the following reasons:

- i. Failure to register during the period prescribed for registration
- ii. Failure to pay fees
- iii. The loss of more than 2 weeks
- iv. Absence without permission from any semester examination
- v. Failure to satisfy course-work requirements.

A semester lost through sickness or through late payment of fees may, at the discretion of the Deputy Vice-Chancellor/Provost, be so restored to a student in any one year.

12. Students' Publications

- a. All students' publications must be registered with the Warden/Director of Students through the Minister of Information of the Students' Union within thirty days of the

beginning of each academic year. Or in the case of a new publication, thirty days before the issue of the first articles (s).

- b. Application for registration shall include the following particulars:-
 - i. The objective of the publication
 - ii. Names and faculties of members of the editorial board and their campus and off-campus addresses
 - iii. An indication of whether or not the circulation is limited only to the campus.
- c. All edited articles must be vetted by the Warden/Director of Students or his authorized representative before publication. Failure to submit the full contents of publication prior to its issue shall be considered a serious offence and disciplinary action meted out accordingly.

13. The College Discipline Committee

a. *Membership*

The College Discipline Committee is constituted as follows:-

Chairman, (to be appointed by the Deputy Vice-Chancellor from among the Deans);

One representative from each faculty, elected by the faculty;

The Warden/Director of Students;

A representative of the Students' Union;

The Deputy Registrar or his representative (Secretary)

b. Terms of Reference

To deal with violation of discipline and if required exam malpractice, and make recommendations to the Deputy Vice-Chancellor who shall in turn forward with his comments such reports to the Vice-Chancellor and Principal who may act on the recommendations on behalf of the University Senate.

c. Breaches of College Regulations

Breaches of college regulations may result in the imposition of fines, loss of privileges, rustication or expulsion.

The student must comply with a disciplinary decision before any appeal he/she may make is entertained.

d. Procedures/Rules for Appeals against Decisions of the Students' Discipline Committee

- i. In line with the Act, the Vice-Chancellor and Principal shall approve the reports/recommendations of all Discipline Committees and/or shall take action on or shall approve all serious matters relating to the discipline such as expulsion, rustication, withholding of results, withdrawing of degrees, and the like (except where Court institutes its own disciplinary panels and shall report such matters to the next meeting of Senate.

- ii. Upon the Vice-Chancellor and Principal's approval of the penalty/punishment, the person (s) incurring the punishment/penalty must be informed in writing within three working

days and the authorities concerned must also ensure that the information reaches the person (s) involved upon confirmation of the punishment.

- iii. Those incurring the punishment/penalty must be informed of their right to appeal against such punishment/penalty within fourteen (14) days upon the receipt of the information of their punishment.
- iv. The Vice-Chancellor and Principal shall inform the Pro-Chancellor and the Chairman of the Legal and Discipline Committee in writing and forward a copy of the findings and recommendations of the Committee in tandem.

Four out of the seven members of the Committee shall constitute a quorum. The Committee may co-opt other persons it considers respectable and/or experienced as members to deal with certain matters.

- vii. The Chairman may request evidence i.e. documents in respect of proceedings of the investigation panel, summon witnesses, and if necessary invite the Chairman or any member of the investigating discipline committee for assistance.
- viii. The Committee on the request of the appellant may be allowed to call witnesses during the course of the appeal, to cross-examine witnesses and to adduce such evidence as may be necessary for the hearing of the appeal.
- ix. The Committee shall consider all appeals with particular reference to serious matters such as withholding of results, suspension, rustication, expulsion.
- x. The Legal and Discipline Committee shall consider and deliberate such appeals, and upon conclusion of its findings may confirm or set aside the original decision/conclusion and/or recommendation and forward same to the Court for approval.
- xi. Any decision (s) reached by Court after the Legal and Discipline Committee's findings and recommendations shall be final and irrevocable.

14. Change of Name

Please note that the University of Sierra Leone, comprising Fourah Bay College (FBC), College of Medicine and Allied Health Sciences (COMAHS) and the Institute of Public Administration and Management (IPAM) has a policy on change of name which does not allow change of name in respect of male students. Female students who get married during the course of their stay with the University are exempt from this policy.

In other words, the name with which a student registers at first registration shall be the name that the University shall recognize during the student's stay with the University and shall be the name that will be inscribed on his/her certificate upon graduation. A request for change of name shall only be entertained in the case of a female student who gets married and presents a valid marriage certificate to the relevant authority.

7.0 ORIENTATION AND REGISTRATION

The University requires all freshmen to report at least one week before the commencement of the academic year to go through a process of orientation. Orientation is mandatory for all freshmen and this is followed by Registration. All students are required to register in full with the Finance office, Registry, Faculty, Departments and Halls.

8.0 STUDENTS ASSOCIATIONS/SOCIETIES

Students' Union, Associations and Societies represent student interests at the university. They coordinate the activities of the cultural, religious, academic, political and recreational interests, provide a link with outside organisations and concern themselves with all aspects of student welfare within the university. Their officers are elected annually by a ballot of all students during the second semester to serve the following academic year.

Reference

Draft USL Students' Handbook (ex M Lebbie)