

**REGIONAL MARITIME UNIVERSITY
ACCRA, GHANA**



UNDERGRADUATE STUDENTS' HANDBOOK

ACADEMIC PROGRAMMES, POLICIES AND REGULATIONS

CAMEROON



THE GAMBIA



GHANA



LIBERIA



SIERRA LEONE



JUNE 2018

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PROF. ELVIS NYARKO
VICE CHANCELLOR

1.0 FOREWORD

The Students Handbook is specially designed to equip the students with basic facts about the University and the roles and responsibilities of the students. The Handbook serves as a contractual document between the students and the University.

In the Students Handbook are guides on code of conduct, general discipline of students at examinations, grading system, hostels/accommodation, departments, on campus, etc. The last section of the Handbook contains the course list for all the available programmes in the University.

The Handbook is, therefore, an indispensable student document, which if thoroughly read and used without the violation of the rules and regulations would enable students to be found worthy in character and learning; the two important attributes a graduate of the Regional Maritime University must possess.

Students must know that ignorance of a rule or regulation does not prevent punishment because, “ignorance of the law is no excuse.”

On behalf of the Board of Governors, Management and the Academic Council, I wish to welcome you to the Centre of Excellence for Maritime Education and Training for the Anglophone West and Central African region, and wish you a happy and fruitful study period.

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2.0 VISION, MISSION AND OBJECTIVES

2.1 VISION

A globally branded University for education, research and consultancy in the maritime and allied fields

2.2 MISSION

Our mission is to be the best institution in Africa providing world-class education, research and consultancy in maritime and allied fields to support development in Member States and beyond.

2.3 OBJECTIVES

The objectives of the University are as follows:

- To develop a comprehensive and liberal programme of maritime education and training to match modern technological innovations associated with shipboard operations and the fishing industry.
- To prepare sea going officers to assume higher responsibilities on merchant ships and fishing vessels.
- To provide adequate training facilities with a view to promoting the administrative, managerial, operational and technical skills of shore-based shipping and ports personnel.
- To promote maritime cooperation and full participation among member states.

2.4 CORE VALUES

Productivity and discipline

Integrity, accountability and transparency

Excellence and creativity

Collegiality and teamwork

Equal opportunity and respect for diversity

Social and environmental responsibility

Acronym – PIECES

MOTTO: “Knowledge, Excellence and Discipline”

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2.5 QUALITY POLICY

The Regional Maritime University is committed to the efficient and effective utilization of its resources to continually improve its Quality Management System in the provision of maritime education and training that meets prevailing international standards.

This Quality Policy shall be communicated and understood within the organization and periodically reviewed to meet the quality objectives and overall corporate goals of the institution.

(ISO 9001 CERTIFIED)

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3.0 UNIVERSITY GOVERNANCE

The Regional Maritime University is an autonomous international tertiary institution with the general function of providing training, education, research and consultancy and the advancement and development of the Maritime industry in the Sub-region.

The legal basis of the University was the signing of the instrument of transfer, handing over the Ghana Nautical College to the Ministerial Conference of West and Central African States on Maritime Transport (MINCONMAR), now known as Maritime Organization of West and Central Africa (MOWCA), which negotiated for its regionalization. The College was then re-named The Regional Maritime Academy (RMA). The formal inauguration of the RMA took place on Thursday 26th May, 1983 with the following countries as founding members: Republics of Cameroon, The Gambia, Ghana, Liberia and Sierra Leone. Regionalization of the University was for co-operation, particularly with regard to the training of personnel to ensure the sustained growth and development of maritime industries in the sub-region and beyond.

3.1 The Governing Board

The University is governed by a Board of Governors made up of five voting members and two non-voting members. The Board is the supreme governing authority of the University responsible for the formulation of policies and strategic direction, general management of the University, and in particular the control of the property and expenditure of the University

The Board normally meets twice a year. Most of its work is therefore carried out between meetings, by the Vice-Chancellor, supported by Principal Officials of the University.

3.2 Voting Members

Ministers responsible for maritime affairs or their appointed representatives from the Republics of:

- Cameroon
- The Gambia
- Ghana
- Liberia
- Sierra Leone

3.3 Non-Voting Members

- The Secretary-General of MOWCA
- The Vice-Chancellor

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4.0 HISTORY

On 11th December, 1958 the Ghana Nautical College was established by the Government of the Republic of Ghana to train sea-going personnel, primarily for the national fleet, the Black Star Line Limited.

On 26th May, 1983 the Ghana Nautical College was regionalized by the Ministerial Conference of West and Central African States on Maritime Transport (MINCONMAR), now the Maritime Organization of West and Central Africa (MOWCA). They recognized that the building of human resource capacity for their various maritime industries lies in training and pooling of resources together, sharing that common belief, MINCOMAR promulgated a Convention thereby establishing ‘‘the Regional Maritime University (RMU)’’ Accra, for the benefit of the Anglophone members of ‘‘MOWCA’’.

After about 25 years in existence, it was decided to upgrade the RMA from a diploma awarding institution to a degree awarding. Consequently, RMU was launched on 25th October 2007 by His Excellency, the President of the Republic of Ghana.

Like the RMA, the RMU is founded by five member countries of the MOWCA, namely, the Republics of Cameroon, The Gambia, Ghana, Liberia and Sierra Leone.

In pursuance of the objectives of the founding members, the University, from inception, embarked on direct professional and vocational training of the sandwich type to ensure continuous supply of qualified manpower for the merchant and fishing fleets within the sub-region and beyond. The training was however narrow focused. To meet the challenges of changes that took place within the industry in the nineties, therefore, the professional courses were re-arranged into front-loaded, Higher Diploma based programmes followed by competency training.

With further technological developments and rapid changes in the business of shipping and its related industries over the past decade, there was the need to further improve. This led to the upgrading of a number of its diploma programmes to the Postgraduate levels.

The diploma programmes have been designed to target the development of middle to higher-level manpower, maritime and allied industries with the following objectives for the maritime and allied industries.

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- To provide comprehensive and liberal education and training to meet technological changes within the industry at all times.
- To prepare seafarers to assume higher responsibilities within the industry, beyond the level of Shipboard management.
- To develop the capacity for conducting research and providing consultancy services in support of the maritime and allied industries.
- To equip personnel who man the maritime and allied industries that support international trade.

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5.0 UNIVERSITY LOGO



This is the University Logo. Its components are described below:

The **Yellow Chain Link** symbolizes the cooperation among Member States.

The **Blue Sea Waves** symbolize the Maritime Heritage.

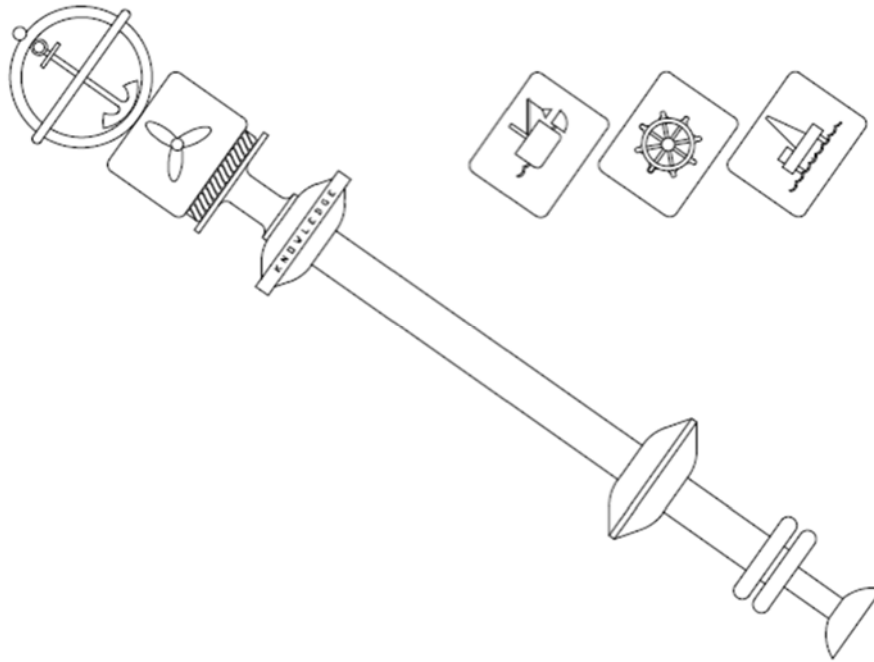
The **Olive Branches** signify the University's relationship with the International Maritime Organization (IMO).

The **Epaulet** symbolizes the Merchant Navy.

The **Anchor, Gear Wheel, Spinning Atoms** and the **Steering Wheel** symbolize the core mandate of the University to train professionals for the maritime and allied industry.

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6.0 UNIVERSITY MACE



The **MACE** is the ceremonial staff of office of the Vice Chancellor. It is carried ahead of the office holder in processions to announce his or her arrival and departure at official functions. It came into use in 2007 during the first congregation of the University.

The one-metre long staff carries a circular disc with the University motto inscribed on it. Above the disc sits a four-sided head, which is supported in a coiled rope. Each of the four sides signifies a branch of learning in the University.

The propeller represents engineering, a ship in port represents ports and shipping, the steering wheel represents the study of nautical sciences, and the oil rig represents the offshore industry.

Sitting on top of the head is a crown which comprises an anchor entrapped in a gyroscope to signify the University's maritime heritage. The Mace is carried along in a slanted manner with the head pointing backwards.

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7.0 GENERAL INFORMATION

Residential Address : Regional Maritime University (RMU) Campus, Nungua – Accra

Digital Address : GZ-086-7618

Postal Address : P. O. BOX GP 1115, Accra – Ghana

Postal Code : GZ086

Pro-Vice Chancellor : +233 (0) 302 714068

University Registrar : +233 (0) 302 717707

Director of Finance : +233 (0) 302 716496

Academic Registrar : +233 (0) 302 714070

Marketing Officer : +233 (0) 302 719390

Fax : +233 (0) 302 712047

Website : www.rmu.edu.gh

E-mail Address : university.registrar@rmu.edu.gh

Bankers : Ghana Commercial Bank, Tema Main Branch
Standard Chartered Bank, Tema Branch
Ecobank Ghana Limited, Spintex Road Branch

Solicitors : ARISTO CHAMBERS

Auditors : **A.D. & ASSOCIATES**

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8.0 CAMPUS

8.1 LOCATION

The University is located at Nungua in the Ledzokuku Krowor District, in Accra, the capital city of Ghana. It can be found to the North-West of the Gulf of Guinea and to the West of the Mukwe lagoon and about 30 kilometres from the Kotoka International Airport.

The University can be found on the coast with an extensive shoreline. The strategic position of RMU to the Port of Tema (about five minutes' drive) offers students the opportunity for practical experience in ship operation, fisheries and dry dock repair.

The RMU is considerably remote from the hustle and bustle of the city and has a calm and peaceful environment conducive for teaching and learning

8.1.1 Academic facilities

a. Lecture Halls and Theatres

b. Laboratories, Training and Research Facilities

- Computer Laboratories
- Bridge Simulator
- Full Mission Engine Room Simulator
- State-of-the-Art Welding , Mechanical and Fabrication Workshop
- Oil and Gas Facilities:
 - Well Control Simulator
 - Process Operation Simulator
 - Crane Simulator
 - Drill Fluids Laboratory
- Electrical Laboratory
- Electronic Laboratory
- Hydraulic Laboratory
- Technical Preparation Laboratory
- Maritime Safety and Security Centre for basic and advanced safety training
- Engineering Laboratory
- Radar and ARPA Laboratory

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- GMDSS Laboratory
- Refrigeration and Air-conditioning Laboratory
- Engineering Workshop
- Diesel Workshop
- Control Laboratory
- Mechanical Laboratory
- Planetarium
- Training videos and Audio-visual facilities
- International Standard Training Pool for swimming and survival techniques
- Fire training facility

c. Air-conditioned Auditorium suitable for conferences and similar activities

d. Parade Ground for congregations, cadet drills, parades etc.

e. Library and Internet Facilities

- Specialized Library
- Research Library
- Documentation Centre for photocopying, binding of documents, etc.
- Internet Café for cadets and non-cadets

8.1.2 Student Facilities and Social Life on Campus

There are students' accommodation, mess and catering services and gym for cadets and non-cadets. By way of entertainment, students mess is available for students' activities and the Entertainment Committee organizes special programmes to make life on campus exciting.

8.1.3 Sports Facilities

- Lawn Tennis Court
- Basket Ball Court
- Volley Ball Pitch
- Football Park
- Gymnasium

Students engage in various sporting activities including football, lawn and table tennis, basketball and volley ball. Students also organise excursions to other tertiary institutions as well as places of interest to them.

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8.1.4 Health Service

The University has a medical centre where health service is provided for both students and staff by RMU's qualified medical team on campus. Their services are complemented by a visiting medical doctor and other accredited medical facilities.

8.15 Collaborations

The University, in the execution of its mandate has numerous collaborations with foreign and local partners.

- Bernard Schulte Ship Management
- American Bureau of Shipping
- Seaweld Engineering (Ghana) Ltd
- MODEC
- DEME Dredging
- Technip Ghana
- Swire Pacific
- REDAVIA GmbH Solar, Germany
- Shanghai Maritime University, China
- Celebrity Cruises
- Hoegh LNG
- Ghana Maritime Authority
- Ghana Shippers' Authority
- Ghana Ports and Harbours Authority
- Charkin Maritime & Offshore Safety Centre, Nigeria
- SMTC Malaysia

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9.0 MANAGEMENT SYSTEM

9.1 Vice Chancellor

The Vice Chancellor (VC) is under the direction of the Board of Governors but he/she is the Chief Academic and Administrative Head as well as the Chief Disciplinary Officer of the University.

He/She is also responsible for organizing and conducting the financial and administrative business of the University in accordance with the University's Act, rules and regulations. He/She is also responsible for maintaining and promoting efficiency in the University.

The Vice Chancellor by virtue of his office is a *de facto* member of Governing Board, the Academic Council, Congregation and of every Statutory Committee of the Governing Board and Academic Council.

9.2 Academic Council

The formulation of the academic policies including the organization and control of all academic activities of the University is the responsibility of the Academic Council. The Council is the coordinating body for recommendations from the Faculties and the various Departments. It consists of the Vice-Chancellor, as the chairperson, Pro-Vice Chancellor, Provost, University Registrar, Director of Finance, Deans and Heads of Department and the Librarian. The University Registrar serves as a Secretary to the Council.

The functions of the Council include:

- Approval of curricula and courses of study;
- Academic regulations, determining admission requirements and academic standards;
- Promotion of research and consultancy;
- Approval of conditions for the award of scholarships and other grants to students;
- Award of degrees, diplomas and certificates
- Establishment of faculties and departments
- Regulations of academic programmes of instruction and the examinations of the university; counselling and disciplining of students

9.3 Committees of the Academic Council

The work of the Academic Council is carried out through its sub-committees including Faculty Board, Joint Admissions Board, Library Committee, Examination Malpractices Investigation Committees, and the Student Affairs Committee, among others.

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10.0 OFFICIALS OF THE UNIVERSITY

10.1 Principal Officers

Vice Chancellor

Prof. Elvis Nyarko

Ph.D. Environmental, Biological Chemistry and Toxicology

M.Phil. Marine Science and Coastal Management

M.Sc. Tropical Coastal Management

B.Sc. (Hons) Zoology with Botany

Pro-Vice Chancellor

Mr. Jethro Brooks

MBA Management

BBA Management

AA Management

Provost

Ing. Augustus Addy-Lampsey

Master of Business Administration (MBA)

M.Sc. Marine Engineering

B. Sc. Marine Engineering

University Registrar

Dr. Baboucarr Njie

Ph.D. Educational Administration

Master, Public Sector Management

Bachelor of Arts (B.A.)

Higher Teachers Certificate (HTC)

Director of Finance

Ms. Vania Oladuni Esterleen Thomas

Masters in Public Sector Management

Bachelor of Social Science (Accounting)

Member, Association of Chartered Certified Accountants
(ACCA)

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10.2 Key Officers

Academic Registrar

Ag. Dean of Faculty Maritime Studies

Ag. Dean of Faculty Engineering and Applied Sciences

Librarian

Head of Dept., ICT

Head of Dept., Transport

Head of Dept., Nautical Science

Head of Dept., Marine Engineering

Head of Dept., Marine Electrical/Electronic Engineering

Head of Dept., Mathematics and Physical Sciences

Head of Dept., Business Studies

Head of Research and Innovation

Coordinator, Students Affairs

Ag. Coordinator, School of Graduate Studies

Head, Maritime Safety and Security Centre

Head, Vocational Training Centre

Mr. Jones Addai-Marfo

Mrs. Felicity Ankoma-Sey

Dr. Samuel O. Oppong

Mr. Paul Nikoi Ashaley

Mr. Isaac Acheampong

Mr. Stephen O. K. Yeboa

Dr. Capt. Nana Ofosu-Boateng

Dr. Isaac Animah

Mr. K. B. Entsuah

Dr. Kwame Eyram

Mr. M. A. K. Gyasi

Dr. Robert G. M. Nyemah

Mr. Eric Burphy Duncan

Dr. George K. vanDyck

Capt. William Wrickets

Eng. Francis Kofi Korsah

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11.0 FACULTIES AND DEPARTMENTS

11.1 FACULTY OF ENGINEERING AND APPLIED SCIENCES

11.1.1 Department of Marine Engineering [ME]

The Department offers Bachelor degree course in Marine Engineering and Mechanical Engineering. It also runs upgrading courses for professional seafarers preparing for their Engineer Officer Certificates of Competency examinations conducted by the Ghana Maritime Authority. It provides engineering based maritime education and training that matches modern technologies and innovations in shipboard operations on merchant ships and fishing vessels and allied industries.

11.1.2 Department of Marine Electrical/Electronic Engineering [MEE]

The Department runs Bachelor programme in Electrical and Electronic Engineering with a bias towards marine applications. It runs competency based courses to equip graduates to man fully automated and unmanned machinery spaces, electrical/electronic systems on board modern ships and on shore. Theories are supported with dynamic demonstrations in ICT technologies.

11.1.3 Department of Information, Communication and Technology [ICT]

The Department runs Bachelor's programmes in Computer Engineering and Computer Science. The ICT industry is emerging as one of the largest global industries with the potential to absorb large numbers of suitably qualified people in the West and Central African sub-region. The course equips graduates with the requisite hardware and software skills to enable them design, commission and manage complex ICT projects in office and industrial automation.

11.2 FACULTY OF MARITIME STUDIES

11.2.1 Department of Nautical Science [NS]

The Department offers bachelor degree in Nautical Science and upgrading courses for professional seafarers preparing for Deck Officer Certificates of Competency examinations conducted by the Ghana Maritime Authority. Training in Nautical Science equips graduates with professional expertise to manage transport systems both on board and ashore. The international demand for highly-qualified nautical science graduates is significant.

11.2.2 Department of Transport [DOT]

The Department offers degree and diploma courses in Ports and Shipping Management and Administration, and Logistics Management. The programmes offer comprehensive and liberal maritime education and training for entry into the global commercial shipping, industrial production, trade

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and transport management, documentation and ancillary businesses. It provides a high level training that promotes and enhances efficiency in the administrative, managerial and operational skills of shore-based maritime personnel.

11.2.3 Maritime Safety and Security Centre [MSSC]

The Centre is responsible for running short courses for shipboard personnel. These courses are mandatory and are required to be undertaken by all seafarers. The training offered in the department contributes to the measures adopted by the International Maritime Organization to ensure safe shipping and cleaner oceans.

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12 ADMISSION POLICY

12.1 Admission Policy

The admission policy is developed to serve as a guide to support the efficient management and delivery of quality education to students.

12.2 Policy Intent

RMU shall admit students on the basis of academic merit and on their demonstrated capacity to succeed in their chosen programmes.

12.3 Description of the Policy

This document sets out the principles and policies which govern the admission of students to RMU undergraduate programmes. The scope of the policy includes all categories of students.

12.4 Admission Principles

RMU admission policies are based on the following principles:

- Admission offers are made to applicants who are deemed to have the background and abilities to have a reasonable expectation of success in the programme to which they are made an offer of study.
- Admission offers are made broadly on merit based on academic achievement and achievements related to particular fields of endeavour.
- The University is all equal opportunity and co-educational, secular institution. Applicants with different academic background and from all races and nationality, irrespective of culture, social or ethnic persuasion are admitted into programmes of the University.

12.5 Entry Requirement for Degree and Diploma Programmes

UNDERGRADUATE 4-YEAR B.Sc. DEGREE PROGRAMMES

- B.Sc. MARINE ENGINEERING
- B.Sc. ELECTRICAL/ELECTRONICS ENGINEERING
- B.Sc. INFORMATION TECHNOLOGY
- B.Sc. COMPUTER SCIENCE
- B.Sc. COMPUTER ENGINEERING
- B.Sc. MECHANICAL ENGINEERING

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- B.Sc. NAUTICAL SCIENCE
- B.Sc. PORTS AND SHIPPING ADMINISTRATION
- B.Sc. LOGISTICS MANAGEMENT
- B.Sc. ACCOUNTING

2-YEAR DIPLOMA PROGRAMMES

- DIPLOMA IN MARINE ENGINEERING
- DIPLOMA IN INFORMATION TECHNOLOGY
- DIPLOMA IN ELECTRICAL/ELECTRONIC ENGINEERING
- DIPLOMA IN NAUTICAL SCIENCE
- DIPLOMA IN PORT AND SHIPPING MANAGEMENT

12.6 GENERAL ADMISSION REQUIREMENTS

12.6.1 BSc. MARINE ENGINEERING/ BSc. ELECTRICAL/ELECTRONICS ENGINEERING/BSc. NAUTICAL SCIENCE/ BSc. COMPUTER ENGINEERING/ BSc. COMPUTER SCIENCE/ BSc. MECHANICAL ENGINEERING

- **West Africa Senior School Certificate Examination (WASSCE) Holders:** Credits in three core subjects(A1-C6); English Language, Mathematics and Integrated Science, plus credits in three (A1-C6) relevant elective subjects which must include Physics and Elective or Further Mathematics. The total aggregate should be 36 or better on the WASSCE scale.
- **Senior Secondary School Certificate (SSSCE) Holders:** Credits in three core subjects(A-D); English Language, Mathematics and Integrated Science, plus credits in three relevant elective subjects (A–D) which must include Physics and Elective or Further Mathematics. The total aggregate 24 or better on the SSSCE scale.
- **NECO Holders:** Credits in three core subjects(A-D); English Language, Mathematics and Integrated Science, plus credits in three relevant elective subjects (A–D) which must include Physics and Elective or Further Mathematics. The total aggregate 24 or better on the SSSCE scale.

or

- **General Certificate of Education (GCE) Holders:** CREDITS in at least five G.C.E ‘O’ Level subjects including English Language and Mathematics, plus at least three Advanced Level passes in relevant subjects one of which must be Mathematics.

or

- **Other Qualifications:** Other qualifications including;

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- i. International Baccalaureate (IB) with a minimum note of 10/20 in each of the relevant subjects.
- ii. Combined IGCSE and Cambridge – GCE ‘A’ and ‘O’ levels holders must have three relevant subjects at the Cambridge ‘A’ Levels, in addition to at least five (5) passes including English and Mathematics at the Cambridge ‘O’ Level.
- iii. American Grades 12 with a Final Grade Point of at least 3.0.
- iv. City & Guilds Technician Part 3 and Advanced Technician Diploma, etc. in relevant subjects which are equivalent to the SSSCE/WASSCE or the GCE will be considered.

or

- **HND Holders:** HND holders in Electrical/Electronic Engineering, Computer Science and Mechanical Engineering with a minimum of 2nd Class Lower Division from recognized Tertiary Institutions. Applicants must have at least two (2) years post-qualification working experience.

or

- **MATURE STUDENTS’ ENTRY ROUTE (ALL PROGRAMMES)**

Applicants must be at least 25 years old, and would have to show proof of age with birth certificate or any legitimate documentary proof of date of birth, which is at least 5 years old at the time of application. Applicant must also pass Mature Students’ Entrance Examinations conducted by the University in (English Language, Mathematics and Aptitude Test).

12.6.2 B.Sc. INFORMATION TECHNOLOGY/B.Sc. PORTS AND SHIPPING ADMINISTRATION & B.Sc. LOGISTICS MANAGEMENT

- **WASSCE Holders:** Applicants must have credits (A1-C6) in the following Three (3) Core Subjects: English, Mathematics and Integrated Science/Social Studies plus credits (A1-C6) in any three (3) elective subjects with an aggregate score of 36 on the WASSCE scale or 24 or better.
- **SSSCE Holders:** Applicants must have credits (A1-C6) in the following Three (3) Core Subjects: English, Mathematics and Integrated Science/Social Studies plus credits (A1-C6) in any three (3) elective subjects with an aggregate score of 36 on the SSSCE Scale or better.
- **NECO Holders:** Applicants must have credits (A1-C6) in the following Three (3) Core Subjects: English, Mathematics and Integrated Science/Social Studies plus credits (A1-C6) in any three (3) elective subjects with an aggregate score of 36 on the WASSCE scale or 24 on the SSSCE Scale or better.

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or

- **GBCME Holders:** Applicants must have credits Passes (A-D) in six (6) subjects comprising three core subjects including English Language and Mathematics plus (3) relevant elective subjects.

or

- **General Certificate of Education (GCE) holders:** Applicants must have credits in at least five G.C.E ‘O’ Level subjects (including English Language and Mathematics plus at least three passes at Advanced Level.

or

- **Advanced Business Certificate Examination (ABCE) Holders:** Applicants must have full Diploma Certificate in ABCE. In addition, applicants must have credits passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE) or SSSCE or WASSCE or NECO. ABCE candidates may be considered for admission at level 200 of a degree programme.

or

Other Qualifications: Other qualifications including;

- i. International Baccalaureate (IB) with a minimum note of 10/20 in each of the relevant subjects.
- ii. American Grades 12 with a Final Grade Point of at least 3.0.
- iii. Combined IGCSE and Cambridge – GCE ‘A’ and ‘O’ levels holders must have three relevant subjects at the Cambridge ‘A’ Levels, in addition to at least five (5) passes including English and Mathematics at the Cambridge ‘O’ Level, etc. which are equivalent to WASSCE/SSSCE/NECO or GCE will be considered.

or

HND Holders: HND holders in Business related programmes with a minimum of 2nd Class Lower Division from recognized Tertiary Institutions may be admitted to level 300 and HND in other programmes will be admitted into level 200. Applicants must have at least two (2) years post-qualification working experience

PLEASE NOTE

12.6.2 (a) (B.Sc. LOGISTICS MANAGEMENT)

- The above programme is jointly run by the Regional Maritime University (RMU) and Shanghai Maritime University (SMU) China. The First, Second and Fourth years will be run at the

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Regional Maritime University, Ghana while the third year will be in Shanghai Maritime University, China.

- Applicants must not be more than 30 years at the commencement of the programme (August each)
- Interested candidates must have the financial capability to pay for a return ticket to China and also their upkeep whilst in China. *Travel to China is not automatic but dependent on good academic performance as assessed by SMU and whether the embassy will issue a visa to the applicant.* Students who are not granted the Chinese Entry VISA will be reverted to the B.Sc. Logistics Management without a year abroad programme.

(b) B.Sc. LOGISTICS MANAGEMENT) without a year abroad

Applicants will pursue entire programme [i.e. year 1 to 4] at RMU, Ghana.

12.6.3 ENTRY TO LEVEL 200 OR 300 FOR ALL B.Sc. PROGRAMMES

Regional Maritime University (RMU) Higher Diploma, Relevant Higher National Diploma and holders of qualifications in courses of approved content that have been taken in recognised institutions may be admitted either level 200 or 300. These qualifications will be assessed on individual basis to determine point of entry into the programmes.

12.6.4 DIPLOMA PROGRAMMES

DIPLOMA IN INFORMATION TECHNOLOGY/DIPLOMA IN PORTS AND SHIPPING MANAGEMENT

- **SSSCE Holders:** Applicants must have six [6] passes (A1-D7) in all subjects, including English Language and Mathematics and a minimum of C6 in three (3) passes in any elective subjects.
- **WASSCE Holders:** Applicants must have six [6] passes (A1-D7) in all subjects, including English Language and Mathematics and a minimum of C6 in three (3) passes in any elective subjects.
- **NECO Holders:** Applicants must have six [6] passes (A1-D7) in all subjects, including English Language and Mathematics and a minimum of C6 in three (3) passes in any elective subjects.

or

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- **G.C.E. ‘O’ Level CREDITS** in five [5] subjects (including Mathematics & English Language), plus G.C.E. ‘A’ Level passes in any two (2) subjects.

or

- **GBCME Candidates:** CREDITS passes (A-D) in five (5) subjects comprising three (3) core subjects including English Language and Mathematics plus two (2) relevant elective subjects.

12.6.5 DIPLOMA IN MARINE ENGINEERING /NAUTICAL SCIENCE/ELECTRICAL/ELECTRONIC ENGINEERING (REGULAR/WEEKEND)

- **SSSCE Holders:** Applicants must have six [6] passes (A1-D7) in all subjects including English Language, Mathematics and Integrated Science and a minimum of C6 in three (3) passes in relevant subjects (e.g. Elective Mathematics, Biology, Chemistry, Physics, Applied Electricity, Geography etc).

or

- **General Certificate of Education (GCE) Holders:** Applicant must have credits in at least five (5) GCE ‘O’ Level subjects including English Language and Mathematics **plus** at least two (2) Advanced Level passes in relevant subjects. (e.g. Physics, Chemistry, Biology, Mathematics, Technical Drawing, Metal Work, Applied Electricity etc).

or

Other Qualifications: Other qualifications including;

- International Baccalaureate (IB) with a minimum note of 10/20 in each of the relevant subjects,
- American Grades 12 with a Final Grade Point of at least 3.0.
- Combined IGCSE and Cambridge - GCE (Cambridge) – ‘A’ and ‘O’ levels must have two relevant subjects at the Cambridge ‘A’ Levels and in addition must have five (5) passes including English and Mathematics at the Cambridge ‘O’ Level.
- City and Guilds Technician Part II and Advanced Technician Diploma, etc .in relevant subjects which are equivalent to the SSSCE/WASSCE/NECO or the GCE will be considered.

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12.6.6 CREDITS TRANSFER POLICY

12.6.6.1 Guidelines for Credits Transfer and Standards

1. Transfer credit earned at regionally accredited colleges or universities is normally accepted for advanced standing if the work is parallel in nature to programs offered at Regional Maritime University. Any appeals for credit not recognized should be initiated in the Admissions Office after the student has been admitted.
2. Grades of D- or better should be earned in the credited courses. Prerequisite courses and major courses may require higher grades.
3. Evaluation of transfer work is subject to audit and re-evaluation.
4. The office of admissions determines acceptability of transfer of credit towards the graduation requirement. Academic departments are to determine if courses are considered equivalent to courses offered at the University and their applicability towards a bachelor's degree.
5. Students who have an associate of arts or an associate of science degree from a member country institution are considered to have completed the general education requirements. Additional Bachelor's Degree requirement are required for graduation.
6. Students who have an associate of arts or an associate of science degree from a regionally accredited college or university will satisfy the University's general education requirements.
7. An associate of applied science, associate of pre-engineering, or other variations do not clear the general education requirements.
8. Denominational, non-theory based religious credits will not be counted as part of the completed credits required during the application process and will not be included in completed credits required for graduation.

12.6.6.2 Transfer Students

A student transferring from one university to RMU shall accumulate a minimum of 64 credits over a study period of 4 semesters as a full-time student in the University before he/she shall become eligible for graduation. The classification of degree shall be based only on the courses taken at the University.

12.6.6.3 Visiting Studentship (Special Admissions)

This operates under the principle of Academic Credit Transfer, requiring the recognition by one higher educational institution of courses, study periods and examinations which have been completed in another higher educational institution. Under this scheme, students who have completed two years of higher education at their overseas universities are admitted to spend a third year of

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study RMU under close supervision of the host institution, after which they return to complete their final year at their home university. Acceptance should be based on the applicant's previous academic record and his/her proposed programme. Applicants must have an academic record that is above average. Credits earned under this special study programme should be transferable. To be eligible for participation in this programme, one must have obtained a minimum Cumulative Grade Point Average (CGPA) of 3.00 or above.

12.6.6.4 Candidates on Transfer from another University

A candidate must have been formally admitted as a regular student to a Bachelor's Degree programme in a recognized University and made satisfactory progress over not less than one academic year. Transcripts of Academic record must be made available to the Joint Admissions Board for determination.

12.7 ORIENTATION, REGISTRATION, MATRICULATION AND CONGREGATION

12.7.1 Orientation

All fresh students are expected to undergo an orientation programme at the commencement of the academic session. This normally takes place during the first month of resumption. The programme exposes new students to the whole range of services and privileges available to them as members of the academic community. It is designed to assist them to settle down and adjust to University life. As part of the orientation, fresh students are able to meet the Vice Chancellor, Principal Officers, Deans, Heads of Departments, Senior Administrative & Technical staff as well as Academic staff.

12.7.2 Matriculation

Matriculation is one of the most important ceremonies on the academic calendar of the University and is a process for formally admitting students to the university. The climax of the ceremony is the administration of the matriculation oath by the Registrar of the university. On Matriculation Day, each student signs a declaration to mark his/her admission to the University, and to signify that he/she will observe the statutes and regulations of the University and obey the directives of the constituted authority of the University.

All matriculants are required to be formally and decently dressed.

12.7.2.1 Matriculation Numbers

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Student records are computerized in the Office of the Registry. For this purpose, each student is assigned a matriculation number upon registration. No official student paper or document may be regarded as complete or valid unless it carried the correct matriculation number. Students are therefore strongly advised to know and to be always definite about their matriculation numbers, and to use these numbers for all official transactions, including payment of fees.

Once a student has been given a matriculation number he must retain it even if he changes his programme of study; accordingly, he/she must use his undergraduate matriculation number when registering for any postgraduate course in the University. Disciplinary action will be taken against any student who attempts to obtain a second Matriculation Number.

12.7.3 Identity Cards/Registration

All admitted students must register as bona-fide students of the University. Each registered student, of the University upon payment of a prescribed fee is issued with an official student Identity Card valid for a period as may be indicated on the card.

All persons, while on University property, may be required, for reasonable cause, to identify themselves upon request by authorized University officials acting in the performance of their duties. Some University facilities e.g. Library are open only to students who are able to show valid identity cards. Students are strongly advised to carry their identity cards with them always and to be ready to produce them any time on demand.

Students must surrender their identity cards to the Registrar upon their graduation or withdrawal from the University.

12.7.4 Change of Names

As an institutional policy, the University does not accept request for change of name. No student shall be allowed to change or amend their names while undertaking their programmes in the University.

12.7.5 Congregation

The University holds graduation ceremonies for students who have successfully completed their programmes of study. Undergraduate students may only participate in graduation ceremonies if they have satisfied all University, Faculty and Departmental requirements for graduation. Students are also expected to have settled all financial indebtedness to the University and should have returned all University property in their possession.

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Congregation of the University shall composed of the members of the Governing Board, members of Convocation and the graduates of the University for the purpose of receiving reports and of witnessing the ceremony for awarding degrees, diplomas and certificates of the University, and for any other purposes determined by the Governing Board.

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13 UNIVERSITY CODE OF ETHICS

The purpose of the Ethics Policy is to establish a culture of openness, transparency, accountability, trust and integrity in all our dealings with staff, students and other stakeholders (i.e. all officers, Council Members, Staff Members, Contractors/Suppliers, etc.) The policy has been developed to ensure that the core and other related businesses of the Regional Maritime University are conducted in conformity to high ethical and professional standards. The policy may not capture every conceivable situation that may arise as regards the relationship among members of the Regional Maritime University Community. Every member of the community is therefore expected to exercise good judgment without reference to this policy document.

13.1 CODE OF ETHICS

Prohibited Conduct All members of the University community are prohibited from engaging in the conduct resulting in, or leading to, any of the following:

13.1.1 Academic Dishonesty

Violating the University Rules and Regulations on academic work by committing, or attempting to commit academic dishonesty including, but not limited to, cheating, plagiarism, fabrication and unauthorized collaboration and facilitating academic dishonesty of others.

13.1.2 Abuse, Assault, Endangerment, Threatening Behaviour

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to, abusive language and/or physical or verbal intimidation, harassment, coercion, etc.

13.1.3 Firearms, Explosives and Other Weapons

Illegal or unauthorized use, possession, or storage of firearms, explosives (including but not limited to fireworks), other weapons, or dangerous chemicals on University premises, whether or not a license to possess the same has been issued to the possessor. Persons who are licensed and obligated to carry fire-arms must obtain written permission from the Vice-Chancellor or his appointed representative to bear such on the University campus.

13.1.4 False Alarms

Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergencies on University premises or at University-sponsored activities.

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13.1.5 Interference with University Operations

Intentionally or recklessly interfering with normal University operations or University-sponsored activities including but not limited to, studying, research, teaching, information systems, and method of communication and emergency services.

13.1.6 Furnishing False Information, Forgery or Unauthorised Use of Documents

Intentionally furnishing false information to the University and/or its officials, or misusing affiliation with the University to gain access to outside agency services; or using false information or University resources to compromise the name of the University.

Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

13.1.7 Slander and Libel

Peddling, saying, publishing or causing to be published, any false information about a staff, student or any officer or person, connected to the University.

13.1.8. Drugs

The unlawful cultivation, manufacture, distribution, dispensing, use, or possession of illegal drugs, other controlled substances or paraphernalia on University premises or at University-sponsored activities

13.1.9 Fire-Safety Equipment Intentionally or recklessly misusing or damaging fire safety equipment.

13.1.10 Freedom of Expression

Interference with the freedom of expression of others except when contradictory to this Code

13.1.11 Interpersonal Relationships

No member of the University community shall:

- a. Molest, intimidate or be rude to University officials and colleagues;
- b. Engage in amorous relationships with the opposite sex that has a tendency to undermine discipline and lower standards;
- c. Team up with a student(s) or any other members of the University community in bingeing, smoking and using or abusing drugs;
- d. Constitute a threat to the life of others;

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e. Be a member of any proscribed organization or participate in any illegal or secret meetings organized by such societies or fraternities.

13.1.12 Disorderly Conduct, Lewd or Indecent Behaviour, Breach of Peace

Engaging in disorderly, lewd, or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at University-sponsored activities. Disorderly conduct includes, but is not limited to, any unauthorised use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge, or without his or her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym/changing room.

13.1.13 Theft

Theft, or attempted theft, of property or services on University premises or at University-sponsored activities, or having knowledge of such theft and failing to report it to a University official.

13.1.14 Property Damage, Destruction or Defacing

Intentionally or recklessly destroying, damaging, defacing or attempting to destroy, damage or deface University property or the property of others on University premises or at University-sponsored activities or having knowledge of such acts and failing to report to a University official.

13.1.15 Non-Compliance with Official Directives

Failure to comply with reasonable directives of University officials acting in lawful performance of their duties

13.1.16 Violation of University Rules, Regulations and Policies Violating other University rules and regulations or policies as published from time to time including amendments and additions adopted since the publication date.

13.1.17 Alcohol and Alcoholic Beverages

Unauthorised distribution, possession, and consumption of alcohol and alcoholic beverages on University premises or at University-sponsored activities.

13.1.18 Drunkenness

Drunkenness on duty and at all University-sponsored activities.

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13.1.19 Unauthorised Access to Facilities and Unauthorised Duplication of Keys

Unauthorised access or entry to, or use of University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment, or unauthorized entry to, or use of University premises.

13.1.20 Unauthorised, Mischievous or Malicious Use of Computer or Electronic Communication Devices

Abusing of computer facilities and resources including, but not limited to:

- 13.1.20.1 Unauthorised entry into a file, to use, read, or change the contents, or for any other purpose;
- 13.1.20.2 Unauthorised transfer of a file;
- 13.1.20.3 Use of another individual's identification and/ or password;
- 13.1.20.4 Interference with the work of another student, faculty member or University official;
- 13.1.20.5 Sending obscene, abusive or threatening messages;
- 13.1.20.6 Intentional transmission of computer viruses;
- 13.1.20.7 Interfering with normal operation of the University computing system;
- 13.1.20.8 Unauthorised duplication of software or other violation of copyright laws;
- 13.1.20.9 Unauthorised access to, mischievous or malicious use of University computer equipment or networks, or electronic communication devices to gain unauthorised access to, and/or use of off- campus computer equipment;
- 13.1.20.10 Any violation of the University Computer Policy.

13.1.21. Provoking Others to Misconduct

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behaviour or other acts of misconduct.

13.1.22. Hazing/ Initiation

Intentionally or recklessly endangering the physical or mental health of others through forced consumption of items, including but not limited to alcohol or drugs, and/or forced participation in dangerous or reckless activities for the purpose of initiation into or affiliation with any organization or group whether registered on campus or not.

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13.1.23. Identification Cards

Failure to wear, or to produce or surrender the identification card upon the request of a University official.

13.1.24. Animals

Bringing an animal (including, but not limited to cats, dogs, and snakes) into any University building, with the exception of guide animals, animals used for authorised laboratory purposes, or animals for which expressed permission has been granted.

13.1.25. Demonstrations

Demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to persons or property, infringe on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus, building or area.

13.1.26. Political Activities

Unauthorized use of University facilities or equipment for political activities

13.1.27. Discriminatory Harassment

Making remarks, placing visual or written material, aimed at a specific person or group that demean their race, gender, marital status, veteran status, religion, creed disability, national origin, ancestry, age, or HIV status:

- a) with the intention of causing harm to the person or groups; and or
- b) creating an environment which limits a student's educational opportunity or a University employee's employment and educational opportunity.

13.1.28. Sexual Harassment

- a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunities.
- b. Demanding sexual favour, accompanied by implied or overt threats concerning one's job, or performance evaluation (grades).
- c. Demanding sexual favour in exchange for a job or performance evaluation (grades) by a person in a position of authority over another.

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d. Physical (See Section 2) or bodily contact with the opposite sex including but not limited to pinching, tickling, touching, etc.

13.1.29. Rape/ Defilement

Having sex with someone without his/ her consent or sexually abusing a minor.

13.1.30. Gambling/ Betting

Unauthorized and/ or illegal exchange of money, favour or services as a result of an organized or unorganized game or competition

13.1.31. Smoking is prohibited on any of the University campuses, buildings and at any University-sponsored activity.

13.1.32. Abuse of the Student Conduct System Abusing the student conduct system including, but not limited to:

13.1.32.1 Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.

13.1.32.2 Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.

13.1.32.3 Attempting to cause or causing a disruption or interference with the orderly conduct of a hearing proceeding.

13.1.33. Off- Campus Conduct

Conduct occurring off University premises is ordinarily not subject to University discipline, unless such conduct:

13.1.33.1 Seriously affects the interests, image and reputation of the University or the position of members within the University community, or

13.1.33.2 Occurs in close proximity to University premises and is connected with offensive conduct on University premises, or

13.1.33.3 Occurs at University-sponsored activities off University premises (including but not limited to conferences, competitions, industrial attachment, educational trips, etc.)

13.1.33.4 Occurs in other facilities which have been contracted by the University.

13.1.34. Dress Code

The University attaches great importance to modest and good dressing. One’s dressing adds value to one’s personality, self-confidence and self-worth. This saying is very instructive: “Dress the way

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you would like to be addressed”. Members of the University community are required to strictly abide by the following dress code:

13.1.34.1 Dress Code for Female Students

- i. During ceremonies (e.g. matriculation, congregation etc.), all female students must be formally dressed. This connotes a smart skirt suit, trouser suit, skirt and blouse with covered shoes or sandals.
- ii. Skirts or dresses should be at least knee length.
- iii. The wearing of tight or strapless dresses or blouses or tops with spaghetti straps without a jacket is prohibited.
- iv. Over clinging clothing, including hip-stand trousers is not allowed.
- v. Revealing blouses or dresses, especially the types that do not cover the navel or bust is not allowed within the University premises.
- vi. Transparent dresses must be worn with inner wears or lining.
- vii. The use of bathroom slippers is not allowed.
- viii. Trouser suits with jackets to match and smart traditional dresses are encouraged.
- ix. Hairstyles and accessories should be decent and moderate.
- x. Pierced parts of the body, except the ears, should not be adorned with ornaments.
- xi. Wearing of chains or bangles around the ankle is strictly prohibited.

13.1.34.2. Dress Code for Male Students

- i. All male students are expected to dress formally during ceremonies like matriculation, congregation, etc. This connotes shirt tucked neatly into trousers, with a tie to match and with or without a jacket and pair of covered shoes.
- ii. Face cap or any other cap, scarves, braided bushy hair or earrings are not allowed.
- iii. Fastening of trousers below the waist line or putting it down the hip line is not allowed.
- iv. Wearing of long-sleeved shirt without buttoning the sleeves well or folding as desired is not allowed.
- v. Shirts must be properly tucked into the trousers.
- vi. Shirt collars should not be left flying.
- vii. French suits and smart traditional dresses are encouraged.
- viii. Wearing of singlet and “ready-to-fight-T-shirt” are prohibited for male students.

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13.1.35. Violation of Disciplinary Sanction

Knowingly violating terms of any disciplinary sanction imposed in accordance with this Code.

13.1.36. Penalty

The Code of Ethics shall be binding on all members of the University community and where there is the need for sanction; recourse shall be made to the existing University's Act, Statutes, Rules and Regulations as appropriate.

13.2 Other Offences not specified

Any other offences and their appropriate penalties which are not specified in the present set of guidelines shall be determined by the UNIVERSITY.

13.3 Criminal Offences

These are acts that contravene the laws of Ghana and as such shall be handled by the Law enforcement agents. These acts are listed in the Penal Code of Ghana, Act 29, 19. However, after the Police have concluded its own part of the case, the student shall still be arraigned before the University which shall try him/her for misconduct and also punished accordingly to the gravity of the offence.

13.4 Conflict Resolution

The University community is guided by the principles of fairness and equity. This conflict resolution process applies to student/student and staff/student conflicts in the university. In the event of conflict between students:

- In the event of conflict between students: Students are requested to engage their respective class advisors for guidance, mediation and settling of the dispute. Cases that are severe in nature must be immediately reported to the respective Head of Department for the necessary actions to be taken.
- In the event of conflicts between staff and students: the student's coordinator must be engaged for mediation and settling of the dispute. If conflict resolution fails, the respective unit head of the member of staff must be engaged to resolve the dispute.

NOTE: *Students should note that, in addition to the Code of Ethics in the Students Handbook, Students in accommodation are bound by the rules and regulations of the Cadet Corps and residential rules.*

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14 STUDENT FACILITIES

14.1 Accommodation in Halls of Residence

It is the policy of the University to provide an environment that will assist each student in developing his or her academic and social potentials to the fullest. For this reason, the halls of residence are considered to be an integral part of the total educational enterprise at the Regional Maritime University. The halls are not merely places to sleep in but for many months of the year, they are homes for the students.

Only bona fide registered students of the University are allowed to live in halls of residence. For now, however, only the first year and second year Marine Engineering and Nautical Science students are compulsorily accommodated by virtue of their cadetship training. Few available bed spaces are given to other students with preference to fresh foreign nationals. Every fresh student will, however, register and be given a hall to affiliate. The application requirements for residency in the students' accommodation is as follows:

- **Students are to apply** to the Academic Registrar who is member of the Students Affairs Committee for accommodation and such applications are done every semester. Similarly, students who wish to withdraw from accommodation at the end of the semester **MUST** fill in the Declaration to Continue Residency form.
- Names of accepted applicants are **published** on the Registry's Notice Boards
- Accepted applicants proceed to pay the accommodation fees at the bank. Upon presentation of evidence of payment at the Finance Office, the Registry issues the students "**Offer for Residential Accommodation.**"
- Offers for Residential Accommodation are then **presented to the House Master** who checks all receipts and forward same to the Students Coordinator for attestation.
- After the **attestation** of the Students Coordinator, the students return to the House Master for **assignment of room and or placement in the accommodation.**

14.2 Conditions of Room Occupancy

- Unauthorized transfer of bed space is not allowed.
- Rooms may be occupied before the beginning of classes and throughout the semester.
- Rooms are allocated for a semester at the rate of \$70 per cadet and \$172.22 (8 occupants) or \$252.22 (3 occupants) for non -cadets per semester. All rents are payable along with school fees

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at the Finance Office. Students who withdraw from the hall for any reason, or are dismissed from the University for any reason whatsoever shall not be entitled to return to the Hall as of right; neither are they entitled to any refund of accommodation fees or any other regular charges for the period of absence.

- The right to occupy a room is not transferable. The penalty for an infraction of this regulation is summary ejection from the hall.
- Every student in the accommodation must contribute to goods sanitation and environment including but not limited to cleanliness of cabins, bathrooms, dressing of beds, disposal of refuse in designated places and general cleanliness of surroundings.
- Squatting is prohibited. Any infraction of this regulation will lead to appropriate punishment.
- Students are liable for any careless or willful destruction or damage of University property for which they are responsible.
- Noise is not tolerated in the accommodation. This includes religious noise. Radio and laptop equipment must be tuned moderately to one's hearing.
- No sexual activity is permitted in the students' accommodation.
- At the close of the Semester, students are required to return, immediately, all keys and other University property.
- No visitation is allowed in the students' accommodation after the specified times: Cadets-10:00pm, Non Cadets-11:00pm.

14.3 Electrical Appliances, Fire and Fire Prevention

- The use of certain electrical appliances may cause electrical faults and result in fire hazards. Therefore, under no circumstances, must electrical appliances such as electric cookers, toasters, grills, immersion heaters, heating coils, hot plates, irons, television, refrigerators, ovens and multiple outlets, etc. be used in student rooms. These may be used only in rooms especially provided for this purpose in each hall. Further information may be obtained from the Coordinator of students affairs.
- Candles are not normally allowed in student rooms when there is electric power supply. When there is no electricity, the University provides kerosene lamps to the various Halls of Residence.
- Smoking is not permitted in any part of the Halls of Residence.

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- All incidents of fire shall be investigated by the Security Company/Maritime Safety Department and reported to Administration and the University Committee on Security. Both the international fire codes and the regulations will govern the criminal and or disciplinary action to be taken.

14.4 Loss of Personal Property

The University does not accept responsibility for any loss of personal property in the hall. Such losses should be reported to the Coordinator of Student Affairs and then to the Security Company or Administration as appropriate.

Further details are available in the rules of residence obtainable free of charge from the Commandant.

14.5 Vacation Residence

It is very important that all students return their keys to the Porter on duty on the last day of each semester even if their Hall is assigned as a room for the vacation.

On exceptional cases, students who are judged with sufficient reasons are normally allowed to stay in halls of residence during vacation. Applications for permission to stay in residence during vacations must be made and appropriate approval obtained and prescribed fee paid.

15 STUDENTS REPRESENTATIVE COUNCIL (SRC)

The Institution Documents of the RMU gives provision for the establishment and the functioning of a Students' Representative Council (SRC) as the official organ of the students of the University. The Executive members are elected by the general student body and the SRC is responsible for promoting the general welfare and interest of students and coordinating the social, cultural, intellectual and recreational activities of the students. All views and concerns of the students are channeled through the SRC to the appropriate bodies of the University. However, matters of purely academic nature may be dealt with by the Academic Counsellors or Heads of the Department of the individual students concerned.

15.1 Student Organizations

It is the policy of the University to encourage students of the University, who so desire, to organize themselves into, and join organizations which contribute to the academic, cultural, recreational and social life of the University. For this reason, the University encouraged a network of student-directed clubs and societies designed to provide education outside the classroom. There are numerous

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such student academic societies and activity clubs catering for a wide variety of interest, and through which a student may manifest his feelings and attitudes and seek out relief from the purely academic life.

Special interests and hobbies, are provided for by a broad and constantly changing spectrum of student organizations, some informal, but most of them formally recognized by the University.

These organizations sponsor such activities as lectures, panel discussions, parties, receptions, dances, excursion trips, exhibitions, drama and musical programmes.

As a rule, the University does not encourage or recognize any student organization which, in its membership, discriminates on account of race, sex or religion. For this reason, tribal and other ethnic student organizations are not encouraged or given any recognition by the University. However, such organizations are required to inform the Registrar of their existence and to submit to him the names of their Coordinators for record purposes at the beginning of every session.

Student organizations must meet the following conditions before being accorded University recognition:

- i. Bona fide intent to pursue activities which are consistent with the educational and social functions and established policies of the University as approved by Board and Academic Council;
- ii. an intention of permanence in organizations as evidenced by organic constitutions, rules and regulations, statements of financial support and sources commensurate with the activities to be undertaken, and the like;
- iii. evidence that none of the existing student organizations could meet the needs of the proposed organization;
- iv. student body interest in the proposed organization, as evidenced by a significant number of student members or prospective members;
- v. a staff Patron/Adviser.

For this purpose, groups seeking recognition must submit the following to Coordinator of Students Affairs:

- Two copies of the proposed constitution and bye-laws,
- Names, matriculation numbers, hall and departmental/level as well as addresses of the Coordinators;

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- Name and Signature of a full-time Senior academic, administrative or technical staff of the University who has agreed to serve as Adviser/Patron to the organization;
- Certification by the Adviser/Patron that at least twenty full-time students will form the nucleus of the organization;
- Statement of purposes and proposed programmes of activities as it relates to be expected contribution to the academic, cultural, social or recreational life of the campus.
- Affiliations, if any, to any outside organization.
- Statement of proposed financial support and management of funds.
- Statement of sponsorship from the Head of Department, Provost, University Registrar, if the organization is to be sponsored by a Department of the University.
- Student organizations may be dissolved by a request of the organization itself, by action of the University Registrar when the organization has failed to file a registration form for two consecutive academic sessions or the violation of University regulations and policies governing student organizations.

15.2 Privileges and Recognition

Recognized registered student organizations are entitled to the following privileges:

- recruitment of members from among the members of the University community;
- use of University facilities subject to payment of appropriate charges, if any and in keeping with the scheduling and booking regulations and procedures governing the use of such facilities;
- the use of the name of the University as a part of their official titles;
- (With respect to affiliated organizations) application to the University for financial and other forms of support for specific activities and/or programmes.

15.3 Conditions under which Recognition may be withdrawn

Recognition may be withdrawn for any of the following reasons:

- Failure to observe the administrative procedure established for recognition and for continued recognition;
- Failure to observe the rules and regulations of the University.

15.4 General Regulations

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Registration of a student organization must not be construed as agreement with, support of, or approval by the University, but only as recognition of the rights of the organization to exist at the University subject to the conditions appertaining.

15.4.1 Only registered students of the University are eligible for membership of student organizations. Other persons may be admitted to associate membership if the organization's constitution so provides and the University so agrees.

15.4.2 All student organizations must keep proper records of their finances in accordance with the guidelines laid down from time to time by the Student Welfare Board. All funds raised by student organizations, by whatever means, are subject to financial accountability.

15.4.3 Coordinators of student organizations are presumed to accept individual responsibilities for the planning and conduct of activities sponsored by their organizations.

15.4.4 Affiliated student organizations may, upon application, receive support, including fund, from the Student Association. The sponsoring faculty or department must assume full responsibility (along with organization's Coordinators) for the actions and activities of the sponsored organization.

15.4.5 No student organization is allowed to indicate or imply that it is acting on behalf of the University or with its approval without specific authorization by appropriate University authority.

15.4.6 All student organizations must comply with applicable regulations. Infractions of regulations by any organization may result in loss of privileges or registration.

15.4.7 All student organizations must be registered with the Student Affairs Division of the Registry at the beginning of each session, by submitting the following information (on the Registration Form provided) not later than the three week of resumption.

Names and addresses (Department and Hall) of current Coordinators of the organization:

- the name(s) of Staff Adviser/patron who has agreed to serve;
- programme of activities for the year, including dates and venues;
- a copy of the Annual Report for the preceding year.

16. LIBRARY SERVICES

Library

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The first library was established in 1960 when the then Nautical College was relocated from the Flag Staff House to Nungua beach near the Mukwe lagoon. It was housed in the Administration building close to the sea. That very spot is where the Anchorage building now sits. In 1971 the library was relocated due to erosion.

In 1983 the library's name was changed to Regional Maritime Academy Library following the regionalization of the college. Again, in 2007, the Academy library metamorphosed into Regional Maritime University Library after the Academy became a fully-fledged university by receiving a presidential charter in that year.

The collection of the library is built to meet the teaching, learning and research needs of both faculty and students of the university. The collection is organized using the Dewey Decimal Classification Scheme.

Function

The main function of the library is to support the teaching, learning and research pursuits of the university. It is therefore the pivot around which academic life of the RMU revolves. To enable it play its proper role, books, journals, e-resources and other reading materials are carefully selected with the aid of academic departments in order to provide an effective and efficient library service for the University community

Arrangement of Books

The books in the library are arranged according to their subject contents by a scheme known as the Dewey decimal classification. The classification scheme divides knowledge into 10(ten) divisions 0 – 9 with each division denoting the subject contents of the books.

The outline of the main classes is as follows:

- 00 Generalities
- 100 Philosophy and related disciplines
- 200 Religion
- 300 Social Sciences
- 400 Languages
- 500 Pure Science
- 600 Technology
- 700 The Arts

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800 Literature (Belle-letters)

900 General geography and history and their auxiliaries

Each book has a Call Mark which is usually written on its spine. The call mark is made up of the Call Number and the first three letters of the author's surname. Thus, the International law of the sea by E.D Brown will have his call mark on the spine

3341.75 -Class Number

BRO -Author Mark

Library Rules

- Smoking and eating and drinking are not permitted in the library. They encourage infestation of pest and ants and may be offensive to other library users. Toffees, biscuits, fruits, candies etc. are all forbidden.
- On leaving the library, readers must show all books in their possession to the Assistant at the Counter.
- Books must not be defaced by writing in them or by any other means. Borrowers are responsible for books for which they have signed. Any loss or damage must be made good by the borrower.
- It is an offence to take a book which has not been properly issued to you out of the library.
- Disciplinary action, including expulsion will be taken against anyone found to have mutilated or stolen library material, including journals or books.
- Silence is to be observed at all times within certain section of the Library.
- Firearms and other offensive weapons are not allowed into the Library.
- Pets are not allowed in any part of the Library
- The entry and use of mobile phones in the reading areas of the library are prohibited. These, also includes small radios and sound systems.
- Bags, gowns, raincoats, umbrellas and other items must be deposited with the Assistant at the front desk and a tag collected. It must be noted that such items are deposited at owners' own risk and the Library disclaims responsibility for any loss or damage to such items.
- No seat shall be reserved by or for any reader. Any seat that is vacant for 15 minutes would be allocated to the next user.

Registration

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Faculty, students and staff of the University have access to all the resources of the library, however, they need to register with the library in order to borrow materials. Library tickets are then issued to the user for borrowing. The number of tickets determines the number of books a user can borrow at a time

The Student ID card must be shown whenever a book is to be borrowed from the library. It should also be surrendered when requesting for book from any section of the library. In addition, signing for any material from Reference desk, such as thesis, past questions etc, the user may be required to produce a student ID card. It should be produced as identification whenever requested by a member of the Library Staff. No borrowing is allowed without the ID card.

Loan and Care of Books

I. Regular Books

- a) Undergraduate students may borrow up to 2 books for 2 weeks, renewable **once only if not requested by another reader, Books may be recalled after 7 days.**
- b) Postgraduates and Research Students may borrow up to 4 books for 2 weeks, these may be renewed **once only, and such books are subject to recall after 7 days.**
- c) Senior Members may borrow up to 6 books, **for a semester**, subject to recall after 2 weeks if circumstances of the library so demanded.
- d) Lending of books cease 15 minutes before closing time.

ii. Charging and Discharging of Books (Borrowing and Returning of Books)

One need to present a valid RMU library ticket to borrow book from the Circulation Desk and the book is to be return to the same location, before or on the due date. It should be noted that the Borrower remains responsible for the book(s) he or she has borrowed as long as the book(s) was not presented to staff at the Circulation Desk.

iii. Reservation of Books

A book which is out on loan and which is required by another reader may be reserved on application to the Assistant-in-charge at the Circulation Desk in the Main Library. The reader will be notified by email when the book is available. Such a book will be kept for 3 days. If it is not collected after this period, the book will be returned to the library's shelves.

iv. Care of Books

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- a) No book is to be written in, cut, or damaged in any way. Any defect in or damage to a book should be reported to the library staff.
- b) Readers must not trace any picture or figure from any book/material.
- c) Readers and borrowers will be held responsible for any damage to a book in their charge and will be required to pay the appropriate cost of such damaged books.**
- d) Borrowers should report at once the loss of any book, and if it is not found, the borrower shall pay for the assessed cost of the lost book.

Offences and Sanctions

The following shall constitute library offences:

- a) **Failure to return borrowed books and related material on due date.**

Sanction:

i) General Collection: Offender shall be liable to the payment of a fine of \$ 0.50 per day up to time the book is returned.

ii) Special Reference Collection: Hourly charge of \$1.00 plus loss of borrowing facilities until books are returned.

- b) **Loss or misplacement of books and related materials.**

Sanction: Offender will pay twice the current price of the book including shipping and handling charges, plus a processing charge of GH¢100.00.

- c) **Unlawful acquisition of library materials/stealing sanctions:**

I. Ordinary books – Rustication for 21 days. In addition, the member shall lose borrowing rights for one semester.

II. Reference books – As in (i) above plus possible dismissal.

III. Rare books – Dismissal.

d) **Mutilation of books and related materials sanctions:** A member who commits this offence shall be dismissed from the University.

- e) **Failure to return books and other materials on demand. (i.e. when a book is recalled).**

Suspension from the University plus any overdue fines.

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In the case of a faculty member who commits any of the above offences, a report shall be made to the Vice-Chancellor and the Registrar for appropriate sanctions to be instituted against him/her. For non-university staff, use of the library will be denied plus other appropriate sanctions.

f) With regard to the General Rules of the Library Regulation, the flouting of any of them could result in the imposing appropriate sanctions on the offender(s), including the suspension of the use of the library.

Reserved Books

Books recommended by lecturers to their students are removed from the shelves and kept behind the circulation desk. Such books are available for use in the library only. A reader must return books borrowed from the reserved collection to the assistant at the counter before leaving the Library.

Books used in the library

Books should be left on the reading tables. Readers should not attempt to shelve any book after use.

User Education

User education in the library, takes the form of the orientation programme organized for freshers at the start of a new academic year. special training programmes are organized for post-graduate students on how to access information in electronic format, such as the CD-ROM, the internet and other online databases. This is to impart literature search skills to the new students and also to create awareness of such services in the library. The course is organized mid-way through the first semester and is free of charge. When more resources become available, such a programme will be extended to cover undergraduate students as well.

DAYS

HOURS OF OPENING

During Session

Monday to Friday - 8:00 a.m. – 10:00 p.m.

Saturday - 8:00 a.m. – 4:00 p.m.

During Inter-Semester break

Monday to Friday - 8:00 a.m. – 4:00 p.m.

For further information on the library, please visit: <http://erl.rmu.edu.gh>

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17 THE UNIVERSITY HEALTH FACILITIES

The University's Sick Bay provides a general practitioner services to all resident students as well as to all members of staff and their dependants.

The University's Sick Bay receives student cases daily at the specified times published. The clinic is closed on weekends and on public holidays but the resident Sick Bay Officer may be contacted in case of emergency.

Students not resident are entitled to only first aid treatment.

17.1 General Regulations

- Each student is required upon admissions, to register with the Sick Bay, and to undergo a medical examination performed at the Sick Bay.
- A student may be denied registration at the beginning of the term if at that time an examination does not reveal a satisfactory medical condition.
- A student in whom remediable defects are noted is required to follow the guidance of the University Health Services in pursuing a course of treatment which will correct his remediable defects.
- The Officer in charge of Sick Bay may advise the Vice Chancellor to ask a student to withdraw from the University on grounds of ill-health. In such a case, the student may be readmitted only on the advice of the Medical Officer of University who may recommend special conditions for his readmission.
- During the session students are expected to consult the Sick Bay Officer at all times as medical certificates obtained from private doctors on ill health may not be acceptable for absence from lectures or examinations.

18 USE OF UNIVERSITY FACILITIES

In order to prevent interference with University functions or activities, Provost, Heads of Department and Commandant to establish regulations and procedures governing the use of University grounds, buildings, and other facilities in their faculties and/or department and/or halls.

- University facilities must not be used for the purpose of carrying out any unlawful activity.
- Permission to use any University facilities does not imply endorsement of the activity by the University.

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- Student organizations and users may be required to pay for the use of the facilities and in addition, must be submitted to the Division for scrutiny and approval.
- The African Unity Auditorium may be reserved for use by registered organizations and bona-fide individuals with the permission of the University Registrar or his designated representative [in this case, the Administrative Officer) in accordance with the regulations appertaining to it. Such registered organizations must route their applications through the Coordinator of Students' Affairs.
- No reservations may be regarded as finalized until notification has been received in writing from the appropriate office that arrangements have been approved as to time, place and manner.

19 ACADEMIC REGULATIONS

1. Definitions

19.1.1 Programme: A programme is a curriculum package that consists of courses and leads to the award of a specific degree, diploma, or certificate.

19.1.2 Course: An aggregate of teaching, evaluation and examination offered by a particular Department under an approved title, course number, stipulated contact hours and CREDITS weighting.

19.1.3 Course Work: Comprises the total of teaching/practicals, tests and examinations that is taken into account when assessing a student's performance towards the award of a degree or diploma.

19.1.4 Core Courses: A course which is designed by the appropriate Department as a compulsory requirement for graduation.

19.1.5 Elective Course: A course chosen under advice, from in or outside the Department in a cognate area.

19.1.6 Optional Course: A complimentary course chosen under advice or as prescribed within the student's discipline to enable the student to complete the total number of CREDITS hours required for graduation.

19.1.7 CREDITS Hours: Each one-hour lecture or tutorial period that a class attends during a week.

19.1.8 Thus a class that meets three hours a week for lecturers will normally be assigned three CREDITS hours per semester. A three-hour Laboratory, practical class shall normally be the equivalent of one CREDITS hour.

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19.1.9 Calendar Year: Combination of standard session and a long vacation normally extending 1st August to 31st July.

19.1.10 Long Vacation: The period between beginning of June and beginning of August.

19.1.11A Standard Session/Academic Year: Is normally a 9 month or 39 week period beginning in August and ending in June.

19.1.12 Academic Discipline: Special area of study normally housed in a Department.

19.1.13 Year of Study: That point within a programme at which a student's standing may be identified within the prescribed period of study.

19.1.14A Re-sit Examination: An examination which the student is required to take again after repeating the course as a result of failing a previous examination.

19.1.15A Pass Grade: A pass grade is a grade of E or above.

19.1.16A Fail Grade: A fail grade is a grade of F.

The University offers its programmes in modular form. A module usually lasts a semester of course work.

The Academic Calendar of the Regional Maritime University [RMU] is organized into a semester system and all courses are evaluated in terms of CREDITSs. The courses are coded and numbered in progressive order of difficulty.

Detailed information about the structure of programmes and syllabuses are published separately by the University Registrar's Office.

It is the responsibility of each student registered at the University to be familiar with these regulations.

19.2 Admissions

Apart from the general entry requirements additional departmental requirements for admission to each programme are published separately by each Department.

An Offer of Admission may only be accepted by a candidate to whom the offer has been made. Such an offer of admission shall be subject to the passing of a Medical Examination conducted at a medical facility approved by the University.

An Offer of Admission may be terminated if it expires by lapse of time.

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Applicants gaining Admission to the University shall be required to pay all approved fees before or at the time of registration.

It is the responsibility of each qualified student to go through a process of Registration during the Official Registration period after fees have been duly paid.

A student who has been properly registered shall not have the option of changing to programmes for which no application has been made.

It is the responsibility of all registered students to ensure that the programme for which Admission has been made is completed within the stipulated time.

A student whose accounts are in arrears shall be required to pay up all outstanding bills before being accepted into residence or attending lectures.

A student admitted into the University must comply strictly with the Code of Discipline contained in the Student's Regulations.

The University reserves the right to expel a student from the University at any stage of a programme if there is enough evidence to indicate that the student accepted an Offer of Admission while not satisfying Admission Requirements.

19.3 Programme of Study

A student who is admitted into a programme shall be required to follow the approved course of study over the prescribed period.

19.4 Academic Session

An Academic session shall comprise two semesters as follows:

AUGUST/SEPTEMBER INTAKE

First Semester: August - December
Second Semester: February - May/June

JANUARY INTAKE

First Semester: January-April
Second Semester: May-August

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19.5 Structure of Semester

A semester shall be of 18 weeks duration, structured as follows:

15 weeks of Teaching

1 week of Revision

2 weeks of Examinations

19.6 Registration

For a student to obtain credits in any course, he or she must first register for that course in the relevant Department during the official registration period at the beginning of each semester. This period being the first 14 days of commencement of the semester.

19.6.1 A fine shall be imposed on any student who fails to register during the period of registration.

19.6.2 A student who fails to register by the first 28 days of commencement of the semester, without any special approval, shall forfeit his/her right to register for the semester.

19.6.3 No student shall be permitted to register by proxy.

19.7 Duration of Study Programmes

The minimum period for completion of a programme shall be in accordance with requirements of the specific programme. A maximum of additional 4 academic years and 2 academic years shall, however, be allowed for completion of a 4-year (BSc) and 2-year Diploma programmes respectively.

These minimum and maximum periods are calculated from the date of first registration for the programme.

19.8 Class Advisor

Students shall be assigned Class Advisor(s) in every department who shall provide periodic counsel on course offerings and other academic related matters.

19.9 Deferment of Programme

19.9.1 A student may defer his/her study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.

19.9.2 A student who wishes to interrupt his/her study programme shall apply in advance to the Provost through the Head of Department, stating the reasons for the interruption. The decision of the Provost shall be communicated to the University Registrar who shall then communicate to the applicant the duly granted permission before he/she leaves the University.

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19.9.3 A student, who interrupts his /her studies programme for more than four continuous semesters, shall be deemed to have lost any accumulated CREDITSs. Such a student may however, be allowed to re-apply for admission into the University.

19.9.4 Where the grounds for interruption of studies are medical, the advice of an approved medical officer shall be required on the propriety and length of period of interruption.

19.9.5 Any student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. The University Registrar shall cause the name of such a student to be removed from the student roll.

19.10 Inability to Complete Study Programme within Maximum Period

A student who fails to meet all requirements for the Award of a Degree or Diploma within the maximum period shall lose all accumulated CREDITSs and his studentship cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

19.11 Course Coding and Numbering System

That course codes should be combination of four letters and three-digits.

The first letter represents the type of programme.

The legends for the programmes are defined as follows:

- i. P for PhD
- ii. M for Masters
- iii. T for Postgraduate Diploma
- iv. A for Postgraduate Certificate
- v. B for Bachelors
- vi. D for Diploma
- vii. C for Certificate

The second, third and the fourth letters represent the programme.

- i. MAE for Marine Engineering
- ii. MHE for Mechanical Engineering
- iii. NAS for Nautical Science
- iv. EEE for Electrical/Electronic Engineering
- v. CME for Computer Engineering
- vi. CMS for Computer Science
- vii. PSA for Ports and Shipping Administration
- viii. LGM for Logistics Management

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- ix. REE for Renewable Energy Engineering
- x. BPE for Bioprocessing Engineering
- xi. EVE for Environmental Engineering
- xii. LSM for Logistics and Supply Chain Management
- xiii. NVS for Naval Architecture and Shipbuilding

The number digit signifies the following:

The first number digit represents the year in which the course is offered

- 1-4 for four years one to four
- 5 for postgraduate
- 6 for Masters
- 7 for PhD

The second and third digits for the serial number of the course

The third digit represents the following:

- Zero (0) for a course that is offered in both semesters
- Odd numbers (1, 3, 5, 7.....) for course offered in the first semester
- Even numbers (2, 4, 6, 8) for course offered in the second semester.

19.12 Course Credits

Courses are weighted according to the number of contact hours per week as shown in Table I:

Table I Credits Points

Contact Hours Per Week	Credits Points (CP)	Time Allotted for Exam Papers
3 - hour lecture or more	3	3 Hours
2 - hour lecture	2	2 Hours
1 - hour lecture	1	1 Hours
More than 3 - hour practical	2	4 Hours
Less than 3 - hour practical	1	3 Hours

Each ancillary course shall carry a maximum CREDITS of 2 points.

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19.13 Minimum and Maximum Workload per Semester

A student shall be required to carry a minimum workload of 16 CREDITSs per semester, and a maximum of 24.

19.14 Grading System

Performance in a course shall be graded as in Table II:

Table II: Grading System

GRADE	% MAR K	GRADE POINT (GP)	INTERPRETA- TION
A	80 -	4.00	Outstanding
A-	100	3.85	Excellent
B ⁺	75 - 79	3.50	Very Good
B	70 - 74	3.00	Good
C ⁺	65 - 69	2.50	Above Average
C	60 - 64	2.00	Average
D	55 - 59	1.50	Pass
E	50 - 54	1.00	Weak Pass
F	45 - 49 0 - 44	0	Fail
X	-	0	Fail
Z	-	-	Disqualified
I	-	-	Incomplete
Y	-	-	Continuing
S	-	-	Sick
M	-	-	Owing

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Derivation of GPA, CGPA etc

Table iii

CREDITSs Units (i)	Percent- age Score (ii)	Grades (iii)	Grade Point (iv)	Grade Point Average GPA (V)	Cumulative Grade Point Av- erage CGPA (Vi)	Classification Degree (Vii)
Vary according to contact hours assigned to course per week per semester	80-100	A	4.00	Derived by multiplying i and iv and dividing by total CRED-ITS units	3.6 and above	1 st Class
	75-79	A-	3.85		3.0-3.59	2 nd Class Upper
	70-74	B+	3.50		2.5-2.99	2 nd Class Lower
	65-69	B	3.00		2.0+-2.49	3 rd Class
	60-64	C+	2.50		1.5-1.99	Pass
	55-59	C	2.00		1.49 and below	Fail (No Certificate)
	50-54	D	1.50			
	45-49	E	1.00			
0-44	F	0				

Grade Point Average [GPA]

A *Grade Point Average* (GPA) for all courses completed in a semester shall be calculated as follows:

$$\text{GPA semester} = \frac{\Sigma(\text{Credits Hours} \times \text{Grade Point})}{\Sigma \text{Credits Hours}}$$

Example: The GPA of Julius Clinton a student for the first semester of 100 level is taking five (5) courses would be calculated as follows:

Courses	CREDITS Points (CP)	% Score	Grade	Grade Point (GP)	WGP (CP&GP)
Course 1	3	61	B	3.00	9.00
Course 2	2	56	C+	2.5	5.00
Course 3	3	53	C	2.0	6.00
Course 4	3	41	D	1.0	3.00

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Course 5	1	82	A	4.0	4.00
Total	12				27.00

$$= \frac{(3 \times 3.0) + (2 \times 2.5) + (3 \times 2.0) + (3 \times 1.0) + (1 \times 4.0)}{12}$$

12

$$= \frac{9.0 + 5.0 + 6.0 + 3.0 + 4.0}{12}$$

12

$$= \frac{27}{12}$$

12

GPA for the semester = 2.26

19.15 Academic Progress

Academic progress is the student academic standing at the end of predetermined period, which in the University is the end of every session.

A student is considered to be in good standing if his CGPA is not less than 1.50 at the end of every session of his/her programme.

19.15.1 Determination of Academic Progress

The instrument used in determining the academic progress of students is the CGPA

19.15.2 Weighted Grade Point [WGP]

This is the product of the CREDITS Hours for the course and the Grade Point for the course.

19.15.3 Cumulative Grade Point Average [CGPA]

Is the average of the GPA earned up to the time of calculation. A student whose CGPA is 1.50 or more is considered to be in good standing.

$$\text{CGPA to date} = \frac{\sum \text{WGPs}}{\sum \text{No of CREDITSs Points to date}}$$

CALCULATION OF CGPA by level is as follows:

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$$100 \text{ Level} = \frac{\sum \text{semesters I x II WGP}}{2 \text{ [semesters]. Total Credits Hours}}$$

$$200 \text{ Level} = \frac{\sum \text{semesters I, II, III \& IV WGPs}}{4 \text{ [semesters]. Total Credits Hours}}$$

$$300 \text{ Level} = \frac{\sum \text{semesters I, II, III, IV, V \& VI WGPs}}{6 \text{ [semesters]. Total Credits Hours}}$$

$$400 \text{ Level [final CGPA for the award of degree]} = \frac{\sum \text{semesters I, II, III, IV, V, VI, VII \& VII WGPs}}{8 \text{ (semesters). Total Credits Hours}}$$

Final Grade Point Average [FGPA] CGPA at the end of a programme of study.

19.16 Definition of Grades

A to E constitute PASS grades.

45-49% score MAY be accepted as Credits for pursuing pre-requisite courses.

F, X and Z constitute **FAILURE** grades.

‘X’ shall be awarded to a student who is **UNABLE TO COMPLETE** a course **FOR REASONS ADJUDGED UNSATISFACTORY**.

‘Z’ shall be awarded to signify **DISQUALIFICATION** from an examination as a result of an examination malpractice. A candidate awarded grade Z may be:

- Barred from taking University Examination for a stated period, or
- Barred from taking University Examination indefinitely, or
- Expelled from the University altogether.

‘I’ shall be awarded to a student who is **UNABLE TO COMPLETE** a course **FOR REASONS ADJUDGED SATISFACTORY**. Such a student shall be expected to complete the course when it is next offered.

‘Y’ shall be awarded at the end of semester to any student who is taking a course which is **CONTINUING** into the next semester.

‘S’ shall be awarded to a student who is unable to write an examination as a result of ill health. Such a student shall be expected to write the examination when it is next offered.

‘M’ shall be awarded to signify **DISQUALIFICATION** from an examination when a student has not met all financial obligations to the University at the time of the examinations.

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19.17 Qualifying for a Degree or Diploma

- To qualify for a Degree or Diploma a student is expected to fulfill the following conditions:-
- Be regularly enrolled in a Degree or Diploma programme of the University.
- Meet all University and Departmental conditions for the Award of the Degree or Diploma.
- Pass all the courses in the registered programme of study.
- Pass all courses within the maximum period for that programme.
- Has accumulated the stipulated minimum Credits for the particular programme.
- Earn a cumulative GPA of 1.5 or better, which shall be the Grade Point Average (GPA) computed using all the grades obtained in the duration of the programme.
- Should have fulfilled all financial obligations to the University and duly completed the Clearance process.

19.18 Classification of Degrees and Diplomas

Classification of Degrees and Diplomas shall be based on the FCGPA shown in Table III:

Table III: Classification of Degrees & Diploma

FCGPA	DESIGNATION OF DEGREE	DESIGNATION OF DIPLOMA
3.6 and above	1 st Class	Distinction
3.0 – 3.59	2 nd Upper	Upper Credits
2.5 – 2.99	2 nd Lower	Lower Credits
2.0 – 2.49	Third Class	Merit
1.5 – 1.99	Pass	Pass
1.49 and below	Fail	Fail

19.19 Re-sit Examination Policy

A re-sit is the re-writing of an examination as a result of a student's failure to achieve the passing mark required by the academic regulations with respect to any course, the student having completed all assessment requirements for the course.

- If in any particular semester or year a student who fails in one or more courses shall be referred in the course(s) and he/she shall be eligible to write a re-sit examination.

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- In all cases where a student takes a re-sit examination his/her total credits earned shall be increased by the credits assigned to the course(s) in which he/she takes the re-sit examination to determine his/her GPA.
- A student taking a re-sit or deferral of end-of-semester examination will not be required to take the mid-semester examination for that course.
- Students who have re-sit examination to take may do so at when the courses in question are being taken during any of the university examinations.

19.20 Deferred Examinations/Supplementary Exams

Is where a student was unable to take the original examination under justifiable conditions as for example, verified ill health during the conduct of the substantive exam.

19.21 Eligibility for taking deferred examinations

A student qualifies to take an examination that has been deferred when that deferral was due to any of the following under verifiable circumstances arising from relevant, unexpected or extenuating circumstances:

- A student's inability to attempt a formally scheduled examination
- A student's inability to complete a formally scheduled examination

19.22 Procedure for deferring an examination

- Students seeking to defer an examination must seek approval from the Provost by writing formally through the relevant Head of Department and Dean, indicating the extenuating circumstances that call for such deferral.
- Where a deferral is granted, the student will be informed accordingly (at least 5 working days before the next offering of the exam) and will have to then take the examination at the next offering.

19.23 Transcript of Academic Records

Copies of academic transcripts are available upon written request to the Registrar's Office and upon payment of a fee. A transcript includes only the academic record accumulated by the student at the University. Adequate advance notice is required for transcript processing. No transcript will be released to anyone who has failed to meet all his/her financial obligations to the University. Under no circumstances will grades earned in a course be deleted from a student's transcript.

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20 EXAMINATIONS AND ASSESSMENTS

20.1 Eligibility for Examinations

Attendance at lectures/tutorials, seminars, practicals and the execution of all other assignments approved by the University are mandatory.

A student who does not satisfy all Departmental requirements for any course will not be allowed to take an examination in that course

A student who does not achieve 75% of the number of hours assigned to a given course shall not be permitted to sit for an examination in that course.

20.2 Forms of Examinations/Assessments

The evaluation of student's performance shall be by continuous assessment and end-of- semester examination. Continuous assessment shall include orals, quizzes, essays, short tests, assignments, laboratory reports, and shipboard exercises where applicable.

Additional requirement of a pass in either an Oral Examination or a Dissertation/Project may be required in some Departments.

20.3 Weighting of Examinations

Semester assessments are weighted as follows:

■ Continuous assessment	40%
■ End of Semester Examinations	60%
Total	100%

20.4 Pass Mark

The Pass Mark for all courses is 45%

20.4 Deferment of Examination

20.4.1 On grounds of ill-health:

A student who has satisfied all the requirements for eligibility, but is unable to take the end-of-semester examinations on grounds of ill-health, shall be allowed to defer the particular examinations and take them at the next offering, after applying and submitting approved Medical Certificate to the University Registrar through the Head of Department.

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20.4.2 On grounds other than Ill-health:

In cases of deferment other than ill-health, an application shall be made to the Provost through the Head of Department for consideration. It shall be the responsibility of the student to satisfy the University beyond reasonable doubt why he/she wishes to defer the examinations.

In all cases of deferment of examinations, the applicant shall obtain written permission from the Registrar before leaving.

20.5 Declaration of Results

The Examination Committee of each Department shall forward results to Faculty board for onward submission to the Academic Council shall. The Examination Committee of each Department shall make recommendations to the Academic Council for the confirmation of Examination Results.

All Examination Results confirmed by the Academic Council shall be released by the University Registrar

Published results for all Examinations shall be on the Official Notice Board at the University Registrar's Office before the commencement of the next semester

A statement of the results may be obtained from the Registrar's Office after Official Publications of the Results.

Final results of Graduates for the award of a degree/diploma shall be forwarded to the Registrar after they have been approved by the Academic Council.

20.6 Passing, Probation and Withdrawal

20.6.1 First Year [Level 100]

- i. **Pass:** A student who obtains a CGPA of 1.50 or better in all first year examinations shall be deemed to have satisfied the requirements for progression to the second year.
- ii. **Repetition:** A student who obtains between a CGPA of 1.0 and 1.49 shall be made to repeat Level 100 all over.
- iii. **Withdrawal:** A student who obtains a CGPA of less than 1.0 shall be withdrawn from the University.

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20.6.2 Second Year [Level 200]

- i. **PASS:** A student who obtains a CGPA of 1.50 or better and has passed a minimum of 24 credits of required courses at the end of the second year shall be deemed to have satisfied the requirements for progression to the third year.
- ii. **Probation:** A student who obtains: A CGPA of 1.50 or better and has passed between 18 and 24 credits; of required courses at the end of the second year, may repeat failed subjects (re-sit) whenever examinations in those courses are next offered, and where possible, make up the workload in the appropriate courses from the third year.
- iii. **Withdrawal:** A student who does not pass as prescribed for the second year and also does not meet the requirements for probation as in ii); OR

After a year's probation, does not pass as prescribed for the second year, shall be asked by the Registrar to withdraw from the University.

20.6.3 Third Year [Level 300]

- i. **PASS:** A student who obtains a CGPA of 1.50 or better and has passed a minimum of 60 credits of required courses at the end of the third year shall be deemed to have satisfied the requirements for progression to the fourth year.
- ii. **Probation:** A student who obtains: A CGPA of 1.50 or better and has passed between 48 and 60 credits; of required courses at the end of the third year, may repeat failed subjects (re-sit) whenever examinations in those courses are next offered, and where possible, make up the workload in the appropriate courses from the fourth year
- iii. **Withdrawal:** A student who: Does not pass as prescribed for the third year and also does not meet the requirements for probation as in ii); OR

After a year's probation, does not pass as prescribed for the third year, shall be asked by the Registrar to withdraw from the University.

SUMMARY TABLE – Passing, Probation and Withdrawal

AT THE END OF YEAR	PASS	PROBATION	REPEATITION	WITHDRAWAL
ONE	CGPA \geq 1.50	Not permitted	CGPA < 1.0 & 1.49	CGPA < 0 & 0.99

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TWO	CGPA \geq 1.50, plus CPCUM \geq 24	CGPA \geq 1.50, plus CPCUM $> 18 < 24$		
THREE	CGPA \geq 1.50, plus CPCUM \geq 60	CGPA \geq 1.50, plus CPCUM $> 48 < 60$		

20.7 Dissertations/Project

Instructions for the selection of topic, preparation and submission of a Dissertation/Project shall be made available to students by the respective Heads of Department.

Three bound copies of a Dissertation/Project must be delivered personally to the Head of Department not later than one month prior to the completion of the study programme.

20.8 Oral Examinations

Oral Examinations where applicable will be held in the Department concerned as scheduled by the Department.

20.9 Confirmation of Award

The Academic Council shall be the final decision making body in the Award of Degrees/Diplomas to qualifying candidates. No Award shall be confirmed unless the Academic Council is satisfied that the candidate has satisfied all conditions leading to Award of the Degree

20.10 Cancellation of Award

The Academic Council may withdraw an award of a Degree for the following reasons:-

- Presentation of fraudulent results
- Impersonation
- Examination malpractice

20.11 Petitions

A candidate who requires a review of an Examination result shall apply through the Head of Department to the University Registrar and pay a non-refundable fee of One Hundred US dollars at the Accounts Office.

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The Ghana Cedi equivalent of a penalty unit shall be determined by Management from time to time.

An application for a review of Examination results shall reach the Registrar's Office not later than 14 days after the Examination results have been published.

20.12 Instructions to Examination Candidates

- A candidate shall not be admitted to the University Examinations if he/she owes the University or is under suspension or has been dismissed from the University
- A candidate for a University examination must have attended not less than 75% of the number of hours assigned to a given course.
- Every candidate must provide a proof of identity before being allowed into an Examination Hall.
- No candidate shall enter Examination Hall until invited or requested to do so.
- Candidates must comply with instructions given by the invigilator.
- Unauthorized items shall not be permitted in the Examination Hall. Authorized items are pen, pencil, eraser, and any other item as may be specified by the University.
- All other items shall be provided by the University.
- No candidate shall be admitted to the Examination Hall later than thirty minutes after the commencement of the Examination.
- No candidate shall leave the Examination Hall within thirty minutes after the commencement of the Examination.
- Communication between candidates during Examination is absolutely forbidden.
- Candidates may attract the attention of the invigilator by raising a hand.
- Eating, smoking or drinking of alcoholic beverages are not allowed in the Examination Room
- Candidates may leave the Examination Room temporarily to visit the toilet, and only with the express permission of the invigilator who will then accompany him/her.
- A candidate who finishes an Examination ahead of time may leave the Examination Room after surrendering his/her answer books and will not have the option of returning to the Examination Room.
- A candidate who has completed an examination which is still in progress, ahead of time, shall not be seen in the vicinity [within 50m] of the examinations hall.

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- Attendance at University Examinations is compulsory. A candidate who fails to turn up for an Examination without satisfactory explanation shall be deemed to have obtained an F in the paper

20.12.1 Conduct of Examinations

The location of Examinations shall be specified in the Examinations Time Table. It shall be the responsibility of student to study the timetable and locate his/her examinations centre.

Any candidate who commits any offence while the Examination is in progress shall be immediately barred from continuing with the Examination and all papers/the evidence, if any, handed over to the invigilator.

Any offence or act of misconduct during Examinations shall be documented and reported by the invigilator to the Examinations Coordinator not later than ONE hour after the completion of that particular examinations paper.

The outcome of any investigation into such acts of misconduct shall be made available to the University Registrar, through the Examinations Coordinator and appropriate sanctions to be imposed, by the Academic Council.

A Grade Z shall be awarded to a candidate whenever it is established that he had attempted to gain an unfair advantage in an Examination. In such a situation the candidate shall be debarred from taking the University Examination either for a stated period or indefinitely or expelled from the University.

20.12.2 Procedure for Handling Cases of Examination Misconduct

Examination malpractice can occur during examinations or be observed by the lecturer when marking examination scripts. When such situation arises:

- The Invigilator or Lecturer, who caught the student in action or noticed the irregularity during the marking of scripts, shall report in writing by filling the prescribed forms provided by the Examinations Coordinator. The form and a covering memorandum, the scripts and other relevant documents or materials shall be forwarded through the Examinations Coordinator, Head of Department to the Department Examination Committee to investigate.
- The Examination result of such candidate(s) shall automatically be deferred until the case is disposed off by the relevant Committees who will send recommendations to the Vice Chancellor for appropriate sanctions in line with the University's sanctions.

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- iii) Examinations Coordinator shall on receipt of Examination Malpractice report send to the Head of Department the scripts and other relevant documents for the benefit of the relevant Committee(s) if such documents had not been sent with the report.
- iv) Each case shall be considered on its own merit and where a prima facie case of malpractice is established, by the Committees, recommendations shall be referred to the Rector for consideration.
- v) The University Registrar shall convey in writing, the penalty recommended, to the student(s) found guilty. His letter shall clearly state the offence and punishment given.
- vi) The student, on receipt of the letter from the University Registrar shall if he so wishes, appeal to the Vice Chancellor within fourteen (14) days of the receipt of the letter from the University Registrar.

At the end of the rustication period, the student(s) concerned must be cleared by the University Registrar before resuming studies.

20.12.3 SANCTIONS ON EXAMINATION MISCONDUCT

Sanctions shall be imposed for the breach of Examination Regulations. These may be as contained in the examination sanctions.

S/N	OFFENCES	DESCRIPTION	SANCTIONS
i.	IMPERSONATION	<ul style="list-style-type: none"> a. A University student writing exam for another University student b. A person/student from outside the University writing examination for an University student 	<p>Expulsion of both students</p> <p>University student to be expelled while the impersonator should be handed over to the police for necessary prosecution.</p>
ii.	FORGERY/ STEALING	<ul style="list-style-type: none"> a. Forgery of identity card or any exam related document b. Stealing of registration document or any other related document 	<p>Expulsion/Suspension</p> <p>Expulsion/Suspension</p>

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iii.	WRITING OF EXAM WITHOUT REGISTERING	Writing examination without registration/failure to meet the 75% attendance	Cancellation of all papers written and suspension from writing further papers for that particular semester in addition to suspension for the subsequent semester
iv.	DISTURBANCE	<p>a. Internally generated disturbances during examinations such as banging of seats, whistling, hissing, hooting and outright disruption of examination</p> <p>b. Disobedience to Supervisor and or other Examination Officials</p>	<p>Student(s) to be suspended</p> <p>Letter of reprimand and cancellation of the students paper as appropriate</p>
v.	CHEATING	<p>a. From textbooks, handouts, notes, journals, mini-computer, calculators, electronic wrist watches, organizers, mobile phones, etc.</p> <p>b. Student copying from fellow student</p> <p>c. Student assisting a fellow student to answer question(s). Passing pieces of paper(s) etc.</p> <p>d. Exchange of question papers on which answers have been written and or answer scripts during exams</p>	<p>Expulsion/Suspension</p> <p>Expulsion/Suspension</p> <p>Expulsion of both student/Suspension</p> <p>Expulsion of both students/Suspension</p> <p>Expulsion/Suspension</p>

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		<p>e. Jotting of item(s) relevant to the examination on pieces of paper, desk, handkerchief, rulers, registration slip, calculators, money, part of the body, etc.</p> <p>f. Deliberate writing of examination. outside official venue.</p> <p>g. Fabrication of reports eg. Laboratory work, etc.</p> <p>h. Plagiarism before Certification is awarded.</p> <p>I. Plagiarism discovered after award of certificate.</p>	<p>Expulsion/Suspension</p> <p>Cancellation of candidates report.</p> <p>Cancellation of long essay/Project.</p> <p>Withdrawal of Certificate by the university.</p>
vi.	GENERAL ACTS OF INDISCIPLINE	<p>a. Talking, smoking, eating and drinking in the examination hall while exam is in progress</p> <p>b. Unauthorized possession of spare answer booklet/sheets.</p> <p>c. Physical assault of Invigilators and Supervisors</p> <p>d. Verbal attack on Examination Officials</p> <p>e. Refusal to fill or sign the examination irregularity forms</p>	<p>Student to be barred from continuing that examination paper</p> <p>Suspension</p> <p>Expulsion/Handing over offender to the Police</p> <p>Suspension</p> <p>Suspension</p>

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		f. Possession of mobile phone	Suspension and confiscation of the mobile phone if information is found thereon
vii.	EXAMINATION LEAKAGE	Emanating from students a. possession of live questions b. Prepared answer booklets c. Any prepared written materials on part or body of examination	a-c Expulsion
viii	ACTS OF CONTEMPT	a. Failure of student(s) to report when summoned by Examination Committee b. Rudeness to members of Examination Committee during interrogation c. Acts meant to prevent the cause of justice, hiding of useful information, lying etc. d. Destruction of evidence(s) and or exhibits by students	Student investigated in absentia and sanction imposed based on the merit of the offence Verbal or written warning as the case may demand. Student to write a letter of apology to the concerned member(s)

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			Suspension in addition to any other appropriate punishment or Expulsion
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Any other misconduct connected with or pertaining to an examination or during an examination (not being one of those listed above) which is inimical to or subversive of the integrity of the University examination process, shall be an offence which would be punishable with appropriate sanctions ranging from ordinary reprimand to outright expulsion at the discretion of the UNIVERSITY, each misconduct being considered on its own merit.

20.12.4 Precautions against Examination Misconduct

The Academic Council, HODs and the Examinations Coordinator must take adequate precautions to secure the integrity of the examination process.

Whenever it is found or suspected that students have a pre-knowledge of examination questions and or live question papers, a thorough investigation to determine the source of leakage shall be carried out by the Department involved and a report of the investigation shall be forwarded to the Provost. All individuals involved (Invigilators and Candidates) shall be arranged before the Examination Malpractice Committee for disciplinary action.

20.12.5 Emergencies during examination periods

During an examination, invigilators will instruct students where any emergency issues arise. Invigilators have permission to add an extra 10 minutes of exam time for students to regain concentration after a substantial interruption. The Examinations Coordinator must be informed if any extra time has been given. More extra time may only be given with the approval of the Examinations Coordinator.

If a candidate is ill during an examination, they will have the following options:

- Take a few minutes out (under supervision) and carrying on when they feel better, but with no extra time

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- Stopping completely and taking the re-sit as supplementary at the appropriate time – a student must however get a doctor’s note to cover their illness if they wish to be considered for a supplementary examination.

In the event of adverse weather conditions, it should be assumed that exams will continue as time-tabled. Where a student claims to be affected by such conditions, this information should be registered to both the registry and the examinations office as soon as possible after the missed examination(s). However, if after the missed examination, the university must be notified immediately after the missed examination(s). The school will decide if this information is acceptable to request a first attempt at a specified period.

If examinations have to be cancelled in the event of adverse weather conditions, the normal timetable will follow for the rest of the exam period until new dates have been communicated to students.

21 RMU ALUMNI ASSOCIATION

The RMU has an Alumni Association which seeks to promote the cause of its members. All students become members of the Alumni body after graduation and are encouraged to get involved in alumni activities.

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ACADEMIC PROGRAMMES

FACULTY OF ENGINEERING AND APPLIED SCIENCES

- B.Sc. Marine Engineering
- B.Sc. Information Technology
- B.Sc. Computer Engineering
- B.Sc. Computer Science
- B.Sc. Electrical/Electronic Engineering
- BSc. Mechanical Engineering
- Diploma in Marine Engineering
- Diploma in Information Technology
- Diploma in Electrical/Electronic Engineering

AG. DEAN, FACULTY OF ENGINEERING AND APPLIED SCIENCES

Dr. Samuel O. Oppong

PhD. Applied Chemistry

MSc. Physics

HEAD OF DEPARTMENT, MARINE ENGINEERING

Dr. Isaac Animah

PhD, Energy Resource

MSc., Offshore and Ocean Technology (Subsea Option)

B.Sc. Marine Engineering

Due to rapid advances in maritime transport technology, the training requirement of maritime transport manpower has gradually shifted from vocational based to science and technology based. This gradual shift has caused the traditional vocational based training programmes to lag behind the advances and demands of the industry.

Additionally, through its conventions, codes, regulations, etc., the International Maritime Organization indirectly encourages maritime training institutions to move towards higher science and technology-based training programmes.

The undergraduate degree programmes are therefore to enable the RMU to equip graduates with adequate science and technology skills to enable them cope with rapid advances, challenges and demands of the maritime industry.

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The programmes are to educate and train seagoing and shore-based personnel for engagement in their maritime and fishing industries. This will enable graduates to take command of their maritime transport services and fishing industries.

The programmes will ensure continuous supply of qualified maritime personnel for the merchant / fishing fleet and shore based ancillary industries.

GOALS AND OBJECTIVES

The following are the objectives of the programmes:

- To develop a comprehensive and liberal programme of maritime education and training to match modern technological innovations in shipboard operations on merchant ships and in fishing vessels.
- To prepare seagoing officers to assume higher responsibilities on merchant ships and fishing vessels.
- To provide high level training that will promote and improve efficiency in the administrative, managerial and operational skills of shore-based maritime personnel.
- To promote consultancy and research into services that will support the maritime, fishing and ancillary industries.

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**SEMESTER SCHEDULE OF COURSES:
B.SC. MARINE ENGINEERING PROGRAMME STRUCTURE**

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	UCST 103	Computer Studies I	3
2	BEEE 101	App. Electricity	3
3	UFRE 103	French I	2
4	BMAE 101	Basic Mechanics	3
5	BMAE103	Engineering Drawing I	3
6	BMAE 105	Workshop Tech. I	3
7	BMAE 107	Material Science	3
8	BSMA 101	Mathematics I (Algebra With Analysis)	3
TOTAL			20

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	UCST 104	COMPUTER STUDIES II (Intro. To Programming)	3
2	BEEE 106	Electronics I	3
3	BEEE 102	Circuit Theory I	3
4	UCOM 102	Comm. Skills II	2
5	UFRE 104	French II	2
6	BMAE 102	Engineering Drawing II	3
7	BMAE 104	Workshop Tech. II	3
8	BSMA 102	Mathematics II (Calculus)	3
TOTAL			21

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YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 205	Electrical Machines I	3
2	BEEE 203	Electronics II	3
3	BMAE 201	Engineering Drawing III	3
4	BMAE 203	Naval Architecture I	3
5	BMAE 205	Strength Of Materials	3
6	BMAE 207	Thermodynamics I	3
7	BSMA 201	Mathematics III (Calculus With Differential Equations)	3
TOTAL			21

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 206	Electrical Machines II	3
2	BMAE 202	Mechanics of Mach. I	3
3	BMAE 204	Naval Architecture Ii	3
4	BMAE 206	Marine Eng. Systems I	3
5	BMAE 208	Thermodynamics II	3
6	BMAE 210	Fluid Mechanics	3
7	BSMA 202	Mathematics IV (Complex Mapping & Partial Differential Equations)	3
TOTAL			21

YEAR 3 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMAE 301	Mechanics Of Mach. II	2
2	BMAE 303	Naval Architecture III	3
3	BMAE 305	Marine Eng. Systems II	3
4	BMAE 307	Instrumentation	3
5	BMAE 309	Power Plant I	3
6	BMAE 311	Ref. & Air Condition I	3

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7	BSMA 301	Statistics	3
8	BNAS 207	Nautical Science	2
TOTAL			22

YEAR 3 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMAE 308	Machine Design	3
2	BMAE 306	Marine Eng. Systems III	3
3	BMAE 310	Hydraulics & Hydraulic Machinery	2
4	BMAE 304	Control Engineering I	3
5	BMAE 302	Power Plant II	3
6	BMAE 312	Ref. & Air Condition I	3
7	BSMA 302	Numerical Analysis	3
8	BMAE 314	Research Methods	2
TOTAL			22

YEAR 4 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMAE 401	Project I	3
2	BMAE 409	Naval Architecture IV	3
3	BMAE 403	Control Engineering II	3
4	BMAE 405	Power Plants III	3
5	BMAE 407	Computer Aided Design	2
6	BPSA 301	Management I	2
TOTAL			16

YEAR 4 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMAE 402	Project II	3
2	BMAE 404	Maintenance Of Marine Engineering Systems	2
3	BPSA 204	Law	2
4	BPSA 206	Marine Environmental Studies	2

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5	BPSA 412	Entrepreneurship & Small Business Management	2
6	BPSA 201	Shipping Economics	2
TOTAL			13

B.SC. MECHANICAL ENGINEERING

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BSMA 101	Mathematics I	4
2	BMAE103	Engineering Drawing I	3
3	BMAE107	Material Science I	3
4	BEE 101	Applied Electricity	3
5	BMAE101	Basic Mechanics	3
6	BPSA 206	Environment Studies	2
7	BMHE 101	Mechanical Engineering Laboratory I	1
TOTAL			19

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BSMA 102	Mathematics II	4
2	BMAE102	Engineering Drawing II	3
3	UCOM102	Communication Skills	2
4	BCME101	Computer Studies	2
5	BMAE105	Workshop Tech. I	1
6	UCOM103	French	2
7	BEEE 106	Basic Electronics	3
8	BMHE102	Mechanical Engineering Laboratory II	1
TOTAL			19

YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BSMA 201	Mathematics III	4
2	BMHE 201	Computer Graphics	3
3	BMAE 205	Strength of Material I	3
4	BMAE 207	Thermodynamics I	3
5	BPSA 101	Principles Of Economics	2
6	BEEE 205	Electrical Machines	3
7	BMHE 203	Mechanical Engineering Laboratory III	1

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TOTAL	18
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YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BSMA 202	Mathematics IV	4
2	BMHE 202	Theory Of Machines I	3
3	BMAE 210	Fluid Mechanics I	3
4	BMAE 206	Thermodynamics II	3
5	BMHE 206	Material Science II	3
6	BMHE 208	Manufacturing Tech. I	3
7	BMHE 204	Mechanical Engineering Laboratory IV	1
TOTAL			20

YEAR 3 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMHE 301	Fluid Mechanics II	3
2	BMHE 303	Strength of Material II	3
3	BMHE 305	Theory of Machines II	3
4	BMHE 307	Machine Design I	3
5	BMHE 309	Industrial Engineering	2
6	BSMA 301	Statistics	3
7	BMHE 313	Technical Report Writing	2
8	BMHE 311	Mechanical Engineering Laboratory V	1
TOTAL			20

YEAR 3 SEMESTER 2

S/ N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BSMA 302	Numerical Analysis	3
2	BMHE 302	Pneumatics & Hydraulic	3
3	BMHE 304	Automatic Control	3
4	BMHE 306	Heat Transfer	3
5	BMHE 308	Manufacturing Tech. II	3
6	BMHE 310	Machine Design II	3
7	BMHE 312	Mechanical Engineering Laboratory VI	1
TOTAL			20

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YEAR 4 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMHE 401	Maintenance & Work Services	2
2	BPSA 301	Principle of Management/Engineering Economics	2
3	BMHE 403	Principle of Production	3
4	BMHE 405	Dynamics of Machinery	3
5	BMHE 407	Internal Combustion Engines	3
6	BMAE 400	Project I	3
TOTAL			16

ELECTIVE COURSES

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMHE 413	Oil and Gas Production	3
2	BMHE 415	Principles of Naval Engineering	3

YEAR 4 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BMHE 402	Entrepreneurship & Development	2
2	BMAE 400	Project II	3
3	BMHE 404	Vibration Engineering	3
4	BMHE 406	CAD/CAM	3
5	BMHE 408	Renewable Energy	3
6	BMHE 410	Structural Integrity	3
TOTAL			17

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DEPARTMENT OF INFORMATION COMMUNICATION TECHNOLOGY (ICT)

HEAD OF DEPARTMENT

Mr. Isaac Acheampong

M.Phil. Computer Science

M.Sc. Information, Communication and Technology

B.Sc. Computer Science and Physics

In recent years the convergence of the telecommunication industry and the information technology industry has led to the demand for engineers who are equally versed in Electronics and Computer Science.

As a result of the rapidly changing technological breakthroughs, whole new industries have emerged in the Information and Communication Technology (ICT) area such as the Mobile Phones, Electronic Banking, E-Commerce, E-Learning etc.

The availability of complex ICT equipment has also led to rapid advancements in the field of Industrial Automation, which has also led to demand for engineers who have programming skills to design and commission these Industrial Systems.

The B.Sc. in Computer Engineering is now being introduced to meet these challenging demands from the ICT industry.

AIMS & OBJECTIVES

- The program aims at producing graduates with a firm grasp of the basic knowledge of Electrical and Computer Engineering.
- It provides students with extensive hands on laboratory experience in the design of hardware and software solutions to real world problems.
- It provides training on the design, testing and commissioning of microprocessor- based Control Systems for the utility and process industries.
- It also equips students with the skills to develop computer applications for the Information, Communications and the entertainment industries

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BSC. COMPUTER ENGINEERING

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 101	Applied Electricity	3
2	BMAE 101	Basic Mechanics	3
3	BCME 101	Comp. Studies I (Intro To Computer Applications)	3
4	BMAE 103	Engineering Drawing I	3
5	UFRE 103	French I	2
6	BSMA 101	Mathematics I (Algebra With Analysis)	3
7	BMAE 105	Workshop Technology I	3
8	BMAE 107	Material Science	3
TOTAL			23

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	UCOM 102	Communication Skills I	2
2	BCME 102	Computer Studies II - (Introduction to C Programming)	3
3	BEEE 102	Circuit Theory I	3
4	BEEE 104	Elect. Eng. Drawing	2
5	BEEE 106	Electronics I	3
6	UFRE 104	French II	2
7	BSMA 102	Mathematics II (Calculus)	3
TOTAL			18

YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 203	Data Structures & Algorithms	3
2	BEEE 203	Digital Electronics I (Combinational Logic)	3
3	BEEE 207	Electronics II (Electronic Systems)	3
4	BMAE 205	Strength Of Materials	3
5	BSMA 201	Mathematics III (Calculus With Differential Equations)	3
6	BCME 201	Programming Language I (C++)	3

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7	BMAE 207	Thermodynamics I	3
TOTAL			21

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 204	Electromagnetic Fields	3
2	BEEE 210	Circuit Theory II	3
3	BEEE 202	Digital Electronics II (Sequential Logic)	3
4	BEEE 208	Electrical Instrument & Measurement	3
5	BCME 202	Introduction to Software Engineering	3
6	BSMA 202	Mathematics IV (Complex Mapping & Partial Differential Equations)	3
7	BNAS 208	Navigational Systems I	3
TOTAL			21

YEAR 3 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 303	Computer Communication Networks	3
2	BCME 309	Design & Analysis Of Digital IC	3
3	BCME 301	Discrete Mathematics	3
4	BEEE 305	Communication Engineering I	3
5	BCME 305	Operating Systems	3
6	BCME 307	Programming Language II (Java)	3
7	BEEE 301	Digital Elect. III (Microprocessors)	3
8	BSMA 301	Statistics	3
TOTAL			24

YEAR 3 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 308	Communication Engineering II	3
2	BCME 308	Computer Architecture	3
3	BCME 310	Digital Systems	3
4	BCME 302	Micro Electronic Circuits	3

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5	BSMA 302	Numerical Analysis	3
6	BCME 306	Object-Oriented Programming	3
7	BCME 304	Signals And Systems	3
8	BMSA 314	Research Methods	2
TOTAL			23

YEAR 4 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 409	Artificial Intelligence	3
2	BCME 407	Digital Signal Processing	3
3	BEEE 409	Linear Systems	3
4	BPSA 301	Principles Of Management	2
5	BEEE 405	Micro Processor Sys. & App.	3
6	BCME 401	Project	3
7		Electives**	-
8		Electives**	-
TOTAL			17

** Electives are compulsory and a maximum of two (2) electives could be selected from a list of departmental electives or courses from the other B.Sc. degree programmes of the university could be chosen provided such courses have never been offered before by the student and does not require a prerequisite.

YEAR 4 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 408	Advanced Computer Arch.	3
2	BCME 410	Database & Information Management	3
3	BEEE 404	Digital Control Systems	3
4	BCME 404	Embedded Systems	3
5	BPSA 412	Entrepreneurship & Small Business Management	2
6.	BCME 402	Project	3
6		Electives**	-
7		Electives**	-
TOTAL			17

** Electives are compulsory and a maximum of two (2) electives could be selected from a list of departmental electives or courses from the other B.Sc. degree programmes of the university could

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be chosen provided such courses have never been offered before by the student and does not require a prerequisite.

B.SC. COMPUTER SCIENCE

YEAR 1: SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 101	Applied Electricity	3
2	UCOM 101	Communication Skills Academic Writing Skills	2
3	BCME 101	Comp. Studies I (Intro. to Computer Applications)	3
4	BCME 105	Moral & Ethical Issues	2
5	UFRE 101	French I	2
6	BSMA 101	Mathematics I (Algebra With Analysis)	3
7	BPSA 101	Introduction to Micro Economics	3
TOTAL			18

YEAR 1: SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	UCOM106	Academic Writing Skills	2
2	BCME 102	Comp Studies II (Intro to C Programming)	3
3	BEEE 102	Circuit Theory	3
4	BEEE 106	Electronics I	3
5	UFRE 104	French II	2
6	BSMA 102	Mathematics II (Calculus)	3
7	BPSA 102	Introduction To Macro Economics	3
8	BPSA 104	Basic Accounting	2
TOTAL			19

YEAR 2/SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 205	Discrete Mathematics	3
2	BEEE 201	Digital Electronics I (Combinational Logic)	3
3	BEEE 205	Electronics Ii (Electronic Systems)	3

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4	BCME 203	Database I	3
5	BSMA 201	Mathematics III (Calculus With Differential Equations)	3
6	BCME 207	Object Oriented Programming	3
TOTAL			18

YEAR 2: SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME208	Programming Language II (C++)	3
2	BEEE 204	Communications Eng. I (EM Waves)	3
3	BEEE 202	Digital Electronics II (Sequential Logic)	3
4	BCME 204	Introduction to Visual Basic	3
5	BCME 202	Introduction to Software Eng.	3
6	BSMA 202	Mathematics IV (Complex Mapping And Partial Differential Equations)	3
7	BEEE 206	Electrical Measurement & Instrumentation	3
TOTAL			21

YEAR 3: SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 301	Computer Communication Networks	3
2	BCME 315	Web Technologies	3
3	BCME 305	Data Structures And Algorithms	2
4	BCME 307	Computer Architecture	3
5	BCME 309	Operating Systems	3
6	BCME 311	Programming Language III (Java)	2
7	BCME 317	Formal Methods & Models	2
8	BSMA 305	Statistics	3
TOTAL			21

YEAR 3: SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 304	Communication Engineering II	3
2	BCME 302	Advanced Computer Architecture	3

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3	BCME 312	Management Information Systems	3
4	BCME 306	Compilers	3
5	BSMA 302	Numerical Analysis	3
6	BCME 306	Systems Analysis And Design	3
7	BCME 308	Data Mining And Warehousing	3
8	BMS 314	Research Methods	2
TOTAL			23

YEAR 4: SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 401	Artificial Intelligence	3
2	BCME 413	E-Business/Commerce	3
3	BCME 417	Wireless And Mobile Computing	3
4	BPSA 301	Principles Of Management	3
5	BCME 409	Project	3
6		Electives**	-
7		Electives**	-
TOTAL			15

YEAR 4: SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BCME 418	System Security And Administration	3
2	BCME 406	It Project Management	3
3	BCME 408	Embedded Systems	3
4	BPSA 412	Entrepreneurship & Small Business Management	3
5.	BCME 410	Project	3
6		Electives**	-
7.		Electives**	-
TOTAL			15

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B.SC. INFORMATION TECHNOLOGY

PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

S/ N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BINT 101	Introduction to Computing	3
2	BINT 103	Principles of Programming And Problem Solving	3
3	BINT 105	Critical Thinking & Practical Reasoning	3
4	UCOM 101	Communication Skills I	2
5	UCOM 103	French I	2
6	SOB 105	Principles Of Management	3
7	BSMA 101	Calculus I	3
TOTAL			19

YEAR 1 SEMESTER 2

S/ N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BSMA 102	Calculus II	3
2	UCOM 102	Communication Skills II	2
3	UCOM 104	French II	2
4	BINT 102	Leadership & Ethical Issues In It	2
5	BINT 104	Intro To Web Design & Internet Technologies	3
6	BINT 106	Basic Digital Electronics	3
TOTAL			15

YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	ACC 205	Principles Of Accounting I	3
2	BINT 201	Systems Analysis & Design	3
3	BINT 203	Object Oriented Programming (Principles)	3
4	BINT 205	Programming (With C++)	3
5	BINT 207	Introduction To Organizational Behaviour	3
6	BINT 209	Computer Architecture	3
TOTAL			18

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	ACC 206	Principles Of Accounting II	3
2	BINT 202	Software Engineering	3
3	BINT 204	Statistics & Probability	3
4	BINT 206	Data Structures & Algorithms	3
5	BINT 208	Introduction To Java Programming	3
TOTAL			15

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YEAR 3 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BINT 301	Operating Systems	3
2	BINT 303	Database System I	3
3	BINT 305	Data Communication & Computer Networks I	3
4	BINT 307	Research Methods	3
5	BINT 309	Business Intelligence System	3
6	BINT 311	Programming With .Net	3
TOTAL			18

YEAR 3 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BINT 302	IT Project Management	3
2	BINT 304	Database Systems II	3
	BINT 306	Data Communication & Computer Networks II	3
3	BINT 308	Human Computer Interaction	3
4	BINT 310	Internet/Web Technologies	3
TOTAL			15

YEAR 4 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BINT 401	Mobile Computing	3
2	BINT 403	Management Information Systems (MIS)	3
3	BINT 405	Artificial Intelligence	3
4	BINT 407	Wireless Technologies	3
5	BINT 400	Project	3
TOTAL			15

YEAR 4 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	BINT 402	E-Business	3
2	BINT 404	IT Entrepreneurship	3
3	BINT 406	Computer & Information Security	3
4	BINT 408	System Administration	3
5	BINT 410	Data Warehousing & Mining	3
6	BINT 400	Project	3
TOTAL			18

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DIPLOMA IN INFORMATION TECHNOLOGY

PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	DITE 101	Introduction To Computing	3
2	DITE 103	Principles Of Programming And Problem Solving	3
3	DITE 105	Critical Thinking And Practical Reasoning	3
4	UCOM 101	Communication Skills I	2
5	UCOM 103	French I	2
6	BSMA 101	Calculus I	3
7	SOB 105	Principles Of Management	3
TOTAL			19

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1.	UCOM 102	Communication Skills II	2
2.	BSMA 102	Calculus II	3
3.	DITE 102	Leadership & Ethical Issues In It	3
4.	DITE 104	Introduction To Web Design & Internet Technologies	3
5.	DITE 106	Programming With C++	3
6.	DITE 108	Basic Accounting	3
7.	DITE 110	Basic Digital Electronics	3
TOTAL			20

YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	DITE 201	Systems Analysis And Design	3
2	DITE 203	Object Oriented Programming (Java)	3
3	DITE 205	Data Communication & Computer Networks I	3
4	DITE 207	Operating Systems	3
5	DITE 209	Computer Architecture	3
6	DITE 211	Database Systems I	3
7	DITE 213	Internet/Web Technologies	3
8	DITE 215	Information Security	3
TOTAL			24

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	DITE 202	E-Business	3
2	DITE 204	IT Entrepreneurship	3
3	DITE 206	Data Communication & Computer Networks II	3
4	DITE 208	Systems Administration	3
5	DITE 210	Software Engineering	3
6	DITE 212	Database Systems II	3
7	DITE 200	Project	3
TOTAL			21

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DEPARTMENT OF ELECTRICAL/ ELECTRONIC ENGINEERING

HEAD OF DEPARTMENT

Mr. K. Boateng Entsuah

M A Port & Shipping Administration

B.Sc. Electrical/Electronic Engineering.

Class 2 Marine Electrical/Electronic Engineering (COC)

With the rapid shift from manned to unmanned machinery spaces (UMS) with its full automation and control operations, electrical and electronic systems on board modern ships have become very complex and sophisticated. This has caused the training requirement of maritime transport manpower to gradually shift from being vocational based to science and technology based.

The rationale of this BSc degree program therefore is to enable the RMU to educate and train highly qualified sea-going and shore-based personnel with adequate science and technology skills for the maritime and shore based ancillary industries.

GOALS AND OBJECTIVES

The program leads to the award of B.Sc. Electrical and Electronic Engineering degree and seeks to:

- to equip graduates with dynamic ICTC technologies and also to meet the challenges of time,
- prepare students for career in the maritime industry as electro-technical officers (ETO)
- prepare students for the electrical and electronic manufacturing and services industries and
- promote consultancy and research into services that will support the maritime, fishing and ancillary industries.

EMPLOYMENT PROSPECTS

Graduates of this program mainly find employment in Electrical Engineering and managerial positions in ports, shipyard and dry-docking facilities; in teaching, research and consultancy positions in maritime education and training institutions; and in positions in the off-shore oil and gas industry.

Already a great number of graduates from the Electrical Department have secured positions on ocean-going vessels and in reputable organizations such as Volta River Authority, Electricity Company, Ghana Broadcasting Corporation, Civil Aviation Authority etc.

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SCOPE OF PROGRAMME

The trend in the development of technology in information technology has been addressed by the introduction of several new courses on microprocessors and digital communications.

Telecommunications as a major and fast growing area has also been given attention. Further emphasis is placed on the linkages between the major areas which are:

Power systems and electrical machines;

Electronics and communications;

Computers and control.

GENERAL OBJECTIVES

The program:

- Leads to the award of B.Sc. Electrical and Electronic Engineering.
- Seeks to equip graduates with dynamic ICTC technologies and also to meet the challenges of time.
- Prepares students for career in the maritime industry as electro-technical officers.
- Also prepares students for the electrical and electronic manufacturing and services industries.

B.Sc. ELECTRICAL/ELECTRONIC ENGINEERING PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

S/N	COURSE CODE	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 101	Applied Electricity	3
2	BMAE101	Basic Mechanics	3
3	UCST103	Computer Studies I (Intro To Computer Applications)	3
4	BMAE 103	Engineering Drawing I	3
5	UFRE 103	French I	2
6	BSMA 101	Mathematics I (Algebra With Analysis)	3
7	BMAE 105	Workshop Technology I	3
8	BMAE 107	Material Science	3
	TOTAL		23

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YEAR 1 SEMESTER 2

S/N	COURSE CODE	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 102	Circuit Theory	3
2	UCOM 102	Communication Skills I	2
3	UCST 104	Computer Studies II (Introduction To Programming)	3
4	BEEE 106	Electronics I	3
5	BEEE 104	Electrical Engineering Drawing	3
6	UFRE 104	French II	2
7	BSMA 102	Mathematics II (Calculus)	3
8	BNAS 207	Nautical Science	2
TOTAL			21

YEAR 2 SEMESTER 1

S/N	COURSE CODES	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 207	Digital Electronics I (Combinational Logic)	3
2	BEEE 205	Electrical Machines I	3
3	BEEE 20	Electronics II (Electronic Systems)	3
4	BSMA 201	Mathematics III (Calculus with Differential Equations)	3
5	BMAE 203	Naval Architecture I	3
6	BMAE 205	Strength Of Materials	3
7	BMAE 207	Thermodynamics I	3
8	BCME 201	Programming Language (C++)	3
TOTAL			24

YEAR 2 SEMESTER 2

S/N	COURSE CODE	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 202	Digital Electronics II (Sequential Logic)	3
2	BEEE 208	Electrical Instrumentation & Measurement	3
3	BEEE 206	Electrical Machines II	3
4	BMAE 206	Marine Engine Systems I	3

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5	BSMA 202	Mathematics IV (Complex Mapping & Partial Differential Equations)	3
6	BNAS 210	Marine Electrical/Electronic Systems I (Nav. Systems)	3
7	BEEE 204	Electro-Magnetic Fields	3
TOTAL			21

YEAR 3 SEMESTER 1

S/N	COURSE CODES	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 305	Communication Engineering I	3
2	BEEE 301	Digital Electronics III (Microprocessors)	3
3	BEEE 311	Electrical Instrumentation & Control	3
4	BPSA 204	Maritime Law I	2
5	BEEE 307	Marine Electrical / Electronic Systems Ii (Electrical Systems)	3
6	BEEE 303	Power Generation Transmission And Distribution I	3
7	BSMA 301	Statistics	3
8	BMAE 311	Refrigeration And Air-Conditioning I	3
TOTAL			23

YEAR 3 SEMESTER 2

S/N	COURSE CODE	COURSE TITLE	CREDITS HOURS (CP)
1	BMS 314	Research Methods	2
2	BEEE 312	Classical Control Systems	3
3	BEEE 306	Communication Engineering II	3
4	BEEE 308	Microwave Devices	3
5	BEEE 314	Marine Electrical/Electronic Systems III (Positioning & Steering Systems)	3
6	BSMA 302	Numerical Analysis	3

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7	BEEE 302	Power Electronics	3
8	BEEE 304	Power Generation Transmission And Distribution II	3
TOTAL			23

YEAR 4 SEMESTER 1

S/N	COURSE CODES	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 401	Project I	3
2	BEEE 405	Microprocessor Systems (Applications)	3
3	BEEE 403	Power Generation Transmission And Distribution III	3
4	BPSA 301	Principles of Management	2
5	BEEE 409	Linear Systems	3
6	BEEE 407	Radar Systems	3
7	BEEE 411	Computer-Aided Circuit Design (CACD)	3
TOTAL			20

YEAR 4 SEMESTER 2

S/N	COURSE CODES	COURSE TITLE	CREDITS HOURS (CP)
1	BEEE 402	Project II	3
2	BEEE 406	Power Systems	3
3	BEEE 410	Communication Engineering III	3
4	BEEE 404	Digital Control System	3
5	BPSA 412	Entrepreneurship & Small Business Management	2
6	BEEE 408	Electric Motor Drives	3
TOTAL			17

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PROGRAMME STRUCTURE FOR DIPLOMA IN ELECTRICAL/ELECTRONIC ENGINEERING

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DEEE 101	APPLIED ELECTRICITY	3
2	DEEE 103	ELECTRONICS I	3
3	UCST 101	COMPUTER STUDIES I (Introduction To Computer Applications)	3
4	DMAE 101	ENGINEERING DRAWING	3
5	UFRE 101	FRENCH I	2
6	DSMA 101	MATHEMATICS I (ALGEBRA WITH ANALYSIS)	3
7	DMAE 103	WORKSHOP TECHNOLOGY	3
8	DMAE 107	THERMODYNAMICS	3
TOTAL			23

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DEEE 102	CIRCUIT THEORY	3
2	UCOM 104	COMMUNICATION SKILLS	2
3	UCST 102	COMPUTER STUDIES II	3
4	DEEE 104	ELECTRONICS II	3
5	DEEE 106	ELECTRICAL MACHINES I	3
6	DEE 108	ELECTRICAL ENGINEERING DRAWING	3
7	UFRE 102	FRENCH II	2
8	DSMA102	MATHEMATICS II (CALCULUS)	3
TOTAL			22

YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DEEE 201	DIGITAL ELECTRONICS I	3
2	DEEE 203	TELECOMMUNICATION	3
3	DEEE 205	ELECTRICAL MACHINES II	3
4	DSMA 201	MATHEMATICS III (CALCULUS WITH DIFFERENTIAL EQUATIONS)	3
5	DEEE 207	MARINE ELECTRICAL/ ELECTRONIC SYSTEM I	3
6	DEEE 209	POWER SYSTEMS	3
7	DMAE 207	REFRIGERATION & AIRCON	3
8	DGN 201	NAUTICAL SCIENCE	2
TOTAL			23

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DEEE 202	DIGITAL ELECTRONICS II	3
2	DEEE 204	ELECTRICAL INSTRUMENTATION & MEASUREMENTS	3
3	DEEE 206	POWER ELECTRONICS	3
4	DEEE 208	MARINE ELECTRICAL/ ELECTRONIC SYSTEM II	3
5	DMAE 206	NAVAL ARCHITECTURE	3
6	DEEE 210	CONTROL SYSTEMS	3
7	DMAE 210	MANAGEMENT	3
8	DMAE 202	MARINE ENGINE SYSTEMS	3
TOTAL			24

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FACULTY OF MARITIME STUDIES

COURSES

- B.Sc. Accounting
- B.Sc. Nautical Science
- B.Sc. Ports and Shipping Administration
- B.Sc. Logistics Management
- Diploma in Ports and Shipping Management
- Diploma in Nautical Science

DEAN, FACULTY OF MARITIME STUDIES

Mrs. Felicity Ankoma-Sey

M.Sc. Maritime Affairs

ISO 9001:2008 Internal Audit

Diploma in Port and Shipping Management

Diploma in Lab Technology

NAUTICAL STUDIES DEPARTMENT

HEAD OF DEPARTMENT

Dr. Capt. Nana Ofofu Boateng

PhD. Transport Planning

Master Mariner

BSC. NAUTICAL SCIENCE PROGRAMME

Rationale:

The Regional Maritime University has traditionally trained students for certification as Merchant Navy Officers – specifically for a career at sea on ships.

Due to rapid advances in maritime transport technology, the training requirement of maritime transport manpower has gradually shifted from a vocational based one to one that is science and technology based. This gradual shift of training requirement has resulted in the traditional vocational based training programmes to be inadequate as far as the advances and demands of the Maritime Transport Industry are concerned.

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Scope of Programme

The programme features courses that lead to the award of a degree of B.Sc. Nautical Science. The programme will equip the student with a broad based education and training that makes him/her technically ready to serve in the maritime industry.

It further prepares the student specifically for their shipboard responsibilities and for the Class 3 Certificate of Competency examinations, upon meeting certain requirements of Ghana Maritime Authority.

The programme of study includes some general courses as well as specific maritime courses, which seeks to make students familiar with the shipping environment. It also addresses physical, environmental and regulatory concerns.

General Objectives

- The general objective of the programme is to provide opportunity for qualified students to:
- Apply nautical principles in the solution of relevant problems in the maritime industry and the environment to contribute to the advancement of the maritime industry.
- Manage maritime transport systems in terms of vessel maintenance and administration on board ships and ashore.
- Enhance the employment potential of the graduate by the maritime education and training of the graduate.

Specific objectives

- To train students to the standards required by the international maritime industry and equip them for careers in related fields ashore.
- To provide a comprehensive and liberal programme of maritime education and training to match modern technological innovations in shipboard operations both on merchant ships and in fishing vessels and ashore.
- To provide a labour source of well-trained and internationally recognised students for the marine industry in Ghana and elsewhere.
- To prepare seagoing officers to assume higher responsibilities on merchant ships and in fishing vessels.
- To give students the opportunity to graduate, and obtain the relevant Certificate of Competency (COC) after satisfying the Ghana Maritime Authority examination requirements.

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- To provide adequate training facilities to promote and improve efficiency in the administrative, managerial and operational skills of shore-based maritime workers and port personnel.
- To lay foundation for programmes in the offshore industry.

Employment Prospects

Graduates of the Degree in Nautical Studies may be employed as workers in, among others:

- International Merchant Navy Ships
- Government Ministries
- Ports and Harbours Authorities
- Dry-Docks and ship building yards
- The fishing industry as operational and technical staff
- The stevedoring industry
- Offshore industry

NOTE:

That the Exemption conditions and provisions are subject to changes in accordance with subsequent changes in Academic and Professional requirements in the Maritime Industry.

B.Sc. NAUTICAL SCIENCE PROGRAMME STRUCTURE

YEAR 1 SEMESTER I

COURSE NUMBER	COURSE TITLE	CREDITS HOURS(CP)
BSMA 101	Mathematics I	3
BPSA 209	Logic And Critical Thinking	2
UCST 103	Computer Studies I	2
UCOM 109	Research Methods	3
UFRE 103	French I	2
BNAS 105	Meteorology I	2
BNAS 101	Navigation I	3
BNAS 103	Shipboard Operations I	3
TOTAL	8	19

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YEAR 1 SEMESTER 2

COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
BSMA 106	Applied Science I	3
BPSA 101	Introduction To Microeconomics	2
UFRE 104	French II	2
BNAS 108	Introduction To Oceanography	2
BNAS 104	Shipboard Operations II	2
BSMA 102	Mathematics II	3
BNAS 106	Meteorology II	2
BNAS 102	Navigation II	3
TOTAL	8	19

YEAR 2 SEMESTER 1

COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
BMAE 201	Mathematics III	3
BSMA 205	Applied Science II	3
BNAS 205	Navigational Systems I	3
BPSA 301	Principles Of Management	3
BMAE 203	Naval Arch I	3
BNAS 203	Shipboard Operations III	3
BSMA 301	Statistics	2
TOTAL	7	20

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YEAR 2 SEMESTER 2

COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
BNAS 204	Navigation III	3
BPSA 204	Law I	2
BMAE 206	Marine Engineering Systems I	3
BNAS 208	Maritime Economics I	2
BMAE 204	Naval Architecture II	3
BNAS 206	Nav. Systems II	3
BNAS 202	Shipboard Operations IV	3
TOTAL	7	19

YEAR 3 SEMESTER 1

COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
BNAS 305	Ship Operations V	3
BPSA 309	Law II	3
BNAS 303	Maritime Economics II	2
BMS 303	Naval Architecture III	3
BNAS 301	Maritime Policy & Administration	3
BMAE 305	Marine Engineering Systems II	3
TOTAL	6	17

YEAR 3 SEMESTER 2

COURSE NUMBER	COURSE TITLE	CREDITS HOURS(CP)
BPSA 412	Entrepreneurship And Small Business Management	2
BEEE 107	Instrumentation & Control I	3
BPSA 310	Law III	3

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BNAS 302	Maritime Management I	2
BNAS 304	Maritime English & Communication At Sea	2
BNAS 306	Navigation IV	3
BNAS 308	Seminar- Research Methods	2
TOTAL	7	17

YEAR 4 SEMESTER 1

COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
BNAS 401	Hydrographic Survey I	3
BNAS 403	Ocean Technology II	3
BNAS 405	Ship Handling Simulator	2
BMAE 401	Naval Architecture IV	3
BPSA 407	Logistics I	2
BPSA 203	Marine Insurance	2
BNAS 400	Project	Y
TOTAL		15

YEAR 4 SEMESTER 2

COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
BPSA 305	Electives Group 3 (Port Management.)	3
BNAS 414	Electives 4 (Coastal Zone Management)	3
BNAS 402	Navigation V	3
BNAS 400	Project Work	6
BNAS 404	Seminar- Contemporary Issues In Maritime Affairs	2
TOTAL	5	17

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DETAILED ELECTIVE COURSE CONTENT

- **LEVEL 400 (FINAL YEAR)**

FIELD	GROUP 1	GROUP 2	GROUP 3	GROUP 4
THE OCEAN	OCEAN TECH. BNAS 411	MARINE GEO. BNAS 415	MARINE CART-HOGRAPHY & HYDRO-GRAPHIC SURVEYING. BNAS 410	COASTAL ZONE MANAGEMENT BNAS 414
ENGINEERING	CLASSICAL CONTROL SYSTEMS BEEE 403	PROJECT MANAGEMENT BNAS 417	LINEAR CONTROL SYSTEMS BEEE 404	
COMMERCIAL	MULTI-MODAL TRANSPORT BPSA/LOGISTICS MANAGEMENT BPSA 407	OPERATIONS RESEARCH BPSA 205	PORT MANAGEMENT BPSA 305	SHIP BROKERING AND CHARTERING BNAS 418
EXPLOITATION	FISHING TECHNOLOGY BNAS 413	PLATFORMS & OFFSHORE INSTALLATIONS BNAS 419	OCEAN TECHNOLOGY II BNAS 412	OCEAN TECHNOLOGY III BNAS 420

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DIPLOMA NAUTICAL SCIENCE PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS(CP)
1	DSMA 101	Mathematics I	2
2	DSMA 105	Physical Science I	3
3	DNAS 113	Meteorology I	2
4	UCST 101	Computer Studies	2
5	DNAS 120	Shipboard Operations I	2
6	DNAS 109	Celestial Navigation I	3
7	UFRE 101	French I	2
8	DNAS 103	Cargo Operations I	2
TOTAL			18

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDITS HOURS (CP)
1	DPSA 104	Principles of Management	2
2	DNAS 108	Terrestrial Navigation I	3
3	DNAS 121	Shipboard Operations II	3
4	DMAE 202	Marine Engineering Systems	3
5	DNAS 104	Cargo Operations II	2
6	DPSA 106	Maritime Law	2
7	UFRE 102	French II	2
8	DNAS 118	Ship Stability & Construction I	3
TOTAL			20

YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DNAS 218	Ship Stability & Construction II	3
2	DNAS 209	Celestial Navigation II	3
3	DNAS 216	Communication at Sea	2
4	DNAS 203	Meteorology II	2
5	DSMA 102	Mathematics II	2
6	DSMA 205	Physical Science II	2
7	UCST 102	Computer Studies II	2
TOTAL			16

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	UCOM 215	Maritime English	2
2	DNAS 213	Terrestrial Navigation II	3
3	DMAE 208	Computer Aided Design	3
4	BPSA 304	Economic Geography	2
5	DNAS 205	Seamanship	3
6	DNAS 206	Navigational Aids	2
TOTAL			15

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DEPARTMENT OF TRANSPORT

HEAD OF DEPARTMENT

Mr. Stephen O. K. Yeboa

M. Sc. Port Management Commercial

Advanced Professional Training Certificate

B.Sc. (Hons).

The training requirements for maritime transport manpower has gradually shifted from vocational based to science and technology based because of the rapid advances in maritime transport technology. This shift has caused the traditional vocational based training programmes to lag behind demands of industry. The rationale of the programme is to equip graduates with skills to enable them cope with rapid advances, challenges and demands of the maritime industry in West and Central Africa and beyond.

The programme also seeks is to educate and train shore-based personnel from the sub-region for engagement in their maritime and allied industries. This will enable graduates to take command of their maritime transport services and fishing industries and ensure continuous supply of qualified *personnel for the sub region's shore based ancillary maritime industries*

GOALS AND OBJECTIVES OF PROGRAMME

The programme aims at providing a comprehensive programme in maritime education and training for entry into the world of commercial shipping and ancillary businesses. It therefore leads to the appreciation of:

- The laws and regulations governing trade and related activities
- Current trends and challenges in administration and managerial practices in maritime industry
- Management information and control systems applicable to maritime businesses
- Policy planning and implementation functions in shipping

Additionally, it seeks to provide a high level training that will promote and enhance efficiency in the administrative, managerial and operational skills of shore-based maritime personnel.

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B.Sc. PORT AND SHIPPING ADMINISTRATION PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BSMA 101	Mathematics I	3
2	BNAS 101	Astronomy	2
3	UCST 103	Computer Studies I	2
4	UCOM 101	Communication Skills I	2
5	UFRE 103	French I	2
6	BPSA 101	Introduction to Micro Economics	3
7	BNAS 103	Seamanship	2
8	BMAE 107	Introduction to Marine Engineering	2
9	BNAS 105	Meteorology I	2
TOTAL			20

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BSMA 102	Mathematics II	3
2	UCST 104	Computer Studies II	2
3	UCOM 102	Communication Skills II	2
4	UFRE 104	French II	2
5	BPSA 102	Introduction to Macro Economics	3
6	BNAS 108	Introduction to Navigation	3
7	BPSA 104	Basic Accounting	2
	BNAS 110	General Ship Knowledge	2
TOTAL			19

YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BNAS 205	Cargo Operations I	2
2	BPSA 203	Marine Insurance I	2
3	BNAS 203	Oceanography	2
4	BPSA 201	Shipping Economics	3
5	BPSA 205	Operations Research	3
6	BPSA 207	Industrial Relations	3
7	BPSA 209	Critical Thinking	2
TOTAL			17

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YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BPSA 202	Maritime Administration	3
2	BPSA 204	Law I (General Principles)	3
3	BNAS 205	Cargo Operations Ii	2
4	BPSA 402	Human Resource Management	3
5	BPSA 206	Marine Environmental Studies	3
6	BPSA 208	Principles Of Marketing	3
TOTAL			17

YEAR 3 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BPSA 301	Principles of Management	3
2	BPSA 303	Marine Insurance II	2
3	BPSA 305	Port Management I	3
4	BPSA 307	Ship Management I	3
5	BPSA 309	Law of The Sea	3
6	BSMA 301	Mathematics V (Statistics)	3
7	BPSA 312	Introduction To Freight Forwarding	3
TOTAL			20

YEAR 3 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BPSA 306	Port Management II	3
2	BPSA 308	Shipping Management II	3
3	BPSA 310	Law III	3
4	BPSA 304	Economic Geography	3
5	BPSA 302	Maritime Safety & Environmental Protection	3
6	BPSA 314	Research Methods	2
TOTAL			17

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YEAR 4 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BPSA 401	Law IV	3
2	BPSA 403	Port Management III	3
3	BPSA 405	Ship Management III	3
4	BPSA 407	Logistics Management I	2
5	BPSA 409	Customs Procedures	3
6	*BPSA 411	*Procurement Management	2
TOTAL			16

* **ELECTIVE:-** or Any 2 CREDITS hour course from other departments could be chosen provided such a course has never been taken before by the student and does not require a prerequisite.

YEAR 4 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BPSA 400	Long Essay	6
2	BPSA 404	Port Management IV	2
3	BPSA 406	Multimodal Transport	2
4	BPSA 408	Logistics Management II	2
5	BPSA 412	Entrepreneurship	2
6	BPSA 410	Marketing Management	2
TOTAL			16

B.Sc. LOGISTICS MANAGEMENT

Global trends in production, trade and transport have created the need for specialist training of manpower to fill important gaps that have emerged in logistics and supply chains e.g. warehousing/distribution, shipping and indeed total transport management documentation etc. The Bachelor of Science Program in Logistics Management is collaboration between the **SHANGHAI MARITIME UNIVERSITY (SMU)** of the PEOPLES' REPUBLIC OF CHINA and the **REGIONAL MARITIME UNIVERSITY** in ACCRA, GHANA to meet this need.

PROGRAMME OBJECTIVES

Logistics and shipping activities are fast growing in the sub-region and the manpower requirements for these specialized areas would even increase with developments in the oil and gas industry, creating potential employment opportunities within the sub region. This makes the programme one that will be potentially attractive for the teeming young people who desire to build careers in the oil

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and gas sectors. The general objective of the programme is therefore; to educate and train students to become supervisory/middle level managers and operators to handle the various activities in both domestic and international supply chains.

At the end of programme, participants would

- be able to demonstrate in depth knowledge of strategic issues in logistics and supply chain systems
- have gained understanding of the theoretical foundations of logistics and supply chain management
- have acquired requisite skills to engage in logistics and freight transport planning and management; logistics cost analysis and process optimization; and warehouse management/operations.

B.Sc. LOGISTICS PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BLGM 101	Business Mathematics	4
2	BEEE 103	Computer Applications in Management	2
3	UCOM 101	Communication Skills I	2
4	UFRE 103	French I	2
5	BLGM 105	Principles of Economics	3
6	BPSA 301	Principles Of Management	2
TOTAL			15

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BLGM 102	Organizational Behaviour	2
2	UFRE 104	French II	2
3	BLGM 104	Cargo Science	4
4	BLGM 106	Transport Economics	3
5	BLGM 108	Intro to Contract Law	2
6	BPSA 402	Intro to Human Resource Management	2
7	BLGM 110	Introduction to Financial Accounting	4
8	BLGM 103	International Trade	4
TOTAL			23

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YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BLGM 201	Logistics Theory	4
2	BPSA 302	Maritime Safety and Security Admin	2
3	BLGM 203	Transport Insurance	3
4	BPSA 409	Customs Procedures and Practice	3
5	BLGM 202	Logistics Information System	4
6	BPSA 308	Liner Transport Practice And Rules	4
TOTAL			20

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BPSA 314	Research Methods	2
2	BLGM 205	International Shipping Management & Logistics	4
3	BLGM 204	Intermodal Transport Org. & Management	4
4	BLGM 206	Chartering Practice and Law	4
5	BPSA 205	Operations Research	3
TOTAL			17

YEAR 3 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BLGM 309	Shipping Agency Practice	2
2	BLGM 301	Supply Chain Management	4
3	BLGM 303	Storage and Distribution Management	4
4	BLGM 305	Logistics Systems Planning and Design	4
5	BLGM 307	Third Party Logistics Project Management	4
TOTAL			18

YEAR 3 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BLGM 302	Shipping Enterprise Management	4
2	BLGM 304	Logistics System Simulation	4
3	BLGM 306	Port Enterprise Management and Logistics	4
4	BLGM 308	Transportation Practice	2
5	BLGM 310	Shipping Law	3
6	BLGM 312	Seminar I	2
TOTAL			19

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YEAR 4 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BLGM 401	INTERNSHIP IN ENTERPRISE (MINIMUM 4 WEEKS)	10
2	BLGM 403	SEMINAR II	2
	TOTAL		12

YEAR 4 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	BLGM 400	RESEARCH PAPER	6
	TOTAL		6

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DIPLOMA IN PORTS AND SHIPPING MANAGEMENT (DPSM)

The programme provides specialist education and training in the shore based sector of the Maritime industry. Skills to be developed under the programme include general business practices and specialist procedures that form part of the day-to-day operations of ports, shipping and related business.

OBJECTIVES

The programme aims at training students;

- To be familiar with the technology of ports and shipping.
- To have a good understanding of the physical operations of ports and shipping
- To have a good understanding of ports and shipping policies.
- To have a good understanding of the principles of management for port and shipping organizations.
- To be able to make efficient use of management information and control systems.

TARGET GROUPS

The course is basically designed for persons working in or to be appointed to supervisory positions in Ports and Shipping organizations, SSCE graduates and others desirous of pursuing careers in the maritime industry.

PROGRAMME DURATION

The duration of the programme is two (2) years. The academic year is divided into two semesters of approximately 18 weeks duration each. A semester is made up of:

15 weeks of teaching

1 week of revision, and

2 weeks of examinations.

CERTIFICATION

The Programme leads to the award of Diploma in Ports and Shipping Management (DPSM). Candidates would be examined on a continuous assessment basis.

There are two assessments each academic as follows:

Mid-semester - 40%

End of semester - 60%

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Students will be expected to satisfactorily complete a project, obtain a pass in all subjects and meet all other obligations prescribed by the Academic Council of the Regional Maritime University

Students who successfully complete the programme, shall be awarded a Diploma in Port and Shipping Management (DPSM). Students who do not meet the minimum requirement for the award of a diploma may at the discretion of the Academic Council be awarded a Certificate in Port and Shipping Management (CPSM).

DIPLOMA IN PORT AND SHIPPING MANAGEMENT PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DPSA 101	Elements of Economics I	2
2	DMAE 102	Mathematics	2
3	DNAS 103	Celestial Navigation	2
4	DNAS 101	General Ship Knowledge	2
5	DNAS 102	Seamanship	2
6	DNAS 109	Meteorology	1
7	DNAS 111	Oceanography	2
8	UFRE 103	French I	1
9	UCOM 103	Communication Skills	1
10	UCST 101	Computer Studies I	1
TOTAL			16

YEAR 1 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DPSA 103	Marine Environmental Studies	2
2	DPSA 101	Principles of Management	2
3	DPSA 105	Law I	1
4	DPSA 108	Elements of Economics II	2
5	DMAE 215	Introduction to Marine Engineering	2
6	DMAE 107	Probability and Statistics	2
7	DNAS 102	General Ship Knowledge II	1
8	DNAS 205	Cargo Handling	2
9	UFRE 102	French II	1
10	UCST 102	Information Technology II	1
TOTAL			16

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YEAR 2 SEMESTER 1

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DPSA 201	Maritime Administration	2
2	DPSA 203	Marine Insurance I	2
3	DPSA 205	Port Management I	2
4	DPSA 207	Maritime Safety & Environmental Protection	2
5	DPSA 209	Ship Management 1	2
6	DPSA 211	Introduction to Maritime Transport Economics	2
7	BPSA 209	Critical Thinking	2
TOTAL			14

YEAR 2 SEMESTER 2

S/N	COURSE NUMBER	COURSE TITLE	CREDIT HOURS (CP)
1	DPSA 200	Project Work	3
2	DPSA 202	Maritime Law II	2
3	DPSA 204	Marine Insurance II	2
4	DPSA 206	Port Management II	2
5	DPSA 210	Ship Management II	2
TOTAL			11

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FACULTY OF INTERNATIONAL BUSINESS AND HUMANITIES

DEPARTMENT OF BUSINESS STUDIES

HEAD OF DEPARTMENT

Mr. Moses Aristophanes K. Gyasi

CA. Ghana

B.Sc. Administration

AIM OF THE PROGRAMME

The programme aims at providing students the knowledge, skills and disciplines essential to enable him or her to perform at the middle level of management of the accountancy profession in industry, commerce or academia in the private or public sectors of the economy. The programme also lays the foundation for the graduating student to attain higher academic or professional qualifications for future career development to higher management levels in the accountancy profession and the business world.

OBJECTIVES OF PROGRAMME

- To enable students acquire appropriate level of proficiency in applying accounting and auditing knowledge, skills and discipline
- To enable students obtain an understanding of management principles essential to the performance at the work place
- To equip the student with the fundamentals of such subjects as economics, law, taxation, quantitative techniques, finance and computerized information system which are considered essentials for the performance of the accountancy professional
- To lay the foundation for the acquisition of further professional or academic knowledge to enhance career development in industry, commerce and academia

Additionally, the programme seeks to equip the graduate with the knowledge, skills and disciplines to enable them to work in any environment where accountancy profession is practised.

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B.Sc. ACCOUNTING - PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1

No	Course Code	Course Title	Credits Hours
1	UFRE 101	Functional French I	2
2	UCOM 103	Academic Writing	2
3	UCST 105	Computer Literacy I	2
4	SBUS 107	Principles of Social Organization	3
5	SBUS 109	Business Mathematics	3
6	SBUS 111	Principles of Economics I	3
Total			15

YEAR 1 –SEMESTER 2

No	Course Code	Course Title	Credits Hours
1	UFRE 102	Functional French II	2
2	RMU 104	Business Communication	2
3	UCST 106	Computer Literacy II	2
4	BPSA 209	Critical Thinking	3
5	SBUS 108	Business Statistics	3
6	SBUS 110	Principles of Economics II	3
Total			15

YEAR 2 –SEMESTER 1

No	Course Code	Course Title	Credits Hours
1	SBUS 201	Principles of Management	3
2	SBUS 203	Business Law I	3
3	BACC 205	Principles of Accounting I	3
4	SBUS 207	Quantitative Methods	3
5	SBUS 209	Managerial Economics	3
Total			15

YEAR 2 – SEMESTER 2

No	Course Code	Course Title	Credits Hours
1	SBUS 202	Human Behaviour in Organisation	3
2	SBUS 204	Business Law II	3
3	BACC 206	Principles of Accounting II	3
4	SBUS 208	Principles of Marketing	3
5	SBUS 210	Principles of Human Resource Management	3
Total			15

YEAR 3 – SEMESTER 1

No	Course Code	Course Title	Credits Hours
1	SBUS 301	Principles of Banking	3
2	SBUS 303	Partnership and Company Law	3
3	BACC 305	Financial Accounting I	3
4	BACC 307	Cost Accounting I	3
5	SBUS 309	Principles of Purchasing and Supply	3
Total			15

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YEAR 3 – SEMESTER 2

No	Course Code	Course Title	Credits Hours
1	SBUS 302	Monetary and Financial Systems	3
2	SBUS 304	Business Finance	3
3	BACC 306	Financial Accounting II	3
4	BACC 308	Cost Accounting II	3
5	SBUS 310	Research Methods	3
Total			15

YEAR 4 – SEMESTER 1

No	Course Code	Course Title	Credits Hours
1	SBUS 401	Corporate Governance and Ethics	3
2	SBUS 403	Investments Management	3
3	BACC 405	Financial Reporting	3
4	BACC 407	Auditing I	3
5	BACC 409	Taxation	3
Total			15

YEAR 4 – SEMESTER 2

No	Course Code	Course Title	Credits Hours
1	SBUS 402	Strategic Management	3
2	BACC 404	Public Sector Accounting	3
3	BACC 406	Computerised Accounting	3
4	BACC 408	Auditing II	3
5	SBUS 410	Long Essay	3
Total			15

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