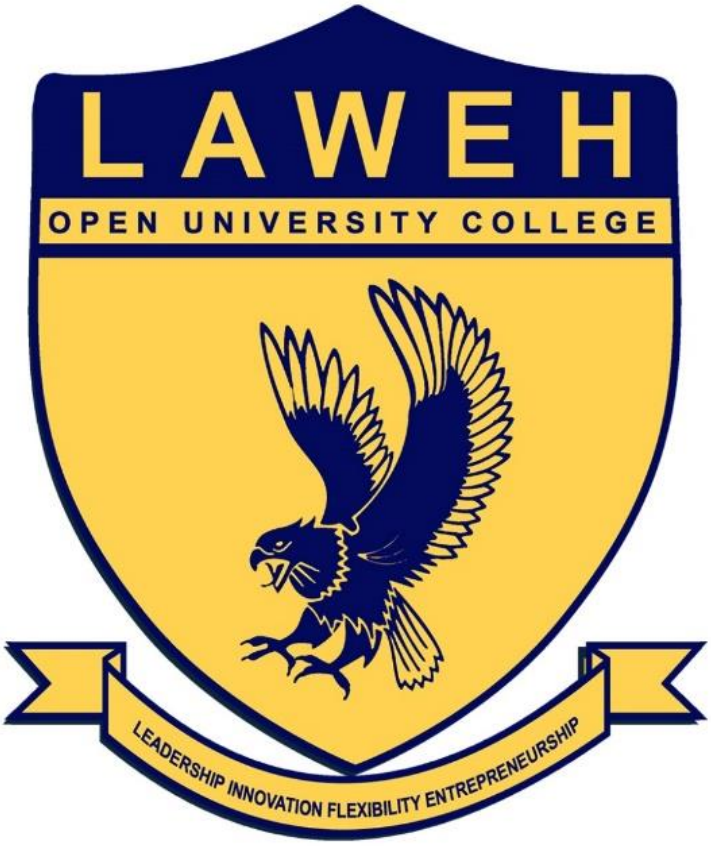
LAWEH

OPEN UNIVERSITY COLLEGE



STUDENT HANDBOOK

ADMINISTRATION BLOCK

CAMPUS VIEW

LIBRARY

LIBRARY

CONFERENCE ROOM

AUDITORIUM

STUDENT'S AT LIBRARY

LECTURE ROOM

COMPOUND

COMPUTER LAB

STUDENTS

NAA BORLEY HALL OF RESIDENCE

BED

WARDROBE

BATHROOM

BATHROOM

KITCHEN

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Message from the University Management

We are very delighted to welcome you to the premier accredited Open University in Ghana; established in 2014 as an Open Supported Learning (OSL) institution offering Certificates, Diplomas, Degrees and Postgraduate programs (synchronous and asynchronous).

Laweh is a people's University, providing an opportunity for everyone to study for a university level education qualification anytime, anywhere. You have made the best choice to be part of the Laweh fraternity that focus on developing the head, heart and hands. In Laweh, we believe in the quality of teaching and learning, research and making impact with our presence. Our students are therefore encouraged and developed to use the skills and knowledge gained from the variety of programmes offered to affect their spheres of contact.Once again, you would experience our unique educational philosophy, quality of programme structure, professional faculty, distinctive Management staff, state of the art edifices, repository of E-leaning materials and interactive learning platforms. It is also important to note that as students, you will find our course-room more active, knowledgeable, and engaging community of other students and first class world faculty members.

Students are cordially invited to share their experiences whiles taken advantage from the perspectives of their peers. With the ongoing partnership that exists between Laweh Open University College and Open University of Tanzania, our students tell us that their interactions with world-class and experience faculty and with their peers from around the world are not only paving the way for them to becoming academically inclined but also preparing them to become entrepreneurial inspires to contribute effectively to their society.

This handbook provides a comprehensive resource that will give a sense of an in-depth of Laweh Open University College as well as the regulation that governs students conduct. The content includes the detailed descriptions of the institution (Laweh Open University College), courses, and programs as well as helpful information about the policies, process, procedures and regulations. Throughout your time at Laweh, you will build strong tides relationship with fellow students, faculty and advisors who will guide and direct you to become global leaders and an entrepreneur in building a career path to affect your generation.

Permit us to take this opportunity to wish you the best of luck in your studies and for your future academic and professional success. By virtue of your enrolment in Laweh, it is assumed you have read and understood the terms of these regulations as a student of this great university.

Thank you for joining us.

Best Regards
University Management

Principal Addresses and Officers of the University

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College of Art and Social Science

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Profile of Management ……..

FOUNDATION OF THE LAWEH OPEN UNIVERSITY COLLEGE, ACCRA

The foundation of the LAWEHOpen University College is based on the need to provide higher-level open education that is responsive to societal needs and prepares graduates to creatively and critically apply knowledge and skills for economic and social enhancement. From our foundation as a place of useful and applied learning, we consider as critical, our responsibility to facilitate learning, creative, critical, reflective and big picture thinking as well asstrategic research that shall be of benefit to society. Our educational philosophy is to produce middle to strategic level leaders who shall be responsible for their own learning and personal transformation through our educational offerings.

Background and Educational Philosophy

The need to develop high-performance human capital for the 21st century is not simply evident but paramount for emerging economies like Africa. Individual contribution to the growth and advancement of any society and to mankind in general is critical and cannot be over stated. Transforming individuals to meet the changing and emerging needs of societies shall also create value for impact. It appears that education in Africa is not yielding the expected impact. Many have cited massification, low gross enrolment ratios and globalization among others as factors contributing to the issue of higher education not delivering the value expected.

Dr Tom P Abeles, president of Sagacity Inc. in Minneapolis, United States and editor of On the Horizon, a foresight journal with a major focus on the future of tertiary education globally wrote a reflection on the 1st African Higher Education Summit on "*Revitalising Higher Education for Africa's Future*, published by the World University News on 19th April, 2015. Dr. Abeles opine that if the goals of the draft declaration and action plan of the African Higher Education Summit are to be achieved, there should be less focus on building traditional universities and more on expanding high-speed broadband internet and electronic devices that will enable global cutting-edge knowledge to be delivered to students cost-effectively. It has been shown that there is no significant difference in knowledge acquisition whether in the classroom or over the Internet". This is exactly what LAWEH is trying to do.

According to Abeles' article, education at all levels generally, needs to shift to competency-based measures rather than credit based on time in class or on task. This requires certain strategic resources and skills, which can be leveraged through collaboration. Abeles further noted, "Collaboration, globally and across institutions, is key whether it involves researching new

knowledge or making knowledge accessible for education. Educational facilities are costly and need to be leveraged.

Available data suggests that many graduates remain unemployed (with some estimates suggesting as many as 50%), as a result of the weak link between tertiary institutions and the labour market[1]. However, concerns that responding to the demand for increasing access to higher education shall simply increase the saturation of unemployed graduates are offset by the argument that no country develops with lower level knowledge. Additionally, there is confidence that as Ghana continues to ascend the HDI country ranking, as the second highest and most stable of the West African countries with one of the fastest growing economies in the world, a proliferation of well qualified graduates in targeted fields shall rapidly attract foreign business and investment.

Key data indicate the need for action. At present according to 2012 enrolment data, 284,000 of the 18-24-age cohort in Ghana are enrolled in tertiary education. This corresponds to a Gross Enrolment Ratio GER of 12.1%, which is somewhat higher than the average across Sub-Saharan Africa but very low compared to global average. This may be compared with the GERs of the UK (62%), China (27%) and Malaysia (36%). Concerns about access for disadvantaged students from rural areas, low income, and persons with a disability, etc. have also been raised. There is aspiration and drive within key stakeholders in Ghanaian tertiary education to increase student enrolment and have recommended that Ghana must act as a matter of urgency to:

- boost student enrolment from 284,000 to at least 600,000 within the next 6 years[2],
- increase institutional efficiency
- and transform the student experience.

LAWEH, recognizes that due to cost and economic constraints it has not been possible and may not be possible in consideration of the amount of time required for government to fund this initiative. Between 2006 and 2010, state funding per student increased by over 100%, but only to a figure that remains less than 40 per cent of the amount recommended by National Council for Tertiary Education (NCTE, 2012). This situation is not seen as sustainable while the sector continues to expand, unless an alternative model can provide students with more affordable

[1] UIS,2014

[2](UIS, 2014, Concept Note for Open Universities of Ghana, NCTE 2014).

routes to quality tertiary qualifications (Open Universities Concept Note, 2014). LAWEH therefore believes that a private intervention or Private–Public Partnership may be necessary, and this is what LAWEH seeks to provide. ***LAWEH also recognizes that in an era of globalization and internationalization of higher education, it would not be prudent to pursue this agenda as a standalone. International partners shall be required to support this vision.***

LAWEH shall create the environment needed for contemporary e-learning and deliver programmes that match the best international standards. High quality distance learning programmes that are geared towards meeting employability needs shall enhance access across the nation.

Traditional classroom-based college and university programs do not adequately develop the skill-sets required to be effective managers and leaders in today's complex world. The attributes that an individual needs to have to function effectively in the 21st century include:

1. An entrepreneurial and leadership perspective.
2. High-level cognitive skills including creative thinking, reflective thinking, problem solving, decision making, application, analysis and synthesis.
3. Personal attributes that include effective communication skills – both verbal and non-verbal, writing, working effectively with groups made up of diverse members, and, most importantly, working effectively with evolving technologies.

Recognizing the need, and demand, for alternative instructional methods in Ghana and Africa, particularly by those already working who wish to acquire higher qualifications, LAWEH wishes to create a platform for this group to have access to continuing education. In short, LAWEH is about increasing educational accessandchoice as well as global diversity without compromising on quality. The key philosophy is to emphasize learning over teaching as opposed to the case of traditional higher education and also to allow participants to take charge of the learning process.

The aim is to provide a blended mechanism of distributed learning, in which the learner and instructor are physically separated during the major part of the learning process but meet at some point in time both virtually and physically to take advantage of the social aspects of learning. Communications technology shall therefore be the primary vehicle for delivering instruction and facilitating communication between the learner and the facilitator at LAWEH· LAWEH'sinstructional content is designed in a collaborative work context by professionals,

practitioners, academics and instructional design specialist to create a learning environment suitable for participating effectively in a global economy in the 21st century.

LAWEH shall use technology to mediate learning, by deploying:

- A blended learning approach
- Learning Management Systems in a synchronized and a-synchronized
- Provide online resources and interactions, printed workbooks, radio and the web.

With this background, the university offers experientially based, flexible and cost-effective tertiary model that incorporates productive work experiences and leadership development for all students to provide true value.

BACKGROUND TO LAWEH OPEN UNIVERSITY COLLEGE

Laweh Open University College is the first accredited Open University College in Ghana established in 2014 as an Open Supported Learning institution offering Certificates, Diplomas, Degrees and Postgraduate programmes. Laweh is a people's university, providing an opportunity for everyone to study for a University level education qualification anytime, anywhere.

Laweh Open University College creates theenvironment needed for contemporary e-learning and deliver programmes that match the best international standards. Laweh also provide high quality open supported learning programmes that are geared towards meeting employable skills to enhance industries across Africa and beyond. Laweh uses flexible approaches to

make higher education and personal development opportunities convenient and accessible to all learners. Laweh believes in providing innovative and comprehensive academic programmes that offer you top quality instruction, high institutional standards, and best practices across the globe and abroad range of educational opportunities.

In Laweh, a blend of different modalities are deployed to provide enhanced teaching and learning environment, which include the use of modern technological techniques such as: the use of Moodle Learning Management System, real time Video Conferencing, telecasting, podcasting among others. At the moment, Laweh University runs programmes through the following colleges: The College of Arts and Science and College of Business. More colleges and institutes would be established in accordance with the mandate and statutes of the University. Laweh Open University College has its Headquarters situated at Addogonno off the Spintex Road, Accra- Ghana.

This Handbook combines general and specific regulations governing the programmes under the various Colleges for the Undergraduate and Postgraduate Programmes.

To be a world class open education provider founded on the principle of useful and applied learning

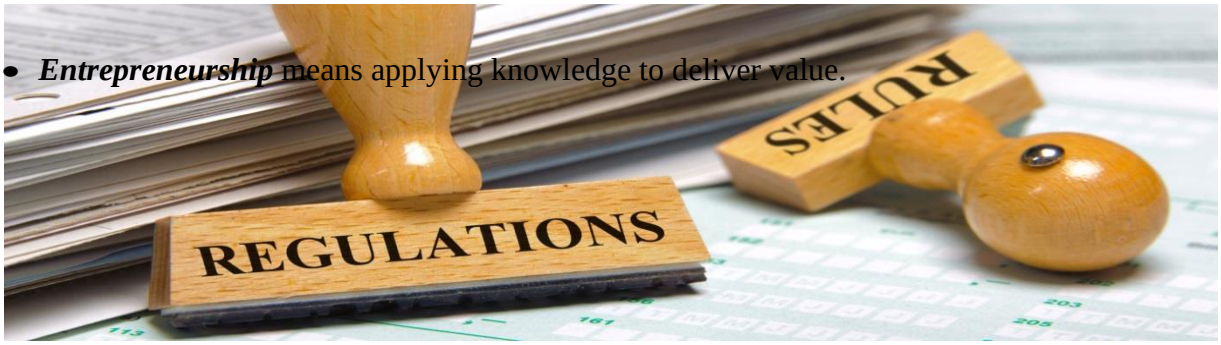
To provide a world-class learner cantered open higher education that shall produce effective and ethical leaders who shall create and deliver value to meet the needs of societies, anytime, anywhere. We believe our first responsibility is to our students, employers, communities and then all other stakeholders. In meeting their needs, everything we do exemplify Leadership, Innovation, Flexibility and Entrepreneurship (LIFE) and for impact. ***Our aim is to provide education without barriers where international faculty and students talents shall be nurtured and turned into abilities for global impact.***

***Leadership, Innovation, Flexibility,* and *Entrepreneurship*(LIFE) is the driving force of Laweh existences and it is described in details as follows:**

- ***Leadership*** to us means thinking and acting for success and the necessary constructive changes that enhance quality of life

- ***Innovation*** to us means solution oriented learning for creating, harnessingandturningideasintosolutionsforconstructivechange**.**

- ***Flexibility*** to us means education,anytime,anywhere for value and success in an ethical way. The idea is to enable students retain some control over the time, place, pace and path of the students.



- ***Entrepreneurship*** means applying knowledge to deliver value.

Students Regulation

Preamble

Laweh Open University College seeks to provide a world class learner centered open higher education that shall produce effective and ethical leaders who shall create and deliver value to meet the needs of societies, anytime, anywhere, by leveraging Leadership, Innovation, Flexibility, and Entrepreneurship (LIFE). The University provides an international community of faculty and students where talents shall be nurtured and turned into abilities for global impact**.** To achieve this, Laweh Open University College provides educational experiences that enhance students' intellectual abilities and career development by establishing ethical code of conduct to promote the mission of the University and to encourage professionalism within the student community. Students therefore have responsibilities as members of the University community and are expected to uphold and abide by the regulations as embodied in the University shared values of Leadership, Innovation, Flexibility and Entrepreneurship (LIFE). These to force values that underpinned the regulation worth guiding students' personal conduct and decisions

in the University shall include respect, leadership, innovation, flexibilityand entrepreneurship.

A. **Respect**: **To Laweh**, it means students are entreated to have self-respectandrespectforothersregardlessofage,religion, race, ethnicity, color, nationality, ancestry, immigration status, gender , marital status and disability. Personal integrity is also expected of students in all spheres of their University life.Laweh students are required to exemplify this virtue in all their decisions and interactions.

B. **Leadership: To Laweh,** it means students thinking and acting for success and the necessary constructive changes that enhance their quality of life within and outside the University.

C. **Innovation*:* To Laweh,** it means students focusing on solution-oriented learning for creating, harnessing and turning ideas into solutions for constructive change in their life and community**.**

D. **Flexibility: To Laweh,** it means education, anytime, anywhere for value and success in an ethical way. The idea is to enable students retain some control over the time, place, pace and path.

E. **Entrepreneurship: To Laweh,** it means students applying their acquired knowledge to deliver value in their spheres of endeavor.

The code of conduct is not intended to be a punitive measure for students but to promote harmony, professionalism and peaceful co-existence as members of the University community. By virtue of your enrolment as students of the University, you are accountable for your actions and inactions and agree to comply with these regulations. It is equally important to note that the regulations that govern your student ship in the University is inconsonance with your local, state or national laws. The University may notify appropriate authorities of any breach for the necessary action to be taken.

1. COLLEGEOF BUSINESS

A. Undergraduate

i. BBA Human Resource Management

ii. BBA. Finance &Accounting

iii. BBA International Business Management

B. Post-Graduate

i. MBA. Human Resource Management

ii. MBA. Finance &Accounting

iii. MBA. Procurement &Supply Chain Management

2. COLLEGE OF ARTS AND SCIENCES

Post-Graduate

i. MSc.Development Economics

CURRICULUM OF UNDERGRADUATE PROGRAMMES

The Bachelor of Business Administration Programmes are scholarly practitioner focus designed as tailor-made to meet the needs of industries. The programme has specialization track in Human Resource Management, Finance & Accounting, Supply Chain Management and Marketing. The programme is a normative four year programmestructured in a format of semester by semester basis.

The summary of the Undergraduate Programme structure is presented in the table below:

Programme Requirements	Credit Hours (Normative 4 year)	Advance Standing 1 (Level 200)	Advance Standing 2 (Level 300)
General Education	20	12	-
Professional Core	56	40	24
Laweh Professional Core	12	12	12
Elective	32	32	32
Project Work	8	8	8
Maximum Credit Allowed	**128**	**104**	**76**
Major	32	32	32
Minor	**Optional**	**Optional**	**Optional**
Minimum Credit Pass for graduation	**116**	**92**	**64**

NB:

Advance standing 1 represents students who enter at level 200

Advance standing 2 represents students who enter at level 300

(1). Bachelor of Business Administration (BBA) - Human Resource Management Option

BBA-HRM Programme		
Course code	Course Title	Credit Hours
General Education		
BCC 104	Political and Social Development of West Africa	4
BCC 106	Scholarly Writing	4
BCC 208	Organizational Behavior	4
BCC 107	Business Mathematics	4
BCC 101	Communication Skills	4
Total Credit		20
Professional Core		
Course code	**Course Title**	**Credit hours**
BCC 108	Quantitative Methods	4
BCC 201	Principles of Microeconomics	4
BCC 203	Business Law	4
BCC 205	Principles of Management	4
BCC 207	Business Finance	4
BCC 202	Principle of Macroeconomics	4
BCC 204	Principles of Marketing	4
BCC 206	Principles of Accounting	4
BCC 301	Management Information System	4
BCC 303	Managerial Economics	4
BCC 305	Research Methods	4
BCC 307	Company Law	4
BCC 302	Entrepreneurship and Business Planning	4
BCC 404	Business Policy and Strategy	4
Total Credit		56
Laweh Professional Core		
Course code	**Course Title**	**Credit hours**
BCC103	Digital Fluency *	4
BCC 105	Introduction to Psychology *	4

BCC 102	Principles of Leadership *	4
Total credit		12
Electives Courses		
Prescriptive Elective		
BHC 304	Human Resource Management	4
BHC 401	Records and Documentation	4
BHC 403	HR Planning	4
BHC 405	Compensation Management	4
BHC 407	Training and Development	4
BHC 402	Labour Law and Industrial relations	4
BHC 404	Occupational Health and Safety	4
BHC 404	Recruitment and Selection	4
BHC 404	Performance Management	4
Free Elective (Choose one)		
BHC 408	Emotional Intelligence at the Workplace	4
BHC 412	International Human Resource Management	4
BHC 414	Human Resource Information Systems	4
Total Elective Credits		**40**
Grand total Credits		**128**

NB:

All Laweh Professional Core Courses are "Must Take" whiles all others are "**Must take and Pass"**

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation.

BBA- HRM Trimester by Trimester Structure

Course Code	Course Name	Credit
Level 100 - First Trimester		
BCC 101	Scholarly Writing	4
BCC 103	Digital Fluency	4
BCC 105	Principles of Leadership	4
Level 100 - Second Trimester		
BCC 102	Business Statistics	4
BCC 104	Introduction to Psychology	4
BCC 106	Communication Skills	4
Level 100 - Third Trimester		
BCC 107	Quantitative Methods	4
BCC 109	Political and Social Development of West Africa	4
BCC 111	Principles of Microeconomics	4
Level 200 - First Trimester		
BCC 201	Business Law	4
BCC 203	Principles of Management	4
BCC 205	Principles of Macroeconomics	4
Level 200 - Second Trimester		
BCC 202	Business Finance	4
BCC 204	Principles of Marketing	4
BCC 206	Organisational Behaviour	4
Level 200- Third Trimester		
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC 211	Managerial Economics	4
Project work Start (Fieldwork)		
Level 300 - First Trimester		
BCC 301	Research Methods	4
BCC 303	Company and Partnership Law	4
BCC 305	Entrepreneurship and Business Planning	4
Level 300 - Second Trimester		

BHC 304	Human Resource Management	4
BMC 306	Operations Management	4
BCC 308	Business Policy and Strategy	4
Level 300 - Third Trimester		
BHC 401	Records and Documentation	4
BHC 403	Workforce Planning	4
BHC 405	Compensation and Performance Management System	4
Level 400 - First Trimester		
BHC 402	Training and Development	4
BHC 404	Labour Law & Industrial relation	4
BHC 406	Emotional Intelligence at the Workplace	4
Level 400- Second Semester		
BHC407	Human Resource Information System	4
BHC409	International Human Resource Management	4
Level 400 - Third Trimester		
BCC 410	Project work (Field Practice)	6
Total Credit Hours		**128**

Advance standing 1 represents students who enter at Level 200

Level 200 - First Trimester		
BCC 201	Business Law	4
BCC103	**Digital Fluency**	**4**
BCC 205	Principles Macroeconomics	4
BCC 203	Principles of Management	**4**
Level 200 - Second Trimester		
BCC 202	Business Finance	4
BCC 206	Organisational Behaviour	4
BCC 101	**Scholarly Writing**	**4**
BCC 204	Principles of Marketing	4
Level 200 -Third Trimester		

BCC 206	**Communication Skills**	**4**
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC211	Managerial Economics	4
Level 300 - First Trimester		
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC305	Entrepreneurship and Business Planning	4
BCC 105	**Introduction to Leadership Development**	**4**
Level 300 - Second Trimester		
BHC 304	Human Resource Management	4
BMC 306	Operations Management	4
BCC 308	Business Policy and Strategy	4
Level 300 - Third Trimester		
BAC 309	Records and Documentation	4
BHC 403	Workforce Planning	4
BHC 405	Compensation and Performance Management System	4
Level 400 - First Trimester		
BHC 402	Training and Development	4
BHC 404	Labour Law & Industrial relation	4
BHC 406	Emotional Intelligence at the Workplace	4
Level 400 - Second Trimester		
BHC402	Human Resource Information System	4
BHC409	International Human Resource Management	4
Level 400-Third Trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**114**

Advance standing 2 represents students who enter at Level 300

Level 300 - First Trimester		
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC103	**Digital Fluency**	**4**
BCC 305	Entrepreneurship and Business Planning	4
Level 300 - Second Trimester		
BIC 302	Human Resource Management	4
BCC 308	Business Policy and Strategy	4
BMC 306	Operations Management	4
BCC101	**Scholarly Writing**	**4**
Level 300 – Third Trimester		
BHC 401	Records and Documentation	4
BAC 309	Workforce Planning	4
BHC 311	Compensation and Performance Management System	4
BCC 105	**Introduction to Leadership Development**	**4**
Level 400 - First Trimester		
BHC 402	Training and Development	4
BHC 404	Labour Law & Industrial relation	4
BHC 406	Emotional Intelligence at the Workplace	4
Level 400 - Second Trimester		
BHC 402	Human Resource Information System	4
BHC 409	International Human Resource Management	4
Level 400 -Third Trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**74**

(2). Bachelor of Business Administration-Finance &Accounting Track Courses

BBA- Finance &Accounting Programme		
Course code	**Course Title**	**Credit hours**
General Education		
BCC 104	Political and Social Development of West Africa	4
BCC 106	Scholarly Writing	4
BCC 208	Organizational Behavior	4
BCC 107	Business Mathematics	4
BCC 101	Communication Skills	4
Total Credit		**20**
Professional Core		
Course Code	**Course Title**	**Credit Hours**
BCC 108	Quantitative Methods	4
BCC 201	Principles of Microeconomics	4
BCC 203	Business Law	4
BCC 205	Principles of Management	4
BCC 207	Business Finance	4
BCC 202	Principle of Macroeconomics	4
BCC 204	Principles of Marketing	4
BCC 206	Principles of Accounting	4
BCC 301	Management Information System	4
BCC 303	Managerial Economics	4
BCC 305	Research Methods	4
BCC 307	Company Law	4
BCC 302	Entrepreneurship and Business Planning	4
BCC 404	Business Policy and Strategy	4
Total Credit		**56**
Laweh Professional Core		
Course code	**Course Title**	**Credit Hours**
BCC103	Digital Fluency *	4
BCC 105	Introduction to Psychology *	4
BCC 102	Principles of Leadership *	4
Total Credit		12

Electives Courses		
BAC 306	Cost Accounting	4
BAC 308	Management Accounting	4
BAC 312	Auditing and Assurance	4
BAC 304	Financial Accounting	4
BAC 401	Financial Management	4
BAC 405	Taxation I	4
BAC 404	Taxation II	4
BAC 412	Financial Reporting	4
BAC 408	Public Sector Accounting	4
Total Credit		**36**
Free Electives Choose One Elective		
BAC 414	Investment and Portfolio Analysis	4
BAC 416	Computer Application for Accounting	4
Subtotal		4
Grand Total Credits		**128**

Note (NB)

All Laweh Professional Core Courses are "**Must Take**" whiles all others are "**Must take and Pass".**

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation**.**

BBA-Finance &Accounting Trimester by Trimester Course Structure

Course Code	Course Name	Credit
Level 100 - First Trimester		
BCC 101	Scholarly Writing	4
BCC 103	Digital Fluency	4
BCC 105	Principles of Leadership	4

Level 100 - Second Trimester		
BCC 102	Business Statistics	4
BCC 104	Introduction to Psychology	4
BCC 106	Communication Skills	4
Level 100 - Third Trimester		
BCC 107	Quantitative Methods	4
BCC 109	Political and Social Development of West Africa	4
BCC 111	Principles of Microeconomics	4
Level 200 - First Trimester		
BCC 201	Business Law	4
BCC 203	Principles of Management	4
BCC 205	Principles of Macroeconomics	4
Level 200 - Second Trimester		
BCC 202	Business Finance	4
BCC 204	Principles of Marketing	4
BCC 206	Organisational Behaviour	4
Level 200 - Third Trimester		
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC 211	Managerial Economics	4
Project work Start (Fieldwork)		
Level 300- First Trimester		
BCC 301	Research Methods	4
BCC 303	Company and Partnership Law	4
BAC 305	Financial Accounting	4
Level 300 - Second Trimester		
BAC 302	Financial Management	4
BAC 304	Cost Accounting	4
BAC 306	Auditing and Assurance	4
Level 300 - Third Trimester		
BAC 307	Investment and Portfolio Analysis	4

BAC 309	Financial Reporting	4
BAC 311	Taxation I	4
Level 400 - First Trimester		
BAC 401	Management Accounting	4
BAC 403	Taxation II	4
BAC 405	Financial Reporting II	4
Level 400 - Second Semester		
BAC 402	Public Sector Accounting	4
BAC 404	Computers Application for Accounting	4
Level 400 - Third Trimester		
BCC 410	Project work (Field Practice)	6
Total Credit hours		128

Advance standing 1 represents students who enter at Level 200.

Level 200 - First Trimester		
BCC101	**Digital Fluency**	**4**
BCC103	Business Law	4
BCC105	Principles of Management	4
BCC 106	Principles Macroeconomics	4
Level 200 -Second Trimester		
BCC 201	**Scholarly Writing**	**4**
BCC 203	Organisational Behaviour	**4**
BCC 202	Business Finance	4
BCC 204	Principles of Marketing	4
Level 200- Third Trimester		
BCC 206	**Communication Skills**	**4**
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC211	Managerial Economics	4

Level 300-First Trimester		
BCC 105	**Introduction to Leadership Development**	**4**
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC305	Entrepreneurship and Business Planning	4
Level 300 -Second Trimester		
BAC 302	Financial Management	4
BAC 304	Financial Accounting	4
BAC 306	Auditingand Assurance	4
Level 300- Third Trimester		
BAC 309	Financial Reporting	4
BAC 311	TaxationI	4
BAC 305	Cost Accounting	4
Level 400 -First Trimester		
BAC 401	Management Accounting	4
BAC 403	TaxationII	4
BAC 405	Financial Reporting II	4
Level 400 -Second Semester		
BAC 402	PublicSector Accounting	4
BAC 404	Computers Application for Accounting	4
BAC 406	Investment and Portfolio Analysis	4
Level 400 -Third Trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**118**

Advance standing 2 represent students who enters at level 300

Level 300 First trimester		
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC103	**Digital Fluency**	**4**
BCC305	Entrepreneurship and Business Planning	4

Level 300 -Second Trimester		
BAC 302	Financial Management	4
BAC 304	Financial Accounting	4
BCC101	**Scholarly Writing**	**4**
BCC 305	Auditingand Assurance	4
Level 300 -Third Trimester		
BCC 105	**Introduction to Leadership Development**	**4**
BAC 309	Financial Reporting	4
BAC 311	TaxationI	4
BAC 305	Cost Accounting	4
Level 400 -First Trimester		
BAC 401	Management Accounting	4
BAC 403	TaxationII	4
BAC 405	Financial Reporting II	4
Level 400 -Second Semester		
BAC 402	PublicSector Accounting	4
BAC 404	Computers Application for Accounting	4
BAC 406	Investment and Portfolio Analysis	4
Level 400 -Third Trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**78**

(3). Bachelor of Business Administration (BBA). Marketing Track Courses

BBA Marketing Programme		
Course Code	**Course Title**	**Credit Hours**
General Education		
BCC 104	Political and Social Development of West Africa	4
BCC 106	Scholarly Writing	4
BCC 208	Organizational Behavior	4
BCC 107	Business Mathematics	4

BCC 101	Communication Skills	4
Total Credit		20
Professional Core		
Course Code	**Course Title**	**Credit Hours**
BCC 108	Quantitative Methods	4
BCC 201	Principles of Microeconomics	4
BCC 203	Business Law	4
BCC 205	Principles of Management	4
BCC 207	Business Finance	4
BCC 202	Principle of Macroeconomics	4
BCC 204	Principles of Marketing	4
BCC 206	Principles of Accounting	4
BCC 301	Management Information System	4
BCC 303	Managerial Economics	4
BCC 305	Research Methods	4
BCC 307	Company Law	4
BCC 302	Entrepreneurship and Business Planning	4
BCC 404	Business Policy and Strategy	4
Total Credit		**56**
Laweh Professional Core		
Course code	Course Title	Credit hours
BCC103	Digital Fluency *	4
BCC 105	Introduction to Psychology *	4
BCC 102	Principles of Leadership *	4
Total Credit		12
Electives Courses		
BMC 304	Service Marketing	4
BMC 306	Quality Management	4
BMC 308	Marketing Communication	4
BMC 401	Marketing Management	4
BMC 403	Customer Care	4
BMC 405	Marketing Strategy, Planning & Control	4

BMC 402	Sales Management	4
BMC 404	International Marketing	4
BMC 406	Financial Information for Marketing	4
BMC 408	Understanding Customer Dynamics	4
Total Credit		40
Grand Total Credits		**128**

NB:

All Laweh Professional Core Courses are "Must Take" whiles all others are "**Must take and Pass**"

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation.

BBA Marketing Trimester by Trimester Course Structure

Course Code	Course Name	Credit
Level 100 - First Trimester		
BCC 101	Scholarly Writing	4
BCC 103	Digital Fluency	4
BCC 105	Principles of Leadership	4
Level 100 - Second Trimester		
BCC 102	Business Statistics	4
BCC 104	Introduction to Psychology	4
BCC 106	Communication Skills	4
Level 100 -Third Trimester		
BCC 107	Quantitative Methods	4
BCC 109	Political and Social Development of West Africa	4
BCC 111	Principles of Microeconomics	4

Level 200 - First Trimester		
BCC 201	Business Law	4
BCC 203	Principles of Management	4
BCC 205	Principles of Macroeconomics	4
Level 200 - Second Trimester		
BCC 202	Business Finance	4
BCC 204	Principles of Marketing	4
BCC 206	OrganisationalBehaviour	4
Level 200 - Third Trimester		
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC 211	Managerial Economics	4
Project work Start (Fieldwork)		
Level 300 - First Trimester		
BCC 301	Research Methods	4
BCC 303	Company and Partnership Law	4
BCC 305	Entrepreneurship and Business Planning	4
Level 300- Second Trimester		
BMC 302	Service Marketing	4
BMC 304	Operations Management	4
BMC 306	Quality Management	4
Level 300 - Third Trimester		
BMC 307	Marketing Management	4
BMC 309	Marketing Communication	4
BMC 311	Customer Care	4
Level 400 - First Trimester		
BMC 401	Sales Management	4
BMC 403	International Marketing	4
BMC 405	Marketing Strategy, Planning & Control	4
Level 400 - Second Semester		
BMC 402	E-commerce	4
BMC 404	Financial Information for Marketing	4

Level 400 - Third Trimester		
BCC 410	Project work (Field Practice)	6
Total Credit Hours		**128**

Advance standing 1 represents students who enter at level 200:

Level 200 - First Trimester		
BCC 201	Business Law	4
BCC103	**Digital Fluency**	**4**
BCC 205	Principles Macroeconomics	4
BCC 203	Principles of Management	4
Level 200 - Second Trimester		
BCC 202	Business Finance	4
BCC 206	Organisational Behaviour	4
BCC 101	**Scholarly Writing**	**4**
BCC 204	Principles of Marketing	4
Level 200 - Third Trimester		
BCC 206	**Communication Skills**	**4**
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC 211	Managerial Economics	4
Level 300 -First Trimester		
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC305	Entrepreneurship and Business Planning	4
BCC 105	**Introduction to Leadership Development**	**4**
Level 300 - Second Trimester		
BMC 306	Service Marketing	4
BMC 304	Operations Management	4
BMC 306	Quality Management	4

Level 300- Third Trimester		
BMC 304	Marketing Management	4
BAC 309	Marketing Communication	4
BMC 311	Customer Care	4
Level 400 - First Trimester		
BAC 401	Sales Management	4
BMC 403	International Marketing	4
BMC 405	Marketing Strategy, Planning & Control	4
Level 400 - Second Semester		
BMC 402	E-Commerce	4
BMC 404	Financial Information for Marketing	4
Level 400 - Third Trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**114**

Advance standing 2 represents students who enter at level 300

Level 300- First Trimester		
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC103	**Digital Fluency**	**4**
BCC 305	Entrepreneurship and Business Planning	4
Level 300- Second Trimester		
BMC 302	Service Marketing	4
BCC101	**Scholarly Writing**	**4**
BMC 306	Quality Management	4
BMC 304	Operations Management	4
Level 300- Third Trimester		
BMC 307	Marketing Management	4
BCC 105	**Introduction to Leadership Development**	**4**
BMC 309	Marketing Communication	4
BMC 311	Customer Care	4

Level 400 -First Trimester		
B1C 401	Sales Management	4
BMC 403	International Marketing	4
BMC 405	Marketing Strategy, Planning & Control	4
Level 400 -Second Semester		
BMC 402	E-Commerce	4
BMC 404	Financial Information for Marketing	4
Level 400 -Third Trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**74**

(4) BBA International Business Management Track Specialization Courses

BBA- IBM Programme		
Course code	**Course Title**	**Credit hours**
General Education		
BCC 104	Political and Social Development of West Africa	4
BCC 106	Scholarly Writing	4
BCC 208	Organizational Behavior	4
BCC 107	Business Mathematics	4
BCC 101	Communication Skills	4
Total Credit		**20**
Professional Core		
Course Code	**Course Title**	**Credit Hours**
BCC 108	Quantitative Methods	4
BCC 201	Principles of Microeconomics	4
BCC 203	Business Law	4
BCC 205	Principles of Management	4
BCC 207	Business Finance	4
BCC 202	Principle of Macroeconomics	4

BCC 204	Principles of Marketing	4
BCC 206	Principles of Accounting	4
BCC 301	Management Information System	4
BCC 303	Managerial Economics	4
BCC 305	Research Methods	4
BCC 307	Company Law	4
BCC 302	Entrepreneurship and Business Planning	4
BCC 404	Business Policy and Strategy	4
Total Credit		56
Laweh Professional Core		
Course code	Course Title	**Credit Hours**
BCC103	Digital Fluency *	4
BCC 105	Introduction to Psychology *	4
BCC 102	Principles of Leadership *	4
Total Credit		12
Electives Courses		
BIC 304	Regional Economic Integration	4
BMC 306	Quality Management	4
BIC 308	Legal Aspect of International Trade	4
BIC 401	French Language I	4
BIC 403	Business Communication	4
BIC 405	Negotiation in International Business	4
BIC 402	International Business Management	4
BMC 404	E- Commence	4
BIC 406	International Communications and Diplomacy	4
BIC 408	French language II	4
Total Credit		40
Grand Total Credits		**128**

NB:

All Laweh Professional Core Courses are "Must Take"whiles all others are "**Must take and Pass"**

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation.

BBA-IBM Trimester by Trimester Course Structure

Course Code	Course Name	Credit
Level 100 -First Trimester		
BCC 101	Scholarly Writing	4
BCC 103	Digital Fluency	4
BCC 105	Principles of Leadership	4
Level 100 -Second Trimester		
BCC 102	Business Statistics	4
BCC 104	Introduction to Psychology	4
BCC 106	Communication Skills	4
Level 100 -Third Trimester		
BCC 107	Quantitative Methods	4
BCC 109	Political and Social Development of West Africa	4
BCC 111	Principles of Microeconomics	4
Level 200- First Trimester		
BCC 201	Business Law	4
BCC 203	Principles of Management	4
BCC 205	Principles of Macroeconomics	4
Level 200 - Second Trimester		
BCC 202	Business Finance	4
BCC 204	Principles of Marketing	4

BCC 206	Organizational Behaviours	4
Level 200- Third Trimester		
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC 211	Managerial Economics	4
Project work Start (Fieldwork)		
Level 300 -First Trimester		
BCC 301	Research Methods	4
BCC 303	Company and Partnership Law	4
BCC 305	Entrepreneurship and Business Planning	4
Level 300-Second Trimester		
BIC 302	Regional Economic Integration	4
BMC 304	Quality Management	4
BIC 306	French Language	4
Level 300- Third Trimester		
BIC 307	Marketing Management	4
BIC 309	Business Communication	4
BIC 311	Negotiation in International Business	4
Level 400-First Trimester		
BIC 401	Legal Aspect of International Trade	4
BIC 403	International Business Management	4
BMC 403	International Marketing	4
Level 400 -Second Semester		
BMC 402	E-Commerce	4
BIC 404	International Communications and Diplomacy	4
Level 400 -Third Trimester		
BCC 410	Project work (Field Practice)	6
Total Credit Hours		**128**

Advance standing 1 represent students who enters at level 200

Level 200 - First Trimester		
BCC 201	Business Law	4
BCC103	**Digital Fluency**	**4**
BCC 205	Principles Macroeconomics	4
BCC 203	Principles of Management	4
Level 200 - Second Trimester		
BCC 202	Business Finance	4
BCC 101	**Scholarly Writing**	**4**
BCC 206	Organisational Behaviour	4
BCC 204	Principles of Marketing	4
Level 200 -Third Trimester		
BCC 206	Communication Skills	4
BCC 207	Principles of Accounting	4
BCC 209	Management Information System	4
BCC 211	Managerial Economics	4
Level 300 -First Trimester		
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC305	Entrepreneurship and Business Planning	4
BCC 105	**Introduction to Leadership Development**	**4**
Level 300-Second Trimester		
BIC 302	Regional Economic Integration	4
BMC 306	Quality Management	4
BAC 309	French Language	4
Level 300 -Third Trimester		
BMC 306	Marketing Management	4
BIC 309	Business Communication	4

BIC 311	Negotiation in International Business	4
Level 400 -First Trimester		
B1C 401	Legal Aspect of International Trade	4
BIC 403	International Business Management	4
BMC 403	International Marketing	4
Level 400- Second Semester		
BMC 402	E-Commerce	4
BIC 404	International Communication and Diplomacy	4
Level 400- Third trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**114**

Advance standing 2 represent students who enters at level 300

Level 300 -First Trimester		
BCC301	Research Methods	4
BCC303	Companyand PartnershipLaw	4
BCC103	**Digital Fluency**	**4**
BCC305	Entrepreneurship and Business Planning	**4**
Level 300 -Second Trimester		
BIC 302	Regional Economic Integration	4
BAC 309	French Language	4
BMC 306	Quality Management	4
BCC101	**Scholarly Writing**	**4**
Level 300 - Third Trimester		
BCC 105	**Introduction to Leadership Development**	**4**
BMC 307	Marketing Management	4
BIC 309	Business Communication	4
BIC 311	Negotiation in International Business	4
Level 400- First Trimester		
B1C 401	Legal Aspect of International Trade	4
BIC 403	International Business Management	4

BMC 403	International Marketing	4
Level 400 -Second Trimester		
BMC 402	E-Commerce	4
BAC 404	International Communication and Diplomacy	4
Level 400-Third Trimester		
BCC 410	Project work (Field Practice)	6
TotalCreditHours		**74**

Masters Programmes

The Programme is designed to prepare successful applicants to assume a larger role in the strategic management of their organizations. The philosophy of the University is to blend scholarship with practical based teaching and learning that is aimed to develop students' expertise in key areas in Accounting, Human Resource Management, Quality Management, Entrepreneurship and Supply Chain Management while also developing their business and leadership skills. The programme provides unique specialization tracks for middle and top management to acquire competencies for competitive advantage**.**

The summarized programme structure is presented in the table below:

Programme Requirements	**Credit Hours**	**Minimum for Graduation Must take and pass**	**Minimum for Graduation Must take**
Core Courses	24	24	0
Specialization	28	28	0
• Prescribed	20	-	0
• Free Electives	8	-	0
Thesis	8	8	0
Laweh Professional Core	8	8	8
Maximum Credit required	**68**	**60**	**8**
Minimum Credit Pass for graduation	**60**	**60**	-

MBA Finance &Accounting Track Courses

	Course Code	**Course Title**	**Credit Hours**
Core Courses			
1.	**MCC 601**	Marketing Management	**3**
2.	**MCC 604**	Quantitative Methods for Decision Making	**3**
3.	**MCC 605**	Business Law	**3**
4.	**MCC 607**	Accounting for Decision Making	**3**

5.	**MCC 602**	Managerial Economics	**3**
6.	**MCC 603**	Research Methods	**3**
7.	**MCC 608**	Organizational Behavior	**3**
8.	**MCC 609**	Strategic Management	**3**
	Total Credits		24
Laweh Professional Core			
	CODE	Course	**Credit Hours**
	MDCC 603	Digital Fluency *	**4**
	MDCC 604	Strategic Leadership *	**4**
	Total Credits		**8**
Specialization (Prescriptive Elective)			
	MFAC 601	Cost and Management Accounting	**4**
	MFAC 603	Financial Reporting	**4**
	MFAC 605	Auditing	**4**
	MFAC 602	Taxation and Fiscal Policy	**4**
	MFAC 607	Public Sector Accounting	**4**
	Total Credits		**20**
Free Electives (Choose 2)			
	MFAC	Financial Risk Management	**4**
	MFAC	Investment and Portfolio Analysis	**4**
	MFAC 607	Financial Management	**4**
	MFAC	Corporate Reporting	**4**
	Total Credits		**8**
	Grand total		**60**

Note (NB)

All Laweh Professional Core Courses are "**Must Take**" Whiles all others are "**Must take and Pass"**

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation**.**

Trimester by Trimester programme Structure - MBA Finance &Accounting

Level 600 Part 1-First trimester		
Course Code	**Course Name**	**Credit Hours**
MCC 601	Research Methods	4
MCC 603	Quantitative Methods for Decision Making	4
MCC 605	Organization Behavior	3
MCC 607	Digital Fluency	4
Total Credits		**15**
Level 600 Part 1- Second trimester		
MCC 602	Marketing Management	3
MCC 604	Managerial Economics	3
MCC 606	Business Law	3
MCC 608	Financial Accounting	4
Total Credit hours		**13**
Level 600 Part I - third trimester		

MCC 609	Strategic Management	3
MAC 611	Financial Reporting	3
MAC 613	Auditing	4
MAC 615	Taxation and Fiscal Policy	4
Total Credits		**15**
Level 600 Part II - Fourth trimester		
MAC 612	Cost and Management Accounting	4
MCC 614	Strategic Leadership	4
Free Elective (Choose one)		
MAC 616	Financial Management	4
MAC 618	Financial Risk Management	4
Total Credits		**16**
Level 600 Part II - Fifth trimester		
MAC 617	Public Sector Accounting	4
MCC 619	Project work	8
Free Elective (Choose one)		
MAC 621	Corporate Reporting	4
MAC 623	Investment and Portfolio Analysis	4
Total Credits		**16**
Grand Total		**75**

MBA Human Resources Management Track

	Course Code	Course Title	Credit Hours
Core Courses			
Laweh Professional Core			
MDCC 603		Digital Fluency *	4
MDCC 604		Strategic Leadership *	4
Total Credits			**8**
Specialization (Prescriptive Elective)			
MHCC615		Strategic Compensation and Performance Management Systems	4
MHCC613		Employment and Labour Law	4
MHCC611		Recruitment and Selection	4
MHCC 614		Training and Development	4
MHCC612		Human Resource Management	4
Total Credits			**20**
Free Electives (Choose 2)			
MHEC619		Human Resource Information System	4
MHEC 617		Conflict Management	4
MHEC622		International HRM	4
MHEC 618		Occupational Health and Safety	4
Total Credits			8
Grand total			**60**

Note (NB)

All Laweh Professional Core Courses are **"Must Take**" Whiles all others are **"Must take and Pass"**

Trimester by Trimester course structure for MBA-Human Resource Management Specialization

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation**.**

Level 600 Part 1-First Trimester		
Course Code	**Course Name**	**Credit Hours**
MCC 601	Research Method	3
MCC 603	Quantitative Methods for Decision Making	3
MCC 605	Organization Behavior	3
MCC 607	Digital Fluency	4
Total Credits		**13**
Level 600 Part 1- Second Trimester		
MCC 602	Managerial Economics	3
MCC 604	Marketing Management	3
MCC 606	Business Law	3
MCC 608	Accounting for Decision Making	3
Total Credit		**13**
Level 600 Part I - Third Trimester		
MCC 609	Strategic Management	3
MHC 611	Recruitment and Selection	4
MHC 613	Employment and Labour Law	4
MHC 615	Human Resource Management	4
Total Credits		**15**
Level 600 Part II - Fourth Trimester		
MHC 612	Strategic Compensation and Performance Management	4

MHCC 614	Training and Development	4
MCC 616	Strategic Leadership	4
Free Elective Choose (One)		
MHE 618	Occupational Health and Safety	4
MHE 622	International HRM	4
Total Credit		**15**
Level 600 Part II - Fifth Trimester		
MCC 610	Project Work	8
Free Elective Choose (One)		
MHE 617	Human Resource information Management System	4
MHE 619	Conflict Management and Negotiations	4
Total credits		**12**
Level 600 Part II - Sixth Trimester		
	Capstone Defense, Clearance and Graduation	
Grand Total		**68**

MBA Entrepreneurship Track Courses

Course Code	Course Name	Credit Hour
LEVEL 600 PART I- First Trimester		
MCC 601	Research Methods	**3**
MCC 603	Quantitative Methods for Decision Making	**3**
MCC 605	Organization Behavior	**3**
MCC 609	Digital Fluency *	**4**
Total Credits		**13**

LEVEL 600 PART I- Second Trimester		
MCC 602	Managerial Economics	**3**
MCC 604	Marketing Management	**3**
MCC 606	Business Law	**3**
MEC612	Entrepreneurship	**4**
Total Credit		**13**
	LEVEL 600 PART II-Third Trimester	
MEC 611	Managing Growth and Entrepreneurial Development	**4**
MCC607	Accounting for Entrepreneurial Decision Making	**3**
MEC613	Business Planning and Negotiation	**4**
MEC 615	Project Management	**4**
Total Credits		**15**
	LEVEL 600 PART II-Fourth Trimester	
MEC 614	Risk Management	**4**
MEC 616	Social Entrepreneurship	**4**
MCC 608	Strategic Management	**3**
Free Elective (Choose one)		
MEC618	Venture Creation	**4**
MEC620	Marketing of SMEs	**4**
Total Credit		**15**
LEVEL 600 PART II-Fifth Trimester		
MCC 610	Project	**8**
Free Elective (Choose one)		
MEC 619	Small Business Strategy	**4**

MEC 621	Electronic Commerce	**4**
Total Credits		**12**
Level 600 Part II - Sixth Trimester		
Grand Total	Capstone defense clearance and Graduation	**68**

Note (NB)

All Laweh Professional Core Courses are "**Must Take**" whiles all others are "**Must take and Pass"**

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation.

Trimester by Trimester course structure for Entrepreneurship Programme Structure

Level 600 Part 1-First Trimester		
Course Code	**Course Name**	**Credit Hours**
MCC 601	Research Methods	3
MCC 603	Quantitative Methods for Decision Making	3
MCC 605	Organizational Behavior	3
MCC 607	Digital Fluency	4
Total Credits		**13**
Level 600 Part 1- Second Trimester		
MCC 602	Marketing Management	3

MCC 604	Managerial Economics	3
MCC 606	Business Law	3
MEC 608	Accounting for Entrepreneurial Decision Making	4
Total Credit		**13**
Level 600 Part I - Third Trimester		
MCC 609	Strategic Management	4
MCC 607	Entrepreneurship	3
MEC 613	Business Planning and Negotiation	4
MEC 615	Project Management	4
Total Credits		**15**
Level 600 Part II - Fourth Trimester		
MEC 614	Risk Management	4
MEC 611	Managing Growth and Entrepreneurial Development	4
Free Elective (Choose one)		
MEC 618	Venture Creation	4
MEC 620	Marketing of SMEs	4
Total Credit		**12**
Level 600 Part II - Fifth Trimester		
MEC 619	Social Entrepreneurship	4
MCC 610	Project work (Field Practice)	8
Free Elective (Choose one)		
MEC 619	Small Business Strategy	4
MEC 621	Electronic Commerce	4
Total Credit		**12**
Level 600 Part II - Sixth Trimester		

	Capstone defense, clearance and Graduation	
Grand Total		**68**

MBA Procurement and Supply Chain Management Track Specialization Courses

Course Code	**Course Title**	**Credit Hours**
Core Courses		
MCC 601	Marketing Management	3
MCC 604	Quantitative Methods for Decision Making	3
MCC 605	Business Law	3
MCC 607	Accounting for Decision Making	3
MCC 602	Managerial Economics	3
MCC 603	Research Methods	3
MCC 608	Organizational Behavior	3
MCC 609	Strategic Management	3
Total Credits		24
Laweh Professional Core		
Code	**Course**	**Credit Hour**
MDCC 603	Digital Fluency *	4
MDCC 604	Strategic Leadership *	4
Total Credits		8
Specialization (Prescriptive Elective)		
MSC 601	Procurement Management	4
MSC 603	Warehouse design and Materials Handling	4

MSC 605	Logistics Management	4
MSC 602	Public Procurement Management in Ghana	4
MSC 613	Strategic Supply Chain Management	4
Total Credits		20
Free Electives (Choose 2)		
MSC 611	Negotiation and contracting in Procurement and Supply	4
MSC618	Risk Management in Procurement and Supply Chain Management	4
MSC 617	Electronic Supply Chain Management	4
Total Credits		8
Grand Total		**60**

NB

All Laweh Professional Core Courses are "Must Take" whiles all others are "**Must take and Pass"**

"Must Take" credit means Core courses that are mandatory for students to take but not counted towards their required passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation**.**

Level 600 Part 1-First Trimester		
Course Code	**Course Name**	**Credit Hours**
MCC 601	Research Methods	4

MCC 603	Quantitative Methods for Decision Making	4
MCC 605	Organizational Behaviours	3
MCC 607	Digital Fluency	4
Total Credit		**15**
Level 600 Part 1- Second Trimester		
MCC 602	Marketing Management	3
MCC 604	Managerial Economics	3
MPC 606	Legal Aspects of Business in Procurement and Supply	3
MCC 608	Accounting for Decision Making	3
Total Credits		**12**
Level 600 Part 1- Third Trimester		
MCC 609	Strategic Management	3
MPC 611	Procurement Management	4
MPC 613	Public Procurement Management in Ghana	4
MPC 615	Strategic Supply Chain Management	4
Total Credits		**15**
Level 600 Part II - Fourth trimester		
MPC 612	Warehouse design and Materials Handling	4
MCC 614	Strategic Leadership	4
MPC 616	Logistics Management	4
	Free Elective (Chose One)	
MPC 616	Electronic Supply Chain Management	4
MPC 618	Procurement Planning Monitoring and Evaluation	**4**
Total Credit		**12**
Level 600 Part II - Fifth Trimester		
MPC 617	Negotiation and contracting in Procurement and Supply	4

MCC 610	Project Work	8
Free Electives (Choose One)		
MPC 619	Risk Management in Procurement and Supply Chain Management	4
MPC 621	Sustainable and Environmental Management	4
Total Credit		**12**
Level 600 Part II - Sixth Trimester		
	Capstone Defense, Clearance and Graduation	
Grand Total		**66**

MSc. Development Economics

Program Philosophy

In contemporary times, the need to develop high-performing human capital for the 21st century is not simply evident but paramount for emerging economies like Africa. The University therefore recognizes the need to contribute towards the rapid development of the Ghanaian economy for enhanced productivity, efficiency and effectiveness. The MSc Development Economics programme is intended to equip students who aspire to work in public sector organizations, private sector firms and international organizations with contemporary econometric tools. The advanced and technically rigorous nature of the programme also serves as an excellent foundation for PhD programmes and other research-focused roles. The programme is to provide current skills, knowledge, and understanding of development economics in nation building and growth. It offers a rich and diverse foundation for managing in a global economy. Each course within the program challenges students to critically assess traditional theories of economics and explores the new dimensions created by globalization and economic challenges.

The structure of the programme is summarized in the table below:

Programme Requirements	Credit Hours	Minimum for Graduation Must take and pass	Minimum for Graduation Must take
Core Courses	32	32	0
Specialization Courses	8	8	0
Thesis	12	12	0
Laweh Professional Core	8	0	8
Maximum Credit Allowed	**60**	**52**	**8**
Minimum Credit Pass for graduation	**52**	**52**	

Programme Courses Structure

Course Code	Course Title	Credit Hours
Core Courses		
MDCC 601	Microeconomics	4
MDCC 605	Research Methods	4
MDCC 605	Macroeconomics	4
MDCC 602	Managerial Economics	4
MDCC 606	Econometrics	4
MDCC607	Economic Growth and Development	4
MDCC609	International Economics I (Trade)	4
MDCC612	International Economics II (Finance)	4
Total Credits		**32**
Laweh Professional Core		

CODE	Course	Credit
MDCC 603	Digital Fluency *	4
MDCC 604	Strategic Leadership *	4
Total Credits		**8**
Free Electives – Choose three		
MDEC611	Operation Research	4
MDEC611	Project Appraisal	4
MDEC609	Environment and Resource Economics	4
MDEC605	Poverty, Wealth and Development	4
MDEC603	Marketing Management	4
MDEC 609	Political Economy of Development	4
Total Credits		12
Grand total		**52**

Note (NB)

All Laweh Professional Core Courses are **"Must Take"** whiles all others are "**Must take and Pass"**

"Must Take" means Core courses that are mandatory for students to take but not counted towards their required credit passes for graduation

"Must take and Pass" Means Core course that are mandatory for students to take and pass and counted towards the required credit passes for graduation**.**

Trimester by Trimester Courses Structure for MSc. Development Economics

Course Code	Course Name	Credit Hours
Level 600 Part I- First trimester		
MCC 601	Research Methods	4
MDC 603	Microeconomics	4
MCC 607	Digital Fluency	4
Total Credit		**12**
Level 600 Part I- Second trimester		
MDC 602	Economic Growth and Development	4
MDC 604	Macroeconomics	4
MDC 606	International Economics I (Trade)	4
Total Credit		**12**
Level 600 Part I- Third trimester		
MCC 604	Managerial Economics	4
MDC 605	Econometrics	4
Select One elective		
MCC 602	Marketing Management	4
MDC 609	Poverty, Wealth and Development	4
MDC 603	Project Appraisal	4
Total Credit		**12**
Level 600 Part II- Fourth trimester		
MDC 612	International Economics II (Finance)	4
MDC 604	Strategic Leadership	4
Select One elective		
MDC 603	Operations Research	4

MDC 605	Environment and Resource Economics	4
MDC 607	Political Economy	4
Total Credit		**12**
Level 600 Part II- Fifth trimester		
MCC610	Thesis	12
Total Credit		**60**

Academic Activities

Concerns of students which are academic in nature should be directed to the Pro-Vice Chancellor and Coordinator of Programmes via emails: provc@laweh.edu.gh or coordinator@laweh.edu.gh. Issues which are considered academic in nature shall comprise activities such as registration, examination, teaching and learning, grading, graduation and certification. These processes must bestrictly adhered to for academic is sues to be handled or they shall be deemed ignored.

Non-Academic Activities

Non-academic issues shall be directed to the Registrar. The officer plays students advisory, coaching and counselling roles and responsible for students welfare as well as members of the University community. Non-academic issues shall include all concerns not related to those mentioned as academic in nature. All matters will be treated private to the extent that is practical and consistent with Laweh Open University's mandate under the law.

Anti- Discrimination policy

Laweh Open University College does not discriminate on the basis of age, religion, race, ethnicity, color, nationality, gender, marital status and disability. As members of Laweh academic community, students have shared responsibility with Management and faculty for creating and maintaining congenial environment and atmosphere conducive for teaching and learning, research and personal growth and development. By virtue of students' enrolment with Laweh Open University College, it is mandatory for all students to comply with there gulations and procedures. Students are expected to familiarize themselves with these rules and

regulations. Ignorance of these provisions shall not be deemed excusable.

Laweh Open University College standards are applicable and not limited to all behavior, actions, events, and functions related to being online students either on or off the University campus. These shall also include activities related to the following:

- Students' on sponsorship programmes in the name of the University
- Students on placements, internship and attachments in the name of the University
- Actions that causes fear and panic among University community
- Causing injuries or ill-health and safety problems to the University community
- Destruction of University community properties.

Whiles being students of the university, any action or inaction that violates the national, regional or city laws may also constitute violations of the code. In such instances, the University shall take disciplinary action under the code irrespective of the decision of criminal or civil proceedings under the law. Also, disciplinary actions shall be meted to online students' whose activities have the potential of adversely tarnishing the image or interest of the University. Such action shall be independent of the civil or criminal proceedings. Examples of Laweh University's interests that may be adversely affected include and are not limited to:

1. Charge or Conviction of a criminal offense as defined by the laws of the state and regional
2. Situation where the student presents a danger or threat to the health or safety of him/herself, to the extent that it has an impact on others.
3. Situation that expressively impinges upon the rights, property or achievements of self, to the extent that it has an impact on others**.**

The University reserves the right to administer the code and proceed with the actions even if the students failed to be in good standing as a student of the University. The University shall encourage a culture of reporting breach of the code of conduct. In this regard, the University

shall be committed to responding to reports and notice sand to initiate procedures to investigate the issue without a formal allegation made by a victim. Students are encouraged to file issues of allegations of misconduct as soon as practicable but not later than 2 months after the alleged misconduct is known to have occurred or purported to have occurred. Issues of sexual harassment and related sexual based offences shall have no time bound; however, reporting must be prompt to facilitate management's action.

Admissions Policy

The term Open University refers to a university with an open-door academic policy, i.e. no stringent entry requirements like the traditional universities. This, fundamental open admissions policy makes university study accessible to all. The Laweh Admissions policy recognizes this philosophy of making university education open to all, irrespective of age, qualification or experience, except the demonstration of intellectual ability. The concept seeks to provide opportunities for workers, including mothers, those raising a family or those who do not want to give up their social life, those who otherwise will not have access to University education or those that qualify to enter straight, but want to have flexibility in their studies to do so, provided they have an intellectual ability to go through University education.

Entry Requirements for Admission (Bachelors Programmes)

Admission Requirements - Level 100

West African Senior School Certificate Examination (WASSCE) & Senior Secondary School Certificate Examination (SSCE) Applicants

I. WASSCE and SSSCE applicants must have at least credit passes (i.e. grade A1-C6 and grade A-D respectively) in **three core subjects** including English Language, Mathematics and Integrated Science/Social Studies in addition to any **three elective subjects** with an aggregate score of **24 for SSCE and 36 for WASSCE** or better.

II. All other prospective applicants with any previous academic results who do not fully meet the requirement in (I) would be required to pass the Laweh entrance examination for admission and in addition write an essay between 300-400 words

Mature Students Admission

Applicants without the requisite requirements who are 25 years and above with at least 2years work experience may be considered as matured students and shall be required to write Laweh Entrance Examination.

Recognition of Prior Learning

Recognition of Prior Learning is a system of formally recognizing skills and knowledge that has been acquired from informal learning and includes skills and knowledge from:

- Life Experience
- Work Experience
- Training Courses or Programmes

Recognition of Prior Learning shall be assessed through the Laweh Entrance Examination and any of the following supporting documents:

- Letters and references, including confirmation from employers, clients or community groups
- Reference relating to paid or unpaid work experience
- Samples of work, including report, articles or publication

Credit Transfers

Applicants with prior studies and knowledge acquired from recognized tertiary institution may be considered for admission by transferring credits from their previous institution of study. Applicants shall be required to show proof of certified copies of transcript.

Acceptable forms of Senior High School certificate include either of the following:

i. Official Senior High School transcript showing the date of graduation
ii. Official documentation of having passed a State High School Equivalency examination

N.B

i. Admissions would not be given to applicants who fail to pass LAWEH entrance examination, and or fail to submit transcripts or other results slips where applicable.
ii. If applicant is from a country where English is **not** the official language, prospective applicants may be required to take a certificated English Language bridging course offered at LAWEH.

Admission Requirements - Level 200

Category A

General Certificate of Education (G.C.E) Advanced Level:

Passes in any three (3) subjects at the G.C.E Advanced Level plus a pass in General Paper. In addition, the applicant must have had credit passes (Grade 6) or better in five (5) subjects including English Language, Mathematics Subject at the G.C.E Ordinary Level.

Category B

Advanced Business Certificate Examinations (ABCE):

Passes in any five (5) subjects at the ABCE level. In addition, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examinations (GBCE).

Category C

Post-Secondary Teacher's Certificate 'A'/Diploma in Education Certificate.

Category D

Recognized Professional Qualifications:

At least complete Level One (1) of any of the following professional qualifications:

- Institute of Chartered Secretaries and Administrators. UK (ICSA),
- Chartered Institute of Marketing. UK (CIM)
- Chartered Institute of Management Accountant. UK (CIMA)
- Chartered Association of Certified Accountants. UK (ACCA),
- Institute of Chartered Accountants ICAG and
- Chartered Institute of Bankers CIB

Category E

Higher National Diploma (HND) in disciplines relevant to the programmes being offered by the University

Category F

Applicants in possession of University/Tertiary Diploma with a Final Grade Point Average (FGPA) of at most 2.5 from any university/institution in programmes relevant to the courses being offered by the University.

Admission Requirements - Level 300

Category A

Higher National Diploma (HND) in related field.

Category B

University /Tertiary Diploma applicants in related field of study

Applicants who have at least completed level two (2) of any of the following recognized professional qualifications: ICSA, CIM, CIMA, ACCA, ICAG and CIB.

Admission Process

Laweh Open University offers admission to all categories of persons irrespective of age and sex. Prospective students can visit the site www.laweh.edu.gh to apply to be considered for study in the university. The University offers admissions four times in a year: September, January, March and June. When applications are received, the Admissions Review Committee of the University will review all information and make a recommendation to the Academic Board on the suitability of an applicant's enrolment at the University. The recommendations may include:

- Admit with No Conditions
- Admit with Conditions as specified by the Admissions Review Committee
- Deny Admission

Also, prior to admission, the Admission Review Committee shall conduct reviews of all applicants who meet one or more of the following conditions, including, but not limited to:

- TheUniversityhasinformationthatanapplicanthasaviolentcrimeconviction
- The Applicant voluntarily disclosed a violent felony conviction
- The Applicant has been dismissed, placed on probation, or has a judicial matter pending before another institution of higher learning

In certain situations, interviews may be conducted via virtual medium to assess the suitability of applicants for the programme of study. The University also reserves the right to deny admission, continuous enrollment, or re-admission of any student whose presence at the University would endanger the health, safety, or welfare of them selves and the Laweh community members. To protect the University's integrity, character and standards, Laweh Open University College reserves the right, and the applicant concedes to the University the right, to deny admission to any student at any time for any reason the University deems sufficient to warrant such action. Any re-admission or re-enrollment to Laweh Open University College is not automatic and is subject to a satisfactory record of conduct and provision of additional information as may be required by the Admission Review Committee. Regardless of a student's qualifications, if any student has created significant difficulties while enrolled since their last enrollment at Laweh University, their application for re-admission may be denied.

Entry Requirements for Admission (Masters Programmes)

The University shall admit candidates with different academic backgrounds to the MBA Programme. Qualified applicants are admitted to programmes at the beginning of the first semester. The various categories of candidates to be considered for admission into the programme in the University will possess either of the following qualifications:

- A first degree from a recognized university/institution;
- Recognized full professional qualification such as:
    - Chartered Institute of Bankers,
    - Association of Certified Chartered Economist,
    - Association of Certified Chartered Accountants,
    - Institutes of Chartered Accountants,
    - Chartered Institute of Marketing,
    - Chartered Institute of Management Accountants,
    - Institute of Chartered Secretaries and Administrators,
    - Chartered Institute of Procurement and Supply Chain Management,

- All applicants may be required to go through a selection interview;
- International students with qualifications equivalent to those above may be considered for admission. The equivalent of such qualifications will, however, be determined by the National Accreditation Board of Ghana. The medium of instruction shall be English Language.

Submission of False Documents

Where the information submitted for admission purposes by any applicant is found to be false or deficient at any time, LAWEH reserves the right to apply disciplinary measures, including dismissal from the University and the withdrawal of any credentials obtained from the University.

EDUCATION WITHOUT BARRIERS: SUPPORTED LEARNING

Laweh Open University College Responsibility

Laweh Open University College is an Open Supported Learning (OSL)University with physical premises and land that constitutes the territory called Laweh Open University College. This imposes some safety and security related obligations on Laweh for the benefit of its students

and members of the University community, including members of the public who visit the Institute to conduct business or to trans act some other lawful business. These obligations require Laweh Management to either take certain steps or refrain from taking steps that expose its students and other lawful visitor storisk of danger, personal injury or injury to their property. How ever the University shall not be responsible for personal property that is lost, stolen, or damaged due to negligence on the part of the party involved.

The University also issues rules and regulations to enhance communication, teaching and learning, including the regulation of sound equipment, rallies, parades, demonstrations or other assemblies, to ensure safety of University operations, persons and property and to prevent disruption of teaching and learning. The University also reserves the right to make changes to the code of conduct. All changes will be posted online at the University website under Code of Conduct.

Ethical Code of Conduct.

The Regulations contain rules and other important information that govern the behavior of students who enrolled at Laweh University. They are part of the formal social contract between a student and the University in order to build a world-class open education founded on the principle of use fullness and applied learning. Students of LAWEH must abide by the regulations the University. The University would not hesitate to impose sanctions on students whose behavior contravenes the regulations. As a result, all students have responsibilities as members of the University community and are expected to uphold ethical values in high esteem.

The code of conduct is not intended to be a punitive process for students. However, to promote harmony, professional behavior and peaceful co-existence as members of the University community. By virtue of your enrolment as students of the University, you are accountable for your actions and inactions and agree to comply with these regulations. Additionally, it is important to not that though the regulation govern your studentship in the university, it does

not supersede the laws and standards of your local, state or national jurisdictions. The University may notify appropriate authorities of any violation which is justified to be of civil or criminal in nature. Laweh University shall sanction students by relying on the preponderance of evidence in relation to the subject matter. No student shall be found guilty of violation without necessary due diligence to verify the facts available to the offence purported to have been committed. The sanction to be meted out shall be in commensuration to the severity of the offence or violation. The University policy for keeping hard copies of records involving conduct of violation shall be five years beginning the semester the violation occurred. However the electronic version shall be maintained by the Pro-Vice-Chancellor.

Violation of the Ethical Code of Conduct

Any behavior that violates University code of conduct listed here and elsewhere will be subject to disciplinary action through the appropriate processes. It may be necessary to expel or suspend students who have been found responsible for violation of this code or who pose substantial danger to the members of the University community. Any Attempt to commit acts or exhibit a behavior that is found non-conforming with the University standards shall be punishable to the same extent of the violation committed. False and deliberate reporting of accusation shall be considered violation of the standards and subject to disciplinary action.

The code of conduct shall also be applicable to misconduct of guests of the University community. Members that host such guest may be held accountable for the misconduct of their guests. Visitors and guests to the University are covered by this code and may initiate measures to be heard when confronted with misconduct. Additionally, if it is determined that a group is responsible for a violation, either by direct involvement or aiding and abetting, or by condoning, encouraging or covering up the violation, appropriate disciplinary action will be taken with respect to the group as well as the individuals involved. Moreover, the actions and inactions of members of student associations involved in University-related activities or University-sponsored activities that are in violation of Laweh University Community codes shall also attract disciplinary actions.

Various form of Violation and Misconduct

1. Academic Dishonesty

Laweh shall promote academic freedom and intellectual honesty that require respect for the academic rights of others. Violations in the programme or course rules or departmental policy contained in the syllabus and or provided to the student are subject to a charge of academic dishonesty. Academic dishonesty shall include but not limited to:

I. Plagiarism:

Submitting all or part of an other's work as one's own in an academic exercise, such as an examination, computer program, or written assignment. Some examples of plagiarism include but are not limited to:

- Cutting and pasting from other sources without citation.
- Submitting a purchased erm paper, in whole or in part.
- Failure to cite the source of n idea
- Copying material word-to -word from a source without appropriate citation:

ii. Recycling Assignments:

Submitting one's own work, which was submitted and graded for an earlier course or section, unless submission of that work has been pre-approved by the current instructor.

iii. Cheating:

Using or attempting to use unauthorized soft or hard materials (e.g., books, notes, ICT devices) in examination or assignment, improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination, or intentionally using a false name or email address in attest or an assignment.

iv. Aiding Academic Dishonesty:

Helping another to commit an act of academic dishonesty, such as substitution for an examination or completing an assignment for someone else or making assignments available for another student to copy. Writing an exam on behalf of another person.

v. **Fabrication:** Altering or transmitting without authorization academic in formation or record.

vi. Copyright infringement

Students are encouraged to be responsible users of all forms of copyrighted materials whether they belong to Laweh University or not. No student may reproduce any copyrighted work in print, video, audio or digital form, including from the internet, without express permission of the author of the work. Laweh course materials shall be uploaded for students to download, however the University reserves the copyright of the documents. In this regard, permission is required from the University before reproduced or holistic photocopy. Violations of copyright issues shall include illegally copying, distributing, downloading or uploading information from the Laweh University students learning portal without express permission from the faculty or the university. In conjunction with the disciplinary action to be taken by the University, the copy right laws of Ghana shall be applicable on infringement fan rights.

In Laweh University, it shall be a major offence for students to indulge in the following behaviors listed below:

- ✓ Theft/ Stealing
- ✓ Perpetrating Deception
- ✓ Impersonating
- ✓ Assault
- ✓ Lewdness
- ✓ Verbal abuse
- ✓ Fighting
- ✓ Insulting staff

- ✓ Refusal to carry out a lawful instruction from University staff
- ✓ Jeopardizing the safety and or welfare of student and or others
- ✓ Showing disrespect to staff or colleagues on the basis of discrimination
- ✓ Creates an environment that is disrespectful, offensive, and/or threatening,
- ✓ Stalking.
- ✓ Hazing.

2. Fraud

Fraud shall include falsifying admission documents for the purpose of gaining admission to Laweh Open University College. It shall also include knowingly attempting to settle a debit or account with Laweh University with a dud cheque, forging a money order, or making a payment with an unauthorized or stolen credit card. These conducts is strictly prohibited and will be subject to disciplinary action and also may be subject to civil and criminal liability.

3. Inappropriate Communication

Professional communication that reflects high standards of mutual respect between members of the University community including faculty and students is encouraged within the broad context of free academic discussion,intellectual arguments and debate.Whether the communication is virtual or through face-to-face exchange, e-mail, electronic bulletin board, chat room, telephone, audio bridge, etc. students must demonstrate respect for faculty, staff, and fellow students in all communications. Some examples of inappropriate communications include but limited to:

- ➢ Using discriminatory or obscene language
- ➢ Using intimidatory, or threatening language

- Communication that threatens the health or safety of any person,
- Sending unsolicited junk mail
- Using oral or written profane language

4. Disruption of Freedom of Speech

The University frowns on intentionally interfering with the freedom of speech and the freedom of expression of others. Any action of this nature shall constitute violations of the University code of conduct will result in disciplinary action against culprits.

5. Physical Bullying/ Cyber Bullying

Bullyinghasthetendencytonurtureaclimateoffearanddisrespectthatcanseriouslyimpairthephysicalandpsychologicalwellbeingof its victims and create conditions that negatively affect teaching and learning. As a result any improper behavior director in direct virtual, verbal, physical or written, exhibited by one or more persons against another or others, which shall be deemed reasonable as bullying shall attract disciplinary action.

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social mediasites, text messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. The above stated examples of Cyberbully in gare prohibited at Laweh University College.

6. Sexual Harassment and Misconduct

Harassment and Sexual Misconduct are prohibited by Laweh University policy and members of the community are expected to conduct themselves proper moral way. The following situations shall be regarded as sexual harassment or misconduct especially as an online and open university:

i. Sexual harassment shall mean advances made at another University member or student unwilfully or without the consent of the other person with the intention of having an intimate or sexual relationship with the person.

ii. Online harassment shall mean posting of unsolicited nude pictures, devices and sexual related information via email, social media, blogs, webpages, and other modes of electronic communication

iii. Sexual misconduct shall mean touching of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing c o v e r i n g them). This also includes touching an unwilling person with one's own intimate parts or forcing an unwilling person to touch another's intimate parts.

iv. It also means sexual advance and contact without full and free consent given by the person(including situations where drugs or alcohol impair a person's ability to give full and free consent).

v. Sexual advance or contact when the perpetrator knows or should know the behaviour is offensive to the other person. Especially unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the as salient was aware or should have been aware of.

vi. Sexual misconduct or harassment shall mean an undisclosed intimatesexualrelationshipwithastudentwithoutdisclosuretotheappropriatepartiesunder theUniversity policies.

The needs of victims of sexual harassment shall be considered by the University especially victims of personal injury and/or sexual assault. The University will take such appropriate actions as it deems reasonable to prevent members of the University community unnecessary exposure to sexual misconduct of culprits.

7. Sexual Exploitation:

In Laweh sexual exploitation shall be deemed to have occurred when a student takes non-

consensual, unjust or abusive sexual advantage of another for his/her own advantage or advantage of anyone other than the one being exploited. In the event of sexual exploitation, disciplinary and criminal actions may be taken against the individual depending on the severity of issue. The Assistant Registrar in charge of Students Affairs shall be conducted via email studentsaffairs@laweh.edu.gh for assistance.

Grievance Resolution Policy

Laweh Open University College is committed to providing a safe, harmonious, supportiveandproductiveenvironmentforitsstudentsandstafffreefrom unfair treatment, discrimination, harassment, vilification, bullying and conflict. The University emphasis on resolving problems as close as possible to the source and directing complaints to them appropriate solution mechanism for a specific grievance.

A grievance in the broad context shall mean a complaint, accusation, or concern a student has about their experiences with other members of the University community including faculty. This shall include dissatisfaction with the administration of University policies, procedures and standards including this code of conduct. In the case of a grievance, members are encouraged to download and fill the grievance form and submit together with appropriated documentation to the office of the Registrar.

Grievance Resolution Process

The Office of the Registrar shall facilitates the Grievance resolution process. It shall handle the is sue within an appropriate time frame of 2 weeks and will be treated sensitively and impartially having due regard to procedural fairness.

Filing of a Grievance

Tofileagrievance,pleasecompletethegrievanceresolutionformandsubmit to the Office of the registrar via email registrar@laweh.edu.gh. If a student also needs assistance in completing

the form he/she should please contact the following number: +233 (0)208-131-755. Deliberately submitting dishonest and mischievous information on the form could be considered a violation of the University code of conduct and subject to disciplinary actions. Once the form is submitted, petitioners will be notified within 48 hours that it has been received. If further in formation is required, the petitioner would be informed appropriately. Two weeks shall be deemed reasonable time to resolve issues depending on the complexity of the issue. If there solution should exceed this period, a written notice via email detailing the delay and anticipated time line for completion will be provided directly to the petitioner.

The Resolution Process

Laweh Open University College resolution process shall entail:

1. Petitioner submits Grievance Resolution Form to the Registrar.
2. Registrar reviews the Form for merit.
3. Assigns an appropriate senior officer based on the nature of the issue.
4. Assigned officer investigates the facts of the grievance by contacting the parties involved and any other documentation that may be required.
5. After the investigation, the assigned officers recommendation together with the Action to be taken is submitted to the Registrar.
6. After reviewed by the Registrar, it is forward for Management action to resolve and ensure parties to the grievance are satisfied.
7. Parties may however appeal to the final outcome of a resolution by submitting an appeal form to the Vice-Chancellor via vc@laweh.edu.gh.

Victims Rights Policy

The University encourages community members to uphold high level of professional standards

as embodied in this code of conduct. When in cadence of breach of the code occurs, the University is committed to resolving the issue in a conducive environment that would not hamper teaching and learning. The University has the responsibility to protect the rights of all members involved in purported misconduct or improper behavior. A victim shall therefore include both guest and visitors to the University community and shall have the right to file a complaint when he/she has reasonable belief that an improper behavior shall have substantial impact on a University interest or the educational process. Below is a list that includes, but is not limited to, Community Standards/Code of Conduct violations that involve a potential victim:

- Theft/Stealing
- Perpetrating Deception
- Impersonating
- Assault
- Lewdness
- Verbal Abuse
- Fighting
- Insulting Staff
- Refusal to carry out a lawful instruction from University staff
- Jeopardizing the safety and or welfare of a student and others.
- Discrimination
- Disrespectful, offensive, and/or threatening behavior.
- Stalking
- Hazing

The office of the Pro-Vice Chancellor shall be responsible for the rights of victims. These rights include:

- The right to ensure allegations are treated with the necessary seriousness and time frame.
- The right to make known to the victims the option of notifying the law enforcement.

- The right to prove support and the opportunity to have parties to head to support disciplinary proceedings.
- The right to be notified of the decision of disciplinary committee.
- Notify victims the availability of online counseling services or virtual advisory services.

Registration and Orientation Process

All students who have gained admission and are formally admitted to Laweh shall undergo an orientation course. The essence of the orientation is to induct student in to the University environment.

During the orientation process, students shall betaken through three key course are as of

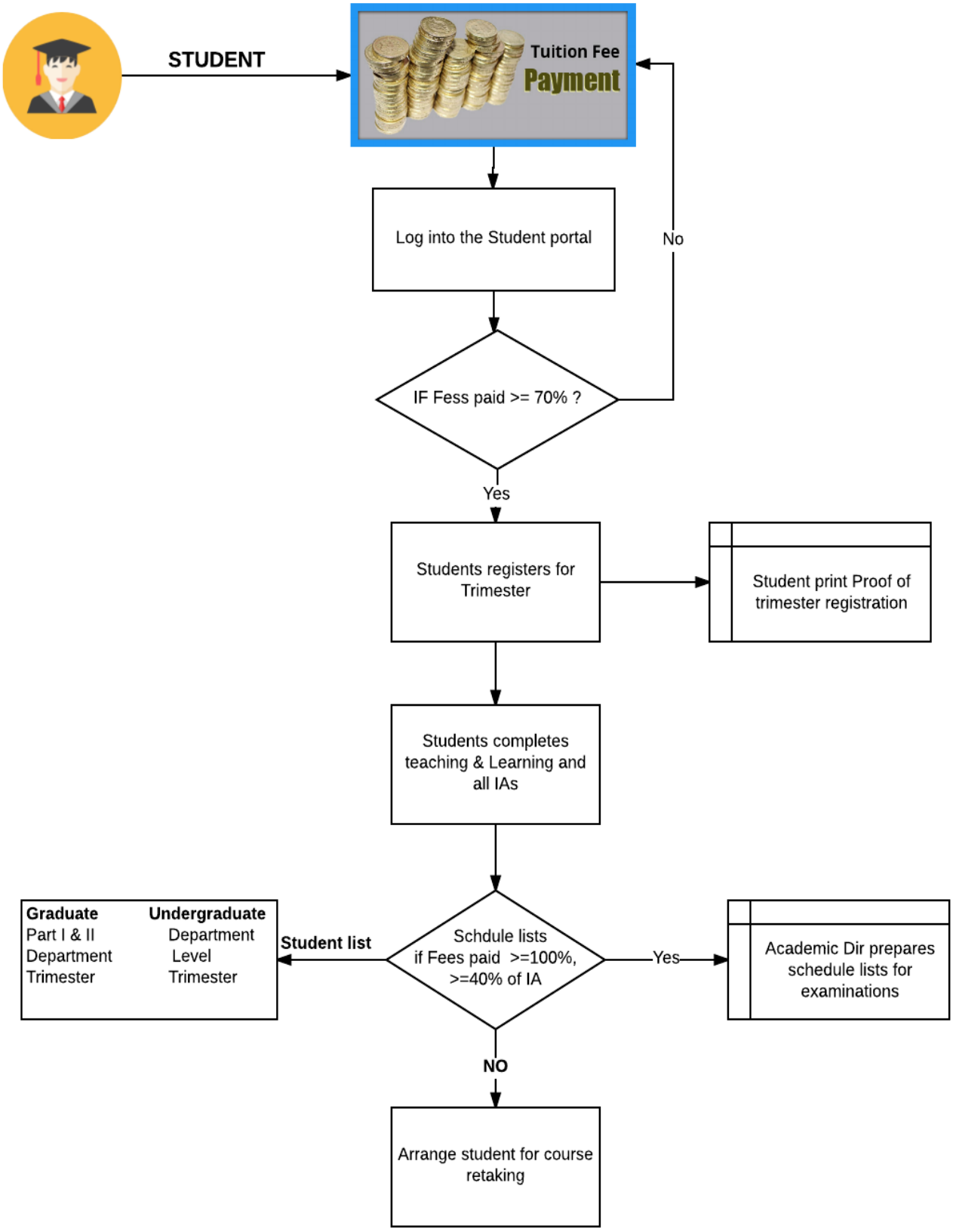
(a) Leadership personality test and learning styles,

(b) Communication and

(c) Scholarly writing.

Students shall also be required to register online every semester to select the courses they intend to do according to their capability and own convenience. Students shall have the flexibility to determine when they want to graduate, this will be informed by the number of courses students register for a semester.

CONDITIONS FOR THE QUALIFICATION OF STUDENTS TO REGISTER AND WRITE THE EXAMINATION



REFUND POLICY

Newly Admitted Students (Tuition Fees)

Before Registration

If you have not registered to start your studies after accepting our admission offer, you will be entitled to a refund of tuition fees (Two Thirds of the Charges).you might have paid in advance. Deposit against acceptance of offer are non-refundable.

After Registration

If you decide to withdraw from the University after you have registered to start your course of study, you will not be entitled to any fee refund.

Hostel Fees

If you have been allocated a University sponsored hostel after the start of your studies with us, you will be liable to the hostel charges or will not be entitled to any refund of hostel fees paid in advance.

Other Charges

No refund is available for any other fees paid in advance.

DEFERMENT

A student may need to defer his/her programme for a variety of reasons. It is important to bring the need for deferment to the attention of LAWEH in a timely fashion, and certainly within the period when deferment is allowed. Students who fail to notify the academic departments of their intention of deferring a programme, and fill the deferment forms before the deadline for deferment as stipulated in the academic calendar, shall forfeit the fee for the trimester or programme commencement date. There is a fee for deferring a course or programme.

MATRICULATION

All students are required to matriculate into their respective programmes. Students residing in Ghana are required to attend the matriculation programme in Accra. All other students may matriculate online, taking advantage of LAWEH's blended delivery systems. All students must sign the matriculation oath that will be provided before beginning their programmes.

Course Selection Freedom

Laweh Open University College is an Open University and students are encouraged to take courses that they can successfully complete in each academic semester or year. Students shall have the right to register three courses minimum per semester based on their availability for participation on online tuitions. However, the maximum courses to do in a semester are left to the discretion of students. In their quest to select the number of courses to do in any semester, the University shall encourage students to consider their workload, family demands and social activities. As a result of these provisions, students reserve the right to determine the number of years they want to use to finish the entire programme for graduation.

For the convenience, orientation and registration materials are provided in an interactive format by accessing the University we blink *www.laweh.edu.gh*. By logging in with Laweh user name and password, you will be presented within formation regarding Laweh's student services, policies and procedures to help you get started at Laweh. Students are required to provide current address, telephone, e-mail and contact information for the University records.

Opportunityshallbeprovidedforstudentstoupdatethisinformationeachtimetheyregisteratthebeginningofthesemester. Changes that occur red after registration shall be communicated to the Pro-Vice-Chancellor through the email provc@laweh.edu.gh to effect the necessary updates.

Assessment Structure

Structure of Assessments

At LAWEH, our emphasis is not on mere ***certification but on learning***. LAWEH's assessments of learning are performance-based assessment rather than content-based. Assessment is therefore not only used for mere grading and certification, rather it has linked with learning and skill development of the students. LAWEH recognizes that most open universities have a two-tier system of assessment: formative and summative, though some like the Indira Gandhi National Open University (IGNOU), New Delhi, India do operate a three –tier system (Chaudhary and Dey, 2013).

By the three tier educational model of LAWEH, LAWEH therefore has a three –tier system of assessment namely *Skills assessment*, *Summative and Formative assessments*, which shall employ a variety of techniques and methods for assessments. These include self-assessment exercises, continuous evaluation through assignments (tutor-marked and computer-marked), and end of Semester examinations.

- Formative (Assignments): 20%
- Summative (End of semester examination): 50%
- Skills component shall constitute 30% of the total weighing.

Formative assessment comprises assignments, the personal contact programme and workshop related activities such as practicals, special project topics presentations, community participation, field experience, school-based activities, online posts and forum discussions hands on activities, seminars, group discussion, etc.

Summative assessment comprises end of course assessments and dissertation/thesis evaluation and independent inbound and outbound test (www.ignou.ac.in).

The skill-based assessment shall base on demonstration of entrepreneurial and leadership skills through end-of programme project presentation, reflecting papers, communication skills, particularly the use of 21st century marketing skills, problem solving, and quality of solutions

which shall be present to a panel of stakeholders including industry practitioners. This shall be a requirement in partial fulfilment of graduation.

The minimum standards for quantity and quality of *Skills, Formative and Summative* assessment shall be the same as or higher than corresponding conventional standards in LAWEH. It is assumed that existing and emergent technologies for e-assessment will be utilized to minimize the load on staff and to enable staff to focus on high quality individual feedback to staged conventional assessment.

Assessment Regulations:

The University uses the Continuous Assessment (CA) System. It is recognized that, this system enables lecturers to effectively monitor students' performance throughout the period of study. The system will involve:

(i) Games simulation/assignment/test/quizzes = 20%
(ii) Practice base Mid-semester examinations = 30%
(ii) Term paper/ End-of-semester examinations = 50%

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University's Grading Policy

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identifybothstrengthsandareasinneedof improvement forstudents. The University uses a standard grading scale for both graduate and undergraduatecourses.

Grading Scale

Performances in a course shall be graded using the 4.00 scale grading system as follows:

LETTER GRADE	NUMERICAL MARK (%)	INTERPRETATION	GRADE POINT (GP)
A	80 -100	Excellent	4.00
A-	75-79	Very Good	3.75
B+	70-74	Good	3.50
B	65-69	Fairly Good	3.00
B-	60-64	Credit	2.50
C+	55-59	Average	2.00
C	50-54	Pass	1.50
D	45-49	Marginal Fail	1.00
F	00-44	Fail	0.00
IC	--	Incomplete	--
X	--	Absent	--
DF	--	Deferred	--
NG	--	Withdrawn	--
WH	--	Withheld	--

Definition of Grades

- Pass grades from the highest to the lowest grade shall be A, A-, B^{+}, B, B^{-}, C^{+}, C and
- Fail grades shall be D and F.

- Grade IC shall be awarded to students who are unable to complete a course in one particular semester due to student's inability to complete the course or the course continues into the next semester.
- Grade WH shall be awarded for withheld results when students owe fees and/or books from the school library. Withheld results shall only be released upon the full settlement of fees and/or return of library books.
- No Grade (NG) shall be awarded to students withdrawn due to absence from lectures, tutorials or other academic activities for a cumulative period of 21 days within any one semester, or Examination malpractice as may be decided by the Academic Board.

Grading System for Masters Programmes

Grading Scale

Performances in a course shall be graded using the 4.00 scale grading system as follows:

LETTER GRADE	NUMERICAL MARK (%)	INTERPRETATION	GRADE POINT (GP)
A	80 -100	Excellent	4.00
A-	75-79	Very Good	3.75
B+	70-74	Good	3.50
B	65-69	Fairly Good	3.00
B-	60-64	Credit	2.50
C+	55-59	Average	2.00
C	50-54	Pass	1.50
D	45-49	Marginal Fail	1.00
F	00-44	Fail	0.00
I	--	Incomplete	--
X	--	Absent	--
DF	--	Deferred	--
NG	--	Withdrawn	--
WH	--	Withheld	--

14.2*Definition of Grades*

- Pass grades from the highest to the lowest grade shall be A, A-, B^{+}, B, B^{-}, C^{+} and C.
- Fail grades shall be D and F. However, D may be accepted as a pass for fulfilling a prerequisite for another course.

Grade Point (GP)
The Grade Point earned by a student in a particular course completed shall be computed as the product of the number of Credits for the Course and the Grade Point equivalent of the grade obtained in that course.

Grade Point Average (GPA)
The Grade Point Average is calculated by dividing the sum of the Grade Points obtained by the total number of credits of courses registered.

Cumulative Grade Point Average (CGPA)
The Cumulative Grade Point Average is calculated by dividing the total number of Grade Points obtained at a given time by the total number of Credits of all Courses for which the student has registered up to that time.

Final Cumulative Grade Point Average (F*C*GPA)
The FCGPA is the CGPA for all Courses for which the student has registered up to the end of his or her academic programme.
The FGPA shall be weighted as follows:

Level	**Weight**
100	1
200	2

Students' performance feedbacks shall be made available to them through their students' portal and students support unit shall provide academic counsel where necessary to weak performing students. Find attached Students handbook which shall be given to every student upon admission. The assessment criteria and the mode of delivery as well as the calendar period is clearly stated in the handbook

Eligibility for Assessments

Onlycandidateswhohavebeenclearedforhavingpaidall University fees,andwho have metthe conditionsforregistrationwillbeeligible for sitting for annual assessments. A candidate shall be admitted to examinations for subjects in which the lecturers and Dean of the college are satisfied that the candidate has fully completed all the requisite requirements of the course and are in good standing in the books of the university. A candidate whose work progress is considered unsatisfactory may be required by Management, on the recommendationoftheappropriateauthorityorBoard, torepeatany partofthecoursebeforeadmissiontoanexamination.Onlyincases of total failure and on the recommendation of the Faculty Board, a studentmaybeaskedtowithdrawfromtheUniversity.

Assessment Methods

The courses shall use wide variety of assessments based on the content of the courses. Traditional exams are used in some courses where the content dictates the measurement of specific content (i.e., math courses, accounting courses, 100- and 200-levelcourses). In the higher level courses, application, analysis, and development/creation of materials are measured through projects, case studies, presentations, debates, negotiations, presentations, and simulations. The higher level of measurement using blooms taxonomy is deployed for this purpose. The pass mark for undergraduate shall be a D or better and for graduate courses, it shall be C or better. Candidate who fails to attain the pass mark, after sitting for the annual will be allowed to re-sit the examination after paying the required examination fee. A candidate, who fails in a re-sit examination, will be required to repeat the course. Repeating the course means repeating the exercises and assignments for the course. A candidate who fails to appear for the test or examination, for any certified reason, must inform by writing officially to the Pro-Vice Chancellor through provc@gmail.edu.gh prior to the commencement of the examinations period. Students requesting to appear for special examinations without prior authorization by the Pro-Vice Chancellor will be required to pay examination fees for the session.

Classification of Degrees

BACHELOR'S DEGREE AWARDED

The Bachelor's Degree shall be awarded with First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division), Third Class or a Pass. Note Third and pass grades are not honours degrees.

A student who does not meet the standard for the Honours degree may be awarded a Pass Degree, provided his or her overall FGPA is not below 1.50.

Dissertation

A pass in dissertation include the following
a. A pass in final simulation
b. A pass in the defense of the proposal
b. A pass in the dissertation write-up
c. A pass in the dissertation defense

To qualify for an award a student should have passed in all three of the above.

The student in addition must have discharged all obligations owed the Institute and the Faculty/Department as may be prescribed in respect of the Degree.

CLASSIFICATION OF DEGREES

The classification of the Undergraduate Degrees is based on the value of the Final Grade Point Average (FGPA). All courses taken, except AUDITED or EXEMPTED, are included in the calculation of the FGPA.

Degrees shall be classified as follows

Award	***FGPA***
First Class (Honours)	3.60 -4.00
Second Class Upper Division (Honours)	3.25 -3.59
Second Class Lower Division (Honours)	2.50 -3.24
Third Class (Honours)	2.00 -2.49
Pass	1.50 -1.99
Fail Below	Less than 1.50

CLASSIFICATION OF CERTIFICATE AND DIPLOMA

Certificate and Diploma Programmes shall be classified as Distinction, Credit or Pass as indicated below.

CGPA of 3.5- 4.0	-	Distinction
CGPA of 2.5- 3.49	-	Credit
CGPA of 1.0- 2.49	-	Pass
CGPA of less than 1.0	-	Fail

PROGRESSION FROM SEMESTER TO SEMESTER

- To progress from semester to semester, a student is required to maintain a cumulative GPA of 1.50.

- A student may be allowed to trail not more than two failed courses for three semesters after which he/she is expected to pass the courses or withdraw. In any given semester a student cannot trail more than two courses.

- Courses designated as pre-requisites to more advanced courses must be passed before the latter courses are offered. Since students shall not be permitted to trail pre-requisite courses, they shall have to break their programme of study in order to pass the failed course(s).

- A student, after successful completion of a semester can, upon written application giving reasons and after approval has been granted, leave the university and continue in the appropriate semester.

CANCELLATION OFAWARDS

A LAWEH Bachelor's Degree conferred on a student may be cancelled at any time even with retrospective effect, if it becomes known that the student gained admission with false qualifications, or impersonated for someone else, or had been guilty of examination malpractice, or has otherwise conducted him or herself in a manner that is judged incompatible with the status of a holder of LAWEH Bachelor's Degree.

University's Philosophy on Feedback

Feedback is the return of evaluative information to the originating student or group of students about the result of a process, activity, or assignment. We believe that student learning is improved by providing effective feedback that is timely, specific, constructive, motivational, relevant, and ongoing. Feedback must be provided using a variety of methods and aligned with predefined outcomes and parameters.

Feedback Methods

The University uses a wide range of feedback methods depending on the course assignment. For traditional examinations, feedback is provided by the instructor on the areas in which improvement is needed by the class to understand the material. This is provided either in a live session (face-to-face or through the web conferencing system) or through the Discuss tool (bulletin board discussion). For other types of assignments, arubricis generated by the development team so there is inter-rater reliability among instructors. The rubric lists the criteria that are to be assessed and how to distinguish between different grade levels. See Appendix C for an example of a rubric. Also, feedback is provided directly within the assignment pointing out strengths and areas for improvements which are then uploaded to the assignment dropbox where students can access the feedback. For adaptive learning software tools, feedback is provided immediately as students work through scenarios and/or problems. For lengthy

assignments that spread out over several weeks, drafts are submitted to the instructor at various points in the course so that students can receive feedback in order to improve the final product that is submitted for assessment purposes.

Dates of Assessment

Annual, Continuous Assessment, Special examinations of the University shall be held at a time determined by the management of the university, and will be announced at the beginning of the academic year or in the course of the running the programme for a semester.

Assessment: Malpractices and Irregularities

Regulations, Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared assignment with a view to assisting the latter to do his/her assignment or to negligently expose his/her assignment to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Regulation above shall be liable to:

- Cancellation of his/her assignment, or
- Suspension from his/her studies for a period of one academic year.

Fraud in Relation to Coursework

It shall be an offence for a student/candidate to:

- Submit assignment not prepared by him/her.
- Substantially plagiarize the work of any other person.
- Falsify/alter marks awarded on an assignment script or test script
- Andanyothersuchcasesrelatedtoorconnectedtoorarisingfromtheabovespecified.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework above shall be liable to:

- Cancellation of his/her course work, or
- Suspension from his / her studies for a period of one academic year, or
- Discontinuation from the University.

Progression and Graduation Process (Undergraduates)

This section describes the processes for Progression and graduation at Laweh University College. The University shall facilitate to enable students participate in the graduation ceremony. The following are expected of students to be eligible for graduation:

- To progress from semester to semester, a student is required to maintain a cumulative GPA of 1.50
- A student shall be allowed to repeat a course until he/she has passed the paper so far as she is within the GPA of not less than 1.50.
- Courses designated as pre-requisites to more advanced courses must be passed before the latter courses are offered.
- A student, after successful completion of a semester can, upon written application giving reasons and after approval has been granted defer and continue in the appropriate semester.
- Students shall also participate in live virtual streaming lectures and virtual classrooms and where necessary avail themselves on campus for the face to face intermittent programmes
- Must fulfill four times mandatory visit to the University within the period of study
- Students shall pass a minimum of 120 course credits to be eligible for graduation for level 100 entry
- Students shall pass a minimum of 96 course credits to be eligible for graduation for level 200 entry
- Students shall pass a minimum of 72 course credits to be eligible for graduation for level 300 entry

Programme Requirements	**Credit Hours (Normative 4 year)**	**Advance Standing 1**	**Advance Standing 2**
General Education	24	12	12
Professional Core	40	32	8
Beyond the Core	12	12	12
Elective	40	40	40
Project Work	6	6	6
Maximum Credit Allowed	**128**	**102**	**78**
Major	40	40	40

Minor	**Optional**	**Optional**	**Optional**
Minimum Credit Pass for graduation	**120**	**96**	**72**

NB: Advance standing 1 represent students who enters at level 200

Advance standing 2 represent students who enters at level 300

Progression and Graduation (Masters Programmes)

- To progress from semester to semester, a student is required to maintain a cumulative GPA of 2.50
- A student shall be allowed to repeat a course until he/she has passed the paper so far as she is within the GPA of not less than 2.50
- Courses designated as pre-requisites to more advanced courses must be passed before the latter courses are offered.
- A student, after successfully completion of a semester can, upon written application giving reasons and after approval has been granted defer and continue in the appropriate semester.
- Students shall also participates in live virtual streaming lectures and virtual classrooms and where necessary avail themselves on campus for the face to face intermittent programs
- Must fulfil four times mandatory visit to the University within the period of study
- Students shall pass a minimum of 60 course credits and a maximum of 68 course credits to be eligible for graduation

Programme Requirements	**Credit Hours**	**Minimum for Graduation Must take and pass**	**Minimum for Graduation Must take**
Core Courses	24	32	0
Specialization Courses • Prescribed • Free Electives	28 20 8	20	0
Thesis	8	8	0

Laweh Professional Core	8	0	8
Maximum Credit required	**68**	**60**	**8**
Minimum Credit Pass for graduation	**60**	**60**	

Earning a degree from Laweh Universities a significant achievement. To honor the graduates' academic success by awarding of degrees, the University conducts commencement ceremonies two times in a year as follows:

- May
- November

Priortograduationthereshallbepreliminaryauditofallcoursesandresults studied in the university. A joyful occasion, the commencement draws family and friends from all across the country and around the world to celebrate with the graduates. To make plans far in advance, all students must apply to take part in or attend the ceremony. Further enquires can be obtain from the Pro –Vice- Chancellor or via email: provc@laweh.edu.gh.

Every student must complete a graduation application form on online subject to payment of graduation fees determined by the University in order to receive their certificate even if a student does not plan to participate in the commencement ceremony. The graduation application form can be found through the Web l ink www.laweh.edu.gh/graduation. Where a student fails to graduate in the period for which an application was made, a new application form must be completed for any subsequent semester including the required fees. There shall be pre-ceremony activities arranged for all participating graduands to familiarize themselves with the proceedings of the actual ceremony. Further questions on the graduation shall be channel to the Pro-Vice-Chancellor via email provc@laweh.edu.gh.

LAWEH OPEN UNIVERSITY COLLEGE, ACCRA

DIRECTORATE OF EXAMINATIONS

SYNDICATE

Application form for issuing of University certificate

(*To be filled in by the applicant-Before filling in the form see the application guidelines)*

1. Applicant's First Name and middle name (if any)
2. Surname _____
3. University registration number _____
4. Faculty/Institute _____
5. Certificate to be issued _____
6. Particulars of graduation ceremony; Date of graduation _____
7. Study programme _____
8. Type of identification _____ No. _____ Issuing authority _____ Date of issue _____
9. Place of issue _____ Expiring date _____
10. Mode of delivery _____
11. Declaration: I _____ the applicant declare that the facts stated are true and correct to the best of my knowledge and if found false by the University, I shall abide by the decision of the University.

Declared by me _____

At _____ Notary stamp

This _____ day of _____ 20 _____

Signature of declarant _____

Witnessed by _____

Qualifications _____

FOR OFFICIAL USE ONLY

Issuing Officer: Name_____Title_____
Signature_____Date_____

The Library is part of the major academic unit of Laweh Open University College and it plays a central role in providing high quality in formation services, which support both physical and virtual teaching, learning, research, consultancy services and community development. The physical library is house data the headquarters of the University and the virtual platform is integrated in the University website. Both the physical and the online libraries of the University are catalogued with up to date Books, Electronic Journals, Open Courseware, Electronic Books, Online Thesis/ Dissertation journal articles and information relevant to the programmes offered and also suitable to meet the needs of faculty, students and the academic community. Supporting staff are also available to support end users to access the materials as when required.Theonlinelibraryoperate24/7 and accessible to all Undergraduate and Graduate Students, Academics, Researchers, Administrative Staff of the University and Alumni via the web: http://laweh.edu.gh/library.

The Opening Hours for the physical library is Monday to Friday, from 8:00 AM to 5:00 PM; Saturdays from 10:00 AM to 9:00 PM; and Sundays and Public Holidays from 10:00AM to 2:00PM

The University has an outfit for students' welfare headed by a co-ordinate or who supports both academic and non-academic aspects of students 'life in matters relating to their welfare and conduct. The unit provides counseling services to students individually or in groups both face to face and in virtual mode. The aim is to provide them with the opportunity to be realistic about themselves, their potentials and career interests. The same services would be extended to regional study centres. Students' hostels would also be available to accommodate students for residential sessions and any other activities organized by the University that require face to face interaction. However, students are expected to make payment arrangements to the Institutions providing the accommodation. Students are also allowed to form students' organizations and membership to the organization is mandatory to all registered students. Membership of these organizations will terminate upon the cessation of registration as students of Laweh University. The affairs of these student Organizations shall be conducted in accordance with their respective constitutions, which shall be approved by the University's Governing Board and the Vice Chancellor.The organizations shall be the mouth piece of students and which promotes their welfare in accordance to the statutes of the University and the students' constitutions.

Classrooms, Computer Laboratory/ICT Facilities Available

Lecture Halls

The University is an Open University that provides learning in a borderless system. As a result, physical class rooms are not the conduit for transmission of learning between faculty and students. Students are given a go-laweh tablet which is the virtual class room for teaching and learning purposes. The tablet provide the opportunity for students to participate in live streaming of lectures and submission of assignment and course workloads. Notwithstanding, there is conference facilities available on campus which are shall be used for the compulsory face- face

session intermittently during the period of study. The University leverage on it moodle platform for all lectures. Hence all course materials and structure of study is designed in the platform for eLearning purposes.

Computer Laboratory/ICT Facilities

The University has a well-equipped computer laboratory which is opened to both students and staff. In addition, students, are given personal go-laweh tablet which serve as the virtual classroom for them to participates in lectures and academic exercises. Also, the University has developed students learning Management system and Management information system call moodle and i-laweh respectively. The systems enable students and staff to perform these functions:

- Attending virtual class room study
- Submission of Assignments
- Platform for class discussions
- Grading of Students
- Registration of Students
- Processing of Examination Results
- Transcript Generation
- Student Billing System
- Students virtual class room

Accommodation

The University is an Open University and students are required not to be physically present on campus, however, the University has ultra-modern hall of residence available for students who may want to mimic the traditional university system.

Supply of Utilities

Water: Water supply to the University is currently above average and reliable. This is complimented by underground water reservoir and borehole facility with reverse osmosis for purifying.

Internet Connectivity: All offices and the University buildings have internet connectivity, Vodafone and Surf line are our network providers.

Health

The University is located very close to the Lekma polyclinic which is equipped with professional doctors and modern health facilities. The University has MOU with the hospital to provide health services to our staff and students during recruitments and admission. Notwithstanding, the University is an Open University and student physical presence would be limited. In addition, other health facilities such as the 37 Military Hospital is within reach.