



STUDENTS' HANDBOOK

PRE-ENTRY, ADMISSIONS, ENROLMENT AND INDUCTION

ADMISSIONS POLICY

Purpose

To ensure that all students and persons seeking to enroll with Accra Business School (ABS) are treated fairly, that the entry criteria for courses of study offered by ABS are clear, and that applications are processed in a prompt, consistent and fair manner.

Scope

This policy applies to all applications for admissions to ABS courses in all modes of delivery.

1. Admission criteria

- 1.1 ABS admits students into its courses based upon published entry criteria that are specified in official ABS marketing and course information.
- 1.2 ABS will ensure that the entry criteria are current and suitable by regularly reviewing them and amending them from time to time, with the approval of Academic Board.
- 1.3 Entry criteria comprise a combination of academic, work experience and English language requirements specified for each course.
- 1.4 ABS requires true and certified copies of documents detailing academic qualifications and results. Where appropriate, official certified translations of documents may also be required.
- 1.5 Authenticity of documentation will be verified by the Admissions Department.

2. Admission process

- 2.1 ABS focuses on assessing applications promptly and in a consistent and fair manner.
- 2.2 ABS will not discriminate on any grounds in admitting a student to any course. However, ABS reserves the right to restrict entry to ensure appropriate and quality resource allocation and/or student experience.
- 2.3 Applicants with special needs must indicate any additional requirements for undertaking studies with ABS in the relevant section of their application form and may be asked for further details to enable ABS to assess study requirements.
- 2.4 Application approval for the coursework degree courses is determined by the Admissions Department under the management of the Admissions Manager and for the research degree courses, it is determined by the Research Manager; such approvals are under delegated authority.
- 2.5 Each formal offer of admission is made through a Letter of Offer from ABS.
- 2.6 ABS reserves the right to rescind an offer of admission and will notify the student accordingly in writing.

2.7 Students who provide fraudulent documentation or false, misleading or incomplete information on application forms may have their offer of admission and/or enrolment cancelled.

Related Forms:

- Student Application Forms
- Pre-Assessment Forms
- Admissions Checklists

Responsibility: Admissions Manager

ENTRY REQUIREMENTS - BSc

Admission into the programme is grouped into the following categories:

- **SSSCE Holders**

Applicants should have six (6) credits **(A-D)** including **Core English, Mathematics and Integrated Science** and **three (3) Elective Subjects** in relevant areas. Applicants should have an aggregate score of 24 or better in the relevant area of study.

- **WASSCE Applicants**

Applicants should have six (6) credits **(A1- C6)** including **Core English, Mathematics and Integrated Science** and **three (3) Elective Subjects** in relevant areas. Applicants should have an aggregate score of 6-36 in the WASSCE as interpreted below:

SSSCE	INTERPRETATION	WASSCE	INTERPRETATION
A	1- Excellent	A1	1- Excellent
B	2- Very Good	B2	2-Very Good
C	3- Good	B3	3-Good
D	4- Credit	C4	4-Credit
E	5- Pass	C5	5-Credit

F	- Fail	C6	6-Credit
		D7	7-Pass
		E8	8- Pass
		F9	9- Fail

- **'A' Level Holders**

Five (5) Credits in GCE 'O' Level Examination, including English Language and Mathematics and three (3) 'A' Level passes in relevant subjects. A pass in the General paper is required. Successful candidates will be placed at Level 200.

- **Professional Certificate Holders**

Applicants holding any stage of **ACCA, ICA** or **CIM**, must in addition have credits at WASSCE/SSSCE in **THREE** Core Subjects and **THREE (3)** Electives or **FIVE (5)** credits at the "O" level including English Language and Mathematics. Applicants in this category are admitted into Year One.

- **Other Certificate Holders**

Holders of DBS, City and Guilds, Senior Stenographers and Private Secretary can also apply to be considered on merit. Candidates should have passed all subjects.

GBCE candidates with credits in five (5) subjects including English and Mathematics qualify for Level 100.

Advanced Business Certificate (ABCE) holders with passes in three (3) compulsory subjects plus three (3) optional subjects relevant to the programme of study will be placed at level 200.

HND Holders with a first class desiring a top-up in the same discipline shall be admitted to level 300. Those with second upper or second lower shall be placed at level 200. HND Holders with three (3) years relevant working experience in addition to the minimum entry

requirement at WASSCE/SSSCE or five (5) GCE O' level Credits including English Language and Mathematics will also be placed at level 300.

- **Matured Candidates**

Candidates should be twenty-five (25) years or above. They should have an average of three (3) years working experience and pass a mature entrance examination organized by the institution.

ENTRY REQUIREMENTS – Postgraduate Diploma in Business Administration

- A Bachelor's degree from a recognized University or its equivalent.

ENTRY REQUIREMENTS – MASTER OF BUSINESS ADMINISTRATION (MBA)

We understand that not everyone has taken the traditional route to get to where they are. Many of our students have not completed a first degree but may have years of management or business experience.

Others have formal qualifications but not much work experience. Applicants who wish to undertake the MBA course must satisfy the following minimum entry criteria;

1. A Bachelor's degree (2nd class lower or better) and at least 2 years relevant work experience, *or*

If you have begun an MBA at another institution/university and would like to transfer to the ABS, you may be able to apply for exemptions and a course fee reduction on a subject-for-subject basis. Simply contact the Admission Support Team, who will take you through the exemption and application process.

ENGLISH REQUIREMENTS

Applicants whose first language is not English and who have not completed tertiary study in the English language need to demonstrate proficiency in English as follows:

- 6.5 or better Academic IELTS (with no individual band lower than 6.0), *or*
- 575 or better TOEFL, *or*
- 91 or better TOEFL IBT (International Benchmark Test), *or*

- 234 or better TOEFL CBT (computer Based Test), *or*
- 58 or better Academic PTE (Pearson Test of English), *or*
- 176 or better Cambridge English scale, CAE and CPE (from 2015), *or*
- A levels with C or better in English in the CTC General Certificate of Education (GCE), *or*

Evidence of English Language proficiency of any of the above is valid for two years up to the date of commencement at ABS.

ADVICE AND GUIDANCE PRE-ENTRY, DURING COURSE AND COMPLETION

1. Pre-entry advice and guidance

ABS offers Pre-entry Advice and Guidance to prospective students who need answers to these questions or any other questions regarding entry into Higher Education

- What if I have not got any qualifications?
- Are my qualifications relevant?
- What is available in Higher Education?
- How do I apply for a course at ABS?

We can offer advice and guidance if you are:

- Looking at ways to get into Higher Education;
- Wanting to know what is available in Higher Education;
- Unsure you have the right level of qualifications;
- Unsure whether Higher Education is for you;
- Unsure about how to apply or what to put in your personal statement;
- Looking for a change of direction and want to take the next step;
- Unsuccessful in your original course choice.

Advice and guidance is available via telephone, e-mail and face-to-face. If prospective students have any questions, or are at all daunted by the thought of Higher Education, they can contact us by e-mail, support@abs.edu.gh

2. Monitoring and supporting At Risk students

(a) ABS will identify 'at risk' students and then counsel such students. ABS ensures their academic staff provide counselling on academic issues to such students. If after counselling, the student's academic performance is not improving, the ABS's Academic Director (or nominee) will decide on the appropriate action to take.

ABS has an 'at risk' register to record and analyse the reason why the students are 'at risk' as well as log the actions taken to assist the student.

(b) ABS provides a Study Skills Guide with the Student Handbook. ABS also conducts a Study Skills seminar relating to the materials in the Study Skills Manual to assist students to develop better studying habits as well as providing assistance with preparing assignments and answering exam questions. ABS ensures that during Study Skills seminars, students are made aware of what constitutes academic misconduct and the penalties that may be applied where plagiarism and other misconduct identified by ABS academics

(c) 'At Risk' can be caused by either academic or personal circumstances (or both). ABS must look after the students' physical well-being including but not limited to ensuring that there are proper occupational health and safety systems and access, equity and anti-discrimination policies and processes.

POLICY ON STUDENT INDUCTION

1. Aims and Scope of the Policy

We regard student induction as one of the key elements supporting our corporate objective of welcoming, introducing and settling down our students, so that they are able as quickly as possible to benefit from university life. We recognise that induction plays a critical role in shaping student perceptions of what we offer and our commitment to deliver high quality provision. We also recognise that induction often forms our students' first experience of our university.

This Policy identifies the components of induction for all incoming students (at all levels). It is consistent with the commitments made in our corporate plans. The policy is also in line with our commitments to enhance the quality of the total student experience and to embed all students into Schools/Departments, connecting them with named Personal Tutors.

This Policy is committed to ensuring continuous quality improvement and will seek to evaluate, receive feedback and monitor effectiveness of its implementation and will fine-tune policy and its implementation where appropriate.

2. The Purpose of Induction

The main purpose of Induction is to welcome and introduce students joining our University, so that we can celebrate and value their choice to come and join our diverse and vibrant learning community. We wish to ensure that our students settle down as quickly as possible, are aware of the support and services available to them and enter into a partnership with us to shape their learning programmes and to gain the most out of life at the university.

The main elements of induction should include:

- Welcoming , by providing opportunities for social interaction among staff/students and signaling the value we place upon and our appreciation of their decision to study with us
- Orienting , by providing a comprehensive introduction to our services and facilities, necessary regulatory information, student handbook and complaints procedure
- Building a learning partnership, by providing an introduction to and/or reinforcement of the programme of study, the methods of assessment, appeals mechanisms, and availability of additional learning support, opportunity to undergo assessment of learning needs and related information and guidance on postgraduate and employment opportunities. These objectives will be achieved through a programme of regular tutorial reviews
- Establishing effective administration , by providing an opportunity for each student to engage with the necessary administrative procedures so that s/he is accurately and efficiently enrolled on his/her course of study, registered for appropriate modules

3. Responsibility

3.1 We will ensure that all new students are programmed to be personally welcomed by the President, the Vice President, Tutors or other members of the Corporate Management Team.

3.2 Personal Tutors will play a lead role in providing regular academic reviews which identify and monitor student progress, barriers to effective learning and provide academic and

personal support, which may include referring students to appropriate internal services, such as Student Services, Learning Resources Centres, security and catering services) and the Students' Union.

3.3 All university staff will be expected to treat new students as well as continuing students with courtesy and professionalism.

3.4 Schools (and the Fields within them) are responsible for:

- Planning and organising programmes of induction
- Verifying that the student has met the conditions of the offer - including checking achievement of qualifications
- Registering students on units of study
- Where appropriate, checking students' ability to meet the demands of the course, particularly in respect of English Language proficiency and numeracy.

3.5 The enrolment operation is responsible for:

- enrolling students
- confirming student identities
- issuing ID cards
- collecting the first instalment of fees

4. Minimum Components

The following components will be found in all induction programmes:

Welcome

- Welcome and congratulations on choosing ABS
- Ice-breaker and bonding activities
- Meeting continuing students
- Advice on accommodation, money-management, time-management
- Information about sports and recreational facilities and spiritual services

Orientation to the University

- Essential information about the University
- Tour of the campus
- Library tour and introduction to information searching
- Introduction to using IT facilities
- Introduction to counselling and health services
- ABS Regulations
- Student Handbook
- Student Complaints and Appeals Procedure
- Introduction to and information about service areas
- Transport links to and between campuses (where appropriate)

Academic

- Aims and objectives of programme of study
- Opportunity to discuss aims of the course
- Academic Calendar/Academic Framework/programme timetable
- Course structure - core, options
- Discussion about expectations of higher education
- Self-assessment of key skills
- Discussion about referencing and plagiarism
- Introduction to Study Skills Guide
- Assessment methods and assessment criteria
- Credit accumulation
- English language threshold requirements - referral opportunities
- Advice on study skills - identify support available
- Use and availability of ICT
- Reading lists and guidance on private study
- Identification of special needs - referral (where appropriate) to Disability and Dyslexia services
- Health and Safety regulations

Registration and Enrolment

- Unit registration for ABS students
- Advice on completing enrolment and other forms
- Payment of fees
- Availability of loans and other forms of financial support/assistance
- Issue of ID card

5. MBA ENROLMENT

5.1 General enrolment rules

(a) Students who are approved to do a course (ie have received a LOO from ABS) and who have completed the induction module must then enrol in a minimum instalment of subjects each time they enrol and by relevant enrolment cut off dates. Also, students must undertake a minimum number of subjects each year if it is the student's first enrolment, the student must enrol within 3 months of issue of the LOO otherwise the offer in the LOO will expire and the applicant must go through the application process again and pay another application fee.

(b) Enrolment means to nominate and pay for subjects to ABS.

5.2 Minimum instalment of subjects and maximum period to undertake subjects

(a) The students must enrol (ie nominate and pay) each time for a minimum instalment of 4 subjects (excluding re-enrolments). Nomination and payment of subjects is explained above.

(b) The maximum period allowed to undertake all 12 subjects in the MBA is 3 years and therefore, students must undertake a minimum of 4 MBA subjects each year (excluding re-enrolments).

6. UNDERTAKING SUBJECTS

6.1 Attendance

(a) Students must sign an attendance sheet for all tutorials they attend for each subject.

(b) Students must attend at least 70% of the tutorials in each subject. If students miss more than 30% of the tutorials without an acceptable excuse and supporting documentation, ABS at its discretion, may not allow those students to continue with the subject (and all fees will be forfeited) or require those students to complete additional written work or re-enrol in that subject the next time it is offered.

6.2 Disciplinary action

Students who do not comply with the terms and conditions in the Student Application Form and the rules and regulations will be subject to disciplinary action (including expulsion and forfeiture of all fees paid). This includes, but is not limited to, the following:

(a) If students misrepresent or provide any or incorrect or incomplete information when submitting their application to become a student or for subject exemptions (or when providing any information during the course), ABS may vary or reverse the decision regarding admission, registration, enrolment and/or exemption. All fees paid will not be refundable.

(b) If students do not attend the required number of tutorials, then action will be taken as detailed in section 3.1 above.

(c) If students cheat or plagiarize in any assessment, such as an exam, assignment or project (or proposal)

(d) If a student is found to be 'at risk'

(e) If a student is misbehaving or acting in a manner inappropriate for a higher education student as determined by ABS in its absolute discretion (which may include breaching any of ABS policies, for example policies relating to anti-discrimination, sexual harassment, anti-racism, disability or affirmative action) then if after a written warning is provided by ABS the student's behaviour does not improve to the satisfaction of ABS, ABS may cancel the student's registration in the course and all fees paid will be forfeited and not refundable.

(f) If a student has fees outstanding, and after written warning the student has not made the payment, ABS may either suspend the student's registration or cancel the student's registration in the course, as determined by ABS, and all fees paid will be forfeited and not refundable.

6.3 Missing or destroyed Assessments

(a) If any assignment, project or similar assessment goes missing or is destroyed, the student must promptly provide another copy of the relevant assessment for marking.

(b) If any exam goes missing or is destroyed and no copy is available, ABS in its discretion will either:

i) Mark the exam as a NGP – Non Graded Pass; or

ii) Allow the students to re-sit the exam (ie different exam questions), at no additional cost to the student; or

iii) ABS will deem a grade for the exam, being the average of the student's previous similar assessments (if there are previous similar assessments).

6.4 Assessment

(a) Each subject is composed of various assessments and may include one or more projects, reports, presentations, small written items, assignments and exams and are weighted accordingly.

(b) ABS may change its mode of assessments and weighting from time to time and this shall apply to all students notwithstanding when they joined the Course.

(c) Student's assessments for subjects will not be marked and will be discarded if students are not enrolled (ie have nominated and paid for the subjects) in the relevant subjects by the enrolment cut off dates.

6.5 Late Submission of Assignments

Students are expected to meet strict deadlines for all course assignments and should be discouraged from handing in assignments late. Faculty should stress the importance of effective time management and the need for professional accountability. With the exception of physical illness (supported by medical proof) faculty are encouraged to not accept excuses for the submission of late work.

6.6 Request for Re-marking

A student may request the re-marking of a major assignment (at least 40% of the course grade) within two weeks after the result has been released, or in the case of final examination or project up to two weeks after the start of the next course. The request must go through the programs manager or his deputy and must indicate the reasonable cause to request remarking. If the request is approved, a fee must be paid to the accounts office and a receipt

presented before the remarking will occur. If the remark grade is more than two grade or marks higher than the original, the remarking fee will be refunded to the student.

6.7 ABS Examinations Rules of Conduct

- (a) Students shall place their student card or another form of identification (such as a valid driver's license/ Voter's ID) on the top right hand corner of the table.
- (b) No student shall bring into an examination room any Examination Booklets, Exam Questions, and Student Exam ID Slips.
- (c) Students must fill in and sign the Student Exam ID Slip.
- (d) Students must not open the Exam Question Papers or Exam Booklets until advised to do so by the invigilator.
- (e) Students must check the front page of their Exam Question Paper to ensure that they have the correct Examination Question Paper based on their enrolment. ABS will not be responsible for any exams sat incorrectly.
- (f) Students are NOT permitted to write in the Exam Booklets until advice to do so by the invigilator.
- (g) Students must completely fill in the cover sheet of the Exam Booklets and write their student ID's and the question number on each page of the Exam Booklets.
- (h) Students must write all answers in ink only. Exam Booklets will not be marked if written in pencil.
- (i) Students must write legibly. If an examiner cannot read a student's answers, strict penalties will apply including possibly receiving a nil grade.
- (j) Students may only temporarily leave the examination room for a maximum of 3 minutes after the published starting time with the consent of the invigilator.
- (k) Students must not cause any disturbance or engage in any conduct likely to disturb any other student in the examination room. Such behaviour may result in the student being dismissed from the examination room.

(l) Students are NOT permitted to bring in any hardcopy textbook, any number of physical/printed learning materials, articles, notes, and programmable calculators. Students are not allowed to access any electronic learning materials or e-books as the use of tablets, iPads or any other similar devices are prohibited during the exam. Prohibited items stated above will be confiscated for the duration of the exam and this will be reported to ABS examinations unit by the invigilator.

(m) Students must place all unauthorised devices and other personal belongings in their bags or outside the examination room.

Bags may be placed at the front desk/reception of the school. Bags left unattended are at students' risk.

(n) Students must turn off all mobile phones (including the alarm) and place them in their bags at the front desk or reception of the school.

(o) During any examination, students shall not:

(i) Have in their possession any items other than those permitted by the invigilator;

(ii) Directly or indirectly give assistance to any other person;

(iii) Speak to any other student;

(iv) Copy from or otherwise see or use the papers or Exam Booklet of another student;

(v) Allow any other student to copy from or otherwise see or use the student's papers or Exam Booklet; or

(vi) Use any means to obtain an undue advantage in completing the examination.

(p) Students shall cease writing when instructed by the invigilator. At the conclusion of the examination, all students shall remain seated until all Exam Booklets have been collected by the invigilator.

(q) Students must not unstage, re-arrange and remove any of the pages of the exam booklet(s).

- (r) No student shall remove from an examination room (or take photos of) any Examination Booklet, Student Exam ID Slip and Exam Question Paper.
- (s) Immediately after the examination is completed, the student must hand over to the invigilator the Examination Booklet(s), Student Exam ID Slip and Exam Question Paper.
- (t) Any student who breaches any of these rules shall be guilty of misconduct and the invigilator must immediately inform ABS by filling in the Exam Incident Report Form and penalties will apply.

6.8 DNS/MC/IC

DNS means (Did Not Sit).

In an unlikely event where a student is not able to sit for an exam or partake in any assessment due to circumstances beyond his or her control, the student is required to write officially to the school via email 3 days before and or 5 days after the final assessment (examination).

It is only when such email is received from a student that DNS will be recorded for the student. Which is to mean that another convenient time and date will be scheduled for such student to sit for that assessment.

Student will receive fail grade if he/she fails to comply with the above instructions. Note that this not classified as resit or retake.

MC

MC means (medical and compassionate resit).

Again in an unlikely event where a student falls ill a day before or on an assessment date, the student is asked to provide a medical report proof from the said hospital to the school via email. After this is done, another date and time as approved by the registrar is communicated to the student to take his or her missed subject.

Note that in an event where the student is not in the capacity to send the mail, he/she may ask any family member or friend to send it on their behalf. If the student has made payment for the module involved, he/she is not required to make payment again the next time he/she is made to write the paper.

IC

IC means (Incomplete)

This means that if a student has started an assessment but could not complete it and did not also communicate to the school the reason for non-completion of his/her assessment or project over a period of time.

By this conduct the student is given IC.

Students must ensure that they complete all assessment given before a complete mark is awarded them.

6.9 Student Research

To ensure that students complete all modules including the final project work within the 12 month period, student research work is introduced at the 8th module. By this, students are able to finish the course at exactly 12 month awaiting thesis defense and graduation. Students should note that there are cost component to their thesis defense and graduation, and these will be communicated to them if such cost are determined.

7.0 MBA (Generic) Grading System

Examination in all courses shall be credited by marks and later graded as follows

Marks	Grade	Description
70-100	A	Excellent
60-69	B	Very Good
50-59	C	Good
0-49	F	Fail
	DNS	Did Not Sit
	IC	Incomplete

As per KNUST guidelines, there is 60% weightage for exam marks and 40% weightage for assignment marks while calculating the total marks.