

**NYARKOTEY UNIVERSITY COLLEGE OF HOLISTIC MEDICINE
AND TECHNOLOGY**



**Higher National
Diploma(HND)**

**Naturopathy & Holistic
Medicine**

Level 5

3 years

+

**One Year Mandatory Clinical
Training**

= 120 credits

GENERAL PROGRAMME REGULATIONS

2024

**These Regulations should be read in conjunction with the
NUCHMT Policies and Procedures**



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HND Naturopathy and Holistic Medicine Regulations

1.0 Graduate profile and Programme Structure

HND Naturopathy and Holistic Medicine (HNDNat&HMed) shall be awarded to candidates who achieve a minimum of 120 credits (32 courses) in the study of Naturopathy and Holistic Medicine within 3 years of the enrolment. This 3 year maximum exclude a mandatory clinical training.

Graduate Profile for the HND Naturopathy and Holistic Medicine (level 5)

Discipline detailed features

- The ability to incorporate a holistic approach to wellness into clinic practice;
- A broad and critical knowledge and understanding of natural medicine, nutrition, and of the anatomy, physiology and pathophysiology of the body;
- Proficiency in the art, science, and practice of physical examination, differential diagnosis and treatment;
- The ability to critique, and reflect upon the specialised practice-relevant knowledge and research, and the philosophy of naturopathic medicine;
- The ability to undertake clinical practice, assisting and motivating people to achieve optimum health and vitality;
- The ability to make professional decisions, work with others professionally and demonstrate a range of the personal qualities expected of naturopathic health practitioners;
- The ability to work as professionals in a wide variety of natural health-related occupations;
- The ability to maintain currency in the field of natural medicine and to continue learning and sharing their knowledge with others, contributing to the intellectual, professional, business, social and cultural life of the nation;
- Eligibility to enter postgraduate study.

Generic / Transferable attributes

In addition to the above-mentioned discipline-specific skills, graduates will also have the following generic / transferable attributes

- Communication demonstrates effective aural, written and oral communication as well as the ability to perceive and exhibit appropriate non-verbal communication
- Cultural competence demonstrates understanding of the relevance of the cross cultural to healthcare in Ghana and applies these principles to their practice.
- Problem solving demonstrates the ability to analyse information and arrive at an appropriate solution
- Critical thinking demonstrates the ability to compare and contrast information and make appropriate deductions
- Independent learning demonstrates the ability to self-motivate in knowledge acquisition

- Teamwork demonstrates the ability to work as an effective member of a team
- Ethical practice demonstrates the ability to act professionally with cultural competence and sensitivity
- Information literacy demonstrates the ability to access information and to process it critically

- Information and Communication Technology demonstrates the ability to use information technology with confidence

1.1 Programme structure



HIGHER NATIONAL DIPLOMA (HND) HEALTH SCIENCE MAJOR-NATUROPATHY & HOLISTIC HEALTH SEMESTER CURRICULUM FOR NATUROPATHS

Regulatory Requirement for HND is 120 Credit x 30 Clock Hours = 3,600 clock hours Number Weeks per

Semester: 17

Eg: 3 credit per week x 17 weeks = **51 Clock hours**

Year 1, Semester I		General Area of Competence		Credits	Clock Hours
					(Credit hrs x17 weeks)
HND 101	Y1, S1	Anatomy & Physiology I	Mandatory	3	51
HND 102		Healing Systems of the World I	Mandatory	3	51
HND 105		Chemistry & Biochemistry I	Mandatory	3	51
HND 107		Pathology I	Mandatory	3	51
HND 103		First Aid & Emergency Medicine	Mandatory	3	51
HND 106		Medical Law & Ethics	Mandatory	3	51
HND 108		Naturopathic History, Philosophy Principles and Theories I	Mandatory	4	68
HND 104		Medical Terminology	Mandatory	2	34
			Total (Mandatory)	24	408
Year 1, Semester II					
HND 111		Anatomy & Physiology II	Mandatory	3	51

	HND 112	Healing Systems of the World II	Mandatory	3	51
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	HND 117	Y1, S2	Pathology II	Mandatory	3	51
	HND 115		Biochemistry II	Mandatory	3	51
	HND 118		Microbiology & Parasitology II	Mandatory	3	51
	HND 116		Clinical Examination/doctoring skills	Mandatory	3	51
	HND 110		Naturopathic History, Philosophy Principles and Theories II	Mandatory	4	68
	HND 119		Pharmacology & Pharmacotherapeutics	Mandatory	2	34
				Total (Mandatory)	24	408
			Vacation Clinical Training (480hrs)			
			Vacation Clinical Training (Biomedical Practice) [1 month = 4 weeks]	(8 hrs x 5 days) x 4 weeks		160hrs
			Vacation Clinical Training (Naturopathic Practice) [2 months = 8 weeks]	(8hrs x 5 days) x 8 weeks		320hrs
						480hrs
Year 2, Semester I						
	HND 201	Y2, S3	Health Communication and Lifestyle Counseling	Mandatory	3	51
	HND 202	Y2, S3	Public Health & Health Promotion	Mandatory	2	34
	HND 203	Y2, S3	Laboratory Investigation I	Mandatory	3	51
	HND 204	Y2, S3	Naturopathic History, Philosophy Principles and Theories III	Mandatory	4	68
	HND 205	Y2, S3	Biostatistics and Bioinformatics	Mandatory	3	51
	HND 206	Y2, S3	Neuroscience	Mandatory	3	51
	HND 207	Y2, S3	Medical humanities <ul style="list-style-type: none"> ➤ Introduction to Psychology & Psychosocial Counselling ➤ Clinical Reasoning & Critical Thinking ➤ Introduction to Sociology and Anthropology 	Mandatory	2	34

			➤ Humanism in Health and Healthcare			
	HND 208	Y2, S3	Internal Medicine I ➤ Cytology ➤ Immunology ➤ Hematology ➤ Cardiology ➤ Pulmonology ➤ Gastroenterology ➤ Dermatology		3	51
				Total (Mandatory)	23	391
Year 2, Semester II						
	HND 211	Y2,S4	Histology and Embryology	Mandatory	3	51
	HND 212	Y2,S4	Medical Imaging	Mandatory	3	51
	HND 213	Y2,S4	Naturopathic Assessment and Diagnosis	Mandatory	3	51
	HND 215	Y2,S4	Applied Nutrition	Mandatory	3	51
	HND 214	Y2,S4	Clinical Naturopathy I ➤ Naturopathic approach to cardiology ➤ Naturopathic approach to hematology ➤ Naturopathic approach to immunology ➤ Naturopathic approach to urology ➤ Naturopathic approach to other systems etc	Mandatory	3	51
	HND 216	Y2,S4	Laboratory Investigations II	Mandatory	3	51
	HND 217	Y2,S4	Entrepreneurship and Health Administration	Mandatory	3	51
	HND 218	Y2,S4	Internal Medicine II ➤ Orthopedic & Rheumatology ➤ Dentistry ➤ Endocrinology ➤ Neurology ➤ Nephrology ➤ Otorhinolaryngology ➤ Ophthalmology	Mandatory	3	51
				Total (Mandatory)	24	408
			Vacation Clinical Training (480hrs)			

			Vacation Clinical Training (Biomedical Practice) [1 month = 4 weeks]	(8 hrs x 5 days) x 4 weeks		160hrs
			Vacation Clinical Training (Naturopathic Practice) [2 months = 8 weeks]	(8hrs x 5 days) x 8 weeks		320hrs
				Total		480hrs
Year 3, semester I						
	HND 301	Y3, S5	Clinical Naturopathy II <ul style="list-style-type: none"> ➤ Naturopathic approach to Geriatrics ➤ Naturopathic approach to pediatric ➤ Naturopathic approach to Gynecology ➤ Naturopathic approach to oncology 	Mandatory	3	51
	HND 302	Y3, S5	Clinical Nutrition I	Mandatory	3	51
	HND 303	Y3, S5	Homeopathic Medicine I	Mandatory	3	51
	HND 305	Y3, S5	Herbal Medicine I	Mandatory	3	51
	HND 306	Y3, S5	Naturopathic Physical Medicine I	Mandatory	3	51
	HND 304	Y3, S5	Detoxification Hydrotherapy and Toxicology I	Mandatory	3	51
	HND 307	Y3, S5	Energy Medicine	Elective	3	51
	HND 308	Y3, S5	Ayurvedic Medicine I	Elective	3	51
				Total (Mandatory)	18	306
				Total (Electives)	6	102
				Total (Hours)	24	408
Year 3, semester II						
	HND 311	Y3, S6	Herbal Medicine II	Elective	3	51
	HND 314	Y3, S6	Detoxification Hydrotherapy and Toxicology II	Elective	3	51
	HND 313	Y3, S6	Clinical Nutrition II	Elective	3	51
	HND 312	Y3, S6	Ayurvedic Medicine II	Elective	3	51
	HND 315	Y3, S6	Naturopathic Physical Medicine II	Elective	3	51

	HND 316	Y3, S6	Homeopathic Medicine II	Elective	3	51
	HND 410	Y4, S6	Research Methods I	Mandatory	6	102
	HND 420	Y4, S8	Thesis Writing	Mandatory	20	340
				Total (Mandatory)	26	442
				Total (Electives)	18	306
				Total (Hours)	44	748

	<u>Credits</u>	<u>Clock Hours</u>
Total Mandatory Course Credit	139	2,363
Total Elective Credits (8)	24	408
Total Clinical Credits	56.5	960
Total Credit Requirements	219.5	3,731

1.2 On-line courses

The college operates a blend of online and face2face teaching.

1.3 Full-time workload

The normal maximum full-time workload per a semester is eight courses.

1.4 Full-time and part-time study

All three years of the *HNDNat& HMed* may be studied on either a full-time or a part-time basis.

1.5 Maximum time allowed

*The *HND Nat&HMed* must be completed within 3 years of enrolment.

2.0 Application and Admission

2.1 The Application process

The application process will comprise the following steps:

2.1.1 On-line application forms are received and considered by the admissions sub-committee

2.1.2 Student download form and submit to the college for consideration

2.1.3 Selection interview. Maybe interviewed by telephone or by VOIP (eg Zoom);

2.2 Admission

2.2.1 Admission to the programme shall be subject to the approval of the AcademicBoard of the college.

2.2.2 Applicants must be at least 18 years old at the commencement of the programme.

2.2.3 Science requirements

- Applicants with science background have advantage.
- If the applicant has no background in Science or Chemistry, they can still apply.

2.2.4 English requirements

- All applicants will be required to undertake a basic English communication task during the application process.

2.2.5 Selection criteria

In addition to the above admission criteria, preference will be given to applicants who meet the following selection criteria:

- Completed Naturopathy courses at another college;
- Demonstrate previous engagement with natural health;
- Interacts in a professional and respectful manner;
- Able to engage on-campus classes or scheduled Zoom sessions.

2.2.6 Students are expected to have a level of basic competency in

computing skills and to have access to a reliable computer with video/audio capacity.

2.2.7 Where a student has indicated a medical issue, a medical certificate may be requested as proof of the students' capacity for tertiary study.

3.0 Enrolment

- 3.1 Enrolment in a programme of study must be approved by the Academic Board;
- 3.2 The Academic Board may, in exceptional circumstances, approve a programme of study which does not, in every particular, satisfy these regulations for the programme of study;
- 3.3 Students must complete an *Acceptance of Place* form by the notified date to confirm their enrolment in the programme;
- 3.4 No student may enroll in more than eight courses per semester;
- 3.5 No enrolments will be accepted after one week from the commencement of classes;

4.0 Recognition of Prior Learning/ Credit Recognition Transfer

- 4.1 Students may apply for Recognition of Prior Learning/Credit Recognition Transfer (RPL/CRT) if they believe they have met the Learning Outcomes through previous study or work experience as mandated by CBT education.

- 4.2 Applicants are required to provide evidence as to how they have met the Learning Outcomes; that other learning is of a similar length, hours and CBT level and covers similar course content.
- 4.2 Assessment of RPL may take the form of a challenge test but may be a portfolio or other relevant proof of learning.
- Provisional approval, if successful, is granted by the *Enrolment and Student Progression Manager* in conjunction with the *Academic Director*.
 - The application is presented to Academic Board for final approval.
- 4.3 Credit Recognition Transfer refers to the following situations:
- 4.3.1 Courses that appear on the NUCMHT Model Register or that may now be added to the NUCHMT Precedent Register
- Provisional approval, if successful, is granted by the *Enrolment and Student Progression Manager* in conjunction with the *Academic Director*.
 - The application is presented to Academic Board for final approval.
- 4.3.2 Credit Recognition Transfer for Personal Interest students enrolling in the HND Nat& HMed.
- The *Enrolment and Student Progression Manager* will identify relevant applicants and present them to Academic Board in order for their CRT to be granted. In this situation, the application fee for CRT will not be charged and an application form is not required.
- 4.4 A student's intention to apply for RPL/CRT should be indicated on application. The full application and fee should be submitted with initial enrolment, or annual course enrolment.
- 4.5 Recognition of Prior Learning/Credit Recognition Transfer will not be granted for *MindBody; Preclinic and Clinical Practice 1, 2, 3 & 4*.
- 4.6 Recognition of Prior Learning/Credit Recognition Transfer will be awarded to whole courses only.
- 4.7 A maximum of half the total number of credits for the qualification/s may be awarded by RPL.
- 4.8 Recognition of Prior Learning will normally be awarded only in relation to courses successfully completed within the last five years. If this period is longer than five years and the applicant can demonstrate current competency, the decision to consider RPL may be made by the College Management on behalf of the Academic Board.
- 4.9 Once accepted the credits for RPL/CRT are recorded in the Student Management System.

- 4.10 The student may appeal against the RPL/CRT decision following the usual College process. The student may request a meeting with relevant staff to discuss rationale for the decision.
- 4.11 Appeal decisions regarding RPL/CRT applications shall be final.

5.0 Fees

5.1 Course Fees

- 5.1.1 Course fees are set annually by the Governing Board.
- 5.1.2 A student services fee may be charged in accordance with the college's regulations.
- 5.1.3 All fees must be paid in full by the notified date unless other arrangements have been made with the *Financial Controller*.
- 5.1.4 The tuition costs for international students are higher than for Ghanaian students as Government financial assistance is not available to the College for international students.
- 5.1.5 Students will be excluded from courses if fees are not paid.
- 5.1.6 Students who are being sponsored, or who are on a scholarship or benefit may request an extension of the due date of payment from the *Financial Controller*.
- 5.1.7 Unless stated otherwise, programme and/or course fees do not include additional costs such as textbooks, travel, special clothing, equipment and photocopying.
- 5.1.8 No student shall graduate unless all course fees and any outstanding invoices have been paid in full.
- 5.1.9 If a student is excluded from or has abandoned a course or the programme then no refund of course fees will be given.

5.2 Fees Protection Procedures

- 5.2.1 If the College voluntarily withdraws, or ceases to offer its programmes, all efforts would be made to protect student interests. Students will be given a choice of receiving a pro-rata refund or assistance to enrol in a similar programme with a transfer of fees.

5.3 Refunds: Withdrawal from courses or the programme

- 5.3.1 Fees paid are not refundable.

6.0 Progression through the programme

6.1 Normal progression

6.1.1 Students can study fulltime or part-time.

6.1.2 Online classes are available.

6.1.3 Clinical attachment must be done after vacation from first year.

6.1.4 Mandatory one year clerkship shall be done at the FOURTH year.

6.1.5 National Professional Qualifying Examination(PQE) shall be conducted after the mandatory clerkship.

6.1.6 All courses must be successfully completed within 3 years of enrolment including periods of deferment / Leave of Absence.

6.2 Mode of Study

6.2.1 online

6.2.2 face to face

6.2.3 Modular

6.2.4 Weekend

6.3 Barriers/Impediments to progression

6.3.1 Enrolment in the programme will be reviewed by Academic Board if a student fails to pass at least 50 percent of the courses in which they are enrolled over two consecutive semesters of enrolment. *Refer to Section 10.0(Academic Performance)*

- 6.3.2 Failure to uphold the accepted standards of professional and ethical behaviour will result in formal disciplinary procedures, and the student being denied the opportunity to progress in the programme.
- 6.3.3 completed, and all fees and costs paid before a student may be awarded the qualification.
- 6.4 Repeating a course
 - 6.4.1 No more than one enrolment and one re-enrolment are normally allowed in any one course.
 - 6.4.2 Any student who has failed and re-enrolled in a course will be placed on *Academic Performance Review* (Regulation 10.3).

7.0 Attendance

- 7.1 Attendance at every class and active engagement is expected of on-campus students. On-line students are expected to access and demonstrate active engagement (completion of 100% of compulsory weekly course material in line with requirements). All students are expected to be actively involved in discussion, either in class or on Moodle, and in practical work. They will also be expected to prepare for classes by completing required prior reading or activities.
- 7.2 If for any reason a student is unable to attend classes or access courses at the recommended rate (given the number of courses that the student is enrolled in), the College must be notified prior to the scheduled classes or the upcoming on-line topic. It is the individual student's responsibility to follow up on any learning the student has missed in their absence. The College will follow up on unnotified absences.
- 7.3 Poor attendance
The College will contact the student
 - If an on-campus student is absent from two successive classes, without providing a valid absence notification,
 - If an on-line student fails to access their Moodle courses weekly, without providing a valid absence notification
- 7.4 Academic care will be provided to support student progress for the course/s as required.
- 7.5 International students: Attendance
It is expected that international students will attend 100% percent of all scheduled classes or access 100% of compulsory activities per week for an enrolled course of study. 2
- 7.6 Clinical Practice: Attendance

Clinic courses have a 100% attendance requirement and time missed will normally be made up through extra clinic shifts. The following extenuating circumstances are considered special circumstances:

- Serious Personal or Emotional Trauma
- Illness, with a certificate from a registered health practitioner
- Events reported as out of a student's control
- State of emergency

The following reasons are not considered valid for missing a clinic session:

- Work commitments
- Holiday arrangements (including overseas travel and school holidays)
- Social and leisure events or personal commitments
- Transportation problems

7.7 In the event that a student does not attend practical sessions, and there are no extenuating circumstances, they will be required to meet the cost of any extra teaching sessions resulting from a missed practical session, charged at a rate of *500 Ghanaian Cedis per hour*. The *Course Lecturer* and *Academic Director* will determine the length of the make up session necessary to cover course content and to meet the relevant Learning Outcome.

8.0 Assessment

8.1 Standards-based assessment

8.1.1 Students are assessed against the Learning Outcomes for each course. All the learning outcomes in each course must be achieved to pass the course. A range of types of assessment will be offered throughout the programme to allow students to demonstrate the required generic skills and attributes.

8.1.2 Tests are a reflection of the Learning Outcomes in each course and are designed to assess students' application of knowledge, understanding and ability. Tests may be on-campus, off-site or on-line and may be open-book or closed-book. Summative tests require invigilation; Normally there is an exception for open-book tests. Invigilation may be carried out remotely by NUCHMT staff or pre-arranged invigilator via VOIP (eg Zoom).

8.2 Academic Integrity during assessment

8.2.1 Students are required to undertake all academic pursuits with honesty and responsibility, and to use information in a legal and ethical manner. The core values at the heart of academic integrity are: honesty, trust, fairness, respect and responsibility.

8.2.2 Students must demonstrate honesty in presenting their work and show respect by acknowledging all sources of information. Any

work presented

by a student for assessment must be the original work of the student and must not be/have been submitted elsewhere in any other course or programme. Dishonesty in tests and plagiarism, whether intentional or unintentional is considered a serious offence.

8.2.3 Plagiarism

Plagiarism is defined as taking the ideas or words of another and passing them off as your own without proper acknowledgement. Plagiarism and dishonesty may occur during tests or during assessments

Types of plagiarism may include

- Copying words and sentences without acknowledging the source.
- Copying images without acknowledging the source.
- Paraphrasing without acknowledging someone else's ideas, concepts, evidence, results, or conclusions.
- Copying ideas and substituting some words with synonyms.
- Presenting someone else's work as your own.
- Using an online paraphrasing website.

8.2.4 Tests

During tests dishonesty may include

- Copying from or inappropriately communicating with another person.
- Being in possession of unauthorised books or any printed or written paper or accessing electronic material or any other unauthorised material.
- Using other unfair means.

8.2.5 Breaches and appeals

- Any breach of this regulation shall be referred to the Academic Director and for consideration in accordance with the Disciplinary policies and procedures. *Refer to Section 15.0 of these Regulations.*
- Students may lodge an appeal they feel they have been treated unjustly. *Refer to Section 15.0 of these Regulations.*

8.3 Extensions

8.3.1 A student may be granted only one extension per semester (over all courses), unless due to extenuating circumstances such as serious illness, death of a family member, events reported as out of a student's control or state of emergency.

8.3.2 Extensions must be applied for in writing, on the *Assignment Extension Application Form*, and emailed, together with evidence of work completed to date, to the course lecturer and accepted by the lecturer at least two working days before the due date as outlined in the *Student Handbook* and the *Course Guidelines*.

8.4 Late Assessments

Assessments that are submitted late with no extension will be graded with penalties as follows:

- Late but received on the due date – maximum grade of B+
- 1 - 3 days late – maximum grade of C+
- Over 4 days late – AAO required

8.5 Additional Assessment Opportunities (AAO)

8.5.1 A student may be granted an AAO when they have failed to meet the learning outcome/s for the assessment. The student can only be awarded a maximum of a C- grade for each re-assessed LO.

8.5.2 Normally only one AAO per course will be allowed, at the discretion of the course lecturer and the *Academic Director*.

8.5.3 In the event of impaired performance, an AAO will only be granted if a pass grade is not achieved.

8.5.4 Students repeating a course will not be granted AAOs.

8.6 Deferred Assessment (DA)

8.6.1 A Deferred Assessment is an alternative assessment opportunity, usually for a test, that is provided when the student is unable to take the assessment with their cohort. Due to the timing difference students will be provided with a different version of the test to maintain academic integrity.

8.6.2 A DA may be necessary when the student resides in a different time zone.

8.6.3 A DA may be granted on medical grounds where the student is ill on the day of the assessment or immediately prior to or during the assessment. In this case the application must be accompanied by a satisfactory formal document from an appropriately qualified health practitioner, with a declaration that for health reasons it was impossible or undesirable for the student to complete the assessment on the day(s) concerned.

8.6.4 A DA may be granted where exceptional unforeseen circumstances such as serious illness, death of a relative, events reported as out of a student's control or state of emergency during the assessment period has made it impossible for the student to complete the assessment. When appropriate the application should be accompanied by written evidence of the event that prevented the student from completing the assessment.

8.7 Alternative assessments – AAO and DA

8.7.1 The parameters for undertaking an AAO or DA will be outlined in the *Student Handbook*.

- 8.7.2 Students who fail or are absent (for whatever reason) from the AAO will not normally be granted a further opportunity except at the discretion of the *Academic Director*.
- 8.7.3 A student who fails to meet the Learning Outcomes in an AAO and therefore fails the course, may continue to audit the course.

8.8 Reconsideration of a particular item of assessment

8.8.1 If a student disagrees with the grading of a particular item of their work, a test or an assessment, their first course of action is to discuss with their course lecturer. If dissatisfied with the response then they may ask for that assessment to be reconsidered.

8.8.2 A request for reconsideration of the grade awarded for an assignment or test must:

- be made in writing to the *Academic Director* within two weeks of the result being notified.
- identify the parts of the assessment that are to be reconsidered with reference to the Learning Outcomes, grading rubric or grade descriptors
- include a specific, detailed explanation of how the answer has fulfilled the Learning Outcomes or grading criteria and aspects the student identifies as needing correction

8.8.3 A result may be unchanged, raised or lowered following reconsideration.

8.9 Final grade

The final grade for each course is calculated by taking the highest grade achieved for each Learning Outcome, which is converted to a numerical value and totalled. The equivalent grade is communicated to the student as below:

Pass: A - may be awarded with a plus or minus
B - may be awarded with a plus or minus
C - may be awarded with a plus or minus

Fail: E- fail

8.9.1 Confirmation of Final grades

The student's final grade for each course is confirmed by the *Academic Director* and the *Ratification sub-committee*. Results are then released to the students and the final grades and resulting credits are entered in the Student Management System. Results are later reported to the *Academic Board*.

8.9.2 Completion of the HND Naturopathy and Holistic Medicine
Responsibility for determining whether or not a student has accumulated the required number and level of credits for an award, and whether or not other programme requirements have been fulfilled, lies with the *Academic Director*. This is subsequently ratified by the *Academic Board* which recommends to the *Board of NUCHMT* and then to *C TVET* that the Bachelor may be awarded.

8.9.3 Distinction

The HND Nat& HMed may be awarded with distinction to any student who obtains an overall grade point average of 8.0 (where A+ = 9; A = 8; A- = 7; B+ = 6; B = 5; B- = 4; C+ = 3; C = 2; C- = 1; FAIL = 0). In order to be considered for the award of distinction, a student must normally have received no more than four Level 5 courses through Recognition of Prior Learning /Credit Recognition Transfer.

- No scaling will occur.
- Failed courses will be included in the calculation.
- Withdrawals from courses will not be included in the calculation
- The award of distinction will be noted at Graduation on the students' testamur and transcript

8.10 Retention of Students' Assessments

the College retains all student assessments for one year after the student has left the College.

9.0 Moderation

Student assessment shall be moderated internally and externally as mandated by Commission for TVET.

9.1 Internal Moderation: Pre-assessment moderation

Prior to each course being taught the course lecturer will prepare a detailed description of the assessment tasks with the grading rubric in line with the Learning Outcomes, for discussion, at pre-assessments meetings.

9.2 Internal Moderation: Post-assessment moderation

9.2.1 Upon completion of the grading of an assessment, course lecturers will present the students' work to a pre-assigned internal moderator for comment.

9.2.2 Internal moderation reports will be noted at Academic Board meetings.

9.2.3 Courses will be moderated at the end of each semester at post-assessment moderation meetings.

9.3 External moderation

9.3.1 A five-yearly external Moderation Plan is drafted by the *Academic Director*

9.3.2 External moderators shall be appointed annually by the *Academic Director* and approved by the *Academic Board*.

9.3.3 External moderation reports should focus upon:

- The quality of the assessment tasks;
- The quality of student performance in terms of knowledge and skills;
- The extent to which adequate standards are being maintained.

9.3.4 External reports are presented to the Academic Board.

10.0 Academic Performance Review

10.1 Recommendations for *Academic Performance Review* are normally made by the individual course lecturers.

10.2 A student who has failed a course in a preceding semester or shows unsatisfactory progress may be offered/required to participate in *Academic Performance Review*.

10.2.1 Unsatisfactory progress, indicating a student of concern, is defined as poor attendance (less than 85%), AAOs (two or more per semester), poor academic performance (final grade of C-) and a lack of student engagement (as determined by the academic management)

10.3 Any student who has failed and re-enrolled in a course will be placed on *Academic Performance Review*.

- 10.4 The length of time required for the student to remain on *Academic Performance Review* will be determined on an individual basis. Criteria for students concluding *Academic Performance Review* may include receiving academic counselling, 100% attendance in class, active participation in class and on Moodle, and a pass in all course work.
- 10.5 The following levels of support are offered:
- Monitoring – students' Moodle access (for on-line students) or attendance (for on-campus students), and adherence to due dates are monitored, and unsatisfactory progress is referred to the *Academic Director*
 - Writing support – students will be notified in writing at the start of the semester of a writing mentor to support them in their preparation of written work.
 - Organisational support – students will be notified in writing at the start of the semester of a course lecturer who will act as mentor and will initiate contact one month prior to the due date of assignments to support them in their time management.
 - Full Academic Review – students will be notified in writing at the start of the semester that they are on full academic review. They will be allocated a mentor with whom they will have fortnightly meetings to discuss their progress. For on-line students, the meeting will be via phone or video.

11.0 Withdrawal from a course

- 11.1 A student may withdraw from a course/s by completing the *Change to Enrolment* form and submitting it to the *Student Administration Manager*
- 11.2 Early withdrawal from a course within two weeks (14 calendar days) of the commencement of a semester shall be without prejudice to the student's right to apply for re-enrolment in the future.
- 11.3 Should a student withdraw from a course after an unsuccessful or incomplete assessment, it will be recorded on the academic transcript as a D grade (Fail).

12.0 Leave of Absence

- 12.1 A student may apply for leave of absence from the programme. Applications must be approved by the *Academic Board*.
- 12.2 Where leave is granted, normally for one semester and a maximum of two semesters, the leave of absence will be included in the time

allocated for the student to complete the programme (six years).

13.0 Withdrawal from the programme

- 13.1 A student may withdraw from the programme by completing the *Withdrawal from Programme* form and submitting it to the *Student Administration Manager*.

- 13.2 Students wishing to later re-apply for the programme will be required to meet admission and selection criteria.
- 13.3 Refer to 11.2 and 11.3 which may apply to withdrawal from the programme.
- 13.4 The College will notify *Ghana Immigration Service* if an international student withdraws from their programme before the expiry date on their visa.
- 13.5 All students shall surrender their student ID card upon withdrawal from the programme.

14.0 Complaints

- 14.1 A student may complain if they feel they have been treated unjustly: Complaints may be of an academic or non-academic nature.
- 14.2 Complaints should be made within 10 working days of the incident.
- 14.3 Academic complaints should be made in writing to the *Academic Director*. Refer to 8.6 for complaints regarding assessment
- 14.4 Non-academic complaints
Problems should be resolved between the parties wherever possible. If the complaint is not resolved, submit a complaint form to the *President* and the student will be contacted and informed of the appropriate procedure

15.0 Discipline

- 15.1 Any complaint by a student in respect of a breach of these *Programme Regulations*, of the *College Rules* or the laws of the land shall be made to the *Academic Board*. A *Disciplinary Sub-Committee* will be formed in response to a breach of discipline in relation to
 - Non-academic matters, e.g. misconduct, bringing the College into disrepute, threatening others in College community, damage to the College's property
 - Academic matters, e.g. dishonesty, plagiarism. Refer to Section 8.2.
- 15.2 Procedures
 - The student shall be informed of the procedures that will be followed, and of a meeting date;
 - The student shall be invited to submit a statement about the incident and/or to appear before the *Disciplinary Sub-Committee*;
 - The student may be accompanied to any meeting by a Student Representative and/or up to two support persons of their choice;
 - The *Disciplinary Sub-Committee* may hear any evidence it considers relevant;
 - The decision of the *Disciplinary Sub-Committee* shall be ratified by the

Academic Board who will then notify the student.

15.3 The *Disciplinary Sub-Committee* may impose one or more of the following penalties, as relevant to the breach:

- A reprimand
- A written reprimand to be kept on the student's file for a period of time specified by the sub-committee
- Require the student to complete an alternative assessment;

- Reduce the grade awarded for assessed course work or project;
- Recommend to the *Academic Board* suspension from attendance at NUCHMT for a stipulated period;
- Recommend to the *Academic Board* exclusion from NUCHMT;
- Reporting the offence to the police.

15.4 A student may appeal a decision of the *Disciplinary Sub-Committee* on the following grounds:

- There has been an error of procedures; or
- The penalty is too severe given the nature of the complaint.

15.5 Any appeals against the decision of the *Disciplinary Sub-Committee* shall be submitted in writing to the *Academic Board* within one week of the communication to the student of the decision.

15.6 In respect of any such appeal the following procedures shall operate:

- The *Academic Board* shall appoint an *Appeals Committee* (minimum three, maximum five including two persons independent of the student's course) to consider the appeal;
- The student shall be informed of the procedures that will be followed, including a meeting date;
- The student shall be invited to submit a detailed statement outlining why the appeal should be upheld;
- The student may be accompanied to any meeting by a Student Representative and/or up to two support persons of their choice;
- The *Appeals Committee* may hear any evidence it sees fit;
- The recommendations of the *Appeals Committee* shall be notified to the student, and *Disciplinary Sub-Committee*.

15.7 The decision of the *Appeals Committee* shall be final.

16.1 Exclusion or Termination from the programme or a course

16.1 If a student does not comply with these Regulations regarding assessment, attendance, and standards of behaviour, or with the *attachment Guidelines and Rules* they may be excluded from a course and/or the programme by the *President* upon recommendation from the *Academic Board*.

16.2 A student who has been excluded from progression in the *HND Nat&HMed*, will only be considered for enrolment after a period of five years has elapsed.