INTERNATIONAL STUDENTS' HANDBOOK

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The University of Ghana

Founded in 1948 as the University College of Gold Coast, the institution was mandated to provide and promote university education, learning and research. It became the University College of Ghana on the attainment of Ghana's independence in March 1957. During the initial years it enjoyed a special relationship with the University of London, which supervised its academic programmes and awarded the University of London external degrees to successful students. By an act of Parliament in 1961, the University College of Ghana attained sovereign university status with authority to award its own degrees; and thus the University of Ghana was established. It is the oldest and largest of the eight public universities in Ghana.

Our Logo

Blue shield with three "AYA" (aya tree) standing upright in top half and "DWENINMENTOASO" (an adindraka symbol depicting a ram's horn) in the middle of the bottom half; all embossed in gold.

The Motto: INTEGRI PROCEDAMUS

Our Mission

Our mission is to develop world-class human resource and capabilities to meet national development needs and global challenges through quality teaching, learning, research and knowledge dissemination.

The University of Ghana's operations are governed by the highest level of integrity, ethical standards, openness and fairness, and are underpinned by a performance-driven reward recognition system.

PRINCIPAL OFFICERS

Chancellor	**Mrs. Mary Chinery-Hese**
Chairman, University Council	**Prof. Yaw Twumasi**
Vice-Chancellor	**Prof. Ebenezer Oduro Owusu**

OTHER OFFICERS

Pro-Vice Chancellor Academic and Student Affairs	**Prof. Samuel Kwame Offei**
Pro-Vice-Chancellor (Research Innovation and Development)	**Prof. Francis Dodoo**
Registrar	**Mrs. Mercy Haizel Ashia**
University Librarian	**Prof. Ellis E. Badu**

PROVOSTS

College of Health Sciences	**Rev. Prof. Patrick F. Ayeh-Kumi**
College of Basic and Applied Sciences	**Prof. Daniel K. Asiedu**
College of Humanities	**Prof. Samuel Agyei-Mensah**
College of Education	**Prof. Michael Tagoe**

DEANS

Deans and Directors of College of Health Sciences

Dean, School of Medicine and Dentistry	**Prof. Margaret Lartey**
Dean, School of Biomedical and Allied Health Sciences	**Prof. Solomon Fifi Ofori-Acquah**
Dean, School of Public Health	**Rev. Prof. Patrick F. Ayeh-Kumi**
Dean, School of Nursing	**Dr. Lydia Aziato**
Ag. Dean, School of Pharmacy	**Dr. Isaac Julius Asiedu-Gyakye**
Director, Noguchi Memorial Institute for Medical Research	**Prof. Abraham Kwabena Anang**

Deans and Directors of College of Basic and Applied Sciences

Ag. Dean, School of Physical and Mathematical Sciences	**Prof. Richard Kingsford Adaboh**
Ag. Dean, School of Biological Sciences	**Prof. Matilda Steiner-Asiedu**
Dean, School of Agriculture	**Prof. Daniel Bruce Sarpong**
Dean, School of Engineering	**Prof. Boateng Onwona-Aygeman**
Dean, School of Veterinary Medicine	**Prof. Paa Kobina Turkson**
Director, IESS	**Prof. Kwasi Appeaning Addo**
Ag. Director, Institute of Applied Science and Technology	**Prof. George Odoru Nkansah**

Deans and Directors of College of Humanities

Dean, UG Business School	**Prof. Joshua Y. Abor**
Dean, School of Law	**Prof. E.K. Quashigah**
Dean, School of Arts	**Prof. Kodzo Gavua**
Dean, School of Languages	**Prof. Nana Aba Amfo**
Dean, School of Social Sciences	**Prof. Charity Akotia**
Ag. Dean, School of Performing Arts	**Prof. Kofi Agyekum**
Director, ISSER	**Prof. Felix Asante**
Director, Regional Institute for Population Studies	**Prof. Samuel Nii Codjoe**
Director, Center for Asian Studies	**Dr. Llyod G. Adu Amoah**
Director, Legon Centre for International Affairs and Diplomacy	**Prof. Emmanuel Debrah**
Principal, Accra City Campus	**Prof. Emmanuel M. Attua**
Director, Centre for Social Policy Studies	**Dr. Charles Ackah**
Director, Centre for Migration Studies	**Prof. George Owusu**
Director, Centre for Gender Studies and Advocacy	**Dr. Charlotte Wrigley Asante**

Deans of College of Education

Dean, School of Continuing and Distance Education	**Prof. Audrey Gadzekpo**
Ag. Dean, School of Communication and Information Studies	**Prof. Audrey Gadzekpo**

Other Deans

School of Graduate Studies	**Prof. K. Tanoh-Debrah**
Dean of Students	**Prof. Godfred A. Bopkin**
Dean, International Programs	**Prof. Ama de-Graft Aikins**

ADMINISTRATIVE DIRECTORATES/UNITS

College of Health Sciences	**Mrs. Amma Kwaa (College Registrar)**
College of Agriculture and Consumer Sciences	**Mr. Peter B. Yarquah (College Registrar)**
Finance Directorate	**Mr. Richard Okyere Boapea**
Academic Affairs Directorate	**Mr. Enoch A. Amartey**
Physical Development and Municipal Services Directorate	**Mr. Philip Azundow**
University Health Services	**Dr. Christian Kofi Amenuveve**
Public Affairs Directorate	**Mrs. Stella A. Amoa**
Human Resource and	**Mr. Daniel O. Baidoo (Acting)**

Organisational Development	
Internal Audit	**Mr. George A. Habib**
Counselling and Placement Centre	**Mrs. Jocelene Buckman**
University of Ghana Computing Systems	**Mr. Lucas Yikimpa Chigabatia**
Sports Directorate	**Dr. Bella Bello Bitugu**
Office of Legal Counsel	**Ms. Akyaa Akua Afreh Arhin**
University Basic Schools	**Mr. Alfred Codjoe-Allotey**
Student Financial Aid Office	**Christine Baning**

HEAD OF HALLS/HOSTELS

Legon Hall	**Dr. Charles B. Wiafe-Akenteng**
Akuafo Hall	**Dr. George Akanlig-Pare**
Commonwealth Hall	**Prof. Frank K. Nyame**
Volta Hall	**Prof. Christy Badu**
Mensah-Sarbah Hall	**Prof. Dan-Bright Dzorgbo**
Post Graduate Studies/ Valco Trust Hostels	**Dr. J.K Adomako**
International Students' Hostel/ Jubilee Hall	**Dr. Patrick Asamoah Sakyi**
Hilla Limann Hall	**Dr. Kwasi Mensah Bonsu**
Jean Nelson Aka Hall	**Dr. Thomas Aquainas Adjedeh**
Alexander Adum Kwapong	**Dr. Stephen Afranie**
Elizabeth Frances Sey Hall	**Dr. Francis Gbogbo**

SENIOR TUTORS

Legon	**Dr. Francis Aboagye-Otchere**
Akuafo	**Dr. Vincent Von Vordzogbe**
Commonwealth	**Dr. Thomas Enyimah Armah**
Volta	**Dr. Eureka Ahadjie Adomako**
Mensah Sarbah	**Dr. Edward Benjamin Sabi**
Jubilee	**Dr. Edward Nketsiah-Amponsah**
Hilla Limann	**Dr. Rosina Kyeremanten**
Jean Nelson Aka	**Dr. Mahama Seidu Alidu**
Alexander Adum Kwapong	**Dr. Kwame Asamoah**
Elizabeth Frances Sey Hall	**Prof. Emmanuel Debrah**

International Co-Operation

The University of Ghana envisions international university-wide integrated programmes in all fields that enable the university community to benefit from trans-cultural knowledge that may be applied to a range of critical issues. This will enhance university's advancement as a world class teaching and research institution. As a member of International Association of African Universities **(IAAU)**, the Association of Commonwealth Universities **(ACU)** and the League of World universities (comprised of 47 renowned Universities around the world), the University established academic links with several universities and research institutions worldwide Additionally, it is linked, among others, to Norwegian Universities Committee Development Research and Education **(NUFU),** Council for International Education Exchange **(CIEE)**, International Students Exchange Programme **(ISEP)**, University of California education the Commonwealth Universities Study Abroad Consortium **(CUSAC).** The majority of participating students in these programmes come from the United Kingdom, Canada, United States and Europe.

The University of Ghana also provides opportunities for some Ghanaian students to broaden their knowledge and experience by studying for one or two semesters at an international institution while pursuing their degree at the University of Ghana.

The International Programmes Office (IPO)

This office was established to promote and co-ordinate all the University's external relations with regards to international studies, visiting scholars, staff on exchange, external staff training programmes and research collaboration. It offers a variety of services to international students and scholars. It also processes visiting international student applications for admission, co-ordinates their accommodation in the University of Ghana residential facilities, and provides orientation activities. The office is dedicated to fostering global understanding and goodwill and

assisting international students to derive maximum benefit from their stay in the university.

The services provided for international students in the University of Ghana range from reception and orientation to volunteer opportunities. (For details, see **Services for International Students**). In short, the IPO is resource and activity centre for international students the University of Ghana. Visit our office to access our library, as well as free internet services in a relaxed atmosphere.

Meet the Staff

Dean	**Prof. Ama de-Graft Aikins**
Examination Coordinator	**Mr. Joseph Ecklu**
Assistant Registrar	**Mr. Daniel Hormeku**
Recruitment Officer	**Mr. Emmanuel Yaw Danquah** **Mr. Albert Adjekum Essuman**
Principal Administrative Assistant	**Ms. Victoria Baku**
Senior Administrative Assistant	**Mr. George Edison** **Mr. Daniel Adu-Ameyaw** **Mr. Kwame Obeng-Yeboah**
Administrative Assistant	**Ms. Patricia Asiedu Mensah**
Principal Accounting Assistant	**Ms. Helen Asare**
Senior Tutor International Students' Hostel	**Dr. Ebenezer Ayesu**
Drivers	**Mr. Josiah Nyamekye Acquah** **Mr. Thomas Afful Asiedu**
Cleaners	**Mr. Emmanuel Annan** **Ms Susan Ofori** **Ms Doris Dzamesi**

Office Location & Contact Information

The office is located on the Anne Jiagge Road, opposite the new Law building, University of Ghana.

You may also contact us by:

Tel: +233-0289-601744
Phone (Direct): +233-0289-601747
E-mail: infoip@ug.edu.gh/arip@ug.edu.gh
Postal address: International Programmes Office
University of Ghana
P.O. Box LG 586
Legon, Ghana

SERVICES FOR INTERNATIONAL STUDENTS

The International Programmes Office provides the following services for international students:

Reception and Orientation

- Airport pick-up of in-bound students as well as drop-off at the end of academic session.

- A welcome durbar and orientation package for fresh international students supplementing the general orientation provided by the university for all freshmen the commencement of each semester. This is designed to help fresh students become familiar with the campus life, learn more about their academic programmes, the resources and facilities available to make their stay in the university and the Ghanaian society a comfortable one.

Housing

The office arranges accommodation for all new international students. All visiting students are housed in the International Students Hostel. Newly admitted regular international students are assigned rooms upon receipt of their admission letters.

Peer Partner Programmes

As much as possible, the office of International Programmes pairs each visiting student with a Ghanaian roommate to enhance cross cultural immersion. The Ghanaian roommates often provide assistance to their international counterparts. Such assistance may include: help in opening bank accounts; introduction to the various services available to students on campus; and general familiarization with the campus itself. These Ghanaians are Level 400 (final year) students who are very knowledgeable about student life.

Academic and Adjustment Assistance

The staff of the International Programmes office offer advice and assist with adjustment problems. The goal of the office is to help make the transitional process of every international student as easy and smooth as possible.

Internet Access

All international students are entitled to Internet Service available at the International Programmes Computer laboratory. Wireless facilities are also available within 100 meters of the office and various points on campus. The Internet can also be accessed at the University of Ghana Computing Systems (UGCS), not far from the University of Ghana Business School.

Residence Permit and Visa

Assistance is provided to international students to enable them regularize their stay in Ghana. Documents required by the International Programmes Office to process introductory letters for resident permits are listed below:

- A photocopy of your passport details and visa page or residence permit page.
- A photocopy of your student's identification card issued by the University of Ghana.
- A photocopy of your admission letter (for newly admitted students).
- Evidence of payment of fees (Official Receipts).
- Your hall of residence, room number and contact number.
- Photocopy of non-citizen Ghana Card.
- Two passport-sized photos.
- Fees as approved by the immigration office

Introductory letters are processed for students during the **first** and the **last** months of the semester.

Your passport is the most valuable document when you arrive in Ghana. You must keep your passport in a safe place to avoid losing it. Students are advised to make photocopies of the most important pages of their passports and store them in a different secure place. On arrival

in Ghana, all international students must register with their respective Embassies/High Commissions at their earliest convenience.

IMMEDIATELY report the loss of your passport to the police, then to your country's High Commission, Embassy or Consulate and to the Ghana Immigration Service.

More information on the Ghana Immigration Service can be found at:

http://www.ghanaimmigration.org/student_visa.htm

Location:

Ghana Immigration Service
Headquarters (Off Ako Adjei overpass)
Independence Avenue
Accra-Ghana

Tel: +233(0)302 258250
Fax: +233(0)302258249
Email: pwiredu@ghanaimmigration.org or info@ghanaimmigration.org

Counselling Services

The University of Ghana has a Counselling and Placement Centre purposely set up to supplement other facilities at the university for the promotion of the welfare and development of student. The centre is located next to the Department of Sociology and Commonwealth Hall.

Competent specialists are available to assist students with diverse problems including emotional, psychological and educational problems. The office is open to students from Monday to Friday, between the hours of 8:30 am and 4:30 pm.

Office for Students with Special Needs

This office was set up to address the concerns of students with special needs such as hearing impairment, visual impairment, physical disability and other learning difficulties. The office is located in the Student Financial Aid Building near the CEGENSA Building. A student with any of these challenges may visit the office to register or call the coordinator on 0302 500592. The office provides support to students through the use of braille, readers, interpreters, enlarged prints, note takers and also arranges for special examinations for students.

You may also disclose any serious medical problems to the Assistant Registrar, International Programmes on arrival to enable him offer needed assistance in the time of crises. This information will be kept very confidential.

University Facilities

Library Facilities

The Balme Library holds more than 300,000 volumes and over 5,000 periodicals. These resources are available online (http://library.ug.edu.gh). Departmental and Hall libraries supplement these holdings.

Procedure for Accessing the Balme Library

To use the Balme Library, all new students are required to submit the following for registration:

- Letter of admission into the university
- One passport-size photograph
- University of Ghana student identity card.

All newly enrolled students are required to undergo **MANDATORY** orientation at the Library. Orientation schedule is available in the Manual for Registration and Orientation. Registration at the library is currently free.

Please note that only students enrolled for one semester or more can borrow books from the library.

Sports Facilities

The University of Ghana, through the Amalgamated Sports Clubs offers students wide variety of campus sporting activities. Inter-football galas and athletics are organized every semester to the delight of students.

There is also an annual Inter Hall Cross Country. There a lot of other sporting activities on campus and international students encouraged to take part.
a calendar of sporting activities for each semester. The following are some sporting activities on campus:

Handball	**Baseball**
Hockey	**Athletics**
Football/Soccer	**Volleyball**
Rugby	**Lawn Tennis**

Students may make use of the swimming pool located at the University sports stadium or register with swimming at some hotels close to the university. Some of these hotels are Hotel

Shangri-La, Golden Tulip Hotel, Miklin Hotel, Ange-Hill Hotel, Mensvic Hotel and Nogahil hotel. In addition, the university has a gymnasium at the university poolside close to the University Stadium where students may work out. There are also some private gymnasiums where students may register and go for regular workouts.

Clubs and Societies

There are a number of societies at the University of Ghana representing different cultural groups. They organize activities such as seminars and concerts. These societies include:

- The International Students Association
- The French Club
- Ghana United Nations Students Association
- AIESEC
- The Rotary Club
- The Child Survival Club
- The Debaters Club
- Students in Free Enterprise (SIFE)
- Passion 4 Students
- The Medical School Writers Club
- Graduate Students Association, among others

For more information on these clubs and societies, contact the **Student Representative Council (SRC)** at the SRC Union Building near the Central Cafeteria. You may also contact the International Programmes Office.

Health facilities

The University Hospital is located outside campus (behind the Legon Police Station). Services for students are free. The hospital operates a student's clinic on campus at the Central cafeteria during weekdays from 8:00am to 12:00pm. After this time, all emergencies should be reported to the hospital.

Student Life

Student life at the University of Ghana includes programmes and events that complement learning and provide diverse opportunities for students to grow academically and personally.

HOUSING

The university aims at providing high quality housing facilities for its students. A variety of housing options are available, including private residences in and around campus for students. The university is largely residential with three co-ed Halls of residence (Legon Hall, Akuafo Hall and Mensah Sarbah Hall) and two single sex halls of residence (Volta Hall for females and Commonwealth Hall for males). In addition, there is a 382 bed co-ed Valco Trust Fund Residential facility for graduate students and two 427 bed co-ed International Students Hostel. Other University of Ghana residential facilities include the Jubilee hostel, Akuafo Annex C and D, Sarbah Annex C and D, Dr. Hilla Limman Hostel, Jean Nelson Aka Hostel and Alex Adum Kwapong Hostel. There are also private hostels in and around the university campus which house international students. They are the Ghana Hostels (Pentagon), Bani Hostel, Evandy Hostel and James Topp Nelson Yankah Hostel (TF Hostel).

International Students Hostels

The International Students Hostel I and II are located the southern part of campus, off the road leading to the Noguchi Memorial Institute for Medical Research (NMIMR). These hostels were purposely built to cater the increasing number international students at University of Ghana. Ensure that our international students have as much contact with their Ghanaian peers as possible and to foster close socio-cultural interaction with our international students, a number of Ghanaian students are resident in the hostel as peer partners.

- Each room in the International Students' Hostel is furnished with a bed, a locker, a sofa, a reading table and chair for each person. All rooms have a balcony and each room is big enough to ensure privacy even though most of the rooms are double occupancy.
- Each International Student Hostel is made up of 4 floors with a total of 128 rooms of single and double occupancy.

- Students are advised to bring along or acquire on arrival basic toiletries and other basic essentials to outfit their rooms.

Registering for housing

All newly admitted students must fill a residency agreement form at the front desk of the International Students Hostel and pay a refundable key deposit before checking into their rooms. The deposit will only be refunded after the room has been vacated, the room inspected by staff of the hostel and the keys returned. Any damage to a student's room will be deducted from the deposit. The hostel management reserves the right to deduct from a student's deposit any appropriate charges.

Single Occupancy

Owing to the limited number of single rooms, the management of the International Students Hostel cannot satisfy all such requests. However, it makes every effort to satisfy students with special needs.

Security and safety

For security reasons, residents are encouraged to lock their rooms at all times. Residents are solely responsible for the safety of their own valuables. Residents are not permitted to change rooms or sleep anywhere other than in their own rooms without the consent of the hostel

management. For entry into the hostel after 12 midnight, residents should present their student IDs to the Front Desk Officers. Visitors are only allowed into the hostels from 6:00am till 12 midnight. All visitors must sign in and out at the reception before they are allowed into the hostels, and when exiting the hostels, respectively. The staff on duty at the reception has the right to use their discretion to refuse a visitor entry into the hostel. All visitors must leave the hostel by 12 midnight.

Pets

No pets are allowed in the hostel.

Smoking

Smoking is prohibited in every part of the hostel. Smoking must be limited to the area around the hostel; such as the car park. Students should note that smoking illegal drugs in and around the university campus is prohibited; any student found with drugs such as Indian hemp will be handed over to the police.

Noise

The management of the hostel requires that all rooms be quiet at all times, especially after 10:00pm. Yelling, shouting, hooting, playing loud music and any other noise that causes discomfort to other residents is not allowed. Any hostel staff or resident assistant has the right to ask students to stop any act that may cause noise in the hostels.

Emergency

Contact the hostel manageress or any staff on duty to report any emergency. In case of any emergency during weekends and holidays, please contact the resident assistants in **Rooms**. You may call them on the emergency number-**0261403015.**

Note: Students in private hostels should report any problems to their hostel caretaker or to the International Programmes Office immediately.

All other students who have been allocated rooms in private hostels by the International Programmes Office are also bound by these rules. As such, any reports from their hostels about their misbehaviour will attract sanctions from the university.

Residency Agreement/Rules and Regulations

- To use the room allocated to me for residential purposes only.
- To pay the designated user fee or any adjustment therein promptly and in any case not later than 15 days after the fee(s) becomes due.
- To observe any rules and regulations that may be put in place from time to time by the University.
- To accord the personnel whom the University may put in charge of the facility the greatest respect and comply with directions given from time to time.
- Not to make any alterations to the facility whether of a temporary or permanent nature.
- Not to cook or boil water in the room or any other part of the facility except the places therein specified for such purposes.
- Not to engage in any act that will deface the facility such as repairing or fixing pictures or photographs on the walls of the facility whether in his or her rented room or otherwise.
- Not to use any appliance or equipment in the rooms allocated or any part of the facility whether electrical, electronic or otherwise e.g sound systems, television sets, videos, computers, refrigerators, microwaves, cookers, dishwashers and washing machines without the prior authorization in writing by the University.
- Not to park in and around the facility any vehicle except at designated spots and with the prior approval of the University in writing and subject to the payment of the appropriate parking fee.
- Not to engage in any act which amounts to nuisance and inconvenience to other users of the facility, neighbouring facilities or the University including drumming, whistling and noise making.
- Not to allow any unauthorized person(s) to live in the room assigned.
- Not to sublet or trade the room to any person.
- Not to engage in any activity in or around the facility that amounts to a crime under the laws of Ghana including the use of or dealing in narcotic drugs and other banned substances or harbouring and person whether also a student of the University who engages in criminal activity.
- To vacate the rooms during the periods when the University is on recess unless expressly permitted at the absolute discretion of the University to remain therein and subject to the prior payment in full of any user fee that may be imposed by the University.

- To pay approved refundable deposit against the loss/replacement of the lock/key and also damage to other facilities provided in my assigned room.
- No smoking in and around the hall premises.
- The University reserves the right to inspect the rooms and facility as a whole at all times whether in the presence of the hostel resident or save that as far as practicable or expedient the University shall endeavour to give prior notice of such inspection to the Hostel Resident.
- Rooms will be inspected before recess and occupants will be liable for cost of repair of the Room that exceeds ordinary wear and tear.
- No collective decisions taken by the Hostel Residents shall supersede this agreement.
- The University shall ensure that the facility and all its conveniences are maintained in reasonable condition at all times and that complaints brought to its attention by the Hostel Resident are promptly attended to.
- Breach of any of these regulations may result in the immediate revocation of your residential status.
- Failure to report breach of any of these regulations by room-mates to the University shall be considered an act of collusion and may result in the immediate revocation of the residential status of all occupants of the room.
- Where the residential status of a resident is revoked any rent that is due shall be fully paid and the resident shall forfeit any fees paid in advance.
- NO VISITORS are allowed into the facility between the times of 12:00 midnight and 6:00 am. Porters are mandated to use their discretion to protect residents and University property at all times and has the right to refuse entry of visitors to the hostel.

STUDENT ACADEMIC SERVICES AND FACILITIES

Registration

All international students must report to the International Programmes Office (IPO) on arrival to go through general registration formalities. Information on registration procedures for different categories of international students can be found on the main notice board in front of the office building. Registration comprises:

- International Programmes Registration
- Academic registration
- Departmental registration
- Housing registration.

Bring along with you…

- Original copy of admission letter
- Evidence of comprehensive health insurance
- Original receipt of payment of entire school fees

Make sure that by the time you leave the office, you have:

- Filled out the IPO registration form
- Taken your IPO course confirmation form

All students will be given the following during registration:

- University of Ghana Students ID card
- University of Ghana Course Catalogue
- International Students Handbook/Planner

Enrolment Types

About 4% of the total university student population is international. The categories of international students at the university are:

- Regular undergraduate studentship
- Visiting studentship
- Occasional studentship
- Graduate studentship
- English Proficiency studentship

Regular Undergraduate Studentship

Applicants are enrolled for full term undergraduate programmes at the university, usually graduating at the University of Ghana after four years. Such students apply directly to the Academic Affairs Directorate and receive support from the International Programmes Office upon arrival in Ghana.

Visiting Studentship

This category of students enroll in the University of Ghana for a semester or two either during their second year of undergraduate studies if they are pursuing a three year programme or during their third year of undergraduate studies if it is a four year programme at their home university. After completion of their studies, the grades are transferred to the home universities. All issues relating to admission and support are dealt with by the International Programmes Office

Occasional Studentship

Occasional Students enroll and attend classes but do not take examinations or any other form of assessment (Auditing). As an occasional student, approval is required from the Dean of the relevant faculty and heads of department concerned to audit courses. Procedure for registration is the same as for all international students. Any number of courses can be taken across all academic faculties.

Graduate Studentship

Applicants for full term Higher Degree (PhD, MPhil, MA, MSc etc) must hold good Bachelor's degree in appropriate programmes from an approved university. Graduate students may be admitted as visiting students as well. In this regard, they will take graduate level courses for a semester or two and graduate at their home universities. During enrollment, all graduate students should report and register with the International Programmes Office to enable the office provide the needed welfare services and recognition as an international student. Issues related to admissions, course registration and all academic enquiries are dealt with by the School of Graduate Studies and their respective departments.

English Proficiency Studentship

The one -year English proficiency course (without specific entry requirements) is for candidates who do not have the requisite English language background. The programme is organized by the Language Centre. Application, registration and other academic arrangements are handled by the Language Centre and the Academic Affairs Directorate.

Registering for Classes

The University requires that every student takes a minimum of 15 and a maximum of 21 course credits. Most courses are 3 credits, comprising a 2 hour lecture and a 1 hour tutorial. Visiting students should contact their home (degree awarding) university to obtain prior approval for courses to be taken at the University of Ghana. Alternatively, during selection of courses relevant officials of the degree awarding university should be contacted for such approval. Visit relevant departments to register properly for courses. Please ensure that you settle on courses you intend to undertake before the deadline for add/drop of courses. Submit a correct course registration form with the appropriate course codes to the International Programmes Office before the deadline to be assured of accurate reporting of grades after examination.

Selection of Courses

I. Regular Students

Core courses are predetermined for specific programmes. For details see humanities/science/graduate student handbook. Procedure for registration of courses depends on each department concerned. Each department has advisors who assist students if called upon. Regular students may contact the Assistant Registrar (International Programmes Office) for advice concerning any serious course registration problems.

II. Visiting Students

Owing to time table constraints, students are not permitted to choose more than one subject from the same group in the table below.

However, with these groupings, visiting international students are now given some amount of flexibility in choosing courses across the groupings provided the lecture timetables do not clash.

Group I	Group II	Group III	Group IV
Sociology	Economics	Theatre Arts	Archaeology
Linguistics	Psychology	Geography	English
Social Work	Information Studies	Home Science	Mathematics
			Music

Group V	Group VI	Group VII	Group VIII
History	Philosophy	Arabic	Statistics
Classics	Political Science	Spanish	Religions
Computer Science	Dance Studies	Swahili	French
Nursing	Accounting/Management	Russian	
		Chinese	

Students should also take note of the following:

- With the exception of practical and ancillary courses, all courses must be selected at one particular level (e.g. all Level 300 or all Level 400). This is to forestall any clashes in the examination time-table.
- You may take a course(s) from the School of Performing Arts and Institute of African Studies. Students taking the course "Major Instruments" from Department of Music must state the specific type of instrument being learnt, e.g. Major Instruments-Xylophone.
- You would not be allowed to pick courses from the graduate school or graduate courses from any department.
- Students who wish to pursue courses in the following schools should consult the schools concerned to ascertain any restrictions:
    - School of Agriculture and Consumer Science
    - School of Law
    - University of Ghana Business School

Coding and Numbering of Courses

All degree programmes have letter and number codes beginning with four letters signifying a department or subject followed by a three-digit number in one of the following ranges.

Level 100 (First year) courses: **100-199**
Level 200 (Second year) courses: **200-299**
Level 300 (Third year) courses: **300-399**
Level 400 (Fourth year) courses: **400-499**

The third digit in the number code is:

- Zero (0) for a course that is offered over both semesters (Aug to May/June)
- Odd (1, 3, 5, 7 or 9) for a course offered in the first semester (Aug-Dec)
- Even (2, 4, 6, 8) for a course offered in the second semester (Jan-May)

Credits

One (1) course credit defined as the following:

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

Lectures

Style: Lectures may take the form of class discussion and note dictation. Lecturers are very open to clarifying what they say if asked. Students should participate in the interactive sessions during tutorial periods.

Class Sizes: Students should feel free to articulate their views during class discussion and tutorial classes. The average class size is about 300 students. However, some classes may be as large as 700 students (especially in the Humanities) and as few as 5 students (especially in the Sciences).

Evaluations: Difficulties faced during lecture or classes must be reported to the Head of Department. The International Programmes Office will support recourse if asked. Students are encouraged to talk to their lecturers or professors about their academic challenges.

Examinations

Note: Some lecturers or professors may give assignment or projects to students which would be added to the scores obtained in the final examinations. Visiting students use **yellow answer**

booklets during examinations. They must also endorse attendance sheets from the International Programmes Office at the examination venue for both practical and written examinations. Students who fall ill should check in at the University Hospital for their examinations. The office must be informed about the admission into the hospital to arrange for the examination. Students can call the office's emergency number: **0261403015** in case of such difficulties.

Transcript

Regular students may check their grades on the university's website (http://www.ug.edu.gh then click on MIS Web). They may be issued with a transcript upon request from the Academic Affairs Directorate. You may contact the International Programmes Office for any assistance. Transcripts are issued to visiting and occasional students within four weeks after examinations. Regular students may collect their official transcripts directly after graduation.

Note: A student who owes the university would not be issued a transcript. Individual students should provide the International Programmes Office with their postal addresses for the transcript to be sent to them. For more information on regulations governing the award of grades and degrees read the University of Ghana Handbook for the Bachelor's Degree, pages 49-69.

Other On-campus Services

Banking

One of the first things students are advised to do on arrival is to put their money in the bank as it is not wise to carry lots of cash around. The Ghana Commercial Bank, the Standard Chartered Bank, Barclays Bank, HFC Bank, CAL Bank and Ecobank have branches on the University campus. They operate between the hours of 8:30am and 4:00pm, from Monday to Friday and provide general banking services. All of them operate Automated Teller Machines (ATMs) available 24 hours a day. Barclays, Standard Chartered, Ecobank and CAL Bank accept international transactions using a visa/debit/credit card. Your account is billed with the dollar equivalent of money withdrawn. Western Union services are available at the campus post office and some of the banks for transfer of funds to Ghana. Students will need to request a letter of introduction from the International Programmes Office to open an account in any bank of their choice.

Forex Bureau

Forex Bureau are situated at these approximate locations:

- Imperial Peking Restaurant, Airport
- Accra Mall (Tetteh Quarshie Interchange)

For your current Forex Bureau average rates visit **http://www.bog.gov.gh**

Receiving Mails

The Ghana Post has a branch on campus. The Legon Post Office, located in the commercial area of the university (opposite Legon Hall), sells stamps and air letter cards, registers letters and accepts mails to be posted to all parts of the world. It also sells greeting cards and other stationery. Be sure to provide your room number when you give your address for mailing purposes. The address should follow this format:

Your name
International Programmes Office
University of Ghana, Legon
Accra, Ghana
Your hostel and room number

Making Calls

Most students at the University of Ghana rely on cell phones to communicate. Ghana operates the GSM system, which means you use a handset and a GSM card. You may purchase a phone from any phone shop or accredited distributor of phones and SIM cards in Accra. You can also buy from mobile phone service providers such as Vodafone, Expresso, Tigo, MTN and Airtel. All these GSM networks have special service numbers which you would need to dial before you dial your phone number. Phone cards/recharge cards are easily available for purchase. The country code for Ghana is +233.

Internet Access

Students can access the internet at the International Programmes Office or at the University of Ghana Computing Systems-UGCS (near the Balme Library). You may also use your laptop computer to access wireless internet services available on campus. For safety and security reasons, please be sure not to carry your laptop around campus at night. There are several commercial cyber cafes located on campus providing a wide variety of internet services to students. They operate between the hours of 8:30am and 9:00pm daily. These may be located at:

- International Students' Hostel I (1st floor)
- University Guest Centre Reception
- African Virtual University (on top of the University bookshop)
- Legon Hall (24hr broadband operations on top of Tyme Out)
- Benx Zola Computer Services (Akuafo Hall Annex B)
- Queens Cyber Café (Legon Hall)
- Net Connect (Mensah Sarbah Hall, Annex B)
- Afronet Café (Mensah Sarbah Hall, Annex A)

Where to Eat

The International Students' Hostel has kitchens and other facilities for cooking. Residents may prepare their own meals if they choose to do so. However, students could visit any of the dining in the traditional halls on campus for breakfast, lunch and dinner. For locally made dishes like fufu (pounded cassava and plantain meal) with meat/fish soup, ampesi (boiled yam) and sauce, kenkey and fish/pepper sauce, students may visit the Night Market or the "Bush Canteen" (Legon Social Market). In addition to the meals provided by the dining hall, other eateries located on campus also serve local and continental dishes for breakfast, lunch and dinner. Some of these places are:

- University of Ghana Guest Centre (Adjacent University Basic School)
- Tacobell (Akuafo Hall)
- Tyme Out (Legon Hall)
- Wiltex Food Designs (Volta Hall)
- Odo Rise (Akuafo Hall)
- Sarmax (Mensah Sarbah Hall)
- The Roof Top (Computer Science Department)
- G. Cindiks Canteen (International Students' Hostel I)
- El Gringo (Estates Department)
- Quest Café (KAB Jones Quartey Building)
- Central Cuisine (Legon Central Cafeteria)
- The Basement (Legon Central Cafeteria)
- Canteen (School of Performing Arts
- Bonjour (Total Filling Station, Legon-off campus)
- Tasty Treats (International Students Hostel II, Commonwealth Hall and NMIMR)

Health, Food, Drink and Hygiene

Making when you are on the go. However, what you eat directly affects your overall health. Avoid processed foods, fatty oils or meat, excessive salt, sugar and alcohol. Try local fiber-rich foods like vegetables, whole grains and fruits, remembering to take hygienic precautions. Even fussy eaters should be able to maintain a healthy balanced diet in our environment, while exposing your taste buds to new and exciting sensations. One can also follow these hints

- Choose food that has been freshly cooked.
- Look for freshly baked bread.
- Choose acceptably prepared local dishes over incompetently prepared western food.
- Drink purified mineral water.

Mosquitoes and Other Insects

To avoid malaria, use insect repellent or sleep under mosquito netting, well tucked-in and closed. Have fan blowing over your body. Plan your daily activities to avoid periods when insect activity is greatest, usually at dawn and dusk. African students and students of African-American descent should also take the same precautions since a change in environment may cause vulnerability to disease.

Shopping Hints

Below is a list that you can use as a guideline when purchasing the items you may need. You can shop at the All Needs Supermarket opposite the Night Market, Marie's Mart at the Central

Cafeteria (all located on campus); Accra Shopping Mall at the Tetteh Quarshie Interchange and Melcom Shop near Makola market in Accra for any of the under listed items.

Kitchen Plates Saucepan Food Containers Mugs Kitchen towel Frying pan Sharp knife Forks and spoons	**Bedroom** Pillow Bed Linen Hangers Alarm Clocks Curtains **Cleaning** Dish washing detergents and sponge Washing detergents Laundry detergents Broom Disinfectant
Bathroom Bath Towel Sponge Hand soap Shampoos Toilet Paper Bucket Bath soap Toothpaste Toothbrush Rubber slippers	**Miscellaneous** Mosquito Repellent Insect spray for indoors Medicine Phone card or local SIM card Sun Screen lotion Hat Umbrella/Raincoat Map of Ghana First aid kit Cell phone

General grocery shops on campus include

- The Central Cafeteria
- All Needs Provision Store
- The Legon Social Market(Bush Canteen)
- The Night Market (opposite ISH I)
- Bonjour (off campus-near the main gate)
- Legon Shell Shop (off campus-South Legon)
- Total Shop (near the main gate)
- Oando shop (off campus-near Ghana Hostels, Legon)
- Pills and Tabs (off campus-near Total Station)

Card and Gift Shops/Bookshop on campus include

- Cud n Cuddles (Commonwealth Hall)

- The Legon Bookshop (near Balme Library)
- The Legon Bookshop Annex (at the Jones Quartey Building)
- The Volta Hall Gift Shop (Volta Hall)
- Bubbles (Mensah Sarbah Annex B)
- Pharmacy Shops include
- Pfago Pharmacy (Legon Hall Annex B)
- Pills and Tabs (off campus near the Total filling station)

Salons and Barbering Shops include

- Swanky Modes Salon (Legon Hall)
- Volta Hall Salon
- Hair Sense barbering shop (Mensah Sarbah Hall)
- Accra Mall (Tetteh Quarshie Interchange)
- Beauty Basics Salon (Central Cafeteria)
- Mensah Sarbah Annex A Salon
- Bush Canteen Salons and Barbering Shop

Laundry Services are available at

- International Students Hostel (ISH 2)
- Legon Hall (Wash and Wear Laundry)
- Mensah Sarbah Hall (Legon Laundry)
- Akuafo Hall (Stella Star Wash)
- Wise way Cleaners (near university main entrance)

Other Shopping Centres include

- Madina (a suburb of Accra close to Legon)
- Central Accra
- Osu (eastern suburb of Accra noted for its commercial activities, notably grocery shops, fast food joints and brisk nightlife)

Entertainment/Recreational Centres

Various entertainment joints are located within and outside the university campus where students may go for entertainment programmes such as film shows, dance clubs, as well as indoor games. Some popular places on campus include:

- Amphitheatre (Commonwealth Hall)-Drama and theatre productions and cinema
- Efua Sutherland Drama Studio-Drama and theatre productions and cinema
- Tyme Out (Legon Hall and Ghana Hostels)-Pub, music and dance and indoor games
- Tacobell (Akuafo Hall)-Bar and Restaurant

Places outside campus:

- Aphrodisiac (Airport Residential Area)-Night club
- Accra Mall (Tetteh Quarshie Interchange)-Movie Theatre, Restaurants
- Aquarius (German Pub)-Nyaniba Estates
- Aviation Social Centre (Airport)-Sports, Restaurant etc.
- Basement (Dzorwulu)-Night club
- Bonjour (Legon, 37, Sakumono)-Pizza, Fast Food, Ice Cream, Pastries
- Boomerang (Caprice)-Night Club
- Champs Sports Bar (Ring Road)-Bar
- Citizen Kofi (Osu)-Pub and Bar
- Chester's Place (Osu)-Bar
- Frankies (Osu and Sakumono)-Restaurant, Bar, Night club
- Golden Tulip Hotel (37, Accra)-Jazz club, Casino, Restaurant, Swimming pool
- La Palm Royal Beach Hotel (La)-Ice cream, Parlour, Casino, Restaurant, Swimming pool
- Papaye (Osu, Tesano, Spintex Road)-Fast food
- Town and Country Plaza (Achimota)-Bar and Pub
- Ryan's Irish pub (Osu)-Pub, serves original Guinness from Ireland
- Chez Afrique (East Legon)-Restaurant, Night club, Bar.

Places of Worship

The constitution of Ghana guarantees freedom of religion. The university has diverse religious groups. Some meeting places are listed below:

- Catholic-behind the School of Nursing
- Baptist-Commonwealth Hall Chapel
- Anglican-behind School of Nursing
- Methodist-Presbyterian Union-Central Cafeteria
- Legon Interdenominational Church- behind Schoolof Nursing
- Legon Pentecostal Union-N2 Lecture room, N-Block
- Campus Christian Family-Legon Hall Dining Hall
- Pentecost Students and Associates-Mensah Sarbah Hall Dining Hall
- Assemblies of God Campus Ministries-Volta Hall Dining Hall
- Legon Mosque-off the Noguchi-ISH road
- Seventh Day Adventist Church-Akuafo Hall Chapel
- Deeper Life Ministries-Amphitheatre
- Lighthouse Chapel Int.-Legon Hall Chapel

There is a Buddhist temple at the Dansoman Estates, behind Club 250 Hotel in Accra

Getting Around

The University of Ghana is a very short travelling distance from the centre of Accra, the capital city. The Legon Police Station, the Junior Staff Village and the University Hospital are located in close proximity to the Legon campus and all accessible by foot.

There are also the Metro Mass Transit and the Campus shuttle buses. The **Jubilee link bus** plies between Jubilee Hostel, ISH I and II to all lecture theatres. The **Sarbah/Registry link bus** runs through all the traditional halls of residence on campus, to lectures halls, to the registry and to the main gate of the university. The fare is currently 60p per trip to any place on campus. Local mini buses (tro-tros) and taxis are widely available both within campus and to the left and right sides of the main gate for students who would like to go to places out of campus.

EXPERIENCE GHANA
Travelling

Ghana offers a host of fun and interesting places to visit. These include the famous Kakum Park, the Wli Falls, the Mole National Park and the Aburi Botanical Gardens. Most of these places have decent accommodation facilities at affordable rates. Other places of interest include the beautiful beaches of the Central Region, the Gomoa Fete and Senya Bereku Beaches, the Bojo Beach Resort at Bortianor and Kokrobite Beach (on the Accra -Cape Coast road). The Labadi Beach (along the Circle-Teshie road) is also a beautiful place of interest relatively closer to the university campus.

Throughout the year, festivals are celebrated in all the ten regions of Ghana. These are usually held in grand style and provide a vast display of culture and history. Some popular Ghanaian festivals include the Homowo celebrated by the Ga people in August and the Aboakyer festival of the people of Winneba in May.

It is strongly advised that students should schedule tour events to avoid clashes with the academic calendar. All trips should be adequately planned to avoid frustrations that may come up.

There are various means of transportation available; the most common being the use of buses. We recommend the use of the State Transport Company (STC) buses which run through all the major regional capitals.

As a general overview, a student who intends to tour most parts of the country may start from the Kwame Nkrumah Mausoleum and the Du Bois Centre, all located in Accra. Away from the capital one can visit the Eastern and Volta regions which have places of interest like the Akosombo Dam, the Tafi Atome Monkey Sanctuary and Mountain Afadjato, the tallest mountain in Ghana. Towards the Central and Western regions, students can visit the Kakum National Park, Cape Coast and Elmina Castles among others. In Kumasi, one can visit the Manhyia Palace, the Kente town of Bonwire, the Adinkra Village and Bosomtwi (the only natural lake in Ghana). Towards the Northern part of Ghana, one can visit the Larabanga Mosque, the Paga crocodile pond and the Mole National Park with its amazing elephants.

INTEGRI PROCEDAMUS

The proverbial Ghanaian hospitality is one thing any international student will never miss. Travelling to various parts of the country offers an opportunity to know the people and culture. It is however important to know a few tips to help you adjust to the culture and tradition of the people.

Etiquette

Observe these protocols:

Always smile at the people you meet.

Be sure to extend your RIGHT hand for a handshake. The use of the LEFT hand is seen as a sign of disrespect. Avoid using the LEFT hand in greeting, receiving gifts, eating or in any other transaction with people. When eating local food always eat with your RIGHT hand. Try as much as possible NEVER to sniff any food or drink offered you.

When meeting people in a group, shake with the people present beginning with the person on the right and moving towards the left.

You do not speak directly to a chief; you do so through a spokesperson (okyeame).

Be very courteous to older people.

It is advisable to dress appropriately to various functions. Try as much as possible to dress decently when going out.

Address lecturers by their titles and last name e.g. Prof. Odotei, Dr. Akotia etc.

Language

In Ghana, there are varieties of languages but the most widely spoken is Akan. Its most popular dialect is "Twi". An idea of the basic Akan vocabulary is very necessary for everyday interactions.

Examples

Akwaaba	Welcome	Gyae	Stop
Maakye	Good Morning	Meto…	I will buy…
Maaha	Good Afternoon	Oyeahe?	How much is it?
Maadwo	Good Evening	Me yare	I'm sick
Ko	Go	Me ho ye	I'm well
Bra	Come	Obroni	White person
Me din de…	My name is…	Obibini	Black person
Me paakyew	Please	Obaa	Girl, woman, female
Medaase	Thank you	Obarima	Boy, man, male
Etesen?	How are you?	Me ntiTwi	I don't speak Twi
Aane	Yes	M'adamfo	My friend
Daabi	No	M'abere	I'm tired
Menpesaa!	I don't like that	Aduane	Food
		Bye-bye	Good bye

Ghanaian Names

Every Ghanaian, no matter the tribe, has a day name. Most of these names are used as middle names. The table below provides the names (in Akan).

Day	**Male**	**Female**
Monday	Kwadwo, Kojo	Adwoa
Tuesday	Kwabena	Abena
Wednesday	Kwaku	Akua
Thursday	Yaw	Yaa
Friday	Kofi, Fiifi	Afua
Saturday	Kwame	Ama
Sunday	Kwesi	Akosua,Esi

Ghanaian Foods

Local meals usually comprise a high starch base and sauce, stew or soup. Most local dishes eaten with the fingers.

Kelewele

Kelewele (fried plantain cubes) a popular Ghanaian snack dish made from plantains. In Ghana, you may find kelewele sold on street sides by vendors a snack with peanuts. It may be served with rice and stew in restaurants. Very ripe plantains cut into cubes and seasoned with a variety of spices including ginger, onions, garlic and salt. The oil should be very hot but not burning and the plantain shouldn't be too soft, lest it absorbs too much oil. It is fried until golden brown with darkish brown edges.

Recipe for Kelewele

This recipe makes 6-8 servings. It will take about 30 to make, with 15 minutes of preparation time.

4-6 ripe plantain fingers, peeled and cut into 1cm cubes wedges

½ teaspoon cayenne pepper red pepper

½ teaspoon ginger, peeled and grounded

1 teaspoon salt

2 tablespoon of water

Vegetable oil

Preparation

Grind the ginger, pepper and salt. Mix with little water. Add the plantain cubes to the spice mixture. Let it marinate for 10-20 minutes. Heat the oil in a skillet to 350 degrees Fahrenheit. At

this temperature, the plantains should float. Add the plantains to the skillet and deep fry them. Turn them over once until golden brown on both sides. Do not overcrowd the skillet with plantain. After frying, remove excess oil by using an absorbent material. Serve hot and fresh with baked/fried peanuts (groundnuts) or rice and stew.

Safety and Security

The University of Ghana and its environs are a relatively safe place to live and study. However, it is always important to be on your guard. Please take all possible precautions for your safety especially during late evenings. Kindly be guided by the following safety tips:

- DO NOT, as far as possible, go to any place unaccompanied late in the evenings. There is safety in numbers, remember to go places with a friend (s).
- DO keep your room locked even if you are leaving for a few seconds.
- DO be careful as to whom you give your name, address, telephone numbers or allow into your room.
- DO travel light and try not to flaunt expensive jewelry, gadgets, clothes or 'flashy' cars.
- DO NOT accept lifts or rides from strangers.
- DO if possible ensure that you inform others about your whereabouts.
- DO plan the safest route to your destination and use it, keeping to well-lit areas.
- DO NOT wander into unknown areas.

The Ghanaian Legal System

The legal system in Ghana is based on the British Common Law and Customary Law. The three fundamental principles are that:

- Everyone is equal before the law;
- An accused person is presumed innocent until proven guilty in the court of law;
- Ignorance of the law is no excuse for breaking the law;

As an international student, you have the full protection of Ghanaian laws. The third principle is especially important to international students:

Please note that if you break the laws of the land, you cannot get away with it on the grounds that you did not know that it was an offence.

All international students are to note that the Laws of Ghana **prohibit** the use of **narcotics and restricted drugs,** such as **heroin, cocaine and marijuana.** Students caught using or dealing in

such drugs will be prosecuted, and **if found guilty**, could be sentenced to **several years' imprisonment.**

All students are strongly advised to stay away from such drugs.

Ghanaian National Holidays

National Holidays are observed in Ghana on the dates listed below. Dates not indicated vary from year to year. Students should note that on such dates all government offices, banks and most stores are closed.

Public Holidays

New Year Day	January 1
Eid Adha	Variable (January)
Independence Day	March 6
Good Friday	Variable (March/April)
Easter Monday	Variable (March/April)
May Day	May 1
African Union Day	May 25
Republic Day	July 1
Eid al Fitr	Variable (in November)
Farmers' Day	1st Friday in December
Christmas Day	December 25
Boxing Day	December 26