

### **1.1 BIOGRAPHY OF MR. KOFI SACKEY (PRINCIPAL)**

Mr. Sackey is the CEO/Director of Mankessim College of Health Sciences.

Mr. Kofi Sackey started his elementary school education at Mankessim L/A Middle School. Mr. Sackey became the prefect of Mankessim L. Middle. Mr. Sackey continued his education at Swedru school of business where he graduated in 1976.

In 1976 to 1984, he taught at Edumadze L/A middle school and Akwakra Middle school-Ghana

Mr. Sackey travelled to Finland in 1988 where He attended University of Turku and graduated in 1992 with BA Social Science majoring in Economics.

In 1994, Mr. Sackey left Finland to USA where He obtained Masters of Urban Planning in 1996.

In 2005 Mr. Sackey successfully completed Masters in Public Administration from Cleveland state university.

Mr. Sackey have very rich leadership skills and this has inspired many people to achieve their dreams.

### **1.2 INTRODUCTION**

Mankessim College of health sciences was established by Mr. kofi Sackey in 2015 to train health professional.

Mankessim College of Health Sciences is a co-educational Christian institution of higher learning, offering health academic / professional program to which it admits applicants to diploma programs. As a policy, the School of health admits applicants from all races and nationalities, irrespective of their religious, cultural, social or ethnic persuasions.

MCHS provides a wealth of opportunity for Students wishing to pursue tertiary education in health sciences. Each and every student agrees by the act of registration to be bound by the academic policies and regulations of MCHS and of the Department in which that student is registered. Mankessim College of Health Sciences is accredited by Allied Health Professional Council and Approved by Ministry of Health- Ghana.

Our Diploma Health program has been designed to provide extensive practical hands-on experience and theoretical knowledge of health practice and administration. It encapsulates Medical laboratory technology, Information Technology, Pre-Health science and HealthCare.

### **2.0 ADMISSION REQUIRMENTS**

Admission to the General program is without prejudice to creed, race or gender, provided the aspiring candidate, male or female, has:

#### **i.Senior Secondary School Certificate Examination (SSSCE)**

Grade D or better in three (3) core subjects i.e. English Language, Core Mathematics, Integrated Science or Social Studies and two (2) elective subjects namely Biology, Chemistry, Physics and Elective Mathematics.

#### **ii. West Africa Senior School Certificate Examination (WASSCE)**

Grade C6 or better in three (3) core subjects i.e. English Language, Core Mathematics, Integrated Science or Social Studies and two (2) elective subjects namely Biology, Chemistry, Physics and Elective Mathematics.

### iii. General Certificate of Education (GCE) Advanced Level

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science subject (for non-science students) and an Arts subject for Science students.

### iv. Mature Students' Entry

The applicant must:

- a. be at least 25 years old;
- b. show proof of age with birth certificate or any legitimate documentary proof of birth date;
- c. provide introductory letter from employer or show any other proof of employment;
- d. Pass Mature Students' Entrance Examinations. In lieu of such examinations, the applicant should show proof of credit passes in English and Mathematics in WASSCE or any other nationally recognized standard High School level examinations.

In addition to the above listed, the candidate must:

- Be at least 18 years but not more than 35 years old
- Have no criminal record
- Be of good health
- Pass a selection interview

## 2.1 MISSION

**Mission:** Our mission is to provide our students the opportunities to gain and apply quality knowledge, skills, and work place experience and to graduate them profession ready, fully able to perform within the scope of practice for Medical laboratory technologists as set out by the national standards of practice.

## 2.3 MOTTO

**Building bridges to prosperity**

## VISION

The program's vision is to graduates students with high skill levels, professionalism in their practice and contribute positively to the health of society.

## 2.4 INSTITUTIONAL OBJECTIVES

**To meet the mission targets stated above, the College shall:**

Train students to acquire the requisite knowledge and state-of-art technological skills needed to become interested in medical laboratory sciences research to ensure that the students, upon graduation, will appreciate and demonstrate the importance and significance of research in advancing medical laboratory science and to inculcate in graduates the spirit of professionalism that form the basis for integrated and multi-disciplinary approach to patient care in their practice.

## 2.5 PROGRAMMES OFFERED

- Medical Laboratory Technology..... Diploma (3years)
- Medical Laboratory Technology..... Certificate (2)
- Pre-Health science.....Certificate (1year)
- Information Technology..... Diploma

**NB:** The Pre-Health science is designed for non-science students from Senior High schools. Students who passed this course would be enrolled into our Certificate or Diploma in Medical laboratory programme.

## **2.6 GOAL OF THE PROGRAMME**

The goal of the program is to produce a polyvalent laboratory personnel etc. who will practice health in any sector of the community.

The professional lab tech. would have acquired knowledge, skills and attitudes to recognize the total health needs of individuals, families and communities and participate effectively and efficiently in meeting those needs

## **2.7 OBJECTIVES OF THE PROGRAMME**

By the end of the program, the nurse/midwife/lab technician should be able to

1. Use the knowledge acquired in the principles of homeostasis to meet the needs of patients
2. Use the health process as a professional tool for meeting the total health needs of patients, families and communities.
3. Perform professional functions effectively and efficiently as a member of the health team.
4. Develop the skills and abilities to impart knowledge and principles of health to student's lab personal and patients.
5. Contribute to and promote primary health care services in the community; recognize, manage and refer clients/patients where necessary.
6. Carry out community diagnosis, plan, implement and evaluate community programs towards preventive, promotive and rehabilitative services.
7. Plan and carry out health education based on identified health needs of the community
8. Exhibit administrative and leadership capabilities in managing health care units within the framework of national health policies
9. Demonstrate critical thinking and problem-solving abilities in the provision of laboratory interventions.
10. Assist in generating knowledge through research and making use of evidence –based on research findings.

## **2.8 RESPONSIBILITIES OF TUTORS**

- i. Be present at all scheduled classes for the course and to give advance notice to students for justifiable and unavoidable absence.
- ii. Provide full information to students on course content, required textbooks, reading materials and other class requirements.
- iii. Ensure that the course content is effectively delivered and well covered.
- iv. Give at least two continuous assessment before the end of semester examination.
- v. Conduct end of semester examination and submit a final grade for each student at the end of the course.
- vi. Get feedback from students at the end of the course through formal and informal means.

## **3.0 MAXIMUM AND MINIMUM LOAD PER SEMESTER**

A full-time student shall be required to carry a minimum workload of 12 credits per semester and a maximum of 18. Under special circumstances, a student may, with the support of the HOD and approval of the Principal be allowed to carry a workload outside these limits.

#### **4.1 PART-TIME STUDY**

A student may apply through the HOD to the Board of the School, to be allowed to study on parttime basis. But this can only happen if permission is granted by the Allied Health Profession Council. A part-time student shall be required to carry a work-load below the minimum prescribed for fulltime students and shall also be required to complete the programme outside the periods specified in point 8.0 above.

#### **4.2 REGISTRATION**

For a student to obtain credit in any course, he or she must be admitted into the College, and must be properly registered for that course during the official registration period at the beginning of each semester. Each student shall have academic advisors for consultation on courses.

1. A fine shall be imposed on any student who fails to register at the time designated for registration by the College, i. e. during the first 7 days of the commencement of the semester.
2. A student who fails to register in the first 21 days of commencement of the semester shall forfeit his/her right for the semester.
3. No student shall be permitted to register by proxy without the consent of the HOD and the Principal of the Institution.

#### **4.3 DURATION OF THE DIPLOMA PROGRAMME**

The period for completion of the programme shall be 6 Semesters. However, in case of deferring the program for any tangible reason e.g. on medical grounds, it should not exceed 8 semesters.

#### **5.0 MATRICULATION**

**5.1** A matriculation ceremony is held for the purpose of formally conferring on all new students' membership of MCHS with all the rights and privileges attaching to such.

**5.2** Membership attendance at the ceremony is important. No new student will be allowed to remain in the School or take examinations who have not been matriculated unless cogent reasons are provided.

**5.3** The matriculation ceremony will take place in the first semester of the academic year.

#### **6.0 INTERRUPTION OF STUDY PROGRAMME**

**6.1** A student may interrupt his/her study programme but may not break for more than 2 continuous semesters, provided that the maximum period allowable for the completion of the programme (section 4.3) is not exceeded.

**6.2** A student who wishes to interrupt his/her study programme shall apply in advance to the Principal, through the HOD stating reasons why he/she wants to interrupt the study programme, and permission duly granted before he/she leaves the School. The Principal, in giving approval, may consult the President and/or Board of Directors where necessary.

**6.3** A student who interrupts his/her studies for more than 2 continuous semesters shall be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission into the School.

**6.4** A student who has been absent from the College for one (1) academic year may be required to complete his/her program under the requirements listed in the most recent Calendar in use.

### 7.1 DISCONTINUATION OF TRAINING

A student may voluntarily withdraw from the College or may be officially dismissed/ withdraw for academic and non-academic reasons.

**7.2 Voluntary Withdrawal:** Student who withdraws voluntarily from the College may re-apply for admission at a later date.

- A student who has falsified results will also be dismissed from the College,
- Any student who has impersonated someone else or who impersonates someone will be dismissed.
- Any first-year student who is found pregnant during the first semester will be asked to withdraw from the College. Such a student will have to reapply for admission in the subsequent year(s). However, if the student takes the pregnancy home and writes to defer her program; such deferment will not be approved.

A student who has been dismissed will not be considered for re-admission at a later date.

## 8.0 GRADING SYSTEM AND RELATED MATTERS

### 8.1 Introduction

At the end of each semester students will be graded on the basis of continuous assessment and final examination scores in the individual courses and their overall academic standing determined in terms of all the courses taken in the semester. The grading system to be adopted will be based on the overall raw score (% of marks) obtained in a course. These scores will then be converted into letter grades and their corresponding numerical equivalents as indicated below

### 8.2 GRADING SYSTEM

Performance in a course shall be graded as follows:

<b>Grade</b>	<b>Numerical Marks %</b>	<b>Point</b>	<b>Interpretation</b>
A+	80-100	4.0	Outstanding
A+	70-79	3.8	Excellent
A-	65-69	3.75	Very Good
B+	60-64	3.5	Good
B	55-59	3.0	Above Average
B-	50-54	2.5	Average
C+	45-49	2.0	Pass
C	40-44	1.5	Pass
D	30-39	1.0	Fail
F	0-29	0	Fail
X		0	Fail
Z			Disqualification
I			Incomplete
Y			Continuing

**8.3 Grade Point (GP):** Each grade is assigned equivalent grade points as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent of the grade obtained in that course

**8.4 Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits of all courses for which the student has registered up to that time.

**8.5 Final Grade Point Average (FGPA):** The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

## **9.0 DEFINITION OF GRADES**

**9.1 Pass Grades:** Grades A to C constitute Pass grades.

**9.2 Failure Grades:** Grades D, F, X, Z constitute Failure grades.

**9.3 Continuing:** A grade Y (for Continuing) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.

### **9.4 Non-Completion of Course**

i. A grade I (for Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.

ii. A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.

### **9.5 Disqualification**

i. A grade Z denotes Disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a principal subject or an ancillary or any other paper.

ii. A candidate awarded a grade Z may be debarred from taking examinations for a stated period, or indefinitely, or may be expelled from the School.

iii. A grade Z may be awarded only by the Board of Examiners.

## **10.0 EXAMINATIONS**

### **10.1 ELIGIBILITY FOR EXAMINATIONS**

**10.2** In respect of the approved course of study, a student shall be required to attend all such lectures, tutorials, seminars and practical sessions and to undertake all such assignments as may be required by the Department.

**10.3** Further to (10.2), a student who attends all required lectures, tutorials, seminars and practical sessions and executes all given assignments to the satisfaction of the Head of Department shall be deemed to have followed satisfactorily the approved course of study.

**10.4** The department shall, with the approval of the Academic Board, determine any further requirements for the course. A student who does not fulfill the requirements will not be allowed to write the examination.

**10.5** In any case, a student who is absent for a cumulative period of 21 days from all lectures, tutorials, practical and other activities prescribed for the course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.

## **11.0 REGISTRATION FOR EXAMINATIONS**

11.1 Registration for Examinations shall require endorsement of the Registration List by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each area. A candidate's registration shall not be valid unless it is so endorsed.

11.2 Endorsement shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study. In any event of the withholding of an endorsement, the Head of Department shall request the Faculty Board to confirm the action taken.

11.3 Students shall have up to 3 weeks (21 days) from the commencement of the Semester within which to ADD to courses and up to 6 weeks (42 days) to DROP courses.

11.4 In the seventh week of every Semester, The Department shall publish for verification by students the lists of registered students. The published lists shall be deemed as constituting final registration for end-of-semester examinations. This means that by the end of the seventh week, students whose names do not appear on the published course list shall not be allowed into the end-of-Semester examination. Similarly, students who are duly registered but who fail to take the end-of-semester examination for that course shall be awarded a grade X for that particular course.

## **12.0 SEMESTER EXAMINATION**

12.1 The course (s), with the exception of a Project, shall normally be completed in one semester

12.2 A final (end-of-semester) examination shall normally be required. An examination schedule showing time and place of examination for each course shall be published each semester.

12.3 The marks obtained in the end-of-semester examination shall contribute 70% of the grade for the course while continuous assessment contributes the remaining 30%. For clarity, theoretical and practical exam shall constitute 70% whilst continuous assessments on the practical form 30%.

12.4 Time allotted to examination paper shall be as follows:

1-Credit Course 1 hour

2-Credit Course 2 hours

3 or 4-Credit Course - 2 to 3 hours

## **13.0 Semester Examinations**

Results of Semester Examinations shall normally be published before the commencement of the next semester

A result slip indicating the student's performance in the Semester examination shall be made available to the student.

## **13.1 SUPPLEMENTARY EXAMINATIONS**

13.2 A student who fails shall be allowed to re-write the examination in the failed course at a Supplementary Examination to be held in the Long Vacation. If he/she passes the Supplementary Examination he/she shall be awarded a grade not exceeding B- or a Grade Point of 2.50 (i.e. 50-54% marks).

13.3 Supplementary Examinations shall not include continuous assessment marks.

#### **14.0 PROBATION AND WITHDRAWAL**

**14.1** A student who fails to obtain a grade point average of 1.50 shall be eligible for the Supplementary Examinations.

**14.2** A student who fails to obtain the requisite pass in the subject after the Supplementary Examinations shall be asked to repeat the academic year.

**14.3** A student who fails to obtain the requisite pass in the subject after repeating the year shall be asked by the Administrator to withdraw from the School.

**14.4** A student shall proceed to the next stage if and only if he/she passed all the courses of the preceding level.

#### **15.0 DEFERMENT OF EXAMINATION**

**15.1 *On Grounds of ill-health:*** A student who has satisfied all the requirements as specified, but is unable to take the main (end-of-semester) examination on grounds of ill health shall, on application to the Administrator, and on provision of a Medical Certificate issued or endorsed by a medical doctor, be allowed to defer the Semester Examinations, and shall be allowed to take them at the next offering.

**15.2 *On Grounds other than ill-Health:*** In cases of deferment on grounds other than ill-health the Principal shall invite the applicant for an interview and advise the School as appropriate. It shall be the student's responsibility to satisfy the School beyond reasonable doubt why he/she wishes to defer the examinations.

**15.3** In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Administrator before leaving the School

#### **15.4 *Illness during the Period of Examination***

**15.5** If a candidate is prevented by illness from taking the whole or part of an examination, he/she should immediately report to the Hospital for medical report on the state of his/her health.

**15.6** The report should state whether he/she can take the examination at all and if he/she can, whether at the hospital or at the examination hall.

**15.7** The School authority shall examine the report and act as appropriate. If the candidate is to take the examination at the hospital, this should be done under the supervision of an Invigilator to be appointed by the Head of Department.

#### **16.0 PROCEDURES DURING THE EXAMINATION**

1. Candidates must ensure that they sign the examination attendance sheet.
2. No part of the answer sheet may be torn and all used answer sheet must be left on the table. Rough work must be done in the answer sheets and should be crossed out to show that it is not part of the answer.
3. It shall be the candidate's responsibility to provide for themselves such materials as a pen, a pencil, an eraser, a ruler and a calculator for the examination. Borrowing of these materials will not be allowed in examination hall.
4. Under no circumstances should a candidate write his/her name on the answer sheet provided. Candidates are required to use only their index numbers throughout the examination period. Unless otherwise, instructed, candidates are to sit according to their index numbers for all written papers
5. There should be no verbal or may other form of communication between candidates during the period of the examination.
6. Candidates will be told by the invigilator(s) when to start answering the questions.



7. As soon as the “stop work” order is announced, candidates are to STOP writing. Candidates should remain seated for their answer sheet to be collected by the invigilator/invigilation assistant before they leave the examination room
8. Candidates caught in exam malpractice will be demoted for summarily dismissed depending on the seriousness of the malpractice.

### **17.0 DECLARATION OF RESULTS**

**17.1** The Administrator shall, before the commencement of the next semester publish results of semester examinations taken at the end of the previous semester.

**17.2** A result slip indicating the student's performance in the examination shall be made available to the student.

### **18.0 Progression from Semester to Semester, Probation and Dismissal**

For progression from Semester to Semester a student is required to maintain a Cumulative Weighted Average (CWA) of 40% computed on the total of all courses undertaken at the School of Health during the Semester.

### **19.0 Pre-requisite Courses**

Courses designated as pre-requisites to more advanced courses must be passed before the latter courses are taken. Since students shall not be permitted to trial pre-requisite courses, they shall have to pass such pre-requisite courses before continuing with the relevant courses.

### **20.0 Procedures for the Appeal of Grades**

**20.1** If a student believes that non-academic criteria have been used in determining a grade, the student should attempt to resolve the grievance with the instructor of the course through written appeal to the instructor via the Head of the Department.

**20.2** If the grievance is not resolved satisfactorily at this level because of his/her conviction that he/she has been victimized.

### **21.0 GRADUATION**

#### **21.1 Requirements for Graduation**

Candidate will be presented for graduation by his/her department when he/she satisfies these requirement:

- I. Completes a minimum of six semesters.
- II. Passes all courses mounted by the department.
- III. Accumulates the minimum credits.
- IV. Settles all financial and other obligation of the College.
- V. Attains a minimum Final Grade Point Average of 2.0
- VI. Should be in good standing, not enveloped with any disciplinary issues.

### **22.0 DISTINCTION**

- i. A Diploma Certificate of the School may be awarded with Distinction
- ii. Distinction refers to performance which averages Grade A or a Final Grade Point Average (FGPA) of 3.60 and above.

### **23.0 ADMISSION TO THE DIPLOMA PROGRAMMES**

The Admissions Board shall be presented with a list of all candidates who satisfy the conditions for admission as required by regulation for the Board to decide which candidates may be offered admission and to which department. Candidates who do not satisfy the conditions for admission are not eligible for admission and may not be considered by the Admissions Board. The school reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements to withdraw from the school, notwithstanding progress made in the program. Cut-off points for admission to the various programs are normally determined by the Admissions Boards on year-to-year basis. The Office of Admissions shall be responsible for receiving and processing of all applications for admission into the School of Health and also into programme of study.

### **24.0 PROGRAMME OF STUDY**

**24.1** A program of study in a disciplined area/subject consists of a number of courses that have been carefully selected and organized so as to enable a student achieve a pre-determined level of competence in such a disciplined area/subject. Sometimes a Course of study is used synonymously with Programme of Study.

#### **25.0 *Duration and Credit Requirements for a Programme of Study***

**25.1** The minimum period for completion of the diploma programs shall be four (4) semesters and the maximum period shall be 6 semesters. The minimum and maximum periods are calculated from the date of first registration

**25.2** The total semester credits are distributed according to an agreed weighting among the components of a Programme of study.

### **26.0 INSTRUCTIONAL AND STUDY MATTERS**

#### **26.1 *Attendance Requirements***

**26.2** Students are required to attend lectures, tutorials and practical lessons specified for the Course of Study by the School of Health or the Departments. From time to time students shall be required to perform written and practical work prescribed for them as part of their attendance at lectures, tutorials and practical classes.

**26.3** Students who are absent from lectures, tutorials and practical lessons for a cumulative total of 21 days or more in any one semester will be deemed not to have satisfied the requirements for the semester. Such students shall be required to withdraw from the School of Health to which they may return only following a favorable consideration of an application.

**26.4** In cases of absence involving non-attendance at lectures, tutorials and practical, the written permission of the Head of Department concerned must be obtained by the student.

#### **27.0 *Semester Work Load for Students***

##### **27.1 *Minimum and Maximum Work-Load per Semester***

i) A full-time student shall be required to carry a minimum Work-load of 12 credits and a maximum of 18 credits per Semester.

ii) Under special circumstances, a student may, with the approval of appropriate authority, be allowed to carry a workload outside the limits set in (i) above, provided that the minimum work-load shall not fall below 9 credits per semester.

### **27.2 Inability to Complete Study within Maximum Period**

A student who is unable to complete his/her study programme within the maximum period allowed shall lose all credits accumulated. Such a student may be allowed to re-apply for admission into the school.

### **28.0 Withdrawal from the School of Health/ College**

**28.1** A student shall complete an application for withdrawal in order to terminate enrolment before the end of a semester or summer session.

**28.2** The Application for withdrawal may be obtained from the Registrar's Office and must be submitted to the same office at least two weeks before the last day of lecturers.

**28.3** The student should discuss the matter with the Head of Department/Academic Adviser/ A member of the Counseling Center staff before processing the Application for Withdrawal.

**28.4** If the student is ill or otherwise incapacitated and cannot complete the withdrawal form, the student must have someone to contact the Office of the Registrar before the deadline for the submission of complete withdrawal form.

**28.5** The last day to the officially withdraw from all classes is on the last published date of all classes. Under no circumstances does nonattendance constitute an official withdrawal from the school of Health Sciences.

**28.6** A student who fails to adhere to the published regulations and deadlines for withdrawing from the school of Health shall be charged the appropriate tuition and shall receive a failing grades.

### **29.0 MISCONDUCT AT EXAMINATIONS**

Candidates caught in breach of Examination Regulations shall be allowed to continue writing the paper. The Chief Invigilator shall with the Principal concerned, report to the appropriate Head of Department. The Principal shall promptly investigate the matter and present his/her report, including his/her recommendations to the Registrar and the Faculty Examination Board. The appropriate action shall be taken before the results of the examinations are declared.

### **30.0 MEETING OF EXAMINERS**

Before the start of the examinations, meeting of Internal and /or External Examiners shall be held to discuss the coming examinations and the emerging trends or philosophy of the sector. Recommendations from such meetings shall be conveyed to the Registrar of students for consideration by the Board of Examiners. It shall be the student's responsibly to satisfy the school of health beyond reasonable doubts why he/she wishes to defer the examinations

### **31.1 NOTIFICATION OF RESULTS**

The results of all examinations shall be published by the Registrar

### **32. Final Examinations**

In the final examinations the names of successful candidates shall be published alphabetically within each class or division.

### **33.0 Probation**

Probation is a means used to inform a student that his/her Scholastic record is unsatisfactory. A student will be placed on academic probation if, at the end of any semester, his/her Cumulative Grade Point Average is less than 1.50 but not below 1.00 computed on the total of all Courses undertaken at the School of Health during the Semester. A student may be removed from probation when He/she achieves a CGPA of 1.50 or better.

### **34.0 ASSESSMENT OF STUDENTS**

There shall be a combination of Continuous / Internal Assessment and End-of-Semester Examination for the assessment of students.

### **35.0 Continuous Assessment**

This will consist of class assignments, quizzes, tests, including mid-semester examination and others as determined by faculties and departments. Continuous / Internal assessment shall contribute 20% of the marks earned in a course at the end of the semester. Fieldwork 10% and End of Semester 70%. After the mid-semester examination, instructors shall report to the Office of the Deputy Registrar (Academic Affairs), for the attention of the Registrar, each student who so far is not making satisfactory progress in any course. This will lead to warning notices being given to the student as part of the Counseling of such student for improvement in his/her academic achievement.

### **36.0. COURSE**

#### **36.1. CODING AND NUMBERING OF COURSES**

All courses shall have letter and number codes beginning with four letters signifying a School/course (IDML), followed by a three-digit number: The first digit of the number code shall be the year, the third digit shall be: Zero (0), for a course offered in two semesters and odd numbers (1, 3, 5, 7, or 9) for courses offered in the first semester of the year while even numbers (2, 4, 6, or 8) for courses offered in the second semester.

1st Year Courses 101 - 199

2nd Year Courses 201 - 299

3rd Year Courses 301 – 399

#### **36.2 COURSE CREDIT**

In this programme;

- a. One (1) credit theory course is equivalent to one hour lecture a week for seventeen (17) weeks.
- b. A two (2) credit theory course would have two (2) lecture hours a week for (17) weeks.
- c. A three (3) credit theory course is three (3) lecture hours a week for seventeen (17) weeks.
- d. A one (1) credit practical course will have three (3) hours practical session a week for seventeen (17) weeks.
- e. Two (2) credit practical courses will have six (6) hours practical session a week for seventeen (17) weeks.

### **37.0 Practical Work/Internship**

**37.1** Practical Work/Internship shall form part of the diploma Programme in all Schools / Departments of the School of Health Sciences.

**37.2** Students shall be placed in appropriate institutions or establishments or work places, etc., by designated officers appointed from academic staff of faculties.

**37.3** The logistics for practical work/internship shall be worked out with the person in charge of the work place before the students arrive to participate in the practical work/internship

**37.4** Practical Work/Internship shall normally take place during the Long Vacation from about late June to early August. However, practical work/internship will end at such a time so as to ensure that students at least get two weeks continuous rest before the next academic session begins.

**37.5** Students must comport themselves at the work place. They must follow the rules and regulations of the organizations to which they are sent for training, particularly the schedule of work

**37.6** Students who participate in practical work/internship must keep daily log books which they will submit with written reports soon after their return to the School of Health. Reports shall also be requested from the person or persons in charge of the work place. The format of the reports shall be such as to cover the expected Objectives of the practical work/internship. One practical session (of two or three hours) per week or assigned Fieldwork/Practical per semester.

### **38.0 Admissions Board**

**38.1** An Admissions Board shall be established to assume responsibility for admission of candidates into the School of Health and also into programme of study.

**38.2** The Board shall receive a list of all candidates who satisfy the conditions for admission as outlined in the regulations and decide which candidates may be offered admissions and to which subjects/programmers of study

**38.3** Candidates who do not satisfy the conditions for admission shall be deemed to be not eligible for admission and may not be considered by the Admissions Board

**38.4** The School of Health reserves the right to ask a candidate who accepts an offer of admission while not satisfying the appropriate admission requirements to withdraw from the School of Health, notwithstanding progress made in the course. All applications should be supported by a full transcript of academic record at the time of submission.

#### **NOTE:**

The School shall not entertain applications from applicants who apply for admission with names which do not correspond with the names that appear on their original certificates.

An applicant who makes a false statement or withholds relevant information may be refused admission. Even if already registered at the School, he/she will be asked to withdraw irrespective of progress made with the program offered upon verification with the West African Examination Council.

Applicants should ensure that copies of results slips, certificates etc. attached to the application forms are proper.

### **39.0 ORIENTATION FOR STUDENTS**

The purpose of Orientation may be summarized as follows:

- ❖ To welcome the fresh students and help them to adjust and adapt to College life.
- ❖ To expose fresh students to facilities available in the school to make the education a rewarding experience.
- ❖ To expose fresh students to the rules and regulations that shall govern student life and welfare on the one hand and academic work on the other.
- ❖ To let fresh students know and appreciate student-to-student governance systems.
- ❖ To let fresh students know their rights, privileges, obligations & responsibilities in relation to the School's authorities and statutory bodies.

### **40.1 Mature Students**

To qualify as a mature student, an applicant must;

- Be at least 25 years old by date of admission.
- Have had relevant work experience verified via testimonials
- Have basic qualification as acceptable by Allied Health Professional Council and be successful at an interview.
- Average credits earned under this special study program are transferable. To be eligible for participation in this program, therefore, one must have obtained a minimum Cumulative Grade Point Average (CGPA) of 3.00 on a 4.00-point scale.

**Application form for mature students can be purchased from our website or office of the administrator**

### **TRANSFER STUDENTS**

The School of Health admits students who are already enrolled in other accredited/recognized colleges both local and foreign, and made satisfactory progress over not less than one academic year. Such students transfer from their college to the MCHS to complete their course of study for a Diploma. A student transferring from one college should accumulate a minimum study period of 4 semesters as a full-time student in MCHS before he/she becomes eligible for graduation. The classification of the Diploma will be based only on the courses taken at this college. Official transcripts from all institutions attended must be submitted to the Office of Admissions, which will make the final determination concerning acceptance after considering all the transcripts. It is the responsibility of the student to arrange for transcript(s) and/or transfer form to be mailed and to ensure that they arrive promptly. Hand delivered transcript(s) may not be acceptable. The College would verify the authenticity of the results slips/transcript submitted. The relevant academic departments will be consulted in order to make determinations of credits accepted toward the chosen discipline. For a transfer student to earn a MCHS, such student must take a minimum of 36 credit hours.

## **41.0 Nature of Academic Year - Semester and Course**

### **Course Unit/Credit**

#### **41.1 Semester System**

Mankessim College of health sciences operates under the Semester system.

Under this system the semester lasts 16 weeks and courses are designed and given enough time for the teaching of courses to be completed and students accessed in the semester.

#### **41.2 Structure of the Semester**

A Semester shall be of twenty (20) weeks' duration and shall be structured as follows:

17 weeks of Teaching

1 week of Revision

2 weeks of Examinations

#### **41.3 The Academic Year or Session**

The Academic Year shall normally consist of two semesters and a summer session as follows:

- First Semester-September to December
- Second Semester February to June

#### **41.4 Course Unit/Credit**

In this programme;

a. One (1) credit theory course is equivalent to one hour lecture a week for seventeen (17) weeks.

b. A two (2) credit theory course would have two (2) lecture hours a week for (17) weeks.

c. A three (3) credit theory course is three (3) lecture hours a week for seventeen (17) weeks.

d. A one (1) credit practical course will have three (3) hours practical session a week for seventeen (17) weeks.

e. Two (2) credit practical courses will have six (6) hours practical session a week for seventeen (17) weeks.

## **42.0 Foreign Students**

The School of Health attaches great importance to the cross-cultural experience that is made possible by the presence of foreign students on campus. Whatever their cultural backgrounds, foreign students may pursue courses towards the award of MCHS Diploma, or as visiting students, study for the certificate of their own college. Foreign students may be admitted on the basis of qualifications from their home countries for which the West African Examination Council shall determine equivalencies. Evidence of proficiency in English would be required in the case of applicants from non-English speaking countries. Other acceptable comparable qualifications as espoused by the National Accreditation Board would be considered. Foreign students would have the opportunity to learn from the experience of living in Ghana, absorb our culture and language and forge valuable contacts and friendships. MCHS would extend its educational programmes to students from other nations across the world. International students may pursue courses towards the award of MCHS diploma, or as visiting students, study for the diploma of their own college. International students may be admitted if they hold qualifications equivalent to those outlined by MCHS. They must follow the same admission procedures and be governed by the same regulations as domicile applicants.

### **43.0 GRADUATION WITH DISTINCTION**

- i. A Diploma Certificate of the School may be awarded with Distinction
- ii. Distinction refers to performance which averages Grade A or a Final Grade Point Average (FGPA) of 3.60 and above.

All examiners' reports shall be submitted to the Departmental Board, which in turn, shall make its recommendations to the Faculty Board. The recommendations of the Faculty Board shall be submitted to the Academic Board for approval. Each successful candidate shall thereafter be presented with a certificate under the seal, at a Congregation of the School assembled for that purpose or, failing that, the certificate shall be sent to him by mail or any other appropriate means.

#### **43.1 CANCELLATION OF AWARD**

The Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

A candidate had entered the College with false qualifications or a candidate had impersonated someone else, or A candidate had been guilty of an examination malpractice for which a "Z" grade would have been awarded, or there are other reasons that would have led to the withholding of confirmation of the award in the first place.

### **44.0 TRANSCRIPT OF ACADEMIC RECORD**

At the end of student's programme, the School shall, on the payment of a token fee, issue to the particular student a complete transcript of his/her academic record. The transcript shall contain information on all courses attempted and all results obtained. Also, where appropriate, the transcript shall indicate the type of Programme pursued, that is, either Major, or combined major or major and minor. In any such event, the decision of the Academic Board shall be published and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript. The date for the earning of a Diploma/Certificate shall be the last day of the semester during which the final examination was taken and passed.

### **45.0 THE LIBRARY**

The College has a library stocked with various books needed for the training of a competent Health Personal. The library should be opened during and after school sessions. The control of the library is by trained library assistants who are on duty from Monday to Saturday. Reference books shall be borrowed over night at the time when the library is breaking from the day's activity at 5:00pm. The borrowed book should be returned by 8:00am the following morning: Failure to meet this condition shall be liable to a fine or a loss of right to borrow from the library or both.

#### **45.1 LIBRARY RULES**

- When a student fails to return a borrowed library book(s) at the right time, it will attract a penalty as agreed on by the management
- When student losses a borrowed library book(s) the student will replace the book by buying a new one or pay for it in addition to the payment of a penalty
- Do not use your mobile phones in the library

#### **PENALTIES**

1. Overdue library books= GH¢1per day



2. Lost book= Pay double the price of the book plus the number of days overdue penalty
3. Use of a mobile phone in the library goes with the seizure of the phone till the end of the semester.

## **46.0 COMPUTER LABORATORY**

The College has a computer laboratory equipped with personal computers (PCs) that are hooked onto the internet. Students are to use the laboratory for ICT classes.

### **46.1 COMPUTER LABORATORY RULES**

- 1.No food or drinks near the computers
- 2.Enter the computer lab quietly and work quietly
- 3.Clean up your work area before you leave.
- 4.Switch off all power supplies before leaving the lab.
5. Report any problems with the computer to the person in charge
6. Do not touch any part of the computer with wet hands

## **47.0 ACCOMMODATION**

The College has a hostel accommodation for students'. In order to forestall fire outbreaks, cooking in students' room is forbidden.

## **48.0 CO-CURRICULAR ACTIVITIES ON CAMPUS**

### **48.1 CLUBS AND SOCIETIES**

All students are encouraged to participate in the activities of any of these association:

- Pentecostal Students Union (PENSA)
- Methodist Students Union (GAMSU)
- Presbyterian Students Union (NUPSG)
- Catholic Students Union (PAX-ROMANA)
- Lighthouse Students Union
- Anglican Students Union
- Muslim Students Union

### **48.2 GAMES AND SPORTS**

Life on the campus provides opportunities for students to promote their physical condition through such competitive and recreational activities such as football, volleyball, table tennis, drafts and scrabbles.

Sports- inter college, football athletics, volleyball, table tennis and netball competitions.

## **STUDENTS' WELFARE**

Students who want to go out to town should inform the house keepers first. Students who want to travel outside Mankessim should seek permission from the hostel madam through writing.

Any student who loses the mother, father or any of his or her siblings should write through the class tutor to inform the authorities of the College two weeks before the scheduled date for the funeral.

## **STUDENTS' HEALTH SERVICE**

The Roman Hospital which is very close to the College will provide health services to students. Students pay for services rendered and those who have NHIS are covered by the scheme. Students are supposed to report to the class nurse and the tutor in charge of health and to write names in the sick report book before reporting to the hospital and after.

Students are also expected to show their prescribed drugs to the home-nurse or the tutor in charge.

### **GRIEVANCE PROGRAMME**

Each class will appoint a class representative who will be in charge of the welfare issues of the students and the class as a whole. This class representative is supposed to report to the class tutor who will be assigned to each class. Students who have problems are supposed to report to the class representative who will also report to the class tutor. The class tutor shall be responsible for addressing all students issues. Issues concerning the entire students are supposed to be channel through the students representative council who will take the appropriate action.

### **RELIGIOUS AFFAIRS**

Morning devotions are held every weekday from 7:00am to 7:30am. Sunday Church service is held from 8:00am to 11:00am.

Muslim can ask permission to attend mosque on Friday if there is no lectures.

Students who attend church on Saturday's can also do so.

### **VISITORS**

No visitors are allowed in the cubicles or rooms of the students. Infringement of this rule has resulted in theft cases and other misconducts on the part of such visitors. Visitors may call on Saturdays or Sundays between 4:00pm and 5:00pm to allow students to study. Visitors are to be entertained in the common room/reception.

### **RULES AND RUGULATIONS AND PENALTIES IN THE HOSTEL CLEANLINESS OF THE HOSTEL**

Cubicles should be kept clean and tidy at all time. No perishable food should be kept in the cubicles as this attracts vermin. All litter should be put in the bin provided. No rubbish should be put on the corridors. No cooking should be done in the hostel. Food items found in any of the hostel will be confiscated and used by the kitchen staff to prepare meal for the whole school. Light in the hostel should be put off when not in used. Candle light and stoves are forbidden in the dormitories. Over electric light when connected for ironing are dangerous and can cause fire outbreak. All lights in the hostel should be off by 10:00pm

### **COUNSELLING**

Students are to avail themselves for counseling services provided by the tutors scheduled for this assignment. Student's who need counseling may contact the Registrar or the Principal.

### **LABORATORY ROOM**

Students should make every effort to keep the lab room very clean at all times. All articles and equipment should be kept at their appropriate places. The Golden Rule should be your guide: a place for everything at its proper place.

### **INCITEMENT TO RIOTING**

Students are not to incite riot or indulge themselves in rioting

### **INSOLENCE OR INSUBORDINATON**

Insolence or insubordination on the part of any student shall not be tolerated. Students must follow instructions given to them by their supervisors.

Students are expected to be in uniform for all classes. They should ensure that the classrooms are tidy.

Classes commence at 7:30am and end 2:00pm. Class may be extended beyond 2:00pm base on the nature of the tutor either full time /part time (prior to the commencement of the day's lectures.) Students should not leave the class before 2:00pm unless they have been instructed to do so. Students have 30 minutes break to attend to other needs. Permission will be granted to a student to get out of the classroom when classes are in session based on the discretion of the tutor in the class and upon the merits of the request made.

### **GROUP LEADERS**

They will be appointed yearly by the students. The nominees should have the approval of the authorities of the school. These are the various students offices to which appointments will be made.

- Head Prefect
- Assistant Prefect
- Library Prefect
- Entertainment Prefect
- Assistant Entertainment

### **LOSSES**

A report on lost articles including money should be made to the Administrator and then to the Principal for necessary and early action to be taken to retrieve such lost articles.

### **COMMITTEES**

Representative groups shall elect representatives to various committees. Two students from each group shall be appointed to serve on a committee. The committee shall have a leader and a secretary and will co-opt the tutor responsible for the said committee

### **STUDENTS' REPRESENTATIVE COUNCIL (SRC)**

The SRC plays a substantial role in the life of the students. It is the liaison between the student-body and the College authorities. It provides a platform for students to discuss their welfare and address their problems where possible. When the problems cannot be solved they are passed on for the attention of the College Authorities.

### **UNIFORM**

- The prescribed school shoes should be full black or brown with rubber shoes
  - Students' hair should not touch the uniform collar
  - Uniform must be 2 inches below the knees
  - Uniform includes belts which should be worn on the waist by female students
- Hair bands must be black and small. Hair slides or un-prescribed bands will be seized on sight.

### **PUNISHMENT/ SANCTIONS**

i) Fighting

a) Provocation of any kind will lead to warning or suspension for 7days depending on the seriousness of the case.

b) Actual fighting- the provoked will get a warning letter and/ or one-week suspension. The provoker will get two weeks suspension and/ or termination of the course.

c) Causing- demotion and/ or termination.

ii) **Stealing**

Refund of article/termination depending on the seriousness of the case.

iii) **In-Subordination**

- a) Flouting of authority –warning and/or one-week suspension
- b) Students rudeness to staff-warning and/ or two weeks suspension
- c) Students rudeness to clinicians-warning and/or two weeks suspension

iv) **Absenteeism**

a) Student's absenteeism from lectures/clinical practice without any tangible reason-warning and/or forfeiture of day off/dismissal.

b) Persistent lateness to lectures/clinical practice- warning/deferment of course/termination

c) Maligning-suspension/termination of course

d) Lateness to lectures/clinical practice-same as above.

v) **Criminal Abortion**

a) Both student and operator will be reported to the police

b) If a female student becomes pregnant, she would be made to continue schooling from where she left after delivery.

vi) **Trading /selling**

Trading and selling is prohibited in the College. Any student caught selling or trading will be sanctioned.

vii) **Examination malpractice-** The student will be demoted or dismissed depending on the magnitude of the offence or seriousness of the practice.

viii) **Mobile phones should be off during lessons and duty hours.**

Any student who contravenes this regulation will have the phone confiscated.

**APPEAL**

a. Any student who is not happy with the punishment stipulated by Disciplinary Committee set by the Principal of the institution may appeal for consideration or review.

b. Thereafter if the aggrieved student is dissatisfied with the review, he/she may further appeal to the board for consideration.

**COURSE STRUCTURE  
YEAR ONE**

**SEMESTER ONE**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>C</b>
IDML 101	Communication Skills and Writing	2	-	2
IDML 103	Computer Studies	2	-	2
IDML 105	Computer studies practical	-	3	1
IDML 107	General Chemistry	2	-	2
IDML 109	General Chemistry Practical	-	3	1
IDML111	Anatomy and physiology theory	2	-	2
IDML 113	Anatomy and physiology Practical	-	3	1
IDML 117	Mathematics	2	-	2
IDML 119	Basic Laboratory Techniques	2	-	2
IDML 121	Basic Laboratory Techniques practical	-	3	1
IDML 123	General physics	2	-	2
IDML 125	General Physics Practical	-	3	1
<b>Total</b>		<b>14</b>	<b>15</b>	<b>19</b>

INTER-SEMESTER CLINICAL ATTATCHMENT I (IDML100) - 6weeks

6 weeks of laboratory rotation @ 6hrs daily x 5 days per week= 180hrs

**YEAR ONE****SEMESTER TWO**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>C</b>
IDML 102	Introduction to Medical Laboratory Sciences	2	-	2
IDML 104	Biochemistry	2	-	2
IDML 106	Biochemistry practical		3	1
IDML 108	Cell Biology	2	-	2
IDML 112	Introduction to Medical Microbiology	2	-	2
IDML 114	Introduction to Medical Microbiology practical		3	1
IDML 116	Introduction to Haematology	2	-	2
IDML 118	Introduction Haematology practical		3	1
IDML 122	Introduction to Clinical Chemistry	2	-	2
IDML 124	Introduction to Clinical Chemistry practical		3	1
IDML 126	Introduction to Histopathology	2		2
IDML 128	Introduction to Histopathology practical	-	3	1
<b>Total</b>		<b>14</b>	<b>15</b>	<b>19</b>

INTER-SEMESTER CLINICAL ATTATCHMENT II (IDML 100) - 6 weeks  
6 weeks of laboratory rotation @ 6hrs daily x 5 days per week= 180hrs

**YEAR TWO****SEMESTER THREE**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>C</b>
IDML 201	Clinical Chemistry I	2	-	2
IDML 203	Clinical Chemistry I practical	-	3	1
IDML 205	Basic Statistics	2	-	2
IDML 207	Haematology I	2	-	2
IDML 209	Haematology I practical		3	1
IDML 211	Medical Microbiology I	2		2
IDML 213	Medical Microbiology I practical	-	3	1
IDML 215	Histopathology I	2	-	2
IDML 217	Histopathology I Practical	-	3	1
IDML 219	Blood Transfusion Science	2	-	2
IDML 221	Blood transfusion science practical	-	3	1
<b>Total</b>		<b>12</b>	<b>15</b>	<b>17</b>

INTER-SEMESTER CLINICAL ATTACHEMENT III (IDML 213) - 8 weeks  
 8 weeks of laboratory rotation @ 6hrs daily x 5 days per week= 240hrs

**YEAR TWO****SEMESTER FOUR**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>C</b>
IDML 202	Clinical Chemistry II	2	-	2
IDML 204	Clinical chemistry II practical	-	3	1
IDML 206	Haematology II	2	-	2
IDML 208	Haematology II practical		3	1
IDML 212	Histopathology II	2	-	2
IDML 214	Histopathology II practical		3	1
IDML 216	Medical Microbiology II	2	-	2
IDML 218	Medical microbiology II practical		3	1

IDML 222	Medical Laboratory Management and Professional Ethics	2	-	2
<b>Total</b>		<b>10</b>	<b>12</b>	<b>14</b>

**INTERNSHIP (FDML 218) – 6 months**

24 weeks of laboratory rotation @ 6hrs daily x 5 days per week= 720hrs

**YEAR THREE**

**SEMESTER FIVE**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>C</b>
IDML 301	Clinical Chemistry III	2	-	2
IDML 303	Clinical Chemistry III Practical	-	3	1
IDML 305	Haematology III	2	-	2
IDML 307	Haematology III Practical	-	3	1
IDML 309	Microbiology III	2	-	2
IDML 311	Microbiology III Practical	-	3	1
IDML 313	Histopathology III:	2	-	2
IDML 315	Histopathology III Practical	-	3	1
IDML 317	Research Methods	2	-	2
IDML 300	Research Project	-	-	4
<b>TOTAL</b>		<b>10</b>	<b>12</b>	<b>18</b>

**DMLS 310 Clinical Practice II (3 Credits)**



**YEAR THREE****SEMESTER SIX**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>C</b>
IDML 302	Clinical Chemistry IV	2	-	2
IDML 304	Clinical Chemistry IV Practical	-	3	1
IDML 306	Haematology IV	2	-	2
IDML 308	Haematology IV Practical	-	3	1
IDML 312	Microbiology IV	2	-	2
IDML 314	Microbiology IV Practical	-	3	1
IDML 316	Histopathology IV:	2	-	2
IDML 318	Histopathology IV Practical	-	3	1
IDML 300	Research Project	-	-	4
<b>TOTAL</b>		<b>8</b>	<b>12</b>	<b>16</b>