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Leadership & Governance

Principal Officers

Chairman, University Council
Professor Kofi Anyidoho
MA (Bloomington), PhD (Austin)

Vice-Chancellor
Professor Fred Binka
MB ChB (Ghana) MPH (Hebrew) PhD (Basel)

Other Officers

Pro Vice-Chancellor
Professor Edwin K. Wiredu
MB ChB (Ghana), FRCP (UK), MIAC, FWACP, FGCP

Registrar
Mr. Kofi Siabi-Mensah
BA (Ghana), MA (Loughborough)

University Librarian
Mr. Theophilus Yeboah
BSc (Cape Coast), PGDip (Ghana), MSc (Loughborough)

Director of Finance
Ms. Charity A. Dzormeku
BSc (Ghana), MBA (Ghana), FCCA (UK)
Your time as a University student is certainly one of the most exciting and challenging periods in your life, so choosing the right University is a very important decision. The University of Health and Allied Sciences (UHAS) is one of the youngest and newest public Universities in Ghana. It was established by an Act of Parliament (Act 828) which received Presidential assent in December 2011. The University of Health and Allied Sciences is distinctively devoted to teaching, research and service in the Health Sciences, though every care will be taken to give our students a broad and well-rounded general education.

Another distinctive feature of University of Health and Allied Sciences (UHAS) is that community health service and problem solving techniques form a core part of the curriculum. Each student will be required to spend six to eight weeks out of every long vacation in a district hospital or health post grappling with the health problems of our rural folk. You will note that all our programmes translate into professional jobs in the Health Sector. This means that each of you should readily find placement in our Health Services. However, those of you who wish to set up your own private practices would be equipped with the knowledge and skills to enable you establish successful and prosperous practices.

Equally important is the fact that the deployment of Information Technology and Communication (ICT) facilities for teaching, learning, research and administration will be a key feature of life at UHAS. This should situate our students firmly in the 21st century ahead of your counterparts in other Universities. Presently, we are conveniently located within the premises of the Regional Hospital at Ho while our permanent campuses are developed in Ho and Hohoe.

I congratulate each of you (the first cohort of UHAS students) for your courage and your quest for academic novelty in choosing UHAS as your preferred University.

It is our aim to instill in each student, the principles of integrity, hard work and self-discipline and a love for service to the country. I look forward to personally welcoming each of you individually and inviting you to join us at UHAS in this life-transforming academic experience.

Professor Fred Binka
MB ChB (Ghana) MPH(Hebrew) PhD (Basel)
Vice-Chancellor

I congratulate each of you (the first cohort of UHAS students) for your courage and your quest for academic novelty in choosing UHAS as your preferred University.

My team of Professors, Lecturers and Administrators would like to assure you, pioneers, that you are going to enjoy every minute of your time at UHAS. Our motto is ‘Health for Development’.
University of Health and Allied Sciences  
Postal Address  
P.M.B 31, Ho, Ghana  
Fax – 03629042 / 036219043  
E-mail – uhas@edu.gh  

Overseas Address  
The Overseas Representative  
Universities of Ghana Office  
321 City Road, London, ECIV ILJ, England  
Tel: 44 (0) 207-2787-413  
Fax: 44 (0) 207-7135-776  
E-mail: ugoouk@aol.com  

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Membership of the Interim University Council  
• Professor Kofi Anyidoho, Chairperson  
• Mrs. Justice Agnes Dordzie, Justice of the Court of Appeal, Accra  
• Togbe Tepre Hodo IV, Paramount Chief of the Anfoega Traditional Area  
• Dr. Sodzi Sodzi-Tetteh, Public Health Physician, Vice President, Ghana Medical Association, Accra  
• Dr. Yaw Adu Gyamfi, Chief Executive Officer, Danadams Pharmaceutical Industry Ltd. Accra.  
• Professor Ernest Aryeetey, Vice-Chancellor, University of Ghana  
• Professor Fred Binka, Vice-Chancellor, UHAS  

In Attendance  
• Professor E. Kwame Wiredu, Pro Vice-Chancellor  
• Mr. Kofi Siabi-Mensah, Registrar and Secretary of the Council  
• Ms. Charity Akosua Dzormoku, Director of Finance
Professor Kofi Anyidoho  
Chairperson

Mrs. Justice Agnes Dordzie  
Member

Dr. Sodzi Sodzi-Tetteh  
Member

Togbe Tepre Hodo IV  
Member

Dr. Yaw Adu Gyamfi  
Member

Professor Ernest Aryeetey  
Member

Professor Fred Binka  
Member
University Officers

Principal Officers

Chancellor

Vacant

Chairman, University Council

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University Librarian

Mr. Theophilus Yeboah
BSc (Cape Coast), PGDip (Ghana),
MSc (Loughborough)

Chief Communications

Mr. Emmanuel Obeng Adjei
Technology Officer BSc (Kumasi),
MBA (GIMPA)

Director of Finance

Ms. Charity A. Dzormeku
BSc (Ghana), MBA (Ghana), FCCA
(UK)

Director of Works and
Physical Development

Mr. Bernard Akaba
BSc (Kumasi), PGDip (Kumasi)

Director of Internal Audit

Mr. Thomas Kwegyir-Abaidoo
B Com (UCC), MBA (UPS), CIA

Deans

School of Medicine – Professor Onike
P. Rodrigues MB ChB (Leeds), MRCP
(UK), DCH (London), FWACP, FRCPCH
(UK)

School of Basic and Biomedical
Sciences – Professor Festus K.
Adzaku BSc(Ghana), MB ChB
(Ghana), PhD (London)

School of Public Health – Professor
Fred Binka (Ag.)MB ChB (Ghana),
MPH (Hebrew), PhD (Basel)

School of Nursing
and Midwifery – Dr. Gameli K.
Norgbe (Ag.) MD (Lviv)
DRHDC(Liverpool), MPH (UNISA)
PhD(Kiev) FGCS

School of Allied
Health Sciences – Professor E.K.
Wiredu (Ag.)MB ChB (Ghana) FRCP-
Path (UK), MIAC, FWACP, FGCP

School of Dentistry – Vacant

School of Pharmacy – Vacant

School of Sports and
Exercise Medicine – Vacant

Institute of Traditional
and Alternative Medicine

Institute of Medical Education - Vacant

Institute of Health Research – Vacant
The University of Health and Allied Sciences (UHAS) is a publicly-funded institution with the following aims, vision and mission:

Aims of the University
The aims of the University are:

• to provide higher education in the Health Sciences through teaching and research for persons suitably qualified and capable of benefiting from such education;

• to disseminate knowledge and the results of research and their applications to the needs and aspirations of the people of Ghana;

• to provide clinical and other skills services to contribute positively to improving the health status and overall quality of life, and foster partnerships with outside persons and bodies.

Mission
A pre-eminent research and practically oriented health educational institution dedicated to community service.

Vision
To provide quality educational opportunities to students and healthcare professionals, advance knowledge through scholarship and research and provide patient care and services that improve health and quality of life. In setting up this institution, it is the intent to provide an avenue to train different health professionals needed to attend to the health needs of the citizens.

Strategic Goals
UHAS will fulfill its mission by achieving the following strategic goals:

• institute curricula and pedagogy that are practical and relevant to our national health needs and aspirations;

• provide solutions to community and environmental health problems through research and outreach programmes;

• foster professional and personal
competence, growth and success of staff and students;
• promote partnerships with health institutions, nationally and internationally, in the public as well as in the private sector, to improve community health.

Core values and institutional philosophy

The core values and institutional philosophy of the University of Health and Allied Sciences are as follows:

• work with integrity and maintain an empowering environment based on mutual trust, respect and partnership among academic and non-academic staff, students and external units;
• apply innovative educational approaches and technologies (including distance learning) to enhance access to programmes with a focus to train high calibre health professionals at all levels of education;
• use modern information and communications technology and other educational tools to drive its programmes wherever possible;
• seek, through research and clinical service, to be relevant to the health needs of Ghana and beyond, with future programmes relating to emerging challenges and trends in both the health and educational sectors;
• be practically oriented by emphasising community work as a compulsory component of all programmes offered in the University;
• adopt the trimester system in which the third semester may be devoted to field work and practical attachments to relevant establishments or organizations;
• develop curricula that entail an effective balance between academic knowledge and competencies required in the world of work;
• collaborate with the Ministries of Health and Education, other Ministries, Departments and Agencies, professional bodies, the private sector and international institutions, in the attainment of the mission of the University.
The University admitted its first batch of students in September, 2012. The underlisted ongoing Bachelor of Science degree programmes are on offer:

**The School of Medicine**
- Bachelor in Physician Assistant-ship (Clinical)

**The School of Nursing and Midwifery**
- Bachelor in Nursing
- Bachelor in Midwifery

**The School of Allied Health Sciences**
- BSc Medical Laboratory Practice
- BSc Dietetics

**The School of Public Health**
- Bachelor in Public Health (BPH) with the following options:
  1. Disease Control
  2. Environmental Health
  3. Information Sciences
  4. Nutrition

**Precincts**

The University’s administrative and academic departments are currently in temporary accommodation, in the Volta Regional Hospital and at the Nurses’ Training Complex in Ho. A second campus has been opened in Hohoe.
The University of Health and Allied Sciences
ACT 828 ACT, 2011

ARRANGEMENT OF SECTIONS

Section

The University
1. Establishment of the University of Health and Allied Sciences
2. Aims of the University
3. Campuses of the University
4. Award of degrees

Administration
5. The University Council
6. Functions of the Council
7. Establishment of Committees
8. Tenure of office of members of the Council
9. Meetings of the Council
10. Disclosure of interest
11. Allowances
12. General powers of the Council
13. Principal Officers of the University
14. The Chancellor of the University
15. Vacancy in office of the Chancellor
16. Vice-Chancellor of the University
17. Pro Vice-Chancellor of the University
18. Academic Board
19. Functions of the Academic Board
20. Composition of the Academic Board
21. The Registrar
22. Director of Finance
23. Appointment of other staff
24. Internal organisation of the University
25. Student governance
26. Statutes of the University
27. Procedure for conduct of business
28. Convocation
29. Congregation
30. Property and contracts

Financial Matters
31. Funds of the University
32. Internal Audit Unit
33. Accounts and audit
34. Annual report and other reports
35. Exemption from taxes, duties and other charges
Miscellaneous matters
36. Anti-discrimination
37. Matriculation
38. Dispute settlement
39. Interpretation
40. Transitional provisions
The Eight Hundred and Twenty-Eighth

AN ACT to provide for the establishment of the University of Health and Allied Sciences to be a pre- eminent research and practically orientated health educational institution dedicated to community service and to provide for related matters. PASSED by Parliament and assented to by the President: DATE OF ASSENT: 31st December, 2011.

The University

Establishment of the University of Health and Allied Sciences

1. (1) There is established by this Act a body corporate with perpetual succession to be known as the University of Health and Allied Sciences.

(2) Where there is a hindrance to the acquisition of property, the property may be acquired for the University under the State Property and Contracts Act, 1960 (C.A. 6) or the State Lands Act, 1962 (Act 125) and the costs shall be borne by the University.

Aims of the University

2. (1) The aims of the University are to provide higher education, disseminate knowledge related to health education, undertake research and foster relationships with persons outside the institution in accordance with the following principles:
   a) higher education shall be made equally accessible to all persons suitably qualified and capable of benefiting from that education;
   b) in determining the subjects to be taught, which shall be health-related, consideration shall be given to courses of special relevance to the needs and aspirations of the country;
   c) use critical tools including information and communication technology for teaching, research and administration;
   d) institute curricula and pedagogy that are practical and relevant to national needs and aspirations in the health sector;
   e) use teaching methods which promote critical and independent thinking for the benefit of humanity;
   f) disseminate the results of research through the publication of books, papers and other suitable means;
   g) undertake research in courses which are within the mandate of the University but with special emphasis on i. health issues in this country and elsewhere in Africa, and ii. subjects that relate to the social, cultural, economic, scientific or technological aspects of health within and outside the country;
   h) provide service through extension and consultancy in health-related activities to foster relationships with other persons; and
   i) develop distance learning modules for health-related courses in higher education.

(2) The University for the purpose of achieving its aims shall have a) School of Allied Health Sciences;
   b) School of Basic and Biomedical Sciences;
   c) School of Nursing and Midwifery;
   d) School of Public Health;
   e) School of Dentistry;
   f) School of Pharmacy;
   g) School of Medicine;
   h) School of Sports and Exercise Medicine;
   i) Institute of Traditional and Alternative Medicine;
   j) Institute of Medical Education;
   k) Institute of Health Research; and
   l) any other health related Schools; Institutes and Centres as the Council may determine.

Campuses of the University

3. The university shall be established in Ho with campuses in Hohoe and any other place as the Council may determine.

Award of degrees

4. (1) Without limiting its other powers, the University shall have the power to award its own degrees including honorary degrees, diplomas and certificates.

(2) The University may withdraw a degree, diploma or certificate it has awarded if it has evidence that proves that a) the degree, diploma or certificate was obtained through fraud, academic malpractice; or b) the process of acquiring the degree, diploma or certificate was tainted by an act that in the opinion of the University undermines the integrity of the award.
The University Council

5. (1) The governing body of the University is a Council consisting of:
   a) a chairperson, nominated by the President;
   b) the Vice-Chancellor;
   c) five persons nominated by the President;
   d) one representative of the National Council for Tertiary Education;
   e) two elected members of Convocation representing the professorial and
      the non-professorial staff;
   f) one elected representative of the University Teachers Association of Ghana;
   g) one elected representative of the University branch of the Federation
      of Universities Senior Staff Association of Ghana;
   h) one elected representative of the Teachers and Education Workers Union;
   i) one elected representative of the Conference of Heads of Assisted Secondary Schools;
   j) one elected representative of the undergraduate students of the University
      elected by the Students Representative Council;
   k) one elected representative of the graduate students of the University
      elected by the University branch of the Graduate Students Association; and
   l) one representative of the alumni of the University.

   (2) The President, in making the nominations under paragraphs (a) and (c)
       of subsection (1), shall have regard to the academic qualifications, leadership qualities, gender, expertise in
       finance, management, knowledge and relevant experience in health and allied sciences.

   (3) The Chairperson and other members of the Council shall be appointed
       by the President in accordance with article 70 of the Constitution.

   (4) The chairperson of the University Council shall preside at the Congrega-
       tion and other meetings and ceremonies of the University in the absence of
       the Chancellor.

Function of the Council

6. The Council shall
   a) ensure the implementation of the aims of the University;
   b) determine the strategic direction of the University, and monitor and evaluate policy implementation;
   c) promote income-generating activities as part of the University's programme;
   d) control the finances of the University and determine the allocation and proper use of funds;
   e) ensure the conservation and augmentation of the resources of the University, specifically in relation to matters affecting income or expenditure;
   f) ensure the creation of an environment of equal opportunity for members of the University without regard to ethnicity, sex, race, religious belief or political affiliation;
   and
   g) make professional level appointments on the recommendation of the Appointments Committee of the Academic Board as may be determined in the Statutes of the University.

Establishment of committees

7. (1) For the purpose of achieving the aims of the University, the Council may establish standing or ad-hoc com-
mittees made up of members or non-members of the Council and assign them functions that the Council considers appropriate. 

(2) A committee comprised entirely by non-members shall be advisory.

**Tenure of office of members of the Council**

8. (1) A member of the Council other than the Vice-Chancellor shall hold office for the period of three years and is eligible for re-appointment for another term only.

(2) Where a member of the Council is absent from three consecutive meetings without reasonable cause, the office of that member shall become vacant.

(3) A member of the Council other than the Vice-Chancellor may resign from office in writing addressed to the President through the Minister.

(4) Where the office of a member becomes vacant by death, resignation or absence of the member from three consecutive meetings without reasonable cause, another person nominated by the relevant body shall be appointed for the unexpired term of the office.

**Meetings of the Council**

9. (1) The Council shall meet at least three times in each academic year for the despatch of business at the time and in the place determined by the chairperson.

(2) The quorum at a meeting of the Council is nine.

(3) The Chairperson shall preside at each meeting of the Council and in the absence of the chairperson, members of the Council shall elect one of the government nominees present to preside.

(4) Matters before the Council shall be decided by consensus or by a simple majority of the members present and voting and in the event of an equality of votes the person presiding shall have a casting vote at a meeting.

(5) The Council may co-opt a person to attend and participate in any of its meetings but a co-opted person is not entitled to vote at a meeting.

(6) The Pro Vice-Chancellor, the Registrar, and the Director of Finance shall attend meetings of the Council but are not entitled to vote.

(7) The proceedings of the Council are not invalidated by reason of a vacancy among the members or by a defect in the appointment or qualification of a member.
Disclosure of interest

10. (1) A member of the Council who has an interest in a matter for consideration at a meeting of the Council shall a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter, b) recuse himself or herself from the meeting, or c) not participate in the deliberations of the Council in respect of that matter. 
(2) A member ceases to be a member of the Council, if that member has an interest in a matter before the Council and a) fails to disclose that interest, b) fails to recuse himself or herself from the meeting at which the matter is being considered, or c) participates in the deliberations of that matter.

Allowances

11. Members of the Council and members of a committee of the Council shall be paid allowances approved by the Minister in consultation with the Minister responsible for Finance.

General powers of the Council

12. (1) Subject to the provisions of this Act, the Council shall have power to do or provide for any matter in relation to the University which the Council considers necessary or expedient. 
(2) The conferment of particular powers on the Council by other provisions of this Act shall not be taken to limit the generality of this section.

Principal Officers of the University

13. (1) The Principal Officers of the University are a) the Chancellor, b) the chairperson of the Council, and c) the Vice-Chancellor.

The Chancellor of the University

14. (1) The University shall have a Chancellor who is appointed by the Council and takes precedence over the other officers of the University. 
(2) The criteria and modalities for the nomination and election of the Chancellor shall be prescribed by the Statutes of the University. 
(3) The Chancellor shall hold office for a term of five years and is eligible for re-appointment for another term only. 
(4) The Chancellor shall preside at Congregation, meetings and ceremonies of the University at which the Chancellor is present. 
(5) The Chancellor shall be served with the summons, minutes and other documents related to meetings of the Council and may attend the meetings. 
(6) The Chancellor shall confer on qualified persons degrees, diplomas and certificates awarded by the University in accordance with this Act and procedures prescribed by the Statutes of the University. 
(7) The Chancellor may delegate functions under subsection (6) by directions in writing to the Council.

Vacancy in office of the Chancellor

15. (1) The Office of the Chancellor shall become vacant on a) resignation, b) death, c) removal from office, or d) expiry of the term. 
(2) The grounds and procedures for the removal from office of the Chancellor shall be contained in the Statutes of the University. 
(3) Without limiting the functions of the Chancellor, where the integrity and welfare of the University are threatened by any matter, the Chancellor may in consultation with the Council intervene.

Vice-Chancellor of the University

16. (1) The Council shall appoint a Vice-Chancellor for the University. 
(2) The Vice-Chancellor shall hold office on the terms and conditions specified in the letter of appointment. 
(3) The Vice-Chancellor shall hold office for a term of four years and is eligible for re-appointment for another term only. 
(4) The Vice-Chancellor is the academic and administrative head and chief disciplinary officer of the University. 
(5) The Vice-Chancellor is responsible to the Council for maintaining order and ensuring the efficient administration of the University. 
(6) The Vice-Chancellor shall perform such other functions as may be prescribed by the Statutes of the University.

Pro Vice-Chancellor of the University

17. (1) The Council shall appoint a Pro Vice-Chancellor of the University in accordance with the Statutes of the
(2) The Pro Vice-Chancellor shall hold office for the term of three years and is eligible for re-appointment for another term only.

(3) The Pro Vice-Chancellor shall attend a Council meeting but shall not vote at the meeting.

(4) The Pro Vice-Chancellor shall be assigned such duties as the University Council or the Vice-Chancellor shall determine.

(5) The Pro Vice-Chancellor shall perform the functions of the Vice-Chancellor in the absence of the Vice-Chancellor.

(6) The Pro Vice-Chancellor shall, before assuming office, take and subscribe to the oath of office as specified in the Schedule.

**Composition of the Academic Board**

20. (1) The Academic Board consists of:
   a) the Vice-Chancellor of the University who shall be the chairperson,
   b) the Pro Vice-Chancellor,
   c) Deans and Vice Deans,
   d) Directors of Schools, Institutes and Centres,
   e) Heads of Academic Departments,
   f) Professors and Associate Professors,
   g) a representative each from i. an Academic department ii. an Institute, and iii. a Centre,
   h) the Librarian of the University,
   i) the Registrar of the University who is the Secretary,
   j) nine members, five of whom are non-teaching staff, elected by Convocation in accordance with the Statutes of the University.

21. (1) The Council shall appoint a Registrar for the University.

22. (1) The Council shall appoint a Director of Finance for the University.

23. The Council may appoint other staff as may be necessary for the effective performance of the functions of the University.

24. (1) The Vice-Chancellor shall be ex-officio a member of the Academic Board.

25. (1) The Pro Vice-Chancellor shall be ex-officio a member of the Academic Board.

26. (1) The Council shall appoint a Director of Finance for the University.

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85. (1) The Pro Vice-Chancellor shall be ex-officio a member of the Academic Board.
Internal organisation of the University

24. (1) Subject to this Act, the Council may take arrangements as it considers appropriate for the internal organisation of the University including
a) the establishment, variation and suppression of academic divisions, Faculties, Schools, Centres, Departments, Institutes, hostels and other bodies in the campuses in Ho, Hohoe and elsewhere;
b) awarding professorships and promoting lecturers;
c) making academic or administrative appointments;
d) conferring honorary degrees; and
e) awarding fellowships, bursaries, exhibitions, scholarships and prizes.

(2) The University may
a) enter into an agreement or relationship with another institution whether academic or non-academic and within or outside the country, and
b) incorporate within the University another institution or body, taking over the property, rights, privileges and liabilities of that other institution or body.

(3) The Council shall exercise the powers referred to in subsection (1), only after consultation with the Academic Board on matters which in the opinion of the Council are academic matters.

Student governance

25. (1) The University shall have a Students Representative Council.

(2) The Students Representative Council is responsible for representing students duly admitted and registered to study at the University.

(3) The constitution and other governing instruments of the Students Representative Council shall
a) be drawn up by the students subject to the approval of the Academic Board, and
b) conform to this Act, the Statutes of the University and any other rules, regulations, directives and edicts duly issued by the University.

(4) A constitution or a governing instrument drawn up by the Students Representative Council which is inconsistent with paragraph (b) of subsection (3) shall to the extent of the inconsistency be void.

(5) The Statutes of the University may grant the Students Representative Council representation on appropriate bodies and organs of the University.

Statutes of the University

26. The Council shall ensure the implementation of this Act by Statutes which shall, in particular
a) regulate the
i. appointment,
ii. condition of service,
iii. termination of appointment, and
iv. retirement benefits of the employees of the University;
b) determine the persons who form the academic staff of the University;
c) determine the persons who are authorised to sign contracts, cheques and other documents on behalf of the University and to regulate the procedure in relation to transactions entered into by the University;
d) fix the academic calendar of the University;
e) determine the rules and procedures relating to discipline of students and employees of the University;
f) ensure that the seal of the University is kept under proper custody and is used only on the authority of the Council;
and
g) provide for any matter required by this Act to be prescribed by Statute.

Procedure for conduct of business

27. Subject to the provisions of this Act, the Council may by statute regulate its own procedure.

Convocation

28. (1) There shall be a Convocation of the University with the membership prescribed by the Statutes of the University.

(2) The Registrar shall compile a register of the members of Convocation which shall be published each academic year.

(3) The persons whose names appear on the register shall be entitled to vote at the Convocation.

(4) The Convocation shall meet at least once each academic year at the time and place determined by the Vice-Chancellor.

(5) Despite subsection (4), the Convocation shall meet upon a request made by a number of members as prescribed in the Statutes of the University.

(6) The main function of the Convocation is to receive and discuss a report from the Vice-Chancellor on the state of the University and future plans for the University.

(7) The Convocation may express an opinion on any matter that affects the University and may refer the matter to the Council or the Academic Board.

Congregation

29. The University may hold a Congregation composed of the persons prescribed by Statute for the purpose of conferring degrees and awarding diplomas and certificates.
Property and contracts

30. (1) The University may, for a) the purpose of the performance of the functions of the University, or b) any purpose which the University considers necessary or expedient, acquire and hold movable or immovable property, sell, lease, mortgage or otherwise alienate or dispose of that property and enter into any other transaction.

(2) The halls, hostels and residential facilities for students, lecture halls, libraries, hospitals, staff quarters, bungalows, guest houses, recreation grounds and any other tenements of the University shall be exempted from the assessments and rates levied by a local authority.

(3) The intellectual property right in a work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University shall vest in the University.

(4) The Council shall enact Statutes in accordance with the laws on intellectual property to govern the creation, ownership and use of intellectual property including copyright, patents, trade marks, trade names and industrial designs by the University employees.

(5) The Council may borrow money on behalf of the University and may for this purpose use University property as security.

(6) The Council shall in enacting the Statutes under subsection (4) determine the incentives for persons who undertake any work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University to enable those persons benefit from their work, research or intellectual enterprise.

Financial matters

Funds of the University

31. (1) The funds of the University include a) funds approved by Parliament; b) moneys that accrue to the University in the performance of its functions consisting of i. fees paid by students duly registered by the University; ii. fees, charges and dues in respect of services rendered by or through the University; iii. proceeds from the sale of publications of the University; and iv. grants, subscriptions, rents and royalties; c) returns on investments; d) endowments, donations and gifts; and e) moneys from any other source approved by the Council.

(2) Any sum of money received by or on behalf of the University shall be paid into a bank account of the University opened by or on the authority of the Council.

(3) For the avoidance of doubt, moneys received by or standing to the credit of a School, Centre or an Institute of the University shall form part of the funds of the University as defined under this Act.

(4) The Council may invest the funds of the University that are not required for immediate use as the Council considers appropriate.

Internal Audit Unit

32. (1) There is established by this Act an Internal Audit Unit which shall constitute a part of the University.

(2) The Council shall appoint personnel required to ensure an effective and efficient internal audit of the University.

(3) The Unit shall establish standards and procedures to carry out an internal audit of the University in accordance with the Internal Audit Agency Act, 2003 (Act 658).

(4) The Audit Report Implementation Committees of the University as established under section 30 (1) of the Audit Service Act, 2000 (Act 584) are responsible for the implementation of the recommendations of the internal audit reports.

(5) The Audit Report Implementation Committee may co-opt a senior member of the University to serve on the Committee.

Accounts and audit

33. (1) The Council shall ensure that the University keeps books of account and proper records in relation to them in the form approved by the Auditor-General.

(2) The Council shall submit the annual accounts of the University to the Auditor-General for audit within three months after the end of the financial year and cause the accounts to be published at the time and in the manner that the Council considers appropriate.

(3) The accounts shall be under the signature of the Vice-Chancellor and the Director of Finance.

(4) The Auditor-General shall not later than three months after the receipt of the accounts, audit the accounts and forward the audit report to Parliament with a copy to the Minister.

Annual report and other reports

34. (1) The Council shall within three months after the end of each academic year submit a report to the Minister covering the activities of the University
for the year to which the report relates and make that report available to the public.

(2) The report shall cover the operations, admissions, sources, and use of the funds, challenges, significant events and major policies of the University and shall include the report of the Auditor-General for the year to which the report relates.

(3) The Minister shall within one month after the receipt of the annual report, submit the report to Parliament with a statement that the Minister considers necessary.

(4) The Council shall also submit to the Minister any other reports which the Minister may require in writing.

Exemption from taxes, duties and other charges

35. The University is exempt from the payment of taxes, duties and other charges that the Minister responsible for Finance may determine with the prior approval of Parliament.

Miscellaneous matters

Anti-discrimination

36. (1) Without limiting the power of the University to adopt affirmative action policies, the University or an officer of the University shall not discriminate against a person on the basis of that person’s race, ethnic origin, political opinion, colour, gender, occupation, religion, or creed, disability, social or economic status to determine whether that person is to be

a) admitted as a student of the University;
b) registered as a student of the University;
c) permitted to graduate from the University;
d) appointed as an academic staff or other staff member; e) promoted as an academic staff or other member; or f) granted any advantage, privilege or other benefit accorded all other persons.

(2) For the purpose of subsection (1), “an officer of the University” includes a principal officer, staff or other employee, an agent, servant or any other person performing or acting in an official capacity for or on behalf of the University.

(3) For the purpose of this section, “discriminate” means to give different treatment to different persons attributable only or mainly on the grounds stated in subsection (1).

Matriculation

37. (1) A student admitted to the University shall take the Matriculation Oath and sign the Matriculation Register.

(2) A student who fails to sign the Matriculation Register may be prevented by the University from graduating.

Dispute settlement

38. (1) There is established by this Act a body to be known as the University of Health and Allied Sciences Appeals Board.

(2) The Council shall appoint the Members of the Appeals Board.

(3) The Appeals Board consists of

a) a chairperson who is a retired justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed,
b) two lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom is a woman,
c) two persons who are not lawyers or employees of the University who are persons of high moral integrity one of whom is a woman.

(4) The Appeals Board shall hear and determine on appeal matters on

a) acts or omissions in contravention of this Act or the Statutes enacted by the Council;
b) breach of employment contracts by the University;
c) the promotion of persons duly employed by the University;
d) grievances by students against the University on matters related to welfare and discipline;
e) any other matter or dispute referred to the Appeals Board by the Council.

(5) The chairperson and two other members of the Appeals Board, constitute a panel for the hearing and determination of a case or matter before the Appeals Board.

(6) In the absence of the chairperson, one of the two lawyers as provided for in paragraph (b) of subsection (3) shall act as chairperson.

(7) The Council shall establish the rules and procedure which govern

a) the operations of the Appeals Board, b) the appointment and remuneration of the members of the Appeals Board, c) the functions of the acting chairperson, d) the establishment of the Secretariat of the Appeals Board, and e) any other relevant matter.
Interpretation

39. In this Act, unless the context otherwise requires, “Appeals Board” means the University of Health and Allied Sciences Appeals Board established under section 38 (1);
“Convocation” means the Principal Officers of the University and all other senior members of the University appointed by the Council or the Academic Board and who are registered as members of the Convocation by the Registrar;
“Council” means the University Council established under section 5;
“disclosure of interest” includes pecuniary, material, academic and relational interest in a matter being deliberated upon or decided upon by the University;
“Institute” means a multidisciplinary research or service establishment which focuses primarily on multi-disciplinary research and on the provision of extension services;
“Minister” means the Minister responsible for Education;
“Statutes of the University” mean administrative guidelines enacted by the Council in accordance with this Act to govern the internal operations of the University; and
“University” means the University of Health and Allied Sciences established under section 1.

Transitional provisions

40. (1) Until the establishment of the Council under section 5, there shall be an Interim Council of the University which shall function for a period not exceeding two years.

(2) The President shall appoint members of the Interim Council on the recommendation of the Minister given in consultation with the National Council for Tertiary Education.

(3) The Interim Council shall perform the functions specified under section 6.

(4) Any action taken by the Interim Council before the first meeting of the Council shall have the same effect as if done by the Council.

(5) The University shall be guided in its operations by accredited Universities in Ghana for a period not exceeding two years.

SCHEDULE

OATH OF OFFICE

Section 13 (2), 17 (6) and 21 (7)

I .............................................................
..... do (in the name of the Almighty God) (swear) (solemnly affirm) that I will at all times, well and truly serve the University of Health and Allied Sciences and the Republic of Ghana in the office of .......... ..........................................................
............................................................................ and that I will uphold, preserve, protect and defend the University as by law established (so help me God).

(To be sworn before the President or such other person as the President may designate.)

Date of Gazette notification: 31st December 2011.
The University of Health and Allied Sciences Act 828, 2011
**ADMISSION REQUIREMENTS**

**Local Applicants**

Applicants must have obtained credits (at least Grade 6 in WASSCE and Grade D in SSSCE) in the following core subjects:

- English
- Core Mathematics
- Integrated Science
- Social Studies

In addition, applicants must have obtained three (3) credits (A1 – C6 in WASSCE and A – D in SSSCE) in the following Elective Subjects:

- Chemistry
- Physics and Biology, or
- Elective Mathematics

**International Applicants and Ghanaians with External Educational Credentials**

Credentials Acceptable for Admission Include the following:

- Senior Secondary School Certificates (SSSCE/WASSCE)
- International Baccalaureate (IB)
- GCE (Cambridge) – ‘O’ and ‘A’ Levels
- IGCSE (Cambridge) – ‘O’ and ‘A’ levels
- American High School Grade – Grade 12 & 13 examinations
- Other external qualifications which have equivalences to the WASSCE/SSSCE and the GCE (A Levels)

**(i) General Entry Requirements for WASSCE/SSSCE Applicants**

To be admitted to any UHAS degree programme, Senior High School certificate holders must possess at least credits (A1 – C6 in WASSCE and A – D in SSSCE) in English, Core Mathematics, Integrated Science, and Social Studies, in addition to credits in three (3) electives from Chemistry, Physics, Biology and Mathematics.

**(ii) General Entry Requirements for all other Applicants**

**IGCSE/IB** - To be admitted to any Degree Programme, IGCSE/IB holders must possess at least Grades A*/A – C in English, Mathematics and Biology at the Standard (SL)/’O’ Level, in addition to three Higher Level (HL – A to C)/’A’ Level (A – D) /IB 2 (A – C) grades in Chemistry, Physics, Biology and Mathematics.

**General Information for all Applicants**

All applicants will be considered on the basis of result equivalents approved by the National Council for Tertiary Education (NCTE), as per the schedule below:

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<td>F9</td>
<td>9-Fail</td>
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All enquiries about admissions should be addressed to:

The Registrar
Office of the Registrar
UHAS
P.M.B. 31
Ho, Ghana
Email: registrar@uhas.edu.gh
ACADEMIC PROGRAMMES

Outline of Programmes for 2013 - 2014 Academic Year
### Year One, Semester One

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<tr>
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Vacation Term Year One

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Year 2, Semester One

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Year 2, Semester Two

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Long Vacation Term, Year 2

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# Bachelor of Medical Laboratory Sciences

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## Year 1, Semester Two

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**Vacation Term Year One**

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**Year 2, Semester One**

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### Long Vacation Term, Year 2

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# Bachelor of Midwifery

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# Bachelor of Midwifery, cont’d

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### Academic Programmes

#### (Bachelor of Midwifery, cont’d)

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**Long Vacation Term, Year 2**

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### BACHELOR OF PHYSICIAN ASSISTANTSHIP (Clinical)

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**Long Vacation Term, Year 2**

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### Year 1, Semester One

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**Total**  
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<td>SCPH 102</td>
<td>Research Methods I</td>
<td>2</td>
</tr>
<tr>
<td>UHAS 120</td>
<td>Ghanaian &amp; African Studies</td>
<td>3</td>
</tr>
<tr>
<td>SCPH 101</td>
<td>Introduction to Public Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**  
|            |                      | **20**  |
### Year 2, Semester One

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UHAS 201</td>
<td>Health Care System in Ghana</td>
<td>2</td>
</tr>
<tr>
<td>UHAS 203</td>
<td>Medical Sociology</td>
<td>2</td>
</tr>
<tr>
<td>SAHS 203</td>
<td>Health Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>SBBS 201</td>
<td>Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>SBBS 203</td>
<td>General Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>SBBS 205</td>
<td>General Physiology</td>
<td>3</td>
</tr>
<tr>
<td>SBBS 207</td>
<td>Anatomy Practical</td>
<td>1</td>
</tr>
<tr>
<td>SBBS 209</td>
<td>Physiology Practical</td>
<td>1</td>
</tr>
<tr>
<td>SCPH 201</td>
<td>Research Methods</td>
<td>2</td>
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<td></td>
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</table>

### Year 2, Semester Two

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SBBS 202</td>
<td>Microbiology Theory</td>
<td>2</td>
</tr>
<tr>
<td>SBBS 204</td>
<td>Microbiology Practical</td>
<td>1</td>
</tr>
<tr>
<td>SCPH 202</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>UHAS 108</td>
<td>Basic Principles of Environmental Health</td>
<td>2</td>
</tr>
<tr>
<td>SCPH 204</td>
<td>Medical Anthropology: Cultural Foundation for Health and Illness</td>
<td>2</td>
</tr>
<tr>
<td>SBBS 206</td>
<td>General Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>SBBS 208</td>
<td>General Biochemistry Practical</td>
<td>1</td>
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<tr>
<td>SBBS 212</td>
<td>Research Methods II</td>
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</tr>
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Long Vacation Term, Year 2

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SCPH 300</td>
<td>Vocational Training II</td>
<td>4</td>
</tr>
</tbody>
</table>
UHAS DEANS
Professor Edwin Kwame Wiredu
MB ChB (Ghana), FRCPath (UK), MIAC, FWACP, FGCP

Professor Fred Binka
MB ChB (Ghana), MPH (Hebrew), PhD (Basel)

DR. GAMELI NORGBE
MB ChB (Ghana), MPH (Hebrew), PhD (Basel)

Professor Onike P. Rodrigues
MB ChB (Leeds), MRCP (UK), DCH (London), FWACP, FRCPCH (UK)

Professor Festus K. Adzaku
BSc (Ghana), MB ChB (Ghana), PhD (London)

Dean
SCHOOL OF BASIC AND BIOMEDICAL SCIENCES

Dean
SCHOOL OF MEDICINE

Acting Dean
SCHOOL OF NURSING AND MIDWIFERY

Dean
SCHOOL OF ALLIED HEALTH SCIENCES

Acting Dean
SCHOOL OF MEDICINE

Acting Dean
SCHOOL OF PUBLIC HEALTH

Dean
SCHOOL OF NURSING AND MIDWIFERY

Acting Dean
SCHOOL OF ALLIED HEALTH SCIENCES

Acting Dean
SCHOOL OF MEDICINE

Acting Dean
SCHOOL OF PUBLIC HEALTH

Professor Edwin Kwame Wiredu
MB ChB (Ghana), FRCPath (UK), MIAC, FWACP, FGCP

MB ChB (Ghana), MFH (Hebrew), PhD (Basel)

MB ChB (Ghana), MRCP (UK), DCH (London), FWACP, FRCPCH (UK)

MB ChB (Ghana), MFH (Hebrew), PhD (Basel)
<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
</table>
| Semester Begins / Registration| LEVEL 100: Saturday, October 5 – Monday October 7, 2013  
TOP UP: Saturday, October 5 – Monday October 7, 2013  
LEVEL 200: Monday, September 23 – Sunday September 29, 2013 |
| Orientation                  | LEVEL 100: Monday October 7 – Friday October 11, 2013                                      |
| Teaching Begins              | LEVEL 100: Monday, October 14, 2013  
TOP UP: Monday, October 14, 2013  
LEVEL 200: Monday, September 30, 2013                     |
| Matriculation                | LEVEL 100: Saturday, October 26, 2013  
TOP UP: Saturday, October 26, 2013                         |
| Christmas Break              | ALL LEVELS: Tuesday, December 24 – Sunday, December 29                                   |
| Teaching Resumes             | ALL LEVELS Monday, December 30, 2013                                                    |
| Teaching Ends                | LEVEL 100: Saturday, February 1, 2014  
TOP UP: Saturday, February 1, 2014  
LEVEL 200: Saturday, January 18, 2014                     |
| Revision period              | TOP UP: Monday, February 3 – Saturday, February 8, 2014  
LEVEL 200: Monday, January 20 – Saturday, January 25, 2014 |
| Semester Examinations        | LEVEL 100: Monday, February 10 – Sunday February 16, 2014  
TOP UP: Monday, February 10 – Sunday February 16, 2014  
LEVEL 200: Monday, January 27 – Sunday, February 2, 2014 |
| Break                        | LEVEL 100: Monday, February 17 – Sunday, February 28, 2014  
TOP UP: Monday, February 17 – Sunday, February 28, 2014  
LEVEL 200: Monday, February 3 – Sunday, February 14, 2014 |
### Academic Calendar

#### Second Semester

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
</table>
| **Students Report** | LEVEL 100: Friday, February 28, 2014  
TOP UP: Friday, February 28, 2014  
LEVEL 200: Friday, February 14, 2014 |
| **Registration**    | LEVEL 100: Friday, February 28 – Sunday, March 2, 2014  
TOP UP: Friday, February 28 – Sunday, March 2, 2014  
LEVEL 200: Friday, February 14 – Sunday, February 16, 2014 |
| **Teaching Begins** | LEVEL 100: Monday, March 3, 2014  
TOP UP: Monday, March 3, 2014  
LEVEL 200: Monday, February 17, 2014 |
| **Teaching Ends**   | LEVEL 100: Saturday, June 14, 2014  
TOP UP: Saturday, June 14, 2014  
LEVEL 200: Saturday, May 31, 2014 |
| **Revision period** | LEVEL 100: Monday, June 16 – Saturday, June 21, 2014  
TOP UP: Monday, June 16 – Saturday, June 21, 2014  
LEVEL 200: Monday, June 2 – Saturday, June 7, 2014 |
| **Examinations**    | LEVEL 100: Monday, June 23 – Sunday, June 29, 2014  
TOP UP: Monday, June 23 – Sunday, June 29, 2014  
LEVEL 200: Monday, June 9 – Sunday, June 15, 2014 |
| **Break**           | LEVEL 100: Monday, June 30 – Sunday, July 13, 2014  
TOP UP: Monday, June 30 – Sunday, July 13, 2014  
LEVEL 200: Monday, June 15 – Sunday, June 29, 2014 |
| **Vocational Training** | LEVEL 100: Monday, July 14 – Saturday, September 6, 2014  
TOP UP: Monday, July 14 – Saturday, September 7, 2014  
LEVEL 200: Monday, June 30 – August 23, 2014 |
REQUIREMENTS AND REGULATIONS FOR BACHELOR DEGREES
8.1 Academic Programmes

8.1.1 The University’s academic programmes are arranged in modules. Under the modular course structure, the University’s academic calendar has been organized into a semester system, and instruction takes the form of courses evaluated in terms of credits. Units of courses are examinable at the end of every semester and, if passed, a student shall earn credit(s) for the units. The courses are coded and numbered in progressive order of difficulty, or in levels of academic progression.

8.1.2 a) Each School shall provide detailed information about the structure of courses leading to the award of Bachelor’s degrees.

b) It is the responsibility of each student registered at the University of Health and Allied Sciences to familiarize himself or herself with the specific requirements of the bachelor’s degree which the student plans to pursue, as well as the rules, regulations and policies of the University and of the Departments or Schools concerned.

8.1.3 Each student is responsible for ensuring that the courses in which registration is effected satisfy the programme requirements of the particular Bachelor’s degree sought; advice and counselling for all who need assistance is freely available.

8.1.4 It is also understood that every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University of Health and Allied Sciences and of the Departments or Schools in which that student is registered.

8.1.5 Each student is expected to be familiar with the General Information outlined in this Handbook as well as the information pertaining to the Department or School in which he or she is enrolled. Students shall therefore be held liable for any lapses. When in doubt, students may consult their Deans or Heads of Departments in writing with a copy to the Registrar asking that advice be given in writing.

8.1.6 The University reserves the right to conduct academic work (especially examinations) on any particular day of the week.

8.1.7 Except with the express written approval of the Vice-Chancellor, no student is permitted to register for two programmes at the same time either within or outside the University. The sanction for such an offence shall be the cancellation of the University registration or loss of studentship.

8.1.8 Exemption from any of these General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the appropriate School Board.

8.1.9 Minimum Aggregate

In determining eligibility for admission to Level 100 programmes, the candidate’s aggregate score in the three core and three elective subjects as indicated above shall not exceed 24.

8.1.10 A pass in the Senior Secondary School Certificate Examination (SSSCE) or West African Senior Secondary School Certificate Examination (WASSCE) is understood to mean a candidate’s performance at grades interpreted as follows:

<table>
<thead>
<tr>
<th>SSSCE</th>
<th>WASSCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>A</td>
</tr>
<tr>
<td>B2</td>
<td>B</td>
</tr>
<tr>
<td>C3</td>
<td>C</td>
</tr>
<tr>
<td>D4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td></td>
</tr>
<tr>
<td>C6</td>
<td></td>
</tr>
</tbody>
</table>

8.1.11 Senior Secondary School candidates shall be admitted into Level 100 (First Year) of the Four-year Bachelor’s Degree Programme.

8.1.12 General Certificate of Education Examinations (Ordinary and Advanced Levels*): A pass (at least grade 6) in five subjects including English Language, Mathematics, Science and an Arts subject.

8.1.13 Candidates on Transfer from another University: A candidate must have been formally admitted as a regular student to a Bachelor’s degree course in a recognized university and made satisfactory progress over not less than one academic year. Local transfers are not usually encouraged. Transcripts of academic record must be made available to the Admissions Board.

8.1.14 Visiting/Occasional/Foreign Students:

The University admits other students for varying durations in the Bachelor’s degree programme, as Visiting, Occasional or Foreign students.

8.2 Admissions

8.2.1 Admissions Board:

8.2.1.2 There shall be an Admissions Board made up of Deans of Schools and the Head or a representative of each Teaching Department. The Board shall be chaired by the Pro-Vice-Chancellor.

8.2.2 The Registrar shall present to the Admissions Board a list of candidates who satisfy the requirements and the Board shall decide which of the candidates may be offered admission and to which programmes and level.
8.2.3 Candidates who do not satisfy the admission requirements are not eligible for admission and shall not be considered by the Admissions Board.

8.2.4 The University reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements to withdraw from the University, notwithstanding progress made in the course.

8.3 Course of study

A candidate who is admitted to a degree programme shall follow the approved programme of study over the prescribed period. No change of subject is allowed without the approval of the Dean of Faculty. A student may not graduate if he/she is found not to have followed the subjects assigned to him/her.

8.4 Academic Session

The Academic Session shall comprise two Semesters and Community Field Service as follows:
First Semester - August - December
Second Semester - January – June
Community Service - July - August

8.5 Structure of Semester

A Semester shall be a minimum of 18 weeks’ duration and shall be structured as follows:
Fifteen (15) weeks of Teaching (minimum)
One (1) week of Revision
Two (2) weeks of Examinations

8.6 Academic Advisor

In each department, all students shall be assigned academic advisors who shall provide counsel on course offerings.

8.7 Registration

For a student to obtain credit in any course, he or she must be admitted into the department, and must be properly registered for the course during the official registration period at the beginning of each semester. The student may plan his or her courses in consultation with his or her academic advisor(s). Choice of electives must be consistent with the teaching and examination timetables. A specified period for registration shall be set aside beyond which no registration shall be allowed.

A student who fails to register during the specified registration period shall forfeit his or her right to register for the semester.

8.8 Duration of Study Programmes

8.8.1 The minimum period for completion of the Bachelor's degree programmes shall be eight (8) semesters; and the maximum period shall be twelve (12) semesters for Level 100 entrants. For students entering at Level 200, the minimum shall be six (6) semesters and the maximum shall be ten (10) semesters.

Minimum and maximum periods for completion of programmes are presented in tabular form below:

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Minimum Period</th>
<th>Maximum Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 100</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Level 200</td>
<td>6</td>
<td>10</td>
</tr>
</tbody>
</table>

8.8.2 These minimum and maximum periods are calculated from the date of first registration.

8.8.3 A student who seeks re-admission beyond the minimum period shall be required to pay appropriate pro-rated fees as determined by the University.

8.8.4 Under exceptional circumstances, a student who is unable to complete his or her programme within the maximum period specified, may be allowed up to four (4) additional semesters to complete the programme on a fee-paying basis.

8.8.5 A student who is unable to complete his or her programme within the permissible maximum period allowed shall lose all credits accumulated, and his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

8.9 Interruption of Study Programme

8.9.1 Subject to 8.9.4 a student in good standing may interrupt his or her study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.

8.9.2 A student who wishes to plan a suspension of his or her study programme for any period of time while remaining in good standing does so subject to the approval of the relevant Dean of School. The student shall apply in writing to the Dean through the Registrar, at least four (4) weeks before the commencement of the initial semester affected, stating reasons for the interruption. The decision of the Dean shall then be communicated to the Registrar, who in turn shall communicate same to the applicant prior to the applicant's temporarily leaving the University.

8.9.3 With the express written permission of the Vice-Chancellor, a student may be permitted to interrupt his or her studies by two additional semesters, but not exceeding four semesters overall. It is expected that the student will
initiate a request for such extension, giving reasons, according to the protocol described in Section 8.9.2.

8.9.4 A student who interrupts his or her studies beyond the allowed four (4) continuous semesters shall be deemed to have lost all accumulated credits. Consequently, his or her studentship will have been cancelled by virtue of the unauthorized leave-taking. However, ceteris paribus, such a student may be allowed to re-apply for admission into the University.

8.9.5 Where the ground for interruption of studies is medical, the Director of University Health Services shall be required to advise the Registrar on the propriety and time period of the interruption. The Registrar shall cause the Director of University Health Services to investigate any medical report reaching his office from any health delivery facility outside the University Hospital and to advise accordingly.

8.9.6 Any student who does not go through the approved procedures before interrupting his or her studies, or who leaves the University without receiving the Registrar’s written permission as described in 8.9.2, shall be deemed thereby to have abandoned his or her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the Student Roll.

8.10 Course credit

One (1) course credit shall be defined as follows:

One hour lecture, and one hour tutorial, or one practical session (of two or three hours), or six hours of field work per week for a semester.

8.11 Coding and numbering of courses

All degree courses shall 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 Courses: 100 - 199
- Level 200 Courses: 200 - 299
- Level 300 Courses: 300 - 399
- Level 400 Courses: 400 - 499

The last digit in the number code shall be:
- Zero (0) for a course that is offered in both semesters;
- Odd (1, 3, 5, 7, or 9) for a course offered in the first semester;
- Even (2, 4, 6, or 8) for a course offered in the second semester.

8.12 Minimum and maximum work-load per semester

8.12.1 A student shall be required to carry a minimum workload of eighteen (18) credits per semester and a maximum of twenty-three (23) credits.

8.12.2 Any exception to the limits placed upon credit load as described in 8.12.1 shall be particular and one-off, requiring prior written approval of the Registrar. A student must give reasons for requesting such an exception and must apply for it in writing to the Registrar through the Dean of School.

8.13 Study Programme for Bachelor’s Degree

The Total Study Programme (TSP) for the Bachelor’s degree shall comprise:

(i) General University Requirements
(ii) School Requirements (where applicable)
(iii) Core Courses - i.e. Major Departmental Requirements
(iv) Prescribed Electives (to be defined by Major Department)
(v) Electives – i.e. of student’s own choosing

8.14 University Required Courses

These shall count towards degree classification in the four-year degree programme. All must be taken and passed with a grade ‘D’ or better.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Target Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>UHAS 100</td>
<td>English Language</td>
<td>All students</td>
</tr>
<tr>
<td>UHAS 101</td>
<td>Quantitative Literacy</td>
<td>All students</td>
</tr>
<tr>
<td>UHAS 103</td>
<td>Information Literacy</td>
<td>All students</td>
</tr>
<tr>
<td>UHAS 105</td>
<td>Academic Writing</td>
<td>All students</td>
</tr>
<tr>
<td>UHAS 107</td>
<td>Community Entry and Organisation</td>
<td>All students</td>
</tr>
<tr>
<td>UHAS 109</td>
<td>Communication Skills and Report Writing Skills</td>
<td>All students</td>
</tr>
<tr>
<td></td>
<td>and Report Writing</td>
<td></td>
</tr>
<tr>
<td>UHAS 111</td>
<td>Ghanaian and African Studies</td>
<td>All students</td>
</tr>
</tbody>
</table>
## 8.15 Grading System

Student performance in a course shall be graded as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Mark range</th>
<th>Grade Point</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80 – 100</td>
<td>4.0</td>
<td>Distinction</td>
</tr>
<tr>
<td>B+</td>
<td>75 – 79</td>
<td>3.5</td>
<td>Credit</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>65 – 69</td>
<td>2.5</td>
<td>Fairly Good</td>
</tr>
<tr>
<td>C</td>
<td>60 – 64</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>55 – 59</td>
<td>1.5</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>50 – 54</td>
<td>1.0</td>
<td>Marginal Pass</td>
</tr>
<tr>
<td>E</td>
<td>45-49</td>
<td>0.5</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>0 – 44</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Note!! Although ‘E’ is a failure grade, it may still be accepted as fulfilling a prerequisite for free-elective courses. Any mark below 50 is a **FAILURE**.

### Other Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>Z</td>
<td>Disqualification</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>Y</td>
<td>Continuing</td>
<td>0</td>
</tr>
<tr>
<td>AUDI</td>
<td>Audit</td>
<td>0</td>
</tr>
</tbody>
</table>
8.15.1 Grade Point (GP)

Each grade is assigned an equivalent grade point as indicated above. For each course completed, the number of (grade) points earned by a student is computed as the product of the number of credits for that course and the grade point equivalent of the letter grade obtained for that course.

8.15.1 Grade Point (GP)

Each grade is assigned an equivalent grade point as indicated above. For each course completed, the number of (grade) points earned by a student is computed as the product of the number of credits for that course and the grade point equivalent of the letter grade obtained for that course.

8.16 Definitions of Grades

8.16.1 Pass Grades: Grades A to D constitute Pass grades.

8.16.2 Failure Grades: Grades E, F, X, Z constitute Failure grades.

8.16.3 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.

8.16.4 Audit: A grade ‘AUDI’ shall be awarded for attendance at lectures where no examination is taken, or where an examination is taken, but no mark can be returned, for good reasons. The Grade AUDI is not taken into account in the calculation of the FGPA.

8.16.5 Non-Completion of Course:

A student unable to complete a course must write to the Registrar, through the relevant Dean of School, within the same semester and before the examination period for that semester is over, providing reasons with documentation (medical certificates, police report, etc.). The Registrar shall thereby deem whether it is appropriate to put the student’s case before the Board of Examiners.

(i) A grade ‘I’ (for ‘incomplete’) shall be awarded to a student who is unable to complete a course only if his or her reasons have been adjudged by the Board of Examiners as justifiable. Such a student shall be expected to complete the course the very next time the course is available.

(ii) Without the Board of Examiners deeming an award of ‘I’ as described above in 8.16.5(i), any student who is unable to complete a course shall receive a grade ‘X’.

8.16.6 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 has been established that a candidate attempted to gain an unfair advantage in an examination, be it in a principal subject or an ancillary or any other paper or assessment exercise.

(ii) A candidate awarded a grade Z may be debarred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University altogether.

(iii) A grade Z shall be awarded in accord with the procedures spelled out in Section 10.25.

8.17 Eligibility for Examinations

A student shall attend all such lectures, tutorials, seminars and practicals, and undertake all other activities and assignments as are approved by the University in addition to those prescribed for the courses in the programme for which he/she has registered. Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course. A student who is absent for a cumulative period of twenty-one (21) working days from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit the semester examination.

In the case of a core course, the student shall be deemed to have withdrawn from the entire programme.

8.18 Registration for Examinations

8.18.1 (i) Registration for a University examination 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 subject being offered over the prescribed period. A candidate’s registration shall not be valid unless it is so endorsed.

(ii) In the event of withholding of an endorsement, the Head of Department shall request the appropriate School Board to confirm the action taken.

(iii) These lists shall be deemed as constituting the basis for registration for end-of-semester examinations. This means that by the end of the sixth week, students whose names do not appear on a particular course list shall not be allowed into the end-of-semester examination for that course. Correlatively, students who are duly registered for a particular course but who fail to take the end-of-semes-
ter examination which has been scheduled for the course shall be deemed to have absented themselves from that examination, and therefore a grade X shall be awarded for that particular course.

8.18.2 (i) With respect to their need or wish to ADD or DROP ELECTIVE courses, candidates shall have up to three (3) weeks (twenty-one (21) working days) from the commencement of the semester with in to do so. (ii) If for any reason a student has just cause to ADD or DROP a CORE course, then a request including these reasons must be forwarded in writing to the Registrar through the Dean of the relevant School.

8.18.3 (i) After twenty-one (21) working days of the semester, departments shall publish lists of registered candidates in all the courses offered by the department, for verification by students. The lists of registered candidates shall be forwarded to the Office of the Registrar before the end of the sixth week of the semester. It is the responsibility of students to check these lists and to draw to the attention of the Head of Department any infidelities discovered at the earliest opportunity. (ii) In particular, it is the responsibility of each candidate to ensure that the relevant Examination Registration Lists reflect their ADD or DROP adjustments to his or her course load. Therefore each candidate is responsible for keeping copies of all documents which may be called for as evidence of compliance with the ADD and DROP procedures described in Section 8.18.2 within the time frame allowed.

8.19 Semester Examinations

8.19.1 Each course, with the exception of project work involving a long essay, clinical or other practical work, shall normally be completed in one semester.

8.19.2 A final (end-of-semester) examination shall normally be required as a component of the assessment for every course. An examination schedule showing time and place of examinations for each course shall be published each semester.

8.19.3 Continuous assessment shall normally be required as part of every course during the semester or semesters in which the course is run. There shall be at least one (1) assessment examination in a semester for theory courses and three (3) assessment examinations in a semester for clinical/practical courses.

8.19.4 All practical courses in Level 100 shall be assessed entirely by continuous assessment, that is, by marks obtained from practical workbooks.

8.19.5 All clinical and practical courses after Level 100 shall be assessed by a combination of continuous assessment which shall contribute 60% to the final course mark, and an end-of-semester examination which shall contribute 40% to the final course mark.

8.19.6 No exemption shall be granted from any part of Levels 300 and 400 courses and examinations.

8.20 External Examiners

8.20.1 External examiners shall be required for Levels 300 and 400 clinical/practical examinations.

8.20.2 All external examiners shall be required to submit a written report on all aspects of the examination in which they examined.

8.21 Supplementary Examinations

8.21.1 (i) A student who fails to obtain a minimum mark of 50% or a minimum grade point average of 1.0 in any course thereby fails that course and shall be required by the Examiners’ Board to re-write the examination in the failed course at a Supplementary Examination to be held in the Long Vacation. (ii) A student who obtains at minimum a mark of 50% or a minimum grade point average of 1.0 or above in any course is said to have passed that course and thereby shall be ineligible to re-write the final examination for that passed course. The attempt to participate in a Supplementary Examination exercise in order to re-write a final examination for a passed course may be interpreted as an attempt to gain unfair advantage and may be treated as an academic offence.

8.21.2 A student who fails any portion of a course that has both theoretical and practical components shall be required by the Examiners Board to re-write all parts of the examination (i.e. both the practical and theory components).

8.21.3 (i) If a student passes the Supplementary Examination, he or she shall be awarded a mark not exceeding 54% (grade D). (ii) Calculation of the final grade of a course for which a candidate has re-sat a Supplementary Examination shall not include any continuous assessment marks accrued by the candidate enrolled in that course during any previous semester.

8.21.4 A student who fails to obtain the requisite pass in a core course after the Supplementary Examinations shall be asked to repeat the academic year.
8.21.5 If a student repeats a course and passes its examination, he or she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

8.21.6 A student shall be allowed to re-sit a failed course only upon payment of the appropriate fee.

8.21.7 A student shall not be allowed to take Supplementary Examinations for more than four (4) courses enrolled within the same year in any programme.

For the avoidance of doubt, any student who has failed more than four (4) courses at one Level of his or her programme, shall be directed by the Examiners' Board to re-register for those courses and to repeat the entire year of the Level at which he or she has failed more than four (4) courses, instead of sitting Supplementary Examinations for those courses.

8.21.8 (i) A student who repeats a Level shall be required to audit all courses which he or she has already passed at that Level during previous semesters. Such student shall be required to take all continuous assessment examinations but not the end-of-semester examination in those previously passed courses.

A grade AUDI shall be awarded for all such courses.

(ii) As per Section 8.33 below, all pass and fail course marks obtained previously by a student who has repeated an entire Level shall remain on the student's transcript record.

8.22 Student in Good Standing

A “student in good standing” shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.0 (Grade D) and who has passed all core courses and prescribed electives.

8.22.1 Passing and Withdrawal

8.22.1.1 Regulations for Passing

A student who fails any course after repeating an entire Level outright without taking the Supplementary shall be required to rewrite the course examination at the next Supplementary Examination. If the student fails to obtain a pass mark or grade upon the third attempt, then he or she shall not be allowed any further attempts. A student who fails any core course after three (3) exam sittings shall not be allowed to re-sit any further examinations or to make further attempts to pass that course.

8.22.1.2 Regulations for Progression

(i) A student shall proceed to the next Level of the programme if and only if he or she has passed all the core courses and prescribed electives in all examinations of the preceding Level.

(ii) There shall be no probation.

8.22.1.3 Regulation for Withdrawal

8.22.1.1 and 8.22.1.2 shall be directed by the Registrar to withdraw from the University.

8.23 Deferment of Examination

8.23.1 On grounds of ill-health: A student who has satisfied all the requirements for taking examinations as prescribed in Section 8.17 but is unable to sit for the main (end-of-semester) examination on grounds of ill-health, upon application in writing to the Registrar together with exhibition of a Medical Certificate issued by the Director of University Health Services, shall be allowed to defer the semester examination and take the examination at the next offering. Subsequent applications for deferment on grounds of ill-health shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

8.23.2 On grounds other than ill-health:

In cases of requests for deferment on grounds other than ill-health, the appropriate Dean shall invite the applicant for an interview and advise the University accordingly. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why he or she wishes to defer the examinations and it shall be determined by the University whether these reasons warrant an authorized deferral.

In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University in good standing.

8.24 Declaration of Results

Results of final examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester. A result slip indicating the student’s performance on examinations may be accessed under ordinary conditions through the MIS web portal on the University’s website www.uhas.edu.gh.

8.25 Eligibility for the Bachelor's Degree

A Bachelor's degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University and who has followed the approved courses of study over the prescribed period, and has satisfied the following conditions:

(i) University requirements:

a) Evidence of regular enrolment in the degree programme...
b) Discharge of all obligations owed to the University

c) ‘Pass’ grades obtained in all University Required Courses

d) Satisfactory performances in the appropriate University examinations

(ii) School and Departmental requirements: Satisfactory discharge of such requirements as may be prescribed for the degree.

8.26 Requirements for Bachelor’s degree graduation

A student shall be deemed to have satisfied the requirements for graduation if the student has:

(i) fulfilled all General University and Departmental/School requirements

(ii) accumulated the minimum number of credits required by the Department/School, including core and prescribed electives.

8.27 Examiners’ Board

8.27.1 An Examiners’ Board shall convene for the Main and Supplementary Examinations at all Levels.

8.27.1.2 The Examiners’ Board for Levels 100 and 200 shall comprise the following:

(i) Dean of School of Basic and Biomedical Sciences – Chairman

(ii) Deans of relevant Schools

(iii) Vice Deans

(iv) Heads of relevant Departments

(v) Internal Examiners for various courses

(vi) The School Secretary (in attendance)

(vii) The Assistant Registrar (Academic) – Secretary

8.27.3 The Examiners’ Board for Levels 300 and 400 shall comprise the following:

(i) Dean of the relevant School – Chairman

(ii) Vice Deans

(iii) Heads of relevant Departments

(vi) Internal Examiners for various courses

(v) The School Secretary (in attendance)

(vi) The Senior Assistant Registrar (Academic) – Secretary

8.27.4 The Examiners’ Board shall receive, consider, and determine the results of the examinations of the relevant School at all Levels.

8.27.5 Each Examiners’ Board shall be required to make appropriate recommendations concerning each candidate based upon his or her performance and also upon any aspect of the examinations that the Board deems fit.

8.27.6 The decisions and recommendations of each Examiners’ Board shall be subject to the approval of the University Academic Board.

8.28 Award of Degrees

8.28.1 All end-of-semester examination results from Level 100, including University and School required courses and prescribed electives, shall be taken into account in the computation of the Final Grade Point Averages (FGPA).

8.28.2 The GPAs from Levels 100 to 400 shall have equal weighting.

8.28.3 In the determination of the FGPA, only pass grades shall be used.

8.28.4 All degrees awarded by the University are professional qualifications and shall not be classified. However, a student who obtains an FGPA of 3.75 – 4.0 or 3.25 – 3.74 shall be awarded Distinction or Credit respectively. The qualification shall appear on the Certificate.

8.29 Confirmation of Award of Degree

A list of candidates who are deemed eligible as in Sections 8.23 and 8.24 shall be laid before the Academic Board for approval. No award shall be conferred unless the Academic Board is satisfied that the candidate has met all the conditions for the award of a degree.

8.30 Presentation of Awards

Following confirmation of an award of a degree as in Section 8.29, the candidate shall be entitled to be awarded the appropriate Bachelor’s degree under the seal of the University at a Congregation of the University assembled for that purpose. The degree shall indicate the programme offered.

8.31 Cancellation of Award

Notwithstanding previous confirmation of an award of a degree as in Section 8.29 and presentation of a certificate as in Section 8.30, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

(i) the candidate had entered the University with false qualifications; or

(ii) the candidate had impersonated someone else; or

(iii) the candidate had been guilty of an examination malpractice for which the grade Z would have been awarded; or

(iv) other reasons emerge that would have led to the withholding of conferment of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate’s transcript.

8.32 Dating of Bachelor’s Degree
The Bachelor’s degree of the University of Health and Allied Sciences shall be dated with reference to the last day of the semester during which the final (or supplementary) examination was taken. However, in the case of students who face disciplinary action, the dating of the certificate shall be the date on which the sanction is fully served.

8.33 Transcript of Academic Record

At the end of a student’s programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his or her academic record. This transcript shall record all courses attempted and all results obtained.

8.34 Transfer Students

A student transferring from one university to this University shall take courses over a study period of at least four (4) semesters as a fulltime student, and shall satisfy all UHAS University and School required courses. The final grade point average (FGPA) shall be based only on the courses taken at the University of Health and Allied Sciences. Non-UHAS courses will not appear on UHAS transcripts.
REGULATIONS FOR JUNIOR MEMBERS
REGULATIONS FOR JUNIOR MEMBERS

9.1 The term “Junior Member” means a person in statu pupillari enrolled for the time being in the University of Health and Allied Sciences.

9.1.2 Regulations affecting Junior Members shall be made from time to time by the Academic Board in accordance with the University of Health and Allied Sciences Act, 2010 (Act 828) (referred to herein as “the Act”) and the Statutes of the University of Health and Allied Sciences, 2011 (referred to herein as “the Statutes”).

9.1.3 These regulations shall apply to all Junior Members.

9.1.4 Ignorance of regulations or of any public notice shall not be accepted as an excuse for their breach. Accordingly, upon enrolment, every student shall be required to obtain a copy of such University, Hostel and other Regulations relating to his or her condition and which are for the time being in force.

9.1.5 Junior Members shall conduct themselves in a quiet and orderly manner, and shall pursue their studies with all diligence; they shall observe the Statutes, regulations, and orders made from time to time by the appropriate authorities.

9.1.6 The operation of these Regulations shall be without prejudice to the application of the general laws of Ghana, the Act, and the Statutes which apply to all persons in the University.

9.1.7 The officers of the University who have a special responsibility, under the Vice- Chancellor, for the discipline of Junior Members are the Warden and such officers who may be appointed for this purpose from time to time. It shall be an offence to disobey these officers in the discharge of their University duties.

9.2 Admission and Residence

A Junior Member who does not hold an award granted by the Government of Ghana, or by an institution recognized by the University, shall be required to pay all approved fees on or before registration.

9.2.2 A Junior Member whose accounts are in arrears and unpaid at the beginning of an academic year or semester shall normally not be allowed to come into residence or attend lectures until his outstanding accounts have been settled.

9.2.3 Dates of semesters are announced in University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of semester unless permission is granted for temporary absence.

9.2.4 In cases of absence involving non-attendance at lectures, tutorials, practicals, project activities, continuous assessment exercises, or other academic work, the written permission of the Head of Department concerned must be obtained.

9.2.5 Admission of Junior Members to the University shall be subject to their passing a medical examination recognized as authoritative by the Director of University Health Services.

9.2.6 Membership of the Students’ Representative Council (SRC) is compulsory for all Junior Members.

9.3 Names of Junior Members

9.3.1 For the purposes of the University, Junior Members are known only by the names which they have signed in the Application Form and the Register of Matriculation and are known by those names only in the sequence in which they were signed (that is, first name, middle name[s] and surname).

9.4 Change of Name

As an institutional policy, the University does not accept requests to change or amend names or other records of students.

9.5 Attendance at Lectures and Examinations

Junior Members are required to attend lectures, tutorials and practical classes specified for their course of study, and all such examinations as the University or the departments may from time to time require, and to perform all written and practical work prescribed for them.

9.5.2 Junior Members who absent themselves from lectures, tutorials and practical classes for a cumulative total of twenty-five percent (25%) in any one semester will be deemed not to have satisfied the attendance requirements for the semester. Such Junior Members shall be asked to withdraw from the University.

9.6 Use of Academic Dress

All Junior Members are required to wear the academic dress appropriate to their status on the following ceremonial occasions:

(i) Matriculation
(ii) Congregation, and other occasions as required
9.7 Imposition of Fines
A fine may be imposed by the Vice Chancellor, or the Pro Vice Chancellor, or Dean, upon any Junior Member who has upon the judgment of the said Dean, infringed any of the published Regulations of the University or rules of any Hall, University Department, Institute, School, Library or any other unit of the University.

9.8 Formation of Societies and Clubs
9.8.1 Student Societies and Clubs in the University shall be formed at the request of at least ten interested students. In addition, there must be a Senior Member who will be the Senior Treasurer.

9.8.2 The request should be submitted for approval by the Residence Board through the Students’ Representative Council and shall be accompanied by the recommendation of the Students’ Representative Council and the Constitution/Bye-laws of the proposed Society or Club.

9.8.3 The proposed Society or Club shall be formally promulgated in the University Reporter after the Residence Board has given its approval.

9.8.4 Within three (3) months from the date of the promulgation of the Society or Club, the Secretary shall deposit in writing the names of persons holding principal offices of the Society or Club with the Registrar and with the Dean of Students. Thereafter, the Registrar and the Dean of Students shall be furnished with the names of the Principal Officers of every Society and Club, once a year.

9.9 Public functions within the University
9.9.1 Students who wish to organise any public function within or outside a UHAS hostel shall request in writing and obtain prior permission from the Head of Hall or from the Dean of Students as appropriate. The Warden shall in turn inform the Registrar and the Vice-Chancellor of such authorisation if granted.

9.9.2 An application in writing for permission to organise a function should provide the following information:
(i) date and time of the function
(ii) place where the function is to take place
(iii) description of the function together with names and affiliations of lecturers, speakers, or performers whose participation is planned

9.9.3 This information together with evidence of fulfilment by the organizers of any requirements imposed by law in relation to the holding of such a function should normally reach the Registrar at least three (3) days before the function takes place. The Registrar may impose such other requirements and conditions as appear to him to be necessary or desirable.

9.9.4 For the purpose of this Section 9.9, a “public function” denotes one to which persons other than Senior and Junior Members and administrative staff of the University are invited or entitled to attend.

9.10 Processions and demonstrations
9.10.1 Any student or students wishing to organise a procession or demonstration in the University shall notify the Registrar in writing at least three (3) days before the procession or demonstration is due to take place.

9.10.2 This notification shall state the purpose of the procession or demonstration and the name(s) of the organiser(s).

9.10.3 Students may not demonstrate or go on procession in or outside campus without the prior written approval of the Registrar.

9.10.4 The Registrar may prescribe special conditions, limitations, or restrictions as considered appropriate in the circumstances.

9.10.5 The procession or demonstration shall follow an approved route and shall keep as close as possible to the right side of roads in order to ensure free passage of traffic.

9.10.6 No procession or demonstration shall be convened and sustained between the hours of 6.00 pm and 6.00 am.

9.10.7 During the procession or demonstration, nothing shall be done or said that may instil or occasion violence or might be deemed to cause a breach of the peace.

9.10.8 During the course of a procession or demonstration or a mass action, if any acts of violence or breach of University regulations, rules or laws occur, then the perpetrators as well as the organiser(s) shall be held jointly and severally responsible.

9.10.9 The fact that a procession or demonstration is not prohibited in no way implies that the University has either approved of, or is in sympathy with, its objectives.

9.10.10 For processions or demonstrations conducted outside the University, the organiser(s) should, in addition to the foregoing, notify the Ghana Police and follow other requirements under...
9.11 Publications

9.11.1 The Vice-Chancellor will be informed of any intention to produce a student publication or other communication medium within the University. The Vice-Chancellor’s approval in writing shall be obtained for such a publication or other media presentation prior to its production.

9.11.2 A copy of each issue of such materials shall be lodged with the Vice-Chancellor, and or the Registrar as appropriate, as well as the University Librarian, on the day of publication or before more general distribution.

9.11.3 Each issue shall state the name of the author(s), editor, the membership of the editorial board, and the publisher.

9.11.4 The members of the editorial board will be held jointly responsible for the full contents of each issue of the publication.

9.12 OFFENCES

9.12.1 Academic offences

It shall be an offence for a student knowingly:
(a) to forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
(b) to use or possess any unauthorised aid or aids, or to obtain unauthorised assistance in any academic examination or assigned exercise, or in connection with any other form of academic work;
(c) to impersonate another person, or to have another person impersonate, at any academic examination or assessed performance, or in connection with any other form of academic work;
(d) to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination, or assessed performance, or in connection with any other form of academic work;
(e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
(f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
(g) to engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, slides without authority;
(h) to gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;
(i) to steal a colleague’s assignment; or
(j) to steal a colleague’s answer script, or to assist another in such misappropriation;
(k) to forge or in any other way alter or falsify any academic record or document,
(l) to circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or (m) to engage oneself, or to assist another, in any form of academic cheating, dishonesty, misconduct, fraud, misrepresentation, or deceit not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

9.12.2 A graduate of the University may be charged with any of the above offences committed knowingly while he or she was an active student, when in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

9.13 Non-academic offences

Without prejudice to the application of national laws by the University, no Junior Member of the University shall:
(a) assault another person or threaten any person with assault, whether sexual or otherwise, or commit a battery against another person;
(b) cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
(c) knowingly create a condition that unnecessarily endangers the health or safety of other persons;
(d) threaten any other person with damage to such person’s property, or knowingly cause any other person to fear damage to her or his property;
(e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and which may be based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance, or record of offences of that individual or those individuals;
– or that is known to be unwelcome by the target; and – which exceeds the bounds of freedom of expression or of academic freedom as these are understood in accepted practice, and in University policies including but not restricted to those explicitly adopted;
(f) cause by action, threat or otherwise, a disturbance that the member knows may obstruct any activity organised by the University or by any of its divisions, or that interferes with the right of other members to carry on their legitimate
activities, or to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;

(h) steal, knowingly appropriate, destroy, or damage premises of the University or any physical property that is not his or her own resource;

(i) knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;

(j) in any manner whatsoever, knowingly deface the inside or outside of any building of the University;

(k) knowingly possess effects or property of the University appropriated without authorisation;

(l) knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;

(m) knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorised to give such instruction, or without just cause;

(n) knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any equipment or stored information such as books, film, data files, or programmes from a library, computer or other information storage, processing or retrieval system;

(o) knowingly or maliciously bring a false charge against any member of the University;

(p) counsel, procure, conspire with, abet, incite or aid a person in the commission of any offence defined in these Statutes;

(q) deface the trees on campus or unauthorised structures with advertising or other material or notices howsoever described;

(r) sexually assault or rape a person;

(s) defecate outside the designated buildings or places on campus;

(t) produce or distribute pornographic material on the premises of the University;

(u) indecently expose himself or herself in public.

9.13.1 Without prejudice to the generality of the above, it is an offence for a member of the University to sexually harass another member of the University by engaging in bullying or unwelcome or unwanted behaviour of a sexual nature, including but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

9.13.2 No person found by a University disciplinary board to have committed an offence under these Regulations shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

9.13.3 In addition to offences stated above, it shall be an offence for a Junior Member to:

(i) cultivate, possess, use, or peddle narcotics or other drugs listed in the Schedule to the Narcotic Drugs (Control, Enforcement and Sanctions) Act, 1990 (PNDCL 236)

(ii) wilfully cause damage to University property or the good name of the University, or to incite others to cause such damage

(iii) publish or disseminate defamatory material on the campus

(iv) smoke in a library, lecture theatre, laboratory, classroom, seminar space, storage area, recreational facility, restroom, or other public place on the campus

(v) harass, physically threaten, or throw any person into ponds in the University environs

(vi) possess firearms on campus

(vii) engage in petty trading

(viii) make undue noise within the University precincts, in particular during the hours between 10.00 p.m. and 6.00 a.m. being regarded as hours of quiet, provided that this rule shall not apply where permission to organise a function has been granted by the Registrar.

9.14 Use of vehicles

9.14.1 Any Junior Member who wishes to use or to keep a vehicle on the campus of the University must obtain permission from the University through the Registrar.

9.14.2 The University accepts no responsibility for students' vehicles, or for any damage that may occur to them or to their owners, drivers, or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

9.14.3 The University does not provide garages nor reserved parking space for students' vehicles.

9.15 Collection of money

Permission to make general collections of money other than for club subscriptions and cinema shows or parties must be obtained from the Registrar. Junior Members are advised to ask to see the license or other valid authority of any collector who comes from outside the University.

9.16 Rules and procedures relating to discipline

9.16.1 If a student violates Hall regulations, disciplinary measures shall be taken by the authorities of the residential hall to which he or she belongs.

9.16.2 (a) There shall be a disciplinary board or committee for Junior Members.
(b) A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions. The Vice-Chancellor shall implement the decisions of the Disciplinary Board or Committee in accordance with these Statutes.

(c) (i) The Registrar or other authorised University official shall cause to be investigated an allegation of misconduct referred to him or her by the Disciplinary Officer.

(ii) Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate disciplinary board or committee by the Disciplinary Officer.

(d) For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.

(e) Where a disciplinary action concerns a person who is a member of the disciplinary committee, the Vice-Chancellor shall replace that person with a suitably qualified alternate.

(f) The Registrar shall appoint a disciplinary board to deal with any matter of discipline affecting junior members which shall comprise:

(i) three senior members, one of whom shall be designated as chairman by the Registrar

(ii) two students nominated by the Students’ Representative Council.

9.16.3 A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.

9.16.4 The Registrar shall provide secretarial services to the disciplinary board.

9.16.5 The University shall appoint a Disciplinary Officer not below the rank of an Assistant Registrar who shall be responsible for prosecuting junior members accused of breaching the provisions of any enactment.

9.16.6 No charge shall be laid except with the approval of the Vice-Chancellor.

9.16.7 A charge shall be in writing, addressed to the accused, signed by or under the authority of the Registrar and filed with the Secretary to the disciplinary board or committee. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman and the Secretary.

9.16.8 Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the accused. The Chairman shall ensure that the proceedings are conducted with due dispatch.

9.16.9 The Vice-Chancellor shall implement the decisions of the Disciplinary Board or Committee.

9.17 Sanctions

9.17.1 One or more of the following sanctions may be imposed by a Board upon the conviction of any person:

(i) an oral or written reprimand;

(ii) an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;

(iii) assignment of a grade of zero or a failure for the academic work in respect of which the offence was committed;

(iv) a reduction of the final grade for the course in respect of which the offence was committed;

(v) denial of privileges to use any facility of the University, including library and computer facilities;

(vi) a monetary fine;

(vii) suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Board;

(viii) expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any UHAS programme;

(ix) disqualification from contesting elections or removal from any office in the University.

9.17.2 For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:

(i) candidate had gained admission into the University with false qualifications; or

(ii) a candidate had impersonated someone else, or

(iii) a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
(iv) a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.

9.17.3 The decision to cancel, withhold, or withdraw an award shall be made by Council on the recommendation of the Academic Board.

9.17.4 The Vice-Chancellor shall have power to order that any sanction imposed by the Board be recorded on the student’s academic record and transcript. The decision of the Vice-Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

**Appeal**

9.18.1 Any Junior Member who is aggrieved by any disciplinary action may appeal to the University of Health and Allied Sciences Appeals Board in accordance with the rules in the Appendix.

9.18.2 The Appeals Board shall hear and determine appeal matters on:
(i) acts or omissions in contravention of the Act or the Statutes enacted by the Council,
(ii) grievances by students against the University on matters related to welfare and discipline, or
(iii) any other matter or dispute referred to the Board by the Council.

9.18.3 The University of Allied and Health Sciences Appeals Board consists of:
(i) a president who is a retired justice of the Supreme Court or a lawyer qualified to be so appointed,
(ii) two lawyers of high moral integrity at least ten years standing at the Bar, one of whom is a woman; and
(iii) two persons of high moral integrity who are not legal practitioners or employees of the University, one of whom is a woman.

9.18.4 The president of the Board or the president’s alternate and two other members constitute a panel for the hearing and determination of a case or matter before the tribunal.

9.18.5 The president’s alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board and the president’s alternate shall have the same qualification as the president.

9.18.6 The Council shall establish the rules and procedures which govern:
(i) the operations of the Board,
(ii) the appointment and remuneration of its members,
(iii) the functions of the president’s alternate,
(iv) the establishment of the Secretariat of the Board,
(v) the co-opting of members to the Appeals Board, and
(vi) any other relevant matter.

9.19.1 Secretariat

A secretariat shall be set up for the facilitation of the work of the Appeals Board and ensure that the work of the Appeal Board runs efficiently. The Secretariat shall be staffed with
(i) legal counsel or a representative
(ii) an administrative secretary and other officers that may be appointed by the University on the advice of the legal counsel.

The Secretariat shall formulate procedural rules and guidelines to guide the work of the Appeals Board.

9.19.2 Membership

(i) The Appeals Board shall be composed of five (5) persons appointed by Council as follows:
(a) a president who is a retired justice of the Supreme Court or a lawyer qualified to be so appointed,
(b) two lawyers of at least ten (10) years standing at the Bar, one of whom is a woman,
(c) two non-lawyers who are persons of high moral integrity, one of whom is a woman,
(ii) the president’s alternate who shall have the same qualification as the president shall be appointed by Council after the appointment of the president of the Appeal’s Board,
(iii) competent external members may also be nominated by the members to serve on the Board as ex-officio members, or to act as technical advisers,
(iv) each appeal shall be heard and determined by a panel comprising of the President of the Appeals Board or the President’s alternate and two (2) other members,
(v) a panel shall be constituted by the President and in his or absence, the president’s alternate.

9.19.3 Term of Office

Members of the Board shall serve for a term of three (3) years, after which they can be nominated to serve for a further three (3) year term.

9.19.4 Remuneration

Members of the Board shall be paid allowances that Council may determine.

9.19.5 Jurisdiction

The Appeals Board shall hear and determine the following matters on appeal:
(i) acts or omissions in contravention of the University Act, 2011 (Act 828) or the Statutes of the University,
(ii) breach of employment contracts by the University,
(iii) the issues on promotion of persons duly employed by the University,
(iv) grievances by students against the University on matters related to welfare and discipline or
(v) any other matter or dispute referred to the Appeals Board by the Council.

9.19.5.1 Right to representation

An appellant shall have the right to representation by counsel.

9.19.5.2 Filing of Appeal

(a) Any member of the University community who is dissatisfied with any decision taken against him shall file an appeal with the Board.
(b) The Appellant shall lodge with the Secretariat/Registrar’s Office a written Notice of Appeal (Appendix A) (in duplicate) together with supporting documents within fourteen (14) days of the date of the decision. Appellant may file an application to the Secretariat for extension of time. Each request for an extension of time to file an appeal will be considered on its merits.
(c) All appeal documents must be lodged at the Secretariat of the Board/Registrar’s Office.
(d) The Secretariat/Registrar’s Office will forward a copy of the Notice of Appeal to the body or person or entity whose decision is being appealed against.
(e) The Board may conduct oral hearings with the Appellant and the Respondent
(f) The Board may take testimonies of other relevant persons and witnesses, where available and review the evidence.
(g) The Board may conduct its own investigations into the matter, in addition to considering the written and oral testimonies of the parties.
(h) A decision will be taken after careful review of the circumstances, evidence adduced, statements and all other relevant information before the Board. A simple majority is required to make a decision.
(i) Any dissenting opinion among the Board members shall be recorded together with the reasons for the dissent.
(j) The decision of the Appeals Board is final.

9.19.5.3 Withdrawal of a filed complaint

An Appellant may withdraw a case filed before the Appeals Board any time after filing and during the process of the investigation. In such a case the Appellant shall state in writing the reasons for withdrawal of the complaint and append his/her signature to the statement.

9.19.5.4 Complaints against a member of the Board

If a complaint is made against a member of the Appeals Board and it is found to be credible, he or she shall not be part of any of the processes of the Board relating to the investigation of complaint.

9.19.5.6 Decision-making

The appeal procedure shall be completed as promptly as possible and not later than sixty (60) working days of the date the Notice of Appeal was filed.
UNIVERSITY EXAMINATIONS
Instructions to Candidates

10.1 A candidate for a University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.

10.2 Entry to the Examination shall be by registration and shall be duly endorsed by the Head(s) of Department and submitted to the Director of Academic Affairs not later than six weeks after the commencement of the semester.

10.3 A candidate shall not be admitted to a University Examination if he or she:
(i) has not been entered for that particular paper as in Section 10.2;
(ii) has audited the course for which the examination has been set;
(iii) owes fees to the University or its Hostels;
(iv) is under suspension or has been dismissed from the University.

10.4 It shall be the duty of the candidate to consult the daily time-table (to be made available at least twenty-four (24) hours in advance) in order to ascertain the day and time of examination papers that he or she is registered to sit. The candidate is expected to be available at the appointed place at least thirty (30) minutes before the examination is scheduled to begin.

10.5 A candidate shall be refused admission to a UHAS Examination if he or she reports to the examination venue more than fifteen minutes after the actual commencement of the examination.

10.6 (i) It shall be each candidate’s individual responsibility to provide functional and adequate writing implements and equipment, including pen, pencil, calculator, straight-edge, compass, correction fluid, and an eraser as needed.
(ii) Pre-programmed or programmable calculators are strictly prohibited.
Use or custody of unauthorised equipment or mobile phones is sanctionable as an academic offence.
(iii) It is the candidate’s responsibility to ensure that the correct question paper has been provided, along with other materials needed for the examination, and to verify that the copy of the question paper(s) provided complete, legible, and satisfactory in every respect – before the call to start work.
(iv) As per Section 11.2.4 concerning students with special needs, it is the individual candidate’s responsibility each semester to submit in writing to the Registrar a record of his or her anticipated examinations and requirements, immediately upon the production of the Examination Registration Lists by the Heads of Department. The candidate thereby shall allow adequate time for the University to make arrangements to ensure wheelchair access to examination venues, brailing of question papers, or other specified assistance to be provided.

10.7 An examination candidate shall not bring to the Examination Centre or to the wash-room of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper, written or digitalized information or cellular/mobile phones or other unauthorised material. No such material shall be deposited at the entrance to the Examination Room or in the washroom or in the immediate vicinity of the Examination Centre.

10.7.1 No student shall enter the Examination Room until invited or called by the Invigilation staff.

(i) Any candidate who is seen with lecture notes or books or pamphlets or cellular/mobile phone or any unauthorised calculator or material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an academic offence, and shall be banned from the examination and awarded a grade X.

(ii) A candidate shall uphold the highest standard of civility and courtesy in a UHAS examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or who demonstrates misconduct in any manner to an examination official at an examination centre, thereby commits an academic offence and may be liable to allegations of further civil or criminal violations. Such a candidate shall be banned from the examination venue and awarded a grade X.

(iii) A candidate who is suspected of hiding unauthorised material on his or her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offence to destroy or to attempt any tampering with evidence of unauthorized material.

(iv) For the purpose of identification by the Chief Invigilator or assisting Invigilator(s), an examination candidate shall carry a valid student identity card, which shall be placed on the examination table and shall remain available for inspection throughout the examination exercise. The Chief Invigilator presiding at an Examination Centre shall reserve the right to refuse entry or to expel any candidate who is without a valid identity card and who is unable or who refuses to present the card upon request.

(v) A candidate who tries to conceal his or her identity by wilfully writing the wrong index number on the answer booklet as against the one signed on
the Examination Attendance Sheet commits an academic offence.

(vi) A candidate who signs the Attendance Sheet and fails to submit a paper, or submits an unidentified or defaced paper, commits an academic offence. A candidate who willfully or negligently writes an illegible ID number, or an incorrect ID number on the front or anywhere throughout the answer booklet(s) submitted for assessment and marking, commits an academic offence.

10.8 No communication between candidates is permitted in the examination hall.

(i) Candidates shall not pass or attempt to pass any information or instrument between each other during an examination;

(ii) Candidates shall not copy or attempt to copy from another, nor aid and assist in such copying.

(iii) A candidate shall not disturb or distract any other candidate during an examination.

(iv) Candidates may attract the attention of an Invigilator by raising their hands.

10.9 Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.

10.10 Candidates may leave the examination room temporarily only with the express permission of the Invigilator. In such cases, the Invigilator will be required to ensure that a candidate does not carry on his or her person any unauthorised material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an Invigilation Attendant designated by the Invigilator.

10.11 A candidate who finishes an examination ahead of the prescribed time may leave the Examination Room after surrendering his or her answer booklets, but not earlier than thirty minutes from the commencement of the examination. The candidate shall not be allowed to return to the Examination Room.

10.12 (i) At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.

(ii) Chief Invigilators reserve the right to retain other materials used by the candidates after they have left the Hall, including questions papers.

10.13 Candidates should not in any way mutilate or interfere with the stapling or material integrity of the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

10.14 A candidate who fails to be present at an examination without any satisfactory reason and without prior written permission of the Registrar shall be awarded a grade X. The award of grade X in a required paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:

(i) misreading the time-table

(ii) forgetting or remaining ignorant of the correct date and time of an examination

(iii) inability to locate the examination venue in sufficient time to be seated without violating Section 10.5

(iv) inability to rouse oneself from sleep in time for the examination

(v) failure to find transport

(vi) pregnancy

10.15 A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions and any other sanction in the Statutes of the University:

(i) a reprimand

(ii) loss of marks

(iii) cancellation of a paper (in which case zero shall be substituted for the mark earned)

(iv) withholding of results for a period of time

(v) award of grade X or Z

10.16 Further to 10.15, a grade Z leading to failure in the entire semester’s examination, shall be awarded wherever 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. Further sanctions may include:

(i) being barred from a University Examination for a stated period

(ii) being barred from a University Examination indefinitely

(iii) suspension from the University

(iv) expulsion from the University

10.17 Provisional results of University Examinations shall be posted on the University notice boards and on the MIS web on the University’s website www.uhas.edu.gh. It shall be the responsibility of the candidate to consult the notice boards and the MIS web portal for the provisional results of any examination taken. Alternatively, the candidate may write to the Director of Academic Affairs to enquire about his/her results, for which purpose he may provide a stamped addressed envelope.

10.18 A candidate who is not satisfied with the results of a University Examination may request a review by submission of an application to the Registrar. The applicant should retain evidence of having paid the review fee which shall be determined at not less than three times the normal Examination Fee.
An application for a review of examination results shall be submitted to the Registrar not later than twenty-one (21) days after the release of the said results as approved by the Board of Examiners, and shall include grounds for the review, such as a basis for suspicion that malfeasance, negligence, discrimination, or unfairness influenced determination of the initial grade.

An application entered on a candidate’s behalf by a person other than the aggrieved candidate shall not be entertained.

No action shall be taken on an application which is submitted and prepaid outside the time stipulated in 10.19.

If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

The Board of Examiners may authorise the Registrar to amend the results as released in the light of an examination review.

No application whatsoever for review of a grade shall be entertained later than five (5) years after the latest date of registration for the examination in question.

Examination Malpractices Offences’

Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including but not limited to:

i. refusal on the part of a candidate to occupy an assigned place in an Examination Room,
ii. any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination,
iii. smoking or imbibing any illegal substance,
iv. leaving an Examination Room without permission of the Invigilator, or
v. refusal to follow instructions
vi. attempting to bully or threaten or manipulate Invigilation personnel
vii. attempting to misrepresent candidate’s identification on exam materials

The Chief Invigilator or any Examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations.

(a) On the advice of the Registrar, the Pro Vice-Chancellor shall constitute an Inter-School Committee on Examination Malpractice to investigate all examination offences that have come to attention.

(b) In respect of offences occurring outside the precincts of an Examination Room, the Warden shall cause an enquiry to be made into any reports that reach him and submit his findings to the Registrar.

The Joint Board of Examiners shall review all reports received in connection with an examination malpractice or an offence. On the basis of its review, the relevant Board of Examiners may recommend imposing a sanction that involves loss of marks in a particular paper. A grade of Z shall be awarded wherever 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 or has misconducted himself or herself during an examination exercise. Such a candidate may be debarred from taking a University Examination for a stated period, or indefinitely, or expelled from the University.

In all instances of examination malpractices or offences, a formal report from the Joint Board of Examiners shall be made to the Academic Board. The Academic Board may review all such reported cases and may determine sanctions as it deems fit.
STUDENT FACILITIES AND SOCIETIES
11.1 Accommodation
Hostels are available for students and all students are encouraged to take up residency in them. All queries about entitlements to accommodation with respect to quality, furnishings and services, shall be addressed to the Registrar.

11.2 Student Services and Associations

11.2.1 Students’ Representative Council (SRC): The Students’ Representative Council is concerned with all aspects of the University students' interests and welfare. It co-ordinates the activities of the academic, cultural, religious, political and recreational clubs and societies, provides a link with outside organizations. Its officers are elected annually by a ballot of all students. Students registered at the university are automatically members of the SRC, which levies direct income via compulsory membership dues to finance its programmes and activities. The SRC is a constituent organization of the National Union of Ghana Students (NUGS), which provides a focal point for all aspects of student activities nationally and internationally.

11.2.2 Sports: Sporting activities of the University will be planned and conducted so as to ensure a good balance between academic work and extra-curricular leisure.

11.2.3 Health Services: Health Care will be available to students at the Regional Hospital, Ho. All fresh students will be given a thorough medical examination soon after the commencement of their first semester.

11.2.4 Office of Students with Special Needs: The University of Health and Allied Science is committed to a policy of equal opportunity in education and to ensuring that students with disabilities have as complete and equitable access to all facets of University life as can be reasonably provided. The University has taken steps to ensure that no student with any form of disability is disadvantaged in the pursuit of academic work. All students with special needs who desire such services shall register themselves through the Office of the Registrar from the outset of their UHAS programmes of study.

11.2.5 Extra-curricular activities on Campus: There is always a lot to do and see before and after lectures. Students are encouraged to form clubs and associations. These organisations must be registered with the University and must have a senior member as patron.

11.2.6 Refectory: Meal service is provided by various restaurateurs on the hostel premises.

11.2.7 Internet Facilities: Internet facilities are available in the Computer Laboratory, the Library, and the Hostel.
University Facilities and Societies
University Facilities and Societies

Lecture Theatre

Medical Laboratory
University Facilities and Societies

Computer Laboratory

Library
MATRICULATION OATH

I solemnly pledge
To observe the regulations of
the University of Health and Allied Sciences
To obey the Vice-Chancellor and all others in authority over me
To study hard and conscientiously
To seek the truth at all times
To conduct myself always in a manner that will promote
the good name and fortunes of the University
So help me God.

AMENDMENT OF PROVISIONS IN THE HANDBOOK
The University reserves the right to make any amendments in its Calendar of activities and Regulations without prior notice.
REGISTER OF PIONEER STUDENTS

Aduku Titus Afeo Azure  
BSc Nursing (UHAS 120136)

Afari Emmanuel Debrah  
BSc Physician Assistantship (UHAS 120064)

Afeti Kingsley  
BPH (UHAS 120023)

Afu Clifford Junior  
BSc Physician Assistantship (UHAS 120015)

Agbagba Julius Evame  
UHAS 120137

Adjei Linnette-BSc  
Midwifery (UHAS 120062)

Adjiah Wisdom Senam  
BSc Physician Assistantship (UHAS 120027)

Adu-Amankwaah Josep  
BSc Medlab (UHAS 120081)

Adedze Miranda -BSc  
Midwifery (UHAS 120111)

Adamtey Solomon  
BSc Nursing (UHAS 120082)

Abaya Japhet Akwetey  
BSc Nursing (UHAS 120107)

Aguadze Simon Kwasi  
BSc Nursing (UHAS 120108)
Register of Pioneer Students

Agbenu Patrick
BPH(UHAS 120152)

Agbenu Ivy Akushika
Bsc Physician Assistantship(UHAS 120054)

Agbanyo Gabriel
BSc Nursing(UHAS)

Akey Akos Celestine
BSc Midwifery(UHAS 120149)

Ahoto Sampson
BSc Nursing(UHAS 120026)

Ahiawodzi Cosmos Kosi
BSc MedLab (UHAS 120029)

Aheto Faith
BSc Midwifery (UHAS 120038)

Adjanor Emmanuel Nana
Physician Assistantship(UHAS 120127)

Amaglo Divine
BSc Nursing(UHAS 120028)

Amarley Mary
BSc Dietetics (UHAS 120052)

Ameeko Asiwome Kwabena
BPH(120083)

Amelod Sedofia
BPH (120021)

Aduko Asumbasiya R.
BSc MediLab(UHAS 120031)

Akey Akos Celestine
BSc Midwifery(UHAS 120149)

Akoto Mawuleworge
BSc Nursing(UHAS 120138).

Amadu Aisha
BPH (UHAS 120055)
Register of Pioneer Students

Anane Oppong Augustine  
Physician Assistantship(UHAS 120009)

Amuyao Jennifer  
BSc Nursing(UHAS 120039)

Anang Rhoda Naa Korklu  
BPH(UHAS 120049)

Amoah Richard  
BSc Nursing(UHAS 120067)

Appiah Bismark Adu-Gyamfi  
BSc Nursing(UHAS 120087)

Appiah Theresa Owusu  
BSc Nursing(UHAS 120132)

Asafo Prosper Kodzo  
(UHAS 120144)

Antwi Prince  
BPH (UHAS 120110) (2)

Appiah Theodosia Amissah  
BSc Midwifery(UHAS120106)

Atandzi Henry  
BSc Nursing (UHAS 120068)

Anku Seyram Caleb  
BSc Nursing(UHAS 120078)

Appiah Theodosia Amissah  
BSc Midwifery(UHAS120106)

Appiah Theresah Owusu  
BSc Nursing(UHAS 120132)

Appiah Bismark Adu-Gyamfi  
BSc Nursing(UHAS 120087)

Anku Seyram Caleb  
BSc Nursing(UHAS 120078)

Anang Rhoda Naa Korklu  
BPH(UHAS 120049)

Asafo Prosper Kodzo  
(UHAS 120144)

Antwi Prince  
BPH (UHAS 120110) (2)

Appiah Theodosia Amissah  
BSc Midwifery(UHAS120106)

Atandzi Henry  
BSc Nursing (UHAS 120068)

Anane Oppong Augustine  
Physician Assistantship(UHAS 120009)

Amuyao Jennifer  
BSc Nursing(UHAS 120039)

Anang Rhoda Naa Korklu  
BPH(UHAS 120049)

Amoah Richard  
BSc Nursing(UHAS 120067)

Appiah Bismark Adu-Gyamfi  
BSc Nursing(UHAS 120087)

Appiah Theresah Owusu  
BSc Nursing(UHAS 120132)

Asafo Prosper Kodzo  
(UHAS 120144)

Antwi Prince  
BPH (UHAS 120110) (2)

Appiah Theodosia Amissah  
BSc Midwifery(UHAS120106)

Atandzi Henry  
BSc Nursing (UHAS 120068)
Register of Pioneer Students

Boakye Okrah
BPH(UHAS 120150)

Asenso Patricia Konadu
BSc Midwifery (UHAS 120057)

Asemnya Kelvin
BSc Nursing (UHAS 120032)

Asare Sebastian Sydney
BSc Physician Assistantship (UHAS 120011)

Atakli Abigail Afi
BSc Midwifery (UHAS 120053)

Ayivi Dzakpasu Love-stone
BPH (UHAS 120118)

Baidoe Winifred Akua
BPH (UHAS 120109)

Boadu Stephen
BPH (120133)

Ayim Prince Yao
BSc Nursing (UHAS 120013)

Ayamah Vivian
BPH(UHAS 120146)

Ayensu Bright
BSc Nursing (UHAS 120079)

Ayertey Eric Tettey
BSc Nursing (UHAS 120100)

Axame Wisdom Kudzo
BPH (UHAS 120035)

Attor Magnus Kwaku
BSc Physician Assistantship (UHAS 120034)

Atsyor Jacob Kwame
BPH (UHAS 120102)

Attufoh Adjoa Ampofowaa
Register of Pioneer Students

Gbekor Awoenam
BSc Nursing(UHAS 120025)

Gawugah Maxwell Atsu
BSc Physician Assistantship(UHAS 120088)

Fenu Agartha Georgina
BPH(UHAS 120131)

Entsie Boateng Kwaku
BPH(UHAS)

Danso Emma
BPH(UHAS 120126)

Chachu Emelda Kennedy
BSc Midwifery(UHAS 120099)

Bonney Abigail
BSc Nursing(UHAS 120105)

Bondzie Elizabeth
BSc Midwifery(UHAS 120098)

Doe Jessica Naa Ayeley
BPH(UHAS 120143)

Doe Edinam Abla
BSc MedLab(UHAS 120097)

Dimado Felix Dolla
BSc Dietetics (UHAS 120155)

Darku Edward Delali
BSc MedLab (UHAS 120140)

Dzitrinu Fagla Doreen
BPH(UHAS 120129)

Doh Charles Kwaku
BSc MedLab(UHAS 120024)

Dogbey Priscilla Abra
BSc MedLab(UHAS 120042)

Doe Shelter
BSc Nursing(UHAS 120010)
Register of Pioneer Students

Kofie Philip
BPH(UHAS 120065)

Kisseh Abigail Maadey
BScDietetics(UHAS 120089)

Kipo Attawa Rebecca
BSc Dietetics (UHAS 120032)

Ketsi Etse Sedudzi
BSc Medlab (UHAS 120139)

Golo Grace Ama
BSc Midwifery(UHAS 120061)

Gbeto Juanita Yayra
BSc Dietetics (UHAS 120047)

Gbewordoh Yayra
BSc Nursing (UHAS 120066)

Gmanyami Mawutor
Jonathan
BPH (UHAS 120122)

Hadzi Doris
BPH (UHAS 120142)

Gyamfi Ernest
BSc Physician Assistantship (UHAS 120007)

Gyamerah Benedict
BSc Nursing (UHAS 120001)

Gyabeng Arafat
BSc Medlab (UHAS 120091)

Ibrahim Emmanuel Seidu
BSc Nursing (UHAS 120117)

Hugbo Naomi Delight
BSc Midwifery(UHAS 120046)

Heyman Peter Eric
BSc Nursing(UHAS 120018)

Hammond Mark-BSc
Physician Assistantship(UHAS 120033)

Gbeti Juanita Yayra
BSc Dietetics (UHAS 120047)

Gbewordoh Yayra
BSc Nursing (UHAS 120066)

Gmanyami Mawutor
Jonathan
BPH (UHAS 120122)
Register of Pioneer Students

Manu Angela Akua  
BSc MedLab(UHAS 120058)

Mankama Abdul-Hafiz  
BSc MedLab(UHAS 120017)

Kwame Addo Kissi  
BPH(UHAS 120148)

Kudjo Comfort Seyram  
BPH (UHAS 120095)

Mensah Naana Buabema  
BSc Nursing(UHAS 120037)

Mensah Addo Rosemond  
BSc Midwifery(UHAS 120051)

Mawuena Lambert  
BPH(UHAS120060)

Martey James  
BPH (UHAS 120071)

Mensah Naana Buabemaa  
BSc Nursing(UHAS 20037)

Mensah Priscilla  
BSc Midwifery(UHAS 120048)

Mohammed Khadijah Kinansua  
BSc Medlab (UHAS 120103)

Morton Charlotte Noiki  
BSc Midwifery(UHAS120124)

Mankama Abdul-Hafiz  
BSc MedLab(UHAS 120017)

Mensah Addo Rosemond  
BSc Midwifery(UHAS 120051)

Mawuena Lambert  
BPH(UHAS120060)

Martey James  
BPH (UHAS 120071)

Mensah Naana Buabemaa  
BSc Nursing(UHAS 120037)

Mensah Priscilla  
BSc Midwifery(UHAS 120048)

Mohammed Khadijah Kinansua  
BSc Medlab (UHAS 120103)

Morton Charlotte Noiki  
BSc Midwifery(UHAS120124)

Ntow George Edward  
BPH (UHAS 120101)

Nocholas Sarah Aku  
BPH(120119)

Naandiribe Issac  
BSc Medlab(UHAS 120036)

Mprah Richard Napare  
BSc MedLab(UHAS120076)
Register of Pioneer Students

Tornyi Doris
BSc Nursing (UHAS 120096)

Teye David
BSc MedLab (UHAS 120154)

Tettey Frank Lord
BSc Nursing (UHAS 120008)

Tetevi Belinda Fafa
BSc Midwifery (UHAS 120128)

Tuglo Lawrence Y.
BSc Dietetics (UHAS 120014)

Tuagbor Charles
BSc Nursing (UHAS 120151)

Parbey Phyllis Atta
BPH (UHAS)

Ocloo Stanley Selorm
BSc Dietetics (UHAS 120114)

Ndebire Paul Bugre
BSc Nursing (UHAS 120104)

Zoglie Dennis Kofi
BPH (120120)

Yevugah Gloria
BSc Midwifery (UHAS 120040)

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