



BlueCrest University College Liberia

STUDENT HANDBOOK

Revised : August 2020

Introduction

BlueCrest University College Liberia: Student Handbook

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians. The following represents our expectations of all students:

1. No student has the right to interfere with the education of his/her fellow students.
Respect the rights of other students.
2. Express your ideas in a respectful manner, as not to offend or slander others.
3. Be aware of all rules and standards and conduct yourself accordingly.
4. Maintain dress and grooming appropriate for the school setting and in accordance with school policy at all times.
5. Assist staff in creating a safe school for all students.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using facilities and equipment.
8. Attend school daily and be on time to all classes and activities.
9. Make necessary arrangements for making up work when absent from school.
10. Attempt to complete all courses satisfactorily.
11. Assume financial responsibility for any and all damages to facilities, equipment and personal property.

It is equally important for parents to work with the district to insure the maximum opportunity for success for their child. Working together, we can make a difference in the life of each student. With that in mind, we trust that all parents will:

1. Instill an enthusiastic attitude in their child from the first day of school.
2. Build a good working relationship between yourself, your child, their teacher and the school.
3. Teach children to monitor themselves so they understand why they must show respect for the law, rights of others and public property. Remember, parents are financially responsible for their children's misdeeds.
4. Keep in mind that parental attitudes and opinions often influence children.
5. Recognize that the teacher deserves the same consideration and respect we insist upon as parents.
6. Encourage your child to take pride in their appearance.
7. Help your child understand that rules are a necessary part of our society. Cooperate with the school in resolving problems.

Signed: _____

RECTOR / PRESIDENT

Dr. Umesh Neelakantan

Student Handbook

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1. INTRODUCTION

1.1. Introduction about this Handbook

- a. This handbook is intended for the students to understand how BlueCrest University College Liberia organizes various programs and what is expected from the students undergoing any of the programs.
- b. Rules and Regulations affecting the students are made by the Academic Board of BlueCrest University College Liberia, in accordance with the provisions of National Commission on Higher Education, Montserrado County, Liberia.
- c. These Rules and Regulations apply to and are binding on all students. Ignorance of the rules or regulations or any public notice shall not be accepted as an excuse for any breach and/or prevent the enforcement of any approved sanctions.
- d. Every student upon enrollment shall be required to obtain a copy of such Rules and Regulations for the time being in force.
- e. All cases of breach of discipline will attract sanctions which may involve a fine, suspension or dismissal. BlueCrest University College Academic Board shall be the ultimate authority on all disciplinary matter.
- f. Students are expected to maintain discipline and courtesy and refrain from actions likely to cause embarrassment to the College.

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1.2. Brief History of BlueCrest University College

BlueCrest University College was first conceived in 2014 as the front runner in IT Education and Training with the core objective of addressing the IT needs of Republic of Liberia. It tied up with NIIT Limited (one of the top 10 IT Training companies worldwide) to offer NIIT benchmarked IT Education and Training in Liberia.

BlueCrest University College was accredited as a vocational Institution (Professional and Technical School) in the Republic of Liberia by the Ministry of Education, Liberia in 2014. Having operated successfully as a vocational institution, BlueCrest University College was finally rewarded for its remarkable perseverance and hard work with its transformation into degree Programs providing institution on April 21, 2015 by the National Commission on Higher Education, Liberia. The Permit to offer Bachelor's degree programs in Information Technology and Management is granted till 2024. Having noticed the demand of Fashion Design in Liberia, BlueCrest University College is offering Certificate and Diploma in Fashion Design.

BlueCrest group of Colleges have been operating in the Republic of Ghana since May 2000 and has been the institution of choice for Ghanaians and other West Africans who intend to pursue certificate, diploma, and degree programs in Ghana. BlueCrest College is also established in Republic of Sierra Leone since 2014.

1.3. Rationale

BlueCrest University College has become very popular among prospective applicants because of the diverse nature of programs offered to students. The College has an innovative and flexible approach towards academic instructions that incorporates multiple program paths to suit their future aspirations. Though all programs are directed at training students to become seasoned in their chosen field, they are also developed to promote self-employment as successful entrepreneurs and provide employment opportunities to the youth.

In line with our policy of offering an easy path to studies, all departments under the Faculty provide **Program Description** that details all the courses being offered for the entire duration of the program. The handbook gives students a bird's eye view of the courses they will be undergoing. This arrangement enables students to begin with a search for course books and relevant teaching and learning materials to be used at various stages of the program. Further, most Departments in the Faculty have embraced the use of **Course Text Books** that expose students to pre-lesson and post lesson activities, as well as activities they will perform during each lesson.

1.4. Mission of BlueCrest University College

To incorporate a self-sustainable approach, the use of new-age technology, learning processes, global alliances and an exemplary governance culture to enhance the delivery of value to student community, industry and other stakeholders.

1.5. Vision of BlueCrest University College

To be a preferred centre of excellence in education, talent development and innovation responsive to the individual, institutional and social development needs of the people of Republic of Liberia.

1.6. Aims of BlueCrest University College

The College through the various faculties seek to provide:

- quality education that will be recognised internationally;
- opportunities for students to develop their unique professional skills that will enable them to become expert professionals during their career;
- a conducive atmosphere for interactions between students and recognised subject specialists;
- a suitable learning environment that will enhance students' acquisition of knowledge in their areas of specialisation;
- a suitable teaching environment for Academic Staff so as to facilitate state-of-the-art instructional modes for the benefit of all learners.

2. GOVERNANCE AND ADMINISTRATION

2.1. National Commission on Higher Education

The **National Commission on Higher Education (NCHE)** is the governing body charged by the Government of Republic of Liberia to award, review and facilitate the accreditation of Tertiary institutions in Liberia. It has accredited BlueCrest University College to provide bachelor's degree programs in IT and Management.

2.2. Governing Council of BlueCrest University College

The functions and responsibilities of the Council include the following:

- i. Setting policies for the general operations of the Institution, including, but not limited to, custody, obligation, and expenditure of funds;
- ii. Approval of new programs and substantial changes in existing programs;
- iii. Approval of major alterations of internal organization, capital facilities, and personnel policies;
- iv. Reviewing with the Headship the annual evaluation of Key Institutional and Department Heads;

- v. Facilitate communication between the institution and the community;
- vi. Assisting in planning, implementing, and executing development projects aimed at supplementing institutional vision;
- vii. Perpetuating and strengthening alumni and community identification with the institution's tradition and goals;
- viii. Selection of recipients of annual merit awards.
- ix. To meet twice a year and review progress of the board and institution.

The Academic Board chaired by the nominee of Chairman, the President / Rector is delegated authority in instructional matters and through its committee system, consults with administration and Board of members on a broad spectrum of issues.

2.3. The Chairman

The Chairman has full authority and responsibility over the administration of all affairs and operations of BlueCrest University College. Among the Chairman's most notable function are consultations with the President / Rector and the Academic Board regarding the College educational and research policies, recommendation to the Board of members concerning the academic plans of the college.

2.4. The President/Rector

The President/Rector shall serve as Head of the Institution. The President/Rector shall serve as the support and immediate deputy to the Chairman with accountability responsibility for the administration of affairs of BlueCrest University College, particularly administrative and academic matters.

2.5. The Vice President / Dean – Academic Affairs

The office of The Vice President/Dean-Academics deals with all matters of students' academic affairs with the coordination of Heads of all departments. These include (but are not limited to) student appraisals – semester-end examination, internal assessments, re-sit examination, student's grievances, and faculty issues

2.6. Heads of Departments

The Heads of Departments of different schools will function as the parent body, with all authority as conferred by the President / Rector. Heads of Departments will have absolute authority in the functioning of their respective schools / departments. Heads of Departments will look after all academic and nonacademic aspects connected with their respective departments / schools.

2.7. The Registrar

The primary functions of the Registrar are to serve in the matters dealing with students and student activities and their teaching and research activities and to assist the President/Rector in a wide variety of activities as per the strategic plan of the College.

The office works in oversight of student conduct and discipline, student support services and the academic programs in tandem with the Department heads and other faculties. The Registrar focuses on the academic environment as it relates to the internal and external planning and implementation. Offices under the Registrar include office of the Student Affairs, Office of Admission support services & Counseling and others if any (as advised by the President/Rector).

2.8. The Financial Head

The primary function of the Financial Head is to serve in matters pertaining to the finances and commercial operations of College and to assist the President / Rector in a wide variety of activities as per the strategic plan of the College.

The office works in oversight of the financial activities including planning budgets, investments, banking and consultancy) and also oversee the facilities management (inclusive of general administration of the university).

2.9. Controller of Examinations (COE)

Controller of examinations will function as the ultimate authority in the conduct of all examinations of different schools / departments. Controller of Examinations will work on an integrated platform with all functional heads of BlueCrest University College. The office of COE will have all powers, authorities and responsibilities, as approved and confirmed by the President / Rector of BlueCrest University College

2.10. Head – Marketing

Formal authority of this official will be under the aegis and purview of President / Rector of BlueCrest University College. Head – Marketing will work consistently with complete understanding with Vice President – Academic Affairs, Heads of Departments, Financial Head, Registrar, Controller of Examinations and other functional authorities, as required. The function of this authority will be to enlarge the scope of connectivity and outreach to the smallest segment of interest learners of tertiary education.

2.11. Dean – Collaborations and Strategic Partnerships

Formal authority of this official will work under the aegis and purview of President / Rector of BlueCrest University College. Formal accountability of this function will be to confirm the value advantage of national and international associations for BlueCrest University College. Requirement of students and faculty to explore the academic interventions to a greater height will have a perfect functional understanding under this profile.

2.12. The Academic Board

BlueCrest University College and its administration motivate extensive faculty participation in the educational administration of the college through the Academic board. The Academic Board is composed of all ranking faculty and administrative officers and function as the voice of faculty in the college.

The composition and function of the Academic Board are derived from its powers as set out by the Governing Council in BlueCrest University College Rules & Regulations

Function 1 – Advice on matters of an academic nature

- 1.1 Providing advice to the Council on the Institution's annual Operational Plans and Functional Area Plans.
- 1.2 Providing advice to Council as required.

Function 2 – Establishing and maintaining academic standards

- 2.1 Developing and approving operational policies and procedures that define the College academic standards and guide its academic activity.
- 2.2 Providing quality assurance and enhancement of good practice In respect of the academic activities of the Institution.
- 2.3 Approving rules that enable the implementation of specific academic policies.
- 2.4 Reviewing academic operational policies and procedures.

Function 3 – Course approval and review

- 3.1 Approving new courses on academic grounds.
- 3.2 Recommending to Council the introduction of new courses.

3.3 Overseeing the quality of major course reviews undertaken by faculties.

Function 4 – Admission to the College and selection to courses.

4.1 Approving College admission requirements.

4.2 Approving course selection requirements.

Function 5 – Student discipline and academic appeals

5.1 Ensuring adequate procedures for and the effective operation of student academic discipline and appeals.

Function 6 – Academic engagement

6.1 Promoting debate on academic matters within the Academic Board.

Function 7 – Academic Board's own affairs

7.1 Ensuring a culture of collegial cooperation and open discussion within the Academic Board and its committees.

7.2 Establishing procedures to meet the Academic Board's own responsibilities, including its compliance obligations.

7.3 Establishing procedures for ensuring that all responsibilities assigned to the Board in the College's Operational Plan are fulfilled.

7.4 Establishing clear delegations to the Chair of the Academic Board, to committees of the Board and otherwise as required.

3. PROGRAMS OFFERED

1. Certificate Programs in IT and Fashion Design
2. Diploma in IT and Fashion Design
3. Degree Program in IT and Management

Details of the Programs are available at <http://liberia.bluecrestcollege.com>

4. CREDIT WEIGHTAGE FOR COURSES

Each Course in the College is given a value (weight) on the basis of the number of contact hours per week (theory, practical, fieldwork) as follows:

One (1) hour lecture is equivalent to one (1) credit hour

Minimum and Maximum Load

The minimum course load for a full-time student is 12 credits and maximum of 21 credits in a semester. However the minimum and maximum credits peculiar to certain program approved by BlueCrest University College Academic Board.

5. ADMISSION REQUIREMENTS

Category A: High School Certificate holders

Each student who applies with BlueCrest University College Liberia shall be considered for admission based on his/her meeting the following conditions:

- i. Submit evidence of high school completion (Diploma).
- ii. Submit scores from the West Africa Examination Council (WAEC)/ The 'West African Senior School Certificate Examination (**WASSCE**)
- iii. Submit evidence of 2.00 high school cumulative GPA.
- iv. Submit evidence of completion of required units.
- v. Submit non-refundable application fee.
- vi. Pass Entrance Examination

Freshman college students applying to BlueCrest University College Liberia must present evidence of having graduated from an accredited high school with a “C” (2.00) or better CGPA and thirteen (13) units of high school work;

Category B (Year 2/3): Diploma Holders

- i. Not required to undergo for any entrance examination.
- ii. Must possess a one / two years Diploma in IT/Management from any NIIT centre or any other recognized institution in their relevant field.
- iii. Must meet minimum entry requirements (A and B).

- iv. Might be required to undergo one or more additional courses as bridge courses subsequent to mapping of the curriculum.

Category C (Year 3): Associate Degree Holders

- i. Not required to undergo for any entrance examination.
- ii. Must submit their transcripts for evaluation for admittance into 3rd year of bachelor degree.
- iii. Might be required to undergo one or more additional courses as bridge courses subsequent to mapping of the curriculum.

6. ATTENDANCE

- i. The College attaches great importance to adequate exposure of students to course content and the benefits of the classroom interaction among lecturers and students. Accordingly, students are required to attend all classes, tutorials, seminars, field work and laboratory practical sessions and other prescribed activities.
- ii. Lecturers shall printout names of all students who have registered for their courses. Such list shall be used to check class attendance.
- iii. A student who absents him/herself for a continuous period of 3 lectures shall be cautioned by the Head of Department.
- iv. A student who absents him/herself for a cumulative period of 21 days from lectures, tutorials, practical and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the program. Such a student shall not be permitted to write the end of semester examinations in the course.

7. ASSESSMENT PROCESS

- i. Assessment of a student's performance shall be by a combination of continuous assessment and end of semester examination.
- ii. The weightage for three modes of assessment are as follows:
 - a) Continuous Assessment
Attendance / Class Assignment / Practical's/Case Study/ Quiz/Presentation.
 - b) Mid Term
 - c) End of semester Examination

- iii. A Student who does not earn a minimum of 50% marks in Continuous Assessment mark does not qualify to take part in the End of Semester Exam and shall re-submit his/her Continuous Assessment.
- iv. A student who does not get a minimum of 50% marks in each modes of assessment Exam does not qualify for a Pass.

8. GRADING SYSTEM

i. Tabular Presentation of Grading System

A student's performance in a course shall be graded as follows:

Grading System

Grade	Mark	Grade Point	Description
A	85 – 100	4.0	Excellent
B+	75 – 84	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Average
C	60 – 64	2.0	Fair
D+	55 – 59	1.5	Barely Satisfactory
D	50 – 54	1.0	Weak Pass
E	0 – 49	0	Fail
IC	-	-	Incomplete
X	-	-	Disqualified
Z	-	-	Examination Malpractice
Ab	-	-	Absent

ii. Incomplete Grade

- An Incomplete Grade (IC) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Department and Academic Boards as satisfactory.

- Such a student shall be expected to complete the course by taking at least one continuous assessment and supplementary examination.

iii. Disqualification

Grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Department and Faculty Boards as unsatisfactory.

iv. Examination Malpractice

A **Grade Z** shall be awarded to a student who involves him/herself in an examination malpractice or related offence, and shall be awarded whenever it is established that a candidate attempted to gain an unfair advantage in an examination, be it an End-of-Semester Examination or any other paper.

A **Grade Z** shall be awarded only by the Faculty Board with subsequent approval by the Academic Board. A candidate awarded a Grade Z shall be debarred from taking any of the College's examinations for a stated period, or indefinitely, or may be expelled from the College.

v. Classification of Undergraduate Degree

Students shall be awarded undergraduate Degrees with the appropriate 'Class' by BlueCrest University College Liberia as under:

Class Designation	CGPA
First Class	3.5 – 4.0
Second Class (Upper Division)	3.0 – 3.49
Second Class (Lower Division)	2.5 – 2.99
Third Class	2.0 – 2.49
Fail	Less than 1.0

vi. Computation of Grade Point Average (GPA)

GPA is the sum of the product of Credit Points and the student's Grade Points attained in the courses taken in a semester divided by the total credits registered in that semester. Assuming a student took the following courses in the Fifth semester, Following table illustrates the calculation of Grade Point Average (GPA):

COURSE CODE	CREDITS (CP)	MARKS ATTAINED	GRADE LETTER	GRADE POINT ATTAINED (GP)	CP x GP
BIT 311	3	72	B	3	9
BIT 312	3	81	A	4	12
BIT 313	3	60	C	2	6
BIT 314	3	74	B	3	9
BIT 315	3	80	A	4	12
BIT 316	3	72	B	3	9
BIT 317	3	81	A	4	12
TOTAL	21				69

- (i) To calculate GPA:

$$\text{GPA} = \frac{\text{Total CP x GP}}{\text{Total CP}} = \frac{69}{21} = 3.29$$

- (ii) The GPA shall be calculated cumulatively as the student progresses semester by semester to ascertain the Cumulative Grade Point Average (CGPA) on the program.
- (iii) The CGPA is the Sum of the product of all Credit Points and the student's Grade Points attained on courses up to a given semester divided by the total credits registered up to that semester

9. PROGRESSION FROM ONE SEMESTER TO ANOTHER

i. Examination

a. Regular Re-sit Examination

Student trailing any course(s) shall have to pass the failed/trailed course(s) through a re-sit examination at the end of the semester before attempting next semester. Any student re-sitting any failed/trailed courses shall pay an additional examination fee for the course trailing. Student shall pay examination fees for each course attempted.

b. Special Re-Sit Examination

Any Level 400 student trailing any course(s) shall have to pass the failed/trailed course(s) through a special re-sit examination at the end of the eighth semester. Any student re-sitting any failed/trailed courses shall pay an additional examination fee for the course trailing. Student shall pay examination fees for each course attempted.

c. Supplementary Examination

A student who is unable to take any examination on any grounds (ill-health, absent for any reason) shall submit an application to the Dean - Academic Affairs copied to the Head of the department. Student shall pay examination fees for each course attempted.

ii. Conditions for Probation - Unsatisfactory Performance and Progress

The following three status levels are used to indicate unsatisfactory performance, to communicate clear expectations to the student, and consequences should those expectations not be met in the time indicated. The goal of each step is to establish clear expectations and outline a path to return to satisfactory progress of a student.

1. **Warn:** This is an early status for a student who has failed to meet expectations for performance or progress. Warnings are optional in the probation process and are managed internally by the program with a goal of resolving problems before escalating to probation.

2. **Probation:** A continuing student who fails a total of six (6) courses in a semester but attains a minimum CGPA of 2.0 shall be placed on probation for one academic session during which he/she must repeat the failed courses after paying applicable fee.

iii. Trailing and Repetition of Courses (NEW)

- a) To trail a course means the student has failed the course and he/she is carrying over the course till he/she passes it.
- b) A student who fails a pre-requisite course shall be required to appear in the re-sitting exam of the course in the following academic year (or semester where applicable).
- c) If a student fails a course after two attempts then he/she need to repeat the course, both grades will appear on the student's transcript and will be used in the computation of his/her GPA. For instance, a 3-credit course with an 'E' (that is GP of 0) at first attempt, and an 'A' (that is GP of 4)

at second attempt shall attract a total of 6 credits (that is, 3 credits weighted twice) in the computation of the GPA as under:

$$\text{GPA} = \frac{\text{Total GP}}{\text{Total Credits}} = \frac{(3 \times 0) + (3 \times 4)}{3 \times 2} = \frac{12}{6} = 2$$

The GPA or the A at the second attempt shall be 2 and not 4 at the re-sit. Similarly, if the student scores a grade 'D' at the second attempt, the GPA shall be 0.5.

10. TIME LIMIT FOR COMPLETION OF PROGRAM

The maximum time limit for completing the Program is twice the minimum duration eg.

Program	Minimum Duration	Maximum Duration
Undergraduate	4 Years	8 Years

A student who is unable to complete the degree program within the time limit ceases to be a student.

11. REQUIREMENTS FOR GRADUATION

The following requirements should be satisfied before graduation:

- i. Pass all subjects.
- ii. Attain a minimum of Cumulative Grade Point Average (CGPA) of 2.0;
- iii. Settle all financial and other obligations to the College;
- iv. The student should be in good standing, not barred for disciplinary reasons.

The College Academic Board reserves the right to make curriculum change (add and/or delete courses) upon approval by NCHE and require students to meet the new courses requirements. But as a rule, the student will be required to follow the curriculum in force at the time he or she was admitted to the College.

12. TRANSFER OF CREDITS

Transfer of credit is essential in order to add flexibility to the program and make for upward mobility.

The institution shall credit an applicant for higher program with previously accrued credits.

- The institution may grant exemption from certain course in previous programs to candidate applying to continue their education with BlueCrest University College.
- Any student from other recognized institutions willing to get transfer to BlueCrest University College need to through apply the formal channel
- A student transferring a program from a recognized University/ College to BlueCrest University College shall accumulate a maximum of 60 credits over a period of four semesters as a full time student of the BlueCrest before he/she shall become eligible for graduation. Student might be required to undergo one or more additional courses as bridge courses subsequent to mapping of the curriculum.
- A student of the BlueCrest can also transfer his/her credits to any other university/ College.

13. DEFERMENT

i. Before Commencement of program

- An applicant offered admission but who desires to commence study in a year other than that in which an offer has been made shall be required to apply afresh for admission. That is, a fresh student cannot defer his/her program. All new/revised policies/fee will applicable for such students.
- An applicant offered admission but he could not continue for any reason and after a certain period of time, candidate wants to join in lateral entry then he/she need to apply as fresh. In this case his/her previous admission will be treated as null and void. There will be no refund of fee at the time of cancellation.

ii. On ground of ill-Health

An application for deferment must be made and approved by the Dean. Subject to the approval, a medical certificate issued by a medical officer of a government hospital or a recognized medical officer must be presented as an evidence of ill-health.

iii. On ground other than ill-health

Continuing students who due to various reasons wish to defer their program should first consult their Heads of Department/Academic counselor for advice. He/she shall then apply officially to the Dean through Heads of Department.

The student must first pay one half of the registration fee and register to become a bona fide student of the College and defer the program on resumption the student should pay the difference of the new fees and the amount paid before deferment.

iv. Maximum period for deferment

- a. A student may defer his/her program but may not defer for more than four continuous semesters, provided that the maximum period allowed for the completion of the program is not exceeded.
- b. A student who defers his/her program for more than four (4) continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may re-apply for fresh admission into the College.
- c. In all cases of deferment of examination(s) or program(s), written permission should be obtained from Dean and applicable deferment fee needs to be paid.

14. APPEAL

i. Request for review/remarking

A candidate who is not satisfied with the results of any College Examination affecting him/her may request for review/re-marking by submitting an application along with completed re-evaluation form to the Vice President / Dean – Academic Affairs and pay the appropriate re-marking /review fee. The paper should be remarked by a lecturer other than his/her course lecturer.

ii. 15-Days Deadline

- An application for review/re-marking shall be submitted to the Dean– Academic Affairs, not later than fifteen [15] days after the release of the said result and shall state the grounds for remarking. No action shall be taken on an application which is submitted outside the stipulated 15-day period. Re-marking shall not proceed unless remarking fee is fully paid.
- The result of the re-marking should be considered by the faculty and recommendations submitted to Academic Board for ratification.
- If the student wins his/her appeal, the revised result will be released. However it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

iii. Submission of Thesis/Project work

Thesis/Project work wherever applicable, shall be submitted for assessment not later than 14 days after the end of semester examination.

In default, the candidate shall be asked to submit the Thesis/Project work in the following semester and shall be treated as repeat examination with all its implications.

ACADEMIC TRANSCRIPT

- i. Transcripts shall reflect all courses taken or attempted by the student and grades earned.
- ii. Students who want to obtain their transcript shall apply to the Controller of Examinations on the payment of the appropriate prescribed fees, if any.
- iii. Official transcripts to overseas institutes shall attract additional fees to be determined on case-to-case basis.

16. STUDENT FEEDBACK EXERCISE

- Student feedback on teaching is an important element of the institution's quality assurance process to ensure accurate assessment of teaching, mass participation by students in this feedback exercise usually essential. The online and hardcopy student feedback exercise usually begins one month after the commencement of classes and two weeks before the start of the End semester examination period.
- Continuous assessment (CA) and examination serve different pedagogical needs. Examination serves primarily to assess a student's understanding of the subject matter, whereas CA plays in addition a formative role in educational terms. For this reason, unlike examination scripts which are not returned to students, CA is returned to students with comments and/or discussion if appropriate so that they may improve on their work.

17. ACADEMIC COUNSELLING

Every registered student will be assigned an academic counselor who should be the first to be consulted in case the student a problem of academic nature. It is responsibility of the student to seek advice when there is a problem though the counselor may invite the student whenever the need arises. In addition, the institution has counseling centre that addresses both academic and non-academic of students.

18. PASTORAL SUPPORT

Students are encouraged in the first instance to consult their faculties on personal matters which may be concerning them. All undergraduate students are allocated a Personal Tutor, who is from their Faculty. Personal Tutor is someone to whom student can go to ask advice about non-academic matters, such as personal and financial problems.

At the start of the session, students should meet their Personal Tutor, who will explain them about their role and how they can be contacted in case of any requirement. Students are advised to know their Personal Tutor well and maintain a good communication with him / her. Personal Tutor will listen to students and try to help so long it's within his / her limit. If not he/she shall refer student to the concerned authority.

EXAMINATIONS

All BlueCrest University College examinations will be planned, scheduled, monitored, controlled and implemented by the office of Controller of Examinations. Controller of Examinations will be the authority with respect to the conduct all examinations of all respective Schools under BlueCrest University College

A. Examination rule and regulations

The following rules and regulations will govern the conduct of all examinations in the College. It is the duty of all concerned to acquaint themselves with them.

- i. A student who does not fulfill continues assessment requirement of course does not qualify to take the end of semester examination in that course.
- ii. It is responsibility of the candidate to find the examination room well in advance and to be seated, at least, fifteen minutes before the commencement of any examination paper.
- iii. A candidate arriving thirty minutes after the start of a paper may be refused entry into the first half-hour of the period allowed for a paper or enter the examination room after the first half-hour, any exception to this rule must be reported in writing to the relevant Head of department.
- iv. Candidate is required to use their index numbers throughout the examination.
- v. Under no circumstances must a candidate name be written on any part of the answer book provided. Candidate who fails to comply with this regulation will be penalized.

- vi. Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- vii. Candidate may be required at any time to establish their identity.
- viii. No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
- ix. Smoking is not allowed in the examination room.
- x. There shall be no communication what over between candidates during the examination. A candidate may attract the attention of the invigilator by raising a hand.
- xi. No mobile phone, radio programmable calculator or any other communication equipment or media are to be taken into the examination room. Failure or comply may lead to confiscation of the gadget.
- xii. Any irregular conduct on the part of the candidate such as copying from another or from prepared notes may result in the cancellation of his/her examination paper and or more severe penalty.
- xiii. Candidate should not remove from the examination room any unused material (e.g. answer booklets or part thereof, supplementary answer sheets, graphs sheets, drawing paper) supplied for examination. Candidate may, however, retain their question paper except the rubrics state otherwise.
- xiv. A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet .such candidate shall not be allowed to return to the examination room.
- xv. Candidate should not in any way interfere with the stapling of answer booklet. Any complaints about the answer booklet should be brought the attention of the invigilator.
- xvi. A breach of any of the foregoing regulation made for the conduct of College examinations may attract one or more of the following sanctions.
 - a) A reprimand;
 - b) loss of marks;
 - c) cancellation;
 - d) Withholding results for a period.
- xvii. In addition to Grade Z shall be awarded whenever it is established that a candidate to gain an unfair advantage in an examination. Further sanction may include.
 - a) Being barred from College examinations,
 - b) Suspension from College,
 - c) Expulsion from College.

B. Qualifying to write College examinations

A candidate shall qualify to write a College examination if

- i. The student has registered for approved course.
- ii. The student has presented him/herself for not less than 75% of the total number of hours for the course.
- iii. He/she has continuous assessment marks for relevant subject areas.
- iv. He/she is not under suspension from College.
- v. A student has not absented him/herself for a cumulative period of 21 days from lectures, tutorials, practical and other activities prescribed for any course in any semester.

C. Examination timetable, venues and seating arrangements

Examination timetable

It shall be the duty of the candidate to consult the timetable on notice board and ascertain the papers to be written each day.

Approved Venues

Examinations will take place at approved venues as indicated in the timetable.

D. Students Identity Card

- i. Identity card of students will be inspected during examinations. Candidates are therefore requested to display their identity cards on their tables for inspection by examinations officers.
- ii. Candidate who has misplaced their identity cards should report to the Academic Head for replacement before the examination.
- iii. Candidate who has no evidence of any BlueCrest University College identity cards will not be allowed to take the examination.

E. Entering and Leaving Examination Rooms

- i. It is the responsibility of the candidate to be seated at least 15 minutes before the commencement of any examination.
- ii. A candidate who arrives 30 minutes after commencement of paper may not be allowed to write an examination.
- iii. No books, paper, written information, bags, mobile phones, organizers, programmable calculators are to be taken into the examination room.

- iv. Candidate may leave the examination room temporary, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that candidate do not carry on them nay unauthorized material. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
- v. Candidate should spend a minimum of 30 minutes during one hour exam time and minimum 60 during the 3 hours exam in the examination room before submitting examination scripts.
- vi. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator/invigilation assistant who shall collect the candidate booklet before he/she permitted to leave.
- vii. Candidate who falls ill in the examination room should inform the invigilator for appropriate action to be taken

F. Procedures during Examination

- i. Candidates are required to use their index numbers and not their name throughout the examinations. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers. Failure to comply will result in a candidate being penalized.
- ii. Candidate must ensure that they sign the examination attendance sheet.
- iii. Borrowing of materials such as pen, pencil eraser, ruler and calculator will not be allowed in the examination room.
- iv. There shall be no communication whatsoever between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising a hand.
- v. Candidate would be told by the invigilator when to start answering questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- vi. At the end of each examination, candidate should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- vii. As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the invigilator assistant before they leave the examination room. Candidates have a personal responsibility for ensuring that their answer books are collected by invigilator assistant.
- viii. No unused material should be removed from the examination room .candidates may however, retain their question paper except the rubrics state otherwise.

- ix. No part of the answer book may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

G. Absence from Examination

- i. Any candidate who fails to attend any or part of examination shall be deemed to have failed the examination.
- ii. The following shall not be accepted as reason for being absent from any examination.
- Miss-reading the timetable
 - Forgetting the date or time of examination
 - Inability to locate examination hall/room/venue
 - Oversleeping
 - Loss of a relation
 - Pregnancy
 - Inability to find transport to the examination venue
 - Heavy traffic / rain or any other reasons

H. Examination Offences

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

- I. Brining Mobile phone or any other electronic device in the Examination Hall.
- II. Any knowledge or possession of examination questions before the examination.
- III. Possession of unauthorized materials related to the examinations and likely to be used during examinations.
- IV. Copying from prepared notes or from a colleague's script during examination.
- V. Persistently looking over other candidate's shoulders in order to cheat.
- VI. Impersonating another candidate or allowing one to be impersonated.
- VII. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate
- VIII. Consulting or trying to consult during the examination any book, notes or other unauthorized materials.
- IX. Persistently disturbing other candidates or detracting their attention.
- X. Verbal or physical assault on an invigilator over alleged examination offence.
- XI. Destroying materials suspected to help establish cases of examination malpractice.
- XII. Writing after examination has ended.

- XIII. Fabrication of data-calming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or calming to have obtained results which have not in fact been obtained.
- XIV. Plagiarism-copying another's work and pretending it is one's own or substantial use of other people's work and submitting it as though it was one's own.
- XV. Involved in cheating outside the Examination Hall during examination time.

20. ADMISSION FRAUD

If it is discovered and established that student does not possess the qualifications by virtue of which he / she has been offered admission to the program of study, he/she will be withdrawn from the College.

In addition, he / she will be barred from entering or seeking admission from the College for three years.

Unsatisfactory work/Misconduct

A student will be required to adhere to all rules and regulations of the College as contained in the student handbook on rules and regulations. All students are considered to be on probation for the duration of their program. They would be dismissed at any time for unsatisfactory work or misconduct.

21. CERTIFICATES

Degree Certificate is conferred on all those undergraduate students who have completed the all mandatory requirements for the degree. Details of collection procedures will be shared through Notice Board/Email to each student. As such students may collect their certificates after their respective graduation ceremonies or the designated alternative period, personally. It is not normally the College practice to issue another certificate if the original one is destroyed or misplaced. Instead, the registrar may be able to issue a letter testifying to the graduate status of the student concerned. Such student can apply for a letter of status of Gradation by paying applicable fee at the office of Registrar. However Students can apply for duplicate transcript by paying applicable fee at the office of Registrar.

22. COMPLAINT AGAINST FACULTY MEMBERS

Complaints against a faculty member should normally be in writing and signed by the complainant in order for the College to proceed with an official inquiry into the complaint. However, complaints may also be verbal or anonymous.

- a) Complaints from outside the College shall be addressed or forwarded either to the Registrar. The complaint may be handled by the addressee or forwarded to the Dean (or director) member concerned for appropriate action.
- b) Complaints from either outside or inside the College involving allegations of fraudulent or other dishonest acts, shall be referred to the Office of Administration in accordance with the College's Policy against fraudulent or other dishonest acts
- c) Complaints involving allegations of sexual harassment shall be handled in accordance with the College's Policy on Sexual Harassment.
- d) Complaints that represent allegations of research misconduct shall be handled in accordance with the College's Policy for Dealing with Conduct in Research.
- e) Complaints from inside the College shall be submitted directly to the department chair of the faculty member concerned, who shall inform the Dean.
 - i. The department chair or other appropriate administrator shall determine whether the complaint has substance and whether further action is necessary. If it is determined the complaint has substance and further action is necessary, the faculty member shall be informed of the receipt of the complaint and will be given an opportunity to respond to the complaint in writing within ten (10) days.
 - ii. The department chair or administrator shall review the complaint, together with the faculty member's written response and provide a report to the dean (or director) or appropriate vice president stating whether:
 - f) The complaint lacks substance and no further action is necessary; or
 - g) The complaint has substance and remedial action shall be taken at the department or college level.
 - i. The Dean or appropriate vice president shall subsequently review the complaint, together with the faculty member's written response and the department chair's or administrator's report. If the report states the complaint has substance and remedial action should be taken at the college level, the Dean shall determine the necessary appropriate remedial actions.

23. ETHICS POLICY

A. Philosophy

BlueCrest University College is an institution which encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the College recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals require the free exchange of ideas on any subject whether or not controversial, self-expression, and the challenging of beliefs and customs. The College also endeavors to teach students to communicate effectively in all aspects of their lives and on all manners of subjects. This often (although not always) requires respectful speech and conduct. In order to maintain an environment where these goals that are critical for the College's educational mission can be achieved safely and equitably, the College requires civility, respect, and integrity in the curricular program and encourages these kinds of behavior in other activities among all members of the student community. Students are taught to exhibit high standards of behavior and concern for others and are encouraged to live up to these standards.

The College strives to protect and guide the educational community by establishing, and requires students to adhere to, a Student Honor Code, a Student Code of Conduct and a student conduct system that promote individual and social responsibility and are enforced through College regulations. Decision to join BlueCrest University College community obligates each member to a code of responsible behavior. Individuals and student organizations are expected to observe the policies, rules, regulations, law and requirements of BlueCrest College Liberia. College regulations have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution.

a. Student – Student Relations

i. Student Honor Code: Adoption and General Principles

In adopting this Honor Code, the student of BlueCrest University College recognizes that academic honesty and integrity are fundamental values to the College community. Students who enroll at BlueCrest University College commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by the honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The

quality of a BlueCrest University College education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Pledge:

“We, the members of BlueCrest University College community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by Honor Code. On all work submitted for credit by students at BlueCrest College, the following pledge is either required or implied:

On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

ii. Student Conduct Code: General Principles

The purpose of the Student Conduct is to set forth the specific authority and responsibility of the College in maintaining social discipline, to establish guidelines which facilitate an open, just, civil and safe campus community where the academic curricular program can flourish for all students and where freedom of speech, safety, and College work and operations are protected in those events and areas open to the public that constitute open public for a. the purpose is also to outline the educational process for determining student and student organizations responsibility for alleged violations of College regulations. The conduct process will follow established procedures for insuring fundamental fairness and an educational experience that facilitates the development of the individual and of the organization.

iii. Rules and Regulations Governing Students Behavior

BlueCrest University College is an academic institution established for the sole purpose of preparing the citizen of the nation to be equipped to serve humanity. Its students’ behavior is governed by students’ rules and regulations in the student handbook as follows:

The BlueCrest University College, as part of its primary function of teaching, research and public service, is an institution of higher learning geared towards training and preparing men and women in developing their latent talents and potentials to the fullest so that they become functioning and productive members of society in the nation.

In fulfillment of these goals, the University places a high premium on the development of the individual intellectually, socially, emotionally and morally.

The conduct of all students is subject to the control of all members of the academic and senior administrative staff. All students are therefore required to obey all instructions given by any of such persons designated to enforce the university rules and regulations.

- **The Rule of Student Discipline**

The discipline committee (DC) is to perform oversight of matters pertaining to or affecting the College academic discipline. The following acts are a demand to be against the rules and regulations of the institution:

- Fraudulent submission of a certificate
- Misconduct and misbehavior
- Use of abusive language
- Misuse or damage to the Institution property
- Any action likely to bring the Institution into disrepute
- Breach of any of the Institution Regulations
- Cheating in examinations

Penalty: Any of the following disciplinary measures shall be taken against students who breach the Institution Regulations:

- Verbal notice
- Written notice
- Suspension from the University College
- Expulsion from the University College

- **Class Room Code of Conduct**

- For every hour in class, successful college-level work requires about an hour of class work, reading, writing, research, lab, discussion, field work, etc. In time demands, an 18-credit load per semester. Being a BlueCrest student requires appropriate adult behavior and respect for others, regular attendance as specified by the college, is expected of all students.
- Avoid the act of leading or inciting others to disrupt lecture and/ or normal activities within the class or classes of other students

- Work quietly and do not disturb others doing or after class time
- Be on time, on task and prepared to learn every day
- Respect the instructors of the college, the classroom, other students and yourself at all time while on campus
- Listen when others are talking and respect their views as peers' learning is important to the college
- We respect our classrooms, eating and drinking in class is prohibited at all time.

Penalty:

The College's Administrations are set to implement classroom rules of conduct, require adherence to standards of civility appropriate to learning, and have the right to remove anyone for disruption or obstruction of those standards, or for violation of any law or College policy relating to the management of the classroom.

1. **First offense:** Verbal warning by the committee. Such students will be only permitted until they bring their parents or guardians for discussion.
2. **Second offense:** A warning letter to be issued to the student.
3. **Third offense:** A Suspension letter to be issued for a semester.
4. **Fourth offense:** An Expulsion letter to be issued.

- **Dishonesty and other Acts of Misconducts**

Any student who steals from his/her fellow colleagues, staff or visitors to the University or defrauds the BlueCrest University College shall be adjudged guilty, once the charge is established.

Stealing or defrauding shall include not only the unlawful taking of funds, goods, etc. but also taking an examination or performing course assignments by one student for the other. Any student caught cheating in class, forgery or proven of disseminating false information or engaging in other acts of dishonesty shall be regarded as being dishonest.

Penalty: The penalty for dishonesty shall be a restitution of funds or property where applicable suspension for one semester to expulsion as the gravity of the case might warrant.

- **Improper Dress Code**

Inappropriate dressing on the campus is not acceptable at all. All students must dress modestly and avoid confrontation with any university personnel.

Penalty: Violation shall range from warning, suspension, and expulsion depending on the gravity of the case.

- **Criminal Activities, Academic, Non-Academic**

Any student found guilty in fighting or any criminal activity in which an innocent party has been injured in anyway, he/she shall make full restitution of the cost involved to the injured party.

Penalty: Violators shall be guilty of a major offense. The Penalty shall be suspension from the university from a semester to two years depending on the gravity of the situation. Referral to the National Police could also be an option.

- **Narcotic, Alcohol and other Harmful Drugs**

The use or sale of narcotics, Alcohol and other dangerous drugs by students on campus is strictly prohibited.

Penalty: The penalty for violation shall range from two semesters suspension to expulsion as the gravity of the case might warrant.

- **Plagiarism**

Plagiarism may be defined as the act of direct copying or summary of another person's work. This might be from a textbook or a fellow student's work. Academic honesty demands that when you use another student's idea, you should acknowledge it. Failure to do this means stealing and deception and as such considered as a serious offense or intellectual crime.

Penalty: The instructors may deduct marks from the grade or give "F" grade to the student s for plagiarism. In extreme cases of plagiarism, a student may lose an entire semester's work. Therefore, students at BlueCrest University College are encouraged to avoid plagiarism by acknowledging someone's idea or idea facts that need to be acknowledged.

- **Creating Unrest on Campus**

Students shall not create unrest on campus and acts that have the potential to create unrest; they shall not engage in acts of hooliganism, vandalism or violence.

Penalty: The penalty for violation shall range from one to two semester (s) suspension to expulsion as the gravity of the case might warrant.

- **Use of Abusive Languages**

The use of proactive, abusive language on campus whether against Government officials, University employees, other students or otherwise is prohibited.

Penalty: The penalty for violation shall range from a warning, suspension to expulsion as the gravity of the case might warrant.

- **On-Campus Indecency**

No student whether male or female shall involve in indecency acts with another student. This includes unwanted gesture, touching or verbal. On the other hand, students are advised not to expose unwanted body parts to fellow students.

In the event where a student has sufficient evidence and proof of being sexually involved by a fellow student (s), faculty or university authority, a written complain can be made to the Dean/Vice President for Academics/Administration who will invite that student or staff to the Faculty Senate of BlueCrest University College for investigation on behalf of the student.

Penalty

Violation shall range from suspension and expulsion depending on the gravity of the case for students and for faculty, the Administration will take the appropriate decision.

- **Production of Unwanted Video**

No student enrolled at the BlueCrest University College is allowed to be part of the production, disseminating, sending and transporting unwanted Photos and Video. This is strictly prohibited, whether on campus or not.

Penalty

Any violation of said regulation shall be expulsion.

- Use of Mobile Phone during class hours

Use of mobile phone is strictly prohibited during class hrs. No student is allowed to misuse any mobile phone during class time.

Penalty

- A said gadget will be seized for a specific period of time until a parent or guardian is called to a meeting.
- Verbal and written notice

b. Staff – Staff Relations & Staff-Student relations

- The College believes that academic freedom and responsibility are essential to the full development of a true College and apply to teaching, research, and creativity. In the development of knowledge, research endeavors, and creative activities, the faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. The faculty must be free to engage in scholarly and creative activity and publish the results in a manner consistent with professional obligations. A similar atmosphere is required for College teaching. Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing academic subjects selecting instructional materials and determining grades. The College student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor.
- The established policy of the College continues to be that the faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, scholarly discretion, and good citizenship. The College instructor is a citizen, a member of a learned profession, and an academic officer of the College. The instructor should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.

Academic freedom is accompanied by the corresponding responsibility to:

- Be forthright and honest in the pursuit and communication of scientific and scholarly knowledge
- Respect students, staff and colleagues as individuals and avoid any exploitation of such persons for private advantage;
- Respect the integrity of the evaluation process with regard to students, staff and colleagues, so that it reflects their true merit;
- Indicate when appropriate that one is not an institutional representative unless specifically authorized as such; and
- Recognize the responsibilities arising from the nature of the educational process, including such responsibilities, but not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the department/unit level; respecting the confidential nature of the relationship between professor and student; and adhering to one's proper role as teacher, researcher, intellectual mentor and counselor.

24. RESEARCH POLICY

1. College Policy

It is the policy of the College that each individual faculty and staff member and student is expected to maintain high ethical standards in the conduct and reporting of his/her research. Should alleged incidents of misconduct in research occur, reporting of such possible violations is a shared responsibility, and it is the duty of the faculty, staff members and students to respond in a fitting manner to resolve issues arising from such alleged misconduct.

2. Faculty, Staff, and Student Responsibilities

Faculty members, staff, and students at BlueCrest University College are expected to maintain ethical standards in the conduct and reporting of scientific and scholarly research. Faculty, staff, and students have responsibilities for ethical conduct in research not only to the college, but also to the community at large, to the academic community, and to private and public institutions sponsoring the research activities.

3. Definition of Research Misconduct

Research Misconduct is defined for the purposes of this regulation as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- a. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment or processes or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- b. Research Misconduct does not include honest error or differences of opinion. It does not include authorship or credit disputes. In addition, failure to comply with legal requirements affecting specific aspects of conducting research, misappropriation of funds, failing to comply with the College's Institutional policies and procedures, or other inappropriate actions in research which do not fall within the definition of research misconduct as stated in this paragraph and which are in violation of existing College regulations or policies are addressed under such other regulations or policies.

- c. A finding of Research Misconduct requires:
- There be a significant departure from accepted practices of the relevant research community.
 - The misconduct be committed intentionally, knowingly or recklessly and
The allegations be proven by a preponderance of the evidence.

25. COLLEGE LIBRARY

1. INTRODUCTION

i. Mission of College Library

To support teaching, learning and research activities of the institute by providing access to quality information resources and services.

ii. Vision of College Library

To building a library that will provide excellent information services that demonstrate a commitment to meet the individual and collective information needs of the patrons.

iii. Welcome Message

The College Library welcomes all faculty members, students, staff, and visitors to its threshold. The Library provides information materials, resources and services to support the teaching, learning and research activities of all members of the institutions. We assure you of our maximum support to make your studies and stay at College great. Please take advantage of our diverse resources and facilities in the library to enhance your learning/research and academic work. Our competent library staffs are always available to assist and support you.

iv. Library staff

The Library shall be managed by a qualified librarian and assisted by support staff.

v. Definition of collection format and organization

The library's collection includes printed and electronic books, DVDs, CDs, periodicals, and online databases and journals. Online databases provide access to articles and other reference materials, much of which is full-text. The library also provides computers with Internet access for its primary patrons to be able to avail themselves of the world of electronic information. Interlibrary loan service

which borrows materials from other libraries on behalf of patrons is also available to the academic community.

Books are organized according to the Library of Congress Classification System. Designated areas are set aside for the circulating, reference, and rare collections. Periodicals are arranged alphabetically by title, and current editions are on display shelves.

2. GENERAL POLICY

i. Periods of operation

The Library's Opens from Monday to Saturday and operates from 9:00am to 5:00pm.

ii. Library Closings

The library closes on vacations, public holidays and in the afternoons from 12:00-1:00pm for break. Emergency situations such as severe weather may require that the library be closed for some time. At the discretion of the librarian with the approval of the Library Management Committee, the library may be closed for other reasons.

iii. Definition of Library Patrons

Primary users would comprise of:

- Faculty Members of BlueCrest University College
- Students of BlueCrest University College
- Research Fellows and Visiting Scholars of BlueCrest University College
- Staff and Alumni of BlueCrest University College.

iv. Standards of conduct

All library patrons are expected to show consideration of others and cooperate with other library users and staff. A reasonably quiet environment should be maintained for the benefit of all persons in the library.

The following rules and regulations are to be observed in BlueCrest University College Library and violation may result in eviction from the library and/ other penalties:

- Cell phone users are asked to turn them off or set to vibrate when in the library, as cell phone communication is prohibited.
- Discussions, loud talking and laughing are prohibited.
- Defacing or destruction of property and materials will be considered a serious offense.

- Attempted unauthorized removal of library material will be treated as theft.
- Throwing objects, boisterous behavior including running, horseplay, and annoying other patrons,
- Fighting is prohibited,
- Failure to return recalled items by the new due date may result in fines and or suspension of borrowing privileges.
- Patrons suffering from contagious diseases such as excessive sneezing/coughing, tuberculosis etc. are advised to seek medical attention and avoid using the library until they are treated. They are also advised to comport themselves in the best possible manner in order not to inconvenience other library users.
- Anyone who threatens other patrons or library staff shall be suspended from the use of the library and reported to College authorities for further action.
- It is an offence to reserve a seat for other library patrons.
- Patrons must not take any item out of the library without completing the appropriate loan procedures. They may be required to satisfy the Librarian that any library items being taken out of the library have been duly borrowed.
- Gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc. must be deposited at the security desk.
- Inappropriate display of affection is prohibited,
- Inappropriate language is prohibited,
- Possession of firearms, fireworks, or other weapons are not allowed in the library;
- Smoking is prohibited,
- Sleeping is prohibited,
- Placing feet on tables and chairs is prohibited,
- Pets are not allowed into the library.
- Foods and drinks are prohibited.
- Loitering. Anyone who sits doing nothing or wanders around for 15 minutes or more without apparent purpose is considered to be loitering. They may be questioned and asked to leave.
- No bags shall be permitted entry into the library.

3. READER SERVICES AND CIRCULATION POLICY

i. General

- The library shall acquire materials relevant to the programs offered by BlueCrest University College. Only circulating materials shall be made available for borrowing.

- Rare and reference materials are not to be borrowed but used in the library only.
- Circulating materials are available for checkout for a two week period to faculty, staff, and currently registered students who hold a valid ID card.
- Loan periods will be reviewed from time to time by the Librarian in consultation with the Library Management Committee.
- DVDs and CDs usually circulate to faculty/staff only. They may circulate to students when placed on reserve by faculty for specific courses.
- Reference books, periodicals and newspapers in any format, may not be taken from the library, except by faculty with the approval of the librarian.
- Faculty and staff members are expected to return all books, during the end-of-semester faculty/staff recall. Those books that are still needed may be renewed at that time.

ii. Check-out limits

There are specific limits on the number of items that may be checked out.

Check-out limits vary for different patron categories as follows:

- Faculty - two at a time
- Students – one at a time
- Research fellows, Visiting scholars- one at a time

iii. Renewals

An item may be renewed if presented in person at the library and if no other patron has requested the item or the library has not recalled it.

iv. Overdue Penalty

A patron who keeps borrowed books beyond due dates shall pay a fine or have his/her certificate withheld. The hold shall remain in place until the material is either returned or a replacement fee is paid. As a courtesy to borrowers, the library shall send regular notices for overdue items. However, it is the borrower's responsibility to return the items on time, whether or not the notice is received.

Failure to settle library obligations

Failure to settle library obligations such as unpaid library fines or overdue items may result in the following penalties:

- Returning students will not be allowed to register and graduating students may not be allowed to receive their certificates or transcripts.

- The library's computer-based circulation system will place a "block" on a user's borrowing privileges
- As such, library clearance shall be a requisite for registration and collection of certificates, in the case of students; and payment of salaries/allowances in the case of faculty and staff.

vi. Circulation period

Books generally circulate for a two-week period and are due by the last date written for the user. Faculty and staff may keep books longer than the two-week period but such books are subject to immediate recall. Faculty may borrow periodicals, reference books, CDs and other restricted materials for reference and research for only one week. Some rare books in the collection do not circulate at all.

vii. Circulation files

Circulation files are considered confidential. As such, library staff will not reveal the name of the person to whom an item has been checked out.

viii. Renewal of borrowed items

Borrowed items may be renewed if presented in person at the library and if no another patron has requested the material. Faculty and staff members are expected to return all books during the end-of-semester faculty/staff recall. Those books that are still needed may be renewed at that time.

ix. Lost/Damaged book

- A patron shall pay the full cost of a lost book. In lieu of this payment the library will accept a new replacement copy of equal or greater value.
- Damaged books, while assessed by the administrator of the library on a case-by-case basis, may also be replaced in like manner.
- Library books and other materials cannot be purchased. Even if a lost item charge has been paid, the item remains the property of the College.
- Any person who falsely claims to have lost an item simply to retain possession of it may be charged with illegally possessing the institute's property.
- If a book is found within one year, upon presentation of the receipt, a refund may be made minus the service charge and any fines owed.

4. COLLECTION MANAGEMENT POLICY

The library makes decisions regarding the development, maintenance, and use of the collection based on principles that aim at correcting any weaknesses in the collection and also maintaining the strengths of the collection. The collections management policy covers three main areas: acquisition, evaluation and selection policies.

A. Acquisitions of Library Materials

It is the policy of the library to build a collection containing the materials that best suit the objectives of its primary clientele both now and in the future. It is the aim of BlueCrest University College Library to build in all appropriate fields a collection of the highest degree of excellence, both qualitative and quantitative that its monetary resources will possibly provide.

The implementation of the acquisition policy is the responsibility of the Librarian who may delegate to others a portion of that responsibility. Building a collection to meet the objectives expressed in the policy requires provisions for evaluating the collection and for expending funds designated for the development of the collection.

i. Collection Evaluation

Continual examination of the collection is necessary to affirm its relevance to curriculum, and sufficiency in variety and number of materials per discipline. Collection evaluation shall be accomplished through direct and indirect means. Usage statistics shall be analyzed every year to determine the extent to which the collection meets patrons' needs. Interlibrary loan requests and reserve requests are useful feedback tools. Core bibliographies shall regularly be consulted to build up needed areas of the collection. The expertise of faculty would also be sought.

ii. Allocation of Funds

The management of NIIT will make funds available for all library expenditure. The librarian would ensure that, this fund is utilized equitably in the library by identifying shortfalls in the collection, as well as equipment requirements and making appropriate suggestions to the Library Management Committee for purchases. This will take care of gaps in the collection, materials in subject areas that are not represented in the curriculum, materials that have been damaged or lost, materials to be repaired and equipment to be maintained or replaced.

B. Selection of Library Materials

Materials shall be selected for the library by consulting the opinions of faculty and/or standard bibliographies, dependable review journals, and lists of publications considered to be outstanding by authoritative boards of review. Specific criteria applicable to almost all library purchases include:

- Subject scope of the material
- Authority, honesty and credibility of the author and publisher
- Timely value of the material
- Cost of the material
- Special features: index and bibliography
- Accuracy of the material
- Usefulness of the material with respect to other works already in the collection or easily available from other collections, including:
 - Representation of all sides of controversial issues
 - Avoidance of materials that duplicate information already held
 - Avoidance of expensive materials of limited use when they are held by other member library in the district.
 - Scarcity of material on the subject
 - Price of the work in comparison with other equally useful material
 - Format of the work
 - Appropriateness of the material with respect to curriculum

The primary responsibility for the building of the collection resides with the Librarian. Within the library, the librarian is responsible for ordering and receiving requested materials and maintaining the business records necessary for the fiscal control of library budget. Cooperation between faculty members and the librarian in the selection of materials allows individual faculty members to bring their specialized knowledge to the task of selection and to assure the support within the collection of specific curricula needs. The responsibility of the librarian is to ensure that no areas of development proper to the collection be ignored or slighted and that the collection as a whole be developed objectively, consistently and thoroughly.

Book and Periodical Orders

Book and periodical orders come primarily from faculty and library staff. However, students and College employees may suggest book purchases to the librarian who will consider placing an order for the recommended items. The final decision to purchase any library materials rests with the library committee. Allocations are based on the availability of library funds.

Each academic department receives a portion of the annual materials budget allotted by the Library Management Committee. This committee is composed of one representative from each academic department, a student representative and the librarian.

C. Special aspects of collection management

i. Paperbacks

When there is a choice between hard cover and paperback, the paperback will be purchased unless the work is one expected to stand up to frequent and heavy use.

ii. Periodicals

Current subscriptions are placed at the request of faculty and on the basis of the expressed needs and interests of the library's users. Every year, prior to renewal dates, the library informs faculty members as to which titles are available in the library's full-text databases. Faculty members are asked to review their orders and to consider canceling the print versions that are duplicated online.

iii. Newspapers

The library shall subscribe to representative national newspapers. Due to limited storage space, back-files of newspapers are not kept beyond three months.

iv. Foreign Language Materials

Materials in foreign languages are purchased to support the language curricula offered by NIIT and when a specific need is evident for a foreign language edition.

v. Materials not used regularly

Resources (books, manuals, indexes, periodicals, dissertations) and information needed to support the research of an individual student or faculty member are obtained, whenever possible, through interlibrary loan rather than through purchase.

vi. Out-of-Print Materials

Out-of-print materials are sought through the catalogs and Web pages of out-of print book dealers and services of major book jobbers.

vii. Textbooks

Textbooks are purchased, and free copies are accepted, only when they supply information in areas in which they may be the best or the only source of information on the subject.

viii. Audio-Visual Media

The library acquires a limited number of recordings, CDs, DVDs and videos. These are selected on the basis of course needs and general interest to the Library's clientele, largely on the recommendation of the faculty. As for adding other A-V materials to the collection, the general policy is to select materials which will best serve the purposes of the students.

ix. Theses

The library may accept and maintain a printed copy of a graduate theses and project papers, or College scholar papers, from its thesis office or institutional repository.

x. Electronic resources

For the purpose of this collection policy, electronic resources are defined as reference or indexing sources, either as full-text and/or as citations, which require computer access. The Library Management Committee will collectively vote on new acquisitions. Electronic resources are subject to contracts negotiated with the respective suppliers.

In selecting electronic resources the following criteria will be followed:

- Speed and efficient access for users as compared to print version of material
- Cost effectiveness (start-up and maintenance costs in relation to number of academic programs served)
- Ease of manipulation
- For bibliographic databases, a high percentage of the titles found in the indexing/abstracting database should be owned by or be accessible to the Library
- Shelving space available for physical forms of the database contents

Additional criteria:

- Accuracy and authenticity
- Scope and depth of coverage
- Historical perspective as well as currency of data
- Ease of use (e.g., special indexing/browsing features).

xi. Gifts

The library welcomes gifts but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the institution. The library will determine the classification, housing and circulation policy relating to all gift items.

xii. Maintenance of the collection

Library materials are expensive to purchase, process, and house. The library acknowledges the necessity of preserving all holdings, both traditional and nontraditional. Library staff and users are informed about proper care and handling of library materials in all formats. In addition, temperature and humidity within the building are controlled for maintenance of library materials.

Deteriorating materials in the collection shall be reviewed by the librarian. He/she shall determine if the material can or should be preserved. If the material can and should be preserved, appropriate action will be taken to restore the material to a useful state. If the determination is that the material should not be restored, it will be weeded from the collection. The librarian, with advice from the faculty, will determine if the material is to be replaced.

xiii. Weeding

The Library shall keep the collection current through a regular, continuous process for removal of materials which are no longer useful. Therefore, it is the job of the professional librarian to survey the collection throughout the year so as to determine the materials' usefulness in the curriculum. Faculty members in affected subject areas will be consulted before materials are removed from the collection. BlueCrest University College Library shall conduct systematic programs of weeding from the general library collection. Decisions to withdraw are made in consultation with the faculty member of the academic discipline most directly concerned with possible future use of the resource. Factors involving decisions to weed are based include:

- Works of a timeworn appearance which are not necessarily rare or of considerable value in terms of either content or actual marketability
- Unneeded duplicates
- Earlier editions which have been superseded
- Editions in non-English languages in which the English version is held by the library and the foreign language material does not relate to course offerings or support faculty scholarly needs
- Works with outdated or incorrect information
- Books over 30 years old which have not circulated for the last 10 years
- Ordinary textbooks and school dictionaries
- Superseded almanacs, yearbooks, and manuals
- Old students course outlines

All materials which are weeded should be properly reported in the annual inventory report and should be properly marked so as to not reappear on the shelves.

xiv. Intellectual Freedom

The library is not biased on any issues and seeks to maintain a free flow of information in the selection of books. The disapproval of a book by one group shall not be a means for denying that book to all groups if, by library selection standards, it belongs in the collection. Any patron who wishes to challenge a library material on the shelves should contact the librarian.

5. REFERENCE AND ACCESS SERVICE POLICIES

i. Introduction

The library takes an active role in supporting the overall mission of BlueCrest University College by providing access to relevant information through the development of library collections, their organization and arrangement for access and use, and the provision of appropriate information and instructional services. To be most effective in fulfilling its mission, the library offers a wide range of services for current students, faculty, and staff. These include:

- Provision of personal assistance to library users in the use of the library.
- Assisting library patrons to search for information both within and outside the library.
- Question and Answer Service (QAS).
- Referral Service.
- Library research and evaluation activities
- Inter-library loan service.
- Provide information and access to information.
- Book lending services.
- Reference and information services
- Internet/ photocopy services.
- Manual/ electronic literature searches.
- Training in information literacy skills and user orientation.

ii. Objectives of reference services

The library's reference services shall pursue the following objectives:

- To promote personal assistance without discrimination to library patrons.
- To select and organize sources of information both in print and electronic to meet the changing needs of library users.
- To set standards and guidelines that ensure excellence in reference services.
- To ensure that library patrons receive consistently, high level services.

- To present programs that teach the use of the library and its resources.

iii. Library Reserve Policies

Both owned library materials and those supplied by faculty members shall be accepted and put on reserve. Items that could be put on reserve include books, course packets, and journal articles, chapters of books, electronic files and multimedia materials. Reserve materials cannot be borrowed by any category of patron.

A patron may request that the library places on hold or reserve a book that is currently checked out. Such requested books shall be kept for the patrons for two (7) working days.

6. RESPONSIBLE USE OF LIBRARY EQUIPMENT AND E-RESOURCES

i. Introduction

Desktop computers are located in the library to provide direct access to the online catalog, Web, and online databases and resources. Access to resources on the Internet through library terminals is provided to support research and pedagogical activities only. All library patrons who utilize library computers are expected to do so responsibly, respecting library property and the rights of others.

The library cannot control the information available over the Internet and is not responsible for its content. The Internet contains a wide variety of material, expressing many points of view. Not all sources provide information that is accurate, complete or current, and some may be offensive or disturbing to some viewers. Users should properly evaluate Internet resources according to their academic and research needs. Links to other Internet sites should not be construed as an endorsement by the library of the content or views contained therein.

The library respects and supports the concept of intellectual freedom. The library also supports access to information and opposes censorship, labeling and/or restricting access to information. In accordance with this policy, the library does not use filters to restrict access to information on the Internet or Web.

Behavior that adversely affects the work of others and interferes with the ability of library staff to provide good service is considered inappropriate. It is expected that users of the library's public access computers will be sensitive to the perspectives of others and responsive to library staff's reasonable requests for changes in behavior and compliance with library and College policies. The library reserves the right to remove any user(s) from a computer if they are in violation of any part of this policy and may deny further access to library computers and/or other library resources for

repeat offenders. The library will pursue infractions or misconduct through the campus disciplinary channels and/or law enforcement as appropriate.

- All students who want to use the library computers must book with library staff
- The initial time of booking for each student is one (1) hour, this can be extended if there are no students waiting to use the computers.

Users are not permitted to:

- Copy any copyrighted software provided by the College. It is a criminal offense to copy any software that is protected by copyright, and BlueCrest University College will treat it as such.
- Use licensed software in a manner inconsistent with the licensing arrangement
- Copy, rename, alter, examine, or delete the files or programs of another person or BlueCrest University College without permission
- Use a computer with the intent to intimidate, harass, or display hostility toward others (e.g. sending offensive messages or prominently displaying material that others might find offensive such as vulgar language, explicit sexual material or material from hate groups)
- Create, disseminate or run a self-replicating program ("virus"), whether destructive in nature or not
- Use a computer for business purposes
- Tamper with switch settings, move, reconfigure or do anything that could damage terminals, computers, printers or other equipment
- Collect, read, or destroy output other than one's own work without the permission of the owner
- Use the computer account of another person with or without their permission unless it is designated for group work
- Access or attempt to access a host computer, either at BlueCrest University College or through a network, without the owner's permission, and/or through use of log-in information belonging to another person
- Download software from the Internet onto library computers, altering settings or files, and tampering with computer security in any way
- The use of external drives e.g. pen drives, CDs or diskettes must be supervised by library staff.
- The installation of programs on the computers is not allowed.
- The use of computers for games, watching of pornographic/other films is also not allowed.

ii. Library Telephone and scanner

The library telephone and scanner may be used in emergency or hardship cases only and at the permission of the library staff in charge.

iii. Copy machines

The copiers are self-service; available for a fee, and in compliance with the copyright law.

iv. Library Reproductions, Copyright protections and License Agreements

Many of the resources found on the Web are copyright protected. Although the Internet is a different medium from printed text, ownership and intellectual property rights still exist. Users must check the documents for appropriate statements indicating ownership. Most of the electronic software and journal articles available on library servers and computers are also copyrighted. Users shall not violate the legal protection provided by copyrights and licenses held by the library.

Copyright law and contractual license agreements govern the access, use and reproduction of the electronic resources that the College library makes available to its users. Users shall not make copies of any licensed or copyrighted computer program found on a library computer.

Unless resources are covered by license agreements, reproductions (print or electronic) are governed by copyright laws which generally require that:

- Materials reproduced are for non-profit purposes
- Materials reproduced are for educational purposes such as criticism, comment, teaching, scholarship and research
- The reproduction does not become the property of the user.
- The reproduction is for a single copy or one original, as opposed to multiple copies.
- The reproduction is reasonable in length given the nature of the material.

v. Printing

Library patrons may print at the library. Users are charged for printing no matter who supplies the paper. Mass production of club flyers, newsletters, posters, is strictly prohibited. If multiple copies are desired users need to go to an appropriate copying facility on campus. BlueCrest University College Library reserves the right to restrict user printing based on quantity and/or content (e.g. materials related to running an outside business). Users are responsible for retrieving materials printed from library computers in a timely fashion and for paying any charges incurred. Users shall pay photocopy charges for printed copies. In addition to standard printing options, some databases allow users to download Internet information to disk or email it to their personal email addresses.

7. LIBRARY INSTRUCTION

Library instruction sessions are available both for general and specific subject areas. The librarian will conduct the instruction session. Faculty members are requested to schedule an instructional session with the librarian as far in advance as possible. At the time the appointment is made, specific needs can be discussed, and the session will be tailored to address the request. Faculty members are further requested to notify the library staff if they wish to bring their class into the library for a hands-on work. Prior scheduling reduces the chances of conflicts with other classes and makes room for adequate preparation.

8. LIBRARY SECURITY POLICIES

The Library shall use various measures to help ensure that, its users and staff members are secured, and its collections are under control:

i. *Magnetic tags*

The library shall use a sensitized electronic tagging system to identify its materials. Circulating material is desensitized by staff at a circulation point.

ii. *Security gates*

The security gates sound an audible alarm if an item owned by the library passes through them without authorization. If the alarm sounds, patrons and their belongings are subject to search and must return to the librarian's desk. Campus security will be called if it is deemed necessary.

iii. *Security Cameras*

Library users will be monitored via security cameras set at vantage points in the library.

iv. *Temperature and humidity*

Temperature and humidity levels shall be duly controlled for the safety and comfort of library users and collection.

v. *Fire extinguishers*

Fire extinguishers shall be made available for any unexpected fire emergencies.

vi. Clean environment

The library environment shall be clean of dirt and dust and garbage.

vii. Lost and found user personal property

The library assumes no responsibility for loss of unattended personal property. Patrons are responsible to secure their belongings while using the library collection or facility. Lost items will be taken to the Security Section after a short period of time. Staff will attempt to contact the owner if contact information is visible on the item.

viii. Damage or mutilation of library materials

Any person who shall willfully, maliciously or wantonly mutilate, deface, tear, write upon, mar or damage any library material or facility may be subjected to a fine, loss of borrowing rights, dismissal or prosecution.

9. REVIEW

This policy will be reviewed every year to ensure that it is responsive to the changing needs of the library and of the general academic community.

10. CONTACT

For any enquiries please contact:

BlueCrest University College, Liberia,
Opp CDC Head Quarters., Congo Town, P. O. Box 1881, Monrovia, Liberia,
Tel: 0888999444, 0775453997
E-mail: infoliberia@bluecrestcollege.com

BlueCrest University College, Liberia

Behavior Contact Form

I, _____ the undersigned do hereby agree to obey and abide by all *Rules and Regulations Governing Students Behavior*, BlueCrest University College, Liberia.

The condition of this undertaking is such that should I fail to conduct myself in consonance with these rules, the BlueCrest University College, Liberia reserves the right through the appropriate body to institute relevant disciplinary measures against me as enshrined in the Student Handbook.

My failure to sign this behavior contract form, I shall be denied possible admission to the BlueCrest University College, Liberia.

Full Name of Student:

Roll No: _____

(Signature of Student)

(Date)

Approved: _____
BlueCrest University College Administration