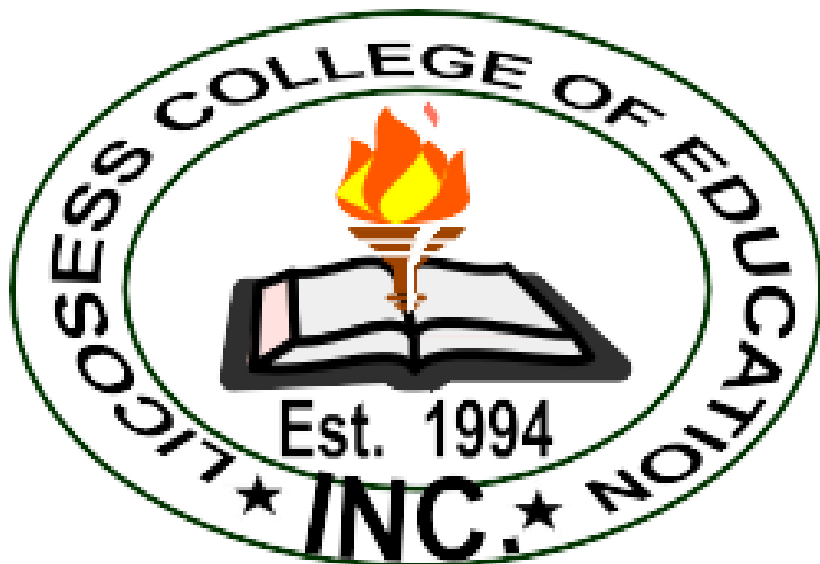


LICOSESS COLLEGE OF EDUCATION

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Student Handbook

Issued on the Authority of the

LICOSESS Board

2023

Revised and Expanded by the Office of the President - 2023

BRIEF HISTORY

The acronym LICOSESS stands for Liberian Cooperative Standard Education School System. It was established on November 4, 1994 and was incorporated on May 10, 1995 to prepare teachers for C & B Certificates. Later in 2004, it was granted permit by the NCHE to grant Associate of Arts Degrees. The LICOSESS College of Education was elevated to a full baccalaureate degree-granting institution by the NCHE in 2021. The institution's Associate of Arts Degree program now feeds into the junior and senior level programs at bachelor degree level. The "C" Certificate Program is also a feeder to the Associate of Arts Degree Program. LICOSESS has 10 satellite campuses in 7 counties. LICOSESS is also implementing the USAID Transforming the Education System for Teachers and Students in Liberia (TESTS) Activity.

Major Projects and Accomplishments

- Contracted by USAID to help train 3500 teachers in Early Childhood and Primary education (2021-2026)
- Contracted by More Than Me to Train 70 Teachers in General Education in Gbarpolu County (2017)
- Collaborated with the LICOSESS of Liberia to implement a UNESCO funded project which trained over two thousand unqualified in-service teachers across Liberia (1997)
- Contracted by the United Methodist Church to train all its unqualified teachers assigned in their school system (2004).
- Established partnership with the LICOSESS of Ibadan, Nigeria, and Graduate Training Institute (GTI), Liberia

VISION

To become the Center of Excellence for the training of professional teachers & administrators through the provision of accessible, affordable, quality and relevant teacher education for improving teaching and learning outcomes

MISSION

To assist teacher-students in developing the passion and skills for becoming lifelong, 21st century teachers as well as provide them with the highest quality content & pedagogical knowledge and experiences needed for day to day classroom instruction.

CORE VALUES

Innovation Accessibility. Affordability. Relevance. Quality. Community Service.

SPECIAL STATUS AND MANDATE

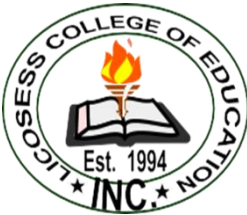
The main purpose of LICOSESS establishment was, and still is, to buttress the effort of the Ministry of Education to support the school system with qualified teachers and administrators for pre-primary, primary and middle school, and senior high levels in Liberia. The Administration of LICOSESS has made a very conscious effort to reach out to private and public schools to ensure that their teachers/facilitators are well equipped with pedagogical and content knowledge and skills.

The College currently has seven (7) departments in its Associate of Arts Degree Program which include; the Department of School Administration; Department of General Science; the Department of Social Studies; the Department of Mathematics; the Department of Language Arts, Department of Primary Education and the Department of Early Childhood Education. LICOSESS began piloting the Department of Braille Education since 2023. LICOSESS has a dedicated instructor who was trained in Botswana and South Africa to train sighted teacher aspirants how to read and write braille. Since 2019 LICOSESS College of Education has trained 128 sighted instructors how to read and write braille. The inclusion of braille courses in LICOSESS curriculum supports the United Nations Convention on the rights of Persons with Disabilities (UNCRPD) which was signed and ratified by the Government of the Republic of Liberia, to ensure that all persons with disabilities have equal rights to quality education.

At baccalaureate level, the college runs the Department of Early Childhood

Education, Primary Education, Secondary Education, School Administration, and General Studies. Students reading Secondary Education have specialization in Mathematics, Chemistry, Biology, Physics, English, History and Geography. Our delivering of teacher training enables students to acquire needed/relevant knowledge and skills to become classroom teachers specifically for the primary and junior high school and senior high schools, school administrators and proprietors.

LICOSESS LOGO



The torch glowing out of the Holy Scriptures represents the verse “Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.” (Matt. 5:14–16.). The students and staffs of LICOSESS are therefore “the light of the world” (Matt. 5:14).

Considering the Motto of the MOE which States that “Show the light, the people will find their way, LICOSESS is proud to be one of those light helping the younger generations to find their true purpose through teacher education

All the symbols are set in a circle bearing Official name of the institution and the year it was established.

PREAMBLE

The Students' Handbook contains the policies, rules and regulations that the LICOSESS administration has established to ensure consistent standards in admissions, registration, degree requirements, awarding of degrees and regulating academic, scholarly and professional misconduct across all LICOSESS programs on all satellite campuses.

The Handbook shall be the main document for the student body of the LICOSESS that shall regulate students' academic and non-academic conduct.

While there may be other departmental regulations, any other regulation found to be inconsistent with any provision of this Handbook shall, to the extent of the inconsistency, be void and of no effect.

Notwithstanding, the Laws of the Republic of Liberia and the National Commission on Higher Education shall be supreme.

Students are expected to be familiar with all academic and non-academic rules and regulations. Ignorance of the rules and regulations or any public notice shall not be accepted as an excuse for any breach of them and prevent the enforcement of any approved sanctions.

The Handbook will be updated every three years and published online. It will also be available in print form. In the event of any discrepancy, the version published on the LICOSESS website shall be the authoritative version. Each new edition will be archived.

Dr. Benjamin Yele Wehye
President

May, 2023

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P A R T

ACADEMIC POLICIES

1.0 ADMISSIONS AND REGISTRATION

1.1 APPLICATION METHOD

- Admission

1. The entry qualification for all students who wish to enroll at LICOSESS is a high school graduate with West African Examination Council certificates. The institution attaches premium on the WAEC certificates for all its applicants. Also, the institution accepts some content credits from applicants who are either transferred students or graduates from other institutions of higher learning in Liberia. Reciprocally, the institution's credits have been accepted by other Universities.
2. The College currently has seven (7) departments in its Associate of Arts Degree Program which include; the Department of School Administration; Department of General Science; the Department of Social Studies; the Department of Mathematics; the Department of Language Arts, Department of Primary Education and the Department of Early Childhood Education. LICOSESS began piloting the Department of Braille Education since 2023.
3. At baccalaureate level, the college runs the Department of Early Childhood Education, Primary Education, Secondary Education, School Administration, and General Studies. Students reading Secondary Education have specializations in Mathematics, Chemistry, Biology, Physics, English, History and Geography. Our model of delivering teacher training enables students to acquire needed/relevant knowledge and skills to become classroom teachers specifically for the primary and junior high school and senior high schools, school administrators and proprietors.
4. The application and information about procedures, requirements, fees, and deadlines are available online at www.licosess.org as well as at the Office for Recruitment and Retention on all satellite campuses.
5. Application for admission into programs of study leading to degrees or certificates must be on prescribed forms approved by admission Office.
6. Applications shall normally be made in response to official advertisement to that effect in national newspapers, on radio stations, social media platforms and on the LICOSESS website.
7. It is the responsibility of the candidate seeking admission to ensure that all the information and documents required on the prescribed forms are not later than the advertised deadline.

8. Always have a print copy of your completed application form for reference purposes, as directed.

1.2 ADMISSION REQUIREMENTS

1.2.1 Minimum Entry Requirements

1. These are basic requirements to be satisfied to qualify for entry into the LICOSESS. They are to be met in addition to other program-specific requirements.
2. All candidates must sit and pass the English and Math entrance and placement exams to be eligible to proceed with other admission procedures. Transferred students at Junior level from other accredited universities are exempted from entrance exams

Documentation

All applicants are required to submit the following documents for the application to be considered complete:

1. A consent form affirming that the students records can be released to external parties (i.e. MOE, NCHE, USAID, etc) for their review
2. An application form
3. Two passport-sized photos with white background
4. Letter of admission to program
5. Two letters of recommendation from among the following: former/current teachers or guidance counselors, professors, college deans, religious and community leaders, or employers in sealed envelopes
6. Personal statement detailing why you are pursuing an education degree and how the degree program will help you to positively contribute to Liberia's education system. The essay should be a minimum of 500 words, preferably typed, double-spaced, using Arial or Times New Roman 12-point font.
7. A copy of a curriculum vitae/resume (in-service and volunteer teachers only).

Additional documents required for the three categories of applicants listed below:

For applicants transferring into LICOSESS with other prior tertiary education:

1. Official transcript and certificate from prior study in a tertiary

institution

For students newly admitted into an associate degree program without prior tertiary education:

1. Original or certified copy of applicant's high school diploma
2. Official high school transcript clearly indicating an average score of 75 percent or higher
3. WAEC/WASSCE certificate (passed 5 subjects including Math and English)

1.2.2 How To Apply

1. There are two application options: Direct & transferred. Obtainan appropriate Deposit slip from the Business Office.
2. GO TO ANY MOBILE PAYMENT CENTER or recommended Bank
3. DAIL *156*3* 0886088440#
4. SELECT CURRENCY (USD OR LRD)
5. AMOUNT
6. SEND
7. RETURN MOBILE PAYMENT

NOTE: PLEASE PROVIDE THE FOLLOWING INFORMATION:

STUDENT'S NAME: _____

level: _____

AMOUNT: _____

PURPOSE: _____

BUSINESS NAME: _____

BUSINESS CONTACT: _____

TRANSACTION ID: _____

TRANSACTION DATE: _____

NOTES

- An application should not be completed and submitted in a way that will disadvantage or disqualify an applicant. In this respect applicants are entreated to study the Admissions Brochure carefully before completing an application
- Submitting an application and supporting documents is the second step in the selection process. Selection will be based on merit.
- Successful transferred applicants may be placed at Level 100, 200 or 300 of the degree program depending on the program in question and the transcript record of the applicant.
- All certificates and results other than those from the West African Examinations Council, the Universities and Polytechnics outside Liberia and institutions not accredited by the National Commission on Higher Education should be cleared with the National Commission on Higher Education and the evaluation reports submitted to the LICOSESS. In other words, applicants with Baccalaureate and other foreign qualifications will therefore be considered on recommendation and establishment of equivalence by the National Commission on Higher Education. Otherwise, such candidates may apply as Direct Applicants.

1.3 ADMISSION PROCESS

The following processes shall guide the recommendation for admissions:

1.3.1 Approval of Admission

Admission shall be made by the Recruitment and Retention Manager

1.3.2 Offer of Admission

Candidates offered admission shall be notified in writing by the Dean

1.3.3 Acceptance of Admission

The offer of admission made in accordance with the above shall be provisional, and individual candidates shall be required to:

- i. accept the offer of admission by paying the prescribed fees, within the specified deadline and
- ii. comply with any other conditions that may be contained in the admission letter.

1.3.4 Non-Acceptance of Admission

Any provisional offer of admission not accepted as prescribed above shall be deemed to have lapsed.

1.3.5 False Declaration

Any candidate found to have made a false declaration with regard to regulation 1.2 above shall be withdrawn from the LICOSESS.

1.4 REGISTRATION BY FRESH STUDENTS

1.4.1 Full Fees Payment Requirement

All fresh students shall pay the prescribed fees at the beginning of the trimester to commence the registration process.

1.4.2 Self-Registration Requirement

Each fresh student shall be responsible for his/her own registration. After registration, the student shall print out the registration form for endorsement by the Heads of Department or Examinations Officer or as

1.4.3 Registration Deadlines

- i. Registration dates shall be fixed by the business Office and advertised every trimester.
- ii. A fresh student who fails to register within the first two weeks of re-opening will be charged a lateregistration fee (to be determined).

1.5 CONTINUING STUDENTS REGISTRATION

1.5.1 Full Fee Payment Obligation

- i. All students must renew their registration, including payment of prescribed full fees, if any, at the beginning of each trimester until the completion of their program.
- ii. The process of registration shall be exactly as prescribed in regulations above. A continuing student who fails to register within the first two weeks of re-opening will be charged a late registration fee (to be determined).
- iii. In exceptional cases, late registration may be entertained but only on payment by the candidate of appropriate fines approved from time to time.
- iv. A student who fails to renew his/her registration in any one academic trimester shall be deemed to have voluntarily withdrawn from the programme.

1.5.2 Lapsed Registration

1. A student's registration is deemed to have lapsed if he/ she fails to:
 - (a) renew his/her registration in any one trimester as prescribed
 - (b) submit himself/herself for examination at the expiration of the maximum period approved for the programme; or
 - (c) complete the requirements for the award of the degree, or certificate within the approved period.
2. Lapsed registration may be reactivated by the only if the candidate shows sufficient cause as to why his/her registration lapsed. The

candidate shall present his/her case in the form of a written application channelled through the department for consideration and approval.

3. In addition to any other conditions that may be prescribed in granting the application for reactivation of registration, the candidate shall:
 - (a) complete all registration formalities prescribed including payment of any outstanding fees;
 - (b) Pay a fine twice the amount paid for late registration.
4. A registration that has lapsed for over two trimesters shall not be reactivated.
5. Students who fail to register by the approved dates will not receive any grades even if they attend classes.
6. Every student shall check for his/her results of the previous trimester before registering.
7. No student shall be eligible to register for higher courses unless he/she has passed the pre- requisite for that course.

1.6 IDENTITY CARDS

1.6.1 Conditions for Holding an ID Card

- i. Identity Cards (ID) will be issued to all students admitted to programs in LICOSESS.
- ii. Each student of LICOSESS should endeavor to carry on him/her the Identity Card at all times.
- iii. In case of deferment of programme, suspension, dismissal or withdrawal, the student concerned shall surrender his/her Identity Card to the Registrar.
- iv. Students who return to continue with their programmes shall apply for a new Identity Card, to reflect the new expiry date, on payment of the appropriate fee.

1.6.2 Arrangements for Collection of ID cards

- i. ID cards shall be made available at the various departments.
- ii. Students shall be required to pick up their cards from their respective department.

- iii. Students shall be required to present some form of identification before they collect their cards.
- iv. The student would also be required to pay the appropriate fee for an ID Card Replacement.

1.7 CHANGE OF STATUS

1.7.1 Name

Upon admission to LICOSESS, the student shall maintain the name he/she came in with till completion of the programme. However, exception shall be given on marital grounds if the change of name is duly placed on the Marital Status

1.7.2 Date of Birth

Upon admission to LICOSESS, the student shall maintain the date of birth he/she came in with till completion of the programme.

1.8 ELECTRONIC RECORDS

1.8.1 What is Electronic Record

An electronic record is information recorded by a computer that is produced or received in the initiation, conduct or completion of LICOSESS activity. Examples in this context include:

- a. admission records,
 - b. assessment and examination records, and
 - c. financial records.
- i. Admission records mean any data that is captured electronically for Management decision making in LICOSESS.
 - ii. Assessment and Examination record is also defined as any data that is captured electronically by academic departments and LICOSESS Administration as a reflection of a student's performance in LICOSESS.
 - iii. Financial records are defined as any data that is captured electronically by the Finance Office/ Bankers as a student's financial obligation.

1.8.2 Tampering and Manipulation of Electronic Records

Tampering or manipulation of electronic records includes but is not limited to:

- i. A person knowingly making false claims or entry to any electronic record captured by the LICOSESS systems.
- ii. A person personally or through a third party tampering with or hacking into any of the LICOSESS systems to mutilate, conceal, remove or otherwise change any records or input on the system(s).
- iii. Anyone who attempts to forge or prepare transcripts, certificates or any other official LICOSESS document that is different from the real results on the LICOSESS's system(s).
- iv. The mode of application may include bribing, coercing, or soliciting favours from various categories of people to effect these changes.
- v. Breach of this regulation shall attract outright dismissal from the LICOSESS.

2.0 ACADEMIC CALENDER

2.1.1 Trimester System

Trimester system refers to the organization of the academic year into three equal parts, lasting 12 weeks each. The academic programmes undertaken in each trimester will be terminated and students will be assessed on the basis of their work in various courses of study at the end of the trimester.

2.1.2 The Trimester Structure

A trimester shall be of 12 weeks duration and shall be structured as follows:

- (a) Eleven weeks of teaching; and
- (b) One week of examination period.

2.1.3 Modes of Instructional Delivery

The LICOSESS offers its undergraduate programmes through the following modes:

- (a) campus-based learning (regular),
- (b) sandwich,

(c) evening classes, and

(d) weekend.

The Trimester Calendar

Calendar of Events for Academic 2023

| | |
|---|--|
| Trimester I 2023 February 7-April 29, 2023 | All Programs |
| January 4-18, 2023 | Registration for Access to College: (Recruitment and Entrance Period for “C” Certificate and Associate Degree Programs) |
| January 20, 2023 | Publication of Potential Scholarship list for Semester I 2023 |
| February 4, 2023 | Graduation Day & and conclusion of 2022 Academic Year |
| January 25, 2023 | Curriculum Committee Meeting |
| February 1, 2023 | Faculty Meeting and orientation |
| February 3, 2023 | Student’s Orientation |
| February 6-18, 2023 | Late Registration |
| February 7, 2023 | First day of Class |
| March 22-26 | Mid-term Examinations |
| March 29, 2022 | Professional Development Series-Guest Lecturers from WAEC/MOE |
| April 25-29, 2023 | Final Examinations |
| May 1-10, 2023 | Submission of Grades |
| Semester II, 2023 June 3-August 31, 2023 | All Programs |

| | |
|--|--|
| May 1-30, 2023 | Registration for Access to College: (Recruitment and Entrance Period, USAID-TEST Scholarship verification) |
| May 25, 2023 | Publication of Potential Scholarship list for Semester II 2023 |
| May 26, 2023 | Curriculum Committee/Staff Meeting |
| May 16-30, 2023 | Issuance/Publication of Grade Slips |
| May 27, 2023 | Student & Staff Orientation for Semester II, 2023 |
| June 1, 2023 | 1 st Day of Class for Semester II |
| June 9, 2023 | Distribution of Probation and Suspension Letters |
| June 9-15, 2023 | Processing of Requests for Change of Grades |
| July 11-16, 2023 | Mid Term Exams for AA and C students |
| August 22-26, 2023 | Final Exams for AA and C students |
| August 29-2, 2023 | Submission of Final Grades |
| Trimester III 2023 October 3- December 23, 2023 | All Programs |
| September 3-30, 2023 | Registration for Access to College: Returning & New Students-Late Registration |
| September 10-15, 2023 | Issuance of Grade Slips |
| September 29, 2023 | Curriculum Committee Meeting |
| | |

| | |
|-----------------------------------|--|
| September 28, 2023 | Publication of Potential Scholarship list for Semester II 2023 |
| September 30, 2023 | Student's Orientation |
| October 3, 2023 | First Day of Classes for Semester III |
| October 15, 2023 | Distribution of Probation and Suspension Letters |
| October 22-25, 2023 | Processing of Requests for Change of Grades |
| November 7-11, 2023 | Mid Term Exams |
| December 19-23 2023 | Final Exams |
| January 5-9, 2024 | Submission of Final Grades |
| January 6, 2024 | Student Career Fair |
| December 1, 2023-January 15, 2024 | Applications for graduation |
| January 24, 2024 | Publication – Potential Graduates list |
| February 3, 2024 | Graduation and Conclusion of Academic 2022/2023 |

(a) Sandwich Sessions

1. The first sandwich session shall commence in May
2. The second sandwich session shall commence in September
2. The third sandwich session shall commence in January

2.2 COURSE WORK REQUIREMENTS

2.2.1 Programme and Course

- i. A course may be defined as a unit of study within a discipline or programme. In each trimester, students will study a number of courses in their chosen programmes which has been recommended and approved the college.
- ii. A programme of study consists of a number of courses that lead to the award of certificate, AA degree or bachelor degree.
- iii. A programme of study shall be divided into courses, each of which shall be assigned an appropriate number of credit units.
- iv. A programme of study shall normally consist of compulsory, elective, pre-requisite and audited courses.

- (a) A **compulsory course** is one which a student must take and pass. The mark scored in the course shall count towards graduation and a student cannot graduate without passing it.
 - (b) An **elective course** is one, which a student can choose in order to make up the required additional units for the award of the degree or diploma. Marks scored in an appropriate number of elective courses shall count towards graduation.
 - (c) A **pre-requisite course** is one whose knowledge is essential prior to taking another course. A student must take and pass this course before he/she can register for the specified course.
 - (d) An **audited course** is one which a student may take but may not be examined in.
- v. Adding, dropping and repeating a course can only be done after consultations with the Student Records Office
 - vi. changes to a course shall be allowed after a grade has been assigned provided that the instructor provide justifiable reason and purchase a “Change of Grade form from the business office

2.2.2 Credit Weighting and Course Coding

- i. Each course in the LICOSESS is given a value (weight) on the basis of the number of contact hours (theory, practicals or field/ work) as follows:
 - (a) One (1) hour lecture is equivalent to one (1) credit hour.
 - (b) Two (2) to three (3) hours practical are equivalent to one (1) credit hour
 - (c) Four (4) hours practical or field/studio work are equivalent to two (2) credit hours
- ii. A credit unit is defined as one lecture/seminar contact hour per week or three hours of laboratory/practical class per week through a trimester, or an equivalent amount of other assigned study or practical experience, or any combination of these.
- iii. Each course shall have alpha-numeric subject code of three letters and three digits, and a course title. The subject code shall be recommended by the Vice President for Academic Affairs.

2.2.3 COURSE NUMBERING

SYSTEMS:

- 100 level is 1st year courses
- 200 level is second year courses
- 300 level is third year courses □
- 400 level is fourth year courses

- General Education Department (EDU) courses are represented by _5' as the second number in the sequence for example: 250 255, 258 are second level general EDU courses; 355, 356, 358 are third level general EDU courses; 453, 452, 457 are fourth level general EDU courses.

- Early Childhood Education/Primary Education Department ECD/EDUP courses are represented by _6' as the second number in the sequence for example: 260
- 265, 268 are second year PED courses; 365, 366, 368 are third year PED courses; 463, 462, 467 are fourth year PED courses.

- Secondary Education Department (SED) courses are represented by _7' as the second number in the sequence for example: 270 275, 278 are second year SED courses; 375, 376, 378 are third year SED courses; 473, 472, 477 are fourth year SED courses.

- School Administration Department (SchAdm.) courses are represented by '8' as the second number in the sequence for example: 280 285, 288 are second year Sch. Adm Courses; 385, 386, 388 are third year PED courses; 483, 482, 487 are fourth year Sch.ADM courses.

2.2.4 Minimum and Maximum Load for Trimester

The minimum course load for a full-time student is 18 credit hours and maximum of 21 credit hours in a trimester. However, the maximum and minimum credit hours peculiar to certain programmes shall be determined by the department

2.2.5 Total Credit Load for Programme

- i. The LICOSESS offers four-year undergraduate degree programmes as well as two-year Associate of Arts degrees programmes.
- ii. Students may be admitted directly into degree programmes in the second year (i.e., Level 200) or the third year (i.e., Level

300) depending on the candidate's qualification, assessment and Recognition of their prior learning. See Entry Requirements in this document.

- iii. The minimum and maximum credit hours required for graduation are as shown in Table 2

Table 2: Programme Type

| S/N | PROGRAMME TYPE | TOTAL CREDIT HOUR RANGE |
|------|----------------------------------|-------------------------|
| i. | 4-Year Degree (BEd,) | 120–130 |
| ii. | 2-Year Associate of Arts Degree. | 60–72 |
| iii. | 1-Year “C” Certificate (Regular) | 30-40 |

2.2.6 Graduation Requirements

The following requirements shall be satisfied before graduation:

- i. Pass all compulsory courses – general, faculty, or departmental;
- ii. Obtain a minimum of 120 credits for bachelor and 60 for AA;
- iii. Attain a minimum Cumulative Grade Point Average (GPA) of 2.0;
- iv. Sit and pass the final Exit Exam (see Qualification for Graduation 4.2.3)
- v. Settle all financial and other obligations to the LICOSESS;
- vi. The student should be in good standing, not barred for disciplinary reasons;
- vii. Not having any outstanding disciplinary issues against him/her that might have brought the LICOSESS's name into disrepute.
- viii. Would have settled all financial and other obligations—and consequently been cleared at the following offices at the LICOSESS:
 - (a) Finance Office
 - (b) LICOSESS Library
 - (c) HOD, Student's Department
 - (d) Students Biometric Office
 - (e) Dean, Student Affairs
- ix. The LICOSESS reserves the right to make curricula changes (add and/or delete courses) and require students to meet the new course

Academic Rules and Regulations University of Education, Winneba 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 LICOSESS.

- x. A student who is unable to complete the degree/diploma/certificate programme within the time limit shall cease to be a student.

The time **limits for completion** of programmes are indicated in Table 3 below.

Table 3: Duration for Completion of Programmes

| S/N | PROGRAMME | Minimum Duration | Maximum Duration |
|-----|------------------------------|------------------|------------------|
| a) | 4-Year Degree (BEd,. | 4 years | 6 years |
| b) | 2-Year | 2 years | 4 years |
| c) | 1-year Certificate (Regular) | 1 years | 2 years |

3.0 ASSESSMENT OF COURSE WORK

3.1 MODES OF ASSESSMENT

3.1.1 Assessment of Student Performance

- i. Assessment of a student’s performance shall be by a combination of:
 - (a) Continuous Assessment; and
 - (b) End-of-Trimester Examinations.
 - (c) The weightings for the two modes of assessment are as follows:

Table 4: Mode of Assessment

| Mode | Weighting |
|------------------------------|-------------|
| Continuous Assessment | 40% |
| End of Trimester Examination | 60% |
| Total | 100% |

- ii. The minimum pass mark for a course shall be 70%.
- iii. If the CGPA of a student is less than 1.0, he/she shall be completely withdrawn from the LICOSESS.

3.1.2 Continuous Assessment

- i. The following modes or combination of these may be used for a trimester's continuous assessment:
 - (a) Class Assignments
 - (b) Quizzes
 - (c) Written Tests
 - (d) Practical Tests
 - (e) Term Papers
 - (f) Projects Work
 - (g) Reports
- ii. The type of assessment depends on the course as well as the Lecturer
- iii. Continuous Assessment (CA) and end-of-trimester examinations serve different pedagogical needs. End- of-trimester Examinations serve primarily to assess a student's understanding of the subject matter, whereas CA plays an additional formative role in educational terms.

3.1.3 End-of-Trimester Examinations

- i. The following modes or combination of these may be used for a trimester's end-of- trimester examination:
 - (a) Written Papers (taken at Examination Venues),
 - (b) Written Tests
 - (c) Practical Tests
 - (d) Term Papers
 - (e) Project Work
 - (f) Reports
 - (g) Take-Home Examinations
 - (h) Open-Book Exams
- ii. A student who does not earn a Continuous Assessment mark does not qualify to take part in the End-of-Trimester Examination.
- iii. No student shall be allowed to present himself/herself for any end-of- trimester examination (written or oral)unless he/she is cleared by the Finance Office.

3.1.4 Marks and Grade Point Equivalence

An undergraduate student's performance in a course shall be graded using Grade Points as shown on Table 5

Table 5: Marks and Grade Point Equivalence

| Mark | Grade | GP | Description |
|--------|-------|-----|-------------|
| 90–100 | A | 4.0 | Excellent |
| 85–89 | B+ | 3.5 | Very Good |
| 80–84 | B | 3.0 | Good |
| 75–79 | C+ | 2.5 | Average |

| | | | |
|-------|----|-----|---------------------|
| 70–74 | C | 2.0 | Fair |
| 65–69 | D+ | 1.5 | Barely Satisfactory |
| 60–64 | D | 1.0 | Weak Pass |
| 0–59 | F | 0 | Fail |

3.1.5 Grade Labels and Descriptions

The pass grades are “A” to “C”.

(a) **Failure Grade:**

Failure mark is scoring 59 or below. A letter grade of “E” is awarded.

(b) **Non-completion of Course Work:**

The following designations shall be used for types of non-completion of course work described below:

Table 6: Table of Academic Jargons

| Notation | Description |
|----------|------------------------------------|
| I | Incomplete/ Work Still in Progress |
| W | Withdraw |
| DR | Drop |
| X | Disqualification |
| Z | Examination Malpractice |

- (a) An “**I**” grade (**Incomplete**) shall be awarded to a student who is unable to complete a course for reasons of ill-health justified by the Faculty/Department as satisfactory. A student may receive a grade of Incomplete (“**I**”) only if the course work remaining to be done by the end of the trimester is small and the lecturer approves an extension for completing the unfinished work.

The lecturer must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The designation “**I**” remains a permanent part of the academic record. When course work is completed to the satisfaction of the lecturer, a new grade will replace the “**I**”.

- (b) A “**W**” grade (**Drop**) shall be awarded to a student who drops a course he/she registered within the stipulated schedule (i.e., by the third week in a full trimester or the second week in a sandwich session).

- (c) A “**D**” grade (**Drop**) shall be awarded to a student who registers for a course and either never attends or stops attending— but does not officially drop the course. A designation of “**D**” is equivalent to a grade of “**E**” (Fail).
- (d) A “**Z**” grade (**Examination Malpractice or Offence**) shall be awarded to a student whenever it is established that the student had attempted to gain an unfair advantage in an examination, be it in an end-of-trimester examination or continuous assessment or any other category of assessment. Such a student shall be debarred from taking the course for a stated period, or indefinitely, or may be expelled from the LICOSESS altogether.

3.1.6 Formal Approaches

- i. Formal instructions for courses shall be by any one of the following:
- (a) Lectures
 - (b) Seminars
 - (c) Group Projects
 - (d) Guided Literature Review
 - (e) Laboratory Work
 - (f) Fieldwork
 - (g) Studio Work / Practical Classes
 - (h) Virtual Computer Modules
- and any other pedagogical methods of current best practice.

3.1.7 Informal Approaches

Informal teaching approaches for undergraduate courses may be by any of the following:

- Ice Breaker
- Brainstorming
- Lectures
- Demonstrations
- Games/Simulations/Structured Experiences
- Small Group (Diads, Triads, and More)
- Role Play
- Panels
- Case Studies
- Critical Incidents
- Micro-teaching

- Peer Training
- Field Trips
- Interviews

3.0 ENROLMENT AND COURSE

PROGRESSION

3.1 ATTENDANCE AT LECTURES

- The LICOSSESS attaches great importance to adequate exposure of students to course content and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures, tutorials, seminars, fieldwork and laboratory practical sessions and other prescribed activities for the course.
- Lecturers shall print out names of all students who have registered for their courses before lectures begin every trimester. Such list shall be used to check class attendance.
- A student who absents himself/herself for a cumulative period up to ten (10) days shall be cautioned by the Head of Department.
- A student who absents himself/herself for a cumulative period of 21 days from lectures, tutorials, practical and other prescribed activities for any course in any trimester shall be deemed to have withdrawn from the programme. Such a student shall not be permitted to write the end-of-trimester examinations in the course.

3.2 TRIMESTER-BY-TRIMESTER PROGRESSION AND RESIT OF EXAMINATION PAPERS

4.2.1 Progression from Level 100 to 200

- a) To progress to Level 200, student must have attained a minimum CGPA of 2.0
- b) Any Level 100 student who fails up to three (3) courses at the end of the trimester shall re-sit the failed courses at the beginning of the second trimester.
- c) Any Level 100 student who fails in more than three (3) courses at the end of the first trimester exams shall be completely withdrawn

from the LICOSESS and such student shall have the opportunity to re-apply for admission.

- d) Any Level 100 student who fails more than three (3) courses at the end of the first trimester exams shall be completely withdrawn from the LICOSESS and he/she has the opportunity to re-apply.
- e) Any Level 100 student who fails in three (3) courses at the end of the academic year shall be given the opportunity to re-sit before the commencement of the next academic year.
- f) Any Level 100 student who re-sits failed course(s) and subsequently fails, again, in more than two (2) of the re-sit courses, shall be withdrawn completely from the LICOSESS and he/she has the opportunity to re-apply.

4.2.2 Progression from Level 200 to 300 (AA degree to bachelor)

- a) To progress from Level 200 to 300 and from Level 300 to Level 400, a Level 200/300 student must have attained a minimum CGPA of 2.5.
- b) If a student fails scores “D” or below in his/her area of specialization, the student must repeat the course in the AA program before doing upper level course. The student is expected to redeem/improve him/herself before progressing to Level 400.
- c) There are five departments in our Bachelor program, namely: School Administration, Secondary Education (Concentration in Mathematics, Chemistry, Biology, English, History, etc), Department of Primary Education, Department of Early Childhood Education, and General Studies.
- d) Classes in our Bachelor Program are held only on Fridays (12-6pm) and Saturdays (8:-6pm)
- e) All classes are 2 hours a week with 1 hr. of research work before the following class
- f) All students are considered full time and must take all credits offered at a particular level and semester
- g) Only candidates with Associate of Arts Degree from a recognized University can enroll. However, candidates completing up to 50 credits in a recognized University or College can also enroll. Such candidate must bring along valid grade sheets or transcripts. Candidates from other colleges must pay 50.00USD as Transfer fee and admission package fee.
- h) The above rule applies to those with BSc or MA in different

discipline but want to become professional educators

- i) Upon evaluation of grade sheets, all transferred students with more than 7 core courses left to complete the Associate of Arts Program will have to attend and complete the Associate of Arts Degree Program before admittance into the BSc. For example, a candidate with Economics degree decides to do School Administration at B. Ed level at LICOSSESS, the course “Introduction to School administration” is only offered at Associate of Arts degree level. Such candidate will have to complete the core courses unique to the chosen department before proceeding to the B.Ed level.
- j) There is no ward program for the BSc level
- k) All fees are paid through the means provided below.
- l) Financial Aid program is optional and at the discretion of the Administration

NOTE:

Academic Probation is a period of time (1 semester) a student takes to redeem/improve him/herself by achieving the minimum academic requirements for progression.

4.2.3 Qualification for Graduation

- Any Level 200 and 400 student is required to sit and pass an exit examination before graduation administered once every year.
- The Exit Exams are administered during the last trimester preceding the date of graduation.
- This test is a crucial evaluation of students’ pedagogical skills and content knowledge in their area of specialization and is intended to assess their competency in applying the knowledge and skills they have acquired throughout the program. The results of the test will provide valuable feedback to the institution, enabling us to identify any areas where follow-up training may be required to support the student successful career in the classroom.
- To cover the costs associated with the preparation and administration of the exit exam, as well as the early procurement of graduation souvenir materials such as medals, T-shirts, caps, diploma covers, and souvenir programs, students are required to pay about 35% of their approved graduation fee.

4.2.4 Re-sit of Exit examination papers

- a) Any student who fails the exit examination shall be given another

opportunity to sit the exam. A student who fails twice will have to forfeit the graduation for that year and re-sit the next exit exam. Students who fail twice will have to wait for the next Exit Test in the following year and will be required to pay the amount of 25USD before the exam is administered.

4.2.5 Re-sit/Supplementary Examination Conditions

A student who is unable to take the end-of-trimester examinations on grounds of ill-health shall, on application to the Dean, copied to Head of Department on the provision of a medical certificate issued or endorsed by a Medical Officer of a Government Hospital or a recognised Medical Officer, be allowed to take supplementary examinations as his/her main examination.

4.2.6 General Rules on Re-sit of Examinations

- Any student re-sitting a course shall be allowed to do so at the end of the trimester;
- Re-sit examination shall be organised two-weeks before the commencement of a new trimester;
- There shall be probation period;
- A student of the LICOSESS shall be allowed to repeat a level onlytwice during the entire programme of study;
- If the CGPA of a student is less than 1.0 he/she shall be completely withdrawn from the LICOSESS;
- A student may have the opportunity to re-sit his/her failed courses twice;
- A student embarking on internship should not trail in any courses; and
- Fee (s) for re-sitting papers shall be 10USDper paper only.

3.3 PUBLISHING OF EXAMINATION RESULTS

4.3.1 Deadlines for Publication of Results

Publication of results shall be done a week before new trimester begins.

3.4 COMPUTATION OF THE GPA & CGPA

4.4.1 Variables Needed for Computation

- i. The following shall be required for the calculation of *the Numerical Representation of Academic Performance*:

| KEY | ABBREVIATION | FULL FORM OF ABBREVIATION |
|-----|--------------|--------------------------------|
| 1. | TCR | Total Credit |
| 2. | TGP | Total Grade Point |
| 3. | TGPA | Trimester Grade Point Average |
| 4. | CCR | Cumulative Credit |
| 5. | CGP | Cumulative Grade Point |
| 6. | CGPA | Cumulative Grade Point Average |

4.4.2 Calculation of the CGPA

Total Grade Point for trimester (TGP) = Sum of all WGP's for the Trimester

Trimester Grade Point Average (SGPA) = $TGP \div \text{Sum of Trimester's Credit Hours (TCR)}$

CGPA is similar to SGPA, taking all years spent as if it were a trimester.

5.0 CLASSIFICATION OF CERTIFICATES

5.1.1 Bachelor's Degree Classification

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

Table 7: Bachelor's Degree Classification

| Class Designation | CGPA |
|-------------------------------|------------|
| First Class | 3.5 – 4.0 |
| Second Class (Upper Division) | 3.0 – 3.49 |

5.1.2 Certificate Programmes

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

Table 8: Certificate Classification

| Class Designation | CGPA |
|--------------------------|-------------|
| Distinction | 3.5 – 4.0 |
| Credit | 2.5 – 3.49 |

6.0 LONG ESSAY/PROJECT WORK

6.1 Submission Deadlines

- i. Research method and Educational Research Capstone courses are taught in the first trimester of the third year of the 4-year B.Ed. programme. Heads of Department should ensure that students are assigned Long Essay/ Project Work Supervisors in the second trimester of their third year.
- ii. Long Essay/Project Work topics shall be proposed by students and approved by the Supervisor(s) and the Department before students go down for the second trimester of the third year.
- iii. In the final year, supervisor(s) shall work closely with the student until completion.
- iv. The supervisor can only sign your Long Essay/Project Work if only he/she is satisfied that your work is substantially complete and reflects the standards of high-quality research and that it was supervised in accordance with the guidelines for supervision of Long Essay/Project Work as laid down by the LICOSESS.
- v. After completion, the student shall submit the final, signed Long Essay/Project Work to the Head of Department. The submission shall include: four (4) bound copies (binding) for
 1. the Departmental Library.
 2. the LICOSESS's Repository
 3. Your Personal Copy.
- vi. Long Essay/Project Work whenever applicable, shall be submitted for assessment not later than 14 days from the last vacation date for the end of the final academic year for that programme.
- vii. A student who is unable to submit by the stipulated deadline shall be asked to submit the Long Essay/Project Work the following year

and shall be treated as repeat examination with all its implications.

6.2 Formatting Long Essay/Project Work

- i. The American Psychological Association (APA) style is the house- style recommended for long essay/project work at the LICOSESS.
- ii. Do not use any other student's Long Essay/Project Work as an example of how to format your work.

7.0 Certificates

- Certificates are printed for undergraduate students who have completed All degree requirements and have had their degrees conferred on them.
- Details of collection procedures shall be updated and published on the LICOSESS website.
- Certificates will be given out to graduands as follows:
 - a) Two weeks after graduation ceremonies. Students who refuse to pick up their certificate within the stipulated period will pay 10USD
- It is not normally the LICOSESS's practice to issue a duplicate or replacement certificate if the original one is destroyed or misplaced. Instead the Registrar may be able to issue a 'Letter of Attestation' testifying to the graduate status of the student concerned. Letter of Attestation is 5USD

7.1 Academic Transcripts

- Transcripts shall reflect all courses taken or attempted by the student and the grades earned.
- Students who want to obtain their academic transcripts shall apply to the Registrar, on the payment of the appropriate prescribed fees.
- Official transcripts to overseas institutions shall attract fees 40 in US dollars or its equivalent in Liberian dollars Transfer of Credits
Transfer of credits is essential in order to add flexibility to the programmes and make for upward mobility. The LICOSESS shall credit an applicant for a higher programme with previously accrued credits as follows:
 - may grant exemption from certain courses in previous programmes to candidates applying for the next higher programme.

- a student transferring a programme from one LICOSESS to the LICOSESS shall accumulate a minimum of 60 credits over the period approved for his/her programme as a full time student of LICOSESS before he/she shall become eligible for graduation.
- a student of LICOSESS can also transfer his/her credits to any other LICOSESS.

8.0 DEFERMENT

8.1 Before Commencement of Programme

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. A fresh student can defer his/her programme only after the first trimester examination.

8.2 On Grounds of Ill-Health

An application for deferment must be made and approved by the Registrar,, subject to a medical certificate issued by a Medical Officer of a Government Hospital or a recognised registered Medical Officer.

8.3 Maximum Period for Deferment

- i. A student may defer his/her programme for a period not exceeding four (3) trimesters provided that the maximum period allowed for the completion of the programme is not exceeded.
- ii. A student who defers his/her programme for more than four (4) trimesters 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 LICOSESS.
- iii. In all cases of deferment of examination(s) or programme(s), written permission should be obtained from the Registrar before leaving the LICOSESS.

10.0 ORIENTATION FOR FRESH STUDENTS

10.1 Orientation Programme

There shall be Orientation Programme (IPOP) for fresh students at the beginning of the trimester and all freshmen/women are required to be present. The purpose of the orientation may be summarized as follows:

- i. To welcome the fresh students and help them to adjust and adapt to LICOSESS life.
- ii. To expose them to facilities available in LICOSESS to make LICOSESS education a rewarding experience.
- iii. To advertise the rules and regulations that govern the relationship between the students and administration.
- iv. To let students know their rights, privileges, obligations and responsibilities in relation to LICOSESS authorities and statutory bodies.

12.0 DRESSES FOR CEREMONIAL OCCASIONS

12.1 ACADEMIC CEREMONIES

12.1.1 Pomp and Pageantry of Academic Ceremonies

- i. Academic ceremonies are memorable and special occasions in tertiary institutions all over the world. These ceremonies are formal LICOSESS events, which relevant stakeholders, including staff and students are to be formally dressed to make the ceremony dignified that can be steeped in tradition.
- ii. Students at any of following functions shall observe to the fullest the etiquettes on academic ceremonies at all times:
 - (a) Convocation
 - (b) Other occasions as required

12.1.2 The Congregation Ceremony

- i. Congregation ceremony marks the successful completion of one's LICOSESS programme where certificates, diplomas and degrees are awarded to students.
- ii. During the ceremony, the graduands may be recognized individually, or they may be presented as a group in which case only the first class and distinction students shall be given the opportunity to shake hands with dignitaries.
- iii. Graduands wear special regalia and one can tell the type of degree being conferred by the nature of the recipient's gown.

12.1.3 Faculty Colours for Congregation Ceremony

Here are the faculty colours used for the hoods.

13.0 ASSESSMENT OF TEACHING

Student feedback on teaching is an important element of the LICOSESS's quality assurance process. To ensure accurate assessment of teaching, mass participation by students in this feedback exercise is essential.

13.0.1 Students Feedback on Teaching

Close to the end of each trimester, the Dean will inform students about the completion of appraisal forms for all courses they had offered in the trimester. It is expected that all students will complete the appraisal forms (either online or by hard copy).

13.0.2 Lecturers Feedback on Teaching & Learning

Lecturers are also required to appraise students' participation in the teaching and learning process to enable the determination of our efficiency of operation at LICOSESS..

14.0 EXAMINATIONS

14.1 THE CONDUCT OF EXAMINATIONS

14.1.1 Rules and Regulations

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

- i. It is the responsibility of the candidate to find the examination room well in advance and to be seated, at least fifteen (15) minutes before the commencement of any examination paper.
- ii. Examination question papers, answer books and other materials for the examination shall be sent to the Invigilators by the Head of Department or the Examinations Officer fifteen (15) minutes before the examination is due to begin.
- iii. A candidate arriving thirty (30) minutes after the start of a paper may be refused entry into the examination room. Normally, no candidate will be allowed to leave the examination room during 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. Candidates are required to use their Identification numbers (written in full) throughout the examination.
- v. Under no circumstances must a candidate's name be written on any part of the answer book provided. Candidates who fail 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. Candidates 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 whatsoever (verbal or non-verbal) 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 to comply may lead to confiscation of the gadget.
- xii. Any irregular conduct on the part of the candidate such as copying from another student or from prepared notes may result in the cancellation of his/her examination paper and or a more severe penalty.
- xiii. Candidates shall not remove from the examination room any unusual material (e.g., answer booklets or part thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. Candidates may, however, retain their question papers 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(s). Such candidate shall not be allowed to return to the examination room.
- xv. Candidates should not in any way interfere with the stapling of answer

booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.

- xvi. A breach of any of the foregoing regulations made for the conduct of LICOSESS examinations may attract one or more of the following sanctions:
- (a) a reprimand.
 - (b) loss of marks.
 - (c) cancellation of results.
 - (d) Withholding of results for a period.

14.1.2 Qualifying to Write LICOSESS Examinations

A candidate shall qualify to write a LICOSESS Examination if:

- i. He/she is financially cleared
- ii. He/she has registered for the approved course(s).
- iii. He/she has presented him/herself for not less than 75% of the total number of hours for the course.
- iv. He/she has continuous assessment marks for the relevant subject areas.
- v. He/she is not under suspension from the LICOSESS.
- vi. He/she 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 trimester.

14.2 EXAMINATION TIME TABLE

14.2.1 Drawing the Examination Time Table

- i. Draft Examination timetables shall be put up on notice boards four (2) weeks before the beginning of end-of-trimester/session examinations.
- ii. Suggestions for amendment may be made through the Head of Department to the Timetable Committee.
- iii. Final time tables indicating *Day, Hour and Venue* of each examination shall be put up on Notice Boards two weeks before the commencement of the examination.

- iv. It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.
- v. Any changes to be made in the final timetable should be done in consultation with the Chairman or Secretary of the Timetable Committee.

14.2.2 Venues and Seating Arrangements

- i. Examinations shall be taken at the premises of the LICOSESS or the premises of any other academic institution approved by the LICOSESS.
- ii. Examinations shall take place at approved venues indicated on the timetable.
- iii. Practical/Oral Examinations will normally be conducted in the Departments concerned.

14.2.3 Candidate Identification at the Examination Hall

- i. A print out of the photo-ID-list for each course shall be brought to the examination hall to ensure no candidate impersonates.
- ii. In addition to (i.) above, identity cards of students shall be inspected during examinations. Candidates are therefore requested to display their identity cards on their tables for inspection by examination officers/invigilators.
- iii. Candidates who have misplaced their identity cards should report to the Registrar for replacement before the examination.
- iv. Candidates who have no evidence of any identity cards shall not be allowed to take the examination.

14.3 ABSENCE FROM EXAMINATION

- i. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.

14.4 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. Any knowledge or possession of examination questions before the examinations.
- ii. Possession of unauthorized materials related to the examinations and likely to be used during examinations.
- iii. Copying from prepared notes or from a colleague's script during examination.
- iv. Persistently looking over other candidate's shoulders in order to cheat.
- v. Impersonating another candidate or allowing oneself to be impersonated.
- vi. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.
- vii. Consulting or trying to consult during the examination any book, notes or other unauthorized materials.
- viii. Persistently disturbing other candidate's or detracting their attention.
- ix. Verbal or physical assault on an invigilator over alleged examination offence.
- x. Destroying materials suspected to help establish cases of examination malpractice
- xi. Writing after examination has ended.
- xii. Fabrication of data-claiming to have carried out experiments, observations, interviews, or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
- xiii. Plagiarism include:
 - (a) Representing the words, ideas, or work of others as one's own in writing or presentations, and failing to give full and proper credit to the original source;
 - (b) Failing to properly acknowledge and cite language from another source, including paraphrased and quotes; and
 - (c) Failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's own previous work
- xiv. Tampering and Manipulation of Electronic Records

14.5 COMPLAINTS AND APPEALS ON EXAMINATION ISSUES

14.5.1 Request for Review/Re-Marking

A candidate who is not satisfied with the results of any LICOSESS Examination affecting him/her may request for review/re-marking by submitting an application to the Vice President for Academic Affairs. The paper shall be re- marked by a another lecturer

14.5.2 Re-marking of Results and Ratification

The result of the re-marking should be considered by the Faculty and recommendations made

14.6 EXAMINATIONS OFFENCES AND PENALTIES

| S/N | OFFENCE | PENALTY |
|-----|---|---|
| 1. | Leakage of examination questions. | Dismissal of offenders involved. |
| 2. | Possession of unauthorized materials related to the examination and likely to be used during examinations | Cancellation of candidate's particular paper(s) |
| 3. | Copying textbooks during examinations | Cancellation of candidate's paper(s) and rustication for two trimesters |
| 4. | Persistently looking over other candidate's shoulders in order to cheat | Cancellation of candidate's paper |
| 5. | Impersonation | Dismissal of candidate involved |
| 6. | Assisting or attempting to assist, obtaining or attempting to obtain assistance from any source | Cancellation of candidate's paper(s) and rustication for two trimesters |
| 7. | Consulting or trying to consult during the examination any book, notes or other unauthorized materials | Cancellation of candidate's paper(s) and rustication for two trimesters |

| | | |
|-----|---|---|
| 8. | Persistently distracting other candidate(s) or detracting their attention | Cancellation of candidate's paper(s) and rustication for two trimesters |
| 9. | Verbal/Physical assault on invigilators and other candidate | Rustication |
| 10. | Destroying materials suspected to be evidence | Cancellation of the examination paper |
| 11. | Writing after the examination time has ended | Loss of 5marks for the examination paper |
| 12. | Fabrication of data. | Cancellation of candidate's long essay/project |
| 13. | Plagiarism. | Cancellation of candidate's long essay/project. |
| 14. | Tampering and Manipulation of Electronic Records | Dismissal from the LICOSSESS |

2

PART

GENERAL RULES & REGULATIONS

30.0 OTHER STUDENT BY-LAWS**30.1 MAINTAINING A CONDUCTIVE ACADEMIC ENVIRONMENT****30.1.1 Noise-Making**

- i. Students shall maintain, at all times, a kind of environment that supports the basic academic enterprise.
- ii. To maintain a suitable academic environment, it is desirable that the campuses of the LICOSESS are kept as quiet as possible, at all times.
- iii. This rule (ii.) above may be relaxed for purposes of association celebrations. Due permission shall be sought and approval granted for such purposes by the LICOSESS Authority concerned.

31.0 DRUNKENNESS

- i. Drunken and disorderly behaviour on any LICOSESS campus constitutes a serious breach of discipline.
- ii. Habitual drunkenness on campuses or in town, especially if accompanied by disorderly or scandalous behaviour, shall be considered as bringing LICOSESS into disrepute.
- iii. No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by the LICOSESS.
- iv. Any student breaching any of these regulations will first be given a written warning as appropriate.
- v. If the student persists in drunken and disorderly behaviour, the Head of Department shall recommend appropriate sanctions.

32.0 SMOKING

- i. Smoking is forbidden in all public places on campus.
- ii. Smoking is not allowed on campus. Breach of this rule will lead to

36.0 ARMS AND AMMUNITION

No student is allowed to possess any form of arms or ammunition, whether licensed or unlicensed, on campus.

37.0 ILLICIT DRUGS**37.1 Definition of Illicit Drugs**

- i. A drug is any chemical/substance used in the prevention, cure, or alleviation of disease or pain or as an aid in some diagnostic procedures. These include both legal and illegal substances.
- ii. Drugs can be categorised in many ways, hard or soft, uppers or downers, addictive or non-addictive, most harmful and least harmful.
- iii. Drugs are categorised into three types based on their effect on the body:
 - (a) Stimulants
 - (b) Depressants, and
 - (c) Hallucinogens
- iv. Illicit drugs are illegal which are banned OR controlled by law because when used can be injurious to health, addictive and affects the central nervous system.
- v. Illicit drugs include cocaine & crack, heroin, cannabis (also marijuana, weed, ganja, etc.), etc. Possession of, and indulgence in illicit drugs such as tramadol, cocaine, on any part of the LICOSESS premises is prohibited.

Code of Conduct and Discipline: Teacher Aspirants, Faculties & Staffs Shall

1. Not rag, tease, intimidate, harass, use words of abuse within the campus or outside.
2. Attend classes regularly & dress neatly and decently or risk denied entry.
3. Desist from damaging the LICOSESS's building, furniture, equipment, etc.
4. Leave & enter the classroom with the permission of the teacher
5. Report any item lost or found promptly to the office of the Dean or the Security.
6. Not engage in irregular attendance, insubordination, sexual harassment and abuse
7. Desist from collecting money for any unauthorized purpose
8. NOT Smoke and use or keep alcoholic drinks or drugs in the college's environment
9. Not cause disruption to classes or disturbances in the college campus.
10. Always fill in the Student Absent Form if there are probable reasons you will not be attending lectures or exams.

Report any of the above violations, through anonymous text to 0775717210. If

found guilty of the above violations, students risk forfeiting scholarships and financial (USAID-TESTS or LICOSESS aid), suspension or expulsion as well as persecution as the gravity demands.

38.0 DISCIPLINARY ACTIONS SANCTIONS

38.1 DISCIPLINARY ACTION AND SANCTIONS

- i. The Dean of Student Affairs shall be notified of any action taken.
- ii. Heads of Department are responsible for discipline in their respective Faculties and Departments.
- iii. It shall be an offence to disobey these officers in the discharge of their official duties.
- iv. The operation of LICOSESS regulations is without prejudice to the application of the general laws of the land which apply also to all persons in the LICOSESS.
- v. If a student violates any Regulations of LICOSESS, outside campus, it shall be reported to the Dean who will apply the appropriate sanction.
- vi. For serious offences (or offences involving a group of students) the Dean/Vice Dean of Student Affairs shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the President .

38.2 SANCTIONS ATTACHED TO OFFENCES

The following offences shall attract the sanctions listed under them:

38.2.1 Theft.

- i. Refund/Replacement/Return of the stolen item (s).
- ii. Suspension or dismissal from LICOSESS, depending on the gravity of the offence.

38.2.2 Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug use and Peddling

- i. Suspension or dismissal from LICOSESS, depending on the gravity of the offence. Any offence the Criminal Code considers felony shall attract outright dismissal, and as misdemeanour, suspension for one

academic year.

- ii. Withholding of results for a period determinable by LICOSESS authorities.
- iii. Other forms of sanctions, depending on the nature of the offence.

38.2.3 Unauthorised Transfer of LICOSESS Property

- i. A fine determinable by LICOSESS authorities.
- ii. Habitual offenders shall be suspended.

38.2.4 Mutilation or Unauthorised Removal of Library Books, Refusal to Pay Fines Imposed.

- i. A fine of not less than three (3) times the current market prices of the book(s).
- ii. Withholding of results.
- iii. Suspension or dismissal from the LICOSESS.

38.2.5 Damage to LICOSESS Property

- i. Repair or replacement of the property damaged and/or rustication and repair
- ii. Suspension or dismissal, should the culprit refuse to repair or replace the property.
- iii. The LICOSESS reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property.
- iv. The culprit shall also bear cost involved.

38.2.6 Conduct of Classes toward Entrance Examination

- i. No student shall, under any circumstance, conduct classes for candidates towards the LICOSESS's Entrance Examination.
- ii. Any student who violates this regulation shall be suspended for one academic year.

38.2.7 Anonymous Letter Writing

- i. No student should engage in anonymous letter writing. Students with any grievances should properly document them for dialogue and discussion through the appropriate channel of communication.
- ii. Breach of this regulation shall attract outright dismissal, if the writer is found out.

38.2.8 Prosecution by Civil Authorities

The sanctions stated for any of the offences in 22.1, 22.2 and 22.3 do not preclude prosecution by Civil Authorities.

39.0 APPLICATION OF THE LAWS OF LIBERIA

- i. Every member of the LICOSESS community is bound by the Laws of Liberia and the walls of LICOSESS do not protect anyone from the application of the laws of Liberia.
- ii. All regulations of LICOSESS are consistent with the laws of the nation and shall be enforced accordingly. The LICOSESS shall, therefore, not permit behaviour by any student, whether on-campus or off-campus, that contravenes the laws of Liberia.

40.0 APPEAL

- i. Any student who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean/ for a review.
- ii. The appeal shall be lodged within seven days of the notification to him/her of the sanctions imposed on him/her.
- iii. The Dean/Vice Dean of Student Affairs, upon the receipt of the appeal, may request a re-consideration of the case by the appropriate authority.
- iv. Should the student still remain unsatisfied, he/she can appeal to President.

3

P A R T

ANTI-SEXUAL HARASSMENT POLICY

41.0 ANTI-SEXUAL HARASSMENT REGULATIONS

41.1 INTRODUCTION

41.1.1 Preamble

- i. Sexual harassment is of particular concern to the LICOSESS because it is discriminatory in nature and is forbidden by the laws of Liberia. Sexual harassment can harm the health and general wellbeing of its victims. It could create a hostile and stifling environment which may run counter to the realization of the goals of the institution. It could affect students' admission, progression academically as well as towards their leadership aspirations.
- ii. Since sexual harassment can subvert the vision and mission of an institution, it is considered a serious offence and shall not be countenanced by the LICOSESS.
- iii. Sexual harassment is any act with a sexual connotation which is unwanted and offensive. It could be intentional or unintentional. It mostly occurs in relationships of unequal power or authority as in staff/student, supervisor subordinate and mentor/ mentee relationships. This is not to deny the fact that it could take place among peers. Even students could sometimes harass their lecturers.

41.1.2 Statement of Principle

- i. To forestall the occurrence of sexual harassment in the LICOSESS, this policy on sexual harassment is established on the following principles:
- ii. Sexual harassment in every form is prohibited at the LICOSESS.
- iii. It constitutes a punishable offence.
- iv. As much as academic freedom and the right of every member of the LICOSESS Community to the freedom of expression are permissible, these actions ought to be free from bias and harassment.
- v. Every member of the LICOSESS – students, teaching and non-teaching staff – shall have access to its facilities and services without fear of harassment.
- vi. All persons in responsible positions shall ensure that their

- positions do not become tools for demanding sexual favours or coercing others into unwanted relationships.
- vii. Sexual harassment violates the basic human rights of its victims.
 - viii. All records regarding complaints of harassment shall be treated with utmost confidentiality.
 - ix. Reported cases which are proven not to be harassment shall go through the existing grievance handling procedure (s).
 - x. The LICOSESS is mindful of complaints which may be false. Such malicious action(s) shall constitute grounds for disciplinary action to be taken against the complainant.
 - xi. A wide range of disciplinary actions including dismissal could be taken against any offender.
 - xii. It is an offence to intimidate or threaten any member of the LICOSESS community who chooses to utilize the provisions made in this policy.
 - xiii. Students shall be sensitised through educational programmes and workshops from time to time by internal and external organisations

41.1.3 Jurisdiction

- i. Members of the LICOSESS as stated herein shall refer to all:(a.) students (b.)teachers (c.) non-teaching (d.)Junior staff
 - (e.) Senior staff
 - (f.) All who transact business with the LICOSESS
- ii. All parties involved in any given case as well as witnesses shall be treated fairly.
- iii. Where the issue involves a lecturer and his or her student, necessary arrangements shall be made for a disinterested party to co-supervise or mark the examination script, course work or long essay/project of the student.

41.1.4 What Constitutes Sexual Harassment

Sexual harassment includes the following:

- i. Unlawful and discriminating acts with sexual connotations.
- ii. Unwelcome physical contact.
- iii. Suggestive comments with sexual connotations.
- iv. Unwelcome derogatory remarks (sexual in nature).
- v. Unwelcome request for sexual encounters and favours.
- vi. Indecent assault or rape.
- vii. Threats of academic failure or promise of academic success or other rewards in exchange for sexual favours.
- viii. Sexist jokes which cause psychological distress.
- ix. Unwanted sexual attention of a persistent nature, made by a person who knows or ought reasonably to know that such attention is unwanted.
- x. Gender based bullying or intimidation.
- xi. Public display of pornographic material
- xii. Unwelcome repeated telephone calls, letters, e- mails, text messages which are derogatory or sexual in nature.
- xiii. Assaults and rape are criminal offences. These shall be reported to the police.

PLEASE NOTE:

The list is not exhaustive. Behaviours which are acceptable to some people may be offensive to others. The point of view of the complainant, and not the intention of the perpetrator, will guide the Committee in deciding whether a reported incident amounts to sexual harassment or not.

This policy is not against relationships based on mutual consent of the parties involved neither does it cover flirtation, “chats,” jokes and jesting that make life “interesting” for the parties involved and who find these acts acceptable.

42.0 COMPLAINT PROCEDURES

42.1 PROCEDURES

42.1.1 Making a Complaint

- i. Any member of the LICOSSESS community may seek advice or informal assistance from the Dean
- ii. No formal action shall be taken until a written complaint has been lodged with the Dean or Officers assigned.
- iii. There are two options available to a complainant, namely:
 - (a.) *Informal* – Advisers will mediate between the parties involved to settle the matter amicably
 - (b.) *Formal* – The matter shall be brought before an Investigation Committee.

42.2 INFORMAL

42.2.1 Registration of Protest by Harassment Victims

- i. Any student victim who thinks or feels that he/she has experienced any form of sexual harassment and prefers the informal redress procedure shall first express his/her disapproval of the act to the offender if he/she thinks it is possible to do so.
- ii. Secondly, the victim shall then contact the Dean and lodge an official complaint verbally or written.

42.2.2 Informal Harassment Redress Process

- i. After the victim has reported the incident, the Dean shall ensure that the problem is resolved amicably within **seven days** of the occurrence or complaint of the incident.
- ii. The Adviser shall serve as mediator between the two parties.
- iii. The Dean shall outline the incident which was considered by the complainant as harassment and advise the respondent to avoid the repetition of the alleged offensive behaviour. If the issue is resolved at this stage no further action shall be taken.
- iv. The respondent shall be required to render an unqualified apology to the complainant. The apology could be verbal or written 101

- v. The offender shall promise not to repeat the alleged offensive act, intimidate or victimize him/her by signing a bond.
- vi. It must be pointed out to the offender that taking reprisals against the complainant for the step taken is also an offence and will complicate matters for him/her.
- vii. If the matter remains unresolved or the complainant is unsatisfied with the outcome of mediations initiated by the Dean on the complainant's behalf, a formal procedure shall be sought to.
- viii. If the informal complaint is not the first that is being made against a respondent, the Dean, with the consent of the complainant, shall initiate the necessary action using the formal procedure.

42.3 FORMAL

42.3.1 Registration of Protest by Harassment Victims

- i. In the event of harassment, a student who prefers a formal procedure shall submit in writing a report that indicates the following details of the alleged incident:
 - (a.) time (b.) place, (c.) date, how it happened, and (d.) names of witnesses (if any).
- ii. The complainant may also indicate the type of remedy he/she seeks.
- iii. A written complaint must be filed within **one month** of the occurrence of the alleged harassment.
- iv. Where the complaint consists of a series of related incidents the time limit shall be within two months of the most recent incident.
- v. Within three working days of receiving a written complaint, the Dean shall inform the offender the complaint that has been lodged against him/her.
- vi. If, after one month of filing the complaint, a complainant fails to initiate proceedings, all records pertaining to the incident shall be destroyed.

42.3.2 Formal Harassment Redress Process

If a student prefers a formal procedure for his/her redress, the following

processes shall be followed by the Dean:

- i. The Dean shall submit the written complaint filed by the complainant to the Vice President for Academic Affairs who shall constitute a Committee to investigate the incident.
- ii. The complainant, respondent and witnesses (if any) shall be interviewed separately as part of the investigation proceedings. .
- iii. As part of the proceedings, cross-examination may be used. In order to protect confidentiality, the Committee shall meet off-office premises in camera or behind closed doors.
- iv. All discussions shall be documented.
- v. Both parties may be accompanied to the interview by trusted friends or representatives.
- vi. The Committee shall investigate the matter and when guilt is established, recommendations shall be made to the President on the appropriate disciplinary sanctions as laid down in this *Handbook on Rules and Regulations*.
- vii. Where a complaint is established to be false, the matter shall be referred to the President. Necessary consultations shall take place after which the matter shall be dealt with under the appropriate disciplinary procedures laid down in this *Students Handbook on Rules and Regulations*.

43.0 SANCTIONS

- i. If it is established by either informal or formal redress procedures that the unwanted act did take place, appropriate disciplinary sanction shall be taken against the offender.
- ii. The gravity of the offence shall determine the form the punishment shall take. Sanctions include
 - (a.) reprimand and signing of bond.
 - (b.) suspension or dismissal from LICOSSESS.
 - (c.) any offence the Criminal Code considers as *felony* shall attract outright

dismissal; and as *misdemeanour* shall attract suspension for one academic year.

(d.) withholding of results for a period determinable by LICOSSESS authorities.(e.) other forms of sanctions, depending on the nature of the offence.

44.0.1 These provisions notwithstanding, an offender whose name keeps recurring may be punished in any other way deemed appropriate by the Vice Chancellor/Principal.

44.0.2 Responsibilities of Dean

Responsibilities of Deans shall include but not be limited to the following:

- i. Assist the complainant in sorting out the facts of the complaint. This is to aid the Dean to establishing whether the offence constitutes sexual harassment or not.
- ii. Discuss the possible ways of redressing the problem with the complainant. The decision to address the issue formally or informally lies with the complainant.
- iii. Provide support and counseling services when needed or refer them to the Counseling Centre.
- iv. Educate both the harasser and the harassed.
- v. Mediate between parties involved in a given case and resolve matter amicably.
- vi. Draw the attention of both parties to the consequences of resorting to the formal mode as outlined in this document.
- vii. Keep proper record of all reported cases for purposes of improving upon policy, research and quarterly reports submitted to the Vice Chancellor.
- ix. Deans shall meet at least twice each trimester.
- x. Organize educative campaigns on regular basis to raise the awareness

levels of the LICOSESS community.

- xi. Term of office of the Deans shall be two years. The appointment may be renewed for a further period of two years.

THIS UNDERGRADUATE HANDBOOK ON RULES AND REGULATIONS
IS PENDING APPROVAL BY THE BOARD OF THE LICOSESS
AS A LEGAL DOCUMENT FOR THE CONDUCT OF STUDENTS IN THE
LICOSESS.

Acknowledgements:

