

Republic of Ghana

TECHBRIDGE UNIVERSITY COLLEGE

(Formerly AsanSka University College of Design and Technology — AUCDT)

UNDERGRADUATE STUDENTS' HANDBOOK

Rules, Regulations, Academic Policies, and Student Life

VOL. 3 — REVISED INSTITUTIONAL EDITION (2026)

Issued under the Authority of the Academic Board for the
Governing Council

Techbridge University College

Oyibi Campus, Greater Accra Region, Ghana

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Institutional Profile & Philosophy

A Brief History

Techbridge University College (originally founded as AsanSka College of Design and Technology) is the brainchild of Ghanaian businessman and entrepreneur, **Mr Kwabena Asante-Asare**, owner and Chief Executive Officer of AsanSka Jewellery Ltd., established in 2004, which specialises in precious minerals manufacturing and gold export under the Ghana Free Zones Board. Drawing on international best practice from South Africa, Switzerland, India, the United States, and the United Kingdom, Mr Asante-Asare envisioned a tertiary educational institution dedicated to adding domestic value to Ghana's rich natural resources through advanced craftsmanship, precision engineering, and innovative design.

In 2006, AsanSka Jewellery Ltd opened its factory doors to undergraduate students on industrial attachment. Following extensive reviews of student attachment reports and supervisory feedback, the founder identified an urgent national imperative: the establishment of a fully equipped, specialised institution providing complete working knowledge of contemporary jewellery design and modern manufacturing techniques. Supported and encouraged by international industry leaders—including Mr Gigi Mazzocco of South Africa—Mr Asante-Asare consulted with his elder brother, **Dr Emmanuel Amankwah Asante** (then Senior Research Scientist at the MRC Prion Unit, University College London), and visited Professor Jack Cunningham (now retired) of the Birmingham City University School of Jewellery in the United Kingdom. Professor Cunningham strongly advised that a second core discipline be introduced alongside jewellery design.

Upon his return to Ghana, Mr Asante-Asare, through the introduction of two postgraduate students, collaborated with the late **Mr Emmanuel Y. Ansah**, an accomplished Industrial Designer and Small Craft Naval Architect trained in the United States. On 27th August 2014, following a detailed presentation of institutional concepts, Mr Ansah recommended that Product Design be formally mounted as the second

foundation programme of the new college.

Key Institutional Milestones:

- **1st November 2016:** Academic affiliation pact formalised with the University of Education, Winneba (UEW).
- **1st December 2016:** Institutional accreditation granted by the National Accreditation Board (NAB).
- **7th April 2017:** Official inauguration of AsanSka College of Design and Technology (ACDT) at the Oyibi Campus.
- **1st April 2021:** Granted full University College status by the Ghana Tertiary Education Commission (GTEC), transitioning to AsanSka University College of Design and Technology (AUCDT).
- **2026 Institutional Expansion & Rebranding:** Following statutory approval from the Ghana Tertiary Education Commission (GTEC), the institution was formally rebranded to **Techbridge University College (TUC)**. This milestone marks the strategic expansion into applied digital technologies, AI-assisted engineering, and modern creative workflows, while preserving and strengthening all existing accredited undergraduate programmes in Design and Technology.

Vision Statement

Vision: To become an internationally reputable centre of excellence for Design Education, Applied Technology, and Industrial Research.

Mission Statement

Mission: The mission of Techbridge University College is to train highly skilled professionals, artisans, and technological innovators; conduct rigorous applied research; disseminate transformative knowledge; and contribute actively to technical and vocational education policy and industrial development in Ghana and across the African continent.

Core Values

Techbridge University College is guided by seven core principles that we aspire to instil in our students and staff alike:

- **Diligence:** Unwavering commitment to academic excellence, thoroughness, and discipline.
- **Accountability:** Transparent, ethical, and responsible stewardship across all institutional and individual activities.
- **Honesty:** Uncompromising integrity in creative output, academic research, and personal conduct.
- **Pride in One's Work:** Dedication to superior craftsmanship, aesthetic precision, and professional standards.
- **Commitment to Self-Improvement:** Continuous professional learning, intellectual curiosity, and adaptability in rapidly evolving global industries.
- **Innovation:** Pioneering creative, computational, and technical solutions to complex societal challenges.
- **Nation Building:** Contributing tangibly through skill acquisition and enterprise to the socio-economic advancement of Ghana.

Institutional Objectives

- To provide high-quality university and professional education through creative teaching, studio-based learning, practical workshop training, and applied research.
- To nurture creative, analytical, computational, and entrepreneurial abilities in all students.
- To acquire, preserve, and disseminate cutting-edge technological, industrial, and design knowledge.
- To establish mutually beneficial relationships with relevant academic, professional, industrial, and statutory bodies that share the vision and mission of the University College.

Institutional Philosophy & Core Pillars

- **Value Addition to Natural Resources:** Equipping graduates with the technical competence, scientific understanding, and artistic skill required to add substantial commercial and aesthetic value to Ghana's precious minerals and raw materials.
- **Creativity, Innovation & Entrepreneurial Spirit:** Grounding students not only to lead in design

innovation but also to cultivate a resilient entrepreneurial spirit capable of establishing viable enterprises and transforming industry standards.

- **Wisdom & Sustainable Design Thinking:** Imparting lasting wisdom built upon sustainable, ethical, and human-centred design processes.

Institutional Crest & Brand Motifs

The official Crest of Techbridge University College, originally designed by the late Emmanuel Y. Ansah and refined for the institution's technological era, comprises four distinct motifs:

- **The Sun Rays:** Positioned at the apex, representing enlightenment, intellectual illumination, and a bright new future for the University College, Ghana, and Africa.
- **The Industrial Gears / Metallic Wheel:** Situated at the top-left, representing workshop-based precision, engineering laboratories, and technology as the cornerstone of sustainable industrialisation.
- **Diamond Resting on a Gold Bar:** Symbolising Ghana's rich mineral endowments and the institution's founding ethos of domestic value addition and refined craftsmanship.
- **Gye Nyame:** The iconic Ghanaian Adinkra symbol acknowledging the supremacy, sovereignty, and omnipotence of God over all human endeavours.
- **Colour Symbolism:** *Golden Yellow* represents precious mineral wealth, excellence, and institutional prosperity; *Earth Brown* represents the rich fertile soil from which precious minerals are mined; and *Leaf Green* represents lush vegetation, ecological sustainability, and institutional vitality.
- **Motto:** *"Design and Build a Nation"*.

Welcome Message from the President

I am delighted to extend a warm welcome to all new and returning Junior Members of **Techbridge University College (TUC)**. Congratulations on your excellent decision to join an institution that stands as a unique pioneer in design education, applied technology, and professional innovation in Ghana.

Our foundational mandate is to train highly skilled technicians, designers, technologists, and visionary leaders at the highest tertiary level possible, ensuring that all alumni enjoy exceptional prospects for rewarding employment and viable enterprise through which they can contribute meaningfully to nation building.

I encourage you all to make the very most of your time at Techbridge University College. Your experience here will be what you make of it, and your opportunities will be limited only by the boundaries you impose upon yourselves. Therefore, avail yourselves fully of our outstanding facilities—including the University Library, modern computing and AI studios, advanced fabrication workshops, and well-focused curricula facilitated by our highly experienced academic staff.

I trust that you will have a fulfilling and transformative period of study at Techbridge University College, and that your learning experiences will bring about profound positive change in your personal and professional lives. Above all, conduct yourselves with discipline and remember that whilst our dedicated academic and administrative staff are here to assist you in achieving your full potential, there is no substitute for integrity, resilience, and hard work in the quest for lasting success.

Prof. Emmanuel A. Asante

President, Techbridge University College

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Preamble & Definition of Terms

Preamble

This Handbook is designed to guide Junior Members in understanding how Techbridge University College is organised, the academic standards expected of them, and how they may derive the maximum benefit from their period of study in the University College.

The term **‘Junior Member’**, otherwise referred to as ‘student’, shall apply to any individual, other than a Senior Member, who is regularly enrolled for the time being in Techbridge University College for an approved undergraduate degree, diploma, or certificate programme of study and research.

Rules and regulations affecting Junior Members are formulated by the Academic Board in accordance with the Statutes of the University College and promulgated by the Governing Council. In addition, each Faculty, Department, the Students’ Representative Council (SRC), and administrative service unit may issue specific rules governing the conduct of Junior Members within their jurisdiction, provided such rules are not inconsistent with the general statutes approved by the Academic Board.

These rules and regulations shall apply to and be binding upon all Junior Members. Ignorance of any regulation or official notice published on institutional notice boards or portals shall not be accepted as an excuse for any breach of discipline. Every student on matriculation is required to hold and study a copy of these regulations.

The officers who have direct responsibility under the President for the discipline and academic welfare of Junior Members are the Registrar, Deans of Faculty, Heads of Department, and Academic Counsellors. It shall be an offence to disobey or obstruct these officers in the lawful discharge of their duties.

Definition of Key Academic Terms

- **Programme:** A coherent curriculum package consisting of structured courses, studio assignments, workshop training, industrial attachments, and assessments leading to the award of a specific degree, diploma, or certificate.
- **Course:** An approved, self-contained instructional unit with an assigned title, alpha-numeric code, syllabus, contact hours, and credit weighting.

- **Core (Compulsory) Course:** A mandatory course that a student must register for and pass to qualify for graduation. A failed compulsory course must be repeated and passed.
- **Elective Course:** A non-compulsory course chosen freely by a student from an approved schedule to pursue specialised academic or career interests.
- **Semester:** A standard division of the academic year into two equal terms of up to 16 weeks duration each, normally comprising 12–13 weeks of teaching/studio practice and 2–3 weeks of examinations.
- **Credit Hour:** One 60-minute lecture period per week of teaching within a semester, or two to three hours of practical studio, workshop, or laboratory work per week.
- **Grade Point (GP):** The quantitative weight assigned to each letter grade earned in an examined course.
- **Credit Point (CP):** The product of the course credit hours and the grade point earned in that course.
- **Grade Point Average (GPA):** The weighted average score calculated at the conclusion of each semester by dividing total credit points earned by total credit hours registered.
- **Cumulative Grade Point Average (CGPA):** The cumulative weighted average of all credit points divided by all credit hours registered across all semesters up to the reporting period.
- **Final Grade Point Average (FGPA):** The definitive CGPA calculated across all semesters upon programme completion for degree classification.

Section 1.0: Admission Regulations & Academic Records

1.1 Entry Requirements

Academic entry requirements conform strictly to standards established by the Ghana Tertiary Education Commission (GTEC), mentoring institution regulations, and relevant professional bodies.

1.1.1 Degree Programmes (e.g. Bachelor of Arts in Jewellery Design Technology — BJDT)

- **WASSCE Candidates:** Credit Passes (A1–C6) in six (6) subjects comprising three core subjects (English Language, Integrated Science or Social Studies, and Core Mathematics) plus three relevant elective subjects.
- **SSSCE Candidates:** Credit Passes (A–D) in six (6) subjects comprising three core subjects (English Language, Integrated Science or Social Studies, and Core Mathematics) plus three relevant elective subjects.
- **GBCE Candidates:** Credit Passes (A–D) in six (6) subjects comprising three core subjects and three elective subjects.
- **GCE Advanced Level Candidates:** Passes in three (3) subjects (at least one at Grade D or better), together with credit passes (Grade 6 or better) in five GCE Ordinary Level subjects including English Language, Mathematics, and an Arts or Science subject.
- **Higher National Diploma (HND) Holders:** Minimum of Second Class (Lower Division) in a related area of study from a recognised tertiary institution. Successful candidates are eligible for direct admission into Level 200 or Level 300.
- **Mature Applicants:** Must be at least 25 years of age at the time of application (supported by a valid birth certificate issued at least three years prior) and must achieve a pass mark in the Techbridge University College Entrance Examination and selection interview.

1.1.2 Diploma Programmes (e.g. Diploma in Jewellery Design Technology — DJDT)

- **WASSCE Candidates:** Minimum of six passes (A1–D7), including at least three credit passes (A1–C6) in relevant subjects.
- **SSSCE Candidates:** Minimum of six passes (A–D) in relevant subject combinations.

1.1.3 Certificate Programmes

- Applicants must demonstrate general literacy, numeracy, and practical aptitude in design, craft, or technical disciplines.

1.2 Application Procedures

- **Online Applications:** Applicants may complete the online application form via the official portal: <https://techbridge.edu.gh/admissions>.
- **In-Person Applications:** Hardcopy application forms may be procured from the Academic Registry, Oyibi Campus.
- **Offer & Acceptance:** Candidates offered admission are notified in writing by the Registrar. Offers are provisional and finalised only upon prompt payment of required fees and satisfaction of all stipulated conditions.
- **False Declarations:** Any applicant found to have tendered forged certificates, fraudulent examination results, or falsified personal data shall be immediately withdrawn and referred to the Ghana Police Service for prosecution.

1.3 Medical Examination

All newly admitted Junior Members must undergo a mandatory medical examination conducted or certified by the Techbridge Health Centre prior to formal academic registration.

1.4 Academic Registration

- **Registration Schedule:** All fresh and continuing students must complete formal semester registration within the first two weeks of Semester 1 and the first week of Semester 2.
- **Late Registration Surcharge:** Registration completed during the late registration window attracts a non-negotiable financial penalty approved by the Academic Board.
- **Lapsed Registration:** Failure to register for a semester without an approved letter of deferment renders student registration lapsed. Registration that remains lapsed for more than two consecutive semesters shall not be reactivated.
- **Prerequisite Enforcement:** No Junior Member is eligible to register for a higher-level course without having successfully passed the prerequisite course.

1.5 Student Identity Cards

Official Techbridge University College Identity Cards are issued to all matriculated Junior Members. The card remains the property of the University College, must be carried at all times on campus, and must be

produced upon demand by university officials, invigilators, or security personnel.

1.6 Institutional Electronic Records & Data Integrity

Statutory Prohibition of Electronic Records Manipulation:

Electronic records encompass all admissions data, student academic profiles, continuous assessments, examination scores, and financial ledgers hosted on Techbridge ICT platforms (including techbridge.edu.gh). Any person found knowingly making false entries, hacking into institutional servers, altering grades, or forging official transcripts shall suffer **immediate and outright expulsion** from Techbridge University College, alongside civil and criminal proceedings under the laws of Ghana.

1.7 Course Coding Scheme & Programme Credit Structure

Every course mounted by the University College is designated by a four-letter alpha prefix followed by a three-digit numeric code:

- **Prefix Designations:**
 - TUC — Institutional Foundation & University Core Courses (e.g. TUC 112 Workshop Safety Practices, TUC 113 Foundations of Technical Drawing, TUC 115 Introduction to African Art and Culture, TUC 116 Communication and Study Skills I, TUC 117 Information and Communication Technology I, TUC 124 Introduction to Computer-Aided Design, TUC 125 Communication and Study Skills II).
 - BJDT — Bachelor of Arts in Jewellery Design Technology.
 - DJDT — Diploma in Jewellery Design Technology.
 - PDT — Product Design and Applied Technology.
- **Numeric Conventions:** The first digit designates the academic level (1 for Level 100, 2 for Level 200, 3 for Level 300, 4 for Level 400); the second digit indicates the semester (1 for Semester 1, 2 for Semester 2); and the third digit represents course sequencing.
- **Credit Limits:** Full-time undergraduate students must register for a minimum of 15 credits and a maximum of 21 credits per semester.

Section 2.0: Teaching, Assessment & Academic Progression

2.1 Teaching Methodologies

Teaching across all programmes combines formal lectures, interactive studio critiques, laboratory experiments, workshop fabrication sessions, industrial attachment placements, and AI-assisted design labs.

2.2 Class Attendance Regulations

Junior Members are required to attend all scheduled lectures, practical workshops, and studio sessions. A student must attain a minimum attendance record of **80%** in any course to be eligible to sit the end-of-semester examination.

2.3 Assessment Structure

- **Continuous Assessment (30% – 40%):** Comprises studio practicals, workshop assignments, mid-semester written tests, quizzes, and seminar presentations.
- **End-of-Semester Examinations (60% – 70%):** Formal written theory examinations and practical studio juries/defences.
- **Pass Threshold:** The minimum pass mark in any undergraduate course is **50% (Grade D, Grade Point 1.00)**.

Table 1: Techbridge University College Marks and Grade Point Equivalence

Raw Score Range (%)	Letter Grade	Grade Point (GP)	Qualitative Description
80 – 100	A	4.00	Excellent
75 – 79	B+	3.50	Very Good
70 – 74	B	3.00	Good
65 – 69	C+	2.50	Very Fair
60 – 64	C	2.00	Fair
55 – 59	D+	1.50	Satisfactory
50 – 54	D	1.00	Barely Satisfactory (Pass)
0 – 49	F / E	0.00	Fail

2.4 Semester Progression & Academic Standing

- **Progression Criteria:** To progress from Level 100 to Level 200, a student must achieve a minimum Cumulative Grade Point Average (CGPA) of **1.00** and clear all mandatory prerequisite courses.
- **Academic Probation:** A student who attains a CGPA below 1.00 at the end of any semester shall be placed on academic probation. A student who remains on probation for two consecutive semesters shall be required to withdraw from the University College.
- **Re-sit Examinations:** Re-sit examinations are mounted at the end of each semester. A student is permitted a maximum of two re-sit attempts per failed course.

2.5 Long Essay / Capstone Project Work

Every candidate for a Bachelor's degree must complete an original Capstone Studio Project or Long Essay in their final year (Level 400). Three final bound copies must be submitted to the Department, Supervisor, and the **Techbridge Institutional Digital Repository** before the published deadline.

Section 3.0: Examination Regulations & Governance

3.1 Conduct of Examinations

- Candidates must assemble outside the examination hall at least thirty (30) minutes before the scheduled start time.
- Admission into the examination hall is strictly conditional upon presenting a valid Techbridge University College Student Identity Card and approved Examination Registration Slip.
- No candidate shall bring into the examination hall any unauthorised books, manuscripts, programmable calculators, cellular phones, smartwatches, or digital devices.
- Absolute silence must be observed throughout the examination. Candidates must comply immediately with all instructions issued by Invigilators and Chief Examiners.

3.2 Examination Offences & Disciplinary Penalties

Table 2: Schedule of Examination Offences and Penalties

Category	Nature of Offence	Sanction Imposed
Category A: Unauthorised Materials	Possession of unauthorised notes, mobile phones, or smart devices inside the examination venue.	Cancellation of examination paper and suspension for one (1) full academic year.

Category	Nature of Offence	Sanction Imposed
Category B: Collusion & Copying	Copying from another candidate, exchanging answer scripts, or mutual unauthorised communication.	Cancellation of all examination results for the semester and suspension for one (1) year.
Category C: Impersonation	Procuring an impersonator or impersonating another candidate during an examination.	Immediate and permanent expulsion from Techbridge University College and handover to the Police.
Category D: Plagiarism	Submitting uncredited work, unreferenced external literature, or unattributed AI-generated content.	Award of zero mark (0%) for the script/dissertation, with mandatory re-submission under penalty.
Category E: Insubordination	Disobeying invigilator instructions, creating disorder, or refusing to surrender unauthorised items.	Immediate expulsion from the examination venue and forfeiture of the examination paper.

3.3 Examination Appeals & Re-marking Procedures

A student who is dissatisfied with their examination grade may petition the Registrar within fourteen (14) calendar days following the official publication of results. The petition must be accompanied by the approved non-refundable re-marking fee. The script shall be re-assessed by an independent external examiner. Where re-marking results in an upward grade alteration by a full grade boundary, the fee shall be refunded in full.

Section 4.0: General Rules, Discipline & Student Code of Conduct

4.1 Administrative Hierarchy & Channels of Communication

All official student representations, queries, and grievances must proceed through the established hierarchical structure:

**Class Representative → Departmental Representative → SRC Executive → Head of Department
→ Dean of Students → Registrar → Vice-President → President**

4.2 Disciplinary Code & Campus Regulations

- **4.5 Noise Control:** Excessive or disruptive noise making in lecture halls, design studios, the library, or residential quarters is strictly prohibited.
- **4.6 Drunkenness & Intoxication:** Being under the influence of alcohol on campus, disorderly conduct, and the sale of alcoholic beverages on university property are strictly prohibited.
- **4.7 Smoking (Strict Prohibition):** Smoking of tobacco, cigarettes, cigars, electronic cigarettes, vapour devices, or any other substance is strictly prohibited across all lecture rooms, workshops, studios, laboratories, hostels, and public campus grounds.
- **4.8 Protection of University College Property:** Junior Members are personally liable for any wilful damage, defacement, or destruction caused to university property, workshops, tools, or IT equipment, and shall bear full replacement costs in addition to disciplinary suspension.
- **4.11 Sexual Harassment & Misconduct:** Techbridge University College maintains an absolute zero-tolerance policy regarding sexual harassment, exploitation, physical abuse, stalking, and intimidation. Confirmed violations attract summary dismissal.
- **4.15 Demonstrations, Rallies & Processions (DRAP):** Any student demonstration, rally, or

procession must be registered in writing with the Registrar at least 72 hours in advance and receive official written approval.

- **4.21 Arms, Ammunition & Offensive Weapons:** The possession or discharge of firearms, explosives, knives, or dangerous weapons on university premises is completely outlawed and results in instant expulsion.
- **4.22 Controlled Substances & Illicit Drugs:** The possession, consumption, peddling, or cultivation of narcotic drugs is strictly illegal and attracts immediate dismissal and criminal prosecution.

Section 5.0: Grading System, Degree Classification & Graduation

5.1 Degree & Diploma Classifications

To qualify for the award of a Bachelor's degree or Diploma, a Junior Member must satisfy all coursework, studio, and attachment requirements, achieve a minimum CGPA of 1.00, and obtain full financial and administrative clearance.

Table 3: Undergraduate Degree and Diploma Classification Thresholds

Cumulative GPA (CGPA) Range	Bachelor of Arts Degree Classification	Diploma Programme Classification
3.60 – 4.00	First Class Honours	Distinction
3.00 – 3.59	Second Class Honours (Upper Division)	Credit

Cumulative GPA (CGPA) Range	Bachelor of Arts Degree Classification	Diploma Programme Classification
2.50 – 2.99	Second Class Honours (Lower Division)	Credit
2.00 – 2.49	Third Class Honours	Pass
1.00 – 1.99	Pass	Pass
0.00 – 0.99	Fail (Ineligible for Award)	Fail

5.2 Academic Regalia & Ceremonies

- **Matriculation Ceremony:** Marks the formal statutory induction of new students into the University College community. All matriculants must wear the prescribed academic gown and formal attire.
- **Congregation Ceremony:** The formal convocation for the conferment of degrees, diplomas, and presentation of certificates. Bachelor's degree graduands wear the official Techbridge blue gown, faculty hood, and mortarboard; Diploma graduands wear the blue gown and mortarboard.

Section 6.0: Student Life, Campus Services & Facilities

6.1 Student Accommodation & Hostels

The University College assists in coordinating comfortable, secure hostel accommodations situated within close proximity of the Oyibi Campus, with dedicated security, water storage systems, and

designated quiet study areas.

6.2 Health & Medical Services

The Techbridge Health Centre provides essential primary healthcare, emergency medical response, first aid, and referral services to accredited regional hospitals.

6.3 University Library & Information Commons

The Library maintains a comprehensive collection of physical design treatises, technical manuals, and rare material samples, complemented by high-speed digital terminals providing access to leading international electronic journal databases.

6.4 Computer Laboratories, AI Studios & Workshops

Techbridge University College houses industry-grade computing suites, CAD/CAM workstations, generative design software, and advanced jewellery and product design fabrication workshops.

6.5 Internet & Campus ICT Infrastructure

High-speed campus-wide wireless internet (Wi-Fi) is available across all academic blocks, lecture halls, studios, and student common areas, facilitating seamless access to the Techbridge Learning Management System.

6.6 Sports, Physical Recreation & Societies

The Students' Representative Council (SRC) coordinates competitive and recreational sports—including football, basketball, athletics, and table tennis—alongside registered academic, cultural, and design societies.

6.7 Techbridge Alumni Association

All graduands are inducted into the Techbridge Alumni Network, fostering lifelong professional

connections, collaborative industry ventures, and mentorship for current undergraduates.