



MINISTRY OF HEALTH

CODE OF CONDUCT FOR  
HEALTH TRAINING INSTITUTIONS  
**Students Handbook**



MARCH 2021



MINISTRY OF HEALTH



# HEALTH TRAINING INSTITUTIONS **STUDENTS HANDBOOK**

MARCH 2021

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# *Preface*

This Handbook is a Code of Conduct that governs the behaviour of all the students of the Health Training Institutions (HTIs) under the Ministry of Health. It is the product of the collaborative efforts of the Ministry and the major stakeholders, particularly the Regulatory Bodies, Body of Principals and Staff, the Students Body and the Professional Associations.

The Handbook sets out in detail the rules and regulations that every student of the Institutions has to abide by, as well as the applicable sanctions, after the individual who is alleged to have infringed such provision has been given reasonable opportunity to be heard, based on the specific allegation. The main purpose of the Handbook is to guide the students in the conduct of their affairs, and also provide the framework for disciplinary processes. It is expected that this would deter potentially deviant students from engaging in unacceptable behaviour, and also aid them in exercising self-control and self-discipline in their day-to-day life on the campuses of the Institutions.

The Handbook also serves as a platform for building the capacity of the Institutions to adequately

deal with potential legal challenges arising from efforts of Management to instill discipline, and ensure peace and order on the various campuses, while respecting the rights and freedoms of the individuals as enshrined in the 1992 Constitution.

The Handbook will further streamline administrative practices, promote uniformity and address the proliferation of different codes of conduct with different approaches to addressing disciplinary challenges on the campuses. It would therefore curb excesses by Management in the application of sanctions for deviant behaviour by students. In this regard, provision is made for the establishment of Committees in the various Institutions to handle alleged infringements, in accordance with the rules of natural justices. The Handbook also provides for a specific and simple procedure where a student who is aggrieved by any sanction imposed on him/her could seek redress.

Finally, it is expected that any alleged infringement by a student would be thoroughly investigated by the Committee, and in all cases and as much as feasible, sanctions would be determined and applied based on the overriding goal of reforming the individual, while building a cadre of productive citizenry.



KWAKU AGYEMAN-MANU (MP)  
MINISTER FOR HEALTH  
CODE OF CONDUCT FOR STUDENTS

# CODE OF CONDUCT FOR STUDENTS

## 1. Academic Calendar

The academic calendar specifies key start dates and deadlines for important activities of the institution. These include re-opening, registration requirement, financial obligation and deadlines, lecture attendance and participation in assessments.

- 1) A Student shall
  - a) report on the date for re-opening of the Institution;
  - b) register during the registration of courses which begins from the first week of the semester and closes at the end of the second week;
  - c) pay the appropriate fees to be entitled to registration of his/her course for the semester;
  - d) be entitled to take part in the examinations if he/she registers for the course for the semester;
  - e) take all courses being offered in a programme;
  - f) attend all lectures, tutorials and practical sessions as specified for the course;
  - g) not use a mobile phone or any other electronic device in a manner that is detrimental or distractive during teaching and learning;

- h) be seated at least five (5) minutes before a lecture begins;
- i) be assessed for his/her performance and graded at the end of each semester;
- j) not exceed a total of five (5) years for a programme;
- k) meet the minimum regulatory requirement for contact hours for lectures and clinical/field work, as may be applicable; and
- l) not use the academic credentials of another person.



## 2. Examinations

An examination is the art and science of assessing students' knowledge, attitude and skills required to become competent professionals. This may take the form of written (paper-based or computer-based) and practical assessment during and at the end of every semester, and as may be duly required.

- 1) A Student shall
  - a) fulfill all the academic requirements for both practical work and theory;
  - b) not be permitted to sit for an end of semester examination if he/she absents himself/herself from lectures and clinical/field work for a cumulative period of twenty-one (21) days for the semester;
  - c) repeat the semester if he/she is not permitted to sit for the end of semester examinations;
  - d) have a minimum Cumulative Grade Point Average (CGPA) of 1.5 or its equivalent and a maximum of two (2) referred courses to proceed to the next level;
  - e) write and pass the referred courses if he/she has been referred in a maximum of two (2) courses with a minimum of CGPA of 1.5 and has proceeded to the next level;
  - f) repeat the class if he/she has a CGPA of less than 1.5 or has been referred in three (3) courses;
  - g) be withdrawn from the programme if he/she has a CGPA of less than 1.0 or has repeated a class and has to repeat a second time or has been referred in more than three (3) courses;

- h) obtain a minimum final CGPA of 1.5 and pass all courses to qualify for the award of the terminal certificate and qualify for graduation;
- i) adhere strictly to laid down rules, regulations and procedures for examinations;
- j) not carry any unauthorized material or script into the examination hall;
- k) not be permitted into the examination hall if he/she is late for thirty (30) minutes for the examination;
- l) not be allowed to leave the examination hall until after thirty (30) minutes of commencement of the examination;
- m) be escorted by a security officer or an invigilator if he/she is permitted to go out of the examination hall for any reason;
- n) not be allowed to carry a mobile phone or any electronic device into the examination hall, except otherwise duly authorized;
- o) allow himself/herself to be searched by an Invigilator of the same gender before entering the examination hall;
- p) not exchange an examination script, question paper, plain paper, or any material with another student in an examination hall;
- q) not communicate with another student in any manner in the examination hall without the prior and clear permission of the invigilator;
- r) not spy from another student's script/screen or answer sheet;
- s) not leave the examination hall without permission before the examination is over;
- t) not leave the examination hall with any unused or used answer booklet, sheet or script;
- u) send a written request to the Principal within one (1) month after the official publication

- of the results, if he/she wishes to request for re-assessment or remarking of his/her script when he/she is not satisfied with his/her examination results;
- v) pay the appropriate fee within one (1) week of receipt of an invoice from the Principal, which shall be generated within three (3) working days; and
  - w) take part in every quiz, test, assignment, mid and end of semester examinations, patient and family care study and research work, as specified for the programme.

### 3. Clinical Skills Acquisition Laboratory

Clinical Skills Acquisition Laboratory is a teaching and research laboratory where students gain hands-on experience through realistic simulation using manikins and other equipment.

- 1) A Student shall
  - a) appear in the approved uniform for Clinical Skills Acquisition Laboratory;
  - b) comply with the rules, regulations, policies and procedures of Clinical Skills Acquisition Laboratory;
  - c) keep the skills acquisition laboratory tidy for re-use;
  - d) keep all equipment at the appropriate place after use;
  - e) follow the official procedure for borrowing an equipment/model from the laboratory;  
and
  - f) return any borrowed equipment/model at the appropriate time.

## 4. Clinical/Field Work

Clinical/Field Work is a realistic clinical and field environment for the practice and application of theory, which is an essential bridge between lecture hall learning and real-world practice.

Students are required to go to clinical training sites for observation and supervised training on what they have learnt in the lecture hall and skills acquisition laboratory. They are exposed to practical experiences to enable them acquire knowledge, attitude and skills.

- 1) A Student shall
  - a) appear in the approved uniform for clinical/field work;
  - b) comply with the rules, regulations, policies and procedures of clinical/field sites;
  - c) attain the required competencies as enshrined in the respective document titled “Clinical Schedule Book” by the relevant Professional Regulatory Body;
  - d) attend every clinical/field work, except with due permission;
  - e) be punctual during clinical/field work;
  - f) respect any person (including a patient, client or visitor) he/she encounters during clinical/field work;
  - g) not be insolent or insubordinate during clinical/field work;
  - h) seek permission from the clinical/field supervisor before leaving for any other activity;
  - i) make up for any missed day during clinical/field work;
  - j) record/document appropriately all clinical/field work in accordance with his/her

- respective Clinical Schedule Books;
- k) not use a mobile phone or any other electronic device in a manner that is detrimental to clinical/field practice; and
  - l) be guided by the applicable “Patients' Charter”.

## 5. Library

The library stocks a collection of books, journals and other e-resources. The utilization of its facilities by students is essential to their academic and professional achievements. Students are therefore required to make good use of the library.

- 1) A Student shall
  - a) obtain the appropriate library card;
  - b) use library resources judiciously and responsibly;
  - c) not eat or make noise in the library;
  - d) not entertain unauthorized visitors in the library;
  - e) not make or receive phone calls in the library;
  - f) leave any brief case, bag or other material with the Librarian at the front desk when using the library;
  - g) submit any personal book, file or material for inspection before leaving the library;
  - h) not deface, tear, reserve, hide or misplace any library book;
  - i) refrain from shelving any book in the library; and
  - j) return borrowed books on schedule.

## 6. Computer Laboratory

The Computer Laboratory is a designated space equipped with computers and other accessories to assist students to acquire knowledge in information, communication and technology skills. Students are expected to follow the laid down user policy to maintain access to the laboratory.

- 1) A Student shall
  - a) use the computer laboratory judiciously and responsibly;
  - b) give any portable storage device to the ICT Tutor/Manager for scanning before he/she inserts it into a computer;
  - c) request for the assistance of the ICT Tutor/Manager in case of any difficulty in the computer laboratory;
  - d) not make any change to any part of the computer password, programme or hardware;
  - e) refrain from viewing a pornographic site in the Computer Laboratory;
  - f) refrain from playing any unauthorized music, video or game in the computer laboratory;
  - g) not to connect any electronic device to a computer without due authorization;
  - h) not eat or make noise in the computer laboratory;
  - i) not entertain unauthorized visitors in the computer laboratory; and
  - j) not make or receive phone calls in the computer laboratory.



## 7. Personal Appearance

Personal appearance is the way a student presents himself/herself on or off campus which includes the manner or style in which he/she appears. This can affect the quality and safety of care, self-confidence and public perception.

- 1) A Student shall
  - a) appear in the appropriate uniform for classes and clinical/field work;
  - b) wear a uniform that is two (2) inches below the knee if a female;
  - c) wear a pair of trousers that is below the ankle if a male;
  - d) be clean at all times;
  - e) wear a simple and decent hairdo which shall not touch the collar of his/her uniform;
  - f) use brown or black hair accessories;
  - g) maintain the original colour of his/her hair;
  - h) wear black or brown shoes which shall be flat soled, noiseless, water resistant, and cover his/her toes;
  - i) wear small ball-shaped stud earring if female;
  - j) wear a clean shaved beard if male;
  - k) not wear a long nail, nail polish, neck chain, artificial nail, bracelet, rubber band, or anklet chain;
  - l) wear an apron and cap at the clinical area only;

- m) wear a belt appropriately if female;
- n) wear a blue-black/black flying tie, as may be applicable; and
- o) wear a black or brown belt and keep pair of trousers at waist level, if male.

## 8. Personal Behaviour

Personal behaviour refers to the range of physical actions and emotions associated with an individual. This helps to build self-esteem and has a great impact on one's career, goals, health and relationship. A positive personal behaviour has influence on health care delivery.

- 1) A Student shall not
  - a) engage in sexual act, kissing, caressing or fondling on campus or clinical/field site;
  - b) engage in spreading false information;
  - c) commit or promote unsafe abortion;
  - d) engage in fighting, assault or bullying;
  - e) engage in deviant sexual behaviour;
  - f) sell, smoke or drink alcoholic beverages on campus or clinical/field site;
  - g) engage in occultism on campus or clinical/field site;
  - h) possess or use any narcotic substance;
  - i) possession or use a weapon or ammunitions on campus, whether licensed or unlicensed;
  - j) engage in stealing;
  - k) incite riot or indulge in rioting;
  - l) malingering during a class, clinical/field work or an official function/activity;
  - m) have any sexual relations with a staff or another student on campus or clinical/field site;
  - n) publish indecent photos or videos about himself/herself or others; and

- o) communicate any official information either directly or indirectly to the press or any unauthorized person without due authority.
- 2) A Student shall
- a) report any case of her pregnancy to the Principal;
  - b) avail himself/herself for any prescribed immunization and medical examination;
  - c) provide to the Principal a written note from a qualified medical doctor from a government/CHAG hospital if he/she is on a special diet;
  - d) attend all official programmes or activities;
  - e) register with a health insurance scheme;
  - f) report to the health prefect if he/she is sick;
  - g) enter his/her name in the sick reporting book before going to the hospital;
  - h) provide feedback from the hospital to the Tutor in-charge or the Housekeeper after attending the hospital;
  - i) follow the prescribed channels of communication to have his/her concerns addressed;
  - j) notify the Principal at least seven (7) days before organizing any march, parade, float or demonstration on campus;
  - k) entertain a visitor only on duly prescribed days and times on the campus or students' common room; and
  - l) not allow a visitor into a hostel, classroom, library or computer laboratory.

## 9. House Keeping

House keeping refers to the domestic activities of an institution carried out to ensure cleanliness and comfort. It involves keeping the hostel, compound and classrooms clean and safe at all times.

- 1) A Student shall
  - a) keep the hostel, compound and classroom clean;
  - b) wrap a sanitary pad before disposal in a bin in the washroom;
  - c) cook in a designated place with duly authorized gadgets only;
  - d) not keep stale food stuff in the hostel;
  - e) not enter the hostel of the opposite sex without due authority;
  - f) not keep or use a sewing machine, sound system, fridge, water heater, hair dryer, water kettle, candle, flame lamp, overhead electric light, television, rice cooker, gas cooker, electric cooker, microwave or desktop computer in the hostel, unless otherwise duly authorized;
  - g) turn off a water tap when it is not in use;
  - h) use water economically;
  - i) do his/her laundry at the designated area only;
  - j) dispose of all waste appropriately;
  - k) not re-locate himself/herself from a hostel to another without the consent of his/her Housekeeper;

- l) not move any furniture from the classroom to the hostel;
- m) hand over any room key allocated to him/her during the semester to his/her Housekeeper at the end of the semester;
- n) report any breakage, damage, defect or fault (particularly electrical) promptly to his/her Housekeeper;
- o) not paste any picture or poster on the wall;
- p) put off all lights in his/her hostel at the prescribed time;
- q) use only rechargeable lamp or dry cell flashlight when the main power is off;
- r) disconnect any prescribed electrical appliance/gadget from the main socket when he/she is not using it;
- s) not connect any extra electrical line in the hostel;
- t) allow only duly authorized electrician to carry out an electrical repair work;
- u) refrain from making noise at the hostel;
- v) turn the sound volume of a radio set or any other electrical gadget to reasonably low level;
- w) close the doors of the hostel gently;
- x) carry out a group prayer session at the designated place only;
- y) inform his/her housekeeper and write his/her name in a designated book before leaving the campus to town, and return at the prescribed time; and
- z) notify the Principal or Housekeeper in writing before he/she travels outside the town.

## 10. Students Representative Council (SRC) Activities

The Student Representative Council (SRC) is a group of students elected by their peers for a fixed term to represent them within the Institution to foster team spirit and leadership. It works in a democratic manner in decision-making and organizing students to participate in various activities. The SRC of the Institution forms part of the national students' associations.

- 1) All students shall participate fully in the lawful activities of the SRC.
- 2) The SRC shall
  - a) be the only legitimate representative organ of the student body;
  - b) be governed by a duly approved Constitution;
  - c) make representations to the College on matters affecting the student body;
  - d) inform the Principal of any intent to produce any souvenir, envelopes, writing pads, T-shirt or any material;
  - e) obtain approval from the Principal before publishing any newsletter, magazine, journal or material;
  - f) lodge copies of any duly approved newsletter, magazine, journal or material with the Principal;
  - g) state the name of the Editor, membership of the Editorial Board and Publisher for each publication; and
  - h) hold itself responsible for the content of its publications.

## 11. Students Associations/Clubs

A Student Association/Club is a group of students with common interest aimed at pursuing a common goal which helps them to develop their potentials, talents and confidence as well as increase their sense of belonging. An Association/Club should have a duly elected leadership and its activities should conform to the rules, regulations and interest of the Institution.

- 1) Students shall be free to form an Association/Club, except that such Association/Club shall not interfere with peace and safety in the Institution.
- 2) Students who wish to form any Association/Club shall apply in writing to the Principal through the Dean of Students or SRC Patron.
- 3) An application for the formation of an Association/Club shall state its (1) name, (2) constitution, (3) founding members, (4) patron, and (5) proposed activities.
- 4) An Association/Club shall
  - a) have a Senior Staff of the Institution as Patron;
  - b) make a written request to the Principal and obtain his/her permission before bringing a Guest Speaker or an Artist from outside the Institution to attend its activity on campus;  
and



- c) be banned by the Principal if its activities are found to be against the provisions of this Code.

## 12. Grievance Reporting

Grievance reporting is a formal structure of presenting complaints by students to the Management for redress. This provides an opportunity for a student who is aggrieved to present his/her concerns to Management for fair hearing.

- 1) A student who is not satisfied with
  - a) any sanction imposed on him/her may submit a written petition to the Principal within four (4) weeks of the date on which such sanction was officially communicated to him/her, seeking redress, and
  - b) the response of the Principal to his/her petition against a sanction imposed on him/her, may appeal in writing to Advisory Board, seeking redress.
- 2) The Principal may, at his/her own discretion, extend the period for the submission of a petition against any sanction imposed on a student.

## 13. Procedure for Addressing an Infringement

The Procedure for Addressing an Infringement is a standardized step-by-step procedure that the Institution follows in situations where a student has to be sanctioned for an alleged violation of its rules and regulations. This process guarantees fairness and justice.

- 1) The Principal shall set up a Committee to investigate any complaint or alleged violation to determine its veracity or otherwise, and recommend the appropriate action or sanction as may be necessary, to the Principal.
- 2) A complaint or alleged violation of a provision of this Code shall be lodged with the Dean of Students or Principal.
- 3) In case a complaint or violation of a provision of this Code is lodged with the Dean of Students, he/she shall forward it to the Principal.
- 4) The Principal shall forward any complaint or alleged violation of a provision of this Code lodged with him/her to the Committee.
- 5) A Student who is alleged to have violated a provision of this Code shall be given reasonable opportunity to be heard, either alone or in the presence of a Lawyer or any other person of

his/her choice, before any decision is made.

- 6) The Committee shall seek advice from a qualified legal practitioner in case of a major sanction to be applied.
- 7) A Student who is not satisfied with the decision of the Committee shall have a right of appeal.

## 14. Applicable Sanctions

Sanctions are punishments for disobeying rules and regulations. In determining the appropriate sanction, the institution considers the nature of the violation including the impact on the community and its members. Sanctions help students comply with rules and regulations of the Institution and deter other students from violating them. They also help reform students.

- 1) A sanction for any violation shall depend on its gravity, and this may include
  - a) Oral warning;
  - b) Written warning;
  - c) Suspension from examination;
  - d) Suspension from Institution;
  - e) Suspension of right;
  - f) Withdrawal of right;
  - g) Withdrawal from hostel;
  - h) Withdrawal from programme;
  - i) Dismissal from Institution;
  - j) Cancellation of examination paper;
  - k) Making up for lost hours;
  - l) Repetition;
  - m) Demotion;

- n) Imposition of Fine;
- o) Repair of property;
- p) Replacement of item;
- q) Confiscation of item;
- r) Apology;
- s) Retraction
- t) Cleaning;
- u) Nail trimming;
- v) Hair cutting/shaving;
- w) Communal service;
- x) Signing a bond of good behaviour; or
- y) Any other sanction as may be appropriate.

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