

UNIVERSITY OF CAPE COAST



HANDBOOK FOR POSTGRADUATE STUDENTS OF THE AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE (ACECoR)

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1. GENERAL INFORMATION

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2. INTRODUCTION

2.1 About the ACECoR Students' Handbook

This students' handbook provides information on requirements to be fulfilled in order to be admitted, tutored, assessed and graduated as a postgraduate student of the University of Cape Coast (UCC) under the Africa Centre of Excellence in Coastal Resilience (ACECoR) project. In addition to the information on academic programmes, the handbook provides the rules and regulations governing postgraduate education in UCC and at ACECoR.

Students who may have inquiries regarding any issue in this handbook and/or any provision in the academic policies and regulations for graduate studies could contact the Assistant Registrar, the Academic Coordinator or the Director of ACECoR, or the Dean of School of Graduate Studies (SGS), UCC.

2.2 Background to ACECoR

The Africa Centre of Excellence in Coastal Resilience (ACECoR), University of Cape Coast (UCC) was established with the overarching goal to support technical capacity development of young African professionals to address issues of coastal degradation, as well as promote the sustainable utilization and management of marine and coastal assets on the African continent.

ACECoR carries out education and research programs in collaboration with academic institutions and industries at the national, regional and international levels to ensure a multi- and interdisciplinary approach to addressing coastal degradation across the continent. The specific objectives of ACECoR are to:

- i. Enhance capabilities of young African scholars in the thematic areas of Coastal Geomorphology and Engineering, Climate Change Adaptation and Mitigation, Disaster Risk Management and Migration, Ecosystems and Biodiversity Science and Blue Economy, Governance and Social Resilience.
- ii. Provide demand-driven applied research data and innovation for relevant industries and sectors in above themes.
- iii. Develop regional data support systems on marine and coastal issues.
- iv. Create multi-sectoral networks for marine and coastal for integrated approach to resolving coastal degradation in West Africa.
- v. Provide career development for faculty through international exchange programme and in-service training.

2.3 Core Values

- **Community centred** – Committed to building strong linkages between the coastal communities, academia, civil society and government.

- **Accountable to sustainable coastal resilience** – ensuring coastal resources are used to meet the needs of present and future generations.
- **Repository of knowledge in coastal resilience** – Efficient reference point for scientific and traditional knowledge appropriate to contemporary times.
- **Strategic Partner** – work with relevant institutions to enhance coastal management and governance

2.4 Equality, Diversity and Inclusion

No individual student, staff, partner and/or associate shall be treated differently, less favourably or discriminated against in the Centre and in the University of Cape Coast. This is because the Centre and the University are highly committed to equal treatment of all its students, employees, alumni, partners and associates.

The Centre has a policy to provide equal admission opportunity to females and males. Fifty percent of its enrolled students will therefore be females. Also, 40% of all admissions will be from other countries of the West and Central Africa sub-region. The centre therefore serves in training and developing capacities to meet the coastal degradation needs of the entire region of West and Central Africa.

2.5 Fees and Scholarships

Students who enrol on ACECoR programmes are required to pay the appropriate fees approved by the University of Cape Coast for the programmes as applies to citizens of Ghana and Regional or international students. ACECoR provides scholarships and other funding support opportunities for Ghanaian and other African students who need such supports, and who apply for the scholarships during the advertisement, either prior to their admission or during their study. The scholarship may be full or partial depending on the availability of funds. The decision of the Centre to grant a full or partial funding to any candidate shall be subject to the qualification criteria and other requirements to be provided in the advertisement and assessment of candidates for admissions as well as the availability of funds.

Given the limited availability of funds, regular funding from ACECoR is provided as either partial or full scholarships disbursed in the following way:

- a) Ghanaian students pursuing MPhil are provided with a partial scholarship in the first year of study covering tuition and accommodation, and a full scholarship in the second year covering tuition, accommodation, research grant and stipend.
- b) Ghanaian students pursuing PhD are given partial funding covering tuition, accommodation and research grant in the first year, and full scholarship in the second and third years covering tuition, accommodation, stipend and research grant.

- c) Regional students pursuing MPhil are provided with full scholarship covering tuition, accommodation and stipend in the first year, and tuition, accommodation, research grant and stipend in the second year covering.
- d) Regional students of PhD programmes shall receive full funding covering tuition, accommodation, stipend and research grant in all the three years of study.

NB: It is important for students to note that:

- i. The scholarship covers a proportion of 75% of the total cost of pursuing the MPhil and PhD programmes of the Centre. The students who receive the scholarship are therefore expected to have their own means of catering for the rest of the 25% of the cost of their study at the Centre, which will cover air travel (in the case of regional students) and other personal expenses.
- ii. Scholarships and all other forms of funding support awarded by ACECoR are subject to annual renewal, and may be maintained as full scholarships, enhanced from partial to full scholarship, reduced from full to partial scholarship, or may be totally withdrawn subject to the ability of the student to fulfil the academic performance requirements in Section 4.4 (a – e) as well as other provisions in Sections 8.1 – 8.4 of this handbook.
- iii. Prior to being granted scholarship, successful applicants shall acknowledge their acceptance of all terms and conditions associated with the offer by signing the scholarship offer agreement.

3. ACADEMIC PROGRAMMES AND REQUIREMENTS

3.1 Academic Programmes

The Centre currently offers Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) Degree Programmes in the following fields:

- MPhil/PhD in Integrated Coastal Zone Management
- MPhil/PhD in Oceanography and Limnology
- MPhil/PhD in Fisheries Science

The ACECoR MPhil programmes are designed as intensive modular programmes with a research component. Students admitted to the programmes spend a 12-month period of learning on course modules and another 12 months on research.

The PhD programmes are designed as 36-month intensive full-time research programmes. Students in the programme spend 24 months on field research and data collection and 12 months for organising and writing their thesis, including attending relevant seminars and conferences to gain critical knowledge and/or present preliminary research results.

3.2 Admission Requirements

The minimum admission requirement for the MPhil programmes is a first degree (Second Class Lower Division or equivalent) in a relevant Science or Engineering discipline, from a

recognised university. The minimum admission requirement for the PhD programmes is a two-year master's degree with research in a relevant Science or Engineering discipline or equivalent qualification from a recognised university. In addition, the applicant must demonstrate strong interest in research, development and innovation in science and technology, as well as the ability to work optimally and independently in an international multidisciplinary environment.

3.3 Registration and Credit Requirements

Upon arrival, students will be oriented on the credit requirement for their programmes, the modules or courses to be registered based on the curricula of their programmes, and courses or modules that could be audited to meet the credit requirements. Given that ACECoR attaches great importance to industrial internships and the fact that SGS-UCC regulations requires graduate students to participate and present in seminars, students of the Centre will register both Internship and Seminar as courses and will be accordingly assessed. It should therefore be noted that all students are required to register for Seminar (3 credits), Academic Writing (3 credits) and Internship (3 Credits).

3.4 Language

All programmes are run in English Language. Applicants whose medium of instruction was not in English at undergraduate or postgraduate levels must have a minimum Test of English as a Foreign Language (TOEFL) score of 550 (paper test) or 213 (computer-based test). Additional English language support services are available at the University of Cape Coast for students.

3.5 Pedagogical Methods

The MPhil programmes at ACECoR are run as modular programmes. The Centre places much priority on learner-centred approach in the delivery of its modules and all other relevant academic exercises. The Centre additionally adopts other andragogic (adult learning) approaches such as the Edgar Dale's cone of learning to enhance the quality of student training. Assessment of students are largely based on Bloom's taxonomy levels 4, 5 and 6 (i.e. analysis, synthesis and evaluation).

4. ASSESSMENT GUIDELINES

4.1 Modalities for Assessment

Since all programs at ACECoR are run on modular basis, assessment of course work will be conducted at the end of each module. In line with the policy of School of Graduate Studies (SGS) UCC, assessment in the first year of study could take the form of term papers/essays or a combination of term papers and written end-of-module examinations. Continuous assessment would consist of term papers, paper review/critique and progress reports, and will be scored 40% while the end-of-module examination will be scored 60%.

4.2 Grading System for Assessment

The grading system for ACECoR students is the same as that of SGS-UCC as below:

Mark (%)	Letter Grade	Credit Points	Interpretation
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Very Satisfactory
60-64	C	2.0	Satisfactory
Below 60	F	0.0	Fail

4.3 General Conditions for Academic Performance of ACECoR Students

As provided in the SGS policies and regulations on academic standing of students:

- The pass mark for each course shall be 60% (Grade C)
- To be registered for the second year of MPhil/PhD programme, a candidate must have passed all courses taken and obtained a Cumulative Grade Point Average (CGPA) of 2.5 or better in the courses taken in the first year of study.
- A candidate who obtains a CGPA of less than 2.5 in the first year shall not progress to the thesis phase. He/she shall be withdrawn since ACECoR does not run a lower degree for a step down option.
- A candidate who fails a course(s) will have one chance to repeat the course(s). A candidate who fails the repeated course(s) shall be withdrawn.
- When a thesis is scored below 60% or Graded F by one out of two or three examiners, a fresh copy of thesis will be sent to a third examiner for assessment.
- A candidate, whose thesis is scored below 60% or Graded F by two out of the two or three examiners, is deemed to have failed the thesis.
- A candidate who fails a thesis as provided under (f) above, will be required to choose another topic and write another dissertation/thesis within one academic year for fresh examination.

4.4 Special Conditions for Academic Performance of ACECoR Funded Students

ACECoR attaches high importance to judicious utilization of its limited financial resources. For this reason, the Centre prioritizes channeling its financial support into the studies of candidates with creditable academic performances, and who demonstrate remarkable improvements in the progress of their studies at the Centre. In this regard, students receiving financial support/scholarships from the Centre shall be bound by the following conditions:

- a) All financial supports/scholarships provided to students by the Centre shall be subject to annual renewal, and the terms/package shall be subject to records of academic performance of the student and any other considerations that the Centre would deem relevant.
- b) Any MPhil or PhD student who receives a full scholarship from the Centre in the first year of his/her study is required to obtain a CGPA of 3.0 or better in order to have his/her scholarship renewed and maintained as full scholarship subject to other considerations.
- c) The inability of a fully funded student to meet the requirements in (b) above shall render his/her scholarship being scaled down to partial funding if the candidate obtains a CGPA below 3.0, and withdrawal of the scholarship if the candidate obtains a CGPA below 2.5 (Refer to Section 4.3 (c) for SGS provisions on such student).
- d) Any MPhil or PhD student who receives a partial scholarship from the Centre in the first year of his/her study is required to obtain a CGPA of 3.0 or better in order to have his/her scholarship renewed and enhanced to full scholarship subject to other considerations.
- e) The inability of a partly funded student to meet the requirements in (d) above shall render his/her scholarship being maintained as partial funding if the candidate obtains a CGPA between 2.5 and 2.9, and withdrawal of the partial scholarship if the candidate obtains a CGPA below 2.5.

4.5 Class Attendance and Participation in Seminars

Attendance to class, laboratory practical, field trips and all other forms of organised learning activities is compulsory for all students during their course work. Any student who absents himself/herself for three consecutive times in any of the activities mentioned for a module shall not be allowed to write the examination for that module in accordance with the regulations of UCC. Attendance to seminars is also compulsory for all postgraduate students at all levels. In line with the SGS policy, MPhil and PhD students are required to register for seminar as a course upon which they are graded based on their attendance and presentations.

4.6 Internships

Undertaking of industrial internship is compulsory for all students of ACECoR, and this will be registered as course or module on which the student will be assessed and graded. The Centre may arrange with industry partners for students to undertake the internship. Students on internships will be assessed using a scoring criteria developed and periodically reviewed by the Centre and its industrial partners.

5. WRITTEN WORK, THESIS AND DUAL DEGREE OPTIONS

5.1 Format and Style of Written Work

When preparing written work, students should be mindful that great importance is attached to proper noting, grammar, punctuation, spelling and referencing, and they should adopt a consistent set of conventions. The Centre recommends that students should use the most current edition of the American Psychological Association (APA) style for referencing as this is the style currently adopted by the University of Cape Coast for graduate work. Students will be introduced to requirements, formats and styles of written academic work in the Academic Writing course which has been introduced by the SGS-UCC. The Centre will additionally organise seminars at the beginning of every academic year for students prior to commencement of their proposal writing where they will be introduced to the use of some useful referencing tools such as Mendeley, Google Scholar, etc. When writing thesis, students should adhere to the current version of format for thesis writing provided in the SGS-UCC student handbook on thesis writing (*Guidelines for presenting thesis, dissertation and project work.*).

5.2 Late Submission of Written work for Assessment during Course Work

Where a course includes written work as part of its assessment, a clear instruction will be given to students on the deadline for submission. Any student who fails to submit his/her work by the deadline shall be considered to have failed and would be awarded a mark of zero. A student who believes that he/she has good cause (for example, ill health) not to meet the deadline should first discuss the matter with the course or module lecturer and seek a formal extension of the deadline. Normally, extensions should be granted only where there is a good reason backed by supporting evidence such as a medical certificate. Any extension should be confirmed to the student. Computer, pen drive or printer failure will not be regarded as a legitimate excuse for late submission of a piece of written work.

5.3 Submission of Research Proposal

In accordance with the SGS guidelines, M.Phil and PhD students are required to present their research proposal to the Centre (i.e. ACECoR) between the 9th and 12th month of their first year of registration, for consideration by the Centre's Committee on Graduate Studies. However, given that the Centre is guided by strict timelines on deliverables to its funders, funded students must complete their study within schedule. For this reason, students shall be required to submit their proposals by the end of the sixth month of their first year of study. Supervisors will be assigned to candidates upon admission to facilitate the early proposal submission process, and the research topic should fall within one of the four thematic research areas of the Centre.

5.4 Submission of Thesis

The thesis shall be prepared according to the *Guidelines for presenting thesis, dissertation and project work* of the School of Graduate Studies, University of Cape Coast.

5.5 Article-Based Thesis Option

In addition to the traditional monograph thesis, the SGS-UCC has adopted the Article-Based Thesis option for graduate work (see details at <https://sgs.ucc.edu.gh/policy>). Considering the fact that ACECoR needs to continuously attract funding through visibility, scholarship and readership of its research and publications in order to be able to financially support its students, the Centre's funded students are required to pursue the Article-Based thesis option. Candidates who may want opt for monograph should write to the Director of the Centre through the Academic Coordinator giving the reason(s) for the option. Based on the tangibility of the reason(s), a decision will be taken by the Centre and communicated to the candidate.

5.6 Dual Degree Option

The University of Cape Coast (UCC) through the School of Graduate Studies offers dual postgraduate research degree programmes (read more about the UCC dual degree policy at <https://sgs.ucc.edu.gh/policy>). Dual degree programme is a degree programme that is designed and delivered by UCC and one or more partner institutions within or outside Ghana, and a student receives a separate certificate from each of the partner institutions.

The University of Cape Coast (UCC), Ghana and the University of Rhode Island (URI), USA have signed an agreement to roll out a dual degree programme for highly motivated prospective PhD candidates at both UCC and URI. This means that all candidates successfully admitted into the PhD programmes under the ACECoR implicitly pre-qualify for the dual degree arrangement and may therefore opt to pursue it upon admission (see details about the ACECoR dual degree programme at <https://acecor.ucc.edu.gh>). Candidates who are interested in pursuing the dual degree should contact the Academic Coordinator of ACECoR for further proceedings.

6. RESEARCH FOCUS AND INDUSTRIAL LINKAGES

6.1 Research Focus

As a Centre of excellence, ACECoR is very keen on delivery of policy oriented, demand-driven, and solution focused research data and innovation for governments, relevant industries and sectors to address coastal degradation across the African continent while harnessing sustainable utilization of coastal-marine resources. The Centre's research focal areas are grouped into five broad thematic areas namely:

1. Coastal Geomorphology and Engineering
2. Climate Change Adaptation and Mitigation
3. Disaster Risk Management and Migration
4. Ecosystems and Biodiversity Sciences
5. Blue Economy, Governance and Social Resilience

All research works carried out at the Centre should therefore fall under one of these five thematic areas. Students will undertake their thesis research in one of the following programme areas:

MPhil Degree Programme	Areas of Research
MPhil in Integrated Coastal Zone Management	Forestry Engineering Disaster Risk Management and Migration Marine and Coastal Spatial Planning Marine Conservation and Protected Areas Blue Economy Governance and Social Resilience Climate Change Adaptation and Mitigation Ecosystem Services and Biodiversity
MPhil in Oceanography and Limnology	Marine Meteorology Physical geomorphology Brackish water ecosystems Marine biodiversity Fresh water ecosystems Marine and Coastal Engineering
MPhil in Fisheries Science	Fish Taxonomy Advanced Fisheries Biology Fish Population Dynamics and Stock Assessment Fisheries Management Illegal, Unreported and Unregulated Fishing Biology and Mariculture of Shellfish

In addition, all research works carried out at the Centre must be in consonance with the University of Cape Coast Research Policy.

6.2 Industrial Linkages

The main focus of ACECoR is to train the high level manpower required in enhancing coastal resilience across the African continent through collaboration with the industrial sector. The Centre therefore places high priority on linking its student training and research to activities of its industrial partners for competency-based training and industrial utilization of research outputs. To achieve this, the Centre has formalised its collaboration with the industry in the areas of curriculum development, teaching and research as well as securing suitable industrial placements of students for internships. The benefits to be derived include enhancement of research and innovation through joint research projects, delivery of innovative commercial products, improvements in teaching, learning and enrichment of students' knowledge and skills as well as their employability, among others. Students will therefore benefit enormously from close interaction with ACECoR's industrial partners through teaching and learning, educational visits, internships and joint research.

6.3 Publication of Research

Students will be oriented on all issues regarding publication of research such as quality assurance, authorship, affiliation and category of journals for publication of studies carried out under ACECoR.

7. ETHICAL CONSIDERATIONS

As a Centre of Excellence, ACECoR takes serious view of academic dishonesty and other related ethical issues, and therefore puts in stringent measures to avoid their occurrence, or treats such matters with requisite response in line with UCC regulations and other legal considerations when they occur.

7.1 Examination Offences

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examination. These include but not limited to knowledge or possession of examination questions before the examination, possession of unauthorised material(s) related to the examination and likely to be used during examination, copying from prepared notes or from a colleague's script during examination, persistently looking over other candidate's shoulders in order to cheat, impersonating another candidate or allowing oneself to be impersonated, and many others as outlined in the SGS-UCC policies and regulations. A candidate found involved in any of these practices shall face the appropriate procedures and penalties outlined in the regulations.

7.2 Fabrication of Data and Plagiarism

Claiming to have carried out experiments, observations, interviews or any sort of research, which actually have not been undertaken or claiming to have results which have not been obtained are considered serious academic offences. In academic and professional writing, it is very important to provide evidence for your claims by citing your sources. Copying another person's work and/or making substantial use of other people's work and submitting it as one's own without proper acknowledgement is academically unacceptable and considered a serious and punishable offence. A student re-wording another person's work and presenting it as his/her own, quoting from someone else's work, copying from the work of another person, using another person's ideas, and copies from his/her own previous work without acknowledging the source are all considered serious issues of plagiarism as pointed out in the SGS-UCC policies and regulations.

The penalty for fabrication of data and plagiarism shall be the cancellation of the result for the course or thesis. To avoid the incidence of plagiarism, student theses and manuscripts are verified through plagiarism software purchased by UCC and the Centre to ensure they conform to ethical standards before submission. Students are required to ensure that they have checked their write-ups for plagiarism through available software before submission.

7.3 Research Protocols

Research protocols should follow best practices and Standard Operating Procedures (SOPs)

7.4 Ethical Clearance

In accordance with SGSR regulations and the UCC Research policy, a research student whose work involves human participants and animal subjects, shall submit his/her research proposal for approval by the University of Cape Coast Institutional Review Board and/or other recognised boards with supporting documents from the supervisor and Director of the Centre. Such students are therefore required to review and complete Research Ethical clearance documents for submission.

8. OTHER ACADEMIC AND GENERAL CONSIDERATIONS

8.1 Maternity Leave

ACECoR shall grant three (3) months maternity leave to its students who need such leave. There will be no stipends for ACECoR funded students during their maternity leave. It should be noted that candidates who take maternity leave are required to complete their studies within the stipulated period for their studies; in other words, the maternity leave will not be a justification to request for extension of study duration.

8.2 Employment during the Programme

Academic programmes run at ACECoR are full time. Due to the intensive nature of the programmes, students are not allowed to take employment during their enrollment in order to complete their studies on schedule. Employees who enroll on the programmes are therefore responsible for ensuring (and should ensure) that they have secured the required study leave covering the duration of their programme before the reporting time for commencement of the study. ACECoR funded students who take up employments during their studies will have their funding withdrawn, and any other further actions instituted.

8.3 Extension of Duration and Overstay on Programme

ACECoR does not tolerate students who do not work hard to complete their research work within the stipulated period of time, and unjustifiably overstay on their programmes. While the SGS allows a student who is unable to submit his/her thesis within the stipulated duration to apply for one year extension, the Centre highly encourages students to work hard and complete their programmes within time in order not to be confronted with the option of requesting for extension of time, or being withdrawn due to overstaying. Immediately the stipulated period for a program is ended, all financial support provided to the student on the programme will be terminated. The candidate shall apply for the extension in accordance with the SGS policies and regulations, and pay the appropriate fees. If the candidate fails to complete his/her programme after the extension period, he/she shall be withdrawn from the programme in line with the SGS regulations.

8.4 Deferment of Programme

ACECoR does not encourage deferment of programme. However, the Centre may consider deferment under extremely necessary situations such as serious health conditions as supported by medical evidence. Under such circumstances, the deferment shall be in accordance with the conditions provided in the SGS-UCC policies and regulations, and all funding support provided by ACECoR shall be withdrawn.

9. ADDITIONAL RESOURCES

Students should visit the ACECoR website at (<https://acecor.ucc.edu.gh>) for details on ACECoR scholarships of other forms of funding, Dual Degree and other opportunities at ACECoR. It is equally important for students to visit the website of the School of Graduate Studies, UCC (<https://sgs.ucc.edu.gh/policy>) to thoroughly read the *Academic Policies and Regulations for Graduate Studies*, *Guidelines for presenting thesis, dissertation and project work*, *Article-Based Thesis Policy*, *Dual and Joint Degree Policy*, and all other policies regarding graduate studies. Students are also encouraged to familiarize themselves with the *UCC Research Policy* as well as the *Gender and the Sexual Harassment Policies*.

10. STAFF PROFILES

Kindly visit the ACECoR website at <https://acecor.ucc.edu.gh> for familiarisation with the Centre's Staff and contact appropriate persons for any needed assistance.

University of Cape Coast Ghana



Sexual Harassment Policy

(Revised Policy)

2014

Introduction

The University of Cape Coast is committed to an equal opportunities policy as outlined in its Mission Statement. This means that all individuals working and studying at the University are treated fairly and impartially, regardless of sex, age, ethnicity, physical/mental abilities, sexual orientation, religion or creed.

It is within this context that the University of Cape Coast considers the occurrence of sexual harassment to be an issue for particular attention. The University of Cape Coast recognizes that sexual harassment undermines the integrity of the society and the workplace because it focuses on the recipient's sexuality instead of on his or her talents, intellect and abilities.

The University of Cape Coast will not tolerate sexual harassment and will take steps to ensure that it does not occur. If it does occur, the sufferers should be free to seek redress without fear of reprisal.

This document governs the University's response in the event of a complaint of sexual harassment. The Sexual Harassment Policy presented here applies to all members of the University; staff, students and university guests.

Chapter One

1.0 Definitions

1.1. Sexual Harassment

Sexual harassment typically occurs within a situation of unequal power between parties and therefore any policy must consider the power inequities within which any form of harassment is alleged to have occurred.

Sexual harassment has been defined as:

Unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offence, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature on employment, opportunity for promotion, grades, etc. (AWLA 2003:10).

Sexual Harassment can be considered as a continuum from unwanted sexual advances to rape. Any non-consensual sexual conduct is an offence under the University of Cape Coast's sexual harassment policy. Sexual harassment includes, but is not limited to, the following:

- a) Verbal, physical, written, digital or pictorial communication relating to gender or sex which has the purpose or effect of unreasonable interference with an individual's academic or work performance which creates a hostile, offensive, or intimidating atmosphere for the recipients.
- b) Unwelcome and irrelevant comments, references, gestures or other forms of personal attention which are inappropriate to the academic, employment or residential setting, for example, the classroom, hostel or office, and which may reasonably be perceived as sexual overtures or denigration.
- c) A request for sexual favours when submission to, or rejection of, such a request might reasonably be viewed as a basis for evaluative decisions affecting an individual's future.
- d) Sexual imposition, that is, non-consensual touching or any other behaviour that may be considered as sexual which is not consensual.
- e) Abuses of power relations such that individuals receive unfair treatment based on gender or sexuality.
- f) Threat or coercion of sexual relations; sexual contact which is not freely agreed to by both parties.
- g) Rape

It should be understood that many of the above terms are subject to interpretation. While overt forms of sexual harassment shall usually be obvious, more subtle forms may be difficult to recognize. Perpetrators may not realize that their behaviour is "unwelcome" or inappropriate. Conduct which leads to the harassment of another person is not acceptable and shall render the individual responsible liable to disciplinary action.

1.2.Consent

Consent is the act of agreeing to engage in specific sexual conduct. In order for consent to be valid, both parties must have unimpaired judgment and a shared understanding of the nature of the act to which they are consenting. *Silence does not necessarily mean consent.* If at any time consent is withdrawn, the conduct must stop immediately. Sexual relations between individuals in a context involving a power differential, and which provide avenues for the receipt of benefits, cannot be considered to be consensual.

1.2.1 Consensual Intimate Relationships not condoned by the University

The University does not condone intimate sexual relations between senior members and students or senior members and staff or any other category of persons, where one party is in a supervisory position over the other.

1.2.2 Retaliation

- a) The University of Cape Coast prohibits retaliation against individuals who may have filed a complaint to the Sexual Harassment Committee, have provided statements, assisted, or participated in an investigation under the Policy.
- b) Retaliation refers to any act of retribution taken against a person who has lodged a complaint with the Sexual Harassment Committee in connection with conduct prohibited under the Sexual Harassment Policy, to which he or she has been subjected.
- c) Retaliation could be in the form of academic or employment decisions that are made as a result of an individual's complaint about conduct prohibited under the Policy or participation in enforcement of the Policy. It can also be in the form of verbal, physical or written acts, which are intimidating, threatening, coercive or discriminatory.

1.2.3. Hostile Environment

A hostile environment may be created when workers, students or lecturers, are regularly subjected to aspects of the above-mentioned attitudes or behaviours, which combine to create an overall unfriendly, negative working situation. Such an environment is not conducive to a productive, healthy, supportive work setting. A hostile environment is determined by looking at all of the circumstances, including, but not limited to, whether:

- a) The alleged harassing conduct is frequent
- b) The alleged harassing conduct is more or less severe
- c) Such conduct interferes with an employee's work performance, a students' or lecturers' academic performance or the full enjoyment of University programmes or services.
- d) Such conduct has the effect of emphasizing one's gender or sexuality in a manner offensive to a reasonable person
- e) Such conduct has the effect of creating an intimidating or offensive environment
in the workplace or inside or outside the classroom.
- f) Such conduct, after having been brought to the attention of the alleged perpetrator by the alleged victim as being unwelcome and offensive, has yielded no change.

1.3 Offense

The University of Cape Coast takes, with the utmost seriousness, all of the above named offenses, or any discussed in this document. Due to the uniqueness and complexity of each sexual offense case, the Sanctions

for all but the last two offenses shall be determined by the committee, in consultation with all of the interested parties. The results of these deliberations and recommendations shall be made known to all interested parties and shall be finally referred, in a written report, to the Vice-Chancellor of the University. The Vice-Chancellor shall be the court of last resort for these cases and her/his judgment shall be final. The last two categories, in most cases, shall be referred to the appropriate adjudicating body.

Any non-consensual sexual conduct is an offence. Examples of offences include, but are not limited to:

- a) Sexual Harassment: Any unwanted sexual attention including, but not limited to, sexually threatening or offensive behaviour.
- b) Sexual Imposition: Non-consensual sexual touching
- c) Sexual Assault: A non-consensual sexual act including, but not limited to unwelcome kissing of lips, mouth, breast or other body parts, touching of breasts or chest, buttocks, thighs, vagina, penis or other body parts other than under a medically necessary procedure, and vaginal penetration, anal penetration and oral sex. This category may be of a serious enough nature to be referred to the legal institutions of Ghana.
- d) Rape: Forced, uninvited vaginal, oral or anal penetration by a male penis or any other object. This category is defined by Ghana law and, in most cases, will be referred to legal institutions for definition, clarification, verification and adjudication.

1.3.1 It is important to note that sexual harassment offences may be:

- a) Verbal: including unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter or songs based on sex, race, age, able-bodied status, sexual orientation or gender.
- b) Non-Verbal: offensive literature or pictures (hard-copy or digital), graffiti, text-messages or images on cell phones, offensive email, stalking, whistles or cat-calls.
- c) Physical: including unnecessary touching, gestures or assault.

1.3.2 A Note on Mode of dress

Mode of dress has been cited as sexually harassing behaviour. However, although certain dress styles may be considered inappropriate or unacceptable or even irresponsible, dress style alone cannot be construed as an "unwelcome sexual advance". "Unwelcome sexual advance", as sexual harassment has been here defined, implies that the perpetrator deliberately and with aforethought, subjects another to demeaning, uncomfortable and/or uninvited sexually charged overtures, sometimes for transactional purposes. Though certain dress styles may appear provocative to some, and, although certain people feel that wearing such attire is done for purposes of harassment, we cannot assume that the wearer has harassment in mind. As, especially young people, are influenced by the styles of the day, it cannot be assumed, without verification, that the intention of the wearer is harassment, or is simply style, conformity, taste or culture.

The University of Cape Coast holds to the belief that it would undermine the integrity and educational agenda of an academic and democratic institution to curtail freedom of expression and of choice. The University believes that we are better served by educating males and females in making appropriate choices in both presentation and responses to matters of dress. Therefore, we do not believe that the matter of dress, as such, should be a part of the Sexual Harassment Policy, but rather should be a part of a broader educational agenda

Chapter Two

COMPOSITION AND FUNCTIONS OF THE SEXUAL HARASSMENT COMMITTEE

2.0 Introduction

The sexual harassment committee is a neutral body whose main concern is the equitable resolution of cases of real or perceived sexual harassment. It serves the interests of all parties equally and functions to increase harmony and stability in the entire University of Cape Coast community.

This is not an adversarial committee. It does not serve as a court of law. Its goal is to contribute towards a work environment free from prejudice or discrimination where all members are allowed to pursue their employment and studies in a safe and supportive environment without fear of interference, by word or deed, based on their gender, sexuality, physical attributes, ethnicity, religion or political affiliation.

In light of the above, the committee shall strive to create an atmosphere of comfort and safety in the consideration of all cases. The seating arrangements and the demeanor of the committee members shall, at all times, serve to contribute to this quality of supportive disclosure in order to insure the outcome of truth, justice and fairness to all parties.

2.1 COMPOSITION OF THE COMMITTEE

A seven member Sexual Harassment Committee shall be constituted as follows:

- Two teaching Senior Members
- One representative of undergraduate students
- One representative of graduate students
- One representative of FUSSAG
- One representative of TEWU
- One representative of GAUA
- One non-voting secretary

The committee shall be gender balanced

The Vice Chancellor shall appoint the committee

The committee shall serve a term of three years

2.2 FUNCTIONS OF THE COMMITTEE

The Sexual Harassment Committee shall:

- Receive complaints
- Investigate complaints
- Hold regular hearings on the merits of sexual harassment cases
- Make recommendations to the Vice-Chancellor
- Take responsibility for monitoring compliance
- Work with CEGRAD in helping to promote awareness of the policy and the relevant issues within the university community

- Serve as sensitive and aware models for the understanding of sexual harassment issues and their ramifications

A sub-committee of three or four members taken from the seven, shall sit on any one case and the composition will reflect the status of the complainant (thus: one teaching Senior Member, one undergraduate rep, and one member of the appropriate constituency listed above, with the non-voting secretary). The chair of the committee shall sit on all cases.

As this is a mediation process and not a judicial matter, legal counsel shall not be allowed. Although a support person may accompany both the complainant and the accused, as the committee feels is appropriate, the support person may not be a professional. The committee is not a court of law and members are not trained legal practitioners. Therefore, to admit legal counsel, at this juncture, would prejudice the process and subvert the meaning of the entire mediation procedure, which is educational and supportive and not adversarial. If either party prefers legal action, they must take the case to the appropriate legal authority. However, the University, through this Sexual Harassment Committee, is authorized to make its own independent judgments and make its own recommendations, without recourse to the courts and without the appearance of legal counsel in any of its proceedings.

2.3 OVERSIGHT OF COMMITTEE

Oversight responsibilities shall reside with the Centre for Gender Research, Advocacy and Documentation (CEGRAD)

CEGRAD shall:

Monitor the activities of the committee

Be responsible for the ongoing training of the committee members

Receive a report each semester from the chair of the committee on their proceedings

House the reports of the committee, particularly the original complaint report and the report on the final decisions of the committee and the Vice-Chancellor

Be available for consultation and support on matters pertaining to committee issues when solicited by the chair of the committee

Six months prior to the termination of the committee, the Vice-Chancellor's office shall be notified by CEGRAD. A new committee shall then be constituted by the Vice Chancellor of the University and shall begin its training. As a part of its training, members of the newly constituted committee may attend meeting hearings with the old committee upon that committee's consent.

2.4 TRAINING OF COMMITTEE MEMBERS AND CONTACT PERSONS

All committee members shall receive training on the specifics of the sexual harassment policy, how to conduct interviews, sensitivity to gender issues, the nature and scope of what constitutes a sexually motivated offence, and other issues pertaining to gender, sexuality, relationships of asymmetrical power, and other relevant topics.

This training shall be done in conjunction with CEGRAD and shall also include contact persons who are likely to receive complaints, such as: HODs, Deans, Registrars, hall counselors and religious personnel

Chapter Three

3.0 PROCEDURES FOR REPORTING

Any student or employee who perceives herself/himself to have been subjected to a sexually harassing experience or has been subjected to some retaliation following a sexual harassment incident, has the right to register a complaint. The University strongly encourages the prompt reporting of sexual misconduct. A delayed report may result in a dismissal of the complaint. To promote timely and effective review of cases, the University strongly encourages complainants to make reports within thirty (30) calendar days following the last occurrence of the behaviour giving rise to the report. The report may be made by:

1. A person who believes they experienced sexual harassment or misconduct
2. A person who has information that sexual misconduct may have been committed by a University student or worker.

The complaint may be either formal or informal. Complainants are encouraged to use the informal procedures in the first instance. In certain cases however, the formal procedure is strongly recommended.

Upon the implementation of a Sexual Harassment Hotline, all members of the community who have been, or know others who have been, subjected to sexual misconduct in any form, shall be mandated to report to the Hotline immediately.

3.1 The Informal Approach

A student or employee who feels that they have been a victim is encouraged not to ignore the situation or the offending person/persons. In the first instance, the recipient of harassment should register their protest to the person causing the harassment. If this is not possible for any reason or harassment continues despite the registration of protest, then the following steps are recommended:

FIRST: Seek advice. For students, it is recommended that you consult a Counsellor, your Hall Tutor, or the Dean of Students. University workers are advised to make reports of sexual harassment to their Union Representatives or the Counselling Centre.

Though you may find it helpful to seek support from a trusted colleague, you need to be aware of your interest in keeping the matter as confidential as possible. Keep notes of what happened, when, where, and who was present. Retain copies of any correspondence, relevant pictures mobile phone messages etc.

SECOND: Contact one of the following persons or offices who shall file an official report form:

- a. Professional Counsellors in the Counselling Services Centre
- b. A Hall Tutor
- c. The Vice Chancellor, Registrar or Dean of Students
- d. Your immediate supervisor or HOD or Dean
- e. Designated Contact Person(s) of Centre for Gender, Research, Advocacy and Documentation, (CEGRAD)
- f. Designated Contact Person(s) of The Sexual Harassment Committee Office

- g. Union Representative.

THIRD: These individuals named above, shall provide confidential assistance / resources and guide the Complainant through the best process for resolving the problem. They shall be trained and shall listen and offer support, counsel and/or advice.

3.2 Possible Actions

Depending on the nature of the complaint, the Contact Person may suggest options of settlement without initiating further action from the University. These will include:

- a. The recipient of the harassment confronting the alleged perpetrator (offender)
- b. The Contact Person confronting the alleged perpetrator (offender)
- c. Bringing the two parties together and assisting in an appropriate intervention
- d. The Contact Person presenting a report to the Chairperson of the Sexual Harassment Committee.

3.3 Safety of Parties

If the complainant involved is in immediate danger, the Contact Person shall take the appropriate means to address the safety of the complainant. This may include visiting a clinic/hospital or the police station.

If a complaint cannot be resolved through the above options, or if, in the course of the Informal Procedure, the alleged offender is not cooperative, then the formal procedure is available.

3.4 Formal Procedure

The formal Procedure shall usually be embarked upon in the following instances:

- a. Where the alleged offender fails to cooperate in the informal procedure.
- b. Where informal mediation does not appear to stop the harassment.
- c. Where the alleged offender has several complaints against him/her.
- d. Where the immediate safety of the parties involved is at stake.
- e. Where the following types of harassment have occurred:
 - i. Sexual Assault
 - ii. Threat or coercion of sexual relations
 - iii. Sexual contact which is not freely agreed to by both parties
 - iv. Sex that may appear consensual but reflects unequal power relations and which provides avenues for the receipt of benefit, (such as sex or sexual contact between a Head of Department and a subordinate)

3.5 Contacting the Police

- a. In such circumstances as listed above, the Complainant will have the liberty to decide to make a formal police report. In the event that the Complainant chooses this option, the Contact Person and the Sexual Harassment Committee shall liaise with and fully cooperate with the Police.

3.6 Confidentiality

All information disclosed to the Sexual Harassment Committee shall remain confidential to the extent permitted by law and University policy. Discussions with any representative of any office such as The Dean of Students or a Union leader will not be considered a report to the University regarding the reported misconduct.

It must be emphasized that CONFIDENTIALITY is crucial to the entire sexual harassment mediation procedure. There must be no excuse for any member of the committee, contact persons, University administration, support persons, or any other interested party, to violate the confidentiality of any of the participants in the process.

3.7 The Sexual Harassment Committee's Response

Once the Sexual Harassment Committee receives notice of possible sexual misconduct:

1. The complainant will be offered appropriate confidential support and other resources and notified of applicable institutional policies. These will include Medical and Counselling services.
2. The University will take appropriate steps to prevent and/or address retaliatory conduct following a report.
3. If requested, other participants in the process (such as witnesses) may also be offered appropriate support services and information.
4. The Committee may implement some immediate interim intervention as may be appropriate. This may include separation of the complainants and respondents living situations. Such intervention(s) may be kept in place until the end of the review or appeal process.

3.8 Guidelines

The Sexual Harassment Committee will respond to all reports in a prompt, thorough, procedurally fair and effective manner. Upon receipt of a report, the committee will strive to complete its review as soon as possible, but not later than 21 working days from receiving a relevant request.

The following guidelines shall apply:

1. The complainant shall formally request to the Sexual Harassment Committee to take further action.
2. The Sexual Harassment Committee shall notify the alleged offender that the matter is being taken further, and that it may result in disciplinary action.
3. The Sexual Harassment Committee shall initiate separate investigatory meetings with the complainant and the alleged offender to attempt to resolve the matter, unless both the complainant and the alleged offender agree to a joint meeting being convened.
4. Any person (complainant or respondent) participating in the process may have a counsellor/support person (**other than a lawyer**) present at any meeting related to the review of the reported sexual misconduct, provided the person meets with the approval of the Committee.

3.9 Investigation Findings and Outcome Notification

The Committee shall prepare a written report at the conclusion of an investigation. The following shall be adhered to:

1. The Sexual Harassment Committee shall within seven days of the close of hearing write a draft report of the outcome of the investigations, including any recommendations made or sanctions imposed.
2. The Committee's draft report shall contain:
 - i. a summary of the Complainant's allegations;

- ii. a summary of the Respondent's statements in response to the allegations;
 - iii. a description of the relevant information provided by witnesses or obtained from documents including comments submitted in response to the draft report, and
 - iv. the Committee's analysis and findings.
- 3. A Complainant or Respondent will be given the chance to comment about their own statement or the investigation summary provided. They will have to respond not later than five (5) calendar days after being given the invitation by the Sexual Harassment Committee to do so.
- 4. Following the receipt of any comment made, the Committee will address any identified factual inaccuracies or misunderstandings as appropriate and make a final determination.
- 5. The Committee's final written report shall be sent to the Vice-Chancellor and shall contain, but may not be restricted to the following:
 - i. A summary of the investigation
 - ii. The Committee's findings
 - iii. A summary of the Committee's rationale in support of the findings and
 - iv. Recommendations and Interventions
- 6. The Vice-Chancellor shall study the report and the recommendations of the Sexual Harassment Committee and make final decisions on the recommendations.

3.10 Appeals Procedure

In the event that the complainant or the alleged offender is aggrieved with the outcome of the investigations and/or the action to be taken, she/he has a right to appeal within seven days. In reviewing the case, the Vice-Chancellor, as the final arbiter, shall call for such information as she/he shall deem necessary. The Vice-Chancellor shall as soon as possible but not later than twenty-one (21) working days, review the case and render a decision.

3.11 Sanctions

If the Respondent is found responsible for the reported misconduct, the University shall initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence and remedy its effect while supporting the University's mission and vision obligations. These sanctions should also serve to promote safety and deter students, workers and faculty from similar future behaviour.

Sanctions, specifically designed for each unique case, that may be imposed by the Sexual Harassment Committee and/or, the Vice-Chancellor shall include, but are not limited to, the following:

3.11.1 Apology: A written statement of one's regrets, remorse, or sorrow for having sexually harassed or another to the Complainant and copied to the Vice-Chancellor and the Sexual Harassment Committee.

3.11.2 Formal Reprimand: A formal notice that the Respondent has violated University policy on sexual harassment and that future violation may be dealt with more severely.

3.11.3 Educational Project: Completion of a project specifically designed to help the Respondent understand why certain behaviour was inappropriate and to prevent its occurrence.

3.11.4 Relocation of the Offender: The Respondent will be relocated to another Department/Section. Transfer or Removal from University Housing: Placement in another room or housing unit or removal from University housing either temporarily or permanently.

3.11.5 No Contact: Restriction from entering specific University areas such as Hall(s) of Residence and/or from all forms of contact with certain persons.

3.11.6 Suspension: Separation from the University for a specified period of time or until certain conditions are met.

3.11.7 Expulsion: Permanent separation from the University.

3.11.8 Referral to appropriate law enforcement body: These would include the DOVVSU, CHRAJ.

3.11.9 Withholding of Promotion or Termination of Employment: This would apply to University workers.

3.11.10 Rustication or Expulsion or Dismissal and/or Withholding of Results: This would apply to students.

3.12 Support and follow-up of survivors of sexual harassment

Once a sexual harassment complaint has been made by any member of the University community, the individual shall be assigned a counselor who will support the complainant throughout the entire procedure. This shall be done in collaboration with the sexual harassment committee and shall be supervised by CEGRAD. The Sexual Harassment Committee, in collaboration with CEGRAD and the Counseling Centre, shall be responsible for support of the survivor for as long as all parties deem necessary. This follow-up support may take the form of counseling, a health care referral or referral to an appropriate spiritual or religious leader. In no instance shall the survivor be left to cope with the ramifications of the harassment incident without appropriate support.

3.13 Responsibility of the University for Swift Execution of the Recommendations of the Sexual Harassment Committee and the Vice-Chancellor

The University of Cape Coast shall be responsible for assuring immediate adherence to any disciplinary actions recommended by the Committee and the Vice-Chancellor. CEGRAD, in its capacity as advisory to the process, shall have a watchdog function to ensure that there is follow-up and swift compliance with the agreed upon recommendations.

APPENDIX B

UNIVERSITY OF CAPE COAST
SEXUAL HARASSMENT COMPLAINT FORM
(CONFIDENTIAL)

A. COMPLAINANT'S PROFILE

NAME: AGE:.....
CELL PHONE & EMAIL:.....
STATUS: STUDENT/NON-STUDENT/(OTHER).....
ADDRESS/DEPARTMENT/HALL:.....
.....
POSITION/REGISTRATION No. & LEVEL:.....
DATE(S) & TIME(S) OF INCIDENT(S):.....

B. ALLEGED PERPETRATOR'S PROFILE

NAME: AGE:..... CELL PHONE &
EMAIL:.....
STATUS: STUDENT/NON-STUDENT/(OTHER).....
ADDRESS/DEPARTMENT/HALL:.....
POSITION/REGISTRATION No. & LEVEL:.....

C. RELATIONSHIP WITH ALLEGED PERPETRATOR

.....
.....

D. DESCRIPTION/NATURE OF COMPLAINT

PROVIDE A SUMMARY OF THE INCIDENT(S) IN THE BOX BELOW. YOU MAY ADD
AN ATTACHMENT

E. PREFERRED (IMMEDIATE) OPTIONS

Medical attention	<input type="checkbox"/>	Police report	<input type="checkbox"/>
Legal action	<input type="checkbox"/>	Professional counseling	<input type="checkbox"/>
Notify family member	<input type="checkbox"/>	Other	<input type="checkbox"/>

F. ANY OTHER RELEVANT INFORMATION (such as details of any previous report(s) made):

.....
.....

G. CONFIRMATION

I confirm that the information provided on this form is a true reflection of what happened to me
and I also subject myself to investigation by the Sexual Harassment Committee for the facts to be
verified an appropriate action(s) taken.

SIGNATURE OF COMPLAINANT

Date:.....

SIGNATURE OF RECEIVING OFFICER

Date:.....

APPENDIX C

PLEASE BE AWARE!

The University of Cape Coast is a Non- Sexual Harassment Campus

This means that individuals on this campus shall engage in their academic activities free from:

- Uncomfortable sexually charged language
- Pictures or phone messages or computer messages of a sexual nature which are inappropriate for a work place
- Jokes or other humiliating comments made even if they are said to be funny or fun
- Comments made about one's physical structure, which make you feel uncomfortable
- Uncomfortable and/or unwelcome touching
- Imposed sexual activity of any kind, even if the person suggests you like it
- Gestures which are unwelcome and can be considered sexual in nature
- Any actions that make you feel powerless, humiliated, uncomfortable or demeaned
- Activities by a superior suggestive of sexual activity which create discomfort
- The creation of a hostile, unfriendly, uncomfortable environment

Anyone engaging in such activities can be considered to have engaged in **Sexual Harassment**, which is NOT allowed at this University. If you, or anyone you know, experiences any of the above - OR ANYTHING SIMILAR - in the University of Cape Coast learning and working environment:

YOU MUST REPORT

You must confide in:

- Your Dean or HOD
- The Registrar of the University
- The Vice-Chancellor of the University
- Your immediate supervisor
- Your hall advisor
- The Counselling Centre
- CEGRAD
- Your union representative
- Any other trusted person.

You will not be held responsible.

You will not be blamed.

The person you report will not receive inappropriate punishment.

Your situation will be kept secret

The situation will be investigated and handled with care and delicacy

Please help keep this campus a safe and comfortable environment for us all!

For a more complete discussion of Sexual Harassment or sexual misconduct, please refer to the full Sexual Harassment policy found in the Student Handbook, the Employees handbook and the University Statutes, 2013

University of Cape Coast Ghana



AN ADDENDUM TO THE SEXUAL HARASSMENT POLICY OF THE UNIVERSITY OF CAPE COAST

**PROVIDED BY THE AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE (ACECoR)
FOR THE IMPLEMENTATION OF THE WORLD BANK ACE IMPACT III PROJECT**

2019

INTRODUCTION

The Sexual Harassment Policy of the University of Cape Coast apply in its entirety to national and international staff, students and partners of the *Africa Centre of Excellence in Coastal Resilience (ACECoR)* project. This Addendum is developed to provide further insight into how the ACECoR project will handle and resolve cases of sexual harassment among staff, students and partners of the Centre. The Policy shall apply to incidents that occur both on and outside campus relating to activities of the Centre and the university.

CHAPTER ONE

DEFINITION

The definition of sexual harassment provided in the main policy hereby has been extended to include *sharing private sexual materials of another person without consent*. Private sexual material may include nude pictures, sex tapes and other pornographic materials of victims.

CHAPTER TWO

COUNSELLORS

In order to regularly and effectively train staff and students on sexual harassment issues, their effects on teaching, learning and research, as well as handle such cases swiftly, ACECoR shall be assigned a professional counselor from the Counseling Centre of the University. The Counselors shall have among others the following terms of reference.

TERMS OF REFERENCE OF COUNSELORS

- Receive complaints on sexual cases from staff and students of ACECoR
- Liaise with the sexual harassment committee to investigate the complaints
- Monitor resolution processes and evaluate the outcomes
- Document and report on sexual harassment complaints and findings to the Director of ACECoR and to the University's sexual harassment committees.

CHAPTER THREE

PROCEDURES FOR REPORTING

Reports may be made via online to the assigned counselors.

CONTACTS FOR REPORTING SEXUAL HARASSMENT CASES

All ACECoR staff and students who have been, or know others who have been, subjected to sexual misconduct in any form, should report to the following:

COUNSELORS:

Contact link (on ACECoR website)

Telephone:

ASSISTANT REGISTRAR ACECoR:

Name: Mr. Ekow Attom Prah

Telephone: +233242188655

Email: ekow.prah@ucc.edu.gh

DIRECTOR:

Name: Prof. Denis W. Aheto

Telephone: +233242910056

Email: daheto@ucc.edu.gh

COUNSELLING CENTRE

Telephone: +233332134614

Office Location: Educational Foundation Building, South Campus

NB: The counselor will as a first step try to resolve the issue but where he/she is unable to resolve the issue informally, he/she shall formally report the case to the sexual harassment committee of the University. He/she shall liaise with the committee in investigating the issue and coming up with recommendations.

FALSE COMPLAINTS

Persons whose complaints are later found to be false or made maliciously without regard for truth shall be subjected to disciplinary action