



DOMINION MISSION
THEOLOGICAL
UNIVERSITY

STUDENT HANDBOOK



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DEFINITION OF ACRONYMS

VC	- Vice Chancellor
DVC	- Deputy Vice Chancellor
DMTU	- Dominion Mission Theological University
KCSE	- Kenya Certificate of Secondary Education
MoU	- Memorandum of Understanding
CDF	- Constituency Development Fund
SPP	- School of Professional Programmes
LMS	- Learning management system

1. INTRODUCTION

1.1. General Information

This guide has been prepared to provide general information to all students of DMTU Global. It is intended to be a helpful resource throughout your academic and day-to-day life as you pursue your academic and professional programs at the University. While every effort has been made to ensure accuracy, the contents of this guide do not constitute a binding contract, either expressed or implied, and are subject to change at the discretion of the University.

In addition to this handbook, students are encouraged to regularly consult the following official university communication channels for up-to-date information:



1.2. Our Vision

To be the leading theological university in Africa and beyond in raising a mighty army of men and women to stand for the Truth.



1.4. Our Philosophy

our philosophy is rooted in the belief that education is a transformational force empowering individuals to impact communities, nations, and the world. We are committed to nurturing holistic, innovative, and ethical leaders who are grounded in faith, knowledge, and service.



1.3. Our Mission

To equip saints through holistic and spiritually-led training to meet life's challenges with uncompromised Biblical truth.



CORE VALUES

- Growth Mindset
- Servant Attitude
- Christ like Character
- Excellence

credo

- Preparing students for servant leadership in society by offering an education that integrates ethical, intellectual, spiritual, and creative values.
- Upholding uncompromising standards of academic excellence, with a steadfast commitment to academic freedom and freedom of expression in the pursuit of truth and wisdom.
- Promoting rigorous, innovative, and relevant scholarship, delivered through excellent teaching and mentorship both within and beyond the classroom.
- Fostering the integration of diverse forms of knowledge, encouraging not only the acquisition of information but also its responsible, innovative, and compassionate application.
- Creating inclusive spaces for dialogue and collaboration among individuals from diverse backgrounds across nationality, ethnicity, gender, age, ability, faith, and socio-economic status.

1.5. Historical Background

Dominion Mission Theological University Global (DMTU) was conceived in 2016 by Bishop Professor Daniel Dela as a divine response to the growing need for a theological education system that bridges the gap between faith, academic scholarship, and modern technological realities. Born out of a deep spiritual burden, DMTU was envisioned as a transformational institution raising ordinary men and women into extraordinary vessels of truth, equipped not only with theological knowledge but with leadership capacity, integrity, and cross-cultural relevance.

The official inauguration of academic programs began shortly thereafter, and the university quickly gained traction across multiple regions, appealing to those called into ministry and leadership within diverse church traditions. From its initial headquarters in Ghana, the university expanded its reach and soon established a robust satellite campus in Kenya, securing incorporation under the respective national company laws in both countries.



1.6. *DMTU Global LMS Modules and Their Operations*

As DMTU Global operates Majorly online, the Learning Management System (LMS) serves as the central hub for all academic and administrative activities. The LMS is designed to be user-friendly, accessible, and supportive of students, faculty, and administrators from anywhere in the world. Below is a breakdown of the key modules and how each operates:

	MODULE	Description
1.	Student portal module	<p>This module serves as the personalized interface for students to access academic services.</p> <p>Operations:</p> <ul style="list-style-type: none">➤ Student registration and profile management➤ Viewing course enrolments, grades, and transcripts➤ Fee balance and payment statements➤ Communication with instructors and administration➤ Access to digital ID and academic calendar
2.	Course management module	<p>Enables faculty and administrators to manage and deliver course content.</p> <p>Operations:</p> <ul style="list-style-type: none">➤ Uploading of course syllabi, notes, readings, and multimedia content➤ Structuring of units/modules with timelines➤ Assignment creation and deadlines management➤ Forum for class discussions and Q&A➤ Course completion tracking
3.	Online Examination and Assessment Module	<p>Facilitates online quizzes, tests, and final exams.</p> <p>Operations:</p>

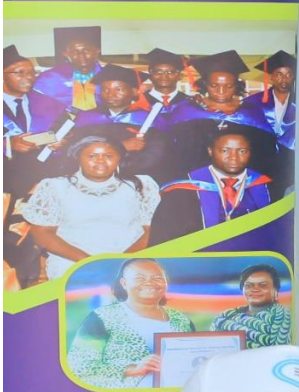
		<ul style="list-style-type: none"> ➤ Timed and proctored exam environment ➤ Auto-grading for objective tests ➤ Manual grading tools for essays and projects ➤ Result analytics and feedback generation ➤ Secure question randomization to reduce malpractice
4.	Assignment Submission Module	<p>A digital platform for students to submit assignments.</p> <p>Operations:</p> <ul style="list-style-type: none"> ➤ Upload window with deadlines and allowed file formats ➤ Plagiarism checks and originality scoring ➤ Instructor feedback and grading area ➤ Revision or resubmission features where applicable
5.	Communication and Messaging Module	<p>Keeps students, staff, and administrators connected.</p> <p>Operations:</p> <ul style="list-style-type: none"> ➤ Internal messaging between users ➤ Announcements and notices from administration ➤ Email integration for important updates ➤ Discussion boards per course
6.	Virtual Classroom Module	<p>Description: Supports live and recorded lectures.</p> <p>Operations:</p> <ul style="list-style-type: none"> ➤ Integration with Zoom, Google Meet, or BigBlueButton ➤ Real-time screen sharing, whiteboard, and breakout rooms ➤ Lecture recordings stored for asynchronous access

		➤ Attendance tracking and session analytics
7.	Library and Resource Center Module	<p>Provides students access to academic resources remotely.</p> <p>Operations:</p> <ul style="list-style-type: none"> • E-books, journals, and theological research databases • Downloadable PDFs and linked academic websites • Searchable catalog with filtering tools • Request system for new materials
8.	Certification and Transcript Module	<p>Handles issuance of academic documents.</p> <p>Operations:</p> <ul style="list-style-type: none"> • Auto-generation of transcripts and certificates upon course completion • Verification tools for third parties (employers, institutions) • Secure digital signature and watermark integration • Option for physical delivery upon request
9.	Support and Help Desk Module	<p>Offers tech and academic support services.</p> <p>Operations:</p> <ul style="list-style-type: none"> • Ticketing system for support requests • FAQs and video tutorials • Chatbot/live chat support • Scheduled one-on-one help sessions



2. CAMPUS LIFE

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UNIVERSITY, GLOBAL (DMTU)



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2.1. General Students Affairs

The Office of Student Affairs at DMTU Global is committed to creating a supportive, engaging, and holistic environment for student development. We focus on promoting student well-being, leadership, discipline, spiritual growth, and academic support services. Our role complements the academic mission of the university by ensuring students are empowered in all areas of life, beyond the classroom.

2.2. Students Welfare Services

The Student Affairs Department at DMTU Global University plays a pivotal role in ensuring the overall well-being, development, and success of our students. The department provides a range of services and programs aimed at enhancing the student experience both academically and socially.

We work closely with other university departments, student leaders, and the community to create a vibrant, inclusive, and safe learning environment where every student can thrive.

2.2.1 STUDENT ASSOCIATION OF DMTU GLOBAL

The Student Association of DMTU Global, commonly referred to as DMTUSA, is the official representative body comprising all registered students of DMTU Global. The association operates in accordance with the DMTUSA Constitution and in alignment with the university's values, philosophy, and regulations.

Governance and Structure

DMTUSA is governed by the DMTUSA Council, an elected group of student leaders who serve as the voice of the student body. The Council represents students' interests and welfare to the University Management and collaborates with the faculty and administration to

improve the overall student experience.

The Council works across various levels of student engagement and welfare including:

- Academic representation
- Student welfare and support
- Spiritual life and personal development
- Discipline, leadership, and advocacy



2.3. The Counselling Center

The counseling Centre falls under Student Affairs Office. Its mission is to promote students' personal development, emotional and psychological well-being, in a professional and confidential setting. By fulfilling this mission, the quality of students' experience at DMTU is enhanced, and they are more likely to achieve academic and personal success.

Services provided at the Centre include:

- 2.3.1. individual and group counseling;
- 2.3.2. crisis intervention;
- 2.3.3. career counseling;
- 2.3.4. consultation with faculty;
- 2.3.5. life skills training; Peer counselors training; and
- 2.3.6. referral services; among others.

The services are offered free of charge in a confidential and non-judgmental manner.

2.4. Clubs, Societies and Religious Groups

There are several clubs registered by the institution. All the clubs cater for intellectual and promote social interaction among the student community. In most cases they prepare the students for their professional ventures in future and enhance teamwork spirit. They are all run on members` contributions and some allocation from student association funds.

2.4.1 DMTU Christian Fellowship (DCF)

- A vibrant spiritual club that brings together students for worship, prayer, Bible study, and mentorship.
- Organizes revival weeks, campus crusades, and outreach programs.

2.4.2 DMTU Leadership and Mentorship Club

- Focuses on developing ethical, visionary, and global leaders.
- Offers training in public speaking, personal branding, governance, and servant leadership.

2.4.3 DMTU Media and Creative Arts Club

- Provides a platform for students interested in journalism, photography, videography, music, dance, and digital storytelling.
- Runs the DMTU Student Blog, YouTube channel, and Podcast series.

2.4.4 DMTU Innovation and Tech Club

- Brings together students passionate about IT, coding, cybersecurity, AI, and digital entrepreneurship.
- Hosts hackathons, coding boot camps, and tech talks.

2.4.5 DMTU Business and Entrepreneurship Club

- Equips students with business skills, investment knowledge, and startup incubation.
- Runs student business expos and links members to mentorship opportunities.

2.4.6 DMTU Social Welfare and Outreach Club

- Engages in charity work, street children outreach, clean-up drives, and visiting children's homes or hospitals.
- Collaborates with church and NGO networks for community impact.

2.4.7 DMTU Women of Purpose (Ladies Empowerment Club)

- Aims to inspire, mentor, and equip young women in leadership, career, ministry, and self-esteem.
- Organizes empowerment seminars, prayer breakfasts, and etiquette training.

3. ACADEMIC CONDUCT

3.1. *Academic Calendar*

- 3.1.1. The university Academic Year shall begin in September of each year and end in August of the subsequent year. The Academic Year consists of three trimesters or two semesters each consisting of fifteen (15) weeks.
- 3.1.2. The Graduation Ceremony shall be held at a time and place as may be decided by the University Board.

3.2. *Admissions*

- 3.2.1. A student will be admitted into a programme if he or she meets the minimum entry requirements in that programme as set by the university board and subject to availability of space. Detailed requirements have been provided for in the Admissions and Registration Policy.
- 3.2.2. DMTU operates an admissions policy which ensures equality of opportunity to all applicants. Applications are welcomed from students with excellent academic potential and the University recognizes the importance of admitting applicants to a course suited to their ability and aspirations.
- 3.2.3. Applications for admission to all courses are considered without regard to any inappropriate distinction e.g. ethnicity or nationality, disability, sexual orientation, gender, religious or political beliefs, marital status or socio-economic background.
- 3.2.4. The Admissions Criteria is drawn from each of the course regulations, as proposed by the Deans Committee and approved by the Board and the quality assurance boards accreditation.

3.3. Registration

3.3.1. Registration of New Students

- 3.3.1.1. All new students are required to present their Admission letters as proof of admission into the University.
- 3.3.1.2. Thereafter, students are given a DMTU registration form to indicate the subjects/units for the trimester. Students are guided at their respective faculties/schools on units to select as this will depend on the trimester/semester timetable.
- 3.3.1.3. Thereafter, students will be required to submit their unit registration forms at Registrar's office with proof of payment or approval from credit control office for those without required fee.
- 3.3.1.4. New students are issued with student ID card (Smart Card) upon filling card request form and proof of fee payment.
- 3.3.1.5. The names of a student shall be as they appear in the application documents used to seek admission at KCA University, or, where there is conflict, an affidavit will suffice to guide on official names to be used, or, use names in the same way as they appear in the official government National Identity card (ID).
- 3.3.1.6. The same names shall appear and be used in the same order in all official records and in the final certificates and transcripts. If a student wishes to change names in the course of his/her stay at the university, the same shall be effected in accordance with existing legal procedures, and official documents submitted to the Registrar before graduation.
- 3.3.1.7. No change in names, including the order will be effected after a student graduates from KCA University.

3.3.2. Registration for continuing students

- 3.3.2.1. A student is required to register for units to be taken in a trimester/semester. A student continuing with studies is required to register online through the Student Portal at www.dmtulms.org
- 3.3.2.2. Pre-registrations of units begin 4 weeks before commencement of a new trimester/semester. Add/Drop (Swap) of units will be done within the first 2 weeks of a new trimester/semester.
- 3.3.2.3. A student who is unable to register within the registration period should apply for academic leave not later than week six of a trimester/semester.

3.3.3. *Deferred Admission*

- 3.3.3.1. A student is enrolled when he/she is admitted. An enrolled student who cannot register immediately may have his/her slot reserved. This reservation can be maintained for a maximum of three trimesters (one academic year), after which it lapses.
- 3.3.3.2. A new student who wishes to postpone the intake to subsequent intake(s) will be required to fill a Student Request form for deferment of intake. This form is available at the Registrar's office and can be downloaded from the Student Portal at www.dmtulms.org
- 3.3.3.3. Subject to the approval of the University Board a continuing student who for some good cause is unable to register in any year may be allowed to stay out of the University on an academic leave for a maximum period of two academic years. A student shall be allowed to apply for leave for one academic year at a time.
- 3.3.3.4. A student wishing to temporarily suspend his/her studies must apply for academic leave. The academic leave becomes official only after endorsement by the University Board. Academic leave can only be taken at the start of the trimester/semester. The leave duration will be part of the programme duration. A candidate on leave must renew his/her registration at the beginning of every semester.
- 3.3.3.5. Subject to the approval of the University Board a student who was registered and who for some good cause is unable to complete the course work for any year may be permitted to register for the same year as a readmitted student at the start of the following year or of the year immediately thereafter.
- 3.3.3.6. A student who does not register for academic leave within the required deadlines will be deregistered.

3.3.4. *Resumption of Studies/ Readmission*

- 3.3.4.1. A student, who has been away on leave or was deregistered from the University, will be required to seek approval before resuming studies.
- 3.3.4.2. This should be done in writing through the Office of the Registrar, a readmission fee will be charged before registration of units for the new trimester.
- 3.3.4.3. Formal approval by the Registrar will be issued to the student and should be presented upon readmission before commencement of classes.
- 3.3.4.4. Students who have been away on disciplinary terms will be required to see the University Counselor and thereafter, the University Registrar before resuming studies.

3.4. Credit transfer and Exemptions

- 3.4.1. Students from other institutions of higher learning recognized by CUE may apply to join DMTU GLOBAL programmes on credit transfer. Testimonials of good standing from their previous institutions are a requirement and the credit transfer shall only be effected upon confirmation of the said testimonials received by the Office of the Registrar from the previous institution.
- 3.4.2. Similarly, candidates who hold diplomas and certificates from recognized tertiary institutions and wish to upgrade their academic qualifications may be admitted as students with credit transfers/exemptions as per the Admissions and Registration Policy.
- 3.4.3. In the same manner, degree holder Candidates wishing to obtain a second degree may also be admitted as transfer candidates.
- 3.4.4. Application for Credit transfer is made at the time a prospective student applies for admission to DMTU GLOBAL. Requests for credit transfers shall be considered and approved by the Faculty Board before a student is registered.
- 3.4.5. In exceptional circumstances, a student on exemption or credit transfer may be registered provisionally at a level determined by the Faculty pending the processing of credit transfers or exemptions as stipulated above.
- 3.4.6. Credit from courses requiring acquisition of practical skills, Common University courses or courses where a student attained the grade as stipulated in the Admissions and Registration Policy. A fee will be charged for each credit transferred in accordance with rates which may be in force at the time, except for DMTU graduates. These charges immediately become part of the student's fees obligations. Students seeking exemption from a lower DMTU GLOBAL course to a higher DMTU course on credit transfer or exemption shall not be liable to pay the said fees.
- 3.4.7. A student who wishes to change to a higher academic programme must first complete the requirements of the one which he/she is registered. The maximum credits transferable cannot exceed 49% of the programme requirements.
- 3.4.8. A student may transfer from a programme in one department or faculty to another programme in a different department or faculty by completing appropriate application forms obtained from the Registrar, and obtaining written approval from the Office of the Registrar.

3.5. Mode of Study

Students may study under the full-time, part-time, weekend, distance learning and blended learning or any other specified modes. Request for change of mode of study shall be submitted to and processed by the programme department for approval by the Registrar before registration.

Full-time Mode (Module I) – The Full-time mode of study applies where a student attends scheduled day classes on a regular basis and takes the standard load for this mode (*Applicable only in Ghana*).

Part-time Mode (Module II) – The Part-time mode of study applies where a registered student attends scheduled evening classes regularly and takes the standard load for this mode.

Weekend Online Mode (Module III) – The Weekend Online mode of study applies where a registered student attends scheduled weekend classes online regularly and takes the standard load for this mode.

Distance Learning Mode (Module IV) – The Distance Learning mode (DL) of study applies where a student is registered for course work and is guided through various courses using online instructional materials, assignments, continuous assessment and tutorials organized by the department and presents himself or herself in person for examination at the approved examination venue.

3.6. Change of Course

A student who wishes to drop course or change courses must seek academic or career advice from the faculty Deans. A student may change courses before the close of the registration period. This should be done after consulting the Chair of Department or Dean/Director of the faculty/School.

3.7. Change of Mode of Study

A student who wishes to change mode of study must seek approval from the faculty/school. This should be done after consulting the Chair of Department or Dean/Director of the faculty/ School.

3.8. Termination of Course

A student who opts to terminate studies at DMTU GLOBAL should provide a written request and fill a course termination form available at Registrar's office. Student should provide a letter from the sponsor before any refund can be processed.

3.9. Deregistration

Subject to the approval of the University Board a student who has qualified to register for any year of study but has not registered or applied for academic leave by the end of the registration period of the any semester, shall be assumed to have deserted from the course and shall be deregistered forthwith.

3.10. Add/ Drop of Units/

- 3.10.1. A student who wishes to add/drop units will be required to seek approval from the Deans/Directors of faculty/school, Credit Controller and Registrar's offices. Such a student will be required to complete the request form for adding/dropping units.
- 3.10.2. The deadline for Add/Drop of units falls at the end of week two (2) of every trimester/semester. Any unit dropped after the deadline must be paid for in full.
- 3.10.3. Refunds made before the deadline will be subject to the number of the actual days a student has been at the university against the total days allocated to the course.

3.11. Class Attendance

Class attendance is compulsory for all registered students. A student should not miss more than four weeks of the expected trimester/semester. It is every student's responsibility to ensure that their names appear on the class registers for all units registered and must sign the class attendance register.

3.12. Course Progression

A student may proceed to the next level of study if s/he has satisfied the progression rules of their respective courses. Details of these rules are contained in regulations document governing each course. A student with pending supplementary results, repeat units, results of repeat units and examination irregularity cases cannot proceed until s/he is cleared by the University examination board. Student should consult faculty/school/Registrar's office on course progression.

3.13. Course Loading for Students

3.13.1 Trimester/Semester Load

The specific maximum and minimum course units the university requires for registration in a programme are as specified in various Academic Programmes. This is subject to fulfillment of specific departmental and/or Faculty requirements.

3.13.2 Programme Load

The general university requirement for completion of a bachelor's degree programme is as specified in various Academic Programmes. This is subject to fulfillment of specific departmental and/or Faculty requirements.

3.14 Special Programme Requirements

3.14.1 Research/Programming project

The course introduces the basic principles, concepts and techniques of gathering information and applying it to solve problems. The specific programme requirements for projects are prescribed in various Academic Programmes.

3.14.2 Internship/Field Attachment/Practical Experience/Teaching practice

The specific programme requirements for industrial training are prescribed in various Academic Programmes. The time requirement specified for such training will be part of the programme duration.

Industrial training shall be assessed and graded on PASS or FAIL basis.

3.15 Assessment

Continuous assessment which includes but not limited to tests, assignments, projects, term papers and practical work will be included in the calculation of the student's final mark for every unit. In addition to the course work, a final exam will be administered at the end of every trimester/semester.

The weighting for the course work and final examination is based on the course regulations.

3.16 Requirements for pass of a unit/subject

In order to be credited with a unit, subject or course, a candidate must have:

- 3.16.1 Enrolled in accordance with the Faculty enrolment regulations.
- 3.16.2 Attended classes and other courses of instruction to the satisfaction of the Senate
- 3.16.3 Completed to the satisfaction of the examiners and the Senate such oral, practical, written or other tests or assignments as have been prescribed for completion during the course.
- 3.16.4 Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by the senate.

Note: Candidates will be informed by each department of the specific requirements for courses in the department and the extent to which the year's work will be taken into consideration in assessing final results. No candidate shall be permitted to sit the final examination unless he/she has complied with the requirements set out in this regulation.

3.17 Work other than Final Examination (Coursework)

It is the responsibility of each candidate to ascertain the nature of;

- 3.17.1 the requirements for each paper, unit, or course from the department of Faculty concerned;
- 3.17.2 provided that candidates have met deadlines set for this work it is expected that examiners will have determined and returned interim or final grades for the course work assessment before sitting of the final examination where one is prescribed and;
- 3.17.3 unacknowledged copying or plagiarism in completing this work may be treated as an examination offence.

In this context work other than final examination includes term papers, thesis projects and project reports, practical attachments and any other form of academic assessment.

3.18 Time of Examinations

The examinations are held at the times specified in the timetable each semester/trimester. Misreading of the examination timetable is not an admissible cause for missing an examination.

3.19 Time and Venue of examination

- 3.19.1 All students must sit their examinations at such centre/venues as specified by the Board from time to time in the examination timetables. Candidates are expected to be in the examination room at least fifteen minutes before the examination starts, and not turn over the examination papers(s) until the invigilator announces so.
- 3.19.2 It is the duty of each candidate to ascertain the time and the venue specified for examination and present himself or herself for such examination. Candidates unable to undertake examinations under the prescribed examinations conditions due to permanent or temporary disability may, on production of appropriate recommendations obtained from the University dispensary (subject to approval of the Senate), be examined under convenient conditions that take into account of his/her particular disability.
- 3.19.3 All Online students will be taking their examination as specified by the Board from time to time in the examination timetables, through the student learning portal.

3.20 Conduct of examinations.

Examinations comprise written, oral and practical examinations as determined by examiners. The following are guidelines on expected conduct of candidates during examinations.

3.20.1 Mathematical tables and other data book are only allowed into examination venues under conditions prescribed by the examiner(s).

3.20.2 Candidate may be allowed to carry into the examination venue an electronic calculator prescribed by the examiner(s). Smart calculators or gadgets will not be admissible into the examination room.

3.20.3 The calculator used in the said examination must be electronic, truly portable, self-powered, noiseless and non-programmable.

3.20.4 Audible alarms shall not be used on any devices permitted in the examination room except on the instruction of the examiner.

3.20.5 No supplementary materials including operation manuals related to the use and operation of the calculator or annotations made on the calculator will be permitted in the examination room other than spare batteries.

3.20.6 In all cases it is the duty of the candidate to maintain the operation and operating power of the calculator.

3.20.7 No candidate shall bring to an examination any written or printed material except by direction of the examiner provided however:

- i. Where an examination is designated “Open Book” candidates may take into the examination room any written or printed materials including books and there will be no check on items taken into the examination room. However, no material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination.
- ii. In case an examination is designated “Restricted Book” candidates shall take into the examination room only materials specified by the examiner, and that materials shall not be annotated, written or typed upon or otherwise marked. Where an examination is designated “Restricted Book – may be written upon”, candidates shall take into the examination room only materials specified by the examiner: and that materials annotated, written or typed upon or otherwise marked in a relevant or contextual manner. However, no (pre-prepared) material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination. The designation “Restricted Book” must be approved by Senate.
- iii. All books, papers and instruments not approved for use in the examination, and personal belongings brought to the examination (venue) must be left in such part of the room as the invigilator shall direct. All paper used during the examination must be handed to the invigilator before the candidate leaves the examination room.

iv. Where materials is permitted under items (i) and (ii) above, the internal examiner(s) will be required to be present at the commencement of the examination to check materials brought into the examination room.

3.20.8 In respect of any examination no candidate shall be allowed to enter or leave the examination room thirty minutes after the commencement or thirty minutes before the end of the duration set for the writing of that examination unless the candidate permitted to leave the room hands over his scripts to the invigilator before such leaving.

3.20.9 No candidate shall however and whatsoever communicate with another (candidate) in the examination room during the duration of the exam.

3.20.10 The chief invigilator shall announce when the candidates should start writing and the time allowed for the paper.

3.20.11 Candidates should acquaint themselves with instructions on the front of the answer booklets.

3.20.12 On turning over the question paper, candidates must check to ensure they are in possession of the right question paper and any other material as authorized.

3.20.13 No candidate shall continue writing after the invigilator has announced the expiration of time specified for the writing of the examination. In no circumstances is any time over and above the time allotted to any paper to be allowed a candidate for reading over his scripts or making any amendment or addition to his scripts.

3.20.14 Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room, and to expel from the examination room any candidate(s) who create (s) any disturbances(s).

3.20.15 Any complaint that a candidate has committed an examination offence shall be referred to the Disciplinary Committee of the board (to which the board has delegated power to deal with all matters relating to examinations irregularities). For the purposes of this regulation, an examination offence includes any breach of any rules relating to the conduct of examination and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts otherwise occurring in connection with an examination.

3.20.16 The Disciplinary Committee of the board (in the exercise of the appropriate powers delegated by the board shall hear and determine any complaint on examinations irregularities. The candidate concerned shall be notified in writing by the Registrar (AA) of the subject matter of the irregularities and the time and place of hearing. He or she shall be invited to submit his/her written submission to the complaint and may attend the hearing.

3.20.17 The board shall have power (which it may delegate to its Disciplinary committee) to take all or any of the following action in the case of a candidate found guilty of an examination offence.

- i. Disqualify him/her from sitting any examination for such period as may be prescribed.
- ii. Cancel any marks/grade with which he/she may have been credited in the subject or examination in respect of which the offence has occurred.
- iii. Withdraw any academic award(s) by the University in respect of which an offence has occurred.
- iv. Impose upon him/her any other penalties prescribed in the Student General Conduct Rules and Regulations.

Note: All the enquiries and reports relating to University examinations shall be directed to the Registrar (Academic).

3.21 Supplementary Examinations

3.21.1 Supplementary examinations shall be given to candidates who fail in accordance with respective curriculum. Supplementary Examinations will be done when next offered upon payment of requisite fees.

3.21.2 A student who fails in a supplementary exam shall repeat the unit when next offered.

3.21.3 No student shall be allowed to proceed with more than one pending repeat unit.

3.22 *Special Examinations*

3.22.1 *Reasons for sitting special examinations*

3.22.1.1 Special examinations will be done by students who fail to sit for the trimester examinations for any of the following reasons:

- i. Bereavement of a member of the nuclear family: grandparent, parent, child, spouse, brother or sister and legal guardian.
- ii. Sickness – proof is mandatory by copy of a doctor's written letter and prescription.
- iii. Traveling outside the country for students who are working provided the information reaches the Registrar's office in writing (and with proof) at least two weeks before the commencement of the examination.
- iv. Registered fee defaulters.

3.22.1.2 The following reasons will not be admissible for special examinations:

- i. Misreading the timetable.
- ii. Lateness due to transport.

Such candidates will be expected to repeat the unit.

3.23 *Timing*

Special examinations will be done when next offered.

3.24 *Regulations for special examinations.*

For a candidate to be allowed to sit for special examinations, he or she will be expected to:

- 3.24.1 Clear all the fees for the preceding semester for which the special examination is being sought.
- 3.24.2 Have done all the continuous assessment tests (CATS) and assignments for the unit and has class attendance of at least 2/3.
- 3.24.3 Fill a Special Examination and/or special supplementary form and have it duly approved and signed by the respective HODs and the finance department. The HOD's signature certifies that the student has met all of the other requirements for the unit and has a possibility of passing the unit if he/ she takes the examination.
- 3.24.4 Submit the form any time before two weeks elapse after the examinations.

3.25 Special supplementary

Students who miss supplementary examinations with reasons acceptable to the University Board shall be given special supplementary examinations. The special supplementary examinations can only be done within two trimesters.

3.26 Appeals by students against examination results

3.26.1 If a candidate disputes his/her examination results, he/she has the right to appeal in writing to the Chairman of the University board through the Head of Department and the Dean of Faculty with a copy to the Registrar.

3.26.2 The following regulations shall prevail:

- i. The appeals requesting the scripts to be remarked will be presented within two weeks after the release of the results. Any appeal made after this period will not be considered.
- ii. Candidates shall pay a non-refundable fee set by the Deans Committee from time to time for any remark. This must be paid before remarking.
- iii. The HOD and members of the department shall review the case on the most appropriate action to take.
- iv. Where a decision to remark is taken, the candidate will have to accept the final grade after remark whether the new mark is higher or lower than the original mark.
- v. The HOD will make the outcome of the appeal known to the candidate in writing.
- vi. Only the paper(s) in the dispute will be remarked.

3.27 Grading System

DMTU GLOBAL shall apply the grading system as guided by the respective curriculum.

3.28 Academic result slips and transcripts

- 3.28.1 All continuing students may print their results slips from the student portal at www.dmtulms.org. Graduates will be issued with a final transcripts and certificate. A student can request for academic transcripts upon completion of course requirements. Any extra copies required by the student will be produced at a cost determined and reviewed by the Deans Committee from time to time.
- 3.28.2 A student will be required to meet the cost of production and mailing of duplicate transcripts to third parties upon making the request through the University Registrar.
- 3.28.3 There shall be no duplicates certificates issued, but a letter of confirmation can be issued to a graduate upon request, in case of a lost or damaged certificate.

3.29 Graduation

- 3.29.1 A student is required to ensure that all programme requirements are met and financial obligations have been settled to be eligible for graduation. Students should seek clearance from faculty on academic matters and Student Finance offices on financial matters.
- 3.29.2 A candidate must have paid up all the outstanding fees.
- 3.29.3 Clearance forms are available at faculty offices and Student Finance office and the website at www.dmtulms.org respectively.
- 3.29.4 Graduates are encouraged to collect their certificates and transcripts within one year of the date communicated by the university after graduation. Uncollected certificates and transcripts after expiry of this period will attract storage charges as prescribed by the Registrar from time to time.

4. UNIVERSITY LIBRARY

4.1. Introduction

DMTU Global University, we are committed to providing all our students and faculty with access to high-quality academic resources to support their learning, teaching, and research. Our Online Library is a central part of this commitment, offering a rich, digital learning environment that is accessible from anywhere in the world.

4.2. Accessing the Library

All registered students are eligible to use the library through physical visits in Ghana or virtual access to online library. In joining the Library and gaining access to our collections, you agree to abide by our policies governing use of this library. All our services points require proof of identity through Student ID or Login-in accounts if access is remote.



5. STUDENT FINANCE

5.1. School Fees

All students are required to make payments of at least 50% of the total fees the beginning of every trimester/semester for the courses/units registered for. Attendance of classes for courses not registered and paid for will attract disciplinary action. Students with outstanding fees from previous trimester/semester shall not be allowed to register until the outstanding debt is cleared.

5.2. Fee Payment Schedule

- 5.2.1. Fees for academic and professional courses may be paid in Full or by Installments as guided by the Student Finance office.
- 5.2.2. A credit management fee will be charged on payments made by installments. This charge is automatically levied on the student account whenever a student makes a payment not covering any outstanding fees or total fee for the current trimester/semester. Note: A credit management fee escalates with the number of installments. Any outstanding fees beyond a period of 1 year will attract interest at a rate determined by the university from time to time.

5.3. Payment Methods

- 5.3.1. Payments to the university can be made through the following methods
 - i. Bank Transfer.
 - ii. Debit Cards.
 - iii. Credit Cards
 - iv. Money Orders.
 - v. Mobile money transfers to the University Pay Bill Numbers (M-Pesa)
 - vi. Cash

5.4. University Account Numbers

Name of Bank	Branch	Account No.
Pay bill for kenya	Pay bill 756756	118516
GCB BANK PLC	Ghana	5091180000625

**All payment should be addressed to Dominion mission theological university global

5.5. Student Financial Aid.

The students are given financial assistance under the following supports.

- i. The Work Study Program– This is a financial aid award based on the student's financial need as well as possession of the right skills to do work as determined by the Work Study Policy. The program is available for full time students who meet the set criteria. Work Study program is fully funded by the department that has tabled the request, the applicant must be a student for at least one semester to join this program, the rate paid is per hour and the student is expected to work for a maximum of 20 hours a week. Students interested in the program may visit the Student Affairs Office for further guidance.
- ii. Pastors in need Founders Scholarship: This Scholarship is awarded to pastors currently in master's program on merit to bright but financially unstable students aspiring for excellence, under this program the student benefit from tuition fees of 50,000ksh for the study period., this program is handled by the pastors in need foundation.

5.6. Financial Clearance before Exams

- 5.5.1. All candidates are required to have financial clearance by the Student Finance office before taking any University examinations. This will be in the form of a duly signed and stamped examination card.
- 5.5.2. No Students will be allowed to sit for University Examinations before clearing fees unless with the express authority of the Director of Finance or the DVC Finance Planning & Administration.

5.7. Discounts

- 5.6.1. The University offers discounts to various groups. Students may enquire from Student Finance Office if they are entitled to discount as provided in the Discount Policy.
- 5.6.2. Discounts apply on tuition fees only and are granted on a trimester/semester basis. Students will be required to contact Student Finance offices in their respective campuses after registration with the documentation for granting discounts. Discounts can only be claimed within the trimester, and if a student qualify for more than one category of discount, he/she can only be granted one category of discount.

5.8. Student Identification Cards, Receipts and Fee Statements

- 5.7.1. Student identification cards will be issued on the reporting day for all new students. Replacement of lost, defaced or damage attributed to the holder will be charged at a fee prescribed by the university from time to time or any other cost determined by the university.
- 5.7.2. Upon payment of fees, student identification cards will be activated to access facilities within the University. No other document will be admissible.
- 5.7.3. All students are expected to have their student identification cards at all times while in University.
- 5.7.4. The student identification card remains a property of the university and should be surrendered upon expiry of validity period or after the end or termination of course.
- 5.7.5. Lost, defaced or damaged student identification cards must be replaced immediately.
- 5.7.6. Exchange of students' cards is strictly prohibited and failure to observe this will result in disciplinary action.
- 5.7.7. Duplicate receipts or statements will be issued at a charge determined by the University from time to time.
- 5.7.8. Unauthorized access to the lecture rooms and library will result in disciplinary action.

Note this apply only to students in Ghana taking physical classes

5.9. Financial Clearance

- 5.9.1. Students will be expected to clear with the various departments before seeking financial clearance.
- 5.9.2. Financial clearance is required for the following purposes;
 - 5.9.2.1. Collection of their transcripts and certificates,
 - 5.9.2.2. Letters of completion,
 - 5.9.2.3. Letters of recommendation
 - 5.9.2.4. Withdrawal from a program, and
 - 5.9.2.5. Graduation

5.10. Fee Refunds

- 5.10.11. Refund of Tuition fees will only be made under special circumstances such as death, incapacitation (insanity), discontinuation of studies by the Faculty or non-qualification for a course.
- 5.10.12. Refunds can only be done to the sponsor, parent or guardian paying the fees.
- 5.10.13. Refunds are made by cheque after approval, by the University, of a written request.
- 5.10.14. An administration fee of 10% will be charged on refundable amount.

6. CODE OF ETHICS

Students must familiarize themselves with the DMTU Student General Conduct Rules and Regulations comprising of Academic and Non Academic Rules and regulations. The following conditions must be noted:

- 6.1. The list of Rules and Regulations is not exhaustive, and the University will not be constrained from penalizing candidates for any other conduct that it may deem punishable, or imposing any penalties other than those appearing on this guide.
- 6.2. Candidates will be deemed to have registered for University examinations upon registering for units in the Department(s)/ Faculty. Such registration will be construed to mean readiness to comply with all examination regulations in force at the time of registration.
- 6.3. The interpretation of examination regulations, and the offences and penalties thereof, will rest with the Senate.
- 6.4. The University will have the right to amend or vary the Student Code of Conduct without prior consultation with the candidates. Such amendments/ variations will however be brought to the candidate's attention.

