

# **SCHOOL OF GRADUATE STUDIES**

**UNIVERSITY OF GHANA**

## **GUIDELINES FOR PREPARING POSTGRADUATE ACADEMIC PROGRAMME PROPOSALS**

**(June 2015 Version revised for PhD Programmes)**

## **GUIDELINES FOR PREPARING PROPOSALS FOR NEW AND REVISED ACADEMIC PROGRAMMES**

### **1. INTRODUCTION**

This section should provide an introduction to the proposal, indicating the rationale or the motivation for the introduction of the programme. It must address what necessitated the introduction of the programme.

### **2. OBJECTIVES**

This should be a statement of what the programme seeks to achieve, the benefits of programme to students, the department, Faculty and/or the nation. (*e.g. The programme will afford students the opportunity to understand the multi-disciplinary nature of energy studies. It also seeks to train students to acquire knowledge and skills for designing policies and solving related problems to ensure cost effective energy options for the country's economic development agenda.*) The objectives may be stated in numbered or bulleted format.

### **3. ADMISSION REQUIREMENTS**

This should be a statement of the basic qualifications (a minimum of second class lower division for Master's programmes) that potential applicants to the programme must possess. Specific departmental requirements must be stated in addition to the basic or general entry requirements. Issues concerning selection criteria such as entrance examinations and interviews may not be stated as these are normally included in admissions advertisements by the University.

### **4. DURATION OF PROGRAMME**

The duration of the program and mode of delivery (full-time, part-time, sandwich, week-end) must be stated here usually rendered in months (*e.g. 12 months, 24 months or 36 months*). The duration must conform to the approved study durations specified by the regulations governing graduate study in the University of Ghana, contained in the *Handbook for Graduate Studies Volume One*.

### **5. PROPOSED DATE OF COMMENCEMENT**

This is the date (normally stated as academic year) in which the programme is expected to start.

### **6. REQUIREMENTS FOR GRADUATION**

State the components of the programme to be completed by students, such as minimum course work credits for core and elective courses to be passed to become eligible for graduation. Also state the research component requirements, such as project work, long essay, dissertation, thesis, oral defense, practical, internship, fieldwork. The structure of this section must capture the following points and follow the examples below as provided on pages 32 – 33 of the *Handbook for Graduate Studies, Volume One*:

- Total number of course work credits required (minimum and maximum stated as a range)
- Total number of Seminars required and number of credits
- Total credits for practicals/practicum/fieldwork/internship etc
- Total number of credits for long essay, dissertation, or thesis
- Total number of credits required to graduate (minimum and maximum stated as a range)

<p><b><i>One Year Master's Degree (Dissertation Option)</i></b>  <i>Course work 24-36 (12-18 credits per semester)</i>  <i>Seminar 3 credits</i>  <i>Dissertation 12 credits</i>  <i>Total 39-51 credits</i></p>	<p><b><i>One-year Master's Degree (Long Essay Option)</i></b>  <i>Course work 30-36 (15-18 credits per semester)</i>  <i>Seminar 3 credits</i>  <i>Long Essay 6 credits</i>  <i>Total 39-45 credits</i></p>
<p><b><i>One-Year Master's Degree (Non-dissertation/Non-long Essay Option)</i></b>  <i>Course work 30-36 (15-18 credits per semester)</i>  <i>Seminar 3 credits</i>  <i>Special Topics 6 (3 credits per semester)</i>  <i>Total 39-45 credits</i></p>	<p><b><i>Two-Year Master's Degree (Course Work)</i></b>  <i>Year 1: 24-36 (course work credits)</i>  <i>Year 2: 24-36 (course work credits)</i>  <i>Long Essay 6 credits</i>  <i>Seminar 6 credits</i>  <i>Total 60-72 credits</i></p>
<p><b><i>Two-Year Master's Degree (Thesis Option)</i></b>  <i>Year 1:</i>  <i>Course Work 24-36 credits</i>  <i>Seminar I 3 credits</i>  <i>Year 2:</i>  <i>Seminar II 3 credits</i>  <i>Thesis 30 credits</i>  <i>Total 60-72 credits</i></p>	<p><b><i>Doctor of Philosophy Degree (Ph.D)</i></b>  <u><i>Full-Time</i></u>  <i>Year 1:</i>  <i>PhD Course Work: 18-24 credits</i>  <i>PhD Comprehensive Examination</i>  <i>Year 2, 3, &amp; 4</i>  <i>PhD Seminar I, II, III, IV: 3 credits each (12)</i>  <i>PhD Thesis: 45 credits</i>  <i>Total Credits: 75-81</i>  <u><i>Part-Time:</i></u>  <i>Year 1 &amp; 2 PhD Course Work: 18-24 credits</i>  <i>PhD Comprehensive Examination</i>  <i>Year 3 -6 PhD Seminar I, II, III, IV: 3 credits each (12 credits)</i>  <i>PhD Thesis: 45 credits</i>  <i>Total Credits: 75-81</i></p>

7. **PROGRAMME STRUCTURE**

The structure of the programme must reflect the content or components of the programme. It must be presented in a tabular form semester by semester, indicating course codes, course titles and corresponding credits for each course. For each semester, indicate both core and elective courses, total credits as a range (minimum and maximum). Seminars, thesis, dissertation, long essays, project work, and special topics must be included in the total credit depending on the option chosen by the department. The programme structure must conform to the approved structure stated under point 6. An example of the tabular format is presented below:

MA Programme (Dissertation Option)

**Semester 1: Core Courses**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
<b>MIST 601</b>	<i>Theories and Typologies of Migration</i>	<b>3</b>
<b>MIST 603</b>	<i>Migration, Social Change and Development</i>	<b>3</b>
<b>MIST 605</b>	<i>Research Methods</i>	<b>3</b>

**Semester 1: Electives** (Students will be required to take 3 – 6 credits of electives per semester)

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
<b>MIST607</b>	<i>Topical Issues in Forced Migration</i>	<b>3</b>
<b>MIST609</b>	<i>Transnational Migration and Diasporas</i>	<b>3</b>
<b>MIST611</b>	<i>Labour Migrations in Africa</i>	<b>3</b>

**Semester 2: Core Courses**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
<b>MIST602</b>	<i>Legal and Policy Aspects of Migration</i>	<b>3</b>
<b>MIST604</b>	<i>Migration and Population Dynamics</i>	<b>3</b>
<b>MIST606</b>	<i>Methods in Migration Research</i>	<b>3</b>

**Semester 2: Electives** (Students will be required to take 3 – 6 credits of electives per semester)

<b>MIST608</b>	<i>Migration, Globalization and Development</i>	<b>3</b>
<b>MIST612</b>	<i>Gender and Migration</i>	<b>3</b>
<b>MIST614</b>	<i>Migration and International Security</i>	<b>3</b>

*NB: Seminars and Dissertation/Thesis must be included in the table in the appropriate semester depending on the type of programme (MA/MPhil/PhD) with the appropriate credits assigned.*

**8. COURSE DESCRIPTIONS**

The description of a course should normally start with an introductory statement (one or two sentences) indicating what the course is about. This is followed by the specific issues that will be taught, presented in a manner that will make it easy to prepare a course outline or topics for teaching. Course descriptions should be concise (50 to 100 words) and preferably presented in a chronological order based on course codes. A model of a good course description is presented below:

**CPEN 603    *System-On-Chip Design***

*The system-on-chip design course examines the tools and techniques for modeling, designing, verification, and implementation of system-on chip designs on a single chip using FPGAs. Topics*

include emerging trends in system-on-chips, concepts of system-on-chips, architectures of networks on chip and multi-core organization, design flow process and IP reuse, FPGA design, software design, embedded processor architecture, hardware/software co-design, high-level synthesis, scheduling system, system performance analysis, testing, ASIP design, reconfigurable computing, and case studies. Completion of a substantial design project will be part of the course.

9. READING LIST

Reading list should be provided for each course immediately after the course description. A minimum of five (5) but not more than (7) reading materials must be listed for each course. The citation should be in the appropriate referencing format, preferably the APA format. Reading list may include textbooks, journal articles and other relevant reading materials, arranged in alphabetical order by author. It is advisable to include current materials in the list to expose students to new trends in the course.

10. EXPERIENTIAL LEARNING YEAR (PhD Programmes)

Provide details of structure and scope of experiential learning year for PhD candidates. This section will include a list of projects, research partnerships and allied activities that will provide candidates the opportunity to learn new skills to aid development and completion of their theses.

11. TEACHING FACULTY

This is a list of all staff who will teach the various courses or handle practical or laboratory work, stating their names, qualifications and their status (whether they are part-time or full-time teaching staff). A model of a good format for this section is presented below:

Teaching Faculty

<i>Name</i>	<i>Highest Qualification</i>	<i>Status</i>	<i>Rank</i>	<i>Course(s) to be taught (indicate course Code only)</i>
<i>Prof. Kodjo Akpagana</i>	<i>PhD (Chemistry)</i>	<i>Full-time</i>	<i>Assoc. Prof.</i>	
<i>Dr. Adja Edogmirend</i>	<i>PhD(Economics)</i>	<i>Part-Time</i>	<i>Snr. Lecturer</i>	

12. BUDGET/COST OF RUNNING PROGRAMME

This is an indication of what it would cost the department and for that matter the University to run the programme. If it is a new programme, it is expected that the estimates should cover at least the first three years. The proposed fees for the programme or the fee category must be indicated (Fee-paying, or Regular as provided in the University’s Fee Schedule classified in Tiers and the write-up must address whether the programme will be run as fee-paying or as regular. Other costs associated with teaching and research components of the programme may be indicated.