

UNIVERSITY OF GHANA
LEGON



HANDBOOK FOR DOCTORAL STUDIES
AND
REGULATIONS GOVERNING GRADUATE STUDY
AND UNIVERSITY EXAMINATIONS

School of Graduate Studies

Published in 2014

UNIVERSITY OF GHANA
LEGON

(Motto: Integri Procedamus)

Established: AD 1948

THE ARMS OF THE UNIVERSITY



*Blue shield with three “AYA” standing
Upright in top half and “DWENINMENTOASO”
In the middle of bottom half – all embossed
in gold. (Designed by A.M. Opoku)*

ESTABLISHMENT OF THE UNIVERSITY

THE UNIVERSITY OF GHANA was founded in 1948 as the University College of the Gold Coast on the recommendation of the Asquith Commission on Higher Education in the then British colonies. The Asquith Commission, which was set up in 1943 to investigate Higher Education, recommended among other things, the setting up of University Colleges in association with the University of London. This was followed up by a number of separate Commissions in different regions. The West Africa Commission was under the Chairmanship of the Rt. Hon. Walter Elliot. The Elliot Commission published a majority report which recommended the establishment of two University Colleges in the Gold Coast (Ghana) and Nigeria, and a minority report which held that only one University College for the whole of British West Africa was feasible. The British Government at first accepted the minority report of the Elliot Commission and decided that a University College for the whole of British West Africa should be established at Ibadan in Nigeria. But the people of the Gold Coast could not accept this recommendation. Led by the scholar and politician, the late Dr. J.B. Danquah, they urged the Gold Coast Government to inform the British Government that the Gold Coast could support a University College. The British Government accordingly reviewed its decision and agreed to the establishment of the University College of the Gold Coast.

The University College of the Gold Coast was founded by Ordinance on August 11, 1948 *for the purpose of providing for and promoting university education, learning and research*. Its first Principal was the late Mr. David Mowbray Balme. Mr. Balme was farsighted, courageous and dedicated to the promotion of scholarship. By his vision, industry and single-mindedness of purpose, he built a college and laid the foundations for a sound University which is now a source of pride. In his ten years of principalship, he created an institution whose key-note was orderly living with dignity in a community of scholars. One of the recommendations of the Asquith Commission was that the British Government should set up an Inter-Universities Council to advise on all matters relating to Higher Education in the new British Colonies. The Inter-Universities Council served the new University College of the Gold Coast in an advisory capacity, but it approved all academic appointments. This arrangement helped the College to maintain the high academic standards associated with the Universities in Britain. Also, it enabled the College to seek the support of the Council in obtaining funds from the United Kingdom Government sources.

From its inception, the University College of the Gold Coast was admitted to the Scheme of Special Relationship extended by the University of London to certain English and overseas University Colleges. Under this scheme, the University College was allowed to teach for the external degree examinations of London University. It also allowed the College to modify the London syllabuses to suit local conditions and to take part in the setting and marking of examinations. But London University gave final approval for courses and examinations since the degrees given were those of the University of London. For thirteen years, therefore, the University College looked up to two separate institutions in Great Britain: to the Inter-Universities Council for guidance on its broad policy, and to the University of London for approval and control of details of degree regulations. The University College benefitted greatly from this arrangement which certainly helped to maintain its high academic standards.

In the 1960-61 academic year, the College Council made a request to the Government of Ghana for legislation to constitute the University College into a University with the power to award its own degrees. The Government appointed an International Commission to examine the problem. On the recommendations of that Commission, the University of Ghana was set up by an Act of Parliament on October 1, 1961 (Act 79). The then President of the Republic of Ghana, Dr. Kwame Nkrumah, became the first Chancellor of the University, with Nana Kobina Nketsia IV, Omanhene of Essikado, as the (Interim) Vice Chancellor.

PRECINCTS

The campus of the University lies about 13 kilometres north-east of Accra, the capital of Ghana, at an altitude of between 90 and 100 metres. From the Main University Gate on the Dodowa Road, the University Avenue extends to Commonwealth Hall on Legon Hill.

Along it are grouped other Halls of Residence, Departments, lecture theatres and laboratories. Mid-way, an open space - the University Square - with an ornamental pool is over-looked by the Balme Library (named after David Mowbray Balme, the first Principal of the University College). Across from the University Square are sports fields, a Central Cafeteria and halls of residence. Behind Commonwealth Hall is an open-air theatre with a Grecian style auditorium built into the slope of Legon Hill. On the summit of Legon Hill is the Convocation Group of Buildings which houses the University's administration offices, the Great Hall, with a seating capacity of 1,500 and a Tower donated by the Government of Ghana in 1959 to commemorate Ghana's Independence. On the southern side of the campus are residential accommodation for staff, the University Basic Schools, the Noguchi Memorial Institute for Medical Research, School of Public Health, the Sports Stadium, a night market, supermarket and student hostels; while on the Northern side are more teaching departments, lecture theatres and laboratories. Across the Accra-Dodowa road from the Main University Gate is a Police Station, a University Hospital and housing for Junior Staff of the University.

The College of Health Sciences has its administration as well as the Medical/Dental /Allied Health Sciences and Pharmacy Schools located at the Korle-Bu Teaching Hospital, which is about three kilometres west of the centre of Accra, and about 18 kilometres from the main University campus. The Accra City Campus of the University, located close to the business district of the nation's capital, was established to provide part-time education for mature persons and for persons who prefer not to study full time. There is also the Graduate School of Nuclear and Allied Sciences, a constituent of the College of Basic and Applied Sciences located at the Ghana Atomic Energy Commission, Kwabenya, Accra.

THE SCHOOL OF GRADUATE STUDIES

The unit responsible for coordinating graduate studies is the School of Graduate Studies. The School is headed by a Dean, assisted by a Vice-Dean and an Executive Secretary. The School is responsible for graduate admissions, registration and orientation, student records, approval of thesis/dissertation supervisors and examiners, thesis/dissertation topics, examination of theses/dissertations, accommodation for graduate students, processing of applications for government bursaries/grants, approval of results and graduation. The Board of Graduate Studies has three Sub-Committees: Graduate Programmes Development and Admissions Committee, Graduate Examinations Committee and PhD Technical Committee. The Graduate Programmes Development and Admissions Committee has oversight responsibility for admissions, approving new graduate programmes, accreditation of faculty to teach graduate level courses and supervise graduate research. The Graduate Examinations Committee has oversight responsibility for approving examiners, examining theses and dissertations, determining thesis and dissertation results, monitoring and evaluation of performance on graduate programme delivery. The PhD Technical Committee was established primarily to support the implementation of the University's four year PhD programme structure. The Committee has oversight responsibility for issues related to PhD studies coordinated by the School of Graduate Studies. The School also conducts research skills enhancement workshops for graduate students and research supervisors. There are separate Handbooks for Masters' and Doctoral studies.

ADMISSION REQUIREMENTS AND REGULATIONS FOR DOCTORAL DEGREE PROGRAMMES

3.1 GENERAL INFORMATION

3.1.1 The academic calendar is organized into semesters. Programmes are made up of courses which are coded by levels of academic progression and are assigned credits. Each course is examined at the end of the semester.

3.1.2 Each academic unit shall provide detailed information about the structure of programmes leading to the award of graduate degrees in that unit and offer advice and counselling to students.

3.1.3 It shall be the responsibility of each student of the University to know both the specific requirements of the graduate degree for which he/she is registered as well as the rules, regulations and policies of the University and the relevant academic unit.

3.1.4 It shall be the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the graduate degree sought.

3.1.5 Every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University and of the relevant academic unit.

3.1.6 Each student is required to acquaint himself/herself with the general information outlined in this Handbook and any relevant information from the academic unit(s) in which he/she is enrolled. Students may consult their Head of Department or the Dean of Graduate Studies for additional information.

3.1.7 Exemption from any of these General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the Board of Graduate Studies and the appropriate School/Faculty Board.

3.1.8 The University reserves the right to change rules, regulations and policies, as well as programme and course requirements outlined in this handbook without prior notice.

3.1.9 Further information relating to the content of this Handbook may be found on the University's website – www.ug.edu.gh

3.2 GENERAL REQUIREMENTS FOR ADMISSION

3.2.1 APPLICATION

3.2.1.1 Applications for admission to programmes shall normally be through an online facility. Forms for three referees' reports, transcripts and doctoral research proposal, certified copies of

certificates shall be provided along with the main application forms. However, in exceptional cases, completed application forms, referees' reports, transcripts and certified copies of certificates shall be sent directly to the Dean, School of Graduate Studies or submitted by the applicant in a sealed, signed and stamped envelope.

- 3.2.1.2 Applicants may, in exceptional cases, request for application forms from the School of Graduate Studies through the same address stated below for submission of completed application forms.

3.2.2 SUBMISSION OF APPLICATION

- 3.2.2.1 Application forms shall normally be submitted on-line. Where the completed application forms must be submitted in hard copy, the physical/postal address to which the documents should be sent is:

The Dean of Graduate Studies
Frederick Marfo Memorial Building
University of Ghana
P.O. Box LG 571
Legon, Ghana
E-Mail - dgs@ug.edu.gh
Telephone - (233-030) 2500793 (Office of the Dean)
(233-030) 2925798 (Admissions Office)

- 3.2.2.2 Applications shall be considered in the first instance by the academic unit in which the applicant wishes to study.
- 3.2.2.3 The academic unit shall satisfy itself of the suitability of the candidate and the availability of physical, material and human resources for the successful completion of the candidate's work. An interview and/ or a qualifying examination may be administered by the Department/ Centre/Institute to determine the suitability of an applicant.
- 3.2.2.4 The Head of the academic unit shall submit in writing to the Board of Graduate Studies a statement on the suitability or otherwise of each applicant.

3.3. ADMISSION REQUIREMENTS

Admission requirements and progression in the PhD programme are outlined below:

3.3.1. Candidates applying with a first degree.

- i. Candidates with a good first degree may apply for admission into a PhD programme.
- ii. The first degree holder applicants will be given conditional admission letters by the School of Graduate Studies.
- iii. They shall take prescribed courses (Level 600 courses) in the first year.
- iv. On completion of the Level 600 courses, candidates will be assessed, and may progress into PhD depending on performance;

- v. Candidates who are not able to progress into PhD will undertake their MPhil thesis research and on successful completion, will be awarded an MPhil degree.
- vi. Candidates who progress into PhD will be given conditional admission into the PhD programme. They shall take Level 700 courses and continue to fulfill the requirements as outlined in Section 3.3.2.
- vii. Candidates who are unable to meet the criteria for the M.Phil degree may be offered the option to undertake an MA/MSc. dissertation. They will be awarded MA/M.Sc. degree upon successful completion.

3.3.2. Candidates applying with a Master's degree

(e.g. MA/MSc/MPH/MBA/MPhil)

- i. Candidates with a Masters degree may apply into a PhD programme.
- ii. Such candidates will be given conditional admission letters by the School of Graduate Studies.
- iii. They shall take prescribed courses (Level 700 courses) in Year 1 as well as "make-up courses", as necessary, in Years 1 and 2.
- iv. Candidates will be assessed on successful completion of the prescribed courses, and may progress to the PhD depending on performance.
- v. Candidates who qualify to progress to PhD will be admitted to the PhD programme.
- vi. Candidates who are unable to meet the criteria may be offered the option to do an MPhil, in which case, they shall proceed to undertake an MPhil thesis research.

3.4 PROCEDURE FOR ADMITTING APPLICANTS INTO PHD PROGRAMMES

The procedures outlined below shall be followed in admitting applicants into all PhD programmes.

3.4.1 Entry point (screening at Academic Unit level)

Persons applying to pursue a programme leading to the award of a PhD shall:

- i. Take an entrance examination, comprising a written examination and an oral presentation and;
- ii. Attend an interview organized at the departmental level by the Departmental Graduate Studies Committee.

3.4.2. Progression from Course Work to PhD

Students will progress to the PhD candidature after passing written examination on their course work and comprehensive examination (3.11.2).

3.4.3. Year Two Programmes – Experiential Research Learning

3.4.3.1 All PhD candidates shall be required to spend 6 to 12 months of the PhD Year 2 in an internship or experiential learning programme. The opportunities and types of projects or activities available will vary from one Academic Unit to the other.

3.4.3.2 Each Academic Unit in consultation with the candidate shall provide details of what the student will do within the internship Year to the School of Graduate Studies. This must be submitted before commencement of experiential research learning programme.

3.4.3.3 Within six weeks to the end of Year 2, the student shall produce a written report and present a seminar (Seminar 2) on what she/he has done during the year. The report and seminar shall be graded by the Departmental Graduate Studies Committee and the student's supervisor(s) and the grade shall be submitted to the School of Graduate Studies.

3.4.3.4 The list below gives examples of the activities that students may undertake in the internship year.

- i. Attachment to industry or professional placement for a period
- ii. Internal arrangements to attach PhD students to ongoing projects
- iii. Participation in colloquia, conferences, seminars to present papers
- iv. Development of research proposals
- v. Working with Professors on specific projects
- vi. Acquiring specific techniques and expertise
- vii. Development of methodologies to be used in the PhD research
- viii. Development of experimental protocols
- ix. Participation in special courses in transferrable skills
- x. Participation in doctoral academy modules
- xi. Visit partner universities/laboratories to participate in selected programmes or research
- xii. Participate in laboratory rotations where applicable
- xiii. Action research (e.g. community projects) in the humanities

3.5 COURSE OF STUDY

A candidate who is admitted to a graduate programme shall be required to follow the approved course of study over the prescribed period. Students must be regular and punctual for their academic work over the period of their candidature in the academic unit unless otherwise permitted by the Head in writing.

3.6 ACADEMIC SESSION

The regular academic session shall comprise two semesters, as follows:

First Semester - August - December
Second Semester - January/February - May/June

There shall be two enrolment sessions in January and August of the same year.

3.7 GRADUATE STUDIES COMMITTEE

3.7.1 A Graduate Studies Committee shall be set up in each academic unit offering graduate programmes with the core responsibility of overseeing all aspects of graduate programme delivery in the academic unit.

3.7.2 The functions of the Committee shall be to:

- i. advise the students in the selection of courses and formulation of thesis areas and titles, and dissertation titles.
- ii. recommend thesis/dissertation supervisors.
- iii. submit at the end of each semester progress report on each student to the Board of Graduate Studies through the Head of the academic unit.
- iv. keep under review and make proposals for the overall development of graduate programmes in the Department.
- v. ensure the timely submission of dissertation/thesis areas and titles through the Head of the academic unit to the School Board.

3.7.3 The Graduate Studies Committee shall be chaired by a full time faculty of professorial rank from the academic unit.

3.8 REGISTRATION AND ORIENTATION

3.8.1 The University requires all fresh students to report at least one week before the commencement of the academic year to go through a process of registration and orientation.

3.8.2 Orientation is compulsory for all fresh students. Registration also takes place at the same period, concurrently with orientation.

3.8.3 All students must register every semester for courses prescribed by their academic unit(s) within the specified period set aside for registration.

3.8.4 No student is permitted to register for more than one programme at the same time within or outside the University.

3.8.5 All students are required to register through the self-help on-line registration facility and submit proof of registration to the School of Graduate Studies and the relevant department(s).

- 3.8.6 A penalty as may be determined by the Academic Board from time to time shall be imposed on any student who fails to register during the normal time stipulated for registration by the University.
- 3.8.7 A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.
- 3.8.8 No student shall be permitted to register by proxy. The registration of those involved (the agent and potential beneficiary) shall be nullified. This means that they cannot pursue studies for that academic year. The University reserves the right to prosecute agents who are not students of the University of Ghana.
- 3.8.9 All students must register every semester for courses prescribed by their academic unit(s). Doctoral candidates who have progressed to the research part and whose programmes do not involve course work must register at the beginning of every year throughout the approved duration of their programmes.

3.9 DURATION OF STUDY PROGRAMMES

3.9.1 Duration of programmes

The following shall normally be the duration for the completion of doctorate degree programme.

Full-Time: 4 years

Part-Time: 6 years

3.9.2 Extension of Registration

- i. Four (4) weeks to the expiry of the normal period for a postgraduate programme, a PhD student who has still not been able to complete the programme may apply for extension of studentship and may be granted approval for periods not exceeding the following:

Full-Time Programmes: 2 years

Part-Time Programmes: 1 year

- ii. **There shall be no further extension of time beyond the above durations.**

- iii. Applications for extension must be supported by duly endorsed progress reports and a recommendation from the supervisor(s) and Head of Department.

3.10 GRADUATION REQUIREMENTS

A PhD student shall be required to satisfy the following requirements to be eligible for graduation:

Course work	-	18 – 24 credits
Four (4) Seminars (3 credits each)	-	12 credits
Thesis	-	45 credits
Total	-	75 – 81 credits

3.11 STRUCTURE OF PROGRAMME

3.11.1 Course work component

- i. The course work component is designed to ensure that students acquire academic and methodological training at the highest level. These courses are expected to build up on knowledge acquired from Master's level courses with more practical and interactive training. PhD programmes shall have defined fields of specialization.
- ii. The course work component will consist of a minimum of 18 and a maximum of 24 credits. A minimum of 18 credits must be passed and this must include all core courses for the programme. There shall be four core courses (two in each semester). Up to six (6) credits could be earned from level 600 and not more than three (3) credits from level 300 or 400.
- iii. The coursework component is expected to improve skills in scientific theory, research methodology, qualitative and quantitative analyses. The component will be made up of Core and Elective courses. Each course will normally carry three (3) credit units. Three (3) courses, two (2) of which must be in advanced research methodology, qualitative and quantitative analyses must be included in the core or mandatory courses. For full-time students, it is recommended that the course work component is completed during the first year of the PhD programme, while part-time students have up to two years to complete this component.
- iv. The Graduate Studies Committee, supervisors and Head of Department in consultation with the student will decide on most relevant courses based on their previous academic record and proposed area of specialization.
- v. Evaluation of course shall be by a variety of means including term papers, seminar presentations, end of semester examination and other formal and informal interactions.
- vi. A student who fails a course shall be given a second opportunity to re-take the course at the next available offering. Students shall be given one opportunity only to re-take a failed course. If the student is unable to redeem a failed core course at the second attempt, he/she shall be withdrawn from the PhD programme.

3.11.2 Comprehensive Examination

Departments shall organize comprehensive examinations for each doctoral student after successfully completing course work. Students must pass the comprehensive examination before proceeding to the next level.

The comprehensive examination shall be conducted in line with the following guidelines:

3.11.2.1 Timing

The Comprehensive Examination shall be completed by each PhD student within eight weeks of the commencement of the first Semester of Year 2 of the student's PhD programme. The schedule of the examination for each student shall be agreed by the Departmental Graduate Studies Committee and communicated in writing to the student and the Head of Department/Academic Unit on or before the first day of the first Semester of Year 2 of the PhD programme.

3.11.2.2 Format

The PhD Comprehensive Examination shall be made up of three components, namely:

- a written examination,
- submission of a review paper or research proposal; and
- an oral examination.

The Comprehensive Examination shall be conducted in three stages within a period spanning a maximum of two weeks (starting from the date of the written examination and ending with the oral examination) as defined below. The grading of all three components of the examination shall follow the grading system defined by the School of Graduate Studies for post-graduate degree examinations.

i. The Written Examination

The Written Examination shall:

- cover theory and methodology in the general discipline;
- consist of 3-5 questions on a range of topics (the number of questions to be answered by the student(s) shall be determined by the examiners).

The Mode of Examination shall be any one of the following:

- in-class open book examination (at least three hours); or
- in-class closed book examination (at least three hours); or
- take-home examination (maximum one week allowed).

An Academic Unit/Department shall decide to adopt any one of the three modes above for any particular cohort of students. The topics (but not the questions) may be given to the students ahead of time if the Academic Unit /Department so decides.

ii. Review Paper/Research Proposal

Each PhD student shall be required to submit:

- a publishable review paper; or
- a research proposal on a specific research question (this must not be the same as the student 's intended thesis proposal).

The choice of (i) or (ii) above shall be agreed between the Departmental Graduate Studies Committee, the student and his/her Advisor/Principal Supervisor on completion of the Year 1 course work examinations.

The length of the review paper or research proposal shall normally be 5,000 - 8,000 words; Font size 12, Times New Roman, Double spacing.

The student shall submit three copies of the review paper/research proposal to the examiners through the Head of the relevant Department/Academic Unit at least one week prior to the date of the written examination.

The examiners shall grade the review paper/research proposal and bring this to the oral examination.

iii. Oral Examination

The oral examination shall test the student on:

- general knowledge of the discipline; and
- the review paper or research proposal.
- Specific area of intended research for PhD.

A department/academic unit may choose to organize the oral examination at the departmental level, open to all academic staff of the department (but only the examiners shall grade the student 's performance); or as an interaction between the student and the examiners.

The examiners shall score the candidate's performance in the oral examination

3.11.2.3 Examiners

All examiners appointed to examine the PhD Comprehensive examinations shall be PhD holders and shall not be below the rank of a Senior Lecturer.

i. Written Examination

There shall be two examiners constituted by the Departmental Graduate Studies Committee, comprising the student's Advisor/Principal Supervisor and one other senior faculty (Senior Lecturer and above) in the relevant discipline/specialization, who will set the examination paper and mark independently.

ii. Oral Examination

The panel for the oral examination shall be constituted by the Departmental Graduate Studies Committee and shall comprise three (3) examiners including the student's Advisor/ Principal Supervisor and the Chair of the Departmental Graduate Studies Committee.

3.11.2.4 Grading

At the end of the oral examination, the examiners shall compile the student's scores in the written examination, the review paper/research proposal and the oral examination, and discuss these to arrive at a decision on a PASS (60% or above) or FAIL (less than 60%). The outcome of the examination shall be communicated by the Chair of the Departmental Graduate Studies Committee to the student and to the Dean of the School of Graduate Studies through the Head of the relevant Department/Academic Unit not more than one week from the day of the oral examination.

3.11.2.5 Repeating the Comprehensive Examination

A student who does not pass the Comprehensive Examination shall be given only one more chance to re-take the examination, and this must be taken before the end of the first Semester of the PhD Year 2. A student who fails the Comprehensive Examination after the second attempt shall be withdrawn from the PhD programme.

3.11.2.6 PhD Candidate

On passing the Comprehensive Examination, the Dean of the School of Graduate Studies shall confirm the status of the student as a PhD candidate. Notification will be sent to the candidate through the head of academic unit.

3.11.3 Seminar Component

- i. Every PhD candidate shall be required to attend seminars and also present four (4) seminars beginning from the second year of the period of candidature. Each seminar shall carry three credit units. There shall be two seminar presentations in year two (2), one in year three (3) and a final one in year four (4). The breakdown of the four seminars is as follows:

Year 2 – Seminar 1 Research Proposal

Year 2 – Seminar 2 Experiential Research Learning
Year 3 – Seminar 3 Thesis Progress Report
Year 4 – Seminar 4 Provisional Thesis Findings Report

ii. **Research Proposal Seminar:**

All students must formally defend their research proposal to ensure that the Proposed work is relevant, meaningful, viable, feasible and capable of being completed within timeframe and resource constraints. Students shall prepare a proposal to the satisfaction of the supervisory committee. The student will present the proposal at the first seminar (Seminar 1) to the departmental Graduate Studies Committee, academic staff in the discipline and supervisory committee. The student must pass (obtain 60% or above) the seminar presentation. A student who fails the proposal seminar after the second attempt shall be withdrawn from the PhD programme.

iii. **Experiential Research Learning Seminar:**

A student will be required to undergo practical training in research work and present a report and a seminar on his/her experiential learning at the end of the second year.

iv. **Thesis Progress Report Seminar:**

A student will be required to present progress report on his/her research.

v. **Provisional Thesis Findings Report Seminar:**

A student will be required to present preliminary findings from his/her research.

3.11.4 Thesis Component

A PhD thesis prepared and presented for examination must bring out the ability of the candidate to conceive of and conduct independent research and skills in organizing and presenting findings on a topic in a specific field. The thesis shall be assigned forty-five (45) credit units.

The thesis format must comply with the guidelines for preparing graduate thesis. Article-style thesis will also be accepted for doctoral candidates whose completed thesis will consist of a number of journal-style manuscripts or articles. This must be an option approved for a Department or Programme by the School of Graduate Studies. Such thesis must show a unification of a sequence of articles of publishable quality around a theme, which is the student's original work. Article-style thesis must be based upon research carried out by the student while at University of Ghana. The student must be the first author or equivalent for each article included in the thesis.

3.11.5 Summary of programme structure

A total of 75-81 credit units would be required for graduation. The breakdown is as follows:

<u>Structure of Full-time Programme</u>	<u>Structure of Part- time Programme</u>
Year 1	Years 1 and 2
Semester 1 courses (9-12 credits)	Course work (18-24 credits)
Semester 2 courses (9-12 credits)	
Year 2	Year 3: Seminar 1 (3 credits)
Seminar 1 (3 credits)	Thesis
Seminar 2 (3 credits)	
Thesis	Year 4: Seminar 2 (3 credits)
Year 3	Thesis
Seminar 3 (3 credits)	
Thesis	Year 5: Seminar 3 (3 credits)
Year 4	Thesis
Seminar 4 (3 credits)	
Thesis (45 credits)	Year 6: Seminar 4 (3 credits)
	Thesis (45 credits)
Total Credits: 75-81	Total Credits: 75-81

3.12 INTERRUPTION OF STUDY PROGRAMME

- 3.12.1 A student registered for the graduate programme shall not break his/her programme of study for more than two continuous semesters. This means that a student may interrupt his/her study programme for two continuous semesters only.
- 3.12.2 All interruptions must be by express written permission from the Dean of Graduate Studies. A student shall apply **at least four weeks in advance** to the Dean of Graduate Studies through the Head of Department, stating reasons why he/she wants to interrupt his/her study programme. The student shall obtain written permission from the Dean of Graduate Studies before he/she leaves the University. The Dean of Graduate Studies, in giving approval, may consult with the Dean of the appropriate School and the Counselling and Placement Centre, where necessary.
- 3.12.3 Interruption of programme is permissible on health grounds if it is supported by a medical report. The report may require certification by the Director of Health Services of the University of Ghana.

3.12.4 A student who breaks his/her studies without permission for more than two continuous semesters shall be deemed to have lost his/her studentship.

3.12.5 A student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, such a student shall be withdrawn from his/her registered programme.

3.13 APPLICATION FOR RE-ADMISSION

3.13.1 Loss of studentship resulting from interruption of study

A student who loses his/her studentship as provided under 3.12.4 may be allowed to apply for re-admission to the University.

3.13.2 Students who fail the thesis component of the PhD degree programme

- i. Where a student's thesis is declared a failure, the candidate may be allowed to apply for re-admission to his/her programme within a period not exceeding one year from the date of declaration of results.
- ii. A student who fails the thesis component and has applied for re-admission may be granted waiver of course work, comprehensive examination and experiential research learning components.

3.13.3 Lapsed Studentship

- i. Where a candidate fails to complete the thesis within the required period including extension, the lapsed thesis cannot be submitted.
- ii. The candidate may wish to apply for re-admission in line with the procedure outlined in the case of a candidate who failed the thesis component of his/her programme.
- iii. Only candidates who have satisfied all course work requirements shall be considered for re-admission.

3.13.4. All applications for re-admission must be made by completing the appropriate postgraduate application form during the normal admissions season only and shall be considered for admission at the next intake.

3.13.5 There shall be only one opportunity to apply for re-admission.

3.14 TRANSFER OF CREDITS

3.14.1 Candidates approved for PhD degrees may, on the basis of official transcripts, be allowed to transfer credits earned from a taught doctoral degree programme. A student may get a waiver for the coursework if the contents of the course work component of the doctoral degrees are comparable.

3.14.2 A candidate who completes part of the coursework in another University may be offered admission on the basis of credits transferred to the University of Ghana, provided:

- i. The contents of such programmes are deemed comparable and satisfy the course requirements of the Department and Faculty/School in which he/she seeks to pursue his/her studies.
- ii. The candidate shall take any additional courses as may be required by the Department and Faculty/School.
- iii. Such transfers may be considered only after admission of student into programme.

3.15. COURSE CREDITS

3.15.1 One (1) course credit shall be defined as one hour lecture, or one hour tutorial, or one practical session (of 3 hours), or three hours of fieldwork per week for a semester in line with general University policy.

3.15.2 No graduate taught course shall be more than four (4) credit hours.

3.16 CODING AND NUMBERING OF COURSES

3.16.1 All graduate degree courses shall have letter and number codes beginning with four letters signifying a Department or programme/subject, followed by a three-digit number in the ranges 700-799.

3.16.2 The third digit in the number code shall be:

- i. zero (0), for a course that is offered in both semesters,
- ii. odd (1, 3, 5, 7, or 9) for a course offered in the first semester,
- iii. even (2, 4, 6, or 8) for a course offered in the second semester.

3.17 SUPERVISION OF PHD STUDENTS

3.17.1 A potential Principal or Lead Supervisor must be identified for all PhD students before they begin their programme through discussions with the Student, potential supervisor(s) and the Departmental Graduate Studies Committee. Each PhD student must be assigned an Advisor who may or may not be a Supervisor, but who will

provide mentorship and guidance to the student. An advisor must be of professorial rank.

3.17.2 A Supervisor must have taught or carried out research in a university or an equivalent institution for at least 2 years and have a record of research work and publications.

3.17.3 Accreditation of Supervisors

All supervisors of doctoral candidates shall be accredited by the Board of Graduate Studies. For this purpose, a form for accreditation of supervisors shall be completed by the Head of Department for approval by the Board of Graduate Studies through the appropriate Faculty/School Board.

3.17.4 A Supervisory Committee of two (2) to four (4) members drawn from the Department, a local or foreign University, a cognate academic unit or research institute shall be set up and chaired by a Lead Supervisor. The Committee shall advise the student(s) on all thesis-related matters. The Lead Supervisor must be from the department where the candidate is registered.

3.17.5 It shall be the duty of the Supervisors to hold formal supervisory committee meetings at least twice a semester. Supervisors must submit reports to the Dean of Graduate Studies through the Head of Department at the end of every semester.

3.17.6 The supervisory committee shall be made up of only holders of doctoral degrees or faculty of professorial rank, and at least two members of the committee shall be of a rank not below Senior Lecturer.

3.18 APPROVAL OF THESIS AREAS, TITLES, SUPERVISORS AND EXAMINERS

3.18.1 Thesis areas, names and addresses of Supervisors shall be recommended by the Departmental Graduate Studies Committee and submitted before the commencement of the programme to the School and College Boards.

3.18.2 The final thesis titles, names and full contact details of supervisors, internal and external examiners shall be submitted to the Board of Graduate Studies not later than the beginning of the second semester of the year of completion for approval.

3.18.3 Accreditation of Examiners

All examiners of doctoral students shall be accredited. For this purpose, a form for accreditation of examiners shall be completed by the Head of Department for approval by the Board of Graduate Studies.

3.18.4 Appointment of External Examiners

All external examiners shall be appointed by the Academic Board on the recommendation of departments through the appropriate School Boards and College Boards to the Board of Graduate Studies. As part of the appointment process, both the full and abridged curriculum vitae of external examiners nominated shall be submitted to the School of Graduate Studies.

3.18.5 Teaching faculty for graduate programmes

Teaching faculty for graduate courses must normally be PhD holders or of professorial rank.

3.19 GRADING SYSTEM FOR COURSE WORK

3.19.1 A student's performance in a course shall be graded as follows:

<u>Grade</u>	<u>Marks (%)</u>	<u>Interpretation</u>	<u>Grade Point</u>
A	80 - 100	Excellent	4.00
B+	70 - 79	Very Good	3.50
B	60 - 69	Good	3.00
C	50 - 59	Pass	2.00
D	30 - 49	Fail	1.50
F	0 - 29	Fail	1.00
Z	-	Disqualification	
I	-	Incomplete with justification	
Y	-	Continuing	
X	-	Incomplete without justification	

3.19.2 **Grade Point (GP):** Each Grade shall be assigned equivalent grade point as indicated above. The number of (grade) points earned by a student for each course completed is computed as the product of the number of credits for the course and the grade point equivalent of the grade obtained in that course.

3.19.3 **Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average shall be calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

3.19.4 **Final Grade Point Average (FGPA):** The FGPA shall be the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

3.20. DEFINITION OF GRADES

3.20.1 **Pass Grades:** Grades A, B+, B and C constitute **Pass** grades.

3.20.2 **Failure Grades:** Grades D, F, X, Z constitute **Failure** grades.

3.20.3 **Continuing:** A grade Y (for **Continuing**) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.

3.20.4 **Non-Completion of Course**

- i. A grade I (for **Incomplete**) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Graduate Studies as acceptable. Such a student shall be expected to complete the course the very next time the course is available.
- ii. A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Graduate Studies as unacceptable.

3.20.5 **Disqualification**

- i. A grade Z denotes **Disqualification** from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.
- ii. A candidate awarded a grade Z may be barred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University.
- iii. A grade Z may be awarded only by the Board of Graduate Studies.

3.21 **ELIGIBILITY FOR EXAMINATIONS**

- 3.21.1 A student shall attend all such lectures, tutorials, seminars and practical and undertake all other activities and assignments as approved by the University for his/her programme.
- 3.21.2 Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course.
- 3.21.3 Any student who is absent for a cumulative period of 25 percent from lectures, tutorials, practical and other assignments prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.

3.22 **REGISTRATION FOR EXAMINATION**

- 3.22.1 Registration for a University Examination shall require the endorsement of the Registration Form by the Head of Department to the effect that the candidate has satisfactorily pursued the approved course(s) of study in each of the subjects offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.
- 3.22.2 Endorsement as in (3.22.1) shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study. In the event of the withholding of an endorsement, the Head of Department shall request the appropriate School Board to confirm the action taken, and subsequently communicate same to the Board of Graduate Studies for a final decision.

3.23 STUDENT IN GOOD STANDING

3.23.1 A student in good standing shall be one who would have passed a minimum of 18 graduate level credits and obtained a Cumulative GPA of at least 2.50 at the end of the second semester of Year One (full time students) or the second semester of Year Two (part time students).

3.23.2 Where a student does not pass the required minimum of 18 graduate level credits as stated in 3.23.1 above, he/she shall be deemed not to be in good standing and shall be asked to withdraw.

3.24 RE-TAKING COURSE WORK

3.24.1 If a candidate obtains the minimum number of 18 credits required at the end of Year One but fails in **not more than two core courses**, he/she must pass all such core courses in the second year before taking the comprehensive examination. The student may proceed with the experiential research learning component.

3.25 DEFERMENT OF EXAMINATION

3.25.1 On grounds of ill-health

A student, who has satisfied all the requirements as specified in Section 3.22 but is unable to take the end of semester examinations on grounds of ill health, shall, on application to the Dean of Graduate Studies, and on provision of a Medical Certificate issued or endorsed by the Director of University of Ghana Health Services, be permitted to defer the examinations, and be allowed to take them at the next offering.

3.25.2 On grounds other than ill-health

In case of deferment on grounds other than ill-health, the student shall apply to the Dean of Graduate Studies through the Head of Department stating reasons why he or she wishes to defer the examination. Upon approval, the student must take the examination at the next offering.

3.25.3 In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Dean of Graduate Studies.

3.26 FEES

3.26.1 Fees for tuition, research, residence and examination shall be paid at rates prescribed by the Academic Board, and are subject to annual review.

3.26.2 No candidate shall be admitted to an examination unless he or she has discharged all obligations owed to the University, including payment of the appropriate tuition, research, residence and examination fees.

3.27 SUBMISSION OF THESIS FOR EXAMINATION

3.27.1 The Head of academic unit shall submit the thesis titles of all PhD candidates to the

appropriate School Board and the Board of Graduate Studies for approval in accordance with the provisions under 3.18. After the title of the thesis has been approved, it may not be changed except with the written permission of the Board of Graduate Studies on the recommendation of the Department and the appropriate School and College Board.

3.27.2 After completing his/her course of study, the candidate shall submit to the Board of Graduate Studies through the Head of Department a thesis which shall comply with the following conditions:

- i. Each copy of the thesis shall be signed by the candidate and the Supervisors/Supervisory Committee.
- ii. A thesis not signed as such must be accompanied by a letter explaining the reason for the thesis not being signed.
- iii. At least 60 per cent of the thesis submitted must have been done subsequent to the registration of the student as a candidate for the doctoral degree.
- iv. Unless otherwise specified, the thesis shall normally be written in English.
- v. The presentation of the thesis must conform to the prescribed format (Appendix I).
- vi. A thesis submitted for a doctoral degree shall consist of the candidate's own account of his/her research. There shall be a Declaration to the effect that the thesis is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with the candidate's Supervisor provided that the candidate states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor.
- vii. Work done conjointly with persons other than the candidate's Supervisor shall be accepted as a thesis in special cases only; in such cases, the approval of the School Board and of the Board of Graduate Studies shall be required.
- viii. A thesis for the Doctoral degrees must make a significant and substantial contribution to knowledge.
- ix. A candidate shall not be permitted to submit a thesis for which a degree has been conferred in this or any other university. However, a candidate shall not be precluded from incorporating published work based on the thesis research.
- x. A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis.

3.28 LAPSED THESIS

- xi. Where a candidate fails to complete a PhD thesis within the required period including extension, the thesis shall be deemed to have lapsed and cannot be submitted.
- xii. Such a candidate may, however, apply for re-admission to his/her programme. If recommended by the Department for re-admission, the candidate shall be admitted for two years to submit a PhD thesis.

3.29 EXAMINERS AND DETERMINATION OF RESULTS

3.29.1 Doctoral Thesis Supervision

Faculty members pursuing graduate degrees in the University of Ghana or other institutions cannot supervise other graduate students.

3.29.2 Doctoral Thesis Examination

- i. A panel comprising three (3) Examiners shall be appointed by the Academic Board on the recommendation of the School Board and the Board of Graduate Studies to examine a thesis submitted for a Doctoral degree. The panel shall consist of two External Examiners and one Internal Examiner.
- ii. No supervisor shall normally be appointed as an examiner for their students' theses. In exceptional cases, one supervisor other the Principal may be appointed as an Internal Examiner.
- iii. A doctoral candidate shall not be examined by a non-doctoral degree holder, unless such an examiner is of professorial rank and has expertise in the candidate's area.
- iv. Where examiners are appointed from cognate departments or affiliate institutions, their status shall be deemed as Internal Examiners.
- v. Faculty members pursuing graduate degrees cannot examine other graduate students.
- vi. All external examiners shall be of at least Senior Lecturer grade.

3.29.3 Grading System for Thesis

- i. A student's performance in a thesis shall be graded as follows:

<u>Grade</u>	<u>Mark (%)</u>	<u>Interpretation</u>
A	80 - 100	Excellent
B+	70 - 79	Very Good
B	60 - 69	Good
C	50 - 59	Referred
D	0 - 49	Fail

- ii. A candidate who is scored grade "A" by all examiners shall be awarded Distinction in the thesis.
- iii. A separate report, duly signed, shall be submitted by each Examiner to the Board of Graduate Studies in respect of a thesis.

- iv. The Examiners' reports on a thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject of his/her thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the thesis makes original and substantive contribution to the subject area of research.

3.30 Oral Examination for Doctoral Candidates

- 3.30.1 A candidate who submits a thesis for a PhD/MD/DPhil degree shall be examined orally and the oral examination shall be conducted only after the thesis has been passed.
- 3.30.2 For this examination, a panel comprising no fewer than three including, normally, one Internal Examiner of the thesis and at least one External Examiner of the thesis shall be appointed by the Academic Board on the recommendation of the School Board and the Board of Graduate Studies.
- 3.30.3 The Chairman of this panel must be a person other than the candidate's Supervisor or Examiner.
- 3.30.4 In addition to the examiners, the panel may be expanded to include experts in the candidate's field of research, as well as experts in cognate disciplines.
- 3.30.5 The Dean of the relevant School or his/her representative shall chair the oral examination.
- 3.30.6 The panel shall indicate in its report whether the candidate passed or failed.
- 3.30.7 The Dean of the School of Graduate Studies or his/her representative shall be in attendance at all doctoral oral examinations. He/she shall ensure compliance with the relevant regulations governing the conduct of the oral examination (**see Appendix III for the format for conducting PhD oral examinations**).
- 3.30.8 If a candidate for the PhD/MD/DPhil degree fails to satisfy the Examiners at the oral examination, the panel may recommend to the Board of Graduate Studies that the candidate be permitted to submit to a further oral examination within a period not exceeding 6 months.
- 3.30.9 The results of the oral examination shall be communicated to the candidate immediately after the examination.

3.31 DETERMINATION OF DOCTORAL THESIS RESULTS

- 3.31.1 The Board of Graduate Studies shall review the recommendations of the examiners in the following manner:

follows:

- i. Where all three (3) examiners pass the thesis and the oral examination, the Board shall normally decide to pass it, subject to corrections,
- ii. If a doctoral thesis is failed or referred by one of the three (3) examiners, the Board shall review the nature of the fail or referral grade and decide either to pass, refer or fail the thesis.
- iii. A doctoral thesis referred by two (2) or more examiners shall be referred.
- iv. A doctoral thesis failed by two or more examiners shall fail.
- v. If a candidate fails to satisfy the Examiners at a second oral examination, the thesis shall fail.
- vi. **A plagiarized doctoral thesis shall be rejected and the candidate shall be deemed to have failed.**

3.32 DEADLINES FOR SUBMISSION OF REVISED THESES

3.32.1 A doctoral thesis passed subject to correction shall be submitted to the School of Graduate Studies through the Head of Department within two (2) months.

3.32.2 If a student fails to submit a doctoral thesis passed subject to correction within two months, the following sanctions shall apply:

- i. up to three months default:- 50 per cent of fees for extension shall be charged.
- ii. three months to six months default:- full fees for extension shall be charged.
- iii. beyond six months default:- candidature shall be deemed to have lapsed and student may request for re-admission and pay appropriate fees (fees for the current academic year) before thesis can be submitted.
- iv. beyond one year, a student shall not be allowed to renew his/her candidature.

3.32.3 If a thesis submitted for a doctoral degree is **referred**, the candidate may be permitted to re-submit it in a revised form within twelve months. Where a thesis submitted for a PhD degree is referred and is being resubmitted, the candidate shall be required to **re-register** and pay the appropriate fee(s). The re-submitted thesis shall reflect the new date of submission.

3.32.4 Where a candidate's thesis is declared a **failure**, the candidate may apply for re-admission to his/her programme. Such re-application shall be processed in accordance with the provisions under 3.13. Such application shall be referred to the relevant Head of Department for re-admission for comments and if recommended by the Department, the candidate shall be re-admitted to repeat the thesis component of his or her programme for two years. **An application made after one (1) year from date of failure decision shall not be approved.**

3.33 ASSESSMENT OF DPHIL PUBLICATIONS

3.33.1 A DPhil candidate shall score a minimum of sixty percent in all the assessment

criteria from all three assessors to be eligible to undertake an oral examination (see Appendix V for assessment criteria).

3.33.2 A DPhil candidate whose publications are passed by all three assessors as in (i) above, and who also passes the oral examination shall normally be declared eligible for the award of the DPhil degree.

3.33.3 A DPhil candidate failed by one or more assessors in any of the assessment criteria shall fail.

3.33.4 If a candidate is passed by all three (3) assessors but fails the oral examination, he/she shall fail.

3.34 **DECLARATION OF RESULTS**

3.34.1 The results of the written papers of the PhD Examinations shall normally be declared within four (4) weeks, but not later than eight (8) weeks from the end of examinations.

3.34.2 The results of doctoral thesis shall normally be declared when all the examination processes are completed.

3.35 **REVIEW OF WRITTEN EXAMINATION**

3.35.1 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by the submission of an application to the Dean of Graduate Studies through the Head of Department and pay a review fee which shall be three times the normal Examination Fee.

3.35.2 An application for a review shall be submitted to the Dean of Graduate Studies through the Head of Department not later than 21 days after the release of the said results and shall state the grounds for review.

3.35.3 No action shall be taken on an application, which is submitted outside the time stipulated above. Review shall not proceed unless the Review Fee has been fully paid.

3.35.4 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.

3.35.5 In the light of the review, the Board of Graduate Studies may authorize the Registrar to amend the results previously released as appropriate.

3.35.6 If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Graduate Studies may prescribe further sanctions which may include barring the complainant from University examinations for a stated period or an indefinite period.

3.36 **PUBLICATION OF RESULTS**

3.36.1 The Head of Department shall be required to publish provisional results of course work (in letter grades), with copies to the Dean of Graduate Studies within four (4) weeks of the following semester.

3.36.2 Results of examinations taken at the end of each Semester shall normally be published by the Registrar during the following Semester.

3.36.3 A result slip indicating the student's performance in the examination shall be made available to the student by the Registrar.

3.36.4 Results of graduate degree programmes shall normally be published as follows:

i. The Date of Award for Thesis submitted between 1st January to 31st July shall be July of the year of submission.

ii. The Date of Award for Thesis submitted between 1st August and 20th December shall be December of the year of submission.

iii. Where a candidate re-sits a failed course and passes it after submission of his/her thesis, the date of award shall not precede the date of passing written examination.

3.37 **ELIGIBILITY FOR THE GRADUATE DEGREE**

A higher degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved course of study over the period, and who has fulfilled both the University and School/Departmental requirements.

3.38 **AWARD OF DEGREE**

3.38.1 A doctoral degree shall not be conferred on a candidate unless the Examiners are satisfied that the thesis is worthy of endorsement as a thesis approved for appropriate higher degree.

3.38.2 The result of examinations held in connection with the award of doctoral degree shall be laid before the Academic Board for approval. Thereafter, the degree shall be conferred under the seal of the University upon each successful candidate at a Congregation of the University assembled for the purpose.

3.38.3 Candidates shall qualify for graduation at a congregation if they have satisfied all the requirements for graduation by the end of the previous academic year. A candidate who could not fulfill all the requirements by the end of the previous academic year but does so in the first semester of the ensuing academic year shall be eligible for the next graduation.

3.38.4 Candidates who intend to be presented at a Congregation must submit the corrected version of their theses for publication not later than four (4) weeks preceding the Congregation.

3.39 CANCELLATION OF AWARD

3.39.1 Notwithstanding previous confirmation of an award of a degree, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the University with false qualifications;
- ii. a candidate had impersonated someone else;
- iii. a candidate had been guilty of an examination malpractice for which a Grade Z would have been awarded;
- iv. a candidate has plagiarized material in his/her thesis/dissertation. (All references to other people's work must be duly acknowledged in a student's dissertation or thesis. Failure to do so would be regarded as an act of plagiarism.)
- v. that there are other reasons that would have led to the withholding of confirmation of the award in the first place.

3.39.2 In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

3.40 TRANSCRIPT OF ACADEMIC RECORD

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall record all courses attempted and all results obtained.

APPENDICES

4. APPENDIX I: FORMAT OF THESIS

4.1 All theses must be prepared according to both the University of Ghana format requirements and School/College documentation or reference formats. School/College formats must be deposited with the School of Graduate Studies. Where there is conflict between Departmental style and the University Style, the latter must be satisfied. Students must consult the University and School/College manuals for details.

4.2 School/College Format Requirements

Notwithstanding 4.1, School/College formats shall apply to:

- Chapter Structure Design
- Chapter Headings
- Reference Style
- Figures and Tables
- Chapter Content Design
- List of Abbreviations

4.3 **University Format Requirement** shall consist of the following sections:

- Preliminary Information
- Substantive Section
- Bibliography and Appendices

4.3.1 Preliminary Information

i. Title Page

The title page shall consist of the following which should be centered (Appendix VI).

:

- College
- School
- Title of the Thesis
- Statement of Submission
- Name of Candidate (No Titles or Qualifications)
- Student Number (in brackets below the name)
- In partial fulfillment of the Requirement for the Award of Doctor of Philosophy (not abbreviated).
- Department/Centre/Institute
- The date of submission (Month and Year)

ii. Declaration

- A candidate submitting a thesis for a Doctoral degree shall make a declaration to the effect that the thesis is his/her own work produced from research under supervision.

iii. Signature Page: The declaration page shall be signed by the following:

- The Candidate
 - Supervisors
- iv. Abstract

Every candidate shall present a short abstract of his/her dissertation or thesis of a maximum of four (4) pages (double spaced).
 - v. Dedication (Optional)
 - vi. Acknowledgement: (1 page maximum)
 - The candidate may briefly acknowledge those who made important contributions to the success of his/her research and presentation of thesis.
 - Where the thesis has benefited from a collaborative project done in conjunction with the candidate's Supervisor(s), this should be dully acknowledged.
 - vii. Table of Contents

A well aligned presentation of preliminary information, chapters with subsections, bibliography and appendices of the thesis with relevant page numbers indicated.
 - viii. List of Figures/Maps

A list of figures and maps with their relevant designated numbering and relevant pages at which they are located.
 - ix. List of Tables

A list of tables with their relevant designated numbering and relevant pages at which they are located.
 - x. List of Abbreviations

A list of relevant abbreviations and their full rendering occurring in the thesis.

4.3.2 Substantive Section

- i. Chapter Structure

A thesis must consist of substantive Chapters including an introduction, intervening chapters and a concluding chapter as determined by the Faculty format which has been deposited with the School of Graduate Studies.
- ii. Reference Style

The reference style shall follow the School/College format.
- iii. Thesis Size

A thesis submitted for a PhD degree shall normally be **between 50,000 to 60,000 words** excluding bibliography, figures, tables, photographs, and appendices.

4.3.3 **Bibliography and Appendices**

- i. The bibliography should be placed at the end of the thesis and not after each chapter.
- ii. The order of arrangement of the bibliography and appendices should follow the prescribed departmental format.
- iii. The candidate may submit, as subsidiary matter in support of his or her candidature, any printed contributions to the advancement of his/her subject, which he or she may have published independently or jointly, or any other supporting material. In the event of a candidate presenting material from joint work, he or she shall be required to state fully his or her own contribution.

4.4 **Presentation Format**

- i. Four typed or printed copies of the dissertation or thesis, using standard A4 paper, shall be submitted to the School of Graduate Studies through the Head of Department for examination.
- ii. Typed thesis should be on only one side of the paper.
- iii. Margins: When bound all margins of the thesis should be 2.54 cm (1 inch).
- iv. Font Type & Size: Theses should be typed in New Times Roman Font Size 12.
- v. Chapter headings should be in New Times Roman Font Size 14 Bold.
- vi. Font sizes for indented citations, graphs, figures and tables should not be lower New Times Roman font size 10.
- vii. Page Numbers: Page numbers should be centred at the bottom of page throughout the thesis.
- viii. The preliminary pages should be numbered with Roman numerals.
- ix. Page numbering in Arabic numerals should run through the entire thesis.

4.5 **Binding**

4.5.1 **Examination Copy**

A thesis submitted for examination should be bound in soft manila card cover (green or light blue). The front cover shall bear the details prescribed in 4.3.1 (i) and Appendix VI.

4.5.2 **Final Copy**

After the thesis has been approved, it must be bound in standard form Art vellum or cloth; overcast; edges uncut. The four (4) final copies of a thesis that has been accepted for the award of a Doctoral degree shall be distributed as follows:

- Two (2) copies shall be sent to the School of Graduate Studies, one of which shall be deposited in the Balme Library and the other kept by the School;
- The remaining two (2) copies shall be retained by the candidate's Head of Department, one of which shall be kept in the Departmental Library and the other given to the candidate.

4.5.3 **Labeling of Final Copy**

i. Front Cover

The front cover of the final copy should be lettered boldly in gold (0.5-1.25cm) with the Title, Author and Date (Month and Year).

ii. Spine

The spine of the thesis should be lettered boldly up back in gold (0.5 to 1.25cm) with the degree, year, and name, before the award of the Degree is published by the Registrar.

4.5.4 **Binding Colour**

The colour scheme for a PhD Thesis shall be Dark Blue.

4.6 **PDF Version**

A PDF version of the final thesis should be submitted with the hardcopies to the School of Graduate Studies.

4.7 **Soft Copy of Abstract**

A soft copy of the abstract of the thesis should be separately submitted. In addition to the details in the thesis, this copy should bear the thesis title, the name of the candidate and the names of supervisors.

APPENDIX II:

5. UNIVERSITY EXAMINATIONS INSTRUCTIONS TO CANDIDATES

(Extracts from Regulations Governing University Examinations)

- 5.1 A candidate for a University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.
- 5.2 Entry to the Examination shall be by registration on a form on which the papers to be written shall be indicated by the title. The Registration Form duly endorsed by the Head(s) of Department shall be submitted to the Academic Affairs Directorate not later than six weeks before the commencement of the Semester Examination.
- 5.3 A candidate shall not be admitted to a University Examination if
- i. he has not been entered for it as stated in 5.2.
 - ii. the subject of the Examination has merely been audited unless the course had been followed previously;
 - iii. he owes fees to the University/Hall;
 - iv. is under suspension or has been dismissed from the University.
- 5.4 It shall be the duty of the candidate to consult the daily time-table (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself available at the appointed place at least one-half hour before the examination.
- 5.5 A candidate may be refused admission to a University Examination if he/she reports to the Examination more than half an hour after its commencement.
- 5.6 It shall be the responsibility of the candidate to provide for himself/herself a pen, pencil and an eraser as needed. It is also his/her responsibility to ensure that he/she is given the right question paper and other material needed for the examination.
- 5.7 An examination candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance to the Examination Room or the Washroom or in the immediate vicinity of the Examination Centre. No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room.

- i. Any candidate who is seen with lecture notes or books or Cellular/Mobile phones or any unauthorised material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded a grade X.
- ii. A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be banned from the examination and awarded a grade X.
- iii. A candidate who is suspected of hiding unauthorised material on him/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
- iv. An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her his/her student identity card on the examination table to enable the invigilator ascertain the identity of the person writing the examination. The Chief Invigilator shall reserve the right to refuse any candidate without an identity card entry to the Examination.

5.8 No communication between candidates is permitted in the examination hall.

- i. A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;
- ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- iii. A candidate shall not disturb or distract any other candidate during an examination;
- iv. Candidates may attract the attention of the Invigilator by raising their hands.

5.9 Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.

5.10 Candidates may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases the invigilator will be required to satisfy himself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an attendant designated by the Invigilator.

5.11 A candidate who finishes an examination ahead of time may leave the Examination Room after surrendering his/her answer books. The candidate shall not be allowed to return to the Examination Room.

- 5.12 At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.
- 5.13 Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.
- 5.14 A candidate who fails to present himself at an examination without satisfactory reason shall be awarded a grade X. The award of grade X in a required paper shall mean failure not just in that paper but in the examination as a whole. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
- i. mis-reading the examination time-table;
 - ii. forgetting the date or time of examination;
 - iii. inability to locate the examination hall;
 - iv. inability to rouse oneself from sleep in time for the examination;
 - v. failure to find transport;
 - vi. loss of a relation;
 - vii. pregnancy.
- 5.15 A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions:
- i. a reprimand;
 - ii. loss of marks;
 - iii. cancellation of a paper (in which case zero shall be substituted for the mark earned);
 - iv. withholding of results for a period;
 - v. award of grade X.
- In each case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.
- 5.16 Further to 1.15, a grade Z leading to failure in a University Examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper. Further sanctions may include:
- i. being barred from a University Examination for a stated period;
 - ii. being barred from a University Examination indefinitely;
 - iii. suspension from the University;
 - iv. expulsion from the University.
- 5.17 Results of University Examinations shall be posted on the University Notice Board. It shall be the responsibility of the candidate to consult the University Notice Board for

the result of any examination taken. Alternatively he/she may write to the Director of Academic Affairs to enquire about his/her results or request details of such results for which purpose he may provide a stamped addressed envelope.

- 5.18 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee which shall be determined at not less than three times the normal Examination Fee.
- 5.19 An application for a review shall be submitted to the Registrar not later than 21days after release of the said results and shall state the grounds for review.
- 5.20 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself shall not be entertained.
- 5.21 No action shall be taken on an application which is submitted outside the time stipulated in 5.19. Review shall not proceed unless the Review Fee is fully paid.
- 5.22 The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.
- 5.23 If it emerges that a complaint is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

APPENDIX III:

6. UNIVERSITY EXAMINATIONS: EXAMINATION MALPRACTICE OR OFFENCE

- 6.1. Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.
- 6.2. The Chief Invigilator or any examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations. In respect of offences occurring outside the precincts of an Examination Room, the Dean shall cause an enquiry to be made into any reports that reach him and submit his findings to the Registrar.
- 6.3. The Board of Examiners shall review all reports received in connection with an examination malpractice or an offence. On the basis of its review, the Board of Examiners may impose a sanction involving loss of marks in a particular paper. A grade Z shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper or has misconducted himself or herself in an examination. Such a candidate may be debarred from taking a University Examination for a stated period or indefinitely or expelled from the University.
- 6.4. In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable. The Academic Board may review all such reported cases and may vary the sanctions as it thinks fit.

APPENDIX IV:

7. FORMAT FOR CONDUCTING DOCTORAL ORAL EXAMINATIONS

- 7.1 Introduction of Chairperson
- 7.2 Chairperson introduces candidate, panel of examiners, candidate's supervisors, and other guests.
- 7.3 Dean of Graduate Studies or his/her representative presents the regulations and procedures concerning PhD Oral Examinations
- 7.4 Chairperson invites candidate to make his oral presentation
- 7.5 Presentation by the Candidate (not more than 40 minutes)
- 7.6 Questions/Critiques/Comments by:
 - External Examiner(s)
 - Internal Examiner
 - Non-examinersCandidate responds to issues raised preferably one at a time.
- 7.7 Examiners retire from venue to determine result of oral examination (non-examiners to remain at venue for announcement of panel's recommendation)
- 7.8 Examiners determine candidate's performance in the oral exam only 'in camera' and return to venue for announcement of their recommendation.
- 7.9 Chairman announces panel's recommendation to candidate and audience.
- 7.10 Remarks by Candidate (optional)
- 7.11 Remarks by the Dean of Graduate Studies
- 7.12 Chairperson dissolves oral examination session.

APPENDIX V:

8. CRITERIA FOR EXAMINATION OF PUBLICATIONS SUBMITTED FOR D.PHIL DEGREE

Only graduates of the University of Ghana shall be eligible for the award of the D.Phil degree. Applicants must hold a Masters degree by research (equivalent to the M.Phil degree of the University of Ghana) awarded not less than ten years at the time of application. Applicants may submit published works of academic merit on a theme or specific area of research for consideration for the award of D.Phil degrees. In addition to the published works, candidates shall be required to submit a synthesis cover paper that highlights the key research findings and major contributions to knowledge on the selected theme or field of research. Published works should be based on a common and coherent theme and demonstrate scholarship on the theme.

The following are the criteria to guide examiners of D.Phil applications:

- i. The degree shall be awarded in consideration of published works of academic merit, the standard of which shall not be below that of a Ph.D.
- ii. Published works submitted must be based on original research and may not be review articles or essays drawing together other people's works.
- iii. For the purpose of a D.Phil award, only published works comprising the following shall be considered:
 - a) articles published in peer reviewed journals;
 - b) books published by a recognized academic publisher; and
 - c) creative works (novels, poetry, drama and music composition) published by a recognized publisher
- iv. Sole authored and relevant published works shall carry more weighting than joint authored ones. Where joint authored works are submitted, the applicant would be required to indicate their contribution.
- v. Examiners are expected to comment as copiously as possible on each publication before assigning scores as provided in (vii).

vi. The maximum scores to be awarded shall be as follows:

	Criteria for scoring	Maximum points	Candidate's score
1	Academic quality of published works to be scored as follows: <ul style="list-style-type: none"> • max.3 marks for each sole authored article/ published work; • max.2 marks for joint authorships where applicant is the lead author; • max.1 mark for joint authorships where applicant is not the lead author. <p style="text-align: center;">Total score for 1</p>	60	
2	Originality of research work	20	
3	Contribution to knowledge in candidate's chosen theme/research area	15	
4	Presentation	5	
	Total Score	100	

vii. A candidate shall be required to score a minimum of 60% under each criterion and a total of at least 60% by each of the four assessors and pass an oral examination as detailed in the Handbook for Graduate Studies, Vol.1 to be considered for the award.

APPENDIX VI:

9. SAMPLE TITLE PAGE FOR PH.D THESIS

**UNIVERSITY OF GHANA
COLLEGE OF HUMANITIES**

SERIAL VERB NOMINALIZATION IN DAGBANI

BY

**KWASI ASIMESI
(NB: NO MENTION OF TITLES OR PREVIOUS DEGREES)**

(ID. NO. 1012131415)

**A THESIS SUBMITTED TO THE SCHOOL OF GRADUATE STUDIES IN PARTIAL
FULFILMENT OF THE AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY IN
LINGUISTICS**

DEPARTMENT OF LINGUISTICS

JULY 2014

APPENDIX VII:

10. SAMPLE COVER PAGE FOR PH.D THESIS

**UNIVERSITY OF GHANA
COLLEGE OF HUMANITIES**

SERIAL VERB NOMINALIZATION IN DAGBANI

**KWASI ASIMESI
(NO MENTION OF TITLES OR PREVIOUS DEGREES)**

DEPARTMENT OF LINGUISTICS

JULY 2014