UNIVERSITY OF GHANA
LEGON



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

School of Graduate Studies
2024

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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)

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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 keynote 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 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 1960/1961 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 request. 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.

VISITATION OF THE UNIVERSITY: The University Council, in 2007, appointed a Visitation Panel to review the University's academic programmes, infrastructure, resources, administrative, and governance structures. The Panel submitted a comprehensive report with recommendations on ways in which the structures of the University can be improved, with a view to enhancing efficiency. Far- reaching changes in the undergraduate and graduate programmes, course credit and grading systems had been introduced from the 2010/2011 academic year based on the outcome of the recommendations of the Visitation Panel. These changes would go a long way towards improving the quality of graduates produced by the University. Recommendations on infrastructural resources, administrative, and governance structures are at various stages of implementation.

COLLEGIATE SYSTEM OF GOVERNANCE: The University started a collegiate system of management in the running of academic units from the 2014/2015 academic year. The collegiate system was to make administration of the University more efficient and effective while giving students greater choice in programmes. Therefore, the various academic units have been organized into four (4) colleges, namely:

- College of Health Sciences
- College of Basic and Applied Sciences
- College of Humanities
- College of Education

ASSOCIATIONS AND LINKS: The University of Ghana is a member of the International Association of Universities (IAU), the Association of Commonwealth Universities (ACU), and the Association of African Universities (AAU). The University is also a member of the League of World Universities (which comprises 47 renowned research universities all over the world). The University has also established academic and research links with several universities and research institutions worldwide. In addition, the University has been linked to the Norwegian Universities' Committee for Development Research and Education (NUFU), the Council for International Educational Exchange (CIEE) based in New York, International Student Exchange Programmes (ISEP) and the Commonwealth Universities Student Exchange Consortium (CUSAC), among others.

AFFILIATED INSTITUTIONS: There are currently a number of institutes/colleges locally which hold affiliations with the University of Ghana for the purpose of enrolment, teaching and award of degrees and diplomas of the University. These affiliations cover non-degree, bachelor's degree and post-graduate degree programmes. Institutes/Colleges which currently hold affiliation status with the University as regards post-graduate affiliations are as follows:

1.	Accra College of Medicine	Bachelor of Medicine/Bachelor of Surgery
2.	African University of Communication	Bachelor of Arts/Business Administration
3.	Catholic Institute for Business and Technology	Bachelor of Arts/Business Administration/ Science
4.	Christian Service University College	Bachelor of Arts/ Science/Master of Arts
5.	Duffuor University College	Not Functional
6.	Family Health Medical School	Bachelor of Medicine/Bachelor of Surgery/Graduate Entry
7.	Institute of Accountancy Training	Diploma
8.	Islamic University College	Bachelor of Arts/Business Administration
9.	Knutsford University College	Bachelor of Arts/Business Administration/ Science
10.	Narh-Bita School of Nursing	Diploma
11.	Nightingale School of Nursing	Diploma
12.	St Paul's / St Peter's Seminary	Diploma/Bachelor of Arts
13.	St Victor's Seminary	Diploma/Bachelor of Arts
14.	Western Hills School of Nursing	Diploma
15.	Wisconsin International University College	Bachelor of Arts/Master of Arts/Master of Science/Master of Business Administration

Other Affiliations

1. Accra College of Education, Accra
2. African Institute of Mathematical Science
3. College of Education, Enchi
4. EP College of Education, Amedzofe
5. Gbewaa College of Education, Gbewaa
6. Ghana Armed Forces Command and Staff College, Accra
7. Mount Mary College of Education, Somanya

8. Peki College of Education, Peki
9. Regional Maritime University, Accra

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 the avenue 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 the Legon Police Station, a University Hospital and housing for Junior Staff of the University.

The College of Health Sciences has its administrative unit 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. Some schools of the College such as and the Medical, Dental, and Biomedical and Allied Health Sciences are also located at the Korle-Bu Teaching Hospital. 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 a School Administrator. 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 School of Graduate Studies performs its mandated functions under the direction of the Board of the School of Graduate Studies, chaired by the Dean of the School of Graduate Studies. Membership of the Board is drawn from four (4) representatives each from the four colleges in the University, two (2) representatives from the Academic Board and two (2) representatives from GRASAG.

The Board of Graduate Studies has two sub-committees as follows:

Graduate Programmes Development and Admissions Committee: The Graduate Programmes Development and Admissions Committee, which is chaired by the Vice-Dean of the School of Graduate Studies, has oversight responsibility for admissions, approving new graduate programmes, accreditation of faculty to teach graduate level courses and supervise graduate research.

1. Graduate Examinations Committee: The Graduate Examinations Committee, chaired by the Dean of the School of Graduate Studies, has oversight responsibility for approving examiners, examining theses and dissertations, determining thesis and dissertation results, monitoring and evaluation of performance on graduate programme delivery.

1 GENERAL INFORMATION

1.1. The University academic calendar is organized into semesters. Programmes are made up of courses which are coded by levels of academic progression and are assigned credits. All courses are examinable.

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.

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.

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.

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.

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 Academic Unit, Graduate Studies Committee of the unit, or the School of Graduate Studies for additional information.

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 the School of Graduate Studies and the appropriate School Management Committee.

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.

2 ADMISSIONS

2.1 GENERAL REQUIREMENTS FOR PHD

Applicants with a good first degree or master's degree can apply for admission to a PhD programme. Admission requirements and progression in the PhD programme are outlined below:

2.1.1 Applicants with a First Degree

i. Applicants with a good first degree may apply for admission into a PhD programme.

ii. First degree holders will be given conditional admission letters by the School of Graduate Studies.

iii. They shall take prescribed Level 600 courses in the first year.

iv. On completion of the Level 600 courses, students will be assessed, and may progress to enrol into Level 700 depending on their performance.

v. Students who progress into Level 700 shall take the prescribed courses and continue to fulfil the requirements as outlined in Section 2.1.2.

vi. Students who are not able to progress to Level 700 may be considered for a master's degree programme.

vii. Upon successful completion of Level 700 , students shall be required to take comprehensive examinations, after which their PhD admission may be confirmed.

viii. Students whose PhD admission is confirmed will be granted candidacy.

ix. Students who are unable to meet the candidacy criteria may be offered the option to do an MPhil, in which case, they shall proceed to undertake a project resulting in producing an MPhil thesis.

2.1.2 Applicants with a Master's Degree

i. Applicants with a master's degree may apply into a PhD programme.

ii. Such applicants will be given conditional admission letters by the School of Graduate Studies.

iii. Once admitted, they shall take prescribed Level 700 courses in Year 1 as well as "make-up courses", as necessary.

iv. Students who are not able to progress to Level 700 may be considered for a master's degree programme.

v. Upon successful completion of Level 700, students shall be required to take comprehensive examinations, after which their PhD admission may be confirmed.

vi. Students whose PhD admission is confirmed will be granted candidacy.

vii. Students who are unable to meet the candidacy criteria may be offered the option to do an MPhil, in which case, they shall proceed to produce an MPhil thesis.

2.1.3 GENERAL REQUIREMENTS FOR DPHIL

Only graduates of the University of Ghana shall be eligible for the award of the DPhil degree. Applicants must hold a master's degree by research (equivalent to the MPhil degree of the University of Ghana), awarded not less than ten years at the time of application.

Entry to the examination for a DPhil degree shall be on the postgraduate application form for admission obtainable from the Academic Affairs Directorate or from the university's website. An applicant shall be sponsored by a Senior Member of the University (of Professorial grade) who is acquainted with the work of the candidate.

Applicants may submit, along with the postgraduate application form, three (3) sets of published works of academic merit on a theme or specific area of research for consideration for the award of DPhil 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.

Applicants for the DPhil degree are further guided as follows:

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 DPhil 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 or musical compositions) 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 his/her contribution.

v. A book submitted in support of an application shall have been published at least three years earlier than the time of application. In the case of a series of articles, the last one shall have been published at least two years earlier.

2.1.4 APPLICATION

2.1.5 Application for admission to PhD programmes shall be done online. Information on the application form and procedures is available online at the University of Ghana website (www.ug.edu.gh).

2.1.6 Forms for three referees' confidential reports, transcripts and doctoral research proposal, certified copies of certificates shall be uploaded along with the main application form. The online portal for application shall be open throughout the year.

2.1.7 Applicants have the option to select to enrol into a programme on a full-time or part-time basis if that option is available at the academic unit in a particular academic year.

2.1.8 The Board of the School of Graduate Studies shall consider all relevant documents of applicants, and those that meet the general University requirements will be cleared before academic units recommend for admission.

2.1.9 The academic unit shall satisfy itself of the suitability of the applicant and the availability of physical, material, and human resources, for the successful completion of the applicant's work.

2.1.10 An interview and/or a qualifying examination may be administered by the Graduate Studies Committee of the Academic Unit to determine the suitability of an applicant.

2.1.11 It is advised that applicants contact the respective academic unit to seek potential academic advisors for their proposed research.

2.1.12 Heads of Academic Units, working with the Graduate Studies Committee, are required to consult with faculty to ensure that the research interests of applicants are aligned with those of faculty.

2.1.13 The Graduate Studies Committee, through the Head of the Academic Unit, shall submit in writing to the Board of the School of Graduate Studies a statement on the processes for determining the suitability or otherwise of each applicant.

2.2 PROCEDURE FOR ADMITTING APPLICANTS INTO ALL PHD PROGRAMMES

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

2.2.1 Screening by the School of Graduate Studies

Screening of all relevant documents of applicants to determine their suitability for the PhD degree.

2.2.2 Screening by Academic Units

i. Screening may involve a written examination, an oral presentation and/or an interview organized at the academic unit level.

ii. Recommendation of suitable applicants by Academic Units to the School of Graduate Studies.

3 REGULATIONS

3.1 COURSE OF STUDY

An applicant 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 studentship/candidature in the academic unit except with express written approval by the Dean of the School of Graduate Studies through the Head of the Academic Unit. A student shall attend all lectures and participate in other academic activities such as seminars, practicals, fieldwork, etc., and undertake all assignments as required by his/her programme.

Each Academic Unit shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course. A student who is absent for a cumulative period of 25% from all lectures and other academic activities such as seminars, practicals, fieldwork, etc., 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 the end-of-semester examination.

3.2 ACADEMIC SESSION

Normally, the regular academic session shall comprise two semesters, as follows:

i. First Semester: August - December

ii. Second Semester: January/February - May/June

There may be two enrolment sessions: one in January and the other in August of the same year.

3.3 STRUCTURE OF PROGRAMME

3.3.1 Coursework component

3.3.2 PhD programmes shall have defined fields of specialisation. The coursework component is designed to ensure that students acquire academic and methodological training at the highest level. These courses are expected to build on knowledge acquired from master's level courses with more practical and interactive training. The coursework component is expected to improve skills in scientific theory, research methodology, qualitative and quantitative analyses.

3.3.3 The coursework component will consist of a minimum of 18 and a maximum of 24 credits. The component is made up of core and elective courses. A minimum of 18 credits must be passed and this must include all core courses of the programme. There shall be four core courses (two in each semester). For elective courses, up to six (6) credits could be earned from Level 600 and not more than three (3) credits from Level 300 or 400. 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.

3.3.4 For full-time students, it is recommended that the coursework component is completed during the first year of the PhD programme, while part-time students have up to two years to complete this component.

3.3.5 The Graduate Studies Committee, Academic Advisor, and Head of the Academic Unit in consultation with the student will decide on the most relevant courses based on their previous academic records and proposed area of specialisation.

3.3.6 Evaluation of courses shall be by a variety of means including term papers, seminar presentations, semester examination and other formal and informal interactions.

3.3.7 A student who fails a course shall be given a second opportunity to re-take it. Students shall be given one opportunity only to re-take the 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.

3.3.8 Academic Units shall organise the re-sit examination before the end of the first semester of PhD year 2.

3.3.9 Comprehensive Examination

3.3.10 Academic Units shall organise comprehensive examinations for each doctoral student after successfully completing coursework. Students must pass the comprehensive examination before proceeding to the next level.

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

3.3.12 Timing

3.3.13 The comprehensive examination shall be completed by each PhD student within the first Semester of Year 2 (or Year 3 in the case of part-time PhD students) of the student's PhD programme. The schedule of the examination for each student shall be agreed on by the Graduate Studies Committee and communicated in writing to the student and the Head of the Academic Unit on or before the first day of the first Semester of Year 2 of the PhD programme.

3.3.14 Format

3.3.15 The PhD comprehensive examination shall be made up of three components, namely:

3.3.16 a written examination;

3.3.17 submission of a review paper or research proposal; and

3.3.18 an oral examination.

3.3.19 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 Written Examination shall (Pass mark – 50%):

i. cover theory and methodology in the general discipline;

ii. 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).

iii. be any one of the following modes:

a) in-class open-book examination (at least three hours); or

b) in-class closed-book examination (at least three hours); or

c) take-home examination (maximum one week allowed).

An Academic Unit 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 so decides.

3.3.20 Review Paper/Research Proposal (Pass mark - 60%)

3.3.21 Each PhD student shall be required to submit:

i. a publishable review paper; or

ii. a research proposal on a specific research question (this must not be the same as the student's intended thesis proposal).

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

3.3.23 The length of the review paper or research proposal shall normally be 5,000 - 8,000 words. The format shall be double spacing, font style – Times New Roman, size – 12.

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

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

3.3.26 Oral Examination (Pass mark - 60%)

3.3.27 The oral examination shall test the student on:

i. general knowledge of the discipline

ii. the review paper or research proposal

iii. specific area of intended research for PhD

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

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

3.3.29.1 Examiners

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

i. Written Examination

There shall be two examiners constituted by the Graduate Studies Committee of the Academic Unit, comprising the student's potential 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 Graduate Studies Committee of the Academic Unit and shall comprise a minimum of three (3) examiners including the student's potential Principal Supervisor and the Chair of the Graduate Studies Committee of the Academic Unit.

3.3.30 Grading

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.

By the defined grading system, the pass mark for the written examination is 50% (C), that of the review paper/research proposal is 60% (B), and the oral examination is 60% (B).

At the end of the oral examination, the examiners shall compile the students' scores in the written examination, the review paper/research proposal and the oral examination and discuss these to arrive at a decision. A pass in the Comprehensive Examination depends on two conditions:

i. Each component of the comprehensive examinations must be passed.

ii. The overall average must be 60% or more.

The outcome of the examination shall be communicated by the Chair of the Graduate Studies Committee of the Academic Unit to the student and to the Dean of the School of Graduate Studies through the Head of the relevant Academic Unit, not more than one week from the day of the oral examination.

3.3.31 Repeating the Comprehensive Examination

A student who does not pass the comprehensive examination shall be given only one opportunity to re-take the examination, and this must be taken before the end of the first Semester of the PhD Year 2 (or Year 3 for part-time PhD students). A student who fails the comprehensive examination after the second attempt shall be withdrawn from the PhD programme.

3.3.32 Progression from Coursework to PhD Candidature

A student will progress to PhD candidature after passing the written examinations on their coursework and a comprehensive examination (3.3.2).

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 the Academic Unit.

3.3.33 Experiential Learning

3.3.34 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.

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

3.3.36 A student shall produce a written report and present a seminar (Seminar 2) on what she/he has done during Year 2. The report and seminar shall be graded by the Graduate Studies Committee and the student's supervisor(s) and the grade shall be submitted to the Dean of the School of Graduate Studies.

3.3.37 The list below gives examples of the activities that students may undertake in the experiential learning 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 faculty on specific projects,

vi. Development of methodologies to be used in the PhD research,

vii. Development of experimental protocols,

viii. Participation in special courses in transferrable skills,

ix. Graduate assistantship,

x. Visit partner universities/laboratories to participate in selected programmes or research,

xi. Participate in laboratory rotations where applicable, and

xii. Participate in action research (e.g., community projects).

3.3.38 Seminars

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

Year 2 – Seminar 1 Research Proposal

Year 2 – Seminar 2 Experiential Learning

Year 3 – Seminar 3 Thesis Progress Report

Year 4 – Seminar 4 Provisional Thesis Findings Report

3.3.39 Seminar 1: Research Proposal

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 the time frame 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 Graduate Studies Committee, academic staff, 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.

3.3.40 Seminar 2 : Experiential Learning

A candidate will be required to present a report on his/her experiential learning by the end of the second year.

3.3.41 Seminar 3: Thesis Progress Report

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

3.3.42 Seminar 4: Provisional Thesis Findings Report

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

3.3.43 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 demonstrate skills in organizing and presenting findings on a topic in a specific academic field. The thesis shall be assigned forty-five (45) credit units.

The thesis format must comply with the guidelines for preparing graduate thesis (see Appendix I), using either of the following two (2) formats:

i. Monograph style: A unified text (a book) describing a specialist topic written by the author. It is structured such that it has introduction, intervening and concluding chapters.

ii. Article-style: This consists of a minimum of three (3) articles published or accepted for publication in recognised peer-reviewed journals with the candidate being the first author in at least two of them. There shall also be introduction and concluding chapters. Article-style thesis must be based upon research carried out by the candidate while at the University of Ghana.

3.3.44 Summary of programme structure

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

Table 1: Structure of the PHD Programme

	Structure of full-time Programme		Structure of Part-time Programme	
Year		No. of Credits		No. of Credits
Year 1	Coursework (Semester 1)	9-12	Coursework	9-12
	Coursework (Semester 2)	9-12		
Year 2	Seminar 1	3	Coursework	9-12
	Seminar 2	3		
	Thesis	---		
Year 3	Seminar 3	3	Seminar 1	3
	Thesis	---	Thesis	---
Year 4	Seminar 4	3	Seminar 2	3
	Thesis	45	Thesis	---
Year 5			Seminar 3	3
			Thesis	---
Year 6			Seminar 4	3
			Thesis	45
Total		75-81		75-81

3.4 DEFERMENT OF ADMISSION

3.4.1 Deferment of Admission shall normally be granted upon registration.

3.4.2 Deferment requests after Matriculation shall normally not be considered. Application for deferment of admission should be made through the respective Head of Academic Unit to the Dean of the School of Graduate Studies.

3.5 REGISTRATION

3.5.1 The University requires all fresh students to go through the process of registration at least one week before the commencement of the academic year.

3.5.2 All students must register every semester for courses prescribed by their academic unit(s) within the specified period set aside for registration. This should be done through the self-help on-line registration facility.

3.5.3 Except with the express written approval of the Vice-Chancellor, no student is permitted to register for more than one programme at the same time within or outside the University. In addition, a student shall be deemed to have breached this regulation if he/she enrols in:

i. another programme while thesis/dissertation is still under examination;

ii. another programme while corrected thesis/dissertation/long essay is yet to be submitted;

iii. or corrected thesis/dissertation/long essay has been submitted but student is awaiting graduation;

iv. more than one programme under different modules such as programme A under regular and programme B under sandwich.

3.5.4 The sanction for such an offence shall be the cancellation of the University registration or loss of studentship.

3.5.5 A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester. A penalty as may be determined by the Academic Board from time to time shall be imposed on any student who fails to register without permission during the normal time stipulated for registration by the University.

3.5.6 Where applicable, students shall normally have up to 3 weeks (21 days) from the commencement of teaching within which to ADD or DROP courses.

3.5.7 After the deadline for ADD/DROP of courses, registered students' lists shall be deemed as constituting the final registration for end-of-semester examinations. This means that by the end of this period, students whose names do not appear in any course list shall not be allowed into the end-of-semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

3.5.8 A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester and subsequently lose his/her studentship.

3.6 ORIENTATION

All admitted fresh students shall take part in an orientation programme in accordance with the University calendar.

3.7 MATRICULATION

Registered students who have been admitted to the University of Ghana for the first time, are required to attend a matriculation ceremony to be held in accordance with the University calendar.

3.7.1 Students who have been duly matriculated shall sign the Matricula.

3.8 DURATION OF PROGRAMMES

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

i. Full-time: 4 years

ii. Part-time: 6 years

3.9 EXTENSION OF DURATION OF STUDY

3.9.1 Upon the expiration of the normal period of a PhD programme, a candidate who has still not been able to complete the programme may apply for extension of candidature and may be granted approval for periods not exceeding the following:

i. Full-time Programmes: 2 years

ii. Part-time Programmes: 1 year

3.9.2 Such an application shall normally be made at least four weeks to the expiration of the normal period for the programme.

3.9.3 Applications for extension must be supported by duly endorsed progress reports and a recommendation from the supervisor and Head of Academic Unit.

3.9.4 There shall be no further time permitted beyond the above extension durations.

3.9.5 A student on extension is required to register at the beginning of the extension period.

3.9.6 All extensions start immediately after the normal studentship has lapsed.

3.10 RE-ADMISSION

3.10.1 General information on re-admission

3.10.2 Re-admission may be granted when studentship lapses and after the period of extension. This is not automatic and may only be considered upon application.

3.10.3 Application for re-admission must be made by completing the appropriate postgraduate application form before the start of the semester in which the re-admission is expected to begin.

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

3.10.5 Re-admission under loss of studentship resulting from interruption of study

3.10.6 A student who loses his/her studentship under 3.9 may be allowed to apply for re-admission to the University. The grades earned on the previous programme may count towards the current studentship.

3.10.7 Re-admission under failed thesis

3.10.8 Where a candidate's thesis is declared a failure, he/she may be allowed to apply for re-admission to his/her programme within a period not exceeding two (2) semesters from the date of declaration of the results.

3.10.9 Such an application shall be referred to the relevant Head of Academic Unit for comments and if recommended for re-admission, the candidate shall be re-admitted to repeat the thesis component of his/her programme for a maximum of four (4) semesters.

3.10.10 Where a candidate satisfies the coursework requirements of his/her programme but fails the research component, he/she may be granted a waiver of coursework.

3.11 INTERRUPTION OF STUDY PROGRAMME

3.11.1 A student registered for a PhD programme shall not break his/her programme of study for more than two continuous semesters except with the express written permission from the Board of the School of Graduate Studies.

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 and be notified accordingly by the Registrar.

3.11.2 All interruptions must be by express written permission from the Dean of the School of Graduate Studies. A student shall apply, normally, at least four weeks in advance of the start of the interruption, to the Dean of the School of Graduate Studies through the Head of Academic Unit stating reasons why he/she wants to interrupt his/her study programme. The student shall obtain written permission from the Dean of the School of Graduate Studies before he/she leaves the University. The Dean of the School of Graduate Studies, in giving approval, may consult with the Dean/Director of the appropriate School/Centre/Institute and the Careers and Counselling Centre, where necessary.

3.11.3 Interruption of programme beyond two semesters is only permissible on health grounds if it is supported by a medical report. The report shall require certification by the Director of Health Services of the University of Ghana.

3.11.4 Under exceptional conditions, a student can apply to defer examinations. (See Deferment of Examinations)

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

3.11.6 A student shall notify the Dean of the School of Graduate Studies, in writing through the Head of Academic Unit, at least four weeks to resumption.

3.12 TRANSFER OF CREDITS

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

3.12.1 A student 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 Academic Unit in which he/she seeks to pursue his/her study.

ii. The student shall take any additional courses as may be required by the academic unit.

Such transfers may be considered only after admission of the student into a programme.

3.12.2 A candidate cannot transfer more than half of the minimum total number of coursework credits required (equivalent to 9 credits).

3.12.3 The Board of the School of Graduate Studies shall give the final approval in all such cases.

3.13 EXEMPTION FROM COURSES

3.13.1 Depending on the previous academic/professional qualification of a student, he/she may apply for exemption from some courses.

3.13.2 A maximum of 18 credits will be considered.

Such an application shall be submitted through the head of the Academic Unit to the Board of the School of Graduate Studies.

3.14 COURSE CREDITS

3.14.1 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.

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

3.14.3 No PhD taught core course shall be less than three (3) credit hours.

3.15 CODING AND NUMBERING OF COURSES

3.15.1 All PhD degree courses shall have letter and number codes beginning with four letters signifying an academic unit or programme/subject, followed by a three-digit number in the ranges 700-799.

3.15.2 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, and

iii. even (2, 4, 6, or 8) for a course offered in the second semester.

3.16 GRADUATION REQUIREMENTS

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

Component	Credits
Coursework	18 – 24
Four (4) Seminars (3 credits each)	12
Thesis	45

Total	75 - 81

3.17 GRADUATE STUDIES COMMITTEE

3.17.1 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 programmes delivery in the academic unit. The Chair of the Committee shall be appointed by the Head of Academic Unit.

3.17.2 The term of the Committee Chair shall be for two (2) years and an individual cannot exceed two terms.

3.17.3 A member will normally have a maximum of two terms of three years (3) each.

3.17.4 The committee shall normally comprise all the ranks of faculty, namely a Professor, an Associate Professor, a Senior Lecturer and a Lecturer as members. The Coordinators of the graduate programmes and Examination Officers would normally be in attendance. The Head of the Academic Unit shall normally not be a member of the Graduate Studies Committee.

3.17.5 The Graduate Studies Committee shall be chaired by a full-time faculty, normally of professorial rank from the academic unit. The Graduate Studies Committee shall not be chaired by the Head of Academic Unit.

3.17.6 In situations where there is no one in the professorial rank, or a Senior Lecturer in the academic unit, the academic unit shall allow a Lecturer to act as chair of that committee, following approval by the Dean of the School of Graduate Studies.

The Functions of the Graduate Studies Committee shall be to:

i. advise the students on the selection of courses and formulation of thesis areas and titles;

ii. recommend academic advisors and thesis supervisors to the head of the respective academic unit;

iii. liaise with the Head of Unit to submit at the end of each research year progress report for students to the Board of the School of Graduate Studies through the Head of the Academic Unit;

iv. review and make proposals for the overall development of graduate programmes in the academic unit;

v. ensure the timely submission of thesis areas and titles to the School Management Committee for approval through the Head of Academic Unit. This should then be submitted to the Dean of the School of Graduate Studies.

vi. Conduct comprehensive examinations at the academic unit (see Section 3.3.2).

vii. Help resolve issues between supervisors and students.

viii. Deal with other matters that are referred to academic units by the School of Graduate Studies, such as cases of plagiarism, unsigned dissertations/theses, etc.

3.18 TEACHING AND SUPERVISION OF PHD STUDENTS

3.18.1 Accreditation of Teaching Faculty

Teaching faculty for PhD courses shall normally be PhD holders or faculty of at least Senior Lecturer rank. Approval of teaching faculty shall be done by the respective School/Institute/Centre Management Committee.

3.18.2 Academic Advisor

Each PhD student must be assigned an Advisor who may or may not become the thesis supervisor, but who will provide mentorship and guidance to the student. An advisor must normally be of P rofessorial rank and not necessarily from the same academic unit. Academic units shall submit the names of advisors to the Dean of the School of Graduate Studies.

3.18.3 Thesis Supervisors

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 Graduate Studies Committee of the academic unit.

A Supervisor must have a PhD or an equivalent degree. In lieu of this, he/she must be of Professorial rank. The person 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.

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

3.18.4 Supervisory Committee

3.18.5 A Supervisory Committee of two (2) to four (4) members drawn from the Academic Unit, 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 on all thesis-related matters. The Lead Supervisor shall be from the University of Ghana (not necessarily from the academic unit) and shall have a PhD or be of Professorial rank.

3.18.6 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 the School of Graduate Studies through the Head of the Academic Unit at the end of every semester.

3.18.6.1 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.

3.18.6.2 The Lead Supervisor shall be from the University of Ghana and shall normally not serve as Lead Supervisor for more than five (5) PhD students. Recommendations for Lead Supervisors shall be made by the relevant Graduate Studies Committee through the Head of the Academic Unit and the relevant School/Institute/Centre Management Committee to the Dean of the School of Graduate Studies.

3.18.6.3 The Lead Supervisor shall be of at least Senior Lecturer status.

3.18.6.4 The Lead Supervisor shall be in active service.

3.19 APPROVAL OF THESIS AREAS, TITLES, SUPERVISORS AND EXAMINERS

3.19.1 PhD thesis areas and names and addresses of supervisors shall be submitted to the appropriate School/Institute/Centre Management Committee for approval. This list should then be submitted to the School of Graduate Studies before the end of the first semester of Year 2.

3.19.2 PhD thesis titles, names and addresses of supervisors and full contact details (address, email and telephone number) of examiners shall be submitted to the School of Graduate Studies at the beginning of the second semester of Year 4 after approval by the relevant School/Institute/Centre Management Committee.

3.19.3 Accreditation of Supervisors

All supervisors of doctoral candidates shall be accredited. For this purpose, a form for accreditation of supervisors shall be completed by the Head of the Academic Unit for approval by the School/Institute/Centre Management Committee and same submitted to the Dean of the School of Graduate Studies.

3.17 Accreditation of Examiners

3.17.3 Internal Examiners for Theses

The internal examiner shall be from the University of Ghana and shall normally not serve as Internal examiner for more than five (5) students at a time.

Recommendations for internal examiners shall be made by the relevant Graduate Studies Committee through the head of academic unit to the School/Institute/Centre Management Committee.

The Head of the Academic Unit is required to inform all appointed examiners before particulars of examinations are submitted for approval.

The internal examiner must be a PhD holder or of Professorial rank.

The Head of the academic unit shall complete and submit an accreditation form to the School/Institute/Centre Management Committee for approval and same submitted to the Dean of the School of Graduate Studies.

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

The Supervisor(s) of a student shall NOT examine the student's thesis.

3.17.4 Appointment of External Examiners

i. All external examiners shall be appointed by the School/Institute/Centre Management Committee following recommendations by the academic units.

ii. In the case of new external examiners, both abridged and full curriculum vitae shall be submitted by the Head of Academic Unit to the School Management Committee for approval.

iii. The list of the approved examiners shall be submitted to the Dean of the School of Graduate Studies. This list must be accompanied by an abridged curriculum vitae of the respective examiners.

3.18 GRADING SYSTEM FOR COURSEWORK

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

Grade Point	Numerical Marks	Interpretation	Grade
A	80-100	Excellent	4.00
B+	70-79	Very Good	3.50
B	60-69	Good	3.00
C	50-59	Fairly Good	2.00
D	30-49	Satisfactory	1.50
F	0-29	Fail	1.00
Z		- Disqualification	
I		- Incomplete with Justification	

Y		- Continuing	
X		- Incomplete without Justification	
AU		- Audit	

Grade Point (GP): Each grade shall be assigned an 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.

3.18.2 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.

3.18.3 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.

3.18.4 DEFINITION OF GRADES

Pass Grades: Grades A, B+, B, and C constitute Pass grades for coursework only

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

Continuing: 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.

Audit: Grade AU may be awarded to a candidate who takes course(s) that do not count towards the calculation of the Final Grade Point Average.

Non-Completion of Course

Grade I (for Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of the School of Graduate Studies as acceptable. Such a student shall be expected to complete the course the very next time the course is available.

Grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of the School of Graduate Studies as unacceptable.

Disqualification

Gr a d e 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.

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.

A grade Z may be awarded only by the Board of the School of Graduate Studies.

3.21 ELIGIBILITY FOR EXAMINATIONS

A candidate for a university examination must have followed the approved course of study as a registered student over the required period. A student is expected to attend all lectures, tutorials, seminars, and practicals, and undertake all other activities and assignments as approved by the University for his/her programme.

3.21.1 Each academic unit shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.

3.21.2 Any student who is absent from lectures, tutorials, practicals, and other assignments prescribed for any course in any semester for a cumulative period of at least 25% shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the end-of-semester examination.

3.21.3 A student shall be eligible to write examinations only for courses he/she has registered.

3.22 STUDENT IN GOOD STANDING

3.22.1 A student in good standing shall be one who would have passed a minimum of 18 graduate level credits (including all core courses) and obtained a Cumulative GPA of at least 2.50 at the end of the second semester of Year 1 (full time students) or the second semester of Year 2 (part-time students).

3.22.2 Where a student does not pass the required minimum of 18 graduate level credits (including all core courses) as stated in 3.22.1 above, he/she shall be deemed not to be in good standing and shall not proceed to take the Comprehensive examination. A student in good standing should have passed all core courses.

3.22.3 If a candidate obtains the minimum number of 18 credits required at the end of the Year I examinations, but fails in more than two core courses, he/she shall be required to pass those courses before he/she takes the comprehensive examination.

3.23 REVIEW OF WRITTEN EXAMINATION

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 the School of Graduate Studies through the Head of the Academic Unit and pay a review fee which shall be three times the normal examination fee.

3.23.1 An application for review shall be submitted not later than 21 days after the release of the said results and shall state the grounds for the request. No action shall be taken on an application which is submitted outside the time stipulated above.

3.23.2 The review shall not proceed unless the appropriate fee has been fully paid.

3.23.3 An application entered on a candidate's behalf shall not be considered.

3.23.4 Following the review, the Board of the School of Graduate Studies may recommend to the Pro-VC (ASA) to authorise the amendment of the results previously released as appropriate.

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

3.23.6 Application for review of the same examination/case can only be submitted once.

3.24 RE-TAKING COURSEWORK

3.24.1 If a candidate obtains the minimum number of 18 credits required at the end of Year 1 but fails in any core course(s), he/she must pass all such failed core course(s).

3.24.2 If a candidate fails to obtain a minimum of 18 credits required at the end of Year 1, he/she must pass the failed course(s).

3.24.3 In all such cases, supplementary examinations shall be organised for the student(s) within the first semester of Year 2.

3.24.4 The minimum course requirements must be met before taking the comprehensive examination (See section 3.3.2).

3.24.5 Students shall be given only one opportunity to re-take the failed course.

3.25 DEFERMENT OF EXAMINATION

3.25.1 On Grounds of Ill-health

A student who has satisfied all the requirements as prescribed in Section 3.22.1 but is unable to take the main (end-of-semester) examination on grounds of ill-health, shall, on application to the Dean of the School of Graduate Studies, and on provision of a Medical Certificate issued by the Director of University Health Services, be allowed to defer the csemester examination and take the examination at the next offering.

3.25.2 On Grounds other than Ill-health:

In cases of requests for deferment on grounds other than ill-health, it shall be the student's responsibility to satisfy the University beyond reasonable doubt as to why he/she wishes to defer the examinations.

In all cases of requests for deferment of examinations, the applicant(s) shall apply through the Head of the Academic Unit to the Dean of the School of Graduate Studies and obtain written responses from the Dean of the School of Graduate Studies before leaving the University.

3.26 FEES

3.26.1 All fees charged including tuition, research, residence and examination shall be paid at rates prescribed by the Academic Board and are subject to annual review.

No candidate shall be admitted to an examination unless he/she has discharged all obligations owed to the University, including payment of the appropriate fees.

3.26.2 Refund of fees

A student who decides to withdraw from the University of Ghana within three weeks of the start of registration in Semester 1 of Year 1, can apply to the University for a refund of fees. The University reserves the right to hold a percentage of the total amount payable as administrative charges.

Beyond the stated period as above, NO REFUND shall be made.

3.27 SUBMISSION OF THESIS FOR EXAMINATION

The format of a doctoral thesis is described in Appendix I.

3.27.1 The Head of Academic Unit shall submit the thesis titles of all PhD candidates to the appropriate School Management Committee for approval. Following the approval, the Dean of the relevant School shall notify the Board of the School of Graduate Studies in accordance with Section 3.19.

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

3.27.3 Each copy of the thesis shall be signed by the candidate and the Supervisors/Supervisory Committee.

3.27.4 In a case where the thesis is not signed by the supervisor(s), it must be accompanied by a letter from same explaining why the thesis has not been signed.

3.27.5 Where any one of the supervisors does not sign, the Board of the School of Graduate Studies shall consider whether such a thesis can go for examination, after reviewing the letter from the supervisor(s) that did not sign the thesis. Otherwise, the thesis shall be sent to the Graduate Studies Committee for the issue to be resolved.

3.27.6 In the unlikely event that the thesis is still not signed after the intervention of the Graduate Studies committee, it shall be sent to the Board of the School of Graduate Studies, with a report from the Graduate Studies Committee for final determination.

3.27.7 All theses must be submitted with a plagiarism report, in line with the University Policy on Plagiarism (A copy of the UG Plagiarism Policy can be found on the School of Graduate Studies' website).

3.27.8 At least, 60 percent of the thesis that is submitted must have been done subsequent to the registration of the student as a candidate for the doctoral degree.

3.27.9 Unless otherwise specified, the thesis shall normally be written in British English and the presentation of the thesis must conform to the prescribed format (see Appendix I).

3.27.10 A thesis for the doctoral degree must make a significant and substantial contribution to knowledge.

3.27.11 A thesis submitted 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(s) provided that the student states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor(s).

3.27.12 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 /Institute/Centre Management Committee and of the Board of Graduate Studies shall be required.

3.27.13 A Candidate shall not be permitted to submit a thesis for which a degree has been conferred in this or any other university.

3.27.14 A student shall not be precluded from incorporating his/her published work based on the thesis research.

3.27.15 A paper or report written or published shall not, normally, be accepted as a thesis in itself.

3.28 LAPSED THESIS

3.28.1 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.

3.28.2 Such a candidate may, however, apply for re-admission to his/her programme. If recommended by the academic unit for re-admission, the candidate shall be admitted for a maximum of two years to submit a PhD thesis.

3.28.3 The application for re-admission should be done within:

i. four (4) semesters of when his/her normal studentship elapses in the case of full-time candidates

ii. two (2) semesters of when his/her normal studentship elapses in the case of part-time candidates

3.29 EXAMINATION AND DETERMINATION OF RESULTS

3.29.1 Doctoral Thesis Examination

3.29.1.1 A panel comprising two (2) examiners shall be appointed by the Academic Board on the recommendation of the School Management Committee and the Board of the School of Graduate Studies to examine a thesis submitted for a doctoral degree. The panel shall normally consist of one external examiner and one internal Examiner.

3.29.1.2 No supervisor shall be appointed as an examiner for his/her candidate's thesis.

3.29.1.3 A doctoral candidate shall not be examined by a non-doctoral degree holder unless they are of Professorial rank.

3.29.1.4 Where appointed examiners are from the University of Ghana, their status shall be deemed as internal examiners.

3.29.1.5 Faculty members pursuing graduate degrees cannot examine other graduate students.

3.29.1.6 All external examiners shall normally be of at least Senior Lecturer grade and should have been approved by the School/Institute/Centre Management Committee and same submitted to the School of Graduate Studies.

3.29.2 Grading System for Thesis/Seminar

3.29.2.1 A candidate's performance in a thesis shall be graded as follows:

Grade	Numerical Marks (%)	Interpretation
A	80 – 100	Excellent
B+	70 – 79	Very Good
B	60 – 69	Good
C	50 – 59	Referred
D	0 – 49	Fail

3.29.2.2 A candidate who is scored a grade "A" by all examiners shall be awarded Distinction in the thesis.

3.29.2.3 A separate report, duly signed, shall be submitted by each examiner to the Board of the School of Graduate Studies in respect of a thesis.

3.29.2.4 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 written component of the thesis has been passed.

3.30.2 For this examination, a panel comprising no fewer than three including, normally, one internal examiner and at least one external examiner of the thesis, shall be appointed by the Academic Board on the recommendation of the School Management Committee and the Board of the School of Graduate Studies.

3.30.3 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.

3.30.4 The Dean/Director of the relevant academic unit or his/her representative shall chair the oral examination.

3.30.5 The Chairperson shall not be the candidate's supervisor or examiner.

3.30.6 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 IV for the format for conducting PhD Oral Examinations).

3.30.7 The panel shall indicate in its report whether the candidate passed or failed.

3.30.8 The results of the oral examination shall be communicated to the candidate immediately after the examination.

3.30.9 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 the School of Graduate Studies that the candidate be permitted to submit to a further oral examination within a period not exceeding 6 months.

3.31 DETERMINATION OF DOCTORAL THESIS RESULTS

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

3.31.2 Where all three (3) examiners pass the thesis and the oral examination, the Board shall normally decide to pass it, subject to corrections.

3.31.3 If a doctoral thesis is failed or referred by one of the three (3) examiners, the Board shall review the nature of the failed or referred grade and decide whether to pass, refer or fail the thesis.

3.31.4 A doctoral thesis referred by two (2) or more examiners shall be referred.

3.31.5 A doctoral thesis failed by two or more examiners shall fail.

3.31.6 If a candidate fails to satisfy the examiners at a second oral examination, the thesis shall fail.

3.31.7 A thesis for which there is allegation of plagiarism shall be subjected to investigation as per the UG Plagiarism Policy.

3.31.8 If an allegation of plagiarism is confirmed, the thesis shall be rejected, and the candidate shall be deemed to have failed.

3.32 DEADLINES FOR SUBMISSION OF REVISED THESES

A doctoral thesis passed subject to correction shall be submitted to the School of Graduate Studies through the Head of the Academic Unit within three (3) months.

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

i. three to six (3 - 6) months default: - 50 per cent of fees for extension shall be charged.

ii. six to nine (6-9) months default: - full fees for extension shall be charged.

iii. nine to twelve (9-12) months default: - candidature shall be deemed to have lapsed and the candidate 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.

3.32.2 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 re-submitted, 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.

3.32.3 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 3.10. Such application shall be referred to the relevant Head of academic unit for re-admission for comments and if recommended by the academic unit, 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 notification of failure shall not be approved.

3.33 ASSESSMENT OF PUBLICATIONS SUBMITTED FOR THE AWARD OF A DPHIL DEGREE

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 3.33.1 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 PUBLICATION OF RESULTS

3.35.1 Results of examinations taken at the end of each Semester shall normally be published before the commencement of the next semester.

3.35.2 The results of the thesis shall normally be declared after determination by the Board of the School of Graduate Studies.

3.35.3 Results shall be available online.

3.35.4 Results of graduate degree programmes shall normally be published by the Board of the School of Graduate Studies as follows:

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

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

3.35.7 Where the thesis is referred or failed and is re-submitted, the date of award shall be either July/December depending on when the revised thesis was re-submitted.

3.36 ELIGIBILITY AND AWARD OF DEGREE

3.36.1 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 has fulfilled all requirements of the University, College, and academic unit.

3.36.2 The results of examinations held in connection with the award of a doctoral degree shall be laid before the Examiners' Board of the School of Graduate Studies for determination. Thereafter, the outcome shall be laid before the respective College Academic Board and subsequently the University Academic Board, for approval.

3.36.3 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 fulfil 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.

3.36.4 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.

3.36.5 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.

3.37 CANCELLATION OF AWARD

3.37.1 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 plagiarised materialin his/her thesis;

v. there were other reasons that would have led to the withholding of confirmation of the award in the first place.

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

3.37.3 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 candidate a complete transcript of his/her academic records. This transcript shall reflect all courses attempted and all results obtained.

4 APPENDIX I: GENERAL FORMAT OF THESIS

4.1 Introduction

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

4.2 Academic Unit Format Requirements

Notwithstanding 4.1, academic unit formats shall apply to:

i. Chapter Structure Design

ii. Chapter Headings

iii. Reference Style

iv. Figures and Tables

v. Chapter Content Design

vi. List of Abbreviations

4.3 University format requirement shall consist of the following sections:

i. Preliminary Information

ii. Substantive Section

iii. Bibliography and Appendices

4.3.1 Preliminary Information

i. Title Page

The title page shall consist of the underlisted which should be centred and follow the sample and wording provided in Appendix II.

a) Title of the Thesis

b) Statement of Submission

c) Name of Candidate (No Titles)

d) Student Number (in brackets below the name)

e) Declaration of partial fulfilment for the Award of Doctor of Philosophy

f) (not abbreviated).

g) Academic Unit

h) The date of submission (Month and Year)

ii. Declaration/Signature page

a) 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.

b) Signatures: The declaration page shall be signed by the following:

c) The Candidate

d) Supervisors

4.3.2 Abstract

Every candidate shall present an abstract of his/her thesis of a maximum of four (4) pages (double spaced). It should contain a summary of key elements in the main chapters and should not include any references.

4.3.3 Dedication (Optional)

4.3.4 Acknowledgement (1 page maximum)

i. The candidate may briefly acknowledge those who made important contributions to the success of his/her research and presentation of thesis.

ii. Where the thesis has benefited from a collaborative project done in conjunction with the candidate's Supervisor(s), this should be duly acknowledged.

4.3.5 Table of Contents

A well aligned presentation of preliminary information, chapters with subsections, bibliography and appendices of the thesis with relevant page numbers indicated.

4.3.6 List of Figures/Maps

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

4.3.7 List of Tables

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

4.3.8 List of Abbreviations

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

4.3.9 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 academic unit format which has been deposited with the School of Graduate Studies.

ii. Reference Style

The reference style shall follow the University of Ghana format, which can be found at the respective academic units.

iii. Language Style

All theses must conform to British English.

iv. Thesis Size

A thesis submitted for a PhD degree shall not exceed 60,000 words excluding bibliography, figures, tables, photographs, and appendices.

4.3.10 Bibliography and Appendices

i. The bibliography should be placed at the end of the thesis and not after each chapter with the exception of cases where the academic unit format filed with the School of Graduate Studies requires this.

ii. The order of arrangement of the bibliography and appendices should follow the prescribed School of Graduate Studies format unless the academic unit format requires an alternative order.

iii. The candidate may submit, as subsidiary matter in support of his/ her thesis/dissertation, any printed contributions to the advancement of his/her subject, which he/she may have published independently or jointly, or any other supporting material. In the event of a student presenting material from joint work, he/she shall be required to state fully his/her own contribution.

4.4 Presentation Format

i. A pdf copy of the thesis shall be submitted to the School of Graduate Studies through the Head of Academic Unit for examination.

ii. Margins: When bound, all margins of the thesis should be 2.54 cm (1 inch).

iii. Font Type & Size: Theses should be typed in New Times Roman, font size 12.

iv. Chapter headings should be in New Times Roman Font Size 14 Bold.

v. Font sizes for indented citations, graphs, figures, and tables should not be lower New Times Roman font size 10.

vi. Page Numbers: Page numbers should be centred at the bottom of page throughout the thesis.

vii. The preliminary pages should be numbered with Roman numerals.

viii. Page numbering in Arabic numerals should run through the entire thesis.

ix. Footnote numbering should run through a thesis.

x. Footnotes, not endnotes, should be used in all theses.

4.5 Submission of Thesis/Dissertation

4.5.1 Submission for Examination

For the purpose of examination, a student shall submit a PDF version (duly signed as required) through the existing thesis tracking management system to the School of Graduate Studies through the head of the respective academic unit.

4.5.2 Submission of Final Revised Copy

A PDF version of the final thesis (duly signed as required) shall be submitted by e-mail to the School of Graduate Studies, through the head of the respective academic unit, to hardbound@ug.edu.gh. Final revised copies shall be labelled as indicated in Section 4.6.

4.6 Labelling of Final Copy

4.6.1 Front Cover

The front cover of the final copy shall be lettered boldly (font size 14-36) with the details of the title page of the thesis/dissertation.

4.6.2 Distribution of Final Thesis

The final PDF version of the thesis submitted to the School of Graduate Studies shall be forwarded to the Balme Library of the University of Ghana. The submission to the Balme Library shall only be done by the School of Graduate Studies.

5 APPENDIX II: SAMPLE TITLE PAGE FOR PHD THESIS

SAMPLE TITLE PAGE FOR PHD 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 2024

6 APPENDIX III: SAMPLE COVER PAGE FOR PHD 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 2024

7 APPENDIX IV

7.1 UNIVERSITY EXAMINATIONS: INSTRUCTIONS TO CANDIDATES

(Extracts from Regulations Governing University Examinations)

7.1.1 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.

7.1.2 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.

7.1.3 A candidate shall not be admitted to a University examination if:

i. he/she 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/she owes fees to the University/Hall;

iv. he/she is under suspension or has been dismissed from the University.

v. It shall be the duty of the candidate to consult the daily timetable (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.

vi. 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.

vii. 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.

7.1.4 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.

7.1.5 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.

7.1.6 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.

7.1.7 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.

7.1.8 An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her his/her student identity card and place it on the examination table to enable the invigilator to 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 hall.

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

7.1.10 A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination.

7.1.11 A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.

7.1.12 A candidate shall not disturb or distract any other candidate during an examination.

7.1.13 Candidates may attract the attention of the invigilator by raising their hands.

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

7.1.15 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.

7.1.16 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.

7.1.17 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.

7.1.18 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.

7.1.19 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 timetable;

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.

7.1.20 A breach of any of the foregoing regulations made for the conduct of university examination 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.

7.1.21 Further to 1.15, a grade Z leading to failure in a u niversity e xamination, 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.

7.1.22 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/she may provide a stamped addressed envelope.

7.1.23 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.

7.1.24 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.

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

7.1.26 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.

7.1.27 The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.

7.1.28 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.

8 APPENDIX V

8.1 UNIVERSITY EXAMINATIONS: EXAMINATION MALPRACTICE OR OFFENCE

8.1.1 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.

8.1.2 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/her and submit his/her findings to the Registrar.

8.1.3 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.

8.1.4 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.

9 APPENDIX VI

9.1 FORMAT FOR CONDUCTING DOCTORAL ORAL EXAMINATIONS

9.1.1 Introduction of Chairperson

9.1.2 Chairperson introduces candidate, panel of examiners, candidate's supervisors, and other guests.

9.1.3 Dean of Graduate Studies or his/her representative presents the regulations and procedures concerning PhD oral examinations.

9.1.4 Chairperson invites candidate to make his oral presentation.

9.1.5 Presentation by the candidate (not more than 40 minutes)

9.1.6 Questions/Critiques/Comments by:

i. External Examiner(s)

ii. Internal Examiner

iii. Non-examiners

9.1.7 Candidate responds to issues raised preferably one at a time.

9.1.8 Examiners retire from venue to determine result of oral examination (non-examiners to remain at venue for announcement of panel's recommendation)

9.1.9 Examiners determine candidate's performance in the oral exam only 'in camera' and return to venue for announcement of their recommendation. The Chairperson announces the panel's recommendation to candidate and audience.

9.1.10 Remarks by Candidate (optional)

9.1.11 Remarks by the Dean of Graduate Studies

9.1.12 Chairperson dissolves oral examination session.

10 APPENDIX VII

10.1 CRITERIA FOR EXAMINATION OF PUBLICATIONS SUBMITTED FOR DPHIL DEGREE

Only graduates of the University of Ghana shall be eligible for the award of the DPhil degree. Applicants must hold a master's degree by research (equivalent to the MPhil 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 DPhil 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 DPhil 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 PhD.

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 DPhil 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).

The maximum scores to be awarded shall be as follows:

	Criteria for scoring	Maximum points	Candidate's score
	Academic quality of published works to be scored as follows: • 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. Total score for 1		
	Originality of research work	20	
	Contribution to knowledge in candidate's chosen theme/research area	15	
	Presentation	5	
	Total Score	100	

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.

11 APPENDIX VIII: PROGRAMMES

The following graduate programmes are available at the School of Graduate Studies

11.1 COLLEGE OF HUMANITIES

11.1.1 SCHOOL OF LANGUAGES

Arabic	-	MA/MPhil
Conference Interpreting	-	MA
English	-	MA/MPhil/PhD
French	-	MPhil/PhD
Linguistics	-	MA/MPhil/PhD
Russian	-	MA/MPhil
Spanish	-	MA/MPhil
Translation	-	MA
Teaching English as a Second Language	-	MPhil

11.1.2 SCHOOL OF ARTS

Archaeology	-	MPhil/PhD
Classics	-	MPhil/PhD
History	-	MPhil/PhD
Museum & Heritage Studies	-	MA/PhD
Philosophy	-	MPhil/PhD
Study of Religions	-	MPhil/PhD

11.1.3 SCHOOL OF PERFORMING ARTS

Dance	-	MPhil
Dance (Choreography/Performance)	-	MFA
Music	-	MPhil/PhD

Theatre Arts - MA/MFA/MPhil/PhD

11.1.4 SCHOOL OF SOCIAL SCIENCES

Climate Change & Sustainable Development	-	MSc/MPhil
Clinical Psychology	-	MPhil
Counselling Psychology	-	MPhil
Development Economics	-	PhD
Development Psychology	-	MPhil
Economic Policy Management	-	MA/Weekend/Evening/Fee Paying
Economics	-	MPhil
Geography & Resource Development	-	MPhil/PhD
Industrial and Organizational Psychology	-	MPhil
Political Science	-	MA/MPhil/PhD
Psychology	-	PhD
Sociology	-	MA/MPhil/PhD
Social Psychology	-	MPhil
Social Work	-	MPhil/PhD

11.1.5 CENTRE FOR URBAN MANAGEMENT STUDIES

Urban Studies	-	MSc/MPHil/PhD

11.1.6 INSTITUTE OF STATISTICAL, SOCIAL AND ECONOMIC RESEARCH

Development Studies	-	MA/MPhil/PhD

11.1.7 CENTRE FOR SOCIAL POLICY STUDIES

Social Policy Studies	-	MA/PhD
Research and Public Policy	-	MRPP

11.1.8 REGIONAL INSTITUTE FOR POPULATION STUDIES

Population Studies	-	MA/MPhil/PhD

11.1.9 LEGON CENTRE FOR INTERNATIONAL AFFAIRS AND DIPLOMACY

International Affairs (One-Year, Regular)	-	MA
International Affairs (Two-year Part-time)	-	MA
International Affairs	-	PhD

11.1.10 CENTRE FOR MIGRATION STUDIES

Migration Studies	-	MA/MPhil/PhD

11.1.11 INSTITUTE OF AFRICAN STUDIES

African Studies	-	MA/MPhil/PhD

11.1.12 UNIVERSITY OF GHANA BUSINESS SCHOOL

Accounting	-	MBA/MPhil/PhD
Finance	-	MBA/MPhil/PhD
Health Policy and Management	-	PhD
Health Services Management	-	MBA/MPhil
Human Resource Management	-	MBA/MPhil
Information Systems	-	PhD
Management Information Systems	-	MBA/MPhil
Management Science	-	PhD
Marketing	-	MBA/MPhil/PhD
Operations Management	-	MPhil

Public Administration	-	MPA/MPhil
Public Administration and Policy Management	-	PhD
Risk Management and Insurance	-	MPhil

UNIVERSITY OF GHANA BUSINESS SCHOOL SPECIAL WEEK-END /EXECUTIVE MASTER OF BUSINESS ADMINISTRATION PROGRAMMES

Accounting	-	MBA
Accounting and Finance (ACCESS)	-	MSc
Accounting and Financial Services Management	-	EMBA
Business Analytics (ACCESS)	-	MSc
Business Analytics	-	MSc
Development Finance	-	MSc
Entrepreneurial Management	-	EMBA
Finance	-	MBA /EMBA
Health Services Administration	-	MBA
Human Resource Management	-	MBA /EMBA/PHD
Logistics and Transportation Management	-	MSc
Management and Administration	-	MA
Management Information Systems	-	MBA
Marketing	-	MBA/EMBA
Operations and Supply Chain Management	-	MBA
Procurement and Supply Chain Management	-	MSc
Project Management	-	EMBA
Public Administration	-	MPA

11.1.13 SCHOOL OF LAW

Alternative Dispute Resolution	-	LLM/MA
Corporate and Commercial Law	-	LLM/MA
Energy Law	-	LLM/MA
Financial Markets Law and Regulation	-	LLM/MA
Gender and the Law	-	LLM/MA
Health Law and Ethics	-	LLM/MA
Human Rights Law and Practice	-	LLM/MA
Information Technology Law	-	LLM/MA
International Law	-	LLM/MA
Labour Law	-	LLM/MA
Law and Development	-	LLM/MA
Law and Practice of Public Administration	-	LLM/MA
Law for Micro, Small, and Medium Scale Enterprises	-	LLM/MA
Maritime Law	-	LLM/MA
National Security Law and Practice	-	LLM/MA
Natural Resources Law	-	LLM/MA
Oceans Governance and Law	-	LLM/MA
Paralegal Practice	-	LLM/MA
Tax Law, Policy and Practice	-	LLM/MA
Law	-	PhD

11.2 COLLEGE OF EDUCATION

11.2.1 SCHOOL OF INFORMATION AND COMMUNICATION STUDIES

Communication Studies	-	MA/MPhil/PhD
Information Studies	-	MA/MPhil/PhD

11.2.2 SCHOOL OF CONTINUING AND DISTANCE EDUCATION

Adult Education	-	MA/MPhil
Adult Education & Human Resource Studies	-	PhD
Distance Education & E-Learning (Distance)	-	MA
HIV/AIDS Management (Distance)	-	MA/MPhil
Human Resource Development	-	MA/MPhil

11.2.3 SCHOOL OF EDUCATION AND LEADERSHIP

Education	-	MA/MPhil
Educational Leadership and Management	-	MA/MPhil

11.3 COLLEGE OF BASIC AND APPLIED SCIENCES

11.3.1 SCHOOL OF PHYSICAL AND MATHEMATICAL SCIENCES

Actuarial Science	-	MSc(evening/weekend)/MPhil
Applied Geochemistry	-	MSc/MPhil
Applied Geophysics	-	MSc/MPhil
Chemistry	-	MPhil/PhD
Computer Science	-	MSc (evening/weekend MEng/MPhil/PhD
Earth Science	-	PhD
Economic Geology	-	MSc/MPhil
Engineering Geology	-	MSc/MPhil
Geology	-	MSc/MPhil
Hydrogeology	-	MSc/MPhil

Mathematics	-	MSc/MPhil/PhD
Mineral Exploration	-	MSc
Petroleum Geoscience	-	MSc
Physics	-	MPhil/PhD
Statistics	-	MPhil/PhD

11.3.2 SCHOOL OF BIOLOGICAL SCIENCES

Applied Parasitology	-	PhD/MPhil
Aquaculture	-	MSc/MPhil
Biochemistry	-	MSc/MPhil/PhD
Biodiversity & Conservation Science	-	PhD
Biodiversity Studies	-	MPhil
Botany	-	MPhil/PhD
Coastal Zone Management	-	MSc
Fisheries Administration and Management	-	EMFAM
Fisheries Management	-	MSc
Fisheries Science	-	MPhil/PhD
Food Science	-	MPhil/PhD
Marine Science	-	MPhil/PhD
Molecular Biology	-	MPhil
Molecular Cell Biology of Infectious Diseases	-	MPhil/PhD
Nutrition	-	MPhil/PhD
Plant and Environmental Biology	-	PhD
Zoology	-	MPhil

11.3.3 INSTITUTE FOR ENVIRONMENT AND SANIT

11.3.4 ATION STUDIES

Environmental Sanitation Studies	-	MPhil
Environmental Science	-	MPhil/PhD
Sustainability Science	-	MPhil

11.3.5 CENTRE FOR CLIMATE CHANGE AND SUSTAINABILITY DEVELOPMENT

Climate Change and Sustainable Development	-	MSc/MPhil

11.3.6 SCHOOL OF NUCLEAR AND ALLIED SCIENCES

Applied Nuclear Physics	-	MPhil/PhD
Computational Nuclear Sciences & Engineering	-	MPhil/PhD
Health Physics and Radiation Protection	-	MPhil/PhD
Medical Physics	-	MPhil/PhD
Nuclear Agriculture	-	MPhil/PhD
Nuclear Earth Science	-	MPhil/PhD
Nuclear Engineering	-	MPhil/PhD
Nuclear & Environmental Protection	-	MPhil/PhD
Nuclear Science and Technology	-	MPhil
Nuclear Technology Applications in Petroleum and Mining Industries	–	MPhil
Nuclear and Radiochemistry	-	MPhil/PhD
Radiation Processing	-	MPhil/PhD
Radiation Protection	-	MPhil/PhD

11.3.7 SCHOOL OF AGRICULTURE

Agricultural Administration		M.Agric/MPhil/PhD
Agribusiness	-	MPhil/ PhD
Agricultural Economics	-	MPhil
Agricultural Engineering		-MPhil/M.Eng/PhD
Agricultural Extension		M.Agric/MPhil/PhD
Applied Agricultural Economics & Policy	-	PhD
Applied Parasitology	-	MPhil/PhD
Animal Science	-	M.Agric/ MPhil/PhD
Biodiversity and Conservation Science	-	PhD
Biodiversity Studies	-	MPhil
Crop Science	-	M.Agric/ MPhil/PhD
Entomology (ARPPIS)	-	MPhil/PhD
Extension & Livelihood Studies	-	MSc
Family and Consumer Sciences	-	PhD

Options available:

Child and Family Studies
Family Resource Management
Food Utilization and Community Nutrition

Home Science	-	MPhil
Soil Science	-	M.Agric/ MPhil/PhD

MPhil Specialization Areas Available:

Environmental Soil Science Paedology and landscape Processes Soil Chemistry and Fertility
Soil Physics and Conservation
Soil Microbiology and Biochemistry

PhD Specializations Areas Available:

Environmental Soil Science Paedology and landscape Processes Soil Chemistry
Soil Fertility
Soil Microbiology and Biochemistry
Soil Physics and Conservation

11.3.8 SCHOOL OF ENGINEERING SCIENCES

Agricultural Engineering	-	MEng/MPhil/PhD
Biomedical Engineering	-	MEng/MPhil/PhD
Computer Engineering	-	MEng/MPhil/PhD
Food Process Engineering	-	MPhil/PhD
Materials Science & Engineering	-	MEng/MPhil/PhD

11.4 COLLEGE OF HEALTH SCIENCES

11.4.1 SCHOOL OF BIOMEDICAL AND ALLIED HEALTH SCIENCES

Audiology	-	MSc
Dietetics	-	MSc/PhD
Genetic Counselling	-	MSc
Medical Ultrasonography	-	MSc
Medical Laboratory Sciences	-	MSc
Physiotherapy	-	MPhil/MSc
Speech and Language Therapy	-	MSc

11.4.2 SCHOOL OF PUBLIC HEALTH

Applied Epidemiology and Disease Control	-	MPhil
Applied Health Social Science	-	MSc
Bioethics	-	MSc
Biostatistics	-	MSc
Clinical Trials	-	MSc
Health Economics	-	MHE
Health Informatics	-	MHI
Occupational Hygiene	-	MSc
Occupational Medicine	-	MSc
Public Health	-	MPH
Public Health	-	PhD

Options available for the PhD:

Biological, Environmental and Occupational Sciences

Biostatistics

Epidemiology and Disease Control

Health Policy, Planning and Management

Population, Family and Reproductive Health

Social and Behavioural Science

Public Health Monitoring and Evaluation	-	MSc

11.4.3 SCHOOL OF PUBLIC HEALTH SPECIAL WEEK-END PROGRAMME

Public Health	- MPH
Public Health Monitoring and Evaluation	- MSc

11.4.4 SCHOOL OF NURSING AND MIDWIFREY

Nursing	- MSc/MPhil

Nursing	-	PhD
Midwifery	-	MPhil

11.4.5 UNIVERSITY OF GHANA MEDICAL SCHOOL

Anatomy	-	MPhil
Chemical Pathology	-	MPhil
Clinical Sciences	-	PhD
Haematology	-	MPhil
Immunology	-	MPhil
Medical Microbiology	-	MPhil/PhD
Pharmacology	-	MPhil
Physiology	-	MPhil

11.4.6 SCHOOL OF PHARMACY

Pharmaceutics		MPhil
Pharmaceutical Chemistry	-	MPhil
Pharmacognosy	-	MPhil
Pharmacy Practice (Clinical/Social Pharmacy)	-	MPhil

11.5 SANDWICH PROGRAMMES

11.5.1 COLLEGE OF HUMANITIES

Accounting & Finance	-	MSc
Clinical Leadership and Management	-	MSc
Contemporary English Studies	-	MA
Financial Risk Management	-	MSc
GeoInformation Science	-	MSc
Hospitality and Tourism Management	-	MSc
Information Studies	-	MA
International Business	-	MSc

Logistics and Transportation Management	-	MSc
Marketing Strategy	-	MA
Migration Studies	-	MA
Music	-	MA
Organizational Leadership & Governance	-	MA
Procurement and Supply Chain Management	-	MSc
Public Sector Management	-	MA
Public Affairs	-	MA
Study of Religion	-	MA
Theatre Arts	-	MA
Teaching English as a Second Language	-	MA

11.5.2 COLLEGE OF HEALTH SCIENCES

Midwifery	-	MPhil
Nursing	-	MSc
Nursing	-	MPhil

11.5.3 COLLEGE OF EDUCATION

MA Education	-	MA
MA Educational Leadership and Management	-	MA

11.6 GRADUATE PROGRAMMES OF AFFILIATE INSTITUTIONS

The School of Graduate Studies currently oversees the running of the following master's programmes at its affiliate institutions. The programmes are governed by the rules and regulations applicable to master's degree programmes at the University of Ghana.

MA Ports and Shipping Admin	-	Regional Maritime University
MA International Affairs	-	Ghana Armed Forces Command Academy
MA Adult Education	-	Wisconsin Int. University College
Master of Business Administration	-	Wisconsin Int. University College
MSc Environmental Sustainability	-	Wisconsin Int. University College