

UNIVERSITY OF GHANA

HANDBOOK FOR MASTER'S DEGREE PROGRAMMES

AND

REGULATIONS GOVERNING GRADUATE STUDY AND UNIVERSITY EXAMINATIONS

School of Graduate Studies

2025

Table of Content

1 GENERAL INFORMATION **6**

2 ADMISSIONS **7**

2.1 GENERAL REQUIREMENTS 7
2.2 APPLICATION 7
2.3 PROCEDURE FOR ADMITTING APPLICANTS INTO MASTER'S PROGRAMMES 8

3 REGULATIONS **8**

3.1 COURSE OF STUDY 8
3.2 ACADEMIC SESSION 9
3.3 STRUCTURE OF PROGRAMMES 9
3.4 MINIMUM AND MAXIMUM COURSE WORKLOAD PER SEMESTER 10
3.5 AUDITING OF COURSES 10
3.6 GRADUATION REQUIREMENTS FOR 12-18 MONTHS MASTER'S DEGREE PROGRAMMES 10
3.7 DEFERMENT OF ADMISSION 13
3.8 REGISTRATION 13
3.9 ORIENTATION 14
3.10 MATRICULATION 14
3.11 DURATION OF PROGRAMMES 14
3.12 EXTENSION OF DURATION OF STUDY 15
3.13 RE-ADMISSION 15
3.14 INTERRUPTION OF STUDY PROGRAMME 17
3.15 TRANSFER OF CREDITS 18
3.16 EXEMPTION FROM COURSES 18
3.17 COURSE CREDITS 19
3.18 CODING AND NUMBERING OF COURSES 19
3.19 GRADUATE STUDIES COMMITTEE 20
3.20 TEACHING AND SUPERVISION AT MASTER'S LEVEL 21
3.21 APPROVAL OF THESIS/ DISSERTATION AREAS AND SUPERVISORS, THESIS/DISSERTATION TITLES, SUPERVISORS AND EXAMINERS 22
3.22 EXAMINATIONS 24
3.23 STUDENTS IN GOOD STANDING 25
3.24 GRADING SYSTEM FOR COURSE WORK 26
3.25 DEFINITION OF GRADES 26
3.26 REVIEW OF WRITTEN EXAMINATION 27
3.27 RE-TAKING COURSE WORK 28
3.28 DEFERMENT OF EXAMINATION 29
3.29 FEES 30
3.30 CHANGE OF A DEGREE PROGRAMME/ REGISTRATION 30
3.31 SUBMISSION OF LONG ESSAY/PROJECT WORK/DISSERTATION/THESIS FOR EXAMINATION 32
3.32 EXAMINATION AND DETERMINATION OF RESULTS 34
3.33 LAPSED THESIS 37
3.34 DEADLINES FOR SUBMISSION OF REVISED THESES/DISSERTATIONS 38
3.35 PUBLICATION OF RESULTS 39
3.36 ELIGIBILITY AND AWARD OF DEGREE 40
3.37 CANCELLATION OF AWARD 41
3.38 TRANSCRIPT OF ACADEMIC RECORD 41

4 APPENDIX I **43**

5 APPENDIX II **48**

6 APPENDIX III **49**

7 APPENDIX IV **50**

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)

UNIVERSITY OF GHANA
GENERAL INFORMATION

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Bankers

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- Standard Chartered Bank, Legon Branch, Ghana
- ECOBANK Legon Branch, Ghana
- Ghana International Bank, Plc
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THE REGISTRAR, UNIVERSITY OF GHANA
P.O. Box LG 25, Legon, Ghana

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 to maintain the high academic standards associated with the Universities in Britain. Also, it enabled the College to seek the support of the Council in obtaining funds from the United Kingdom Government sources.

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

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

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 as 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 University administration more efficient and effective while giving students greater choice in programmes. 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 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.

INSTITUTIONAL AFFILIATIONS: 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 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 Force 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 a Police Station, a University Hospital and housing for Junior Staff of the University.

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

THE SCHOOL OF GRADUATE STUDIES

The unit responsible for coordinating graduate studies is the School of Graduate Studies. The School is headed by a Dean, assisted by a Vice-Dean and a School Administrator. The School is responsible for graduate admissions, registration and orientation, student records, examination of theses/dissertations, 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 Graduate Students' Association of Ghana (GRASAG).

The Board of the School of Graduate Studies has two Sub-Committees as follows:

1. 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.

2. Graduate Examinations Committee: The Graduate Examinations Committee, chaired by the Dean of the School of Graduate Studies, has oversight responsibility for approved supervisors and 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 organised in 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

2.1.1 To be admitted to a programme leading to the award of a higher degree, a candidate must have obtained a good first degree, preferably second class lower or better (or a final grade point average of at least 2.0), in a relevant field of study at the University of Ghana or any recognized/accredited University. Applicants with third class may be considered for admission based on a minimum of 5 years' work experience and/or other qualifications.

2.1.2 In the case of a holder of MA/MSc or equivalent degrees in the same field of study who is adjudged capable by the relevant academic unit of undertaking research, he/she may be admitted into the second year of the MPhil programme. He/She must have obtained a grade point average (GPA) of 3.0 (letter grade B) or better. He/She may be granted exemptions for a maximum of eighteen (18) credits and will have to take a minimum of six (6) credits. This must be within a period of five years after graduation.

2.2 APPLICATION

2.2.1 Application for admission to Master's 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).

2.2.2 Forms for three referees' confidential reports, transcripts and certified copies of certificates shall be provided along with the main application forms.

2.2.3 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.

2.2.4 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.

2.2.5 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.

2.2.6 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.

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

2.2.8 Heads of Academic Unit, 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.

2.2.9 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 of determining the suitability or otherwise of each applicant.

2.3 PROCEDURE FOR ADMITTING APPLICANTS INTO MASTER'S PROGRAMMES

The procedures outlined below shall be followed in admitting applicants into all Master's programmes.

2.3.1 Screening by the School of Graduate Studies

Screening of all relevant documents of applicants to determine their suitability for the Master's degree.

2.3.2 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 in the academic unit except with express written approval by the Dean of 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 their programmes.

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:

First Semester: August - December
Second Semester: January - May

Sandwich programmes shall normally be organised during the long vacation (i.e. May/June - July/August)

3.2.1 STRUCTURE OF SEMESTER

3.2.1.1 Regular Session

A semester shall normally be of 17 weeks duration and shall be structured as follows:
13 weeks of teaching
1 week of revision
3 weeks of examinations

3.2.1.2 Sandwich Session

Normally, a sandwich semester is eight weeks comprising:
6 weeks of teaching
1 week of revision
1 week of examinations

3.3 STRUCTURE OF PROGRAMMES

The following are the Master's Degree options available at Academic Units and the minimum and maximum credit requirements of a registered student to graduate:

3.3.1 Course Unit Requirements

i. All categories of Master's programmes offered including non-dissertation/non-long essay option shall offer a course in Research Methodology as a core.

ii. For the non-dissertation/non-long essay option, two Special Topics courses with six (6) Credits (i.e., three (3) credits per semester) shall be taken in place of the dissertation or long essay. This shall involve directed reading of topical issues in the subject area.

iii. Both Special Topics courses must be passed in order to qualify for the award of degree.

Table 1: Duration of Programmes

Programme	Duration
MA, MSC and Equivalents	
Full-Time	2 Semesters
Part-Time	4 Semesters
EMBA, MBA, MPA and Equivalents	
Full-Time	4 Semesters
Part-Time	6 Semesters
MPHIL & MFA	
Full-Time	4 Semesters
Part-Time	6 Semesters

3.4 Minimum and Maximum Course Workload Per Semester

3.4.1 Full-Time Study

A full-time student shall carry a minimum course workload of 12 credits and a maximum of 18 credits per semester. In exceptional cases, candidates may be allowed to exceed up to 4 extra credits where written permission has been granted by the Board of the School of Graduate Studies.

3.4.2 Part-Time Study

A part-time student shall carry a minimum workload of six credits and a maximum of nine credits per semester.

3.5 Auditing of Courses

A student may register to audit courses up to four (4) extra credits where written permission has been granted by the Board of the School of Graduate Studies upon recommendation by the Academic Unit.

Courses audited will not count towards the calculation of the Final Grade Point Average.

3.6 Graduation Requirements for 12-18 months Master's Degree Programmes

Table 2: Credit Requirements – 12 to 18 months Programmes

Component	Options		
	Dissertation	**Long Essay***	**Special Topics**
Course Work	24-36 (12-18 per semester)	30-36 (15-18 per semester)	30-36 (15-18 per semester)
Seminar	3	3	3
Dissertation	12	----	----
Long Essay*	----	6	----
Special Topics	----	----	6 (3 per semester)
Total	**39 – 51 Credits**	**39 – 45 Credits**	**39 – 45 Credits**

*Requirement for Long Essay option applies to Project Work/Practicum

3.6.1 Minimum and maximum credits

The minimum and maximum credits for 1 2-18 months Master's programme shall be 39-51 or 39-45 credits with and without Dissertation, respectively (Special Topics/Long Essay/ Project Work/Practicum).

3.6.2 Seminar

Each student is expected to attend all seminars specified by the Academic Unit and make a presentation on his/her research in the second semester. This presentation will be assessed for three (3) credits.

3.6.3 Graduation Requirements for Two-year Master's degree with Thesis/Dissertation/Long Essay Option

Table 3: Credit Requirements – 24 months Programmes

Component	Long Essay Option	Dissertation Option	Thesis Option
Year 1 Course Work	24-30 (12-15 per semester)	24-30 (12-15 per semester)	24-36 (12-18 per semester)
Year 2 Course Work	24-30 (12-15 per semester)	18-24 (9-12 per semester)	----
Long Essay	6	----	----
Dissertation	----	12	----
Thesis	----	-----	30
Seminar 1	3	3	3
Seminar 2	3	3	3
Total	60-72 credits	60-72 credits	60-72 credits

3.6.4 Minimum and maximum credits

The minimum and maximum credits for 2-year Master's programme with Thesis/Dissertation/Long Essay shall be 60-72 credits.

3.6.5 Seminar I (Thesis/Dissertation/Long Essay option)

In Year 1, each student is expected to attend all seminars specified by the Academic Unit and make a presentation on his/her research proposal in the second semester. This presentation will be assessed for three (3) credits.

3.6.6 Seminar II (Thesis/ Dissertation/Long Essay Option)

In Year 2, each student will make a presentation on the progress of his/her research and be assessed for three (3) credits.

3.6.7 In all cases, the total credits shall not exceed 72 credits.

3.7 DEFERMENT OF ADMISSION

3.7.1 Deferment of Admission shall normally be granted upon registration.

3.7.2 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.

3.8 REGISTRATION

3.8.1 The University requires all fresh students to go through the process of registration at the commencement of their respective academic programmes.

3.8.2 **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.

3.8.3 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.

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

3.8.5 A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.

3.8.6 A penalty as may be determined by the Academic Board from time to time shall be imposed on any student who fails to register without permission during the normal time stipulated for registration by the University.

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

3.8.8 After the deadline for **ADD/DROP** of course**s**, 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.

3.8.9 A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.

3.9 ORIENTATION

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

3.10 MATRICULATION

3.10.1 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.

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

3.11 DURATION OF PROGRAMMES

The following shall normally be the duration for the completion of Master's degree programmes: -

Table 4: Programme Duration by Type

Programme	Duration
MA, MSC and Equivalents	
Full-Time	2 Semesters (12 Months)
Part-Time	4 Semesters (24 Months)
EMBA, MBA, MPA and Equivalents	
Full-Time	4 Semesters (24 Months)
Part-Time	6 Semesters (36 Months)
MPHIL & MFA	

Full-Time	4 Semesters (24 Months)
Part-Time	6 Semesters (36 Months)

3.12 EXTENSION OF DURATION OF STUDY

3.12.1 Upon the expiration of the normal period of a postgraduate programme, a student who has still not been able to complete the programme may apply for extension of studentship and may be granted approval for periods not exceeding the following:

i. All Non-Thesis Master's Programmes - One semester

ii. MPHIL/MFA and other Thesis option Master's Programmes- Two semesters

iii. Part-Time Programmes - Two semesters

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

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

3.12.4 There shall be no further time permitted beyond the above Extension durations.

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

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

3.13 RE-ADMISSION

3.13.1 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.

3.13.2 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.

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

3.13.4 Re-admission under Loss of studentship resulting from interruption of study

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

3.13.5 Re-admission under failed Thesis/Dissertation/Long Essay/Project Work/Practicum/Special Topics

i. Where a student's thesis/dissertation/long essay/project work/practicum/special topics is declared a failure, the candidate 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.

ii. Such an application shall be referred to the Head of the relevant Academic Unit for comments and if recommended by the Academic Unit for re-admission, the candidate shall be re-admitted to repeat the thesis/dissertation/long essay/project work/practicum/special topics component of his/her programme for the following durations:

- One semester (1) in the case of Dissertation/Long Essay/ Project Work/Practicum/Special Topics **(MA/MSC and equivalent programmes)**
- Two (2) semesters in the case of thesis (MPhil/MFA and equivalent programmes)

iii. Where a student satisfies the course work requirements of his/her programme but fails the research component, the student may be granted a waiver of course work.

3.13.6 Re-admission under Lapsed Studentship

i. Where a candidate fails to complete a thesis/dissertation/long essay/project work/ practicum/special topics or fails to meet graduation requirements within the required period including extension, the studentship of such a candidate shall be deemed to have lapsed.

ii. The candidate may wish to apply for re-admission to his/her programme within a period not exceeding two semesters in the case of MA/MSc and equivalent programmes and four semesters in the case of MPhil and equivalent programmes, from the date of passing the written examination.

iii. Normally, in the case of thesis/dissertation/long essay/project work/ practicum/special topics, only candidates who have satisfied all course work requirements shall be considered for re-admission.

iv. In the case of re-admission for purposes of repeating examinations of failed courses, a maximum of two semesters may be granted. This is to ensure that examinations can be taken in either/both semesters.

3.14 INTERRUPTION OF STUDY PROGRAMME

3.14.1 A student registered for the graduate 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. This provision shall normally not apply to one-year programmes.

3.14.2 A student who does not go through the approved procedures before interrupting his/her study 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.

3.14.3 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.

3.14.4 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.

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

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

3.14.7 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.

3.15 TRANSFER OF CREDITS

3.15.1 Students admitted into MPhil degrees may, on the basis of official transcripts, be allowed to transfer credits earned from a taught Master's degree programme. A student may get a waiver for the coursework if it is comparable with that of the taught Master's degree programme

3.15.2 For MPhil degrees, a student may be granted exemptions for a maximum of 18 credits and will have to take a minimum of six (6) credits.

3.15.3 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.

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

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

3.16 EXEMPTION FROM COURSES

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

3.16.2 For taught Master's programmes, a maximum of nine (9) credits may normally be considered.

3.16.3 For MPhil degrees, a maximum of 18 credits will be considered.

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

3.17 COURSE CREDITS

3.17.1 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.

3.17.2 No graduate taught course shall be less than two (2) or more than four (4) credit hours.

3.18 CODING AND NUMBERING OF COURSES

3.18.1 All Master's degree courses shall have letter and number codes beginning with four letters signifying a Department or programme/subject, followed by a three-digit number in the range of 600-699.

3.18.2 The third digit in the number code shall be:

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

3.19 GRADUATE STUDIES COMMITTEE

3.19.1 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.

3.19.2 The Chair of the Committee shall be appointed by the Head of the Academic Unit.

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

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

3.19.5 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.

3.19.6 The Head of the Academic Unit shall normally not be a member of the Graduate Studies Committee.

3.19.7 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 the Academic Unit.

3.19.8 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.

3.19.9 The functions of the Graduate Studies Committee shall be to:

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

ii. recommend thesis/dissertation supervisors to the Head of the respective Academic Unit;

iii. liaise with the Head of the Academic Unit to submit at the end of each research year, progress report for students to the Dean 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 dissertation/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. Help resolve issues between supervisors and students.

vii. 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.

3.20 TEACHING AND SUPERVISION AT MASTER'S LEVEL

3.20.1 Accreditation of Teaching Faculty

Teaching faculty for Master's 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.

3.20.2 Accreditation of Supervisors

A Supervisor must have taught or carried out research in a university or an equivalent institution and must have a record of research work and publications. All supervisors 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.

3.20.3 Assignment of Supervisors

i. A Supervisor(s) shall be required for every graduate student undertaking thesis/dissertation/long essay/project work in all Academic Units of the University. A supervisor from the Academic Unit, another Academic Unit from within the University, another University, or research institute outside the University of Ghana may be appointed to serve on the supervisory committee.

ii. The lead supervisor shall be from the University of Ghana and shall normally not serve as lead supervisor for more than five (5) master's students. Recommendations for Lead supervisors shall be made by the relevant Graduate Studies Committee through the Head of Academic Unit to the Board of the School of Graduate Studies.

iii. A Faculty member pursuing a graduate degree programme in the University of Ghana or other institutions shall not supervise other graduate students' theses or dissertations.

3.20.4 Supervisory Committee

i. The number of Supervisors shall normally be as follows:

MA Dissertation/Long Essay/Project Work	- One (1) to Two (2)
MPhil Thesis	- Two (2)

ii. There shall be a Lead supervisor who shall be the Coordinator for the supervisory team.

iii. The Lead Supervisor for MPhil shall normally be of at least Senior Lecturer status and/or shall hold a degree that is higher than that for which the supervised student is enrolled.

iv. The Lead Supervisor shall be in active service. This will normally include those on post-retirement contract but not part-timers.

v. It shall be the duty of the Lead Supervisor to convene supervisory committee meetings at least twice in a semester. The Lead Supervisor must submit a completed progress report form to the Dean of the School of Graduate Studies through the Head of the Academic Unit at the end of every semester.

3.21 APPROVAL OF THESIS/ DISSERTATION AREAS AND SUPERVISORS, THESIS/DISSERTATION TITLES, SUPERVISORS AND EXAMINERS

3.21.1 Master's dissertation 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 Dean of the School of Graduate Studies before the end of the first semester.

3.21.2 Master's dissertation titles, names, and addresses of supervisors and full contact details (address, email, and telephone number) of examiners shall be submitted to Dean of the School of Graduate Studies at the beginning of the second semester after approval by the appropriate School/Institute/Centre Management Committee.

3.21.3 In the case of MPhil students, the thesis areas, names and addresses of supervisors shall be submitted to the appropriate School/Institute/Centre Management Committee for approval by the end of the second semester of the first year. This is then submitted to the Dean of the School of Graduate Studies.

3.21.4 MPhil thesis titles, names, and full contact details (address, email, and telephone number) of supervisors and examiners shall be submitted at the beginning of the second semester of the second year to the Dean of the School of Graduate Studies after approval by the appropriate School/Institute/Centre Management Committee.

3.21.5 Internal Examiners for Theses/Dissertations

i. Internal examiners shall be assigned for theses and dissertations from within or outside the academic unit provided the examiner is not from an institution other than the University of Ghana. The Internal examiner shall be from the University of Ghana and shall normally not serve as Internal examiner for more than five (5) students.

ii. Recommendations for Internal examiner shall be made by the relevant Graduate Studies Committee through the head of academic units to the School Management Committee for approval.

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

iv. The internal examiner must be a holder of a degree that is at least equivalent to the degree for which student has enrolled.

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

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

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

3.21.6 Appointment of External Examiners

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

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

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.

3.22 EXAMINATIONS

All students shall be required to participate in examinations during their programme of study as per the University regulations on examinations.

3.22.1 ELIGIBILITY FOR EXAMINATIONS

3.22.1.1 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.

3.22.1.2 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.

3.22.1.3 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 semester examination.

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

3.22.2 SCHEME OF EXAMINATION

3.22.2.1 MA/MSC/MPH/MENG/M.AGRIC AND EQUIVALENT PROGRAMMES

i. The examination shall consist of written papers and practical/project work/dissertation/long essay/special topics, as may be prescribed, and where applicable.

ii. A candidate may also be examined orally on the substance of his/her dissertation.

iii. A candidate shall be required to present a seminar by the end of the academic year.

3.22.2.2 MBA/MPA/EMBA

i. The examination shall consist of written papers and such practical work/long essay/ term paper as may be prescribed.

ii. A candidate may also be examined orally on the substance of his/her dissertation.

iii. A candidate shall be required to present a seminar by the end of each academic year.

3.22.2.3 MPHIL/MFA

i. The examination shall consist of written papers and such practical work/thesis/seminars as may be prescribed.

ii. In addition, a candidate shall be examined orally on the substance of his/ her thesis.

iii. A candidate shall be required to present a seminar by the end of each academic year.

3.23 STUDENTS IN GOOD STANDING

3.23.1 A student in good standing shall be one who would have passed a minimum of 18 graduate level credits at the end of the second semester or Year I examinations with not more than three (3) Grade Cs or lower and obtained a Final GPA of 2.50 or better. Students are still required to meet the programme requirements within the maximum stipulated period for graduation.

3.23.2 A student in good standing should have passed all core courses.

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

3.23.4 Notwithstanding the provision in 3.1.73, candidates who fail to make the Final Grade Point Average of 2.50 or better at the end of their graduate course work would be deemed to have failed even if they have passed the required minimum of 18 graduate level credits. Such candidate(s) shall be asked to withdraw.

3.23.5 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 submits the thesis for examination.

3.24 GRADING SYSTEM FOR COURSE WORK

3.24.1 A student's performance in a course shall be graded as per the table that follows:

Table 5: Grading System for coursework

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	

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

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

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

3.25 DEFINITION OF GRADES

3.25.1 **Pass Grades:** Grades A, B+, B, and C constitute **Pass** grades for course work only.

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

3.25.3 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.

3.25.4 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.

3.25.5 Non-Completion of Course

i. 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.
ii. 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.

3.25.6 Disqualification

i. Grade Z denotes disqualification from an examination as a result of an examination malpractice or offence and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.

ii. A candidate awarded a grade Z may be barred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University.

iii. Grade Z may be awarded only by the Board of the School of Graduate Studies.

3.26 REVIEW OF WRITTEN EXAMINATION

3.26.1 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submitting an application to the Dean of the School of Graduate Studies through the Head of the Academic Unit. This will attract a review fee which shall be three times the normal Examination Fee.

3.26.2 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.

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

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

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

3.26.6 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.

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

3.27 RE-TAKING COURSE WORK

i. Candidates re-taking failed papers must do so within the maximum time permitted for the completion of their programmes as prescribed (See 3.12)

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

3.27.1 MA/MSC/MAGRIC//MENG/MPH and equivalent programmes

i. For all 12 – 18 months graduate programmes, a candidate may be permitted to re-take failed courses at the next regular offering.

ii. Students who have completed their dissertation/long essay/project work shall apply for re-sit to enable them to re-take the course(s).

iii. Academic units may organise supplementary examinations for their students. This will attract the appropriate fees.

iv. In the case of a student on extension or re-admission he/she may re-take the course during that period.

3.27.2 MPHIL programmes

If a student obtains the minimum number of 24 credits and a Final GPA of 2.50 required at the end of the Year I examinations, but fails in not more than two core courses, he/she can proceed to the second year, but must pass all such core course(s) before obtaining the degree.

For MPhil students, re-taking of the coursework is normally expected to be done within the second year of the programme.

3.27.3 MBA/MPA and equivalent programmes

i. If a student obtains the minimum number of 24 credits and a Final GPA of 2.50 required at the end of the Year I examinations, but fails in not more than two core courses, he/she can proceed to the second year, but must pass all such core course(s) before obtaining the degree.

ii. Students who have completed their long essay/project work shall apply for re-sit to enable them to re-take the course(s).

iii. Academic units may organise supplementary examinations for their students. This will attract the appropriate fees.

iv. In the case of a student on extension or re-admission he/she may re-take the course during that period.

3.28 DEFERMENT OF EXAMINATION

3.28.1 On Grounds of Ill-Health

A student who has satisfied all the requirements as prescribed in Section 3.1.71 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/Report issued by the Director of University Health Services, be allowed to defer the semester examination and take the examination at the next offering.

3.28.2 On Grounds Other than Ill-Health:

i. 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 why he/she wishes to defer the examinations.

ii. In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Dean of the School of Graduate Studies before leaving the University.

iii.

3.29 FEES

3.29.1 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.

3.29.2 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.

3.29.3 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.

3.30 CHANGE OF A DEGREE PROGRAMME/ REGISTRATION

A student who wishes to change a degree programme would have to apply to the Dean of the School of Graduate Studies through the head of his/her academic unit.

3.30.1 **Change of Registration from MA/MSc/MEng/MAgric/MPH or equivalent programmes to MPhil**

i. On the basis of a candidate's performance in a one-year Master's degree programme, the head of an academic unit, in consultation with the Graduate Studies Committee, may recommend to the Board of the School of Graduate Studies that the candidate proceed to register for an MPhil degree. Such a recommendation shall be made in the course of the second semester of the degree for which the candidate was initially registered.

ii. A student must obtain an average of B+ (or GPA of 3.5) from the first semester examination in order to be eligible for upgrading.

iii. The period spent on the initial registration shall be counted towards the period permitted for the new registration.

3.30.2 **Supplication: MPhil to MA/MSc/MEng/MAgric/MPH or equivalent programmes**

Not later than three months before the date of submission of the thesis, a Head of Academic Unit may, in consultation with the Supervisors and the Graduate Studies Committee, recommend to the Board of the School of Graduate Studies that a candidate

who is registered for MPhil Degree should be permitted to supplicate for the MA/MSc/MEng/MAgric/MPH or equivalent programmes Degree on grounds of:

i. Inadequate progress with the research, or

ii. Failure to fulfil academic unit's requirements pertaining to the MPhil degree.

3.30.3 Change from MA/MSc/MEng/MAgric/MPH or equivalent programmes to PhD

i. On the basis of a candidate's performance in a one-year Master's degree programme, the head of an academic unit, in consultation with the Graduate Studies Committee, may recommend to the Board of the School of Graduate Studies that the student proceed to register for the PhD degree. Such a recommendation may be made **by the end of the current academic year of admission** by submitting course work results of the two semesters of the degree for which the student was initially registered.

ii. A student must obtain a cumulative GPA of 3.5 and above from the first and second semester course work examinations to be eligible for upgrading.

iii. In addition to point (ii) above, a case must be made with regard to the potential of the student's intended research to be expanded into PhD research.

iv. The period spent on the initial registration shall NOT count towards the period permitted for the new registration.

3.30.4 Change from MPhil to PhD

i. On the basis of a student's performance in a two-year MPhil degree programme, the head of an academic unit, in consultation with the Graduate Studies Committee, may recommend to the Board of the School of Graduate Studies that the student proceeds to register for the PhD degree. Such a recommendation may be made by **the end of the First Semester in the second (research) year** by submitting course work results of the two semesters of the degree for which the student was initially registered**.**

ii. A student must obtain a cumulative GPA of 3.5 and above from the first and second semester course work examinations to be eligible for upgrading.

iii. In addition to point (ii) above, a case must be made with regard to the potential of the student's intended research to be expanded into PhD research.

iv. The period spent on the initial registration **shall NOT** count towards the period permitted for the new registration.

3.30.5 Change from Full-Time to Part-Time

i. For MA/MSc/MEng/MAgric/MPH or equivalent programmes, a student shall only be allowed to change from full-time to part-time before registration (start of the programme).

ii. For MPhil degrees, a student who wishes to change from full-time to part-time shall only be allowed to do so before the beginning of the second year. The duration of study for a part-time student shall not exceed three years from the start of the programme.

3.30.6 Change from Part-Time to Full-Time

i. For MA /MSc/MEng/MAgric/MPH or equivalent programmes, a student shall only be allowed to change from part- time to full-time before registration (start of the programme).

ii. For MPhil degrees, a student who wishes to change from part-time to full-time shall only be allowed to do so before the beginning of the second year. The duration of study for such a student shall not exceed two years from the start of the programme.

3.30.7 Change of Academic Programmes/ Options

A student shall only be allowed to change the academic programme options before the close of registration in the first semester of the first year of the programme.

i. In submitting an application for a change in academic programme options, a student shall seek written approval from both academic units involved.

ii. Such an application shall be submitted through the new Academic Unit to the Dean of the School of Graduate Studies.

iii. The Dean(s) of the relevant School(s) should be in copy of the application.

3.31 SUBMISSION OF LONG ESSAY/PROJECT WORK/DISSERTATION/THESIS FOR EXAMINATION

3.31.1 Format of thesis/dissertation is described in Appendix I

3.31.2 The Head of Academic Unit shall submit the thesis titles of all Master's students to the appropriate School/Institute/Centre Management Committee for approval. Following the approval, the Dean of the relevant School shall submit the approved list to the Dean of the School of Graduate Studies in accordance with Section 3.21.

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

i. Each copy of the thesis/dissertation shall be signed by the student and all supervisors.

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

iii. In the case where the thesis/dissertation is supervised by more than one person and any one of the supervisors does not sign, the Board of the School of Graduate studies shall consider whether such thesis/dissertation can go for examination, after reviewing the letter from the supervisor(s) that did not sign the thesis/dissertation.

iv. In the case where the thesis/dissertation has just one supervisor who does not sign, it shall be referred to the Graduate Studies Committee of the academic unit for the issue to be resolved.

v. In the unlikely event that the thesis/dissertation 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.

vi. All theses/dissertations 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).

vii. 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 Master's degree.

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

3.31.5 A thesis/dissertation submitted shall consist of the student's own account of his/her research. There shall be a Declaration to the effect that the thesis/dissertation is the student's own work produced from research undertaken under supervision. It may describe work done in conjunction with the student'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). Work done conjointly with persons other than the student's Supervisor(s) shall be accepted as a thesis/dissertation in special cases only. In such cases, the approval of the School Management Committee and of the Board of the School of Graduate Studies shall be required.

3.31.6 A student shall not be permitted to submit a thesis/dissertation for which a degree has been conferred in this or any other university.

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

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

3.32 EXAMINATION AND DETERMINATION OF RESULTS

3.32.1 Moderation of Written Papers

All written examination questions shall be moderated by faculty members within the Academic Unit at an examination moderation meeting of the Unit, with minutes taken. Minutes from meetings should be submitted to the Dean of the School of Graduate Studies before commencement of examinations.

3.32.2 Examination of Theses

Two (2) examiners (one internal and one external) shall be appointed by the Academic Board on the recommendation of the academic unit through the School Management Committee. The external examiner will ordinarily be from another institution within Ghana. Where an Academic Unit wishes to appoint an external examiner from outside Ghana, prior approval must be obtained from the Board of the School of Graduate Studies. The appointed examiners shall be communicated to the School of Graduate Studies to examine a Thesis submitted for the MPhil degree.

3.32.3 Examination of Dissertations

One (1) examiner shall be appointed by the Academic Board on the recommendation of the academic unit through the School Management Committee. The appointed examiner shall be communicated to the School of Graduate Studies to examine a Dissertation

submitted for the Master's degree.

3.32.4 Examination of Long Essays/Project Works/Special Topics

Long Essays/Project Works/Special Topics shall be examined by supervisors at the academic unit. Marks shall be entered by the Supervisor before the deadline for uploading of results.

3.32.5 Moderation of results of Course Work/Long Essays/Project Works/Special Topics

Results of all Course Work/Long Essays/Project Works/Special Topics shall be moderated by Academic Units before uploading. Minutes of moderation meetings shall be submitted to the Dean of the School of Graduate Studies.

3.32.6 Grading System for Dissertation/Thesis/Long Essay/Project Work/Special Topics, Seminar and Oral Examination

A student's performance in a thesis/dissertation/long essay/project work/special topic, seminar and oral examination shall be graded as follows:

Table 6: Grading system for Dissertation/Thesis/Long Essay/Project Work/Special Topics, Seminar and Oral Examination

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

i. A student who is awarded grade "A" by all examiners including the oral examination shall be awarded Distinction for the thesis/dissertation.

ii. Each examiner shall submit a duly signed report to the Board of the School of Graduate Studies in respect of the thesis/ dissertation examined using the format provided by the School of Graduate Studies (see Appendix).

iii. The Examiners' reports on a dissertation/thesis shall indicate as comprehensively as possible whether or not the student demonstrates a good general knowledge of a particular field of learning within which the subject of his/her dissertation/thesis falls; whether or not the presentation of the student's material is satisfactory; and whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

3.32.7 Oral Examination for Master's Students

i. A student who submits a thesis for MPhil and equivalent degrees, shall undertake an oral defence of his/her thesis at the academic unit before the thesis is submitted to the School of Graduate Studies for examination.

(PLEASE NOTE THAT SEMINAR II DOES NOT REPLACE THE ORAL EXAMINATION.)

ii. For this examination, a panel of a minimum of three including a Chairperson, who shall normally be the Head of the academic unit and the internal examiner of the candidate, shall be constituted. The Chairperson of this panel must be a person other than the student's supervisor. Where the Head of the academic unit is the student's internal examiner or the supervisor, another faculty member shall be nominated by the Head of the academic unit to chair the panel in addition to the internal examiner.

iii. The thesis shall be submitted for examination together with the report of the oral examination.

iv. The results of the oral examination shall be communicated to the student immediately after the examination.

v. If a student for the MPhil/MFA degree fails to satisfy the examiners at the oral examination, the student shall be permitted to submit to a second oral examination within a period not exceeding two (2) months.

vi. If the candidate for the MPhil/MFA degree fails to satisfy the Examiners at the second oral examination, the thesis shall fail.

3.32.8 Determination of Thesis/Dissertation Results

The Board of the School of Graduate Studies shall review the recommendations of the examiners of a Master's Thesis as follows:

i. Where both examiners pass the thesis/dissertation and the student passes the oral examination, the Board shall pass it.

ii. Where one examiner fails or refers a thesis/dissertation, the Board shall review the nature of the failure or referral grade and decide whether to pass, refer or fail it.

iii. A Master's thesis/dissertation referred by more than one examiner shall be referred.

iv. A Master's thesis/dissertation failed by more than one examiner shall fail.

v. A Master's thesis/dissertation referred for a second time shall fail.

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

vii. If an allegation of Plagiarism is confirmed, the thesis/dissertation shall be rejected, and the student shall be deemed to have failed.

3.33 LAPSED THESIS

3.33.1 LAPSED MPHIL/MFA THESIS

Where a student fails to complete an MPhil/MFA thesis within the required period including extension, the thesis shall be deemed to have lapsed and cannot be submitted.

Such a student may, however, apply for re-admission to his/her programme. If recommended by the academic unit for re-admission, the student shall be admitted for two semesters only.

The above shall apply only on condition that by the time of application for re-admission, the student has satisfied all course work requirements of the programme.

The application for re-admission should be done within:

a. six (6) semesters after passing course work; or
b. four (4) semesters after thesis results are declared.

3.33.2 LAPSED MA/MSc/MEng/MAgric/MPH OR EQUIVALENT PROGRAMME DISSERTATION

Where a student fails to complete an MA/MSc//MEng/MAgric/MPH or equivalent programme dissertation within the required period including extension, the dissertation shall be deemed to have lapsed and cannot be submitted.

Such a student may, however, apply for re-admission to his/her programme. If recommended by the Academic Unit for re-admission, the student shall be admitted for one semester only or two semesters in the case of part-timers.

The above shall apply only on condition that by the time of application for re-admission the student has satisfied all course work requirements of the programme.

The application for re-admission should be done within:

a. four (4) semesters after passing course work; or
b. two (2) semesters after dissertation results are declared.

3.34 DEADLINES FOR SUBMISSION OF REVISED THESES/DISSERTATIONS

3.34.1 Submission of Revised Thesis Passed subject to Correction.

i. A thesis passed subject to correction shall be submitted to the School of Graduate Studies through the Head of Academic Unit within Two (2) Months from the date of notification.

ii. A student who fails to submit the revised thesis within the deadline stated above may be granted **one semester of extension only** and shall be charged the appropriate extension fees for the semester.

iii. Beyond the extension period the student shall lose his/her studentship.

3.34.2 Re-submission of Referred Thesis for Re-examination

i. If a thesis submitted for a Master's degree is **Referred**, the student may be permitted to re-submit it in a revised form within nine (9) months after the declaration of the results.

ii. Where a thesis submitted for a Master's degree is **Referred** and is being resubmitted, the student shall be required to **re-register** and pay the appropriate fee(s). The re-submitted thesis shall reflect the new date of submission.

iii. Beyond the nine months, there shall be no opportunity for extension or re-admission.

3.34.3 Failed Thesis (MPhil/MFA)

i. Where a student's thesis is declared a failure, he/she may apply for re-admission to his/her programme. Such re-application shall be processed in accordance with the provisions under 3.1.31.

ii. If a thesis submitted for a Master's degree is **Failed**, the student may be permitted to re-submit it in a revised form within one (1) year after re-admission.

iii. Beyond one year, there shall be no opportunity for extension or re-admission.

3.34.4 Submission of Revised Dissertation (MA/MSc/MEng/MAgric/MPH or equivalent programmes) Passed subject to Correction

i. A dissertation passed subject to correction shall be submitted to the School of Graduate Studies through the Head of the academic unit within one (1) month from the date of notification.

ii. A student who fails to submit the revised dissertation within the deadline stated above may be granted one semester of extension only and shall be charged the appropriate extension fees for the semester.

iii. Beyond the extension period the student shall lose his/her studentship.

3.34.5 Re-submission of Referred Dissertation for Re-examination

i. If a dissertation submitted for a Master's degree is Referred, the candidate may be permitted to re-submit it in a revised form within three (3) months after the declaration of the results.

ii. Where a dissertation submitted for a Master's degree is Referred and is being resubmitted, the candidate shall be required to re-register and pay the appropriate fee(s). The re-submitted dissertation shall reflect the new date of submission.

iii. Beyond three months, there shall be no opportunity for extension or re-admission.

3.34.6 Failed Dissertation

i. Where a student's dissertation is declared a failure, he/she may apply for re-admission to his/her programme. Such re-application shall be processed in accordance with the provisions under 3.13.5.

ii. If a dissertation submitted for a Master's degree is failed, the student may be permitted to re-submit it in a revised form within one (1) year after re-admission.

iii. Beyond one year, there shall be no opportunity for extension or re-admission.

3.35 PUBLICATION OF RESULTS

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

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

3.35.3 Results of long essays/project works/special topics shall be moderated and published by the academic unit.

3.35.4 Results shall be available online.

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

i. The Date of Award for Thesis submitted by 31st July shall be July of the year of submission.

ii. The Date of Award for Thesis submitted between 1st August and 31st

iii. December shall be December of the year of submission.

iv. Where a student re-sits a failed course and passes it after submission of his/her thesis/dissertation, the date of award shall be based on the date of the last registration.

v. 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 student 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 Master's degree shall be laid before the Examiners' Board of the respective schools for determination and subsequently the College Academic Boards for initial approval. Thereafter, the outcome, after verification by the School of Graduate Studies shall be tabled at the University Academic Board for final approval.

3.36.3 Students 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 student 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 A degree shall be conferred upon each successful student, under the seal of the University, at a Congregation of the University assembled for the purpose.

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 student had entered the University with false qualifications;

ii. a student had impersonated someone else;

iii. a student had been guilty of an examination malpractice for which a Grade Z would have been awarded;

iv. a student had plagiarized material in his/her thesis/dissertation;

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 student notified. Such cancellation and the reasons for it shall be entered on the student's transcript.

3.38 TRANSCRIPT OF ACADEMIC RECORD

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

4 APPENDIX I:

FORMAT OF DISSERTATION /THESIS

4.1 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:

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

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

- Preliminary Information
- Substantive Section
- Bibliography and Appendices

4.3.1 Preliminary Information

i. **Title Page**

The title page shall consist of the under-listed which should be centred and follow the sample and wording provided in Appendix VII.

- Title of the Thesis/Dissertation
- Statement of Submission
- Name of Candidate (No Titles)
- Student Number (In brackets below the name)
- Declaration of partial fulfilment for award of degree
- The date of submission (Month and Year)

ii. **Declaration and Signature Page**

- Declaration: A student submitting a thesis/dissertation for a Master's degree shall make a declaration to the effect that the thesis/dissertation is his/her own work produced from research under supervision.
- Signatures: The declaration page shall be signed by the following:
  - The Student
  - Supervisors

iii. **Abstract**

Every student shall present an abstract of his/her thesis/dissertation not exceeding 300 words and double spaced.

It should contain a summary of key elements in the main chapters and should not include any references.

iv. **Dedication** (Optional)

v. **Acknowledgement**: (1 page maximum)

- The student may briefly acknowledge those who made important contributions to the success of his/her research and presentation of thesis/dissertation.
- Where the thesis/dissertation has benefited from a collaborative project done in conjunction with the student's Supervisor(s), this should be duly acknowledged.

vi. **Table of Contents**

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

vii. **List of Figures/Maps/Boxes**

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

viii. **List of Tables**

A list of a11 tables with their relevant designated numbering and relevant pages at which they are located.

ix. **List of Abbreviations**

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

4.3.2 Substantive Section

i. **Chapter Structure**

A thesis/dissertation 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 School or Academic Unit format which has been deposited with the School of Graduate Studies.

i. Language Style

All thesis/dissertations must conform to British English.

ii. **Thesis/Dissertation Size**

A thesis/dissertation shall normally not exceed the following pages excluding bibliography, figures, tables, photographs, and appendices.

Degree	**Research Designation**	**Number of Pages**
MBA/MPA	Long Essay	60 (15,000 words)
MA/MSc/MPH/MAgric/ MEng	Long Essay/Project	60 (15, 000 words)
MA/MSc/MPH/MAgric/ MEng	Dissertation	80 (20,000 words)
MPhil/MFA	Thesis	150 (37,500 words)

4.3.3 Bibliography and Appendices

i. The bibliography should be placed at the end of the thesis/dissertation 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 format of the School of Graduate Studies Handbook, unless the Departmental format requires an alternative order.

iii. The student 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/ dissertation shall be submitted to the School of Graduate Studies through the Head of the Academic Unit for examination.

iii. Margins: All margins of the thesis/dissertation should be 2.54 cm (1 inch).

iv. Font Type & Size: Thesis/dissertation should be typed in Times New Roman Font Size 12.

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

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

vii. Page Numbers: Page numbers should be centred at the bottom of page throughout the thesis/dissertation.

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

ix. Page numbering in Arabic numerals should run through the entire thesis/dissertation

x. Footnote numbering should run through a thesis/dissertation.

xi. Footnotes, NOT Endnotes should be used in all theses/dissertations.

4.6 **Submission of Thesis/Dissertation**

4.6.1 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.

4.6.2 Submission of Final Revised Copy

A PDF version of the final thesis/dissertation (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 4.7.

4.7 **Labelling of Final Copy**

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.

4.8 Distribution of Final Thesis/Dissertation

The final PDF version of the thesis/dissertation 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 COVER PAGE MASTERS THESIS/DISSERTATION

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

6 APPENDIX III

SAMPLE TITLE PAGE FOR MASTERS THESIS/DISSERTATION

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 MASTER OF PHILOSOPHY IN LINGUISTICS

DEPARTMENT OF LINGUISTICS

JULY 2024

7 APPENDIX IV:

UNIVERSITY EXAMINATIONS: INSTRUCTIONS

TO CANDIDATES

(Extracts from Regulations Governing University Examinations)

5.1 A candidate for a University Examination must have followed the approved course as a regular student over the required period and must have registered for the examination.

5.2 Entry to the Examination shall be by registration on a form on which the papers to be written shall be indicated by the title. The Registration Form duly endorsed by the Head(s) of Department shall be submitted to the Academic Affairs Directorate not later than six weeks after the commencement of the Semester.

5.3 A candidate shall not be admitted to a University Examination if

i. she/he has not been entered for it as stated in 5.2.
ii. the subject of the Examination has merely been audited unless the course had been followed previously;
iii. she/he owes fees to the University/Hall;
iv. she/he is under suspension or has been dismissed from the University.

5.4 It shall be the duty of the candidate to consult the daily time-table (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself available at the appointed place at least one-half hour before the examination.

5.5 A candidate may be refused admission to a University Examination if he/she reports to the Examination more than half an hour after its commencement.

5.6 It shall be the responsibility of the candidate to provide for himself/herself a pen, pencil and an eraser as needed. It is also his/her responsibility to ensure that he/she is given the right question paper and other material needed for the examination.

5.7 An examination candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance to the Examination Room or the Washroom or in the immediate vicinity of the Examination Centre. No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room.

i. Any candidate who is seen with lecture notes or books or Cellular/Mobile phones or any unauthorised material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded a grade X.

ii. A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be banned from the examination and awarded a grade X.

iii. A candidate who is suspected of hiding unauthorised material on him/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.

iv An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her his/her student identity card on the examination table to enable the invigilator ascertain the identity of the person writing the examination. The Chief Invigilator shall reserve the right to refuse any candidate without an identity card entry to the Examination.

v. A candidate who tries to conceal his/her identity by wilfully writing the wrong index number on the answer booklet as against the one signed on the attendance sheet commits an offence.

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

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

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

5.10 Candidates may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases the invigilator will be required to satisfy

Himself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an attendant designated by the Invigilator.

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

5.12 At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.

5.13 Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

5.14 A candidate who fails to present himself at an examination without satisfactory reason shall be awarded a grade X. The award of grade X in a required paper shall mean failure not just in that paper but in the examination as a whole. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:

i. mis-reading the examination time-table;
ii. forgetting the date or time of examination;
iii. inability to locate the examination hall;
iv. inability to rouse oneself from sleep in time for the examination;
v. failure to find transport;
vi. loss of a relation;
vii. pregnancy.

5.15 A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions:

i. a reprimand;
ii. loss of marks;
iii. cancellation of a paper (in which case zero shall be substituted for the mark earned);
iv. withholding of results for a period;
v. award of grade X.

In each case of a breach the particulars and the sanction shall be entered on the student's Transcript of academic record.

5.16 Further to 5.15, a grade Z leading to failure in the entire Semester's Examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper. Further sanctions may include:

i. being barred from a University Examination for a stated period;
ii. being barred from a University Examination indefinitely;
iii. suspension from the University;
iv. expulsion from the University.

5.17 Provisional results of University Examinations shall be posted on the University Notice Boards and on the MIS Web on the University's Website. 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 Deputy Registrar (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.

5.18 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee which shall be determined at not less than three times the normal Examination Fee.

5.19 An application for a review shall be submitted to the Registrar not later than 21days after release of the said results and shall state the grounds for review.

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

5.21 No action shall be taken on an application which is submitted outside the time stipulated. Review shall not proceed unless the Review Fee is fully paid.

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

5.23 If it emerges that a complaint is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

8. APPENDIX V:

UNIVERSITY EXAMINATIONS

EXAMINATION MALPRACTICE OR OFFENCE

6.1. Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.

6.2. The Chief Invigilator or any examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations. In respect of offences occurring outside the precincts of an Examination Room, the Dean shall cause an enquiry to be made into any reports that reach him/her and submit his/her findings to the Registrar.

6.3. The Board of Examiners shall review all reports received in connection with an examination malpractice or an offence. On the basis of its review, the Board of Examiners may impose a sanction involving loss of marks in a particular paper. A grade Z shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper or has misconducted himself/herself in an examination. Such a candidate may be debarred from taking a University Examination for a stated period or indefinitely or expelled from the University.

6.4. In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable. The Academic Board may review all such reported cases and may vary the sanctions as it thinks fit.

9. APPENDIX VI:
PROGRAMMES

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

COLLEGE OF HUMANITIES

SCHOOL OF LANGUAGES

Arabic	-	MA/MPhil
English	-	MA/MPhil
French	-	MPhil
Linguistics	-	MA/MPhil
Russian	-	MA/MPhil
Translation	-	MA
Teaching Of English as a Second Language	-	MA/MPhil

SCHOOL OF ARTS

Classics	-	MA/MPhil
Philosophy	-	MPhil
Study of Religions	-	MA/MPhil

SCHOOL OF PERFORMING ARTS

Dance Studies (Dance Ethnology/ Dance Education)	-	MPhil
Dance (Choreography and Performance)	-	MFA
Music	-	MA/MPhil

SCHOOL OF SOCIAL SCIENCES

Disaster Risk Reduction Science	-	MSc/MPhil
Economic Policy Management	-	MA(Regular/Evening/ Weekend)
Economics	-	MPhil
Political Science	-	MPhil
Sociology	-	MA/MPhil

CENTRE FOR AGEING STUDIES

Ageing Studies	-	MPhil
Counselling	-	MA(Weekend)

CENTRE FOR MIGRATION STUDIES

Migration Studies	-	MA/MPhil

CENTRE FOR URBAN MANAGEMENT STUDIES

Urban Studies	-	MSc(Evening)/MPhil

INSTITUTE OF STATISTICAL, SOCIAL AND ECONOMIC RESEARCH

Development Studies	-	MA/MPhil

REGIONAL INSTITUTE FOR POPULATION STUDIES

Population Studies	-	MA

LEGON CENTRE FOR INTERNATIONAL AFFAIRS AND DIPLOMACY

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

INSTITUTE OF AFRICAN STUDIES

African Studies	-	MA/MPhil

UNIVERSITY OF GHANA BUSINESS SCHOOL

Accounting	-	MBA/MPhil
Finance	-	MPhil
Health Services Management	-	MBA
Human Resource Management	-	MBA/MPhil
Management Information Systems	-	MPhil
Marketing	-	MBA/MPhil
Operations and Supply Chain Management	-	MBA
Public Administration	-	MPA
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 Finance	-	MSc
Business Analytics (ACCESS)	-	MSc
Business Analytics	-	MSc
Business Intelligence And Analytics	-	MBA
Clinical Leadership And Management	-	MSc
Development Finance	-	MSc
Entrepreneurial Management	-	EMBA
Forensic Accounting and Fraud Examination	-	MSc
Finance	-	MBA /EMBA
Health Services Management	-	MBA
Human Resource Management	-	MBA /EMBA
International Business	-	MSc
Logistics and Transportation Management	-	MSc
Management and Administration	-	MA
Marketing	-	MBA
Operations and Supply Chain Management	-	MBA
Organisational Leadership & Governance	-	MA
Public Financial Administration	-	MSc
Public Administration	-	MPA

-

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 and Practice	-	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
Law of the Sea and Ocean Governance	-	LLM/MA
Paralegal Practice	-	LLM/MA
Tax Law, Policy and Practice	-	LLM/MA

COLLEGE OF EDUCATION

SCHOOL OF INFORMATION AND COMMUNICATION STUDIES

Communication Studies	-	MA/MPhil
Information Studies	-	MA/MPhil
Strategic Communication	-	MA

SCHOOL OF CONTINUING AND DISTANCE EDUCATION

Distance Education & E-Learning (Distance)	-	MA
Development Education	-	MPhil
Educational Technology	-	MA/MPhil
Human Resource Development	-	MA/MPhil
Professional Development	-	MA

SCHOOL OF EDUCATION AND LEADERSHIP

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

COLLEGE OF BASIC AND APPLIED SCIENCES

SCHOOL OF PHYSICAL AND MATHEMATICAL SCIENCES

Actuarial Science	-	MPhil
Applied Statistics	-	MSc (evening/weekend)
Applied Geochemistry	-	MSc/MPhil
Applied Geophysics	-	MSc/MPhil
Chemistry	-	MPhil
Computer Science	-	MSc (evening/weekend) MPhil
Economic Geology	-	MSc/MPhil
Engineering Geology	-	MSc/MPhil
Geology	-	MSc/MPhil
Hydrogeology	-	MSc/MPhil
Mineral Exploration	-	MSc
Petroleum Geoscience	-	MSc
Statistics	-	MPhil
Information Technology For Business	-	MSc
Data Science	-	MSc/MPhil

SCHOOL OF BIOLOGICAL SCIENCES

Applied Parasitology	-	MPhil
Aquaculture	-	MSc/MPhil
Biodiversity & Conservation Science	-	MPhil
Biodiversity Conservation and Ecosystem Management	-	MSc
Bioinformatics	-	MSc
Botany	-	MPhil
Coastal Zone Management	-	MSc
Fisheries Management	-	MSc
Fisheries Science	-	MPhil
Marine Science	-	MPhil
Molecular Cell Biology of Infectious Diseases	-	MPhil

INSTITUTE FOR ENVIRONMENT AND SANITATION STUDIES

Environmental Science	-	MPhil

BIOTECHNOLOGY CENTRE

Biotechnology	-	MPhil

SCHOOL OF AGRICULTURE

Agricultural Administration	-	M.Agric/MPhil
Agribusiness	-	MPhil
Crop Science	-	M.Agric/ MPhil
Family and Consumer Sciences	-	MSc/MPhil

Options available:

Child and Family Studies
Family Resource Management
Food Utilization and Community Nutrition
Textile & Clothing Women Development & Family Welfare

Seed Science Technology	-	MPhil

SCHOOL OF ENGINEERING SCIENCES

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

COLLEGE OF HEALTH SCIENCES

SCHOOL OF BIOMEDICAL AND ALLIED HEALTH SCIENCES

Audiology	-	MSc
Dietetics	-	MSc
Physiotherapy	-	MPhil/MSc
Speech and Language Therapy	-	MSc

SCHOOL OF PUBLIC HEALTH

Applied Epidemiology and Disease Control	-	MPhil
Applied Health Social Science	-	MSc
Clinical Trials	-	MSc
Health Economics	-	MHE
Environmental and Occupational Health	-	MSc
Public Health Monitoring and Evaluation	-	MSc

SCHOOL OF PUBLIC HEALTH SPECIAL WEEK-END PROGRAMME

Public Health Monitoring and Evaluation	-	MSc

SCHOOL OF NURSING AND MIDWIFREY

Nursing	-	MSc/MPhil
Pediatric Nursing	-	MPhil
Midwifery	-	MSc

UNIVERSITY OF GHANA MEDICAL SCHOOL

Anatomy	-	MPhil
Chemical Pathology	-	MPhil
Haematology	-	MPhil
Immunology	-	MPhil

Medical Biochemistry	-	MPhil
Medical Microbiology	-	MPhil
Pathology	-	MPhil
Pharmacology	-	MPhil
Physiology	-	MPhil

SCHOOL OF PHARMACY

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