

**ACCRA TECHNICAL UNIVERSITY
(ATU)**



**GRADUATE SCHOOL POLICY AND ADMISSIONS
REQUIREMENTS**

NOVEMBER, 2023

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DEFINITION OF TERMS

The key terms in this policy have been defined as follows:

Graduate School: School or division of a university or college devoted entirely to graduate studies, usually having a dean and faculty of its own, and authorized to grant advanced degrees.

Postgraduate Studies: An advanced level of study beyond a bachelor's degree usually undertaken to gain more comprehensive knowledge within a particular area of a discipline, to develop new interests or to start on a new career path.

Doctoral Programme: A research-related programme of higher education study that follows a higher education degree and leads to a doctoral degree by higher education institution.

Academic Units: Comprises various departments, divisions, in the University offering programmes and courses leading to the award of qualification.

Postgraduate Supervision: the supervision or promotion of students' research activities leading in whole or in part to the awarding of a Master's or Doctoral.

Accreditation of Teaching Faculty: An evaluation of the qualifications, skills, competencies, and attitudes of teaching staff to qualify them to teach on a particular postgraduate programme.

Course Credit: a measure of the size of an educational course, often used to determine whether the requirements for an award have been met, to facilitate transfer between institutions, or to enhance the comparability of qualifications.

Dissertation: a long piece of writing about a particular subject that is done to earn an advanced degree at a university

Thesis: A long piece of academic writing on a particular subject that proves originality and documented by a student to earn a degree at a university.

1.0 INTRODUCTION

1.1 ATU GRADUATE SCHOOL

The Graduate School shall be responsible for managing and coordinating graduate studies in the University. The School is headed by a Dean and assisted by a Secretary. The School is responsible for graduate admissions, registration and orientation, student records, approval of thesis/dissertation, selection of supervisors and examiners, thesis/dissertation topics, examination of theses/dissertations, accommodation for graduate students, processing of applications for government bursaries/grants, approval of results and graduation.

The Board for the Graduate School shall have three Sub-Committees: Graduate Programmes Development and Admissions Committee, Graduate Examinations Committee, and Doctoral Programmes Committee. The Graduate Programmes Development and Admissions Committee shall have oversight responsibility for admissions, approving new graduate programmes, accreditation of faculty to teach graduate level courses and supervise graduate research. The Graduate Examinations Committee has oversight responsibility for approving examiners, examining theses and dissertations, determining thesis and dissertation results, monitoring and evaluation of performance on graduate programme delivery. The Doctoral programmes committee shall support the implementation of the University's Doctoral programmes. The committee has oversight responsibility for issues related to Doctoral studies coordinated by the Graduate School. The School shall organize research skills enhancement workshops for graduate students and research supervisors.

1.2 GENERAL INFORMATION

- a) The academic calendar for postgraduate studies is organized in semesters. The programmes entail courses which are coded by levels of academic progression and are assigned credits. Each course is examined at the end of the semester.
- b) 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.
- c) It shall be the utmost responsibility of each postgraduate student to know 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.

- d) It is the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the graduate degree sought.
- e) Every student, having registered, agrees to abide by all rules, regulations and policies of the University and of the relevant academic unit.
- f) Each student is required to acquaint himself/herself with the general information outlined in this policy and any relevant information from the academic unit(s) in which he/she is enrolled. Students may consult their Head of Department or the Dean of the Graduate School for additional information.
- g) Exemption from any of these policies may be granted only by the express permission of the Academic Board on the recommendation of the Board of Graduate Studies and the appropriate School Management Committee.
- h) The University reserves the right to change rules, regulations and policies, as well as programme and course requirements without prior notice.

2. ADMISSIONS

2.1 GENERAL REQUIREMENTS

- a) To be admitted to a programme leading to the award of a higher degree, a candidate must have obtained a good first degree, at least a pass division, in an appropriate field of study at Accra Technical University or any other recognized University. Candidates with a Pass and industry experience will be required to partake in an entrance interview for admission consideration.
- b) In the case of a holder of MA/MTech/MSc or equivalent degrees in the same field of study who is deemed 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 obtain a final cumulative grade point average (FCGPA) of 2.5 or better. This must be within a period of five years after graduation.
- c) The Graduate School shall consider all the recommendations made for admission and decide which candidates may be admitted.

2.2 APPLICATION

- a) The candidate must complete the required application forms. Information on the application form and procedures is available online at the University's website: <https://atu.edu.gh>

- b) Application for admission to programmes shall be through an online facility. Forms for three referees' confidential reports, transcripts and certified copies of certificates shall be provided along with the main application forms.

2.3 SUBMISSION OF APPLICATION

Completed application forms shall be submitted to:

- a) The Dean, Graduate School, Accra Technical University, P. O Box GP 561, Barnes road, Accra. Digital Address: GH-GA106-2535, E-mail: graduateschool@atu.edu.gh, WhatsApp and cell number: +0233 54 326 4917 / Office Line: +0233 33 209 5371.
- b) Applications shall be considered in the first instance by the academic unit in which the applicant wishes to study. The academic unit shall satisfy itself of the suitability of the candidate and the availability of resources, both material and human, for the successful completion of the candidate's work. An interview and/or a qualifying examination may be administered by the department to determine the suitability of an applicant.
- c) The Head of the academic department shall submit in writing to the Graduate School Board a statement related to the suitability or otherwise of each applicant.

2.4 COURSE OF STUDY

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

2.5 ACADEMIC SESSION

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

- a) First Semester: August–December
- b) Second Semester: January-May
- c) Sandwich programmes shall be organized during the long vacation (i.e. May/June - July/August)

3. STRUCTURE OF SEMESTER

3.1 Regular Session

A semester shall normally be of 16 weeks duration and shall be structured as follows:

- a) 12 weeks of teaching
- b) 1 week of revision
- c) 3 weeks of examinations

3.2 Sandwich Session

Generally, a semester shall comprise:

- a) 6 weeks of teaching
- b) 1 week of revision
- c) 1 week of examination

4. GRADUATE STUDIES COMMITTEE

A Graduate Studies Committee shall be set up in each academic unit offering graduate programmes with the core responsibility of overseeing all aspects of graduate programmes delivery in the academic unit. The Graduate Studies Committee shall be chaired by a full-time faculty of professorial rank from the academic unit.

The functions of the Committee shall be to:

- a) recommend thesis/dissertation supervisors.
- b) submit at the end of each semester progress report on each student to the Board of Graduate School through the Head of the academic department.
- c) keep under review and make proposals for the overall development of graduate programmes in the Department.
- d) ensure the timely submission of dissertation/thesis areas and titles through the Head of the academic unit to the School Board

5. REGISTRATION AND ORIENTATION

- a) The University requires all fresh students to report at least one week before the commencement of the academic year to go through a process of registration and orientation.
- b) Orientation is compulsory for all fresh students. Registration also takes place at the same period, concurrently with orientation.
- c) All students must register every semester for courses prescribed by their academic unit(s) within the specified period set aside for registration through

the self-help on-line registration facility and submit proof of registration to the School of Graduate Studies and the relevant department.

- d) Except with the express written approval of the Vice-Chancellor, no student is permitted to register for more than one programme or change a programme at the same time within or outside the University. The sanction for such an offence shall be the cancellation of the University registration or loss of studentship.
- e) A penalty as may be determined by the Academic Board from time to time shall be imposed on any student who fails to register during the normal time stipulated for registration by the University.
- f) A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.
- g) No student shall be permitted to register by proxy. The registration of those involved (the agent and potential beneficiary) shall be nullified. This means that they cannot pursue studies for that academic year. The University reserves the right to prosecute agents who are not students of Accra Technical University.

6. DURATION OF STUDY PROGRAMMES

6.1 Duration of programmes

The following shall normally be the duration for the completion of graduate degrees: -

6.1.1 MTech/MSc/MBA/MA and Equivalents: Non-Research

- a) Full-Time 2 Semesters (12 months)
- b) Part-Time (18 months)

6.1.2 MTech/MPhil and Equivalents: Research

Full-Time 4 Semesters (24 months)

6.2 Extension of Registration

- a) Four (4) weeks to the expiry of the normal period for 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 stipulated periods by the respective departments, for all postgraduate programmes.
- b) Applications for extension must be supported by duly endorsed progress reports and from the supervisor and Head of Department.

6.3 Interruption of Study Programme/Deferment

- a) A student registered for the graduate programme shall not break his/her programme of study for more than two continuous semesters. This means that

a student may interrupt his/her study programme for two continuous semesters only.

- b) All interruptions must be by express written permission from the Dean of Graduate School. A student shall apply at least four weeks in advance to the Dean of Graduate School through the Head of Department, stating reasons why he/she wants to interrupt his/her study programme. The student shall obtain written permission from the Dean of Graduate School before he/she leaves the University. The Dean, in giving approval, may consult with the Dean of the appropriate School/Faculty, where necessary.
- c) Interruption of programme is permissible on health grounds if it is supported by a medical report. The report may require certification by the Director of Health Services of the University.
- d) A student who breaks his/her studies without permission for more than two continuous semesters shall be deemed to have lost his/her studentship.
- e) A student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, such a student shall be withdrawn from his/her registered programme and be notified accordingly by the Registrar.

7. APPLICATION FOR RE-ADMISSION

7.1 Loss of Studentship Resulting from Interruption of Study

A student who loses his/her studentship, he/she may be allowed to apply for re-admission to the University. The grades earned on previous programme may be waived and shall not count towards the current studentship.

7.2 Failure in Thesis/Dissertation/Project Work

- a) Where a student's thesis/dissertation/project work 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 in the case of MTech and equivalent programmes, and four (4) semesters in the case of MPhil candidates from the date of passing written examination.
- b) 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.

- c) Such an application shall be referred to the relevant Head of Department for comments and if recommended by the Department for re-admission, the candidate shall be readmitted to repeat the thesis/dissertation/long essay/project work component of his/her programme for the following durations:
- One semester (1) in the case of MTech and equivalent programmes
 - Two (2) semesters in the case of MPhil and equivalent programmes
- d) Such re-application must be made by completing the appropriate postgraduate application form during the normal admissions season only and shall be considered for admission at the next intake.
- e) There shall be only one opportunity for application for re-admission.

8. LAPSED STUDENTSHIP

- a) Where a candidate fails to complete a thesis/dissertation/project work within the required period including extension, the studentship of such a candidate shall be deemed to have lapsed and dissertation or thesis cannot be submitted.
- b) The candidate may wish to apply for re-admission in line with the procedure outlined in the case of a candidate who failed the research component of his/her programme.
- c) Only candidates who have satisfied all course work requirements shall be considered for re-admission.

9. TRANSFER OF CREDITS

- a) Candidates admitted into MPhil degrees may, on the basis of official transcripts, be allowed to transfer credits earned from a taught Master's degree course. A student may get a waiver for the coursework if the course work component of the Master's degrees is comparable.
- b) A candidate who completes part of the coursework in another University may be offered admission on the basis of credits transferred.
- c) The contents of such programmes are deemed comparable and satisfy the course requirements of the Department and School in which he/she seeks to pursue his/her studies.
- d) The candidate shall take any additional courses as may be required by the Department and School.

- e) Such transfers may be considered only after admission of student into a programme.

10. COURSE CREDITS

- a) One (1) course credit shall generally 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.
- b) No graduate taught course shall be more than four (4) credit hours.

11. CODING AND NUMBERING OF COURSES

- a) All graduate degree courses shall have letter and number codes beginning with four letters signifying a department or programme/subject, followed by a three-digit number in the ranges 500-599.
- b) 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.

12. MINIMUM AND MAXIMUM COURSE WORKLOAD PER SEMESTER

12.1 Full-Time Study

- a) 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 Graduate School Board.

12.2 Part-Time Study

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

13. STRUCTURE OF PROGRAMMES AND COURSE UNIT REQUIREMENTS

The following are the Master's degree options available to academic units and the minimum and maximum credits required of a registered student to graduate are as follows:

13.1 Twelve to Eighteen (12-18) Months Master's Degree Programmes

a) Master's Degree (Dissertation Option)

S/N	ACTIVITY	Credit Hours
1.	Course Work 24-36 Weeks	12-18 per semester
2.	Seminar	3
3.	Dissertation	12
	Total	39-51

- Course work 24-36 (12-18 credits per semester)
- Seminar 3 credits
- Dissertation 12 credits
- Total 39-51 credits

13.2 Two-year Master's Degree with Thesis or Course Work

a) Two-Year Master's (Course Work)

S/N	Year	Credit
1	Year 1	24-36
2	Year 2	24-26
3	Seminar	6
	Total	60-72

- Year 1 24-36 (course work credits)
- Year 2 24-36 (course work credits)
- Seminar 6 credits
- Total 60-72 credits

b) Two-Year Master's (Thesis Option)

Year 1:

S/N	Year	Credit
1	Course Work	24-36
2	Seminar 1	3

- Course Work 24-36 Credits
- Seminar I 3 Credits

S/N	Year 2	Credit
1	Seminar II	3

2	Thesis	30
	Total	60-72

Year 2:

- Seminar II 3 Credits
- Thesis 30 Credits
- Total 60-72 Credits

13.2.1 Minimum and Maximum Credits

The minimum and maximum credits for 2-year Master's programme with Thesis or course work shall be 60-72 credits.

13.2.3 Seminar I (Thesis option)

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

13.2.3 Seminar II (Thesis Option)

In Year 2, each student will make a presentation on the progress of his/her thesis and be assessed for three (3) credits. In all cases, the total credits shall not exceed 72 credits.

S/N	2 Year Master's Programme	Credit
	Thesis or Course Work	60-72
	Seminar I (Thesis Option)	3
	Seminar II (Thesis Option)	Not exceeding 72

14. TEACHING AND SUPERVISION AT GRADUATE LEVEL

14.1 Accreditation of Teaching Faculty

Teaching faculty for graduate courses shall normally be PhD or equivalent Doctoral Degree holders or faculty of professorial rank. For this purpose, a head of department shall submit the names and highest qualification of faculty for teaching at graduate level and submit the list to the Board of Graduate Studies for approval through the appropriate School Board.

14.2 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 by the Board of Graduate School. For this purpose, a form for

accreditation of supervisors shall be completed by the prospective supervisor, endorsed by the Head of Department and submitted through the appropriate School Board to the Board of Graduate School for approval.

14.3 Assignment of Supervisors

- a) A Supervisor(s) shall be required for every graduate student undertaking thesis/dissertation/project work in all academic units of the University. A supervisor from the department or a relevant academic unit, another University or research institute may be appointed to be on the supervisory committee.
- b) The lead supervisor shall be from the University and shall normally not serve as lead supervisor for more than five (5) students.
- c) Lead supervisors shall be recommended by the respective departmental head and appointed by the Dean of Graduate School.
- d) A faculty member pursuing a graduate degree programme at ATU, or other institutions shall not supervise other graduate students' theses or dissertations.

14.4 Thesis Supervisory Committee

- a) The number of Supervisors shall normally be as follows:
 - **MTech/M.Sc/MBA/MA and Equivalents: Non-Research**
One (1) to Two (2) Supervisor(s)
 - **MTech/MPhil and Equivalents: Research**
Two (2) Supervisors
- b) There shall be a Lead Supervisor who shall be the coordinator for the supervisory team. The Lead Supervisor shall 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.
- c) 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 Graduate School through the Head of Department at the end of every semester.

15. APPROVAL OF THESIS/ DISSERTATION AREAS, THESIS/DISSERTATION TITLES, SUPERVISORS, AND EXAMINERS

- a) Master's dissertation areas and names and addresses of supervisors shall be submitted to the Research Board in the Graduate School for approval before

the end of the first semester. Final approval of thesis areas and supervisors shall be by the Research Board.

- b) Master’s dissertation titles, names and addresses of supervisors and full contact details (address, email and telephone number) of examiners shall be submitted to the Board of the Graduate School at the beginning of the second semester through the relevant School Management Committee.
- c) In the case of MPhil candidates, the thesis areas, names and addresses of supervisors shall be submitted to the appropriate Faculty/School Board for approval by the end of the second semester of the first year. Final approval of thesis areas and supervisors shall be by the School Management Committee or Faculty Board.
- d) MTech/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 Board of Graduate Studies for approval through the appropriate School Management Committee.

16. GRADING SYSTEM FOR COURSE WORK

i. GRADING SYSTEM FOR COURSE WORK AND DISSERTATION

Letter Grade	Numerical Mark	Numerical Equivalent	Interpretation
A+	85-100	5.00	Outstanding
A	80-84	4.50	Excellent
B+	75-79	4.00	Very good
B	70-74	3.50	Good
C+	65-69	3.00	Above average
C	60-64	2.50	Average
D+	55-59	2.00	Pass
D	50-54	1.50	Weak Pass
F	Below 50	0.00	Fail

ii. AWARD GRADING

1. Distinction -4.5 A and A+
2. Merit 3.00- 3.99 B and B+
3. Pass C
4. Fail

iii. GRADUATE STUDENTS' ASSESSMENT WEIGHTS

S/N	ACTIVITY	MARKS
1	Assignment (1)	10
2	Assignment (2)	10
3	Mid-Sem	20
4	End of Semester Examination	60

*Other designations:

Z - Disqualification

I - Incomplete with justification

I* - Incomplete without justification

Y - Continuing

X - Incomplete without justification

- a) **Grade Point Average (GPA):** 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.
- b) **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.
- c) **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.

17. DEFINITION OF GRADES

- a) Failure Grades : Grades F, X, Z constitute Failure Grades.
- b) Continuing Grades: A grade Y (for Continuing) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.
- c) **Non-Completion of Course Grades**
 - i. A grade I (for **Incomplete**) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Graduate School as acceptable. Such a student shall be expected to complete the course the very next time the course is available.
 - ii. A student is graded incomplete (I*) for a course(s) when he/she is ineligible to write an examination on grounds of non-registration of the course(s).
 - iii. A grade X shall be awarded to a registered student who is unable to complete a course for reasons adjudged by the Board as unacceptable.

17.1 Disqualification Grades

- a) A grade Z denotes disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.
- b) 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.
- c) A grade Z may be awarded only by the Board of the Graduate School.

18 ELIGIBILITY FOR EXAMINATIONS

- a) A student shall attend all lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the University for his/her programme.
- b) Each Department 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.
- c) Any student who is absent for a cumulative period of 25% from lectures, tutorials, practicals and other assignments prescribed for any course in any

semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the semester examination.

19. REGISTRATION FOR EXAMINATIONS

- a) Registration for a University Examination shall require the endorsement of the Registration List by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.
- b) Endorsement shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study.
- c) In the event of the withholding of an endorsement, the Head of Department shall request the appropriate School Management Committee to confirm the action taken, and subsequently communicate same to the Board of Graduate Studies for a final decision.
- d) Where applicable, candidates shall have up to 3 weeks (21 days) from the commencement of the semester within which to ADD or DROP courses.
- e) After 21 days of the semester, departments shall publish for verification by students, lists of registered candidates for the courses offered by the department. The lists of registered candidates shall be forwarded to the Academic Affairs Directorate before the end of the sixth week of the semester. The lists shall be deemed as constituting final registration for end-of-semester examination. This means that by the end of the sixth week, 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.

20. STUDENT IN GOOD STANDING

- a) A student in good standing shall be one who would have passed a minimum of 24 graduate level credits at the end of the second semester or Part I examinations and has obtained a Final GPA of 2.50 or better.

- b) Where a student does not pass the required minimum of 24 graduate level credits as stated above, he/she shall be deemed not to be in good standing and shall be asked to withdraw.
- c) Notwithstanding the provision in 1.25.1, 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 24 graduate level credits. Such candidate(s) shall be asked to withdraw.
- d) If a candidate obtains the minimum number of 24 credits required at the end of the Part I examinations, but fails in more than two core courses, the candidate shall be withdrawn.

21. RE-TAKING COURSE WORK

21.1 MTech/MSc/MBA/MA and Equivalent Programmes

For all 12–18 months graduate programmes, a candidate may be permitted to re-take failed courses at the next regular opportunity. A candidate who fails a second semester course may submit his/her dissertation and apply to re-take the failed course during the second semester of the next academic year.

21.2 MTech/MPhil and Equivalent Programmes

- a) If a candidate obtains the minimum number of 24 credits and a Final GPA of 2.50 required at the end of the Part I examinations, but fails in up to two core courses, he/she can proceed to the second year, but must pass all such core course(s) before obtaining the degree.
- b) Candidates re-taking failed papers must do so within the maximum time permitted for the completion of their programmes as prescribed.

22. DEFERMENT OF EXAMINATION

22.1 On Grounds of Ill-Health

A student, who has satisfied all the requirements as specified in Section 13, but is unable to take the end of semester examinations on grounds of ill health, shall, on application to the Dean of Graduate School, and on provision of a Medical Certificate issued or endorsed by the Director of University of Ghana Health Services, be permitted to defer the examinations, and be allowed to take them at the next offering.

22.2 On Grounds Other Than Ill-Health

In the case of deferment on grounds other than ill-health, the student shall apply to the Dean of Graduate School through the Head of Department stating reasons why he or

she wishes to defer the examination. Upon approval, the student must take the examination at the next offering.

Note: In all cases of deferment of examinations, the applicant(s) must obtain written responses from the Dean of Graduate School before leaving the University.

23. SCHEME OF EXAMINATION FOR MASTERS PROGRAMMES

- a) The examination shall consist of written papers and such practical/project work/thesis as may be prescribed, and where applicable.
- b) A candidate shall be examined orally on the substance of his/her thesis.

24. FEES

- a) Fees for tuition, research, residence and examination shall be paid at rates prescribed by the Academic Board, and are subject to annual review.
- b) No candidate shall be admitted to an examination unless he or she has discharged all obligations owed to the University, including payment of the appropriate tuition, research, residence and examination fees.

25. CHANGE OF REGISTRATION

In certain special circumstances, a student may be required to or wants to change registration from the approved programme to another.

25.1 Change from 1-year Masters to 2-year Masters programme

- a) On the basis of a candidate's performance in a one-year Master's degree programme, the Head of a department, in consultation with the Graduate Studies Committee, may recommend to the Board that the candidate proceed to register for an MPhil degree. Such a recommendation may be made in the course of the second semester of the degree for which the candidate was initially registered.
- b) A student must obtain a pass from both the first and second semester examinations in order to be eligible for upgrading.
- c) The period spent on the initial registration shall be counted towards the period permitted for the new registration.
- d) In submitting a recommendation that a candidate should change his/her registration, the candidate's thesis topic and the name(s) of members of a new Supervisory Committee shall be communicated to the Graduate School through the School Management Committee.

25.2 Change from 2-year Masters to 1-year Masters programme

Not later than three months before the date of submission of the thesis, or after the oral defence of the thesis, a Head of Department may, in consultation with the Supervisors and the Graduate School Committee, recommend to the Board that a candidate who is registered for a 2-year Masters Degree should be permitted to supplicate for a 1-year Masters Degree on grounds of:

- a) inadequate progress with the research, or
- b) failure to fulfil departmental requirements pertaining to the a 2-year Masters degree.

26 EXAMINERS AND DETERMINATION OF RESULTS

26.1 Moderation of Written Papers

All written examinations shall be moderated by faculty members within the department or faculty.

26.2 Examination of Thesis/Dissertations/Project Work

Two (2) examiners shall be appointed by the Academic Board on the recommendation of the School Board and the Board of Graduate Studies to examine a Thesis/Dissertation/Project Work submitted for the Master's degree.

26.3 Internal Examiners for Thesis/Dissertations/Project Works

- a) Internal examiners shall be assigned for thesis, dissertations and project works from within the academic unit or from outside the academic unit provided the examiner is not from an institution other than the ATU. The internal examiner must be the holder of a degree that is at least equivalent to the degree for which the candidate has enrolled.
- b) The Head of Department shall complete and submit an accreditation form to the Graduate School for approval in the case of new internal examiners.
- c) Faculty members pursuing graduate degrees in the University or other institutions cannot examine other graduate students.
- d) The Lead Supervisor of a student shall NOT normally examine the student's thesis/dissertation. However, only one of the supervisors of a Master's student may be appointed as an Internal Examiner.

26.4 Appointment of External Examiners

- a) All external examiners shall be appointed by the Academic Board on the recommendation of departments through the appropriate Faculty Board and the Board of Graduate Studies.

- b) External Examiners shall submit both abridged and full curriculum vitae through the Faculty Board to the Board of Graduate Studies for approval. The abridged curriculum vitae should also be submitted together with thesis/dissertation examination particulars for approval.

26.5 Grading System for Dissertation/Thesis/Project Work

- a) A student's performance in a dissertation/thesis/long essay/project work shall be graded in line with the grading system for a Master's programme (See section 16).
- b) A candidate who is scored grade "A" by all examiners including the oral examination shall be awarded Distinction in the thesis or dissertation.
- c) A separate report, duly signed, shall be submitted by each Examiner to the Board of Graduate Studies in respect of a dissertation or thesis submitted.
- d) The Examiners' reports on a dissertation or thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject of his/her dissertation or thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

26.6 Oral Examination for Master's Candidates

- a) A candidate who submits a thesis for Master's and equivalent degrees, shall undertake a departmental oral defense of his/her thesis before the thesis is submitted to the School of Graduate Studies for examination.
- b) For this examination stated in (a), a panel of three including a Chairman, who shall normally be the Head of Department and the internal examiner of the candidate, shall be constituted. The Chairman of this panel must be a person other than the candidate's supervisor. Where the Head of Department is the candidate's internal examiner or the supervisor, another faculty member shall be nominated by the Head of Department to serve on the panel in addition to the internal examiner. The Administrator of the Graduate School shall serve as the Secretary to the panel.
- c) The thesis shall be submitted for examination together with the report of the oral examination.
- d) If a candidate for a 2-year Masters degree fails to satisfy the examiners at the oral examination, the panel may recommend to the Graduate School Board that

the candidate be permitted to submit to a further oral examination within a period not exceeding two (2) months.

- e) If the candidate for the 2-year Masters degree fails to satisfy the Examiners at the second oral examination, the thesis shall fail. In this case, the condition stated in section 25.2 shall apply.

26.7 Determination of Dissertation/Thesis Results

The Board shall review the recommendations of the examiners of a Master's Thesis or Dissertation as follows:

- a) Where both examiners pass the dissertation/thesis and the candidate passes the oral examination, the Board shall pass it.
- b) Where one examiner fails or refers a dissertation/thesis, the Board shall review the nature of the failure or referral grade and decide whether to pass, refer or fail it.
- c) A Master's dissertation or thesis referred by more than one examiner shall be referred.
- d) A Masters' dissertation or thesis failed by more than one examiner shall fail.
- e) A candidate who fails the oral examination shall be referred and given only one additional opportunity to undertake the oral examination.
- f) A Masters dissertation/thesis referred for a second time shall fail.
- g) A plagiarized dissertation/thesis shall be rejected, and the candidate shall be deemed to have failed.

27. REVIEW OF WRITTEN EXAMINATION

- a) A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by the submission of an application to the Dean of Graduate School through the Head of Department and pay a review fee which shall be determined by the Board.
- b) An application for a review shall be submitted to the Dean of Graduate School through the Head of Department not later than 21 days after the release of the said results and shall state the grounds for review.
- c) No action shall be taken on an application, which is submitted outside the time stipulated above. Review shall not proceed unless the Review Fee has been fully paid.

- d) An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.
- e) In the light of the review, the Board of Graduate Studies may authorize the Registrar to amend the results previously released as appropriate.
- f) If it emerges that a complaint for review is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from university examinations for a stated period or an indefinite period.

28. SUBMISSION OF PROJECT WORK/ DISSERTATION/THESIS FOR EXAMINATION

- a) The Head of academic unit shall submit the dissertation or thesis titles of all candidates to the appropriate School Management Committee and the Board of Graduate School for approval. After the title of the dissertation or thesis has been approved, it may not be changed except with the written permission of the Board of Graduate Studies on the recommendation of the Department and the appropriate School Management Committee.
- b) After completing his/her course of study, the candidate shall submit to the Board of Graduate School through the Head of Department project work/dissertation/thesis which shall comply with the following conditions:
 - Each copy of the thesis/dissertation/project work shall be signed by the candidate and the supervisor(s).
 - A thesis or dissertation not signed as such must be accompanied by a letter from supervisor(s) explaining the reason for the thesis not being signed.
 - The greater portion of the work submitted must have been done subsequent to the registration of the student as a candidate for a Master's degree.
 - Unless otherwise specified, the dissertation or thesis shall normally be written in English and the presentation of the dissertation or thesis must conform to the prescribed format.
- c) A dissertation/thesis submitted shall consist of the candidate's own account of his/her research. There shall be a Declaration to the effect that the thesis/dissertation is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with

the candidate's Supervisor provided that the candidate states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor. Work done conjointly with persons other than the candidate's Supervisor shall be accepted as a thesis in special cases only; in such cases, the approval of the School Management Committee and of the Board of Graduate School shall be required.

- d) A candidate shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other university. However, a candidate shall not be precluded from incorporating his/her published work based on the thesis research.
- e) A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis.

29. LAPSED THESIS/DISSERTATION

- a) Where a candidate fails to complete a thesis/dissertation within the required period including the extension, the dissertation/thesis shall be deemed to have lapsed and cannot be submitted.
- b) Such a candidate may, however, apply for re-admission to his/her programme. If recommended by the Department for re-admission, the candidate shall be admitted for one semester in the case of a 1-year Masters, and two semesters in the case of a 2-years Master's programme.
- c) The above (a and b) shall apply only on condition that the candidate has satisfied all other course work requirements of the programme.

30. DEADLINES FOR SUBMISSION OF REVISED THESIS/DISSERTATION

30.1 Submission of Revised Thesis/Dissertation Passed subject to Correction

- a) A dissertation passed subject to correction shall be submitted to the School of Graduate Studies through the Head of Department within One (1) Month from the date of notification.
- b) A thesis passed subject to correction shall be submitted to the Graduate School through the Head of Department within Two (2) Months from the date of notification.
- c) In all cases, a candidate who fails to submit the revised dissertation/thesis within the deadlines stated above may be granted **one semester of**

extension only and shall be charged the appropriate extension fees for the semester.

- d) Beyond the one semester grace period after the stipulated deadlines, the student shall lose his/her candidature.

30.2 Re-submission of Referred Thesis/Dissertation for Re-examination

- a) If a dissertation or thesis 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 in the case of 1-year Masters degree dissertations, and nine (9) months in the case of a 2-years Masters theses.
- b) Where a dissertation/thesis 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 thesis shall reflect the new date of submission.

30.3 Failed Thesis/Dissertation

- a) Where a candidate's thesis/dissertation is declared a failure, the candidate may apply for re-admission to his/her programme.
- b) A student shall not be allowed to apply for re-admission one (1) year after determination of thesis as failed.

31. PUBLICATION OF RESULTS

- a) Results of semester examinations taken at the end of each semester shall normally be published before the commencement of the next semester.
- b) The results of thesis/dissertation shall normally be declared when all the examination processes are completed.
- c) A result slip indicating the student's performance in the examination shall be made available to the student by the Registrar.
- d) Results of graduate degree programmes shall normally be published as follows:
- i. The Date of Award for Thesis/Dissertations submitted by 31st July shall be July of the year of submission.
 - ii. The Date of Award for Thesis/Dissertations submitted between 1st August and 20th December shall be December of the year of submission.
 - iii. Where a candidate re-sits a failed course and passes it after submission of his/her thesis/dissertation, the date of award shall not precede the date of passing written examination.

32. ELIGIBILITY FOR THE GRADUATE DEGREE

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

32.1 Award of Degree

- a) A Master's degree shall not be conferred on a candidate unless the examiners are satisfied that the dissertation or thesis is worthy of endorsement as a dissertation or thesis approved for appropriate higher degree.
- b) The results of examinations held in connection with the award of Masters shall be laid before the Academic Board for approval. Thereafter, the degree shall be conferred under the seal of the University upon each successful candidate at a Congregation of the University assembled for the purpose.
- c) Candidates shall qualify for graduation at a congregation if they have satisfied all the requirements for graduation by the end of the previous academic year. A candidate who could not fulfil all the requirements by the end of the previous academic year but does so in the first semester of the ensuing academic year shall be eligible for the next graduation.
- d) Candidates who intend to be presented at a Congregation must submit the corrected version of their theses for publication at least six weeks preceding the Congregation.

32.2 Cancellation of award

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:

- a) A candidate had entered the University with false qualifications;
- b) A candidate had impersonated someone else;
- c) A candidate had been guilty of an examination malpractice for which a Grade Z would have been awarded;
- d) A candidate had plagiarized material in his/her thesis/dissertation. (All references to other people's work must be duly acknowledged in a student's dissertation or thesis. Failure to do so would be regarded as an act of plagiarism.)

- e) There are other reasons that would have led to the withholding of confirmation of the award in the first place. In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

33. TRANSCRIPT OF ACADEMIC RECORD

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

APPENDICES

APPENDIX I

FORMAT OF DISSERTATION OR THESIS

Procedure

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

Faculty Format Requirements

Notwithstanding the procedure above, School/Departmental formats shall apply to:

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

University Format Requirements shall consist of the following sections:

- Preliminary Information
- Substantive Section
- Bibliography and Appendices

Preliminary Information

a) Title Page

The title page shall consist of the following which should be centered following the sample and wording in the Graduate School Manual:

- Title of the Thesis
- Statement of Submission
- Name of Candidate (No Titles)
- Student Number (In brackets below the name)
- In partial fulfillment (partly taught courses, e.g. MTech/MPhil) of the Requirement for the Award of (Relevant Degree, e.g. Master of Philosophy–written out fully)
- The date of submission (Month and Year)

b) Declaration/Signature Page

- A candidate submitting a dissertation or thesis for a postgraduate 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 Candidate
 - Supervisors

c) Abstract

Every candidate shall present a short abstract of his/her dissertation or thesis of a maximum of 2 pages (double spaced).

d) Dedication

e) Acknowledgement: (1 page maximum)

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

f) Table of Contents

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

g) List of Figures/Maps

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

h) List of Tables

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

i) List of Abbreviations

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

Substantive Section

a) Chapter Structure

A thesis must consist of substantive chapters including an introduction, intervening chapters and a concluding chapter as determined by the school/departmental format which has been deposited with the Graduate School.

b) Reference Style

The reference style shall follow the school/departmental format which has been deposited with the Graduate School.

c) Thesis Size

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

d) Degree Research Designation Number of Pages

- 1-year Masters Dissertation/Project – 80 pages
- 2-years Masters Thesis - 150 pages

Bibliography and Appendices

- a) The bibliography should be placed at the end of the thesis and not after each chapter with the exception of cases where the Departmental format filed with the school requires this.
- b) The order of arrangement of the bibliography and appendices should follow the format of the Graduate School Manual, unless the Departmental format requires an alternative order.
- c) The candidate may submit, as subsidiary matter in support of his or her candidature, any printed contributions to the advancement of his/her subject, which he or she may have published independently or jointly, or any other supporting material. In the event of a candidate presenting material from joint work, he or she shall be required to state fully his or her own contribution.

Presentation Format

- a) Two (2) typed or printed copies of the dissertation or thesis, using standard A4paper, shall be submitted to the School of Graduate Studies through the Head of Department for examination.
- b) Typed thesis should be on only one side of the paper.
- c) Margins: When bound all margins of the thesis should be 2.54 cm (1 inch).
- d) Font Type & Size: Theses should be typed in New Times Roman Font Size 12.
- e) Chapter headings should be in New Times Roman Font Size 14 Bold.
- f) Font sizes for indented citations, graphs, figures and tables should not be lower than New Times Roman font size 10.
- g) Page Numbers: Page numbers should be centred at the bottom of page throughout the thesis.
- h) The preliminary pages should be numbered with Roman numerals.

- i) Page numbering in Arabic numerals should run through the entire thesis.
- j) Footnote numbering should run through a thesis.
- k) Footnotes NOT Endnotes should be used in all theses.

Binding

Examination Copy

A thesis submitted for examination should be bound in line with standard project work hard copy prescribed colours prescribed by the University's printing house.

- a) The cover should bear the details of the Title Page of the thesis.
- b) For the purpose of examination, a candidate shall be required to submit two (2) copies of his/her postgraduate degree thesis or dissertation and a soft version in PDF.

Final Copy

After the dissertation or thesis has been approved, it must be bound in the standard form prescribed (1.5.1). Three (3) final hard copies and the PDF soft version of the thesis/dissertation that have been accepted for the award of a Master's or a Doctoral degree shall be distributed as follows:

- A PDF version shall be email to the Graduate School by the student as a prove of submission;
- The final (3) will be distributed as follows:
- A copy shall be retained by the candidate's Head of Department,
- A copy to the Library and
- A copy given to the candidate.

Labelling of Final Copy

a) Front Cover

The front cover of the final copy should be lettered boldly in gold (0.5.-1.25cm) with the details of the Title Page of the Thesis.

b) Spine

The spine of the thesis should be lettered boldly (0.5 to 1.25cm) with the degree, date, name, before the award of the Degree is published by the Registrar.

c) Binding Colour Scheme.

The following colour scheme should be used in binding the dissertations/theses:

- 1-year Masters degree Dissertation/Projects - Wine
- MPhil Thesis - Green

d) Soft Copy of Abstract

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

APPENDIX II
UNIVERSITY EXAMINATIONS
INSTRUCTIONS TO CANDIDATES

- a) 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.
- b) 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.
- c) A candidate shall not be admitted to a University Examination if:
 - She/he has not been entered.
 - The subject of the Examination has merely been audited unless the course had been followed previously;
 - She/he owes fees to the University/Hall;
 - She/he is under suspension or has been dismissed from the University.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

- h) Any candidate who is seen with lecture notes or books or Cellular/Mobile phones or any unauthorized 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 grade X.
- i) 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.
- j) A candidate who is suspected of hiding unauthorized 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.
- k) 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 to ascertain the identity of the person writing the examination. The Chief Invigilator shall reserve the right to refuse any candidate without an identity card entry to the Examination.
- l) A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the attendance sheet commits an offence.
- m) No communication between candidates is permitted in the examination hall.
- n) A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;
- o) A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- p) A candidate shall not disturb or distract any other candidate during an examination;
- q) Candidates may attract the attention of the Invigilator by raising their hands.
- r) Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.

- s) 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.
- t) 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.
- u) 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.
- v) 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.
- w) 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:
- mis-reading the examination time-table;
 - forgetting the date or time of examination;
 - inability to locate the examination hall;
 - inability to rouse oneself from sleep in time for the examination;
 - failure to find transport;
 - loss of a relation;
 - pregnancy.
- x) A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions:
- a reprimand;
 - loss of marks;
 - cancellation of a paper (in which case zero shall be substituted for the mark earned);
 - withholding of results for a period;

- award of grade X.
- y) In each case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.
- z) Furthermore, 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:
- Being barred from a University Examination for a stated period;
 - Being barred from a University Examination indefinitely;
 - Suspension from the University;
 - Expulsion from the University.
- a) Provisional results of University Examinations shall be posted on the University Notice Boards and on i-campus. 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 Academic Affairs to enquire about his/her results or request details of such results for which purpose he may provide a stamped addressed envelope.
- b) 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 by the appropriate unit.
- c) 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.
- d) An application entered on a candidate's behalf by a person other than the aggrieved candidate himself shall not be entertained.
- e) 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.
- f) The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.
- g) If it emerges that a complaint is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

**APPENDIX III:
UNIVERSITY EXAMINATIONS
EXAMINATION MALPRACTICE OR OFFENCE**

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.

- a) The Chief Invigilator or any examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations. In respect of offences occurring outside the precincts of an Examination Room, the Dean shall cause an enquiry to be made into any reports that reach him and submit his findings to the Registrar.
- b) 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 maybe debarred from taking a University Examination for a stated period or indefinitely or expelled from the University.
- c) 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.

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- e) Directorate of Research, Innovation, Publication and Technology Transfer (DRIPTT)
- f) The Planning Committee
- g) Deans of Faculties and Heads of Departments
- h) The Graduate School Committee

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The Coordinator, Graduate School
Dr. Frank Frimpong Opuni

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