

UNIVERSITY OF CAPE COAST SCHOOL OF GRADUATE STUDIES

STUDENT GUIDE



ELECTRONIC THESIS SUBMISSION



This manual is to guide Postgraduate student, to submit the Thesis/Dissertation. Student will be required to upload the following document:

- **Student Main Thesis/Dissertation (MS Word Format) (Without the declaration and Dedication page)**
- **Signed Turnitin Report (PDF Format)**
- **Student Statement of Result (PDF Format)**
- **Financial Clearance Report (PDF Format)**
- **Submission Form 1 (filled and Signed)**
- **Submission Form 2 (filled and Signed)**
- **Supervisor's Signature Form (Declaration Page)**

Note: As part of the first Submission, There will be two submissions. Start each of the Titles with the word **Internal and External** proceeding the thesis of your thesis. The first submission should start with Internal – ‘your thesis title ’ and the Second Submission should have External – ‘your thesis title here’.Eg. If your title is : Exploratory study on the root cause of breast cancer

The title of your first submission will be: **Internal – Exploratory study on the root cause of breast cancer**

The title of your second submission will be: **External – Exploratory study on the root cause of breast cancer**

1. Enter the website address of the Electronic Thesis system into your browser (A):

<https://ets.ucc.edu.gh>

ETS Home

University Of Cape Coast Electronic Dissertations / Theses Submission

As a requirement for graduation, all post-graduate students whose programmes require the submission of Dissertations / Theses must electronically submit their work to the School of Graduate Studies (SGS) via this Electronic Thesis Submission (ETS) site. Through this site, Dissertations / Theses would be stored electronically and made accessible in perpetuity.

The School will process submissions in the order they are received and students will be updated on the status of their work through this email, ets.support@ucc.edu.gh within one (1) month.

Decisions may include "accepted" (which means no additional action required) or "minor revisions required" (which means student must complete the outlined revisions). Dissertations / Theses submitted two (2) weeks to graduation will not be processed for the impending graduation.

Collections in ETS

Select a Collection to browse its Programmes.

- [College of Agriculture and Natural Sciences](#) [1]
- [College of Distance Education](#) [0]
- [College of Education Studies](#) [0]
- [College of Health and Allied Sciences](#) [0]
- [College of Humanities and Legal Studies](#) [0]
- [Test College](#) [0]

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My Account

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Discover

Author
[Atta-Eyison_Aba_Akebi](#) (1)
Subject
[Adsorption](#) (1)

2. Click on Register (B) under my account if you do not have an account on this system

ETS Home → New user registration

New user registration

Verify Email → Create Profile → Finished

Register an account to subscribe to programmes for email updates, and submit new items to ETS.

Email Address:
This address will be verified and used as your login name.

Search ETS

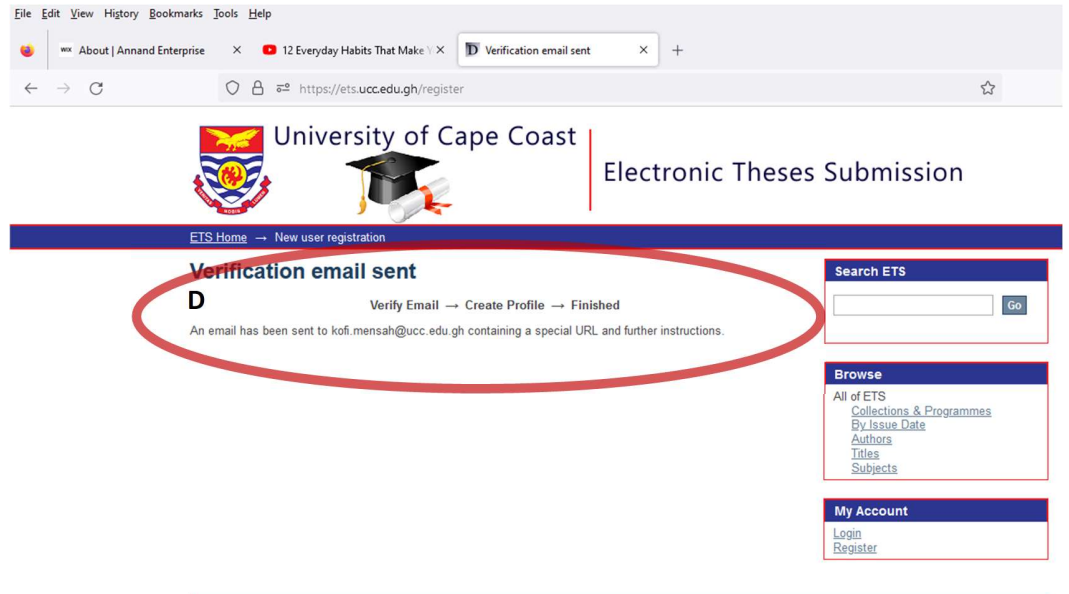
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[Subjects](#)

My Account

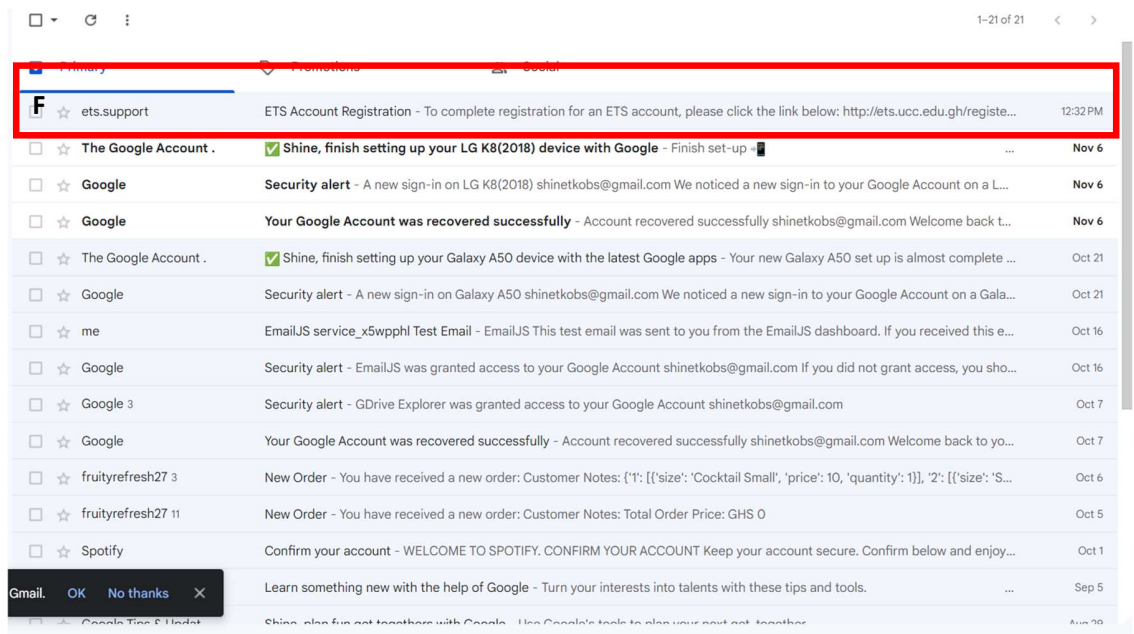
[Login](#)
[Register](#)

3. Enter your Student Email Address and click Register (C)
4. You will see a confirmation message that a verification mail has been sent to you (D)

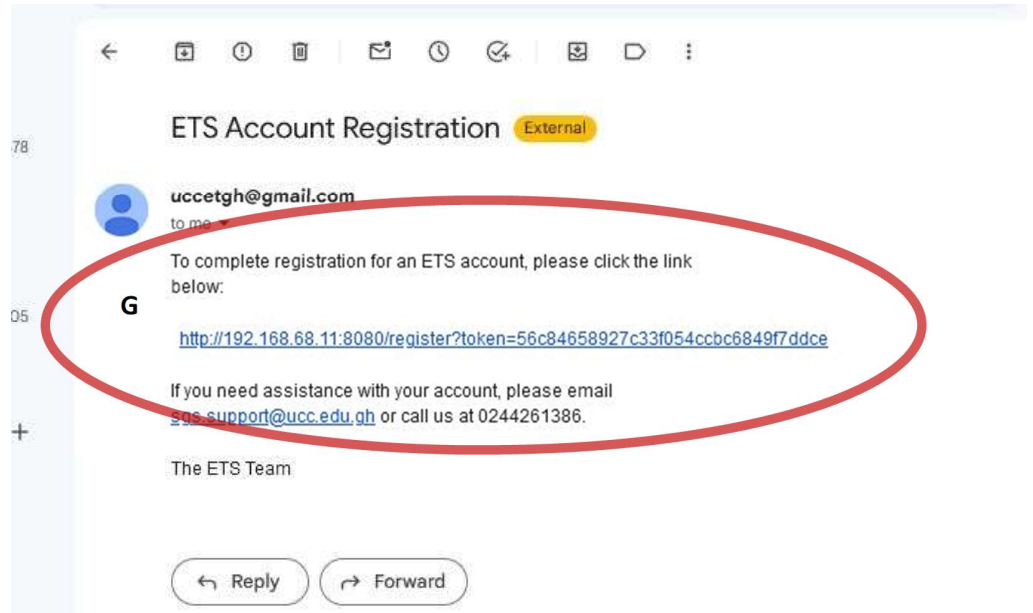


In the inbox of the email you registered with, You will receive an ETS Account registration with title ets.support (F)

5. Open the email with ets.support to access the registration link



6. You will see a similar link, Click on the Link in your verification mail (G)



7. Fill in your details and click on Complete Registration

ETS Home → New user registration

Create Profile

Verify Email → Create Profile → Finished

Identify
Email Address:
shinetkobs@gmail.com

First Name:

Last Name:

Contact Telephone:

Language:
English ▾

Security
Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password:

Retype to confirm:

[Complete Registration](#)

Search ETS
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Browse
All of ETS
Collections & Programmes
By Issue Date
Authors
Titles
Subjects

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NB: You are automatically logged in as soon as you click on **complete registration**

Please contact SGS to ensure you have been enrolled to your programme before proceeding

Once you have been enrolled, Log in to the ETS system using your institutional email address and the password you provided during your registration.

8. Navigate to your programme:

- a. Click on your College
- b. Click on your Faculty/School
- c. Click on your Department
- d. Click on your Programme

NB: If you have been enrolled by School of Graduate Studies, you will see **H**.

9. Click on the Link to Start the Submission Process

ETS Home → College of Humanities and Legal Studies → Faculty of Social Sciences → Department of Geography and Regional Planning → M.A Geography

M.A Geography

Browse by

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Search within this collection:

H

[Submit a new item to this programme](#)

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 This Programme

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[Authors](#)
[Titles](#)
[Subjects](#)

This Programme
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

10. Fill in your Student details

Note:

Refer to **page 1** for the
Format of the title.

Other titles: leave blank

Date of Complete: Enter the date
You are submitting

Publisher: University of Cape Coast

Select **Thesis** by clicking

Select **English** as Language

And Click on **Next** to continue
To the next page

Student:

Enter the name of the authors of this Thesis.

Last name, e.g. *Adongo*

First name(s) + "Jr", e.g. *Donald Kwabena*

Title:

Enter the main title of the Thesis.

Other Titles:

If the item has any alternative titles, please enter them here.

Add

Date of Completion:

Please give the date of completion. You can leave out the day and/or month if they aren't applicable.

Year

Month

Day

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

 Thesis
 Other

Language:

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Save & Exit

Next >

Use **Save & Exit** if you want to save and continue at some other time

11. Fill in Details about your Thesis/Dissertation

Enter a keyword and click on **Add**
(This should be done one keyword at a time)
Select the box beside the Keyword
And click on **Remove Selected** if
You made a mistake

Abstract: you can copy and paste
The Abstract from your thesis
Document.

Leave the Examiner Remark Blank

Leave the College/ Department blank

Click **Next** to continue..

The screenshot displays the 'Item submission' workflow in a web browser. The breadcrumb trail at the top reads: ETS Home → College of Humanities and Legal Studies → Faculty of Social Sciences → Department of Geography and Regional Planning → M.A. Geography → Item submission. The main heading is 'Item submission', followed by a progress bar with steps: Describe (highlighted in green), Describe, Upload, Review, License, and Complete. The current step is 'Describe Item', which includes several text input fields: 'Subject Keywords' (with an 'Add' button and a 'Subject Categories' link), 'Abstract' (with a note 'Enter the abstract of the item.'), 'Examiner Remarks' (with a note 'This box is for Examiners to provide their remarks.'), and 'College / Department Remarks' (with a note 'This box is for College / Department Officials to input their Remarks.'). At the bottom of the form are buttons for '< Previous', 'Save & Exit', and 'Next >'. On the right side, there is a vertical navigation menu with sections: 'Search ETS' (with a search box and 'Go' button), 'Browse' (with links for 'All of ETS' and 'This Programme'), 'My Account' (with links for 'Logout', 'Profile', and 'Submissions'), 'Context' (with links for 'Edit Programme', 'Item Mapper', 'Export Programme', and 'Export Metadata'), and 'Administrative' (with links for 'Control Panel', 'Access Control', 'People', 'Groups', 'Authorizations', 'Content Administration', 'Items', 'Withdrawn Items', 'Private Items', 'Import Metadata', 'Batch Import (ZIP)', 'Registries', 'Metadata', 'Format', 'Statistics', and 'Curation Tasks').

12. Upload all your files stated on Page 1 of this guide

Click on **Browse** to Select

The file you want to upload

File Description: Enter the
File name as stated in page 1

Click on **Upload file & Add Another**
(Use this if you want Upload

The selected file and Another file)

Once the last file is selected, click on **Next** to continue

The screenshot shows the 'Item submission' page with a navigation breadcrumb: ETS Home → College of Humanities and Legal Studies → Faculty of Social Sciences → Department of Geography and Regional Planning → M.A Geography → Item submission. A progress bar at the top indicates the current step is 'Upload', with other steps being 'Describe', 'Review', 'License', and 'Complete'. The main section is titled 'Upload File(s)' and contains a 'File:' section with a text input field and a 'Browse...' button. Below this is a 'File Description:' section with a text input field. At the bottom of the main section are buttons for '< Previous', 'Save & Exit', and 'Next >'. On the right side, there are three sidebar panels: 'Search ETS' with a search box and radio buttons for 'Search ETS' and 'This Programme'; 'Browse' with links for 'All of ETS' (Collections & Programmes, By Issue Date, Authors, Titles, Subjects) and 'This Programme' (By Issue Date, Authors, Titles, Subjects); and 'My Account' with links for 'Logout', 'Profile', and 'Submissions'.

13. Review Submission: Please check that all the information you have provided is accurate before you proceeding and click **Next** to continue

ETS Home → College of Education Studies → Faculty of Educational Foundations → Department of Education and Psychology → MPhil Educational Psychology → Item submission

Item submission

Describe → Describe → Upload → **Review** → License → Complete

Review Submission

Describe Item

Student:
Eric, Ansah

Title:
INTERNAL- SOLID WASTE MANAGEMENT AS A TOOL FOR REVENUE GENERATION: PERSPECTIVES OF OFFICIALS OF THE OBUASI MUNICIPAL ASSEMBLY

Date of Completion:
2024-02-19

Type:
Thesis

Language:
English

[Correct one of these](#)

Describe Item

Subject Keywords:
HIGHER EDUCATION

Subject Keywords:
REVENUE GENERATION

Subject Keywords:
COVID-19 PANDEMIC

Abstract:
A study on healthy food environment in Ghana () had an indication of monitory, leadership and evaluation as baseline that needed to be addressed. The study made clear how those indicators remain to be the priority area for government need to focus on (Laar, et al., 2022). Food and beverage service ride on the back of food science as the practice of the concept. In teaching how food and beverage practices in wherever, must be handled scientifically. Using framework guidelines in restaurant concept as a way best practices in food and beverage service will therefore bring uniformity and a common platform for implementation.

[Correct one of these](#)

Upload File(s)

[FINAL THESIS.docx](#) - Microsoft Word XML (Known)
[Turnitin Report \(2\).pdf](#) - Adobe PDF (Known)
[UCC Statment of Results \(2\).pdf](#) - Adobe PDF (Known)
[SUBMISSION FORM1.pdf](#) - Adobe PDF (Known)
[THESIS SUBMISSION FORM 2.pdf](#) - Adobe PDF (Known)
[DECLARATION \(2\).pdf](#) - Adobe PDF (Known)
[FINANCIAL CLEARANCE \(2\).pdf](#) - Adobe PDF (Known)

[Correct one of these](#)

[< Previous](#) [Save & Exit](#) [Next >](#)

Search ETS

 Search ETS
 This Programme

Browse

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- [Collections & Programmes](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

This Programme

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [Logout](#)
- [Profile](#)
- [Submissions](#)

Context

- [Edit Programme](#)
- [Item Mapper](#)
- [Export Programme](#)
- [Export Metadata](#)

Administrative

- [Control Panel](#)
- Access Control**
 - [People](#)
 - [Groups](#)
- [Authorizations](#)
- Content Administration**
 - [Items](#)
 - [Withdrawn Items](#)
 - [Private Items](#)
 - [Import Metadata](#)
 - [Batch Import \(ZIP\)](#)
- Registries**
 - [Metadata](#)
 - [Format](#)
- [Statistics](#)
- [Curation Tasks](#)

14. Click in the Box beside the I Grant licence(G) and click on Complete the submission

Item submission



Distribution License

There is one last step: In order for ETS to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

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I Grant the License **G**

< Previous Save & Exit Complete submission

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[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Programme
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account

[Logout](#)
[Profile](#)
[Submissions](#)

Context

[Edit Programme](#)
[Item Mapper](#)
[Export Programme](#)
[Export Metadata](#)

Administrative

[Control Panel](#)
Access Control
[People](#)
[Groups](#)
[Authorizations](#)

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You have successfully submitted your Thesis/Dissertation to School of Graduate Studies

Thank You

For Support

Call SGS IT on 0244261386 or

Email: sgs.support@ucc.edu.gh

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Room 319