INTRODUCTION

This brochure is intended to serve as a reference document, especially for lecturers, supervisors and prospective/graduate students of the University of Cape Coast.

The pertinent issues on graduate studies that have been highlighted include admission requirements, application forms, administration of graduate studies, registration and scheme of examinations, academic standing, presentation of dissertation/thesis.

Every effort has been made to ensure the accuracy of the information in the brochure at the time of going to press. However, the Board reserves the right to make changes any time as deemed necessary.

1.1 Academic Year

The University operates a semester system as indicated below:

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

Sandwich Programmes are also organized during June-July of every year.

1.2 Non-Degree Graduate Programmes Available

i. Postgraduate Certificate

ii. Postgraduate Diploma

1.3 Degree Graduate Programmes Available

i. M.A., M.Sc., M.Ed., MBA. (Sandwich)

ii. M.A., M.Sc., MBA (Regular)

iii. M.Phil., M.Com.(Regular)

iv. PhD(Regular)

1.4 Admission Requirements

a) Postgraduate Certificate in Labour Studies

i. A candidate seeking admission to the Postgraduate Certificate in Labour Studies programme must have a first degree in a subject area, and a minimum work experience of three years.
ii. Special Admission

A candidate who does not have a first degree but is otherwise adjudged suitable may be admitted. Such a candidate should:

- Be at least 35 years.
- Be working in leadership position or have special knowledge and considerable experience (at least 10 years) in labour and trade union management.
- Have at least SSSCE or GCE Ordinary Level Certificate, West African General Certificate; East African Certificate of Education; Cambridge Overseas Higher School Certificate; University of London Certificate of Education, and the International Baccalaureate with a pass in English Language and Mathematics.

Such a candidate will be required to provide:

- Certificate and detailed transcripts of their educational background.
- A write-up on the benefit of the course to their professional career that will satisfy the admission board as regards his/her ability to pursue the course with profit.

b) Postgraduate Diploma in Education

A candidate seeking admission into the Postgraduate Diploma in Education programme must have obtained a first degree and taught for a minimum of two years.

c) Master’s Degree Programmes (Sandwich) - M.A./MBA/M/Sc./M.Ed.

A candidate seeking admission to an M.A./MBA/M.Sc. degree programme must:

i. Have obtained a good first degree (at least a Second Class) in an appropriate field of study from a recognized University/Analogous Institution.
ii. Submit an official transcript of academic record.
iii. Submit at least two reference reports, one of which must be from a former lecturer.
iv. Satisfy any additional requirements prescribed by the faculties/departments. These may include relevant work experience, a written entrance examination and an interview.

d) 12-month Master’s Degree Programmes (Regular) - M.A./MBA/M/Sc.

A candidate seeking admission to an M.A./MBA/M.Sc. degree programme must:

i. Have obtained a good first degree (at least a Second Class) in an appropriate field of study from a recognized University.
ii. Submit an official transcript of academic record.

iii. Submit at least two reference reports, one of which must be from a former lecturer.

v. Satisfy any additional requirements prescribed by the faculties/departments.
   These may include relevant work experience, a written entrance examination and an interview.

e) 24-Month Master’s Degree Programmes – M.Phil./M.Com.

A candidate seeking admission to an M.Phil./M.Com degree programme must:

i. Have obtained a good first degree (at least a Second Class) in an appropriate field of study from a recognized University/Analogous Institution.

ii. Submit an official transcript of academic record.

iii. Submit at least two reference reports, one of which must be from a former lecturer.

iv. Submit a proposal of 2-3 pages on intended area of study including working bibliography.

v. Satisfy any additional requirements prescribed by the faculty/department. These may include relevant work experience, a written entrance examination and an interview.

A candidate who possesses a 12-month M.A./MBA/M.Sc. degree and who wishes to enroll onto an M.Phil./M.Com. degree will be required to take additional courses.

f) Doctor of Philosophy - PhD

A candidate seeking admission into the PhD must:

i. Have an M.Phil degree in an appropriate field of study from a recognized University.

ii. Submit an official transcript of academic record.

iii. Submit at least three reference reports, one of which must be from a former lecturer.

iv. Submit a proposal of 3-5 pages of intended area of study including a working bibliography.

v. Satisfy any additional requirements prescribed by the faculty/department.

g) Accelerated Doctor of Philosophy - PhD

A candidate seeking admission into the accelerated PhD must:

i. Be a Senior Research Assistant, a National Service Person or a registered M.Phil student (in Year 1 of programme) in the University of Cape Coast and not currently
under bond of any organisation.
ii. Be at most 30 years of age at the time of applying.
iii. Hold a Bachelor’s degree in the First Class or Second Class Upper Division, from a recognized University
iv. Possess a National Service certificate where applicable.
v. Have an approved Research Proposal and Supervisor(s) from his/her department.
vi. Sign a bond to serve the University of Cape Coast for a minimum of six (6) years on Successful completion of the programme.

1.5 Special Admissions

In special cases, an applicant who does not have a first degree but is otherwise adjudged suitable may be admitted into an M.A./M.Ed. programme. Such an applicant must:

a) Have special knowledge and considerable experience in his/her area of interest.
b) Have at least G.C.E. ‘O’ Level/SSSCE/WASSCE pass in English Language and Mathematics.
c) Have a Diploma in the relevant field of study.
d) Be at least 40 years.

The candidate will also be required to:

i. Submit a transcript of his/her academic record.
ii. Submit a research proposal of 2-3 pages.
iii. Pass a selection interview.

A candidate who possesses a First degree (Third Class Division or Pass) and who has at least three years working experience may also be considered for admission into a sandwich programme. Such a candidate should be at least 30 years.

1.6 Application Forms

Application forms for admission to programmes in this University may be obtained between December and February each year. Scratch cards for accessing the forms online/application forms may be purchased directly from the Main Cashier at the University, the University Guest House at Tesano, Accra or at the Regional Offices of the Institute of Continuing and Distance Education, University of Ghana, or other places to be specified from time to time. Completed application forms should be returned to:
Applicants must ensure that their application forms reach the Deputy Registrar not later than the specified closing date.

1.7 Processing of Application Forms

All applications for admission shall be considered in the following order: Departmental Committee, Faculty/School Committee and finally by the School of Graduate Studies and Research. The results shall be conveyed by the School of Graduate Studies and Research to applicants promptly.
2.0 ADMINISTRATION OF GRADUATE STUDIES
2.1 Organogram for the Administration of Graduate Studies

2.2 The Board of the School of Graduate Studies and Research

The Board of the School of Graduate Studies and Research is charged with responsibility of administering graduate education in the University.

Functions of the Board are to:

a. Give approval of candidature, course work, supervisors, theses topics, titles and synopses for higher qualifications based on recommendations from Departmental and Faculty/School Boards.

b. Recommend to the Academic Board, the appointment of internal and external examiners for dissertations or theses based upon recommendations from the Departmental and Faculty/School Boards.

c. Give provisional approval to graduate examination results upon recommendations from the Departmental and Faculty/School Boards.
d. Give provisional approval to new/revised graduate programmes upon recommendation from the Faculty/School Boards.
e. Revise the regulations on graduate studies from time to time.
f. Ensure that the School of Graduate Studies and Research fulfils its statutory functions.

2.3 Membership of the Board

The Board is composed of a Chairman who is the Dean of the School of Graduate Studies and Research and the following:

a) Two members nominated by, and to represent each Faculty or School, one of whom should be a Vice-Dean and the other not below the rank of Senior Lecturer.

b) Deputy Registrar (Academic).
c) Librarian or his representative.
d) Deputy Registrar/ Senior Assistant Registrar/ Assistant Registrar of the School, shall be Secretary to the Board

2.4 Faculty/School Committees on Graduate Studies

Each Faculty/School shall have a Committee on Graduate Studies.

a. Composition

Members of the Committee shall be Professors, Associate Professors, Heads of Department and Senior Lecturers in the Faculty/School.

b. Functions

The functions of the Committee are as follows:

i. Give approval to graduate examination results (course work and thesis/dissertation) upon recommendations from Departmental Boards.

ii. Set up a sub-committee to vet theses and dissertations of graduate students in the faculty/school.

iii. Give provisional approval to new/revised programmes proposed by the departments.

iv. Submit progress reports on research students to the School of Graduate Studies and Research.
v. Recommend the appointment of supervisors for graduate students nominated by the departments.

2.5. **Departmental Committee on Graduate Studies**

a. **Composition**

Members of the Committee shall be Professors, Associate Professors and Senior Lecturers of the Department and Cognate Departments.

b. **Functions**

i. Ensure that proposals for the introduction of new programmes conform to the approved University format

ii. Recommend the appointment of supervisors to the Faculty Committee on Graduate Studies

iii. Submit progress report on graduate students to the Faculty Committee on Graduate Studies

iv. Grant provisional approval to examination results for consideration by the Faculty

v. Committee on Graduate Studies.

3.0 **GENERAL REGULATIONS FOR THE AWARD OF HIGHER DEGREES**

3.1 **General**

A Postgraduate Certificate/Diploma, M.A./MBA/M.Sc./M.Ed./M.Phil./PhD degree will be awarded to a candidate who has pursued approved programmes of full-time or part-time study in the University of Cape Coast and has subsequently satisfied the examiners at the prescribed examinations.

3.2 **The following degrees shall be awarded in the various Faculties/Schools:**

Faculty of Arts: M.A., M. Phil, PhD

Faculty of Education: PGDE, M.Ed, M.A., M. Phil, PhD

Faculty of Social Sciences: Postgraduate Certificate/Diploma, M.Sc., M.A, M. Phil, PhD

School of Physical Sciences: M.Sc., M. Phil, PhD

School of Biological Sciences: M. Sc., M. Phil, PhD

School of Agriculture: M.Sc., M. Phil, PhD

School of Business: MBA, M.Com.
4.0 NATURE AND DURATION OF PROGRAMMES:

The University offers the following Higher Degree Programmes

<table>
<thead>
<tr>
<th>Minimum Duration</th>
<th>Maximum Duration</th>
</tr>
</thead>
</table>

4.1 PGD/PGC (Sandwich) 1 Year 2 Years

4.2 M.A./MBA/M.Ed./M.Sc. (Sandwich) (By course work only) 1 Year 2 Years

4.3 M.A./MBA/M.Sc. (Regular)
   - Full-time: 1 year 2 years
   - Part-time: 2 years 3 years

4.4 M.Phil./M.Com. (Regular)
   - Full-time: 2 years 3 years
   - Part-time: 3 years 4 years

4.5 PhD (Regular)
   - Full-time: 3 years 4 years
   - Part-time: 4 years 5 years

4.6 Accelerated PhD(Regular)
   - Full-time: 3 years 4 years

a) Full-time (Regular) M.A./MBA/M.Sc. programmes will normally consist of two semesters of course work for nine months, followed by a dissertation for three months. Sandwich MA/MBA/M.Sc. programmes shall consist of two to three semesters of course work only.

b) The Master of Philosophy (M. Phil)/Master of Commerce (M.Com.) programme will normally consist of two parts. Part I shall consist two semesters of course work for full-time students and four semesters of course work for part-time students. Part II extends over 12-months and is for research and presentation of thesis.

c) Where it is deemed appropriate, a candidate may be exempted from some components of the course work. On the other hand, candidates may be required to take additional courses to make up for deficiencies.
d) Subject to approval by the appropriate Board, no student on full-time studies shall be permitted to undertake more than six hours per week of tutorial or other kind of employment within the University. Full-time students are not allowed to be employed outside the University.

5.0 TUITION FEES

a) Tuition fees for all graduate programmes shall be in accordance with the rates prescribed by the University from time to time.
b) Payment of fees by a graduate student may cease only when the student has submitted his/her soft bound copy of thesis.
c) Graduate students who fail to properly register and pay appropriate fees will not enjoy any rights and privileges as students.

6.0 REGISTRATION OF GRADUATE STUDENTS

Registration of Graduate Students is on-line at the Student Records and Management Information Section (SRMIS). This is followed by registration at the Faculty/Department(s) and finally at the School of Graduate Studies and Research.

a) Receipts showing payment of fees and admission letters will be inspected at various registration points.
b) Registration of graduate students is every semester until the student completes his/her programme of study.
c) Approval of registration will lapse if the candidate does not begin the programme of study within three months after registration. An affected candidate shall, at the appropriate time, reapply to the Deputy Registrar for fresh admission.
d) Graduate students proceeding on field-work or collection of data should formally complete their registration as students of the University before leaving campus.

7.0 SCHEME OF EXAMINATION

7.1 Postgraduate Certificate in Labour Policy Studies

Final grading of students for each is based on the following activities:

- Written Assignments 20%
- Class Presentation 20%
- Written Examination 60%

Final grading for Seminar Courses:

- Seminar Attendance 10%
- Participation in Seminar Activities 30%
- Seminar Report 60%
7.2 Postgraduate Diploma in Education
This shall consist of:
   a) Continuous Assessment (40%).
   b) End of Semester Examination (60%).
   c) Presentation of Project Work.
   d) A Project Work shall be examined by two internal examiners.

7.3 MA/M.Ed./M.Sc./MBA - (Sandwich)
This shall consist of:
   a) Continuous Assessment (40%).
   b) End of Semester Examination in a minimum of five and a maximum of seven 3-credit courses per semester (60%).

7.4 12-month M.A./MBA/M.Sc. (Regular)
This shall consist of:
   a) Continuous Assessment (40%).
   b) End of Semester Examination in a minimum of three and a maximum of four 3-credit courses per semester (60%).
   c) Presentation of Dissertation
   d) A dissertation shall be examined by two internal examiners.

7.5 24-month M.Phil./M.Com.
This shall consist of:
   a) Continuous Assessment (40%).
   b) End of Semester Examination (60%), in a minimum of five 3-credits or four 4-credit courses and a maximum of six 3-credit courses per semester in the first year. Total credits should not be less than 30 credits or more than 36 credits in one academic year.
   c) Thesis which shall be examined by one internal examiner and one external examiner.
   d) Viva Voce [Oral Examination].

The thesis examination and the Viva Voce take place at the end of the second year.
7.6 36-month PhD

This shall be by one year course work/directed reading, a thesis which shall be internally and externally examined, and an oral examination.

7.7 36-month Accelerated PhD

This shall be by one year course work/directed reading, a thesis which shall be internally and externally examined, and an oral examination.

7.8 Assessment of Graduate Course work

Assessment of graduate course work in the first year of study may be based on submission of term papers/essays or a combination of term papers and written end of semester examinations.

8.0 ACADEMIC STANDING OF STUDENTS

a) To be registered for the second year of a Master’s programme, a candidate must have obtained a Cumulative Grade Point Average (CGPA) of 2.5 or better in the courses taken in the first year. The pass mark for each course shall be 60%. (Grade C)

b) A candidate who obtains a CGPA of less than 2.5 in the first year shall be withdrawn from the programme but may repeat the course(s) he/she failed as an external candidate in the following academic year.

c) A candidate who fails the repeated courses shall be dismissed.

d) A candidate whose dissertation/thesis/project work is scored below 60% or Graded F must effect the recommended changes and re-submit the dissertation/thesis/project work for fresh assessment by the same Examiner. However, where the same Examiner is not available or is unwilling to reassess the work, a copy of the original dissertation/thesis work will be sent to a third Examiner for assessment. In the case of a project work, it shall be sent to another internal examiner.

e) A candidate, whose dissertation/thesis is scored below 60% or Graded F by both Examiners, is deemed to have failed.

f) A candidate who fails a dissertation/thesis will be required to choose another topic and write another dissertation/thesis within one academic year for fresh assessment.
9.0 GRADING SYSTEM

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Mark %</th>
<th>Credit Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80-100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>75-79</td>
<td>3.5</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>70-74</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>65-69</td>
<td>2.5</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>60-64</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

10.0 DEFERMENT OF PROGRAMME

Deferment of programme by fresh graduate students before the end of the first academic year is not allowed. A continuing graduate student, who due to various reasons, wishes to defer his/her programme should first consult his/her Supervisor.

Applications for deferment, which should be received not later than eight (8) weeks before the commencement of the academic year, should be routed through the Head of Department to the Dean of the School of Graduate Studies and Research. The application should also be copied to the Dean of Faculty/School concerned.

Applications for deferment on medical grounds should be supported by a medical report certified by the Director of Health Services, University of Cape Coast.

Deferment may be granted for a maximum of one academic year within the entire duration of the programme.

Students must of necessity wait for the response of such application before leaving the University.
11.0 **THESIS PROPOSAL/ REGISTRATION OF THESIS TITLE**

a) By the end of the first year of study, all research students (M.Phil/M.Com. and Ph.D) shall submit their research proposals to their respective Heads of Department for consideration by the Departmental Committee on Graduate Studies.

b) At the beginning of the second year, the Head of Department shall submit to the Dean, School of Graduate Studies and Research the approved theses titles.

c) Any change of thesis title or nature of programme shall, following the recommendation of the Supervisor, be submitted to the Board of the School of Graduate Studies and Research through the Faculty Committee on Graduate Studies.

12.0 **APPOINTMENT OF SUPERVISORS**

a) Each successful graduate applicant would immediately be assigned an advisor until he/she is assigned a supervisor by the middle of the second semester of the first year.

b) Each M.A./MBA/M.Sc. student shall be assigned one supervisor from the department or a cognate department.

c) Every research student shall be assigned two supervisors made up of a Principal Supervisor and a Co-supervisor. The Principal Supervisor must be of at least Senior Lecturer status. The co-supervisor may be of a Lecturer status and may come from the same department or cognate department.

d) In the case of Ph.D candidates the Principal Supervisor should be of Professorial status or a Senior Lecturer with a Ph.D. The co-supervisor should also be a Ph.D holder and at least of Senior Lecturer status.

e) Normally, supervisors shall be members of the academic staff of the University, but in special cases, suitable persons within and outside the University, may be appointed.

f) Nomination of supervisors requires prior consideration by the Faculty Graduate Committee on Graduate Studies before approval by the Board of the School of Graduate Studies and Research.

g) At the end of each semester, the Faculty Committee on Graduate Studies shall receive progress reports on research students from the Departments and submit same to the Dean of Graduate Studies and Research.

h) In the course of the research, seminars shall be arranged at which aspects of the research shall be presented by the candidate. Such seminars may be made public to enable other graduate students to attend.
13.0 **PRESENTATION OF THESIS/ DISSERTATION**

a) The dissertation/thesis shall be written in English or any other approved language and shall include an abstract of not more than 250 words, giving a general account of its content, methodology and findings. If the dissertation/thesis is in a language other than English, approved by the Board, an abstract in English, not exceeding 250 words, should be submitted with the thesis.

b) The thesis shall be written on an A4 size of good quality paper, with double spacing, 5cm. on the left margin and 2.5cm. on the right and soft bound. After all corrections have been made, the final copy of the thesis shall be bound in hard cover.

c) A thesis submitted for an M. Phil/M.Com or a Ph.D degree must consist of the candidate’s own account of research. It may describe work done in conjunction with the candidate’s Supervisor, provided that the candidate states clearly his share in the investigation and that this statement is testified by the Supervisor. A paper written or published in the joint names of two or more persons will not normally be accepted as a thesis. Work done conjointly with persons other than the candidate’s Supervisor will be accepted as a thesis in special cases only; in such cases, the approval of the Faculty Board and of the Board of Graduate Studies and Research must be given.

d) A thesis submitted for an M.Phil/M.Com. or Ph.D degree must be suitable for publication as submitted. A thesis for a Ph.D degree must make a significant and substantial contribution to knowledge in the subject, and afford evidence of originality shown either in the discovery of new facts or by the exercise of independent critical judgment.

e) A project work submitted for a PGDE or a dissertation submitted for an M.A/M.Ed/M.Sc. degree or a thesis submitted for the M. Phil/M.Com. Ph.D degree must not exceed the number of words or pages, up to the List of References, prescribed by the Board of the School of Graduate Studies and Research. Currently they are the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Degree</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>PGDE</td>
<td>40 pages/10,000 words</td>
<td>50 pages/12,500 words</td>
</tr>
<tr>
<td>M.A./MBA/M.Ed</td>
<td></td>
<td>60 pages/15,000 words</td>
<td>100 pages/25,000 words</td>
</tr>
<tr>
<td>M. Phil/M.Com.</td>
<td></td>
<td>120 pages/30,000 words</td>
<td>150 pages/37,500 words</td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td>200 pages/50,000 words</td>
<td>300 pages/75,000 words</td>
</tr>
<tr>
<td>Agriculture/</td>
<td>M.Sc</td>
<td>60 pages/15,000 words</td>
<td>100 pages/25,000 words</td>
</tr>
<tr>
<td>Sciences</td>
<td>M.Phil</td>
<td>120 pages/30,000 words</td>
<td>150 pages/37,500 words</td>
</tr>
<tr>
<td></td>
<td>Ph.D</td>
<td>200 pages/50,000 words</td>
<td>300 pages/37,500 words</td>
</tr>
</tbody>
</table>
f) In special cases theses with number of pages outside the above ranges may be accepted by the Board subject to recommendations by the Departmental/Faculty Committee on Graduate Studies.

g) Candidates 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 work which he/she has already submitted for a degree in this or in another University, provided that he/she shall indicate on his/her form of entry, and also in his/her dissertation or thesis any work which has been so incorporated.

h) The dissertation/thesis shall be accompanied by two signed Declaration statements by [a] the candidate, and [b] all the supervisors.

i) If it is discovered later that the Declaration was false, the result of the dissertation/thesis, even where successful, would be withdrawn.

j) Three copies [soft bound] of the dissertation/thesis shall be submitted through the Dean of Faculty/School to the Dean of the School of Graduate Studies and Research who shall arrange for assessment. If the candidate is successful at the examination as a whole, three copies of the corrected dissertation/thesis, bound in hard cover, shall be submitted to the Board of the School of Graduate Studies and Research before the award of the degree. One copy shall be deposited in the Library, one in the Department, and the third, in the Office of the School of Graduate Studies and Research.

14.0 EXTENSION OF TIME FOR SUBMISSION OF DISSERTATION/THESIS

a) A candidate who is unable to submit his/her dissertation/thesis within the stipulated minimum duration may apply for one year extension. The application for extension should be accompanied with a progress report from the candidate’s supervisor(s) and should be routed through the Head of Department to the Dean of the School of Graduate Studies and Research. The Board of the School of Graduate Studies and Research may allow an extension of not more than two semesters granted for periods not exceeding one semester at a time.

b) A candidate who fails to complete his/her programme after the maximum duration shall be withdrawn from the programme. Such a candidate may however reapply for admission and pay full fees. When readmitted, he/she will be credited with the courses already taken but will be given only one additional academic year to complete the programme.
15.0 APPOINTMENT OF EXAMINERS AND CONDUCT OF EXAMINATIONS

a) Besides continuous assessment and end of semester examinations, which shall be conducted each semester of the first year, the soft copy of a dissertation/thesis submitted by a candidate at the end of the second year, shall also be examined.

b) Two internal examiners shall be nominated by the Departmental Committee on Graduate Studies to assess an M.A./MBA/M.Sc. dissertation.

c) Each M.Phil./M.Com/Ph.D thesis shall be assessed by two examiners, comprising one external examiner and one internal examiner.

d) External Examiners shall be nominated by the Department and appointed by the Academic Board on the recommendation of the Board of the School of Graduate Studies and Research.

e) After the examiners have submitted their reports on the assessment of a thesis and both examiners have passed the thesis, the candidate will be required to do an oral defence of the thesis (Viva Voce).

f) The Viva Voce shall be conducted by a Board of Examiners comprising the Head of Department as Chairman, the Principal Supervisor, the Internal Examiner and one other member from the Department or a Cognate Department. Where the Head of Department is himself/herself the Principal Supervisor, another academic member shall be appointed Chairman of the Board of Examiners.

g) External Examiners are also to be involved in the Viva Voce of PhD students.

h) The Examiners shall send a joint report to the Board of the School of Graduate Studies and Research.

i) There shall be no Viva Voce for M.A./MBA/M.Sc. candidates.

16.0 REQUIREMENTS FOR GRADUATION

16.1 Postgraduate Certificate

To qualify for the award of the Postgraduate Certificate in Labour Policy Studies, a student has to obtain a pass in each of the courses. The pass mark is 60% of the score assigned each course.

16.2 Postgraduate Diploma

- The mean GPA for each semester of course work shall be not be less than 2.5.

- A candidate must have obtained a GPA of 2.5 or more. The pass mark for each course shall however be 60% (Grade C) to enable a candidate to graduate.

- A candidate whose project work score is below 60% must re-work and re-submit the project work for re-assessment by supervisor.
16.3 M.A./M.Ed./M.Sc./MBA Degree (Sandwich)

A candidate for the M.A./M.Ed./M.Sc./MBA Degree (Sandwich) programmes must satisfy the following requirements for graduation:

a) Pass all compulsory courses.

b) Obtain a minimum Cumulative Grade Point Average (CGPA) of 2.5 in the course work.

16.4 M.A./M.Sc./MBA Degree (Regular)

A candidate for the M.A./M.Sc./MBA Degree (Sandwich) programmes must satisfy the following requirements for graduation:

a) Pass all compulsory courses.

b) Obtain a minimum Cumulative Grade Point Average (CGPA) of 2.5 in the course work.

c) Pass the dissertation.

16.5 M.Phil./M. Com./PhD degree

A candidate for Masters or PhD degrees must satisfy the following requirements for graduation:

a) Pass all compulsory courses.

b) Obtain a minimum Cumulative Grade Point Average (CGPA) of 2.5 in the course work.

c) Pass the thesis.

d) Pass the oral examination (Viva Voce).

To be awarded a Ph.D degree, a candidate must have at least one publication to his/her credit.

17.0 NOTIFICATION OF RESULTS AND AWARD OF DEGREES

a) The effective date for the award of a higher degree or a Postgraduate Diploma/Certificate shall be 30th September or 31st March each year, provided that the dissertation/thesis [soft bound] is submitted at least 60 days before the effective date, that is, by July 31st, or January 31st respectively. In a situation where major changes are recommended in the dissertation/thesis, the candidate’s effective date should be the time of resubmission of the corrected soft bound copy of the report.
b) The list of successful candidates for the award of degrees shall be published by the Registrar as soon as the recommendation of the Board of the School of Graduate Studies and Research is made, subject to approval by the Academic Board. The Registrar shall at the same time write formally to individual candidates informing them of their provisional results.

c) After the results have been approved by the Academic Board, the appropriate degree under the seal of the University shall be awarded to each successful candidate.

18.0 STANDARD THESIS/DISSERTATION FORMAT FOR GRADUATE WORK

The writing of theses and dissertations is part of the requirements for the award of higher degrees at the University of Cape Coast. No higher degree will be conferred until the approved conditions or specifications for the writing of theses and dissertations are met. All theses/dissertations consist of three categories of material, namely: the preliminaries or front matter, the text or the main body of the report, and the back matter (References and Appendices).

18.1 Preliminaries

The preliminaries are the spine, outside cover, declaration, abstract, acknowledgement, dedication (optional), table of contents, list of tables, list of figures, list of plates and list of acronyms where appropriate.

18.2 Spine

On the spine is printed the name of DEGREE, the FULL NAME OF THE CANDIDATE and the YEAR of the presentation, in that order (three blocks). An example of the information which is specified in brackets below must be provided in horizontal order:

\[\text{Name of Degree}] \quad \text{[Full name of candidate]} \quad \text{[Year]}

As illustration, the spine of George Ibrahim Mensah’s M.Phil. thesis will be like this:

M.Phil. \hspace{1cm} GEORGE IBRAHIM MENSAH \hspace{1cm} 2010

18.3 Outside Cover

On the Outside Cover, UNIVERSITY OF CAPE COAST must be printed at the top of the page, (12 single spaces or 5cm. from the top of the page), the TITLE OF THE REPORT(thesis/dissertation/project) in the middle of the page, the author’s FULL NAME (without titles) and the YEAR of presentation printed at the bottom half of the page (four blocks). An example of the information which must be presented in vertical order is specified in the brackets below:
[Name of University]

[Title of Thesis/Dissertation/Project]

[Full Name of Candidate (without titles)]

[Year]

As illustration, the Outside Cover of George Ibrahim Mensah’s thesis will be like this:

UNIVERSITY OF CAPE COAST

LOGISTIC REGRESSION ANALYSIS OF HOUSEHOLD INCOME

GEORGE IBRAHIM MENSAH

2010

Note that the use of ‘BY’ and titles such as Mr., Mrs., Rev, etc. are not acceptable on the Outside Cover

18.4 Inside Cover

The next page is the INSIDE COVER or the TITLE PAGE. The page consists of FIVE BLOCKS OF WORDS. The first block is, UNIVERSITY OF CAPE COAST and is set off at five single spaces from the top of the page and centered between the margins. The second block is, TITLE of the THESIS/DISSertation/PROJECT. The third block is the FULL NAME of the candidate. The next block indicates the DEPARTMENT and the FACULTY of the UNIVERSITY to which the thesis/dissertation/project is submitted and the degree/diploma for which the thesis/dissertation/project is required. The fifth block states the MONTH and the YEAR (on one horizontal line) in which the report is submitted. The title page is page one (in ROMAN NUMERALS) of the Preliminaries or Front Matter but it is NOT numbered or written in the report.

An example of the information which must be presented in vertical order is specified in the brackets below:

[Name of University]

[Title of Thesis/Dissertation/Project]

[By]

[Name of Candidate (without titles)]
[Thesis submitted to the Department of Mathematics and Statistics of the School of Physical Sciences, University of Cape Coast in partial fulfillment of the requirements for award of Master of Philosophy degree in Statistics]

[Month and Year]

For example, the Inside Cover of George Ibrahim Mensah’s thesis will be like this:

UNIVERSITY OF CAPE COAST

LOGISTIC REGRESSION ANALYSIS OF HOUSEHOLD INCOME

BY

GEORGE IBRAHIM MENSAH

Thesis submitted to the Department of Mathematics and Statistics of the School of Physical Sciences, University of Cape Coast in partial fulfillment of the requirements for award of Master of Philosophy degree in Statistics.

DECEMBER, 2010

Note that ‘BY’ should be used here. However, titles are still not acceptable.

18.5 Declaration Page

In all cases, the top half of the page should be for the candidate’s declaration and the second half for the supervisor(s). This page is numbered two (in lower case Roman numerals) in the report.

18.5.1 MA/MBA/M.Sc./ Dissertation

The Declaration page should contain the following statement:

Candidate’s Declaration

I hereby declare that this thesis is the result of my own original work and that no part of it has been presented for another degree in this university or elsewhere.
Candidate’s Name:.................................................................................................................................

Signature:........................................... Date.................................................................

Supervisor’s Declaration

I hereby declare that the preparation and presentation of the thesis were supervised in accordance with guidelines on supervision of thesis laid down by the University of Cape Coast.

Supervisor’s Name:.................................................................................................................................

Signature:........................................... Date: .................................................................

18.5.2 (M.Phil/M.Com. and Ph.D Thesis)

Candidate’s Declaration

I hereby declare that this thesis is the result of my own original work and that no part of it has been presented for another degree in this university or elsewhere.

Candidate’s Name:.................................................................................................................................

Signature:........................................... Date: .................................................................

Supervisors’ Declaration

We hereby declare that the preparation and presentation of the thesis were supervised in accordance with the guidelines on supervision of thesis laid down by the University of Cape Coast.

Principal Supervisor’s Name ..............................................................

Signature.................................................. Date.................................................................

Co-Supervisor’s Name:.................................................................................................................................

Signature:........................................... Date.................................................................

23
18.6 Abstract

The abstract should contain a brief summary of what the report is about and what the main conclusions are. It should not exceed two hundred and fifty (250) words or one page. It should be developed in well-structured paragraphs. Note that an abstract should not, unless in exceptional circumstances, contain symbols and many technical terms. This page is numbered three (in lower case Roman numerals) in the report.

18.7 Acknowledgements

This section provides the student with opportunity to express his/her gratitude to those who directly assisted him/her to successfully complete the thesis/dissertation. These may be mentors, supervisors, organizations, officials, chiefs, and colleagues, among others. The page must be placed immediately after the abstract page and numbered four (in lower case Roman numerals). It is highly unconventional to acknowledge any Deity, for example, God, Allah or any other supernatural powers in documents of this nature.

18.8 Dedication

This is not a requirement, but may be allowed. It should be noted that the dedication page is not another acknowledgements page. It should contain at most two lines, consisting of just a few words. For example: To my family or In memory of my father. Again, it is unconventional to dedicate documents of this nature to any Deity.

18.9 Table of Contents

The TABLE OF CONTENTS (not just Contents) should be typed in upper case letters. All chapter headings should be in upper case letters and made bold; sub headings should appear in title case and not bolded. The corresponding pages of headings and sub-headings should be indicated.

18.10 List of Tables/List of Figures/List of Plates/List of Acronyms

List of Tables and List of Figures should show the Table or Figure numbers, their captions (titles) and page numbers. List of Plates and List of Acronyms or Abbreviations may also be included where applicable.

18.11 Main Text

a) Departments should determine the preferred number of chapters of their thesis/dissertations and communicate same to the Board of the School of Graduate Studies and Research.
b) In the text, the caption and number of a table should appear on top of the Table and should be made **bold**. The caption and number of a Figure or Plate should appear below the Figure or Plate and equally be made **bold**.

c) Tables, figures and plates are to be placed on the same page or not far away from the reference discussion(s). Tables are not to be drawn with vertical and horizontal lines forming cells. However, two horizontal lines may be needed for the top and bottom parts of the Table. If a Table spills over to the next page, there should be an indication such as: **Table 1 continued**.

d) Tables, Figures and Plates are not to be enclosed in border lines.

e) Paragraphing: The first line of each paragraph should be indented. Block paragraphing is not accepted. The text should be in justified format.

18.12 Numbering of Sections or Subsections of the thesis

Numbering of sections and subsections of the report is optional. If a department opts for numbering, subsections should be numbered up to sub-sub only, like this (e.g. 2.1.1). In addition, tables and figures should also be numbered according to the chapters in which they appear (e.g. 1.1, 2.1, etc). In cases where numbering of sections is not adopted, tables and figures should be numbered serially from 1.

18.13 Line Spacing/Font

The thesis/dissertation should be double spaced throughout including the references. The font should be **Times New Roman and size twelve (12)**.

18.14 Margins

The standard margin should be 5cm. on the left before binding and 2.5cm. on the right. The top and bottom spaces are also 2.5cm each. All title pages, chapter headings should also start 2.5 cm. from the top of the page.

18.15 Footnotes/Endnotes

All theses and dissertations should not have footnotes below the text. All footnotes should be incorporated into the main text. There should be no endnote and endnote references at the end of each chapter.
18.16 Pagination

All page numbers within the text, from the abstract to the end of the text, should be placed at the bottom and centred. Page numbers from the abstract to the list of tables/figures, etc., should be in Roman numerals and page numbers in the remaining text should be in Arabic numerals.

18.17 Referencing Style

The recommended standard referencing style for all theses and dissertations should be the American Psychological Association (APA) style. However, Faculties/Departments may opt for other styles, provided that these are approved by the Faculty Board concerned and communicated to the Board of the School of Graduate Studies and Research for its and approval.

19.0 COLOURS FOR VARIOUS CATEGORIES OF DISSERTATION/THESIS

The following shall be the colours of the various categories:

a) PGD                      - Black
b) M.A./MBA/M.Sc.           - Green
c) M.Phil/M.Com.             - Navy Blue
d) Ph.D                     - Red