



UNIVERSITY OF
EDUCATION, WINNEBA

SCHOOL OF GRADUATE STUDIES (SGS)

A blurred background image of a graduate in a cap and gown, smiling and holding a diploma. The image is composed of overlapping geometric shapes in shades of blue, purple, and white.

ACADEMIC POLICIES AND REGULATIONS FOR POSTGRADUATE STUDIES

SEPTEMBER, 2025



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EDUCATION, WINNEBA

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ACADEMIC POLICIES AND REGULATIONS FOR POSTGRADUATE STUDIES

ISSUED ON THE AUTHORITY OF
BOARD OF SCHOOL OF GRADUATE STUDIES (BSGS)
ON BEHALF OF THE
UNIVERSITY OF EDUCATION, WINNEBA
ACADEMIC BOARD

SEPTEMBER, 2025

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PREFACE

The UEW Academic Policies and Regulations for Graduate Studies (APRGS) contains the policies and regulations the Board of School of Graduate Studies (BSGS) has established to ensure consistent standards in admissions, registration, degree requirements, awarding of degrees and regulating academic, scholarly and professional conduct across all UEW postgraduate programmes on all campuses.

Responsibilities for postgraduate programmes are shared with the schools, colleges, faculties and departments. These units have requirements and rules specific to their graduate programmes. Students are expected to be familiar with all academic regulations and rules.

The APRGS will be updated every five years and published online. It will also be available in print form. In the event of any discrepancy, the version published on the UEW website shall be the authoritative version. Each new edition will be archived.

This edition of APRGS was prepared by the BSGS. Comments or suggestions are welcome. Postgraduate students, faculty and staff may send comments to graduateschool@uew.edu.gh or deansgs@uew.edu.gh

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FUNDAMENTAL TENETS OF MEMBERSHIP IN THE UNIVERSITY COMMUNITY

The University of Education, Winneba is a community devoted to learning. Members of our community advance, preserve, and transmit knowledge through study, teaching, artistic expression, research, and scholarship. As a public university, we have a special obligation to serve the public interest. All who join the University community gain important rights and privileges and accept equally important responsibilities. We believe in free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others. We respect the autonomy of each person's conscience in matters of conviction, religious faith, and political belief. We affirm the importance of maintaining high standards of academic and professional integrity. In defining the rights we enjoy and the responsibilities we bear, we must keep those basic principles in mind.

All members of the University have civil rights guaranteed by the Republic of Ghana Constitution (1992). As the search for knowledge is our most fundamental purpose, the University has an especially strong commitment to preserve and protect freedom of thought and expression. Reasoned dissent plays a vital role in the search for truth; and academic freedom, including the right to express unpopular views, is a cherished tradition of universities everywhere.

All members of the University have the right to express their own views and hear the views of others expressed but they must also be personally responsible for their views and accord the same rights to others. We seek a University whose members may express themselves

vigorously while protecting and respecting the rights of others to learn, to do research, and to carry out the essential functions of the University free from interference or obstruction.

**Adopted by the UEW Council,
June 10, 2004**

ABBREVIATIONS

TAU	Theses Assessment Unit
APC	Academic Planning Committee
APRGS	Academic Policies and Regulations for Graduate Studies
BSGS	Board of School of Graduate Studies
CPHPA	Cumulative Postgraduate Honour Point Average
DAA	Division of Academic Affairs
DPC	Departmental Postgraduate Committee
DPPC	Departmental Postgraduate Programmes Coordinator
FPC	Faculty Postgraduate Committee
FPPC	Faculty Postgraduate Programmes Coordinator
IERB	Institutional Ethical Review Board
GTEC	Ghana Tertiary Education Commission
PHP	Postgraduate Honour Points
PHPA	Postgraduate Honour Point Average
SGS	School of Graduate Studies
PSGTP	Postgraduate Students' Guide for Thesis Preparation

SECTION I

ADMISSIONS AND REGISTRATION

REGULATION I **APPLICATION METHOD AND ADMISSION PROCESS**

I) OFFICIAL ADVERT

- (1) The UEW School of Graduate Studies (SGS) administers applications for postgraduate degrees and postgraduate diplomas in more than one hundred Master's and Doctoral programmes. The application and information about procedures, requirements, fees, and deadlines are available online as well as at the School of Graduate Studies - Admissions Unit.
- (2) Application for admission into programmes of study leading to postgraduate degrees or diplomas must be on prescribed forms (online) approved by the Academic Board.
- (3) Applications shall normally be made in response to official advertisement in national newspapers and the UEW website (**www.uew.edu.gh**). The advertisements, which shall normally be made between November and March, every academic year, shall specify the programme for which admissions are to be made.
- (4) It is the responsibility of the candidate seeking admission to ensure that all the information and documents required in the prescribed forms are provided and uploaded online on the UEW application portal.

II) ELIGIBILITY

- (1) Regular admission is granted to applicants who satisfy all admission requirements of the SGS and who have been recommended for admission into the programme they have applied. A candidate seeking admission into a postgraduate degree or postgraduate diploma programme shall normally be:
 - (a) A graduate of the University of Education, Winneba (UEW) or of other universities recognised by the Academic Board of UEW.
 - (b) A person who holds a relevant professional qualification approved by the Academic Board on recommendation of the BSGS.
- (2) Notwithstanding **Regulation I (ii) 1a & b** above, a candidate may be required as a condition for admission to:
 - (a) undergo such tests as may be prescribed by the department or departments concerned with their proposed work.
 - (b) take such other pre-requisite or concurrent studies and examinations as may be prescribed, subject to the overall approval of the BSGS.
- (3) A candidate with a Bachelor's Degree in the discipline into which admission is being sought shall be admitted either to a postgraduate diploma or Master's degree programme.
- (4) A candidate with a researched Master's Degree of UEW or of other recognised universities may be admitted to a doctoral degree programme.
- (5) A candidate may be offered admission to pursue a postgraduate programme of study either on full-time or part-time basis or by distance learning or sandwich. Full-time admission can be offered only to candidates who satisfy the SGS that they are

not in full-time employment, or that they have been released by their employers to undertake full-time studies.

(6) All full-time postgraduate students shall be expected to attend and be present at all activities organised by their faculties and departments.

III) ADMISSION PROCESS

The following processes shall guide the recommendation for admissions:

(c) **Application Process** Candidates must complete the required application forms. Information on application form and procedures is available online at the University of Education, Winneba website (www.uew.edu.gh).

(d) Application for admission to programmes shall be through an online facility. Certified true copies of certificates, full transcripts of academic records of applicants shall be provided along with the main application forms online. Three referees' confidential reports shall be submitted by the applicant in a sealed, signed and stamped envelope or by postage (EMS/DHL etc.) to the Dean, School of Graduate Studies.

IV) APPROVAL OF ADMISSION

Admission shall be made by the Board of SGS on the recommendation of the appropriate Faculty Postgraduate Committee (FPC) on behalf of the Departmental Postgraduate Committee (DPC).

(e) Departments must satisfy itself of the suitability of candidates and the availability of resources, both material and human, for the successful completion of the candidates' work.

(f) An interview and/or a qualifying examination may be conducted by the Department or Faculty to determine

the applicant's suitability for the programme they have applied for.

(g) The Head of Department shall submit in writing to the Board of School of Graduate Studies through the Dean of Faculty a statement of recommendation or otherwise of each applicant.

V) OFFER OF ADMISSION

Candidates offered admission shall be notified in writing through text message; directing them to their admission portal to print out admission letters.

VI) ACCEPTANCE OF ADMISSION

The offer of admission made in accordance with **Regulation I (ii) 2** above shall be provisional, and individual candidates shall be required to:

- (a) accept the offer of admission by paying the prescribed fees, within the specified deadline and
- (b) comply with any other conditions that may be contained in the admission letter.

VII) NON-ACCEPTANCE OF ADMISSION

Any provisional offer of admission not accepted as prescribed in **Regulation I(iii)3** above shall be deemed to have lapsed.

NOTE

Any candidate found to have made a false declaration with regard to **Regulation I (ii)** above shall be withdrawn from the University.

REGULATION II

DEFERMENT OF ADMISSION

- (1) A candidate offered admission is required to take up the offer in the particular academic year it is made, and the BSGS shall not normally entertain requests for deferment of admission.
- (2) A candidate who desires to commence study in a year other than that in which an offer of admission has been made by the BSGS shall be required to apply afresh for admission and comply with **Regulation I (iii) 1–3**.
 - (a) In exceptional circumstances, however, the BSGS may entertain requests for deferment of admissions.
 - (b) The BSGS shall consider each case on its own merit.

AN APPLICATION FOR DEFERMENT OF ADMISSION MUST:

- (a) reach the Dean, SGS at least one week before the Matriculation Ceremony for the particular year the offer of admission was made;
- (b) be accompanied by evidence of formal acceptance of provisional offer of admission as prescribed in **Regulation I (iii) 3**;
- (c) show documentary evidence that the circumstances which have warranted the application for deferment did not exist at the time the candidate was applying for admission; and
- (d) not be for a period exceeding one academic year/ sandwich session.

REGULATION III

REGISTRATION/ORIENTATION OF STUDENTS

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. Orientation is compulsory for all fresh students. Registration shall take place concurrently with orientation.

I) PROCEDURE

- (1) A fresh student shall register in the departments/faculties.
- (2) Registration shall normally be online.
- (3) The procedure for first registration shall consist of the following:
 - (a) make payment of all prescribed fees to the University;
 - (b) ensure that the prescribed registration forms have duly been completed online;
 - (c) print out a copy for endorsement by the designated departmental Registration Officers; and
 - (d) make copies for distribution to Faculty, Department and the SGS.

II) DEADLINE

- (1) All registration formalities shall be completed not later than one week before the matriculation ceremony for the particular semester for which admission is made.
- (2) The Academic Board shall from time to time determine a penalty to be imposed on any student who fails to register during the normal time stipulated for registration by the University.
- (3) A student who fails to register during the specified registration period shall forfeit the right to register for the semester/session.
- (4) Proxy registration is strictly prohibited. The registration parties involved (the agent and potential beneficiary student) shall be rusticated for one academic year. This means that both parties cannot pursue their studies for that academic year. The University reserves the right to prosecute agents

who are not students of the University of Education, Winneba.

(5) Fresh candidates who fail to register within the prescribed period shall be deemed to have forfeited their admission offers.

III) ADDING/DROPPING OF COURSES

Students may visit the SGS Thesis and Assessment Unit to receive assistance on how to add or drop a course, change status from credit to audit or increase or decrease the hours for a course within the range listed in the Academic Calendar.

Note: Any course for which a drop is registered after the third week in a full semester (or the second week in a long vacation semester) will appear on the permanent record as “W”.

No changes to a course are allowed after a grade has been assigned. A student who registers for a course and either never attends or stops attending - but does not officially drop the course - receives a notation of “UD” (Unofficial Drop). A notation of “UD” is equivalent to a grade of “E” (Fail).

REGULATION IV

RENEWAL OF REGISTRATION BY CONTINUING STUDENTS

- (1) All continuing students must register for prescribed courses, including payment of approved fees, if any, at the beginning of each semester until the completion of their postgraduate programme.
- (2) The process of registration shall be exactly as prescribed in **Regulation III (i) (3)a-d** above.
- (3) Continuing students shall complete their registration formalities within two (2) weeks of the beginning of the semester.
- (4) In exceptional cases, late registration may be entertained but only on payment by the candidate of appropriate

penalties approved from time to time by the BSGS.

(5) A student who fails to renew his/her registration in any one academic semester shall be deemed to have voluntarily withdrawn from the programme.

REGULATION V

LAPSED REGISTRATION

(1) A postgraduate student's registration is deemed to have lapsed if he/she fails to:

- (a) renew his/her registration in any one semester as prescribed in **Regulation IV**;
- (b) submit himself/herself for examination at the expiration of the maximum period approved for the programme; or
- (c) complete the requirements for the award of the post-graduate degree or postgraduate diploma within the approved period.

(2) Lapsed registration may be reactivated by the BSGS only if the candidate shows sufficient cause as to why his/her registration lapsed. The candidate shall present his/her case in the form of a written application channelled through the department and faculty to the Chairperson of the BSGS.

(3) In addition to any other conditions that may be prescribed by the BSGS in granting the application for reactivation of registration, the candidate shall:

- (a) complete all registration formalities prescribed in **Regulation IV 1–2** including payment of any outstanding fees;
- (b) pay a fine twice the amount paid for late registration.

Note: A registration that has lapsed for two or more semesters shall not be reactivated.

REGULATION VI

MATRICULATION

- (1) A fresh postgraduate student of UEW becomes a **bona fide** student only after matriculation. Such a student must therefore take the Matriculation Oath on the formal Matriculation Day and sign the matriculation register and/or other prescribed matriculation documents.
- (2) Fresh postgraduate students who are alumni of the University shall not undergo fresh matriculation formalities.
- (3) All postgraduate students shall be assigned a postgraduate number. The number shall be used as student's identification number for all official purposes including examinations.

REGULATION VII

DURATION OF PROGRAMMES OF STUDY

i) Duration

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

1) Postgraduate Diploma programme

Unless otherwise stated in the regulation approved by the BSGS, a Postgraduate Diploma programme shall last for:

- (a) one academic session for a full-time student;
- (b) two successive long vacations of eight weeks each for sandwich students.

2) MASTER'S DEGREE PROGRAMME

Programme Duration

M.Ed./MA/MSc and equivalents

Sandwich 2 Sessions (12 months)

MPA/MBA and equivalents

Full-Time 4 Semesters (24 months)

Part-Time 6 Semesters (36 months)

MPhil/MFA

Full-Time 4 Semesters (24 months)

Unless otherwise stated in the regulation approved by the BSGS, a master's degree programme shall last:

- (1) in the case of full-time students (research master's degree), for a minimum of 24 calendar months and a maximum of 36 calendar months;
- (2) in the case of long vacations/sandwich part-time students (non-research master's degree), for a minimum of two consecutive long vacations and a maximum of four consecutive long vacations, each of at least eight weeks.

3) DOCTORAL DEGREE PROGRAMME

Unless otherwise stated in the regulation approved by the BSGS, a doctoral degree programme shall normally last:

- (a) in the case of full-time, a minimum of three (3) years and a maximum of five (5) years,
- (b) in the case of part-time a minimum of four (4) years and a maximum of six (6) years.

ii) Procedure & Sanction

- (1) If after spending the maximum period prescribed in **Regulation VII (i) 1–3** above, candidates who fail to present themselves for the final examination, shall suffer the penalties spelt out in **Regulation VIII** below.
- (2) A candidate whose studentship is about to lapse shall be warned in writing by the Board at least one academic year before the expiration of their studentship. They shall also be informed in writing when the studentship has lapsed.
- (3) The SGS shall request in writing annual progress reports on all registered regular postgraduate students in all academic departments and faculties.

REGULATION VIII

EXTENSION OF NORMAL DURATION OF STUDY

The Board may, for good cause, grant an extension to a student who has exhausted the normal duration of study but has not met the minimum requirements for graduation.

- (1) Three (3) months to the expiry of the normal duration 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 the following:
 - (2) All Non-research Masters Programmes - One semester
 - (3) MPhil. /MFA and other thesis option Masters Programmes - Two semesters
 - (4) Part-Time Programmes - Two semesters
 - (5) Doctoral Programmes - Two semesters

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

- i. An application for an extension of the duration of study shall be on prescribed forms and shall be made three months before the end of the programme. The forms shall be obtained from the SGS on payment of an extension application fee prescribed by the BSGS.
- ii. Applications for extension must be accompanied by duly endorsed progress reports and a recommendation from the supervisor and Head of Department.
- iii. Departments are to report to the Board through the Faculty any student who is continuously absent from the University without permission in excess of period specified in Regulation LI (2).

REGULATION IX

INTERRUPTION/DEFERMENT OF STUDY PROGRAMME

- (1) A student registered for the graduate programme shall not break their programme of study for more than two continuous semesters. This means that a student may interrupt their study programme for two continuous semesters only.
- (2) All interruptions/deferrals must be by express written permission from the Dean of the School of Graduate Studies. A student shall apply at least four weeks in advance to the Dean of the school of Graduate Studies 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 School of Graduate Studies before they leave the University. The Dean of School of Graduate Studies, in giving approval, may consult with the Dean of the Faculty involved.
- (3) Interruption/deferral of programme would be permitted on grounds of ill health if it is supported by a medical report. The report must be certified by the Director of Health Services, UEW.
- (4) A student who breaks his/her studies without permission for more than two continuous semesters shall be deemed to have lost his/her studentship.
- (5) A student who interrupts their studies without going through approved procedures shall be deemed to have abandoned their studentship. Such a student shall be withdrawn from their registered programme and be notified accordingly by the Registrar.

REGULATION X

CONCURRENT REGISTRATION

- (1) A student shall not register concurrently for:
 - (a) more than one postgraduate programme of the University.
 - (b) A postgraduate programme and undergraduate programme of the University.
 - (c) A postgraduate programme and undergraduate programme of another University.
- (2) Any student who breaches **Regulation X (1a)** shall forfeit his/her studentship(s) in one of the postgraduate programmes.
- (3) Any student who breaches **Regulation X (1b)** shall forfeit his/her studentship(s) in the postgraduate programme.
- (4) Any student who breaches **Regulation X (1c)** above shall be withdrawn from the university and be notified accordingly by the Registrar.

REGULATION XI

REGISTRATION FOR COURSES OUTSIDE THE DEPARTMENT

- (1) A candidate admitted to a postgraduate degree or postgraduate diploma programme of a particular department may register for courses taught in other departments provided that such courses were approved by the department running the programme.
- (2) The total credit units of such courses taken outside the department must, however, not be more than 40% of the total number of credit units required for the award of the qualification, unless otherwise prescribed in the approved programme.

REGULATION XII

SUSPENSION OF STUDIES

- (1) A registered student may be allowed for good cause to suspend his/her studies for not more than one (1) calendar year.
- (2) Application for suspension of studies shall be on prescribed forms approved by the BSGS. The forms shall be obtained from the Dean, SGS on payment of the prescribed application fees.
- (3) The BSGS shall normally not entertain applications for a retrospective suspension of studies.
- (4) A student whose programme of studies has been suspended in accordance with **Regulation XII 1-2** above can reactivate such a programme by:
 - (a) completion of the appropriate form obtainable from the Dean, SGS; and
 - (b) renewal of registration as prescribed in **Regulation IV (2)** above.

SECTION II

COURSEWORK, ASSESSMENT AND ACADEMIC STANDING

REGULATION XIII

POSTGRADUATE PROGRAMME COURSES

- (1) A programme of postgraduate study shall be divided into courses, each of which shall be assigned an appropriate number of credit units.
- (2) A credit unit is defined as one lecture/seminar contact hour per week or three hours of laboratory/practical class per week through a semester, or an equivalent amount of other assigned study or practical experience, or any combination of these.
- (3) A taught course shall be assigned a minimum of three and a maximum of six credit hours.
- (4) Each course shall have alpha-numeric subject code of three letters and three digits, and a course title. The subject code shall be recommended by Faculty Postgraduate Committee (FPC) for approval by BSGS on behalf of Academic Planning Committee (APC) for the particular subject.
- (5) A programme of postgraduate study shall normally consist of compulsory, audited, elective and pre-requisite courses.
- (6) The various categories of courses prescribed in **Regulation XIII (5)** above are defined as follows.
 - (a) A **compulsory course** is one which a student must take and pass. The mark scored in the course shall count towards graduation and a student cannot graduate without passing it.

- (b) An **elective course** is one, which a student can choose in order to make up the required additional units for the award of the degree or diploma. Marks scored in an appropriate number of elective courses shall count towards graduation.
- (c) A **pre-requisite course** is one whose knowledge is essential prior to taking another course. This may be an undergraduate or postgraduate course. A student must take and pass this course before he/she can register for the specified course.
- (d) An **audited course** is one which a student may take but may not be examined in.
- (e) **Adding, modifying, dropping and repeating** a course: students should change course selections only after consultation with their advisors.

REGULATION XIV

CREDIT LOAD

1. Postgraduate diploma programmes

- i. The minimum credit load to be registered for by a postgraduate diploma student shall be as prescribed below:

Level/ Programme	Course Work	Credits	Project
PGDE	9	27	15 Credits

- ii. The courses registered for by a part-time student per long vacation shall not be less than 50% of the minimum credit unit requirements for graduation.
- iii. Full-time students shall be required to register for at least 50% of the minimum credit load required for graduation at the beginning of the session.

2. Master's degree programmes

- i. The minimum credit load prescribed in **Regulation XIV 3 below** shall apply.
- ii. Consequent upon **Regulation XIV (2i)**, the minimum credit load per semester for full-time students shall be as prescribed in **Regulation XIV 3 below**.
- iii. The credit load for long vacation/sandwich/part-time students shall be a minimum of 9 credits and a maximum of 12 credits per long vacation.

Level/ Programme	Course Work	Credits	Seminar	Disserta- tions/The- ses
MA/M.Ed./MSc.	7 - 9	21 - 27	3 Credits	15 Credits
MBA (Non- research)	13 - 15	39 - 45	6 Credits	12 Credits
M.Phil./MBA (Research)	10 - 12	30 - 36	6 Credits	21 Credits

3. Credit Load for Master's (Research/Non-Research) Programmes

M.Phil. (Top-up)	
5 - 6	3 Credits
15 - 18	21 Credits

Credit Load for PhD¹

REGULATION XV

NATURE OF RESEARCH MASTERS AND DOCTORAL STUDY

Mode

- (1) The programme of study, which shall be primarily by research, shall be approved by the BSGS guided by the provisions of the regulations governing postgraduate degrees and diplomas contained in this policy and other documents.

¹Refer to the approved PhD Structure (2022)

- (2) Masters research degree and PhD shall normally include theoretical, analytical, and/or experimental investigations with a view to furthering knowledge and/or understanding in the proposed field. It may also take the form of expository investigations or critical surveys of existing methods and knowledge, the systematisation and logical exposition of which may be considered as contribution to knowledge in the field.
- (3) A candidate shall be required to attend courses in the general field of knowledge within which his/her proposed research falls.
- (4) A candidate shall be required to take a course of independent study in the research area.

REGULATION XVI

THESIS/DISSERTATION/PROJECT REQUIREMENTS

- (1) There shall be compulsory course of independent research study into a specific problem as part of postgraduate programme.
- (2) The research work shall be carried out under the supervision of a member(s) of the academic staff with the appropriate qualifications and level of teaching/research experience.
- (3) The outcome of the independent study research shall be presented formally as a written report designated as thesis, dissertation or project report as appropriate.
 - (a) The term **Project Report** shall be used for postgraduate diploma programme.
 - (b) The term **Dissertation** shall be used for taught master's degree programme.
 - (c) The term **Thesis** shall be used for research masters and doctoral degree programmes.
- (4) The dissertation/thesis shall be prepared in accordance with the format approved by the BSGS. (See **TRGPS**)

- (5) A research report shall be written in English or in any other language approved by the Academic Board on the recommendation of the BSGS. In cases where the report is permitted to be written in a language other than English, an English version of the abstract shall also be provided.
- (6) A research report submitted for a diploma shall not be recommended for a higher degree other than the diploma. Also, a report submitted for a master's degree shall not be recommended for the award of a doctoral degree.

REGULATION XVII

ELIGIBILITY TO TEACH AND SUPERVISE

- (1) No lecturer shall teach/supervise a postgraduate thesis/dissertation/project work, unless they themselves have successfully undergone supervised postgraduate research training at a higher level than the one being pursued by the student they are to teach/supervise.
- (2) Subject to **Regulation XVII 1** above, the following shall be eligible to teach/supervise a postgraduate thesis/dissertation/project:
 - (a) Lecturers who have a minimum of three years post-doctoral research and teaching experience at the university level:

For teaching and supervision of a PhD thesis, the lecturer/supervisor shall be a PhD holder and must be of the rank of Senior Lecturer or above. Also, for teaching and supervision of master's research thesis, the lecturer/supervisor shall be a PhD holder.

- (b) Research Fellows with doctorate degrees who are Associate Lecturers or teach courses, and who have

a minimum of three years post-doctoral research experience at university level:

For the supervision of PhD thesis, they shall be of the rank of Senior Research Fellow and above and shall supervise the student jointly with a member of the teaching staff. For supervision of masters thesis/dissertation, the Research Fellow must be a PhD holder.

- (3) In exceptional circumstances, other categories of staff may be approved by the BSGS to participate in specialised postgraduate programmes.
- (4) Consequent upon **Regulation XVII 1** above, Departmental Postgraduate Committee shall, shortly before the beginning of each academic session, submit for the approval of the BSGS a list of members of staff qualified to teach and examine the various postgraduate courses run by the particular Department.
- (5) Where the number of teaching staff in the Department is inadequate, the BSGS may suspend the running of the programme.

REGULATION XVIII

APPOINTMENT FOR TEACHING AND SUPERVISION AT GRADUATE LEVEL

a. Accreditation of Teaching Faculty

Teaching staff for graduate courses shall normally be PhD holders or be of professorial rank. For this purpose, a head of department shall submit the names and highest qualification of qualified teaching staff to the School of Graduate Studies Board for approval through the appropriate Dean of Faculty.

b. Accreditation of Supervisors

A Supervisor must have taught or conducted research in a university or an equivalent institution and must have evidence

of research work and publications. All supervisors shall be accredited by the BSGS. For this purpose, potential supervisors shall complete a form designed by the SGS, endorsed by the Head of Department and submitted through the appropriate Faculty to the Board of Graduate Studies for approval.

c. Assignment of Supervisors

- i. 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, a relevant academic unit or research institute, another University or research institute may be appointed to be on the supervisory committee.
- ii. The lead supervisor shall be from the University of Education and shall normally not serve as lead supervisor for more than five (5) students.
- iii. The Departmental Graduate Committee shall propose lead supervisors. For this purpose, the DPC shall ensure that the proposed lead supervisor has expertise and interest in the proposed topic of the potential supervisee.
- iv. The HoD shall forward the list of proposed supervisors including the names of supervisees and their proposed research topics to the Dean of the Faculty for the consideration of the FPC.
- v. A Faculty member pursuing a graduate degree programme in the University of Education, Winneba or other institutions shall not supervise other graduate students' theses or dissertations.

d. Supervisory Committee

- i. The number of Supervisors shall normally be as follows:
 - o MA/M.Ed/MSc./MBA/PGDE Dissertation/Project Report - One (1) to Two (2) Supervisor(s)
 - o MPhil Thesis - Two (2) Supervisors
 - o PhD Thesis - Two (2) to three (3) Supervisors

- ii. 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 qualification that is higher than that for which the supervised student is enrolled.

- iii. 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.

REGULATION XIX

APPROVAL OF SUPERVISORS, THESIS/DISSERTATION TITLES, AND EXAMINERS

- (1) Names and addresses of supervisors for Master's dissertation shall be submitted to the Faculty Postgraduate Committee for approval before the end of the first semester. Final approval of thesis areas and supervisors shall be by the Faculty and Departmental Graduate Committees.
- (2) Heads of Department shall submit Masters dissertation titles, names and addresses of supervisors and full contact details (address, email and telephone number) of potential examiners to the School of Graduate Studies at the beginning of the second semester through the relevant Faculty Dean.
- (3) In the case of MPhil and PhD candidates, the thesis areas, names and addresses of supervisors shall be submitted to the appropriate Faculty 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 BSGS.

(4) Proposed MPhil and PhD theses topics, names of candidates, and names and full contact details (address, email and telephone number) of supervisors and potential examiners shall be submitted by Heads of Department at the beginning of the second semester of the second year to the BSGS for approval through the appropriate Faculty Dean.

REGULATION XX

APPOINTMENT AND ROLE OF SUPERVISORS

(1) Supervisors for research master's and doctoral degree candidates shall be appointed by the BSGS on the recommendation of the Departmental and Faculty Postgraduate Committees.

(2) Research supervisors for postgraduate diploma candidates shall be appointed by the Faculty Postgraduate Committee (FPC).

(3) Where a candidate is assigned more than one supervisor, one of them shall be designated the **Principal Supervisor** and the other(s) the **Co-Supervisor(s)**.

(4) A supervisor shall not have under his/her supervision in any one academic year more postgraduate students than approved by the BSGS.

(5) The BSGS, with the approval of Academic Board, may appoint supervisors from other universities or equivalent institution. In such instances, at least one Internal Supervisor shall also be assigned to the student.

(6) The role of the supervisor shall, among others, be to:

- i. guide and advise the candidate as appropriate and train the candidate in the methods of research and in the writing of the project report/dissertation/thesis.
- ii. be responsible for keeping the student focused on fundamental matters while ensuring that he/she searches

for appropriate literature and theory and has reasonable judgment of earlier research results etc.

iii. suggest suitable courses, cooperation, conference publication etc. on the study; support and encourage the student to develop a sense of independence and integrity in his/her work.

(7) Where, in exceptional cases, a student is dissatisfied with the performance of the supervisor(s) approved for him by the BSGS, the student shall report in writing in the first instance to the Departmental Postgraduate Committee (DPC). If the DPC is satisfied that the student's report has merit, it shall recommend another suitable supervisor through the Faculty Postgraduate Committee (FPC) for the approval of the BSGS. Where the head of Department is the supervisor, the student shall report in writing to the Chairman, FPC. The BSGS may entertain petitions from students who are dissatisfied with the decision of DPC and / or FPC on his/her report.

(8) Following from **Regulation XX 7** above, it is the duty of the student to alert the Dean, SGS directly in writing if they are not assigned a supervisor for a period of one semester or after completion of pre-requisite courses and advancing to candidacy.

(9) Where a supervisor is dissatisfied with the performance of his/her student, he/she shall make a formal report to the BSGS through the Departmental and Faculty Postgraduate Committees.

(10) The supervisor reserves the right to withdraw from his/her supervision of a student, after compliance with **Regulation XX 9** above.

REGULATION XXI

FORMAT OF THESIS/DISSERTATION/PROJECT REPORT

The style and format of the thesis/dissertation/project must meet UEW's house-style and formatting requirements. (See the Postgraduate Students' Guide for Thesis Preparation (2025).

REGULATION XXII

SUBMISSION AND DEGREE COMPLETION REQUIREMENTS

- (1) A detailed description of the processes a candidate has to go through for the submission and completion of degree requirements has been offered in the UEW Postgraduate Students' Guide for Thesis Preparation (2025). Postgraduate candidates completing their thesis/dissertation/project must refer to these guidelines and comply accordingly.
- (2) Both the draft revised/approved project report shall be submitted to the Head of the candidate's Department. The number of copies to be submitted shall be determined by the SGS.

REGULATION XXIII

ETHICAL CONSIDERATION

(1) Human Subject and Other Research Approval

University policy requires that all investigations using humans/animals as subjects of research be reviewed and approved by the UEW Institutional Ethical Review Board (IERB) before such investigations may begin. No dissertation based on the use of humans/animals as subjects can be accepted without prior review and approval by IERB.

(2) Research Misconduct

The following shall be considered as research misconduct:

- i. The falsification of data, including the dishonest reporting of investigative results: i.e., tampering, manipulating,

omitting, selective editing, or altering of laboratory or field data and research notes or records in a way that is deceptive and misrepresents investigative results;

- ii. The fabrication of data, including deception by inventing and misrepresenting laboratory or field data and research notes or records;
- iii. Data theft, including taking or using any data, methods, or procedures that are the work or property of others without permission and proper acknowledgment;
- iv. Interfering, inhibiting, or damaging the research of others;
- v. Misuse of human subjects, including failure to obtain prior review and approval by the proper Institutional Ethical Review Board and failure to safeguard the well-being and private information of persons who participate in research;
- vi. Misuse of laboratory animals, including failure to secure prior review and approval by the Institutional Ethical Review Board and failure to provide humane care, handling and treatment in accordance with University policies; and
- vii. Material failure to comply with legal requirements governing research.

(3) Dishonesty in Publication

Includes:

- (a) Knowingly attempting to publish information or research that is false, fabricated, deceptive or misleading, or contains the plagiarized work of others;
- (b) Attempting to publish work without the permission and full and proper credit of others who have collaborated or contributed to the research, and to deny joint authorship, when appropriate;
- (c) Listing as authors, persons who did not contribute to the work; and

(d) Abuse of the peer review process, including simultaneous submission of a manuscript to more than one journal without approval from the respective editors; submission of previously published material without clarifying the extent of the previously published material; submission of a manuscript without the permission/agreement of all authors; and other actions and conflicts of interest that undermine the integrity of the peer review process.

REGULATION XXIV

EXAMINATIONS

(1) EXAMINATION OF COURSES

- i. A separate examination shall be conducted for each postgraduate course at the end of the semester in which the course is completed.
- ii. The taught course component of the programme shall be assessed by written examination as in **Regulations XXXV-XLV**. The research component may also be assessed solely by evaluation of reports. In addition, for both master's by research and doctoral degrees, an oral examination shall be conducted.
- iii. The duration of a written examination of a postgraduate course shall not be less than three hours.
- iv. An External Examiner shall be involved in the assessment of the examination of scripts and thesis/dissertation/project report. The manner and extent of involvement of an External Examiner shall be as prescribed under **Regulations XXVIII, XXIX and XXX**.
- v. A student is required to present himself/herself for examination in all the courses for which he/she is registered.
- vi. In order to be eligible for examination in a particular taught course, a student should have attended a minimum of 75% of the total periods of formal instructions delivered for the course.

- vii. Each course shall be graded out of 100 marks as in **Regulation XLVI (i)**.
- viii. The minimum pass mark for a course shall be 60% as in **Regulation XLVI (ia)**.
- ix. A student who fails to obtain a minimum pass mark of 60% but scores 50% or more in any taught course may be allowed to re-sit the course within two months of approval of the results by the Board. Such students should take note of **Regulation XLVI (ii)d**.
- x. A student who fails two or more of his/her three-credit courses shall be withdrawn.
- xi. In the case of thesis, where:
 - a. minor or moderate corrections have been prescribed by the examiners, the corrections have to be made and duly certified within three months from the date of the oral examination; the verification of corrections would be done by the Supervisor and the Internal Examiner who will both sign a verification form;
 - b. the examiners' report recommends a second oral examination, the revised version of the thesis shall be submitted for re-examination not earlier than four months or such other longer intervals as the BSGS may approve on the recommendation of the examiners;
 - c. the thesis is rejected, that is to say, both the internal and external examiners return a verdict of outright failure, the thesis shall not be re-submitted.
- iv. For assessment of theses, the Examiner shall be a PhD holder and must be of the rank of Senior Lecturer or above.
- iv. Without prejudice to **Regulation XXIV (6)** above, no student shall be allowed to present himself/herself for an examination (whether written or oral) unless he/she is cleared in writing by the School of Graduate Studies as provided for in **Regulation XXXV**.
- v. The Theses and Assessment Unit shall maintain for each

student academic record and other relevant information on the student's academic performance.

B. EXAMINATION OF THESIS/DISSERTATION/PROJECT REPORT

- i. Examination of Thesis and other research Masters shall be done by an External Examiner and an Internal Examiner.
- ii. Dissertation/Project Report (Non researched Masters) shall only be assessed internally. Assessment of project reports shall be done by the supervisor and another person other than a supervisor.

C. DEADLINES FOR SUBMISSION OF REVISED/REFERRED/ THESES/ DISSERTATIONS

- (1) Submission of Revised Thesis/Dissertation Passed subject to Correction
 - i. Where both the External and Internal examiners recommend minor corrections and where a viva voce Panel recommends minor corrections, the candidate may be allowed to submit within one (1) month.
 - ii. A thesis passed subject to major corrections shall be submitted to the School of Graduate Studies through the Head of Department between three (3) and six (6) months depending on the nature/volume of the suggested corrections.
 - iii. 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.
 - iv. Beyond the one semester grace period after the stipulated deadlines, the student shall lose his/her candidature.
- (2) Re-submission of Referred Thesis/Dissertation for Re-examination

- i. 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 MA and equivalent degree dissertations, nine (9) months in the case of MPhil theses.
- ii. 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.

(3) Failed Thesis/Dissertation

- i. Where a candidate's thesis/dissertation is failed, the candidate may apply for re-admission to his/her programme. Such re-application shall be processed in accordance with the provisions under **Regulation I (ii)**.

REGULATION XXV
THESIS SUBMISSION PROCESS

1.0 Deadlines for Submission Processes

Research/Writing period can be no longer than 12 and 24 calendar months for M.Phil and Ph.D respectively. A student is allowed 2 or 4 full consecutive semesters to do so. This is renewable one year at a time, for two additional years at the discretion of the BSGS. Candidates need to plan properly to finish on schedule to avoid being asked to do a new registration that comes with cost.

1.1. Final Thesis Submission Deadlines

In UEW, degrees are conferred two times a year during congregation. The first session of congregation is held in November and the second session in April every year. The final thesis/dissertation/project deadline for degrees to be awarded at a given congregation is a firm date, and extensions are not permitted. Based on these dates, the BSGS requires all Faculties to

submit its list of Graduands to the Dean SGS by **30th September** and **28th/29th February** respectively each year. It must be noted that it is the Registrar's Office that publishes the Congregation Brochure. A candidate who does not meet the final deadlines set by their faculty cannot be listed among the degree recipients for that particular session, nor participate in graduation. Therefore, it is important you adhere to all the deadlines prescribed for completion and submission of your final thesis (both soft and hard copies). Ask for copies of **Gantt Chart of Doctoral Time Line** or **Gantt Chart of Research Masters Time Line** from Theses and Assessment Unit.

1.2 Planning to Meet April Congregation

Master's and doctoral candidates should always plan to graduate during the **second session** which really fits their schedule if they should avoid re-registration with penalty. Remember, masters and doctoral candidates have barely 12 and 24 calendar months respectively for their write-up. Candidates who, therefore, plan for the second session must note that they need to submit their soft copies of thesis/dissertation/project by **August 31** which will be towards the end of their registered second semester; then go through the other required formalities—External/Internal Assessment, Oral Defense and Hard Copy Binding—in order to be able to submit their hard copies by **January 31** which will be in a second semester of the year following their write-up year. Congregation for this group will be in April. It must be noted that the Faculty is required to submit its list of Graduands to the Dean SGS by **28th/29th February** each year. A candidate who does not meet the final deadline cannot be listed among the degree recipients for that particular session, nor participate in graduation. The Gantt chart, figure 5 below shows the deadlines for the submission processes. Candidates need to plan to accommodate the time for these processes, barely ten (10) calendar months.

Fig. 1: Gantt Chart: 2nd Session Congregation - April Graduation

S/N	Thesis Examination Processes	End of 2 nd Year			New Academic Year (possibly 3 rd year for 2-Yr M.Phil Programmes)						
		June	July	August	September	October	November	December	January	February	March
	Soft Copy Submission										
	External/Internal Assessment										
	Oral Defense (Viva)										
	Hard Copy Submission										
	Faculty List to SGS										
	Congregation/Graduation/ Degree Conferral										

Figure 1 2nd Session Graduation Examination Processes Deadline

1.3 Planning to Meet November Congregation

If for some reasons master's and doctoral candidates are unable to plan to graduate during the **second session** (April) which is regular for this group, then the only option will be to graduate during the **first session** (i.e., November) and this comes with some cost because a new registration will be required for extension.

Master's and doctoral candidates who could not submit their work on schedule by the August 31 deadline and plan to graduate during the following **first session** must note that they have from January to March to submit their soft bound copies of thesis/dissertation/project. This means, they need to re-register to renew their studentship at a fee to be determined by the Registrar's office. Ask for copies of **Gantt Chart of Doctoral Time Line** or **Gantt Chart of Research Masters Time Line** from Assessment and Thesis Unit.

Depending on the time submission was made, SGS would arrange for them to go through the other required formalities—External/Internal Assessment and Oral Defence in order to be able to submit their hard copies by August 31. Congregation for this group will be in November in the first semester of the **second academic year** after their write-up year. It must be noted that the Faculty is required to submit its list of Graduands to the Dean, SGS by **30th September** each year. A candidate who does not meet the final deadline cannot be listed among the degree recipients for that particular session, nor participate in graduation. The Gantt chart, figure 5 below shows the deadlines for the submission processes—(i) Soft Copy Submission (ii) External/Internal Assessment; (iii) Oral Defense, (iv) Hard Copy Submission and (v) Congregation. Candidates need to plan to accommodate the time for these processes, barely 10 calendar months.

Fig. 1: Gantt Chart: 2nd Session Congregation - April Graduation

S/N	Thesis Examination Processes	3 rd Year 2 nd Semester					4 th Year 1 st Semester					
		January	February	March	April	May	June	July	August	September	October	November
	Soft Copy Submission											
	External/Internal Assessors											
	Oral Defense (Viva)											
	Hard Copy Submission											
	Faculty List to SGS											
	Congregation/Graduation/ Degree Conferral											

REGULATION XXVI

SUBMITTING FOR EXTERNAL/INTERNAL EXAMINERS' EVALUATION

Students must submit their thesis/dissertation/project only when they and their supervisor(s), and the department(s) are satisfied that the work is substantially complete and reflects the standards of high-quality research. Remember, not only your reputation is on the line but also that of your supervisor, who has been the principal guide and evaluator of your work. It is important that you present to supervisor(s) the best possible final draft of your thesis/dissertation/project—free of grammatical and typographical errors. It is recommended that you send an advanced copy to the Theses and Assessment Unit for **Format Review** before your final draft is submitted to your supervisor(s). Allow at least two weeks for supervisor(s) to review the final copy of your thesis/dissertation/project before official submission to the department. After binding the thesis/dissertation/project, ensure you sign your portion of the declaration and make sure your supervisor(s) also sign before submitting.

To submit to the department, pick up the **Submission of Soft Bound Copy of Thesis Form** from Theses and Assessment Unit and complete it and make three photocopies. Add the original copy of the completed form to the three (3) soft copies being submitted to the department and send a copy as an advanced copy to Theses and Assessment Unit. If you need to know the number of extra copies of your thesis/dissertation/project you must print, refer to **Section 3.3** of this Handbook.

Note that UEW SGS estimates three months for assessment from both external and internal examiners. Oral defense can also fall between three weeks to three months after the assessment. The HoD and Dean of Faculty will liaise with the Dean of SGS to arrange for the date, time, and place of the defense. The defense date should allow sufficient time (three weeks minimum) for the required procedures and approvals.

REGULATION XXVII

FINANCIAL CLEARANCE FOR THESIS/DISSERTATION/PROJECT REPORT

Graduate students who are unable to complete their programmes in time shall pay appropriate fees as follows:

S/N	Duration of Extension	% of Approved Fees
1	1-6 Months	Free
2	7-9 Months	30%
3	10-12 Months	60%
4	Above 12 Months	100% for each affected Academic Year

REGULATION XXVIII

SCHEME OF EXAMINATIONS: POSTGRADUATE DIPLOMA PROGRAMME

- (1) Relevant provisions of **Regulations XXIV** and **XLIX** shall apply except that:
 - i. only candidates who score between 50 and 59% in any course shall be permitted to re-sit the course;
 - ii. a part-time student who fails courses totalling more than six credits in the first long vacation of registration shall be withdrawn from the programme; a full-time student who fails courses totalling more than six credits at the end of the first semester shall be withdrawn from the programme.
- (2) postgraduate diploma candidates shall not be subjected to oral defence.
- (3) the final project will be assessed and signed by the Supervisor and Internal Examiner(s).
- (4) the examiners for each postgraduate diploma programme shall be nominated for the approval of the BSGS at the beginning of the year.

REGULATION XXIX

SCHEME OF EXAMINATIONS: M.PHIL

- (1) **Regulations XXIV and XLIX shall apply.**
- (2) The Board of Examiners for the oral assessment of thesis shall consist of:

(a) Panel Members

- i. Dean, SGS/Assignee - Chairman
- ii. Head of candidate's Department
- iii. The Internal Examiner, who shall be of a professorial rank or a rank of a Senior Lecturer;
- iv. Dean of candidate's Faculty/Vice Dean

(b) Other Members

- i. The candidate's Principal Supervisor/Co-supervisor(s);
- ii. A representative of the DPC, preferably the Departmental Postgraduate Programmes Coordinator (DPPC);
- iii. Faculty Representative
- iv. Faculty Officer as Secretary

N.B.: Only Panel Members as indicated above shall grade the candidate.

- (3) The list of external examiners and alternate internal examiners for each master's degree programme shall be submitted to the BSGS for approval at the beginning of each academic year. This is to ensure that the external examiners so appointed play the roles prescribed in **Regulation XXIX (4)** below.
- (4) The external examiner(s) shall:
 - i. evaluate students' theses at MPhil and PhD levels and write a comprehensive report of assessment;
 - ii. be a panel member and attend PhD viva voce for students whose theses were examined;
 - iii. suggest remedial measures to improve the standard and quality of MPhil and PhD theses; and

- iv. produce an annual report to the Vice-Chancellor providing clear feedback on the quality of theses examined over the period.
- (5) In order to facilitate the performance of the functions specified in Regulation XXIX (4) above, the Head of Department shall send a copy of the student's thesis to reach the external examiner not later than one month to the date of the Examiners Board meeting. One copy shall also be sent to one of the internal examiners (not the supervisor) and the nominee of the Faculty Postgraduate Committee.
- (6) The **oral** examination date shall be fixed by the Departmental Postgraduate Committee with the approval of the Faculty Postgraduate Committee in consultation with the School of Graduate Studies.
- (7) The final assessment results endorsed by the Examining Board shall be transmitted to the Candidate within five (5) working days of completion of the Oral Defense, but no later than ten (10) working days. See **Postgraduate Students' Guide for Thesis Preparation** (2025).
- (8) A final assessment result shall be of no effect unless endorsed by the Internal Examiner.
- (9) In the case of conflict in the assessment, the Dean, SGS, shall have the decisive voice. Also see **Postgraduate Students' Guide for Thesis Preparation** (2025).

REGULATION XXX

SCHEME OF EXAMINATIONS: PH.D. DEGREE PROGRAMME

- (1) The relevant provisions of **Regulations XXIV** and **XLIX** shall apply.
- (2) The final assessment examination for the degree of PhD shall be by oral examination of the subject matter of the thesis

and on the general field of knowledge to which the subject belongs.

- (3) The administration of the oral examination including fixing examination date, correspondence with the external examiners, etc., shall be the responsibility of the Dean, SGS.
- (4) If the thesis is satisfactory but the candidate fails to satisfy the examiners in the oral examination, the candidate may be recalled for a second oral examination within six (6) months from the date of the first examination.
- (5) The candidate:
 - i. shall submit through his/her supervisor and Head of Department, two copies of the draft thesis to the Dean, SGS who shall cause them to be distributed to members of the Internal and External Examiners.
 - ii. The submission must be accompanied by a certification by the Department to the effect that the candidate has fulfilled any special requirements prescribed by Academic Board.
 - iii. Candidates are also required to fill in the SGS's **Submission of Soft Bound Copy of Thesis Form** and **Submission of Final Hard Bound Copy of Thesis Form** respectively during the process.
- (6) The Board of Examiners which shall be approved by Academic Board on the recommendation of the BSGS, shall consist of:
 - a. Panel Members
 - i. Dean, School of Graduate Studies - Chairman;
 - ii. Vice Dean, School of Graduate Studies
 - iii. The External Examiner, who shall be of a professorial rank or a Senior Lecturer with a doctorate degree;

- iv. The Internal Examiner, who shall be of a professorial rank or a Senior Lecturer with a doctorate degree;
- v. Dean of candidate's Faculty;
- vi. Head of candidate's Department, who shall be of professorial rank or a Senior Lecturer with a doctorate degree.

g. Other Members

- i. The candidate's Principal Supervisor/Co-supervisor(s);
- ii. The Departmental Postgraduate Coordinator.
- iii. SGS Deputy Registrar or their assignee as Secretary.

N.B.: Only **Panel Members i or ii, iii, iv, v, and vi** among the Board of Examiners shall grade the candidate.

- (7) The list of external and internal examiners recommended for the examination of the candidate shall be submitted by the Head of Department through the Faculty Dean to the SGS along with the draft thesis.
- (8) The oral examination date shall be fixed by the Dean, SGS.
- (9) The report of the board of examiners shall be completed at the venue of the oral examination. The report shall contain:
 - a. a clear and detailed evaluation of the research work as summed up in the abstract of the dissertation;
 - b. a clear assessment of the candidate's knowledge and understanding of his/her subject as shown in the thesis and subsequent oral examination;
 - c. an unequivocal declaration as to the acceptability, or otherwise, of the thesis in partial fulfilment of the requirements for the award of the degree;
- (10) A final assessment result shall be of no effect unless endorsed by the External Examiner.

(11) In the case of conflict in the assessment, the Chairman, Dean, SGS, shall have the decisive voice. Also see **Postgraduate Students' Guide for Thesis Preparation** (2025).

(12) The final assessment results endorsed by the Examiners' Board shall be transmitted to the Candidate within five (5) working days of completion of the Oral Defense, but no later than ten (10) working days. See **Postgraduate Students' Guide for Thesis Preparation** (2025).

(13) Five (5) hard bound copies of the revised thesis shall be submitted to the Dean, SGS for onward distribution to the UEW Library, the George Padmore Research Centre in Accra and the Faculty of the candidate. See **Postgraduate Students' Guide for Thesis Preparation** (2025).

REGULATION XXXI

REQUIREMENTS FOR THE AWARD OF PHD DEGREE

- (1) Subject to the relevant provisions of **Regulation XV 1 & 2**, the requirements for the award of the degree of Doctor of Philosophy shall include:
 - a. passing written examinations in prescribed courses;
 - b. submission of a thesis;
 - c. certification by the Department/Faculty that the thesis is suitable for PhD degree examination;
 - d. a successful oral defence of the thesis;
 - e. any other requirements approved by Academic Board on the recommendation of the BSGS.
- (2) A thesis approved for the award of the degree of PhD shall be an original work displaying competence in the particular field of study combined with the exercise of critical judgement, and containing material worthy of publication as definite contribution to knowledge. It must also be satisfactory with regard to literary presentation.

(3) A candidate shall be required to sign a declaration that the thesis represents his/her original work. The declaration must be countersigned by his/her supervisor(s).

REGULATION XXXII

TRANSFER OF CREDITS

Transfer of credits is essential in order to add flexibility to the programmes and make for upward mobility. The University shall credit an applicant for a higher programme with previously accrued credits as follows:

- (1) may grant exemption from certain courses in previous programmes to candidates applying for the next higher programme.
- (2) a student transferring a postgraduate programme from one University to UEW shall accumulate a maximum of 36 credits over the period approved for his/her programme as a full-time student of UEW before he/she shall become eligible for graduation.
- (3) a student of UEW can also transfer his/her credits to any other university.
- (4) 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 degree is comparable.
- (5) A candidate who completes part of the coursework in another University may be offered admission on the basis of credits transferred to the University of Education, Winneba, provided:
 - i. The contents of such programmes are deemed comparable and satisfy the course requirements of the Department and Faculty in which he/she seeks to pursue his/her studies.

- ii. The candidate shall take any additional courses as may be required by the Department and Faculty.
- iii. Such transfers may be considered only after admission of student into the programme.

REGULATION XXXIII

COURSE CREDITS

- (1) One (1) course credit shall be defined as one hour lecture, or one hour tutorial, or one practical session (of 3 hours), or three hours of fieldwork, per week for a semester in line with general University policy.
- (2) No graduate taught course shall be more than four (4) credit hours.

REGULATION XXXIV

RECOGNITION OF PARTIAL STUDY IN OTHER INSTITUTIONS

- (1) A research master's or doctoral degree candidate may be permitted by Academic Board on the recommendation of the BSGS, to spend part of his/her required period of study/research in another university or research institution provided that the BSGS is satisfied that this is in the interest of the programme.
- (2) No candidate shall be permitted to undertake part of their studies elsewhere unless the Board is satisfied that adequate research facilities are available for the work and that supervision will be effective throughout the period.

REGULATION XXXV

RULES AND REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

The following rules and regulations will govern the conduct of all examinations in the University. It is the duty of all concerned to acquaint themselves with them:

- (1) It is the responsibility of the candidate to find the examination room well in advance and to be seated, at least fifteen (15)

minutes before the commencement of any examination paper.

- (2) Examination question papers, answer books and other materials for the examination shall be sent to the Invigilators by the Head of Department or the Examinations Officer fifteen (15) minutes before the examination is due to begin.
- (3) A candidate arriving thirty (30) minutes after the start of a paper may be refused entry into the examination room. Normally, no candidate will be allowed to leave the examination room during the first half-hour of the period allowed for a paper or enter the examination room after the first half-hour. Any exception to this rule must be reported in writing to the relevant Head of Department.
- (4) Candidates are required to use their index numbers (written in full) throughout the examination.
- (5) Under no circumstances must a candidate's name be written on any part of the answer book provided. Candidates who fail to comply with this regulation will be penalized.
- (6) Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- (7) Candidates may be required at any time to establish their identity.
- (8) No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
- (9) Smoking is not allowed in the examination room.
- (10) There shall be no communication whatsoever (verbal or non-verbal) between candidates during the examination.

A candidate may attract the attention of the invigilator by raising a hand.

- (11) No mobile phone, radio, programmable calculator or any other communication equipment or media are to be taken into the examination room. Failure to comply may lead to confiscation of the gadget.
- (12) Any irregular conduct on the part of the candidate such as copying from another student or from prepared notes may result in the cancellation of his/her examination paper and or a more severe penalty.
- (13) All extra question papers must be returned to the Examinations Coordinator, Examinations Officer or the relevant Head of Department.
- (14) Candidates shall not remove from the examination room any unusual material (e.g., answer booklets or part thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. Candidates may, however, retain their question papers except the rubrics state otherwise.
- (15) A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet(s). Such candidate shall not be allowed to return to the examination room.
- (16) Candidates should not in any way interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.
- (17) A breach of any of the foregoing regulations made for the conduct of University examinations may attract one or more of the following sanctions:
 - i. a reprimand.
 - ii. loss of marks.

- iii. cancellation of paper.
- iv. withholding of results for a period.

(18) In addition to (xvii) above, a Z Grade shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination. Further sanctions may include:

- i. Being barred from University examinations.
- ii. Suspension from the University.
- iii. Expulsion from the University.

REGULATION XXXVI

QUALIFYING TO WRITE UNIVERSITY EXAMINATIONS

A candidate shall qualify to write a University Examination if he/she:

- i. has registered for the approved course(s).
- ii. has presented him/herself for not less than 75% of the total number of hours for the course.
- iii. has continuous assessment marks for the relevant subject areas.
- iv. is not under suspension from the University.
- v. has not absented him/herself for a cumulative period of 21 days from lectures, tutorials, practical and other activities prescribed for any course in any semester.

REGULATION XXXVII

EXAMINATION TIME TABLE

- (1) Draft Examination timetables shall be put up on notice boards four (4) weeks before the beginning of end-of-semester/session examinations.
- (2) Suggestions for amendment may be made through the Head of Department to the Timetable Committee.

- (3) Final time tables indicating **Day, Hour and Venue** of each examination shall be put up on Notice Boards two weeks before the commencement of the examination.
- (4) It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.
- (5) Any changes to be made in the final timetable should be done in consultation with the Chairman or Secretary of the Timetable Committee.

REGULATION XXXVIII

EXAMINATION VENUES AND SEATING ARRANGEMENTS

- (1) Examinations shall be taken at the premises of the University or the premises of any other academic institution approved by the University.
- (2) Examinations shall take place at approved venues indicated on the timetable.
- (3) Practical/Oral Examinations will normally be conducted in the Departments concerned.
- (4) End-of-semester examinations may be taken outside the University for the benefit of a student in Hospital.

REGULATION XXXIX

CANDIDATE IDENTIFICATION AT THE EXAMINATION HALL

- (1) A print out of the photo-ID-list for each course shall be brought to the examination hall to ensure no candidate impersonates.
- (2) In addition to (i.) above, identity cards of students shall be inspected during examinations. Candidates are therefore requested to display their identity cards on their tables for inspection by examination officers/invigilators.

- (3) Candidates who have misplaced their identity cards should report to the Deputy Registrar (DAA) for replacement before the examination.
- (4) Candidates who have no evidence of any UEW identity cards shall not be allowed to take the examination.

REGULATION XL

ENTERING AND LEAVING EXAMINATION ROOMS

- (1) It is the responsibility of the candidate to be seated at least 15 minutes before the commencement of any examination.
- (2) A candidate who arrives 30 minutes after the commencement of a paper may not be allowed to write an examination.
- (3) No books, papers, written information, bags, mobile phones, organizers, programmable calculators are to be taken into the examination room.
- (4) Candidates may leave the examination room temporarily, but only with the permission of the Invigilator. In such cases, the Invigilator will be required to certify that the candidate(s) do not carry on them any unauthorized material. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
- (5) Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts.
- (6) A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the Invigilator/Invigilation Assistant who shall collect the candidate's answer booklet(s) before she/he is permitted to leave.

(7) Candidates who fall ill in the examination room should inform the Invigilator for appropriate action to be taken.

REGULATION XLI

PROCEDURE DURING EXAMINATION

(1) Use of Index numbers and Seating arrangements

Candidates are required to use their index numbers and not their names throughout the examinations. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers. Failure to comply will result in a candidate being penalized.

(2) Signing the Exams attendance Register

Candidates must ensure that they sign the printout of examination attendance sheet/register. In the absence of the photo-ID-list, candidates must ensure that they write their names and index numbers and sign against their names on the normal attendance sheet.

(3) Borrowing of Materials in the Exams Hall

Borrowing of materials such as pen, pencil, eraser, ruler, calculator will not be allowed in the examination room.

(4) Verbal or non-verbal Communication

There shall be no communication whatsoever (verbal or non- verbal) between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising their hand.

(5) Invigilator's 'Start Work' Instruction

- i. Candidates would be told by the invigilator (s) when to start answering questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and that there are no missing pages.

- ii. As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the invigilator/ invigilation assistant before they leave the examination room. Candidates have personal responsibility for ensuring that their answer books are collected by the invigilator/ invigilation assistant.

(1) Answer Booklet

- i. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- ii. No part of the answer book may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

REGULATION XLII

ABSENCE FROM EXAMINATION

- (1) Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.
- (2) The following shall not be accepted as reasons for being absent from any examination:
 - i. mis-reading the timetable.
 - ii. forgetting the date or time of examination.
 - iii. inability to locate examination hall/room/venue.
 - iv. oversleeping.
 - v. loss of a relation.
 - vi. pregnancy.
 - vii. inability to find transport to the examination venue.

- (3) In case of absence from an examination through ill- health, the candidate (or someone acting on his/her behalf) must submit a relevant medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within 14 days after the day of examination.
- (4) It is the responsibility of the candidate to arrange with his/ her Doctor for any medical evidence to be certified by the Director of the University Health Directorate (or his/her representative on the satellite campuses) to be sent to the Deputy Registrar, Division of Academic Affairs
- (5) In case of absence from an examination due to serious causes other than ill-health, the candidate (or someone acting on his/her behalf) must submit to the Deputy Registrar, Division of Academic Affairs: (a) a written explanation of the absence; and (b) evidence of the cause, where possible.

REGULATION XLIII

EXAMINATION OFFENCES

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

- i. Any knowledge or possession of examination questions before the examinations.
- ii. Possession of unauthorized materials related to the examinations and likely to be used during examinations.
- iii. Copying from prepared notes or from a colleague's script during examination.
- iv. Persistently looking over other candidate's shoulders in order to cheat.
- v. Impersonating another candidate or allowing oneself to be impersonated.

- vi. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.
- vii. Consulting or trying to consult during the examination any book, notes or other unauthorized materials.
- viii. Persistently disturbing other candidate's or detracting their attention.
- ix. Verbal or physical assault on an invigilator over alleged examination offence.
- x. Destroying materials suspected to help establish cases of examination malpractice
- xi. Writing after examination has ended.
- xii. Fabrication of data-claiming to have carried out experiments, observations, interviews, or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
- xiii. Plagiarism includes:
 - a. Representing the words, ideas, or work of others as one's own in writing or presentations, and failing to give full and proper credit to the original source;
 - b. Failing to properly acknowledge and cite language from another source, including paraphrased and quotes; and
 - c. Failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's own previous work
- xiv Tampering and Manipulation of Electronic Records

REGULATION XLIV

COMPLAINTS AND APPEALS ON EXAMINATION ISSUES

(1) Request for Review/Re-Marking

A candidate who is not satisfied with the results of any University Examination affecting him/her may request for review/re-marking by submitting an application to the

Deputy Registrar, School of Graduate Studies and paying the appropriate re-marking/review fee.

The paper shall be re-marked by a different lecturer recommended by School of Graduate Studies.

(2) Re-marking application Deadline

An application for review/re-marking shall be submitted to the Deputy Registrar, School of Graduate Studies not later than twenty-one (21) days after the release of the said result and shall state the grounds for re-marking. No action shall be taken on an application which is submitted outside the stipulated 21-day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

(3) Re-marking of Results and Ratification

The result of the re-marking should be considered by the Faculty and recommendations made to the Graduate Board for ratification.

(4) Refunding of Re-marking Fees

If the student wins his/her appeal, the re-marking fee shall be refunded to him/her. However, if it is established that a complaint for remarking is (i) without merit, the student will forfeit the money paid, (ii) ill motivated, the Graduate Board may prescribe appropriate sanctions against the student complainant.

REGULATION XLV

EXAMINATIONS OFFENCES AND PENALTIES

S/n	OFFENCE	PENALTY
1.	Leakage of examination questions.	Dismissal of offenders involved.
2.	Possession of unauthorized materials related to the examination and likely to be used during examinations	Cancellation of candidate's particular paper(s)
3.	Copying textbooks during examinations	Cancellation of candidate's paper(s) and rustication for two semesters
4.	Persistently looking over other candidate's shoulders in order to cheat	Cancellation of candidate's paper
5.	Impersonation	Dismissal of candidate involved
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from any source	Cancellation of candidate's paper(s) and rustication for two semesters
7.	Consulting or trying to consult during the examination any book, notes or other unauthorized materials	Cancellation of candidate's paper(s) and rustication for two semesters
8.	Persistently distracting other candidate(s) or detracting their attention	Cancellation of candidate's paper(s) and rustication for two semesters
9.	Verbal/Physical assault on invigilators and other candidate	Rustication
10.	Destroying materials suspected to be evidence	Cancellation of the examination paper
11.	Writing after the examination time has ended	Loss of 5marks for the examination paper
12.	Fabrication of data.	Cancellation of candidate's long essay/project
13.	Plagiarism.	Cancellation of candidate's long essay/project.
14.	Tampering and Manipulation of Electronic Records	Dismissal from the University

REGULATION XLVI

GRADING SYSTEM OF POSTGRADUATE COURSES

Student performance in a course shall be graded using the Postgraduate Honour Points

(PHP)as follows:

(1) Grading Scale with the Postgraduate Honour Points (PHP)

Mark	Grade	PHP	Description
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Below Average
55-59	D+	1.5	Unsatisfactory / Fail
50-54	D	1.0	Grossly Unsatisfactory / Fail
0-49	E	0	Complete Failure

Definition of Grades

- i. Pass Grades: The pass grades at the SGS are “A” to “C”. All other lower grades are not acceptable.
- ii. Failure Grades: Failure grades include “D+”, “D” and “E”. “D+” and “D” grades are not acceptable at the SGS and constitute failure grades designated by “U” (Unsatisfactory). A clear failure grade is designated “E” (Fail).
- iii. Non-completion of Course Work:

Notation	Description
I	Incomplete
W	Drop after Deadline
UD	Unofficial Drop
X	Disqualification
Y	Work Still in Progress
Z	Examination Malpractice

An “I” grade (Incomplete) shall be awarded to a student who is unable to complete a course for reasons of ill-health justified by the FPC/DPC as satisfactory. A student may receive a grade of Incomplete (“I”) only if the coursework remaining to be done by the end of the semester is small and the lecturer approves an extension for completing the unfinished work. The lecturer must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The designation “I” remains a permanent part of the academic record. When coursework is completed to the satisfaction of the lecturer, the grade will appear on the transcript as “IB+.” The grade point average is based only on hours of coursework completed.

- (2) A “W” grade (Drop) shall be awarded to a student who drops a course he/she registered within the stipulated schedule (i.e., by the third week in a full semester or the second week in a long vacation semester).
- (3) A “UD” grade (Unofficial Drop) shall be awarded to a student who registers for a course and either never attends or stops attending—but does not officially drop the course. A designation of “UD” is equivalent to a grade of “E” (Fail).
- (4) An “X” grade (Disqualification) shall be awarded to a student who is unable to complete a course for reasons of ill-health or reasons other than ill-health and justified by the FPC/DPC as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- (5) A “Y” grade (Work Still in Progress) shall be awarded to a student who is unable to complete a course designed with multi-term sequence, i.e., going beyond one semester. The lecturer may report a “Y” grade at the end of the first term to indicate that the work is still in progress. When a final grade is reported, the grade will be posted for both terms and the “Y” notation will be removed.

(6) A “Z” grade (Examination Malpractice or Offence) shall be awarded to a student whenever it is established that the student had attempted to gain an unfair advantage in an examination, be it in an end of semester examination or continuous assessment or any other category of assessment. Such a student shall be debarred from taking any of the University’s examinations for a stated period, or indefinitely, or may be expelled from the University altogether. A “Z” grade may be awarded only by the FPC for subsequent approval by the BSGS on behalf of Academic Board.

(2) Assessment of Course Work (Continuous Assessment)

i. Assessment of a student’s performance shall be by a combination of continuous assessment and end of semester examination.

The weightings for the two modes of assessment are as follows:

Mode	Weighting
Continuous Assessment	40%
End of Semester Examination	60%
Total	100%

The minimum pass mark for a course shall be 60% as shown in the table under Regulation XLVI (i) above.

ii. A student who does not earn a Continuous Assessment mark does not qualify to take part in the End of Semester Examination.

iii. A student who fails in a course shall re-register for the course in the next academic year/semester when the course is offered.

iv. No postgraduate student shall be allowed to present himself/ herself for an examination (written or oral) unless he/she is cleared by the **Thesis and Assessment Unit of SGS**.

v. Content of mode of assessment may include:

Mode	Types of Assessment
Continuous Assessment	Term Papers, Projects, Reports, Class Assignments, Quizzes, Practical Tests, etc.
End of Semester Examination	Written Papers, Take-Home Exams, Term Papers, Projects, Reports, Practical Tests, etc.

The type of assessment depends on the course as well as the lecturer at any given time.

(3) Modes of Teaching

- i. Formal instructions for postgraduate courses shall be by lectures, seminars, group projects, guided literature review, laboratory work, fieldwork, practical classes, virtual computer modules or a combination of any of these types of formal instruction.
- ii. Candidates for postgraduate diplomas and degrees may be required to undergo a prescribed period of professional attachment or internship during the course.

REGULATION XLVII

GOOD ACADEMIC STANDING

A student in good academic standing:

- (1) is making satisfactory progress toward the completion of degree requirements and is within the time limits of the degree programme, including approved extensions;
- (2) is demonstrating an ability to succeed in the degree programme; and
- (3) has a Cumulative Postgraduate Honour Point Average (CPHPA) of 2.0 (C) or better [see Regulation XLVI (i)].

REGULATION XLVIII

ACADEMIC PROBATION AND DISMISSAL

- (1) Postgraduate students should periodically discuss their academic progress with their advisors to learn whether they are performing satisfactorily and making sufficient progress toward the degree. Postgraduate programme co-ordinators in consultation with their Heads of Department should immediately notify students in writing when their performance falls below an acceptable level [see Regulation XXVIII (ii) above].
- (2) In response to a student's academic deficiencies, the University may take any of the following actions:
 - i. admit a student on probationary status;
 - ii. place a continuing student on probation;
 - iii. withdraw a student from the University; or
 - iv. not confer a degree or certificate.
- (3) A student whose Cumulative PHPA is 1.5 (D+) or below on a 4.0 point scale (see Regulation XLVI (i), who is not making satisfactory progress toward the degree, or who is failing to demonstrate an ability to succeed in his/her plan of studies may be:
 - i. denied permission to register
 - ii. required to withdraw
 - iii. dismissed from the programme.

Provisions for completing the doctorate/masters are defined in this document. ([Regulations XXX and XXXI] [Regulations XV and XLIX]

- (4) Students may also be dismissed for failing to meet the standards of academic and professional integrity as defined in this document in the relevant provisions of Regulations XLVII, LVIII and LIX.

(5) The BSGS must provide the student with a written notification of the grounds for dismissal that was established by the FPC through the DPC.

REGULATION XLIX

PROGRESS REPORT ON POSTGRADUATE STUDENTS

- (1) At the end of the academic year, each department shall submit to the BSGS, through the Faculty, a progress report on each registered postgraduate student.
- (2) For courses examined during the semester, submission of examination results shall suffice. The submission shall be in the format prescribed by the BSGS.
- (3) For thesis/dissertation/project work, a comprehensive report on the research carried out during the academic year shall be made on the **Progress Report Form** prescribed by the BSGS.
- (4) It is the duty of the student to collect the form from the Dean, SGS and get it endorsed by his/her supervisor(s) and other signatories specified on the form.
- (5) In addition to the reports submitted under **Regulation XLIX (3)** above, the BSGS may, whenever necessary, call upon a supervisor to provide a report on any or all aspects of the studentship of a candidate he/she is supervising.
- (6) Every student must submit the following to their supervisor(s) when called upon to do so:
 - i. a report outlining the progress of his/her research during the period stipulated in the request;
 - ii. any record book or file or paper being used by the student in his/her research;
 - iii. a report on any assignment pertaining to the research.
- (7) A breach of **Regulation XLIX (6)** shall be reported in writing

by the supervisor to the BSGS through the Departmental Postgraduate Committee. The Board shall impose any disciplinary action it deems fit on the candidate.

REGULATION L

FINAL ASSESSMENT FOR GRADUATION

- (1) Final assessment for graduation shall be undertaken only when all the taught courses have been examined and the thesis/dissertation/project is completed and certified by supervisors.
- (2) The final result shall be based on results of all compulsory courses and such number of elective courses as to make up the minimum credit requirements for graduation.
- (3) The minimum credit units required for graduation for postgraduate programmes shall be:
 - i. 33 credit units for Postgraduate Diploma
 - ii. 39 credit units for non-research (MA, MEd, MSc. M.Tech, etc.) masters degree
 - iii. 57 credit units for MBA non research masters degree.
 - iv. 63 MPhil. / MBA research masters degree.
 - v. 39 One-year masters to M.Phil. (Top Up)
 - vi. PhD – Refer to PhD Structure document.

These shall include all the compulsory courses, including the project report/dissertation/thesis.

- (4) Credit units earned in remedial courses taken under **Regulation I (ii)2** shall be recorded in candidate's transcript and permanent record.
- (5) Final assessment shall be done by a Board of Examiners whose membership shall include at least one External Examiner for research master's degree.
- (6) In case of conflict in the report of the internal assessor and the external examiner, the decision of the Board of Examiners shall prevail.

REGULATION LI

CONTINUOUS ABSENCE FROM UNIVERSITY

- (1) Further to Regulation XXIV (6), any student, who continuously absents himself/herself from the University in excess of the durations specified in Regulations LI (2) below without a written official permission, shall be deemed to have voluntarily withdrawn from the programme.
- (2) A student is deemed to have breached Regulation LI (1) above if being:
 - i. a full-time student, absents himself/herself from the University for one (1) semester without a written official permission;
 - ii. a part-time student, absents himself/herself from the University for one (1) academic year without a written official permission;
 - iii. a student on a long-vacation programme, absents himself/herself from the University for one (1) long vacation.
- (3) Requests for permission to be absent from the University shall normally be made to the Head of Department except that in the case of research degree candidates, the supervisor shall have power to grant permission for periods not exceeding one (1) week.
- (4) The Dean, SGS shall be notified in writing of any request for continuous absence from the University for a period exceeding four (4) weeks granted by the Head of Department. It shall also be the duty of the Head of Department to report to the BSGS through the Faculty any student who is continuously absent from the University without permission.

SECTION III

BOARD AND COMMITTEES

COMPOSITION AND FUNCTIONS OF BOARD AND COMMITTEES

There shall be the following Board and Committees responsible for postgraduate matters in the University:

- (1) Board of School of Graduate Studies (BSGS)
- (2) Faculty Postgraduate Committee (FPC)
- (3) Departmental Postgraduate Committee (DPC)

REGULATION LII

BOARD OF SCHOOL OF GRADUATE STUDIES

(1) **Composition**

The School of Graduate Studies Board (BSGS) shall be composed of the following members:

- i. Dean, SGS - Chairperson
- ii. Vice Dean, SGS
- iii. Deans of Academic Faculties
- iv. Dean, Centre for International Programmes
- v. Director, CoDeL
- vi. Director, ITECPD
- vii. Director, Quality Assurance
- viii. University Librarian
- ix. One Representative of each Faculty not below Professorial rank (elected by each Faculty)

- x. Two Representatives not below Professorial rank (elected by the Academic Board from its membership)
- xi. SGS Deputy Registrar - Secretary

The quorum shall be one half of the membership including the Chairperson.

(1) Functions

The BSGS shall, on behalf of the Academic Board, be responsible for all postgraduate matters in the University. In particular, it shall be the responsibility of this Board to consider and make recommendations to the Academic Board in respect of the following:

- i. To approve results of higher degrees and post graduate diplomas examinations and recommend same to the Academic Board for the award of degrees and post graduate diplomas.
- ii.
- iii. To liaise with the Centre for International Programmes and other relevant departments to establish academic linkages with institutions of higher learning both local and international.
- iv. To organise workshops, conferences and seminars for graduate students.
- v. To conduct appraisal of candidates, supervisors, coursework, thesis topics, titles and synopses for higher qualifications based upon recommendations from Faculty Graduate Committees.
- vi. To recommend the appointment of internal and external examiners in respect of written papers for postgraduate courses, dissertations or theses to the Academic Board based upon recommendations from Faculty Graduate Committees.
- vii. To keep records of all postgraduate students and publish the postgraduate handbook from time to time.

- viii. To periodically initiate the process for review of the graduate curricula.
- ix. To liaise with Heads of Department on postgraduate matters in their various departments.
- x. To establish and maintain links with Graduate Schools in other universities or institutions.

REGULATION LIII

FACULTY POSTGRADUATE COMMITTEE

(1) Composition

The Faculty Postgraduate Committee (FPC) shall be composed of the following members:

- i. Dean of the Faculty - Chairperson
- ii. Vice Dean of the Faculty - Vice Chairperson
- iii. Heads of Department running postgraduate programmes
- iv. All Senior Members of professorial rank in the Faculty
- v. Faculty Postgraduate Programme Coordinator (FPPC)
- vi. The Faculty Officer as Secretary

The quorum shall be one half of the membership including the Chairperson or Vice-Chairperson.

(2) Functions

The FPC shall, on behalf of the BSGS, be responsible for all postgraduate matters in the Faculty. In particular, it shall be the responsibility of this Committee to consider and make recommendations to the BSGS in respect of the following:

- i. Admission of suitable candidates into postgraduate programmes in the Faculty;
- ii. Matters relating to deferment of admission, registration of students, extension of normal duration of study, supervision of study, examinations, nomination of course lecturers, nomination of supervisors, etc.;
- iii. Scouting and nomination of panel of examiners, including

- internal and external examiners for approval of BSGS;
- iv. To receive results of higher degrees and postgraduate diploma examinations for consideration and making recommendations for subsequent approval of BSGS for the award of degrees and diplomas;
- v. Review of postgraduate academic curriculum of the Faculty within the approved general guidelines;
- vi. Any other matters either initiated by the DPCs or referred to it by the FPC itself, and/or the BSGS.

REGULATION LIV

DEPARTMENTAL POSTGRADUATE COMMITTEE

(1) Composition

The Departmental Postgraduate Committee (DPC) shall be composed of the following:

- i. Head of Department - Chairperson;
- ii. A Senior Member of professorial rank in the Department - Vice-Chairperson (in exception of the Dean of Faculty);
- iii. All Senior Members/Staff undertaking postgraduate teaching in the Department, one of whom shall be designated the DPPC;
- iv. The Departmental Administrative Officer as Secretary.

The quorum shall be one half of the membership including the Chairman or Vice-Chairman.

(2) Functions

It shall be the responsibility of the Departmental Postgraduate Committee to consider and make recommendations to the Faculty Postgraduate Committee in respect of the following matters:

- i. Admission of suitable candidates into postgraduate programmes in the Department;
- ii. Matters relating to deferment of admission, registration of

students, extension of normal duration of study, supervision of study, examinations, nomination of course lecturers, nomination of supervisors, etc.;

- iii. Scouting and nomination of panel of examiners, including internal and external examiners for approval of FPC;
- iv. To receive results of higher degrees and postgraduate diploma examinations for consideration and making recommendations to the FPC for subsequent approval of BSGS for the award of degrees and diplomas;
- v. Review of postgraduate academic curriculum of the Department within the approved general guidelines;
- vi. Any other matters either initiated by the Department or referred to it by the FPC, and/or the BSGS.

REGULATION LV

REVISION AND REVIEW OF POSTGRADUATE PROGRAMMES/ COURSES

- (1) No postgraduate diploma or degree programme, or amendments to existing programmes, shall be advertised and/or offered in the University unless the same has been approved by the BSGS.
- (2) No postgraduate course(s) or amendments to existing course(s), shall be offered in the University unless the same has been approved by the BSGS.
- (3) A breach of **Regulations LV (1) and (2)** above shall render such programmes or course(s) null and void and of no effect, irrespective of when the infringement is detected.
- (4) For a new postgraduate programme or an amendment to an existing programme to be recommended to the BSGS for approval, the Board must be satisfied that:
 - i. the academic curriculum conforms with the guidelines prescribed in the **Academic Policies and Regulations for Graduate Studies (APRGS)** on regulations governing postgraduate degrees and diplomas;
 - ii. adequate functional facilities for the postgraduate

programme are available in the Department or Faculty presenting the programme;

- iii. the academic staff to teach the programme is adequate;
- iv. the request is presented in the format prescribed by the BSGS;
- v. it meets any other requirements prescribed by the BSGS.

(5) For a new course or amendments to an existing course to be recommended to the BSGS for approval, the Board must be satisfied that:

- i. the introduction or amendment of the course does not infringe on any regulation prescribed in the **Academic Policies and Regulations for Graduate Studies** (APRGS) on regulations governing postgraduate degrees and diplomas;
- ii. adequate functional facilities for the course are available in the Department or Faculty proposing it;
- iii. qualified lecturers to teach the course are available; and
- iv. it meets any other requirements prescribed by the Board.

REGULATION LVI

APPROVAL OF DEPARTMENTAL AND FACULTY REQUIREMENTS

- (1) No specific Departmental and Faculty requirements, additional to or consequent on these **Academic Policies and Regulations for Graduate Studies** (APRGS) on regulations governing postgraduate degrees and diplomas shall be advertised or offered in the University unless the same has been approved by the BSGS.
- (2) Infringement of **Regulation LVI (1)** above shall render such requirements null and void and of no effect, irrespective of when the infringement was detected.

REGULATION LVII

PERIODIC REVISION OF CURRICULUM

- (1) Curricula of postgraduate programmes shall be reviewed periodically to keep pace with advances in the respective subject areas.
- (2) The maximum interval for compliance with **Regulation LVII (1)** above shall be after five years.
- (3) Any such programme whose curriculum is not updated as prescribed in **Regulation LVII (1) and (2)** above shall be suspended by the Board unless a written satisfactory explanation has been given by the Department running the programme.

SECTION IV

ACADEMIC AND PROFESSIONAL MISCONDUCT

REGULATION LVIII

CHANNELS OF COMMUNICATION

Unless otherwise stated, the procedure for dealing with postgraduate matters shall be as provided below.

All students shall follow the following procedure to have their academic and non-academic requests met and their complaints resolved. No student or group of students shall deal directly with the Vice-Chancellor except through the procedure and channels, starting from the top of each sub-section, as shown below:

(1) Academic Matters

- i. Course Representatives
- ii. Academic Counsellors
- iii. Postgraduate Programme Coordinators
- iv. Head of Department
- v. Dean of the Faculty
- vi. Dean/Vice Dean SGS
- vii. Pro-Vice-Chancellor/Registrar/Principal

(2) All Academic Matters Affecting Students Collectively

- i. Departmental Student-Staff Consultative Committee
- ii. Departmental Board
- iii. Faculty Board (if it is an inter-Departmental matter)
- iv. Institutional Student-Staff Consultative Committee

(1) Non-Academic Matters

- i. GRASAG
- ii. Dean/Vice Dean Student Affairs
- iii. Registrar
- iv. Pro-Vice-Chancellor or Principal
- v. Vice-Chancellor

REGULATION LIX

FORMS OF ACADEMIC AND PROFESSIONAL MISCONDUCT

Offences against the standards of academic integrity include the following categories of misconduct. These categories are not limited to the violations listed below, but may include other forms of misconduct.

(1) Cheating or Obtaining an Improper Advantage

Includes:

- i. Copying from another student's examination or other evaluative assignment;
- ii. Using notes, books, digital devices or resources, or other materials for an exam or other evaluative assignment without explicit permission of the lecturer;
- iii. Submitting work that was previously used for another class without the informed permission of the lecturer;
- iv. Discussing or sharing information about questions or answers on an exam or other evaluative assignment without explicit permission of the lecturer;
- v. Giving, taking, or receiving a copy of an examination paper without explicit permission of the lecturer;
- vi. Allowing another person to take an examination or complete an assignment for the student; and
- vii. Attempting to change the result of an examination or other evaluation.

(2) Abuse of Confidentiality

Includes unauthorized sharing or releasing information of others, including public or private sponsors, concerning ideas, data, research, grant proposals, manuscripts, patent applications, proprietary information, or other projects or activities that were given with the expectation that these would not be disclosed.

(3) Misuse of Computer Facilities

Includes violations of the University's ICT Policies for proper use of information resource infrastructure, sharing of information, privacy and security, data management, and digital copyright.

(4) Misuse of Hazardous Substances Used in Research-Related Activities

Includes unauthorized possession, use, or distribution to others of dangerous or legally restricted chemical, biological, or radiological materials.

(5) Fabrication, Falsification, or Unauthorized Modification of an Academic Record

Includes alterations to transcripts, grades, letters of recommendation, or other evaluations by or for any current or former student.

(6) Obstruction of the Academic Activities and Scholarly Research of Another

Includes harassment, intimidation, or tampering with experimental data, research records and notes, written documents, creative products, technical equipment or chemicals, or with any object of study.

(7) Illegal or Unauthorized Use of University Resources

Includes illegal or unauthorized use of University resources for the procurement, use, distribution, or sale of supplies, equipment, or other material.

(8) Other Forms of Academic Misconduct

Includes engaging in other forms of academic misconduct that seriously deviate from standards of scholarly and scientific community.

(9) Attempted Academic Misconduct

Attempted academic misconduct, or any effort to aid or encourage the academic misconduct of others is a violation of this policy.

(1) Professional Misconduct

Includes:

- i. Misrepresentation of one's credentials or status, or failure to correct others' inaccuracies or misrepresentation of one's credentials, including professional experience and positions held (paid or unpaid) and timeframe;
- ii. Unethical consulting activity, including misrepresentation of one's status, credentials, or expertise to secure a consulting assignment; unauthorized disclosure of confidential information; and knowingly taking on an assignment without the necessary knowledge or expertise;
- iii. Conflicts of interest, including conflicts that promote, benefit, or protect one's self, family, friends, or business colleagues, unless these conflicts have been disclosed and have an approved management plan;
- iv. Failure to protect confidential records in accordance with relevant professional standards;
- v. Other fraudulent behavior, including actions that call into question the student's ability to ethically and competently join the profession;
- vi. Attempting professional misconduct or aiding or encouraging misconduct by others; and
- vii. Other violations of the Laws of the Republic of Ghana or University policies brought to the attention of the School of Graduate Studies that are not explicitly mentioned in

this policy will be evaluated to determine if they should be investigated as a violation of this policy.

REGULATION LX

GENERAL RULES AND REGULATIONS

In addition to the Professional Misconduct mentioned above, the following general rules and regulations shall also be invoked:

(1) Noise-Making

- a. Students shall maintain, at all times, a kind of environment that supports the basic academic enterprise.
 - i. To maintain a suitable academic environment, it is desirable that the campuses of the University are kept as quiet as possible, at all times. Students shall not make undue noise on the campuses of UEW, especially from 10.00 p.m. to 6.00 a.m.
 - ii. This rule may be relaxed for purposes like the GRASAG Week Celebration.
- b. Radios, stereophonic instruments and musical instruments may be used in a manner that will create no nuisance to others and subject to such regulations as may be made by the Hall Councils.
- c. If item (b) above is not observed, one's privileges may be restricted or, in serious cases, withdrawn by the Hall Manager.
- d. Club, society, religious and political meetings shall not be held in students' rooms.

Breach of any of these regulations shall attract a fine, to be determined from time to time by the Hall Council in the first instance, and loss of residential status for subsequent breach.

(2) Drunkenness

- i. Drunken and disorderly behaviour on any UEW campus constitutes a serious breach of discipline.
- ii. Habitual drunkenness on campuses or in town, especially if accompanied by disorderly or scandalous behaviour, shall be considered as bringing UEW into disrepute.
- iii. No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by the University.
- iv. Any student breaching any of these regulations will first be given a written warning by the Hall Council or Head of Department, as appropriate.
- v. If the student persists in drunken and disorderly behaviour, the Hall Council or Head of Department shall recommend his/her suspension in the first instance and dismissal in the case of repetition of the offence.

(3) Smoking

- i. Smoking is forbidden in all public places on campus.
- ii. Smoking is not allowed in students' rooms. Breach of this rule will lead to loss of residential status.

(4) Damage or Modifications to UEW Property

- i. Students shall not make attachments of any kind to any University property, e.g. furniture and fittings.
- ii. Students shall not interfere with the electrical installations in their rooms or any part of UEW.
 - a. First offenders will be warned in writing by the Hall Manager
 - b. Subsequent breach will lead to loss of residential status.
 - c. Students are liable for any loss of, or damage to, furniture, fittings or equipment of any kind caused by them.
 - d. Breach of any of the rules will attract a penalty (to be determined by the University authorities), in addition to payment of cost of repairs or replacement.

(1) Transfer of UEW Property

- i. No Student shall displace or transfer UEW property of any kind, e.g. furniture and fittings, without prior written permission from the appropriate authorities e.g. Head of Department, Estate Officer, Lecturer or Hall Manager.
- ii. Sanctions, including cost of replacement, loss of residential status, suspensions and dismissal, shall be applied for breach of any of the regulations.

(2) Use of Appliances

- i. The following appliances may be used in the Halls:
 - a. Table top gas stoves with cylinders and regulators. Where these are used, safety measures should be taken to prevent the outbreak of fire.
 - b. Deep freezers may be used only when they are for communal use.
- iii. The use of the following appliances is, however, **prohibited**:
 - a. Refrigerator of all types
 - b. Microwaves
 - c. Rice cooker
 - d. Electric oven
 - e. Blender
 - f. Juice Maker
 - g. Cake Mixer
 - h. Toaster
 - i. Washing machine
 - j. Electric stoves of all types
 - k. Electric Hair dryer/Hair straightener
 - l. Electric sewing machine
 - m. Photocopier/Printer/Scanner
 - n. Electric heater/Electric kettle
 - o. Air conditioner of all types
 - p. Any unapproved electrical appliance

- iv. The use of combustible substances, such as petrol or gas (LPG), by students in the Hall and other unauthorised premises of the University is prohibited.
- v. Students found using any of the prohibited appliances or combustible substances will lose their residential status, after being warned in the first instance.

(3) Keeping the Environment Clean

- i. It is expected that all students will keep the environment clean and tidy at all times and refrain from degrading the surroundings.
- ii. Any student who throws water from the balcony to the ground, degrades the environment or throws litter around will lose his/her residential status.
- iii. Other sanctions like written warning or suspension shall be imposed by the University authorities on both residential and non-residential students who breach Regulation XLI 7 (a) above.

(4) Publication

The following shall govern all student publications:

- i. The Dean/Vice Dean of Student Affairs shall be informed of any intention to produce a student publication and approval shall be duly given by the Registrar before publication.
- ii. Copies of each publication shall be deposited with the Vice-Chancellor, Pro-Vice Chancellor, Principal, Registrar, Dean/Vice Dean of Student Affairs, Hall Managers (for Hall Publications only), Assistant Registrar (Publications), the Librarian, GRASAG and the Ghana Library Board.
- iii. Each issue of a publication shall indicate the names of the editor (s), members of the Editorial Board and the publishers.
- iv. Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- v. The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and libellous statements,

personal attacks, falsehoods or any statement that may cause disaffection or disharmony.

vi. (f) The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

(5) Communication with Government Ministers and Officials/ Embassies/High Commissions/The Press, Individuals and Organisations Outside UEW

- i. Students are not allowed to have direct communication with the Press, any Government Ministers and Officials, Embassies/High Commissions, individuals and organisations on any matter affecting UEW life, policy and administration.
- ii. All formal communication on UEW matters should be forwarded, through the Dean/Vice Dean of Student Affairs to the Registrar.
- iii. All formal communication with Government Ministers and Officials, Embassies/High Commissions, the Press, Organisations and individuals outside UEW should be forwarded through the Head of Department, Dean of Faculty or Dean/Vice Dean of Student Affairs, to the Registrar who will issue covering letters for them.

(6) Demonstrations, Rallies and Processions (DRaP)

- i. Students wishing to organise, start or end a DRaP on any of the campuses of UEW shall seek permission, in writing, from the Registrar through the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro Vice-Chancellor, Principal and Dean/Vice Dean of Student Affairs and the SRC/GRASAG President (if he/she is not the organiser).
- ii. The written application should reach the Registrar, at least, 48 hours before the DRaP is due to commence.
- iii. The application shall state the purpose of the DRaP, the name (s) of the organiser (s), the organizing body and the duration of the DRaP.
- iv. A DRaP shall be held at a place or places approved by the Registrar and all route marches shall avoid obstructing the

flow of traffic and the movement of pedestrians.

- v. During a DRaP, nothing shall be done or said that may provoke violence.
- vi. The organisers of a DRaP shall be held jointly and severally responsible for any act of violence or breach of University rules and regulations that occurs during the DRaP.
- vii. Participants in a DRaP shall be held collectively and individually responsible for any act of lawlessness or destruction that occurs during the DRaP.
- viii. The Registrar may prescribe conditions, restrictions or limitations that he considers appropriate in any given situation.
 - a. Students wishing to stage a DRaP it needs to be clear that the DRaP is related to UEW actions or policies, otherwise this and the others are restricting students political rights - just because they are UEW students should not mean the University Management has the right to restrict their right to make political statements outside the campuses of UEW shall inform the police, in writing, through the SRC/GRASAG President and the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro-Vice Chancellor, Principal, Registrar, the Dean/Vice Dean of Student Affairs and SRC/GRASAG President, for their information.
 - b. Students wishing to organise a DRaP outside the campuses of UEW shall notify the Registrar in writing, through the SRC/GRASAG President and the Dean/Vice Dean of Student Affairs with copies to the Vice-Chancellor, Pro-Vice-Chancellor, Principal, Dean/Vice Dean of Student Affairs and SRC/GRASAG President for their information.
 - c. Participants and organisers of a DRaP outside the campuses of UEW shall be deemed to have familiarised themselves with the laws of the country on DRaP.
 - d. No DRaP shall be allowed between the hours of 6.00 p.m.

and 6.00 a.m. Exceptions may be granted depending upon the circumstance.

- e. The granting of permission to embark on a DRaP shall not prejudice the position of the University vis-à-vis the objectives of the DRaP.
- f. The authorities of UEW shall grant group exeats to participants in DRaPs staged outside the campuses only after satisfying themselves that adequate notice has been given to the Police and approval given them.
- g. Before a DRaP begins, any student who disagrees with the move and wishes to be disassociated from it may do so by writing to the Hall Manager or Academic Counsellor disassociating himself/herself from the particular DRaP.
- h. Every member is expected to use the officially-approved channels of communication and to follow the laid-down procedures to resolve grievances.
- i. In the case of the presentation of formal petitions or resolutions or organisation of protests, the residence of the Vice-Chancellor and other principal officers of UEW are out of bounds.
- j. All formal negotiations should take place in the offices of such officials or at designated venues.
- k. In all matters of negotiation, the Central Administration will meet only the accredited representatives of recognised student organisations in UEW and agreements reached are deemed to be binding on both sides.
- l. Contravention of any of the regulations on DRaP shall attract a fine, suspensions or dismissal.
- m. In addition, any damage caused to University and/or non-University property shall be repaired or replaced by the offending student (s).

(7) Application of the Laws of Ghana

- i. Every member of the University community is bound by the laws of Ghana and the walls of UEW do not protect anyone from the application of the laws of Ghana.

- ii. All regulations of UEW are consistent with the laws of the nation and shall be enforced accordingly. The University shall, therefore, not permit behaviour by any student, whether on campus or off campus, that contravenes the laws of Ghana.

(8) Trading

- i. No unauthorised trading, including sale of food items and alcoholic beverages, shall take place in the Hall of Residence or any part of UEW Campus.
- ii. Any student who trades in the Halls of Residence or in the University does so at his/her own risk.
- iii. Any student who violates **Regulation LX 12 (a) above** shall be warned in writing in the first instance. Subsequent violations shall attract confiscation of the items and/or loss of residential status or suspension from the University.
- iv. Hawkers are not allowed to sell in the Halls of Residence or any part of the University

(9) Excursions and Educational Trips

Excursions and educational trips organised by students shall be governed by the following regulations:

- i. The decision to undertake the trip shall be taken at a general meeting of the club or society.
- ii. (a) A written permission for an excursion or an educational tour within Ghana, shall be sought from the Dean/Vice Dean of Student Affairs or the Head of Department concerned who shall, in turn inform the Registrar.

(b) For excursions or educational tours outside Ghana, permission and approval shall be sought from the Registrar, through the Head of Department or Dean/Vice Dean of Student Affairs. The Registrar shall, upon approval, inform the Vice-Chancellor and Pro-

(c) The application letter should contain the list of those undertaking the trip, indicating their programmes, levels and Halls of Residence or Affiliation and Residence outside campus and the relevant portion of the minutes of the meeting at which the decision for the trip was taken.

(d) In all cases, the application shall be endorsed by the Chief Patron or his/her representative.

- iii. The trip shall be restricted to only University members of the club or other students of the University.
- iv. No student shall take part in any excursion organised within or outside the country without prior permission from UEW authorities.
- v. The purpose of any trip shall relate to the aims and objectives of the club or society.
- vi. No student or unapproved or unrecognised group shall organise local or foreign trips.
- vii. Documentary evidence of correspondence between the club/society and the institutions or establishment to be visited and arrangements for accommodation (where applicable), shall accompany the application letter.

(10) Amalgamated Clubs and Societies

Student clubs and societies shall be of two kinds. They shall be:

i. Approved

These are clubs, societies, organisations or associations whose objectives help UEW in the attainment of its broad objectives (e.g. Departmental Clubs, Cadet Corps, etc.).

ii. Recognised Societies

These are clubs, societies, organisations or associations that help in the promotion of the individual's own desire and aspiration (e.g., Religious Organisations,

Old Students' Associations, Regional Associations [like VORSA, BASU], ICT Club).

iii. Unrecognised Societies

All other clubs, societies, organisations or associations that do not conform to **Regulation LX 14 (1) and (2)** above will not be given the mandate to operate. These include those based on tribal, native towns and ethnic groupings; groups that practice occultism, pressure groups, homosexuality, lesbianism and other social unacceptable behaviours in Ghana.

iv. Application Procedures

- a. All applications or requests, on behalf of a new club or society, for recognition or approval, shall be submitted to the Registrar, through the GRASAG President and the Dean/Vice Dean of Student Affairs.
- b. The application shall state the names of founding members, officers and patrons. It shall also include the constitution of the club or society and its proposed activities.

v. Mandate to Operate

- a. With the exception of subject associations, a society union or an association can be given the mandate to operate, **only if it is open to all students**.
- b. The mandate to operate shall be withdrawn if the club or society is found to be operating contrary to its approved objectives or not in accordance with **Regulation LX 14 (5) a.**
- c. Every approved or recognised society must have a Senior Member or Members of the University as its Patron (s).

vi. Accountability to UEW

- a. The Treasurer of each approved society must present to the Registrar, through the Dean/Vice Dean of Student Affairs, a detailed annual financial statement.
- b. The annual financial statement must be duly signed by the Financial Secretary, the President and a Patron of the society.

vii. Renewal of Status

- a. At the end of every academic year (by May 31st), each society shall renew its mandate to operate. Application forms shall be available at the Office of Dean/Vice Dean of Student Affairs.
- b. Renewal of a society's mandate to operate shall include the submission of names of all newly elected executive members and their programmes of activities for the year which shall be forwarded to the Dean/Vice Dean of Student Affairs and a copy sent to GRASAG.

viii. Conflict Resolution

- a. Cases that require settlement of grievances shall first be referred to the Patrons of the Club or Society.
- b. Unsolved grievances shall be referred to the Dean/Vice Dean of Student Affairs.

(11) Invitation of Guest Speakers and Artistes

- i. Before any group or club makes arrangements to invite guest speakers or artistes from outside the University to address meeting or provide entertainment, a formal written request must be made to the Registrar, through the Patron(s) or Hall Manager or SRC/GRASAG President (as appropriate), and the Dean/Vice Dean of Student Affairs who shall forward same to the Registrar.
- ii. No such invitation shall be made until permission has been granted by the Registrar.

(12)Use of Meeting Venues

- i. The official meeting places (Winneba Campus) shall include Jophus Anamuah-Mensah Conference Centre, Pecku Building Conference Room, Council Chamber-South Campus, J.N. Aryeetey Auditorium, Postgraduate Conference Room-Central Campus and IEDE Conference Room.
- ii. The venues listed in Regulation LX 16 (a) above are available under certain conditions, for meetings. For further details contact the Office of the Deputy Registrar, Operations.
- iii. In all cases, permission for use must be obtained from either the Deputy Registrar, Operations through the Dean/Vice Dean of Student Affairs.
- iv. At least, 48-hours of notice must be given for the granting of permission.
- v. The Officer granting the permission reserves the right to impose conditions pertaining to the use of such premises.
- vi. In all cases, approval for the use of a venue must be received before advertisements or notices are issued.

(13)Use of University Transport

- i. Where University transport facilities are available, they may be booked for any approved journeys by the organisers of approved group of students.
- ii. Request for transport should be made to the Registrar through the GRASAG President or Patron to the Dean/Vice Dean of Student Affairs or Head of Department, at least five working days in advance. **UEW Transport Request Form** should be used.
- iii. The **UEW Transport Request Form** shall require the following particulars:
 - a. The destination and purpose of the journey.
 - b. The date and time that the transport will be required.
 - c. The names of students who wish to travel, together with their programmes and levels and at times names of the Halls in which they reside or affiliated are required.

- d. The name and signature of the organiser/patron of the group who will be responsible for payment to the Finance Officer should a fee be charged.
- e. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected by the Transport Officer.

(14)Operating Credit Union/Money Lending

- i. UEW does not approve the formation and operation of Credit Unions by Junior Members.
- ii. No student shall operate a money lending or personal loan scheme. Students who indulge in these ventures do so at their own risk.
- iii. Students who contravene **Regulation LX 18(a) and I(b)** above shall either be suspended or dismissed.

(15)Collection of Money

- i. Permission to make general collections of money, other than for club subscriptions, video shows or parties, must be obtained from the Registrar, the Head of Department, Patron or the Hall Manager as appropriate.
- ii. Illegal levies or collection of money is prohibited
- iii. Students who breach these rules shall be warned in the first instance and suspended or dismissed for subsequent breaches.
- iv. Junior Members are advised to demand and see the license or other valid documents/authority of any unknown collector who approaches them from outside the University.

(16)Arms and Ammunition

No student is allowed to possess any form of arms or ammunition, whether licensed or unlicensed, on campus.

(17)Drugs

Possession of and indulgence in illegal drugs on any part of the University premises are prohibited.

(18)Use of Private Vehicles

- i. Any Junior Member who wishes to use or keep a vehicle on the campus of the University shall inform the Hall Manager.
- ii. The use of such vehicles is a privilege enjoyed at the sole risk of the persons concerned. The privilege will be withdrawn if it is abused.
- iii. The University does not provide garages for students' vehicles. Any arrangement for garaging vehicles in the University should be made privately by the owners.

(19)Identity Cards

- i. Identity Cards (ID) will be issued to all Junior Members admitted to programmes in the University.
- ii. Each student of UEW should endeavour to carry on him/her the Identity Card of the University at all times.
- iii. In case of deferment of programme, suspension, dismissal or withdrawal, the student concerned shall surrender his/her Identity Card to the Registrar.
- iv. Students who return to continue with their programmes shall apply for a new Identity Card, to reflect the new expiry date, on payment of the appropriate fee.

(20)Rules, Discipline and Sanctions

- i. The officers of UEW who have direct responsibility for the discipline of Junior Members in the Halls are the Hall Managers and Hall Fellows. The Dean/Vice Dean of Student Affairs shall be notified of any action taken.
- ii. Disciplinary measures shall be taken by the authorities of the Hall against any student violating Hall regulations.
- iii. Deans of Faculties and Heads of Department are responsible for discipline in their respective Faculties and Departments.
- iv. It shall be an offence to disobey these officers in the discharge of their official duties.
- v. A Junior Member who flouts the Statutes and Regulations of UEW shall be disciplined, only with the consent of the Vice-Chancellor or Principal.

- vi. The operation of University Regulations is without prejudice to the application of the general laws of the land which apply also to all persons in the University.
- vii. If a student violates any Regulations of UEW, outside his/her Hall of Residence, it shall be reported to the Dean/Vice Dean of Student Affairs who will apply the appropriate sanction and notify the Hall Manager concerned.
- viii. For serious offences (or offences involving a group of students) the Dean/Vice Dean of Student Affairs shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the Vice-Chancellor or Principal.
- ix. It shall be an offence for a Junior Member or group of Junior Members to '**pond**' any person in the University, no matter the form the '**ponding**' may take.
- x. If disputes arise between students of different Halls, the Hall Managers of the Halls concerned shall resolve the dispute.
- xi. Should attempts of the Hall Managers fail, the matter shall be referred to the Dean/Vice Dean of Student Affairs.

(21)Sanctions that Offences Attract

The following offences shall attract the sanctions listed under them:

i. Theft

- a. Loss of residential status.
- b. Refund of the stolen item(s).
- c. Suspension or dismissal from UEW, depending on the gravity of the offence.

ii. Embezzlement of Student Fund

(E.g. Embezzlement of GRASAG, Societies, Religious Groups Funds)

- a. Refund of the embezzled funds.
- b. Suspension or dismissal from UEW, depending on the gravity of the offence.

- c. Withholding of results.
- iii. **Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug Use and Peddling**
 - a. Suspension or dismissal from UEW, depending on the gravity of the offence. Any offence the Criminal Code considers felony shall attract outright dismissal, and as misdemeanour, suspension for one academic year.
 - b. Withholding of results for a period determinable by UEW authorities.
 - c. Other forms of sanctions, depending on the nature of the offence.
 - d. Reporting to case to the authorities? I would think the University should have a clear policy that some of these offenses will be turned over to the police or other investigatory agencies, especially for rape.
- iv. **“Ponding” of a Student**
 - a. Suspension or dismissal from UEW, depending on the gravity of the offence.
 - b. Withholding of result for a period determinable by UEW authorities.
 - c. Compensation to victim.
- v. **Unauthorised transfer of UEW property**
(e.g. Furniture, Fittings)
 - a. A fine determinable by UEW authorities.
 - b. Habitual offenders shall be suspended.
- vi. **Mutilation or Unauthorised Removal of Library Books, Refusal to Pay Fines Imposed**
 - a. A fine of not less than three (3) times the going prices of the book(s)
 - b. Withholding of results
 - c. Suspension or dismissal from the University

vii. Non-Vacation of room or Taking away Keys during Holidays

- a. Loss of residential status
- b. Rent payment at the going commercial rate for the number of days and the number of beds in the room.
- c. Withholding of semester and/or final results for refusal to pay.

viii. Damage to UEW Property

- a. Repair or replacement of the property damaged and/or rustication.
- b. Suspension or dismissal, should the culprit refuse to repair or replace the property.
- c. The University reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property.
- d. The culprit shall also bear costs involved in the recovery exercise.

ivx. Conduct of Classes toward Entrance Examination

- a. No student shall, under any circumstance, conduct classes for candidates towards the University's Entrance Examination.
- b. Any student who violates this regulation shall be suspended for one academic year.

vx. Anonymous Letter Writing

- a. No student should engage in anonymous letter writing. Students with any grievances should properly document them for dialogue and discussion through the appropriate channel of communication.
- b. Breach of this regulation shall attract outright dismissal, if the writer is found out. This sounds a harsh and anti-free speech

iii. Prosecution by Civil Authorities

The sanctions stated for any of the offences in **Regulation LX 25(a) - (j)** do not preclude prosecution by Civil Authorities.

(22)Appeal

- iv. Any Junior Member who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean/ Vice Dean of Student Affairs through his/her Academic Counsellor for a review.
- v. The appeal shall be lodged within seven days of the notification to him/her of the sanctions imposed on him/ her.
- vi. The Dean/Vice Dean of Student Affairs, upon the receipt of the appeal, may request a re-consideration of the case by the appropriate authority.
- vii. Should the student still remain unsatisfied, he/she can appeal to the Vice-Chancellor, either through the Pro- Vice Chancellor/Principal or the Dean/Vice Dean of Student Affairs.

APPENDICES

Appendix 1

ORAL EXAMINATION OF THESIS (VIVA VOCE) SCORE SHEET-MPHIL

Name of Candidate: _____

Index Number: _____

Programme: _____

Title of Thesis: _____

TABLE OF ASSESSMENT

S/N	Area of Assessment	Assessment Criteria	Maximum Score	Actual Score
1.	General Presentation	(a) Statement of the problem and justification of the study; all illustrative materials (Graphs, tables, diagrams, maps, etc.) are relevant and well captioned.	15	
		(b) Audible, confidence, appropriate language, good slide management, talking to the slides	10	
2.	Knowledge of Subject Matter	(a) Relevant literature reviewed; methodology is appropriate and well described; discussion of results is adequate, logical and objective.	25	
		(b) Conclusions, recommendations and Implications are informed from the thesis.	10	
3.	Response to Questions	Questions from all panel members are adequately and properly addressed.	30	
4.	Contribution to Knowledge	Findings of the thesis strengthen/confirm/contest existing information through the use of new arguments or contribute new knowledge.	10	
	Total		100	

Name of Examiner: _____

Signature: _____ Date: _____

Status of Examiner: (Please tick)Dean/Vice Dean of SGS []

Dean/Vice Dean of the

Faculty []Head of the Department []Internal Examiner []**Panel Members**

Head of the Department

Chairperson

Dean/Vice Dean of SGS

Member

Dean/Vice Dean of the Faculty

Member

Internal Examiner

Member

*The panel members shall score the oral examination.

*The pass mark for the oral examination shall be at least 60% on the average.

Grading Scale with the Postgraduate Honour Points PHP

Score	Grade	PHP	Description
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Below Average
55-59	D+	1.5	Unsatisfactory/Fail
50-54	D	1.0	Grossly Unsatisfactory/Fail
0-49	E	0	Complete Failure

Appendix 2

ORAL EXAMINATION OF THESIS (VIVA VOCE) SCORE SHEET - PHD

Name of Candidate: _____

Index Number: _____

Programme: _____

Title of Thesis: _____

TABLE OF ASSESSMENT

S/N	Area of Assessment	Assessment Criteria	Maximum Score	Actual Score
1.	General Presentation	(a) Statement of the problem and justification of the study; all illustrative materials (Graphs, tables, diagrams, maps, etc.) are relevant and well captioned.	15	
		(b) Audible, confidence, appropriate language, good slide management, talking to the slides	10	
2.	Knowledge of Subject Matter	(a) Relevant literature reviewed; methodology is appropriate and well described; discussion of results is adequate, logical and objective.	25	
		(b) Conclusions, recommendations and Implications are informed from the thesis.	10	
3.	Response to Questions	Questions from all panel members are adequately and properly addressed.	30	
4.	Contribution to Knowledge	Findings of the thesis strengthen/confirm/contest existing information through the use of new arguments or contribute new knowledge.	10	
	Total		100	

Name of Examiner: _____

Signature: _____ Date: _____

STATUS OF EXAMINER: (PLEASE TICK)

Dean/Vice Dean of SGS []
Faculty []

Dean/Vice Dean of the

Head of the Department []
External Examiner []

Internal Examiner []

Panel Members

1. Dean SGS	Chairperson
2. Vice Dean of SGS	Member
3. Dean/Vice Dean of the Faculty	Member
4. External Examiner	Member
5. Internal Examiner	Member
6. Head of Department	Member
7. Supervisor(s)	Member
8. Postgraduate Coordinator	Member

*Panel members 1 or 2, then 3, 4, 5 and 6 shall score the oral examination.

*The pass mark for the oral examination shall be at least 60% on the average.

Grading Scale with the Postgraduate Honour Points PHP

Score	Grade	PHP	Description
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Below Average
55-59	D+	1.5	Unsatisfactory/Fail
50-54	D	1.0	Grossly Unsatisfactory/Fail
0-49	E	0	Complete Failure

Appendix 3

CRITERIA FOR ASSESSMENT OF THESIS/DISSERTATION

You are kindly requested to assess the Thesis/Dissertation under the following areas of assessment and submit a comprehensive report on the thesis/dissertation including overall assessment of the candidate with suggested corrections.

(1) Statement of the Problem and Justification for the Study (20 Marks)

- i. The statement presented in the abstract describes the substance of the thesis
- ii. Problem researched is clearly and adequately stated.
- iii. Statement of the purpose and objectives of the study are clear.
- iv. Statement of research questions and or hypotheses derived from the research objectives are clear.
- v. Justification why the topic merits a study.

(2) Review of Background Literature (15 Marks)

- i. Evidence of comprehensive review of literature relevant to the problem under study.
- ii. Employment of appropriate theoretical foundation/conceptual framework and justifying references from literature.
- iii. Review of empirical literature by way of drawing differences and similarities between the thesis and previous studies and identifying gaps.
- iv. Evidence of objectives/research questions in the reviewed literature.

(3) Research Methodology (15 Marks)

- v. The statement of research approach fits the research design of the thesis.
- vi. Research design fits the defined theoretical framework and addresses the research objectives/questions.

- vii. Research design employed is justified and explicit.
- viii. Appropriate sampling and data collection procedures/instrumentation justified.
- ix. Data collected is adequate, relevant to the problem investigated and to the hypotheses/research question

(4) Analysis of Data and Presentation of Results (15 Marks)

- i. Use of appropriate methods and techniques to analyse the data.
- ii. Reliability and validity of data and clear presentation of results e.g., by tabulation, graphically, textually (in the case of qualitative findings).

(5) Findings and Discussion (15 Marks)

- i. Findings and discussion are based on data from the thesis/dissertation.
- ii. Rigorous discussion of results and its implication and comparison with previous work within the context of the research objectives/questions/hypothesis of the thesis/dissertation.
- iii. Presentation of findings of the thesis/dissertation.

(6) Conclusion, Recommendations and Implications (10 Marks)

- i. Conclusions drawn from the analysis are logical/justifiable, adequate in terms of the problem investigated and objective in terms of the facts available.
- ii. Statement of major contributions to knowledge in terms of strengthening/confirming existing information through the use of new arguments.
- iii. Recommendations related to the findings and inferred from the thesis/dissertation.

(7) Presentation (10 Marks)

- i. Language is precise, clear and readily understood.
- ii. Formatting, citation and referencing, sectioning, typographical errors, clarity of tables, figures.

iii. Scholarly style and institutional format are accurately used.

**** NOTE: Any thesis that has twenty(20) or more references cited in the text but missing in the bibliography or twenty(20) or more citations in the bibliography missing in the text must be referred.**

Grading Scale with the Postgraduate Honour Points PHP

Score	Grade	PHP	Description
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Below Average
55-59	D+	1.5	Unsatisfactory/Fail
50-54	D	1.0	Grossly Unsatisfactory/Fail
0-49	E	0	Complete Failure

Appendix 4

THESIS ASSESSMENT FORM

Name of Candidate: _____

Index Number: _____

Programme: _____

Title of Thesis: _____

S/N	Area of Assessment	Maximum Score	Candidate's Score
1.	Statement of the Problem and Justification for the Study	20	
2.	Review of Background Literature	15	
3.	Methodology	15	
4.	Analysis of Data and Presentation of Results	15	
5.	Findings and Discussion	15	
6.	Conclusion and Recommendations	10	
7.	Presentation	10	
Total		100	

Name of Examiner: _____

Faculty/Department: _____

Signature: _____

Date: _____

Appendix 5

UNIVERSITY OF EDUCATION, WINNEBA SCHOOL OF GRADUATE STUDIES

SUGGESTED CORRECTIONS	RESPONSES	INTERNAL EXAMINER'S REMARKS
INTERNAL EXAMINER'S NAME: _____		
SIGNATURE: _____		
DATE: _____		

ASSESSMENT/POST VIVA CORRECTIONS FORM (PhD)

Name of Candidate: _____

Index Number: _____

Programme: _____

Date of Viva Voce: _____

Topic: _____

Appendix 6

UNIVERSITY OF EDUCATION, WINNEBA SCHOOL OF GRADUATE STUDIES

RESEARCH PROPOSAL WRITING TEMPLATE

FACULTY	Complete the grey-shaded blocks on the cover page		
DEPARTMENT	Complete the grey-shaded blocks on the cover page		

FIRST SUBMISSION	Mark with an X	RESUBMISSION	
-------------------------	----------------	---------------------	--

CANDIDATE'S DETAILS	TITLE	FIRST NAMES	SURNAME
STUDENT NUMBER	Must have a student number and be registered prior to submission		

PREVIOUS UNIVERSITY	PREVIOUS DEGREE	DISCIPLINE	TITLE
			Provide title of previous dissertation/research report

DEGREE	PGDE PROJECT REPORT	Mark appropriate degree with an X and state the title of the degree		
	MA DISSERTATION			
	MED DISSERTATION			
	MSC. DISSERTATION			
	M.PHIL. THESIS			
	PH.D. THESIS			
	PROPOSED TITLE	Use Initial Caps (Title Case)		
	PROPOSED SUPERVISOR	Title, Initials, Surname		
	PROPOSED CO-SUPERVISOR	Title, Initials, Surname		
	FIRST REGISTRATION DATE	The month & year you first registered for this degree		
	MODE OF STUDY	FULL TIME	SANDWICH	DISTANCE
	ETHICS REVIEW REQUIRED	No	Yes	
	Does your research involve collecting data from humans?			

Use Times New Roman, 12 font, single spacing and 2cm margins throughout the proposal.

The body of the proposal (**from the introduction to the end of the methodology**) should fall within the following page limits:

- (1) P.G.D.E project report - 5 pages
- (2) MA dissertation: 8-10 pages
- (3) MED dissertation: 8-10 pages
- (4) MSC dissertation: 8-10 pages
- (5) M.Phil. theses: 10 - 15 pages
- (6) Doctorate: 20-25 pages

Delete all yellow highlighted text, which serves as guidelines for completion of the proposal

Signed copies of the proposal should be submitted to Graduate Coordinator of your department to be submitted to the department.

Introduction

Follow departmental-specific guidelines

Include the following (you may or may not include headings):

- (1) **Brief introduction/background to the study which provides:**
 - i. Contextualisation
 - ii. Rationale/motivation
- (2) **Which leads to the problem statement:**
 - i. (Think about what bothers you or what piques your curiosity that warrants a research response?)
 - ii. What gap/niche/lacuna will your study fill?

(1) Which leads to the study goal/aim, then the objectives (preferably numbered)

As a general guide, keep the introduction to 2 pages for PGDE, M.A MSC, and MED and up to 3 pages for MPHIL and 4 pages for doctorate proposals.

Summary of Preliminary Literature Review

Follow departmental-specific guidelines

Provide a synthesis of the relevant literature that demonstrates that you are familiar with the key authors and scholarly works as well as the central concepts relevant to your study. You must demonstrate how your study will contribute to what we already know, to fill the niche/gap identified in the introduction.

As a general guide, avoid lengthy quotations - keep direct quotes to an absolute minimum and rather paraphrase fully with citations (refer to the **Graduate School Guide on Plagiarism**). Use defining and seminal texts as much as possible. Consider using about ten (10) texts for MA/MED/MSc./PGDE proposals, 15 for M.Phil. and twenty for Ph.D. that are related to your topic. This should be up to 3 pages in total for MA/MED/MSc./PGDE proposals, 4 for M.Phil. and 5 pages for Ph.D. proposals.

Theoretical/Conceptual Framework

Follow departmental-specific guidelines.

Research Methodology

Follow departmental-specific guidelines

Provide a detailed, practical explanation of your research plan = what you actually intend to do. Avoid lengthy theoretical explanations (e.g., definitions of what a sample is), except where you are using

fewer familiar methods. Avoid quotations from the literature, but do back up your statements with citations, using specialised relevant methodological literature (particularly at PhD level).

Methodology is important and may warrant considerable space to adequately describe, such as a page or even more. Text-based studies should provide a methodology appropriate to the study.

As a general guide, provide:

- i. A brief introduction to the study approach and design (e.g., qualitative or quantitative, exploratory or descriptive, case study, phenomenology, etc).
- ii. Define the population, sample, sampling method and recruitment activities. Be as specific as possible, e.g. give intended sample size and motivation for sampling method.
- iii. Describe the methods of data collection (tools, recording, etc). For quantitative tools, provide evidence of reliability and validity of the tools. For qualitative tools, provide the scope of the kinds of questions that will be asked, showing how these will help to answer the research questions.
- iv. Describe how you will analyse your data.
- v. For qualitative studies, briefly explain how you will enhance the trustworthiness and rigour of your study.

Proposed Structure of Study

Follow departmental-specific guidelines

In a bulleted list, provide envisaged chapter titles and a brief (one or two sentences) description of the focus of each chapter.

Ethical Considerations

For all research involving human participants (and any other research with ethical considerations, such as research on animals, human remains, etc) careful consideration must be given to the ethical risks and the methods to reduce such risk. This should be done in consultation with the university document on **Research Ethics**,

which can be obtained from the school of graduate studies. Avoid quotations or excessive theory, but do use citations to appropriate ethics literature. Should your research include vulnerable participants or activities you have to discuss how you will address ethical concerns related to these matters. Further, indicate how basic principles of ethics in research will be adhered to, such as informed consent, voluntary participation and confidentiality. This may be specific to each discipline. Also specify how you will store data in a secure manner to ensure the protection of participant anonymity/confidentiality.

Original Contribution to Scientific Knowledge

For doctoral proposals only, provide a rigorous motivation regarding how your study will make an original contribution to the **knowledge base** of the discipline/topic. Be sure to emphasise the theoretical contribution of the study, more than its value to practice, policy, etc.

Reference List

Follow the university's referencing style closely. The university uses the APA style of referencing (use the most current guide). List only works that are cited in the body of the proposal.

NB: Departments that use sources that cannot be easily cited using the APA style must use the department specific referencing guide.

Student's Signature

Student: _____ Date: _____

Supervisor(s) & HOD Declaration

The proposed supervisor(s) and Head of Department declare:

- i. That they endorse this proposal and regard the project it describes as feasible for the level of study and appropriate to the requirements of the discipline.
- ii. That the proposal has been screened for plagiarism and that no plagiarism was detected.
- iii. That the proposal has been reviewed for scientific rigour by the Departmental Graduate Committee in light of the requirements of the School of Graduate Studies.

Supervisor(s): _____ Date: _____

Head of Department: _____ Date: _____

Appendix 7

UNIVERSITY OF EDUCATION, WINNEBA QUALITY ASSURANCE DIRECTORATE

STUDENT'S APPRAISAL OF SUPERVISORS

Confidentiality Statement: The information you provide on this form will be kept strictly confidential. Please be very frank with your responses; by honestly and candidly completing this form, you would be providing the University with valuable feedback for quality assessment and academic progression.

A. **Background Characteristics**

1. Level of Student: Masters PhD.
2. Faculty of Student: _____
3. Department of Student: _____
4. Programme: _____

5. Sex: Male Female
6. Years spent on programme: One Two Three
More than 3
7. Nationality of Student: Ghanaian Non-Ghanaian
8. Stage: Proposal Introduction Literature Review
Methodology Data Collection
Presentation/Discussion of Results Final Defence

B. Face-to-Face Interaction	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Applicable
My submissions are made directly to my supervisor or his/her office	<input type="checkbox"/>				
I have direct and interpersonal interaction with my supervisor on my submissions	<input type="checkbox"/>				
My supervisor and I have interpersonal discussions on feedback on my work	<input type="checkbox"/>				
My supervisor gives me direct feedback on my work/write-up	<input type="checkbox"/>				
Feedback from my supervisor includes oral/verbal face-to-face discussion	<input type="checkbox"/>				
I submit my written work directly to my supervisor or his/her office	<input type="checkbox"/>				
Feedback is mainly written comments	<input type="checkbox"/>				
I am allowed to discuss or justify my position	<input type="checkbox"/>				
Feedback from my supervisor is mainly directives and instructions	<input type="checkbox"/>				
There are many interpersonal interactions with my supervisor	<input type="checkbox"/>				

10. Name of Supervisor: _____

11. Status of Supervisor: Principal Supervisor

Co-Supervisor

C. ICT-Based Interaction	Never	Rarely	Sometimes	Often	Always
I forward my work to my supervisor through his/her email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I discuss my work with my supervisor through phone or other chat forums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback is received through email without further discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Satisfaction	Very Dissatisfied	Dissatisfied	Neither Dissatisfied nor Satisfied	Satisfied	Very Satisfied
Availability of supervisor when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor's effort to understand the difficulties I face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's guidance on topic selection and refinement	<input type="checkbox"/>				
Supervisor's provision of additional information relevant to your topic	<input type="checkbox"/>				
Supervisor's provision of feedback on your work	<input type="checkbox"/>				
Supervisor's guidance on methods/technical issues of your research	<input type="checkbox"/>				

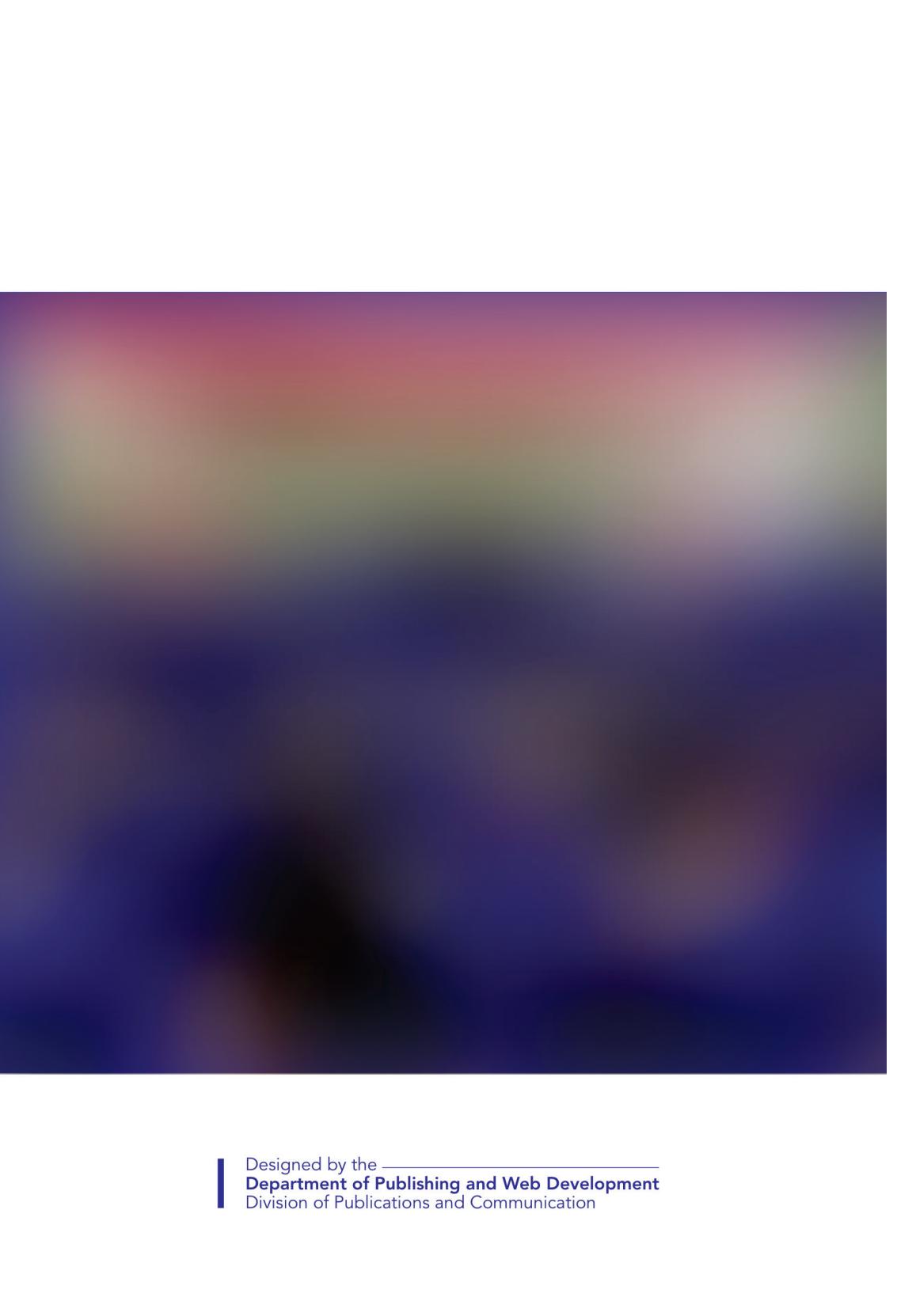
E. Intellectual Climate	Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree
The Department provided opportunities for social contact with other students	<input type="checkbox"/>				
The Department provided chances for me to be involved in the broader research culture	<input type="checkbox"/>				
A good seminar programme for postgraduate students was provided	<input type="checkbox"/>				
The research ambience in the Department or Faculty stimulated my work	<input type="checkbox"/>				

F. Skill Development	Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree
I have learnt to develop my ideas and present them in a written form	<input type="checkbox"/>				
My analytic skills have been shaped	<input type="checkbox"/>				
I have developed the ability to plan my work	<input type="checkbox"/>				
My skills in writing research articles have been enhanced	<input type="checkbox"/>				
I have more confidence in tackling possible research problems in my field	<input type="checkbox"/>				

G. Overall satisfaction	Very Dissatisfied	Dissatisfied	Neither Dissatisfied nor Satisfied	Satisfied	Very Satisfied
Rate your overall satisfaction with the quality of your dissertation/thesis supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any comment or suggestion:

NOTE



Designed by the _____
Department of Publishing and Web Development
Division of Publications and Communication