



UNIVERSITY OF  
EDUCATION, WINNEBA

## SCHOOL OF GRADUATE STUDIES (SGS)



OCTOBER, 2025





UNIVERSITY OF  
EDUCATION, WINNEBA

# **POSTGRADUATE STUDENTS' GUIDE FOR THESIS PREPARATION**

October 2025

**Published on the Authority of  
Board of School of Graduate Studies (BSGS)  
on behalf of UEW Academic Board**

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# ABBREVIATIONS

<b>APC</b>	Academic Planning Committee
<b>APRPS</b>	Academic Policies and Regulations for Postgraduate Studies
<b>BSGS</b>	Board of School of Graduate Studies
<b>CPHPA</b>	Cumulative Postgraduate Honour Point Average
<b>DAA</b>	Division of Academic Affairs
<b>DPC</b>	Departmental Postgraduate Committee
<b>DPPC</b>	Departmental Postgraduate Programmes Coordinator
<b>FPC</b>	Faculty Postgraduate Committee
<b>FPPC</b>	Faculty Postgraduate Programmes Coordinator
<b>IERB</b>	Institutional Ethical Review Board
<b>PHP</b>	Postgraduate Honour Points
<b>PHPA</b>	Postgraduate Honour Point Average
<b>SGS</b>	School of Graduate Studies



# **CHAPTER ONE**

---

## GENERAL REQUIREMENTS

## **1.1 Introduction**

This guide is intended to assist the graduate students of University of Education, Winneba (henceforth the University) in the preparation of their theses/dissertations/projects in terms of formatting and writing conventions. Students should refer closely to this guide and seek clarification with the staff of the Theses and Assessment Unit (TAU) of the School of Graduate Studies (SGS) on specific matters relating to the preparation of their thesis.

## **1.2 What Exactly is a Thesis/Dissertation/Project?**

A thesis/dissertation/project is a formal document that demonstrates your ability to conduct research that makes an original contribution to theory or practice. Original in this context implies some novel twist, fresh perspective, new hypothesis, or innovative method that makes the thesis/dissertation/project a new, distinctive contribution (Roberts 2010, p.18). In other words, the thesis/dissertation/project is a document in which a student presents his or her research and findings as public evidence of scholarly accomplishment in fulfilment of the requirements for a degree, whether doctoral or master's. The thesis/dissertation/project is a product of substantial research and scholarship that represents the student's own work. The content and form of the thesis/dissertation/project are guided by the thesis/ dissertation/project supervisor(s) and the standards of the student's discipline. The student has the primary responsibility in conducting the research and preparing the findings, and in authoring the thesis/dissertation/project.

An indispensable part of postgraduate education in UEW is for students to become knowledgeable about the responsible conduct of research and scholarship appropriate to their discipline or field of study. Consequently, research method courses are offered in all UEW SGS programmes at the departmental level. In addition, the Institute for Educational Research and Innovation Studies (IERIS) organises intensive training on responsible conduct of research and scholarship. It is hoped that by the time you get started with your research you would have acquired the knowledge and skills you need to get yourself prepared for the job.

## 1.3 Who Writes a Thesis or Dissertation?

A thesis is required of every candidate for a Ph.D. programme. A thesis is required in some Master's degree programmes, as indicated under the specific degree programme. Other Master's programmes have dissertation or project options. Hereafter, the words thesis or dissertation are referred to as "thesis" in this Handbook. The adjectives Ph.D. and Master's, e.g., MSc/MA/MFA, are used as needed.

## 1.4 Language

The thesis should be written in British English. The Roman alphabet should be used unless otherwise required by the discipline.

Candidates who write their theses in the respective Ghanaian Languages or Foreign Language other than English are allowed to defend the theses in that Language. Any member of the viva voce panel who does not speak the Language being used by the candidate can cross-examine the candidate in English. In this regard, both the respective Ghanaian/Foreign Languages and English Language would be used during the oral defence of theses in the Faculty of Ghanaian Languages Education and the Faculty of Foreign Languages Education.

## 1.5 Technical Specifications

**1.5.1 Thesis Title:** The title of the thesis is a succinct summary of the topic and generally should ideally not exceed 15 words. Avoid unnecessary words, such as "A Study of ..." The title includes key terms that readily identify the scope and nature of your study.

**1.5.2 Page Layout:** The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

**1.5.3 Type of Paper:** White simile A4 size (210mm x 297mm). Paper shall be of good quality (not less than 80 grams) and of sufficient opacity for normal reading paper (80g) or paper of equivalent quality should be used. Only the original copy of a thesis or good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted.

**1.5.4 Colour of Cover for Degree Categories:** The various degree categories are distinguished by the colours prescribed by SGS. The following colour-coverings indicated shall be used by the various degree categories:

- » Non-research Master's Degrees [e.g., M.Ed.,] Navy-Blue
- » Research Master's Degrees [e.g., MPhil.] Dark Green
- » Doctoral Degrees [e.g., PhD] Black

**1.5.5 Typeface and Font Size:** The text of the thesis, including headings and page numbers, must be produced with the same font or typeface. The font size should be 12-point and should not be scripted or italicised except for scientific names and terms in a different language. Bold print may be used for headings. Text in tables should not be less than 8-point. Fonts appropriate for a thesis include: Arial, Book Antiqua, Bookman, Palatino, Tahoma, and Times New Roman

## 1.6 Heading Levels

The main body of your thesis/dissertation/project may have the following levels of headings:

Chapter Titles,	Level 1
Chapter Headings or Label (or Description)	Level 2
Sectional Headings and	Level 3
Sub-sectional Headings.	Level 4
Sub-sub-sectional Headings, etc.	Level 5, etc.

Candidates using **Microsoft Word** for processing their thesis/dissertation/project can take advantage of the default formatting styles (Level 1, Level 2, Level 3, etc.,) which will facilitate the computer generation of their **Table of Contents**, and also (**Insert Captions**) which will generate all the **Lists** required to avoid the rigorous efforts that would be employed to compile these manually.

**1.6.1 Chapter Titles:** Chapter titles shall be in UPPERCASE in bold format and centred at the top of the first page of each chapter, two-inch top margin, with 14-point font-size in **Times New Roman**. [MS Word TOC Formatting - Level 1]

1.6.2 Chapter Headings or Labels: Chapter headings or labels shall be in UPPERCASE in bold format and centred below the chapter title, a double spacing below the chapter title with 12-point font-size in **Times New Roman**. [MS Word TOC Formatting - Level 2]

1.6.3 Sectional Headings: Sectional headings shall be capital-headline style (i.e., only the first letter(s) of the major word(s) shall be capitalized) and located at the left side of the text with 12-point font-size in **Times New Roman** and in bold format. [MS Word TOC Formatting - Level 3]

E.g.,

2.1 Missionary Schools in the Gold Coast  
(capital-headline style & bold)

1.6.4 Sub-sectional Headings: Sub-sectional headings shall also be in sentence style and located at the left side of the text with 12-point font-size in **Times New Roman** and in bold *italics* format. [MS Word TOC Formatting - Level 4]

E.g.,

**2.1.2 The problems of the early managers of schools**  
(sentence headline style & bold)

1.6.5 **Sub-sub-sectional Headings:** The candidates can use their discretion to go further down by creating sub-sub-sectional headings if that will help them explain and be clear to readers. Under such circumstances, candidates can be creative, varying the font-size to say 10-point; 11-point or changing the font type from **Times New Roman** to show this distinction.

1.6.6 Numbering Headings: Multilevel numbering shall be used for preparing thesis/dissertation/project. By this, figures are used to show the levels of chapter, sectional headings, sub-sectional headings and sub-sub-sectional headings, etc. Therefore, multilevel numbering 3.2.2 in this section stands for:

Number	Section	Description
3	Chapter Three	Chapter in question
2	Section two	Serial number of point under discussion
2	Sub-section two	Serial number of 2 <sup>nd</sup> example of point under discussion, etc.

## 1.7 Page Margins:

For the **page set-up** the following margin widths shall be used. The left margin should be at least 40mm, and the right, top and bottom margins at least 25mm. Margin specifications are meant to facilitate binding and trimming. All information (text headings, and figures), including page numbers, must be within the text area.

## 1.8 Spacing:

The thesis should be double-spaced, with four line spaces between paragraphs and sections. The following, however, should be single-spaced:

- » Footnotes (if absolutely necessary);
- » Quotations of three lines or more, indented and set in a block;
- » References (except between entries);
- » Multi-line captions (tables, figures);
- » Appendices, such as questionnaires, letters; and
- » Headings or subheadings.

**1.8.1 Spelling, Punctuation, and Neatness:** Your thesis is viewed as a finished product that represents one indicator of your overall ability, it must be correct in spelling and punctuation, neat in form, consistent in all matters. “Consistent in all matters” includes (but is not limited to):

- » Use of the same font throughout the text
- » Use of consistent fonts, styles, and capitalisation on headings and subheadings throughout
- » Use of consistent formats for text references and reference lists throughout (for monograph format) or within chapters (for manuscript format)

**1.8.2 Pagination:** All pages should be numbered consecutively throughout the thesis, including pages containing tables, figures and appendices. Page numbers should be centred either centrally or right flushed at the bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on one (1) side of each sheet only. Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii etc.). The **Fly Leaf** (page [i], **Title Page** [page [ii], which are counted in the numbering shall **not** be indicated although counted. The **Declaration Page**, therefore, shall start with (page iii). Page 1 is the first page of the Introduction (Chapter 1) but is not numbered.

## **CHAPTER TWO**

---

# THESIS FORMAT



The writing of thesis is part of the requirements for the award of higher degrees and diplomas at the University of Education, Winneba. No higher degree will be conferred until the approved conditions or specifications for writing thesis are met.

All thesis shall consist of three categories of material, namely:

- » Preliminaries or Front Matter
- » The Text or Main Body
- » Back Matter or Appendices

## 2.0 Preliminary Pages or Front Matter

The thesis write-up shall have the following preliminary pages before the main body.

### 2.1 Cover of the Thesis

The inscription on the cover of the thesis shall be as follows: The front cover must be entirely lettered in gold using 18-point gold block font and contain the following:

- i. Name of the University: (i.e. UNIVERSITY OF EDUCATION, WINNEBA) 2.54 cm (i.e., 1 inch) from the top in bold format and centred, all UPPERCASE.
- ii. **UEW Logo** measuring 2.54 cm (i.e. 1 inch)
- iii. **Title of thesis:** The approved title (or topic) of the thesis, all UPPERCASE, 15 cm (5.9 inches) from the top in bold format and centred.
- iv. **Name of student:** The full name of candidate, as registered with UEW SGS, with surname last, all UPPERCASE, 2.5 cm (1 inch) from the last line of (iii) above in bold format and centred. Note that the use of 'BY' and titles such as **Mr., Mrs., Rev., etc.,** are not acceptable on the Cover of the thesis.
- v. **Degree:** The full form of the degree in view; E.g.,  
Doctor of Philosophy  
Doctor of Education

Master of Philosophy  
Master of Arts / Science / Business / Education/etc.  
Postgraduate Diploma

accompanied by the term—Thesis / Dissertation / Project (choosing the one that applies to your postgraduate programme of study.

All these are typed in UPPERCASE, 2.5 cm (1 inch) from the last line of (iv) above in bold format and centred.

- vi. Year of submission, 2.54 cm (i.e., 1 inch) from the bottom in bold format and centred

#### 2.1.1 DATE ON COVER FOR SOFT BOUND COPY BEFORE ORAL EXAMINATION


- i. If a thesis is duly completed in a particular year (say 2022) for submission, after assessment and Oral examination, the date that shall appear on the cover shall be that same year of completion. This will be '2022'.

#### 2.1.2 DATE ON COVER FOR **HARD BOUND COPY AFTER** ORAL EXAMINATION

- i. If the thesis is awarded a PASS at the Oral Examination (Defence), the candidate's effective date that shall appear on the cover shall be the **year** the soft-bound copy was submitted for assessment (i.e., **2022**);
- ii. However, if the thesis submitted for oral examination is awarded a REFERRAL or FAIL, the candidate's effective date that shall appear on the cover shall be the **year** of resubmission of the **corrected soft-bound** copy (this may be the following year, say, **2023**);

In all cases (i.e., i, ii & iii above), it must be 2.5 cm (i.e., 1 inch) from the bottom, in bold format and centred, all UPPERCASE.

SAMPLE COVER PAGE

2.54cm (1.0 inch)	UNIVERSITY OF EDUCATION, WINNEBA	Name of the University
1.27cm (0.5 inch)		
2.54cm (1.0 inch)		UEW Logo
15.0cm (5.9 inches)	POSTGRADUATE STUDENTS' GUIDE FOR THESIS PREPARATION	Title of thesis
2.54cm (1.0 inch)		
	MARK OWUSU-ANSAH	Name of Student
2.54cm (1.0 inch)		
	DOCTOR OF PHILOSOPHY	Degree
	2025	Year of Submission
2.54cm (1.0 inch)		

## 2.2 Fly Leaf

A blank sheet is placed immediately after the cover. It is also called the **Frontispiece**. It is mandatory. Its pagination [i] is left blank.

## 2.3 Title Page

The title page is mandatory. It is the page after the **flyleaf**. Its page number is not indicated (even though it is counted [ii]). The title page shall bear the following:

- i. **The name of the university (UPPERCASE) and its Logo:** the name of the university is placed centrally 2.54 cm (i.e., 1 inch) from the top tip of the paper. The logo, measuring 2.54 cm (i.e., 1 inch) should be placed centrally 3.81 cm (i.e., 1.5 inches) from the top tip of the paper
- ii. The approved title (topic) of the thesis, all in UPPERCASE, 7.62 cm (i.e., 3 inches) from the top, in bold format and centred.
- iii. The full name of the candidate, as registered with UEW SGS, with surname last, all in UPPERCASE, 15 cm (5.9 inches) from the top of the page [approximately middle of page], in bold format and centred.
- iv. The degree for which the thesis is submitted shall be given in the following words to follow directly after (iii) above to complete the phrase in **sentence style**, bold format, and centred in the following words:

...submitted to the School of Graduate Studies in partial  
fulfilment of the requirements for the award of the degree of  
[Doctor / Master of Philosophy, etc.,] (Programme offered)

- v. Names of the Department and Faculty where the work for the thesis was done shall be in **sentence style** in bold format and centred in the following words:

**Department of ...,  
Faculty of ...,**

The content of ‘iv and v’ shall be placed 2.54 cm (1 inch) from the last line of (iii) above.

In whole, combining (iv) and (v), the statement will stand as:

Always break the sentence at this point in order to have these four lines

**A thesis submitted to the School of Graduate Studies in partial fulfilment of the requirements for the award of the degree of**


**Doctor of Philosophy  
(Social Studies)**

**Department of Social Studies Education**

**Faculty of Liberal and Social Studies Education**

- i. The last line shall bear the **month** and **year**. See **Section 2.1.1** to check on the right year to indicate. Note that you need to indicate the **month** here in addition to the **year**. It must be 2.54 cm (i.e., 1 inch) from the bottom tip of the page and centred, all UPPERCASE.
- ii. The thesis/dissertation/project title and degree submission statement shall be in **single-line spacing**.

SAMPLE TITLE PAGE

15.0cm (5.9 inches)	2.54cm (1.0 inch)	UNIVERSITY OF EDUCATION, WINNEBA	Name of the University
	1.27cm (0.5 inch)		
	2.54cm (1.0 inch)		UEW Logo
		POSTGRADUATE STUDENTS' GUIDE FOR THESIS PREPARATION	Title of thesis
		MARK OWUSU-ANSAH	Name of Student
	2.54cm (1.0 inch)	A thesis submitted to the School of Graduate Studies in partial fulfilment of the requirements for the award of the degree of Doctor of Philosophy (Social Studies)	Degree
		Department of Social Studies Education Faculty of Liberal and Social Studies Education	
		OCTOBER 2025	Month and Year of Submission

Always break the phrases  
at this point (\*) in order to  
have them four (4) on  
separate lines.

## 2.4 Copyright Page

Students are to note that a copyright page must be included on the page immediately following the title page of the thesis, and before the declaration. This copyright must state that the thesis is the intellectual property of University of Education, Winneba. See the full text below:

All material contained within the thesis, including without limitation text, logos, icons, photographs and all other artwork, unless otherwise stated, is copyright material of University of Education, Winneba. Use may be made of any material contained within the thesis for non-commercial purposes from the copyright holder. Commercial use of material may only be made with the express, prior, written permission of University of Education, Winneba.

Copyright © University of Education, Winneba

## 2.5 Declaration Information

The declaration information shall be on one sheet. In all cases, the top half of the page shall bear a signed statement by the candidate, and the second half for the supervisor(s), declaring that the research work and preparation of the thesis were in accordance with the guidelines laid down by the University of Education, Winneba, in the following words:

### STUDENT'S DECLARATION

I, \_\_\_\_\_

**(Candidate's name)**, declare that this thesis, with the exception of quotations and references contained in published works, which have all been identified and duly acknowledged, is entirely my original work, and it has not been submitted, either in part or whole, for another degree elsewhere.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

The second half of the page shall be the Supervisor(s)' Declaration.

### SUPERVISOR'S DECLARATION

I / We hereby declare that the preparation and presentation of this work was supervised in accordance with the guidelines for supervision of thesis as laid

down by the University of Education, Winneba.

\_\_\_\_\_ (Principal Supervisor)

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ (Co-Supervisor)

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

N.B. The declaration statement above shall be single-line spacing and in plain regular format. Font size 12 point.

Since the **fly leaf**, **title page** and **copyright page** are mandatory but their page numbers are not indicated (even though counted [i.e., i, ii & iii]), this makes the next mandatory page—DECLARATION PAGE—page [iv]. This is the first number indicated.

## 2.6 Dedication

The author may dedicate his/her work to any person(s) or corporate body(ies). This is not a requirement but may be allowed. It must be noted that the dedication page is not another acknowledgements page. It must contain at most two lines, consisting of just a few words. For example, to my family or in memory of my father. It is highly unconventional to dedicate documents of this nature to any Deity.

## 2.7 Acknowledgements

The author may acknowledge the assistance given by others during his/her research work and preparation of the thesis. These may be mentors, supervisors, organizations, officials, chiefs, and colleagues, among others. Again, it is **highly unconventional to acknowledge any Deity**, for example, Almighty God, Allah or any other supernatural powers in documents of this nature.

## 2.8 Approval Sheets

Two approval sheets are required. One sheet will bear the signature of the Vice Dean of the SGS certifying the approval of the thesis by the Thesis



Examination Committee. The other will bear the signature of the Dean of the SGS after the Academic Board has awarded the degree. Please refer to Appendix B1 and B2.

## 2.9 Table of Contents

Starting with the **Declaration page**, this shall contain a list of all major component parts of the thesis/dissertation/project, viz., chapter titles, chapter headings or labels, sectional headings and sub-sectional headings. Formatting shall be with 12point font-size and the line-spacing shall be double. Do not add tap-leaders. Pages are shown on the right and are right-aligned. Prefatory pages with small Roman numerals and the main body with Arabic numerals starting from **page 1**.

## 2.10 List of Tables

After the **Table of Contents** shall follow the **List of Tables** (if any). This shall contain a complete list of tables in the order in which they appear in the thesis/dissertation/project. The title and page on which a table appears shall be given in that order. The first letter(s) of the key word(s) of a table title shall be capitalized [**Capital headline style**]. (Formatting is bold style with 12point font-size).

## 2.11 List of Figures

After the **List of Tables** shall follow the **List of Figures** (if any). Figures include graphs, charts, maps, drawings, and photographs. This shall contain a complete list of figures in the order in which they appear in the thesis. The serial number on which a figure appears shall be given in that order. The first letter(s) of the key word(s) of a figure title shall be capitalized [**Capital headline style**]. (Formatting is bold style with 12point font-size).

## 2.12 List of Abbreviations

If abbreviations and acronyms are used in the thesis, they should be explained in a List of Abbreviations, even though the full names are given at first use. This list should be the last item in the preliminary section. It serves as a ready reference to readers not familiar with the abbreviations used in the thesis.

Universally recognised scientific symbols (such as CO<sub>2</sub>, cm, mm, kg, ha) need not be listed.

## 2.13 List of Appendices

After the **List of Figures** shall follow the **List of Appendices** (if any). This shall contain a complete list of appendices in the order in which they have been referred to in the thesis. The serial number on which an appendix appears shall be given in that order.

## 2.14 Glossary

It shall contain a list and explanations of uncommon foreign and indigenous terms / words / phrases, or technical words used in the text.

## 2.15 Abstract

The abstract shall contain a brief summary of what the report is about and what the main conclusions are. It should not exceed two hundred and fifty (250) words or one page. The summary (abstract) of the thesis shall be placed immediately after the **Table of Contents** if there are no **Lists** and **Glossary/Abbreviation** subsections. The abstract shall NOT be paragraphed and shall contain the following: -

- i. a brief statement of the specific objectives of the research work;
- ii. a brief description of methodology/ materials and methods used;
- iii. a brief summary of specific findings;
- iv. a statement on conclusions and implications of findings.

The maximum lengths of words that would be used by the different degree categories are as follows:

Non-research Masters Degrees	E.g, M.A., M.Ed., M.Sc. MBA, M.Tech, PGD, PGC,	Not more than 200 words
Research Master's Degrees	M.Phil., M.Com,	Not more than 250 words
Doctoral Degrees	Ph.D, Ed.D.	Not more than 280 words

Note that by convention an abstract should not exceed one page.

## 2.16 Body

The body of a thesis normally consists of sections which are organised as chapters. A chapter may be divided into major sections and subsections. A thesis' structure varies with the academic discipline and the methodology used. The names of chapters may be different, but in one way or the other, the questions raised in figure 1 below must be answered.

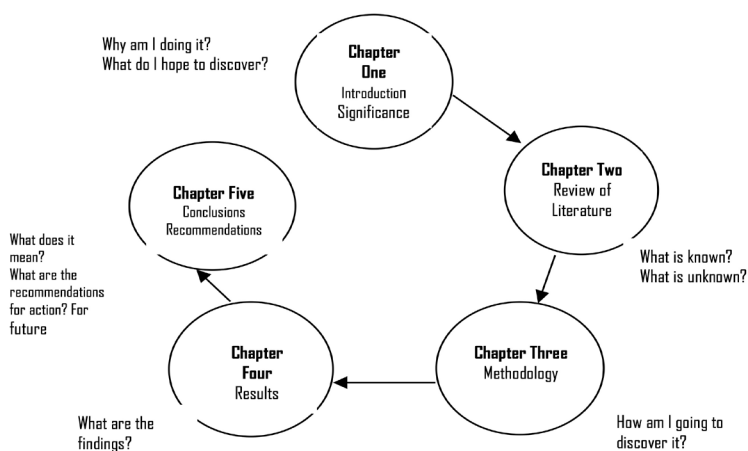


Figure 1 An Overview of a Typical thersis Structure.

### 2.16.1 Thesis Layout

Consequently, various sections of thersis using quantitative or qualitative methodologies may vary in format. The following are sample formats<sup>1</sup>:

<sup>1</sup>Thesis/dissertation in the Humanities (e.g. History, English Literature, Religious Studies, etc.), may not strictly follow any of these formats. Students must therefore consult with their departments and use their department-specific formats.

## Studies Using Quantitative Methodology

Chapter 1	Introduction/Background Statement of the Problem
	Purpose of the study Objectives of the Study
	Research questions/hypotheses
	Significance of the study
	Limitations Delimitations/assumptions
	Definition of Terms
Chapter 2	Theoretical / Conceptual Framework Review of Related Literature
Chapter 3	Research Methodology / Materials / Methods
Chapter 4	Results and Discussions of Findings
Chapter 5	Summary
	Conclusions, implications, and recommendations
References	
Appendices (if any)	

## Studies Using Qualitative Methodology

Chapter 1	Introduction
	Background to the Research
	Statement of the Problem
	Rationale/purpose of the study
	Guiding questions
	Significance of the study
	Delimitations/assumptions
	Definition of Terms
Chapter 2	Literature Review Conceptual/Theoretical Framework
Chapter 3	Methodology
	Rationale and assumptions for qualitative design
	Type of design
	Researcher's role
	Site and sample selections
	Data collection techniques
	Managing and recording data
	Methods for verification/trustworthiness
	Data analysis procedures
	Limitations
Chapter 4	Results / Outcome of the study /

	Discussions of Findings
Chapter 5	Summary
	Connections to previous research and theories
	Conclusions
	Implications / Recommendations
	Suggestions for future research
References	
Appendices (if any)	

## Studies Using Mixed Methodology

### Chapter 1

#### Introduction/Background Research Problem Justification

Statement of Purpose/Aim (should include both qualitative and quantitative elements)

Research Questions (must address three issues: Questions that are quantitative and specify variable/variables to test; qualitative questions that use verbs that seek open-ended responses; Mixed Method - Specify an explicit question so that the data can be analysed to address the specific mixed method design.

### Chapter 2

#### Literature Review

- i. Theoretical /Conceptual Review
- ii. Empirical Review
- iii. Theoretical Framework/Conceptual Framework

### Chapter 3

#### Methodology

**Participants** (two sections - Quantitative and Qualitative sections: the Quantitative section should include a discussion on the target population and the population from which the sample will be chosen; Sampling procedures along with justification; If a different procedure is used for collecting the qualitative and the quantitative data, then detail it here and include the same information as stated above for quantitative).

**Instrumentation** (This section should detail each data-collection instrument(s) for the quantitative strand

and the data-collection techniques for the qualitative strand. The relevant information about each quantitative instrument should include (a) the source or developers of the instrument, (b) validity and reliability information, and (c) other salient information (e.g., number of items in each scale, subscales). Related information should be noted for the qualitative data-collection strategies.

**Research Design** - Must include the following elements:

- » Identify the name of the mixed-methods design
- » Discussion of the timing and weighting
- » Discussion of the mixing of the qualitative and quantitative data (be specific about the type of data and do not just refer to it as QUAN or QUAL data)
- » Provide the design rationale/theoretical assumptions
- » Include the appropriate citations of the methodological references.

## **Data Collection Procedures**

### **1. Quantitative Data**

Detail how the quantitative data was collected (i.e., the methodological steps). The procedures section is based directly on the research questions and the design of choice (i.e., this is the “how to” section of the examination). It should be written step by step in a linear fashion with a timeline.

### **2. Qualitative Data**

Detail how the qualitative data was collected (i.e., the methodological steps). The same principles raised in the quantitative data collection procedure apply.

### **3. Legitimation/Validation/Verification**

Steps for controlling issues related to internal and external validity should be discussed here, both in qualitative and quantitative aspects.

## **Data Analysis**

### **1. Quantitative**

Indicate the appropriate data analysis tools and techniques that were used to answer the quantitative research question(s). These data analyses should be based on the research questions and the research design selected for the study.

## 2. Qualitative

- » Name the steps involved in analysing the qualitative data.
- » Describe how the data was organised and transcribed.
- » Discuss the coding, pattern, and theme development procedures of the transcripts or text files.
- » If used, discuss specific qualitative software used in organising collected data.
- » Make sure that the approach used for the study is reflected in the language used when describing the analysis.

## Data Integration

Discuss how the quantitative results and qualitative findings were merged or converged to answer the mixed-method research question.

## Chapter 4 Results/Discussion

- » present, elaborate and interpret results in sequence and relative to each research question
- » include relevant tables and figures
- » use appropriate statistical or qualitative language to present quantitative and qualitative data
- » conclusions and summaries regarding the findings should be offered
- » link findings to relevant research
- » discuss implications of findings

## Chapter 5 Conclusion

Summary
Connections to previous research and theories
Conclusions
Implications / Recommendations
Suggestions for future research

### 2.16.2 Tables

Ensure that all tables shown in the thesis, including those in the Appendices, are referred to in the text. Tables should be numbered with Arabic numerals throughout the thesis (including both text and appendices). There are two possible numbering schemes:

- » either (a) number the tables consecutively throughout the thesis, e.g. 1, 2, 3 and so on,
- » or (b) number them by chapter, e.g. Table 1.1, Table 1.2 and Table 1.3 to indicate they belong to Chapter 1, Table 2.1, Table 2.2 and Table 2.3 to Chapter 2, and so on.

A table should be on the page following the first reference to it or, if this is not practical, as soon as possible in the following pages. When a large table is placed in landscape orientation, the top of the table should be at the binding edge. The table number, title and caption should be single-spaced and placed above the table. The style used must be consistent throughout the thesis. Table sources and notes should be placed directly below the table. If a table has been adapted from a source, indicate using “Adapted from...” instead of “Source: ...”. Avoid the use of vertical lines to separate columns within a table unless absolutely necessary.

### **2.16.3 Figures**

As with tables, ensure that each figure is referred to in the text. Figures include maps, charts, graphs, diagrams, photographs, engineering drawings and printed images. They are numbered consecutively or according to the chapter throughout the thesis, including those in the Appendices. The figure number, title and caption should be single-spaced and placed below the figure using Arabic numerals and lowercase, except for proper nouns and the first letters of principal words. Figures should be inserted as soon as possible after their first mention in the text. The style used must be consistent throughout the thesis. If a figure occupies an entire page, the caption may be typed on the left-hand page (reverse side blank) facing the figure. It is counted but not paginated. The top of a figure drawn in landscape format should be aligned with the binding edge. The figure number, title, and caption should be typed in parallel with the orientation of the figure. Figures should conform to standard margin requirements. Engineering drawings should follow appropriate standards, with any large-sized drawings placed as appendices.

### **2.16.4 Equations**

All equations, whether mathematical or chemical, are considered as text and numbered according to chapter. If detailed derivation is needed, it is to be placed in an appendix.



### **2.16.5 Footnotes**

Footnotes should be used sparingly in any thesis, except if required by the discipline/department. They should be used only to clarify a specific term, or to state conversion factors or exchange rates, not to cite authority for specific statements or research findings. Citations of authority are described below. If footnotes are necessary, footnote indicators (reference numbers in the text) are usually typed in superscript (e.g.<sup>1,2</sup>). The numbering of footnotes should begin with 1 and must be continuous within each chapter or appendix, not throughout the whole text.

### **2.16.6 Citations**

Students are responsible for choosing a citation style appropriate to the field and using that style correctly and consistently. Students should consult their respective supervisors for guidelines. The use of software such as RefWorks or EndNote for publishing and managing bibliographies, citations and references is encouraged. At the end of the thesis, the student must supply a list of references in alphabetical order by author, with consistent punctuation.

### **2.16.7 Headers and Footers**

The use of headers and footers is not allowed.

## **2.17 References**

The References section contains the list of works cited in the thesis. Students should not cite as references articles published from the studies that they conducted during their candidature. All (only) sources cited in the text shall be collated at the end of the thesis according to APA guidelines.

**N.B.** The University uses the American Psychological Association (APA) house style for its official report writing. Students should check for the latest versions of the APA reference style since the American Psychological Association (APA) reference format is frequently updated.

NOTE: Although the UEW uses the APA as in-house citation style, students, in consultation with their supervisors and in accordance with department-specific requirements, may opt for citation formats considered appropriate for their fields of study.

## 2.18 Appendices and Supplemental Materials

Sometimes, material that supplements the main body would be distracting or inappropriate in the body of the thesis. Material of this type can often be included in an appendix or a supplemental materials section.

**Appendix:** An element of the print version of the thesis,

**Supplemental Materials:** An online supplemental archive that the publisher of the archival source maintains.

### 2.18.1 Appendices

In general, an appendix is appropriate for materials that are relatively brief and that are easily presented in print format.

Some examples of material suitable for an appendix according to the **APA Publication Manual, 7<sup>th</sup> ed.** (2020, pp…….) are:

- a. a list of stimulus materials (e.g., those used in psycholinguistic research),
- b. a detailed description of a complex piece of equipment,
- c. a list of articles that provided the source data for a meta-analysis but are not directly referred to in any other way in an article, and
- d. a detailed demographic description of subpopulations in the study and other detailed and/or complex reporting items suggested in the reporting standards section of this chapter.

If your manuscript has only one appendix, label it Appendix; if your manuscript has more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main text. Each appendix must have a title. In the text, refer to appendices by their labels:

produced the same results for both studies (see Appendices A and B for complete proofs)

Like the main text, an appendix may include headings and subheadings as well as tables, figures, and displayed equations. Number each appendix table and figure, and number displayed equations if necessary for later reference; precede the number with the letter of the appendix in which it is included (e.g., Table A 1). In a sole appendix, which is not labeled with a letter, precede all tables, figures, and equation numbers with the letter A to distinguish them from those of the

main text. All appendix tables and figures must be cited within the appendix and numbered in order of citation.

If one table constitutes an entire appendix, the centered appendix label and title serve in lieu of a table number and title. Generally, treat multiple tables as separate appendices. If multiple tables (but no text) are combined into one appendix, number the tables.

Begin each appendix on a separate page. Center the word Appendix and the identifying capital letters (A, B, etc., in the order in which they are mentioned in text) at the top of the page. Center the title of the appendix, and use uppercase and lowercase letters. Begin the text of the appendix flush left, followed by indented paragraphs.

## **2.18.2 Supplemental Materials**

Web-based, online supplemental archives tend to be more appropriate for material that is more useful when available as a direct download as well as materials that are not easily presented in standard print format. Some examples of materials suitable for inclusion in online supplemental archives are

- a. lengthy computer code,
- b. details of mathematical or computational models,
- c. audio or video clips,
- d. oversized tables,
- e. detailed intervention protocols,
- f. primary or supplementary data sets,
- g. expanded methodology sections, and
- h. colour figures.

Because this content may be useful to the field, the University Library makes it possible to provide them to a wide audience by posting them on the web, with a link to the thesis. These files (like an appendix) then become part of the thesis record and cannot be augmented, altered, or deleted.

Materials for inclusion in supplemental online archives should be submitted in formats that will be widely accessible. The following multimedia formats are generally widely available to most users and are preferred:

- » Text-ASCII, Word, PDF, HTML

- » Tables-Excel, Word, HTML, XHTML, XML
- » Audio and Video-AV I, MPG, Quicktime, RM, MP3, WAV
- » Animation-GIF, JPEG, Flash/Shockwave
- » Images-GIF, JPEG, TIFF

Less widely used file formats, including TeX, LaTeX, any client- or server-side scripting (e.g., Java, CGI), executable files, and software applications, are acceptable but may be of less use to the reader who does not have access to specialized programmes. Note that, many users refuse to deal with executable files or operate from systems that refuse to access them.

Supplemental materials should include enough information to make their contents interpretable when accompanied by the thesis text.

## **Caution**

Include an appendix or supplemental materials only if they help readers to understand, evaluate, or replicate the study or theoretical argument being made. Be sure that all relevant ethical standards have been followed for appendices and supplemental materials, including copyright protection, accurate representation of data, and protection of human subjects (e.g., content of video clips if human images).

## **2.19 List of Publications**

All publications (in journals and proceedings) that result from the study undertaken by the student while under supervision and during their candidature, and for which the student is the first or principal author, should be listed clearly and accurately. These publications should not be used as references in the thesis.

## **CHAPTER THREE**

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# ALTERNATIVE THESIS FORMATS

### 3.1 Thesis Layout

Two alternative formats are outlined below.

#### Model-Building Studies

Chapter 1	Problem and purpose
Chapter 2	Literature review
Chapter 3	Methodology
Chapter 4	Analysis of data
Chapter 5	Conclusion and model
References	
Appendices (if any)	

#### Case Studies

Chapter 1	Problem and purpose
Chapter 2	Literature review
Chapter 3	Methodology
Chapter 4–6	Case studies
Chapter 7	Analysis of themes
Chapter 8	Conclusions, implications, and recommendations
References	
Appendices (if any)	

#### Theses in Creative Arts

Chapter 1. Introduction

*i. The Problem*

*ii. The Context*

*iii. The Method*

*iv. The Outcomes*

Chapter 2. State of the Art Review

Chapter 3. Methodology

Chapter 4. Foundation Work

Chapter 5. New Studies

Chapter 6. Results

Chapter 7. Conclusions

References

Appendices (if any)

## **Thesis including creative work**

The work submitted for examination contains two components - the creative work or praxis and the exegesis. The two components are examined by the same examiners as an integrated whole.

### **The Creative Work / Praxis**

The creative work may be in the form of an exhibition, performance, literary work, film, CD or other approved format. The creative work should be of doctoral standard and make an original contribution to knowledge in the relevant domain.

### **The Exegesis**

The role of the exegesis is to present the research framework: the key questions, the theories, and the disciplinary and broader contexts of the project. These things may not necessarily be evident to the examiners in the creative work itself. The exegesis serves to flesh these out and to make them explicit. In the exegesis, the candidate critically examines their creative product in the light of contemporary theory and practice.

- » **Chapter 1:** Introduction/Literature review
- » **Chapter 2:** Discussion of the relationship of the form, content and material in the creative work to the purpose and function of the work. The relationship between ideas and practical considerations should be included.
- » **Chapter 3:** Context of the creative work, including physical, artistic, historical, social and theoretical contexts.
- » **Chapter 4:** Detailed discussion of the creative work in detail, closely analysing each aspect of the work in relation to the ideas and theories expressed in earlier chapters.
- » **Chapter 5:** Discussion and Conclusion
- » References
- » **Appendices** - May include CD, DVD or other material, also reviews & methods papers

## 3.2 Organisation of the Chapters

### Introduction

The introduction forms the beginning of the main body of the dissertation/thesis and shall be designated as Chapter One. It shall be devoted primarily to justifying the research work. Accordingly, the chapter shall contain: -

- a. the background and general concepts; statement of the problem; purpose and objectives; research questions/hypothesis where appropriate; significance of the study; limitations; delimitations and the general layout of the report.
- b. Specific objectives of the research work or working hypothesis as justified by the literature review.

The number of specific objectives shall be as follows:

Non-research Master's Degrees	M.A., M.Ed., M.Sc., MBA, M.Tech, PGD, PDC,	Minimum of <b>2</b> and maximum of <b>3</b> objectives
Research Master's Degrees	M.Phil., M.Com	Minimum of <b>3</b> and maximum of <b>4</b> objectives
Doctoral Degrees	Ph.D., Ed.D.	Minimum of <b>4</b> and maximum of <b>6</b> objectives

### Literature Review

This should include an exhaustive but incisive review of relevant literature in the research area. The review exercise shall be geared towards justifying the defined objectives of the research and establishing the premise / theoretical framework for the research work. It shall also identify gaps in the literature which the study attempts to fulfil.

Your literature review needs to tell an interesting “story” which leads up to how and why you are doing your investigation. If you are writing a story which reads like one thing after another, this is likely to be descriptive. However, if your story is comparing, contrasting and evaluating the previous literature, you are on the right track

### Research Methodology / Materials and Methods

This section shall provide information on participants, including sampling techniques, procedures (including evidence of ethical considerations), and



equipment used in both data collection and analysis. It shall also deal with the research design, description and distribution of instruments.

## **Results/Findings**

The outcome of the research shall be presented and explained in this chapter. The findings shall be made in prose and references made to tables, figures or graphs.

Tables, figures, graphs, musical examples, plates, pictures, maps and other illustrative matter shall be inserted at the appropriate sections of the chapter so as to make reference easier.

Materials that cannot conveniently be bound in the thesis should be included in a pocket inside the back cover. Large maps may be folded and glued onto the **Frontispiece page**, just as CDs could be put in jackets on the back cover of the thesis.

## **Discussion**

In this chapter, significant and novel findings shall be identified, interpreted and discussed. The discussion shall highlight the major findings of the research and the inferences made from them in view of findings from related previous studies.

## **Summary of Findings, Conclusions and Recommendations**

The candidate is required to itemize the major research findings, and indicate how his/her research work has contributed to knowledge. This sub-section may also include recommendations and any limitations of the study, including suggestions for future research work.

### **3.3 Length of Thesis**

The number of pages is dependent on the programme of study and should not exceed 200 pages for a Master's thesis, and 300 pages for a PhD thesis (excluding tables, figures and appendices). Students must obtain written permission from the SGS before submitting a thesis longer than the prescribed length. Students should provide strong justifications to support their request.

\*There are approximately 250 – 280 words per page.

## **A. FACULTY OF SOCIAL SCIENCES**

### **1. M.Phil in Political Science**

Number of Words required for Submission: 40, 000 - 50,000

Number of Chapters: Six

### **2. M.Ed in Political Science**

Number of Words required for Submission: 30,000 - 40,000

Number of Chapters: Six

### **3. MA in History Education**

Number of Words required for Submission: 15,000 - 20,000

Number of Chapters: Six

### **4. M.Phil in History Education**

Number of Words required for Submission: 35, 000 - 40, 000

Number of Chapters: Six

### **5. M.Ed in Social Studies Education**

Number of Words required for Submission: 35, 000 - 40, 000

Number of Chapters: Five

### **6. M.Phil in Social Studies Education**

Number of Words required for Submission: 45, 000 - 50, 000

Number of Chapters: Three Compulsory and others

### **7. Ph.D in Social Studies Education**

Number of Words required for Submission: 60,000 - 80, 000.

Number of Chapters: Three Compulsory and others

## **B. FACULTY OF SCIENCE EDUCATION**

### **1. M.Ed in Physical Education**

Number of Words required for Submission: 25, 000 - 30, 000  
Number of Chapters: Five

### **2. M.Phil in Physical Education**

Number of Words required for Submission: 35,000-40,000.00  
Number of Chapters: Five

### **3. M.Phil in Chemistry Education**

Number of Words required for Submission: 45,000-50,000.00  
Number of Chapters: Five

## **C. SCHOOL OF BUSINESS**

### **1. MBA in Human Resource Management**

Number of Words required for Submission: 16,000 - 16, 500  
Number of Chapters: Five

### **2. M.Phil in Human Resource Management**

Number of Words required for Submission: 35,000 - 40, 000  
Number of Chapters: Five

## **D. SCHOOL OF CREATIVE ARTS**

### **1. M.Phil in Art Education/Music/Theatre Arts/Visual Communication**

Number of Words required for Submission: 35, 000-40,000.00  
Number of Chapters: Five

### **OR**

Creative Work/Public performance plus 10,000-20,000-word essay

### **2. Doctor of Arts and Culture/Art Education/Theatre Arts/Music/Graphic Design**

Number of Words required for Submission: 50,000 to 80,000  
Number of Chapters: Five to Seven

**OR**

Exhibition/Portfolio/Performance/Creative project or other documentation plus 20,000 - 30,000-word essay

## **E. FACULTY OF GHANAIAN LANGUAGES EDUCATION**

### **1. M.Phil Ghanaian Languages Education**

Number of words required for submission:	45,000 - 50,000
Number of Chapters:	Five to Six Chapters

### **2. M.A Ghanaian Languages Education**

Number of Words Required:	20, 0000 - 25,000
Number of Chapters:	Five Chapters

## **CHAPTER FOUR**

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# WRITING CONVENTIONS

## 4.1 Units of Measure

Use internationally recognised units of measure, preferably SI,<sup>3</sup> such as:

- 1 litre (1 L)
- 10 millilitres (10 mL)
- 50 kilogram (50 kg)
- 25 kilometre (25 km)
- 2.5 hectare (2.5 ha)
- 3.5 metric tonnes (3.5 t)
- 40 parts per million (40 ppm)
- 10 gram (10 g)
- 50 US Dollars (USD 50)

The numbers before the measurement units should not be spelt out, (e.g., write 5 kg, not five kg) even if they are below 100 unless they are the first word of sentences or the number one (1). Note the space between the figure and the unit of measure.

## 4.2 Numbers

All integers less than ten should be spelt out unless they are attached to units of measure (e.g. 5 kg, 10 mL). Use figures for the number 10 or more than 10. If a sentence begins with a number, write the number in words, e.g. “Three hundred and eighty-five farmers from the study area were interviewed”, instead of “350 farmers from the study area were interviewed.” or change the order of the sentence. Use numerals for a series of figures. For example:

- a. There were 4 chairs, 12 boxes, 13 books, 10 files, 9 umbrella and 8 pairs of shoes in the room.
- b. The number of taxi permits issued during the past six years was 8, 53, 27, 38, 52, and 90.

## 4.3 Names of Organisms

The name of an organism should be written in full the first time it appears in both the abstract and in the text. The name may then be abbreviated according to accepted conventions, e.g. *Escherichia coli* should be shortened to *E. coli*. SI stands for International System of Units.

## 4.4 Elliptical Marks

Writers use the ellipsis mark to show an omission from quoted material. The ellipsis consists of three-spaced full stops (...). When an ellipsis comes at the end of a sentence, it appears as four full stops (. ...). One full stop marks the end of the sentence and the other three full stops signal the omission. For example: Antwi (2021, p. 7) summarised the conference as: “Very insightful conference at Winneba...inspired participants to promote supervisory role in mentorship. ...”

## 4.5 Use of Square Brackets [ ]

Within direct quotations, brackets are used to enclose any explanatory note inserted by the thesis writer, e.g. [In 2005] alone, we had 200 applicants wanting to enrol for our new diploma programme (Salleh, 2005). Use [sic] (within square brackets) to indicate a certain doubt as to meaning or factual error. It simply means “thus” or “As written in the original.” It is used in quotations to show that the original is being faithfully reproduced, even though it is incorrect or seems to be so. Errors which are obviously typographical such as spelling errors should be corrected as a matter of professional courtesy. Square brackets should also be used to show that capitalisation has been altered within a sentence. If the quotation used does not start with a capital letter in the original, but needs one in the new context because it is in the form of a full sentence, a capital letter accompanied by square brackets should be used. If, for example, six words from the following sentence are to be used, it has been shown that some diabetics can control their disease without medication. The student should write: “[Some] diabetics can control their disease” (Sulmiah, 2005, p.17). These square brackets alert the reader to the fact that the original author had some words in the same sentence before those quoted, and did not intend the statement to stand alone. However, the quoted words can stand alone as a full sentence, and as such, must begin with a capital letter.

## 4.6 Use of a Symbol to Show Percentage

The symbol % may be used in place of the word percent, e.g. 27.3% and typed without a space before it. If the student prefers to write 27.3 percent in full, then consistency must be maintained throughout the thesis. In tables, the abbreviation Pct may be used at the head of a column to mean percent.

## 4.7 Policy on Direct Quotations

Direct quotations must be kept to a minimum except in some fields such as literature. Some examiners disallow quotations of over 10 lines. If, there is a need to use a set of recommendations from a report, these should be paraphrased succinctly. Also provide the original full text in the appendix.

## 4.8 Format for Quotations

Both direct and indirect quotations must be acknowledged. The penalties for quoting without acknowledgment are severe, as is explained in the section on plagiarism. In the text, authors' surnames are used. The list of references is ordered by surname. For most names, this means the last name is first. Exceptions include Chinese names, (in which the family name is already first and so stays first), and Malay names (in which the whole name is given as there is no equivalent to a family name). For example, Mary MacLaren would become MacLaren in the text and MacLaren, Mary or MacLaren, M in the list of references; Wong Siew Lan would be Wong in the text, and stays Wong Siew Lan or Wong, S.L. in the list of references while Aminah Aris would be either Aminah Aris, Aminah, A or Aris, A, in both text and references. When in doubt about the format for citing a reference by a Chinese or Malay author, seek the advice of your supervisors.

### 4.8.1 Direct Quotations

Direct quotations less than three lines in length can be indicated using double quotations marks. If the length of the quotation is three full lines or more, use indentation and include page numbers. Indented quotations should be single-spaced with no quotation marks.

Example of a direct quotation that is less than a sentence and is worked smoothly into your text:

As Hattersley and McJannet (2005, p.121) explained, feedback, both giving and receiving, is an “essential” management skill.

Examples of direct quotations that are in themselves full sentences.

As Hattersley and McJannet (2005) stated, “Giving and receiving feedback are essential managerial skills” (p. 121).



If the name of the author or authors quoted does not open the sentence, it is given at the end with the date and page number.

Many authors stress the importance of feedback because “giving and receiving feedback are essential managerial skills” (Hattersley and McJannet, 2005, p. 121.)

Longer quotations are indented on the left side only or on both sides. Indenting shows that the text is quoted so quotation marks are redundant. In 1993, the Main Board was refurbished through the launch of four new sectors (consumer products, construction, industrial products, and trading and services), the introduction of a loans sector and the merging of the oil palm and rubber sectors as the plantations sector, (Foong, 2004, p. 17).

### **4.8.2 Indirect Quotations**

If ideas or information but not the wording of the original source are used, provide the name and date of the publication, leaving other details for the reference list at the end.

For example:

Hattersley and McJannet (2005) explain the importance of giving feedback.

Or

Feedback is extremely important (Hattersley and McJannet, 2005).

If general statements are being made, requiring the citation of several authorities, these must be listed in chronological order, with a semicolon between each source. Recent practice is to reverse the order, that is, to put the most recent authorities first. Intercultural understanding is an important component in any international transaction (McLaren, 2005; Varner and Beamer, 2003; Hofstede, 2001).

## **CHAPTER FIVE**

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# PLAGIARISM

Plagiarism is taking the works of others and using them as if they were your own. Such works include:

- » Words or ideas from printed literature such as journal papers, magazine articles, books, newspapers, web pages, computer programmes, etc.;
- » Published figures, tables, diagrams, illustrations, charts, maps, pictures or other visual materials; and
- » Information from interviews, etc.

Plagiarism comes in three forms:

- » Copying full sentences or even paragraphs straight from the source as though they are the student's own work; and
- » Using the original wording from the source material without inverted commas or indentation, even if the source is acknowledged.
- » Paraphrasing without acknowledgement.

Usually, a change in style alerts the reader to the possibility of plagiarism. Examiners are likely to know the literature and recognise the plagiarism, but it is also true that it sometimes goes by undetected. It is now possible to detect plagiarism by simply searching a small string of words on the Internet. Additionally, plagiarism-checking software programmes, such as Turnitin, are also widely available. These programmes produce Originality Reports, which list the percentage of similarity between the student's words and the source. Even excerpts with minimal alterations will be detected. Plagiarism is considered form of theft, and is under no circumstances acceptable in the world of scholarship. As such, if plagiarism is proven in a thesis at the examination stage, the thesis is automatically failed and the students' candidature terminated. Avoid Plagiarism

The key to avoiding plagiarism is to make sure credit is given where it is due when incorporating another writer's work. Students should do this even when the original source is paraphrased or summarised. When quoting a published or verbal statement, it must be identical to the original and must be attributed to the original author. Always cite the authors whose published works or statements are used in the thesis. The usage of materials such as diagrams and figures which are available on the internet or published articles without the permission of the copyright owners is an infringement of copyright and is not allowed.

## **CHAPTER SIX**

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# USE OF AN EDITORIAL SERVICE

Some students employ professional editors to ‘polish’ their written thesis. This should be done before the thesis is sent for examination. Be aware that some people who claim to be editors are not qualified, so check carefully before you commit yourself to an editor. The SGS does not insist that all theses be sent to professional editors (who charge a fee for their services). However, students should know that the SGS accepts only theses free from basic spelling, grammar and punctuation errors. Supervisors cannot be held responsible for the grammatical errors in the student’s thesis. Their primary responsibility is to check the thesis content, not the language used. Upon submission of the final thesis before binding, the SGS will review the thesis to ensure that it conforms to the present Guide.

## **CHAPTER SEVEN**

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# THESIS SUBMISSION PROCESS

## 7.0 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 SGS Board. Candidates need to plan properly to finish on schedule to avoid being asked to do a new registration that comes with cost.

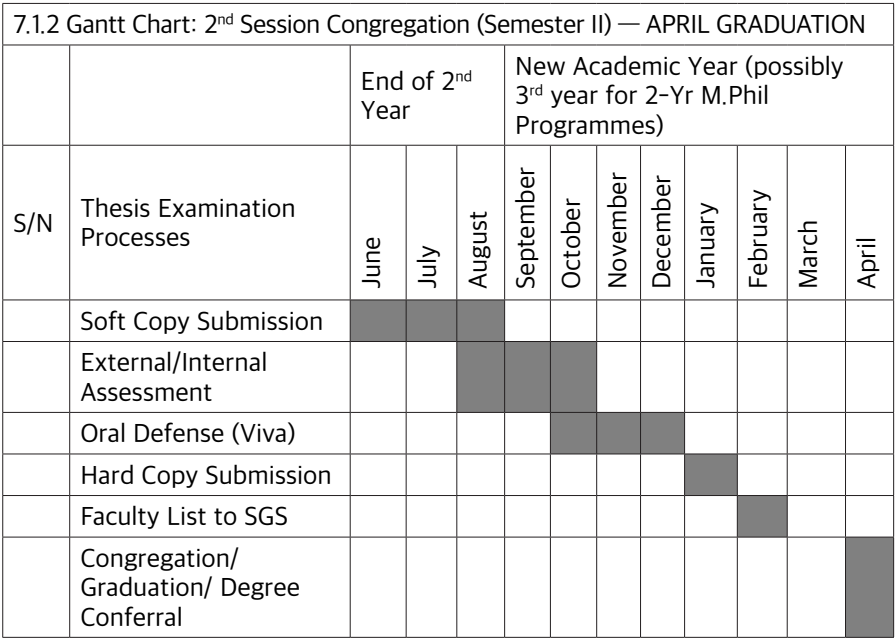
### 7.1. Final Thesis Submission Deadlines

In UEW, degrees are conferred twice a year during the congregation. The first session of the congregation is held in November and the second in April every year. The final thesis/dissertation/project deadline for degrees to be awarded at a given congregation is firm, and extensions are not permitted. Based on these dates, the SGS Board requires all Faculties to submit their list of Graduands to the Dean of SGS by **30<sup>th</sup> September** and **28<sup>th</sup>/29<sup>th</sup> February** respectively each year. It must be noted that the Registrar's Office 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 **the Gantt Chart of Doctoral Timeline or the Gantt Chart of Research Master's Timeline** from TAU.

#### 7.1.1 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 **28<sup>th</sup>/29<sup>th</sup> 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.



**Figure 2 April Graduation Examination Processes Deadline**

### 7.1.3 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 TAU.

Depending on the time submission was made, SGS would arrange for them to go through the other required formalities—External/Internal Assessment and Oral Defense 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 **30<sup>th</sup> 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.

		3 <sup>rd</sup> Year 2 <sup>nd</sup> Semester							4 <sup>th</sup> Year 1 <sup>st</sup> Semester			
S/N	Thesis Examination Processes	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											

**Figure 3 November Graduation Examination Processes Deadline**

### 7.1.4 Submitting for External/Internal Examiners' Evaluation

You should submit your thesis/dissertation/project only when you, your supervisor(s), and the department(s) are satisfied that your 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 SGS 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 TAU 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 TAU.

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 this 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.

## 7.2. The Oral Defense

This event provides you the opportunity to speak publicly about your research study and to defend it. The oral defense is a long-standing tradition in academia. Its major purpose is to demonstrate your ability to advocate for and justify your research problem, methodology, findings, and conclusions. In today's academic environment, it is usually conducted in an informal setting. In most instances, it is an exciting, congenial, and pleasurable. Those present at the defense vary from one institution to another, but generally they include your advisor and other committee members, an outside reader representing the dean, and other interested academic community members and friends.

In UEW, you must expect the Dean SGS (or the Representative) as Chairman; and other members, including the External Examiner, Internal Examiner, Dean of Faculty, HoD, Supervisor(s) and other interested academic community members (lecturers & postgraduate students at the faculty).

Also refer to the **Academic Policies and Regulations for Postgraduate Studies (APRPS) Regulations XXIX and XXX** for the approved composition of examination panels.

### **7.2.1 Helpful Hints: Prior to the Oral Defense**

Following are some helpful hints for you to consider in the days prior to, during, and after the oral defense.

- a. Read your thesis carefully so you can respond readily and authoritatively to the questions asked. Play devil's advocate with yourself and try to identify as many of your study's weaknesses as possible.
- b. Bring yourself up to date with recent work(s) published that you may not have had time to read while writing the thesis. The more familiar you are with the relevant literature in your field, the more you will appear as an expert.
- c. Try to anticipate what committee members will ask you. List the things you know you will be asked, and practice your responses. Also, list questions you would **hate** being asked and practice answering them.
- d. Do some deep reflections on the value of your thesis to the field. Who are the people and groups that might profit from your findings? What additional recommendations would you make to these people?
- e. Probe yourself further about how your findings relate to the literature—both theoretical and practical.
- f. Prepare for questions about why you chose one method rather than another or one statistical procedure over another. Be sure you thoroughly understand any statistics used in your study. Even if you consulted a statistician for assistance in crunching the numbers and interpretation, you still are responsible for explaining your rationale and use of the selected statistical procedures.

Here are some typical questions you might think about:

- » What were the surprises for you? The disappointments?
- » What brought you to explore this particular topic?
- » What did you learn about your subject area? About yourself?
- » What were your key learnings about research?

- » What does your study say to professionals in your field?
  - » What is your assessment of the strengths and weaknesses of your study?
  - » Were you to start over, would you do anything differently? If so, what?
  - » What was the most significant aspect of the work you've done?
  - » Since you wrote your literature review, have you noticed any new work published?
- a. Use the few weeks before your oral defense to continue contemplating your study. As you do this, you will have fresh insights and new "ahas" from time to time. Write them down and bring them to your oral defense to share with the committee. Look for errors- you will always find them - either typographical or in the data. Note what they are and bring a list to the defense. Your committee will appreciate your efforts to produce high-quality work.
  - b. Talk to recent graduates and ask about their experiences and the questions they were asked.
  - c. Attend other oral defenses, especially those conducted by your advisor. Seeing the oral defense in action relieves the mystery and angst surrounding it.
  - d. Conduct a mock defense in which a group of your colleagues simulate an oral defense by acting as your committee. You will probably find their questions harder than those posed by the real committee. Be sure to build in time for feedback on your performance.
  - e. Prepare a 20 to 30-minute overview of your thesis and practice presenting it without notes.
  - f. Practice. Practice. Practice.
  - g. Get a good night's sleep and visualize your ideal oral defense.

### **7.2.2 During the Oral Defense**

- » Breathe deeply and stay calm! You want to appear relaxed and confident.
- » Maintain eye contact while you are listening to, and answering, questions. Remember to smile occasionally. It has a positive effect on your committee and improves your mindset.
- » You can have notes, a PowerPoint presentation, or transparencies - not too many, however. Trust yourself. You are more knowledgeable than anyone about your topic.

- » Feel free to consult your thesis; tabs for important sections may be helpful.
- » Really listen to the questions. Don't jump to the conclusion that you know where the person is going and cut him or her off. Let the committee member state the entire question.
- » Be appreciative of any criticisms and suggestions to improve your study. Acknowledge the critic's contribution.
- » Expect to be asked questions that are not completely clear. When a question is asked that you do not completely understand, ask that the question be rephrased or restated.
- » If a question is asked not related to your study, you might concede that it is an interesting question and would be an excellent topic for a follow-up study.
- » Create some "think time" for yourself by
  - a. Counting to three before responding
  - b. Paraphrasing the question before answering (In other words, state the question in your own words. You don't want to answer the wrong question.)
- » Try to formulate sharp, precise answers. It is better to answer the question first and then elaborate more if needed. Don't ramble, but don't be too brief either. After an answer you might say: "Does that answer your question? Or "Would you like me to elaborate?"
- » Sometimes a question requires a response that goes beyond the data or findings of your study. Feel free to express an opinion; however, be sure to label your response as such.
- » If you find yourself in trouble, take a time out and go back to the beginning or take time to collect your thoughts. If you don't know the answer to a question, there is no harm in saying, "I don't know." It is better to tell the truth than to fake it. Remember the proverb "When you find yourself in a hole, stop digging". If you get totally flustered or overly emotional, simply ask for a break and get a drink or go to the restroom. This can help you regain your composure.
- » The stronger your thesis, the deeper the committee members may want to explore your findings they might try to test your convictions about your conclusions and recommendations.
- » Feel free to show enthusiasm for your study. After all, you spent tremendous amounts of time, energy, and money in conducting the research and preparing your thesis.

- » Consider bringing a tape recorder or having someone take notes for you. The notes should focus on the specific suggestions and changes that each committee member asks for. Comments should be labeled with the name of the person who requested the change or made a comment. Your advisor is the final arbitrator of changes to be made.
- » Be sure to thank those in the room who helped you along this thesis journey. This includes not only your committee members but also any family members and friends who supported you in this incredible endeavour.

### **Remember These Encouraging Thoughts**

- a. You know more about your thesis than anyone else. You are the expert on your topic. Your months of concentrated reading and research contributed to a unique knowledge of your topic that few others possess.
- b. Everyone involved wants you to succeed. You completed a rigorous piece of research, and you should be proud to discuss it publicly.
- c. Look forward to being welcomed into the community of scholars!

## **7.2.3 After the Oral Defense**

- » If the panel committee asks for revisions, get right on them. Don't lose any momentum. Usually, you can incorporate minor revisions in a weekend or a week. Major revisions take longer, depending on the issues involved. Be very clear about what needs to be altered. With minor revisions, the committee usually signs off and leaves your Internal Assessor, HoD and supervisor(s) with the responsibility to monitor the changes according to the panel's wishes.
- » Find out the university's protocol for completion of the thesis process.
- » Celebrate this exhilarating experience with friends, colleagues, and loved ones. By all means, take pictures to record this memorable event.

## **7.2.4 A Typical Oral Defense Programme Outline**

### **Order of Proceeding for PhD Oral Examination**

- a. The Head of Department introduces the Chairman/Chairperson.
- b. Chairman/Chairperson introduces Candidate, Panel of Examiners, Candidate's Supervisors, and other guests.
- c. Remarks by the Dean of SGS or his/her representative and presentation of the regulations and procedures concerning PhD Oral Examinations.
- d. Chairman/Chairperson invites the candidate to make his/her presentation.
- e. Presentation by the Candidate (not more than 30 minutes)

- f. Questions/Critiques/Comments by:
  - » External Examiner(s)
  - » Internal Examiner
  - » Other Panel Members
  - » Faculty members and audience (non-examiner)
- g. PANEL OF EXAMINERS RETIRE FROM VENUE TO DETERMINE RESULT (non-examiner to remain at venue to await announcement of result).
- h. The chairman announces the panel's recommendation on the candidate's performance in the viva to the candidate and the audience.
- i. Remarks by Candidate (Optional)
- j. Remarks by the Dean, SGS
- k. Chairman/Chairperson Closes Oral Session.

## 7.2.5 Oral Defense Grading

The Oral Defense Panel discusses the candidate's performance at the end of the presentation and agrees on a grade. In consultation with the External and Internal Assessors, and in comparison with their grading of thesis/dissertation/project itself, a final grade (the average) is agreed upon for the entire thesis/dissertation/project as a course.

You may refer to appendix C2 for the format for scoring candidates during an oral defense.

Following is the grading system for UEW SGS:

Mark	Grade	PHP	Description
80–100	A	4.0	Excellent
75–79	B+	3.5	Very Good (Pass subject to minor revisions)
70–74	B	3.0	Good (Pass subject to minor revisions)
65–69	C+	2.5	Pass (Pass subject to major revisions)
60–64	C	2.0	Conditional Pass (typographical and other errors to be corrected)
55–59	D+	1.5	Referred (Resubmitted to the Examiners Following Rewriting)
50–54	D	1.0	Referred (with greater portions of the thesis to be re-written)
0–49	E	0	Fail (with no options to revise)

**Option II: Practice-Based Research candidates, the degree shall be obtained by:**

- » The practical submission (**praxis**), i.e., the **Creative Work** or **Creative Product** or **Artefact** counting 70%; and the thesis (**exegesis**) on practical submission counting 30%. A total of 100%. A candidate is required to score at least 50% in both the praxis and the exegesis.
- » The **Exegesis** shall be between 10,000–20,000 words which must constitute a substantial contribution to knowledge;
- » A candidate for a PBR degree must undertake such an advanced study as may be required and must submit for examination (**Viva Voce**). A **Viva Voce** shall be conducted over 100% and weighted 40% finally with the PBR.

### **7.2.6 Final Oral Defense Examination Report and Thesis Revisions**

Within 72 hours of completion of the Oral Defense, but no later than two weeks, the following documents should be handed over to the candidate to commence with his/her corrections from the SGS:

- a. External Examiner's Corrections, Comments and Recommendations
- b. Internal Examiner's Corrections, Comments and Recommendations
- c. TAU's Final Oral Defense Examination Panel Report

The student should send a copy of the acknowledgement slip to both the HoD and the Dean of Faculty stating that the documents (reports) have been received. The Dean of the School of Graduate Studies will resolve any disagreement over the acceptability of a thesis, acting as the final arbiter in consultation with the Oral Defense Panel members.

Final completion and submission may range from two weeks to six months. The August 31st deadline should be met to graduate at the April session. Similarly, the March 31st deadline should also be complied with to graduate at the November session.

After all the corrections, the candidate should submit his/her thesis only when he/she, his/her supervisor(s), and the department are satisfied that their work is substantially complete and reflects the standards of high-quality research.



It is important for students to present to their supervisor(s) the best possible final draft of their thesis, free of grammatical and typographical errors, before the final hard copy binding is undertaken. Again, it is recommended that you send an advanced loose copy to the TAU for Format Review before your final hard-bound copy is bound.

## **7.3 Clearance to Bind the Final Hard Bound Copy**

After all corrections, the candidate should request the **Submission of Final Hard Bound Copy of Thesis Form** from TAU for completion and subsequent endorsement by the following:

- a. The Internal Examiner
- b. TAU Staff or SGS Deputy Registrar

After binding the thesis ensure you sign your portion of the declaration and make sure your supervisor(s) also sign before submitting.

### **7.3.1 Post-Defense Hard Bound Copy Submission**

The final submission of the hard bound copy of the thesis/dissertation/project to meet the August and March 31<sup>st</sup> deadlines goes with the submission of the following documents to the SGS:

- a. Signed **UEW SGS Clearance Form**
- b. The signed **Submission of Final Hard Bound Copy of Thesis Form**
- c. The final, correctly formatted edition of the thesis and abstract; printed and bound in hard bound copy [three (3) copies]
- d. The final, correctly formatted edition of the thesis and abstract (in Microsoft Word on CD) which will be the official copy of record and submitted electronically to the University's Repository (Osagyefo Library)
- e. The final, correctly formatted edition of the thesis/dissertation/project and abstract (in PDF version on CD) which will be the official copy of record and submitted electronically to the University's Repository (Osagyefo Library)
- f. for Doctor of Musical Arts in Music Performance or Music Conducting, a programme from each of the three recitals or performances as well as a final, correctly formatted PDF of the abstract to submit to the University's Repository

A candidate who fails to submit these requirements by the deadline may be awarded the degree in a later semester. A candidate who fails to submit all requirements within one year from the date of the oral defense will be required to defend the thesis again.

### **7.3.2 Submitting the Thesis to the University Library**

Every thesis will be submitted electronically to the University Library as the official copy of record. After the post-defense format check, the candidate will upload a PDF of the final corrected and complete thesis. Once the degree is conferred, the School of Graduate Studies will transfer the thesis to the Library for electronic access at the UEW Repository.

### **7.3.3 Thesis Embargo**

Doctoral thesis and abstracts are normally made publicly available upon degree conferral when they are deposited electronically at the UEW Repository. In limited circumstances, a doctoral student may wish to postpone public release of the final thesis of record that is deposited at UEW Repository.

A student who is considering such a postponement, also called a thesis embargo, should discuss this option with his or her faculty dean and the rest of the thesis supervisor(s). The student is responsible for requesting an embargo of the thesis, and the request must be approved by the principal supervisor (and co-principal supervisor, if any) of the thesis committee. Embargo requests must be submitted before the final thesis submission deadline with which the student is working.

## **BINDING THE THESIS**

### **7.4 TEMPORARY AND PERMANENT BINDING**

#### **7.4.1 The Soft Bound Copy of the Thesis**

Before oral examination (defense), the thesis should be bound in **soft cover** or **paper back**. The binding of the book (i.e., the thesis) must be carried out by a professional book binder and must be bound utilizing either a **temporary glued spine** or **stitched binding**. This soft cover copy does not require a spine title inscription. The spine inscription is solely for the final hard copy binding.

## 7.4.2 Front Cover Inscriptions

What goes into the inscriptions on the front cover of the thesis has already been described under **Section 2.0** of this Handbook. Printing is in black. Ensure the book binder abides by all the five parameters prescribed under **Section 2.0** for the printing of labels, viz., Institution / Topic / Name / Thesis Submission Statement / Candidate's Effective Date. Note that only the year is required here.

## 7.4.3 Number of Copies Required for Submission

Dissertations and projects of non-researched degrees will be assessed at the Departmental and Faculty level. Four (4) copies of such documents (e.g., MA/ MEd/MSc/ etc.,) in soft cover copy shall be submitted to the HoD who will forward it to the Dean of Faculty for onward submission to Internal and External Assessors. Pick up **Form 17** from TAU—**Submission of Soft Bound Copy of Thesis Form**—to aid your submission.

Theses of researched degrees will be assessed at the Faculty and School of Graduate Studies level. Five (5) copies of such documents (M.Phil/PhD/EdD/ etc.) in soft cover copy shall be submitted to the HOD who will forward them to the Dean of Faculty for onward submission to Dean of SGS. One each of these would be sent to Internal and External Assessors respectively for assessment; one would be kept by the Department, one to TAU, whilst one is retained by the candidate. Plan ahead, and budget well for the cost involved. Pick up **Form 17** from TAU—**Submission of Soft Bound Copy of Thesis Form**—to aid your submission.

## 7.4.4 Submission for TAU's Format Review

Candidates are also encouraged to send an extra copy of the thesis during the oral defense submission stage to the TAU staff for a format review. It helps because they will do the checks again when you finally submit your **hard cover** copy. They also help candidates to review steps remaining to complete their degrees. Do not miss the opportunity. Visit the TAU staff.

## 7.4.5 The Hard Bound Copy of the Thesis

The binding of the thesis **after the oral defense** shall be a fixed kind in which the leaves are permanently secured. The binding of the book (i.e., the thesis) must be carried out by a professional book binder and **must be bound in standard**

**form using perfect binding method with straw-board** (or chip board) **not less than 300 grams** and the prescribed **cloth colour** for the covering, and must be sufficiently rigid to support the weight of the work when the thesis is standing on a shelf. The **hard bound copy** must have a **spine title inscription**.

## 7.4.6 Front Cover Inscriptions

The colour of the Lettering on the cover of the hard copy of the thesis shall be in **gold** and must be an embossment **incised** or **an imprint**. What goes into the lettering on the cover has already been described under **Sections 2.1** of this Handbook. Ensure the book binder abides by all the five parameters prescribed under **Sections 2.1** for the printing of labels, viz., Institution / Topic / Name / Thesis Submission Statement / Candidate's Effective Date. Note that the **month** is not added to the year here.

## 7.4.7 The Spine Title Inscription

On the spine of the thesis, **the spine title** shall be printed in **gold and embossed** just as was done on the cover. The lettering shall be in 18-point (5mm) font-size using Times New Roman font-type. The following four (4) components must be captured in the spine title:

- the INITIALS (of first name and other names) & SURNAME of the candidate,
- the DEPARTMENT(s) (or appropriate academic Centre/Unit)
- the DEGREE in view, and
- the YEAR of submission of thesis.

The lettering on the spine should read from top to bottom, i.e., so as to be readable when the volume is lying flat with the front cover uppermost.

The illustrations below are the spine titles of **Eva Ebeli's Ph.D** thesis and **Adwoah Armah-Asante** who read the Postgraduate Diploma in Mentoring (PDM).

[Name of Candidate]	[Dept., / Units]	[Name of Degree]	[Year]
E. EBELI	DEPT. OF MUSIC	PH.D	2022

### AND

A. ARMAH-ASANTE	CoDeL/ITECPD	PDM	2021
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If the work consists of more than one volume, the spine title should also bear the number of each volume.

See Appendix A1 on how the spine title will be displayed if the thesis is standing on a book shelf.

## 7.5 THESES AND ASSESSMENT UNIT FORMS AND INFORMATION SHEET

S/N	FORM TITLE
	Acknowledgement of Receipt
	Advancement to Candidacy Form
	Application for Admission into Postgraduate Programmes Form
	Application for Deferment of Admission Form
	Drop/Add Deadlines Form
	Extension, Suspension or Deferment Application Form
	External Examiner's Claim Form
	External and Internal Examiners' Assessment Instrument for Thesis
	Final Revision of Thesis Form
	Gantt Chart of Doctoral Time Line
	Gantt Chart of Research Masters Time Line
	Human/Animal Subject Research Approval Form
	Petition for Modification or Waiver of Regulation
	Postgraduate Clearance Form
	Postgraduate Examination Results Submission Format
	Programmes/Courses Review Format
	Reactivation of Studies Form
	Submission of Final Hard Bound Copy of Thesis Form
	Submission of Soft Bound Copy of Thesis Form
	Thesis/Dissertation/Project Progress Report Form
	Transcript Request Form
	Transfer of Credit Request Form
	UEW Postgraduate Clearance Form

Ask for this information at TAU. You may also access them on the UEW website:  
[www.uew.edu.gh](http://www.uew.edu.gh).

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# **Appendix A1**

## **Spine of the Cover**

# **Appendix A2**

**UNIVERSITY OF EDUCATION, WINNEBA**

**SGS THESIS HANDBOOK: A GUIDE TO THE PREPARATION, SUB-  
MISSION AND COMPLETION OF DEGREE REQUIREMENTS**

**COSMAS WORLANYO KOFI MEREKU**

**DOCTOR OF PHILOSOPHY THESIS/  
DISSERTATION/PROJECT**



# Appendix B1

## Approval Sheet 1

I certify that a Thesis Examination Committee has met on (date of viva voce) to conduct the final examination of (student's name) on his (or her) thesis entitled ("Title of Thesis") in accordance with the School of Graduate Studies guidelines. The Committee recommends that the student be awarded the (insert the name of relevant degree).

Members of the Thesis Examination Committee were as follows:

Name of Chairperson, PhD

Title (e.g., Professor/Associate Professor; omit if irrelevant)

Name of Faculty

University of Education, Winneba  
(Chairman)

Name of Internal Examiner, PhD

Title (e.g., Professor/Associate Professor; omit if irrelevant)

Name of Faculty

University of Education, Winneba  
(Internal Examiner)

Name of External Examiner, PhD

Title (e.g., Professor/Associate Professor; omit if irrelevant)

Name of Department and/or

Faculty Name of Organisation  
(University/Institute)

Country

(External Examiner)

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(Insert name of current Vice Dean)

(E.g. XXXX XXXX, PhD)

Vice Dean, School of Graduate Studies

University of Education, Winneba

Date

# Appendix B2

## Approval Sheet 2

This thesis was submitted to the Graduate Board of University of Education, Winneba and has been accepted as fulfilment of the requirement for the degree of (type of degree). The members of the Supervisory Committee were as follows:

Name of Chairperson, PhD (omit `PhD' if not applicable)

Title (e.g., Professor/Associate Professor; if applicable)

Name of Faculty University of Education, Winneba  
(Chairman)

Name of Member 1, PhD (omit `PhD' if not applicable)

Title (e.g., Professor/Associate Professor; if applicable)

Name of Faculty University of Education, Winneba  
(Member)

Name of Member 2, PhD (omit `PhD' if not applicable)

Title (e.g., Professor/Associate Professor; if applicable)

Name of Department and/or

Faculty Name of Organisation (University / Institute)

(Member)

(Add or delete if necessary)

---

(Insert name of current Dean)

(E.g. XXXX XXXX, PhD)

Dean, School of Graduate Studies

University of Education, Winneba

Date

# APPENDIX C1

## 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)**
  - i. The statement of research approach fits the research design of the thesis.
  - ii. Research design fits the defined theoretical framework and addresses the research objectives/questions.
  - iii. Research design employed is justified and explicit.
  - iv. Appropriate sampling and data collection procedures/instrumentation justified.
  - v. Data collected is adequate, relevant to the problem investigated and to the hypotheses/research questions.
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.

***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 C2

## ORAL EXAMINATION OF THESIS (VIVA VOCE) SCORE SHEET- [PhD/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/context existing information through the use of new arguments or contribute new knowledge.	10	
	<b>Total</b>		<b>100</b>	

Name of Examiner: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Status of Examiner: (Please tick)

Dean/Vice Dean of SGS [    ]

Head of the Department [    ]

Dean/Vice Dean of the Faculty [    ]

Internal Examiner [    ]

### Panel Members

Head of the Department

Dean/Vice Dean of SGS

Dean/Vice Dean of the Faculty

Internal Examiner

Chairperson

Member

Member

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 C3

## THESIS ASSESSMENT FORM

Name of Candidate: \_\_\_\_\_

Index Number: \_\_\_\_\_

Programme: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

S/N	Area of Assessment	Maximum Score	Candidates' 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 D**

## **REFERENCING**

The University of Education, Winneba use the APA referencing style. The link below provides examples of the different ways to cite sources: [APA Style Common Reference Examples](#)





