

**UNIVERSITY OF EDUCATION,  
WINNEBA  
School of Graduate Studies (SGS)**



**UEW Policies for Postgraduate  
Students (UPPS)**

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

**July 2016**



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## **PREFACE**

The *UEW Policies for Postgraduate Students* (UPPS) contains the policies and regulations that the School of Graduate Studies Board (SGSB) has established to ensure consistent standards in admissions, registration, degree requirements, awarding of degrees and regulating academic, scholarly and professional misconduct across all UEW postgraduate programmes on all campuses.

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

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

This edition of UPPS was prepared by the SGSB. Comments or suggestions are welcome. Postgraduate students, faculty and staff may send comments to [graduateschool@uew.edu.gh](mailto:graduateschool@uew.edu.gh) or [deansgs@uew.edu.gh](mailto:deansgs@uew.edu.gh).

**Prof. Jonathan O. Ammah**  
Dean, School of Graduate Studies

June 2016

## **ACKNOWLEDGEMENTS**

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We wish also to acknowledge the immeasurable support of Dr. Jim Weiler, Head, Department of History Education; Dr. Frimpong K. Duku, Head, Department of Graphic Design; and Mr. Francis Donkor, Dean, Faculty of Vocational Education.

## **FUNDAMENTAL TENETS OF MEMBERSHIP IN THE UNIVERSITY COMMUNITY**

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

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

All members of the University have the right to express their own views and hear the views of others expressed but they must also be personally responsible for their views and accord the same rights to others. We seek a University whose members may express themselves vigorously while protecting and respecting the rights of others to learn, to do research, and to carry out the essential functions of the University free from interference or obstruction.

Adopted by the UEW Council,  
June 10, 2004 (Date of Autonomy)

## **ABBREVIATIONS**

<b>APC</b>	Academic Planning Committee
<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>IRB</b>	Institutional Review Board
<b>NAB</b>	National Accreditation Board
<b>PARO</b>	Postgraduate Academic Records Office
<b>PHP</b>	Postgraduate Honour Points
<b>PHPA</b>	Postgraduate Honour Point Average
<b>SGS</b>	School of Graduate Studies
<b>SGSB</b>	School of Graduate Studies Board
<b>TDPH</b>	SGS Thesis/Dissertation/Project/ Handbook: A Guide to the Preparation, Submission and Completion of Degree Requirements
<b>UPPS</b>	UEW Policies for Postgraduate Students
<b>UREC</b>	University Research Ethics Committee

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# SECTION I

## ADMISSIONS AND REGISTRATION

### **Regulation I**

#### **APPLICATION METHOD AND ADMISSION PROCESS**

##### *i) Official Advert*

- (1) The UEW School of Graduate Studies (SGS) administers applications for postgraduate degrees and postgraduate diplomas in more than 50 master's and doctoral programmes. The application and information about procedures, requirements, fees, and deadlines are available online as well as the Postgraduate Academic Records Office (PARO) of School of Graduate Studies.
- (2) Application for admission into programmes of study leading to postgraduate degrees or diplomas must be on prescribed forms (online) approved by the SGS Board.
- (3) Applications shall normally be made in response to official advertisement to that effect in national newspapers and the UEW website. The advertisements, which shall normally be made between November and March, every academic year, shall specify the programme for which admissions are to be made.
- (4) It is the responsibility of the candidate seeking admission to ensure that all the information and documents required in the prescribed forms are supplied to reach the Dean, SGS not later than the advertised deadline.

**ii) Eligibility**

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

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

- (6) All full-time postgraduate students shall be in residence for at least one (1) year.

**iii) Admission Process**

The following processes shall guide the recommendation for admissions:

*1. Approval of Admission*

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

*2. Offer of Admission*

Candidates offered admission shall be notified in writing by the Dean SGS / Deputy Registrar, DAA.

*3. Acceptance of Admission*

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

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

*4. Non-Acceptance of Admission*

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

5. *Note*

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

## **Regulation II**

### **DEFERMENT OF ADMISSION**

- (1) A candidate offered admission is required to take up the offer in the particular academic year it is made, and the Board shall not normally entertain requests for deferment of admission.
- (2) A candidate who desires to commence study in a year other than that in which an offer of admission has been made by the Board shall be required to apply afresh for admission and comply with *Regulation I (iii) 1–3*.
- (a) In exceptional circumstances, however, the Board may entertain requests for deferment of admissions.
- (b) The Board shall consider each case on its own merit.
- (3) An application for deferment of admission must:
  - (a) reach the Dean, SGS at least one week before the Matriculation Ceremony for the particular year the offer of admission was made;
  - (b) be accompanied by evidence of formal acceptance of provisional offer of admission as prescribed in *Regulation I (iii) 3*;
  - (c) show documentary evidence that the circumstances which have warranted the application for deferment did not exist at the time the candidate was applying for admission; and
  - (d) not be for a period exceeding one academic session.

## **Regulation III**

### **REGISTRATION OF STUDENTS**

#### *i) Procedure*

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

#### *ii) Deadline*

- (4) All registration formalities shall be completed not later than one week before the matriculation ceremony for the particular session for which admission is made.
- (5) Candidates who fail to register within the prescribed period shall be deemed to have forfeited their admission offers.

## **Regulation IV**

### **DURATION OF PROGRAMMES OF STUDY**

*i) Duration*

*(1) Postgraduate diploma programme*

Unless otherwise stated in the regulation approved by the SGS Board, a postgraduate diploma programme shall last for:

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

*(2) Master's degree programme*

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

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

*(3) Doctoral degree programme*

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

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

**ii) Procedure & Sanction**

- 1 If after spending the maximum period prescribed in *Regulation IV (i) 1–3* above, a candidate fails to present himself/herself for the final examination, *Regulation V* below shall apply.
- 2 A candidate whose studentship is about to lapse shall be warned in writing by the Board at least one academic year before the expiration of their studentship. They shall also be informed in writing when the studentship has lapsed.

**Regulation V**

**EXTENSION OF NORMAL DURATION OF STUDY**

- (1) The Board may, for good cause, grant an extension to a student who has exhausted the normal duration of study but has not met the minimum requirements for graduation.
- (2) An application for an extension of the duration of study shall be on prescribed forms. The forms shall be obtained from the Dean, SGS on payment of an extension application fee prescribed by the Board three months before the end of the programme.
- (3) Departments are to report to the Board through the Faculty any student who is continuously absent from the University

without permission in excess of period specified in *Regulation XXXI (2)*.

## **Regulation VI**

### **MATRICULATION**

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

## **Regulation VII**

### **CONCURRENT REGISTRATION**

- (1) A student shall not register concurrently for:
  - (a) more than one postgraduate programme of the University.
  - (b) a postgraduate programme and undergraduate programme of the University.
- (2) Any student who breaches *Regulation VII (1a)* shall forfeit his/her studentship(s) in one of the postgraduate programmes. Any student who breaches *Regulation VII*

(1b) shall forfeit his/her studentship(s) in the postgraduate programme.

### **Regulation VIII**

#### **REGISTRATION FOR COURSES OUTSIDE THE DEPARTMENT**

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

### **Regulation IX**

#### **RENEWAL OF REGISTRATION BY CONTINUING STUDENTS**

- (1) All students must renew their registration, including payment of prescribed fees, if any, at the beginning of each semester until the completion of their postgraduate programme.
- (2) The process of registration shall be exactly as prescribed in *Regulation III (i) (3) a–d* above.
- (3) Continuing students shall complete their registration formalities within two (2) weeks of the beginning of the semester.

- (4) In exceptional cases, late registration may be entertained but **only** on payment by the candidate of appropriate fines approved from time to time by the Board.
- (5) A student who fails to renew his/her registration in any one academic semester shall be deemed to have voluntarily withdrawn from the programme.

## **Regulation X**

### **LAPSED REGISTRATION**

- (1) A postgraduate student's registration is deemed to have lapsed if he/she fails to:
  - (a) renew his/her registration in any one semester as prescribed in *Regulation IX*;
  - (b) submit himself/herself for examination at the expiration of the maximum period approved for the programme; or
  - (c) complete the requirements for the award of the postgraduate degree or postgraduate diploma within the approved period.
- (2) Lapsed registration may be reactivated by the Board **only** if the candidate shows sufficient cause as to why his/her registration lapsed. The candidate shall present his/her case in the form of a written application channelled through the department and faculty to the SGS.
- (3) In addition to any other conditions that may be prescribed by the Board in granting the application for reactivation of registration, the candidate shall:
  - (a) complete all registration formalities prescribed in *Regulation IX 1–2* including payment of any outstanding fees;
  - (b) pay a fine twice the amount paid for late registration.
- (4) A registration that has lapsed for over two semesters shall **not** be reactivated.

## **Regulation XI**

### **SUSPENSION OF STUDIES**

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

## **SECTION II**

### **COURSE WORK, ASSESSMENT AND ACADEMIC STANDING**

#### **Regulation XII**

##### **POSTGRADUATE PROGRAMME COURSES**

- (1) A programme of postgraduate study shall be divided into courses, each of which shall be assigned an appropriate number of credit units.
- (2) A credit unit is defined as one lecture/seminar contact hour per week or three hours of laboratory/practical class per week through a semester, or an equivalent amount of other assigned study or practical experience, or any combination of these.
- (3) A taught course shall be assigned a minimum of three and a maximum of six credit hours.
- (4) Each course shall have alpha-numeric subject code of three letters and three digits, and a course title. The subject code shall be recommended by Faculty Postgraduate Committee (FPC) for approval by SGS Board on behalf of Academic Planning Committee (APC) for the particular subject.
- (5) A programme of postgraduate study shall normally consist of compulsory, audited, elective and pre-requisite courses.
- (6) The various categories of courses prescribed in *Regulation XII (5)* above are defined as follows.

- (a) A *compulsory course* is one which a student must take and pass. The mark scored in the course shall count towards graduation and a student cannot graduate without passing it.
  - (b) An *elective course* is one, which a student can choose in order to make up the required additional units for the award of the degree or diploma. Marks scored in an appropriate number of elective courses shall count towards graduation.
  - (c) A *pre-requisite course* is one whose knowledge is essential prior to taking another course. This may be an undergraduate or postgraduate course. A student must take and pass this course before he/she can register for the specified course.
  - (d) An *audited course* is one which a student may take but may not be examined in.
- (7) Adding, modifying, dropping and repeating a course: students should change course selections only after consultation with their advisors.

Students may use PARO to add or drop a course, change status from credit to audit or increase or decrease the hours for a course within the range listed in the Academic Calendar.

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

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

## **Regulation XIII**

### **CREDIT LOAD**

#### ***1. Postgraduate diploma programmes***

- i. The minimum credit load to be registered for by a postgraduate diploma student shall be as prescribed in *Regulation XXVII 3(a)*.
- ii. For full-time students, the credit load per session shall be as prescribed in *Regulation XXIII (1) i* above.
- iii. The courses registered for by a part-time student per long vacation shall not be less than 50% of the minimum credit unit requirements for graduation.
- iv. Full-time students shall be required to register for at least 50% of the minimum credit load required for graduation at the beginning of the session.

#### ***2. Master's degree programmes***

- i. The minimum credit load prescribed in *Regulation XXVII 3(b)* shall apply.
- ii. Consequent upon *Regulation XXI (1)*, the minimum credit load per semester for full-time students shall be as prescribed in *Regulation XIII 2 (i)*.
- iii. The credit load for long vacation/sandwich/part-time students shall be a minimum of 9 credits and a maximum of 12 credits per long vacation.

## **Regulation XIV**

### **NATURE OF RESEARCH MASTERS AND DOCTORAL STUDY**

#### *Mode*

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

## **Regulation XV**

### **THESIS/DISSERTATION/PROJECT REQUIREMENTS**

- (1) There shall be compulsory course of independent research study into a specific problem as part of postgraduate programme.
- (2) The research work shall be carried out under the supervision of a member(s) of the academic staff with the appropriate qualifications and level of teaching/research experience.

- (3) The outcome of the independent study research shall be presented formally as a written report designated as thesis, dissertation or project report as appropriate.
  - (a) The term **project report** shall be used for postgraduate diploma programme.
  - (b) The term **dissertation** shall be used for taught master's degree programme.
  - (c) The term **thesis** shall be used for research masters and doctoral degree programme.
- (4) The dissertation/thesis shall be prepared in accordance with the format approved by the SGS Board. (See *UEW SGS Thesis/Dissertation/Project Handbook: A Guide to the Preparation, Submission and Completion of Degree Requirements [2016]*).
- (5) A research report shall be written in English or in any other language approved by the Academic Board on the recommendation of the SGS Board. In cases where the report is permitted to be written in a language other than English, an English version of the abstract shall also be provided.
- (6) A research report submitted for a diploma shall not be recommended for a higher degree other than the diploma. Also, a report submitted for a master's degree shall not be recommended for the award of a doctoral degree.

## **Regulation XVI**

### **ELIGIBILITY TO TEACH AND SUPERVISE**

- (1) No lecturer shall supervise a postgraduate thesis/dissertation/project, unless they themselves have

successfully undergone supervised postgraduate research training at the same or higher level than the one being pursued by the student they are to supervise.

- (2) Subject to *Regulation XVI 1* above, the following shall be eligible to supervise a postgraduate thesis/dissertation /project:
  - (a) Lecturers who have a minimum of three years post-doctoral research and teaching experience at the university level. For teaching and supervision of a PhD thesis, the lecturer/supervisor shall be a PhD holder and must be of the rank of Senior Lecturer or above. Also, for teaching and supervision of master's research thesis, the lecturer/supervisor shall be a PhD holder or a Senior Lecturer or above in rank.
  - (b) Research Fellows with doctorate degrees who are Associate Lecturers or teach courses, and who have a minimum of three years post-doctoral research experience at university level. For the supervision of PhD thesis, they shall be of the rank of Senior Research Fellow and above and shall supervise the student jointly with a member of the teaching staff.
- (3) Notwithstanding the provision of *Regulation XVI 1–2* above, a person of professorial rank without a doctorate degree shall be eligible to supervise a PhD thesis.
- (4) In exceptional circumstances, other categories of staff may be approved by the SGS Board to participate in specialised postgraduate programmes.
- (5) Consequent upon *Regulation XVI 1* above, Departmental Postgraduate Committee shall, shortly before the beginning of each academic session, submit for the approval of the SGS Board a list of members of staff

qualified to teach and examine the various postgraduate courses run by the particular Department.

- (6) Where the number of teaching staff on ground in the Department is inadequate, the SGS Board may suspend the teaching of the relevant courses.

## **Regulation XVII**

### **APPOINTMENT AND ROLE OF SUPERVISORS**

- (1) Supervisors for research master's and doctoral degree candidates shall be appointed by the SGS Board on the recommendation of the Departmental and Faculty Postgraduate Committees.
- (2) Research supervisors for postgraduate diploma candidates shall be appointed by the Faculty Postgraduate Committee.
- (3) Where a candidate is assigned more than one supervisor, one of them shall be designated the *Principal Supervisor* and the other(s) the *Co-Supervisor(s)*.
- (4) A supervisor shall not have under his/her supervision in any one academic year more postgraduate students than approved by the SGS Board.
- (5) The Board, with the approval of Academic Board, may appoint supervisors from other universities or equivalent institution. In such cases, at least one Internal Supervisor shall also be assigned to the student.
- (6) The role of the supervisor shall, among others, be to guide and advise the candidate as appropriate and train him/her in the methods of research and in the writing of the project report/dissertation/thesis.

- (7) Where, in exceptional cases, a student is dissatisfied with the performance of the supervisor(s) approved for him by the SGS Board, the student shall report in writing in the first instance to the Departmental Postgraduate Committee (DPC). If the DPC is satisfied that the student's report has merit, it shall recommend another suitable supervisor through the Faculty Postgraduate Committee (FPC) for the approval of the SGS Board. Where the head of Department is the supervisor, the student shall report in writing to the Chairman, FPC. The SGS Board may entertain petitions from students who are dissatisfied with the decision of DPC and / or FPC on his/her report.
- (8) Following from *Regulation XVII 7* above, it is the duty of the student to alert the Dean, SGS directly in writing if they are not assigned a supervisor for a period of one semester or after completion of pre-requisite courses and advancing to candidacy.
- (9) Where a supervisor is dissatisfied with the performance of his/her student, he/she shall make a formal report to the SGS Board through the Departmental and Faculty Postgraduate Committees.
- (10) The supervisor reserves the right to withdraw from his/her supervision of a student, after compliance with *Regulation XVII 9* above.

## **Regulation XVIII**

### **FURTHER RESEARCH CONSIDERATIONS**

#### ***i. Human Subject and Other Research Approval***

University policy requires that all investigations using humans/animals as subjects of research be reviewed and approved by the *University Research Ethics Committee (UREC)*<sup>1</sup> before such investigations may begin. No dissertation based on the use of humans/animals as subjects can be accepted without prior review and approval by UREC.

#### ***ii. Thesis/Dissertation/Project Formatting Requirements***

The style and format of the thesis/dissertation/project must meet UEW's house style and formatting requirements. (See the *UEW SGS Thesis/Dissertation/Project Handbook: A Guide to the Preparation, Submission and Completion of Degree Requirements [2016]*).

#### ***iii. Submission and Degree Completion Requirements***

A detailed description of the processes a candidate has to go through for the submission and completion of degree requirements has been offered in the *UEW SGS Thesis/Dissertation/Project Handbook: A Guide to the Preparation, Submission and Completion of Degree Requirements (2016)*. Postgraduate candidates completing their thesis/dissertation/project must refer to these guidelines and comply.

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<sup>1</sup> UEW University Research Policy (2011, p.10-11).

## **Regulation XIX**

### **EXAMINATION OF COURSES**

- (1) A separate examination shall be conducted for each postgraduate course at the end of the semester in which the course is completed.
- (2) The taught course component of the programme shall be assessed by written examination as in *Regulation XXVI (ii) f*. The research component may also be assessed solely by evaluation of reports. In addition, for both master's by research and doctoral degrees, an oral examination shall be conducted.
- (3) The duration of a written examination of a postgraduate course shall not be less than three hours.
- (4) An External Examiner shall be involved in the assessment of the examination of scripts and thesis/dissertation/project report. The manner and extent of involvement of an External Examiner shall be as prescribed under *Regulations XX, XXI and XXII*.
- (5) A student is required to present himself/herself for examination in all the courses for which he/she is registered.
- (6) In order to be eligible for examination in a particular taught course, a student shall have attended a minimum of 75% of the total periods of formal instructions delivered for the course.
- (7) Each course shall be graded out of 100 marks as in *Regulation XXVI (ii) a*.

- (8) The minimum pass mark for a course shall be 60% as in *Regulation XXVI (ii) b*.
- (9) A student who fails to obtain a minimum pass mark of 60% but scores 50% or more in any taught course may be allowed to resit the course within two months of approval of the results by the Board. Such students should take note of *Regulation XXVI (ii) d*.
- (10) A student who fails more than two three-credit courses shall be withdrawn.
- (11) In the case of thesis, where:
- (a) minor or moderate corrections have been prescribed by the examiners, the corrections have to be effected and duly certified within three months from the date of the oral examination; the verification of corrections would be done by the Supervisor and the Internal Examiner who will both sign a verification form;
  - (b) the examiners' report recommends a second oral examination by all examiners, the revised version of the report shall be submitted for re-examination not earlier than four months or such other longer intervals as the SGS Board may approve on the recommendation of the examiners;
  - (c) the report is rejected, that is to say, the examiners return a verdict of outright failure, the thesis shall not be re-submitted for the particular programme.

- (12) For assessment of theses, the Examiner shall be a PhD holder and must be of the rank of Senior Lecturer or above.
- (13) Without prejudice to *Regulation XIX(6)* above, no student shall be allowed to present himself/herself for an examination (whether written or oral) unless he/she is cleared in writing by the School of Graduate Studies as provided for in *Regulation XXVI (ii)e*.
- (14) The PARO shall maintain for each student academic record and other relevant information on the student's academic performance.

## **Regulation XX**

### **SCHEME OF EXAMINATIONS: POSTGRADUATE DIPLOMA PROGRAMME**

- (1) Relevant provisions of *Regulations XIX* and *XXVII* shall apply except that:
- (a) only candidates who score between 50 and 59% in any course shall be permitted to re-sit the course;
  - (b) a part-time student who fails courses totalling more than six credits in the first long vacation of registration shall be withdrawn from the programme;
  - (c) a full-time student who fails courses totalling more than six credits at the end of the first semester shall be withdrawn from the programme.
- (2) postgraduate diploma candidates shall not be subjected to oral defence.
- (3) the final project will be assessed and signed by the Supervisor and Internal Examiner(s).
- (4) the external examiners for each postgraduate diploma programme shall be nominated for the approval of the SGS Board at the beginning of the year.
- (5) The roles of the External Examiner shall be:
- (a) moderate draft question papers for all taught courses prior to the examination of the courses;
  - (b) vet the grading of students' answer scripts;

- (c) deal with any other matters referred to him/her by the SGS Board or Faculty Postgraduate Committee, or specified in the letter of appointment issued by the Academic Board.

## **Regulation XXI**

### **SCHEME OF EXAMINATIONS: MASTER'S DEGREE**

- (1) *Regulations XIX and XXVII* shall apply.
- (2) A long vacation/sandwich part-time student who fails courses totalling more than six credits at the end of the second long vacation shall be required to withdraw from the programme.
- (3) The Board of Examiners for the final assessment for graduation shall consist of:
  - (a) Head of candidate's Department - Chairman
  - (b) Dean, School of Graduate Studies
  - (c) The External Examiner, who shall be of a professorial rank or a rank of a Senior Lecturer with a doctorate degree;
  - (d) The Internal Examiner, who shall be of a professorial rank or a rank of a Senior Lecturer with a doctorate degree;
  - (e) Dean of candidate's Faculty;
  - (f) The candidate's Principal Supervisor/Co-supervisor(s);
  - (g) A representative of the DPC, preferably the Departmental Postgraduate Programmes Coordinator (DPPC);
  - (h) Faculty Officer as Secretary.

N.B.: Only **a, b, c, d** and **e** among the Board of Examiners above shall grade the candidate.

- (4) The list of external examiners and alternate internal examiners for each master's degree programme shall be submitted to the SGS Board for approval at the beginning of each year. This is to ensure that the external examiners so appointed play the roles prescribed in *Regulation XXI (5)* below.

- (5) In addition to serving on the final assessment board prescribed in *Regulation XXI (3)* above, the external examiner(s) shall:
  - (a) moderate draft question papers for all taught courses prior to the examination of the courses;
  - (b) vet the grading of student's answer scripts;
  - (c) read and evaluate the students' theses, not project work and dissertation;
  - (d) deal with any other matters referred to him by the SGS Board or Faculty Postgraduate Committee, or specified in the letter of appointment issued by the Academic Board.
  
- (6) In order to facilitate the performance of the functions specified in *Regulation XXI (5)* above, the Head of Department shall send a copy of the student's thesis to reach the external examiner not later than one month to the date of the Examiners Board meeting. One copy shall also be sent to one of the internal examiners (not the supervisor) and the nominee of the Faculty Postgraduate Committee.
  
- (7) The examination date shall be fixed by the Departmental Postgraduate Committee with the approval of the Faculty Postgraduate Committee.
  
- (8) The final assessment results endorsed by the Examiners' Board shall be transmitted to the Candidate within 72 hours of completion of the Oral Defense, but no later than two weeks. See Section 6.3.2 of TDPH.
  
- (9) A final assessment result shall be of no effect unless endorsed by the External Examiner.

- (10) In the case of conflict in the assessment, the Chairman, and Dean, SGS, shall have the decisive voice. Also see Section 6.3.1 of TDPH.
- (11) Both the draft revised/approved project report shall be submitted to the Head of the candidate's Department. The number of copies to be submitted shall be determined by the SGS. See Section 6.3.4 of the TDPH.

## **Regulation XXII**

### **SCHEME OF EXAMINATIONS: PH.D. DEGREE PROGRAMME**

- (1) The relevant provisions of *Regulations XIX* and *XXVII* shall apply.
- (2) The final assessment examination for the degree of PhD shall be by oral examination of the subject of the thesis and on the general field of knowledge to which the subject belongs.
- (3) The administration of the oral examination including fixing examination date, correspondence with the external examiners, etc., shall be the responsibility of the Dean, SGS.
- (4) If the thesis is satisfactory but the candidate fails to satisfy the examiners in the oral examination, the candidate may be recalled for a second oral examination within six (6) months from the date of the first examination.
- (5) The candidate shall submit through his/her supervisor and Head of Department, six copies of the draft dissertation to the Dean, SGS who shall cause them to

be distributed to members of the Board of Examiners. The submission must be accompanied by a certification by the Department to the effect that the candidate has fulfilled any special requirements prescribed by Academic Board under the provisions of a Regulation XIV (ii) (5) above. Candidates are also required to fill in the SGS's *Submission of Soft Bound Copy of Thesis Form* and *Submission of Final Hard Bound Copy of Thesis Form* respectively during the process.

- (6) The Board of Examiners which shall be approved by Academic Board on the recommendation of the SGS Board, shall consist of:
- (a) Dean, School of Graduate Studies – Chairman;
  - (b) The External Examiner, who shall be of a professorial rank or a Senior Lecturer with a doctorate degree;
  - (c) The Internal Examiner, who shall be of a professorial rank or a Senior Lecturer with a doctorate degree;
  - (d) Dean of candidate's Faculty;
  - (e) Head of candidate's Department;
  - (f) The candidate's Principal Supervisor/Co-supervisor(s);
  - (g) A representative of the Faculty Postgraduate Committee;
  - (h) SGS Faculty Officer as Secretary.

N.B.: Only **a, b, c, d** and **e** among the Board of Examiners shall grade the candidate.

- (7) the list of external examiners and other members of the Board of examiners recommended for the examination of the candidate shall be submitted to the SGS along with the draft thesis.

- (8) In order to facilitate the performance of the functions specified in *Regulation XXI (5)* above, the Head of Department shall send a copy of the student's thesis to reach the external examiner not later than one month to the date of the Examiners Board meeting. One copy shall also be sent to one of the internal examiners (not the supervisor) and the nominee of the Faculty Postgraduate Committee.
- (9) The examination date shall be fixed by the Dean, SGS.
- (10) The report of the board of examiners shall be completed at the venue of the examination. The report shall contain:
  - (a) a clear and detailed evaluation of the research work as summed up in the abstract of the dissertation;
  - (b) a clear assessment of the candidate's knowledge and understanding of his/her subject as shown in the dissertation and subsequent oral examination;
  - (c) an unequivocal declaration as to the acceptability, or otherwise, of the dissertation in partial fulfilment of the requirements for the award of the degree;
- (11) A final assessment result shall be of no effect unless endorsed by the External Examiner.
- (12) In the case of conflict in the assessment, the Chairman, Dean, SGS, shall have the decisive voice. Also see *Section 6.3.1* of TDPH.
- (13) The final assessment results endorsed by the Examiners' Board shall be transmitted to the Candidate within 72 hours of completion of the

Oral Defense, but no later than two weeks. See *Section 6.3.2* of TDPH.

- (14) Five (5) hard bound copies of the revised thesis shall be submitted to the Dean, SGS for onward distribution to the UEW Library, the George Padmore Research Centre in Accra and the Faculty of the candidate. See *Section 6.3.4* of TDPH.

## **Regulation XXIII**

### **REQUIREMENTS FOR THE AWARD OF PHD DEGREE**

- (1) Subject to the relevant provisions of *Regulation XIV A & B*, the requirements for the award of the degree of Doctor of Philosophy shall include:
  - (a) passing of written examinations in prescribed courses;
  - (b) demonstration of competences in the general field of knowledge of the discipline by passing a written qualifying examination;
  - (c) submission of a thesis;
  - (d) certification by the Department/Faculty that the thesis is suitable for PhD degree examination;
  - (e) a successful oral defence of the thesis;
  - (f) any other requirements approved by Academic Board on the recommendation of the SGS Board.
- (2) A thesis approved for the award of the degree of PhD shall be an original work displaying competence in the particular

field of study combined with the exercise of critical judgement, and containing material worthy of publication as definite contribution to knowledge. It must also be satisfactory with regard to literary presentation.

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

## **Regulation XXIV**

### **TRANSFER OF CREDITS**

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

- (a) may grant exemption from certain courses in previous programmes to candidates applying for the next higher programme.
- (b) a student transferring a postgraduate programme from one University to UEW shall accumulate a maximum of 36 credits over the period approved for his/her programme as a full-time student of UEW before he/she shall become eligible for graduation.
- (c) a student of UEW can also transfer his/her credits to any other university.

## **Regulation XXV**

### **RECOGNITION OF PARTIAL STUDY IN OTHER INSTITUTIONS**

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

## **Regulation XXVI**

### **GRADING SYSTEM OF POSTGRADUATE COURSES**

Student performance in a course shall be graded using the Postgraduate Honour Points (PHP) as follows:

#### *i. Grading Scale with the Postgraduate Honour Points (PHP)*

<b>Mark</b>	<b>Grade</b>	<b>PHP</b>	<b>Description</b>
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

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

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

- (d) An “I” grade (**Incomplete**) shall be awarded to a student who is unable to complete a course for reasons of ill-health justified by the FPC/DPC as satisfactory. A student may receive a grade of Incomplete (“I”) only if the course work remaining to be done by the end of the semester is small and the lecturer approves an extension for completing the unfinished work. The lecturer must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The designation “I” remains a permanent part of the academic record. When course work is completed to the satisfaction of the lecturer, the grade will appear on the transcript as “I B+.” The grade point average is based only on hours of course work completed.
- (e) A “W” grade (**Drop**) shall be awarded to a student who drops a course he/she registered within the stipulated schedule (i.e., by the third week in a full semester or the second week in a long vacation semester).
- (f) A “UD” grade (**Unofficial Drop**) shall be awarded to a student who registers for a course and either never attends or

stops attending—but does not officially drop the course. A designation of “UD” is equivalent to a grade of “E” (Fail).

- (g) An “X” grade (**Disqualification**) shall be awarded to a student who is unable to complete a course for reasons of ill-health or reasons other than ill-health and justified by the FPC/DPC as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- (h) A “Y” grade (**Work Still in Progress**) shall be awarded to a student who is unable to complete a course designed with multi-term sequence, i.e., going beyond one semester. The lecturer may report a “Y” grade at the end of the first term to indicate that the work is still in progress. When a final grade is reported, the grade will be posted for both terms and the “Y” notation will be removed.
- (i) A “Z” grade (**Examination Malpractice or Offence**) shall be awarded to a student whenever it is established that the student had attempted to gain an unfair advantage in an examination, be it in an end of semester examination or continuous assessment or any other category of assessment. Such a student shall be debarred from taking any of the University’s examinations for a stated period, or indefinitely, or may be expelled from the University altogether. A “Z” grade may be awarded only by the FPC for subsequent approval by the SGS Board on behalf of Academic Board.

**ii. Assessment of Course Work (Continuous Assessment)**

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

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

<b>Mode</b>	<b>Weighting</b>
Continuous Assessment	40%
End of Semester Examination	60%
<b>Total</b>	<b>100%</b>

- (b) The minimum pass mark for a course shall be 60% as shown in the table under Regulation XXVI (i) above.
- (c) A student who does not earn a Continuous Assessment mark does not qualify to take part in the End of Semester Examination.
- (d) Students who re-take examination in failed course(s) shall earn new or fresh continuous assessment marks for the re-registered course(s).
- (e) No postgraduate student shall be allowed to present himself/herself for an examination (written or oral) unless he/she is cleared by the PARO.
- (f) Content of mode of assessment may include:

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

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

***iii Modes of Teaching***

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

## **Regulation XXVII**

### **FINAL ASSESSMENT FOR GRADUATION**

- (1) Final assessment for graduation shall be undertaken only when all the taught courses have been examined and the thesis/dissertation/project is completed and certified by supervisors.
- (2) The final result shall be based on results of all compulsory courses and such number of elective courses as to make up the minimum credit requirements for graduation.
- (3) The minimum credit units required for graduation for postgraduate programmes shall be:
  - (a) 18–21 credit units for postgraduate diploma
  - (b) 21–24 credit units for non-research master's degree (MA, MEd, MTech, etc.)
  - (c) 30–36 credit units for research master's degree.

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

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

## **Regulation XXVIII**

### **GOOD ACADEMIC STANDING**

A student in good academic standing:

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

## **Regulation XXIX**

### **ACADEMIC PROBATION AND DISMISSAL**

- (1) Postgraduate students should periodically discuss their academic progress with their advisors to learn whether they are performing satisfactorily and making sufficient progress toward the degree. Postgraduate programme co-ordinators should immediately notify students in writing when their performance falls below an acceptable level [see *Regulation XXVIII (iii)* above].
- (2) In response to a student's academic deficiencies, the University may take any of the following actions:
  - i. admit a student on probationary status;
  - ii. place a continuing student on probation;
  - iii. withdraw a student from the University; or
  - iv. not confer a degree or certificate.

- (3) A student whose Cumulative PHPA is 1.5 (D+) or below on a 4.0 point scale (see *Regulation XXVI i*), who is not making satisfactory progress toward the degree, or who is failing to demonstrate an ability to succeed in his/her plan of studies may be denied permission to register, or required to withdraw, or dismissed from the programme. Completing the doctorate [*Regulations XXII and XXIII*] and finishing the master's degree [*Regulations XIV, (ii) and XXVII*] are defined in this document.
- (4) Students may also be dismissed for failing to meet the standards of academic and professional integrity as defined in this document in the relevant provisions of *Regulations XXXVIII, XXXIX and XL*.
- (5) The SGS Board must provide the student with a written notification of the grounds for dismissal that was established by the FPC through the DPC.

## **Regulation XXX**

### **PROGRESS REPORT ON POSTGRADUATE STUDENTS**

- (1) At the end of the academic year, each department shall submit to the SGS Board, through the Faculty, a progress report on each registered postgraduate student.
- (2) For courses examined during the semester, submission of examination results shall suffice. The submission shall be in the format prescribed by the SGS Board.
- (3) For thesis/dissertation/project work, a comprehensive report on the research carried out during the academic year shall be made on the *Progress Report Form* prescribed by the SGS Board.

- (4) It is the duty of the student to collect the form from the SGS Dean and get it endorsed by his/her supervisor(s) and other signatories specified on the form.
- (5) In addition to the reports submitted under *Regulation XXX (3)* above, the SGS Board may, whenever necessary, call upon a supervisor to provide a report on any or all aspects of the studentship of a candidate he/she is supervising.
- (6) Every student must submit the following to their supervisor(s) when called upon to do so:
  - (a) a report outlining the progress of his/her research during the period stipulated in the request;
  - (b) any record book or file or paper being used by the student in his/her research;
  - (c) a report on any assignment pertaining to the research.
- (7) A breach of *Regulation XXX (6)* shall be reported in writing by the supervisor to the SGS Board through the Departmental Postgraduate Committee. The Board shall impose any disciplinary action it deems fit on the candidate.

## **Regulation XXXI**

### **CONTINUOUS ABSENCE FROM UNIVERSITY**

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

## **SECTION III**

### **BOARD AND COMMITTEES**

#### **COMPOSITION AND FUNCTIONS OF BOARD AND COMMITTEES**

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

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

#### **Regulation XXXII**

##### **SCHOOL OF GRADUATE STUDIES BOARD**

###### *i. Composition*

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

- (a) Dean, SGS – Chairperson
- (b) Principals of Colleges
- (c) Deans of Academic Faculties
- (d) Dean, Centre for International Programmes
- (e) Dean, Student Affairs
- (f) Director, IEDE
- (g) One Representative of each Faculty not below Professorial rank (elected by each Faculty)
- (h) Two Representatives not below Professorial rank (elected by the Academic Board from its membership)
- (i) University Librarian
- (j) SGS Faculty Officer – Secretary

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

## *ii. Functions*

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

- (a) To formulate rules and regulations for the conduct of higher degrees and graduate diplomas;
- (b) To receive and approve postgraduate programmes submitted by FPCs;
- (c) To approve admission of candidates for postgraduate studies;
- (d) To approve results of higher degrees and postgraduate diploma examinations and recommend same to the Academic Board for the award of degrees and diplomas;
- (e) To liaise with the Centre for International Programmes (CIP) Office to establish academic linkages with institutions of higher learning;
- (f) To organize workshops on research skills and proposal writing for senior members and postgraduate students;
- (g) To liaise with Colleges/Faculties/Departments in the promotion of inter-faculty research;
- (h) To keep a register of national and international research funding agencies;
- (i) To source funding for research.

## **Regulation XXXIII**

### **FACULTY POSTGRADUATE COMMITTEE**

#### *i. Composition*

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

- (a) Dean of the Faculty – Chairperson
- (b) Vice Dean of the Faculty – Vice Chairperson

- (c) Heads of Department running postgraduate programmes
- (d) All Senior Members of professorial rank in the Faculty
- (e) Faculty Postgraduate Programme Coordinator (FPPC)
- (f) The Faculty Officer as Secretary

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

## *ii. Functions*

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

- (a) Admission of suitable candidates into postgraduate programmes in the Faculty;
- (b) Matters relating to deferment of admission, registration of students, extension of normal duration of study, supervision of study, examinations, nomination of course lecturers, nomination of supervisors, etc.;
- (c) Scouting and nomination of panel of examiners, including internal and external examiners for approval of SGS Board;
- (d) To receive results of higher degrees and postgraduate diploma examinations for consideration and making recommendations for subsequent approval of SGS Board for the award of degrees and diplomas;
- (e) Review of postgraduate academic curriculum of the Faculty within the approved general guidelines;
- (f) Any other matters either initiated by the DPCs or referred to it by the FPC itself, and/or the SGS Board.

## **Regulation XXXIV**

### **DEPARTMENTAL POSTGRADUTE COMMITTEE**

#### **i. Composition**

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

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

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

#### **ii. Functions**

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

- (a) Admission of suitable candidates into postgraduate programmes in the Department;
- (b) Matters relating to deferment of admission, registration of students, extension of normal duration of study, supervision of study, examinations, nomination of course lecturers, nomination of supervisors, etc.;
- (c) Scouting and nomination of panel of examiners, including internal and external examiners for approval of FPC;
- (d) To receive results of higher degrees and postgraduate diploma examinations for consideration and making recommendations to the FPC for subsequent approval of SGS Board for the award of degrees and diplomas;
- (e) Review of postgraduate academic curriculum of the Department within the approved general guidelines;
- (f) Any other matters either initiated by the Department or referred to it by the FPC, and/or the SGS Board.

## **Regulation XXXV**

### **REVISION AND REVIEW OF POSTGRADUTE PROGRAMMES/COURSES**

- (1) No postgraduate diploma or degree programme, or amendments to existing programmes, shall be advertised and/or offered in the University unless the same has been approved by the SGS Board.
- (2) No postgraduate course(s) or amendments to existing course(s), shall be offered in the University unless the same has been approved by the SGS Board.
- (3) A breach of *Regulations XXXV (1) and (2)* above shall render such programmes or course(s) null and void and of no effect, irrespective of when the infringement is detected.
- (4) For a new postgraduate programme or an amendment to an existing programme to be recommended to the SGS Board for approval, the Board must be satisfied that:
  - (a) the academic curriculum conforms with the guidelines prescribed in the *UEW Policy for Postgraduate Students (UPPS)* on regulations governing postgraduate degrees and diplomas;
  - (b) adequate functional facilities for the postgraduate programme are available in the Department or Faculty presenting the programme;
  - (c) the academic staff to teach the programme is adequate;
  - (d) the request is presented in the format prescribed by the SGS Board;
  - (e) it meets any other requirements prescribed by the SGS Board.
- (5) For a new course or amendments to an existing course to be recommended to the SGS Board for approval, the Board must be satisfied that:

- (a) the introduction or amendment of the course does not infringe on any regulation prescribed in the *UEW Policy for Postgraduate Students* (UPPS) on regulations governing postgraduate degrees and diplomas;
- (b) adequate functional facilities for the course are available in the Department or Faculty proposing it;
- (c) qualified lecturers to teach the course are available; and
- (d) it meets any other requirements prescribed by the Board.

### **Regulation XXXVI**

#### **APPROVAL OF DEPARTMENTAL AND FACULTY REQUIREMENTS**

- (1) No specific Departmental and Faculty requirements, additional to or consequent on these *UEW Policy for Postgraduate Students* (UPPS) on regulations governing postgraduate degrees and diplomas shall be advertised or offered in the University unless the same has been approved by the SGS Board.
- (2) Infringement of *Regulation XXXVI (1)* above shall render such requirements null and void and of no effect, irrespective of when the infringement was detected.

### **Regulation XXXVII**

#### **PERIODIC REVISION OF CURRICULUM**

- (1) Curricula of postgraduate programmes shall be reviewed periodically to keep pace with advances in the respective subject areas.
- (2) The maximum interval for compliance with *Regulation XXXVII (1)* above shall be after five years.
- (3) Any such programme whose curriculum is not updated as prescribed in *Regulation XXXVII (1) and (2)* above shall be

suspended by the Board unless a written satisfactory explanation has been given by the Department running the programme.

## **SECTION IV**

### **ACADEMIC AND PROFESSIONAL MISCONDUCT**

#### **Regulation XXXVIII**

##### **CHANNELS OF COMMUNICATION**

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

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

#### ***a. Academic Matters***

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

#### ***b. All Academic Matters Affecting Students Collectively***

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

#### ***c. Non-Academic Matters***

- i. GRASAG
- ii. Dean/Vice Dean Student Affairs

- iii. Registrar
- iv. Pro-Vice-Chancellor or Principal
- v. Vice-Chancellor

## **Regulation XXXIX**

### **FORMS OF ACADEMIC AND PROFESSIONAL MISCONDUCT**

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

#### ***(1) Cheating or Obtaining an Improper Advantage***

Includes:

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

## **(2) *Plagiarism***

Includes:

- (a) Representing the words, ideas, or work of others as one's own in writing or presentations, and failing to give full and proper credit to the original source;
- (b) Failing to properly acknowledge and cite language from another source, including paraphrased and quotes; and
- (c) Failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's own previous work.

## **(3) *Research Misconduct***

Includes:

- (a) The falsification of data, including the dishonest reporting of investigative results: i.e., tampering, manipulating, omitting, selective editing, or altering of laboratory or field data and research notes or records in a way that is deceptive and misrepresents investigative results;
- (b) The fabrication of data, including deception by inventing and misrepresenting laboratory or field data and research notes or records;
- (c) Data theft, including taking or using any data, methods, or procedures that are the work or property of others without permission and proper acknowledgment;
- (d) Interfering, inhibiting, or damaging the research of others;
- (e) Misuse of human subjects, including failure to obtain prior review and approval by the proper University Research Ethics Committee and failure to safeguard the well-being and private information of persons who participate in research;
- (f) Misuse of laboratory animals, including failure to secure prior review and approval by the University Research Ethics Committee and failure to provide humane care, handling and treatment in accordance with University policies; and
- (g) Material failure to comply with legal requirements governing research.

#### ***(4) Dishonesty in Publication***

Includes:

- (a) Knowingly attempting to publish information or research that is false, fabricated, deceptive or misleading, or contains the plagiarized work of others;
- (b) Attempting to publish work without the permission and full and proper credit of others who have collaborated or contributed to the research, and to deny joint authorship, when appropriate;
- (c) The listing as authors of persons who did not contribute to the work; and
- (d) Abuse of the peer review process, including simultaneous submission of a manuscript to more than one journal without approval from the respective editors; submission of previously published material without clarifying the extent of the previously published material; submission of a manuscript without the permission/agreement of all authors; and other actions and conflicts of interest that undermine the integrity of the peer review process.

#### ***(5) Abuse of Confidentiality***

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

#### ***(6) Misuse of Computer Facilities***

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

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

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

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

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

***(9) Obstruction of the Academic Activities and Scholarly Research of Another***

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

***(10) Illegal or Unauthorized Use of University Resources***

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

***(11) Other Forms of Academic Misconduct***

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

***(12) Attempted Academic Misconduct***

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

### ***(13) Professional Misconduct***

Includes:

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

## **Regulation XL**

### **GENERAL RULES AND REGULATIONS**

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

#### ***1. Noise-Making***

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

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

#### ***2. Drunkenness***

- (a) Drunken and disorderly behaviour on any UEW campus constitutes a serious breach of discipline.
- (b) Habitual drunkenness on campuses or in town, especially if accompanied by disorderly or scandalous behaviour, shall be considered as bringing UEW into disrepute.
- (c) No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by the University.

- (d) Any student breaching any of these regulations will first be given a written warning by the Hall Council or Head of Department, as appropriate.
- (e) If the student persists in drunken and disorderly behaviour, the Hall Council or Head of Department shall recommend his/her suspension in the first instance and dismissal in the case of repetition of the offence.

### **3. *Smoking***

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

### **4. *Damage or Modifications to UEW Property***

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

### **5. *Transfer of UEW Property***

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

## **6. Use of Appliances**

- (a) The following appliances may be used in the Halls:
  - i. Table top gas stoves with cylinders and regulators. Where these are used, safety measures should be taken to prevent the outbreak of fire.
  - ii. Deep freezers may be used only when they are for communal use.
- (b) The use of the following appliances is, however, **prohibited**:
  - i. Refrigerator of all types
  - ii. Microwaves
  - iii. Rice cooker
  - iv. Electric oven
  - v. Blender
  - vi. Juice Maker
  - vii. Cake Mixer
  - viii. Toaster
  - ix. Washing machine
  - x. Electric stoves of all types
  - xi. Electric Hair dryer/Hair straightener
  - xii. Electric sewing machine
  - xiii. Photocopier/Printer/Scanner
  - xiv. Electric heater/Electric kettle
  - xv. Air conditioner of all types
  - xvi. Any unapproved electrical appliance
- (c) The use of combustible substances, such as petrol or gas (LPG) , by students in the Hall and other unauthorised premises of the University is prohibited.
- (d) Students found using any of the prohibited appliances or combustible substances will lose their residential status, after being warned in the first instance.

## **7. Keeping the Environment Clean**

- (a) It is expected that all students will keep the environment clean and tidy at all times and refrain from degrading the surroundings.

- (b) Any student who throws water from the balcony to the ground, degrades the environment or throws litter around will lose his/her residential status.
- (c) Other sanctions like written warning or suspension shall be imposed by the University authorities on both residential and non-residential students who breach Regulation XL 7 (a) above.

## **8. Publication**

The following shall govern all student publications:

- (a) The Dean/Vice Dean of Student Affairs shall be informed of any intention to produce a student publication and approval shall be duly given by the Registrar before publication.
- (b) Copies of each publication shall be deposited with the Vice-Chancellor, Pro-Vice Chancellor, Principal, Registrar, Dean/Vice Dean of Student Affairs, Hall Managers (for Hall Publications only), Assistant Registrar (Publications), the Librarian, GRASAG and the Ghana Library Board.
- (c) Each issue of a publication shall indicate the names of the editor (s), members of the Editorial Board and the publishers.
- (d) Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- (e) The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and libellous statements, personal attacks, falsehoods or any statement that may cause disaffection or disharmony.
- (f) The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

## **9. Communication with Government Ministers and Officials/ Embassies/High Commissions/The Press, Individuals and Organisations Outside UEW**

- (a) Students are not allowed to have direct communication with the Press, any Government Ministers and Officials, Embassies/High Commissions, individuals and organisations on any matter affecting UEW life, policy and administration. This seems to be an abuse of freedom of speech

- (b) All formal communication on UEW matters should be forwarded, through the Dean/Vice Dean of Student Affairs to the Registrar.
- (c) All formal communication with Government Ministers and Officials, Embassies/High Commissions, the Press, Organisations and individuals outside UEW should be forwarded through the Head of Department, Dean of Faculty or Dean/Vice Dean of Student Affairs, to the Registrar who will issue covering letters for them.

### ***10. Demonstrations, Rallies and Processions (DRaP)***

The numbering has changed from (a) to i.

- (a) Students wishing to organise, start or end a DRaP on any of the campuses of UEW shall seek permission, in writing, from the Registrar through the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro Vice-Chancellor, Principal and Dean/Vice Dean of Student Affairs and the SRC/GRASAG President (if he/she is not the organiser).
- (b) The written application should reach the Registrar, at least, 48 hours before the DRaP is due to commence.
- (c) The application shall state the purpose of the DRaP, the name (s) of the organiser (s), the organizing body and the duration of the DRaP.
- (d) A DRaP shall be held at a place or places approved by the Registrar and all route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.
- (e) During a DRaP, nothing shall be done or said that may provoke violence.
- (f) The organisers of a DRaP shall be held jointly and severally responsible for any act of violence or breach of University rules and regulations that occurs during the DRaP.
- (g) Participants in a DRaP shall be held collectively and individually responsible for any act of lawlessness or destruction that occurs during the DRaP.
- (h) The Registrar may prescribe conditions, restrictions or limitations that he considers appropriate in any given situation.
- (i) Students wishing to stage a DRaP it needs to be clear that the DRaP is related to UEW actions or policies, otherwise this and the others are restricting students political rights – just because

they are UEW students should not mean the University Management has the right to restrict their right to make political statements. outside the campuses of UEW shall inform the police, in writing, through the SRC/GRASAG President and the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro-Vice Chancellor, Principal, Registrar, the Dean/Vice Dean of Student Affairs and SRC/GRASAG President, for their information.

- (j) Students wishing to organise a DRaP outside the campuses of UEW shall notify the Registrar in writing, through the SRC/GRASAG President and the Dean/Vice Dean of Student Affairs with copies to the Vice-Chancellor, Pro-Vice-Chancellor, Principal, Dean/Vice Dean of Student Affairs and SRC/GRASAG President for their information.
- (k) Participants and organisers of a DRaP outside the campuses of UEW shall be deemed to have familiarised themselves with the laws of the country on DRaP.
- (l) No DRaP shall be allowed between the hours of 6.00 p.m. and 6.00 a.m. Exceptions may be granted depending upon the circumstance.
- (m) The granting of permission to embark on a DRaP shall not prejudice the position of the University vis-à-vis the objectives of the DRaP.
- (n) The authorities of UEW shall grant group exeat to participants in DRaPs staged outside the campuses only after satisfying themselves that adequate notice has been given to the Police and approval given them.
- (o) Before a DRaP begins, any student who disagrees with the move and wishes to be disassociated from it may do so by writing to the Hall Manager or Academic Counsellor disassociating himself/herself from the particular DRaP.
- (p) Every member is expected to use the officially-approved channels of communication and to follow the laid-down procedures to resolve grievances.
- (q) In the case of the presentation of formal petitions or resolutions or organisation of protests, the residence of the Vice-Chancellor and other principal officers of UEW are out of bounds.

- (r) All formal negotiations should take place in the offices of such officials or at designated venues.
- (s) In all matters of negotiation, the Central Administration will meet only the accredited representatives of recognised student organisations in UEW and agreements reached are deemed to be binding on both sides.
- (t) Contravention of any of the regulations on DRaP shall attract a fine, suspensions or dismissal.
- (u) In addition, any damage caused to University and/or non-University property shall be repaired or replaced by the offending student (s).

### ***11. Application of the Laws of Ghana***

- (a) Every member of the University community is bound by the laws of Ghana and the walls of UEW do not protect anyone from the application of the laws of Ghana.
- (b) All regulations of UEW are consistent with the laws of the nation and shall be enforced accordingly. The University shall, therefore, not permit behaviour by any student, whether on campus or off campus, that contravenes the laws of Ghana.

### ***12. Trading***

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

### **13. Excursions and Educational Trips**

[Maintaining “All” makes the statement too expansive – if a student goes on a personal trip, it would be included] Excursions and educational trips organised by students shall be governed by the following regulations:

- (a) The decision to undertake the trip shall be taken at a general meeting of the club or society.
- (b)
  - (i) A written permission for an excursion or an educational tour within Ghana, shall be sought from the Dean/Vice Dean of Student Affairs or the Head of Department concerned who shall, in turn inform the Registrar.
  - (ii) For excursions or educational tours outside Ghana, permission and approval shall be sought from the Registrar, through the Head of Department or Dean/Vice Dean of Student Affairs. The Registrar shall, upon approval, inform the Vice-Chancellor and Pro-Vice-Chancellor or Principal.
  - (iii) The application letter should contain the list of those undertaking the trip, indicating their programmes, levels and Halls of Residence or Affiliation and Residence outside campus and the relevant portion of the minutes of the meeting at which the decision for the trip was taken.
  - (iv) In all cases, the application shall be endorsed by the Chief Patron or his/her representative.
- (c) The trip shall be restricted to only University members of the club or other students of the University.
- (d) No student shall take part in any excursion organised within or outside the country without prior permission from UEW authorities.
- (e) The purpose of any trip shall relate to the aims and objectives of the club or society.
- (f) No student or unapproved or unrecognised group shall organise local or foreign trips.
- (g) Documentary evidence of correspondence between the club/society and the institutions or establishment to be visited and arrangements for accommodation (where applicable), shall accompany the application letter.

#### **14. Amalgamated Clubs and Societies**

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

- (1) **Approved**  
These are clubs, societies, organisations or associations whose objectives help UEW in the attainment of its broad objectives (e.g. Departmental Clubs, Cadet Corps, etc.).
- (2) **Recognised Societies**  
These are clubs, societies, organisations or associations that help in the promotion of the individual's own desire and aspiration (e.g., Religious Organisations, Old Students' Associations, Regional Associations [like VORSA, BASU], ICT Club).
- (3) **Unrecognised Societies**  
All other clubs, societies, organisations or associations that do not conform to *Regulation XL 14 (1) and (2)* above will not be given the mandate to operate. These include those based on tribal, native towns and ethnic groupings; groups that practice occultism, pressure groups, homosexuality, lesbianism and other social unacceptable behaviours in Ghana.
- (4) **Application Procedures**
  - (a.) All applications or requests, on behalf of a new club or society, for recognition or approval, shall be submitted to the Registrar, through the GRASAG President and the Dean/Vice Dean of Student Affairs.
  - (b.) The application shall state the names of founding members, officers and patrons. It shall also include the constitution of the club or society and its proposed activities.
- (5) **Mandate to Operate**
  - (a.) With the exception of subject associations, a society union or an association can be given the mandate to operate, **only if it is open to all students.**

- (b.) The mandate to operate shall be withdrawn if the club or society is found to be operating contrary to its approved objectives or not in accordance with *Regulation XL 14 (5) a.*
  - (c.) Every approved or recognised society must have a Senior Member or Members of the University as its Patron (s).
- (6) Accountability to UEW
  - (a.) The Treasurer of each approved society must present to the Registrar, through the Dean/Vice Dean of Student Affairs, a detailed annual financial statement.
  - (b.) The annual financial statement must be duly signed by the Financial Secretary, the President and a Patron of the society.
- (7) Renewal of Status
  - (a.) At the end of every academic year (by May 31<sup>st</sup>), each society shall renew its mandate to operate. Application forms shall be available at the Office of Dean/Vice Dean of Student Affairs.
  - (b.) Renewal of a society's mandate to operate shall include the submission of names of all newly elected executive members and their programmes of activities for the year which shall be forwarded to the Dean/Vice Dean of Student Affairs and a copy sent to GRASAG.
- (8) Conflict Resolution
  - (a.) Cases that require settlement of grievances shall first be referred to the Patrons of the Club or Society.
  - (b.) Unsolved grievances shall be referred to the Dean/Vice Dean of Student Affairs.

### ***15. Invitation of Guest Speakers and Artistes***

- (a.) Before any group or club makes arrangements to invite guest speakers or artistes from outside the University to address meeting or provide entertainment, a formal written request must

- be made to the Registrar, through the Patron(s) or Hall Manager or SRC/GRASAG President (as appropriate), and the Dean/Vice Dean of Student Affairs who shall forward same to the Registrar.
- (b.) No such invitation shall be made until permission has been granted by the Registrar.

### ***16. Use of Meeting Venues***

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

### ***17. Use of University Transport***

- (a) Where University transport facilities are available, they may be booked for any approved journeys by the organisers of approved group of students.
- (b) Request for transport should be made to the Registrar through the GRASAG President or Patron to the Dean/Vice Dean of Student Affairs or Head of Department, at least five working days in advance. **UEW Transport Request Form** should be used.

- (c) The *UEW Transport Request Form* shall require the following particulars:
- i. The destination and purpose of the journey.
  - ii. The date and time that the transport will be required.
  - iii. The names of students who wish to travel, together with their programmes and levels and at times names of the Halls in which they reside or affiliated are required.
  - iv. The name and signature of the organiser/patron of the group who will be responsible for payment to the Finance Officer should a fee be charged.
  - v. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected by the Transport Officer.

### ***18. Operating Credit Union/Money Lending***

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

### ***19. Collection of Money***

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

## **20. Arms and Ammunition**

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

## **21. Drugs**

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

## **22. Use of Private Vehicles**

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

## **23. Identity Cards**

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

## **24. Rules, Discipline and Sanctions**

- (a) The officers of UEW who have direct responsibility for the discipline of Junior Members in the Halls are the Hall Managers and Hall Fellows. The Dean/Vice Dean of Student Affairs shall be notified of any action taken.
- (b) Disciplinary measures shall be taken by the authorities of the Hall against any student violating Hall regulations.
- (c) Deans of Faculties and Heads of Department are responsible for discipline in their respective Faculties and Departments.
- (d) It shall be an offence to disobey these officers in the discharge of their official duties.
- (e) A Junior Member who flouts the Statutes and Regulations of UEW shall be disciplined, only with the consent of the Vice-Chancellor or Principal.
- (f) The operation of University Regulations is without prejudice to the application of the general laws of the land which apply also to all persons in the University.
- (g) If a student violates any Regulations of UEW, outside his/her Hall of Residence, it shall be reported to the Dean/Vice Dean of Student Affairs who will apply the appropriate sanction and notify the Hall Manager concerned.
- (h) For serious offences (or offences involving a group of students) the Dean/Vice Dean of Student Affairs shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the Vice-Chancellor or Principal.
- (i) It shall be an offence for a Junior Member or group of Junior Members to '**pond**' any person in the University, no matter the form the '*ponding*' may take.
- (j) If disputes arise between students of different Halls, the Hall Managers of the Halls concerned shall resolve the dispute.

- (k) Should attempts of the Hall Managers fail, the matter shall be referred to the Dean/Vice Dean of Student Affairs.

## ***25. Sanctions that Offences Attract***

The following offences shall attract the sanctions listed under them:

- (a) Theft
  - i) Loss of residential status.
  - ii) Refund of the stolen item(s).
  - iii) Suspension or dismissal from UEW, depending on the gravity of the offence.
  
- (b) Embezzlement of Student Fund  
(E.g. Embezzlement of GRASAG, Societies, Religious Groups Funds)
  - i) Refund of the embezzled funds.
  - ii) Suspension or dismissal from UEW, depending on the gravity of the offence.
  - iii) Withholding of results.
  
- (c) Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug Use and Peddling
  - i) Suspension or dismissal from UEW, depending on the gravity of the offence. Any offence the Criminal Code considers felony shall attract outright dismissal, and as misdemeanour, suspension for one academic year.
  - ii) Withholding of results for a period determinable by UEW authorities.
  - iii) Other forms of sanctions, depending on the nature of the offence.
  - iv) Reporting to case to the authorities? I would think the University should have a clear policy that some of these offenses will be turned over to the police or other investigatory agencies, especially for rape.
  
- (d) "Ponding" of a Student
  - i) Suspension or dismissal from UEW, depending on the gravity of the offence.

- ii) Withholding of result for a period determinable by UEW authorities.
  - iii) Compensation to victim.
- (e) Unauthorised transfer of UEW property  
(e.g. Furniture, Fittings)
- i) A fine determinable by UEW authorities.
  - ii) Habitual offenders shall be suspended.
- (f) Mutilation or Unauthorised Removal of Library Books,  
Refusal to Pay Fines Imposed
- i) A fine of not less than three (3) times the going prices of the book(s)
  - ii) Withholding of results
  - iii) Suspension or dismissal from the University
- (g) Non-Vacation of room or Taking away Keys during Holidays
- i) Loss of residential status
  - ii) Rent payment at the going commercial rate for the number of days and the number of beds in the room.
  - iii) Withholding of semester and/or final results for refusal to pay.
- (h) Damage to UEW Property
- i) Repair or replacement of the property damaged and/or rustication.
  - ii) Suspension or dismissal, should the culprit refuse to repair or replace the property.
  - iii) The University reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property.
  - iv) The culprit shall also bear costs involved in the recovery exercise.
- (i) Conduct of Classes toward Entrance Examination

i) No student shall, under any circumstance, conduct classes for candidates towards the University's Entrance Examination.

ii) Any student who violates this regulation shall be suspended for one academic year.

(j) Anonymous Letter Writing

i) No student should engage in anonymous letter writing. Students with any grievances should properly document them for dialogue and discussion through the appropriate channel of communication.

ii) Breach of this regulation shall attract outright dismissal, if the writer is found out. This sounds a harsh and anti-free speech

(k) Prosecution by Civil Authorities

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

## **26. Appeal**

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