

**UNIVERSITY OF CAPE COAST
CAPE COAST, GHANA**



SCHOOL OF GRADUATE STUDIES

**ACADEMIC POLICIES
& REGULATIONS
FOR GRADUATE
STUDIES**



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(2021 – 2025)

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SECTION 1.0 INTRODUCTION

This brochure is intended to serve as a reference document, especially for Lecturers, Supervisors, Examiners and Prospective Graduate Students of the University of Cape Coast. Pertinent issues on graduate studies that have been highlighted include admission requirements, application forms, administration of graduate studies, registration and scheme of examinations, academic standing and presentation of dissertation/thesis. Every effort has been made to ensure accuracy of the information in this brochure. However, the Board reserves the right to make changes any time as deemed necessary.

1.1 Academic Year

The University operates a semester system but graduate programmes are for the full calendar year (August to July).

Regular Programmes

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

Sandwich Programmes

- Sandwich Semester - June – August

Distance Programmes

- First Semester - October – March
- Second Semester - May – September

1.2 Non-Degree Graduate Programmes

- i. Postgraduate Certificate (PGC)
- ii. Postgraduate Diploma (PGD)

1.3 Degree Graduate Programmes

- i. Non-Research Programmes
 - Master of Arts (MA)
 - Master of Science (MSc)
 - Master of Education (MEd)
 - Master of Education (Teaching in Higher Education)
 - Master of Business Administration (MBA)
 - Master of Public Health (MPH)
 - Master of Law (LLM)
 - Executive Masters (ExM)
- ii. Research Programmes
 - Master of Philosophy (M.Phil)
 - Master of Commerce (MCom)
 - Master of Nursing (MN)
 - Doctor of Business Administration (DBA)
 - Doctor of Philosophy (Ph.D)

1.4 Admission and Progression Requirements

1.4.1 Postgraduate Certificate, Postgraduate Diploma and Non-Research Degrees

Direct one-step admission into graduate programmes is limited to certificate, diploma and non-research degree programmes as follows: PGC, PGD, MA, MSc, MEd, MBA, MPH, LLM, and ExM. These typically last for one academic year although when they are run in the sandwich mode, they are delivered in two calendar years.

a) Postgraduate Certificate

An applicant seeking admission into a Postgraduate Certificate programme must have a first degree.

b) Postgraduate Diploma

An applicant seeking admission into a Postgraduate Diploma programme must have a first degree.

c) Master's Degree Programmes

MA, MSc, MEd, MBA, MPH, LLM, and ExM (**Regular (Sandwich/Distance)**)

An applicant seeking admission into an MA/MSc/Med/MBA/MPH/LLM/ExM degree programme must:

- i. have obtained a good first degree, at least, a Second Class (Lower Division) in an appropriate field of study from a recognised academic institution.
- ii. submit an official transcript of academic record.

- iii. submit two referees' reports, one of which must be from the last institution attended.
- iv. satisfy any additional requirements prescribed by the College/Faculty/School/Institute/Department. These may include relevant work experience, a written entrance examination and/or an interview.

d) MEd (Teaching in Higher Education)

An applicant seeking admission into an M.Ed (Teaching in Higher Education) degree programme must:

- i. have obtained MA/M.Sc/M.Phil/Ph.D (in non-education programmes)
- ii. satisfy any additional requirement specified by the College/School

e) Special Admissions

An applicant who possesses a first degree with a Third Class or Pass may be considered for admission into the MA/MSc /MEd/MBA/MPH/LLM/ExM programme.

The candidate will be required to:

- i. submit a transcript of his/her academic record.
- ii. pass a selection interview.

In special cases, an applicant who does not have a first degree but is otherwise adjudged suitable may be admitted into a non-researched postgraduate programme.

Such an applicant must:

- i. have special knowledge and considerable experience in his/her area of interest.
- ii. have, at least, G.C.E. 'O' Level/SSSCE/WASSCE passes in English Language and Mathematics.
- iii. have a Diploma or its equivalent in the relevant field of study.
- iv. be at least 30 years of age at the time of application.

1.4.2 Research Postgraduate Programmes

A) M.Phil/MCom./MN

A First Degree applicant seeking admission into an M.Phil/MCom./MN programme must:

- i. have obtained a good first degree, at least, a Second Class (Lower Division) in an appropriate field of study from a recognised academic institution.
- ii. submit an official transcript of academic record.
- iii. submit two referees' reports, one of which must be from the last institution attended.
- iv. submit a proposal of 2-3 pages on the intended area of study, including references.
- v. satisfy any additional requirements prescribed by the College/Faculty /School/Institute/Department. These may include relevant work experience, a written entrance examination and/or an interview.

A successful applicant will be offered probationary admission as a Postgraduate Research Student (PRS) for the first year. Students may progress to the second year after having satisfied the following conditions:

- i. completed all courses required at the master's level including Academic Writing.
- ii. obtained a Cumulative Grade Point Average of 2.5 or better.
- iii. successfully defended a research proposal before a Departmental Committee on Graduate Studies.

A Non-Research Master's Degree applicant seeking admission into an M.Phil/MCom./MN programme must:

- i. have obtained a Cumulative Grade Point Average of 2.5 or better in all master's course work.
- ii. submit an official transcript of academic record.
- iii. submit, at least, two referees' reports, one of which must be from the last institution attended.
- iv. submit a proposal of 2-3 pages on the intended area of study, including references.
- v. satisfy any additional requirements prescribed by the College/Faculty/School/Institute/Department. These may include relevant work experience, a written entrance examination and/or an interview.

A successful applicant will be offered probationary admission as a Postgraduate Research Student (PRS) for the first semester of the first year. Students may progress to the thesis phase in the second semester of the first year after having satisfied the following conditions:

- a) taken a course in academic writing and passed.
- b) successfully defended a research proposal before a Departmental Committee on Graduate Studies.

B) Doctor of Philosophy (Ph.D)/ Doctor of Business Administration (DBA)

An applicant seeking admission into the Ph.D/DBA must:

- i. have either an M.Phil or equivalent degree in an appropriate field of study from a recognised institution. OR have MA/MSc/MEd/MBA/MPH/LLM/ExM degree in an appropriate field, with Cumulative Grade Point Average of 3.5 or better with not more than one grade C+. Also, have scored B+ or better in Research Methods course.
- ii. submit an official transcript of academic record.
- iii. submit two referees' reports, one of which must be from the last institution attended.
- iv. submit a proposal of 3-5 pages on the intended area of study including references.
- v. satisfy any additional requirements prescribed by the College/Faculty/School/Institute/Department.

A successful applicant will be given probationary admission as a Postgraduate Research Student (PRS) for the first year. A student may progress to the second year after satisfying the following conditions:

- i. taken and passed all requisite background courses as may be prescribed by the Department.
- ii. successfully defended a final research proposal before a Departmental Committee on Graduate Studies.

1.5 Conditions for Upgrading First Degree Holders on

MEd/MA/MSc/MBA to M.Phil/MCom./MN

For a first degree holder on MEd/MA/MSc/MBA to be upgraded to an M.Phil/MCom./MN programme, He/she must:

- i. have obtained a Cumulative Grade Point Average of 3.0 or better in the Master's course work.
- ii. have obtained **not** more than one grade C in the Master's course work.
- iii. have obtained grade B or better in the Master's Research Methods.
- iv. have presented a 10-15 page research proposal including references and defend the proposal with a score of B or better.
- v. take a course in Academic Writing and pass in the first semester.

- vi. take and pass other courses prescribed by the Department.
- vii. complete an M.Phil thesis at the end of the second semester of registering as Postgraduate Research Student (PRS).

1.6 Conditions for Upgrading First Degree Holders on M.Phil/MCom/MN Programme to Ph.D

For a first degree holder to be upgraded to a Ph.D programme, He/she must have:

- i. completed all courses required at the master's level including Academic Writing.
- ii. obtained a Cumulative Grade Point Average of 3.5 or better in the course work.
- iii. obtained not more than one grade C+.
- iv. scored B+ or better in Research Methods course.
- v. defended a final research proposal before the Department Graduate Examination Committee and passed with at least grade B+ by the examination panel.

1.7 Modalities for Upgrading

- i. A student will apply in writing through his/her advisors to the Departmental Graduate Studies Committee stating reasons for the upgrading.
- ii. The Departmental Committee will consider the application in the first instance and forward it together

with its recommendation to the Faculty/School/College Graduate Studies Committee.

iii. The Faculty/School/College Graduate Studies Committee will consider the application and forward same, together with its recommendations to the Board of School of Graduate Studies through the College Doctoral Research Committee **before the end of the first semester of the second year of study.**

iv. The applications for the upgrade should reach the School of Graduate Studies not later than the end of the first semester of the second year. The Board of SGS will consider the application, taking into consideration the recommendations of the Departmental/Faculty/School/College Committees.

1.8 Application for Admission

Application for admission into graduate programmes in the University may be available as follows:

a. Regular Admission

Application forms for admission into regular programmes (August admissions) may be obtained between December and April.

Ph.D admissions occur twice in a year—August and January. Application forms for admission into Ph.D programmes (January admissions) may be obtained between September and November.

b. Sandwich Admission

Application forms for admission into sandwich programmes may be obtained between December and March.

c. Distance Admission

Application forms for admission into distance programmes may be obtained between December and June.

NB: There shall be no variation in requirements for entry for the same programme (e.g. Guidance and Counselling) irrespective of the mode of delivery (Sandwich, Distance or Regular).

1.8.1 Application Forms for Entry into Postgraduate Programmes

Application Vouchers for accessing the forms online may be purchased directly from the University's Main Cash Office, the University of Cape Coast Guest House at Tesano, Accra or at College of Distance Education (CoDE) Regional Offices/other points of sale to be specified from time to time. Completed application forms should be returned to:

The Deputy Registrar
School of Graduate Studies
University of Cape Coast
Cape Coast

Tel.: [03321] 35351, [03321] 32480 Ext 237,

Direct: 020 7087976

E-mail: graduatestudies@ucc.edu.gh

Applicants must ensure that their application forms are posted before the specified closing date.

1.9 Processing of Application Forms

All applications for admission shall be considered by the Departmental Graduate Committee. Names of successful applicants shall be sent to the School of Graduate Studies for further processing.

1.10 Change of Name and Other Particulars

As an institutional policy, the University does not accept request to change or amend names or other records/particulars of students.

For purposes of University records, students shall be known only by the names used on their certificate in completing their application for admission and in the sequence in which they are written. Once a student has been offered admission with a registered name, same as the one on his/her transcript or certificate, he/she goes through the programme of study with that name.

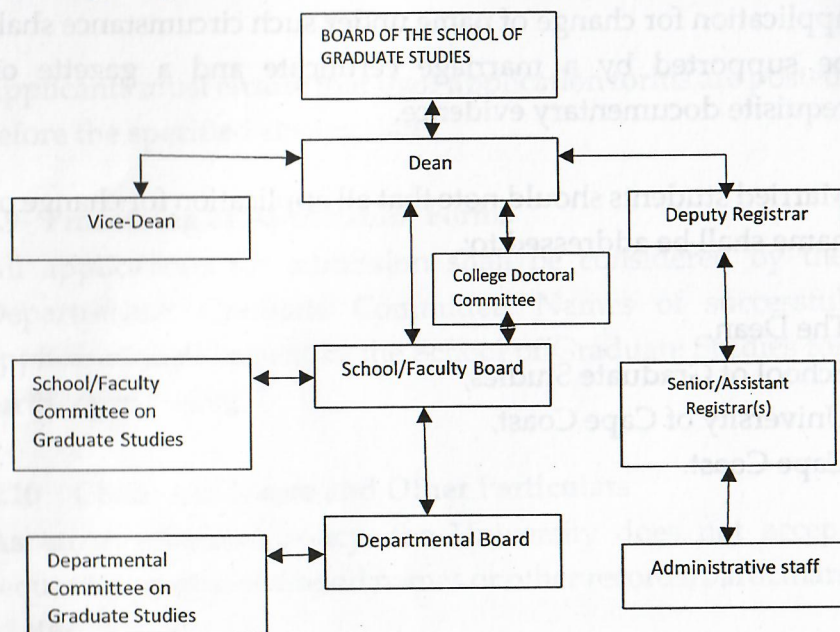
Female students who contract marriages while in the University may however apply to have their names changed to include the surname acquired by their marriage. The application for change of name under such circumstance shall be supported by a marriage certificate and a gazette or requisite documentary evidence.

Married students should note that all application for change of name shall be addressed to:

The Dean,
School of Graduate Studies,
University of Cape Coast,
Cape Coast.

SECTION 2.0 ADMINISTRATION OF GRADUATE STUDIES

2.1 Organogram for the Administration of Graduate Studies



2.2 Board of the School of Graduate Studies

The Board of the School of Graduate Studies is responsible for administering graduate education in the University.

2.2.1 Membership of the Board

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

- Vice-Dean, School of Graduate Studies
- Vice-Deans of School/Faculty

- Most Senior Head of Department for a 2-tier College.
- One representative from each College of at least senior lecturer status.
- Librarian or representative.
- Director of Academic Affairs.
- Deputy Registrar (SGS) as Member/Secretary or Senior/Assistant Registrar as Secretary.

2.2.2 Functions of the Board

The functions of the Board are to:

- approve candidature, course work, supervisors, theses topics, titles and synopses for higher qualifications based on recommendations from Department and Faculty/School Boards.
- recommend to Academic Board, the appointment of internal and external examiners for dissertations or theses based upon recommendations from the Department and Faculty/School Boards.
- consider provisional approval to graduate examination results based on recommendations from the Department and Faculty/School Boards.
- provide approval to new/revised graduate programmes upon recommendation from the Faculty/School Boards and College Doctoral Committee in the case of Ph.D programmes.

- e) revise regulations on graduate studies from time to time.
- f) ensure that the School of Graduate Studies fulfils its statutory functions.

2.3 College Committee on Graduate Studies

Each College shall have a College Committee on Graduate Studies (CCGS). The CCGS will advise the Board of the School of Graduate Studies on matters relating to doctoral degrees and other related matters in the College.

2.3.1 Membership

Membership of the Committee shall be as follows:

- a) Chair: Most Senior Dean (or HOD for a 2-tier College) in the College
- b) Vice-Deans (or HODs for a 2-tier College) of Schools/Faculties of the College
- c) One Academic staff member of Professorial/Senior Lecturer rank from each School/Faculty (or Department for a 2-tier College) appointed by the School/Faculty for a two-year term
- d) One Board member of the SGS, who is not a member of that College, appointed by the Board of Graduate Studies for a two-year term

Administrative support is to be provided by the College Registrar. All members may be re-appointed or re-elected for another term.

2.3.2 Functions

The functions of the CCGS are as follows:

- a) receive Doctoral reports (e.g. research progress, examination results) from Schools/Faculties.
- b) recommend to the SGS the award of Doctoral Degrees where the Committee is satisfied that the University's requirements have been met.
- c) recommend to the SGS the appointment of supervisors and examiners for doctoral students.
- d) recommend to the SGS withdrawals and terminations of candidature of doctoral students.
- e) recommend to the SGS suspensions and extensions of candidature of doctoral students.
- f) recommend to the SGS upgrading of first degree and non-research degree holders who meet the requirements, for Ph.D programmes.
- g) advise the Dean of the School of Graduate Studies on matters relating to the maintenance of excellence in doctoral programmes.
- h) provide information on doctoral programmes to staff and candidates in the College.
- i) consider matters referred to the Committee by the Board of the School of Graduate Studies.

The CCGS shall provide an Annual Report to the Board of the SGS. The report will include a summary of all doctoral candidates who have successfully completed their degree in the preceding calendar year, those who could not, and other information relevant to the functions of the committee.

2.4 Faculty/School Committee on Graduate Studies

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

2.4.1 Membership

Members of the Committee shall include the Dean, Vice-Dean, Professors, Associate Professors, Heads of Department and one representative from each department (Senior Lecturers with Ph.D) in the Faculty/School. The Committee shall be chaired by the Dean.

2.4.2 Functions

The functions of the Committee are as follows:

- a) consider graduate examination results (course work and thesis/dissertation) upon recommendations from departmental boards.
- b) set up a sub-committee to vet theses and dissertations of graduate students in the faculty/school.
- c) consider provisional approval to new/revised programmes proposed by the departments.

- d) submit progress reports on research students to the School of Graduate Studies.
- e) recommend the appointment of supervisors for graduate students nominated by the departments to the CCGS or the School of Graduate Studies as the case may be.
- f) provide information to the CCGS on doctoral programmes

2.5 Departmental Committee on Graduate Studies

2.5.1 Membership

Members of the Committee shall be Professors, Associate Professors, and Senior Lecturers as well as Lecturers with Ph.D. The Committee shall be chaired by the Head of Department.

2.5.2 Functions

The functions of the Committee are as follows:

- a) ensure that proposals for the introduction of new programmes conform to the approved University format.
- b) recommend the appointment of supervisors to the Faculty Committee on Graduate Studies.
- c) develop monitoring/compliance systems (e.g. progress reporting) to ensure effective supervision of postgraduate students' research (M.Phil/Ph.D).
- d) submit progress reports on graduate students to the Faculty Committee on Graduate Studies.

- e) consider provisional approval of examination results for consideration by the Faculty Committee on Graduate Studies.

SECTION 3.0 GENERAL REGULATIONS FOR THE AWARD OF HIGHER DEGREES

3.1 General

A PGC/PGD/MA/MSc/MEd/MBA/MPH/LLM/ExM/M.Phil/MCom/MN/ DBA/ Ph.D degree will be awarded to a candidate who has pursued an approved programme of study in the University of Cape Coast and has subsequently satisfied examiners at the prescribed examinations.

3.2 Degrees Awarded

The following degrees shall be awarded by the University, in the various Colleges/Faculties/Schools:

College of Distance Education

PGDE, MEd, MA, MSc, MBA, M.Phil, MCom

College of Education Studies

Faculty of Humanities and Social Sciences Education: MEd, M.Phil, Ph.D

Faculty of Science and Technology Education: MA, MEd, M.Phil, Ph.D

Faculty of Educational Foundations: MA, MEd, M.Phil, Ph.D
School of Educational Development and Outreach: PGDE, MEd, M.Phil, Ph.D

College of Humanities and Legal Studies

Faculty of Arts: MA, M.Phil, Ph.D

Faculty of Social Sciences: PGC, PGD, MSc, MA, MPH, ExM, M.Phil, Ph.D

Faculty of Law: LLM

School of Business: MBA, MCom, DBA, Ph.D

School of Economics: MSc, M.Phil, Ph.D

School for Development Studies: MA, MSc, M.Phil, Ph.D

College of Agriculture and Natural Sciences

School of Biological Sciences: MSc, M.Phil, Ph.D

School of Agricultural Science: MSc, M.Phil, Ph.D

School of Physical Sciences: MSc, M.Phil, Ph.D

College of Health and Allied Sciences

School of Medical Sciences: MPH, MSc/M.Phil

School of Nursing: MSc, MN

School of Allied Health Sciences: MSc, M.Phil, Ph.D

3.3 Award of Lower Degree (Step-Down to Existing Programme)

If a first year Postgraduate Research Student (PRS) is unable to meet the requirements for progressing/upgrading, he/she may

be awarded an appropriate non-research degree (e.g. MA, MSc, MEd) on condition that he/she has passed the course work with at least a CGPA of 2.0, the minimum requirement for the award of such a degree.

If an M.Phil or equivalent (MCom., MN) student is not able to complete the thesis within the stipulated time, he/she may be awarded an appropriate non-research degree provided he/she satisfies the minimum conditions for the award of that degree.

3.4 Modalities for the Award of Lower Degree

3.4.1 Step-down of M.Phil/MCom/MN to MA, MSc, MEd, MBA, ExM initiated by the student

- i. A student will apply to the Departmental Graduate Studies Committee through his/her supervisors, stating reasons for the step-down.
- ii. The Departmental Graduate Committee will consider the application in the first instance and forward it together with its recommendation to the Faculty/School Graduate Studies Committee.
- iii. The Faculty/School Graduate Studies Committee will consider it and forward the application together with its recommendations to the Board of the School of Graduate Studies.
- iv. The Board of the School of Graduate Studies will consider the application, taking into consideration the

recommendations of the Departmental and Faculty/School Committees on Graduate Studies.

Candidates who apply for step-down must satisfy the conditions for the award of the MA, MSc, MEd, and MBA, including a minimum CGPA of 2.0.

3.4.2 Step-down M.Phil/MCom/MN to MA, MSc, MEd, MBA, ExM by fiat

The process of stepping down may be initiated by the School of Graduate Studies or Department or the Faculty/School/College to which the student belongs.

3.5 Joint/Dual Degrees

The University of Cape Coast (UCC) offers joint/dual postgraduate research degree programmes (i.e. M.Phil/MCom/MN/Ph.D). **Joint degree programme** here, refers to a degree programme that is designed and delivered by UCC and one or more partner institutions within or outside Ghana, and a student receives a single certificate endorsed by each partner institution.

Dual Degree Programme is a degree programme that is designed and delivered by UCC and one or more partner institutions within or outside Ghana, and a student receives a separate certificate from each of the partner institutions.

This will involve taking and passing specific courses, supervision arrangements, travels, credit transfer and examinations.

Applicants for split-site programmes should submit evidence of admission to a partner institution(s) through his/her College/ School/Faculty/Department for consideration and approval by the School of Graduate Studies.

SECTION 4.0 DURATION, MODE OF DELIVERY AND STRUCTURE OF PROGRAMMES

4.1 Duration of Programmes

The durations for postgraduate programmes in the University are as follows:

Table 1: Duration of Programme

Programme	Minimum Duration	Maximum Duration
<i>Non-research Programmes</i>		
PGC/PGD	1 Year	2 Years
MA/MSc/MEd/MBA/MPH/LLM/ ExM	1 Year	2 Years
<i>Research Programmes</i>		
M.Phil/MCom./MN (Top-up)	1 Year	2 Years
M.Phil/MCom./MN	2 Years	3 Years
DBA/Ph.D	3 Years	4 Years

Note: Programmes run on Distance and Part-time may be granted additional one year to complete.

Mode of Programme Delivery

Postgraduate programmes in the University of Cape Coast are delivered on Regular, Sandwich and Distance modes. Within each mode, the courses are delivered via on-line, face-to-face or combination (blended).

4.2 Structure of Programmes

I. Non-Research Masters Programmes

The non-research masters programmes (MA/MBA/MEd/MSc/MPH/LLM/ExM) are by course work only, and done in two semesters over one year (12 months). The minimum number of credits is 30, with 15 credits per semester.

In some cases, however, programmes may have more than two semesters with or without dissertation. For example, the MBA programme is done in 15 months in two to three semesters. The minimum number of credits is 48, including a dissertation with 6 credits.

Table 2: Non-Research Masters Programmes Structure

Course	Credits
Semester I: Courses	15
Semester II: Courses	15
Total (Minimum Credits)	30

II. Research Masters Programmes

The Research Masters Programme (M.Phil/MCom/MN) is done in two years. The first year is in two semesters,

followed by one year of research. The minimum number of credits is 60 over four semesters, and each semester will carry 15 credits.

Students who have already completed the non-research master's degree and meet the requirement for progression, are admitted to the second year of the programme (top-up) for an additional 30 credits. Depending on the background of a candidate, he/she may be required by the department to take a maximum of four courses including Research Methods and Academic Writing.

Table 3: Research Masters Programmes Structure

	Course	Credits
Year I		
Semester I:	Courses	15
Semester II:	Courses	15
<i>Sub-Total</i>		30
Year II		
Semester I:	Thesis	12
	Seminar I	3
Semester II:	Thesis	12
	Seminar II	3
<i>Sub-Total</i>		30
	Total (Minimum Credits)	60

Note:

- i. Non-research master's degree candidates enrolled in a research master's degree (M.Phil/MCom./MN) may be

required by their Department/supervisors to take and/or audit a course(s).

- ii. The Seminars are mandatory for all research masters' students, and they should be assessed and graded:
 - a) Seminar I: Presentation of final thesis proposal (Should be done at the start of Year II).
 - b) Seminar II: Presentation of final research output (Should be done before submission of thesis for examination/viva voce).
- iii. Students may be required by the SGS/Departments to participate in other important, but non-scoring, seminars as part of the mentoring process (e.g. Seminar on progress of work)
- iv. Master's students will be expected to register at the beginning of each semester for the courses on offer (including seminars and theses).
- v. The credit load for the thesis specifies the period students are expected to at least spend on the thesis per week, and not for determination of Cumulative Grade Point Average (CGPA).
- vi. For progression and obtaining the credit loadings for the seminars, College/School/Faculty/Department are to develop graduate protocols that define the mode of assessment.

III. Doctoral Programmes

- a) Candidates with first degrees pursuing M.Phil/MCom/MN Programme (upgrading)

First degree candidates pursuing M.Phil/MCom./MN programmes who meet the criteria for upgrading to Ph.D at the end of the first year, will take additional three years (six semesters) to complete the Ph.D programme. For the total of four years, with 15 credits per semester, such students are expected to accumulate a total of 120 credits for the programme.

- b) Applicants with research masters' degrees

Applicants who enter the doctoral programme with research masters' degrees, will pursue the course for three years (six semesters) starting in Year II (Table 3): one year (two semesters) of course work, seminars and presentations, and two years of research. In each semester, a student is expected to accumulate 15 credits. This will bring the total number of credits to 90.

Table 4: Doctoral Programmes Structure

Course		Credits
Year I		
Semester I:	Courses	15
Semester II:	Courses	15
<i>Sub-Total</i>		30
Year II		
Semester I:	Course(s)	6
	Thesis	12
Semester II:	Thesis	12
	<i>Sub-Total</i>	30
Year III		
Semester I:	Thesis	12
	Seminar I	3
Semester II:	Thesis	12
	Seminar II	3
<i>Sub-Total</i>		30
Year IV		
Semester I:	Thesis	12
	Seminar III	3
Semester II:	Thesis	12
	Seminar IV	3
<i>Sub-Total</i>		30
Total (Minimum Credits)		120

Note:

- All doctoral students will take at least two additional courses (minimum of 6 credits) in Year II (see Table 4). The courses may include advanced research methods (quantitative/qualitative), advanced statistics, and academic writing, if they have not already taken them.

Master's Degree Courses	800 – 899
Ph.D Degree Courses	900 – 999

SECTION 8.0 MODE OF ASSESSMENT

8.1 Postgraduate Certificate

The final grading of students is based on the following:

- Continuous Assessment (40%)
- End of Semester Examination (60%)

8.2 Postgraduate Diploma

This shall consist of:

- Continuous Assessment (40%)
- End of Semester Examination (60%)
- Presentation of Project Report (100%)

8.3 MA/MSc/MEd/MBA/MPH/LLM/ExM

This shall consist of:

- Continuous Assessment (40%)
- End of Semester Examination (60%)
- Presentation of Dissertation (if required) (100%)

8.4 M.Phil/MCom./MN

This shall consist of:

- Continuous Assessment (40%)
- End of Semester Examinations in the first year (60%)

- Presentation of thesis (100%)
- Viva Voce [Oral Examination] (100%)

The thesis examination and the viva voce shall take place at the end of the second year and shall be in accordance with approved guidelines.

8.5 Ph.D and its Equivalent

A minimum of one year course work/directed reading/seminar, followed by presentation of a thesis which shall be internally and externally examined, and viva voce (an oral examination).

8.6 Assessment of Graduate Course Work

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

SECTION 9.0 ACADEMIC STANDING OF STUDENTS

- The pass mark for each course shall be 60% (Grade C)
- To be registered for the second year of a Master's programme (M.Phil/MCom./MN), a candidate must have passed all courses taken and obtained a Cumulative Grade Point Average (CGPA) of 2.5 or better in the courses taken in the first year of study.

- c) Students who opt for audited courses shall take all assignments and End of Semester Examinations. An audited course is a course which the student voluntarily takes for zero credit. The course appears on the student's transcript but will not count towards the computation of the GPA.
- d) A student who obtains a CGPA of less than 2.5 at the course work stage. He/she may apply for an existing non-research degree in the area of study.
- e) A student who fails a course(s) will have one chance to repeat the course(s). A student who fails the repeated course(s) shall be withdrawn.
- f) When a dissertation/thesis is scored below 60% or Graded 'F' by one out of two examiners, a fresh copy of the dissertation/thesis will be sent to a third examiner for assessment.
- g) A student, whose dissertation/thesis is scored below 60% or Graded 'F' by two out of the three examiners, is deemed to have failed the dissertation/thesis.
- h) A student who fails a dissertation/thesis as provided under (g) above, will have **only one** opportunity to either revise the dissertation/thesis or write on a new topic for fresh examination within a specified period as follows:
 - i. Dissertation: six months
 - ii. M.Phil/MCom./MN thesis: one year
 - iii. Ph.D and its equivalent thesis: two years

- i) The affected student as referred to in the point (h) above shall be required to register and pay the appropriate fees.
- j) The re-submitted dissertation/thesis shall reflect the new date of submission.
- k) If the student fails the re-submitted dissertation/thesis, the student is deemed to have failed the dissertation/thesis.

SECTION 10.0 GRADING SYSTEM

Letter Grade	Mark %	Credit Points	Description
A	80-100	4.0	Excellent
B+	75-79	3.5	Very Good
B	70-74	3.0	Good
C+	65-69	2.5	Very Satisfactory
C	60-64	2.0	Satisfactory
F	Below 60	0.0	Fail

SECTION 11.0 DEFERMENT OF PROGRAMME

Deferment of programme by fresh regular graduate students before the end of the first academic year is not allowed. Deferment shall not be allowed for one semester in the case of regular students.

For Sandwich and Distance students, deferment will be allowed after completing the first semester course work.

A continuing student, who wishes to defer his/her programme due to various reasons, should first consult his/her Supervisor for advice.

With the exception of severe and sudden medical condition, an application for deferment of study must be received and approved two months before the commencement of the academic year the student wishes to defer. Emergency cases shall be dealt with on their own merit.

All applications for deferment of programme shall be routed through the Head of Department to the Dean of the School of Graduate Studies. The application should also be copied to the Dean of Faculty/School concerned.

Where an application for deferment is on medical grounds, the application must be supported by a medical report certified by the Director of Health Services, University of Cape Coast.

Students must obtain approval for deferment from the Dean of the School of Graduate Studies. Where an application is granted, deferment shall be for a maximum of one academic year within the entire duration of the programme.

SECTION 12.0 SUBMISSION OF THESIS TITLE

The following guidelines shall apply:

- a) before the end of the first academic year, a research student shall present his/her research topic to the Department for consideration by the Departmental Committee on Graduate Studies.

- b) within the first month of the second year, the student will have to defend his/her thesis proposal at the Department through the Departmental Committee on Graduate Studies.
- c) the student's Head of Department shall submit the approved thesis titles to the Dean, School of Graduate Studies.
- d) any change of thesis title shall be communicated to the Dean of the School of Graduate Studies following the recommendation of the Supervisor and copied to the respective Provost and Dean.

SECTION 13.0 ETHICAL CONSIDERATIONS AND APPROVAL

A research student, whose work involves human participants and animal subjects, shall submit his/her research proposal for consideration and approval by the University of Cape Coast Institutional Review Board (UCC,IRB) and/or other recognised boards with supporting documents from the Supervisor and Head of Department.

The student is expected to maintain the highest integrity and ethical standards in all aspects of the work, especially in the tasks of collecting, analyzing, and presenting research data.

SECTION 14.0 APPOINTMENT OF SUPERVISORS

- a) Each research student shall be assigned a thesis Advisor until supervisors are assigned.
- b) A master student writing a dissertation/thesis shall be assigned one supervisor from either the department or a cognate department.
- c) The supervisor for a dissertation must be at least a lecturer.
- d) A supervisor for an M.Phil thesis must be at least a Senior Lecturer. Under special circumstances, a lecturer with Ph.D may be allowed to supervise M.Phil students with permission from the Dean of SGS.
- e) A DBA/Ph.D student shall be assigned a supervisory committee of two to three members made up of a Principal Supervisor and a Co-supervisor(s). Two members of committees shall at least of a rank not lower than Senior Lecturers and may come from the same department or cognate department. The Supervisor from the Cognate Department should be the Co-supervisor.
- f) In the case of Ph.D candidates, the Principal Supervisor should hold a Ph.D and be of Professorial rank or a Senior Lecturer.
The Co-supervisor(s) should also be a Ph.D holder and at least a confirmed Lecturer (in the case of a third supervisor).
- g) Supervisors shall be members of the academic staff of the University but in special cases, suitable persons outside the University may be appointed as a Co-supervisor.

- h) Nomination of supervisors requires prior consideration by the Faculty/School Graduate Committee on Graduate Studies before approval by the Board of the School of Graduate Studies.
- i) Research masters' students must be assigned substantive supervisors by the middle of the first semester of the second year. The DBA/Ph.D students must be assigned substantive supervisors by the middle of the first semester of the second year.

SECTION 15.0 RESPONSIBILITIES OF STUDENTS

Postgraduate students are responsible for working towards the completion of their degree programme on time. The responsibilities of the students are in the following areas:

- a) Initiation of contact
Students must initiate and maintain contact with his/her supervisor(s). It is advisable for the student to add their contact phone numbers and e-mail addresses to any document they submit to their supervisors so that the supervisors can contact them, if they so desire.
- b) Selection of topic
It is the student's responsibility to search for and select a topic that matches his/her academic interests but at the same time appeals to scholars in the field. Students choose topics under the guidance of their supervisors.
- c) Literature search

SECTION 16.0 RESPONSIBILITIES OF SUPERVISORS

The role of supervisors is to provide guidance to the student, particularly, on the technical aspects of research on a regular basis. The technical aspects include research design elements, structure and organization of the report.

Specifically, the responsibilities of the supervisor are to:

- a) Guide/advise the student on topic selection to meet the student's career objectives and long-term research interests, and the interests of community of researchers in the relevant field.
- b) Guide the student on technical aspects of the dissertation or thesis without stifling the student's creativity or reducing his/her responsibility.
- c) Provide guidance on sources of literature that the student may consult, and guide the student against plagiarism and academic dishonesty.
- d) Draw the student's attention to the strengths and weaknesses in his/her approach to the task.
- e) Provide constructive and timely feedback on specific aspects of work submitted by the student.
- f) Provide a report every semester to the School of Graduate Studies on the student's progress.
- g) Advise the student on research courses he/she may take or audit to facilitate his/her research design and data analysis activities.

- h) Guide and verify the corrections the student is expected to make after the examination of the dissertation, or thesis (including the viva voce, where applicable).
- i) Ensure that the student is made aware in writing of the inadequacy of progress and/or of any work where the standard is below par. Acceptability will be according to criteria previously supplied to the student by the supervisor(s).
- j) Supervisor(s) should ensure that the work meets the minimum acceptable standard for signature before submission.
- k) Make provisions for either a co-supervisor or a colleague to assist the student, or continual contact by e-mail if he/she is to be absent for an extended period of time.
- l) Supervisors are to maintain a healthy interpersonal relationship with the team of supervisors and their students.
- m) Have the skill to impart research expertise, knowledge, skills and competencies to the student.
- n) Be able to create an environment conducive for intellectual discussions for inquiry and knowledge sharing.

SECTION 17.0 PROGRESS REPORT AND SEMINARS

- a) At the end of each semester, each student should complete and submit a progress report form through the Head of Department to the Dean of the School of Graduate Studies.

- b) Mandatory seminars shall be arranged during which aspects of the research shall be presented by research students. Such seminars may be made public.
- c) Research Master's students shall present, at least, two seminars during their study, preferably one in each semester.
- d) Ph.D students must present four seminars as specified in their programme.

SECTION 18.0 PRESENTATION OF DISSERTATION/ THESIS

- a) The dissertation/thesis is in a language other than English, approved by the Board, the Abstract, not exceeding 250 words, should be an English version of the abstract and be submitted with the dissertation/thesis.
- b) The thesis shall be prepared as a monograph (traditional format) or article-based.
- c) In writing article-based thesis, the following are to be considered:

1. Number of articles and status

- i. A doctoral thesis should have a minimum of three articles, which should be published or accepted for publication. Any other(s) should have been submitted for publication. The articles in the thesis (typically between 3 and 6) must completely address the research problem.

- ii. A master's thesis should have at least one article. The article should be published or accepted for publication. Any other(s) should have been submitted for publication. The article(s) (typically between 1 and 4) in the thesis must completely address the research problem.

Note: An article-based thesis with published papers does not necessarily mean that it meets examination standards set by the University.

2. Research Proposal

- i. The articles should be based on the same research questions/objectives/hypotheses submitted in the original thesis proposal.
- ii. Adoption of article-based format by students should start from the proposal stage, so that the research committee members are able to identify the articles that will come out from the study, which will completely address the research problem.
- iii. A proposal for article-based thesis should include: copies of any completed articles whether published or not; an outline of any articles in progress; a list of proposed journals; and a timeline for completion of the work.

3. Journals and Copyright

- i. Journals to which articles are submitted must be the responsibility of the Departments, subject to

approval by the Board of Graduate Studies. This is important to ensure that articles included in the thesis are of high quality and from credible sources.

- ii. The student must obtain copyright permission from journal publishers to be added as appendix in the thesis.

4. Authorship

- i. Where multiple-authors are involved, the student must be the primary author of the articles.
- ii. In co-authored articles, students must indicate clearly the contributions of the co-author(s) to the article. The role of co-author(s) must be presented and approved by the Graduate Committee in the Department. Any change of co-authorship must be approved by the Committee.
- iii. If an article is rejected by a Journal during the thesis process, the student may submit it to another Journal approved by the Department. Any changes must be approved by the Department Graduate Committee. Co-authorship will not be changed for a revised and resubmitted paper.
- iv. If an article is rejected by a Journal after the successful completion and defence of the thesis, co-authorship decisions that were initially made will no longer be in effect. Submission to a new Journal is at the discretion of the student.

- v. Multiple-authored articles cannot be used in more than one thesis. For students who have worked collaboratively on projects, it may be preferable for such students to use the traditional format thesis, to demonstrate individual contributions.

- d. Ph.D thesis written using the traditional format (monograph) must have one paper from the thesis published or accepted for publication before final submission to the SGS.

- e. A dissertation shall be submitted in a traditional format not later than one year after the course work.

- The final dissertation/thesis should satisfy the University's plagiarism policy regarding the similarity index before submission.

- The dates for submission of dissertation/thesis are as follows:

- | | | |
|-------------------------|---|----------------------------|
| i Regular programmes | - | 31 st July |
| ii Sandwich programmes | - | 31 st August |
| iii Distance programmes | - | 30 th September |

SECTION 19.0 EXTENSION OF TIME FOR THE SUBMISSION OF DISSERTATION OR THESIS

- a) A student who is unable to submit his/her dissertation or thesis within the stipulated minimum duration may apply for one year extension and pay appropriate fees. The application for extension should be accompanied with a progress report from the student's supervisor(s) and should be routed through the Head of Department to the Dean of School of Graduate Studies who on behalf of the Board, may allow an extension of not more than two semesters, granted for periods not exceeding one semester at a time.
- b) A student who fails to complete his/her programme after the maximum duration shall be withdrawn from the programme. Such a student may however re-apply for admission and pay full fees. If re-admitted within three years after withdrawal, he/she will be credited with the courses already taken but will be given only one additional academic year to complete the programme. Students who apply for admission after three years following withdrawal will not be credited with courses previously taken. He/she will be required to register all the courses again.

SECTION 20.0 APPOINTMENT OF EXAMINERS AND ASSESSMENT OF DISSERTATION/THESIS

A dissertation/thesis submitted shall be examined internally and or externally.

- a) The examiner for a dissertation must be a confirmed lecturer whereas for the thesis, they must be at least, a Senior Lecturer who is a Ph.D holder.
- b) External examiners shall be those nominated by the Department and appointed by the Academic Board on the recommendation of the Board of the School of Graduate Studies.
- c) A former staff of the University of Cape Coast shall only qualify to become an external examiner after three years of leaving the University.
- d) Two internal examiners shall be nominated by the Head of Department to examine an MA/MBA/MSc/MEd/ExM dissertation.
- e) One external and one internal examiner shall be appointed by the Head of Department to examine each M.Phil/MCom/MN/DBA/Ph.D thesis.
- f) The examiners may request major or minor changes to any part of the thesis regardless of whether it has been published or not.
- g) After the examiners have submitted their reports (M.Phil/MCom./MN/DBA/Ph.D) and both examiners have passed the thesis, the student will be required to defend the thesis at a viva voce (oral examination).

The viva voce is open to the Public. Questions are however restricted to the Examiners only and not open to the Public.

- h) The Department must hold a viva voce (oral examination) for the student within four weeks from the date the examined thesis is received by the Department. The Departments are encouraged to make use of technology (video conferencing) to facilitate the viva voce where possible.
- i) The viva voce for M.Phil/MCom./MN shall be conducted by a Panel of four Examiners comprising the Head of Department as Chairperson, the Supervisor, the Internal Examiner and one other member from a Cognate Department. Where the Head of Department is himself/herself the Supervisor, another academic member shall be appointed Chairperson of the Panel of Examiners.
- j) Viva voce for Ph.D shall be conducted by a Panel of six Examiners comprising the Dean of the School of Graduate Studies or his/her representative as Chairperson, the Head of Department, the External Examiner, the Internal Examiner, Principal Supervisor or Co-supervisor, and one other member from a Cognate Department. Where the Dean of the School of Graduate Studies is himself/herself the Principal Supervisor, his/her representative shall be appointed Chairperson of the Panel of Examiners.
- k) The Head of Department shall submit a report of the viva voce together with the appropriate documentation to the Dean of the School of Graduate Studies.

- l) There shall be no viva voce for MA/MBA/MSc/ MEd/ExM/MPH candidates.

- m) A student who fails a viva voce shall be given one additional chance within six months from the date of the first examination which he/she failed.

20.1 Order of Proceedings for Oral Examination (viva voce)

The following shall be the order for the conduct of the viva voce:

- i. the Head of Department does the introduction of the Chairperson. The Chairperson introduces the candidate, panel of examiners and other guests.
- ii. there shall be remarks by the Dean of the School of Graduate Studies or his/her representative on the regulations and procedures concerning Oral Examination (in Ph.D viva voce only).
- iii. chairperson invites candidate to make his/her presentation.
- iv. presentation by the candidate (Maximum of 30 minutes for Masters' thesis and 40 minutes for Ph.D thesis).
- v. questions/critiques/comments by:
 - a. External Examiner (in Ph.D viva voce only)
 - b. Internal Examiner
 - c. Representative from the Cognate Department
 - d. Principal Supervisor (if any)
 - f. Faculty members and Audience (Non-assessors) - Optional

- vi. panel of examiners meet alone to determine candidate's performance **in the oral examination only** based on the assessment format approved by the Board of the School of Graduate Studies.
- vii. chairperson announces panel's recommendations on the performance of the candidate in the **viva voce only** to student.
- viii. remarks by candidate (optional).
- ix. remarks by the Dean of the School of Graduate Studies (in Ph.D viva voce only).
- x. chairperson closes oral examination session.

20.2 Post Viva

- i. Student is required to work with the Supervisor to effect all corrections.
- ii. The internal examiner should ensure that corrections are done before submitting to SGS.

SECTION 21.0 SUBMISSION OF FINAL DISSERTATION/ THESIS

- i. Students who submit their final dissertation/thesis to the School of Graduate Studies at least 30 days before the date of graduation would be presented for graduation.

- ii. Both hard and electronic copies should be submitted. The electronic copy must be sent to the Library using the Library online platform.
- iii. Students who do not submit their work 30 days before the date of graduation will not be part of the programme.

SECTION 22.0 REQUIREMENTS FOR GRADUATION

22.1 Postgraduate Certificate

A student for the Postgraduate Certificate programme must satisfy the following requirements for graduation:

- a. pass all courses taken;
- b. obtain a minimum Cumulative Grade Point Average (CGPA) of 2.0 in the course work; and be in good standing;
- c. pass teaching practice (for PGCE)

22.2 Postgraduate Diploma

A student for the Postgraduate Diploma programme must satisfy the following requirements for graduation:

- a. pass all courses taken
- b. obtain a minimum CGPA of 2.0 in the course work
- c. pass the project work
- d. be in good standing and
- e. pass teaching practice (for PGDE)

22.3 MA/MEd/MSc/ExM/MPH Degrees (by Course Work only)

A student for the MA/MEd/MSc/ExM/MPH degree programmes must satisfy the following requirements for graduation:

- a. pass all courses taken
- b. obtain a minimum CGPA of 2.0 in the course work
- c. be in good standing.

22.4 MA/MSc/MBA/MEd Degrees (with Dissertation)

A student for the MA/MSc/MBA/MEd degree programmes must satisfy the following requirements for graduation:

- a. pass all courses taken.
- b. obtain a minimum CGPA of 2.0 in the course work.
- c. be in good standing
- d. pass the dissertation

22.5 M.Phil/MCom./MN/DBA/Ph.D Degrees

A student for the research Master's or DBA/Ph.D degree must satisfy the following requirements for graduation:

- a. pass all courses and seminars taken.
- b. obtain a minimum CGPA of 2.5 in the course work.
- c. pass the thesis.
- d. be in good standing.
- e. pass the oral examination (viva voce).

SECTION 23.0 NOTIFICATION OF RESULTS AND AWARD OF DEGREES

- a. The effective date for the award of a Higher Degree or a Postgraduate Diploma/Certificate shall be 31st March or 30th September each year, provided that the dissertation/thesis (soft bound) is submitted at least 60 days before the effective date, that is, by 31st January or 31st July, respectively.
- b. The date (month and year) on the final dissertation/thesis shall be the same as the first submission date (soft bound copy).
- c. Students who complete their programmes by course work will have their effective dates in 31st March or 30th September depending on which one comes first.
- d. The list of successful candidates for the award of degrees shall be published by the School of Graduate Studies, subject to approval by the Academic Board.
- e. After the results have been approved by the Academic Board, a certificate of the appropriate degree under the seal of the University shall be awarded to each successful candidate.

SECTION 24.0 COLLECTION OF CERTIFICATE

Certificates for programmes pursued successfully shall be ready for collection at designated points on the day of graduation. After the day of graduation, graduates may collect their certificates from the Directorate of Academic Affairs upon payment of the appropriate fees. Certificates not collected five or more years from the date of graduation shall attract a special charge on collection.

SECTION 25.0 CANCELLATION OF DEGREE AWARDED

- a) Notwithstanding previous conferment of a degree under Section 22 and presentation of certificate under Section 23, the Academic Board may at any time cancel an award, even with retrospective effect, if it is revealed that:
- a student had entered the University with false qualifications;
 - a student had impersonated someone;
 - a student had been guilty of an examination malpractice;
 - a student committed an offence or engaged in an activity which would have led to the withholding and conferment of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the University Notice Boards and the University website and the student notified. Such cancellation and the reasons for it shall be entered on the student's transcript.

SECTION 26.0 EXAMINATION OFFENCES AND PENALTIES

The following shall constitute examination offences:

All cases of examination offences should be investigated by the various Faculty Examination Committees and detailed reports submitted to the Vice-Chancellor, not later than one month after the end-of-semester examinations.

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

26.1 Leakage of Examination Questions

Any knowledge or possession of examination questions before the examination.

26.2 Possession of unauthorized materials related to the examinations and likely to be used during examinations.

26.3 Copying from prepared notes or from a colleague's script during examination.

26.4 Copying from USB memory devices, i.e, programmable calculators, watches, mobile phones and any other electronic devices.

- 26.5 Persistently looking over the other candidate's shoulders in order to cheat.
- 26.6 Impersonating another candidate or allowing oneself to be impersonated.
- 26.7 Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.
- 26.8 Consulting or trying to consult during examination any books, notes or other unauthorized materials.
- 26.9 Persistently disturbing other candidate(s) or distracting their attention.
- 26.10 Verbal or physical assault on an invigilator over alleged examination offence.
- 26.11 Destroying materials suspected to help establish cases of examination malpractices.
- 26.12 Writing after the examination has ended.
- 26.13 Fabrication and Falsification of data**
Claiming to have carried out experiments, observations, interviews or any sort of research, which actually have not

been undertaken or claiming to have results which have not been obtained (fabrication).

Manipulating research tools, equipment, or procedures, or altering or intentionally leaving out data/results such that the study is not accurately represented in the research records (falsification). The penalty for fabrication or falsification of data shall be the cancellation of the result for the course or project work/dissertation/thesis.

26.14 Plagiarism

This involves copying another person's work and or making substantial use of other people's work and submitting it as one's own without proper acknowledgement.

The offence of plagiarism is committed if a student, without acknowledging:

- i. re-words another person's work and presents it as his/her own.
- ii. quotes from someone else's work.
- iii. copies from the work of another person.
- iv. copies from his/her own previous work.
- v. uses another person's ideas.

In all cases, sanctions as outlined by the UCC policy on plagiarism will apply (refer to the UCC plagiarism policy). Students are to ensure that any material submitted for assessment is the original work that they have produced. Students are permitted to quote from, or paraphrase the work of others. However, they must clearly acknowledge the sources in the body of their text with appropriate citation and also indicate in the list of references. The students should test for similarity index using the University-approved text matching software when submitting the soft bound copy for examination.

SECTION 27.0 PENALTIES FOR OTHER EXAMINATION OFFENCES THAT MAY OCCUR BEFORE, DURING AND AFTER EXAMINATION

No.	OFFENCE	PENALTY
1	Leakage of examination question.	Dismissal of offender(s) involved.
2	Possession of unauthorised material(s) related to the examination and likely to be used during examination e.g. blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, iPod and MP3.	Cancellation of the candidate's particular paper(s). Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination.
3	Copying from prepared notes or from a colleague's script during examination.	Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters.
4	Persistently looking over other candidate's shoulders (stretching neck or 'giraffing') in order to cheat.	Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination.
5	Impersonating another candidate or allowing oneself to be impersonated.	Candidate(s) shall be dismissed.
6	Assisting or attempting to assist, obtaining or attempting to obtain assistance from another candidate.	Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters.
7	Consulting or trying to consult during the examination any book, notes or other unauthorised materials or any other electronic device (e.g. programmable calculators, mobile phones, iPod and MP3).	Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters.

	Persistently disturbing other candidate(s) or distracting their attention.	Candidate(s) shall be expelled from examination room.
9	<ul style="list-style-type: none"> Verbally assaulting/threatening any person(s) during examinations. Physically assaulting any person(s) during examinations. 	<ul style="list-style-type: none"> Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters. Candidates shall be dismissed
10	Destroying materials suspected as evidence	Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters.
11	Refusal to write a statement	Cancellation of the candidate's paper. Candidate(s) shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters.
12	Writing after the examination has ended after persistent reminders.	Loss of 5 marks for the examination paper.
13	Fabrication of data	Cancellation of candidate's result.
14	Plagiarism	Cancellation of candidate's Long Essay/ Project/ Thesis.

SECTION 28.0 FORMAT FOR INTRODUCING AND REVISING PROGRAMMES/COURSES

College/Faculty/School and Department will adopt the following prescribed formats for introducing and revising programmes/courses.

28.1 Format for Introducing a New Academic Programme

- Name of Institution:**
- Programme Title:**
- Level of programme:** (e.g. Dip., HND, B-Tech, BA, BSc, MA, MSc, M.Phil, Ph.D)
- Name of the Mentoring Institution to which programme is affiliated (where applicable):**
- Proof of programme affiliation to the Mentoring Institution:**
- Support:**

A statement indicating that the proposed programme has the support of the following:

- The relevant Board of the institution – approval has been received from the Academic Board of the University of Cape Coast.
- The mentoring institution (in the case of mentored institutions).
- The National Board for Professional and Technician Examinations (NABPTEX) (in the case of Higher National Diploma programmes by Polytechnics).

- u. And approval for funding by the National Council for Tertiary Education (NCTE) of Ghana Tertiary Education Commission (GTEC) (in the case of public institutions).

7. Background information:

State the Aims and Objectives of the programme as fit into the mission and plans of the institution and national demand for the programme.

8. Students' admission, progression and graduation:

Clearly state the policies on minimum qualifications for admission into the programme, retention and graduation.

9. Employment:

List the areas in which the students are likely to be employed.

10. Consultations:

State the levels of consultations for the design of the programme including consultations with the appropriate professional and/or relevant supervisory body where applicable.

11. Components of the programme:

Provide details of the curriculum and mode of delivery to include the following:

- a. required (core) course(s)
- b. elective course(s)

- c. research component
- d. practical training, industrial attachment, internship, clinical experience, etc
- e. semester-by-semester structure/schedule of course, showing the credit value of each course

12. Course Description:

Provide short description of the content of the courses in the programme to include:

- a. objective
- b. content
- c. mode of delivery
- d. reading material

13. Assessment of students' performance and achievements:

- a. regulations on students' assessment, performance and achievements should be clearly defined and there should be evidence of students' awareness of the regulations.
- b. mode of certification: Please, state name of awarding institution.

14. Staffing:

- a. provide information on staffing for the programme in the table below (this should include only those who have responded positively to appointment letters, or if existing staff, have received letters for re-assignment or additional responsibilities):

Name of Department:

Name of Programme:

Name and Qualification of Head of Department:

No.	Name of Staff	Sex	Full time (Core)	Full time (Cognate)	Part Time	Highest Qualification (Year obtained and Awarding Institution)	Area of Specialization	Rank/ Years of Teaching Experience	Courses to be taught	Workload (expressed in hours per week per teacher)

* Full-time (Core) refers to staff appointed as full time staff to the Department and teaching the programme to be introduced
 * Full-time (Cognate) refers to staff employed by the University as full time staff but servicing the programme from other Departments

- b. details of staff development plan (if any) including but not limited to the following:
- technical assistance;
 - overseas training;
 - local training;
 - mentoring.

15. Student Enrolment:

Projected student enrolments for the next four (4) years in the Table below:

Academic Year	Year 1	Year 2	Year 3	Year 4
Male				
Female				
Total				

16. Resources:

- a. Physical Resources:

Provide details of the available physical facilities including the following:

- classrooms, laboratories/demonstration rooms, studios and farm workshops and their respective capacities (as applicable);
- pieces of equipment, instruments and tools;

iii. provisions made for the physically challenged;

iv. safety facilities provided.

b. sources of information (e.g. Library) and other relevant resources.

Students will make use of the University of Cape Coast Sam Jonah Library and Online resources.

17. Student Learning Outcomes:

Please state/list the student learning outcomes for the programme (i.e the set of knowledge and skills a graduate of the programme should have).

18. Sources of Funding for the Programme:

Please specify and state the amount involved in the following:

a. external sources

b. internal (specify and state amount)

c. tuition fees (in Ghana Cedis) if applicable

Income		Year 1	Year 2	Year 3	Year 4	Year 5
Recommended Fees						
Total expected Income						

19. Linkages:

Linkages with other organisations/institutions (national/international) for academic or other forms of support.

20. Suggested Reading List:

To be done according to the UCC Referencing style. The list should include works by Ghanaian and African authors.

28.2 Format for the Review of Existing Academic Programme

1.0 Heading of Document.

2.0 Designated Degree/Diploma/Certificate.

3.0 Rationale for the Review of the Programme.

4.0 Goals and Objectives of the Programme.

4.1 Goals of the Programme (what the programme seeks to achieve for students at the end.)

4.2 Objectives of the Programme (Specific learning outcomes stated in observable and measurable terms)

5.0 Date of Commencement

6.0 Admission Requirements/ Target Groups/ Progression

i Admission Requirements

ii Target Groups

iii Progression

7.0 Programme Structure showing:

i Code/Title of Courses and their Credits

ii Semester-by-semester layout of Courses

8.0 Course descriptions and course content outlines – for departmental consideration

9.0 Resource Implications

i Existing staff situation (name, qualification and rank)

ii Additional staff required (rank)

iii Existing space and equipment

iv Additional space and equipment required

v Linkages with other institutions/departments, etc.

10.0 Cost Implications – Indicate the cost implications of the revised programme and how the revised programme is to be financed.

11.0 Suggested Reading List – To be done according to the UCC Referencing Style. The list should include works by Ghanaian/African authors.

28.3 Format for Introducing a New Course into an Existing Programme

1.0 Heading of document.

2.0 Rationale (Provide justification for the introduction of the new course).

3.0 Code/Title of course and its credit(s).

4.0 Objectives of the course.

5.0 Date of commencement (month and year).

6.0 Pre-requisites (if any).

7.0 Course descriptions and course content outlines for Departmental consideration.

8.0 Resource Implications

i. Existing staff situation (name, qualification and rank)

ii. Additional staff required (rank)

iii. Existing space and equipment

iv. Additional space and equipment required

v. Linkages with other institutions/departments, etc.

9.0 Cost Implications – Indicate the cost implications of the revised programme and how the revised programme is to be financed.

10.0 Suggested Reading List – To be done according to the UCC Referencing Style. The list should include works by Ghanaian/African authors.