UNIVERSITY FOR DEVELOPMENT STUDIES

GRADUATE SCHOOL HANDBOOK

September, 2021
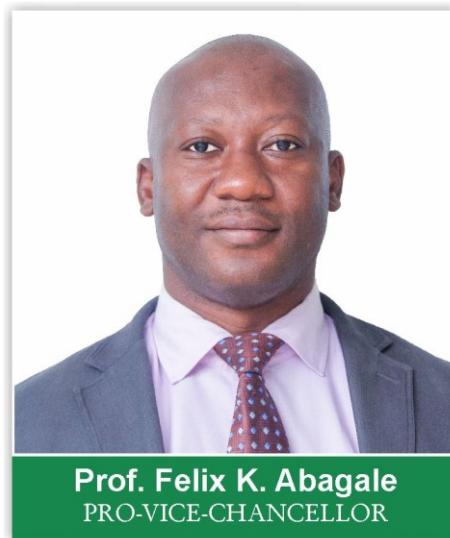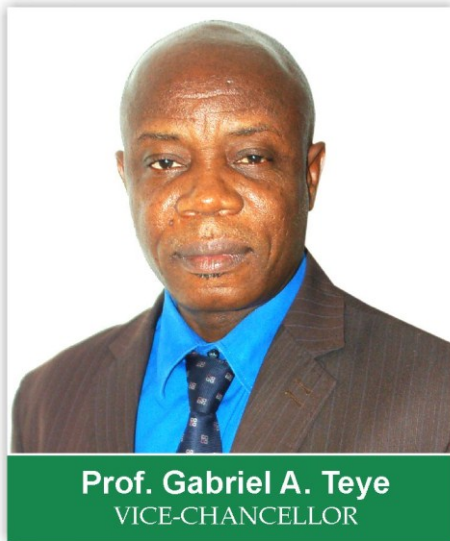
Prof. Gabriel A. Teye
VICE-CHANCELLOR

Prof. Felix K. Abagale
PRO-VICE-CHANCELLOR

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PREFACE

This handbook provides easy access to current information on the regulations governing graduate studies in the University for Development Studies (UDS); the entry requirements and programmes offered in the various Departments and Faculties/Schools for prospective graduate students. Additionally, information regarding the conduct of examinations and the behaviour of students on and off-campus is provided. However, more detailed information can be found in various Faculty/School handbooks or the University's Website (www.uds.edu.gh).

The UDS Graduate School started from a humble beginning in 2004 as a centre that offered one sandwich programme: M.Phil. in Development Studies. The School coordinates graduate programmes (both regular and sandwich) that lead to the award of Post Graduate Diploma (PGD), Master of Arts (M.A.), Master of Science (M.Sc.), Master of Philosophy (M.Phil.) and Doctor of Philosophy (PhD). Currently, UDS has 69 postgraduate programmes accredited by the Ghana Tertiary Education Commission (GTEC). These programmes are offered full-time or part-time (sandwich) on our campuses. Efforts are being made to start some distance-based postgraduate programmes soon.

The Graduate School has established both local and international linkages, which is in line with the mission of the School to enhance academic work through sponsorship of programmes or research, exchange of students and staff and infrastructural development.

The outstanding works of the previous Deans: Professor David Millar (Founding Dean), Prof Israel Dzomeku, Prof Hebert K. Dei and Prof Elias N. K. Sowley, are heartily acknowledged. This third edition (which draws extensively on earlier editions) of the Graduate School Handbook was initiated in the 2020/2021 academic year after decoupling the Wa and Navrongo Campuses from UDS into fully-

fledged Universities.

We are sincerely grateful to the past and present members of the Board of Graduate School and all other silent contributors. It is the hope of the University that this document will serve as a good reference source to all prospective students, students, academic staff, organisations and the general public.

Thank you.

Francis Kweku Amagloh, PhD
(Associate Professor & Dean, Graduate School)
September, 2021

Mr. Nurudeen I. Abubakar
REGISTRAR

Prof. Francis K. Amagloh
DEAN, GRADUATE SCHOOL
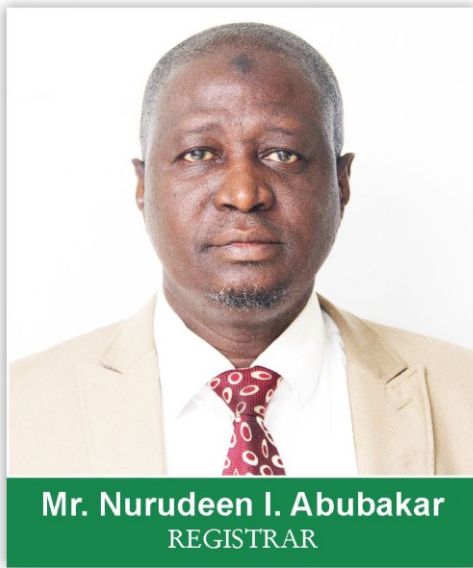
1.0 GENERAL INFORMATION

This handbook has been designed to provide first-hand information for persons interested in pursuing graduate programmes at UDS. It will also serve as a guide to supervisors and examiners of postgraduate programmes in UDS.

1.1 Contacts:
1.1.1 The Registrar
University for Development Studies
Post Office Box TL 1350
Tamale-Ghana
Phone/Fax: +233(0)3720-26634,
Email: registrar@uds.edu.gh

1.1.2 The Dean
Graduate School
University for Development Studies
Post Office Box TL 1350
Tamale-Ghana
Email: dean_graduateschool@uds.edu.gh
Visit our Website: www.uds.edu.gh
All enquiries should be directed to the above.

2.0 OVERVIEW OF THE UNIVERSITY FOR DEVELOPMENT STUDIES

2.1 Introduction

The University for Development Studies (UDS) was established in 1992 to blend the academic work with the community to provide constructive interaction for the transformational development of Northern Ghana and the country (PNDC Law 279, Section 2). According to the first Registrar, "the UDS was borne out of the new thinking in higher education that emphasises the need for universities to play a more active role in addressing society's problems, particularly in the rural areas" (Effah, 1998).

By its mandate and its teaching, research, and extension methodologies, the University has made poverty alleviation the focus of its programmes. Pro-poor orientation in teaching and learning and practically-oriented research and policy are fundamental to Ghana's development efforts.

The pro-poor stance of UDS is manifested in various forms:
  i.   Its location is in the Northern Region of Ghana.
  ii. Its multi-campus nature: Tamale Campus (Dungu); Nyankpala Campus (Nyankpala); City Campus (Choggu); Tamale North Campus (Gbanyamni), and Eastern Campus (Yendi). These are spread out and close to relatively large parts of rural communities.
  iii. Its recent radical focus on gender mainstreaming regarding admissions: that is, its decision to ensure that far more females than before, especially those from disadvantaged schools and areas, are offered admission into the University.
  iv. Its Third Trimester Field Practical Programme (TTFPP) ensures that students and staff work closely with the disadvantaged rural sector in the communities as part of the curriculum of the University.

2.2 Vision of UDS

The University is envisaged to be a Home of World Class Pro-Poor Scholarship. This is reflected in its motto: "Knowledge for Service" and its methodology of teaching, research, and outreach programmes.

2.3 Mission of UDS

UDS seeks to achieve its vision by:
  i.   Promoting equitable and socio-economic transformation of communities through practically oriented, community-based, problem-solving, gender-sensitive and interactive research, teaching, learning and outreach activities.
  ii. Providing higher education to persons suitably qualified for and capable of benefiting from it.
  iii. Positioning itself as a national asset in the facilitation of lifelong learning.
  iv. Developing its information and communication technology infrastructure as the driving force for the education of more people more rapidly and the improvement of efficiency and academic quality to advance community and national development.

2.4 Philosophy of the Graduate School

Our programmes conform to UNESCO's definition of the goals, objectives and aims of development as "not to develop things but to develop people". Development must be aimed at the spiritual, moral, and natural advancement of the whole human being, both as an individual and a member of society. Our philosophy should harness people's capacity or empowerment for sustainable management of their environment, culminating in the more efficient and effective use of resources and the benefits for the larger community.

2.4.1 Vision of the Graduate School

The vision of the Graduate School is to produce a high calibre of

scholars and practitioners, sensitive to and capable of providing practical and workable solutions to the developmental concerns of deprived communities in Ghana and beyond through the implementation of the appropriate interventions.

2.4.2 Mission of the Graduate School

The mission of the Graduate School is to be an internationally recognised centre of academic excellence that provides opportunities for advanced learning, research, and outreach activities that contribute to the advancement of higher education and the equitable socio-economic transformation of deprived communities for national development.

We plan to partner with other universities and institutions to form a consortium from various linkages/exchange programmes for staff and graduate students to achieve our mission. Publications and grantsmanship shall be the priority of the Graduate School to contribute to efforts of attaining international recognition of the University.

2.5 Principles Guiding Teaching and Learning

All programmes will be gender-sensitive in their operations. Courses will be so delivered that there will be cross-cutting themes that should be a core for all students, such as:

- Development (gender, environment, advocacy, equity, sustainability)
- Research proposal writing
- Research design
- Computer literacy
- Scientific communication

In addition to UDS core staff, the graduate school will solicit the inputs of retired or 'volunteer' professors and practitioners of high repute on a short-term basis to deliver lectures, particularly for our cross-cutting courses.

Local expertise in both the private and public sectors (also NGOs) will be used, where relevant, for teaching and for learning support.

2.6 Priority Areas

The prioprity areas of the Graduate School include the following:

(a) Innovative development of courses that:
- Promote awareness on broad-spectrum development issues
- Strengthen knowledge of and skills in, Research Methodologies
- Engage in Social Issues such as Gender, Culture and Poverty
- Involve the application of educational/research technologies to the worlds of work and learning
- Promote self-directed learning opportunities

(b) Research and Development Programmes that:
- Identify and promote graduate research
- Partner government and non-governmental agencies and donors to promote action and applied research
- Identify staff with appropriate qualifications and experience to handle research and graduate work
- Disseminate research output through publications, conferences, seminars and outreach programmes

(c) Networking and linkages that:
- Identify potential partners
- Advertise programmes
- Source for funding to support programmes
- Establish linkages for joint research and outreach programmes.

(d) Policy influencing that:
- Identify interested members and constitute a policy advocate group
- Establish criteria/procedure

- Publish group outputs
- Facilitate the operation of the group
- Provide logistics for documentation and dissemination of activities,
- Engage in policy influencing and advocacy.

2.7 Intake Targets

Student intake is dependant on the availability of faculty to supervise student research to ensure the quality of the training provided.

2.8 Marginalised Groups

Intake of students and programmes run should exhibit a pro-poor, gender-sensitive and inclusivity bias, with particular reference to women, rural constituents and differently-abled persons. Sensitivity to such marginalised groups should be demonstrated in intake and support.

2.9 Resource Mobilisation and Control

The school shall mobilise strategic resources to support institutional research and programmes development. To this end, it is expected that partnerships can be built with donors (bilateral and multilateral, private foundations/endowments, the Government of Ghana and its agencies, local government authorities, commerce and industry. It is anticipated that most of the programmes will be run through such partnerships. Also, programmes development will, as much as possible, be demand-driven.

Although short-term funding is required, it is expected that medium to long term funding opportunities will be obtained to finance the capital-intensive investments of graduate research and development, institutional and curriculum development. Co-financing and actual fundraising is also essential part of resource mobilisation.

Student fees and study-related costs, government subventions and internally generated funding will be crucial to the progress of the School.

Funds generated by the Graduate School shall be channelled through the University Systems and appropriate checks and balances put in place.

3.0 THE GOVERNING STRUCTURE OF THE GRADUATE SCHOOL

3.1 The Board of Graduate School

As per the Statutes of the UDS, a Board of Graduate School comprising representatives of the diverse constituencies is appointed with a Chairperson (Dean, Graduate School) and a Secretary (Registrar's representative at Graduate School) to lead the policy and strategic advancement of the School.

The Dean of Graduate School and Postgraduate Co-ordinators shall decide on behalf of the Graduate School Board when deemed necessary and report to the Board of such decisions. The Registrar's representative at Graduate School shall be the Secretary.

3.2 The Office of the Dean of Graduate School

The Office of the Dean of the Graduate School has oversight implementation responsibilities for the overall coordination of programmes and routine activities of the Faculties and School. In addition, it has the oversight responsibility of monitoring and evaluating programmes to report to the University Administration.

3.3 Faculty/School Coordinators

The Faculty/School Postgraduate Coordinators would coordinate faculty level graduate activities with the support of the various Heads of Department and Deans.

3.4 Faculty/School Advisory Committee

- There shall be a Faculty/School Advisory Committee made up of the Dean of Faculty/School (chairperson), Head of Department of the applicant/student, a Senior Member from the applicant/student's Department, Faculty/School Postgraduate Coordinator, and a representative of the Registrar as a Secretary.

The functions of the Faculty/SchoolPostgraduate Advisory Committee shall include:

- Interview and recommend postgraduate applicants for admission to Graduate School Board.
- Advise students on courses to be taken and approve thesis proposals.
- Approve and recommend thesis supervisors submitted by Department Heads.
- Request and submit progress reports on each student to the Board of Graduate School through the Dean of Graduate School.
- Keep under review and make proposals for the overall development of graduate programmes in the Department and Faculty/School
- Any other function(s) as recommended by the Graduate School Board.

3.5 Thesis Supervisors

Supervisors shall

- Be selected based on their specialisations and research outputs in the students' area of research
- Be responsible for guiding the students in their theses development
- Mentor students for their academic progression
- Assist students in selecting relevant coursework
- Coordinate committees and activities regarding their students

3.6 Faculties/Schools/Centres offering Graduate Programmes

- Faculty of Agriculture, Food and Consumer Sciences (FoAFCS)
- Faculty of Communication Sciences and Cultural Studies (FCCS)
- Faculty of Biosciences (FoB)
- Faculty of Natural Resources and Environment (FNRE)
- Faculty of Sustainable Development Studies (FSDS)
- Faculty of Physical sciences (FoPS)

- Faculty of Education (FoE)
- Faculty of Law (FoL)
- School of Medicine (SMS)
- School of Nursing and Midwifery (SNM)
- School of Pharmacy and Pharmaceutical Sciences (SPPS)
- School of Applied Economics and Management Sciences (SAEMS)
- School of Allied Health Sciences (SAHS)
- School of Engineering (SoE)
- School of Public Health (SPH)
- School of Veterinary Medicine (SVM)
- Institute for Distance and Continuing Education (IDCE)
- West African Centre for Water, Irrigation and Sustainable Agriculture (WACWISA)

4.0 ADMISSION REQUIREMENTS FOR GRADUATE DEGREES

4.1 General Admission Requirements

- Admission is open to both national and international applicants.
- To be admitted into a programme leading to the award of a graduate diploma or the Master's degree (PG.D./M.A./M.Sc./M.Com/M.Phil./MPH), a candidate must:

  i. Have obtained a good first degree (at least Second Class Lower) in an appropriate field of study from a recognised University. Applicants with a first degree below Second Class Lower Division may be admitted upon the recommendation of the Department.

  ii. Applicants with a Master's non-research may be admitted to a 12-month top-up programme in the same program or related field, leading to the award of an MPhil.
     - Such applicants shall submit an official transcript of academic records with their application.
     - Submit two recommendation letters from referees familiar with the applicant's academic work.

  iii. Those seeking a research-related degree must attach a 3- 5 page research proposal of the intended area of research.

  iv. Satisfy any additional requirements prescribed by the Faculties/Schools. These may include relevant work experience, a written entrance examination and an interview.

- A candidate seeking admission into the PhD program must:

  i. Have an M.Phil. /M.Sc. by research degree in an appropriate field of study from a recognised University or

  ii. Have MA/MEd/MSc/MBA degree in an appropriate field, with a CGPA of 3.5 or better with not more than one grade C+. Also, has a score of B+ or better in a Research Methods course.

  iii. Applicants with a Master's non-research but with practical field experience of more than 24 months may be admitted to

a 12-month top-up programme in the same programme or related field.

iv. Submit an official transcript of academic record.

v. Submit two referees' reports from two Senior Members of the applicant's former University.

vi. Submit a proposal of 3-5 pages of the intended area of study.

vii. Satisfy any additional requirements prescribed by the Department/Faculty.

viii. Faculties, Schools and Departments are responsible for setting admission standards and conforming to the overall University standards.

4.2 Application Procedure

The candidate shall apply for application forms by procuring a voucher from accredited agents. With the voucher, the applicant can download the form from www.uds.edu.gh.

4.3 Processing of Application Forms

- The Registrar shall present all postgraduate applications to the Dean of Graduate School, who shall forward them to the appropriate Faculties or Schools for examination and recommendation. The Advisory Committee of the Faculty/School will submit the names of qualified candidates to the Dean of Graduate School.
- All applications for admission shall be considered in the following order: Faculty/School Advisory Committee and finally by the Graduate School Board.
- The Graduate School shall transmit the recommended lists of applicants for admission to the Registrar to convey to applicants promptly.

4.4 Deferment of Admissions

An applicant who is offered admission but cannot enrol into the programme can defer it for a maximum of one year. The Registrar shall only grant the deferment after the applicant has paid the prevailing academic fees.

4.5 Maintaining Studentship

- A student must register to maintain his/her studentship at the beginning of each academic session (sandwich programmes) and each trimester (regular programmes). Failure to do so shall result in the loss of studentship.
- A student must pay his/her fees in full or as agreed by UDS Management.
  - *Quarterly payments of prevailing fees for an academic year for UDS staff who enrolled to pursue postgraduate degrees in the University but cannot fully pay their fees are accepted. That is, 25% of the fees for an academic year shall be paid every quarter. Such payments, where possible, can be deducted from salary by the UDS Finance Directorate. Staff are requested to submit evidence of such payments to the Graduate School for documentation.*

4.6 Registration

- Students shall do their course registration through the University Campus Manager (UCM): https://ucm.uds.edu.gh/ or as directed by the Dean of Graduate School with approval from the Academic Board.
- Regular students shall do their course registration in the First, Second and Third Trimesters of each academic year.
- Sandwich students shall do their course registration at the beginning of each academic session.
- Courses may, however, be changed or added with written approval from the Department and Faculty Boards.

- After successful registration online, students shall submit an endorsed registration form by the Head of Department/Centre and the Dean of Faculty/School to the Graduate School for final endorsement and verification.
- Registration is complete after a student has signed in the Registration Book at the Graduate School.

4.7 Penalties for Late Registration

- There shall be a penalty for late registration. Students who fail to register within three (3) weeks from the re-opening date of each trimester in an academic year shall pay a late registration fee determined by the Graduate School Board. No student shall be allowed to register after one (1) month from the re-opening date.

5.0 GENERAL INFORMATION ON AWARD OF POSTGRADUATE DEGREES

A postgraduate student shall pass all registered courses, including a term paper for PGD/M.A./M.Sc., or a thesis with Viva Voce for M.Sc. (with research), MPhil, and PhD.

5.1 Credit Unit

Instruction shall be by courses evaluated in terms of credits. A credit unit shall be equivalent to one hour of Lecture/ Tutorial or three (3) hours of practical work per week or a series of contact Lecture/Tutorial hours. The total credit hours for the research thesis shall be 6 for PhD and 6 for MPhil/MSc with more than six (6) months of research. A term paper for postgraduate diploma and non-research Masters required to be completed within one (1) academic year shall have six (6) credit units. Departments shall determine credit load for course work.

5.2 Re-sit of Examinations

Any failed course(s) must be registered and the paper(s) retaken at the next opportunity specified by the Department. All grades obtained/scored for examinations taken shall be considered in the computation of the final examination mark.

5.3 Pre-requisites

i.   Appropriate pre-requisite courses may be prescribed for specific programmes. Pre-requisites may be waived for suitably qualified candidates only by the Graduate Board on the recommendation of the relevant Department Board via the Faculty/School Board.

ii. No course (s) in the First Trimester shall be pre-requisites for the Second Trimester course(s) in the same academic session.

5.4 Transfer to a New Programme

   i.   A student cannot be transferred to a new graduate degree programme in another department, irrespective of the similarities in the course combinations for the degree programmes. However, consideration may be given for a transfer to a different programme within the same Department, provided the Department and Faculty/School Boards approve it.

   ii.   No student will be allowed to transfer to a degree higher than what he/she was admitted for without prior approval from the Departmental/Faculty and Graduate School.

5.5 Transfer of Students to UDS Programme

Students from other universities who wish to transfer to the University for Development Studies, Tamale:

- Must apply following the procedure in 4.2.
- Must complete the forms and send them along with an academic transcript and a confidential report from the Registrar of his/her University to the Registrar of UDS within the stimulated time allowed before the admission exercise begins.
- May be conditionally admitted into any of the levels but not higher than the level attained in the graduate degree programme of his/her previous University and may additionally have some lower-level courses prescribed as remedial courses for him/her which must be passed before graduation.
- Shall have all the academic records brought from their Universities included in the computation of the results to be used to award degrees.

5.6 Duration of Postgraduate Degree Programme

The duration of postgraduate degree programmes shall be as follows:

5.6.1 Regular Duration

(i) Full-time

- PGD/MA/MSc (without research) shall have a duration between 12 – 15 months
- MPhil shall have a period of two (2) years
- PhD shall have a minimum of three (3) years and a maximum of four (4) years duration

(ii) Part-time

- All students who register as part-timers shall have a total duration of 1.5 multiplied by the number of years of the regular period of their respective programmes

5.6.2 Extension of Programmes

- PGD/MA/MSc (without research) shall have a maximum of six (6) months extension
- MPhil shall have a maximum of one (1) year extension, applied for in 6-monthly periods (refer to section 5.13)
- PhD shall have a maximum of two (2) years extension applied for in 6-monthly periods (refer to section 5.13)
- Taught courses for PhD shall be offered in Year I.
- A PhD candidate can submit a thesis for examination at the end of Year III.

5.7 Interruption of Study Programme (Deferment of Programme)

A student who wishes to interrupt the study programme must apply in advance through the Department/Faculty/School Board to the Board of the Graduate School to the Registrar stating the reason why he/she wants to defer/interrupt the study programme. Permission should be duly granted before he/she leaves the University. Except for medical reasons, a student may not be allowed to interrupt or defer/break the study programme for more than two (2) continuous teaching Trimesters. A student who stays away for more than two (2) teaching trimesters is deemed to have withdrawn from the University and may need to re-apply for admission.

5.8 Grading System

Student performance in a course and dissertation/thesis shall be recorded in letter grades after due conversion from the percentage score. Each course shall be graded out of 100 marks (including continuous assessment marks). For taught courses, the final examination shall consist of 60% and continuous assessment 40% of the total marks. Dissertations/Theses shall be evaluated by examiners using the same grading system as follows:

% Score	Grade	Description
80-100	A+	Excellent
70-79	A	Very Good
65-69	B+	Good
60-64	B	Credit
Below 60	F	Fail

NB: The following letter grades may also be assigned

I – Incomplete

Z – For involvement in Examination malpractice

Minimum Pass Grade: A Student is required to obtain a minimum pass grade of B for each examination taken. Grading systems are subject to changes as determined by the Graduate Board, given current standards.

5.9 Appointment of Supervisors

i. Each successful graduate applicant will be assigned a supervisor, latest by the end of the second trimester of the first year.

ii. Each PGD/M.A. /M.Sc. student shall be assigned one supervisor from the department or a cognate department (if applicable).

iii. Every research student (M.Sc. /M.Phil.) shall be assigned at least one supervisor. If they are two, one must be the Main Supervisor and the other Co-supervisor, but both must be PhD holders.

iv. In the case of a PhD, candidates must be assigned two supervisors, one of whom shall be the Principal Supervisor who holds a PhD

and the other, at least Senior Lecturer status. The Co-supervisor should also be a PhD holder.

v.   Supervisors usually shall be members of the academic staff of the University. In exceptional cases, however, suitable persons within and outside the University may be appointed.

vi.   The nomination of supervisors requires prior consideration by the Faculty Graduate Committee before approval by the Board of Graduate School.

vii. During the programme, seminars shall be arranged at which aspects of the research shall be presented by the candidate. Such seminars will be open to the University community to enable other graduate students to attend.

5.10 The Thesis/Term Paper

Two forms of theses are acceptable for examination by the Graduate School. The options are: **Thesis as a monograph**; or **Manuscript-based thesis** (Appendix IV), and the choice depends on the student, supervisor and the traditions of the Department and subject area.

Candidates who are enrolled in MSc (with research) or MPhil Programmes and opt for manuscript-based thesis shall be required to submit 3 or 4 chapters drafted as manuscripts. Out of these, MPhil candidates shall be required to submit proof of at least one accepted manuscript or a conference paper before Viva-voce can be organised.

PhD candidates who opt for a manuscript-based thesis shall have 4-6 chapters drafted as manuscripts. At least two (2) manuscripts, out of these must be accepted for publication or published before the thesis is submitted for examination for Viva-voce to be organised.

Students shall be expected to publish in top-quality journal of discipline approved by the supervisor(s) in consultation with the University Library.

PhD candidates who opt for a monograph-based thesis with chapters as Introduction, Literature Review, Approach or Methodology, Results, Discussion (or combination of Results and Discussion), Conclusion, Recommendations, and References must have at least one conference presentation before organising Viva-voce.

5.10.1 Ethics Approval to conduct a study

Studies involving human and animal subjects need to be approved by the Ethics Committee of the University for Development Studies or any other recognised institutional ethical review body.

5.10.2 Thesis Proposal and Title Registration

i. By the end of the first year of study, all research students (M.Sc. /M.Phil./PhD) shall submit their research proposals to their respective Heads of Department for consideration by the Departmental Committee on Graduate programme(s).

ii. At the beginning of the second year, the Head of Department shall submit to the Dean of Graduate School the approved theses titles through the Faculty/School Postgraduate Advisory Committee.

iii. Any change of thesis title must be communicated to the Board of the Graduate School.

iv. All research students must acquaint themselves with the Research and Ethics Policy of the University.

5.10.3 Technical Requirement of the Dissertation/Thesis Report

i. The Dissertation/Thesis shall be written in English, and the presentation must be satisfactory. It must be suitable for publication.

ii. The Dissertation/Thesis shall consist of the candidate's account of his/her research. It may describe work done in conjunction with other people provided that the candidate shall state clearly his/her contribution in the investigation and that his/her statement should have been certified by the supervisor(s).

iii. Any already published work of the candidate may be included in the Dissertation/Thesis if such information is relevant to the subject matter of the thesis.

iv. A candidate shall not be permitted to submit work as his/her Dissertation/Thesis for which another university has already conferred a degree. However, a candidate shall not be precluded from incorporating as a critique review only, which challenges the current work and adds new knowledge to the existing work which he/she has already submitted for a degree in this or another university. Every candidate shall present a short abstract of his/her thesis comprising not more than 350 words. The abstract shall give a general account of its content, methodology, findings and recommendations, bound with each copy of the thesis submitted to the Board of Graduate School.

v. A project work submitted for a PGD or a dissertation submitted for a MA./MBA/M.Sc. degree, or a thesis submitted for the M.Phil./M.Com/Ph.D. degree must not exceed the number of words or pages, up to the list of references, prescribed by the Graduate School Board below:

Table 1. Minimum/Maximum Page Numbers-Sciences

Degree	Minimum	Maximum
PGD	30 pages/8,000 words	40 pages/10000 words
MED/MSc/MBA (Non-Research)	45 pages/11,00 words	50 pages/12,500 words
MPhil	70 pages/17,500 words	90 pages/27,000 words
PhD	100 pages/29,000 words	120 pages/30,000 words

Including References and Appendices

Table 2. Minimum/Maximum Page Numbers Humanities/ Social Science

Degree	Minimum	Maximum
PGD	30 pages/8,000 words	40 pages/10000 words
MED/MSc/MBA. (Non-Research)	60 pages/15,000 words	80 pages/20,000 words
MPhil	100 pages/25000 words	120 pages/30,000 words
PhD	180 pages/45,000 words	250 pages/55,000 words
	In the case of candidates pursuing Business degrees, 20,000 – 25,000 words (80 – 100 pages) and 35,000 – 42,000 (150 – 200 pages) may be accepted for their M.Com/MPhil and PhD Theses, respectively.	

Including References and Appendices

vi. In exceptional cases (for example, publication-based thesis), theses with the number of pages outside the above ranges may be accepted by the Graduate School Board, subject to recommendations by the Departmental/Faculty Committee on Graduate programmes.

vii. The size shall be standard A4 paper, except for drawings, maps and other materials on which no restriction is placed. Where the dissertation/thesis is typed, only one side of the paper shall be used with a margin of 5 cm on the left-hand side of the paper, with a font size of 12, and 2.0 line spacing, using Times New Roman. After the dissertation/thesis has been approved, it must be bound in standard form *Art Vellum* or cloth; overcast; edges uncut; lettered boldly up the spine in gold (0.5 – 1.25 cm) degree; name and year. This should be done before the award of the degree is published by the Registrar.

5.10.4 Standard Dissertation/Thesis Format

The writing of dissertations and theses is part of the requirements for higher degrees at the University for Development Studies. No higher degree will be conferred until the approved specifications for writing

dissertations and theses are met. All dissertations/theses consist of three categories of materials, namely: the preliminaries or front matter, the text or the main body of the report, and the back matter (reference and appendices).

5.10.4.1 The Preliminaries
The preliminaries begin with the spine, outside cover, declaration, abstract, acknowledgement, dedication (optional), Table of content, list of tables, list of figures and illustrations and list of acronyms.

5.11 Submission of Thesis for Examination
Postgraduate students shall submit their theses online for examination through the UDS University Campus Manager portal below: https://ucm.uds.edu.gh; or through the Library, Supervisor, Head of Department, Faculty/School Postgraduate Advisory Committee to the Dean of Graduate School. The detailed presentation of the thesis is presented in Appendix III.

5.12 Approval of the Thesis by the Supervisor(s)
  i. The thesis must pass a similarity index check (not more than 20%) conducted by the University Library using a certified plagiarism check software. The report of similarity index must accompany the thesis submitted to the Graduate School.
 ii. The thesis must demonstrate the candidate's competence in independent scientific research. It may be an academic thesis on a single topic or a collection of separate articles that may or may not have been previously published (especially for doctoral thesis). All such articles must relate to the topic of the thesis or as determined by the department.
iii. The thesis must be approved by the supervisor(s), who ascertain(s) whether it is worthy to serve as evidence of the candidate's ability to do independent scientific work. If a candidate has more than one supervisor, they must all agree and notify the Graduate Board that

they have approved the thesis by signing the declaration page of the dissertation/thesis.

iv. In the event of disagreement between the supervisor and the candidate, both parties have the right to call on the Board of Graduate School to arbitrate. If this arbitration does not reconcile the parties within a month, the parties shall approach the Academic Board to appoint a committee from among its members to consider the matter. This committee will bring out a judgment within two months, and the Academic Board will act on its advice.

5.13 Extension of Time for Submission of Dissertation/Thesis

i. A postgraduate student who cannot complete the programme within the stipulated time must, in consultation with his/her supervisor, apply to the Board of Graduate School through the Head of Department/Centre for an extension. Such a student will be required to pay fees once the extension is granted.

   a. *No fees will be charged for an extension for the first six (6) months (grace period) after the end of a postgraduate programme.*

   b. *A fee of 50% of the prevailing final year fee per programme shall be paid by postgraduate students who overstay the grace period [i.e., the first six (6) months after programme duration].*

   c. *A student who fails to complete a registered programme during the initial one (1) year extension shall pay 100% of fees for each subsequent year (as applies to the specific programme) to continue on the programme.*

ii. Except for PhD students entitled to two (2) years extension, all other postgraduate students shall be allowed for only one (1) year extension (Refer to Section 5.6). Students who are withdrawn from the programmes can re-apply as fresh students. If readmitted within two years after withdrawal, he/ she may be credited with the courses already taken.

6.0 APPOINTMENT OF EXAMINERS AND CONDUCT OF EXAMINATIONS

i.   The Departmental Committee shall recommend one Internal and one External Examiner through the Postgraduate Advisory Board to the Graduate School to assess an M.Sc./MPhil thesis.

ii.   Each PhD thesis shall be assessed by three examiners, comprising one Internal Examiner and two External Examiners

iii. External Examiners shall be recommended by the Department and appointed by the Registrar on the advice of the Graduate School Board.

iv.   In principle, the Examiners shall be served with the draft thesis, and the decision to allow the candidate to defend the thesis should be made within eight weeks after the candidate has handed in the draft thesis. The decision is reached by the External Examiner(s) who should convey his/her or their decision to the Dean of Graduate School in writing. The candidate is then informed of the decision in writing.

v.   After the Examiners have submitted their reports on the assessment of an M.Sc./MPhil thesis and at least two Examiners (including the External Examiner) have passed the thesis, candidates will be required to do an oral defence of the thesis (Viva Voce).

vi.   Note that a thesis that is failed two times by an External Examiner will not be re-examined the third time. Therefore the candidate may be awarded a degree lower than what he/she applied for initially or not awarded any degree.

vii. In the case of a PhD, all the Examiners (i.e., the Internal and the two External Examiners) must pass the thesis to enable the candidate to do the oral defence of the thesis (Viva Voce).

viii. A candidate who has been refused permission to defend his or her thesis may appeal through the Graduate School Board to the Academic Board for a final decision.

ix.   The Viva Voce for M.Sc. by research and M.Phil. candidates shall be conducted by a Panel of Examiners comprising the Dean of the Graduate School as Chairperson or his/her representative, the Internal Examiner, the Head of Department and the Supervisor.

x.   In the case of PhD candidates, the Viva Voce shall be conducted by a Panel of Examiners consisting of the Dean of Graduate School or anybody appointed by the Dean as Chairperson or his/her representative, the two External Examiners, and the Internal Examiner.

xi.   The Secretary to the Graduate School Board shall be the Secretary to the examination panels.

xii. The Examiners shall send a joint report to the Dean of Graduate School.

xiii. There shall be no Viva Voce for M.A. /MBA/M.Sc. (non-research) candidates.

7.0 CONCLUSION POINTS FOR RESEARCH DEGREES

7.1 Examination First

Candidates are expected to have passed all requisite taught courses. They should have paid all their fees in full, including extensions where applicable. Candidates should have passed (obtained 60% or more) in the internal and external thesis examinations before they would be allowed to attend a Viva-voce.

7.2 Defence of the Thesis (Viva-voce)

i. As prescribed by the Graduate School Board, Viva-voce (thesis defence or oral examinations) shall be organised for postgraduate students in January, February, and July and August every year.

ii. The defence of the thesis shall be public (i.e. open to the University community) in a room designated by the Graduate School or Campus Co-ordinator of Graduate School on the agreed date and in the presence of the Examining Committee. Examination can also be virtually conducted.

iii. Presentation by the Candidate: The candidate presents and defends his/her work to the audience within 35/45 minutes (in the case of M.Sc. by research /M.Phil. degree) and 60 minutes (in the case of PhD degree). The procedure must be conducted in English unless the Vice-Chancellor has approved another language.

iv. The Examining Committee acting on behalf of the Graduate School Board, by a majority verdict, decides whether to award the degree or not.

v. For MPhil/MSc. (with research), the Examining Committee shall comprise the Dean of Graduate School (or representative), an external examiner (or representative), the internal examiner and the HoD. Both the Dean and HoD do not score the candidate.

vi. For PhD, the Examining Committee shall comprise the Dean of Graduate School (or representative), two (2) external examiners, the internal examiner and the HoD. Both the Dean and HoD do not score the candidate.

vii. In case a student fails the thesis examination or Viva-voce, he/she shall be responsible for the payment of the cost for re-examination.

7.3 Submission of Examination Report and Thesis

i. Soon after the completion of the defence, a report on the examination shall be submitted to the Dean of the Graduate School for processing, after which copies shall be presented to the Department of the candidate.

ii. At the end of the Examination, the Examiners shall recommend any of the following as may be appropriate:
   a) The degree should be awarded without further amendments to the thesis.
   b) The degree should be awarded after some corrections or amendments have been made (and shall list those items to be corrected/amended).
   c) The thesis should be re-examined after major corrections/revisions have been carried out (and they shall specify the defects).
   d) The degree should not be awarded (and they shall give detailed reasons).

iii. If the candidate is successful in his examination, he/she is required to make the necessary corrections/amendments as recommended by the examination panel within three (3) months. The Internal Examiner shall certify the corrections and sign the STUDENT'S FINAL THESIS SUBMISSION FORM before the final copies are printed, bound, and submitted to the Head of Department for distribution.

iv. Four (4) or more (depending on the number of supervisors) bound copies shall be presented to the University using the following recommended colour code schemes as back covers in binding the Dissertations/Theses:

PGD.	Dissertation	Black colour
MA/M.Sc.	Dissertation	Green colour
M.Sc./M.Phil.	Thesis	Brown colour
PhD.	Thesis	Blue-Black colour

N.B: M.Sc.* by research.

Copies of Dissertations/theses that have been accepted for the award of the degree shall be distributed as follows:

- The original copy shall be deposited in the University Library,
- The Department,
- Graduate School (soft copy only) to be sent by email to thesis_graduateschool@uds.edu.gh
- Supervisor (s), and
- Candidate.

v. The submission of the soft copy of the thesis through the above email address must be accompanied by signed STUDENT'S FINAL THESIS SUBMISSION FORM and it shall be sent by the Department Head.

vi. If the candidate fails the oral examination, he/she shall be allowed to repeat the examination at the next Viva-voce.

vii. A candidate shall only be qualified for the award of a Master's degree or Doctorate if he/she has passed all the prescribed courses, submitted a satisfactory thesis, passed his/her oral examination and has done the minimum number of trimesters as stipulated for the programme.

viii. The effective date of the award of the degree shall be the date of graduation, that is, at the next congregation after the corrected dissertation/thesis is certified by the Graduate School Board and approved by the Academic Board.

8.0 EXISTING GRADUATE PROGRAMMES

Details of the programmes can be found in the various Faculty/School handbooks.

8.1 Faculty of Agriculture Food, and Consumer Sciences

Department of Animal Science

- MSc. Animal Science-Sandwich: (Options in Meat Science, Animal Breeding and Genetics, Animal Nutrition, Physiology/ Reproductive Physiology, Pasture and Range, Production)
- MPhil. Animal Science: (Options in Meat Science, Animal Breeding and Genetics, Animal Nutrition, Physiology/Reproductive Physiology, Pasture and Range, Production)
- PhD. Animal Science: (Options in Meat Science, Animal Breeding and Genetics, Animal Nutrition, Physiology/Reproductive Physiology, Pasture and Range, Production)

Department of Horticulture

- MSc. Horticulture-Sandwich: (Options in Post-harvest Technology, Post-harvest, physiology, Olericulture/Vegetables, Pomology/ Fruits, Seed Technology, Landscape Design, Floriculture)
- MPhil. Horticulture: (Options in Post-harvest Technology, Post-Harvest, Physiology, Olericulture/Vegetables, Pomology/Fruits, Seed Technology, Landscape Design, Floriculture)
- PhD. Horticulture: (Options in Post-harvest Technology, Post-Harvest, Physiology, Olericulture/Vegetables, Pomology/Fruits, Seed Technology, Landscape Design, Floriculture)

Department of Crop Science

- MSc. Crop Science (Options in Crop Physiology, Crop Protection, Plant Pathology and Weed Science)
- MPhil. Crop Science (Options in Crop Physiology, Crop Protection, Plant Pathology and Weed Science)
- PhD. Crop Science (Options in Crop Physiology, Crop Protection,

Plant Pathology and Weed Science)

Department of Agriculture Mechanization and Irrigation Technology
- MPhil. Post-Harvest Technology
- PhD. Post-Harvest Technology
- MPhil. Soil and Water Conservation and Management
- PhD. Soil and Water Conservation and Management

Department of Agriculture and Food Economics
- MSc. Agriculture Economics
- MPhil. Agriculture Economics
- PhD. Agriculture Economics

Department of Agribusiness Management and Finance
- MSc. Agribusiness
- MPhil. Agribusiness
- PhD. Agribusiness

Department of Agriculture Innovation Communication
- MSc. Innovation Communication
- MPhil. Innovation Communication
- PhD. Innovation Communication

Department of Agriculture Management and Policy
- MSc. Agricultural Project Management

8.2 Faculty of Natural Resource and Environment
Department of Environment and Sustainability Studies
- MSc. Environment and Sustainability Studies
- MPhil. Environment and Sustainability Studies
- PhD. Environment and Sustainability Studies

8.3 Faculty of Bioscience
Department of Biotechnology
- MSc. Biotechnology
- MPhil. Biotechnology
- PhD. Biotechnology

Department of Fisheries and Aquatic Resources Management
- MPhil. in Fisheries Science

8.4 School of Allied Health Sciences
Department of Community Health
- MSc. Community Health and Development (Modular)
- MPhil. Community Health and Development

Department of Nutritional Sciences
- MSc. Public Health Nutrition (PHN) – (Modular)
- MPhil. Public Health Nutrition (PHN)

Department of Biomedical Laboratory Sciences
- MPhil. Chemical Pathology
- PhD Chemical Pathology

8.5 School of Public Health
Department of Social and Behavioural Change
- M.Sc. Community Health and Development (Modular)
- M.Phil. Community Health and Development (Modular)

Department of Global and International Health
- Master of Public Health (MPH)

Department of Population and Reproductive Health
- Master of Public Health (Maternal and Child Health)

Department of Environmental and Occupational Health
- Master of Public Health (Developmental Health)
- MSc. Disaster Resilience
- MPhil Disaster Resilience

8.6 Faculty of Education
Department of Agriculture Education and Consumer Sciences
- MPhil. Agriculture Education
- MEd. Agriculture Education

Department of Educational Management and Policy Studies
- MEd Educational Management and Planning
- MEd Training and Development
- MPhil Educational Management and Planning
- MPhil Training and Development

Department of Educational Foundations Studies
- MEd Special Education
- MPhil Measurement and Evaluation
- MPhil Special Education
- Postgraduate Diploma in Education

8.7 Faculty of Sustainable Development Studies
Department of Development Management and Policy Studies
- MA Development Education Studies
- MPhil Development Education Studies
- PhD Development Education Studies

8.8 Faculty of Communication and Cultural Studies
Department of Communication, Innovation and Technology
- MSc. Integrated Rural Development (Full-time)

Department of Politics and Governance
- MA Politics and Governance

- MPhil Politics and Governance
- PhD Politics and Governance

8.9 School of Medicine
Department of Biochemistry and Molecular Medicine
- MPhil Molecular Medicine
- PhD Molecular Medicine

8.10 School of Engineering
Department of Agricultural Engineering
- MSc. Irrigation and Drainage Engineering
- MPhil. Irrigation and Drainage Engineering
- PhD. Irrigation and Drainage Engineering

8.11 West African Centre for Water, Irrigation and Sustainable Agriculture (WACWISA)
- MSc. Climate Change Resilience of Ecosystem Services
- MPhil. Climate Change Resilience of Ecosystem Services
- PhD. Climate Change Resilience of Ecosystem Services

9.0 REGULATIONS FOR STUDENTS

9.1 Regulations Relating to Degree Programmes Academic Programmes

i. Each Faculty shall provide detailed information about the structure of courses leading to the award of a graduate degree in that Faculty.

ii. It shall be the responsibility of each student of the University to know both specific requirements of the graduate degree for which he/she is registered and the rules, regulations, and policies of the University and the relevant Faculties and Departments.

iii. It shall be the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the graduate degree sought. Advice and counselling for students who need assistance in this regard will be offered.

iv. By the act of registering, every student agrees to abide by all rules, regulations, and policies of the University and the relevant Faculties and Departments.

v. Each student should know both the general information outlined in this handbook and any relevant information of the Faculty/School or Department in which he/she is enrolled. When in doubt, students may consult their Heads of Department or the Dean of Graduate School.

vi. Students shall be held liable for contravening any regulation.

vii. Exemption from any of the General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the Board of Graduate School and the appropriate Faculty Board.

viii. The University reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this handbook without prior notice.

ix. A student who is unable to complete his/her programme within the stipulated period must apply to the Board of Graduate

School for an extension of the study period and would be required to pay fees if the request is granted. A programme of courses shall be provided in each Faculty/School leading to a Post-graduate Degree.

Academic Year

For full-time programmes, this shall be as determined by the Graduate School Board with approval from the Academic Board. The Academic year of the University is divided into three Trimesters. The First and Second Trimesters shall consist of 14 weeks each, 12 weeks of teaching and two weeks of examinations. The Third Trimester that comprises 8 weeks shall be used for field Practicals, cross-cutting courses and Thesis work. The start and duration of Sandwich programmes shall be determined by each Faculty/School, but should generally commence at the beginning of July, by which time the academic year for full-time programmes might have ended.

Numbering of Courses

The postgraduate degree courses for MSc and MPhil shall be numbered as follows:

1. 1st Year: 501 – 598 (Odd numbers for Trimester I and Even numbers for Trimester II).
2. 2nd Year: 601 – 698 (Odd numbers for Trimester I and Even numbers for Trimester II).

Trimester III of 1st Year for MPhil or Masters with research shall have a code 500 for cross-cutting course registered.

Trimester III of 2nd Year for MPhil or Masters with research shall have a code 699 for Research Thesis with a corresponding 12 credits.

A code of 599 shall be for postgraduate programmes with dissertations or term papers and shall have the title as Term Paper with 6 credits.

The PhD postgraduate degree courses follows:

1. 1st Year: 701 – 798 (Odd numbers for Trimester I and Even numbers for Trimester II). A code of 700 shall be for cross-cutting course registered.
2. 2nd Year: 801 – 898 (Odd numbers for Trimester I and Even numbers for Trimester II). A code of 800 shall be for cross-cutting course registered.
3. 3rd Year 901 – 998 (Odd numbers for Trimester I and Even numbers for Trimester II).

Trimester III of 3rd Year for 3-year PhD programme shall have a code 900 for Research Thesis with a corresponding 36 credits. For a 4-year PhD programme, 999 shall be the code for Research Thesis, with a corresponding 36 credits.

9.2 Regulations for the Conduct of Examinations
Responsibility for Conducting Examinations

1. It shall be the responsibility of the Faculty Board through the Dean of the Faculty to conduct all examinations in their Faculties/School except for sandwich programmes which are located outside their Faculty/School. In the latter case, the Dean of Graduate School takes direct responsibility for the conduct of examinations with the assistance of programme coordinators.
2. The responsibilities of various authorities involved in the conduct of examinations shall be as stated in Appendix 1.

i. Eligibility for Examinations

1. A student must have registered for the course given before an examination to be eligible to take the specific examination.
2. A student is required to maintain 75% of the total attendance of lectures to be allowed to participate in examinations.

ii. Time, Number and Duration of Examinations

1. Each course shall be examined at the end of the Trimester in which the course is offered.

2. In addition to the final examination, a Lecturer shall be required to undertake continuous assessment and such results must be released before the main Trimester examination.

3. All continuous assessments shall count for 40% of the total score in that course. A complete and up-to-date record of all continuous assessments shall be reflected in the mark sheet of the final examination.

4. No main examination paper shall be less than 1 hour or more than 3 hours in duration. A 2 credit unit course shall normally be examined within 2-2½ hours and 3 credit unit courses shall be 2½-3 hours.

5. A student who has not satisfied the requirements for continuous assessment for reasons considered genuine and valid by the Department/Faculty Board may be assessed based on the final examinations alone.

Setting of Questions

It shall be the responsibility of the Lecturer who taught a course to set the question paper for the final examination. The question paper should be approved by the Departmental Examination Board.

1. Draft question papers for the main examinations shall be forwarded with the marking schemes to the Head of Department within the first four weeks of the Trimester for internal moderation and coordination. Final moderated question papers for the main examination shall be forwarded by the Heads of Department in sealed envelopes to the Dean of the Faculty, not later than two weeks before the commencement of the examinations period.

2. Such question papers must be duplicated in enough quantities, bound, sealed and secured by the Dean not later than a week to the examinations.

iii. Conduct of Examination

The provision of materials other than question papers and answer books required for all practical examinations shall be the responsibility of the Internal Examiner(s) and the Head of Department.

1. The Faculty Officer shall, not later than the 5th week of a Trimester, provide the Dean/Faculty Examinations Officer with a list of the students registered for various courses to be examined in that Trimester.

2. The Invigilator(s) shall collect from the Dean/Faculty Examinations Officer question papers, answer booklets, attendance sheets and any other material required for the examination one hour before the commencement of the examination.

3. A list of registered candidates shall be provided in duplicate for signature to mark attendance during all main examinations. Students shall be expected to sign all attendance sheets at least 30 minutes after the commencement of the examinations. One copy of the attendance sheet duly signed by the Invigilator(s) shall be collected by the Faculty Examinations Officer. The other copy shall be kept with the answer scripts.

4. A candidate shall not be allowed to enter the examination room earlier than 30 minutes before the commencement of the examination.

5. No candidate shall normally be permitted to:
   i.   Enter the examination room if he is more than 30 minutes late;
   ii. Leave the examination room during the last 15 minutes of the examination.

6. A candidate who seeks to enter an examination room after the first 30 minutes but before 45 minutes may be allowed entry only at the discretion of the Invigilator(s) but such cases shall be reported in writing by the Invigilator(s) to the Dean/Faculty Examinations Officer.

7. A candidate who arrives late shall not be allowed extra time.

8. A candidate shall not take into an examination room or have in

his/her possession during an examination session any electronic gadgets (for example, mobile phones, organisers, pagers, advanced calculators, etc.) book or paper, printed or written matter, whether relevant to the examination or not, except as may be stated in the rubric of the question paper or he/she is specifically authorised to do so. When the rubric of the question paper demands the use of a calculator, the following guidelines shall apply:

i. The calculator must be kept off until the start of the examination.

ii. Only one calculator per student is allowed.

iii. Candidates shall make available for inspection by invigilators, their calculators on entry into the examination hall and at any time during the examination.

iv. Candidates should know that the contravention of any of these regulations shall be treated in the same way as "cheating in examination".

9. An invigilator has the authority to confiscate any unauthorised documents and items and hand them to the Dean.

10. A candidate shall deposit any handbag, briefcase, etc., at the invigilator's desk (or place provided for that purpose) before the commencement of the examination. Such items are carried and deposited at the examinee's risk.

11. A candidate shall comply with the instructions to candidates set out on a question paper, answer booklet, supplementary answer sheets or any other materials supplied to him and shall also comply with any directive given to him by the invigilator.

12. A candidate shall use only the answer booklets provided by the Invigilator. All rough work must be done in the answer booklets and crossed out neatly. Supplementary answer sheets, even if they contain only rough work, must be tied together with the answer booklets.

13. A candidate shall not remove or mutilate any paper or other materials supplied, whether used or not; except that he/she is

authorised by the invigilator.

14. In case a candidate has to leave the examination room temporarily, he/she shall be accompanied by an Invigilator.

15. At the end of the time allotted for the examination, a candidate shall gather his/her scripts neatly and shall hand them over to the Invigilator.

16. A candidate is responsible for the proper return of his/her scripts.

17. The Invigilator shall submit the examination scripts to the Faculty examiner who is required to make appropriate arrangements for the collection of the scripts by internal examiners.

v. Misconduct During Examinations

The following shall constitute misconduct during examinations.

1. Giving direct or indirect assistance to any other candidate or accepting any assistance from any other candidate during an examination.

2. Communicating by word or otherwise with any other candidate and acting in such a way as to disturb or inconvenience any other candidate. At the discretion of the invigilator, a candidate may be ordered to leave the examination room when his/her conduct is judged to be disturbing or likely to disturb the examination. The invigilator shall report any such conduct to the Dean immediately after the completion of the examination.

3. Participating in the examination without a valid student ID Card.

4. Smoking in the examination room during the examination.

5. Persistently disturbing other candidates or distracting their attention.

6. Verbally or physically assaulting an invigilator over alleged examination offence. Punishable at any time before, during and after the examination.

7. Destroying materials/concealing evidence suspected to help in establishing cases of examination malpractice.

8. Fabrication of data – claiming to have carried out experiments,

observations, interviews or any form of research which have not been carried out or claiming to have obtained results that have not been obtained.

9. Plagiarism – copying published work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own. (See the University's plagiarism policy for details).

10. Leakage – prior knowledge of examination items. Facilitating or concealing, possessing information relating to leaked examinations documents.

vi. Procedural Actions on Conduct of Examinations

1. A candidate who is suspected of infringing on any examination regulation shall be allowed to continue with the examination but shall be required to submit to the Invigilator a written report immediately after the examination. The Invigilator shall submit the Irregularity Report together with the candidate's report to the Dean of the Faculty within twenty-four hours of the examination. Failure on the part of the student to submit a written statement on his/her alleged involvement in an examination irregularity immediately after the examination shall be regarded as an admission of the charge against him/her.

2. Where the Dean of the Faculty is satisfied that a candidate has committed a breach of an examination regulation, he/she shall write within 48 hours to the student to defend himself/herself in writing. Based on the report, the Dean may appoint a Committee to investigate the matter and present the report, including the committee's recommendations, to the Faculty Board.

3. The Faculty Board shall make appropriate recommendations through the Dean of Graduate School to the Vice-Chancellor who shall apply the necessary sanctions and inform the Academic Board.

vii. Absence from Examinations

Candidates must present themselves at the University Examinations for which they registered under these Regulations. Candidates who fail to do so for reasons other than illness shall be deemed to have failed the examination. Misreading of the timetable and such lapses on the part of the candidate shall not be accepted as a satisfactory explanation for their absence.

1. A student who falls ill during an examination shall report in writing to the Dean of his/her Faculty.

2. A student who is absent from an examination on account of illness confirmed by medical evidence from a registered medical practitioner may be given a make-up examination in the course missed, otherwise, he/she shall take the regular examination on the next available opportunity without repeating the course concerned if he/she so desires. Approval for make-up examination shall be by Academic Board on the recommendation of the Faculty Board through the Graduate School.

viii. Penalties for Misconduct

Offence	Penalty
Leakage	Rustication/Dismissal of student(s) involved and possible prosecution.
Refusal to make a statement when required	Rustication/Dismissal of student(s) involved and possible prosecution.
Fabrication of data and/or Plagiarism	Cancellation of entire Thesis/Examination result and withdrawal of certificate
Possession of unauthorised material	Cancellation of the candidate's paper (s)
Copying from prepared notes	Cancellation of the candidate's paper and rustication for one academic year.
Impersonation	Dismissal of candidates involved and prosecution of the candidates or impersonators.

Communication	Cancellation of the candidate's paper
Persistently disturbing other candidate(s)	Candidate must be relocated and asked to write a statement and the case reported to The Faculty Dean for the appropriate disciplinary action by the Vice-Chancellor.
Verbal or Physical assault on invigilator or other students	Cancellation of the candidate's examination paper and referral to the Vice-Chancellor for appropriate disciplinary sanction.
Destroying materials suspected as evidence	Cancellation of the candidate's paper and referral to the Vice-Chancellor for appropriate disciplinary sanction.
Not carrying a valid student ID Card	Refusal of entry of student into the examination hall

ix. Evaluation, Custody of Examination Scripts, Recordkeeping, and Submission of Grades

1. All examinations for a course shall normally be evaluated by the Internal Examiner(s). In cases where the Internal Examiner(s) is unavailable the Head of Department may assign other Internal Examiners.

2. All evaluations shall normally be completed within two weeks after the examinations.

3. Within two weeks after the end of the Trimester, every Department shall submit the list of students who have taken courses in that Department along with their grades to the Dean. Such submissions shall be signed by the Internal Examiners who taught the courses as well as the Head of Departments.

4. Results of evaluation must be submitted on Standard University Mark Sheets and presented to the Departmental/Board of Examiners for approval.

5. The marked scripts shall not be shown to the students. The scripts shall be kept in a secure place for at least four academic sessions from the date of the examination.

6. Internal Examiners shall maintain an up-to-date record of all

assignments and examinations given and evaluated in their courses. In any case of a disputed grade, the record may be used to clarify any error of recording or computation. The record shall be kept in a secure place.

x. **Reporting of Grades to Students**
1. The Dean of the Faculty shall communicate to the students, within the first week of the ensuing Trimester, provisional examination results of the previous trimester approved by the Faculty Board.
2. The Dean of the Faculty shall forward to the Registrar, before the first week of the ensuing trimester, results of examinations conducted in the previous trimester.
3. Within the first month of the ensuing trimester, the Academic Board shall consider the results of the previous trimester.

xi. **Appeal and Remarking of Examination Script (Appeal Process)**
1. Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. Students are to follow the following procedures in requesting for re-marking.
    a. A candidate who is not satisfied may make a request to the Registrar through the Dean of the Faculty for an investigation.
    b. The Registrar may refer to the appropriate Dean for investigation and rectification.
    c. Such rectified results would be subject to the approval of the Academic Board.
2. A candidate who is not satisfied with the results of any University Examination may request for remarking by applying to the Registrar through the appropriate Dean within 21 days after the release of the examination results.
3. A fee of $20 (in cedi equivalent) per script will be paid by a student who requests for the re-marking. This amount would however be refunded to the student if he/she is vindicated. Vindication arises

where a student's new mark(s) from the re-marking raises his/her grade.

4. The Registrar shall refer the request for remarking to the appropriate Dean.

xii. Determination of Degree

It shall be the responsibility of the Faculty Board to recommend the award of a Degree/Diploma.

xiii.   Issuance of Official Transcript of Academic Record

The Registrar shall be responsible for issuing certified photocopies of the official transcripts of the academic record. Copies of the official transcripts shall normally be issued only to other institutions of higher learning or to prospective employers. No official transcript shall normally be issued directly to students. Students may, however, be given detailed results for their courses but marked "NOT TO BE USED AS OFFICIAL TRANSCRIPT".

xiv. Evaluation of Courses, Student Performance and Teaching Programme

One or more external experts in each subject area in which a degree is being offered shall be invited to the University once a year to moderate examination scripts (See Appendix II of the Regulations for External Assessment).

9.3 Regulations for Students On or Off-Campus

1. The laws of Ghana apply equally to every member of the University community and the walls of the University do not protect anyone from the full application of the laws of Ghana.
2. All existing regulations in the University are fully consistent with the laws of the land and will be enforced accordingly.
3. The University, therefore, will not permit any behaviour on or off-campus by any member of the student body that contravenes its

regulations or the laws of the land.

4. In particular, all are expected to use the official channels of communication and to follow laid down grievance procedures.

5. For the presentation of formal petitions etc. the residence of the Vice-Chancellor and other officers of the University are out-of-bounds; all such formal negotiations should take place in the offices of such officials or at designated venues.

6. In all matters of negotiation, the Central Administration accepts to meet only accredited representatives of recognised groups within the University, and arrangements reached are binding on both sides.

7. The regulations relating to Demonstrations, Rallies and Processions (DRAP) for students should be strictly adhered to.

8. Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.

9. Wilful destruction of University or private property or facility contravenes University rules and regulations and will attract appropriate penalties.

Noise on Campus

1. It is desirable to maintain at all times the kind of environment that supports the basic academic enterprise.

2. In pursuit of a suitable academic environment, the University wishes that the general level of noise be kept as low as possible. Students are enjoined to avoid disrupting the calm.

3. Radios, stereophonic instruments and musical instruments may be used quietly with consideration for others at any time, subject to such regulations as may be made by individual Halls.

4. If this is not observed, the privilege may be restricted or in severe cases withdrawn.

5. Clubs, Societies and Religious group meetings should not be held in students' rooms.

Collection of Money in the University

Application for permission to make general collections of money must be made to the Registrar, who will issue a specific license and an individual permit for each authorised collector. Collectors will be required to publish a subscription list and/or a statement of accounts. Every student making the collection must, on request, show the permit authorising him or her to make the collection.

Smoking and Alcoholic Drinks

1. Smoking and use of alcoholic drinks are forbidden in all public places on the campuses.
2. Smoking is not allowed in students' rooms.

Personal Property

The safekeeping and maintenance of all personal property are the responsibility of the students concerned.

University Property

Students may not make attachments to, or transfer, furniture of any kind from any part of the University buildings, including rooms in the Hall of Residence, without prior written permission from the proper authorities. Students are liable to pay for any loss or damage to furniture and fitting or equipment of any kind.

Students must not interfere with the electrical installations in their rooms, lecture theatres or any other part of the University.

Dress

i. Students are expected to be decently dressed on all occasions.
ii. Gowns will be worn on special occasions such as Congregations, and at such other times as may be specified.

Communication with Government Ministries and the Press

Students are not allowed to communicate directly with the Press or any Ministry on any matter affecting University life or policy. All formal communications should be sent through the Registrar.

Student Excursions

The following regulations govern the organisation of excursions by students:

i. The decision of the Society to undertake the trip should be taken at a general meeting of the Club/Society.

ii. Permission for a Society to go on excursion or education tour should be sought from the Registrar through Dean of Graduate School and/or Programme Coordinators and/or Heads of Departments and should contain the list of all those making the trip. All students making the trip should seek permission from their various Programme Coordinators and/or Heads of Departments. Written permission should reach the Dean of Students, at least, one week in advance.

iii. The trip should be restricted to University members of the club or other students of the University.

iv. The itinerary of the trip should relate to the aims and objectives of the Club or Society.

v. There should be evidence of correspondence between the Club or Society and the institutions or other establishments to be visited during the trip.

vi. The fare for the trip must be known in the application.

vii. All other groups other than the approved and recognised bodies shall have their applications approved by the Cultural Affairs Committee.

Absence from Academic Activities

If a student in any one trimester aggregates 3 working weeks of absence without reasonable excuse, he/she may be asked to repeat the trimester

or be withdrawn from the University.

Handling of Library Materials

Mutilation or unauthorised removal of library books may attract a fine not less than three (3) times the current price of the book and a one-week suspension from the University.

Conduct in Residential Facilities

a. Disorderly behaviour on campus that contravenes University regulations and disturbs peace on campus will attract a one-week suspension from the University.

b. Disorderly behaviour which results in damage to property will attract a fine equivalent to the cost of repairing or replacing the damaged property in addition to suspension or ejection.

c. A student who loses his/her room key during the trimester shall be required to pay for its replacement.

d. All keys must be returned to the Hall Porter at the close of each trimester/vacation.

Students' Channel of Communication with the University Non-Academic Matters

1. **Individual Students**

   a. All requests, notifications and complaints from a student should go to their Counsellor/Campus Coordinators; if the matter is still unresolved, then as a final resort to the Dean of Students and/or Hall Warden/Master.

   b. The student will have the right of appeal to the Hall Council/Campus Coordinators if the matter is not resolved at this level, an appeal could be made to the Dean of Students

2. **Clubs and Societies**

   a. All requests and notifications other than financial affecting all members of a club should go to the Dean of Students.

b. All requests and notifications affecting the student body (GRASAG) as a whole should pass through the Campus Coordinator to the Dean of Graduate School.

c. In general, cases requiring the redress of grievance should go to the Campus Coordinator, with a copy of the correspondence to the Hall Wardens/Masters.

d. Where special committees exist, grievances should be channelled to these committees, in the first instance.

e. All communications on non-academic matters from the University Administration to GRASAG should be copied to the Dean of Graduate School and Campus Co-ordinators.

Academic Matters

1. All academic matters affecting a student individually should go to:
   a. The head of Departments before they go to the Campus Coordinators.
   b. The Dean of Faculty, if it is an inter-departmental matter;
   c. The Dean of Graduate School if it is an inter-Faculty matter.

2. All matters affecting students collectively should go to:
   a. The Departmental Board.
   b. The Faculty Board if it is an inter-departmental matter;
   c. The Dean of Graduate School if it is an inter-Faculty matter.

Appeals

As a last resort, appeals may be made to the Vice-Chancellor and if necessary to the Dean of Graduate School.

Change of Name

Students who want to change their names must support their application with an appropriate affidavit and or newspaper cuttings.

In the case of a female student who wishes to change her marital status, the application should be supported by a Marriage Certificate.

Students should note that normally it may take about two months to complete the process of changing one's name.

Students should not use the name(s) until notification has been received from the Office of the Dean of Students and Academic affairs.

Orientation of Students

Students' orientation exercises take place at the beginning of an academic year and all freshmen/women are required to be present. The purpose of orientating fresh students can be summarised as follows:

1. To welcome the fresh students and help them to adjust and settle down in University life.
2. To guide them through the registration procedure.
3. To expose them to facilities available in the University to make University Education a rewarding experience.
4. To orientate the minds of students to the new world of University life and to help them align their individual growth with the broad goals of national development.
5. To advertise the rules and regulations that govern the relationship between the students and GRASAG.
6. To let students know their rights, privileges, obligations and responsibilities concerning University authorities and their governing bodies.

Transcripts

Transcripts shall reflect all grades a student obtains for all courses. Under no circumstances shall the grades of an examination taken be deleted from the student's records.

Matriculation

A Matriculation Ceremony is held in the first trimester to formally register all new students enrolling into undergraduate, postgraduate, Diploma, and any other programmes into the University. Attendance at the ceremony is compulsory, and no new student is allowed to remain in the University or take any University examinations unless he/she has been duly matriculated.

Review of Existing Rules and Regulations

All rules and regulations of this University are subject to change.

Sources of Help

When in difficulty, students should see the following officers:

Academic Problems   *Academic Counsellor or Campus Coordinator or Head of Department*

Residential Problems   *Hall Counsellor/Campus Coordinator Or Hall Warden/Master*

Other Problems   *Senior Assistant Registrar (Graduate School)*

I.D. Cards

All students shall possess a University for Development Studies Identification Card and endeavour to carry it on them always.

Any student who misplaces his/her I.D. card must report it immediately to The Deputy Registrar (Academic) or The Senior Assistant Registrar (Graduate School).

APPENDIX I

Duties of Various Persons and Bodies Conducting Examination

These duties are in addition to those already mentioned in the regulations.

A. Duties of Internal Examiners

The Internal Examiners shall:

1. Keep an up to date class attendance for each course taught;
2. Keep an up to date record of all course assignments and examinations given and the grades obtained by the students during the course;
3. Submit to the Head of Department at the end of the Trimester, the attendance record of students during the Trimester;
4. Set question papers for all examinations given for his/her course;
5. Mark all scripts for all examinations and/ or assignments of his/her course;
6. Submit detailed marked sheet with letter grade obtained by each student at the end of the course to the head of Department.
7. For the avoidance of doubt, the Internal Examiner has the first line responsibility for the safety and security of examination questions.
8. Will be held particularly responsible in the event of any leakages of examination questions until subsequent evidence proves otherwise.

B. Duties of Faculty Examinations Officer

The Faculty Examination Officer shall:

1. Arrange and organise the main examinations of the Faculty (prepare and circulate time – table, arrange the place of examination, etc);

2. Distribute question papers, answer booklets, attendance sheets, etc to invigilators before examinations;
3. Communicate to the Dean any matters relating to the examinations which require disciplinary action;
4. Present examinations report to the Dean.

C. Duties of Heads of Departments

1. She/he shall be the Chief Examiner in the Department and Chair the Department's Board of Examiners;
2. She/he is to ensure that:
    i. Question papers are moderated and coordinated internally;
    ii. Final moderated question papers for the main examination are forwarded to the Dean of the Faculty in Sealed envelopes not later than two weeks before the commencement of the examinations.
    iii. Examination materials for practical examinations are secured before the examination;
3. Submit a list of students who took courses in the Department along with their grades to the Dean and ensures that such submissions are signed by both him/her as well as the Internal Examiners who taught the courses;
4. She/he shall also provide to the Faculty Examinations Officer, a list of the courses to be examined, the duration of each examination and the names of the lecturer/person assigned to invigilate the examination.

D. Duties of Invigilators

Invigilators shall:
1. Invigilate courses assigned;
2. Must ensure students sign the attendance register;
3. Submit examination report;
4. Collect and submit examination papers;
5. Keep time;

6. Distribute resources.

E. Duties of the Dean of the Faculty

The Dean shall be the Chief Examiner of the Faculty and the Chair of the Faculty Board of examiners;

1. Ensure that all continuous assessment (C.A.) account for the approved total continuous assessment score in a course;
2. Ensure examinations are moderated;
3. Ensure list of students who took courses in the department are approved/endorsed by the Head of Department and the Internal Examiner who taught the course(s);
4. Ensure that final moderated question papers for the main examination are secured in sealed envelopes not later than two weeks to the commencement of the examination period;
5. Question papers are duplicated in enough quantities, bound, sealed and secured by the Dean not later than a week to the examination;
6. Communicate to students within the first week of the next Trimester, Provisional letter grades results approved by the Faculty Board;
7. Forward to the Registrar before the first week of the next trimester results of the examinations conducted in the previous trimester;
8. Keep all records of Faculty Examinations and
9. Prepare results for presentation to the Faculty Board and the Academic Board.

F. Duties of the Departmental Board of Examiners

The Board shall:

1. Approve questions set by Departmental Internal Examiners;
2. Ensure that all continuous assessments account for the approved total C.A. score in a course;
3. Ensure examinations are moderated;

4. Ensure that the list of students who took courses in the department are approved/endorsed by the Head of Department and the Internal Examiner who taught the courses;

5. Submit approved/endorsed lists to the Dean of the Faculty.

G. Duties of the Faculty Board

The Board shall:

1. Recommend the class of degree to be awarded to each student; and

2. Ensure the recommendation is based on the grades obtained by the student per the degree regulations of the University.

H. Duties of the Registrar

The Registrar shall:

1. Make available to the Faculty Examination officer stationery and other materials for examination;

2. Issue official transcript of academic records and certified photocopies of the official transcripts;

3. Ensure that official transcripts are issued only to institutions of higher learning or prospective employers;

4. Process appeal request;

5. Keep a permanent record of all grades obtained by students in their final examinations.

I. Duties of Academic Board

The Academic Board shall, inter alia, consider and ratify the examination results approved by the Board of Graduate School and consider any matter referred to it by the Board.

APPENDIX II

Regulations for External Examiners

An External Examiner shall be expected, as far as possible, to carry out his/her duty following the guidelines listed here-under;

1. Assessment of postgraduate academic programmes and the syllabi with a view of determining their relevance to the objects of the University.
2. Evaluation of available facilities such as laboratories, teaching aids, etc.
3. Inspection of library facilities, so that they relate to the relevant discipline
4. Evaluation of examination items and students scripts on courses taught in the Department, to determine the academic quality of the questions and the consistency of the marking.
5. Evaluation of postgraduate projects and conduct of oral and practical examinations where necessary.
6. Carrying out assessment once in an academic session to coincide with the main examinations of the Second Trimester.
7. Submission of a detailed report of his/her assessment to the Vice-Chancellor, to be received within six weeks after the assessment exercise.

Notes:

1. The External Examiner /shall have ready access to students of all years and, in particular, to final year postgraduate students.
2. The External Examiner /shall receive, in advance of his visit to the University, copies of the following documents:
   i. Degree programme and course contents of the Department
   ii. Regulations relating to the postgraduate degree programme
   iii. Regulations for conducting examinations.
3. Offer of appointment as External Examiner shall be communicated by the Registrar.

APPENDIX III

Details of Thesis Presentation

Spine
On the SPINE is printed the DEGREE, the FULL NAME of the candidate and the YEAR of the presentation, in that order; (three blocks). The information specified in brackets below must be provided in horizontal order:

[Name of Degree]   *[Full name of candidate]*   *[Year]*

For example, the spine of Paul Baba Akolgo's M.Sc. dissertation will look like:

M.Sc.   PAUL BABA AKOLGO   2021

Outer Cover
On the Cover, UNIVERSITY FOR DEVELOPMENT STUDIES must be printed at the top of the page, (12 single spaces or 5 cm from the top of the page), the TITLE OF THE REPORT in the middle of the page and the author's FULL NAME (without titles) and the YEAR of presentation printed at the bottom half of the page (four blocks). The information specified in the brackets below must be provided in vertical order:
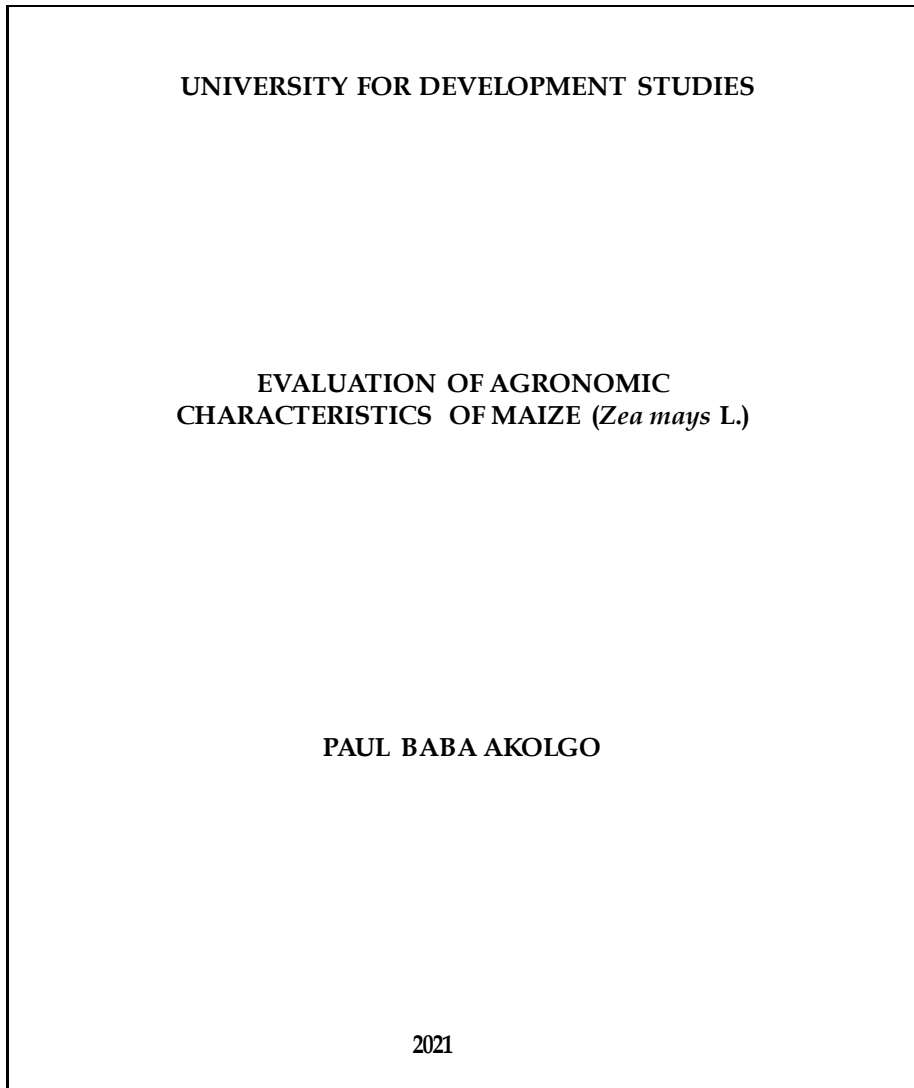
[Name of University]

[Title of Thesis/Dissertation]

[Full Name of Candidate (without titles)]

[Year]

For example, the outside cover of Paul Baba Akolgo's dissertation will look like this:

UNIVERSITY FOR DEVELOPMENT STUDIES

**EVALUATION OF AGRONOMIC
CHARACTERISTICS OF MAIZE (*Zea mays* L.)**

PAUL BABA AKOLGO

2021

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

Inner Cover

The next page is the INSIDE COVER or the TITLE page. The page consists of FIVE BLOCK OF WORDS. The first block is the UNIVERSITY FOR DEVELOPMENT STUDIES set off at the top and placed five single spaces from the top of the page and centred between the margins. This first block is followed by the TITLE of the DISSERTATION/THESIS. The third block is the FULL NAME of the candidate, the last degree obtained and student identification number. The next block indicates the DEPARTMENT and the FACULTY of the UNIVERSITY to which the thesis/dissertation is submitted. The fifth block states the MONTH and the YEAR (on the horizontal line) that the report is submitted.

The information specified in the bracket below must be provided in vertical order:

[Name of University]

[Title of Thesis/Dissertation]

By

[Name of Candidate] [1st or 2nd degree] [Student UDS ID. No.]

[Dissertation/Thesis Submitted to the Department of Agronomy, Faculty of Agriculture, University for Development Studies in Partial Fulfilment of the Requirements for the Award of Master of Science Degree in Agronomy]

[Month and Year]

For example, the insides covers of Paul Baba Akolgo's dissertation will look like this:

UNIVERSITY FOR DEVELOPMENT STUDIES

**EVALUATION OF AGRONOMIC
CHARACTERISTICS OF MAISE (*Zea mays* L.)**

BY

PAUL BABA AKOLGO
(B.Sc. Agricultural Technology or M.Sc. in Agronomy)
(ID No.), Eg (UDS/MAG/006/18)

**[DISSERTATION/THESIS SUBMITTED TO THE DEPARTMENT
OF AGRONOMY, FACULTY OF AGRICULTURE, UNIVERSITY
FOR DEVELOPMENT STUDIES IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE AWARD OF MASTER OF
SCIENCE DEGREE IN AGRONOMY]**

MARCH, 2021

Note that the use of 'BY' should be used here. However, titles are still not acceptable.

Declaration Page
Student
I hereby declare that this dissertation/thesis is the result of my original work and that no part of it has been presented for another degree in this University or elsewhere:

Candidate:
Signature:………………..……….. Date:……….……………………
Name: …………….....……………………….………………………………….

Supervisors
I hereby declare that the preparation and presentation of the dissertation/thesis was supervised following the guidelines on supervision of dissertation/thesis laid down by the University for Development Studies.

Principal Supervisor's
Signature:………………..……….. Date:……….……………………
Name: …………….....……………………….………………………………….

Co-Supervisor (if any)
Signature:………………..……….. Date:……….……………………
Name: …………….....……………………….………………………………….

Abstract
The abstract should contain a summary to tell the reader what the report is about and what the main conclusions are**. It should not exceed three hundred and fifty (350) words. It should not be paragraphed**. Note that an abstract should not be more than a page apart from exceptional circumstances, contain symbols and many technical terms. It is numbered page two (in lower case Roman numerals) in the report.

Acknowledgement

This section provides the student with the opportunity to express his/her gratitude to those who directly assisted him/her to complete his thesis/dissertation. These may be mentors, supervisors, organisations, officials, chiefs, colleagues, among others. The page must be placed immediately after the abstract page. It is highly unconventional to acknowledge God or Allah or any other supernatural powers in documents of this nature.

Dedication

This is not a requirement, although it may be allowed. It should be noted that the dedication page is not another acknowledgement page. It should contain at most two lines, consisting of just a few words. For example: To My Family or in memory of My Father.

Table of Contents

The Table of Contents (not just Contents) should be typed in BLOCK or UPPER CASE letters. All chapter headings should be in UPPER CASE letters and made bold: subheadings should appear in lower case. The corresponding pages of headings and subheadings of tables and figures should be indicated.

List of Tables/Figures

These should show the table or figure numbers, their captions (titles) and page numbers. Tables are supposed to be on the same page and not far away from the reference discussions.

Main Text

- In the text, the title should appear on top of the Table and should be made bold. The figure or plate (If they are maps or pictures) numbers should appear below the figure and equally be made bold.
- Paragraphing the first line of each paragraph should be one space. The text should be in justified format.

- The recommended standard bibliographic format for all theses and dissertations should be the APA (American Psychological Association) Style. However, Faculties/Departments may opt for other formats, provided that these are communicated to the Board of the Graduate School.

APPENDIX IV

Guidelines for Manuscript-Based Thesis

This guide is to help postgraduate students and supervisors easily navigate the manuscript-based thesis path in upholding the University's high academic standards. Sections emphasised here are aspects that apply more to the manuscript-based thesis. The general postgraduate thesis format of the Graduate School must still be followed (Appendix I).

A. Planning Process

1. A manuscript-based thesis must be planned from the beginning of proposal design with the full support of the Supervisor/Supervisory Team.

2. A thesis should be organised in such a way to be able to develop manuscripts from it.

3. A manuscript in the manuscript-based thesis must answer questions within the PhD/MPhil theme.

4. Outline planned manuscripts and identify targeted journals that the manuscripts will be submitted to.

5. The manuscripts for the planned manuscript-based thesis should be published within the registered PhD period.

6. Planned manuscript-based thesis may be changed to a monograph if the number of publications required is not attainable. This change must be agreed upon between the student and the supervisor(s) at least one year to the end of the PhD and the Graduate School must subsequently approve the decision.

7. The thesis planned as a monograph may also change to the manuscript-based thesis if the minimum number of published articles for the manuscript-based thesis has been achieved in the PhD theme. This change will need a written agreement between the student and the supervisor(s) at least six months to the end of the PhD, and the Graduate School must approve such change.

B. Number of articles and status

1. A manuscript-based master's thesis must have at least **one (1)** article. The article should be published, accepted for publication, or submitted for publication. A total of three (3) or four (4) chapters drafted as manuscripts are required.

2. A PhD thesis should have a minimum of **two (2)** articles from the research objectives, which should be published or accepted for publication. Any other(s) should have been at least drafted as manuscript. For PhD, a total of four (4) to six (6) chapters drafted as manuscripts are required.

C. Authorship

1. When co-authored articles are involved in the thesis, the candidate must be the primary author for all articles included in the thesis. Primary authorship does not necessarily mean first author (though encouraged) but the author who contributed to the paper's most substantial contribution.

2. Candidates are supposed to make an explicit statement in the thesis on the contribution of each co-author (Sample I). This statement should appear in a single section entitled "Contributions of Authors" as a preface to a particular published or drafted manuscript chapter.

3. A multiple-authored article cannot be used in more than one thesis.

4. In no case can a co-author of any component of such a thesis serve as an examiner for that thesis.

D. Journals/Copyright

1. To ensure that articles included in the thesis are of high quality and are from credible sources, they must be in journals listed in the UDS approved list of journals by the Library.

2. Copyright permission should be obtained from journal publishers where necessary.

3. The manuscript-based thesis can be temporally withheld from publishing in the University repository if chapters in the thesis are still under consideration for publication. The postgraduate student should notify the University Library through the Graduate School.

E. General Format of Thesis

A manuscript-based thesis must be more than a collection of manuscripts. All thesis components must be integrated into a cohesive unit with a logical progression from one chapter to the next. The thesis must demonstrate the linkage between manuscripts. The thesis must conform to guidelines stipulated in the Graduate School Handbook regarding font size, margins, line spacing, tables and figures.

1. The thesis must have a front matter as specified in the Graduate School Handbook. There will be a general Abstract that synthesises all articles.

2. Chapter One: General Introduction (not more than ten (10) pages for PhD, and not more than five (5) pages for MPhil)
   - Background (illustrates the problems and justification for the research)
   - Research question/objectives/hypothesis/assumptions (as applicable)
   - Conceptual framework
   - General methods/methodology
   - Overview of the thesis chapters
   - References

3. Chapter Two: Literature review
   - If the literature review has been published as review article(s), this may be used here.
   - References for the literature review if it is not already published.

4. Chapters Three – onwards (authored articles)

   The first page of a chapter of authored articles should include the title, the list of authors, the journal (name, volume, issue, DOI) and statement of authors contribution (See Sample I)

   Each article should constitute a chapter in the thesis answering an objective of the study.

   To ensure uniformity in the format of the thesis, 'chapters of authored articles' will not be a collection of the preprint articles but should be formatted to have the following sections (as presented in the journal), abstract, introduction, methodology/materials and methods, results and discussion, conclusion and references.

5. Chapter X: General Discussions, Conclusion and Recommendation

6. Appendices

Sample I

CHAPTER THREE

PREVALENCE OF BOVINE FASCIOLOSIS FROM THE BOLGATANGA ABATTOIR, GHANA

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Addy, F. (Candidate)
Conceived and designed the research, analysed and validated the result, drafted and revised the manuscript.

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Did field sampling and part of the molecular analysis.

Arhin, E. (Research Assistant)
Did field sampling and part of the molecular analysis.

Wassermann, M. (Supervisor)
Supervised the work, provided resources, and reviewed the manuscript