

CATHOLIC UNIVERSITY COLLEGE OF GHANA – FIAPRE



SCHOOL OF RESEARCH AND GRADUATE STUDIES

HANDBOOK

**ENTRY REQUIREMENTS AND GENERAL REGULATIONS FOR
GRADUATE PROGRAMMES**

December 2011

Introduction

The Handbook is specially prepared for graduate students at this University, as well as those interested in pursuing graduate studies at the Catholic University College of Ghana, Fiapre. It provides first-hand information on the history of the University, current programmes thereof, and regulations governing admission and graduation, including examinations and dissertations or theses.

The programmes covered by the Handbook are, however, subject to change without notice. Also, the availability or otherwise of any programme depends upon staffing and/or facilities available for the said programme.

General Statement on Graduate Studies

Graduate studies require the mastery of a large body of knowledge, including the acquisition of skills in specific areas of specialization.

In addition to fulfilling all academic requirements, graduate students of the Catholic University College are to display behaviour and attitudes consistent with high academic standards, in particular:

- Integrity: being honest in all situations
- Initiative: being task-oriented and thorough
- Dependability: being self-motivated
- Attitudes: having positive outlook toward others and assigned tasks

Contact Address

All enquiries and/or applications for admission must be addressed to:

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GENERAL INFORMATION - THE CATHOLIC UNIVERSITY COLLEGE OF GHANA, FIAPRE.

a. Establishment of the University

The first public announcement to establish a University was made on 15 January, 2002 by His Eminence, Peter Cardinal Appiah-Turkson on behalf of the Ghana Catholic Bishops Conference. Official lectures at the University commenced on 10th March, 2003, with **50** pioneer students

(matriculated on May 3, 2003). The second batch of 32 students was admitted on 3rd November, 2003.

On November 13, 2003, His Excellency, John Agyekum Kuffour, then President of the Republic of Ghana, officially commissioned the University.

The beginning staff was made up of **15** academic and **14** non teaching staff.

To date, the University has a staff (both academic and non-academic) of over **100** persons, and a student population of more than **3,500**.

b. Location

The Catholic University College is located at Fiapre, near Sunyani, some few kilometers off the main Sunyani to Berekum road.

c. Mission and Vision

Its vision is “to create a Unique University that can make a distinctive contribution to national development as an institution of academic and technical excellence, whose products are endowed with real practical ability, a moral vision of life and profound religious motivation for service in all spheres of life”.

The Catholic University has a mission to offer holistic education, through academic and technical excellence, as well as to provide its students with moral excellence and commitment to service (*Scientiae ac sapientiae lumen splendeat*).

In furtherance of its goal, the CUCG seeks to:

1. Inculcate high moral standards and impart gospel values to the students in their integral formation in the course of their University education;
2. Support the development efforts of the country through emphasis on science and technology (and in particular, Information Technology);
3. Promote cultural values and ideals through relevant courses and research;
4. Help individuals to realize their potential;
5. Produce a new type of students:
 - i. Capable of adapting to the changing work environment;
 - ii. Skilled in technical literacy and competent in computer usage;
 - iii. Very knowledgeable in current local and international affairs; and
 - iv. Desirous of making a positive contribution to society.

d. Early Beginnings

Academic programmes were begun in a humble six-classroom block at the Sunyani Diocesan Pastoral Centre and an adjoining Assembly Hall, with a small canteen. Two other blocks housed the Administrative and Academic staff, a Library, a Computer Laboratory and the Chaplaincy.

Pioneer students were admitted to B Sc. degree programmes in three faculties, namely the Faculty of Economics and Business Administration and the Faculty of Information, Communication Sciences and Technology, as well as to a BA degree in the Faculty of Religious Studies.

After a foundation stone laying on 25th April, 2007 by Ivan Cardinal Diaz, the Apostolic Delegate to Ghana, the dream of moving to a permanent campus at Fiapre was sown. In the 2008/2009 academic year, the dream was realized, under the inspiration of its second Vice Chancellor, Prof. James Hawkins Ephraim.

e. Incorporation and Affiliation

The Catholic University College received its certificate of incorporation on 17th August, 2001. It received its authorization to start academic programmes from the National Accreditation Board (NAB) in December 2002. The University College is affiliated to the University of Ghana, Legon and the University of Cape Coast (UCC).

f. Governing Board

The University is governed by a Council, with the Most Rev. Philip Naameh, as its current Chairman. Other members of the Council are Mrs. Juliana Amonoo-Neizer, the Most Rev. Matthew Kwasi Gyamfi, Dr. Yaw Nsiah Peprah, Sir Dr. Kwame Donkor Fordwuor, Msgr. John Opoku Agyemang, Prof. James Hawkins Ephraim, Rev. Sr. Elizabeth Amoako-Arhen, Sir Dave Anane Druyey, and Mad. Nancy Florence Amapong Yelpoe.

Dr. A. Bonnah Koomson is the Acting Vice-Chancellor, with the Most Rev. Matthew Kwasi Gyamfi as the Episcopal Chairman.

g. Facilities

Current facilities at the Fiapre campus include: a two-storey Resource Centre of two large lecture theatres, three computer laboratories, a Library Complex and offices for Deans and lecturers. Another two-story Lecture Blocks “A” and “B” serve as lecture halls and administrative offices

h. Current Enrolment

The Catholic University College has a total population of a more than **3,500**, comprising Full-time, and Weekend students. These include a small population of international students from Nigeria, Benin, Cameroun, Rwanda, la Cote D’Ivoire, Togo, Burkina Faso and Liberia.

Degree Programmes

The Faculties of the University College currently run the following under-graduate and graduate programmes:

a. Undergraduate

1. Faculty of Economics and Business Administration (**EBA**): *B.Sc. in Economics and Business Administration, with **options** in Management, Accounting, and Economics and B.Sc in Banking and Finance*

2. Faculty of Health and Allied Sciences (**PHAS**): *B.Sc. in Public Health, with options in Health Education, Health Informatics, and Health Management* and *B.Sc. in General Nursing*
3. Faculty of Information and Communication Sciences and Technology(**ICST**): *B.Sc. in Computer Science, with options in Actuarial Science, Mathematics with Finance and Mathematics with Economics.*
4. Faculty of Education (**EDU**):
 - i. *B.Ed. (Arts), B.Ed. (Science), B.Ed. (Social Science), with options in English, History, Geography, Accounting, Mathematics, Computer Science, and Christian Religious Education.*
 - ii. *Two-year Diploma in Education (for non degree holders)*
5. Faculty of Religious Studies (**RS**): *B.A in Religious Studies.*

b. Post-graduate Degree Programmes

1. Faculty of Religious Studies'. *A. in Religious Studies and Pastoral Ministry*
2. Faculty of Education :*PGDE in Basic Education.*
3. Faculty of Economics and Business Administration: *Master of Business Administration with options in Human Resource Management, Accounting, Finance and Marketing*

Institutional Affiliation

a. Under-graduate Programmes:

The Catholic University College is currently affiliated to the following universities in Ghana:

i. The University of Ghana:

- a) **B.Sc.:** Economics and Business Administration;
- b) **B.Sc.:** Information and Communication Sciences and Technology;
- c) **B.Sc.:** Public Health and Allied Sciences.
- d) **B.A.**(Religious Studies)

ii. The University of Cape Coast

- a. **B.Ed.** (Arts, Science and Social Science)
- b. **B Sc.** Actuarial Science

b. Postgraduate Programmes:

i. University of Ghana:

MA: Religious Studies and Pastoral Ministry.

ii. University of Cape Coast

PGDE (Education)

MBA (Human Resource Management, Accounting, Finance and Marketing)

Academic Session

The academic session comprises two semesters as follows:

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

Structure of Semester

A semester shall normally be of 16 weeks duration, and is structured as follows:

13 weeks of teaching
1 week of revision
2 weeks of examination

Admission Requirements for Graduate Degrees

To be admitted to a course leading to the award of a higher degree, an applicant must have the following qualifications:

a. PGDE

Applicants for the programme must be degree holders, who have acquired a first degree (B.A., B.Sc.) from a recognised university in relevant teaching areas. Applicants with a Third Class degree in relevant teaching areas shall be made to write an entrance examination.

b.MA

i. Applicants for the MA programme must have a good first degree from an accredited university. In the case of MA programme in Religious studies, holders of a diploma with a minimum of three (3) years working or pastoral experience may be considered for admission.

c. MBA

i. Applicants for the MBA programme must have a good first degree of at least a second class lower from an accredited University. Applicants with a third class shall be made to undertake an entrance exams and an interview and if successful in both cases shall be admitted into the programme.

ii. A candidate who does not satisfy the requirement stated above, but is otherwise adjudged suitable by the Faculty Board, shall, where practicable, be interviewed and in addition may be required to take an entrance examination as determined by the Faculty Board concerned. A candidate who has satisfactorily completed a Graduate Diploma course may be considered for admission on the recommendation of the Faculty Board concerned.

c. PhD

i. A candidate shall hold a Master's degree or its equivalent from a recognized institution and shall submit evidence of adequate training and ability to undertake the proposed programme.

ii. A candidate who does not hold a Master's degree shall first register for a Master's degree by research. If she/he proves himself to be of sufficient calibre by the end of the first year of the programme, he/she may be permitted by the Board, to register for the PhD degree. This registration shall be deemed retrospective from the date of the original registration for the Master's degree.

iii. A candidate who does not satisfy the requirement stated above but is otherwise adjudged suitable may be admitted. For the purpose of assessing suitability, such a candidate may be interviewed or be required to take an entrance examination, or both, as directed by the Board of Graduate Studies, on the recommendations of the appropriate Faculty Board.

A candidate may be required, on the recommendation of the Faculty concerned, to audit appropriate courses.

Application Procedure

Applications for admission shall be made on a prescribed form, obtainable from the office of the **School of Research and Graduate Studies**, to which the completed forms shall be returned not later than the 30th of April of the preceding academic year in which a candidate wishes to start a programme.

All candidates applying for admission to research programmes shall be required to submit, in about 500 to 700 words:

- (a) Statement of Purpose (graduate studies)
- (b) An outline of proposed research
- (c) Three referees' reports (on prescribed forms) sent directly to the School of Research and Graduate Studies

Applications shall be considered, in the first instance, by the appropriate Faculty Board. The Faculty Board shall satisfy itself of the sustainability or otherwise of the candidate and the availability of resources for the successful completion of the candidate's work.

The Faculty Dean shall submit to the School of Research and Graduate Studies for its approval, a list of candidates recommended for admission together with:

- a) The pertinent extracts from the minutes of the Faculty Board
- b) Statement on the nature of the programme
- c) Dissertation/thesis topic(s)
- d) An outline of the proposed research (where applicable)
- e) Names of proposed supervisors

Interview/Qualifying Examination:

Where an interview or a qualifying examination is required for determining the suitability, or otherwise, of an applicant, the Faculty Board shall decide the form of interview or qualifying examination, and appoint a panel from its members to administer the interview or examination.

The School of Research and Graduate Studies shall be represented at the interview or examination.

Approval of Admission Applications

The Board of Graduate Studies shall consider all recommendations for admission to graduate studies and decide which candidates may be admitted.

Student Registration

Candidates admitted to a graduate programme of this University shall register both at their respective Faculty and at the Office of the School of Graduate Studies at the beginning of their programmes by filling in the appropriate forms, prescribed for that purpose.

A student must in addition register in the courses prescribed by the Faculty every semester.

No student is permitted to register for two programmes at the same time. The sanction for such a registration shall be the cancellation of both registrations.

Categories of Graduate Studies

Graduate Studies shall be classified under two main headings as *Full Time and Part-Time*

a. Full-time Student

A full time student shall be taken to be a candidate pursuing a programme of continuous study, the duration of which shall not be longer than 24 months from the date of registration for a **master's** programme.

A student admitted on a full-time basis may, on application through the appropriate Faculty Board and the Dean of Research and Graduate Studies, be allowed to change to a part-time student.

Such a student shall be required to carry a work load not below the minimum prescribed for full-time students, and shall also be required to complete the graduate programme within the maximum permitted duration of 5 semesters.

Work load: A full-time student shall be required to carry a **minimum** work load of 12 credits and a **maximum work load** of 18 credits per semester. No candidate shall be allowed to exceed the maximum credits, except where expressed permission has been granted by the Board of Graduate Studies.

b. Part-time Student

A part time student shall be taken to be a candidate in full time employment, pursuing an on continuous programme of study, the duration of which shall not exceed 36 months from the date of registration for a **master's** programme.

Work load: A part time student shall be required to carry a work load below the minimum prescribed for a full time student, but shall also be **required to complete the graduate programme within the period specified for part time students.**

Course Credit Description

A **one course** credit course shall be defined as follows:

- 1 hour lecture
- 1 hour tutorial
- 1 practical session of 3 hours
- 3 hours of fieldwork

per week for a semester

Student in Good Standing

A student in good academic standing shall be the one who would have obtained a minimum of **24 graduate level** credits at the end of the second semester (or part I examination, where applicable).

A student not in good standing shall be asked to withdraw.

Interruption of Study programme

A graduate student may not break a programme of study **for more than two continuous semesters**, except with an express written permission from the Board of the School of Research and Graduate Studies.

A student shall apply in advance to the School Board through the Faculty Dean, stating reasons for interrupting the study programme.

a. Deferment of Programme

Deferment on health grounds is permissible, if supported by a certified medical report. The report may require further certification by the University's medical officers.

b. Upgrading of a Master's Programme

On the basis of a candidate's performance in either course work or written examination, a Dean may, in consultation with the Faculty Board, recommend to the School of Research and Graduate Board that a candidate up-grade a degree programme.

An upgraded candidate shall be required to procure and complete the necessary application form. The period spent on previous registration/ credits obtained previously shall be counted toward the required period/credits for the newly registered programme.

c. Re-registration

Upon the expiry of the permitted study period, a student who has still not been able to complete a programme may be allowed to re-register for additional 2 semesters (for M.A.). There shall be no extension after the expiration of a re-registration. Such a re-registration shall attract the required fees.

Duration of Study Programmes

The following shall normally be the duration for the completion of graduate studies.

Programme	Duration	Maximum Permitted Period (including Re-registration)
1. Post-graduate Diploma		
Full-time	2 semesters	3 semesters
2. One-Year MA		
Full-time	2 semesters	3 semesters
Part-time	4 semesters	5 semesters
3. Two-Year MA (Course work with Long Essay/Project Work)		
Full-time	4 semesters	5 semesters
Part-time	6 semesters	7 semesters
4. Two-Year MBA (Course work with Dissertation)		
Full-time	4 semesters	5 semesters
Part-time	6 semesters	7 semesters
5. Two-Year MA (Course work with Thesis)		
Full-time	4 semesters	6 semesters
Part-time	6 semesters	8 semesters

6. Doctoral Degree

Subsequent to registration, the candidate shall pursue a full-time programme of study and research for at least two academic years, except that:

A candidate fully engaged in advanced study and research for a degree, who before registration, was engaged in research to the satisfaction of the Faculty concerned, may be exempted for not more than one academic year.

In special circumstances, the Faculty may recommend that a candidate be allowed to spend not more than one academic year of the programme in advanced study and research at another institution, provided that this work can be supervised in a manner satisfactory to the Faculty and the School Board.

A full-time staff member of the University may be accepted as a part-time candidate. Where the School Board is satisfied that a senior member has been engaged in research evidenced by publications she/he may submit a thesis at any time without previous registration.

In special circumstances, the School Board, on the recommendation of the Faculty Board concerned, may accept as a part-time candidate a person who is not a member of the full-time staff of the University but is engaged in an occupation which, in its opinion, affords the candidate the opportunity to pursue his programme. In such a case the Board, shall prescribe a minimum period for the programme, which in its opinion, having regard to the time she/he is able to devote to the programme prescribed by the appropriate Faculty, is equivalent to two academic years of full-time study.

Course Requirement for Graduate Studies

The following are the **minimum** and the **maximum** credits a graduate student is required to earn for graduation. However, a Faculty is free to design its graduate programme, such that the total number of credits required for graduation does not exceed the prescribed maximum by more than 6 credits

a. Post-Graduate Diploma

Course work:	24-36 credits
Supervised Teaching	4 credits
Project(Long Essay)	6 credits
Total	34-46 credits

b. 1-Year Master's Degree

Course work:	24-36 credits
Seminar	3 credits
Dissertation	12 credits
Total	39-45 credits

C. 2-Year Master's Degree (Course work/Dissertation option)

First year's course work:	24-36 credits
Second year's course work:	24-36 credits
Long Essay/Project Work	6 credits
Total	54-78 credits

c. 2-Year Master's Degree (Thesis option)

Course work:	24-36 credits
Seminar I:	3 credits

Seminar II:	3 credits
Thesis	30 credits
Total	60-72 credits

e. PhD.

The degree of Doctor of Philosophy (PhD) is awarded on the basis of a research programme in which a candidate has made an original and significant contribution to knowledge.

Candidates may be required to take courses from relevant Departments. In addition, they must attend and present seminars at their Departments. For the time being, doctoral programmes are not assigned credits.

The study programme for the doctoral degree shall normally comprise:

- a. Supervised field research/project.
- b. Oral defence of thesis.

A supervisory committee of, at least, 3 members shall be set up to supervise a doctoral candidate. The committee shall advise the student on degree requirements, thesis area and topic.

PhD applicants who did not do course work or thesis as part of their Masters degree, or whose Masters degree were in a different subject area from the proposed PhD would be required to first register in the relevant masters programme during the first year to remedy their deficiencies before progressing to the PhD programme. Such a conversion shall be based on recommendation from the Faculty Dean.

A candidate may submit as subsidiary matter in support of a candidature any printed contributions to the advancement of the subject which she/he may have published independently or conjointly or any other supporting material. In the event of a candidate submitting subsidiary matter of a conjoint nature she/he shall be required to state fully his/her share of such conjoint work.

Study Programme for Graduate Degrees

The study programme for the masters degrees shall comprise coursework, as prescribed by the Faculty, and a Long Essay/Dissertation/Project/Thesis, as may be relevant.

a. Submission of Project or Thesis Topics

i. **Post-graduate Diploma:** Topics and supervisors shall be submitted to the Board of the School of Research and Graduate Studies **at the beginning of the first semester** through the Faculty Board.

ii. **1-Year Masters Degree:** Topics and supervisors shall be submitted to the Board of the School of Research and Graduate Studies **at the beginning of the second semester** through the Faculty Board.

iii. **2-Year Masters Degree:** Thesis/Dissertation areas/topics, the supervisor and the membership of the supervisory committee shall be submitted to the Board of the School of Research and Graduate Studies **not later than six months after the commencement of the programme** through the Faculty Board.

iv. **PhD**

For a doctoral programme, the thesis area/topic and the membership of a Supervisory Committee and/or the name of the Supervisor shall be submitted **not later than six months after the commencement of the programme** to the Board of Graduate Studies through the concerned Faculty Board.

Not later than six months before the date proposed to enter for the examination a candidate shall submit the title her/his thesis to the appropriate Faculty Board for approval and submission to the Board of the School of Research and Graduate Studies. After the final title of the thesis has been approved it may not be changed except with the written permission of the Board on the recommendation of the Faculty Board.

Examination

There shall be written and oral examinations. Practical examinations may also be given, Where appropriate.

Graduate Supervision

Supervisors shall be appointed for graduate students to advise in the selection of courses and formulation of thesis topics, and to submit progress report on each student to the Board of Graduate Studies through the Faculty Dean. Where necessary, a co-supervisor may be appointed to assist the supervisor.

It shall be the duty of supervisors to meet with students at regular intervals and to submit regularly semester reports

Progress Reports

Supervisors shall submit reports on the work of each student at four monthly intervals, on prescribed forms to the Dean of the School of Research and Graduate Studies with copies to the Faculty Dean.

On the basis of the standard of work at the expiration of at least fifty percent of the duration of the programme, a Dean upon receiving the report of supervisor, in consultation with the Faculty Board, may recommend for approval by the Board of the School of Research and Graduate Studies that a candidate may continue or terminate the studies.

Coding and Numbering of Graduate Courses

All post-graduate courses shall have letter and number codes, with four letters to signify the Faculty, followed by a three-digit number ranging from 500-699. The third digit in every course code shall be:

Zero (0) for courses offered in both semesters

Odd (1, 3, 5, 7, 9) for a course offered only in the first semester
Even(2, 4, 6, 8) for a courses offered in the second semester

Scheme of Graduate Examination

Candidates shall be assessed in accordance with current University regulations.
The examination shall include:

- (a) Written examination (where appropriate)
- (b) Assessment of thesis
- (c) Oral Examination

Results of the examination shall be submitted by the Faculty Board to the School of Research and Graduate Studies for approval, in the first instance, before being forwarded to the Senate for final approval.

a. Written Examination

- i. Sit-in (final) examination (where appropriate): Taken at the end of a prescribed course.
- ii. Take-home examination (where appropriate): This shall consist of project/seminar papers and class assignments.

Registration for Written Examination

Candidates shall register in their Faculties and at the Board of the School of Research and Graduate Studies at the beginning of each Semester for courses in which they are to be examined.

Registration for a University examination shall require endorsement of a student registration form by the Faculty Dean, indicating the student has pursued satisfactorily the approved programme of study in the course over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

In the event of a withholding of an endorsement, the Faculty Dean shall request the Faculty Board to confirm the action and further refer the withholding to the Board of the School of Research and Graduate Studies for a final decision.

Examination Fees

The examination fee shall be as determined from time to time by the University. Examination fees are not refundable, but where a candidate is unable to attend an examination at the prescribed time because of justifiable unforeseen circumstances, acceptable to the Board of the School, fees may be transferred to the next prescribed examination.

Eligibility for Examinations

For a taught course, a student shall attend all lectures, tutorials, seminars and practicals, as well as undertake all other activities and assignments as are approved by the University

A student who is absent for a **continuous period of 21 days** from all lectures, seminars, practicals and other activities and assignments prescribed for a course in any semester shall not be permitted to sit for the semester examination.

Deferment of Examination

i. On health grounds

A student, who having satisfied all the requirements to take an examination(s), is unable to take such an examination(s) **on health grounds**, may be permitted to defer the examination(s), and be allowed to take same at the next offering.

ii. On grounds other than health

A student, who having satisfied all the requirements to take an examination(s), is unable to take such an examination(s) **on grounds other than health**, shall be invited for interview with the Faculty Dean, who shall advise the University, as appropriate.

It shall be the responsibility of the student to satisfy the School Board **beyond reasonable doubt** why she or he may be permitted to defer the examination(s), and be allowed to take same at the next offering.

In all cases of deferment, the student shall receive a written response from the Dean of the School of Research and Graduate Studies.

Failed Grade: Candidates who fail to make the final grade point average (FGPA) of 2.50 or better at the end of their graduate coursework would be deemed to have failed, even if they have passed all the required courses by the end of the programme.

Re-taking of course(s)

A candidate may be permitted to re-take a failed course(s), but only at the next regular offering.

Candidates re-taking failed papers shall do so within the maximum time permitted for the completion of a programme.

Trailing of course(s) for a 2-year Master's Programme

If a candidate obtains the minimum number of credits required at the end of a semester, but fails in more than 2 courses, she or he may proceed to the second year, but must pass all such courses **before** graduation

Review of Examination Result(s)

A candidate who is not satisfied with the results of a university examination affecting him or her may request a review by submitting an application to the Dean of the School of Research and Graduate Studies.

The candidate shall pay a review fee, which shall be not less than three times the normal examination fee.

An application, stating the grounds for a review, shall be submitted to the Dean of Research and Graduate Studies not later than 21 days after the release of the said results.

An application entered on a candidate's behalf, other than the aggrieved candidate, shall not be entertained.

Where a candidate is vindicated, the Board of the School of Research and Graduate Studies shall authorize the Registrar to amend the results as reviewed.

Where a complaint is found to be frivolous or ill-motivated, the School Board may prescribe sanctions, which may include barring the complainant from university examination for a stated period or an indefinite period.

Course Grading

Grading for programmes affiliated to the University of Ghana

A student's performance in a course shall be graded numerically and in percentages, with the following interpretations:

Letter	%Numerical Marks	Interpretation	Grade Point
A	70-100	Excellent	4.00
B+	60-69	Very Good	3.50
B	50-59	Good	2.50
C	40-49	Fail	1.50
D	30-39	Fail	1.00
F	0-29	Fail	0.00
X	-	Fail	0.00
Z	-	Fail/Disqualification	-
I	-	Incomplete	-
Y	-	Continuing	-

Grading for programmes affiliated to the University of Ghana

GRADING SYSTEM

Letter Grade	Mark	Interpretation	Grade Point
A	80-100	Excellent	4.0
B+	75-79	Very Good	3.5
B	70-74	Good	3.0
C+	65-69	Very Satisfactory	2.5
C	60-64	Satisfactory	2.0
F	Below 60	Fail	0

Grade Point:

The number of grade points earned by a student for each course completed is computed as the product of the number of credits for the course and the grade point equivalent of the grade obtained in that course.

Cumulative Grade Point Average (CGPA):

The cumulative grade point average shall be calculated by dividing the total number of grade points obtained up to any specified time by the total number of credits for **all** courses for which the student has registered up to that time.

Final Grade Point Average (FGPA):

The FGPA shall be the CGPA for **all** courses under consideration, calculated up to the end of a student's academic programme.

Pass Grade:

Grades A, B+, B, C+ and C shall constitute PASS grades.

Failure:

Grades: D+, D, E,F,X and Z constitute Failure Grades.

Non Completion of Course:

- a. Grades **I** (Incomplete) shall be awarded to a student, who is unable to complete a course for reasons adjudged by the Board of Graduate Studies as acceptable.
- b. Grades **X** (Disqualification) shall be awarded to a student, who is unable to complete a course for reasons adjudged by the Board of Examiners as unacceptable

Continuing Grade:

A grade **Y** shall be awarded at the end of a semester to any student who is taking a course, which continues into the next semester.

b. Thesis Assessment

i. Thesis Assessment (where appropriate)

A panel of not less than three examiners, of whom at least one shall be an external examiner, shall be appointed by the Board of the School of Research and Graduate Studies, on the recommendation of the Faculty Board to assess the paper, dissertation or thesis.

When recommending the appointment of an external examiner, the Faculty Board shall submit an outline of curriculum vitae of the proposed examiner based on a format obtainable from the Board of the School of Research and Graduate Studies.

A separate report, duly signed, shall be submitted by each examiner to the Board of Graduate Studies.

The examiner's report shall indicate as comprehensibly as possible:

- i. whether or not a candidate demonstrates a good general knowledge of a particular field of learning within the subject of the dissertation or thesis
- ii. whether or not the presentation of the material is satisfactory.
- iii. Whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

The Board of Graduate Studies shall review the recommendations of examiners.

Thesis Requirements

The thesis shall comply with the following conditions:

A greater portion of the work submitted must have been done subsequent to the registration of the student as a candidate for the degree.

The thesis shall normally be written in English the length of which may be prescribed by the appropriate Faculty Board.

The thesis shall consist of a candidate's own account of the research, and be certified. It may describe work done in conjunction with the candidate's supervisor, provided a candidate states

clearly one's in the investigation, and that the supervisor certified this statement. Under no circumstances shall a paper written or published in the joint names of two or more persons be accepted as a thesis. Work done conjointly with persons other than the candidate's supervisor shall be accepted as a thesis in special cases only. In such cases the approval of the Faculty Board and the Board of School of Research and Graduate Studies shall be given.

A candidate shall not be permitted to submit a thesis which has been submitted elsewhere. Nonetheless, a candidate shall not be precluded, at the discretion of the supervisor, from incorporating work already submitted for a degree in this University or elsewhere, provided that she/he indicates in the thesis any work which has been so incorporated.

Thesis Grading

A student's performance in a thesis or project shall be graded numerically and in percentages, with the following interpretations:

Letter	%Numerical Marks	Interpretation
A	80-100	Excellent
B+	70-79	Very Good
B	60-69	Good
C	50-59	Referred
D	0-49	Fail

c. Oral (Viva Voce)/Practical Examination

A panel comprising not less three members of whom, at least, one shall be an external examiner, shall be appointed by the Board of the School of Research and Graduate Studies, on the recommendation of the Faculty Board to conduct the oral/practical examination.

The Chairman of the panel shall be the Dean of the School of Research and Graduate Studies, or his/her representative.

The examiner's report shall indicate as comprehensibly as possible:

- i. whether or not a candidate demonstrates a good general knowledge of a particular field of learning within the subject of the dissertation or thesis,
- ii. whether or not the presentation of the material is satisfactory.
- iii. Whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

Oral re-examination

A candidate may re-submit him/herself for oral examination only **once** more, and within a period of **18 MONTHS**.

The examiners may recommend to the Board of the School of Research and Graduate Studies that the candidate be permitted to re-submit his/her thesis in a revised form within a specified period of up to 18 MONTHS.

The fee for re-entry shall be half the normal entry fee.

After the oral examinations, extracts from the Examiners reports, shall be submitted to the Faculty concerned to enable the students make the necessary corrections in the thesis.

Doctoral Degree

A doctoral thesis shall be submitted, accompanied by the prescribed form (obtainable from the School of Research and Graduate Studies), not later than **36 months** after the beginning of the programme. In the case of part-time students, this period shall be **48 months**. These maximum times may be extended by the School Board, on the recommendation of the Supervisor, by periods of not later than **6 months**, to a maximum of **48 months** for full-time students and **60 months** for part-time students.

A panel of not less than four examiners shall be appointed by the Senate on the recommendation of the Faculty Board and the School of Research and Graduate Studies Board to examine a dissertation or a thesis.

The panel shall consist of, at least, two external examiners and two internal examiners.

A separate report, duly signed, shall be submitted by each examiner to the Board of Graduate Studies.

The examiner's report shall indicate as comprehensibly as possible:

- i. whether or not a candidate demonstrates a good general knowledge of a particular field of learning within the subject of the dissertation or thesis,
- ii. whether or not the presentation of the material is satisfactory,
- iii. whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

Determination of the Results of Project/Theses/Dissertation

The Board of Graduate Studies shall review the recommendations of examiners.

Pass Grade

- i. Where all **two/three** examiners pass a dissertation or thesis, the School of Research and Graduate Studies Board shall normally pass the candidate.
- ii. Where **one** examiner fails a thesis or a dissertation, the School Board shall review the nature of the failing grade, and decide to pass, refer, or fail the candidate.

Fail Grade

- iii. A master's thesis failed by more than **one examiner** shall be failed
- iv. A doctoral dissertation failed by more than **two examiners** shall be failed.

Referred Grade

Where a dissertation or a thesis, although inadequate, should seem to be of a sufficient merit, the examiners may recommend to the Board of the School of Research and Graduate Studies that the dissertation or thesis be **referred**.

A candidate so referred may be permitted to re-submit the work in a revised form within **3 months** (in the case of a **one-year master's** degree); **9 months** (in the case of a **2-year master's** degree); and **12 months**(in the case of a doctoral work.)

Re-submission of Dissertation or Thesis

Where a referred dissertation or thesis is being re-submitted, the candidate shall be required to re-register and pay the appropriate fee(s).

Complaint and Redress at Postgraduate Research Level.

A student has grounds for complaint on any of the following:

- a. Inadequacy of supervisory arrangement, including the non-availability of the supervisor at crucial times during the course of study and lack of constructive criticism of the work.
- b. Lack of satisfactory progress for reasons outside the control of the student, including lack of facilities to adequately tackle work required.
- c. Lack of effective working relationship between a student and his supervisor, including serious difference between the student and supervisor in the approach to the solution of a problem.
- d. Any other reasonable ground acceptable to the Board of Graduate Studies.

Procedure for Complaint

A student who has grounds for complaint must:

- Address the complaint in writing to the Faculty Dean (in the first instance)
- The complaint must contain:
 - i. An explicit statement
 - ii. The stage at which the complainant has reached in the research at the time of complaint
 - iii. The expected date of completion of the research programme.

A Faculty in the handling of a complaint shall appeal to the Board by addressing the complaint in writing to the Dean of the School of Research and Graduate Studies.

It shall be obligatory for the Dean of the School of Research and Graduate Studies to ask for the Faculty Dean's comments. The School of Research and Graduate Studies Board shall then consider the complaint, and take the appropriate decision on it.

Project/Thesis/Dissertation Deposition

A project report or a thesis shall normally be written in English, the length of which may be prescribed by the appropriate Faculty Board.

The work shall consist of the candidate's own account of the research and be so certified. It may describe work done in conjunction with the candidate's supervisor, provided the candidate states clearly his or her share in the investigation, and that this statement is certified by the supervisor.

In no circumstances shall a paper written or published in the joint names of two or more persons be accepted as a thesis. Work done conjointly with persons other than the candidate's supervisor shall be accepted as a thesis in special cases only. In such cases, the approval of the Faculty Board and the Board of School of Research and Graduate Studies shall be given.

A candidate shall not be permitted to submit a thesis which has been submitted elsewhere. But a candidate shall not be precluded, at the discretion of the supervisor, from incorporating work, which has already been submitted for a degree in this university or elsewhere, provided that she or he indicates in the thesis any work which has been so incorporated.

The candidate may submit subsidiary matter in support of his candidature any printed contributions to the advancement of his subject which he may have published independently or conjointly or any other supporting material. In the event of a candidate submitting subsidiary matter of a conjoint nature, he or she shall be required to state fully the candidate's share of such conjoint work.

A provisional thesis topic shall be submitted within the first six months and the final topic before the last six months of the course. Within the last six months of the course any significant change in the thesis topic shall be submitted to the Board of the School of Research and Graduate Studies for approval.

THREE typed or printed **unbound** copies of the thesis shall be submitted through the Head of Department to the Board of the School of Graduate Studies. The size shall be A4, except for drawings and maps on which no restrictions are placed. Where the thesis is typed, only one side of the paper shall be used with a margin of 45mm on the left-hand side of the paper. After the thesis has been approved it must be bound in standard form as follows:

- art vellum or cloth; overcast; and edges uncut;
- lettered boldly up spine in gold (0.625cm-1.2255cm), with degree, date, name.

Final Submission

The thesis shall be submitted, accompanied by the prescribed form obtainable from the Board of the School of Research and Graduate Studies, not later than **24 MONTHS**.

These maximum times may be extended by the Board of the School of Research and Graduate Studies, on the recommendation of the Supervisor:

- a. For full-time students by periods not more than **6** to a maximum of **36 MONTHS**, and
- b. For part-time students by periods not more than **6 MONTHS** to a maximum of **48 MONTHS**.

After the thesis has been approved, it shall be bound in three copies in a standard form approved by the School of Research and Graduate Studies.

Thesis/Project Work Distribution

The three copies of a thesis that has been accepted for the award of a PhD degree shall be distributed as follows:

- The top copy shall be deposited in the University Library.
- The second copy shall be deposited in the Faculty
- The third copy shall be deposited in the office of the School of Research and Graduate Studies
-

Procedure for the Award of a Degree

All examination results shall be considered by the School of Research and Graduate Studies, which in turn shall make its recommendations to the Senate for approval.

Each successful candidate shall thereafter be awarded the appropriate certificate, under the seal of the University, at a Congregation of the University assembled for that purpose, or failing that, the certificate shall be sent to him/her by registered post.

APPENDIX A

REGULATIONS ON UNIVERSITY EXAMINATIONS

Instructions to Candidates

1. A candidate for a University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.
2. Entry to the examination shall be registered on a form on which the papers to be written shall be indicated by the title. The Registration form duly endorsed by the Faculty Dean shall be submitted to the School of Research and Graduate Studies not later than six weeks after the commencement of the semester.
3. A candidate shall not be admitted to a University Examination if:
 - a. He/she has not been entered for it as in 2.
 - ii. The subject of the examination has merely been audited unless the course had been followed previously.
 - iii. He/she owes fees to the university /Hall.
 - iv. He/she is under suspension or has been dismissed from the University.
4. It shall be the duty of the candidate to consult the daily time-table (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself/herself available at the appointed place at least one-half hour before the examination.
5. A candidate shall be refused admission to a University Examination if he/she reports to the Examination more than half an hour after its commencement.
6. It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator and an eraser as needed. Programmable calculators are, however, strictly prohibited. It is also his/her responsibility to ensure that he /she is given the right question paper and other material needed for the examination.
7. An examination candidate shall not bring to the Examination Center or to the wash room of the Examination Center or the immediate vicinity of the Examination Center any book, paper or written information or cellular/mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance of the Examination Room or the washroom or in the immediate vicinity of the Examination Center. No student shall enter

the Examination Room until he/she is invited or called and /or requested to enter the Examination Room.

- i. Any candidate who is seen with lecture notes or book or cellular/mobile phones or any unauthorized material in the Examination Center or in the immediate vicinity of the Examination Center before the commencement of the Examination shall be deemed to have committed an offence, and shall be banned from the Examination and awarded a grade X.
 - ii. A candidate shall uphold the highest standard of civility and courtesy in an Examination Center. A candidate who flouts the instruction(s) of a Chief invigilator or invigilator or misconducts himself/herself in any manner to an Examination official at an Examination Center commits an offence. Such candidate shall be banned from the examination and awarded a grade X.
 - iii. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
 - iv. An Examination candidate shall, for the purpose of identification by the Chief Invigilator, carry on his/her student Identity Card on the Examination table to enable the invigilator ascertain the identity of the person writing the Examination. The Chief invigilator shall reserve the right to refuse any candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet against the one signed on the attendance sheet commits an offence.
8. No communication between candidates is permitted in the examination hall.
- i. A candidate shall not pass or attempt to pass any information or instrument from one to another during an Examination.
 - ii. A candidate shall not copy or attempt to copy from any other candidate or engage in any similar activity.
 - iii. A candidate shall not disturb or distract any other candidate during an Examination.
 - iv. Candidates may attract the attention of the Invigilator by raising their hands.
9. Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.
10. Candidates may leave the Examination room temporarily, and only with the express permission of the invigilator. In such cases, the invigilator will be required to satisfy him/herself that a candidate does not carry on him/herself person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be

accompanied while outside the Examination Room by an attendant designated by the Invigilator.

11. A candidate who finishes an Examination ahead of time may leave the Examination Room but not earlier than thirty minutes before the commencement of the Examination after surrendering his/her answer books. The candidates shall not be allowed to return to the Examination Room.
12. At the end of the end of each Examination, candidates shall ensure that they do not take away any answer booklets, whether used or unused, from the Hall.
13. Candidates should not in any way mutilate or interfere with the stapling in the answer booklets. Any complaints about answer books should be brought to the attention of the invigilator.
14. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
 - i. Misreading the time table.
 - ii. Forgetting the date or time of the Examination.
 - iii. Inability to locate the Examination Hall.;
 - iv. Inability to rouse oneself from sleep in time for the Examination;
 - v. Failure to find transport;
 - vi. Loss of a relation
 - vii. Pregnancy.
15. A breach of any of the foregoing regulations made for the conduct of the University Examination may attract one or more of the following sanctions:
 - i. A reprimand;
 - ii. Loss of marks;
 - iii. Cancellation of paper (in which case zero shall be submitted for the mark earned);
 - iv. Withholding of results for a period;
 - v. Award of grade X.
16. Further to 15, a grade Z leading to failure in the University Examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an Examination be it in a Principal Subject or an Ancillary or any other paper. Further sanctions may include:
 - i. Being barred from the University Examination for a stated period.
 - ii. Being barred from the University Examination indefinitely;
 - iii. Suspension from the University.
 - iv. Expulsion from the university.

17. A candidate may write to the Registrar to enquire about results, for which purpose a stamped addressed envelope shall be provided.
18. A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar, and payment of a review fee shall be determined at not less than three times the normal Examination Fee.
19. An application for a review shall be submitted not later than 21 days after the release of the said results, stating the grounds for a review.
20. An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
21. No action shall be taken on an application which is submitted outside the time stipulated on 18. A review shall not proceed unless the review fee is fully paid.
22. If it emerges that a complaint for review is frivolous or ill-motivated, the University may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

a. Examination Malpractice or Offence

23. Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of Examination Regulations and instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an Examination Room without permission of the invigilator, or refusal to follow instructions.
24. The chief invigilator or any Examiner shall report to the Registrar, as soon as practicable, any instance of a breach of Examination Regulations. On the advice of the Registrar, the Dean shall constitute an Inter-Faculty Committee to investigate all examination offences that have come to attention.
25. The Disciplinary Committee shall review all reports received in connection with examinations malpractice or an offence. On the basis of its review, the Disciplinary Committee may recommend to the Senate an appropriate sanction.

26. In all instances of examination malpractices or offences a formal report from the Disciplinary Committee shall be made to the Senate. The Senate may review all such reported cases and may vary the sanctions as it thinks fit. This notwithstanding the offences and sanctions in connection with all University examinations shall normally be as follows:

Examination Regulations, Offences and Sanctions

Offense – Absenting from Examination

27. . Any of the following shall not be accepted as reasons for being absent from any paper at a University Examination:

- i. Mis-reading of time-table
 - ii. Forgetting the date and time of examination
 - iii. In ability to locate the examination hall
 - iv. Inability to rouse oneself from sleep in time for examination
 - v. Failure to find transport
 - vi. Loss of relative or Pregnancy
- * Sanction – Grade Point Zero.

Examination Malpractices

Possession of Foreign Materials

28. In the case of student found possessing foreign materials during a University examination that student will have all his results in that Semester cancelled in the first instance. The culprit will then be given the mark Z in the courses so cancelled to indicate that he or she was involved in examination malpractice.

NB: Cancelled means wiped out and given a fresh start and not given zero 'F'.

- (a) In the case of a second offender he or she would be given one year suspension.
- (b) In the case of the third instance the sanctions is dismissal.

Communication

29. Communication is defined as:

- i. Passing or attempting to pass on physical/hardcopy information to another student.
- ii. Verbal communication: passing or attempting to pass on oral information to another student.
- iii. Passing or attempting to pass by non-verbal communication.

The sanctions for communication as defined above when established are that all the results of the student for that semester shall be cancelled and the student awarded grade Z.

Exchange of examination related papers

30. Attempting to exchange examination related papers. The sanctions for students found exchanging or attempting to exchange examination papers is that they will have all their results in that semester cancelled and given grade Z for those courses.

Writing on Question Papers

31. Candidates shall not write on their question papers. Any student who flouts this regulation shall have five (5) marks deducted from that paper. The minus 5 shall be inscribed on his or her answer booklet instantly by the invigilator.

Plagiarism/Self-plagiarism

32. Students found plagiarizing, that is copying or quoting an author without acknowledgement shall have their project work/thesis/assignment cancelled as applicable.

Examination Related Misconduct

Destruction of Evidence

33. Students found to have destroyed examination related evidence shall have all his or her results for that semester cancelled and awarded grade Z respectively.

Disturbance and Distraction during a University Examination

34. In the first instance of violation, the student shall be cautioned by the Invigilator and the student made to fill examination malpractices form.

- i. In the second instance of violation, the Invigilator upon consultation with the Chief Invigilator shall take appropriate decision on the case.
- ii. The Chief Invigilator may administer a stern warning and change the seating position of the candidate.
- iii. The sanctions administered should be documented.
- iv. If the student persists, he or she shall be dismissed from the examination hall.
- v. If the Chief Invigilator finds the disturbance to be communication, the sanctions prescribed under communication shall apply.

Impersonation

35. (a) Impersonation is defined as: to assume the character of another person or pretend to be that person.

(b) The sanctions for impersonation shall be dismissal and legal prosecution. In the case of a non-student imposter the sanctions shall be legal prosecution.

Refusal to Comply with Instructions in examination Hall

36. The sanctions for this offense shall be determined by the Chief Invigilator in consultation with the Class Invigilator.

Leaving and coming back to the Examination Hall without permission

37. The sanctions for this offense are that the student shall not be allowed to re-enter the examination hall.

Physical/Verbal assault on the Invigilator (s)

38. The sanction for this offense is expulsion.

Offense – Seating Arrangement

39. Distance from left or right of a candidate should be 1.5metres and from front or behind should be 1.2metres. Any candidate who tampers with the seating arrangements in any way and or especially, swaps index numbers will have his/her paper cancelled.

40.*Note*: Before the distribution of answer booklets and question papers, the Chief Invigilator should announce to all candidates to deposit such foreign materials or items at the designated point. Candidates, however, leave such items there at their own risk. Supervisors have the right to search candidates.

a). A candidate shall not be allowed to go out within the first one (1) hour of the start of an examination.

b). Candidates must not carry answer booklets whether used or unused from the examinations hall.

**In case of breach of any particular rule, the sanction shall be entered in the student's file.*

41. There shall be the establishment of a special Disciplinary Committee that will seek to investigate and adjudicate on all examination malfeasance as and when they arise in the course of the examination. Cases that may require a more detail investigation shall be referred to the appropriate Deans and finally to the Students' Disciplinary Committee.

APPENDIX B

Format for Thesis Synopsis

1. NAME OF CANDIDATE
2. DEPARTMENT
3. FACULTY
4. TITLE OF PROGRAMME
5. DURATION: (FULL TIME/PART TIME)
6. ESTIMATED DATE OF SUBMISSION OF THESIS:
 - a. THESIS TITLE
 - b. STATEMENT OF PROBLEM
 - c. OBJECTIVE(S) OF RESEARCH
 - d. METHODS TO BE USED
 - e. FACILITIES AVAILABLE FOR RESEARCH
 - f. NAME OF SUPERVISOR(S)
 - g. Work Schedule (Gantt Chart)
7. (Signature) (Signature) (Signature)
Candidate Head of Dept. Supervisor