



SD DOMBO UNIVERSITY OF  
BUSINESS AND INTEGRATED  
DEVELOPMENT STUDIES

**(SDD-UBIDS)**

# **SCHOOL OF GRADUATE STUDIES AND RESEARCH**

HANDBOOK

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# PREFACE

This Handbook provides easy access to information on the rules and regulations governing graduate studies and research in the Simon Diedong Dombo University of Business and Integrated Development Studies.

The SDD-UBIDS School of Graduate Studies and Research started in 2021 after the University gained autonomy from the parent university, the UDS, through Act 1001, 2019. Following its establishment, several faculties/schools/directorates, among others, were created, including the School of Graduate Studies and Research (SGSR). The SGSR coordinates the running of all graduate programmes (full and part-time programmes, sandwich, and weekends offered at the various faculties/schools of the University. The School facilitates graduate programmes that lead to the award of Postgraduate Diploma, Master of Arts (MA), Master of Science (MSc), Master of Commerce (MCom), Master of Philosophy (MPhil), and Doctor of Philosophy (PhD). Graduate intake aims to achieve the current national target of 10% of the total intake of the University. The School is poised to place graduate studies at the fulcrum of the University's research agenda.

We are sincerely grateful to the Vice-Chancellor (Prof. Philip Doku-Osei), Pro Vice-Chancellor (Prof. Emmanuel K. Derbile), the Registrar (Mr Job Asante), the Director of Finance (Mr Abdul Suglo), the Director of Academic Planning and Quality Assurance (Prof. Kenneth Peparah), Graduate Programmes Coordinators, the School Officer, the present members of the Board of the School of Graduate Studies and Research, Members of the Handbook Committee (Dr Elijah Yendaw, Chairman; Drs Grace Alenoma, Constance Akurugu, Kwabena Badu-Yeboah, John Bosco Sumani, Mr Mueen Abdulia, Mad Franklina Adjoa and Mad Gladys Diedong) and all other silent contributors to the realisation of this Handbook to guide graduate students of the University. We

hope the document will be a good reference source for all graduate students, faculties/schools, academic staff, and the general public.

DEAN, SCHOOL OF GRADUATE STUDIES AND RESEARCH



# 1.0 GENERAL INFORMATION

## 1.1 INTRODUCTION

This Handbook provides first-hand information for all graduate students and persons interested in pursuing graduate studies at the Simon Diedong Dombo University of Business and Integrated Development Studies (SDD-UBIDS). It also serves as a guide to examiners and supervisors of postgraduate programmes in SDD-UBIDS.

## 1.2 ABOUT THE SCHOOL OF GRADUATE STUDIES AND RESEARCH

The School of Graduate Studies and Research (SGSR) coordinates **all** postgraduate programmes at the University. Located at the University's centre, the School is poised to place graduate studies at the fulcrum of the University's research agenda by aligning graduate students' research with research themes of departments, schools and faculties. The School administration has the Dean, School officer and support staff from various units of the University.

### 1.2.1 VISION

- To be a centre of excellence for innovation in graduate studies and research

### 1.2.2 MISSION

To provide a friendly environment for the training of highly skilled human resources and quality knowledge production through interdisciplinary studies and applied research through:

- deploying flexible, diverse, practical, policy-relevant graduate programmes using technology to meet the diverse needs of graduate education in the world, especially in Africa
- Providing a platform for the conduct of quality research and research outputs that resonate with the development needs of our sphere of influence and beyond
- developing the human resource and technological capacity to deliver timely, quality, relevant and flexible graduate education to our clients

### **1.2.3 CORE VALUES**

- Excellence
- Collaboration
- Innovativeness
- Student-centredness

### **1.2.4 MOTTO**

Our motto is SGSR: Research, Innovation, Collaboration, and Excellence for Development.

### **1.2.5 PHILOSOPHY OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH**

The underlying philosophy of the School of Graduate Studies and Research, in line with the vision of the University, is 'practice within theory', that is, a potent blend between theory and practice to solve society's complex problems. Thus, graduate programmes shall have a solid practical and problem-solving focus anchored on theory and the conduct of development impact research and aggressive dissemination of research findings. The following principles will guide the programmes and research focus of graduate studies and research in the University.

- Practical training: all programme curricula shall have a practical training component

- The problem-solving approach to teaching and learning shall be the pedagogy inspiring and guiding teaching and learning.
- Programme content and pedagogy shall facilitate mastery of the subject regarding depth of knowledge, skills, and attitudes relevant to the discipline.
- Develop or refine critical and creative thinking skills, including a thorough knowledge of the discipline's assumptions and an understanding of viable alternative assumptions.
- Theoretical understanding of the field of study shall anchor the practical dimensions of programmes. This is necessary to ensure that the programmes' products are grounded in their application and performance in theory.
- Proficiency in research, including good writing skills and the ability to present original insights and creative expressions that advance knowledge
- Commitment to professional skills development of students
- Integrity in the use of resources for the benefit of all and in facilitating healthy relationships with others
- Service orientation, in which programmes' products are instilled with the sense of responsibility to return the unique benefits of graduate training to the larger community.
- Commitment to student success and timely completion of products of programmes
- Academic freedom in which students are free to pursue knowledge, explore alternative theories and contribute to knowledge without fear or favour
- Congenial working relationships between faculty, staff, and students
- Strict adherence to ethical issues in research and plagiarism policies
- Creation of opportunities for programme evaluation by students, staff and consumers of products of programmes

## **2.0 OVERVIEW OF THE SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES**

### **2.1 INTRODUCTION**

The Simon Diedong Dombo University of Business and Integrated Development Studies was established in 2019 as an internationally acclaimed applied research and practically oriented educational institution dedicated to developing business and integrated development studies and related matters.

The University aims to provide higher education, disseminate knowledge related to business and development studies and any other related studies, undertake research and foster relationships with persons outside the institution subject to the following principles:

- (a) Make higher education equally accessible to all persons suitably qualified and capable of benefiting from that education;
- (b) In determining courses for programmes, particular emphasis shall be given to courses of specific relevance to the needs and aspirations of the nation in particular and the world as a whole;
- (c) Use innovative tools that include information and communication technology for teaching, research, dissemination of knowledge and administration;
- (d) Institute curricula and pedagogy within the context of learner-centred and problem-based learning techniques that are

- practical and relevant to national needs and aspirations in business and integrated development issues;
- (e) Use of teaching methods which promote critical and independent thinking for the benefit of humanity;
  - (f) Disseminate the results of research through the publication of books, papers and other suitable means;
  - (g) Undertake research within the mandate of the University and
  - (h) Provide services through Extension and consultancy related to Business and Integrated Development Studies and other associated fields.

## **2.2 VISION OF SDD-UBIDS**

To be an internationally acclaimed centre of excellence in higher education.

## **2.3 MISSION OF SDD-UBIDS**

To provide quality teaching, learning development-oriented problem-solving research and innovative, practical training to qualified and capable persons and institutions through:

1. The development of ICT and
2. Consistently review of our programmes, curriculum, teaching technology and pedagogy.

# **3.0 THE GOVERNING STRUCTURE OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH**

## **3.1 STRUCTURE OF SCHOOL OF GRADUATE STUDIES AND RESEARCH**

The SGSR has the Board of Graduate Studies and Research as the highest decision-making body of the School, the office of the Dean of the School (consisting of the Dean, the School Officer and other support staff), which implements the decisions of the Board as well as the day to day running of the School. Faculty and school postgraduate coordinators coordinate graduate studies and research activities at the faculty and school level. The programs' departments teach and supervise students' research and outreach activities.

## **3.2 ACTIVITIES OF THE SCHOOL**

The SGRS is responsible for initiating and developing policies, rules and regulations to guide teaching, learning and research at the graduate level in the University. The School also processes all graduate theses for examination and conduct of VIVA VOCE for students. The School complements the teaching and research activities of the Faculties/schools through the organisation of ongoing graduate academic and professional development workshops/seminars for students as well as providing support services such as internships, recommendation letters, transcripts, etc, to students and alums.

### **3.3 THE BOARD OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH**

As stipulated in the SDD-UBIDS Statutes, a Board of the School of Graduate Studies and Research comprises the Dean of the School as chair, School Secretary, Vice deans of Faculties/Schools, Graduate coordinators at Faculties/Schools, and deputy registrar for academic affairs.

The Board is the highest decision-making body of the School. It is responsible for formulating policies to guide graduate studies and research in tandem with University-wide policies and strategic plans.

### **3.4 THE OFFICE OF THE DEAN OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH**

The Office of the Dean of the SGSR has oversight implementation responsibilities for all policies and decisions of the Board. The office of the Dean is also responsible for the overall coordination of graduate programmes and routine activities of the Faculties and Schools. In addition, it is responsible for monitoring and evaluating programmes and submitting annual reports to the Board of the School of Graduate Studies and Research.

### **3.5 FACULTY/SCHOOL COORDINATORS**

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

### **3.6 FACULTY BOARD**

- The Faculty Board, under the leadership of the Dean, shall have oversight responsibility for the approval of applicants for admission, vetting and approval of results of graduate students at the Faculty level for onward processing by the Board of the School of Graduate Studies and making proposals

for the advancement of the graduate studies and programmes in the faculty or school.

### **3.7 DEPARTMENT GRADUATE ADVISORY COMMITTEES AND THEIR FUNCTIONS**

Each department shall constitute a graduate advisory committee consisting of the Head of the Department as the chair, the graduate coordinator of the faculty, and any three senior members of the department. The administrative officer of the department shall be the secretary to the committee. The functions of the committee include:

- Interview and recommend postgraduate applicants for admission to the Graduate School Board.
- Advise students on courses to be audited and approve thesis proposals.
- Recommend and approve thesis supervisors submitted by Department Heads.
- Request and submit progress reports on each student to the Board of the School of Graduate Studies and Research through the Dean of the School.
- Make proposals for the overall development of graduate programmes in the department.
- Perform any other function(s) that the SGSR Board may recommend.

### **3.8 THESIS SUPERVISORS**

Supervisors shall:

- Be selected based on their specialisations and research outputs in the students' research areas.
- Be responsible for guiding the students in their thesis development.
- Mentor students for their academic progression



- Assist students in auditing taught courses.
- Help students obtain ethical clearance for their research.
- Ensure that students take minutes of discussions with the supervisor and countersign the minutes with the student.
- Sign a Student-Supervisor Agreement (Memorandum of Understanding) that spells out supervisors' and students' responsibilities.

### **3.9 STUDENTS AND THEIR ROLES**

Students shall, among others,

1. Be familiar with relevant university policies and guidelines for research.
2. Know the University's prescribed method of in-text citation and bibliographic referencing system (Currently APA or Harvard system)
3. Attend regular scheduled meetings with the supervisor to discuss research-related matters.
4. Complete well-written research proposals and obtain ethics approval within a maximum of one year from the date of first registration.
5. Comply with the University's Policy on Plagiarism
6. Attend all taught courses, where applicable, as well as local conferences, seminars, and workshops.
7. Produce written quarterly and annual progress reports.
8. Submit a fresh and revised work plan promptly, as agreed upon with the supervisor.
9. Sign a Student-Supervisor Agreement (Memorandum of Understanding) defining supervisors' and students' responsibilities.

10. Keep a systematic and accessible record of their research work and results and be able to report to their supervisor on their progress.
11. Know the terms governing the intellectual property status of their research.
12. Work hand-in-hand with supervisor to ensure research proposal is ready for ethics clearance within 12 calendar months of first registration.
13. Ensure that final dissertations/theses meet the prescribed plagiarism standard cut-off point of at most 20%, excluding preliminary pages and a list of references.
14. Know that they are responsible for adhering to all regulations regarding the intellectual property of their research and any consequences emanating from breaches of intellectual property regulations.

### **3.10 STUDENT –SUPERVISOR RELATIONS**

Sound relations between students and supervisors are central to successful graduate studies and the development and fostering of a promising career in research by students. In this respect, both student and supervisor should see their relationship beyond the mere completion of a thesis but a long-lasting relationship that benefits both student and supervisor. The relationship is a mentee and mentor relationship. The following process should guide the student and supervisor in their relationship:

- The student and supervisor shall agree to work together before officially assigning the student to the supervisor.
- The student and supervisor must sign a supervisor and supervisee agreement.
- At any time the student and supervisor meet to discuss the thesis, the student shall take minutes and outline agreements and timelines reached at the meeting. The student and supervisor shall countersign the minutes and agreements

reached, and each shall keep copies of the minutes and agreements. The student shall make copies of such contracts available to the Graduate Coordinator and SGSR.

- The student-supervisor relationship must take into consideration the University's anti-sexual harassment policy and must adhere strictly to the policy.
- Appropriate penalties enshrined in the University policy documents shall apply in case of any party's infringement.

### **3.11 FACULTIES/SCHOOLS/CENTRES OFFERING GRADUATE PROGRAMMES**

- Faculty of Integrated Development Studies (FIDS)
- Faculty of Public Policy and Governance (FPPG)
- Faculty of Planning and Land Management (FPLM)
- School of Business (SoB)
- School of Education and Life-Long Learning (SOELL)
- Faculty of Social Science and Arts (FSSA)
- Faculty of Information and Communication Technology (FICT)
- School of Law
- Centre for Environment, Migration and International Relations (CEMIR)

# 4.0 ADMISSION, REGISTRATION, ATTENDANCE AND EXAMINATIONS

## 4.1 GENERAL ADMISSION REQUIREMENTS

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

1. Have obtained a good first degree (with at least a second-class lower) in an appropriate field of study from a recognised university. Applicants with a first degree below second-class lower division may gain admission upon recommendation by the Faculty/School Advisory Committee.
2. Applicants with a Non-Theses Master's Degree may be admitted to a 12-month top-up programme in the same programme or related field, leading to the award of an MPhil. Such applicants shall submit an official transcript of academic records with their application and two recommendation letters from referees familiar with the applicant's academic work.
3. Those seeking a research-related degree must attach a 1500-2500-word research proposal of the intended area of research.
4. Satisfy any additional requirements prescribed by the Faculties/Schools. These may include relevant work experience, a written entrance examination, an oral interview, etc.

## **A candidate seeking admission into the PhD programme must:**

1. Have an M.Phil. /M.Sc. by research degree in an appropriate field of study from a recognised University
2. Submit an official transcript of their academic record.
3. Submit two referees' reports from two Senior Members of the applicant's former University, especially a supervisor or former supervisor.
4. Submit a proposal of 1500-2500 words of the intended study area.
5. Satisfy any additional requirements prescribed by the Faculty/School.

## **4.2 APPLICATION PROCEDURE**

The candidate shall access application forms by procuring a voucher from accredited agents. With the voucher, the applicant can complete the form online at [www.ubids.edu.gh](http://www.ubids.edu.gh).

## **4.3 PROCESSING OF APPLICATION FORMS**

The Registrar shall present all postgraduate applications to the Dean of the School of Graduate Studies and Research, who shall forward them to the appropriate Faculties or Schools for examination and recommendation. The Advisory Committee of the Faculties will submit the names of qualified candidates to the Dean of the School of Graduate Studies and Research through their Faculty/School Dean. The Dean of the School of Graduate Studies and Research shall transmit the recommended lists of applicants for admission to the Registrar to convey to applicants promptly.

## **4.4 FEES**

The fees for graduate studies shall consist of academic user fees, tuition fees (only sandwich and weekend programmes), thesis supervision fees, thesis internal and external examination fees, VIVA VOCE fees, practicum fees, project levy fees and GRASAG dues.

Fees are subject to periodic review to meet the prevailing cost of graduate studies and research. Students who cannot complete their studies within the stipulated period shall have a six-month grace period without payment of fees to complete their studies. Those who fail to complete their studies within the six-month grace period shall pay half of the academic user fees if they are to complete their studies within six months after the grace period. Students will pay the total academic user fees for each academic year if they are unable to complete their studies one year after the period of completion. They shall register for each of the academic years to maintain their studentship.

#### **4.5 DEFERMENT OF ADMISSIONS**

An applicant who is admitted but cannot enrol on the programme for that academic year 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 and registered for the academic year. Any student whose application for deferment has been duly approved shall not pay school fees for the academic year the student resumes to continue with the programme of studies.

#### **4.6 MAINTAINING STUDENTSHIP**

Students must register to maintain their studentship at the beginning of each academic session (sandwich programmes) and semester (regular and weekend programmes). Students are to register to avoid the loss of studentship. A student must pay their fees in full or as agreed by University Management.

#### **4.7 REGISTRATION**

Continuing students must settle all their indebtedness from the previous semester/session before they can do their course registration. Students shall do their course registration online at [www.ubids.edu.gh](http://www.ubids.edu.gh) or as directed by the Dean of the School of Graduate Studies and Research. Regular students shall do their course registration in the First and Second trimesters of each academic year, while weekend

students will register in the first and second sessions of the year. Sandwich students shall do their course registration at the beginning of each academic session. After successful online registration, students shall submit an endorsed registration form from the Head of Department/Centre and the Dean of Faculty/School to the SGSR for final endorsement and verification. Registration is complete after a student has signed in the Registration Book at the School of Graduate Studies and Research.

#### **4.8 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/semester/session in an academic year shall pay a late registration fee determined by the University Management. No student shall be allowed to register after one (1) month from the re-opening date.

#### **4.9 ATTENDANCE**

All graduate students are to meet 75% attendance for all taught courses to qualify them to sit for an examination of the course at the end of the trimester/semester/session. All lecturers are to keep records of students' attendance at lectures. Course representatives shall also keep all lecturers' attendance records. Lecturers, therefore, sign the attendance register whenever they facilitate a lecture.

#### **5.0 EXAMINATION RULES AND REGULATIONS**

##### **5.1 RESPONSIBILITY FOR EXAMINATIONS**

The Faculty/School led by the Dean shall be responsible for conducting all examinations with the assistance of Vice Deans and programme coordinators.

## **5.2 ELIGIBILITY FOR EXAMINATION**

To qualify to sit any examination, the student must have registered for the course and attended at least 75% of all lectures before they can take part in examinations.

## **5.3 TYPE AND DURATION OF EXAMINATIONS**

1. Lecturers will examine each course at the end of the trimester/semester/session.
2. A lecturer who teaches a course shall be required to undertake a continuous assessment, and such results should be made available to students before the end of the trimester/semester/session examination.
3. All continuous assessments shall amount to 40% of the total examination score in that course. The score sheet of the final examination shall contain a complete and up-to-date record of all continuous assessments.
4. Main examination papers shall not be under two or above 3 hours. A 3-credit unit course shall generally be between 2½ and 3 hours.
5. A student who needs to satisfy the requirements for continuous assessment for reasons considered tenable by the Department/Faculty/School Board may be examined based on the final examination score alone.
6. The main examination shall, in the case of master's programmes, be sit-in examinations. Refer to the graduate policy for details on the nature of tests and continuous assessments.

## **5.4 SETTING EXAMINATION QUESTIONS**

The setting of final examination questions shall be the responsibility of the course lecturer, and the Departmental Examination Board must approve such questions.



1. The faculty must submit draft questions for the end-of-trimester/semester/session examinations to the HoD within eight weeks of the start of the semester for internal moderation
2. Course lecturers must ensure they duplicate enough of the question papers bound and sealed.

## **5.5 CONDUCT OF EXAMINATIONS**

The supply of materials, except for question papers and answer booklets required for all practical examinations, will be the responsibility of the HoD and Internal Examiner(s).

1. The Faculty Officer shall, within (5) weeks of a trimester, provide the Dean and Faculty Examinations Officer (FEO) and the Graduate Programmes Coordinator (GPC) with the registered list of students for various courses in that trimester/semester/session.
2. Invigilator(s) shall collect question papers, answer booklets, attendance sheets, and any other material required for the examination from the Dean/FEO/GPC an hour before the commencement of the examination.
3. A list of registered candidates with a column for the students' signatures in duplicate is made available during the examination. Students must complete the signing of the attendance register at least 30 minutes following the start of the examination. A copy of the attendance sheet duly signed by the Centre Coordinator(s) shall be delivered by the Faculty Examinations Officer/GPC. The other copy shall be kept with the answer scripts for the course lecturer(s).
4. A candidate will not be permitted to enter the examination room 30 minutes before the start of the examination.
5. No candidate shall:
  - 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 wishes to enter an examination room after the first 30 minutes but before 45 minutes may be allowed entry only at the will of the Invigilator (s). Still, the Centre Coordinator shall report such cases in writing to the Dean/ FEO/GPC.
7. A candidate who arrives late will 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 their calculators available for inspection by invigilators on entry into the examination hall and at any time during the examination.
  - iv. Candidates should know that infringement of these regulations constitutes "cheating in examination".
9. 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.
10. 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.

11. A candidate shall use only the answer booklets the invigilator provides. All rough work is done in the answer booklets and crossed out neatly. Supplementary answer sheets must be tied together with the answer booklets, even if they contain only rough work.
12. Candidates must remain seated for all scripts to be collected and counted at the end of the examination before they exit the room.
13. A candidate shall not remove or mutilate any paper or other materials supplied, whether used or not, except that the Invigilator authorises him/her.
14. If a candidate has to leave the examination room temporarily, he/she shall be accompanied by an invigilator.
15. At the end of the allotted time for the examination, a candidate shall gather his/her scripts, fasten them, where necessary, and hand them over to the invigilator.
16. A candidate is responsible for properly returning their scripts.
17. For candidates who may finish before time (but not earlier than 45 minutes), they must call the attention of an invigilator by raising a hand to have their script(s) collected before they leave.
18. The invigilator shall submit the examination scripts to the faculty examiner, who must make appropriate arrangements for collecting the scripts by internal examiners.

## **5.6 RULES FOR INVIGILATORS**

1. All invigilators must arrive at least 30 minutes before the start of the examination.
2. Check-in shall begin 30 minutes before the start of the examination.

3. Ensure that students do not send in their mobile phones, smart watches, fit bits, and similar items to the examination hall
4. Invigilators and coordinators may use their mobile phones in silent or vibration mode.
5. Ensure that candidates stay in the examination room for the last 15 minutes of the examination.
6. Except for Centre Coordinators, who may use mobile phones without disturbance, using mobile phones and other electronic devices is prohibited in examination centres.
7. Invigilators must concentrate on their work during the period of examination.
8. Though not encouraged, an invigilator may leave the hall to respond to a call/message if urgent or unavoidable, but someone must fill the gap before exiting.
9. Look out for students who may 'smuggle' in foreign materials and attempt to use them.
10. As much as possible, invigilators should try to deter/foil cheating in the examination hall and not allow it to happen for lodging a complaint to take place.
11. Ensure that candidates in the hall remain seated for the last 15 minutes for all scripts to be collected and counted at the end of the examination before they exit the room.
12. Ensure lecturers or authorised persons sign before collecting scripts from the centre.

## **5.7 MISCONDUCT DURING EXAMINATIONS**

The following shall constitute misconduct during examinations:

1. Giving any direct or indirect help to another person or accepting help from any other candidate.

2. Engaging in communication either by word-of-mouth or any other means with another candidate and acting in a manner that disturbs or inconveniences any other candidate. In such instances, the Centre coordinator/invigilator can order the candidate to leave the examination room when his/her conduct is disturbing or likely to interrupt the examination. Upon completing the examination, the centre coordinator shall officially inform the Dean of the Faculty/School of the incident.
3. Sending foreign material (prepared notes, phones or other items forbidden) into the examination hall
4. Sitting for an examination without a valid Identity Card (ID).
5. Smoking or taking in other substances, except water, in the examination room.
6. Destroying materials/concealing evidence suspected to help determine cases of examination offence.
7. Constantly disturbing other colleagues or distracting their attention.
8. Verbally or physically assaulting an invigilator over suspected examination malpractice.
9. Fabrication of data – claiming to have conducted an interview, observation, experiment, or any research that has not been undertaken or claiming to have obtained non-existent findings.
10. 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. **(Refer to SDD-UBIDS Policy on Plagiarism).**
11. Leakage – prior knowledge of examination items, including facilitating, hiding, or processing information about leaked examination materials.

### **5.7.1 PROCEDURAL ACTION ON EXAMINATION MALPRACTICE**

1. A candidate alleged to have infringed on an examination regulation shall be allowed to complete the said examination but shall be mandated to submit a written report to the invigilator immediately after the examination. The invigilator shall then submit his/her report on the alleged malpractice case and the candidate's report to the Dean of the Faculty/School. The candidate admits to committing the offence if they fail to submit a written statement for an allegation levelled against them.
2. Upon receipt of both reports, the Dean will constitute a committee chaired by the Vice Dean of the Faculty/School to investigate the matter and submit its recommendation for action. The penalties for misconduct in examinations shall guide such recommendations.
3. The Faculty/School Board shall make appropriate recommendations to the Vice Chancellor through the Dean of Graduate School, who shall invoke the necessary sanctions and inform the Academic Board. **(See Table 1 below for examination misconducts and associated penalties)**

### **5.8 ABSENCE FROM EXAMINATIONS**

A candidate must be available personally to write examinations for which they have registered. Candidates absent for reasons other than illness shall constitute failure in the examination. Negligence on the candidate's part in the examination timetable reading shall not be a good reason for absenting from an examination.

1. A student who falls ill during an examination shall report in writing to the Dean of his/her Faculty/School.
2. A student absent from an examination because of ill health supported by medical evidence from a registered medical practitioner may be allowed to take a make-up exam on the course missed. Otherwise, the candidate shall take the

regular examination at the next opportunity. The writing of the makeup examination is subject to the approval of the University Academic Board on the recommendation of the Faculty/School Board through the Graduate Board.

**Table 1: Examination Misconduct and Penalties**

<b>Offence</b>	<b>Penalty</b>
Leakage	Rustication/Dismissal of the affected student(s) and possible prosecution and publication of person's identity on notice board
Fabrication of data and plagiarism	Cancellation of entire Thesis/Term Paper/ Examination result and withdrawal of certificate and publication of person's identity on notice board
Refusal to make a statement when required	Rustication/Dismissal of student(s) involved and possible prosecution and publication of person's identity on notice board
Copying from prepared notes	Cancellation of the candidate's paper and rustication for one academic year and publication of a person's identity on the notice board
Possession of unauthorised material	Cancellation of the candidate's paper (s) and publication of the person's identity on the notice board
Impersonation	Dismissal of candidates involved and prosecution of the candidates or impersonators and publication of person's identity on notice board
Communication	Cancellation of the candidate's paper and publication of the person's identity on the notice board
Verbal or Physical assault on the Invigilator or other students	Cancellation of the candidate's examination paper and referral to the Vice Chancellor for the applicable disciplinary measure and publication of a person's identity on the notice board

Offence	Penalty
Persistently disturbing other candidate(s)	The candidate must be relocated and asked to write a statement. The case must be reported to the Faculty/School Dean for the appropriate disciplinary action by the Vice Chancellor.
Destroying materials suspected as evidence	Cancellation of the candidate's paper and referral to the Vice Chancellor for the appropriate disciplinary action.
Not in possession of a valid student ID Card	Refusal of entry of student into the examination room.
Concealing examination script	Cancellation of the candidate's paper and rustication for one academic year and publication of a person's identity on the notice board
Alteration of results or aiding others to alter results.	Rustication and publication of identity on the notice board

## 5.9 EVALUATION, SAFEKEEPING OF EXAMINATION SCRIPTS, RECORD-KEEPING, AND SUBMISSION OF GRADES

1. Internal Examiner(s) shall evaluate examinations for the course(s) taught. Where an Internal Examiner is unavailable, the HoD may assign one.
2. Evaluations must be within two weeks.
3. Every department shall submit a list of registered students for courses along with their grades to the Dean of the Faculty/School within two weeks. The Internal Examiner and HoD shall sign off before the submissions to the Dean.
4. Results must be captured using a standard University results template and submitted through the following approval



processes: Departmental Board, Faculty Board, Graduate Board and the Academic Board for final approval.

5. Marked scripts shall be secured for at least four academic years before discarding.
6. Internal Examiners shall keep an up-to-date account of all student assignments and examinations. In the event of contested results, Internal Examiners may produce results to clarify any error in recordings or computation.
7. Supplementary examinations will be organised where a student fails/trails a course. The affected students must register for the trailed courses and re-take/resit them at the next available opportunity specified by the department concerned. The grades obtained will count towards the affected student's progression and graduation.

## **5.10 REPORTING OF GRADES TO STUDENTS**

1. The Dean of the Faculty/School shall, within two weeks of the ensuing trimester, communicate provisional results of examinations taken in the previous trimester following approval of the Faculty/School Board.
2. The Dean of the School/Faculty shall, before the first week of the new semester, submit the results to the SGSR.
3. The Dean of SGSR, after the Board considers the results, shall submit the approved results of examinations taken in the previous trimester/semester/session to the Registrar through DAPQA.
4. The Academic Board shall convene to consider the results of the last trimester within the first month of the ensuing trimester. Such approved results become final.

## **5.11 PROCEDURE FOR APPEAL AND REMARKING OF EXAMINATION SCRIPTS**

Students have the liberty to question the evaluation of their examination scripts if they feel strongly that their results did not reflect their efforts. The following procedure exists for calling for remarking:

1. A candidate who is not happy with their results may request the Registrar through the Dean for an investigation within twenty-one (21) days of the release of the said results. The student calling for the re-marking shall pay a Cedi equivalent of \$30 per script. This amount is subject to change from time to time as would be determined by the School Board. Once vindicated, there shall be a refund of the fee paid to the student. Vindication arises when the new score resulting from the investigation becomes higher than the contested score/grade.
2. The Registrar may direct the appropriate Dean to conduct the investigation and rectify the results.
3. The rectified results shall be submitted to the Graduate Board and, subsequently, the Academic Board for consideration.

## **5.12 RETAKE/RE-SIT EXAMINATION**

Candidates who fail a course in an examination will be allowed to retake/re-sit the course. All regular candidates shall have the option of retaking the course (s) they failed at the next time the course (s) is (are) available. However, sandwich, weekend and other special programmes shall be allowed to re-sit the course (s). Under re-sit, a special examination will be organised to enable the candidate (s) to be examined in the course (s) without necessarily having to attend lectures for the course (s) or waiting until the next time the course (s) will be available.

## **5.13 TYPES OF THESES AND EXAMINATION**

The SGSR shall permit two (2) types of theses for examination: *Monograph-based* and *Manuscript-based thesis*. The choice of a thesis type is subject to the student and supervisor's choice, as well as the position of the relevant department.

### **NUMBER OF ARTICLES/BOOK CHAPTERS/ REFEREED CONFERENCE PAPER**

Students who subscribe to research-based master's programmes and choose to conduct a manuscript-based thesis/dissertation shall be required to submit at least one article, which must be published or accepted for publication. The number of articles incorporated into the thesis document shall range between 1 and three. Any other articles that still need to be published or accepted for publication should have been submitted for publication. The subject matter of the articles must be directly connected to the research problem being addressed by the candidate.

PhD candidates intending to conduct their thesis through the manuscript-based format shall be required to submit at least three articles, which must be published or accepted for publication. The number of articles incorporated into the thesis document shall range between 3 and five. Any other articles not yet published or accepted for publication should have been submitted for publication. The subject matter of the articles must be directly connected to the research problem being addressed by the candidate.

### **FOUNDATION FOR MANUSCRIPT-BASED THESIS**

The articles should be rooted in the research questions/objectives/hypotheses of the study as contained in the research proposal. Thus, adopting an article-based format begins at the proposal stage. This is critical to ensuring that the research advisory committees can derive the articles that will come out from the study to address the research problem. Candidates intending to adopt the article-based format must submit a proposal which should include copies of any completed articles, whether published or not; an outline of

any articles in progress; a list of proposed journals; and a timeline for completion of the work.

## **PUBLICATION OUTLETS**

It is the responsibility of departments and faculties to develop a comprehensive list of journals (categorised journals) to which articles shall be published. Such a list must consider the faculty-specific needs and internationally recognised journal rankings or categorisations, as well as the need to support the growth of local journals.

The Board of the School of Graduate Studies and Research shall approve the list of journals of schools and faculties to ensure that articles included in the thesis are of high quality and from credible sources. The candidate is responsible for obtaining copyright permission from journal publishers to be added as an appendix to the thesis.

## **AUTHORSHIP**

For a research master's thesis, the candidate must be the lead author in all the publications. The same applies to PhD candidates.

## **FORMAT/WRITING STYLE**

### **Preliminary pages**

The thesis must have the preliminaries or front matter as contained in the graduate students' Handbook. In the specific case of an article-based dissertation, the abstract, which synthesises all the articles, should be followed by a list of publications by the candidate. This list includes published, in-press (accepted for publication), or submitted (under review) articles.

### **Chapter one**

This chapter gives an introduction to the study. The chapter functions as the cord that weaves the various articles together, their collective meaning and their combined contribution to the subject of study. It should include the background to the study, the statement of the

research problem, the research questions/objectives/hypothesis/assumptions (as applicable), the significance and justification for the Study, scope and limitations, general methodology (including the Study Area, connections between the articles, and organisation of the study.

### **Chapters containing the articles:**

Each article should be presented as a chapter. The first page of the chapter should have the chapter title, the author's name as ordered by the journal, the name of the journal that has published or accepted the article for publication, and the year, volume and issue of publication, if available. The first sub-section of the Chapter is the "Statement of Contributions of Joint Authorship" if the article is co-authored (see Sample A). All the 'article chapters' must be connected to show a logical progression from one chapter to the next so that the completed thesis functions as an integrated whole.

### **Last chapter**

This chapter is titled summary, conclusions and recommendations. The chapter should summarise the thesis's main findings with some discussion and limitations, as well as significant conclusions and recommendations.

### **References and appendices**

The thesis must have a back matter or an end matter. This section should include consolidated references and appendices. The final copy of the thesis should be formatted and bound as per the SGSR guidelines for presenting the thesis. This will require that all previously published materials (articles) must be reformatted in line with the thesis requirements of the SGSR.

It is important to note that the writing format as provided is a general guideline for all Schools/Faculties. Any School/Faculty that needs a unique writing format within the approved policy framework should submit a proposal for consideration by the SGSR Board.

## **EXAMINATION AND DEFENCE OF MANUSCRIPT-BASED THESIS**

There shall be both internal and external examination of the thesis with equal rigour as the monograph-based thesis and viva voce, where the examining panel will evaluate and determine the overall grade for the thesis and the viva voce. The examiners may request major or minor changes to any part of the thesis regardless of whether it has been published. Details on the composition of the examination panel for VIVA VOCE are contained in section 9.5. A failure in the thesis defence will lead to the student's degree not being awarded. Still, a candidate has a second chance for the oral defence to be conducted within two to six weeks, depending upon the magnitude of the corrections.

### **5.13.2 MONOGRAPH-BASED THESIS**

The monograph format for a postgraduate thesis will include chapters on the introduction, literature review, methodology, results, discussion (or discussion of results), conclusion (s), recommendations, and references. The content of a monograph format thesis is contained in section 6.19 of the Handbook.

## **5.14 VIVA VOCE AND REQUIREMENTS**

The Dean of the School of Graduate Studies or his/her representative shall preside over all VIVA VOCES in the University. A VIVA VOCE shall be organised for all research master's candidates after they have passed internal and external assessments of their theses. There shall be one external examiner and one internal examiner for a master's thesis. PhD candidates shall have two external examiners and one internal examiner. Under special considerations, a PhD candidate who passed by any two of the examiners may be considered for VIVA VOCE. At the VIVA VOCE examination for PhD candidates, external examiners, internal examiners, the head of the candidate's department, and supervisors shall participate in the oral examination face-to-face or virtually. However, only the two external examiners and the internal examiner shall score the candidate. In the case of research master's degrees, the external examiners shall not be part

of the oral examination. The head of the department will represent the external examiner when examining the candidate. The head of the department, the supervisor and the internal examiner shall score the candidate during the oral examination.

Each of the examiners (for PhD and Research masters), including the chairman, school registrar, Graduate Coordinator, Head of Department, Supervisors and recorder, shall be paid an allowance determined by the SGSR Board and Academic Board of the University.

Candidates should have paid all their fees, including extensions and other charges where applicable, to qualify for VIVA VOCE. Candidates should have passed all courses (obtained at least 60% in the internal and external thesis examinations) before they are invited to the VIVA VOCE.

### **5.15 DEFENCE OF THE THESIS (VIVA-VOCE)**

1. Viva Voce will be organised for postgraduate students each year in January, February, July, and August.
2. Viva Voce shall be open to the public (i.e., the University Community) and held in a venue assigned by the School of Graduate Studies and Research. Oral Examination may be conducted virtually.
3. During the Viva Voce, an M.Sc./MPhil research candidate shall present and defend his/her thesis between 15 and 20 minutes, while a PhD candidate will do so within 30-40 minutes, after which Examiners will take turns to ask questions. Oral Examinations shall be conducted in English.
4. The average score from the examiners shall be the basis for determining whether the candidate has passed the oral examination. An average score of less than 60% is a fail.
5. In an MPhil/MSc oral defence, the Dean of SGSR (or representative), the HoD (representative of external examiner), the internal examiner, and the supervisor shall

constitute the Examining Committee. The Dean does not score the candidate.

6. For a PhD VIVA VOCE, the Dean of SGSR (or representative), two external examiners, an internal examiner, the supervisors, and the HoD shall constitute the Examining Committee. The Dean does not score the candidate. Only the two external and internal examiners score the candidate at VIVA VOCE.

Failure in the thesis defence will lead to the award of the degree for which the student enrolled. However, a candidate has a second chance for the oral defence after three (3) months have elapsed.

## **5.16 ORDER OF PROCEEDINGS FOR ORAL EXAMINATION (VIVA-VOCE)**

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

1. Chairperson introduces the candidate, candidate's supervisor(s), a panel of examiners and other guests. For PhD Viva, the Head of the Department does the introduction.
2. Remarks by the Dean of the School of Graduate Studies and Research or their representative on the regulations and procedures concerning Oral Examination.
3. The Chairperson invites the candidate to make their presentation.
4. Presentation by the candidate (Not more than 40 minutes for PhD and 20 M minutes for MSc/MPhil).
5. Questions/Critiques/Comments by:
  - a. External Examiners (in Ph.D. Viva Voce only)
  - b. Internal Examiner
  - c. Head of Department
  - d. Principal Supervisor or Co-Supervisor (if any)
  - e. Faculty members and Audience - Optional



6. The panel of examiners meets alone to determine the candidate's performance in the oral examination based on the assessment format approved by the Board of the School of Graduate Studies and Research.
7. The chairman announces the panel's recommendations on the candidate's performance in the viva voce to the candidate.
8. Remarks by the candidate (optional).
9. Remarks by the Dean of the School of Graduate Studies and Research.
10. The Chairperson closes the oral examination session.

## **5.17 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 School of Graduate Studies and Research for processing, after which copies shall be presented to the candidate's department.
- 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 those items to be corrected/amended shall be listed).
  - (c) A designated staff member from the School of Graduate Studies and Research will be responsible for recording the comments/issues to be addressed by the candidate. The relevant Graduate programmes Coordinator should formally send this to the candidate.
  - (d) The internal examiner shall ensure the candidate addresses all comments (from thesis assessment and oral defence). In submitting his final work to the internal examiner for

- quality assurance, the candidate shall indicate how the candidate has addressed each comment in a tabular form.
- iii. If the candidate is successful in his examination, they must make the necessary corrections/amendments as the examination panel recommends between one and six months, depending upon the magnitude (minor, major) of the revisions required. 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. The final mark of the thesis assessment is computed by averaging the marks of the external and internal assessments and the oral assessment.
  - v. 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 the binding of the Dissertations/Theses. Dissertation Light Blue (PGD), Dissertation Green Colour (MA/MSc), Thesis Brown colour (MSc/MPhil) and Thesis Red colour (PhD).
  - vi. The submission of the soft copy of the thesis through this email address (sgsr@ubids.edu.gh) must be accompanied by a signed STUDENT'S FINAL THESIS SUBMISSION FORM, and it shall be sent by the Department Head through the faculty/school postgraduate coordinator to the Dean of the School of Postgraduate Studies and Research.
  - 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 School of Graduate Studies and Research Board and approved by the Academic Board.

## 5.18 MARKS DISTRIBUTION OF INTERNAL/ EXTERNAL ASSESSMENT AND ORAL EXAMINATION.

The detailed distribution of marks at the internal and external assessment and oral assessment are presented in Appendix 2 and 3, respectively. Students are to take note of the distribution in the compilation of their theses and in preparing for their oral examinations.

## 5.19 RECOMMENDED COLOUR CODES FOR BINDING THESES/DISSERTATIONS

Table 2 shows the colour codes for binding theses/dissertations

**Table 2: Colour codes for binding theses/dissertations**



**SD DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES**

### **SCHOOL OF GRADUATE STUDIES AND RESEARCH**

#### **BINDING COVER COLOURS FOR THESES/DISSERTATIONS/TERM PAPERS**

##### **RESEARCH-BASED**



##### **DISSERTATIONS/TERM PAPERS**



- Students are required to present four (4) copies to the Department.
- A soft copy should be sent to the School by the student Internal Examiner via email to [sgsrtheses@ubids.edu.gh](mailto:sgsrtheses@ubids.edu.gh)

## **6.0 EXISTING GRADUATE PROGRAMMES**

Details of the programmes can be found in the various Faculties/ Schools.

### **6.1 FACULTY OF INTEGRATED DEVELOPMENT STUDIES**

#### **REGULAR PROGRAMMES**

1. MPhil Development Communication
2. MPhil Environment and Resource Management
3. MPhil Development Studies
4. PhD Development Communication
5. PhD Environment and Resource Management
6. PhD Development Studies

#### **SANDWICH PROGRAMMES**

1. MA in Development Communication
2. MA in Environment and Resource Management
3. MPhil in Development Studies
4. PhD Endogenous Development

### **6.2 FACULTY OF PUBLIC POLICY AND GOVERNANCE**

#### **REGULAR**

1. MPhil in Development Management (Top-Up)
2. MPhil in Development Management

3. MPhil in Social Policy and Services Management
4. MPhil in Migration and Security
5. MPhil in Organizational Practice and Development
6. MPhil in Urban Governance
7. PhD in Development Management and Governance
8. PhD in Migration and Security
9. PhD in Urban Governance
10. PhD in Organisational Practice and Development

#### **SANDWICH**

1. MSc Development Management
2. MSc Social Policy and Services Management
3. MSc in Migration and Security
4. Postgraduate Diploma in Migration and Security

### **6.3 FACULTY OF PLANNING AND LAND MANAGEMENT**

#### **REGULAR**

1. MPhil in Project Management and Community Development
2. MPhil in Monitoring and Evaluation
3. MPhil in Strategic Planning and Management
4. PhD Planning for Sustainable Development

#### **SANDWICH**

1. MSc. in Monitoring and Evaluation
2. MSc. in Strategic Planning and Management
3. MSc. in Project Management and Community Development

## **WEEKEND**

1. MPhil in Monitoring and Evaluation
2. MPhil in Strategic Planning and Management

## **6.4 SCHOOL OF BUSINESS**

### **REGULAR**

1. MPhil in Human Resource Management
2. MPhil in Finance
3. MPhil in Accounting
4. MPhil in Marketing and Strategy
5. MPhil in Procurement and Supply Chain Management
6. MPhil in Health Service Management

### **SANDWICH**

1. Master of Commerce (Accounting)
2. Master of Commerce (Banking and Finance)
3. Master of Commerce (Human Resource Management)
4. Master of Commerce (Procurement and Supply Chain Management)
5. MA in Management Studies
6. MA in Leadership and Development

## **6.5 SCHOOL OF EDUCATION AND LIFE-LONG LEARNING**

### **REGULAR**

1. MPhil in Social Science Education Science (Options in History and Political Science/Geography/Economics)

2. 1-Year Top-Up MPhil in Social Science Education Science (Options in History and Political Science/Geography/Economics)
3. MPhil in Basic Education
4. MPhil in Educational Administration and Management
5. MPhil in Business Education (Options in Management/Accounting)
6. 1-Year Top-Up MPhil in Business Education (Options in Management/Accounting)

### **SANDWICH**

1. M.Ed Social Science Education (Options in History and Political Science Geography /Economics)
2. M.Ed Business Education (Options in Accounting / Management)

## **6.6 FACULTY OF SOCIAL SCIENCE AND ARTS**

### **REGULAR**

1. MPhil Social Administration
2. MPhil Remote Sensing and Geographic Information Systems
3. MPhil Geography
4. MPhil Development Economics
5. MPhil Peace and Conflict Studies
6. PhD Social Administration
7. PhD Development Economics
8. PhD Geography
9. PhD Peace and Conflict Studies

### **SANDWICH**

1. MA Development Economics

2. MSc. Remote Sensing and Geographic Information Systems
3. MA Peace and Conflict Studies
4. MA Social Administration

## **6.7 FACULTY OF INFORMATION AND COMMUNICATION AND TECHNOLOGY (FICT)**

### **REGULAR**

1. MPhil in Computer Science
2. MPhil in Informatics
3. PhD in Computer Science
4. PhD in Informatics

## **6.8 PRE-REQUISITES**

Departments must prescribe the pre-requisite courses for specific programmes. The School of Graduate Studies and Research (SGSR) Board may waive prerequisites for qualified students upon recommendation by the relevant department via the Faculty/School Board.

## **6.9 TRANSFER TO A NEW PROGRAMME**

- i. Students can transfer from one programme to another **ONLY** in the same department and not in a different Department. Such a transfer will require approval from the Departmental/Faculty Board. Students who want to transfer outside of the department/faculty must meet the requirements of the department/faculty they seek to transfer to.
- ii. Students will only be allowed to transfer to a programme as high as the one they were admitted to if the Departmental/Faculty Board approves such a transfer.



## **6.10 TRANSFER OF STUDENTS TO THE UBIDS PROGRAMME**

Interested students from other Universities will be allowed to transfer to UBIDS. Such transfers, however, must meet the under listed conditions:

1. Students must apply using the prescribed UBIDS admission procedure.
2. Interested students must complete the application for admission forms and attach supporting documents, including an academic transcript.
3. A confidential report from the Registrar/Dean/HoD of the University from which the student is coming shall also be added to the application for admission package.
4. Such a student may be offered conditional admission to any level but, at most, the level attained in their previous University's Graduate Programme.
5. All the student's academic records must be brought to UBIDS and used to compute the results to award the degree sought.

## **6.11 DURATION OF POSTGRADUATE DEGREE PROGRAMMES**

The duration of the various postgraduate programmes shall be:

### **(A) FULL-TIME PROGRAMMES**

- PGD/MA/MSc. (without research) shall be between 12-18 months
- MPhil shall be two years.
- PhD shall have a minimum of three years and a maximum of four years.

## **(B) PART-TIME PROGRAMMES**

- The duration for part-time MPhil programmes shall be four years maximum, while PhD part-time programmes shall have a maximum of 6 years duration, excluding extension time.

All MPhil-taught courses shall be offered in the First and Second semesters of year one. A candidate can submit their thesis for examination six months into the duration of the programme.

### **6.11.1 EXTENSION OF PROGRAMMES**

1. PGD/MA/MSc. (without research) shall be extended by **ONLY** six months.
2. MPhil programmes shall be extended by a maximum of two years and can be applied for in six monthly instalments.
3. PhD shall be extended by a maximum of two years and can be used in six monthly instalments.

### **6.12 DEFERMENT OF PROGRAMMES**

A student who wishes to interrupt/defer their study programme must apply in advance to the Registrar through the Departmental/Faculty/School Board, stating the reason(s) for the deferment/interruption. Permission must be granted before they leave the University.

### **6.13 GRADING SYSTEM**

Students' courses and theses shall be evaluated and graded using letter grades converted from their performance measured in percentages. Each taught course shall be scored out of 100 marks, including continuous assessment of 40%, and end of semester scored over 60%. Examiners will assess the thesis using the grading scheme shown in Table 3.

**Table 3: Grading system**

Percentage (%) Score	Grade	Grade Point	Description
80-100	A+	4.5-5.0	Excellent
70-79	A	4.0 – 4.49	Very Good
65-69	B+	3.5 -3.99	Good
60-64	B	3.0 – 3.49	Credit
Below 60	F	Below 3.0	Fail

**NB: The underlined letter grades may be assigned:**

I- Incomplete

Z-For involvement in Examinations Malpractice.

Minimum Pass Grade: Candidates are expected to obtain at least a B grade, i.e., 60% in each taught course and Term Paper/Thesis.

## **6.14 APPOINTMENT OF SUPERVISORS**

1. Each successful graduate applicant will be assigned a supervisor by the end of the First trimester/semester of the first year at the department level and by the Third Trimester/ Second Semester of the first year at the School of Graduate Studies level.
2. Students may be allowed to propose supervisors from their Departments or outside their departments/University for consideration by Department Graduate Committees.
3. When nominating supervisors, the key consideration should be the supervisor's expertise to supervise the thesis effectively.
4. Each PGD/MA and MSc. (without research) student shall be assigned a Supervisor from the relevant or cognate department.
5. Students pursuing research-based programmes, i.e., MPhil and MSc. (with research), shall be assigned at least one supervisor. Where two supervisors are given, one shall be

the Main Supervisor and the other Co-supervisor, but both must be PhD holders.

6. Each PhD student must be assigned at least two supervisors, one being the Principal Supervisor and the other Co-supervisor. Both must be at least Senior Lecturers with PhD.
7. Supervisors shall be appointed from the student department, but where necessary, they can be appointed from other departments and units of the University. In exceptional cases, however, suitable and qualified supervisors can be appointed outside the University.
8. Supervisors must be recommended by the respective HoDs through the Dean of the Faculty to the Dean of the School of Graduate Studies and Research for appointment.
9. When appointing supervisors to students' research, the School of Graduate Studies and Research shall copy the student to enable him/her to know the legal supervisor(s) of his/her thesis.

## **6.15 GRADUATE SEMINARS**

Departments, in collaboration with the Faculty Research Coordinator and Graduate Programmes Coordinator, shall organise seminars for graduate students to present their research proposals and progress work of their research. All postgraduate candidates must present aspects of their research work during such meetings to receive input. Such seminars must be open to the entire University Community, other graduate students and interested parties from outside the University.

## **6.16 ETHICAL CONSIDERATION REQUIREMENT**

All graduate students' research must seek ethical clearance before going to the field to collect data. Refer to the rules and regulations of the institutional review board for details on the requirements and procedures for seeking ethical clearance for graduate research.

## **6.17 THESIS PROPOSAL AND TITLE REGISTRATION**

1. By the end of the first academic year, all MSc. with research/ MPhil/PhD candidates must submit their proposals to their respective HoDs for consideration by the Department's Committee on Graduate Programmes.
2. By the end of the third trimester of the first year, the HoD shall submit the approved thesis proposals to the Dean of the School of Graduate Studies and Research through the Deans of Faculty/Schools. See Appendix 1 for a template for the submission of thesis proposals.
3. The School of Graduate Studies shall write to convey approval of research proposals to all students whose proposals have been accepted.

## **6.18 TECHNICAL REQUIREMENT OF THE THESIS REPORT**

1. All these must be presented in Standard British English language.
2. The technical requirements and details on the format for presenting the thesis are regulated at the department and faculty level. All students are advised to consult the department/faculty guidelines on thesis preparation and presentation to guide them in their thesis work.
3. The thesis presents an account of the student's research work. The thesis may also capture research work the candidate conducted with others. The student will, however, be required to spell out their specific contribution(s).
4. A candidate will only be permitted to incorporate work into their Thesis/Term Paper on which a degree has already been conferred if the candidate uses the previous work to criticise and improve their current thesis and vice versa. Every thesis must have an abstract summarising the work and should be at most 400 words. The abstract may comprise the general

introduction, study objectives, methodology, findings/results, conclusion(s) and recommendations. A bound copy must be submitted to the School of Graduate Studies and Research through the HoD and GPC.

5. Tables 4 and 5 present the detailed word limits for the different categories of theses.

**Table 4: Minimum and Maximum Number of Words for Science-based Theses**

Type of Postgraduate Degree	Minimum No. of Words	Maximum No. of Words
PGD	8,000	10,000
MSc.	11,250	15,000
MPhil	25,000	35,000
PhD	37,500	50,000

These words do not include references and appendices.

**Table 5: Maximum and Minimum Number of words for Humanities/Social Sciences**

Type of Postgraduate Degree	Minimum Number of Words	Maximum No. of Words
PGD	8,000	15,000
MA	10,000	15,000
MED/MSc./MBA	11,500	15,000
MPhil	25,000	37,500
PhD	37,500	65,000

These words do not include references and appendices.

In some exceptional cases, candidates may exceed the maximum page limit subject to the approval of the Board of the School of Graduate Studies and Research upon the recommendation of the Departmental/ Faculty Committee on postgraduate programmes.

1. The size shall be standard A4 paper. This page size requirement excludes drawings, maps and other materials where the A4 paper may not be appropriate. Only one side of the paper shall be used with a margin of 5cm on the left-hand side with a font size of 12 and 1.5 line spacing, using Times New Roman. The approved Theses/Term Papers must be bound in standard Art Vellum, overcast, edges uncut, lettered boldly up the spine in gold.

## **6.19 STANDARD THESIS FORMAT**

Every Term Paper or Thesis must be written in compliance with the prescribed format, i.e., they must contain the preliminaries or front matter (e.g., acknowledgements, declaration, dedication, table of contents, etc.), the main body of the report (chapters) and the back matter (e.g., references, appendices, etc.). A Term Paper or Thesis must meet these specifications to be accepted.

### **6.19.1 PRELIMINARIES**

The preliminaries must include the spine, outside cover, declaration, Table of contents, list of tables, list of figures, illustrations and list of acronyms.

### **6.19.2 SPINE**

On the SPINE is printed the DEGREE, the FULL NAME of the candidate and the YEAR of the presentation, in the order (three blocks). For example, the spine of Bernard Ali Dagati's M.Sc. dissertation will look like this:

**M.Sc. BERNARD ALI DAGATI 2021**

### **6.19.3 OUTER COVER**

On the Cover, SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES is printed at 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). For example, the outside cover of Prosper Ali Dagati's dissertation will look like this:

SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS AND  
INTEGRATED DEVELOPMENT STUDIES  
  
RESOURCE EXPLOITATION AND IMPACT ON THE ENVIRONMENT IN  
WA MUNICIPALITY  
  
BERNARD ALI DAGATI  
  
2021

*Note: the 'BY and titles such as Mr., Mrs., Rev, etc., are unacceptable on the Outside Cover. The name arrangement should be in the following order: first name, middle name and surname or first name followed by the surname if one has no middle name among their names.*

#### **6.19.4 INNER COVER**

The next page is the INSIDE COVER or the TITLE page. The page consists of FIVE BLOCK WORDS. The first block is the name of the University 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 and the student identification number. The next block indicates the Department, Faculty and University to which the thesis/dissertation is submitted. The fifth block states the month and the year (on the horizontal line) for which the report is being presented. For example, the inside cover of Gladys Delimwini's Diedong's dissertation will look like this:

*SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS  
AND INTEGRATED DEVELOPMENT STUDIES*  
  
IMPACT OF NORTH-SOUTH MIGRATION ON LEFT-BEHIND  
FAMILIES IN THE NADOWLI DISTRICT, GHANA  
  
By  
  
GLADYS DELIMWINI DIEDONG



Dissertation/thesis submitted to the Centre For Environment, Migration and International Relations, Faculty of Public Policy and Governance, Simon Diedong Dombo University of Business and Integrated Development Studies, in partial fulfilment of the requirements for the award of Doctor of Philosophy in Migration and Security

MARCH, 2022

Note that the use of 'BY' is permitted here.

However, titles are still not acceptable. Refer to the previous page for the order of the names.

### **6.19.5 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's Signature: .....

Date: .....

Name: .....

#### **Supervisors**

I, hereby, declare that the preparation and presentation of the dissertation/thesis is by the guidelines on supervision of dissertation/thesis laid down by the SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES.

Principal Supervisor's Signature: .....

Date: .....

Name: .....

Co-Supervisor's Signature (if any) .....

Date: .....

Name: .....

### **6.19.6 ABSTRACT**

The abstract should contain a summary of the report and its main conclusions.

It should be at most four hundred (400) words for MPhil thesis and 800 words for PhD thesis. Note that an abstract should only contain symbols, abbreviations and many technical terms in exceptional circumstances.

### **6.19.7 ACKNOWLEDGEMENTS**

This section allows the student to express gratitude to those who directly assisted them in completing their thesis/dissertation successfully. These may be mentors, supervisors, respondents, informants, organisations, officials, chiefs, and colleagues. The page comes immediately after the abstract page. It is highly unconventional to acknowledge God or Allah or any other supernatural powers here.

### **6.19.8 DEDICATION**

This is not a requirement, although it may be allowed. It is worth noting that the dedication page is not another acknowledgement page. It should contain at most two lines, consisting of just a few words. For example: In memory of My Mother. The thesis could also be dedicated to God or whatever deity one believes in.

### **6.19.9 TABLE OF CONTENTS**

The table of contents (not just Content) should be typed in BLOCK or UPPER CASE letters. All chapter headings should be in UPPER CASE letters and made bold; sub-headings should appear in lowercase. The corresponding pages of headings and sub-headings of tables and figures should be indicated.

### **6.19.10 LIST OF TABLES/FIGURES**

These should show the table or figure numbers, their captions (titles) and page numbers. In the text, the title should appear at the 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.

All paragraphs of the main text of the thesis are justified and indented. The recommended standard bibliographic format for all theses and dissertations is either the APA (American Psychological Association) referencing style or the Harvard style, updated occasionally. However, Faculties/Schools and Departments may opt for other formats, provided these are communicated to the Board of the School of Graduate Studies and Research.

### **6.20 SUBMISSION OF THESIS FOR EXAMINATION**

Postgraduate candidates must submit their thesis to the Dean of the School of Graduate Studies and Research through their respective HoDs and GPCs. The submission must also include a soft copy.

#### **6.20.1 APPROVAL OF THE THESIS BY THE SUPERVISOR(S)**

1. The thesis must pass a similarity index check (of at most 20%) conducted by the University Library using a certified index check software. The plagiarism test report with the similarity index must accompany the thesis submitted to the SGSR.
2. The thesis must reflect the candidate's competence, critical analysis and independent scientific thinking on the chosen topic.
3. The thesis must be approved by the Supervisor(s). If the candidate has more than one supervisor, they must all agree and approve the thesis by signing the declaration page.
4. The Department's Graduate Advisory Board arbitrates when a disagreement between the candidate and the supervisor (s) ensues. The Board will have two weeks to resolve the conflict.

If the Board cannot resolve the dispute, it will be referred to the Graduate Board for resolution within two weeks.

### **6.20.2 EXTENSION OF TIME FOR SUBMISSION OF TERM PAPER/THESIS**

Some candidates may need help meeting their Term Paper/Thesis submission deadlines due to many situations. A postgraduate candidate in this situation may apply to the SGSR for an extension of the deadline with the consent and support of his or her supervisor(s) and HoD. Such a student must pay fees upon granting the extension request. Details of payment of extension fees are:

- (a) No payment of fees during the first six months (grace period) after the expiration of the official deadline.
- (b) A candidate who fails to complete his or her programme after the initial six (6) months extension period shall be required to pay 50% of the programme's prevailing final year's academic user fees.
- (c) A student who fails to complete the programme during the initial one (1) year extension must pay 100% of academic user fees for each subsequent year (as applied to specific programmes) to be in good standing to continue with the programme.

## **7.0 OTHER REGULATIONS FOR STUDENTS**

### **7.1 MASTERS PROGRAMMES**

Upon admission, graduate students shall register at the beginning of each academic year and register for all prescribed courses. Students' registration shall take place within the period set by the Academic Affairs Directorate. Students who fail to register for one Academic year without approval for deferment shall be deemed to have abandoned the programme and forfeit their studentship. Postgraduate students pursuing various degree programmes, such as M.Phil. MSc, M.Ed. MBA, M.Com, MA, MPA, etc., shall take all the prescribed courses in their respective departments for each trimester. Students shall follow all the rules and regulations relating to their programmes of study at the departmental level.

### **7.2 PHD PROGRAMMES**

Students admitted to a PhD programme shall only refer to themselves as PhD students once they have passed all prescribed courses and their research proposals are approved by the Board of the School of Graduate Studies and Research. This qualifies them to refer to themselves as a PhD candidate and remains so until the conferment of a PhD degree.

All PhD students shall follow the requirements of their programmes of study as approved by the Departmental, Faculty, Graduate and Academic Boards. PhD students are to register for a set of courses or audit a set of courses recommended by their departments depending on their academic backgrounds. The recommended courses may comprise Masters or taught courses at the PhD level. Students shall

pass **all** the examinations for the courses registered before they can move on to work on their theses.

### **7.3 CONTINUAL STUDENTSHIP AND CANDIDATURE**

All students (Masters and PhD) shall adhere to all the rules and regulations regarding their studentship and candidature throughout the programme. Students could lose their studentship, repeated or put on probation on any of the following grounds:

- i. Withdrawal
  - If a student fails to register for the academic year,
  - If a student overstays the required period for the programme,
  - If a student commits an offence that warrants withdrawal,
- ii. Repetition

Situations under which a student may repeat their programme include:

- They defer the programme for one academic year
  - They have failed 70% of the prescribed courses
- iii. Probation

Students shall be deemed not to be in good standing if they fail half of the prescribed courses. A student on probation shall take steps to improve their performance and be of good standing before the commencement of thesis/dissertation writing or participate in VIVA VOCE.

### **7.4 PROGRESSION TO THESIS STAGE**

Admission into the Masters and PhD programmes is not an automatic qualification for the commencement of a thesis/dissertation. Only students who successfully defend their thesis proposals can progress to their thesis phase. Students who cannot meet the requirements for the thesis by the end of the next available proposal defence shall be considered incapable of continuing with the programme. In such

a situation, the affected student may apply to step down to the next degree, e.g., M.Phil. to MA, PhD to M.Phil. This regulation does not apply to MA and other Masters programmes not by research.

## **7.5 REGULATIONS FOR STUDENTS ON OR OFF-CAMPUS**

All rules and regulations outlined in all policy documents of the University and the students' Handbook shall apply to all graduate students on or off campus.

## **7.6 GRADUATION**

Graduation policies support academic honesty, a tenet at SDD-UBIDS.

1. Graduation involves completing or meeting all degree requirements.
2. Completing degree requirements means completing all coursework and all departmental and faculty/school graduation requirements (e.g., examinations, internships, seminars, student teaching, thesis or articles or both, departmental defence, research paper, project, etc.) that are part of the student degree programme.
3. The Academic Affairs Directorate of the Registrar's Office verifies that all degree requirements have been satisfied.
4. Students who plan to have a degree awarded must clear themselves of all encumbrances (e.g., academic fees, library materials, certificate fee, graduation fee, etc.) and apply for graduation.
5. SDD-UBIDS will have two graduation ceremonies yearly: the last Saturday of November (Main Graduation) and the last Saturday of April (Special Graduation).
6. Graduation is a ceremony to be attended by all eligible students and guests. PhD graduates shall wear red and black

gowns, while Masters graduates shall wear sea blue gowns designed by the University.

7. Students who cannot attend a Graduation or wish to Graduate 'In Absentia' may make personal arrangements to pick up their certificates and transcripts (if applicable).
8. Local and International students who wish to have their certificates sent to them may provide the Registrar's Office with their address and phone numbers and pay for the service.
9. Students who do not attend the congregation ceremony may collect their certificates in person after clearing themselves of all encumbrances (e.g., academic fee, library materials, certificate fee, graduation fee, etc.) and submit receipts, statement of accounts and Student Identification Card at Academic Affairs.
10. SDD-UBIDS shall not be accountable for any costs, losses or damage (including those associated with travel and accommodation) incurred by students, staff or their families arising from the postponement or cancellation of graduation ceremonies.
11. Certificates awarded by SDD-UBIDS will bear the institution's name, logo, and seal in addition to the Registrar's and Vice-Chancellor's signatures. The Certificate will also contain the Full Name of the Student, the nature of the programme pursued/main field of study, the Date of Completion of the Programme, and the Date for the Certificate Award.
12. Transcripts shall reflect all student grades for all courses, where applicable.
13. ***All certificates are awarded in accordance with Sections 4 and 14 subsection (7) of the SDD-UBIDS Act 1001 (2019).***



# APPENDIXES

## APPENDIX 1: COMPREHENSIVE RESEARCH PROPOSAL TEMPLATE

SD DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES

Research Proposal Template for Master’s and Doctoral Studies

Registered Qualification (E.g. Master of Philosophy in Development Studies; Doctor of Philosophy in Public Policy)			
Surname			
First Names			
Student number			
Physical/Postal Address			
<b>Telephone (W)</b>	Mobile number	E-Mail	
<b>Research title</b>	<b>It MUST be a concise reflection of the proposed study; reflect important variables (independent, dependent and locational variables) and a maximum of 10 to 15 words. AVOID using 'An analysis ...', 'An investigation ...', 'An exploration ...', 'A study of ...', etc.)</b>		

Principal Supervisor		
Co-Supervisor (if applicable)		
<b>Introduction (Preferably not more than 1 page OR approximately 600 words)</b>		
The introduction lays the groundwork by citing the origin of the idea/problem. Why is the topic essential to the discipline, country, region and globe? Have others studied this area, and is there a gap worth exploring?		
<b>Problem statement (Preferably 1 page OR approximately 600 words)</b>		
What is the problem? What is the context of the problem (that is, where the problem exists)? Does it affect society, or is it a theoretical problem? etc.). What is the <b>extent and magnitude of the problem</b> (can it be quantified? Are there any statistics associated with the problem or qualified)? Why is the problem significant to research? Have other authors identified or addressed this problem before? If already researched, what is the research gap to be addressed by this research?		
<b>Research Questions (Preferably 125 words)</b>		
<p>Research Questions</p> <p>These are the questions that the study will address. Research questions MUST be unambiguous. Research questions guide the study because addressing the research questions addresses the objectives. Each question should be aligned/ linked to the research objective. If the aim is stated as (a) to EXPLORE, then words such as "what and how" could be helpful; OR (b) to EXPLAIN then words such as "how and why" could be helpful; OR (c) to DESCRIBE the words such as "what and who/which/when/where could be helpful; OR (d) to DEVELOP then words such as "why and who/which/when/where could be helpful. [see Cronje, J. 2016. Towards an integration of paradigmatic and pragmatic research in information systems, EJISDC, 77(9):1-14]</p>		

**Aim and objectives of the study (Preferably not more than half a page OR approximately 125 words)**

**AIMS:** Reflect the primary purpose of conducting the research.

Broadly, what is the study meant to accomplish? It is a broad statement of what the research intends to achieve or contribute towards. Words such as explore, explain, describe, and develop help state the aim of the study.

**OBJECTIVES:** are achievable and outcome-based research intentions. They are concise statements that describe what the study will accomplish. Reflect on specifics and describe what the study achieves at completion. Words such as discover, explain, evaluate, investigate, and determine are useful in stating objectives. Where objectives are numerous, they should be numbered (restrict objectives to preferably 4 or fewer. All objectives should help achieve the research aim (alignment).

**Rationale and significance of the study (Preferably not more than half a page OR approximately 125 words)**

How will the study contribute to existing knowledge, practices and policies? State the anticipated outcomes of the study in relation to theory, practice, policy, and personal learning. Identify social groups and academic disciplines that might benefit from the study. Whom or what industry will it help?

**The Rationale** of your research is the reason for conducting the study.

**The Significance** is the extent to which something matters, its importance, and whether it can add to the body of knowledge.

**Hypotheses or Propositions (Preferably 750 words)**

**Hypotheses** are relevant for quantitative studies. A hypothesis statement predicts the relationship between variables. It is an assumption that is made upfront. An example from an experimental study could be:

The application of fertiliser to maize increases yields. Hypotheses need to be very clear and testable.

**A Proposition** is a tentative and speculative relationship between constructs that is stated in an affirmative form.

An example of a proposition is: "An increase in student intelligence causes an increase in their academic achievement." Propositions (relevant for qualitative studies) are generally derived based on logic (deduction) or empirical observations (induction).

**Literature review (Preferably 1800 words OR NOT MORE than three pages for proposal purposes. Could be more extended in different departments. The more sources consulted/stated/cited, the better)**

Reflect information from studies that have been carried out addressing the stated problem or similar. What are the conclusions reached by these studies? What are the gaps in the existing literature related to the problem? This also clarifies why it is important to conduct the research and whether the problem is researchable.

Literature sources include peer-reviewed journal articles (very important), working papers and reports (government, NGOs, private sector, etc.). Please use the APA referencing method in the text and reference list. Consult mainly sources younger than 10 years, except classical sources where applicable. Important to cite both general literature and theory that foregrounds/informs this research.

**Definition of KEY concepts (preferably a maximum of 10 concepts)**

Clearly define the key concepts in your study (check key variables in the research title and key variables in the problem statement). Please ensure that operational definitions are reflected where appropriate (contextualise general definitions to your study, e.g., the universal definition of youth might differ from Ghana's legislated definition, or the universal definition of SME might vary from Ghana. Specify what is most applicable in this research and why?). Use the APA/Harvard Method for referencing.

## **Research Paradigm, Approach, Design, and Data Collection Meth**

### **Paradigm/Philosophy (Preferably, about 100 words)**

Clearly state the paradigm (the common beliefs and agreements shared between scientists about how problems should be understood and addressed) that foregrounds your research project (e.g., positivist, constructivist/interpretive or critical). Why is one of these paradigms more relevant in studying this research and not the other?

### **Research Approach (Preferably, about 100 words)**

From the paradigm stated above, state whether the research will be qualitative, quantitative or combines the two (mixed methods) and why.

### **Research Design/Strategy (Preferably, about 100 words)**

What research design follows the chosen method/s (e.g., case study, cross-section, descriptive, experimental, exploratory, historical, longitudinal, observational, philosophical, sequential, grounded theory, ethnographic, etc. or a mix of different designs)? Clearly state the rationale for choosing the research design. Why is this/ these research designs the most appropriate for the study?

### **Demarcation/Delimitation of study (Preferably, about 100 words)**

Usually, a study covers a geographic area that can be clearly defined. The demarcation context must be specified if the area cannot be defined geographically. Is it a theoretical demarcation? Reference and use empirical sources to clarify the area, e.g. Statistics SA Census, Demarcation Board maps, etc

<b>Research Methods/Processes</b>
<b>Population (Preferably about 100 words)</b>
Who is the population of a study, i.e., from whom is the sample to be drawn? Recheck the study title for clear reference to who will be studied. Inclusion and exclusion of units from the study population must be unambiguous as this affects the ability to generalise from the study because generalisations can only be made to the population or similar groups. The units of the population are the units of analysis used for sampling. Collectively, the study units make up the population of the study.
<b>Sample method/technique and sample size (Preferably about 100 words)</b>
Who from the population defined above will be selected for participation in the study? (For example, the population can be females admitted at a particular hospital, but the sample is only mothers who gave birth in the past two weeks). Remember, quantitative sampling requires probabilistic/representative methods like simple random, systematic, and stratified sampling. Define the chosen methods and justify why they are the most appropriate. <i>Note the concept of saturation for qualitative study and generalisable sample sizes in quantitative studies.</i>
<b>Data collection instruments (Preferably about 100 words)</b>
What data collection instruments are to be used in this research and why? E.g., structured questionnaire, standardised questionnaire, interview guide. Where is information for the development of these instruments to be found? How credible/ reliable are the instruments (e.g., questionnaire piloting. Check the application of other validation processes.
<b>Data collection/fieldwork (Preferably about 100 words)</b>
How will the field be accessed? The role of informants? Are there assisting fieldworkers to be recruited and trained? Will data be collected through telephonic interviews or face-to-face? Define the processes and explain why they are the most relevant.

<b>Data coding and analysis (Preferably, about 10 words)</b>
How will data be captured? How will coding be done? What is the instrument/programme to be used for data analysis methods (E.g., NVIVO, ATLAS TI, SPSS)? What data analysis techniques will be performed (Descriptive or measures of central tendencies? [e.g., <i>mean, median, SD, etc.</i> ] and why? Or will it be inferential statistical analysis for drawing inferences and federalisations like hypothesis testing [ <i>Chi-Squared tests, ANOVA?</i> ] factor analysis, correlations or regression)? Why are these the most relevant techniques, and how will they help respond to the research questions and objectives
<b>Ethical consideration</b> (Preferably about 150 words)
State the ethical implications of this research, how you will address those (e.g., will minors be interviewed, and how will you ensure their rights are protected? Will you seek informed consent, guarantee anonymity, etc.? What do all these mean and imply? Define each and Reference it.
<b>Outline of the dissertation (Preferably not more than half a page)</b>
Show the reader how the entire thesis will be broken down into various chapters. Briefly explain the purpose and focus of each chapter.
<b>Research plan</b>
It is helpful to put together a research plan that reflects the major project activities and anticipated dates for carrying out these activities. Check how Gantt charts are composed.
<b>Limitations of the research (Preferably about 100 words)</b>
What are the barriers that can compromise the realisation of your research plans? Possible limitations to achieving the research agenda? Look at methodological, coverage and generalizability limitations as well as risks to the credibility of your research.
<b>List of References</b>

List all the references used in the text through this proposal. Use the APA/Harvard referencing method. Do not include sources that have been read but not cited in the text.

## **APPENDIX 2: HANDBOOK COMMITTEE MEMBERS**

### **School of Graduate Studies and Research Handbook Committee Members**

<b>Name</b>	<b>Designation</b>	<b>Role on the committee</b>
Dr Elijah Yendaw	Vice Dean, FPPG	Chairman
Dr Kwabena Badu-Yeboah	Postgraduate Coordinator, FPPG	Member
Dr Alenoma Grace	HoD, Department of Social Administration	Member
Dr. John Bosco Baguri Sumani	Postgraduate Coordinator, FIDS	Member
Mr Mueen Abdulia	Head, Academic Affairs	Member
Franklina Adjoa Yeboah	University Librarian	Member
Dr Constance Akudugu	FPPG	Member
Madam Gladys Diedong	School Officer	Secretary