

SCHOOL OF GRADUATE STUDIES
KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

PROGRAMME UPGRADE AND CONVERSION GUIDE

Regulations for Upgrade from MPhil to PhD and MSc./MA to MPhil

i. MPhil to PhD

Pursuant to Regulation **2.1(a)(ii)** of the **Regulations for Higher Degrees** of the University, a student currently enrolled in a Master's programme may be upgraded to a PhD candidacy.

Eligibility

Students wishing to upgrade to a PhD enrolment must:

- be currently enrolled in a Master's by Research (MPhil) programme at KNUST, Kumasi;
- be in the second semester of the second year of their first enrolment for the Master's degree;
- have passed all required taught courses and obtained a cumulative weighted average of at least 70.00 percent;
- have demonstrated the ability to exercise independent critical thinking;
- have submitted a final draft manuscript to a reputable journal for publication; and
- not have submitted the Master's thesis for examination.

Application

The Supervisor(s) shall make a recommendation on the student's behalf in writing on an approved upgrade form obtainable from the School of Graduate Studies to the Dean of the School of Graduate Studies through the appropriate Head of Department. The application shall include a progress report of the student's research work and evidence of meeting the eligibility criteria set above.

Additional Work

The student and supervisor(s) need to agree in writing on the additional work to be undertaken, highlighting the innovation and potential contribution to knowledge. This document will form part of the application to be submitted to the School of Graduate Studies.

Assessment of the application

The School of Graduate Studies shall organize a seminar to be chaired by the Dean of the School of Graduate Studies or his representative during which the student presents his/her progress report and the direction of additional work to be done to a panel of three **internal/external** examiners, **excluding** the supervisor, who are experts in the student's area of research, chosen by the School of Graduate Studies on the recommendation of the appropriate Departmental Board.

In order to approve an application to upgrade, the committee must be satisfied that:

- the student has gained satisfactory knowledge of the background literature and is able to relate the project to existing scholarship and research in the field and that he/she has the level of competence required for PhD study
- the student's Master's research can be extended so as to form a viable PhD project
- adequate supervision is available (the supervisors of the Master's thesis will not necessarily remain on the PhD supervisory team)
- adequate resources are available for the student's research.

A decision must be made on an application within four weeks of submission of the application or before the candidates' MPhil. programme expires, depending on the situation.

Date of Registration

Once the upgrade has been approved, the student will be deemed to have been provisionally registered for the PhD from the date of registration for the Master's degree. The student will still have to satisfy the requirements for full candidacy.

ii. Conversion from MSc./MA to MPhil

The Departmental Boards through their respective Faculty and College Boards must submit proposals to the School of Graduate Studies Board for consideration and recommendation for approval of the Academic Board. Issues of interest to the School of Graduate Studies will include:

- Qualification of candidate for an MPhil Programme at the time of applying for the MSc./MA Programme
- Cut-off CWA of MSc./MA programme for qualification to MPhil programme
- Evidence of candidate's capacity for independent research
- Additional time required to complete the MPhil programme should be maximum of 12 months.