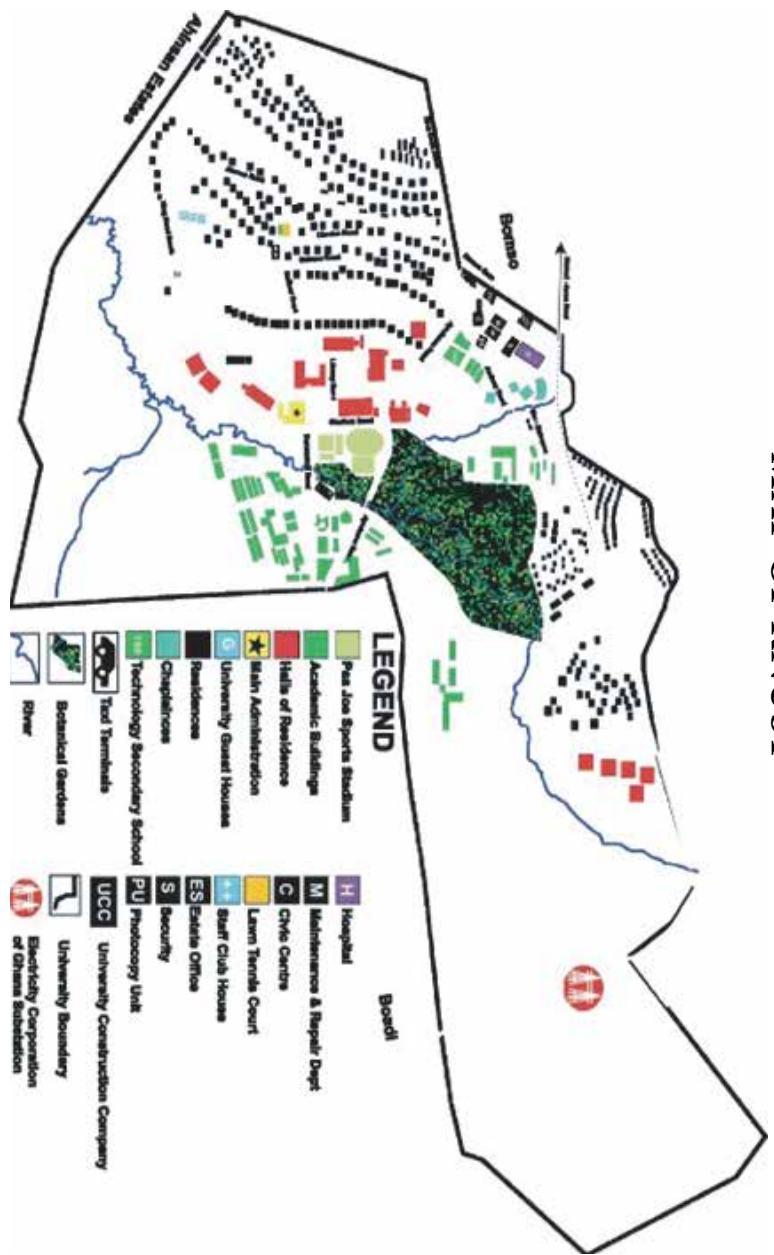


GRADUATE STUDENTS' HANDBOOK

KWAME NKRUMAH UNIVERSITY OF SCIENCE
AND TECHNOLOGY, KUMASI

MAP OF KNUST



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1.0 REGULATIONS FOR THE CONDUCT OF DOCTORAL AND MASTERS DEGREE PROGRAMMES

1.1. Programme of Study

a. Master Programme: A programme of study for the award of a Master's degree, for example, MPhil / MFA / MArch / MSc / MA / MPH / LLM / CEMBA / CEMPA / MBA, shall consist of courses for each of which a number of credit hours shall be prescribed. Each module shall cover a period of not more than one semester, with the exception of theses/research project works.

Departments shall submit details of course credit hours and total credit hours for the programme classified as REQUIRED COURSES and ELECTIVES for approval by the Departmental/Faculty/College/Institute/School of Graduate Studies and Academic Boards.

b. PhD Programme: In a programme of study for the award of a PhD degree, a student is expected to audit or register for a set of recommended courses depending on the student's background. It is mandatory for ALL PhD students to take and pass with a minimum mark of 55% in a COMPREHENSIVE EXAMINATION organised by the student's Department/Faculty/School by the end of the first year of study. A student is admitted to CANDIDACY by the School of Graduate Studies only after the successful completion of the COMPREHENSIVE EXAMINATION. When a student fails the COMPREHENSIVE EXAMINATION, he/she shall be given a maximum period of 60 days for re-examination or as may be determined by the department but within 60 days. The CANDIDACY of a student is terminated if he/she fails the re-examination. Further details on the comprehensive examination are given in Section 32.1

of this Handbook.

2.0. DURATION OF PROGRAMMES

A student shall be enrolled as a Graduate Student for the following duration of study indicated below:

Programme	Mandatory Years/Months		Year(s) of Grace Period		Total number of years	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
PhD	4	5	2	2	6	7
MPhil/MFA/MArch	2	3	1	1	3	4
MA/MSc/MA/CEMPA/CE MBA, etc.	2	3	1	1	3	4
MSc	1	2	1	1	2	3
MPH	13 months	NA	1	NA	2 years 1 month	NA

After a student has exhausted the mandatory period, he/she shall apply for extension at a fee to the Dean of School of Graduate Studies through the Supervisor and through the Head of Department/Dean of Faculty/Deputy Director of IDL for approval. Such a student is required to download and complete “the Application for Extension of Time of, Master’s and Doctorate Degrees form” obtainable from <http://sgs.knust.edu.gh/documents>.

No further extension shall be granted after the expiry of the grace period.

3.0 REGISTRATION OF PROGRAMMES

a. Every student must be admitted into a Department/Faculty/College/Institute/School of Graduate Studies for a programme of study. The student must be properly registered for the courses during the

official registration period at the beginning of each semester. The student shall plan his/her courses in consultation with his/her Head of Department/Examinations Officer. In the case of IDL, the student shall plan his/her courses in consultation with his/her Programme Coordinator/Examinations Officer.

b. At the beginning of each semester, all students are obliged to do the following:

- i. Settle all indebtedness for the semester.
 - ii. Register courses by following the University's course registration procedure. IDL students should take note that they shall be given up to the end of the first block (first six weeks of re-opening) to register courses for the semester. Students who have commenced the theses research are obliged to register on semester basis just like those registering for courses.
 - iii. Carry out a BIOMETRIC REGISTRATION at any of the points on campus and other designated centres. Without this, the registration of courses is incomplete.
 - iv. Print out the registration slips at the end of the registration process for the student's Heads of Department/Dean/Deputy Director/Secretary of School of Graduate Studies or their representatives to sign.
- c. Registration of students is regulated by strict deadlines beyond which fines shall be imposed. The fines imposed on students for late registration shall be determined from time to time by the University.
- d. A student who does not duly register within the registration period shall be precluded from commencing the semester's courses for the programme of study.
- e. The student shall take courses equivalent to 12 – 18 credit hours, both limits inclusive, per semester. This will be prescribed by the

Departmental Board with the approval of the Faculty/College/Institute/School of Graduate Studies and the Academic Board.

Registration for the appropriate courses shall qualify a student to participate in both continuous assessments and end of semester examinations. Where a student registers for a course(s), but fails to write the end of semester examinations, he/she shall be deemed to have failed the course(s) unless reasons acceptable to the Departmental/Faculty Examiners Board can be advanced. In this case, the student shall be graded (I) or (Df) and in the case of IDL students, (I) or (Df*) and be expected to take part in the next available formal examination in which the course(s) is /are written.

f. A student is required to attend all lectures, seminars, workshop sessions, laboratory practicals, tutorials, fieldwork, studio practice, and industrial/practical attachments etc., prescribed for the courses for which he/she has registered, as a pre-condition for writing an examination.

g. Notwithstanding the “f” grade above, any student who is absent from lectures in all courses, seminars, laboratory practicals, tutorials, fieldwork, studio practice, workshop sessions, industrial/practical attachments etc. without proper permission for a total of fifteen (15) cumulative lecture days or more, or six facilitation sessions for a particular course with IDL in any semester shall be deemed not to have satisfied the requirements for the course in the semester and he/she SHALL NOT BE ALLOWED to write the end-of-semester examinations. A candidate shall compulsorily be deferred to repeat the courses at the next available opportunity. The candidate must not be awarded ZERO PER CENT (0%).

h. Any student who is absent from lectures, seminars, laboratory

practicals, tutorials, fieldwork, studio practice, workshops, industrial/practical attachments, etc. in any ONE PARTICULAR COURSE without proper permission for a total of three (3) cumulative lecture periods or more and in the case of IDL students, a total of three (3) cumulative facilitation sessions or more in any semester shall be deemed not to have satisfied the requirements for the course in terms of attendance for the semester, and he/she shall not be ALLOWED to write the end-of-semester examinations FOR THE COURSE. A candidate shall compulsorily be deferred to repeat the course at the next available opportunity. The candidate must not be awarded zero per cent (0 %).

4.0 CREDIT HOURS FOR PROGRAMMES

One hour of lecture or two to four hours of practical work are equal to one credit hour. The total number of credit hours required by a student to qualify for a Master’s degree shall be determined by the Departmental/Faculty/College/Institute/School of Graduate Studies/ Academic Boards within the following ranges:

Duration of Programme	Credit Hours	
	Minimum	Maximum
1 year	24	36
2 years	48	72
2-and-half years	60	90

The above credit hours include lecture time, practical work, thesis writing, projects, seminars, workshops, etc.

5.0 CHANGE OF PROGRAMME OF STUDY

A student who wishes to change the programme of study should write through his/her Head of Department stating reasons for the change to the Dean of School of Graduate Studies for consideration and approval within the first 30 days of the start of programme.

For one-year taught Master's programmes, change of programmes may only take place after the first semester. For two-year Master's programmes, change of programmes may either take place within the first semester or at the end of the first year PROVIDED the programmes are related.

Note: A student will not be successful in changing to another programme if he/she does not meet the entry requirements for the new programme.

6.0 DEFERMENT OF PROGRAMME

- i. A student could interrupt his/her programme of study for WHAT EVER REASON for a maximum of one calendar year ONLY. Such request for interruption of programme will normally be granted within the first four(4) weeks of the semester. The student SHALL be granted permission by the Dean of the School of Graduate Studies in writing. For the avoidance of any doubt, such a student must ensure that his/her letter of deferment is in duplicate so that both his/her copy and the official copy are stamped as having been received. It shall be the responsibility of the Dean of the School of Graduate Studies to ensure that the relevant bodies are notified.
- ii. There cannot be a deferment of programme for one semester under any circumstance.
- iii. First year students can defer the programmes only on medical grounds. The medical report should be authenticated by the Director of University Health Services.
- iv. The student should write his/her letter requesting for deferment to the Dean of the School of Graduate Studies through his/her Head of Department/Dean of Faculty/Deputy Director, IDL. The

student must wait for a written response from the Dean of the School of Graduate Studies before proceeding on the deferment.

7.0 GRADING OF EXAMINATIONS

- a. There shall be formal University examinations in programmes of study at the end of each semester. The examination in each course shall not be less than three (3) hours. In addition, there shall be continuous assessment of courses based on any or a combination of the following: mid-semester examination, class tests, quizzes, essays, tutorials, assignments, etc. Mid-semester examinations shall not be less than one (1) hour duration.

It is the responsibility of students to read the Graduate Students' Handbook or check from the Departmental Programme Coordinators/Examination Officers/School of Graduate Studies for the grading requirements of their programmes of study.

- b. The end of semester examination shall be weighted 60% and continuous assessment 40% of the total marks in any course.
- c. Examinations in all courses shall be credited with marks to the nearest whole number and later converted into letter grades as follows:

Mark (%)	Grade	Remark/Definition
70 – 100	A	Excellent
60 – 69	B	Very Good
50 – 59	C	Pass
0 - 49	F	Fail
	I	Incomplete (Medical)
	I'	*Incomplete (Prevented from writing Examination)
	I*	Mark not available

	Df	Could not register and attend lectures for a course (s)
	Df*	Attended lectures but unable to write examinations due to work schedule

d. A student may be prevented from writing examinations under any of the following conditions:

- i. Owing of fees.
- ii. Not attaining the minimum hours for lectures for a course(s).
- iii. Failure to register for a course(s).

8.0 DEFINITIONS

a. Trail

A student trails a course when:

- i. He/she is unable to obtain a pass mark and is, therefore, deemed to have failed (F) or
- ii. Is graded Incomplete (I, I*, I') or
- iii. Has deferred (Df, Df*) a course.

b. Fail

A student fails a course when he/she obtains a mark less than 50% in a taught course(s) or 55% in the Comprehensive Examination. The student also fails when he/she does not write an examination for courses registered without any tangible reason.

c. Incomplete (I, I* or I')

- i. A student is graded incomplete (I) for a course when he/she is unable to write an examination on grounds of ill-health with a medical report acceptable to the Director of University Health Services, provided he/she has registered for the course, or for any other reason for which official permission has been sought and

granted by the Vice Chancellor and is acceptable to the Academic Board.

- ii. A student is graded incomplete (I') for a course(s) when he/she is prevented from writing an examination on grounds of non-registration due to owing of fees.
- iii. A student is graded incomplete (I*) when he/she has not been graded but there is sufficient proof that he/she was present for the examinations.

d. Deferment

- i. A deferred (Df) course is an unregistered course which is neither Fail (F) nor Incomplete (I or I') and for which the student is/was required to register.
- ii. A deferred (Df*) course is a registered course which is neither Fail (F) nor Df nor Incomplete (I or I') and for which the student was unable to write due to his/her work schedule in the case of IDL students.

9.0 PASS MARK

The pass mark for any course shall be 50%. However, a Cumulative Weighted Average (CWA) of 55.00 shall be obtained at the end of the taught courses to be able to proceed with the thesis. However, for programmes whose taught courses extend into the second year and run concurrently with the theses, a CWA of 55.00 shall be required before students are permitted to take the oral examinations/Viva Voce. Where a student does not maintain the minimum CWA of 55.00 and/or trails one or more courses, he/she shall be required to write supplementary examinations to be in good academic standing before proceeding to start the research work or take the oral examinations/Viva Voce as the case may be.

10.0 SUPPLEMENTARY EXAMINATIONS

a) Supplementary examinations will be conducted for the two semesters of the previous calendar year. The period for supplementary examinations shall be determined by the University.

Preparation for supplementary examination shall be as follows:

- i. Registration of trailed courses would be opened soon after the release of the provisional second semester examination results by the Departments/Faculties/Institutes.
- ii. The time for the release of the examination results shall be within four (4) weeks from the end of the examinations. Examiners shall be required to submit their marks to the Departmental Examination Officers within three (3) weeks from the end of the supplementary examinations. Students are to contact their Departments/Faculties/Institutes' website and/or their students' portal to check their results.

b) The following category of students shall qualify to write the supplementary examinations:

- i. A student who is unable to write the semester examination on grounds of ill-health (I) with a medical report issued or endorsed by the Director of University Health Services. Such a student must have registered for the course(s), attended lectures, tutorials, practicals, etc.
- ii. A student who is prevented from writing the end-of-semester examinations (I') either in all courses or specific course(s) due to non-registration of course(s) as a result of owing of fees.
- iii. A student who has written and failed (F) courses at the end of the first and/or the second semester examinations.
- iv. A student who is tagged as Deferred (Df*) for a course(s) as in the case of IDL students.

- c) A student shall be required to register formally and pay the requisite fee for the examination for the specific course(s) he/she wishes to write (medical cases are exempted from paying). Such payments must be done not later than two weeks prior to the date of the commencement of the supplementary examinations.

Fees for supplementary examination shall be determined by the Academic board from time to time.

NOTE: Students who are tagged as Deferred (Df) either for a course or the programme shall not be eligible to take advantage of the provision of supplementary examinations.

- d) Where a student does not obtain a CWA of 55.00 or above after supplementary examinations, he/she shall be classified under any of the following situations:

i. Probation

A student shall be placed on probation when the CWA is from 50.00 to 54.99.

A student on probation is required to improve his/her performance and be in good academic standing to be able to commence the thesis work or take part in the oral examination/Viva Voce as the case may be.

ii. Repetition

A student shall be required to repeat the calendar year in any of the following situations:

- A student with a CWA of less than 50.00.
- A student deferring his/her programme of study.

In each of the situations above, the student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

iii. Withdrawal

A student shall be withdrawn from a programme in any of the following situations:

- When a student stays beyond the grace period stipulated for the programme.
- When a student fails to register or request for extension in any given semester.

11.0 REQUIREMENTS FOR PROGRESSION TO THESIS RESEARCH

In order to progress to thesis research, a student is required to have:

- completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study or completed the prescribed number of credit hours recommended for the programme;
- obtained a minimum pass mark of 50% in any taught course;
- achieved the minimum CWA of 55.00;
- passed all required courses in the programme; and
- satisfied all other requirements of the Department/Faculty/Institute and School of Graduate Studies Boards.

NOTE: There is no classification of degree for Master's and PhD programmes. All students with a minimum CWA of 55.00 are deemed to have a PASS.

12.0 GRADUATION REQUIREMENTS

In addition to the requirements for progression to the thesis research (section 11.0), for the AWARD of the PhD degree, the candidate shall have:

- passed a Comprehensive Examination with a minimum mark of 55 percent;
- fulfilled a minimum residency requirement of two (2) years;
- obtained a total score not exceeding 20% with each component not exceeding 2% in the similarity test using KNUST's Turnitin system;
- submitted and successfully defended a thesis; and
- shown evidence of submission of at least two manuscripts from the thesis for publication in a peer-reviewed journal(s).

13.0 ARRANGEMENTS FOR FINAL CLEARANCE OF STUDENTS LEAVING THE UNIVERSITY

When a student completes his/her programme of study in the University or leaves the University for any other reason, he/she shall obtain a clearance certificate from his/her Head of Department, Dean of Faculty/Director of IDL, the Institute's Accountant and University/College/Faculty Librarians for presentation to the Dean of School of Graduate Studies. A graduating student who is not cleared will not have his/her certificate released and no academic transcript will be issued on his/her behalf.

14.0 RE-MARKING OF EXAMINATION SCRIPT

Students have a fundamental right to query how their scripts are marked if they feel strongly that their results do not reflect their efforts. A student requesting for re-marking shall follow the following procedure:

- He/she shall address the request for re-marking to the Vice-Chancellor through the Dean of the School of Graduate Studies with a copy to the Head of Department/Dean of Faculty/Director of IDL.
- He/she shall pay a fee to be determined by the University. The fee will be refunded to the student if he/she is vindicated. A student is deemed to have been vindicated when the new mark resulting from the re-marking raises his/her grade. The new mark resulting from the re-marking shall be used to process the results.
- The request for re-marking shall be made within one month after the approval and publication of the results by the Department/Faculty/Institute/College/School of Graduate Studies/Academic Board.
- The person identified to do the re-marking shall be external to the University.

15.0 EXAMINERS BOARD AND SCHOOL OF GRADUATE STUDIES BOARD

Examiners Board of Departments/Faculties/Colleges/Institutes shall be composed according to regulations laid down by the Academic Board of the University. They shall meet at the end of every semester examination to consider the examination results and make appropriate recommendations to the School of Graduate Studies Board. They shall also meet at the end of the calendar year to review the performance of students during the calendar year and make appropriate recommendations. In the case of final results, the recommendations of the School of Graduate Studies Board would be made to the Academic Board. The Examiners Boards shall meet four (4) weeks after the end- of-semester examinations.

16.0 REGULATIONS FOR UPGRADE FROM MASTERS TO MPhil

16.1 Conversion from MSc/MA to MPhil

16.1.1 Eligibility

In order to be eligible for the conversion, the candidate must have:

- qualified for an MPhil programme at the time of applying for the programme;
- enrolled on the programme at KNUST;
- obtained a minimum CWA of 70.00; and
- demonstrated the capacity for independent research.

Additional time required to complete the MPhil programme should be a maximum of 12 months.

16.1.2 Assessment of the Application

The Departmental/Faculty Board shall assess the student's performance through an interview. The recommendation for upgrade is sent to the School of Graduate Studies Board by the Head of Department/Dean of Faculty for consideration and approval.

A decision must be made within four (4) weeks of submission of the application or before the candidate's programme ends, depending on the situation.

16.1.3 Date of Registration

Once the upgrade has been approved, the student will be deemed to have been provisionally registered for the MPhil programme from the date of registration of the MSc/MA programme.

16.2 MPhil to PhD

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

16.2.1 Eligibility

Students wishing to upgrade to a PhD enrolment must:

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

16.2.2 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 (or <http://sgs.knust.edu.gh/documents>). to the Dean of the School of Graduate Studies through the 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.

16.2.3 Additional Work

The student and supervisor(s) need to agree in writing on the additional work to be undertaken, highlighting the innovation and po-

tential contribution to knowledge. This document will form part of the application to be submitted to the School of Graduate Studies.

16.2.4 Assessment of the Application

The School of Graduate Studies shall organise a seminar to be chaired by the Dean of the School of Graduate Studies or his/her 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(s)), 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 a PhD study,
- the student's Master's degree 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); and
- adequate resources are available for the student's research.

A decision must be made within four (4) weeks of submission of the application or before the candidate completes his/her MPhil. programme, depending on the situation.

16.2.5 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 MPhil degree. The student will still have to satisfy the requirements for full candidacy.

The processes one needs to follow in upgrading a programme of study are contained in the “**Programme Upgrade and Conversion Guide**” that can be obtained from <http://sgs.knust.edu.gh/documents>.

17.0 MODERATORS AND EXTERNAL EXAMINERS

a) Appointment

External Examiners and Moderators who are Senior Lecturers/Principal Research Scientists or above shall be appointed by the Academic Board upon recommendation by the Departmental/Faculty/College, Institute and School of Graduate Studies Boards. External Examiners and Moderators shall not normally hold office for more than three consecutive years, and there shall not normally be more than one external examiner/moderator for each programme.

b) Duties of a Moderator

- i. Moderators shall be requested to advise on course structure and syllabuses relating to their areas of specialisation.
- ii. They shall be requested to review all draft examination question papers which have been commented upon by the External Examiners and thereafter submit their recommendations to the Vice Chancellor with copies to the School of Graduate Studies, Departmental/Faculty/Institute/College Boards for their consideration.

iii. The Moderator in each academic programme shall visit the Department/Faculty/Institute once every three years upon request by the School of Graduate Studies/College/Institute/Faculty/Departmental Boards to assess the overall standard of the programme. These visits shall be approved by the Academic Board.

c) Duties of External Examiners

- i. External Examiners shall among other things, review examination questions, model answers and marking schemes, and in some cases sample marked scripts.
- ii. They may be present for the conduct of oral examinations.
- iii. They shall be requested to comment on the conduct of examinations. Such comments shall be sent to the Vice Chancellor with copies to Departmental, Faculty, College, Institute and School of Graduate Studies Boards for their consideration.

18.0 APPOINTMENT OF SUPERVISORS

a. Masters Programmes

There shall be at least one supervisor appointed by the Departmental/Faculty/College Board. He/she shall be a PhD holder or be a Senior Lecturer with Master's degree. He/she shall supervise students in his/her area of specialisation. He/she shall be a member of staff of the Department of the student.

b. PhD Programmes

There shall be at least two supervisors appointed by the Departmental/Faculty Boards. They shall be at least PhD holders of a rank

not below rank of Senior Lecturer. They shall supervise students in their areas of specialisation. At least one of the supervisors shall be a member of staff of the Department of the student.

19.0 SUPERVISION/PROGRESS REPORTS

- i. The supervisors shall advise the student(s) on all thesis-related matters. It shall be the duty of the supervisors to hold formal meetings chaired by the principal supervisor at least twice a semester. The supervisors must submit reports on the progress of the student on prescribed forms (refer to the Guide to Higher Degree Research Supervision for details) to the Dean of School of Graduate Studies through the Head of Department/Faculty at the end of every semester.
- ii. Faculty members pursuing graduate degrees in any University or Institution cannot supervise other graduate students.

20.0 STUDENT ASSESSMENT OF SUPERVISION

- It is mandatory for a student to assess the quality of supervision at the end of every semester based on a prescribed form obtainable from the School of Graduate Studies (*Guide to Higher Research Degree Supervision for details*).
- The student could apply for a change of supervisor through his/her Head of Department to the Board of the School of Graduate Studies based on the assessment results of the above.

21.0 PLAGIARISM TEST FOR THESIS

Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit. Some instances of plagiarism are:

- Turning in someone else's work as one's own;

- Copying words or ideas from someone else without giving credit;
- Failing to put a quotation in quotation marks;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit; and
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Students are encouraged to refer to the *Plagiarism Guide* obtainable from <http://sgs.knust.edu.gh/documents> to learn the procedure for running the plagiarism test by using KNUST's Turnitin system.

22.0 THESIS SUBMISSION FOR EXAMINATION

- Each copy of the thesis shall be signed by the student, supervisor(s) and Head of Department/Dean of Faculty.
- In a case where a thesis is not signed by a supervisor(s), it must be accompanied by a letter explaining why the thesis has not been signed by the supervisor(s).
- Unless otherwise specified, the thesis shall normally be written in English(UK).
- The presentation of the thesis must conform to the prescribed format and the requirements of the University (refer to the *Guide for the Preparation and Evaluation of Higher Degree Research Thesis* for details).
- A master's candidate shall complete the *Submission of Thesis for Assessment Form: Master's Degrees* while a doctorate candidate shall complete *the Submission of Thesis for Assessment Form: Doctorate Degrees*. These forms are obtainable from the office of

- the Head of Department or <http://sgs.knust.edu.gh/documents>.
- vi. The student should pay any outstanding fees.
 - vii. The student shall submit **three (3)** bound copies (Master's) or **five (5)** bound copies (PhD) of thesis to the Head of Department.
 - viii. The Head of Department/Faculty, upon Board decision, then submits the thesis together with the names and contacts of both external and internal examiners to the Dean of the School of Graduate Studies.

23.0 THESIS EXAMINATION

23.1 Master's Degree

- i. A panel comprising at least **three (3)** examiners shall be appointed by the School of Graduate Studies on the recommendation of the Departmental/Faculty Board to examine a thesis. The panel shall consist of at least one external examiner and at least **two (2)** internal examiners.
- ii. An internal examiner for a Master's thesis should be a PhD holder or at least of a Senior Lecturer rank and should have expertise in the candidate's area.
- iii. Examiners appointed from cognate departments or affiliate institutions shall be deemed as internal examiners.
- iv. Faculty members pursuing graduate degrees cannot examine other graduate students' theses.
- v. All external examiners shall not be below the rank of Senior Lecturer.

23.2 PhD Degree

- i. A panel comprising at least **five (5)** examiners shall be appointed by the School of Graduate Studies on the recommendation of the Departmental/Faculty Board to examine a thesis. The panel shall consist of at least **two (2)** external examiners and at least **three (3)** internal examiners.
- ii. An internal examiner for a PhD thesis should be a PhD holder or of Professorial rank and should have expertise in the candidate's area.
- iii. Examiners appointed from cognate departments or affiliate institutions shall be deemed as internal examiners.
- iv. Faculty members pursuing graduate degrees cannot examine other graduate students' theses.
- v. All external examiners shall be PhD holders not below the rank of Senior Lecturer.

24.0 GRADING SYSTEM FOR THESES

The assessment of a candidate's thesis shall be based on the following:

- Statement of the problem and justification for the study;
- Critical review of literature and theoretical and conceptual frameworks/modelling techniques;
- Approach and methodology;
- Analysis of data and presentation of results;
- Statement of main findings and discussion;
- Conclusions and recommendations; and
- Presentation.

For more information on the grading system for these refer to Appendix 4 in the *Guide for Preparation and Evaluation of Higher*

Degree Research Thesis.

25.0 ORAL EXAMINATION (VIVA VOCE)

25.1 Master Students

- i. A candidate who submits a thesis for a Master's degree shall be examined orally after the thesis has been passed by the examiners.
- ii. For this examination, a panel comprising three (3) examiners shall be appointed by the School of Graduate Studies on the recommendation of the Departmental/Faculty Board to examine the candidate. The panel shall consist of one external examiner and two (2) internal examiners one of whom has made no contribution to the thesis preparation.
- iii. It shall be the responsibility of the candidate's Head of Department to write formally to inform him/her and the internal examiners of the time, date and venue of the oral examination.
- iv. The Dean of the School of Graduate Studies or his/her representative shall chair the oral examination. He/she shall ensure compliance with the relevant regulations governing the conduct of the oral examination.
- v. The panel shall indicate in its report whether the candidate passed or failed.
- vi. If a candidate for a Master's degree fails to satisfy the examiners at the oral examination, the panel may recommend to the School of Graduate Studies that the candidate should be permitted to reappear for a further oral examination within a period not exceeding six (6) months from the date of the oral examination.
- vii. The results of the oral examination shall be communicated to the candidate immediately after the examination.

NOTE:

For detailed information on the criteria for conducting the oral examination for master's candidates, refer to Appendix 4 in the *Guide for Preparation and Evaluation of Higher Degree Research Thesis*.

25.2 PhD Students

- i. The oral examination is a public academic event. Faculty members, graduate students and others may attend the oral examinations. For this reason, a PhD candidate can be presented at the oral examination ONLY if he/she has advertised the event on posters and through bulk text messaging to the wider University community and beyond.
- ii. A candidate who submits a thesis for a PhD degree shall be examined orally and the oral examination shall be conducted ONLY after the thesis has been passed by the examiners.
- iii. For this examination, a panel comprising **five (5)** examiners shall be appointed by the School of Graduate Studies on the recommendation of the Departmental/Faculty Board. The panel shall consist of **two (2)** external examiners and **three (3)** internal examiners one of whom has made no contribution to the thesis preparation.
- iv. The Dean of the School of Graduate Studies or his/her representative shall chair the oral examination. He/she shall ensure compliance with the relevant regulations governing the conduct of the oral examination.
- v. The panel shall indicate in its report whether the candidate passed or failed.
- vi. If a candidate for a PhD degree fails the oral examination, the panel may recommend to the School of Graduate Studies that he/she should be permitted to reappear for a further oral exam-

ination within a period not exceeding six (6) months from the date of the oral examination.

vii. The results of the oral examination shall be communicated to the candidate immediately after the examination.

For detailed information on the criteria for conducting the oral examination for doctoral candidates, refer to Appendix 4 in the *Guide for Preparation and Evaluation of Higher Degree Research Thesis*.

26.0 DETERMINATION OF THESIS RESULTS

26.1 Master's Thesis

The Board of the School of Graduate Studies shall review the recommendations of the examiners in the following manner:

- i. Where all **three (3)** examiners pass the thesis and the oral examination, the Board shall normally decide to pass it, subject to corrections.
- ii. If a thesis is failed by one of the **three (3)** examiners, the Board shall review the nature of the failure and decide to pass or fail the thesis.
- iii. If a candidate fails to satisfy the examiners at a second oral examination, the thesis shall fail and the candidate shall be deemed to have failed.
- iv. A plagiarised thesis shall be rejected and the candidate shall be deemed to have failed.

26.2 PhD Thesis

The Board of the School of Graduate Studies shall review the recommendations of the examiners in the following manner:

- i. Where all **five (5)** examiners pass the thesis and the oral examination, the Board shall normally pass it, subject to corrections.
- ii. If a thesis is failed by one of the **five (5)** examiners, the Board shall review the nature of the failure and decide to pass or fail the thesis.
- iii. If a candidate fails to satisfy the examiners at a second oral examination, the thesis shall fail and the candidate shall be deemed to have failed.
- iv. A plagiarised thesis shall be rejected and the candidate shall be deemed to have failed.

27.0 DEADLINES FOR SUBMISSION OF REVISED THESES

27.1 A thesis passed subject to corrections shall be submitted to the School of Graduate Studies through the Head of Department within three (3) months. The candidate shall be required to complete the ***Final Thesis Submission Form*** obtainable from <http://sgs.knust.edu.gh/documents> and attach it to the final thesis before submission.

27.2 If a student fails to submit a thesis passed subject to correction within the three months, the following sanctions shall apply:

- i. Up to four months default: 50% of the fee for extension shall be charged.
- ii. Four to six months default: Full fees for extension shall be charged.
- iii. Beyond six (6) months default: Candidature shall be deemed to have lapsed and the student may request for re-admission and pay appropriate fees (fees for the current calendar year) before thesis can be re-submitted.

iv. Beyond one year, a student shall not be allowed to renew his/her candidature.

27.3 If a thesis submitted is referred:

- i. the candidate may be permitted to re-submit it in a revised form within twelve months.
- ii. the candidate shall be required to **re-register** and pay the appropriate fee(s).
- iii. the re-submitted thesis shall reflect the new date of submission.

27.4 Where a candidate's thesis is declared a failure:

- i. the candidate may apply for re-admission to his/her programme.
- ii. the candidate shall be referred to the relevant Head of Department for comments and if recommended by the Department, the candidate shall be re-admitted to repeat the thesis component of his or her programme.
- iii. In such a case, the student may be granted a waiver of course work, comprehensive examination (for PhD candidates) and experiential research learning components.

An application made after three (3) months from the date of failure shall not be approved.

28.0 DECLARATION OF RESULTS

The results of the oral examinations shall normally be declared immediately after the examination.

29.0 PUBLICATION OF RESULTS

Results of graduate degree programmes shall normally be published as follows:

- i. The date of award for final thesis submitted between 1st December and 30th June shall be 1st June.
- ii. The date of award for final thesis submitted between 1st July and 30th November shall be 1st November of the year of submission.
- iii. Where a candidate re-sits a failed course(s) (for those who do taught courses concurrently with theses) and pass(es) it/them after submission of his/her thesis, the date of award shall not precede the date of passing the written examination.
- iv. The results of the students shall be published on the notice boards of their Departments and the School of Graduate Studies as well as the students' portals on the University website.

30.0 CANCELLATION OF AWARD

30.1 Notwithstanding previous confirmation of an award of a degree, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that a candidate:

- i. had entered the University with false qualifications;
- ii. had impersonated someone else;
- iii. had been guilty of an examination malpractice;
- iv. has plagiarised material in his/her thesis/dissertation.
- v. is guilty of other reasons that would have led to the withholding of confirmation of the award in the first place.

30.2 In any such event, the decision of the Academic Board shall be published on the University notice boards and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

31.0 Transcript of Academic Records and Letters of Attestation

At the end of a student's programme, the University shall, on the

payment of an appropriate fee, issue to the particular address provided by the student, a complete transcript of his/her academic record. This transcript shall record all courses attempted and all results obtained. A student applying for an academic transcript shall be required to complete the ***Transcript Application Form*** obtainable from the School of Graduate Studies or <http://sgs.knust.edu.gh/documents>.

An attestation can be issued to a candidate who is desirous of knowing his/her status. Such candidate shall be required to apply for a letter of attestation to the Dean of School of Graduate Studies by completing the ***Attestation Application Form*** obtainable from <http://sgs.knust.edu.gh/documents>.

32.0 APPENDICES: LIST OF ATTACHMENTS

32.1 Appendix I: Comprehensive Examination

Since 2011, students admitted to PhD programmes at KNUST are expected to write a comprehensive examination. A pass in the comprehensive examination is required before a student is admitted to candidacy for the degree. Students must consult the Comprehensive Examination Guide obtainable from <http://sgs.knust.edu.gh/documents> for details.

32.2 Appendix II: Format of Theses

All theses must be prepared according to the format and requirements of Kwame Nkrumah University of Science and Technology, Kumasi. Students must consult the Guide for the ***Preparation and Evaluation of Higher Degree Research Thesis*** obtainable from <http://sgs.knust.edu.gh/documents> for details.

32.3 Appendix III: General Department-wide Questions about Supervision

The School of Graduate Studies would like to monitor and improve the quality of research supervision. For this purpose, supervisors and students are required to report to the School of Graduate Studies their experiences with supervision. Students and supervisors should refer to the *Guide to Higher Degree Research Supervision* obtainable from <http://sgs.knust.edu.gh/documents> to learn the procedure for completing and submitting completed forms.

32.4 Appendix IV: Learning Needs and Competence Assessment

A postgraduate student of KNUST is encouraged to fill out a self-assessment form every six months in connection with the progress report and compile his/her assessments over time. The self-assessment form can be obtained from <http://sgs.knust.edu.gh/documents>.

32.5 Appendix V: Regulations for the Conduct of University Graduate Examinations

All students are advised to take note of the REGULATIONS guiding the conduct of University examinations. Students are required to inform themselves of the following, taking note particularly of 32.5.1 d below.

32.5.1 Instructions to Candidates

- a. Copies of the examination timetables shall be posted on the University websites. It is the responsibility of candidates to consult the website for details of their examinations.
- b. The actual examination hall/room in which each paper will be taken may be indicated on the timetables. In their own interest, candidates are strongly advised to find out where to report for

- each examination. Practical and oral examinations will normally be conducted in the Departments concerned.
- c. The University reserves the right, where circumstances so demand, to change the times appointed for holding examinations. If it should become necessary, for any changes to be made in the timetables, candidates will be informed accordingly through the Department/University's website.
 - d. Candidates should report at the examination hall/room not earlier than **60 minutes** before the time fixed for the beginning of the examination and should occupy the place assigned to them as indicated by the index number or any form of identification arranged by the invigilator on the examination desk.
 - e. No candidate shall enter the examination room later than 30 minutes after the commencement of a paper.
 - f. No candidate will be allowed to leave the examination room until 30 minutes after the commencement of a paper.
 - g. Any candidate who enters the examination room within 30 minutes from the start of the paper should report to the invigilator to be checked in.
 - h. No candidate shall be allowed to leave the examination room within the last 30 minutes of the paper.
 - i. Candidates are not permitted to commence writing on answer booklets and/or scannable sheets until the invigilator instructs them to do so. Writing on the answer booklets and/or scannable sheets prior to the start of the examination shall be treated as a breach of examination regulations.
 - j. Candidates are to have in their possession their identity card and **payment receipts** since invigilators will inspect these before candidates are allowed to take the examinations.
 - k. Unless specifically authorised by the examiner, no candidate shall take into an examination room or have in his/her possession

during an examination, **any book, material, a hat, a bag, a pencil case, a mobile phone, a programmable calculator, a palm-top computer, laptops, a scanner, a radio, and any electronic gadgets, etc.**

- l. An invigilator has the authority to confiscate such documents, materials or items and the matter shall be reported in writing as a breach of examination regulations to the supervisor/chief invigilator at the centre.
- m. Candidates are to use their index numbers throughout the examination. Under no circumstance should candidates use their names.
- n. Candidates may leave the examination room temporarily only with the express permission of the invigilator.
- o. Any candidate leaving an examination room temporarily shall be escorted by an attendant appointed for that purpose. The invigilator shall take every necessary precaution including a physical search of the candidate before he/she is allowed to leave or return to the examination room. The maximum time the candidate can be away shall be indicated by the invigilator.
- p. No communication between candidates or borrowing of materials shall be permitted during the examination. A candidate may attract the attention of the invigilator by raising an arm.
- q. At the end of each examination, candidates shall not take away any used or unused answer booklets, supplementary sheets, scannable sheets or any material supplied for the examination.
- r. Smoking or eating is not allowed in the examination room.
- s. Plagiarism is a serious offence punishable by dismissal from a programme.
- i. In this context, **plagiarism** is defined as the deliberate and substantial unacknowledged incorporation in students' work of

- material derived from the work (published or unpublished) of another and is considered by the University to be a very serious offence which can result in severe penalties.
- ii. Students should not attempt to use the same substantive piece of work to meet the assessment requirements of another item of coursework, dissertation, project, long essay, studio work, assignment, etc.
 - t. Candidates infringing any of the above regulations shall be reported by the invigilator to the supervisor/chief invigilator for necessary action.
 - u. Any candidate who finishes an examination ahead of the stipulated TIME may leave the examination hall/room after handing over his/her answer booklet(s) and/or scannable sheet(s) to the invigilator. Such candidates(s) shall not be allowed to return to the examination hall.
 - v. No candidate shall pass on notes to another candidate or seek any information or make any form of solicitation from other candidates during the period of the examination. Such solicitations shall be taken to be breaches of examination regulations and the candidate(s) involved shall be sanctioned, accordingly.
 - w. A candidate shall not copy or attempt to copy from another candidate;
 - x. A candidate shall not leave his/her answers in such a manner that another candidate may be able to read/copy;
 - y. A candidate shall not in any way disturb or distract other candidates during examination.
 - z. Students, both males and females, are entreated to dress decently to the examination hall/room. The University administration is concerned about indecent dressing of students and every effort would be made to correct it. Any candidate who does not dress decently would be refused entry into the examination hall/room.

A candidate shall have himself/herself to blame in the event of violation of any of the said regulations for the conduct of University examinations. It is the responsibility of the candidate to inform himself/herself of these regulations at all times. Ignorance of these regulations shall not be considered as a mitigating factor in the event of any breach. Infringement of any of these regulations by a candidate shall constitute MISCONDUCT and shall attract any one and/or more of the following sanctions:

- i. Warning
- ii. Reprimand
- iii. Suspension from the University
- iv. Rustication from the University for a stated period
- v. Withholding of results for a stated period;
- vi. Dismissal; and
- vii. Withdrawal of certificate

Note: Upon dismissal from the University, a student shall not be entitled to have academic transcript from the University. All academic records, including transcripts, become null and void after the dismissal of a student.

32.5.2 Misconduct of Candidates during Examinations

Candidate(s) found in breach of examination regulations should be allowed to continue writing the paper. However, the invigilator shall submit a written report of the incident including exhibit(s), if any, to the supervisor/chief invigilator/college examinations officer at the centre/venue.

The Supervisor/Chief Invigilator/College Examinations Officer shall forward the reports and available exhibit(s) to the Dean of the Faculty/the Deputy Director of IDL with copies to the candidate(s),

the invigilator, Provost/Director of IDL. The candidate is also required to complete the examination malpractice report form and submit the signed report on the incident to the Supervisor/Chief Invigilator/College Examinations Officer.

The Dean of the Faculty/the Deputy Director shall in consultation with the Provost/Director of IDL, promptly appoint a committee to investigate the matter and present a report to the Provost/Director who shall promptly forward it including his/her recommendations to the Vice Chancellor.

The Vice Chancellor shall take appropriate action before the result(s) of the candidate(s) is/are published. The committee to investigate the alleged breach of examination regulations shall include a lawyer from the University and a student representative.

32.6 Appendix VI: Definitions of Terms

- a. The term “University” means KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST). KUMASI
- b. The term “student” includes all persons pursuing full-time or part-time graduate courses or professional studies at KNUST, and who are residing in either in the University’s halls of residence, in a private hostel or privately rented apartment or room. Students constitute the junior members of the University.
- c. The term “faculty member” means any person hired by the University to lead and conduct classroom activities.
- d. The term “University official” includes any person employed by the University performing assigned administrative or professional responsibilities.
- e. Members of groups (c) and (d) constitute Senior Members of the University.

- f. The term “member of the University community” includes any person who is a student, faculty member, university official or any other person employed by the University.
- g. The term “University premises” includes all lands, buildings, facilities, and other property in the possession of/owned/used/controlled by the University (including adjacent streets and sidewalks).
- h. The term “organisation” means any group or number of persons who have complied with the formal requirements for recognition and are duly registered and permitted to operate in the University. Such organisations may be able to access and use university facilities.
- i. The term “shall” is used in the imperative sense.
- j. The term “may” is used in the permissive sense.
- k. The term “policy” is defined as the written regulations of the University as found in the ACT establishing the University, the Statutes, Council and Academic Board decisions.
- l. The term “thesis” shall be used for MPhil and PhD research output.
- m. The term “dissertation” shall be used for research output of Post graduate Diploma, MA and MSc and equivalent degrees.
- n. The term “cheating” includes, but is not limited to:
- the use of any unauthorised assistance in taking quizzes, tests, or examinations; or
 - the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
- o. The term “year” in duration of programme means 12 calendar months.

32.7 Appendix VII: University Song

Lift every voice and sing

Till earth and heaven ring

Ring with the harmonies of liberty

Let our rejoicing rise

High as the listening skies

Let it resound loud as the rolling sea

Sing a song full of the faith that the dark past has taught us;

*Sing a song full of the hope that the present has brought us; Facing the
rising sun*

Of our new day begun

Let us march on till victory is won.

Stony the road we trod.

Bitter the chast'ning rod

Felt in the days when hope unborn had died;

Yet with a steady beat

Have not our weary feet

Come to the place for which our fathers sighed?

We have come, over a way that with tears has been watered

We have come, treading our path through the blood of the slaugh-
tered

Out from the gloomy past.

Till now we stand at last,

Where the white gleam of our bright star is cast.

God of our weary years

God of our silent tears

Thou who has brought us thus far on the way.

Thou who has by Thy might

Let us into the light,
Keep us for ever in the path, we pray
Lest our feet stray from the places, our God, where we met Thee;
Lest our hearts, drunk with the wine of the world, we forget Thee;
Shadowed beneath Thy hand.
May we forever stand,
True to our God, true to our native land.

Words, By J. W. Johnson

Music By Rosamund Johnson

32.8 Appendix VIII: Gaudeamus (in Latin)

LOUD

Gaudeamus igitur

Juvenes dum sumus

Gaudeamus igitur

Juvenes dum sumus

Post Jucundam juventutem

Post molestam senectutem

Nos habebit humus

Nos habebit humus

LOUD

Vivat academia

Vivant professors

Vivat academia

Vivant professors

Vivat membrum quod libet

Vivant membra quae libet

Sparsos congregavit

Sparsos congregavit

Alma Mater Floreat (soft)
Quae nos educavit
Alma Mater Floreat (mod louder)
Quae nos educavit
Caros et commilitones (getting louder)
Dissitas in regiones
Semper sint in flore (very loud)
Semper sint in flore

32.9 Appendix IX: Gaudeamus (in English)

1. Let us, therefore, rejoice
While we are young
Let us, therefore, rejoice
While we are young
(For) after our joyful youth
After our troubled old age
The earth will have us
The earth will have us
2. Long live academia
Long live the Professors (authorities)
Long live academia
Long live the Professors (authorities)
Long live every member individually
Long live all members severally
Those scattered all over have been
congregated (brought together)
Those scattered all over have been
congregated (brought together)

3. May our 'Alma Mater' flourish
 (For) she educated us (brought us up)
 May our 'Alma Mater' flourish
 She educated us (brought us up)
 Dear sons and fellows fighting together
 Scattered all over the regions
 May they always flourish
 May they always flourish

32.10 Appendix X: General Undertaking Conditional to Admission

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI

I, (Name).....
of (Address).....
 within the jurisdiction of (Country).....
in consideration of my admission into (Programme).....at the Kwame Nkrumah University of Science and Technology (hereinafter called 'the University'), do on this.....day of.....20..... hereby undertake to fully comply with the rules and regulations governing the administration of the University, and the laws of Ghana in general while still a student in statu pupillari.

To this end, I undertake to:

1. comply with the rules and regulations of the University as contained in the Students' Guide and other Statutes of the Univer-

sity;

2. refrain from the use of violence and/or any form of force in the ventilation of any grievance I may have;

3. desist from destroying and/or causing any damage, or assisting anyone to damage any property belonging to the University;

4. prevent myself from taking part in any form of procession, demonstration, protests or other gatherings organised for the purpose of protesting against any policy of the University, except where the same is authorised by the Vice-Chancellor of the University.

5. abstain from all forms of occultism and other pseudo-religious practices which are harmful in any way to anybody or the general University community; and,

6. assist and co-operate unconditionally with the authorities of the University in bringing violators of University rules and regulations to book.

32.11 Appendix XI: Penalty Clause

I further undertake that in the event of a breach of any of the aforementioned rules, regulations and undertakings on my part, I shall suffer the appropriate penalties to be administered by the Vice-Chancellor or any other authority appointed by him.

Wherefore, I append my signature to this undertaking.

.....

Sign

.....

Full Name

.....

Date

WITNESS: (PARENT/GUARDIAN/PERSON TO BE JUSTIFIED)

NAME:

SIGNATURE:

DATE:

NOTE:

THIS UNDERTAKING SHALL BE SIGNED BY PERSON(S) INDICATED ABOVE AND ADDED TO THE ACCEPTANCE LETTER AND RETURNED TO THE SECRETARY SCHOOL OF GRADUATE STUDIES (ACADEMIC).

IT SHOULD BE NOTED THAT THE ACCEPTANCE LETTER SHALL NOT BE CONSIDERED UNLESS THE UNDERTAKING IS DULY SIGNED AND WITNESSED.