

1.0 GENERAL INFORMATION

1.1 Introduction

This handbook has been designed to provide first hand information for persons interested in pursuing graduate studies at the University for Development Studies (UDS). It will also serve as a guide to supervisors and examiners of post-graduate programmes in UDS.

1.2 Contacts

The Registrar
University for Development Studies
Post Office Box TL 1350
Tamale-Ghana
Phone/Fax: +233(0)3720-26634

Email: registrar@uds.edu.gh

The Dean
Graduate School
University for Development Studies
Post Office Box TL 1350
Tamale-Ghana

Email: graduateschool@uds.edu.gh

The Graduate Co-ordinator (Sch. of Business, Planning and IDS)
Wa Campus
University for Development Studies
P. O. Box 520
Wa-Upper West Region
Ghana

The Graduate Co-ordinator (Applied Sciences and Mathematical Sciences)
Navrongo Campus
University for Development Studies
P. O. Box 24
Navrongo, Upper East Region
Ghana

The Graduate Co-ordinator (Agriculture and Agribusiness)
Nyankpala Campus

University for Development Studies
P. O. Box 1882
Tamale-Northern Region
Ghana

The Graduate Coordinator (Allied Health Sciences)
Tamale Campus
University for Development Studies
P. O. Box 1883
Tamale, Northern Region
Ghana

The Graduate Co-ordinator (Education)
Tamale Campus
University for Development Studies
P. O. Box 1883
Tamale, Northern Region
Ghana

Visit our Website: www.uds.edu.gh

All enquiries should be directed to the above

2.0 BRIEF ON THE UNIVERSITY FOR DEVELOPMENT STUDIES

2.1 Introduction

The University for Development Studies (UDS) was established in 1992 by the Government of Ghana to “blend the academic world with that of the community in order to provide constructive interaction between the two for total development of Northern Ghana in particular and the country as a whole” (PNDC Law 279, Section 2). According to the first Registrar, Dr. Paul Effah “the UDS was borne out of the new thinking in higher education which emphasizes the need for universities to play a more active role in addressing problems of the society, particularly in the rural areas” (Effah, 1998).

The University by its mandate and its methodology of teaching, research and extension has made ‘poverty alleviation’ the focus of its programmes. Pro-poor orientation in teaching and learning as well as practically-oriented research and policy and programming are key to Ghana’s development efforts. This explains the pro-poor stance of UDS.

The pro-poor stance of UDS is clearly manifested in various forms:

- i Its location: that is Northern Ghana, comprising Upper East, Upper West, Northern and the Brong Ahafo regions,
- ii Its multi-campus nature: that is, the campuses are spread out and thus close to relatively large parts of rural communities,
- iii Its recent radical focus on gender mainstreaming with regards to admissions: that is, its decision to ensure that far more females than before, especially those from disadvantaged schools and areas, are offered admission into the University, and
- iv Its Third Trimester Field Practical Programme (TTFPP) that ensures that students and staff work closely with the disadvantaged rural sector in the communities as part of the curriculum of the University.

UDS is thus very unique in the sense that, it is poised to address deep-seated socio-economic imbalances in the Ghanaian and indeed West African community through well-focused education, research and extension. UDS is developing an innovative model for the socio-economic transformation of Ghana and beyond through its graduate programmes in course work, research and development.

2.2 Vision of UDS

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

2.3 Mission of UDS

UDS seeks to achieve its vision by:

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

2.4 Philosophy of the Graduate School

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

Development should have the drive to improve the living conditions of people, and to provide a state of well-being in the context of natural and socio-economic resource use in a culturally sound context of each stakeholder.

2.4.1 Our Vision

The vision of the Graduate School is to produce high calibre of scholars and practitioners, sensitive to and capable of providing practical and workable solutions to the developmental concerns of deprived communities in Ghana and beyond, through the implementation of the appropriate interventions.

2.4.2 Our Mission

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

2.5 Principles Guiding Teaching and Learning

All programmes would be gender sensitive in their operations.

Courses would be so delivered that there would be cross-cutting themes which should be core for all students, such as:

- Development (gender, environment, advocacy, equity, sustainability)
- Research proposal writing
- Research design
- Thesis writing
- Computer literacy
- Communication.

In addition to UDS core staff; we would solicit the inputs of retired and/or ‘volunteer’ professors on short- term basis to assist in delivering lectures. Some courses would be delivered by visiting lecturers or practitioners of high repute.

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

The plan is to enter into partnership with other Universities within the sub-region in particular to form a consortium of Universities from various linkages/exchange programmes for staff and graduate students. Accordingly, enrolment is open to both National and International students.

2.6 Priority Areas

The programmes priorities include the following:

- (a) Innovative development of Courses that:
 - Promote awareness on broad spectrum development issues
 - Strengthen knowledge of, and skills in, Research Methodologies
 - Engage in Social Issues such as Gender, Culture and Poverty

- Involve the application of educational/research technologies to the worlds of work and learning
- Promote self-directed learning opportunities

(b) Research and Development Programmes:

- Identify and promote graduate research
- Partner government and non-governmental agencies, donors etc to promote action and applied research
- Identify staff with appropriate qualifications and experience to handle research and graduate work
- Disseminate research output through publications, conferences, seminars and outreach programmes

(c) Networking and linkages:

- Identify potential partners
- Advertise programmes
- Source for funding to support programmes
- Establish linkages for joint research and outreach programmes.

(d) Policy influencing:

- Identify interested members and constitute a policy advocate group
- Establish criteria/procedure
- Publish group outputs
- Facilitate the operation of the group
- Provide logistics for documentation and dissemination of activities,
- Engage in policy influencing and advocacy.

2.7 Intake Targets

There is no restriction as to the number of students per programme. However, due to the practical limitations of UDS, it is recommended to always start with smaller numbers with projected increases over time.

2.8 Marginalized Groups

Both the intake of students and programmes should exhibit a pro-poor, gender sensitive and inclusivity with particular reference to women, rural constituents and disable persons. Sensitivity to such marginalized groups should be demonstrated in intake and support.

2.9 Resource Mobilization and Control

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

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

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

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

3.0 STRUCTURE GOVERNING THE GRADUATE SCHOOL

3.1 The Board of Graduate School

As per the Statutes of the UDS, a Board of Graduate School comprising representatives of the diverse constituencies is appointed with a Chairperson and a Secretary to lead the policy and strategic advancement of the School.

3.2 The Office of the Dean of Graduate School

The Office of the Dean of the Graduate School has oversight implementation responsibilities for the overall co-ordination of programmes and routine activities of the Faculties and Schools. In addition, it has the oversight responsibility of monitoring and evaluation of programmes in order to report on the state of the school to the University Administration.

3.3 Campus Co-ordination of Graduate Programmes

Campus level graduate activities would be co-ordinated by the Faculty/School Coordinators with the support of the various Heads of Department and Deans.

3.4. Advisory Committee

An Advisory Committee and Supervisors are required in all programmes at Faculties, Schools and Centres of the University.

There shall be a Graduate Advisory Committee made up of the Dean of Faculty/School, Head of Department, a Senior Member of the same department and a representative of the Registrar. The functions of the Graduate Advisory Committee shall be to:

- Help the students select courses and, in consultation with supervisors, formulate their research topics and theses titles
- Recommend thesis Supervisors
- Submit progress reports on each student to the Board of Graduate School through the Dean
- Keep under review and make proposals for the overall development of graduate programmes in the Department and Faculty/School
- Perform any other function that may be deemed necessary

3.5 Supervisors

Supervisors shall

- Be selected on the basis of their specializations and research outputs in the students' area of research
- Be responsible for guiding the students in their thesis development
- Mentor students for their academic progression
- Serve as internal examiners of the completed thesis
- Co-ordinate committees and activities regarding their students

3.6 Faculties and Schools offering Graduate Programmes

Faculty of Agriculture

Faculty of Agribusiness and Communication Sciences

Faculty of Mathematical Sciences

Faculty of Applied Sciences

Faculty of Integrated Development Studies

Faculty of Planning and Land Management

Faculty of Education

School of Allied and Health Sciences

School of Business and Law

School of Medicine and Health Sciences

4.0 ADMISSION REQUIREMENTS FOR GRADUATE DEGREES

4.1 General Admission Requirements

- To be admitted into a programme leading to the award of a graduate diploma or the masters degree (PG.D./M.A./M.Sc./M.Com/M.Phil./MPH), a candidate must:
 - i. Have obtained a good first degree (at least Second Class Lower) in an appropriate field of study from a recognized University.
 - ii. Submit an official transcript of academic record.
 - iii. Submit three referees' reports, two of which must be from somebody who is familiar with the applicant's academic work. In addition to this, those seeking for a research related degree must attach a 3- 5 page research proposal of his/her intended area of research.
 - iv. Satisfy any additional requirements prescribed by the Faculties/Schools. These may include relevant work experience, a written entrance examination and an interview.
- A candidate seeking admission into the Ph.D. must:
 - i. Have an M.Phil./M.Sc. by research degree in an appropriate field of study from a recognized University.
 - ii. Submit an official transcript of academic record.
 - iii. Submit three referees' reports, two of which must be from any Senior Member of the applicant's former University who has taught the candidate before.
 - iv. Submit a proposal of 3-5 pages of intended area of study including a working bibliography.
 - v. Satisfy any additional requirements prescribed by the Department/Faculty. Intake levels shall be influenced by the availability of supervisors for the students' interest area and field of study. Faculties, Schools and Departments are responsible for setting admission standards and in conformity with the overall University standards.

4.2 Applications

The candidate shall apply for application forms from:

The Registrar
University for Development Studies
Post Office Box TL1350
Tamale-Ghana
or download form from www.uds.edu.gh

4.3 Processing of Application Forms

- The Registrar shall present to the Faculties/Schools (copying the Dean of the Graduate School), all applications for admission for processing.
- All applications for admission shall be considered in the following order: Departmental Committee, Faculty/School Committee and finally by the Graduate School Board. The recommended lists of applicants for admission shall be transmitted by the Graduate School to the Registrar to be conveyed to applicants promptly.

4.4 Deferment of Admissions

An applicant who is offered admission but for medical reasons cannot enroll into the programme has the option to defer it for a maximum of one year, provided the Graduate School approves it, after which he/she forfeits the admission if unable to enroll. An applicant will be required to pay the current academic fees before he/she is allowed to register.

4.5 Maintaining Admission

Students are required to register (renew their admission) at the beginning of each academic session (sandwich students) and each trimester (regular students), in order to maintain their admission. Failure to do so would result in the loss of the admission. Fees must be paid in full or as agreed by the admitting authority. Those who are not able to complete the programme within the stipulated time must apply to the Board of Graduate School for extension and would be required to pay fees once the extension is granted.

5.0 GENERAL INFORMATION ON AWARD OF GRADUATE DEGREES

5.1 Registration

- i. Registration of courses shall be done in full in the First and Second Trimesters of each Academic Year. Courses may however be changed or added with a written approval permission from the Department and Faculty Boards. Any student who takes an additional course without permission shall be penalized for it.
- ii. Students are to register for all previously trailed or unregistered courses offered in the trimester before adding any prescribed courses to obtain the minimum approved total credit units for the trimester.

5.2 Credit Unit

Instruction shall be by courses evaluated in terms of credits. A credit unit shall be equivalent to one hour of Lecture/ Tutorial or 3 hours practical per week or a series of contact Lecture/Tutorial hours.

5.3 Retake of Examinations

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

5.4 Pre-requisites

- i. Appropriate pre-requisites courses may be prescribed for certain programmes. Pre-requisites may be waived for suitably qualified candidates only by the Graduate Board on the recommendation of the appropriate Faculty/School Board.
- ii. No course (s) in the First Trimester shall be pre-requisites for the Second Trimester course(s) in the same academic session.

5.5 Transfer to a New Programme

- i. A student cannot be transferred to a new graduate degree programme, irrespective of the similarities in the course combinations for the degree programmes. Consideration may however be given for a transfer to a different programme within the same department, provided the Department and Faculty/School Boards approve of it.
- ii. No student will be allowed to transfer to a degree higher than what he/she was admitted for, without prior approval from the Departmental/Faculty and Graduate School.

5.6 Transfer of Students to UDS Programme

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

- Must apply for the appropriate form and pay the prescribed fees.
- Must complete the forms and send them along with an academic transcript and a confidential 2report from the Registrar of his/her University to the Registrar of UDS within the stimulated time allowed before admission exercise begins.
- May be conditionally admitted into any of the levels but in any event not higher than the level attained in the graduate degree programme of his/her previous University and may additionally

have some lower level courses prescribed as remedial courses for him/her which must be passed before graduation.

- May have all the academic records brought from their Universities included in the computation of the results to be used in the award of degrees.

5.7 Duration of Graduate Degree Programme:

The duration of a graduate degree programme will be as specified in the departmental handbook on programme requirements.

5.8 Interruption of Study Programme (Deferment of Programme)

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

5.9 Grading System

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

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

NB: The following letter grade may also be assigned

I – Incomplete

Z – For involvement in Examination malpractice

ii. Minimum Pass Grade: A Student is required to obtain a minimum pass grade of B for each examination taken.

Grading systems are subject to changes as determined by the Graduate School Board and in line with current standards.

The following information relates to the rules and procedures that apply to the admissions to research degrees.

5.10. Appointment of Supervisors

- i) Each successful graduate applicant would be assigned a supervisor, latest by the end of the second semester/trimester of the first year.
- ii) Each PGD/M.A./M.Sc. student shall be assigned one supervisor from the department or a cognate department (if applicable).
- iii) Every research student (M.Sc/M.Phil.) shall be assigned at least one supervisor. If they are two, one must be the Principal Supervisor and the other Co-supervisor but both of them must be Ph.D. holders.
- iv) In the case of Ph.D., candidates must be assigned two supervisors, one of whom shall be the Principal Supervisor who holds a Ph.D. and the other of at least Senior Lecturer status. The Co-supervisor should also be a Ph.D. holder.
- v) Supervisors normally shall be members of the academic staff of the University. In special cases, however, suitable persons within and outside the University, may be appointed.
- vi) Nomination of supervisors requires prior consideration by the Faculty Graduate Committee before approval by the Board of Graduate School.
- vii) In the course of the programme, seminars shall be arranged at which aspects of the research shall be presented by the candidate. Such seminars would be open to the University community to enable other graduate students to attend.

5.11 The Dissertation/Thesis

5.11.1 Dissertation/Thesis Proposal and Title Registration

- a) By the end of the first year of study, all research students (M.Sc./M.Phil./Ph.D.) shall submit their research proposals to their respective Heads of Department for consideration by the Departmental Committee on Graduate programme(s).
- b) At the beginning of the second year, the Head of Department shall submit to the Dean of Graduate School, the approved theses titles, through the Faculty Graduate programme committee.
- c) Any change of thesis title, must be communicated to the Board of the Graduate School.
- d) All research students must acquaint themselves with the Research and Ethics Policy of the University.

5.11.2 Technical Requirement of the Dissertation/Thesis Report

- a. The Dissertation/Thesis shall be written in English and the presentation must be satisfactory. It must be suitable for publication.
- b. The Dissertation/Thesis shall consist of the candidate's own account of his/her research. It may describe work done in conjunction with other person(s) provided that the candidate shall state clearly his/her contribution in the investigation and that his/her statement should have been certified by the supervisor(s).
- c. Any already published work of the candidate may be included in the Dissertation/Thesis, if such information is relevant to the subject matter of the thesis.
- d. A candidate shall not be permitted to submit a work as his/her Dissertation/Thesis for which a degree has been conferred in this or any other university. But a candidate shall not be precluded from incorporating as a critique review only, that challenges the current work and adds new knowledge to the existing work which he/she has already submitted for a degree in this or in another university. Every candidate shall present a short abstract of his/her thesis comprising not more than 350 words, giving a general account of its content, methodology, findings and recommendations, which shall be bound with each copy of the thesis submitted to the Board of Graduate School.
- e. A project work submitted for a PGD, or a dissertation submitted for an MA./MBA/M.Sc. degree, or a thesis submitted for the M.Phil./M.Com/Ph.D. degree must not exceed the number of words or pages, up to the list of references, prescribed by the Graduate School Board below:

		Minimum	Maximum
Humanities	PGD	40 pages/10,000 words	50 pages/12,500 words
	M.A/MBA/MSc.	60 pages/15,000 words	100 pages/25,000 words
	M.Com/M.Phil	120 pages/30,000 words	150 pages/37,500 words
	PhD	200 pages/50,000 words	300 pages/75,000 words
Agriculture/ Sciences	M.Sc.	60 pages/15,000 words	100 pages/25,000 words
	M.Phil.	120 pages/35,000 words	150 pages/37,500 words
	PhD	150 pages/37,500 words	200 pages/50,000 words

- f. In special cases dissertations/theses with number of pages outside the above ranges may be accepted by the Graduate School Board, subject to recommendations by the Departmental/Faculty Committee on Graduate programmes.
- g. Other forms of thesis presentation are subject to Graduate School Board approval.
- h. Three soft bound copies of the draft dissertation/thesis shall be submitted through the Head of department and Graduate Coordinator to the Dean of Graduate School, who shall arrange for its examination. The size shall be standard A4 paper, except for drawings, maps and other materials on which no restriction is placed. Where the dissertation/thesis is typed, only one side of the paper shall be used with a margin of 5 cm on the left hand side of the paper, with a font size 12, and 2.0 line spacing, using Times New Roman. After the dissertation/thesis has been approved, it must be bound in standard form *Art Vellum* or cloth; overcast; edges uncut; lettered boldly up spine in gold (0.5 – 1.25 cm) degree; name and year. This should be done before the award of the degree is published by the Registrar.

5.11.3 Standard Dissertation/Thesis Format

The writing of dissertations and theses is part of the requirements for the award of higher degrees at the University for Development Studies. No higher degree will be conferred until the approved specifications for the writing of dissertations and theses are met. All dissertations/theses consist of three categories of materials, namely: the preliminaries or front matter, the text or the main body of the report, and the back matter (reference and appendices).

5.11.3.1 The Preliminaries

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

5.11.3.2 Spine

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

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

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

M.Sc. PAUL BABA AKOLGO 2014

5.11.3.3 Outer Cover

On the Cover, UNIVERSITY FOR DEVELOPMENT STUDIES must be printed at the top of page, the TITLE OF THE REPORT in the middle of the page and the author’s FULL NAME (without titles) and \ the YEAR of presentation printed at the bottom half of the page (four blocks). The information specified in the brackets below must be provided in vertical order:

[Name of University]

[Title of Thesis/Dissertation]

[Full Name of Candidate (without titles)]

[Year]

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

UNIVERSITY FOR DEVELOPMENT STUDIES, TAMALE

EVALUATION OF AGRONOMIC CHARACTERISTICS OF MAIZE

(Zea mays L.)

PAUL BABA AKOLGO

2014

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

5.11.3.4 Inner Cover

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

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

[Name of University]

[Title of Thesis/Dissertation]

By

[Name of Candidate] [1st or 2nd degree]

[Student UDS ID. No.]

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

[Month and Year]

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

UNIVERSITY FOR DEVELOPMENT STUDIES, TAMALE

EVALUATION OF AGRONOMIC CHARACTERISTICS OF MAIZE

(Zea mays L.)

BY

PAUL BABA AKOLGO (B.Sc. Agric. Tech. OR M.Sc. in Agronomy)

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

MARCH, 2014

Note that the use of 'BY' is permitted here. However, titles are still not acceptable.

5.11.3.5 Declaration Page

Student

I hereby declare that this dissertation/thesis is the result of my own 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 was supervised in accordance with the guidelines on supervision of dissertation/thesis laid down by the University for Development Studies.

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

Name:

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

Name:

5.11.3.6 Abstract

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

5.11.3.7 Acknowledgement

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

5.11.3.8 Dedication

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

5.11.3.9 Table of Contents

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

5.11.3.10 List of Tables/Figures

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

5.11.3.11 Main Text

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

format.

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

5.12 Approval of the Thesis by the Supervisor(s)

i) The thesis must demonstrate the candidate's competence in independent scientific research. It may be an academic thesis on a certain topic, or a collection of separate articles which may or may not have been published previously and which all relate to the topic of the thesis (especially for doctoral thesis) or as determined by the department.

ii) The thesis must be approved by the supervisor(s), who ascertain(s) whether it is worthy to serve as evidence of the candidate's ability to do independent scientific work. If a candidate has more than one supervisor, they must all agree and notify the Graduate Board that they have approved the thesis through the signing of the declaration page of the dissertation/thesis.

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

5.13 Extension of Time For Submission of Dissertation/Thesis

i) A candidate who is unable to submit his/her dissertation/thesis within the stipulated registration period for the programme may apply for one year extension through his/her supervisor(s). This application should be routed through the Head of Department and Graduate Programme Co-ordinators to the Dean of Graduate School. The Board of Graduate School may allow an extension of not more than one academic year. Such candidates will be required to pay the Academic Facility User fees for each year of extension granted.

ii) A candidate who fails to complete his/her programme after the extension period shall be withdrawn from the programme. Such a candidate may however re-apply for admission and pay full fees. If re-admitted within two years after withdrawal, he/she will be credited with the courses already taken.

6.0 APPOINTMENT OF EXAMINERS AND CONDUCT OF EXAMINATIONS

- a) Three soft copies of a dissertation/thesis should be submitted to Graduate School through the candidate's Faculty/School Graduate Co-ordinator at the end of his/her programme to be examined.
- b) One Internal and one External Examiners shall be recommended by the Departmental Committee to the Graduate School to assess an M.A./MBA/M.Sc./MPhil. Dissertation/thesis.
- c) Each Ph.D. thesis shall be assessed by three examiners, comprising one Internal Examiner and two External Examiners

- d) External Examiners shall be recommended by the Department and appointed by the Registrar on the advice of the Graduate School Board.
- e) In principle, the Examiners shall be served with the draft thesis and the decision to allow the candidate to defend the thesis should be made within eight weeks after the candidate has handed in the draft thesis. The decision is reached by the External Examiner(s) who should convey his/her or their decision to the Dean of Graduate School in writing. The candidate is then informed of the decision in writing.
- f) After the Examiners have submitted their reports on the assessment of an MSc./MPhil. thesis and at least two Examiners (including the External Examiner) have passed the thesis, candidates will be required to do an oral defense of the thesis (*Viva Voce*).
- g) Note that a dissertation/thesis that is failed two times by an External Examiner will not be re-examined the third time, and therefore the candidate may be awarded a degree lower than what he/she applied for initially or not awarded any degree.
- h) In the case of PhD all the Examiners (i.e. the Internal and the two External Examiners) must pass the thesis, to enable the candidate to do the oral defense of the thesis (*Viva Voce*).
- i) A candidate who has been refused permission to defend his or her thesis may appeal through the Graduate School Board to the Academic Board for a final decision.
- j) The *Viva Voce* for M.Sc. by research and M.Phil. candidates shall be conducted by a Panel of Examiners comprising the Dean of Graduate School as Chairperson or his/her representative, the Internal Examiner, the Head of Department and the Supervisor.
- k) In the case of Ph.D. candidates, the *Viva Voce* shall be conducted by a Panel of Examiners consisting of the Dean of Graduate School or anybody appointed by the Dean as Chairperson or his/her representative, the two External Examiners, and the Internal Examiner.
- l) The Secretary to the Graduate School Board shall be the secretary to the examination panels.
- m) The Examiners shall send a joint report to the Dean of Graduate School.

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

7.0 CONCLUSION POINTS FOR RESEARCH DEGREES

7.1 Defense of the Thesis

- i) The defense of the thesis shall be public (i.e. open to the University community) in a room designated by the Graduate School or Campus Co-ordinator of Graduate School on the agreed date and in the presence of the examining committee.
- ii) Presentation by the Candidate: The candidate presents and defends his/her work to the audience within 35/45 minutes (in the case of M.Sc./M.Phil. degree) and 60 minutes (in the case of PhD degree). The

procedure must be conducted in English, unless another has been approved by the Vice-Chancellor.

iii) The examining committee acting on behalf of the Graduate School Board, by a majority verdict, decides whether to award the degree or not.

7.2 Submission of Examination Report and Thesis

i) Soon after the completion of the defense, a report on the examination shall be submitted to the Dean of Graduate School for processing.

ii) At the end of the Examination, the Examiners shall recommend any of the following as may be appropriate:

(a) That the degree should be awarded without further amendments to the thesis.

(b) That the degree should be awarded after some corrections or amendments have been made (and shall list those items to be corrected/amended).

(c) That the thesis should be re-examined after major corrections/revisions would have been carried out (and they shall specify the defects).

(d) That the degree should not be awarded (and they shall give detailed reasons).

iii) If the candidate is successful in his examination, he/she is required to make the necessary corrections/amendments as recommended by the examination panel within three months, to the satisfaction of the Internal Examiners and the department who shall certify that all corrections have been satisfactorily effected before the final copies are then printed and bound.

iv) Five bound copies shall be presented to the University using the following recommended colour code schemes as back covers in binding the Dissertations/Theses:

• PGD .	Dissertation	Black colour
• MA/M.Sc.	Dissertation	Green colour
• M.Sc.*./M.Phil.	Thesis	Brown colour
• Ph.D.	Thesis	Blue-Black colour

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

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

- The original copy shall be deposited in the University Library,
- The Department,
- Graduate School,
- Supervisor (s), and
- Candidate.

- (iv) If the candidate fails the oral examination, he/she shall not be allowed to repeat the examination until after six months following the first attempt.
- (v) A candidate shall only be qualified for the award of a Masters degree by research or Doctorate degree if he/she has passed all the prescribed courses, submitted a satisfactory thesis, passed his/her oral examination and has done the minimum number of semesters/trimesters as stipulated for the programme.
- (vi) The effective date of the award of the degree shall be the date of graduation, that is, at the next congregation after the corrected dissertation/thesis is certified by the Graduate School Board and approved by the Academic Board.

8.0 EXISTING GRADUATE PROGRAMMES

The Graduate programmes would lead to the award of degrees or their equivalent. It would also offer short courses that would lead to Skills Development, Higher Certificate, Diploma, and their equivalent. Hence the programmes would lead to the award of Graduate Certificates, Postgraduate Diplomas, Masters and Doctoral awards in their respective disciplines. Details of the programmes can be found in the various Faculty/School handbooks.

8.1 School of Allied Health Sciences

8.1.1 Department of Community Health

8.1.1.1 M.Sc./M.Phil. Community Health and Development (Modular)

Background

The University for Development Studies is a pro-poor community-based university. The University aims to promote the development of communities through training of graduates well oriented and motivated to serve in deprived and underserved communities. It aims to achieve this through teaching, field work, community-based and participatory research and outreach programmes.

Objectives

- a. To provide practical and field-oriented training focused on the duties and responsibilities of a community based health, development and social worker.
- b. To enable participants acquire the ability to critically analyse the health and development needs of the population of a community.
- c. To promote and develop the analytical and critical thinking capabilities of the participants through interaction, discussion, practical exercises and guided reading.
- d. To increase the knowledge of participants about methods used to address community problems and goals, e.g., substance abuse, violence, maternal and child health, healthy lifestyles, water and sanitation and HIV/AIDS.
- e. To enhance core competencies related to community research and intervention e.g. assessing community needs and resources, analyzing problems, strategic planning, designing interventions, evaluating interventions, social marketing and dissemination.
- f. To promote and develop linkages and exchanges of knowledge and experiences between the university and relevant national and international institutions and organizations.
- g. To promote and develop contacts and exchanges of knowledge and experiences with districts, sub-districts, hospitals and other non-governmental organizations in the field of community health and development.
- h. To provide a continually updated analysis of the Ghana health policy, public health

situation and the health system in general.

- i. To provide a continually updated analysis of the development agenda of Ghana.

Duration and Commencement

The normal duration of the M.Sc. programme is 18 months: 10 months will be spent on campus, 4 months for field analysis and field attachment, and 4 months to prepare the Dissertation. It is however 24 months in the case of an M.Phil., and 6 months or more will be devoted for preparation of the thesis.

Admission Requirements

Applicants may have a medical degree, health education, nursing, nutrition, environmental health, veterinary medicine and any other health related degree obtained from a recognized university and at least two years of working experience in the health or development sector. Applicants with a degree other than a health related degree must have at least three years of working experience in the health and development field and must have had a good first degree. Only short-listed candidates will be invited for an interview conducted by the Admissions Board of the University.

8.1.1b. Department of Community Nutrition

- a. M MSc. Public Health Nutrition (PHN) - Modular
- b. M.Phil. in Public Health Nutrition (PHN) – Modular

The MSc/MPhil. PHN programme aims to produce a cadre of practitioners and health professionals for teaching and research in academic institutions and for positions of professional leadership in health and health-related agencies where research is an important function. The MSc/MPhil. PHN graduates will be equipped to advocate better health through diet and nutrition, promote health and reduce the risk of diet-related diseases through educational and environmental approaches to improve nutrition and physical activity.

The MSc. programme covers 16 months duration whilst the MPhil. takes two (2) academic years to complete.

8.2 School of Medicine and Health Sciences

Masters of Public Health (MPH)

Admission Requirements

Applicants with a background in health related professions e.g. Medicine, Pharmacy, Nursing, Life Sciences or applicants with the social sciences like Psychology, Sociology etc. who intend to make a career in any health related profession are particularly encouraged to apply. A candidate with institutional support has a strong advantage.

8.2 Faculty of Agribusiness and Communication Sciences

8.2.1 Department of Agriculture Extension, Rural Development & Gender Studies

8.2.1.1 M.Sc./M.Phil./Ph.D. in Innovation Communication (Full-time)

Background

The programme comprises three options, namely, M.Sc., M.Phil. and Ph.D. in Innovation Communication.

Programme Structure

M.Sc. Programme

The M.Sc. programme will be a one-year (12 months) taught course work that will end with the production of a project paper by the student as part of the requirements for the completion of the programme. The student will have to take all the compulsory core courses for the two trimesters. The third trimester will be dedicated to the writing of a Project Paper. This programme will target mainly practitioners in the field who wish to upgrade themselves to make them more effective and efficient on the job. This will lead to the award of an M.Sc. in Innovation Communication. Preparation of papers for seminar presentation will be an integral part of the programme. Each student will be required to present one seminar per month. The choice of topic will be at the discretion of the student in consultation with the HOD/Supervisor.

M.Phil. Programme

The M.Phil. programme is a two-year (24 months) programme that will end with a supervised written thesis by the student. All students in this programme will go through compulsory core courses in the first year (1st and 2nd Trimesters). In the 3rd Trimester students will follow two elective courses of their choice as part of the preparation for the supervised thesis work in the

second year. Students of this programme will be attached to districts as assistant supervisors during the Third Trimester Field Practical Programme (TTFPP) for 4 weeks to enable them have hands-on practice of the theory they will go through in the first and second trimesters. Each student would write a report at the end of the programme. The second year will be devoted to thesis and each student will be supervised by at least one supervisor/lecturer.

Ph.D. Programme

The programme is purely research, which will end in the production of supervised thesis. It will last for 3 years. Admission into the programme will be restricted to those with M.Phil. degrees or their equivalent. Students who would have gone through the M.Phil. programme run by the department will start their Ph.D. thesis without taking any courses. The first six months of the first year will be devoted to the writing of a researchable proposal. The proposal will be defended in a seminar series before the start of fieldwork. Those with degrees equivalent to the M.Phil. from other institutions will be required to audit some core courses based on their background in addition to the elective courses. This will be done during the first trimester of the first year. They would also have to write and defend researchable proposals.

Eligibility (Admission Requirements)

Applicants to the Ph.D. programme should have an M.Phil. in Innovation Communication or Agricultural Extension or their equivalent from a recognized university. In addition they would be required to submit a 2-pages proposal indicating the topic of their research, a brief background, problem statement, objectives and methodology. Applicants with M.Sc. degrees would take some stipulated core courses (MIC 502; MIC 505a & b; MIC 507; MIC 510 and two elective courses). They would also be required to write a 2-page researchable proposal.

For admission into the Masters programme, applicants should hold (honours) bachelors degree with at least Second Class Upper division in agricultural extension or any related field. Applicants with Second Class Lower division may also be considered. All applicants will be interviewed.

To assist in identifying a suitable thesis supervisor, applicants should submit a short statement

of research interests to help the department's Graduate Advisory Committee locate same before the student is registered for the course.

8.2.1.2 Master of Science in Integrated Rural Development (Full-time)

Programme Overview

The professional Masters' programme is designed to build the capacities and competency of students in the area of integrated rural development to enable them to function as effective and efficient rural development practitioners. For this reason, the programme seeks to impart practical knowledge and skills required for reducing poverty and improving human living conditions in rural Africa.

Programme Objectives

- 1) Develop people with the capacity to function effectively as integrated rural development practitioners
- 2) Train and equip practitioners with knowledge and skills in integrated rural development
- 3) Promote professionalism, and efficiency in integrated rural development;
- 4) Generate alternative frameworks and guidance for rural development
- 5) Encourage the use of sustainable development practices in integrated rural development;
- 6) Identify cost-effective elements in sustainable design and;
- 7) Highlight innovations and encourage knowledge-sharing in integrated rural development.

Target Group

The programme is open to students from all over Africa. The target groups are rural development agents or practitioners (e.g. Agricultural Extension Officers, Forestry Field Workers, District Assembly Officials), Senior High School Teachers, Rural Social Workers or Community Development Workers, Middle level policy makers, Research and Teaching Assistants, Scientists of Research Institutions and other professionals whose vocations relate to rural development.

Prospects of MSc in IRD Programme

Graduates from the professional Master's programme serve as facilitators in consultancies, NGOs and government establishments. They may also serve as rural development specialists in NGOs and research institutes, as well as government agencies. Graduates may also be employed as conflict mediators in government organisations, NGOs and private companies. Graduates may also be employed as project leaders in NGOs. Graduates of the programme may also set up and manage their own companies and NGOs, depending on their interest and special circumstances.

Entry Requirements:

General entry requirements

All applicants to this programme are required to pass a selection interview to be conducted by the University.

The minimum requirements for admission are:

A Bachelor's degree in Agriculture, Social Science and Humanities from any approved / recognized University or Institution with a minimum of Second Class (Lower division). All applicants shall be interviewed for admission.

8.2.2 Department of Agricultural and Resource Economics

8.2.2.1 M.Sc./M.Phil./PhD Agricultural Economics (Full-time)

Background

Agricultural Economics is an applied field of study with particular relevance to agriculture, policy, business and rural development. It is central to the efficient use of resources and the optimisation of farmers' returns, to ensure continued and accelerated agricultural and national development. Agricultural Economics plays vital roles in various sectors of any economy. It operates in various areas of development such as industry, education, agriculture and rural development. The study and application of the principles of Agricultural Economics has helped in the development of many economies of the world. The uniqueness of Agricultural Economics is its multidisciplinary nature, bringing together knowledge of the social and natural sciences to solve problems that relate to human livelihoods. Ghana crucially needs

Agricultural Economists to tackle the myriad socio-economic problems confronting people, especially the rural folks in agricultural and allied sectors. With climate change and its effects making agricultural production increasingly risky, expertise in Agricultural Economics is required, more than ever before, in a developing country like Ghana to optimize farm productivity towards meeting the Millennium Development Goals (MDGs). This is particularly crucial as the greatest percentage of Ghana's population earn their living from agriculture.

Aim

To provide students and development practitioners with useful quantitative and qualitative analytical skills, practical knowledge, expert leadership and field experience to help solve the complexity of problems facing agricultural and rural development in Ghana and in the West African sub-region.

Objectives

The proposed MSc/M.Phil/Ph.D programme in Agricultural Economics has been designed with the following objectives:

1. To provide in-depth training in the application of economic theory and empirical research methodology to practical agricultural problems at the micro and macro levels;
2. To emphasise the analysis of existing and potential agribusiness problems in Ghana in particular and the West African sub-region as a whole; and
3. To help sharpen and update the knowledge and skills of Agricultural Economists working on the field towards the creation of pertinent innovations for agricultural development in Ghana.

Programme Structure

The Department of Agricultural and Resource Economics offers an M.Sc./M.Phil./PhD programmes leading to the award of a Master or a Doctorate degree respectively in Agricultural Economics. Listed below are admission and degree requirements for each programme.

M.Sc./M.Phil. Programme and Admission Requirements

The M.Sc/M.Phil programmes will entail various courses in Agricultural Economics. Students will have the opportunity to apply scientific knowledge to solving agricultural production and utilisation problems, including undertaking econometric analysis of agricultural production, farm resource allocation and management, project management, monitoring and evaluation, agricultural trade and marketing, and natural resource utilisation and management problems.

To be considered for admission into the M.Sc./M.Phil programmes, applicants should hold an honours first degree with at least Second Class Upper division in the agricultural and social sciences. To assist in identifying a suitable thesis supervisor, applicants should submit a short statement of research interest to help the department's Graduate Advisory Committee locate same before the student is registered for the course.

M.Sc/M.Phil Degree Requirements

M.Sc./M.Phil. students will be required to register five compulsory core graduate courses for the first trimester of year one. In the second trimester, students in the department will register a minimum of 11 credits which shall include three courses in intended area of specialization, and at least one elective course. Student must maintain an average minimum grade B after the first trimester to progress to the option of M.Phil. or remain in the M.Sc. programme. Notwithstanding this, a student may still opt for M.Sc. even though a minimum B average has been maintained. Each student is required to present three seminars in addition to the core studies. The first will be a review of current activity in a branch of Agricultural Economics unrelated to the student's research and the second will be a review of the students intended work. Both will be presented in the third trimester of the first year. The third seminar will be a presentation of the results of the student's own research. The thesis research is planned by the student in consultation with the supervisor and approved by the Board of Graduate Studies during the first trimester of the Programme. The minimum and maximum periods stipulated for the completion of a course, whether on part-time or full-time basis are contained in the general preamble for postgraduate courses.

Ph.D. Programme and Admission Requirements

The Ph.D. programme provides for emphasis on the fields of specialization. The focus of the Ph.D. degree is independent research of selected agricultural and socio-economic problems

leading to a written thesis that must be defended before the graduate faculty. The programme will be an intense one, providing both intellectual challenges and opportunities to highly motivated students wishing to advance their knowledge and expand their career potential beyond the undergraduate and M.Sc/M.Phil degrees.

The minimum requirement for admission into the Ph.D. programme is a M.Sc./M.Phil. degree by thesis and supporting letters of reference. It should also be possible for a student to transfer from the M.Sc. programme without completing the requirements for the latter if the student has an excellent academic record and shows a strong aptitude for research which can be expanded to the doctoral level. Applicants must submit a one-page statement of academic interests, background experience, and career goals to assist in the identification of a faculty supervisor who has the facilities and funding necessary to support the thesis research. Students may be admitted in any trimester if there is justification to do so by virtue of the preliminary preparation and the time schedule in which the research is to be conducted. This should be explicit in the one-page statement submitted.

PhD Requirements

The major emphasis on the Ph.D. programme is research and the preparation of an acceptable thesis. There are no specific course requirements except for the seminar. However, in consultation with the Advisory Committee, the student is required to select prescribed courses of study if he/she is evaluated and found academically weak in the chosen area of research. Each Ph.D. student is required to present three seminars. The first seminar will be a literature review and thesis proposal. The second will review a current topic in a branch of Agricultural Economics unrelated to the student's research. The third will be a presentation of the results of the student's own research. A qualifying examination will therefore be written after the first trimester to qualify the student as a fully-fledged candidate. In addition, the Advisory Committee is required to submit a written evaluation of the student's performance to date in research and the student's potential as a researcher to the Board of Graduate studies. Upon completion of this qualifying examination, the student becomes a candidate for the Ph.D. degree. The Ph.D. programme is completed by the submission and successful defense of an acceptable thesis.

8.3 Faculty of Agriculture

8.3.1 Department of Animal Science

8.3.1.1 M.Sc./M.Phil./Ph.D. in Animal Science (Full-time)

Background information

Animal production is an increasingly important agricultural industry in the country and particularly in Northern Ghana where the University for Development Studies is situated. Animal production in Ghana will face significant challenges over the next decade in order to meet the increasing demand for protein from a growing population, given the threat of climate change and changing social expectations. Therefore, the industry has a continuing need for animal scientists who understand the scientific principles relating to efficient animal production. The proposed post-graduate programme sought to train animal scientists who would provide innovative solutions to the myriad of problems facing the animal industry especially in Northern Ghana. Some of these problems include, feeding of ruminants during the dry and cropping seasons, mortality rate and productivity of the local guinea fowl and hygienic handling and processing of animals products. The students will conduct in-depth research which will focus on solving the peculiar problems facing the livestock industry in our catchment area.

The objectives of the programme are to:

- ❖ Provide students with scientific knowledge required for animal research and investigational projects to improve animal productivity
- ❖ Provide students with detailed information on various disciplines of animal science.
- ❖ Enable students apply principles of scientific inquiry to solve problems related to the animal industry, particularly in our catchment area
- ❖ To train personnel for teaching and research in local and international Universities.

This programme has specialization in the areas of Meat Science and Technology, Breeding, Nutrition, Production and Reproductive Physiology. All Masters students will be required to follow a common course in the first trimester of year one and in the second trimester, they will

then register courses in their intended areas of specialization. In the second year, they will conduct their projects in their areas of specialization. Doctorate students will conduct their research in one of the specialized areas.

Admission Requirements

Masters admission requirements:

- To be considered for admission, applicants should hold (honours) Bachelors degree with at least Second Class Upper division in agricultural, biological or allied sciences.
- Applicants with Second Class Lower division may also be considered.
- All applicants will be interviewed.
- To assist in identifying a suitable thesis supervisor, applicants should submit a short statement of research interest to help the department's Graduate Advisory Committee locate same before the student is registered for the course.

Masters degree requirements:

M.Sc./M.Phil students will be required to register five compulsory core graduate courses for the first trimester of year one with a minimum of 15 credit hours. In the second trimester, all categories of graduate students in the department will register a minimum of 4 courses with a minimum of 11 credit hours which shall include three courses in their intended area of specialization, and at least one elective course. A student must obtain a minimum of B+ in all courses taken after the first trimester in order to progress to the option of M. Phil. or remain in the M.Sc. programme. Notwithstanding this, a student may still opt for M.Sc. even though a minimum grade of B+ has been obtained in all courses after the first trimester. Each student is required to present three seminars in addition to the core studies. The first will be a review of current activity in a branch of Animal Science unrelated to the student's research to be presented in the first trimester of year 1 and the second will be a review of the students intended work. This will be presented in the third trimester of the first year. The third one will be a presentation of the results of the student's own research in year II. The thesis research is planned by the student in consultation with the Supervisor and approved by the Board of Graduate School during the first trimester of the programme. The minimum and maximum periods stipulated for the completion of a course, whether on part-time or full-time basis are

contained in the general preamble for post-graduate courses.

Master of Science (M.Sc.) Programme

- This will last for 18 months (12 months for lecture/tutorials & practicals and 6 months for thesis. A maximum of 24 months is allowed for the programme.
- A minimum of 38 credit hours will be made in the course work

Master of Philosophy (M.Phil.) Programme

- This will last for 24 months (12 months lecture/tutorials & practicals and 12 months research work). A maximum period of 30 months is allowed for the programme
- A minimum of 38 credit hours will be made in the course work

Ph.D. admission requirements:

The usual minimum requirement for admission into the Ph.D. programme is a M.Sc. degree by thesis or M.Phil. and supporting letters of reference. It should also be possible for a student to transfer from the M.Sc./M.Phil. programme without completing the requirements for the latter if the student has an excellent academic record and shows a strong aptitude for research which can be expanded to the doctoral level. This will be evaluated by the Graduate Advisory Committee of the department for onward consideration by the Board of Graduate School. The student should have done a minimum of 15 credit hours before the transfer. Applicants should submit a one-page statement of academic interest, background experience, and career goals to assist in the identification of a faculty supervisor who has the facilities and funding necessary to support the thesis research. Students may be admitted in any semester if there is justification to do so by virtue of the preliminary preparation and the time limit in which the research is to be conducted. This should be explicit in the one-page statement submitted.

- The Ph.D. programme will last for a minimum of three years and a maximum of four years.
- A qualifying examination covering courses that have been studied by the candidate as a result of the audit and on any area relevant to the student's project will be written

within the first four months.

Ph.D. degree requirements:

The major emphasis on the Ph.D. programme is research and the preparation of an acceptable thesis. There are no specific course requirements except for the seminar. However, in consultation with the Advisory Committee, the student is advised to audit some courses at the masters level if it is revealed he/she has some deficiencies in the chosen area of research. Each Ph.D. student is required to present three seminars. The first seminar will be a literature review and thesis proposal. The second will review a current topic in a branch of Animal Science unrelated to the student's research. The third will be a presentation of the results of the student's own research. A qualifying examination will therefore be written after the first trimester to qualify the student as a full fledged candidate. In addition, the Advisory Committee is required to submit a written evaluation of the student's performance to date in research and the student's potential as a researcher to the Board of Graduate School. Upon completion of this qualifying examination, the student becomes a candidate for the Ph.D. degree. The Ph.D. programme is completed by the submission and successful defense of an acceptable thesis.

8.3.2. Department of Horticulture

8.3.2.1 M.Sc./M.Phil./Ph.D. in Horticulture (Full-time and Sandwich)

Objectives

Postgraduate programmes in the Department of Horticulture shall be conducted according to the course unit format of the University for Development Studies and will be conducted at the Faculty of Agriculture, UDS. The programmes shall be administered by the Graduate School, UDS. The programmes are as follows:

Master of Science in Horticulture

This is a full-time programme comprising of course work and research project. The MSc programme is a one-year (12 months, 3 trimesters) taught course work that ends with the production of a dissertation in one of several disciplines including Olericulture, Pomology,

Post-harvest Physiology, Post-harvest Technology, Seed Science and Technology, Landscape Design and Floriculture as part of the requirements for the completion of the programme. The M.Sc. student has to take all the compulsory core courses for two trimesters and at least one elective course per trimester. The third trimester is used for completion of a dissertation for submission to the Board of Graduate School. Each student is supervised by one or more supervisors.

Eligibility (Admission Requirements)

Applicants with First Class or Second Class Upper degree in Agricultural Technology / Agriculture, Biological Sciences or related subject area from recognized universities may gain direct admission to pursue M.Sc. Horticulture. Applicants with Second Class lower degree will be interviewed before admission.

Master of Philosophy in Horticulture

Students will take four core courses and at least one elective course each in first and second trimesters before proceeding to the period of thesis work. It will end with a supervised written thesis by the student which will be taken from an aspect of one of the following options: Olericulture, Pomology, Post-harvest Physiology, Post-harvest Technology, Seed Science and Technology, Landscape Design and Floriculture. Each student will be supervised by one or more supervisors.

The entire programme will have a minimum duration of two academic years and a maximum of three years. M. Phil candidate will be expected to deliver at least three seminars. The first seminar shall be at the beginning of the year of admission. This shall comprise an introduction of the candidate's proposed research. Upon approval by the Departmental Board, the student shall proceed on the course with his / her supervisor (s). The second seminar shall be on progress report of the said student's work. A candidate who does not show commitment/seriousness at this stage may be advised to terminate the programme. A third seminar shall be on the findings of the said student's research. Candidates shall be expected to defend their thesis (viva voce).

Eligibility (Admission Requirements)

Applicants with First Class or Second Class Upper Degree in Agricultural Technology / Agriculture with Horticulture option from recognized universities may gain direct admission to pursue M.Phil Horticulture. Candidates who have successfully done the MSc programme run by the department shall require one year to read the M. Phil programme.

Doctor Of Philosophy in Horticulture

Doctor of Philosophy programme in Horticulture is a three year full time programme spread over nine trimesters. Ph.D. candidates shall undertake a major research in any of the options of Horticulture: Olericulture, Pomology, Post-harvest Physiology, Post-harvest Technology, Seed Science and Technology, Landscape Design and Floriculture. They shall be assessed mainly by presenting seminars, annual reports, viva voce and thesis. PhD candidates shall deliver at least one seminar per year. In addition, a candidate shall submit annual reports upon which he / she shall be invited for mini-viva by internal examiner (s) who will recommend whether the candidate should continue or terminate the programme.

Eligibility (Admission Requirements)

Admission into PhD Horticulture programme shall be restricted to those with M.Phil / M.Sc degrees in Horticulture with research or their equivalent. Admission shall require relevant researchable proposals. Candidates shall be interviewed before admission.

8.3.3 Department Of Agricultural Mechanisation & Irrigation Technology**8.3.3.1 M.Sc./M.Phil./Ph.D. in Soil & Water Conservation & Management (Full-time)****Background**

Situated in the Savannah Ecological Zone of Ghana, the University is at the heart of the area with the largest rural population and lowest income, with migratory problems and the highest erosion and land degradation in the country. It is very clear that the proposed programme will help address some of the country's pertinent problems, such as degradation of natural resources which is a major area of concern for both government and donor organizations supporting Ghana's sustainable development.

Objectives

The objectives of the programme are therefore to:

- Train the requisite manpower to conduct research into soil and water management problems
- To train personnel to engage in these issues at levels of community as well as relevant public and private agencies
- To conduct research and obtain solutions to pertinent soil and water management technology problems.

Programme Structure

M.Sc. Programme

This is a full-time programme and consists of course work and a research project. Course work will be conducted over a period of three trimesters of 14 weeks each. The entire programme duration will be about 24 months or 2 academic years with approximately 18 months course work and six months for the project.

M.Phil. Programme

For the MPhil. degree a full year of research work will be required following the completion of course work. The course work will be conducted over a period of three trimesters of 14 weeks each.

Ph.D. Programme

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

Proposed Doctor of Philosophy (PhD) programme structure

Year	Activities of the programme for the year
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1		Literature review, audit courses in academic writing and research methods
2	1 st Trimester	Research Proposal and Seminar
	2 nd Trimester	Research/Field work and Seminar
	3 rd Trimester	Research/Field work, end-of-year progress report by seminar evaluation
3	1 st Trimester	Written progress report from team of supervisors
	2 nd Trimester	Writing of thesis
	3 rd Trimester	Final seminar, presentation of thesis, oral examination and corrections to thesis

Eligibility and Duration

To be eligible for admission to the Doctor of Philosophy degree programme, a student must have obtained a Master's degree from this University or its equivalent from any other University recognized by the Academic Board of this University. Candidates with first class honours degrees in cognate areas (specific requirements for different programmes) may be admitted to a preliminary year and be assigned prescribed courses which must be passed at the B+ level (65% or higher) before formal commencement of the programme may be allowed. A candidate may choose to do the programme on full-time or part-time basis, but the first academic year of the programme (for both categories) will be fully residential. The minimum duration (excluding preliminary year) shall be 3 years (4 years for part-time), and maximum allowed is 5 years (6 years part-time).

Course Registration

Candidates for the PhD degree shall normally be expected to register only for their Research Seminar and Theses. However, a candidate may, if considered necessary, be required to register for an approved combination of courses on the recommendation of the Departmental/Faculty Board. List of such courses must be made available to the Board of Graduate School.

Assessment

- a. Candidates for the Ph.D. degree shall be assessed within twelve months of registration by means of a comprehensive examination or seminar.
- b. Candidates who fail to attain a satisfactory level of performance shall be advised to withdraw from the programme.
- c. The level of performance shall be determined by the Departmental Post-graduate committee.

Post-graduate Supervision

Each student shall have a supervisory team of 1 to 2, constituted by the Department Board with at least one person from the primary area of study. The research work shall normally be carried out under the guidance of the supervisory committee of academic staff appointed by the Academic Board on the recommendation of the Board of the Graduate School. There shall be a major supervisor.

Admission Requirements

Candidates with First Class or Second Class Upper Degree in Agricultural Technology, Agricultural Engineering, or Agriculture and Soil Science or allied courses from a recognized university may gain direct entry. Candidates with Second Class Lower Division will be interviewed prior to admission to the programme. A potential candidate for PhD degree must provide proof of having already obtained M.Sc., M.Eng or an M.Phil. degree in related field to qualify for admission. The degree of Doctor of Philosophy (PhD) is awarded on the basis of a research programme in which a candidate has made an original and significant contribution to knowledge.

8.3.3.2 MSc./M.Phil./Ph.D. Post-Harvest Technology (Full-time)

Background

The M.Sc./M.Phil./Ph.D. programme is designed to address the need for effective post-harvest technologies and enhancement of agriculturists' income levels.

Objectives of the Programme

The objectives of the programme therefore are to:

- i. Train the requisite manpower to conduct research,
- ii. Train personnel to engage in agro-processing to address post harvest issues in communities and industry, and
- iii. Conduct research and obtain solutions to pertinent post-harvest technology problems.

Programme Structure and Duration

The programme would be conducted at the Faculty of Agriculture, UDS. The programme shall be conducted on a course unit basis according to the format developed by University for Development Studies. This full-time programme consists of course work and an independent research project.

Course work will be conducted over a period of three trimesters of 14 weeks each. The entire programme duration will be about 18 months, with further six months for the research project.

For MPhil. degree, a full year of research work will be required following the completion of the course work.

Eligibility

Candidates with First Class or Second Class Upper Degree in Agricultural Technology, Agricultural Engineering or allied related courses from a recognized university may gain direct entry. All candidates will be interviewed prior to admission to the programme. A potential candidate for PhD degree must provide proof of having already obtained MSc, MEng or an MPhil degree in a related field to qualify for admission.

8.3.4 Department of Agronomy

8.3.4.1 M.Sc./M.Phil. /Ph.D. in Crop Science (Full-time)

Programme Structure

The Department offers M.Sc./M.Phil. and Ph.D. programmes in Crop Science with Agronomy,

Crop Physiology, Crop Protection, Plant Pathology and Weed Science as options.

M.Sc. Programme

Successful candidates could be allowed to continue to M.Phil. or Ph.D. depending on their performance after two trimesters of teaching. A student who qualifies to continue to M.Phil. or Ph.D. but wishes for the M.Sc. can opt for it.

The M.Sc. programme will be a one-year (12 months, 3 trimesters) taught course work that will end with the production of a dissertation by the student as part of the requirements for the completion of the programme. The student will have to take all the compulsory core courses for the two trimesters and at least two electives per trimester. As indicated above, the third trimester will be for TTFPP, and a dissertation will be presented for examination. This programme will target mainly Ministry of Food and Agriculture (MoFA) staff and other practitioners in the field who wish to upgrade themselves.

M.Phil. Programme

Candidates who qualify from the M.Sc. to read the M.Phil. programme will continue for one more year. They will take a minimum of three elective courses of their choice before proceeding to the period of thesis work. It will end with a supervised written thesis by the student. Each student will be supervised by one or two supervisors.

The duration of the M.Phil. programme shall be a minimum of 2 years and a maximum of 3 years. If a student fails to achieve the required standard for the award of an M.Phil. degree, the Board of Graduate School may consider the candidate for the award of an M.Sc. Degree.

Ph.D. Programme

The programme is purely a research one that will end in the production of supervised thesis. It will last for a minimum of 4 years. Admission into the programme will be restricted to those with M.Phil. degrees or their equivalent. Students who would have gone through the M.Phil. programme run by the department will start their PhD thesis without taking any courses. However, together with students from other institutions with degrees equivalent to an M.Phil., they may be advised to audit some courses to make up for some deficiencies, identified by their supervisory committees and or supervisors. Within the first 6-7 months of the start of the

programme, each student will be required to present and defend a researchable proposal at a public seminar. Between the first seminar presentation and the final one, candidates must present a progress report for scrutiny by their supervisory committees. Depending on performance, a student could be advised by the supervisory committee to withdraw.

Eligibility (Admission Requirements)

Eligible candidates for admission should normally be holders of a B.Sc. degree with a minimum of Second Class Upper Division or its equivalent in relevant disciplines from recognized Universities. Applicants will be shortlisted and interviewed for admission. M.Sc. holders who would want to upgrade themselves may also be considered for the M.Phil programme. The minimum requirement for a PhD programme should be an M.Phil. or its equivalent from a recognised University.

8.3.5 Department of Biotechnology

8.3.5.1. M.Sc./M.Phil./Ph.D. in Biotechnology (Full-time)

Background

Biotechnology has assumed a very important role in agriculture and agriculture-related industries worldwide. The University for Development Studies (UDS) was established with a special mandate of blending “the academic world with that of the community in order to provide constructive interaction between the two for the total development of Northern Ghana in particular and the country as a whole”. As part of its aims to attain its specific goals, the UDS has from its inception been working towards the establishment of the Department of Biotechnology to offer opportunity for training and research in biotechnology. Equipping students with the concepts, principles and application of biotechnological know-how will greatly enhance their ability to help tackle the task of sustaining and improving agricultural production, and in a broader sense contribute immensely to achieving food security and its consequential socio-economic security in the savannah regional community where UDS is located

Philosophy and Objectives

In line with the vision of the UDS Graduate Programme to produce scholars and practitioners sensitive to current developmental concerns and who can combine theory with practice, the post-graduate programme in Biotechnology aims at producing scholars who will apply recent biotechnological know-how for the developmental needs of Northern Ghana especially and Ghana as a whole. The Northern sector is plagued with drought problems which affect agro-production. The rapid extension of the sahelian region into this section of the country means there is a loss of biodiversity. The increased population and consequent land over-use and poor management has also lead to more increase in cost of agro-production. The lists of issues are more than what has just been mentioned. Biotechnology can be applied to ameliorate some of these problems. To help in the socio-economic transformation of deprived communities for national development, the following objectives have been set. Through training, teaching and research, graduands from the programme will be equipped with the following:

- The knowledge of applications of biotechnological principles in the Agro-production/ processing areas (use of transformed plants and animals).
- The knowledge and techniques of environmental bioremediation.
- The knowledge of how to exploit the beneficial principles from traditional foods to health needs.
- The knowledge and techniques of, and industrial applications of, biotechnology such as bio-mining of surface gold.
- Staff capacity and equipment of the department will be developed into a biotechnological unit or centre for the entire University where various independent or inter-disciplinary researches in the various areas of biotechnology take place.

Duration, Structure and Evaluation of Programmes

The programme will be full-time and will be conducted in the Faculty of Agriculture of the UDS. The M.Sc. aspect will be conducted over one and a half years, and will consist of a full year of course work, six months of research and an essay write up. The course work should earn 37 credits while the essay earns 6 credits, making a minimum total of 43 credits. The M.Phil. programme will be conducted in not less than two academic sessions, consisting of one

year of course work (37 credits) and a year of research project work with a report write-up earning 10 credits, which brings it to minimum sum of 47 credits.

Admission Requirements

First Class or Second Class Upper Degree in Agricultural Sciences, Biochemistry, Biological Sciences and or an equivalent qualification from a recognized university may gain direct entry into the M.Sc./M.Phil. programmes. Applicants with Second Class Lower division will have to undergo further interviews for consideration. Outstanding M.Sc./M.Phil. students may after their first year coursework apply to be registered for the Ph.D. The Departmental Graduate committee, upon evaluation of the student performance and the availability of supervisors, may accept the student for the Ph.D. programme. The student will be awarded the Ph.D. degree if he/she successfully completes the thesis work in three years. With the above exception, admission requirements into the Ph.D. programme are that a candidate should be an M.Sc./M.Phil. holder and should have passed an admission interview conducted by the Graduate School Board.

8.4 Faculty of Mathematical Sciences

8.4.1 Departments of Mathematics and Applied Statistics

8.4.1.1 P.hD.in Mathematics/Computational Mathematics (Full-time)

8.4.1.2 P.hD. in Statistics/Applied Statistics/Biometry (Full-time)

Doctor of Philosophy (Ph.D.)

The degree of Doctor of Philosophy (Ph.D.) in Mathematics/Statistics/Applied Statistics/Biometry is awarded on the basis of a research programme in which, a candidate has made an original and significant contribution to knowledge.

Eligibility and Duration

To be eligible for admission to the Doctor of Philosophy degree programme, a student must have obtained a Master's degree from this University or its equivalent from any other University recognized by the Academic Board of this University. Candidates with First Class honours degrees in cognate areas (specific requirements for different programmes) may be

admitted to a preliminary year, and be assigned prescribed courses which must be passed at the B+ level (65% or higher) before formal commencement of the programme may be allowed. A candidate may choose to do the programme on full-time or part-time basis, but the first academic year of the programme (for both categories) will be fully residential. The minimum duration (excluding preliminary year) shall be 3 years (4 years for part-time), and maximum years allowed is 5 years (6 years part-time).

8.4.1.3 M.Sc. in Mathematics (Full-time)

The Master of Science degree in Mathematics is awarded on the basis of course work (70%) and a dissertation (30%). The examination of the M.Sc. dissertation shall follow the same guidelines just as the Ph.D.

Eligibility

First degree holders with at least Second Class Lower classification in Mathematics or Mathematical Sciences qualify for admission into the programme. The duration of the programme is 2 academic years and maximum 3 academic years. Course work shall be in the first academic year. At the end of the first year of course work, the Department Board may recommend the progression of candidates to the Ph.D. on basis of superior (par-excellence) performance on advice of the supervisory team. However, candidates who progress to complete the M.Sc. with overall pass of 65% or higher (including 65% passes in at least three-quarters of the courses and the dissertation) will be awarded the Masters degree and recommended for the Ph.D. with two years minimum duration.

8.4.1.4 M.Sc. in Statistics/Applied Statistics/Biometry (Full-time)

The degree of Master of Science in Statistics or Applied Statistics or Biometry is awarded on the basis of course work (70%) and a dissertation (30%). The examination of the M.Sc. dissertation shall follow the same guidelines as Ph.D.

Eligibility and Duration

Graduates with at least Second Class Lower honours in Statistics, Mathematics, Mathematical Sciences qualify for admission to the M.Sc. in Statistics/Applied Statistics/Biometry

programme. Admission to other science graduates (Second Class Upper minimum) is possible for the Applied Statistics option, but may be required to take additional undergraduate courses during the first trimester; such applicants will usually spend an extra trimester beyond the normal minimum programme duration of 2 academic years.

Generally, the programme requires registration and passes in minimum of 22 credits in the first year; the supervisory team shall recommend to Departmental Board a list of courses to be offered by candidates, depending on candidates' background and special interests (Statistics or Applied Statistics). Courses may include under-graduate courses, in which case unit load will be reduced by 33%, that is, a 3 credit under-graduate course offered by a graduate student may be recorded as 2-credit for purposes of graduate credit.

Second year is devoted to one or two electives, dissertation (6 credits) and defense, in addition to teaching assistantship in at least 2 under-graduate courses (2 credits). However, the Department Board may recommend conversion of candidates to the PhD on the basis of year one performance and on advice of the supervisory team. In general, candidates who complete the course work with 65% or higher overall (including 65% passes in at least three-quarters of the courses and the dissertation) will be awarded the Masters degree and be allowed to continue for a minimum of 2 years towards acquiring the Ph.D. Terminal Masters degree will be awarded to those with average lower than 60%.

8.4.1.5 Post-graduate Diploma in Applied Statistics/Data Management (Sandwich and Full-time)

Objectives

In recent times, there has been a significant appreciation of the need for the use of statistics in decision-making in all sectors and at all levels rather than relying on intuition. This has led to many officials coming out with statistical results which are sometimes questionable and even contradictory. Part of this misuse and or abuse of statistics are as a result of lack of appropriate training.

The Post-graduate diploma programmes are designed to:

- make Students comfortable with data and its use, statistical techniques and the

interpretation of results.

- train clients in the appropriate use of statistical techniques to avoid abuse.
- equip students with practical training in the use and interpretation of statistics, enabled by a good appreciation of statistical theory.

The course structure and content is designed to take care of the general need of the practicing statistician as well as the specific need of special groups. It is designed with the following categories of people in mind;

1. Those who want to practice Statistics, and Data Management as a profession.
2. The researcher who needs to equip himself/herself with appropriate statistical tools, enough to make him/her conduct research comfortably without seeking solutions to basic statistical questions.
3. Those who by their chosen profession, find that they need a better appreciation of Statistics, or Data Management techniques than they were trained for, to perform creditably.
4. Those who want to pursue further studies in Statistics but do not have the requisite basic knowledge to do so easily.

Employment Prospects

The programme benefits include potential career opportunities in academic institutions, private sector and non-governmental organizations, as well as further studies in statistics.

Entry Requirements

To be eligible for admission to the Postgraduate Diploma (PGD) in Applied Statistics programme, a student must have obtained a Bachelor's degree from this University or its equivalent from any other University recognized by Academic Board of the University. In addition, a student is expected to have some knowledge of Mathematics not below the level of the General Certificate of Education (GCE) at Advanced level or its equivalent.

Programme Component

Course of Study

A candidate admitted is required to follow the approved course of study over the prescribed period.

Programme options

The programmes available are:

- Post-graduate Diploma (PGD) in Applied Statistics
- Post-graduate Diploma (PGD) in Data Management

Duration of Study Programmes

The minimum and maximum period for completion of the PGD programme will be two sessions.

Registration, Re-registration and Interruption

PGD students are required to register courses to be taken in every session. A student who is not able to complete the PGD programme within the programme duration may be allowed to re-register for an additional one year. However, students who wish to interrupt their academic programme must write to inform the Faculty and Graduate School for approval.

8.4.1.6 Post-graduate Diploma in Computer Science (Sandwich and Full-time)

Introduction

The Post-graduate Diploma (PGD) in Computer Science mounted by the Department of Computer Science provides the opportunity for Ghanaian men and women to acquire the knowledge and skills relevant to successful careers and fulfillment in an increasingly globalising and competitive world. The proposed PGD programme provides both intellectual challenges and opportunities to people who are highly motivated and wishing to advance their knowledge in Computer Science. The introduction of this programme is in the right direction as countries all over the world are advancing technologically.

Goals

The goals of the programme are to:

- i) provide academic opportunities and experiential learning to the graduates.
- ii) meet the demand for higher academic training at the graduate level.

- iii) provide graduates with knowledge, skills and attitudes to function as Computer Science experts.
- iv) provide graduates with leadership and team building skills.
- v) expose graduates to global and best management practices in Computer Science.

Objectives

The objectives of the programme are to:

- prepare students for lifelong learning that will enable them to move beyond today's technology to meet the challenges of the future.
- prepare students for a career in the IT industries.
- expose students to vocational elements of computer systems and the application of IT in modern business.
- prepare students to be well qualified to play a disciplined and creative part in IT consultancy.
- prepare students to be capable and responsible IT professionals.
- prepare literate individuals who value computer science and appreciate its role in society.
- stimulate a spirit of inquiry and develop a variety of problem-solving and decision-making skills and abilities.
- build students' skills in critical thinking, problem solving, and the handling of unfamiliar situations.
- provide sufficient experience for students to become informed consumers of computer services, hardware, and software, and be aware of the limitations of computer systems.
- provide a broader understanding of information technology required for effective participation in society.

- promote adventure and discovery in the learning and teaching of computer science/Information Technology, so that students are equipped to cope with their environment more effectively and more imaginatively (not simply to drill students into parrot-type learning).

Admission requirements

Graduates with at least Second Class Lower honours in any discipline or good honours degree acceptable to the Department in any Mathematical Sciences related programme, qualify for admission into the programme.

8.5 Faculty of Integrated Development Studies (FIDS)

8.5.1 Department of African and General Studies

8.5.1.1 M.A. in Development Communication (Sandwich)

Background

The general aim of the programme is to provide theoretical orientation and skills in order to enable students to actively engage stakeholders in the assessment and prioritization of development needs, and the provision of inputs that will lead to a more effective and sustainable design of development initiatives.

Main Objectives

- To engender in students a critical and analytical mindset that would enable them to stimulate public awareness and understanding of planned change, and the agency/organization that is promoting it, so as to create a climate of acceptance under which the agency can do its appointed work .
- To foster in students the ability to perceive the objects of development project in terms of people through the application of scientific methods to side-step the barriers in the way of achieving that goal.

Master of Arts (MA)

For the Master of Arts (MA), course work will be offered in two trimesters and the dissertation/term paper written alongside, from the second trimester and completed by the end of the third trimester. The duration of the programme will be between 12 to 18 months.

Eligibility

Candidates for the M.A programmes shall be first degree holders, or their equivalent, with at least Second Class Upper division or Second Class Lower with a minimum of two years practical experience in development work.

8.5.1.2 M.Phil. in Development Studies (Sandwich & Full-time)

Background

The objective of this programme is to develop qualified and capable practitioners and high-class researchers and lecturers in the speciality of integrated development studies, particularly in the field of endogenous development. It has as its target, those with their first degrees currently in various fields of endeavour or already gainfully employed in the field of development work. It is also attractive for qualified individuals seeking employment or advancement in relevant government departments, international agencies, NGOs and consultancies, and for those interested in further research and teaching within Research and the University environment. It is a Sandwich programme of 12 months spread over four sandwich year's duration whilst the full-time programme runs for two (2) academic years.

The programme provides a professional challenge that combines theory with practice (praxis), and moves research to the doorsteps of rural communities. It is intended to be holistic in its approach, action-oriented, and demand-driven in its effort to address relevant problem areas that are limiting the self-actualisation of rural communities.

Interactive and iterative, gender and environmentally sensitive, and sustainability oriented approaches will be adopted for classroom teaching, examination and thesis work in order to evolve scholars who are sensitive to current developmental concerns. A similar adoption will be made for conflict related issues such as rights-based concerns, policy review and advocacy, partnering and partnerships, and civil society empowerment.

In addition to student performances as spelt out above, every Supervisor or Promoter will be

expected to develop and publish a paper related to the work of the student he/ she is in link with and this will also be presented to a public audience. Such papers will be put together in the form of a Newsletter (or some other form of publication) for a wider audience. Co-publishing with Resource persons (including traditional functionaries, elders, and skilled persons in various indigenous trades) will be highly encouraged.

Certification Possibilities

At the end of the 4 years (Sandwich) and 2 years (Full-time), students who successfully complete the taught courses, pass the Term Papers and seminar presentations and the thesis will be awarded an M.Phil. Degree. A Post-graduate Diploma in Development Studies might be awarded to students who successfully complete only the taught courses.

Students will be expected to complete a dissertation or a thesis (30,000 words minimum). This may be on any subject within the broad field of development studies, so long as there is/are suitable Supervisors for that field.

Admission Requirements

First Class or Second Class Upper Degree in the Social Sciences and Humanities or an equivalent qualification from a recognized university may gain direct entry into the programme. All applicants will have to undergo interviews for admission.

8.5.1.3 Ph.D. Endogenous Development (Sandwich)

Background

As the world is grappling with the myriad paradoxes of development, where plenty and want, affluence and squalor, growth and retrogression, and globalization and localization, among others have become the realities of development, it has become imperative for academia and scholarship to be redefined in ways that promote and reflect the realities of the time. In particular, academia and scholarship should not only lead to the process of research, teaching/learning and community outreach and relations that are relevant to the times but also

embark on proactive initiatives that enhance academic relevance and community development. It is in view of this, that the University for Development Studies, in collaboration with its COMPAS partners and the Dutch Government, are promoting the Ph.D. Endogenous Development.

Endogenous Development is development based mainly, but not exclusively, on locally available resources, local knowledge, culture and leadership. By the same token, endogenous education and endogenous research are activities based mainly but not exclusively on indigenous knowledge and ways of learning and investigating.

Eligibility

Applicants must be holders of M.Phil./M.Sc. by research degree holders. In addition to the degree, they must also have two years post qualification experience and must pass a selection interview.

8.5.2 Department of Social Political and Historical Studies

8.5.2.1 M.A./M.Phil./Ph.D. in Social Administration (Sandwich/Full-Time)

Background

The programme seeks to address inadequacies in the supply of high level administrative manpower requirements in public and social welfare institutions.

Objectives

The proposed programme in social administration therefore seeks to:

- provide students with not only the requisite knowledge and skills in organisational administration, research and participation in the process of formulating social policies but also provide them with favourable attitudes in managing them
- to enhance the knowledge and skills of administrators, researchers, policy analysts and social welfare practitioners to improve their professional competence and attitudes
- the programme will also expand the few opportunities for professional studies in social

administration in Ghana.

Programme Structure

The Master's in Social Administration is a professional programme (MSA) with two windows: MPhil and MA. The Master of Philosophy in Social Administration will be awarded on the basis of course work and dissertation. A minimum of 54 credits of course work and 28 credits of dissertation, totalling 82 credits is required for graduation. The course work will cover a span of three trimesters of the first year and the dissertation the second year.

The MA component on the other hand, will cover course work for one year including term papers on social administration seminar and research and computer applications. A minimum of 54 credits is required for graduation.

The Ph.D. programme is purely a research one that will end in the production of supervised thesis. It will last for 3 years with a possible extension by 2 years. Candidates with degrees equivalent to the M.Phil. from other institutions will be required to audit some core courses in the first and second trimesters of year one. At the end of the programme the candidate will be expected to have a public defense of the thesis.

Admission Requirements

First Class or Second Class Upper Degree in the Social Sciences and humanities or an equivalent qualification from a recognized university may gain direct entry into the MA/M.Phil. programme. Those applicants with Second Class Lower divisions will have to undergo interviews in addition for consideration.

For Ph.D. applicants, one should hold an M.Sc. degree by research or an M.Phil. degree before one is qualified to apply.

8.5.2.2 MA in Peace and Development Studies (Sandwich)

Introduction

Peace is central to development and should therefore reflect in the programmes of study of UDS, given its mandate. Therefore, the proposed Master of Arts (MA) in Peace Studies will provide a platform on which UDS will seek to integrate peace and conflict management issues in all its programmes in addition to stand-alone programmes of study at the undergraduate and post-graduate levels as well as tailor-made programmes targeting various stakeholders so as to build capacity to help find solutions to conflicts. This is especially necessary in Northern Ghana, given the several long- standing conflicts in the area. The uniqueness of the M. A. programme will be its integration of peace, conflict and development issues.

Aim

The main aim of the MA programme in Peace and Development Studies is to help provide high quality human resources (in Conflict management and Peace-building) for national development.

Objectives

Specifically the programme seeks:

- To create a learning environment within which students are enabled to link issues of peace, conflict and development
- To equip students with analytical tools relevant for in-depth conflict analysis
- To equip students with the knowledge and skills in managing conflicts and sustaining peace and development

Intended Outcomes

By the end of the programme, students should be able to describe and analyse the inter-connections among peace, conflict and development. They should be able to design and implement peace and development interventions to maintain socio-political and economic harmony.

Entry Requirements

In order to be eligible for admission, candidates must:

- Have a Bachelor's degree with at least Second Class Lower division;
- Have a minimum of three years' working experience in a relevant field; and
- Pass a selection interview

Award of the MA Degree

In order to qualify for the award of an MA, the student must pass a minimum of 10 (3-credit hour) courses that will be run over two sandwich years. There are compulsory and elective courses for each sandwich semester. The student must complete a term paper/dissertation of 60 pages (minimum for the actual body of the work) but not exceeding 80 pages. Examinable term papers are part of the preparations towards completing the dissertation.

There will be a non-dissertation M.A option in which the candidate must take an additional taught course in which s/he must pass the end of semester examination plus a term paper in that very taught course.

8.5.3 Department of Environment and Resource Studies

8.5.3.1 MA/M.Phil. in Environment and Resource Management (Sandwich/full-time)

Introduction

The Department of Environmental and Resource Studies (DERS) emphasizes an integrated approach to development. Particularly, the department disseminates knowledge within the areas of natural environment, resource development (assessment and conservation) and community development, using participatory approaches.

This programmes is in the areas of M.A/M.Phil. in Environment and Resource Management (ERM). The MA in ERM, which is a sandwich programme, offers the opportunity for 12 months taught courses and the M.Phil. (full-time) in ERM provides a similar chance for two years Masters by research. Specifically, the programmes target Integrated Development Studies students who wish to build upon the initial foundations in Environment and Resource Studies. The programme may also be of interest to other students aspiring for higher degrees in environment and resource related programmes. Principally, the programmes combine course

work with term papers/research, consequently preparing students for further studies, career development and development work.

Objectives

- A. The MA in ERM programme is to sharpen the skills of practitioners in the fields of environmental management and resource development. The programme is evolving to address new environmental challenges using both theoretical and practical aspects of environment and sustainable resource development. Emphasis will be placed on developing a broad understanding of the possibilities and limitations for the utilization of natural resources from different perspectives. Special attention will be put on participatory resource management.

- B. The M.Phil in ERM programme is designed to provide in-depth training and research into the spatial expression of human activities and their impact on society and the physical environment. Again, emphasis will be placed on the analysis of existing environmental and development problems and the spatial dimensions of these challenges as they relate to Ghana and especially the savannah and transitional regions. The approach has a strong trans-disciplinary focus on scientific, spatial, political, legal and economic aspects as needed when dealing with environmental and resource challenges.

Programmes Structure

The programme comprised two (2) options – M.A Environment and Resource Management and M.Phil Environmental and Resource Management.

8.5.4 Department of Economics and Entrepreneurship Development

8.5.4.1 MA Development Economics (Sandwich)

Aim

The general aim of the programme is to equip students with sound academic knowledge, theoretical and empirical orientation and skills and practical expertise in areas such as economics, entrepreneurship and management of small and medium-size enterprises (SMEs) for their career development and development work.

Objective

This programme aims to provide individuals with the training to research and analyze actual policy issues, both theoretically and empirically. Special emphasis is placed on developing core skills in areas that will be valuable to students: economics, public policy, and public management. The Programme's approach is multi-disciplinary and covers a wide range of topics, allowing the students to select the courses that suit their individual needs. Students also enjoy a wide range of elective and advanced courses available at DEED. Students are expected to find and develop their term papers/thesis topics during the course work in the first year. In the second year, students devote substantial amount of time in writing their thesis/term papers on the topics of their choice. With the understanding that economics and econometrics are the key disciplines to analyze modern policy issues, the programme requires students to take the basic economics and econometrics courses. The programme will employ a broad international perspective.

Intended Outcomes

- Students of the programme are expected to exhibit high intellectual and entrepreneurial skills, capable of finding creative solutions in the current tight labour market in terms of not only generating self-employment opportunities but also providing some of the same training and skills for others.
- Products are also expected to formulate and analyze policies and programmes both at the national and international levels in order to be able to solve the economic problems in the developed, developing as well as the emerging economies.
- To be effective, efficient and professionals, products of the programme are expected to demonstrate innovativeness and flexibility in terms of their approach to work by drawing on expertise from facilitation, quantitative and statistical skills, participatory research, technology and other relevant fields.

Eligibility

Eligible individuals include those who have obtained a Bachelor's degree or Master's degree in

economics, mathematics, statistics, agric economics, and other related fields.

Criteria for Admission

- Strong academic record, including good grades in analytical and quantitative courses such as mathematics and statistics.
- Demonstrated commitment to the field of public policy and compelling evidence of professional potential such as work experience.

8.6 Faculty of Planning and Land Management (FPLM)

8.6.1 Department of Planning and Management

8.6.1.1 MSc. Development Management (Sandwich) & M.Phil. Development Management (Full-time)

Background

The proposed Master of Science/Master of Philosophy (M.Sc./M.Phil) in Development Management is aimed at creating avenues for graduates with first degrees to move a step higher.

Aims of the Programme

1. Accomplishing UDS mandate of blending academic work with practice.
2. Providing avenues for development practitioners who want to further their careers to acquire higher qualifications.
3. Providing avenues for UDS products who may want to work in the area of development management to acquire a higher professional qualification.
4. Enhancing research and publications in the Faculty.
5. Generating income to support the Faculty's or University's growing programmes.

Master of Science (M.Sc.)

For the Master of Science (M.Sc.), course work will be offered in two trimesters. The duration

of the programme is 12 months.

Master of Philosophy (M.Phil.)

In the case of the Master of Philosophy (M.Phil.), course work will be offered in three trimesters and the thesis written alongside taught courses, from the third trimester of the first year till the end of the third trimester of the second year. The duration of the programme will be 24 months.

Award of Degree

A candidate shall be awarded a Master of Science/Master of Philosophy degree in Development Management upon successful completion of his/her course work and dissertation/thesis (as may required) with an average grade of B. Where a candidate is not able to fulfill all the conditions, the Board of Graduate School shall assess the worth of the candidate's work and award an appropriate qualification such as post-graduate certificate or diploma.

Admission Requirements

To be admitted into the programme, applicants must have at least:

A first degree with a minimum of Second Class Lower Division in a relevant field from a recognized institution of higher learning or its equivalent in a relevant discipline, and

- ◆ A minimum of three years' working experience
- ◆ Pass a Selection Interview

8.6.1.2 M.Sc. in Strategic Planning and Management (Sandwich)

Rationale of Programme

Strategic planning has been defined as a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it. It provides a systematic process for gathering information about the big picture and using it to establish a long-term direction and then translate that direction into specific goals, objectives, and actions. It blends futuristic thinking, objective analysis, and subjective evaluation of goals and priorities to chart a future course of action that will ensure the organization's vitality and

effectiveness in the long run.

Strategic planning and management enables an organization to shape and guide its overall core business objectives. Through effective strategic planning and management, an organization creates a framework for developing, adapting and aligning organizational vision, mission and goals to achieve and sustain competitive advantage. Although managers would almost universally admit the importance of strategic planning and management to the success of their organizations or businesses, the idea of applying these principles to their organizations is rarely considered.

Many managers, particularly in Ghana spend most of their time "fighting fires" in the workplace - their time is spent realizing and reacting to problems and challenges. For these managers, and probably for many other professionals and practitioners, it is very difficult to stand back and take a hard look at what is to be accomplished and how it can be accomplished. More often than not, people are too busy doing what they think is making progress. One of the major differences between new and experienced managers is the skill to see the broad perspective, to take the long view on what is to be done and how it will be done. It has come to the realization of most managers that one of the best ways to develop this skill is through on-going experience in strategic planning and management.

Strategic planning is an action-oriented type of planning that is useful only if it is carefully linked to implementation—and this is often where the process breaks down. Strategic plans do not implement themselves. Thus, effective strategic management, the all-encompassing process of developing and managing a strategic agenda, is of the utmost importance. Strategic management is defined as a broad concept that embraces the entire set of managerial decisions and actions that determine the long-run performance of an organization.

Strategic Planning and management, though not a new discipline in Ghana, is seldom practiced. It is more heard of than practised in many organisations. Where attempts have been made at strategic planning and management, there is usually a disjoint between the ultimate Plan and Plan implementation. Strategic Planning is seen more as an end rather a means to an

end. The strategic planning process is usually treated as a stand-alone experience, without the management process, which by necessity, involves itself in a series of small moves that together keep the organisation doing things right as it heads in the right direction.

Unique Features of the Programme

The Programme is unique in many respects as can be seen in the following:

- i. It provides a holistic approach to contemporary planning and management by integrating the two disciplines in one programme (seeing them as two sides of the same coin).
- i. It prepares professionals capable of efficiently and effectively shaping the directions and fortunes of their organizations and establishments
- i. It incorporates inputs from professionals and practitioners as well as best-practice case studies on strategic planning and management
7. It prepares versatile graduates capable of playing pragmatic leadership roles and providing strategic direction wherever they find themselves.
7. By its location in an area where professional training opportunities are limited, the programme provides ready access and opportunity to candidates desirous of pursuing further studies or upgrading their skills.

Programme Goal

The goal of the programme is to train qualified manpower to provide the required technical skills to strategically plan and manage business and development-oriented organisations and establishments. The programme is designed to enable students gain the knowledge needed to formulate, execute and monitor progress of their organizations, based on proven analytical techniques and models.

Objectives of the Programme

In fulfillment of the goal, the main objective of the programme is to provide participants the

opportunity to acquire the necessary technical competencies and managerial skills to respond adequately to the bottlenecks in the strategic planning and management functions of businesses, institutions and organizations. In particular, the programme will afford participants the platform to gain:

1. Understanding and appreciation of the rationale for strategic planning and management
2. Knowledge in the theory and practice of strategic planning and management,
3. Competency in applying strategic planning and management principles.

Specifically, upon completing the programme, the graduates will have the ability to:

- i. Understand the purpose, processes and tools for strategic planning and management
- ii. Build on their own knowledge and apply the critical thinking skills required to analyze complex business situations, and develop and implement practical responses.
- iii. Grasp the challenges facing today's organizations as they grow, restructure and compete in increasing contexts and within new emerging markets
- iv. Examine the multi-faceted role of organizations in the contemporary world, including the considerations of social responsibility and ethics

Admission Requirements

To be admitted into the programme, applicants must have at least:

A first degree with a minimum of Second Class Lower Division in a relevant field from a recognized institution of higher learning or its equivalent in a relevant discipline, and

- ◆ A minimum of three years working experience
- ◆ Pass a Selection Interview

8.6.2 Department of Community Development

8.6.2.1 M.A. Environmental Security and Livelihood Change (Sandwich)

Background

This programme is hosted by the Faculty of Planning and Land Management but coordinated by Institute for Continuing Education and Inter-Disciplinary Research (ICEIR). Teaching takes

place at the Navrongo Campus, University for Development Studies.

Objectives

The programme offers opportunities for students to focus on and discuss natural resources and environmental management issues as they relate to access and control for improvement of livelihoods in the context of changes in climatic patterns. Global, national and local impinging factors are considered.

The programme is aimed principally at enabling students to:

1. Appreciate the multi-disciplinary and complex nature of natural resource systems,
2. Assess the competing claims for natural resource use,
3. Understand and appreciate the relationship between natural resources and sustainable livelihoods,
4. Assess the changing dynamics of natural resource use and availability within the global social, economic and political contexts and how these affect local livelihood patterns,
5. Examine patterns of vulnerability to changing conditions of climate as well as the coping strategies as essential inputs to policy formulation. The changing conditions of vulnerability as a consequence of oil exploitation will be a special case study, and
6. Acquire skills for the integrated assessment and management of natural resources – their utilization and conservation - in a sustainable way.

By the end of the programme of study, students should be able to:

1. Understand the key concepts of natural resources and natural resource management (NRM), land tenure and land management, including governance and sustainable development, vulnerability, access and exclusion in natural resource management and their inter-relationships.
2. Analyze the inter-connections of global and local economics, politics, and cultural issues in assessing access to natural resources.
3. Determine patterns of vulnerability and environmental stress in space and time in the Ghanaian context.

4. Evaluate national policies with regard to natural resources and translate them in a holistic manner to the local level.

Programme Structure

In order to qualify for the award of an MA, the student must pass 10 (3-credit hour) courses that will be run over two sandwich years. All the first semester courses are compulsory. In the second semester, students have the choice to select two optional courses in addition to the three compulsory courses.

Admission Requirements

To be admitted into the programme, applicants must have at least:

A first degree with a minimum of Second Class Lower Division in a relevant field from a recognized institution of higher learning or its equivalent in a relevant discipline, and

- ◆ A minimum of three years working experience
- ◆ Pass a Selection Interview

8.6.2.2 M.A. in Non-Governmental Organizations Management and Rural Development (Sandwich)

Background

This programme is hosted by the Faculty of Planning and Land Management but co-ordinated by Institute for Continuing Education and Inter-Disciplinary Research (ICEIR). Teaching takes place at the Graduate School, University for Development Studies, Tamale.

Goal(s):

The goal of the programme is to train qualified manpower to provide the required technical skills for effective management and administration of NGOs and related organizations for sustainable rural development. These professionals are expected to help NGOs in planning, designing, implementing and supervising programmes and projects in pursuance of the socio-economic development agenda of Ghana.

Objectives

In fulfillment of the goal, the main objective of the programme is to provide participants the opportunity to acquire the necessary technical competency and managerial skills to respond adequately to the bottlenecks in the management and administration of NGOs, to be able to play their expected roles in contributing to national and rural development. In particular, the programme will afford participants the platform to gain:

- Knowledge in multi-disciplinary approaches to development theory and practice,
- The fundamentals and dynamics of rural development, and
- Competency in financial and human resources management and internal control systems in the management of organizations.

Programme Structure

The students are expected to undertake five courses each year for the two sandwich years' duration. Each course will have 3 credit hours. On the whole, students will have to successfully complete ten courses with a total of 30 credit hours to merit the MA degree.

Admission Requirements

To be admitted into the programme, applicants must have at least a first degree with a minimum of Second Class Lower division in a relevant field from a recognized institution of higher learning or its equivalent in a relevant discipline, and pass a selection interview.

8.6.2.3 MA in Community Development (Sandwich)

Background

In recent years governments have downsized core public service operations, experimented with alternative ways to deliver services, and down-loaded many services from government to communities, organizations and individuals through the decentralization concept. This has led many individuals and communities to explore and rely on community initiatives, groups, co-operatives, and non-profit organizations etc to deliver services. In view of this, community members and other community development workers require responsive leadership, analytical,

governance, and management skills to facilitate development in the local areas. This explicitly implies that further training is required in this capacity - areas.

Surprisingly, in Ghana, Community Development Management as a subject and a catalyst to participatory development has not been given priority attention in Government National Policy Planning as well as the country's' educational curricular. Currently, there is no such programme in existence in Ghana that specifically aims at developing the leadership, governance and management capacities of practitioners. Few practitioners trained in similar disciplines outside the country come in to operate with foreign ideas and the training offered those in the country appears generic and not tailored specifically on managing community development initiatives.

The 'experts' produced from these academic programmes have, over the years, not been able to demonstrate their understanding of the subject matter and especially in translating the skills acquired into the field of work. This has clearly manifested in the abysmal performance of community development agencies/institutions in the country, and the resultant poor state of urban and, especially, rural communities in Ghana.

In areas and times where attention has been given to community development, it has failed to provide a holistic approach, but rather narrowly focused on addressing parts of the problems, like rural development at the expense of urban communities, or urban slum management at the expense of rural water supply and sanitation. This programme will create the opportunity for undergraduate students in Integrated Community Development to take advantage of it after completion in order to be more integrative and holistic in their approach to community development management work.

This therefore underscores the importance of a multi-disciplinary approach to community development management. Hence, this programme provides up-and-coming community development management practitioners with a strong foundation, based on theory, skills development, and practice to take on the challenges of community development management through course and field work.

Features of the Programme

- The MCD programme integrates the human, economic, and organizational aspects of community development management for a holistic approach in establishing or fostering viable communities.
- The programme incorporates inputs from professionals in community development resulting in a programme that combines theory with practice.
- It utilizes faculty expertise from across academic units to provide a broad, interdisciplinary foundation for creating livable communities.
- The programme, located in the poorest regions in Northern Ghana, focuses on the sustainable development of marginalized communities. It provides local activists an easy access to the programme to address community development issues.
- The programme also prepares graduates for a variety of leadership roles in community development management, including government organizations, non-profit organizations, social services agencies etc. It also prepares them to use pro-poor approaches to promote development

Programme Goal

The goal of the programme is to develop qualified personnel to provide the requisite technical and leadership skills, knowledge and expertise as a catalyst for effective management and supervision of community development and management processes for desirable outcomes. Graduates of this programme are expected to provide technical support in the conceptualization, planning, implementation including entrepreneurship/self employment and tracking of performance in programmes and projects aimed at uplifting the socio-economic lives of communities in Ghana.

Objectives of the Programme

- a) To provide graduates with multi-disciplinary knowledge and skills training, focusing on both theoretical and practical aspects of community development management.

b) To prepare graduates for planning and implementation of rural and community-based development programmes.

c) To build capacity of graduates to work in decentralized governments and non-governmental organizations and self-employment.

d) To produce graduates who will facilitate the socio-economic transformation of rural communities.

e) To strengthen university and community relations through teaching and research

Admission Requirements

To be admitted into the programme, applicants must have at least a first degree with a minimum of Second Class Lower Division in a relevant field from a recognized institution of higher learning or its equivalent in any relevant discipline, and pass a selection interview.

8.7 School of Business and Law (SBL)

8.7.1 Department of Administration and Management Studies

8.7.1.1 Master of Arts (M.A.) in Leadership and Development (Sandwich)

Philosophy and Objectives of the Programme

Graduates of the programme will have:

- Extended knowledge of emerging business and management ideas and deeper understanding of their relevance to applied business settings in Ghana.
- Conceptual frameworks of practice, knowledge and innovative approaches for business and management application
- Extensive familiarity with the literature of selective specialist applied areas within the business and management field

- Ability to link and integrate applied research to learning as a precursor to the formulation of vision, strategy and process leadership for corporate and business enterprises in Ghana.
- Skills in applied research methodologies including literature searches, field research design, data analysis and the communication of research findings
- The opportunity to acquire tertiary education without having to vacate their posts.

The programme seeks to address post-graduate educational needs of students in the Northern part of Ghana who want to pursue further academic and professional studies in business/management studies.

The programme seeks to ease pressure on the existing academic facilities in other tertiary institutions, particularly in the southern part of Ghana, and to reduce financial burden on parents/guardians in the northern parts of the country where poverty levels are relatively high. The world of business and management is undergoing rapid and profound changes. Theories, practices and strategies which seemingly worked yesterday are failing today. Institutional leaders, policy makers and managers everywhere are increasingly confronted by novel situations without historical precedent, precipitating the need for new knowledge.

At the same time the currency of management knowledge seems to be shortening, precipitating the need for knowledge to be more quickly translated into practice. Such circumstances call not only for heightened research activity, but also pose questions for the nature of the inquiry itself. This has brought challenges in management education.

The University for Development Studies, School of Business, has responded with the development of the innovative post-graduate programme, Master of Arts in Leadership and Development.

The M.A. is an integrated work and research programme for management practitioners and professionals, who are oriented towards making a significant contribution to practice and policy in Ghana. M.A. students will have a diverse range of interests. Graduates from the

programme are expected to make a key contribution to practice, so the programme work will relate to leadership, change and process management as well as research methodologies.

Programme Duration

- The programme shall be taken on Sandwich basis.
- The proposed duration of study of 2 Sandwich years will cover eight (8) to ten (10) weeks each Sandwich term and will be Fee-paying.

Admission Requirements

To be admitted into the programme, applicants must have at least a first degree with a minimum of Second Class Lower Division in a relevant field from a recognized institution of higher learning or its equivalent in any relevant discipline, and pass a selection interview.

8.7.1.2 Master of Arts (MA) in Business Planning and Microfinance Management (Sandwich)

Philosophy and Objectives

The long term goal of the project is to help to train specific human resources for the financial sector and provide a new professional cadre of integrated microfinance managers. This should lead to increased access and use by poor and marginalized people, not only of financial but also of social services for poverty reduction, and eventually contribute to building an inclusive financial sector for sustainable development of Ghana. In this way, the course hopes to train people to reach the poorest in the country, to include and empower women, build financially self-sufficient institutions at the community level, and ensure a positive, measurable impact on the lives of poor and low-income clients and their families.

Programme Duration

- The programme shall be taken on Sandwich basis.
- The proposed duration of study of 2 Sandwich years will cover eight (8) to ten (10) weeks each Sandwich term and will be Fee-paying.

Admission Requirements

To be admitted into the programme, applicants must have at least a first degree with a minimum of Second Class Lower Division in a relevant field from a recognized institution of higher learning or its equivalent in any relevant discipline, and pass a selection interview.

8.7.1.3 MA in Management Studies (Sandwich)

National Relevance

The general aim of the programme is to provide a platform for the training of a new breed of leaders and Managers for both the public and private sectors. As the national economy expands there is a need for a pool of talented managers equipped with the requisite technical and managerial skills to match the pace of growth. Emerging sectors such as telecommunication and oil and gas require personnel with a rich and diverse mix of skills who will bring a refreshing approach to business nationally and globally. This programme will therefore contribute to meeting this need by equipping people with skills and techniques capable of analyzing organizational and business performance in order to gain insight and offer support to evidence-based planning for industry, government and other agencies.

Aims of the Programme

To lead successfully in today's business world, you need to know the nuances of business and how they interface with the most advanced innovations in technology.

The MA in Management Studies is a unique inter-disciplinary programme designed to give students a solid understanding of traditional business as well as leading-edge knowledge of information to effectively manage in today's challenging global business environment.

The programme is also designed to provide skills necessary to effectively lead and manage organizations in an ever-changing environment in a manner that addresses

ethical deficits of our time

Programme Objectives

Management Studies is both a profession and an academic discipline. In its programmes of study, School of Business is committed to both academic excellence and professional and/or vocational realism. Through the integration of theoretical knowledge and applied skills drawn from disciplines such as economics, law, mathematics, organizational analysis, sociology, public finance, and statistics, the student of Management Studies will develop the analytical capabilities, initiative, and judgement for dealing effectively and innovatively with the problems and opportunities which will arise in the future management of the public and private sectors.

Programme Duration

- The programme shall be taken on Sandwich basis.
- The proposed duration of study of 2 Sandwich years will cover eight (8) to ten (10) weeks each Sandwich term and will be fee-paying.

Admission Requirements

To be admitted into the programme, applicants must have at least a first degree with a minimum of Second Class Lower division in a relevant field, especially management, from a recognized institution of higher learning or its equivalent in any relevant discipline, and pass a selection interview.

8.7.2 Department of Accountancy

8.7.2.1 M.Sc. in Accounting (Sandwich)

Introduction

As the Ghanaian economy grows, the need for development personnel trained in the integration of law, education and business cannot be over-emphasized. Ghana needs

graduates in rural development who can also advise on how to grow business enterprises as well as having the legal requirement to do so for the total harmonization of the national economy.

Aim

The general aim of the programme is to provide theoretical and practical training in Accounting to prepare top managers for supervisory and managerial roles to facilitate the country's economic development.

Objectives

The MSc in Accounting programme seeks to achieve the following objectives.

- Develop the managerial and entrepreneurial skills of the graduates
- Produce the needed top manpower personnel to manage Private and Public Institutions
- Give opportunity to workers in northern Ghana in particular to acquire tertiary education without having to vacate their posts/jobs.

Intended Outcomes

Students shall be expected to demonstrate:

- (a) A broad knowledge of Accounting principles and practices relevant to industry
- (b) And apply the skills, information, theories, facts and principles to routine problems that arise in industry
- (c) The programme seeks to train personnel in Accounting and Finance, who would understand the financial challenges and opportunities of the Ghanaian economy.

Admission Requirements

To be admitted into the programme, applicants must have at least a first degree with a minimum of Second Class Lower division in a business related field from a recognized institution of higher learning or its equivalent in any relevant discipline, and pass a selection interview. Preference shall be given to applicants with Accounting background.

8.7.2.2 Master of Commerce (Sandwich)

Aim

The general aim of the programme:

- Is to provide theoretical and practical training in Finance, to prepare top level managers for supervisory and managerial roles to facilitate the country's industrialization drive
- The programme seeks to train personnel in Accounting, Commerce and Finance who would understand the financial challenges and opportunities of the Ghanaian economy.
- The programme is designed to provide skills necessary to effectively lead and manage organisations in an ever-changing environment in a manner that addresses ethical deficits of our time.
- Is to provide extensive familiarity with the literature in Leadership and Development paradigms within the business and management fields.

Objectives

The Master of Commerce programme seeks to achieve the following objectives.

- Develop the managerial and entrepreneurial skills of the graduates
- To produce the needed top level manpower personnel to manage the public and private sectors.

- To give opportunity to workers to acquire tertiary education without having to vacate their posts.

Course Duration: Three years with thesis

Entry Requirements: A good first degree in a Business related field, that is 2nd Class Upper and above. Those with second class lower division may be considered.

8.8 Faculty of Applied Sciences

8.8.1 Department of Applied Chemistry and Biochemistry

8.8.1.1 M.Sc./M.Phil./Ph.D. in Applied Chemistry (Full-time)

Introduction

The post-graduate programmes at M.Phil./M.Sc. shall include both extensive course work and completion of a research project while the PhD programme is primarily a research degree. The Department provides an ideal environment for students in almost all areas of contemporary chemistry. Major equipment to support research in the Department includes an Atomic Absorption Spectrometer, a Gas chromatograph and a Flame photometer.

Aim

To produce graduates with potential to conduct research at home or abroad in areas relevant to the economy of the country.

Objectives

- To produce chemistry graduates with proficiency in theoretical and practical aspects of Applied chemistry.
- To produce chemistry graduates in high demand on the labour market
- To provide necessary and in-depth knowledge in chemistry.
- To prepare high achieving-students for senior research positions in industry, or a career in college-level or university-level teaching and research.

M.Sc. in Applied Chemistry

The Master of Science in Chemistry degree programme is designed to focus on the needs of industry for technically competent chemists with advanced background in Chemistry; address the need to upgrade chemical and science education, especially in other tertiary institutions through faculty development; and equip students from industry or science education with advanced chemistry concepts and skills through the additional courses which include hands-on laboratory components in lieu of a project. Students who plan to teach chemistry in secondary schools and colleges of education will find this programme adapted to their needs. The M.Sc. degree is awarded for advanced study in chemistry beyond the Bachelor's degree.

Admission Requirements

Possession of a B.Sc. degree (First or Second Class Honours) or equivalent obtained from a recognized institution of higher learning in chemistry, or completion of at least forty (40) units of university chemistry in related programme; a high degree of intellectual capacity and aptitude for graduate study in chemistry. Applicants must pass a selection interview before selection.

Programme Duration and Structure

- The duration of the programme is 24 months by course-work and thesis. This comprises 4 semesters.
- During the first semester of the first year, candidates shall take six (6) core courses equivalent to 18 units
- In the second semester of the first year, candidates shall take six (6) courses equivalent to 18 units in their areas of specialization plus a Graduate seminar of two(2) units
- During the first semester of the second year, candidates shall take three (3) courses (9 units) in addition to a 2 units graduate seminar in preparation towards research work.
- The candidates are to deliver presentations, at two seminars in their field of study before graduation.

M.Sc. Thesis

At the beginning of the first semester of the second year, students would be selected on the basis of their choice and performance in the graduate courses. They will be allotted to various faculties of the Department according to their choices and availability of position. Selected students will work independently on specialized problems related to the research interests of the respective mentor. They will also submit a report on completion of the project which will be evaluated by the mentor and an external examiner.

Master of Philosophy in Chemistry

The Master of Philosophy in Chemistry programme is designed to provide a comprehensive view of some of the major fields of interest in Chemistry and to develop the student's ability in conducting independent research in his chosen area of specialization. Graduates are prepared for scientific careers in academic or research institutions, and in industry, particularly in research and development.

Although the M.Phil. programme has a substantial research component, candidates will be given adequate background in a number of core chemistry courses. This is aimed at broadening the knowledge of candidates in core courses relevant to their area of specialization and research.

Admission Requirements

Possession of a B.Sc. degree (First or Second Upper Class Honours) or equivalent obtained from a recognized institution of higher learning in chemistry or completion of at least forty (40) units of university chemistry in related programme; a high degree of intellectual capacity and aptitude for graduate study in chemistry. Applicants must pass a selection interview.

Structure of Programme

- The programme is for a minimum of two academic years by course-work and thesis.
- During the first semester of the first year, candidates shall take six (6) core courses equivalent to 18 units in addition to two (2) graduate project seminars of 4 units.
- In the second semester of the first year, candidates shall take four (4) courses equivalent to 12 units in their areas of specialization and additional four (4) units from graduate project seminars.

- The second year is devoted to seminars, research work, thesis preparation and presentation. This is equivalent to ten (10) units.
- The candidates are to deliver presentations, at six seminars in their field of study before graduation.

M.Phil. Thesis

Candidates would be allotted to various disciplines of the Department according to their choices and availability of position right from year one. Selected students will work independently on specialized problems related to the research interests of the respective supervisor and co-supervisor. They will present a proposal at a graduate seminar at the end of the first semester of year one. They will continually present progress of research project at graduate seminars (at least twice a semester) during the first three semesters of the programme. They are also expected to submit a report on completion of the project which will be evaluated by the main supervisor/co-supervisor and an external examiner.

Doctor of Philosophy in Chemistry

The Doctor of Philosophy in Chemistry is primarily a research degree. The principal objective of the Ph.D. programme is to produce personnel with research expertise in the various branches of chemistry. The programme focuses on high level study and extensive research in the various aspects of chemistry. Students will develop proficiency in the critical analysis of scientific research problems and assess which problems are important enough to pursue vigorously. The number and selection of courses is tailored to the individual student's needs and interests according to available University guidelines. A dissertation based upon original laboratory research is required for graduation. All students must pass a final oral defense examination.

Admission Requirements

To be eligible for admission an applicant must hold a Masters degree or equivalent qualification in an area within the field of chemistry. Research experience in relevant area is desired. Applicants must also pass a selection interview.

Degree Requirements

1. Completion of Seminar I (Domain knowledge and literature evaluation).

The PhD candidate should demonstrate knowledge in a domain of expertise and ability to read, understand, analyze and critically evaluate research papers. Departmental requirement for these skills must be completed by the end of the third semester. In this course, students are given a research paper and have to take a written and oral test a week later.

2. Completion of Seminar II (Thesis background presentation).

The PhD student should present, justify and defend the thesis research project. Departmental requirements for these skills must be completed before the end of the fourth semester. The purpose of this requirement is to assess the student's preparation for research, including the goals, techniques and background for the problem to be addressed. Actual research results are not required at this stage. It is expected that this requirement will include a written and an oral component.

3. Completion of Seminar III (Original research proposal).

The Ph.D. candidate should present a public seminar on an original research proposal. The proposal should establish that the proposed research will be of interest and that it is feasible. It is expected that the candidate will prepare a written proposal and then present a public seminar where the proposed research is outlined and defended.

4. Completion of a Ph.D. thesis

The Ph.D. candidate should carry out and disseminate research that goes to the edge of current knowledge and pushes it out a little further.

Scientific excellence is the central goal. This is the final stage, and it is expected that the candidate will complete this requirement by the end of the third year (FT) or fourth year (PT) although no time constraint is placed.

5. Successfully defend a Ph.D. thesis in a thesis examination and the Ph.D. examination panel should unanimously approve the thesis.

6. Submission of at least six (6) bound and certified copies of the approved Ph.D. thesis.

Degree Structure and Duration

The PhD programme will run for a minimum of three (3) years (full time) and a minimum of four (4) years (part time).

The major requirement of the PhD degree is the research dissertation, which represents a new and unique contribution of knowledge to the chemical sciences suitable for publication in a major scholarly journal. Students generally select a research supervisor by the end of the first semester and begin dissertation-level research within the following year. Three to four years of mentored research follow, culminating in the Final Oral Examination. During this time, the student takes progressively increasing responsibility for the direction of his/her research.

8.9 Faculty of Education

8.9.1 Department

8.9.1.1 Post Graduate Diploma in Education (PGDE)

Goals and Objectives

Is to introduce and engage students in the theoretical basis of teaching and learning, and engage them in methodological debates of teaching and learning. It will also equip students with practical teaching/learning skills, and enable them conduct knowledge- based research and development in education.

Programme Duration

- The programme shall be taken on Sandwich basis.
- The proposed duration of study of 2 sandwich years will cover eight(8) to ten (10) weeks each Sandwich term and will be fee paying.
- The programme shall consist of coursework, examinations (continuous assessment in the form of presentations, term papers, projects and terminal, practicum and written report.

Admission Criteria

Applicants must have Bachelor's degree in a teaching subject (i.e. History, Mathematics, Science, Business Studies, Social Studies, Social Science, Geography, etc) from a recognized University. Those with Master's or Ph.D. degrees who are teaching or interested in teaching and are seeking to become professional teachers may be considered.

An applicant who does not satisfy the requirement stated above but is otherwise adjudged suitable, may be admitted. For the purpose of assessing his or her suitability, such a candidate

may be interviewed or be required to take an entrance examination or both as directed by the Board of Graduate School. Applicants who show evidence of already teaching will have an added advantage.

8.9.1.2 Master of Education in Training and Development

Goals and Objectives

- The programme will facilitate students' exploration of the interface between theory and practice in Training and Development for increasing organizational efficiency and effectiveness;
- It will prepare professionals for planning and managing the human resource development needs of organizations.
- It will increase the development of effective strategies and capacities for adopting new technologies and methods for analyzing employee performance and designing a broad range of performance improvement interventions, with particular emphasis on the design, development, and delivery of training programmes.
- It will equip students with the requisite knowledge and skills for supporting human /staff development needs in organizations ; and
- It will promote research and dissemination in Training and Development in Ghana.

Programme Duration

The programme shall be taken on part-time basis as sandwich, evening and/ or weekend programme. The proposed duration of study will cover two sandwich years; each year will last for eight (8) to ten (10) weeks. The programme shall consist of Coursework, Examination and written Thesis/ dissertation.

Admission Requirements

Applicants must have Bachelor's Degree (Second Class Lower Division or better).

All applicants will have to participate in a competitive selection interview conducted by the University. Applicant may also be required to take an entrance examination as may be directed by the Faculty Board or the Board of Graduate School, UDS.

8.9.3 Masters in Agricultural Education

Goals and Objectives

- Enable tutors of Polytechnics, colleges of education in secondary school to upgrade their qualifications in Agricultural Science education;
- Strengthen the competencies of agriculture teachers in higher education training;
- Address specific the curricular needs of Agricultural education in Schools and Colleges;
- Equip teachers with competencies for innovative teaching of agriculture; and
- Promote cutting edge research and instructional technologies and strategies in agriculture.

Programme Duration

The programme shall be taken on sandwich basis with the capacity and flexibility for collaborative initiatives with external universities. The proposed duration of study is two (2) sessions with eight (8) to ten (10) weeks per session.

The programme shall consist of coursework, examination and written thesis/dissertation.

Admission Criteria

Applicants must have a good Bachelor's degree (Second Class Lower Division or better) in B.ED (Agriculture) or B. SC (Agricultural) with a professional teaching certificate/diploma from recognized university. All candidates will be subjected to a competitive selection interview.

Applicants may also be required to take an entrance examination as determined by Faculty Board and /or the Board of Graduate School.

8.9.1.4 Master of Arts in Development Education (Mde)

Goals and Objectives

- Prepare high and middle level professionals who appreciate the developmental functions of education as the panacea to development and can lead processes for the promotion of such function.
- Engage students in critical discourses for the development of competencies for applying to development and vice versa for the promotion of social Justices

Course Duration

- The programme shall be taken on sandwich basis with the capacity and flexibility for collaborative initiatives with external universities
- The proposed duration of study of two (2) sessions will cover eight (8) to ten (10) weeks per session.
- The programme shall consist of coursework, examination and written thesis/dissertation.

Admission

Candidates must have bachelor's degree (Second Class Lower Division or better) in Development Studies, Development Education, Educational Studies or Social Science. Candidates with work experience in Development Practice such as Advocacy Officer, Communications Officer have an added advantage. All applicants must pass a competitive selection interview or may all be required to take an entrance examination as may be determined by the Faculty Board and/or Board of Graduate School.

9.0 Regulations for Students

9.1 Regulations Relating to Degree Programmes

Academic Programmes

- Each Faculty shall provide detailed information about the structure of courses leading to the award of a graduate degree in that Faculty.
- It shall be the responsibility of each student of the University to know both specific requirements of the graduate degree for which he/she is registered and also, the rules, regulations and policies of the University and the relevant Faculties and Departments.
- It shall be the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the graduate degree sought. Advice and counseling for students who need assistance in this regard will be offered.
- Every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University and the relevant Faculties and Departments.
- Each student should know both the general information outlined in this handbook and any relevant information of the Faculty/School or Department in which he/she is enrolled. When in doubt, students may consult their Heads of Department or the Dean of Graduate School.
- Students shall be held liable for contravening any regulation.

- Exemption from any of the General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the Board of Graduate School and the appropriate Faculty Board.
- The University reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this handbook without prior notice.
- A student who is unable to complete his/her programme within the stipulated period must apply to the Board of Graduate School for extension of study period and would be required to pay fees if the request is granted.

A programme of courses shall be provided in each Faculty/School leading to a Post-graduate Degree.

Academic Year

For full-time programmes, this shall be as stipulated by the University for undergraduate programmes. The Academic year of the University is divided into three Trimesters. The First and Second Trimesters shall consist of 14 weeks, 12 weeks of teaching and two weeks of examinations. The Third Trimester which comprises of 8 weeks of Field Practical Training in a Community for undergraduate students shall be used for field Practicals/Thesis work by post-graduate students. The start and duration of Sandwich programmes shall be determined by each Faculty/School, but should generally commence at the beginning of July, by which time the academic year for full-time programmes might have ended.

Numbering of Courses

The post-graduate degree courses shall be numbered as follows:

1 st Year	501 – 599
2 nd Year	601 – 699
3 rd Year	701 – 799

According to the relevant Trimester and year trail, backlog of courses shall maintain the same code as the course trailed. Course numbers shall be prefixed by three letters signifying the Faculty / School /Department/ Unit Offering such courses. Courses offered in the 1st Trimester shall be represented by odd numbers whilst those offered in the 2nd Trimester shall be represented by even numbers. Practical courses/Theses shall end with '99'.

9.2 REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

Responsibility for Conducting Examinations

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

i) Eligibility for Examinations

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

ii) Time, Number and Duration of Examinations

1. Each course shall be examined at the end of the Trimester in which the course is offered.
2. In addition to the final examination, a Lecturer shall be required to undertake continuous assessment and such results must be released before the main Trimester examination. All continuous assessment shall count for 40% of the total score in that course.

3. A complete and up-to-date record of all continuous assessments shall be reflected in the mark sheet of the final examination.
4. No main examination paper shall be less than 1 hour or more than 3 hours in duration. A 2 credit unit course shall normally be examined within 2-2½ hours and 3 credit unit courses shall be 2½-3 hours.
5. A student who has not satisfied the requirements for continuous assessment for reasons considered genuine and valid by the Department/Faculty Board may be assessed on the basis of the final examinations alone.

iii) Setting of Question Papers

1. It shall be the responsibility of the Lecturer who taught a course to set the question paper for the final examination. The question paper should be approved by the Departmental Examination Board.
2. Draft Question Papers for the main examinations shall be forwarded with the marking schemes to the Head of Department within the first four weeks of the Trimester for internal moderation and co-ordination. Final moderated Question Papers for the main examination shall be forwarded by the Heads of Department in sealed envelopes to the Dean of the Faculty, not later than two weeks prior to the commencement of the examinations period.
3. Such question papers must be duplicated in enough quantities, bound, sealed and secured by the Dean not later than a week to the examinations.

iv) Conduct of Examination

1. The provision of materials other than question papers and answer books required for all practical examinations shall be the responsibility of the Internal Examiner(s) and the Head of Department.
2. The Faculty Officer shall, not later than the 5th week of a Trimester, provide the Dean/Faculty Examinations Officer with a list of the students registered for various courses to be examined in that Trimester.

3. The Invigilator(s) shall collect from the Dean/Faculty Examinations Officer question papers, answer booklets, attendance sheets and any other material required for the examination one-hour before the commencement of the examination.
4. A list of registered candidates shall be provided in duplicate for signature to mark attendance during all main examinations. Students shall be expected to sign all attendance sheets at least 30 minutes after the commencement of the examinations. One copy of the attendance sheet duly signed by the Invigilator(s) shall be collected by the Faculty Examinations Officer. The other copy shall be kept with the answer scripts.
5. A candidate shall not be allowed to enter the examination room earlier than 30 minutes before the commencement of the examination.
6. No candidate shall normally be permitted to:
 - i. Enter the examination room if he is more than 30 minutes late;
 - ii. Leave the examination room during the last 15 minutes of the examination.
7. A candidate who seeks to enter an examination room after the first 30 minutes but before 45 minutes may be allowed entry only at the discretion of the Invigilator(s) but such cases shall be reported in writing by the Invigilator(s) to the Dean/Faculty Examinations Officer.
8. A candidate who arrives late shall not be allowed extra time.
9. 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, organizers, 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 authorized 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 start of examination.
 - ii. Only one calculator per student is allowed.

- iii. Candidates shall make available for inspection by invigilators, their calculators on entry into the examination hall and at any time during the examination.
 - iv. Candidates should know that the contravention of any of these regulations shall be treated in the same way as “cheating in examination”.
10. An invigilator has the authority to confiscate any unauthorized documents and items and hand them to the Dean.
 11. A candidate shall deposit any handbag, brief case, 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.
 12. 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.
 13. A candidate shall use only the answer booklets provided by the Invigilator. All rough work must be done in the answer booklets and crossed out neatly. Supplementary answer sheet, even if they contain only rough work, must be tied together with the answer booklets.
 14. A candidate shall not remove or mutilate any paper or other materials supplied, whether used or not; except that he/she is authorized by the invigilator.
 15. In case a candidate has to leave the examination room temporarily, he/she shall be accompanied by an Invigilator.
 16. At the end of the time allotted for the examination, a candidate shall gather his/her scripts neatly and shall hand them over to the Invigilator. A candidate is responsible for the proper return of his/her scripts.
 17. The Invigilator shall submit the examination scripts to the Faculty examiner who is required to make appropriate arrangements for the collection of the scripts by internal examiners.

v) Misconduct During Examinations

The following shall constitute misconduct during examinations.

1. Giving direct or indirect assistance to any other candidate or accepting any assistance from any other candidate during an examination.
2. Communicating by word or otherwise with any other candidate and acting in such a way as to disturb or inconvenience any other candidate. At the discretion of the invigilator, a candidate may be ordered to leave the examination room when his/her conduct is judged to be disturbing or likely to disturb the examination. The invigilator shall report any such conduct to the Dean immediately after the completion of the examination.
3. Participating in examination without a valid student ID Card.
4. Smoking in the examination room during examination.
5. Persistently disturbing other candidate(s) or distracting their attention.
6. Verbally or physically assaulting an invigilator over alleged examination offence. Punishable at any time before, during and after examination.
7. Destroying materials/concealing evidence suspected to help in establishing cases of examination malpractice.
8. Fabrication of data – claiming to have carried out experiments, observations, interviews or any form of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
9. Plagiarism – copying published work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own.
10. Leakage – prior knowledge of examination items. Facilitating or concealing, possessing information relating to leaked examinations documents.

vi) Procedural Actions on Conduct of Examinations

1. A candidate who is suspected of infringing on any examination regulation shall be allowed to continue with the examination but shall be required to submit to the Invigilator a written report immediately after the examination. The Invigilator shall submit the Irregularity Report together with the candidate's report to the Dean of the Faculty within twenty-four hours of the examination.

Failure on the part of the student to submit a written statement on his/her alleged involvement in an examination irregularity immediately after the examination shall be regarded as an admission of the charge against him/her.

2. Where the Dean of the Faculty is satisfied that a candidate has committed a breach of an examination regulation, he/she shall write within 48 hours to the student to defend himself/herself in writing. On the basis of the report, the Dean may appoint a Committee to investigate the matter and present the report, including the committee's recommendations, to the Faculty Board.
3. The Faculty Board shall make appropriate recommendations through the Dean of Graduate School to the Vice-Chancellor who shall apply the necessary sanctions and inform the Academic Board.

vii) Absence from Examinations:

1. Candidates must present themselves at the University Examinations for which they registered under these Regulations. Candidates who fail to do so for reasons other than illness, shall be deemed to have failed the examination. Misreading of the time-table and such lapses on the part of the candidate shall not be accepted as a satisfactory explanation for absence.
2. A student who falls ill during an examination shall report in writing to the Dean of his/her Faculty.
3. A student who is absent from an examination on account of illness confirmed by medical evidence from a registered medical practitioner may be given a make-up examination in the course missed, otherwise, he/she shall take the regular examination on the next available opportunity without repeating the course concerned if he/she so desires. Approval for make-up examination shall be by Academic Board on the recommendation of the Faculty Board through the Graduate School.

viii) Penalties for Misconduct

OFFENCE	PENALTY
Leakage	Rustication/Dismissal of student(s) involved and possible prosecution.
Refusal to make statement when required	Rustication/Dismissal of student(s) involved and possible prosecution.
Fabrication of data and/or Plagiarism	Cancellation of entire Thesis/Examination result and withdrawal of certificate
Possession of unauthorized Material	Cancellation of the candidate's paper (s)
Copying from prepared notes	Cancellation of the candidate's paper and rustication for one academic year.
Impersonation	Dismissal of candidates involved and prosecution of the candidates or impersonators.
Communication	Cancellation of the candidate's paper
Persistently disturbing other candidate (s)	Candidate must be relocated and asked to write a statement and the case reported to The Faculty Dean for the appropriate disciplinary action by the Vice-Chancellor.
Verbal or Physical assault on invigilator or other students	Cancellation of the candidate's examination paper and referral to the Vice-Chancellor for appropriate disciplinary sanction.
Destroying materials suspected as evidence	Cancellation of the candidate's paper and referral to the Vice-Chancellor for appropriate disciplinary sanction.
Not carrying a valid student ID Card	Refuse entry of student into examination hall

ix) Evaluation, Custody of Examination Scripts, Record keeping, and Submission of Grades

1. All examinations for a course shall normally be evaluated by the Internal Examiner(s). In cases where the Internal Examiner(s) is unavailable the Head of Department may assign other Internal Examiners.
2. All evaluation shall normally be completed within two weeks after the examinations.
3. Within two weeks after the end of the Trimester, every Department shall submit the list of students who have taken courses in that Department along with their grades to the Dean. Such submissions shall be signed by the Internal Examiners who taught the courses as well as the Head of Departments.

4. Results of evaluation must be submitted on Standard University Mark Sheets and presented to the Departmental/Board of Examiners for approval.
5. The marked scripts shall not be shown to the students. The scripts shall be kept in a secure place for at least four academic sessions from the date of the examination.
6. Internal Examiners shall maintain an up-to-date record of all assignments and examinations given and evaluated in their courses. In any case of disputed grade the record may be used to clarify any error of recording or computation. The record shall be kept in a secure place.

x) Reporting of Grades to Students

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

xi) Appeal and Remarking of Examination Script (Appeal Process)

1. Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. Students are to follow the following procedures in requesting for re-marking.
 - b. A candidate who is not satisfied may request for an investigation to the Registrar through the Dean of the Faculty.
 - c. The Registrar may refer to the appropriate Dean for investigation and rectification.
 - d. Such rectified results would be subject to the approval of the Academic Board.
2. A candidate who is not satisfied with the results of any University Examination may request for remarking by applying to the Registrar through the appropriate Dean within 21 days after release of the examination results.

3. A fee of \$20 (in cedi equivalent) per script will be paid by a student who request for the re-marking. This amount would however be refunded to the student if he/she is vindicated. Vindication arises where a student's new mark(s) from the re-marking raises his/her grade.
4. The Registrar shall refer the request for remarking to the appropriate Dean.

xii) Determination of Degree

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

xiii) Issuance of Official Transcript of Academic Record

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

xiv) Evaluation of Courses, Student Performance and Teaching Programme

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

9.3 REGULATIONS FOR STUDENTS ON OR OFF CAMPUS

1. The laws of Ghana apply equally to every member of the University community and the walls of the University do not protect anyone from the full application of the laws of Ghana.
2. All existing regulations in the University are fully consistent with the laws of the land and will be enforced accordingly.
3. The University therefore, will not permit any behavior on or off campus by any member of the student body that contravenes its regulations or the laws of the land.
4. In particular, all are expected to use the official channels of communication and to follow laid down grievance procedures.
5. For the presentation of formal petitions etc. the residence of the Vice-Chancellor and other officers of the University are out-of-bounds; all such formal negotiations should take place in the offices of such officials or at designated venues.
6. In all matters of negotiation, the Central Administration accepts to meet only accredited representatives of recognized groups within the University, and arrangements reached are binding on both sides.

7. The regulations relating to Demonstrations, Rallies and Processions (DRAP) for students should be strictly adhered to.
8. Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.
9. Willful destruction of University or private property or facility contravenes University rules and regulations and will attract appropriate penalties.

Noise on campus

1. It is desirable to maintain at all times the kind of environment that supports the basic academic enterprise.
2. In pursuit of a suitable academic environment, the University wishes that the general level of noise be kept as low as possible. Students are enjoined to avoid disrupting the calm.
3. Radios, stereophonic instruments and musical instruments may be used quietly with consideration for others at anytime, subject to such regulations as may be made by individual Halls.
4. If this is not observed, the privilege may be restricted or in severe cases withdrawn.
5. Clubs, Societies and Religious group meetings should not be held in students' rooms.

Collection of money in the University

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

Smoking and alcoholic drinks

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

Personal Property

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

University Property

Students may not make attachments to, or transfer, furniture of any kind from any part of the University buildings, including rooms in Hall of Residence, without prior written permission from the proper authorities.

Students are liable to pay for any loss or damage to furniture and fitting or equipment of any kind.

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

Dress

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

Communication with Government Ministries and the Press

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

Student Excursions

The following regulations govern the organization of excursions by students:

- i. Decision of the Society to undertake the trip should be taken at a general meeting of the Club/Society.
- ii. Permission for a Society to go on excursion or education tour should be sought from the Registrar through Dean of Graduate School and/or Programme Coordinators and/or

- Heads of Departments and should contain the list of all those making the trip. All students making the trip should seek permission from their various Programme Coordinators and/or Head of Departments. A written permission should reach the Dean of Students, at least, one week in advance.
- iii. The trip should be restricted to University members of the club or other students of the University.
 - iv. The itinerary of the trip should relate to the aims and objectives of the Club or Society.
 - v. There should be evidence of correspondence between the Club or Society and the institutions or other establishments to be visited during the trip.
 - vi. The fare for the trip must be known in the application.
 - vii. All other groups other than the approved and recognized bodies shall have their applications approved by the Cultural Affairs Committee.

Academic

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

Library

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

Residential

- a. Disorderly behavior on campus that contravenes University regulations and disturbs peace on campus will attract one week suspension from the University.
- b. Disorderly behavior which results in damage to property will attract a fine equivalent to the cost of repairing or replacing the damage property in addition to suspension or ejection.

- c. A student who loses his/her room key during the trimester shall be required to pay for its replacement.
- d. All keys must be returned to the Hall Porter at the close of each trimester/vacation.

Students' Channel of Communication with the University

A. Non-Academic Matters

1. Individual Students

- (a) All requests, notifications and complaints from a student should go to their Counsellor/Campus Coordinators; if the matter is still unresolved, then as a final resort to the Dean of Students and/or Hall Warden/Master.
- (b) The student will have the right of appeal to the Hall Council/Campus Coordinators if the matter is not resolved at this level, an appeal could be made to the Dean of Students

2. Clubs and Societies

- (a) All requests and notifications other than financial affecting all members of a club should go to the Dean of Students.
- (b) All requests and notifications affecting the student body (GRASAG) as a whole should pass through the Campus Coordinator to the Dean of Graduate School.
- (c) In general, cases requiring the redress of grievance should go to the Campus Coordinator, with a copy of the correspondence to the Hall Wardens/Masters.
- (d) Where special committees exist, grievance should be channeled to these committees, in the first instance.
- (e) All communications on non-academic matters from the University Administration to GRASAG should be copied to the Dean of Graduate School and Campus Coordinators.

Academic Matters

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

1. Appeals

AS A LAST RESORT, appeals may be made to the Vice-Chancellor and if necessary to the Dean of Graduate School.

Change of Name

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

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

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

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

Orientation of Students

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

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

Selection of Candidates

Final decision on the suitability of candidates for admission to any programme rests with the Joint Admission Board of the University.

Faculty Registration

All students are expected to register in their Faculties/Graduate School on arrival at the University. The appropriate Faculty Registration Forms are used and endorsed by the Head of Department of each course a student is required to study.

Students who do not register (with the Faculty/Department and Academic Section) by the approved date will not be allowed to take part in the End of Semester Examinations.

Penalties for Late Registration

There is a penalty for late registration. Students who fail to register within the first week of re-opening but register in the second week will be charged a late registration fee of (fifty Ghana Cedis-(GH¢50.00). No student will be allowed to register after the first two weeks of re-opening.

Transcript

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

Matriculation

A Matriculation Ceremony is held in the first trimester for the purpose of formally registering into the university all new students entering under-graduate, post-graduate, Diploma, and any other programmes. Attendance at the ceremony is compulsory and no new student is allowed to remain in the University or take any University examinations unless he/she has been duly matriculated.

Review of Existing Rules and Regulations

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

Sources of Help

When in difficulty, students should see the following officers:

Academic Problems

*Academic Counselor or Campus Coordinator
Or Head of Department*

Residential Problems

Hall Counsellor/Campus Coordinator

Or Hall Warden/Master

Other Problems

*Assistant Registrar
(Graduate School)*

ID Cards

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

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

APPENDIX I

**DUTIES OF VARIOUS PERSONS AND BODIES CONDUCTING
EXAMINATION**

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

A. Duties of Internal Examiners

1. Keep an up to date class attendance for each course taught;
2. Keep an up to date record of all course assignments and examinations given and the grades obtained by the students during the course;
3. Submit to the Head of Department at the end of the Trimester, the attendance record of students during the Trimester;
4. Set question papers for all examinations given for his/her course;
5. Mark all scripts for all examinations and/ or assignments of his/her course;
6. Submit detailed marked sheet with letter grade obtained by each student at the end of the course to the head of Department.

7. For the avoidance of doubt, the Internal Examiner has the first line responsibility for the safety and security of examination questions.
8. Would be held particularly responsible in the event of any leakages of examination questions until subsequent evidence proves otherwise.

B. Duties of Faculty Examinations Officer

1. Arrange and organize the main examinations of the Faculty (prepare and calculate time – table, arrange place of examination, etc);
2. Distribute question papers, answer booklets, attendance sheets, etc to invigilate before examinations;
3. Communicate to the Dean any matters relating to the examinations which require disciplinary action; and
4. Present examinations report to the Dean.

C. Duties of Heads of Department

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

D. Duties of Invigilators

1. Invigilate courses assigned;
2. Must ensure students sign attendance register.
3. Submit examination report
4. Collect and submit examination papers
5. Keep time
6. Distribute resources

E. Duties of the Dean of the Faculty

1. S/he shall be the Chief Examiner of the Faculty and the Chair of the Faculty Board of examiners;
2. Ensure that all continuous assessment (CA) account for the approved total Continuous Assessment score in a course;
3. **Ensure Final year examinations are moderated by external examiners annually;**
4. Ensure list of students who took courses in the department are approved/endorsed by the Head of Department and the Internal examiner who taught the courses;
5. S/he shall ensure that final Moderated Question Papers for the main examination are secured in sealed envelopes not later than two weeks to the commencement of the examination period;
6. Question Papers are duplicated in enough quantities, bound , sealed and secured by the Dean not later than a week to the examination;
7. Communicate to students within the first week of the next Trimester, Provisional letter grades results approved by the Faculty Board;
8. Forward to the Registrar before the first week of the next trimester results of the examinations conducted in the previous trimester;
9. S/he shall keep all records pertaining to Faculty Examinations and
10. Prepare results for presentation to the Faculty Board and the Academic Board.

F. Duties of the Departmental Board of Examiners

1. Approve questions set by Departmental Internal Examiners;

2. Ensure that all continuous assessment account for the approved total CA score in a course;
- 3. Ensure final year examinations are moderated by External Examiners annually;**
4. Ensure that list of students who took courses in the department are approved/endorsed by the Head of Department and the Internal Examiner who taught the courses;
5. Submit approved/endorsed lists to the Dean of the Faculty.

G. Duties of the Faculty Board

1. The Board shall recommend the class of degree to be awarded to each student; and
2. Ensure the recommendation is based on the grades obtained by the student in accordance with the degree regulations of the University.

H. Duties of the Registrar

The Registrar shall:

1. Make available to the Faculty Examination officer stationary and other materials for examination;
2. Issue official transcript of academic record and certified photocopies of the official transcripts;
3. Ensure that official transcripts are issued only to institutions of higher learning or prospective employers;
4. Process appeal request;
5. Keep permanent record of all grades obtained by students in their final examinations.

I. Duties of Academic Board

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

APPENDIX II

REGULATIONS FOR EXTERNAL EXAMINERS

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

1. Assessment of post-graduate academic programmes and the syllabi with a view of determining their relevance to the objects of the university.
2. Evaluation of available facilities such as laboratories, teaching aids, etc.
3. Inspection of library facilities, so that they relate to the relevant discipline
4. Evaluation of examination items and students scripts on courses taught in the Department, with a view to determining the academic quality of the questions and the consistency of the marking.
5. Evaluation of post-graduate projects and conduct of oral and practical examinations where necessary.
6. External assessment shall be carried out once in an academic session to coincide with main examinations of the second Trimester.

7. The External Examiner shall submit a detailed Report of his assessment to the Vice-Chancellor, to be received within six weeks after the assessment exercise.

Notes:

- a. The External Examiner should have ready access to students of all years and, in particular, to final year post-graduate students.
- b. The External Examiner should receive, in advance of his visit to the University, copies of the following documents:
 - i. Degree Programme and Course Contents of the Department
 - ii. Regulations relating to the Post-graduate Degree Programme
 - iii. Regulations for Conducting Examinations.
- c. Offer of appointment as External Examiner will be communicated by the Registrar.