

ADDENDUM TO FORMAT FOR THE PREPARATION OF THE VICE-CHANCELLOR'S ANNUAL REPORT

- Institution where degrees/diplomats were obtained should be put into brackets. The name of the institution should also be listed clearly before the place as shown in Example below.

EXAMPLE:

Staff

Name	Qualification	Rank/Position
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<i>Teye, G.A.</i>	<i>B.Sc., M.Sc., (KNUST, Kumasi, Gh), Ph.D. (Univ. of Bristol, Bristol, UK)</i>	<i>Professor/Vice-Chancellor</i>
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<i>Dei, H. K.</i>	<i>B.Sc, Dip.Ed.(UCC, Cape Coast, Gh), M.Sc (KNUST, Kumasi), Ph.D.(Newport Univ., UK)</i>	<i>Professor/Dean</i>
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<i>Tampah-Naah, C.</i>	<i>B.A, Dip. Ed. (UCC, Cape Coast, Gh); M.A. Snr. (UG, Accra, Gh)</i>	<i>Assistant Registrar/Head, General Administration</i>
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iGh stands for Ghana