

**CSIR COLLEGE OF SCIENCE AND TECHNOLOGY
GHANA-WEST AFRICA**



**ACADEMIC PROGRAMMES, POLICIES AND
REGULATIONS**

(2021 – 2026)

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1.0 INTRODUCTION

This document is intended to serve as a reference material, especially for lecturers, supervisors, examiners and prospective students of the CSIR College of Science and Technology (CCST). Key areas such as admission requirements, application forms, administration of postgraduate studies, registration and scheme of examination, academic standing and presentation of dissertation/thesis have been highlighted. Effort has also been made to ensure accuracy of the information in this booklet at the time of going to press. However, the Academic Board reserves the right to make changes any time as deemed necessary.

2.0 DEFINITION OF TERMS

Programme

A programme is a curriculum package that consists of courses and leads to the award of specific degree, diploma or certificate.

Course

A course is an approved self-contained instructional package with a title, code number, stipulated contact hours and credit weighting.

Core (Compulsory) Course

A core or compulsory course is a course that a student is required to take and pass in order to graduate. In the context of the College, there are three types of compulsory courses: College-wide compulsory courses, departmental compulsory courses and programme specific compulsory courses. A student who fails a compulsory course must repeat the same course and pass before he/she can graduate.

Types of Core (Compulsory) Course

College Compulsory Courses

Currently, the courses are as follows:

Basic French Language

Entrepreneurship

Research Methods, Biometry and Statistics and its equivalent

Departmental Compulsory Courses

The departmental compulsory courses are courses that are declared core by the department for students at various stages of the programme.

Programme Specific Compulsory Courses

These are compulsory courses specific to certain programmes.

Elective Course

An elective course is a course which is freely chosen by the student within the context of the programme being pursued. The purpose of the elective course is to give the student the opportunity to construct a personal curriculum to meet personal, career or individual academic interests.

Cognate Course

A cognate course is a course in a related field that facilitates, reinforces or enriches learning within a chosen area of specialization.

Pre-Requisite Course

A pre-requisite course is a course which the student must pass before he/she can be allowed to take a higher-level or related course.

Audited Course

An audited course is a course which the student voluntarily takes for zero credit. The course appears on the student's transcript but will not count towards the computation of GPA

3.0 VISION, MISSION AND CORE VALUES OF THE COLLEGE

3.1 Vision

The Vision of the College is “To become the leading provider of quality science and technology education, research, innovation and entrepreneurship in Africa”.

This statement of the College's future is meant to be the driving force behind every programme, activity or process that the College initiates towards its own development into the future. As a postgraduate training institution, the CCST is mandated to develop

the skills, knowledge, creativity and attitudes of its graduates, using the research approach to generate knowledge, enhance their skills, and thus prepare them for effective professional practice.

3.2 Mission

The mission of the College is “To equip stakeholders in the physical and natural sciences with appropriate skills and attitudes to enhance their contribution to sustainable development in Ghana and beyond”

3.3 Core Values

The CCST values excellence in all areas of its practice, especially in:

- Leadership
- Teaching and Learning
- Scholarly research and Innovation
- Public engagement
- Staff performance

4.0 ACADEMIC PROGRAMMES

Field of study

Academic programmes of the College are vested in its six Departments. These are Department of Agro-processing Technology and Food Bio-sciences, Department of Animal Resources Development, Department of Fisheries Science and Aquaculture, Department of Natural Resources Management, Department of Soil Resources Management and Department of Plant Resources Development. These Departments are being hosted by selected Council for Scientific and Industrial Research Institutes across Ghana. The Departments currently offer postgraduate degree programmes under the following general nomenclature.

5.0 COLLEGE CAMPUSES AND PROGRAMMES

The CSIR College of Science and Technology currently has two main Campuses across the country, namely: Accra and Kumasi Campuses. These Campuses have various research fields and laboratories which are well equipped for teaching and learning and other research activities. The College’s programmes are currently hosted by six CSIR Institutes across the country. The Departments, host Institutes and the programmes are as listed below:

No.	Department and Host Institute		Programme	Campus
1	Department of Plant Resources Development	Crop Research Institute (CRI)	MSc/MPhil/PhD (Plant Breeding and Biotechnology)	Kumasi
2	Department of Soil Resources Management	Soil Research Institute (SRI)	MSc/MPhil/PhD (Soil Health and Environmental Resources Management)	Kumasi
3	Department of Natural Resources Management	Forestry Research Institute of Ghana (FORIG)	MSc/MPhil/PhD (Climate Change and Integrated Natural Resources Management)	Kumasi
4	Department of Agro-Processing Technology and Food Bio-Sciences	Food Research Institute (FRI)	MSc/MPhil/PhD (Food Science and Technology)	Accra
5	Department of Fisheries Science and Aquaculture	Water Research Institute (WRI)	MSc/MPhil/PhD (Aquaculture) MSc/MPhil/PhD (Fisheries Science)	Accra
6	Department of Animal Resources Development	Animal Research Institute (ARI)	MSc/MPhil/PhD (Industrial Animal Nutrition and Feed Production)	Accra

6.0 ACADEMIC YEAR

The College operates a semester system as indicated below but programmes are for the full calendar year (May to April) and (September to August).

May Session

First Semester May to August
Second Semester September to February

September Session

First Semester September to February
Second Semester May to August

NOTE: The May cohort, having completed their first semester shall be joined by the September cohort in the second semester, and the September cohort, having completed their second semester shall also be joined by the May cohort in the first semester in the succeeding year. This arrangement has been made possible because the courses within each of the semesters are independent of each other. In this arrangement, the May cohort shall complete the coursework

in February and September cohort shall also complete the coursework in August in the succeeding year.

7.0 NON-DEGREE PROGRAMMES

- a. Certificate/short term training programmes

Note: Certificate/Short term training programmes may be run by various Departments. Subject areas and duration shall be determined by Departments at any point in time. Short term training shall be announced at the College website.

8.0 DEGREE GRADUATE PROGRAMMES

The College runs both research and non-research programmes in specialized areas.

8.1 Research Programmes

MPhil/PhD (Climate Change and Integrated Natural Resources Management)

MPhil/PhD (Industrial Animal Nutrition and Feed Production)

MPhil/PhD (Soil Health and Environmental Resources Management)

MPhil/PhD (Plant Breeding and Biotechnology)

MPhil/PhD (Food Science and Technology)

MPhil/PhD (Aquaculture)

MPhil/PhD (Fisheries)

8.2 Non-Research Programmes

MSc (Climate Change and Integrated Natural Resources Management)

MSc (Industrial Animal Nutrition and Feed Production Programme)

MSc (Soil Health and Environmental Resources Management)

MSc (Plant Breeding and Biotechnology)

MSc (Food Science and Technology)

MSc (Aquaculture)

MSc (Fisheries)

9.0 APPLICATION FOR ADMISSION

Application for admission into the programmes in the College are available throughout the year, however, the College admits students in May and September of every calendar year.

9.1 Deadline for submission of Application forms for entry in May

Application forms for admission into the programmes in May should be submitted by the last working day of March of every calendar year. Application forms for admission into the programmes in September should be submitted by the last working day of July of every calendar year.

9.2 Foreign Students Admissions

In the case of foreign students, their equivalent qualifications may be considered for admission by the relevant Departments. In addition to the general admission requirements, Departments may have specific admission requirements.

Applicants must ensure that their application forms reach the Registrar not later than the specified closing date.

10.0 DELIVERY MODES

The College programmes have been designed to meet the needs of all prospective students, especially, the working population across the country. Programmes are offered online, where necessary.

11.0 ADMISSION AND PROGRESSION REQUIREMENTS

11.1 Non-Researched Master's Degree Programmes

11.1.1 Master's Degree Programmes – MSc (Regular/Sandwich)

A candidate seeking admission to a MSc. degree programme must:

- a. Have obtained a good first degree (at least, a Second Class Lower) in an appropriate field of study from a recognized academic institution.
- b. Submit an official transcript of academic record.
- c. Submit, at least, two referees' reports, one of which must be from a former lecturer.
- d. For purposes of assessing an applicant's suitability, he/she may be required to attend an interview at the Department. Applicants must pass the selection interview.

11.1.2 Special Admissions

A candidate who possesses a first degree with a Third Class or Pass may be considered for admission into the **MSc programme**. The candidate shall also be required to:

- a. Submit a transcript of his/her academic record.
- b. Have a minimum of two years' working experience in relevant industry.
- c. Pass a selection interview.

11.2 Postgraduate Programmes by Research

11.2.1 MPhil Programmes

A first degree candidate seeking admission to an MPhil programme must:

- a. Have obtained a good first degree (at least, a Second Class Lower) in an appropriate field of study from a recognized tertiary institution.
- b. Submit an official transcript for academic record.
- c. Submit, at least, two referees' reports, one of which must be from his/her former lecturer.
- d. Submit a pre-proposal of 2-3 pages in the intended area of study, including references.
- e. Satisfy any additional requirements prescribed by the Departments. These may include relevant experience and or interview.
- f. Pass an interview.

A successful applicant shall be offered a **conditional admission** for the first semester of the first year. Students may progress to the thesis phase in the second semester of the first year after having successfully passed all courses in the first year with a minimum CGPA of 2.5 and also defended the final research proposal before the Departmental Research Committee.

11.2.2 A Non-research Master's Degree candidate seeking admission to an MPhil programme must:

- a. Have obtained a CGPA of 2.5 or better in the master's course work
- b. Submit an official transcript of academic record.

- c. Submit, at least, two referees' reports, one of which must be from a former lecturer.
- d. Submit a pre-proposal of 2-3 pages in the intended area of study, including references.
- e. Satisfy any additional requirements prescribed by the Department. These may include relevant work experience, and/ or an interview.

A successful applicant shall be offered a **conditional admission** for the first semester of the first year. Students may progress to the thesis phase in the second semester of the first year after having satisfied conditions in **11.2.2.1**.

11.2.2.1 Condition for Progressing to the thesis stage

Students may progress to the thesis stage in the second semester of the programme after having satisfied the following conditions:

- a. Taking top up courses as determined by the Department.
- a. Obtained a CGPA of 2.5 or better.
- b. Successfully defended a final research proposal before the Departmental Research Committee.

11.2.3 Doctor of Philosophy (PhD)

A candidate seeking admission into the PhD programme must:

- a. Have an MPhil or equivalent degree in an appropriate field of study from a recognized institution.
- b. Submit an official transcript of academic record.
- c. Submit two referees' reports, one of which must be from the former lecturer.
- d. Submit a pre-proposal of 3-5 pages in the intended area of study including a bibliography.
- e. Satisfy any additional requirements prescribed by the Departments. These may include relevant work experience, and/ or an interview.

A successful applicant shall be offered a **conditional admission** for the first year.

11.2.3.1 Condition for Progressing to the thesis stage

Students may progress to the second year after having satisfied the following conditions:

- a. Taken and passed all requisite background courses as determined by the Department
- b. Obtained a CGPA of 2.5 or better.
- c. Successfully defended a final research proposal before the Departmental Research Committee.

12.0 PROCESSING OF APPLICATION FORMS

All applications for admission shall be considered by the Departmental Admission Committee and the College Registry. The results shall be conveyed promptly by the College Registry to the applicants.

13.0 HOW TO APPLY

Application form can be obtained online at a fee. Applicants are required to submit online and forward other supporting documents to the College to:

Postal Address

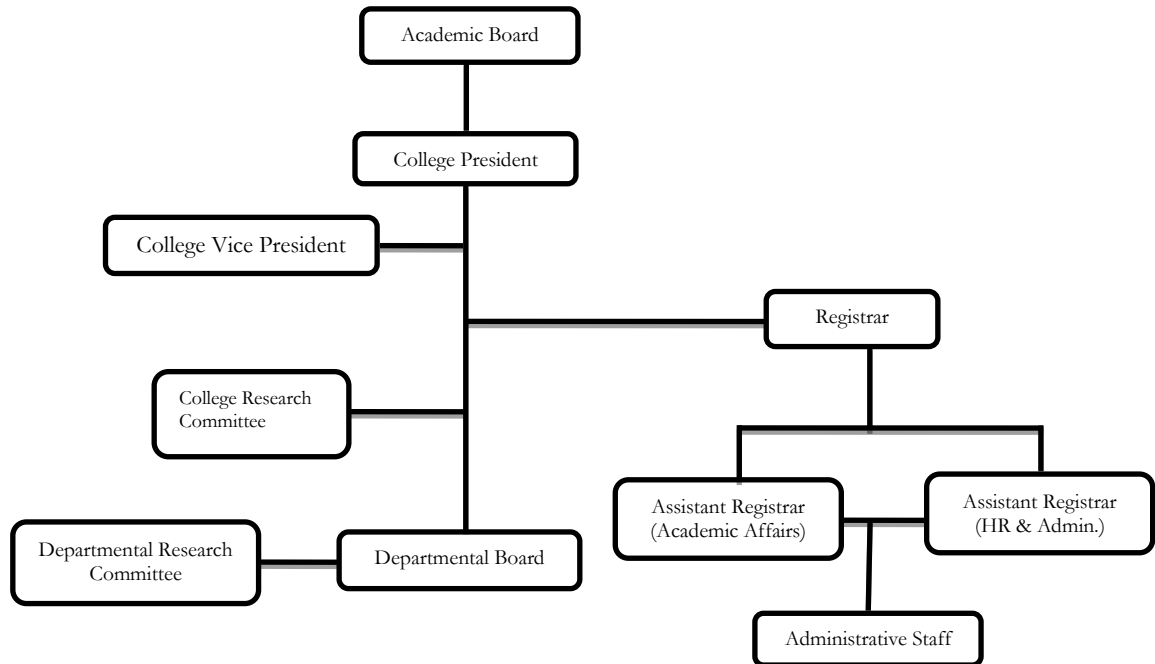
The Registrar
CSIR College of Science and Technology
P. O. Box M32
Accra
Tel: 233-302-781-904(Hotline)
Email: csircollege@gmail.com

Hand Delivery Address

The Registrar
CSIR College of Science and Technology
Behind Ghana Police Headquarters
Cantonments-Accra

14.0 ADMINISTRATION OF THE COLLEGE PROGRAMMES

14.1 ORGANOGRAM FOR ADMINISTRATION OF THE COLLEGE PROGRAMMES



15.0 COLLEGE RESEARCH COMMITTEE

The College shall have a College Research Committee (CRC). The CRC will advise the Academic Board of the College on matters relating to masters and doctoral degrees in the College.

15.1 Membership

Membership of the Committee shall be as follows:

- a. College Vice President as Chairperson
- b. One Senior Faculty member other than the Head of Department elected from each Department for a two-year term
- c. Assistant Registrar (Academic Affairs)
- d. Administrative support is to be provided by the College Registry. All members may be re-appointed /re-elected for more than one term.

15.2 Functions

The functions of the College Research Committee are as follows:

- a. receive masters and doctoral reports (e.g. progress report, examination results) from Departments;
 - b. approve the appointment of supervisors for masters and doctoral students nominated by the departments;
 - c. recommend to the Academic Board the appointment of examiners for masters and doctoral students, nominated by the departments;
 - d. recommend to the Academic Board the award of masters and doctoral degrees where the Committee is satisfied that the College's requirements have been met;
 - e. recommend to the Academic Board suspensions of candidature of masters and doctoral students;
 - f. determine and Report to the Academic Board the extensions of candidature of masters and doctoral students;
 - g. recommend to the Academic Board withdrawals and terminations of candidature of masters and doctoral students;
 - h. set up a sub-committee to vet hardbound theses and dissertations submitted by the Departments before the final consideration by the College Research Committee;
 - i. advise the College President on matters relating to the maintenance of excellence in masters and doctoral programmes;
 - j. provide information on masters and doctoral programmes to staff and candidates in the College;
 - k. consider matters referred to the Committee by the Academic Board of the College.
- a. The College Research Committee shall provide an Annual Report to the Academic Board of the College. The report will include a summary of all masters and doctoral candidates who have successfully completed their degree in the preceding calendar year, those who could not and other information relevant to the functions of the Committee.

16.0 DEPARTMENTAL RESEARCH COMMITTEE (DRC)

Each department shall have a Research Committee. The DRC shall make recommendations to the College Research Committee for approval and or consideration for final determination by the Academic Board of the College.

16.1 Membership

The Head of Department chairs the Committee.

Membership of the Committee shall be Professors, Associate Professors and Senior Lecturers with PhD.

16.2 Functions

- a. Ensure that proposals for the introduction of new/revised programmes conform to the approved Format;
- b. Supervise the proposal defense of all research students before assignment of supervisors;
- c. Approve the assignment of supervisors to research students presented by the Heads of Department;
- d. Recommend the appointment of supervisors for masters and doctoral students to College Research Committee;
- e. Nominate both internal and external examiners to examine thesis/dissertation;
- f. Set up a sub-committee to vet comb-bound theses and dissertations submitted by students before the final printing of hard bound theses/dissertations;
- g. Review and submit progress report on research students to the College Research Committee for consideration and
- h. Consider provisional approval of examination results for consideration by the College Research Committee.

17.0 DURATION, NATURE AND DESIGN OF PROGRAMMES

17.1 Duration of Programmes

The College offers postgraduate programmes and for durations as indicated below:

Minimum Duration	Maximum Duration
a. MSc with Dissertation (Regular)	
18 months	24 months
b. MSc with Dissertation (Sandwich)	
18 months	24 months
c. M.Phil. (Regular)	
24 months	36 months

d. PhD Programme

36 months

48 months

17.2 Nature of Programmes

- i. MSc with dissertation programmes will consist of two semesters of course work and dissertation. Students are expected to develop and defend their research proposals at end of the first year of course work. Students will then be assigned supervisors to start the research work. MSc by course work will consist of only two semesters. Students on MSc by course work programmes shall be required to present term papers. In the case of MSc with dissertation (sandwich) programme, it will consist of three semesters of course work and dissertation.
- ii. MSc Top-up programmes will consist of one semester of course work and thesis. The one semester course work should be a preparatory stage where students will take some courses as determined by the Department. These courses shall not exceed four courses. Students are expected to develop and defend their research proposals at the end of semester one of the programme. Students will then be assigned supervisors to start their research work.
- iii. MPhil programmes will consist of two semesters of course work and thesis. Students are expected to develop and defend their research proposals at the end of the first year of course work. Students will then be assigned supervisors to start their research work.
- iv. PhD programmes will consist of two semesters of course work and thesis. Students are expected to develop and defend their research proposals at the end of the first year of course work. Students will then be assigned supervisors to start their research work.

Students on some programmes shall undertake between one to two month(s) supervised practical internship with relevant industry. Students are expected to submit a report endorsed by their supervisors at the end of the exercise.

18.0 TUITION FEES

- i. Tuition fees for all programmes shall be in accordance with the rates prescribed by the College from time to time.

- ii. Students are expected to pay at least fifty percent of the academic year fees before registering for second semester of the first year and full fee for the first year before end of second semester examination.
- iii. Students are expected to pay at least forty percent or more of the academic year fees before registering for first semester of the second year and full fee for the second year before submitting soft bound thesis/dissertation.
- iv. Payment of fees by a student may cease only when the student has submitted his/her soft bound copy of thesis/dissertation.
- v. Students who fail to properly register and pay appropriate fees will not enjoy any right and privileges as students.

19.0 REGISTRATION OF STUDENTS

Registration of students is done every semester until the student completes his/her programme of study and it is done on-line via the Student Registration Portal (SRP). This is followed by registration and submission at the Department(s).

19.1 Registration Procedure

Before registration, students are to observe the following guidelines:

- i. Paid a proportion of the fees as determined in the admission letter and payment schedule issued (To be printed from the College Official Website).
- ii. Submitted receipt(s) showing the proportion of fees paid for that academic year to the College Registry via email for verification before students will be allowed to proceed on the registration exercise.
- iii. For fresh students, upon receipt of their pay in slip(s) by the Registry, will have their registration numbers generated and sent to them electronically and or SMS after which they will proceed to register.
- iv. In the case of continuing students, receipt(s) showing payment of the appropriate fees for that academic year will also be verified before students will be allowed to proceed on the registration exercise.
- v. Obtain information from their respective Departments/College Website in respect of the courses on offer for the particular semester.
- vi. Students proceeding on field-work or collection of data should formally complete their registration as students of the College before proceeding on field-work.

- vii. Students MUST obtain print out of registered courses which should be kept as evidence of registration after endorsement by respective departments.
- viii. Department shall then forward the original signed copy of the registration forms to the College Registry while they keep the photocopy of same. Students are expected to keep a copy for reference.
- ix. All students are required to submit their progress report through their Supervisor(s) and Heads of Departments every semester of the second year for review by the College Research Committee.

Approval of registration will lapse if the candidate does not begin the programme of study within one month after registration. An affected candidate(s) shall, at the appropriate time, re-apply to the Registrar for fresh admission.

NOTE:

Students who fail to register by the close of the registration period will not receive any grades even if they attend lectures and take examinations.

19.2 Penalties for late registration

There is a penalty for late registration. Students who fail to register within the first one week of re-opening but register in the second week will be charged a late registration fee, which shall be determined from time to time. No student will be allowed to register after the fourth week of re-opening.

20.0 CREDIT WEIGHTINGS

20.1 Credit weightings for courses

At the College, postgraduate taught courses may be assigned 0, 2 or 3 credit(s). Credits are assigned to courses on the basis of contact hours (theory and laboratory/practical/field work) as follows:

- a) A zero-credit course is a course which does not attract any credit.
- b) A two-credit course is a course which has either two contact hour theory classes per week for one semester, or one hour of theory and two or three hour of laboratory/practical/field work per week for one semester

- c) A three-credit course (a full course) is a course which has either three contact hour theory classes per week for one semester, or two contact hour theory classes and two or three hours of laboratory/practical/field work per week for one semester

20.2 Credit weightings for Experiential Training

- a. A four-week supervised experiential training culminating in the writing and submission of a report should attract a maximum weighting of three (3) credits.
- b. A minimum two-week supervised field trip undertaken by students with the submission of a report should attract a maximum weighting of three (3) credits.

20.3 Auditing Course

To audit a course, the student must obtain the consent of the lecturer and the approval of his/her Head of Department.

A student auditing a course must register and attend all classes and laboratory sessions (if any) in the course. The student is required to submit assignments, seminars/presentations, paper and review/critique but not end of semester examinations unless it is mutually agreed between him/her and the lecturer.

Where there is no evidence of a student having properly audited a course (i.e. no continuous assessment marks), the course will not appear on the student's transcript.

Only one course may be audited per semester. A student who is carrying the maximum workload (18 credits) cannot audit a course in the same semester.

20.4 Minimum and Maximum Workload

The minimum workload for student is 15 credits for a semester unless otherwise determined. The maximum allowable is 18 credits. However, a student cannot carry the maximum workload for more than one semester in a two-year programme. Whatever the workload, the minimum credit loads for course work for the programme must be achieved (30 credits for master's degree). These do not include credits for repeated courses on account of failure.

21.0 COURSE NUMBERING

Courses in the postgraduate programmes have the following numbering:

Master's Degree Courses	800 – 899
PhD	900 – 999

22.0 CHANGE OF NAME AND OTHER PERSONAL PARTICULARS

As an institutional policy, the College does not accept requests to change or amend names or other records/particulars of students.

For College record purposes, students shall be known only by the names used in completing their application for admission and in the order in which they are written. Once a student has, on admission into the College, been registered with a name which should be the same as the one on his/her results slip or certificate, he/she goes through the programme of study with that name.

Female students who contract marriages while in the College may however apply to have their names changed to include the surname acquired by marriage. The application for change of name under such circumstance shall be supported by a marriage certificate or requisite documentary evidence.

Students should note that all applications for change of name which shall be addressed to the Registrar of the College, would take a few weeks to process and that the new name(s) cannot be used until approval has been given and notification to that effect has been received from the office of the Registrar.

23.0 CLASS ATTENDANCE

The College attaches great importance to adequate exposure of students to course content and the benefits of lecture hall/classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures and laboratory/field practical sessions.

Students should note that lectures and examinations would either be held during the working week (i.e., Monday-Friday) or weekend (i.e. Saturday and Sunday). However, being

a secular institution, it may become necessary for the College to hold lectures and have examinations on public holidays.

To obtain a grade for a course, the student shall not absent himself/herself for more than the equivalent of three weeks contact hours for the course. This should be cumulative and not necessarily consecutive.

This implies that:

- (a) For a one-credit course, the number of classes missed by the student shall not exceed three (3) hours.
- (b) For a two-credit course, the number of classes missed by the student shall not exceed six (6) hours.
- (c) For a three-credit course, the number of classes missed shall not exceed nine (9) hours.

If for medical or other justifiable reason, a student cannot meet the class attendance requirement, he/she is advised to defer the programme through due process as outline in Section 32.0 (Deferment of Programme).

24.0 SCHEME OF EXAMINATION

a. MSc with Dissertation (Regular/Sandwich) programme

This shall consist of:

- i. Continuous Assessment (40%)
- ii. End of Semester examination (60%), in a minimum of five 3-credit or four 4-credit courses and a maximum of six 3-credit courses per semester in the first year
- iii. Presentation of Dissertation, which shall be internally examined

b. MSc by course work (Regular/Sandwich) programme

This shall consist of:

- i. Continuous Assessment (40%)
- ii. End of Semester examination (60%), in a minimum of five 3-credit or four 4-credit courses and a maximum of six 3-credit courses per semester in the first year.

c. MSc Top up programme

This shall consist of:

- i. Continuous Assessment (40%)
- ii. End of Semester examination (60%), in a minimum of four 3-credit or three 4-credit courses and a maximum of five 3-credit courses as determined by the Department. Total credits should not be less than 12 credits or more than 15 credits in the first semester of the programme.
- iii. Presentation of thesis, which shall be internally and externally examined
- iv. Viva Voce (Oral Examination)

The thesis examination and the viva voce shall take place at the end of the second year and shall be in accordance with the approved guidelines (Refer to Section 44).

d. M.Phil. programme

This shall consist of:

- i. Continuous Assessment (40%)
- ii. End of Semester examination (60%), in a minimum of five 3-credit or four 4-credit courses and a maximum of six 3-credit courses per semester in the first year. Total credits should not be less than 30 credits or more than 36 credits in one academic year.
- iii. Presentation of thesis, which shall be internally and externally examined
- iv. Viva Voce (Oral Examination)

The thesis examination and the viva voce shall take place at the end of the second year and shall be in accordance with the approved guidelines (Refer to Section 44).

e. PhD

This shall be by one-year course work/directed reading, followed by presentation of a thesis which shall be internally and externally examined, and viva voce (an oral examination).

25.0 ASSESSMENT OF COURSE WORK

Assessment of postgraduate course work in the first year of study may be based on the submission of term paper/essays or a combination of term papers and written end-of-

semester examinations. Continuous assessment should preferably consist of term papers, seminars, paper review/critique, progress reports but **NOT quizzes**.

26.0 ACADEMIC STANDING OF STUDENTS

- i. The pass mark for each course shall be 60% (Grade C).
- ii. To be registered for the second year of a Master's programme (MPhil), a candidate must have passed all courses taken and obtained a Cumulative Grade Point Average (CGPA) of 2.5 or better in the courses taken in the first year of study.
- iii. A candidate who enrolled as MPhil candidate but obtains a CGPA of less than 2.5 but not less than 2.0 in the first year shall not progress to the thesis phase. He/She may apply for a lower degree (i.e. MSc) and fulfill the requirement as determined.
- iv. A candidate who enrolled as either MSc/MPhil candidate but obtains a CGPA of less than 2.0 in the first year shall be withdrawn.
- v. A candidate who fails a course(s) will have one chance to repeat the course(s). A candidate who fails a repeated course(s) shall be withdrawn.
- vi. When a thesis/dissertation is scored below 60% or Graded F by one out of two examiners, a fresh copy of the thesis/dissertation will be sent to a third examiner for assessment.
- vii. A candidate, whose thesis/dissertation is scored below 60% or Graded F by two out of the three examiners, is deemed to have failed the thesis/dissertation.
- viii. A candidate, who fails a thesis/dissertation as provided under (vii) above, will be required to choose another topic and write another thesis/dissertation within one academic year for fresh examination.

27.0 GRADING SYSTEM

Letter Grade	Mark%	Credit Points	Description
A	80 – 100	4.0	Excellent
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Very Satisfactory
C	60 – 64	2.0	Satisfactory
F	Below 60	0.0	Fail

28.0 GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA) COMPUTATION OF GRADE

A sample of how computation is done is presented below:

2018/2019 SEMESTER 1

Course Code	Course Title	Credit Point(CP)	Letter Grade	Grade Point(GP)	CP X GP
MPBB801	Advanced Plant Breeding and Genetics	3	B	3	9
MPBB803	Advanced Quantitative Genetics	3	A	4	12
MPBB805	Advanced Floral and Reproductive Biology	2	C	2	4
MPBB807	Crop Improvement	3	B	3	9
MPBB809	Biometry and Research Methods	3	A	4	12
MPBB811	Basic Scientific Communication in French	2	A	4	8
GPA	CGPA: Total Credits:	16			54
GPA/CGPA	: $\frac{\text{Sum (CPXGP)}}{\text{Total Credits}}$	$\frac{54}{16}$	= 3.4		

<p>Total (CP× GP) $GPA = \frac{\text{Total (CP× GP)}}{(9 + 12 + 4 + 9 + 12 + 8)}$ $\frac{3 + 3 + 2 + 3 + 3 + 2}{16}$ $= \frac{54}{16}$ $= 3.4$</p>	<p>The sum of the product of credit points for a course (the course weighting) and the grade point for the course divided by the sum of the course weighting for all courses in the semester</p>
<p>In computing the Cumulative Grade Point Average (CGPA) all courses are treated as if they were taken in one semester. Note: Cumulative Grade Point Average (CGPA) is not the same as the average of GPAs for the various semesters $CGPA = \frac{\text{Sum (CP×GP) for all the semesters}}{\text{Sum (CP) for all the semesters}}$</p>	

29.0 DURATION OF END-OF-SEMESTER EXAMINATION

The duration of end-of-semester examination is determined by the credit weighting of the course as follows:

Credit weighting	Duration of Examination
One-credit course	1 hour – 1 hour 30 mins.
Two-credit course	1 hour 30 mins. – 2 hours
Three-credit course	2 hours – 3 hours

Practical course

2 hours – 3 hours

30.0 DISPLAY OF RESULT

End-of-semester examination result shall be posted in the students' portal before the re-opening date of the following semester. All continuous assessment result shall be displayed on department notice boards two (2) weeks before the start of end-of-semester examination.

31.0 TRANSCRIPT

Transcript shall reflect all courses taken or attempted by the student (including audited courses), and the grades earned. Under no circumstance shall grades earned in a course be deleted from student's transcript. The College shall charge a processing fee that shall be determined from time to time.

32.0 DEFERMENT OF PROGRAMME

An applicant who withdraws/fails to enroll from/on the programme **AFTER** admission letter has been issued without prior approval of the College will forfeit the admission automatically. Such an applicant will be required to re-apply if he/she intends to be considered for admission in a subsequent year. A continuing student, who due to various reasons, wishes to defer his/her programme should first consult his/her Supervisor(s) for advice before informing the Head of Department.

With the exception of severe and sudden medical condition, an application for deferment of study must be received and approved one month before the commencement of the semester or academic year the student wishes to defer. Emergency cases shall be dealt with on their merit.

All applications for deferment of programme shall be routed through the Head of Department after students' consultation with their Supervisor(s), to the Registrar, CSIR College of Science and Technology.

Where an application for deferment is on medical grounds, the application must be supported by a medical report certified by a Registered Professional Medical Doctor who works in recognized Government Hospital. The report should be signed and stamped.

Where an application for deferment is granted, deferment shall be for a maximum of one academic year within the entire duration of the programme. Deferment shall not be allowed for one semester. Students must of necessity obtain approval from the Registrar of the College before leaving.

33.0 SUBMISSION OF THESIS PROPOSAL

The following guidelines shall apply:

- i. Between the 8th and 11th month of his/her year one of registration, a student (MSc/MPhil) shall present his/her research proposal to the Department for consideration by the Departmental Research Committee. In the case of May Cohort, the research proposal presentation is between December and March of year one whereas in the case of September Cohort, is between April and July of year one.
- ii. In the case of students who enrolled on the MSc Top up programme, research proposal shall be submitted to the Department for consideration two months before the end of the semester course work.
- iii. In the case of sandwich students, research proposal shall be submitted to the Department for consideration one month before the end of third semester course work.
- iv. In the case of doctoral students, research proposal shall be submitted to the Department for consideration by the Departmental Research Committee after the first year of course work.
- v. Within the first month of the second year, the Head of Department shall submit the approved thesis/dissertation titles together with names of assigned supervisor(s) for consideration by the College Research Committee.
- vi. The College Research Committee having satisfied with the thesis/dissertation titles and the attached supervisor(s) report shall cause a letter to be issued to all assigned supervisors.
- vii. A change of thesis/dissertation title shall, following the recommendation of the Supervisor(s), be communicated to the Registrar through the Head of Department.
- viii. A research student, whose work involves human participants and animal subjects, shall submit his/her research proposal for approval by the College Research Committee and or other recognized Boards/Committee with supporting documents from the supervisor(s) and Head of Department.

34.0 RESPONSIBILITIES OF HEADS OF DEPARTMENT

- i. With approval of the Academic Board, the Head organizes the teaching programme, maintains acceptable standards of teaching and ensures that adequate facilities are available for research in their respective disciplines;
- ii. In consultation with members of the Department, recommend to the Academic Board the development and review of syllabi and courses as well as promotion of research in the Department;
- iii. Responsible for departmental administration and also ensure the maintenance of discipline in the Department;
- iv. Liaise with other departments, industries, professional institutions, associations and similar bodies on matters affecting the Department after consultation with members of the Department and the Academic Board;
- v. Ensure smooth implementation of decisions of College and Academic Board at the departmental level;
- vi. Defend the programmes at the National Accreditation Board (NAB) when required;
- vii. Ensure strict adherence to the College Academic Calendar which shall be issued by the College from time to time;
- viii. Liaise with relevant stakeholders of the host Institute and the College President on matters affecting the Department;
- ix. Solve problems between lecturers and students
- x. Teach on the programme and also coordinate activities amongst Lecturers and
- xi. All other activities that ensure the smooth running of the Department.

35.0 RESPONSIBILITIES OF REGISTRATION AND EXAMINATION OFFICER

- i. Ensures that the appropriate courses are mounted before the start of registration for each semester;
- ii. Be present during the period schedule for registration of students;
- iii. Ensures that students do not register more than the allowed maximum credit load per semester;
- iv. Assists students with the courses they are required to register;
- v. Cross-checks student's registration form and ensure that they have registered the right courses;
- vi. Offers counselling service to student regarding the registration process;

- vii. Liaises with the Head of Department or College Registry or other course lecturers as the case may be and
- viii. Submits periodic report on problems related to registration to the Head of Department at the end of each semester.
- ix. Advises students on examination malpractices;
- x. Ensures examination questions have been processed on time for end of semester examinations;
- xi. Ensures that materials have been obtained for end of semester examinations;
- xii. Sees to it that students' marks have been keyed into the College database on time after end-of-semester examinations;
- xiii. Ensures that results of students are published timely on Departmental notice boards;
- xiv. Solves any problems of students related to examinations.
- xv. Keeps track of student examination records as regards re-sits and referrals.
- xvi. Submits periodic reports on problems related to examinations to the Head of Department at the end of each semester.

36.0 RESPONSIBILITIES OF ACADEMIC ADVISORS

- a) Responsible for advising students assigned to the Department, either individually or collectively, on academic related issues such as:
 - i. examination processes/malpractices
 - ii. choice of courses within a programme
 - iii. relevance of programmes to future career
 - iv. change of programme and courses
 - v. deferment of programme for health, financial and other reasons
 - vi. re-sit cases
 - vii. health-related matters
 - viii. study habits
 - ix. Minimum/maximum credit loads.
- b) Liaise with the Head of Department in dealing with the issues assigned to you.
- c) The Advisor is expected to:
 - i. Meet all students, at least, twice in a semester;
 - ii. Advertise hours and venue for meeting with students and

- iii. Keep proper records of meeting with students and inform the Head of Department at the end of each semester.

37.0 RESPONSIBILITIES OF LECTURERS

The lecturer is required to:

- i. Be present at all scheduled classes for the course and to give advance notice to student for justifiable and unavoidable absence;
- ii. Provide full information to students on course content, required textbooks, reading materials, and other class requirement that will form the basis of student assessment;
- iii. Ensure that the course content is effectively delivered and well covered;
- iv. Ensure that students are assessed before the commencement of end-of-semester examination;
- v. Conduct end-of-semester examination and submit a final grade for each student at the end of the course and
- vi. Receive feedback from students at the end of the course through formal and informal means including showing students their marked examination scripts and discussing problems with their assessment.

38.0 RESPONSIBILITIES OF STUDENTS

A student is responsible for working towards the completion of his/her degree programme on time. Specifically, the responsibilities of the student are in the following areas:

i. Selection of topic

It is the student's responsibility to search for and select a topic that matches his/her academic interests but at the same time appeals to scholars in the field. Supervisors do not "give" topics to students. Students choose topics under the guidance of their supervisors.

ii. Initiation of contact

Students must initiate contact with their supervisor(s). It is advisable for students to add their contact phone numbers and e-mail addresses to any documents they submit to their supervisors so that the supervisors can contact them, if they so desire.

iii. Literature search

Obtaining the right literature is crucial to the successful completion of the research. The translation of research methods lessons into practice is a difficult task which is facilitated by reading empirical literature. By reading empirical literature, the student learns how other researchers have approached similar problems in the past. Textbooks, newspapers, handouts, magazines and other forms of conceptual literature are not likely to give students the necessary insight for the formulation of their own research methodology. Students are advised to make persistent efforts to search for empirical literature in developing their proposals.

iv. Submission of outputs for feedback

The student must produce written drafts for his/her supervisor(s) to examine and provide feedback. The first submission from the student to the supervisor is likely to be a topic and one-or two-page outline clarifying the need for the study, background, key research questions or hypotheses, relevant theories and a tentative sketch of research methodology. It is better for the student to submit work in small amount at the beginning and get guidance before moving on than to pile up and submit a large volume of written work which may, from the point of view of the supervisor(s), not be in the right direction.

v. Language mechanics

The student is responsible for the correct use of the English Language. The candidate must take full responsibility for language mechanics such as grammar, spelling, punctuation and capitalization. Poor writing and mechanical language errors distract supervisors from focusing on the content and technical aspects of the work and slow down the supervision process. It is advisable for students to consult writing centres and language editors for help, even before they submit drafts to supervisors.

vi. Proofreading

Before a student submits his/her work to the supervisor, he/she should proofread the manuscript. The student should not leave the proofreading to his/her supervisors. Proofreading one's own work is not always effective as one will have become so used to the text; one may have to ask friends to proofread the work before submitting to the supervisors.

vii. Conforming to format and style specifications

Conforming to format and style specifications is the responsibility of the students. The College Guidelines for Preparing and Presenting Dissertation and Thesis will provide guidance on format and style specifications to students. Students should read, undertake further research and consult other students whenever in doubt. Supervisors are not going to spend time correcting format and style errors for students. Students shall use all available resources at their disposal – including the internet to ensure compliance with format and style requirements, including copyright and intellectual property policy of the College.

To perform the responsibilities adequately, students should ensure the following:

- i. Devote the necessary effort and time towards completing degree requirements.
- ii. Meet deadlines towards completion of the degree.
- iii. Write/communicate constructively.
- iv. Show readiness to accept constructive criticism/feedback.
- v. Present aspects of their research at inter-departmental or intra-departmental seminars.
- vi. Maintain the highest integrity and ethical standards in all aspects of the work, especially in the tasks of collecting, analyzing, and presenting research data.
- vii. Take responsibility for being informed of and complying with the College policies and important deadlines.

39.0 APPOINTMENT OF SUPERVISORS

- i. Each student should be assigned an advisor until supervisors are assigned.
- ii. Each MSc student shall be assigned one supervisor from either the Department or a cognate Department.
- iii. Every MPhil student shall be assigned a Principal Supervisor and a Co-supervisor. The Principal Supervisor must be of, at least, Senior Lecturer rank. The Co-supervisor must also be, at least, a Lecturer and may come from the same department or cognate department.
- iv. In the case of PhD candidates, both Principal and Co-supervisors should hold PhD and be of Professorial rank or Senior Lecturer and its equivalent.

- v. Supervisors shall be members of the academic staff of the College but in special cases, suitable persons outside the College may be appointed.
- vi. Nomination of supervisors requires prior consideration by the Departmental Research Committee before approval by the College Research Committee.

40.0 RESPONSIBILITIES OF SUPERVISORS

The role of supervisors is to provide guidance to the student, particularly, on the technical aspects of research. The technical aspects include research design elements, structure and organization of the report. Supervisors are, generally, expected to provide experience to strengthen methodology (e.g. statistics) and or specialized knowledge.

Specifically, the responsibilities of the supervisor are to:

- i. Guide/advise the student on topic selection to meet the student's career objectives and long-term research interests, and the interest of community of researchers in the relevant field.
- ii. Guide the student on technical aspects of the dissertation, or thesis without siphoning the student's creativity or reducing his/her responsibility.
- iii. Provide guidance on sources of literature that the student may consult and guide the student against plagiarism and academic dishonesty.
- iv. Draw the student's attention to the strengths and weaknesses in his/her approach to the task.
- v. Provide timely feedback on specific aspects of work submitted by the student.
- vi. Give periodic reports to the College Research Committee on the student's progress.
- vii. Advise the student on research courses he/she may take or audit to facilitate his/her research design and data analysis activities.
- viii. Guide and verify the corrections the student is expected to make after the examination of the dissertation or thesis (including the viva voce, where applicable).
- ix. Ensure that the student is made aware in writing of the inadequacy of progress and or of any work where the standard is below par. Acceptability will be according to criteria previously supplied to the student by the supervisor(s).
- x. Refuse to allow the submission of sub-standard work for examination, regardless of the circumstances. If the student chooses to submit without the consent of the supervisor(s), then this should be clearly recorded and made known to the College.

To perform the roles creditably, supervisors should:

- i. Be able to manage time and stress for effective and efficient meeting and feedback with the student.
- ii. Make provisions for either a co-supervisor or a colleague to assist the student, or continual contact by e-mail if he/she is to be absent for an extended period of time.
- iii. Have good interpersonal relationship with the student.
- iv. Have the skill to impart research expertise, knowledge, skills and competencies to the student.
- v. Understand the College research processes
- vi. Have competent network of expertise to assist the student
- vii. Be able to provide constructive feedback to the student
- viii. Be able to provide an environment conducive for intellectual discussions for inquiry and knowledge sharing.

It is important to note that a good supervisor is approachable and friendly; supportive and positive in attitude; open minded and prepared to acknowledge error; organised and thorough; stimulating and enthusiastic about research.

41.0 PROGRESS REPORT AND SEMINARS

- i. At the end of each semester, each student is required to complete and submit a progress report to the supervisor(s) in the first instance. This report should then be submitted to the Chairperson, College Research Committee, through the Head of Department.
- ii. Mandatory seminars shall be arranged at which aspects of the research shall be presented by students. Such seminars may be made public.
- iii. MPhil students shall present, at least two seminars by end of the second year.
- iv. PhD students must present six seminars; at least one in each semester.

42.0 PRESENTATION OF THESIS/DISSERTATION

- i. The thesis/dissertation shall be written in English or any other approved language and shall include an abstract of not more than one page. If the thesis/dissertation is in a language other than English, approved by the College, the abstract, not exceeding one page, should be in English and be submitted with the thesis/dissertation.

- ii. The thesis/dissertation shall be prepared according to the College Guidelines for Preparing and Presenting Dissertation and Thesis

43.0 EXTENSION OF TIME FOR THE SUBMISSION OF THESIS/DISSERTATION

- i. A student who is unable to submit his/her thesis/dissertation within the stipulated minimum duration may apply for extension. The allowable periods are six months and one year for MSc and MPhil/PhD respectively. Application for extension should be accompanied with a progress report from the student's Supervisor(s) and should be routed through the Head of Department to the College Vice President who on behalf of the College Research Committee may allow an extension not more than two semesters, granted for periods not exceeding one semester at a time.
- ii. A student who fails to complete his/her programme after the maximum duration shall be withdrawn from the programme. Such a candidate may however re-apply for admission and pay full fees. If re-admitted within three years after withdrawal, he/she will be credited with the courses already taken but will give only one additional academic year to complete the programme. Students who apply for admission after three years following withdrawal will not be credited with courses previously taken.

44.0 APPOINTMENT OF EXAMINERS AND ASSESSMENT OF THESIS/DISSERTATION

A thesis/dissertation submitted shall be examined internally and/or externally.

- i. External examiners of senior lectureship rank and above shall be nominated by the Department and forwarded to the College Registry for onward submission to the Institutional Affiliation Office, Directorate of Academic Affairs, University of Cape Coast, our mentor institution.
- ii. The Institutional Affiliation Office (IAO) then appoints an assessor to assess the curriculum vitae of nominee(s) and a final report submitted by the assessor. The report is then sent to the College by the Institutional Affiliation Office.
- iii. The College issues appointment letter(s) to nominee(s) based on the recommendation made by the assessor(s).

- iv. In nominating examiners to assess a thesis/dissertation, the supervisor(s) who supervised the thesis/dissertation is/are excluded from the examination of the work.
- v. Two internal examiners shall be nominated by the Departmental Research Committee and appointed by the College Research Committee, to examine an MSc dissertation.
- vi. One external and one internal examiner shall be nominated by the Departmental Research Committee and appointed by the College Research Committee, to examine each MPhil/PhD thesis.
- vii. After the examiners have submitted their reports (MPhil/PhD) and both examiners have passed the thesis, the candidate will be required to defend the thesis at a viva voce (oral examination).
- viii. The viva voce for MPhil shall be conducted by a Panel of five (5) Examiners comprising either the College President/Vice/Dean of Faculty or their representative as Chairperson, the Head of Department, the Principal Supervisor or Co-supervisor, the Internal Examiner and UCC Representative as a cognate member. Where either the College President/Vice/Dean of Faculty is himself/herself the Principal Supervisor or Co-supervisor, another academic member shall be appointed Chairperson of the Panel of Examiners.
- ix. Viva voce for PhD shall be conducted by a Panel of seven (7) examiners comprising the Dean of the School of Graduate Studies, University of Cape Coast or his/her representative as Chairperson, the College Vice President, Head of Department, the external examiner, the internal examiner, Principal Supervisor or co-supervisor and UCC Representative as a cognate member.
- x. The Head of Department shall submit a report of the viva voce together with the hard-bound thesis and other supporting documents to the College Registry for onward submission to Institutional Affiliation Office for ratification by UCC School of Graduate Studies.
- xi. A student who fails a viva-voce shall be given two additional chances within a year, with effect from the date of the first examination which he/she failed, to go through.

44.1 Order of Proceedings for MPhil/PhD Oral Examination (viva voce)

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

- i. The Chairperson introduces candidate, candidate's supervisor(s), panel of examiners and other guests. For PhD viva's the Head of Department does the introduction.
- ii. Remarks by the Dean of the School of Graduate Studies or his/her representative on the regulations and procedures concerning Oral examination (in PhD viva voce only).
- iii. The Chairperson invites candidate to make his/her representation.
- iv. Presentation by the candidate (Not more than 40 minutes).
- v. Questions/Critiques/Comments by:
 - External Examiner (in PhD viva voce only)
 - Internal Examiner
 - Representative from the UCC
 - Principal Supervisor
 - Faculty members and Audience (non-assessors) – Optional
- vi. Panel of Examiners meet alone to determine candidate's performance in the oral examination only based on the assessment format approved by the Institutional Affiliation Office and the College.
- vii. Chairman announces panel's recommendations on the performance of the candidate in the viva voce only to candidate.
- viii. Remarks by candidate (optional)
- ix. Remarks by the Dean of the School of Graduate Studies, UCC or his/her representative (in PhD viva voce only).
- x. Chairman/Chairperson closes oral examination session.

45.0 SUBMISSION OF FINAL THESIS/DISSERTATION

- i. Hard bound thesis/dissertation should be submitted to the College Registry through the Head of Department for further processing.
- ii. All comb bind thesis/dissertation **SHALL** be vetted at the Department before students would be given clearance to proceed on printing the final hard bound thesis/dissertation.
- iii. Hard bound thesis should be submitted between fourteen (14) to thirty (30) days after oral examination, to the College Registry.

- iv. Hard bound dissertation should be submitted between fourteen (14) to twenty-one (21) days after receipt of Assessment Reports from the College Registry.
- v. Hard bound thesis/dissertation submitted beyond the maximum duration as stated in (iii and iv) **SHALL** attract payment of penalty. Such penalty **SHALL** be determined and communicated to students and payment effected before processing of thesis/dissertation at the College Registry for the next line of action.

46.0 REQUIREMENTS FOR GRADUATION

46.1 MSc (with Course work) Programme

A candidate for the MSc degree programme must satisfy the following requirements for graduation:

- i. Pass all courses taken;
- ii. Obtain a minimum CGPA of 2.0 in the course work;
- iii. Be in good standing

46.2 MSc. (with Dissertation) Programme

A candidate for the MSc degree programme must satisfy the following requirements for graduation:

- i. Pass all courses taken;
- ii. Obtain a minimum CGPA of 2.0 in the course work;
- iii. Pass the dissertation and
- iv. Be in good standing

46.3 MSc. Top up Programme

A candidate for the MSc Top up degree programme must satisfy the following requirements for graduation:

- i. Pass all courses and seminars that must be taken;
- ii. Obtain a minimum CGPA of 2.5 in the course work;
- iii. Pass the thesis;
- iv. Pass the oral examination (viva voce) and
- v. Be in good standing

46.4 MPhil/PhD Degrees Programme

A candidate for the research Master's or PhD degree must satisfy the following requirements for graduation:

- i. Pass all courses and seminars that must be taken;
- ii. Obtain a minimum CGPA of 2.5 in the course work;
- iii. Pass the thesis;
- iv. Pass the oral examination (viva voce) and
- v. Be in good standing

47.0 NOTIFICATION OF RESULTS AND AWARD OF DEGREES

- i. The effective date for the award of a Higher Degree shall be 30th September or 31st March each year, provided that the dissertation/thesis (soft bound) is submitted at least 60 days before the effective date, that is, by 31st July or 31st January, respectively. From this narrative, students admitted in May and September will submit the soft bound thesis/dissertation to the College Registry latest by 31st January and 31st July respectively.
- ii. The list of successful candidates for the award of degrees shall be published by the College subject to approval of the Academic Board of the University of Cape Coast.
- iii. After the results have been approved by the UCC Academic Board on recommendation of the School of Graduate Studies, a certificate of the appropriate degree under the seal of the University shall be awarded to each successful candidate.

48.0 COLLECTION OF CERTIFICATES

Certificates for programme pursued successfully shall be ready for collection at designated points on the day of graduation. After the day of graduation, graduates may collect their certificates from the Offices of the Registrar (College Registry) upon payment of the appropriate fees. Certificate not collected five or more years from the date of graduation shall attract a special charge on collection. Also, certified copy of the certificate could be obtained at a fee as determined from time to time.

49.0 CANCELLATION OF DEGREE AWARDED

- a) Notwithstanding previous conferment of a degree under Clause 46, the Academic Board of the College in consultation of the University of Cape Coast may at any time cancel an award, even with retrospective effect, if it is revealed that:
- i. a candidate had entered the College with false qualification;
 - ii. a candidate had impersonated someone else;
 - iii. a candidate had been guilty of an examination malpractice;
 - iv. there are other reasons that would have led to the withholding and of conferment of the award in the first place.

In any such event, the decision of the Academic Board of the College in consultation with the University of Cape Coast shall be published on the College Notice Boards including the College website and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

50.0 ACADEMIC QUALITY ASSURANCE

The College has a Quality Assurance Office whose responsibility is to ensure the maintenance as well as continuous improvement of academic standards.

51.0 CURRICULUM REVIEWS

The College reviews its curriculum regularly in order to keep pace with social, economic, scientific and technological and industrial developments. Minor reviews such as the addition and revision of individual courses and programmes are on-going processes. The College adopts a five-year mandatory review cycle, with the review process starting at the beginning of the fifth year and revised curriculum package coming into force at the beginning of the sixth year. This plan normally coincides with the re-accreditation of our programmes with the National Accreditation Board. There is a mid-term evaluation in the third year of the cycle.

52.0 FORMAT FOR INTRODUCING NEW PROGRAMMES/COURSES AND REVISION

Departments shall adopt the following prescribed formats for introducing new programmes/courses and revisions.

51.1 Format for Introducing New Programme

Departments are to use the appropriate National Accreditation Board's form for introducing new programmes.

51.2 Format for Review of Existing Academic Programme

Departments are to use the appropriate National Accreditation Board's form for re-accrediting programmes.

51.2 Format for Introducing New Course into Existing Academic Programme

Departments are to use the format below to introduce a new course into existing programme:

- i. Heading of Document
- ii. Rationale (Provide justification for the introduction of new course)
- iii. Code/Title of Course and their Credits
- iv. Objective of the Course
- v. Date of Commencement
- vi. Pre-requisites (If any)
- vii. Course descriptions (and course content outlines for Departmental Board consideration).
- viii. Suggested Reading List (To be done according to APA Referencing Style (6th edition). The list should include works by Ghanaian/African authors.

53.0 EXAMINATION RULES AND REGULATIONS

The following guidelines will govern the conduct of all examinations in the College. It is the duty of all concerned to acquaint themselves with these Rules and Regulations.

53.1 Qualifying to write College Examinations

A candidate shall qualify to write a College examination if:

1. He/she has registered and followed the approved course as student and has not absented himself/herself for more than the equivalent of three weeks contact hours for the course. He/she has continuous assessment marks for relevant subject areas.
2. He/she is not under suspension from the College.
3. He/she has paid the appropriate proportions of the fees as stipulated by the payment plan issued at the point of entry into the College.

53.2 Examination Rooms and seating Arrangements

1. The examination will take place at approved venues indicated on the Timetable. It shall be the duty of the candidate to consult the Timetable and ascertain the papers to be written each day and make himself\herself available at the appointed place at least 30 minutes before the examination.
2. It would be the sole responsibility of the Head of Department and Registration and Examination Officer of the Department to seat students in various examination venues for all examinations.

53.3 Students Identity Cards

1. Identity Cards of students will be inspected during examinations. Candidates are, therefore, requested to display their student identity cards on their tables for inspection by Registration and Examination Officer
2. Candidates who have misplaced their identity cards should report to the College Registry for replacement before the examination at a fee.
3. Candidates who have no evidence of any CSIR College of Science and Technology Identity Cards will not be allowed to take the examination.

53.4 Entering and leaving the Examination Room

1. A candidate should make himself/herself available at examination venue at least 30 minutes before the commencement of the examination. A candidate may not be allowed to write an examination if he/she reported in the examination room 30 minutes after commencement of the examination.
2. Candidates who arrive after the examination has started will not be allowed extra time to complete the paper.
3. A candidate shall not bring to the examination room, washroom or the immediate vicinity of the examination center, any books, papers written information or any other unauthorized material. **No bags, purses, wallets, mobile phones/organizers, programmable calculators or any memory card/USB device are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the examination room.** All candidates shall be searched before they are

allowed entry into the examination room. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the Invigilator to submit himself/herself to a thorough body search. Refusal to comply would constitute an offence.

4. Candidates may leave the examination room temporarily, but only with the permission of the Invigilator. In such cases, the Invigilator will be required to certify that the candidates do not carry on them any unauthorized material. An attendant designated by the Invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
5. Candidates should spend a minimum of 30minutes in the examination room before submitted examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.
6. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the Invigilator/Invigilation assistant who shall collect the candidate's answer book before he/she is permitted to leave.
7. Candidates who fall ill in the examination room should inform the Invigilator for the appropriate action to be taken.

53.5 Procedure during the Examination

1. Candidates must ensure that they sign the examination attendance sheet. On receipt of the answer books, candidates should carefully read the instructions on the front cover of the answer books and enter their index numbers and other details as required.
2. No part of the answer books may be torn off and all used answer books must be left on the table. Rough work must be done in the answer books and should be crossed out to show that it is not part of the answer.
3. It shall be the candidate's responsibility to provide for themselves such materials as **pen, pencil, eraser, ruler, calculator** for the examination. **Borrowing of these materials will not be allowed.** Candidates are to ensure that they are given the right question papers and other material(s) needed for the examination.
4. The use of correction fluid in the examination room is prohibited.
5. Under no circumstances should a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their **Student**

Registration Numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their Index Numbers for all written papers.

6. There should be **no verbal or any other form of communication** between candidates during the period of the examination.
7. Candidates would be told by the Invigilator(s) when to start answering the questions. Candidates would be allowed a reading time to check that the questions are readable and there are no missing pages.
8. As soon as '**stop work**' order is announced, candidates are to stop writing. Candidates should remain seated for their answer books to be collected by the Invigilator/Invigilation Assistant and permitted to leave the examination room before they do so. Candidates have personal responsibility for ensuring that their answer books are collected by the Invigilator/Invigilation Assistant.
9. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets should be fastened following the last page of the answer book.
10. At the end of each examination, candidates should not take away any answer books or supplementary sheets whether used or unused.

53.6 Absence from Examination

1. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination. The following shall not be accepted as reasons for being absent from any Examination:
 - a) Mis-reading the time-table
 - b) Forgetting the date or time of the examination
 - c) Inability to locate the examination hall
 - d) Inability to find transport to the examination venue.
2. In case of absence from an examination through ill health the candidate (or someone acting on his/her behalf) must submit a relevant Medical Certificate, which must relate to

the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence **must be received within 14 days** after the day of the examination.

3. It is the responsibility of the candidate to arrange with his/her doctor for any medical evidence to be certified by a qualified registered Medical Officer in a government hospital. The report should be signed and stamped by a Medical Officer.
4. In case of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his or her behalf) must submit to the Head of Department:
 - a) A written explanation of the absence and
 - b) Evidence of the cause, where possible.
5. A candidate shall uphold the highest standard of civility and courtesy in an examination center. A candidate who flouts the instruction(s) of an Invigilator or Assistant Invigilator or misconducts himself/herself in any manner to an examination official at an examination center commits an offence. Such candidate shall either lose marks in respect of the particular paper being written or be banned from the examination.

53.7 Examination Offence

The following shall constitute examination offences

1. Fabrication of data – Claiming to have carried out experiments, observations, interviews or any sort of research, which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
2. Plagiarism – Copying another person’s work and/or making substantial use of other people’s work and submitting it as one’s own without properly acknowledgement.

The offence of plagiarism is committed if a student, without acknowledging:

- a) Re-words another person’s work and present it as his/her own.
- b) Quotes extensively from someone else’s work.
- c) Copies from the work of another person, including another student.
- d) Copies from his/her own previous work.
- e) Use another person’s ideas without proper acknowledgement.
- f) Uses another person’s idea.

The penalty for fabrication of data and plagiarism shall be the cancellation of the result for the course or dissertation or thesis.

Note:

Students are to ensure that any material submitted for assessment is the original work that they have produced. Students are permitted to quote from, or paraphrase the work of others. However, they must clearly acknowledge the sources in the body of their text with appropriate citation and also indicate in the list of references

53.7 Penalties for other Examination Offences that may occur before, during and after examination

No.	OFFENCE	PENALTY
1.	Possession of Examination questions. This involves any knowledge or possession of examination questions before the examination.	Dismissal of offender(s) involved.
2.	Possession of unauthorized material(s) related to the examination and likely to be used during examination e.g. blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, iPod and MP3.	Cancellation of the candidate's particular paper(s). Candidate(s) may re-write the paper the following year.
3.	Coping from prepared notes or from a colleague's script during examination; stealing or misappropriating the scripts of other candidates; substituting scripts during or after the exchanging question papers.	Cancellation of the candidate's paper. Candidate may re-write the paper the following year.
4.	Persistently looking over other candidate's shoulders (stretching neck or 'giraffing') in order to cheat.	<p>First offence An official written warning issued to the candidate and filed. Candidate shall be made to sign a bond to be of good behavior. Cancellation of paper. Candidate may re-write the paper the following year.</p> <p>Second offence Cancellation of the candidate's paper. Candidate may re-write the paper the following year.</p>
5.	Impersonating another candidate or allowing oneself to be impersonated.	Candidate shall be dismissed and handed over to the police for prosecution.
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from another candidate or non-candidate who is compromising.	<p>Cancellation of the candidate's paper. Candidate may re-write the paper the following year.</p> <p>Non-candidates will be reported to the appropriate authorities for appropriate sanctions</p>
7.	Consulting or trying to consult during the examination any book, notes or other unauthorized materials or any other electronic device (e.g. programmable calculators, mobile phones, iPod and MP3	Cancellation of the candidate's paper. Candidate may re-write the paper the following year.
8.	Persistently disturbing other candidate(s) or distracting their attention.	Candidate(s) shall be expelled from examination room.
9.	<p>a) Verbally assaulting/threatening any person(s) during examinations.</p> <p>b) Physical assaulting any person(s) during examinations.</p>	<p>a) Cancellation of the candidate's</p> <p>Non-candidates involved shall be handed over to the police for prosecution.</p> <p>b) Candidates shall be dismissed from the College and handed over to the police for prosecution. Candidates so dismissed shall not be eligible for re-admission into any programme in the College.</p> <p>Non-candidates involved shall be handed over to the police for prosecution and shall not be eligible for admission into any</p>

No.	OFFENCE	PENALTY
		programme in the College.
10.	Bringing into the examination hall or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized persons and other candidates in the examination hall.	Candidates shall be dismissed from the University and handed over to the Police for prosecution. Candidates so dismissed shall not be eligible for re-admission into any programme in the College Non-candidates involved shall be handed over to the police for prosecution and shall not be eligible for admission into any programme in the College.
11.	Candidate destroying any material suspected as evidence e.g. blank piece(s) of paper, notes, textbooks, prepared material or any other printed material, programmable calculators, mobile phones iPod and MP3.	Cancellation of the candidate's paper and rustication for one year.
12.	Destroying any examination material inside or outside examination hall, e.g. tearing of leaflets from answer booklets; tearing question papers.	Cancellation of the candidate's paper and rustication for one year.
13.	Writing after the examination has ended after cheating in the process.	Written warning for the first offence. For the second offence, candidate's paper shall be cancelled. Candidate may re-write the paper the following year.
14.	Seeking permission to use the washroom and cheating in the process.	Candidate shall be stopped from continuing the examination. Candidate's paper shall be cancelled. Candidate may re-write the paper the following year. Candidate shall lose 5 marks from overall examination (including continuous assessment) score
15.	Attempting or trying to influence examiners to alter or change marks, e.g. writing statements in answer booklets in the form of pleas; writing letters to examiners, supervisors or invigilators.	Cancellation of the candidate's paper. Candidate may re-write the paper the following year.
16.	Persons not affiliated to the College but dishonestly attempting to provide or providing an unfair advantage to candidate.	Offender shall be reported to the appropriate authorities for sanctions.

54.0 PROCEDURES FOR APPEAL

- i. A student who is not satisfied with the result of any College Examinations affecting him/her may request for re-marking by submission of an application to the Registrar and payment of the appropriate re-marking fee.
- ii. An application for re-marking shall be submitted to the Registrar **not later than 21 days after the release of the said result and shall state the grounds for re-marking**. No action shall be taken on an application which is submitted outside the stipulated 21day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

- iii. The result of the re-marking should be considered by the Departmental Board.
- iv. If it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.