

CSIR COLLEGE OF SCIENCE AND TECHNOLOGY

PROCEDURE FOR SUBMITTING SOFT COPY THESIS/DISSERTATION FOR ASSESSMENT AND HARDBOUND THESIS/DISSERTATION FOR FINAL APPROVAL BY UCC

At its 2nd Meeting held on Tuesday, 15th March, 2022, the Academic Board considered and approved the proposal on the amendment of the Thesis/Dissertation Assessment procedure, for implementation.

In view of the decision of the Academic Board, the outlined procedures for submitting soft copy thesis/dissertation and final hardbound thesis/dissertation are to be complied with by students and the Departments.

Before a student submits his/her thesis/dissertation for either assessment/review or for final submission to the College Registry through their respective Departments, the student MUST ensure that both the soft copy and hardbound thesis/dissertation meet the guidelines for preparing and presenting thesis/dissertation in the College (<https://www.ccst.edu.gh/wp-content/uploads/2024/02/Guidelines-for-Preparing-Presenting-Dissertation-and-Thesis-March-2021-1.pdf>), under the guidance of their supervisor(s).

A. Procedure for Submitting Soft Copy Thesis/Dissertation for Assessment or Review

This procedure should be followed after the Supervisor(s) has/have approved the dissertation/thesis for submission for assessment.

1. The student should download and complete the first part of the “Consent form for submitting soft copy thesis/dissertation” (https://www.ccst.edu.gh/wp-content/uploads/2022/09/Consent-Form_Thesis-Dissertation.pdf) and then give it to Supervisor(s) to affirm by signing the second part of the form and finally to the Head of Department to counter sign the last part of the form.
2. The student should download and complete the appropriate part of the “Presentation of Thesis/Dissertation Form (Softbound)” (<https://www.ccst.edu.gh/wp-content/uploads/2022/04/Presentation-of-Thesis-and-Dissertation-Soft-Bound.pdf>).
3. The student having completed items 1 and 2, should then proceed to scan the completed “Consent form for submitting soft copy thesis/dissertation” and send it together with the soft copy of his/her thesis/dissertation by email to the College Registry through tdsubmission@ccst.edu.gh in the first instance. The student may be contacted to print **ONE SOFT BOUND AS AND WHEN THE NEED ARISES** in the review process.
4. The student having completed item 3, is then required to submit the original copies of the completed “Consent form for submitting soft copy of thesis/dissertation” and “Presentation of Thesis/Dissertation Form (Softbound)” to the Department for further action.

5. The College Registry having received the soft copy of the thesis/dissertation from the student, will then acknowledge receipt and then write to notify the Head of Department to send the completed “Presentation of Thesis/Dissertation Form (Softbound) which includes the nomination of the Assessors/Reviewers for the next line of action. This document could be sent electronically via tdsubmission@ccst.edu.gh.
6. The College Registry having received the completed “Presentation of Thesis/Dissertation Form (Soft bound) which includes the nomination of the Assessors/Reviewers from the Department, will then forward the soft copy thesis/dissertation to the Assessors/Reviewers for the thesis/dissertation to be reviewed immediately.
7. The Registry will occasionally update the Department on the outcome of the review process. Students are therefore informed to contact their respective Departments and **NOT** the College Registry for any update on their thesis/dissertation. The College Registry will notify the Department and forward the assessed thesis/dissertation and its reports for the next line of action.
8. Students are to note that the duration for the review is one month. Notwithstanding, it could go beyond the specified duration.

B. Procedure for Submitting Hardbound Thesis/Dissertation to the Registry

For the avoidance of doubt, students and Departments are to take note of the following when submitting the final hardbound thesis/dissertation:

i. Check List for Final Thesis Submission (Hard Bound)

1. Completed Presentation of Final Report Form (Hard Bound) (To be printed by the **student** from the College website (<https://www.ccst.edu.gh/wp-content/uploads/2022/04/Presentation-of-Final-Report-Hard-Bound.pdf>) and complete appropriate portions and then submit together with hardbound thesis to the Department.
2. Three copies of the hardbound thesis are required by the Registry (**To be added by the student**). Departments are to keep **ONE** copy and forward the remaining to the Registry.
3. Original External and Internal Examiners’ Reports (**To be added by the Registry after receipt of Hardbound thesis/dissertation from the Department**).
4. Oral Examination of Thesis (Viva Voce) Form duly signed by all respective panel members at the Viva voce or before forwarding to the Registry (**To be added by the Department**). **An unsigned Oral Examination of the Thesis (Viva Voce) form SHALL be rejected.**
5. Viva Voce Report using the appropriate form and duly signed by all panel members at the viva or before forwarding to the Registry (**To be added by the Department**). **An unsigned viva voce report form SHALL be rejected.**

6. Transcript for Course work **(To be added by the Registry)**.
7. Two CD-ROMs are required **(To be added by the student)**.
8. Thesis Correction Table/Form **(This is to be generated and added by the student. It should be in a table form showing all the actionable issues raised by the reviewers and also at the viva voce and the appropriate corresponding action(s) the student has taken, with its corresponding pages where these corrections can be found in the final hardbound)**.
9. Thesis/Dissertation Vetting Form **(To be vetted in accordance with the Thesis/Dissertation guidelines by the Department, signed and stamped before forwarding to Registry)**.

ii. Check List for Final Dissertation Submission (Hard Bound)

1. Completed Presentation of Final Report Form (Hard Bound) (To be printed by **student** from the College website (<https://www.ccst.edu.gh/wp-content/uploads/2022/04/Presentation-of-Final-Report-Hard-Bound.pdf>) and complete appropriate portions and then submit together with hardbound dissertation.
2. Three copies of hardbound dissertation are required **(To be added by student)**. Departments are to keep **ONE** copy and forward the remaining to the Registry.
3. Original Internal Examiners' Reports **(To be added by the Registry after receipt of hardbound dissertation from Department)**.
4. Transcript for Course work **(To be added by the Registry)**
5. Two CD-ROMs are required **(To be added by the student)**
6. Dissertation Correction Table/Form **(This is to generated and added by the student. It should be in a table form showing all the actionable issues raised by the reviewers and the action(s) the student has taken with its corresponding pages where these corrections can be found in the final hard bound)**.
7. Thesis/Dissertation Vetting Form **(To be vetted in accordance with the Thesis/Dissertation guidelines by the Department, signed and stamped before forwarding to Registry)**.

Any student who wants to be presented for conferment during the **5th Congregation** should ensure that his or her **FINAL HARDBOUND THESIS/DISSERTATION** and all supporting documents have been submitted to the Registry **BASED** on the scheduled below:

No.	Year of Admission	End of Actual Duration of Programme	Period of Extension*	Deadline for submission of thesis/dissertation
1.	Sept. 2016/17	August, 2018	6	August, 2024**
2.	Sept. 2017/18	August, 2019	5	August, 2024**
3.	Sept. 2018/19	August, 2020	4	August, 2024**
4.	Sept. 2019/20	August, 2021	3	August, 2024**
5.	Sept. 2020/21	August, 2022	2	August, 2024**
6.	Sept. 2021/22	August, 2023	1	August, 2024**
7.	Sept. 2022/23	August, 2024	-	++
8.	May 2016/17	April, 2018	6	April, 2024**
9.	May 2017/18	April, 2019	5	April, 2024**
10.	May 2018/19	April, 2020	4	April, 2024**
11.	May 2019/20	April, 2021	3	April, 2024**
12.	May 2020/21	April, 2022	2	April, 2024**
13.	May 2021/22	April, 2023	1	April, 2024**
14.	May 2022/23	April, 2024	-	++

*Students are expected to settle fees as a result of the extension

**Beyond this deadline, such students SHALL be withdrawn based on policy

++ One-year extension shall be granted based on policy

Documents received beyond this deadline will be excluded.

All students are to ensure that all fees owed to the College have been settled and the appropriate payment slips forwarded to the College Accounts Office via finance@ccst.edu.gh before submitting soft copy thesis/dissertation. Any student with a **SPECIAL OR PECULIAR** challenge in this regard should officially write through their respective Heads of Departments for onward submission to the College President for the next line of action.