

UENR | University of Energy
and Natural Resources

SCHOOL OF GRADUATE STUDIES

**HANDBOOK FOR
GRADUATE STUDENTS**

General Information

This handbook is designed for graduate students and staff. It provides graduate-program specific guidelines. For the general guidelines of the University, staff may need to consult other publications of the University including the University Statutes.

Contact

The Registrar

University of Energy and Natural Resources
(UENR)
Post Office Box 214
Sunyani-Ghana

The Dean

School of Graduate Studies, UENR
Post Office Box 214
Sunyani-Ghana

Tel: +233(0) 352290387

Email: srgs@uenr.edu.gh

Website:



Enquiries



All enquiries must be addressed to:

The Registrar
University of Energy and Natural
Resources (UENR)
Post Office Box 214
Sunyani-Ghana

OR

The Secretary
School of Graduate Studies
University of Energy and Natural
Resources
Post Office Box 214
Sunyani-Ghana.

Contents

Introduction.....	2
School of Graduate Studies	3
Admissions & Programme Requirements	7
Applications	7
General Information	7
General Requirements for Admission	8
Deferment of Admissions	8
Supervision Committee	8
Registration	10
Programmes and Duration.....	10
Academic Programme	10
Duration of Programmes	10
Credit hours for the Graduate Programmes.....	11
Extension of Registration	11
Course-Work Requirements	11
One Year/One and a Half Year Master's Degree Programme (by Course Work+Project)	12
Two Year Master's Business of Administration Degree Programme by Research [MBA in Agribusiness Management/MPhil in Business Administration]	12
Master's Degree Programme (by Research)/ Master of Philosophy/Master of Science	12
Doctor of Philosophy Degree Programme	13
3.4 Examinations	13
Grading of Examinations:	14
Pass Mark	15
Eligibility for Examinations	15
Registration For Examination	15
4. AWARD OF DIPLOMAS AND DEGREES	16
Award of Master's and Doctoral Degrees.....	16
Award of Postgraduate Diploma.....	16
Conduct of Theses Defense.....	18
Determination of Dissertation/Thesis Results	18
Cancellation of Award	18
Plagiarism Check for Theses, Dissertations and Course Work Assignments.....	19
Transcript of Academic Records and Letters of Attestation	19
5. GUIDE AND OUTLINE FOR THESIS/DISSERTATION PREPARATION	20
A. Nomenclature of Research Reports.....	20
B. Thesis/Dissertation Cover	21
APPENDICES	29
APPENDIX I: UNIVERSITY EXAMINATIONS INSTRUCTIONS TO CANDIDATES	29
APPENDIX II: SEXUAL HARASSMENT POLICY	31
APPENDIX III: GUIDELINES ON COMPREHENSIVE EXAMINATION FOR ADMISSION TO PHD CANDIDACY	33
APPENDIX IV: SUPERVISION	33

SCHOOL OF GRADUATE STUDIES

**HANDBOOK FOR
GRADUATE STUDENTS**

Introduction

The University of Energy and Natural Resources (UENR) is a multi-campus university established by an Act of Parliament (Act 830, 2011) on December 31, 2011 and is a public funded national institution whose mandate is to provide leadership and management of energy and natural resources and be a centre of excellence in these critical areas.

UENR approaches its programmes and research by emphasising interdisciplinary collaboration and taking into account, areas such as economics, law and policy, management, science, technology, engineering and social and political issues affecting energy and natural resources.

Presently, UENR has seven schools as follows:

- **School of Engineering**
- **School of Sciences**
- **School of Geosciences**
- **School of Agriculture and Technology**
- **School of Natural Resources**
- **School of Arts and Social Sciences**
- **School of Graduate Studies**

VISION

UENR seeks to become a world-class institution for generating, advancing and applying knowledge in energy and natural resource sciences.

MISSION

UENR's mission is to promote the development of human resources and skills required to solve critical energy and natural resources challenges of society and undertake interdisciplinary academic research, and outreach programmes in engineering, science, economics and environmental/ natural resources policy.

CORE VALUES

In order to achieve its vision and mission, the University of Energy and Natural Resources is being guided by the promotion of the following core values:

- 1. Innovation, creativity, freedom of thought and creative expression;**
- 2. Integrity, commitment and transparency;**
- 3. Conservation of energy, natural resources and the environment;**
- 4. Partnerships with stakeholders in skills and knowledge generation and application;**
- 5. Responding to the needs of our students communities and other stakeholders;**
- 6. Incorporating sustainability concepts across all University courses/ programmes as well as exemplifying the sustainability culture of staff, students and alumni.**

School of Graduate Studies



The School of Graduate Studies takes its mandate from the aims of the University as contained in Act 830, specifically subsections 2(1) f, g, h, and

i. These require that the institution undertakes research in areas within its mandate, provide higher education and research skills, disseminate results of research through publications and provide extension and consultancy services.

According to Statute 56 of the University of Energy and Natural Resources,

- (1) there shall be a School of Graduate Studies headed by a Dean;
- (2) the Dean shall be appointed by the Council on the recommendation of the University Appointments and Promotions Committee;
- (3) the Dean of the School of Graduate Studies shall be of Professorial status and shall perform the functions of a Dean of an Academic School;
- (4) in the performance of his/her duties the Dean shall report to the Vice-Chancellor;
- (5) there shall be an established Board of Graduate Studies to govern the School;
- (6) the composition and functions of the Board is as prescribed in SCHEDULE C (13) of the Statutes.
- (7) Members of the School Board shall serve for a term of two (2) years and are eligible for re-appointment for another term only;
- (8) in the matter where the position of the Dean becomes vacant, the University Appointments and Promotions Committee shall initiate a process to recommend a successor to the Council for consideration and appointment;
- (9) the Dean shall hold office for a term of two (2) years and is eligible for re-appointment for another term only;
- (10) The Vice-Dean shall act during the absence or incapacity of the Dean from the University for a period not exceeding three (3) months. The foregoing applies if the Deans position becomes vacant by any significant cause such as resignation or death.

The Vision of the School of Graduate Studies

The Vision of the School of Graduate Studies is to be an internationally recognized school for advanced studies in sustainable natural resource, energy and allied fields.

The Mission of the School of Graduate Studies

The School of Graduate Studies seeks to promote the development of human resources and undertake research to solve critical societal problems relating to energy, natural resources and allied fields.



The Board of the School of Graduate Studies

With regards to SCHEDULE C (13) of the University, there shall be a Board of Graduate Studies appointed with a Chairperson and a Secretary. In addition to their functions, they would have a monitoring and an evaluation responsibility of the Graduate Programmes. This would enable them to report on work progress to the University Administration. Such reports would be delivered during periods so specified.

The Board of Graduate Studies shall be assisted in carrying out its functions by the Schools and Departmental Postgraduate Committees.

There shall be a Board of Graduate Studies comprising the following:

- i. Dean of the School of Graduate Studies (Chairperson)
- ii. Deans of Schools
- iii. One representative of each School in the University
- iv. One representative of Academic Board of Professorial status.
- v. One representative of graduate students appointed by the Graduate Students' Association of Ghana (GRASAG)

a) In Attendance

- i. Deputy/Senior /Assistant Registrar (SGS) as Secretary
- ii. The Head of Department where matters relating to the Department are to be considered
- iii. Librarian or his/her representative

b) Quorum

Half (1/2) of its total membership including the Dean

c) Functions

The Board shall perform the following functions:

- (i) Give approval of candidature and supervisors based on recommendations from the Departmental and School Boards;
- (ii) Recommend the appointment of both Internal and External Examiners to the Academic Board based on recommendations from the Departmental and School Boards;
- (iii) Maintain records of all graduate students;
- (iv) Give provisional approval to graduate examination results on the recommendations from Departmental and School Boards;
- (v) Co-ordinate and approve examination of dissertations and theses of graduate students;
- (vi) Liaise with the various Heads of Department and Deans on all matters relating to graduate studies in the various Departments and Schools;
- (vii) Approve the curriculum and mode of delivery of all graduate programmes;
- (viii) Formulate rules and regulations for the conduct of higher degrees and graduate diplomas;

- (ix) Receive and approve graduate programmes submitted by School Graduate Committees;
- (x) Approve admission of candidates for graduate studies;
- (xi) Recommend results of higher degrees and graduate diploma examinations for approval by the Academic Board and recommend same to the Academic Board for the award of degrees and diplomas;
- (xii) Any other function as may be referred to them by the Academic Board.

School Postgraduate Committee

There shall be a committee called the School Postgraduate Committee that would assist the School of Graduate Studies in the discharge of its functions. The committee shall be chaired by the Dean of the School and the Assistant Registrar would serve as Secretary.

The School Postgraduate Studies Committee shall comprise of the following:

- (i) Dean of the School (Chairperson)
- (ii) Heads of Department in the School
- (iii) School Graduate Studies Coordinator
- (iv) Departments' Graduate Studies Coordinators
- (v) School Examinations Officer
- (vi) Assistant Registrar/Senior Assistant Registrar (Secretary)

This committee shall:

- Co-ordinate postgraduate studies and examinations;
- Present candidates for admission, award of grants, scholarships and fellowships and the award of higher degrees and graduate diplomas to the Board of the School of Graduate Studies on the recommendations of the Departmental Postgraduate Committees;
- Prepare annual reports on postgraduate work for submission to the Board of the School of Graduate Studies;
- Present external examiners to the Board of the School of Graduate Studies for approval on the recommendation of the Departmental Postgraduate Committees;
- Consider and recommend graduate programmes from the Departments to the Board of Graduate Studies;
- Consider and recommend proposals for the appointment of external examiners/assessors from the Departments to the Board of the School of Graduate Studies;
- Perform any other functions assigned to it by the Board of the School of Graduate Studies.

Departmental Postgraduate Committee

There shall be a committee called the Departmental Postgraduate Committee that would assist in discharging the functions of the School Postgraduate Committee. The Head of Department shall head the Committee. The Department Graduate Studies Committee shall comprise the following:

- (i) Head of Department (Chairperson)
- (ii) All academic staff with responsibilities in the departmental programme
- (iii) Senior Administrative Assistant (Recorder)

The mandate of this committee is as follows:

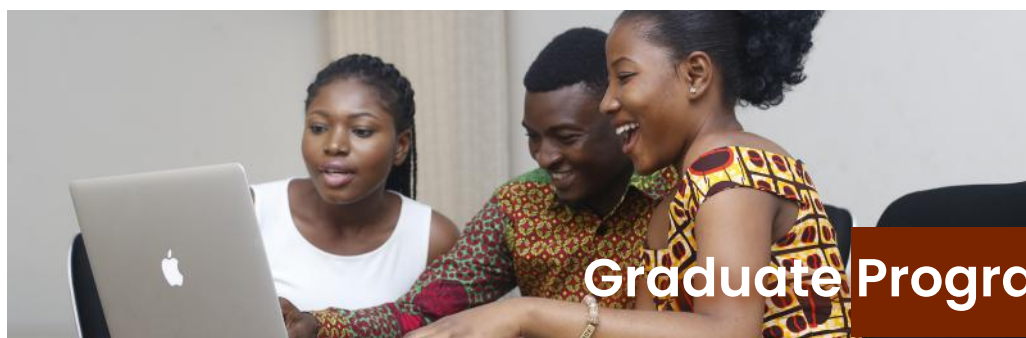
- Co-ordination of Postgraduate programmes in the Department;
- Collaboration with operators of other degree programmes;
- Presentation of candidates for admission, award of grants, scholarships, fellowships and the award of higher degrees and graduate diplomas to the School Postgraduate Committee;
- Recommending External Examiners to the School Postgraduate Committee on the advice of the (Students) Supervisory Committee;
- Making of proposals for the development of graduate programmes and improving graduate studies in the Department;
- Considering and recommending new graduate programmes to the School Postgraduate Committee;
- Vetting of applications and recommending suitable applicants for admission into the Department graduate programmes;
- Interviewing applicants for admissions;

- Regularly organising colloquia/seminars/workshops for graduate students in the Department;
- Reviewing petitions of students/supervisors and making recommendation to heads of departments.

Other Functions of the School of Graduate School

The other functions of the School of Graduate Studies include the following:

- Elevation of the national and international visibility of the School of Graduate Studies through the restructuring of the website, participation in professional organisations, enhancement of public relations and communication, and engagement in outreach programmes;
- Approving all faculty members teaching postgraduate programs and supervising postgraduate theses and dissertations to ensure high quality outputs of our postgraduate programmes comparable to graduate programmes of highly esteemed universities around the world;
- Facilitating postgraduate students and faculty exchange programs with well-known universities globally;
- Assisting postgraduate students with applications for funding for research and other scholarship programs;
- Organizing seminars, workshops and conferences for postgraduate students.



Graduate Programmes

Graduate Programmes would lead to the award of postgraduate diplomas and degrees of the University of Energy and Natural Resources, Sunyani. At present, the school offers programmes as shown in Table 1.

Table 1: Approved Graduate Programmes

School of Agriculture and Technology	MPhil/MBA/ Agribusiness Management MSc/MPhil/PhD Crop Science
School of Engineering	MSc/PhD Sustainable Energy Management MSc/PhD Environmental Engineering Management
School of Geosciences	MSc/MPhil Climate Change MSc/MPhil Environmental Planning and Development
School of Natural Resources	MPhil/PhD Social Forestry and Environmental Governance MSc/MPhil/PhD Water, Environment and Sustainability
School of Sciences	MSc/MPhil/PhD Applied Mathematics MSc/MPhil/PhD Computer Science

Admissions & Programme Requirements



General Information

The academic calendar is organised into semesters (blocks and sessions). Programmes are made up of courses which are coded by levels of academic progression and are assigned credits. Each course is examined either at the end of the module or the end of the semester.

Each academic unit shall provide detailed information about the structure of programmes leading to the award of graduate degrees and offer advice and counselling to students.

It shall be the responsibility of each student of the University to know both the specific requirements of the graduate degree for which he/she is registered as well as the rules, regulations and policies of the University and the relevant academic unit.

It shall be the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the graduate degree pursued.

Every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University and of the relevant academic unit.

Each student is required to acquaint himself/herself with the general information outlined in this Handbook and any relevant information from the academic unit(s) into which he/she is enrolled. Students may consult their Head of Department or the Dean of the School of Graduate Studies for additional information.

Exemption from any of these General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the Board of the School of Graduate Studies and the appropriate School Board.

The University reserves the right to change rules, regulations and policies, as well as programme and course requirements outlined in this Handbook without prior notice.

Further information relating to the content of this Handbook may be found on the **University's website – www.uenr.edu.gh**

Applications

Applications shall usually be requested through advertisements in the print media or radio advertisements and on the University's website (www.uenr.edu.gh).

As much as possible, online applications shall be encouraged. All applications would be supported by letters of recommendation, transcript(s) and certified copies of certificates of previous tertiary academic degrees/diplomas.

The candidate shall apply and forward applications (online or hardcopy) to this address:

The Secretary
School of Graduate Studies
University of Energy and Natural Resources
Post Office Box 214
Sunyani-Ghana

On receipt of applications, the Registrar/Secretary shall forward them to the appropriate Departments. The Head of Department shall then present to the Board of the School of Graduate Studies a list of all candidates who satisfy the conditions for admission as stipulated generally and specifically by the Departments for the Board to decide on which candidates may be offered admission. Such admissions would be significantly influenced by the availability of supervisors for the students' interest and facilities for the intended area of study. Applications shall be considered in the first instance by the department in which the applicant wishes to study.

The department shall satisfy itself of the suitability of the candidate and the availability of resources, both material and human, for the successful completion of the candidate's work. An interview and/or a qualifying examination may be administered by the Department to determine the suitability of an applicant.

The Head of the Department shall submit in writing to the Board of the School of Graduate Studies a statement on the suitability or otherwise of each applicant.

Standing committees of the Schools and the School of Graduate Studies shall monitor applications received, meet and recommend the offer of admissions on a periodic basis. UENR would adopt a strategy to admit on receipt of applications from candidates who meet the requirements for admission. This is a strategically useful approach towards overseas/international students' admission.

General Requirements for Admission

a. These are set by various Departments approved by the respective Schools and with further input from the Academic Board.

However, UENR School of Graduate Studies would take a holistic approach towards the selection of potential candidates, taking into consideration work experience and research accomplishment, marginalized groups as well as relevance and need of proposed study area in the attainment of the mission of the School of Graduate Studies and the University.

b. Master of Science/Master of Arts/Master of Business Administration

To be eligible for admission into the Non-Research Master Programme, candidates must be graduates of this University or any other accredited University with a minimum of a Third Class degree in the relevant field. Holders of postgraduate diploma certificates with excellent classification may also be considered for admission.

c. Master of Philosophy (M.Phil) (Masters By Research) Programme

To be eligible for admission into the Masters By Research /Master of Philosophy programme, candidates must be graduates of this University or any other accredited University with a minimum of Second Class (Lower Division) degree in the relevant field. Candidates must demonstrate an adequate intellectual capacity for independent work, maturity, effective decision making and problem-solving potentials.

d. PhD Programme

To be eligible for admission to the Doctor of Philosophy degree programme,

- Candidates must have a BSc/ BA/ BEng/ BEd degree or its equivalent from an accredited University with a minimum of Second-Class honours (Lower Division).
- Candidates must have an MPhil or its equivalent from an accredited university.
- Candidates must demonstrate an adequate intellectual capacity for independent work, maturity, effective decision making and problem-solving potentials.

Doctoral programmes will only be run when supervision is guaranteed.

NB: Special Admissions

A candidate, who does not satisfy the full rigour of the academic requirement of a programme but is adjudged suitable based on professional and work experience, may be admitted. For such special admissions, a candidate may be required to take additional courses (remedial courses) to make up the deficit, be admitted on one-year probation, be offered a certificate other than MSc/MPhil or whatever combinations the Board of the School Graduate Studies deems suitable.

Deferment of Admissions

An applicant who is offered admission can defer the programme only on medical grounds. The Director of University Health Services should authenticate related medical reports.

A candidate who is offered admission but cannot enroll into the programme due to ill-health can defer the programme for a maximum of one year, after which he/she forfeits the admission if unable to enroll.

The applicant should write his/her letter requesting deferment to the Dean of the School of Graduate Studies through his/her Head of Department/Dean of School.

Supervision Committee

Research work of students shall usually be carried out under the supervision of a Supervisory Committee, with a MAJOR supervisor and others depending on the graduate programme. The committee shall also guide students on programmes for which theses may not be required.

Each student admitted shall, therefore, have a Students' **Supervision Committee** of two (2) Senior Members for MSc/ MPhil students, and a minimum of three (3) and maximum of four (4) Senior Members for PhD programmes. One of the members of the Committee may be selected from a related discipline within or outside the Department.

The membership of PhD programmes supervisory committee shall be made up of only holders of doctoral degrees or faculty of professorial rank, and at least two members of the committee shall be of a rank not below Senior Lecturer.

The committee shall:

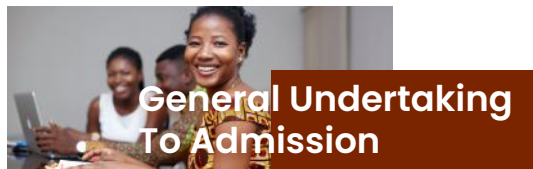
- Help the students in the selection of courses and formulation of their thesis topics.
- Submit a semester-based progress report on each student to the Board of the School of Graduate Studies through the Dean.
- Shall recommend the candidate for examination of the thesis

It shall be the duty of the Major Supervisor to convene supervisory committee meetings at least twice in a semester. The

Major Supervisor must submit a completed progress report form to the Dean of the School of Graduate Studies through the Head of Department at the end of every semester.

Supervisors shall normally not be a MAJOR supervisor for more than six postgraduate students at any particular time, unless in exceptional circumstances.

Faculty members pursuing graduate degrees in any University or Institution cannot supervise other graduate students.



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI.

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

To this end, I undertake to:

1. Comply with the rules and regulations of the University as contained in the Students' Guide and other Statutes of the University;
2. Refrain from the use of violence and/or any form of force in the ventilation of any grievance I may have;
3. Desist from destroying and/or causing any damage, or assisting anyone to damage any property belonging to the University;
4. Prevent myself from taking part in any form of procession, demonstration, protesting against any policy of the University, except where the same is authorized by the Vice-Chancellor of the University.
5. Abstain from all forms of occultism and other pseudo-religious practices which are harmful in any way to anybody or the general University Community; and,
6. Assist and co-operate unconditionally with the authorities of the University in bringing violators of University rules and regulations to book.

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

Wherefore, I append my signature to this undertaking.

.....
Sign

.....
Full Name

.....
Date

Registration

Registration formalities shall be conducted within the first week of the commencement of the semester beyond which there shall be a penalty of an amount set by Academic Board for late registration without an acceptable reason, up to the fifth week of commencement of the semester. Registration shall lapse at the end of each academic session and shall be renewed at the beginning of a new academic session.

Every candidate shall renew his/her registration at the beginning of each academic session and throughout the entire duration of the degree programme as specified above. However, if a candidate does not complete the degree programme in a maximum of ten to twelve semesters for full-time and part-time studies, respectively, s/he shall generally be expected to withdraw from the programme unless Academic Board favourably reviewed his case based on recommendation from the relevant School through the Board of the School of Graduate Studies.

Programmes and Duration

Academic Programme

- Each School or Department offering the programme shall provide detailed information about the structure of courses leading to the award of the intended graduate degree.
- 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, 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 pursued. Advice and counselling would be offered for students who need assistance in this regard.
- Every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University and the relevant Schools and Departments.
- Each student should know both the general information outlined in this Handbook and any relevant information of the School or Department in which he/she is enrolled. When in doubt, students may consult their Heads of Department or the Dean of the School of Graduate Studies.
- Students shall be held liable for contravening any regulation.
- Exemption from any of General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the Board of the School of Graduate Studies and the appropriate Faculty Board.
- The University reserves the right to change rules, regulations and policies, as well as programme and course requirements outlined in this Handbook without prior notice.

Duration of Programmes

A Master's degree programme may be run on a full-time or part-time basis. For full-time registration, the minimum duration shall generally be four semesters and a maximum of six semesters. For part-time registration, the minimum duration shall be six semesters and a maximum of eight semesters. A Master's degree by course work shall be of a 2-semester modular-style, and on a full time basis and shall be of 2-semester equivalent duration.

Registration for a Doctor of Philosophy degree programme shall be on a full-time and part-time basis. For full-time registration, the minimum duration of the programme shall be eight semesters (maximum twelve semesters); the minimum and maximum duration shall be ten and fourteen semesters respectively for part-time registration. For holders of Research Master's degrees, the minimum duration shall be two semesters for full or four semesters for part-time registration respectively.

[Note: Doctoral research would proceed only after candidate has completed undertaking taught courses with a minimum 3.0 GPA].

Master Programme: A programme of study for the award of a master's degree, for example, MPhil / MSc / MA/ MPH / MBA, shall consist of courses for each of which a minimum of 24 and maximum of 36 credit hours shall be prescribed. Each module shall cover not more than one semester, except for theses/research project works.

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

PhD Programme:

In a programme of study for the award of a PhD degree, a student is expected to audit or register for a set of recommended courses depending on the student's academic background. All PhD students must take and pass with a minimum of 3.0 GPA in examinations organised by the student's Department/School by the end of the first year of study. A student is admitted to CANDIDACY by the school of Graduate Studies only after the successful attainment of the 3.0 GPA. When a student fails, or do not obtain the required minimum GPA of 3.0, the candidate is allowed to resit the failed papers. The CANDIDACY of a student is terminated if he/she fails the resit.

After a student has exhausted the mandatory period, he/she shall apply for an extension at a fee to the Dean of School of Graduate Studies through the Supervisor and the Head of Department/ Dean of School for approval. Such a student is required to complete "the Application for Extension of Time for Master's and Doctorate Degrees" form obtainable from the School of Graduate Studies. No further extension shall be granted after the expiry of the extension. The duration of graduate programmes is outlined in Table 2.

Table 2: Duration of Graduate Programmes

ProProgramme	Duration		Year(s) of Extension		Total number of Years including extension	
	Full- Time	Part- Time	Full- Time	Part- Time	Full- Time	Part- Time
PhD	4-Mar	5	2	2	6	7
MPhil	2	3	1	1	3	4
MBA Agribusiness	2	3	1	1	3	4
MA/MSc/MBA	1	2	1	1	2	3

3.2.3 Credit hours for the Graduate Programmes

One hour of lecture or two to four hours of practical work are equal to one credit hour. The total number of credit hours required by a student to qualify for a master's degree shall be determined by the Departmental/Faculty/College/Institute/School of Graduate Studies/ Academic Boards within the following ranges (Table 3).

3.3 Extension of Registration

i. Four (4) weeks to the expiry of the standard period for a postgraduate programme, a student who has still not been able to complete the programme may apply for an extension of studentship which may be granted for periods not exceeding the following:

- All Non-Thesis Masters Programmes – One semester
- MPhil and other Thesis option Masters Programmes – Two semesters
- Part-Time Programmes – Two semesters

ii. There shall be no further extension of time beyond the above durations.

iii. Applications for extension must be supported by duly endorsed progress reports and a recommendation from the supervisor and Head of Department.

3.3.1 Course–Work Requirements

The Higher Degree Programmes of the University of Energy and Natural Resources, Sunyani, shall generally be based partly on course–work and partly on research.

Master's courses shall be numbered in the 700 series (i.e. 701–709); and PhD in the 800 series.

Courses shall be evaluated in terms of credit hours. A credit hour is defined as one hour lecture or tutorial contact hour or two (or more) hours of laboratory/practical work per week, or a combination of these for a 13-week semester period. The minimum number of credit hours per course is 3, while the maximum number shall normally be 6.

Students admitted into the postgraduate programme shall be required to register for a prescribed number of units per semester. However, students may be allowed to register for less number of courses based on courses already taken from previous postgraduate courses. Such exemptions shall require the approval of the Board of Graduate Studies, on the recommendation of the School Board concerned. Minimum loads for the categories of graduate programmes are provided in the following sections.

3.3.1.1 One Year/One and a Half Year Master's Degree Programme (by Course Work+Project)

The number of units for course work may vary according to the programme, but generally would be a minimum of 24 and a maximum of 36 credits to satisfy course work required for graduation. Also, the credit load assigned to the project shall be 9 while graduate seminar shall be 3 credits, giving a total minimum of 36 and total maximum of 48 credits required for graduation. The overall minimum credit requirement is as follows (Table 3).

Table 3: Credit Requirements for One Year/One and a Half Year Master's Degree Programme (by Course Work+Project)

Item	Credits Load
Course Work	24-36
Project Work	9
Seminar	3
Total	36-48

3.3.1.2 Two Year Master's Business of Administration Degree Programme by Research [MBA in Agribusiness Management/MPhil in Business Administration]

The number of units for course work may vary according to the programme, but generally would be a minimum of 24 and a maximum of 36 credits to satisfy course work required for graduation.

The thesis shall be 18 credit hours while graduate seminar shall be 3 credits. The minimum number of credit hours required for graduation shall be 45, while the maximum shall be 57. The overall minimum credit requirement is as follows (Table 4).

Table 4: Credit Requirements for a two - year Master's Business Administration Degree Programme by Research

Item	Credits Load
Course Work	24-36
Thesis	18
Seminar	3
Total	45-57

3.3.1.3 Master's Degree Programme (by Research)/ Master of Philosophy/ Master of Science

The number of units for course work may vary according to the programme, but generally would be a minimum of 24 and a maximum of 36 credits to satisfy course work required for graduation. The thesis shall be 18 credit hours while graduate seminar shall be 3 credits. The minimum number of credit hours required for graduation shall be 45, while the maximum shall be 57. The overall minimum credit requirement is as follows (Table 5).

Table 5: Credit Requirements for a two-year Master's Degree Programme (by Research)/ Master of Philosophy/ Master of Science

Item	Credits Load
Course Work	24-36
Thesis	18
Seminar	3
Total	45-57

3.3.2 Doctor of Philosophy Degree Programme

Candidates for a Ph.D degree shall normally be expected to register 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 School Board and approved by the Board of the School of Graduate Studies. Despite this provision, PhD candidates shall normally be encouraged to take and pass some prescribed courses to deepen their theoretical foundations, analytical skills and rigour. The overall minimum credit requirement is as follows (Table 6).

Table 6: Credit Requirements for Doctor of Philosophy Degree Programme

Item	Credits Load
Course Work	24-36
Thesis	30
Seminar I (Proposal Presentation)	3
Seminar II (Presentation of Results)	3
Total	60-72

The course work requirement for PhD candidates with professional work experience of at least 10 years would be determined by the Department and the School to which they belong, and the course work should comprise of a minimum of five (5) courses of three (3) credits each, making a minimum total of 15 credits. The overall minimum credit requirement for such candidates is as follows (Table 7).

Table 7: Credit Requirements for Doctor of Philosophy Degree Programme (Special PhD Candidates)

Item	Credits Load
Minimum course Work	15
Thesis	30
Seminar I (Proposal Presentation)	3
Seminar II (Presentation of Results)	3
Minimum total credit	51

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

NB: Case study reports, term paper reports, theses and dissertations are required to be subjected to plagiarism check and the maximum similarity index should be 20%.

3.4 Examinations

Students must pass all compulsory, core and elective courses approved for the programme.

The flexibility to select different and optional courses (within approved limits) shall be a significant landmark of graduate education at UENR. The minimum pass mark for all graduate programmes shall be 50%.

A student shall be allowed to repeat courses failed at the next available opportunity but in such cases, scores obtained in every attempt shall be used in the final computation of his/her results.

Course examinations shall be taken at the end of the semester in which the courses are offered. Examination questions and marked scripts for all postgraduate courses shall be subjected to external moderation.

Appointments of external examiners for the examination of theses and dissertations are essential requirements for the award of postgraduate degrees except for one-year master's degrees with dissertations, assessed by internal examiners.

3.4.1 Grading of Examinations:

a. There shall be formal University examinations in programmes of study at the end of each semester. A sit-down examination in each course shall not be less than two and half (2 ½) hours. Also, there shall be continuous assessment of courses based on any or a combination of the following: mid-semester examination, class tests, quizzes, essays, tutorials, assignments, etc. Mid-semester examinations shall not be less than one (1) hour in duration.

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

- a. The end-of-semester examination shall be weighted 60% and continuous assessment 40% of the total marks in any course.
- b. Examinations in all courses shall be credited with marks to the nearest whole number and later converted into letter grades as follows:
- c. A student may be prevented from writing examinations under any of the following conditions:
 - i. Owing school fees
 - ii. Not attaining the minimum hours for lectures for a course(s) (25% of lecture hours).
 - iii. Failure to register for a course(s).

Grade	Marks %	Grade Point	Interpretation
A	80-100	4	Excellent
B	70-79	3.5	Good
C	60-69	3	Satisfactory
D	50-59	2.5	Pass
F	0 - 49	0	Fail
I, I*, I'			Incomplete
Df, Df*			Deferred

Grade Point (GP): Each Grade shall be assigned equivalent grade point as indicated above. The number of (grade) points earned by a student for each course completed is computed as the product of the number of credits for the course and the grade point equivalent of the grade obtained in that course.

Cumulative Grade Point Average (CGPA): The student's cumulative grade point average shall be calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

Final Grade Point Average (FGPA): The FGPA shall be the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

3.4.2 Definitions

a. Trail

A student trails a course when:

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

b. Fail

- i. A student fails a course when he/she obtains a mark less than 50% in a taught course.
- ii. The student also fails when he/she does not write an examination for courses registered.

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

- i. A student is graded incomplete (I) for a course when he/she is unable to write an examination on grounds of ill-health with a medical report acceptable to the Director of University Health Services, provided he/she has registered for the course, or for any other reason for which official permission has been sought and granted by the Vice-Chancellor and is acceptable to the Academic Board. Permission must be sought through the Head of Department.
- ii. A student is graded incomplete (I') for a course(s) when he/she is prevented from writing an examination on the grounds of non-registration due to owing of school fees.
- iii. A student is graded incomplete (I*) when he/she has not been graded but there is sufficient proof that he/she was present for the examinations.

d. Deferment

- i. A deferred (Df) course is an unregistered course.
- ii. A deferred (Df*) course is a registered course which a student has not sat for an examination due to medical or other serious reasons.

3.4.3 Pass Mark

Grade Point Average (GPA) of 2.50 for master's programmes shall be obtained at the end of the taught courses for a student to be able to proceed to conduct Thesis Research. Where a master's student does not obtain the minimum GPA of 2.50 for masters and/or trails one or more courses, he/she shall be required to re-sit these courses to be in good academic standing before proceeding to conduct Thesis Research.

Grade Point Average (GPA) of 3.0 for PhD programmes shall be obtained at the end of the taught courses for a student to be able to take the Comprehensive Examinations and if successful then proceed to conduct Thesis Research. Where a PhD student does not obtain the minimum GPA of 3.0 and/or trails one or more courses, he/she shall be required to re-sit these courses to be in good academic standing before taking the Comprehensive Examinations if successful then proceed to conduct Thesis Research.

3.4.4 Eligibility for Examinations

Any student who is absent for a cumulative period of 25 percent from lectures, tutorials, practical and other assignments prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.

3.4.5 Registration For Examination

Registration for a University Examination shall require the endorsement of the Registration Form by the Head of Department to the effect that the candidate has satisfactorily pursued the approved course(s) of study in each of the subjects offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

The endorsement shall be withheld if a candidate is not deemed to have followed the approved course of study satisfactorily. In the event of the withholding of an endorsement, the Head of Department shall request the appropriate School Board to confirm the action taken, and subsequently inform the Board of Graduate Studies for a final decision.

4. AWARD OF DIPLOMAS AND DEGREES



4.1 Award of Postgraduate Diploma

A Programme of courses and practical work shall be provided in the Schools leading to the award of a postgraduate diploma.

In addition to the course work, each student shall be expected to undertake a Practical Project Work in his chosen field of specialisation. This may commence late in the first semester but shall not go beyond the second semester and shall carry a maximum of six credit hours. At the end of the Project Work, a project report shall be written and marked and the minimum pass mark shall be 50%. Failure in this project work would lead to a repetition of the project work and a student may, therefore, not be able to graduate within the stipulated time.

To be eligible for the award of a diploma in the relevant discipline, a candidate must:

- Pass all the courses and total units prescribed for the Programme.
- Not spend less than the minimum, nor more than the maximum period stipulated.
- Pass the project work.
- Submitted 4 certified copies of bound project work.

The diploma shall be awarded with classification as follows:

GRADE MARKS

Classification	Mark
Pass with Distinction	80% and above
Pass with Merit	60% – 79%
Ordinary Pass	50% – 59%
Fail	Below 50%
Total	60-72

4.2 Award of Master's and Doctoral Degrees

For a master degrees, there will no classification but Candidates Final GPA would be presented in transcript. Courses shall be graded as follows:

Grade Numerical	Marks %	Interpretation
A	80-100	Excellent
B	70-79	Good
C	60-69	Satisfactory
D	50-59	Pass
F	-	Fail

However, candidates taking courses for PhD eligibility must secure an FGPA of not less than 3.0

The following additional information applies.

- A master's and PhD programmes shall normally consist of an approved combination of courses, laboratory practicals and field practical work, with a research project, which shall be a written dissertation/thesis.
- Applications for the Registration of Titles of Dissertations / Theses and the appointment of External Examiner shall be submitted to the Board of the School of Graduate Studies not earlier than six months and not later than three months before the completion of the programme for both the Full-time and Part-time students.
- Copies of the draft thesis shall be submitted through the Head of Department to the Dean of the School of Graduate Studies at least three months before the expected completion (i.e. defence) of the Programme. The Dean of the School of Graduate Studies shall send the draft copies of the thesis to the External Examiners and Supervisors for review in preparation for the viva-voce on the dissertation/thesis on a date to be communicated to the External Examiners. There shall be one Internal and one External Examiner for M.Phil/MSc. Thesis; one Internal and two External Examiners for Ph.D thesis.

- (iv) The Examiners shall send their reports on the draft thesis to the Dean of the School of Graduate Studies who shall arrange for the conduct of the oral examination, only if the External Examiner and one internal Examiner certify that the thesis has merit. Before a candidate is presented for the oral examination of his/her thesis, he/she shall produce a written certification signed by all his/her supervisors that the research work has been satisfactorily completed. The candidate is required to have a printed copy of his/her Thesis/Dissertation for reference during the examination.
- (v) Each student shall have an Examination Panel, which shall be approved by the Board of the School of Graduate Studies. The composition shall be:
 - (a) Dean of the School of Graduate Studies (Chairperson)
 - (b) Head of Department
 - (c) External Examiner
 - (d) Major Supervisor
 - (e) One Internal Examiner from a related discipline in the Department or outside the Department but within the University.

Note: The Dean of the School of Graduate Studies (Chairperson) and the Head of Department are not required to grade the candidate during the oral examination.

In case the Dean of the School of Graduate Studies happens to be the Supervisor or Internal Examiner of the Thesis/Dissertation under consideration, a Senoir Member not below the rank of Senior Lecturer will be nominated to Chair the examination for Msc/MBA/MPhil candidates, and a Senoir Member of Professorial Status for PhD candidates.

The Theses of One Year/One and a Half Year Master's Degree Programme (by Course Work+Project) shall not be externally examined. Each student shall have an Examination Panel, which shall be approved by the Board of the School of Graduate Studies. The composition shall be:

- (a) Dean of the School of Graduate Studies (Chairperson)
- (b) Head of Department
- (c) Major Supervisor
- (d) **Two Internal Examiners** from a related discipline in the Department or outside the Department but within the University.

Note: The Dean of the School of Graduate Studies (Chairperson) and the Head of Department are not required to grade the candidate during the oral examination.

- (vi) After the completion of the oral examination, a report on the examination written on the appropriate report form shall be submitted through the Head of Department to the Dean of the School of Graduate Studies for processing (with a copy of covering letter to the Dean of the appropriate school).

At the end of the examination, the examiners shall recommend any of the following as may be appropriate.

- (a) *That the degree be awarded without further amendments to the thesis;*
- (b) *That the degree be awarded after some corrections or amendments have been made (and shall list those items to be corrected/amended);*
- (c) *That the thesis is re-examined after major corrections/revisions would have been carried out ((referred) and they specify the defects);*
- (d) *That the degree not be awarded ((failed) for specific reasons.*

{When minor corrections are recommended, all the internal examiners shall be expected to go through the revised copy and shall certify the satisfactory completion of the recommended corrections }

- (vii) If the candidate is successful in his/her Examination, s/he shall be required to make the necessary corrections/amendments as recommended by the Examination Panel within three months, to the satisfaction of the internal examiners who shall certify that all corrections have been satisfactorily effected before the final copies are then printed and appropriately bound. Four copies of the bound thesis and a pdf copy on one Pendrive shall be submitted to the School of Graduate Studies who shall distribute the copies as follows:

Soft copy (pdf) to the University Library;
 Soft copy (pdf) to the School Library;
 Soft copy (pdf) to the Department;
 One bound copy to the Major Supervisor;
 One bound copy to the Co-Supervisor;
 One bound copy to the Student.

- (viii) If the thesis is not considered to be of sufficient merit for the specified degree, the candidate shall have six months within which to bring the work to the quality expected.
- (ix) If the candidate fails the oral examination, he shall be re-presented for a repeat examination within months of the first attempt.
- (x) The thesis of a candidate may not include materials already submitted for the award of a degree in any other university, and shall not be part of a previous thesis for a higher degree of the University of Energy and Natural Resources, Sunyani.

(xi) A candidate shall not be qualified for the award of a master's or PhD Degree until he has passed all the prescribed courses, submitted a satisfactory thesis, passed his oral examination and not less than the minimum number nor more than the maximum number of semesters as stipulated for the programme.

(xii) The effective date of the award of the degree shall be the date the School of Graduate Studies certifies the corrected thesis.

4.3 Conduct of Theses Defense

The examination for the PhD shall be OPEN and the venue determined appropriately. The Examining Board for the conduct of PhD defense may be 'robed' in appropriate Doctoral gowns, and all members of the Board may be required to orally examine the candidates in turns not exceeding a specified period. The entire examination shall not exceed TWO and a HALF hours.

For Masters programmes requiring defense, all members of the examination board (i.e. External Examiner, Internal Examiner(s), Supervisor, Head of Department, and Dean of Graduate Studies shall examine the candidate orally. The Board shall not be dressed in academic gowns, and the examination shall generally be conducted as determined by the School of Graduate Studies. The examination shall not exceed ONE and HALF hours.

Students are responsible for meeting the following requirements for graduation or award of degree:

- Matriculated status as a graduate student;
- All requirements for the appropriate programme and degree level must be satisfied, and
- A minimum cumulative grade point average of 2.5 for masters' programmes and 3.0 for PhD programmes for all courses taken as a matriculated student at UENR.

A postgraduate degree shall not be conferred on a candidate unless the Examiners are satisfied that the thesis/dissertation is worthy of endorsement as a thesis/dissertation approved for an appropriate higher degree.

The result of examinations held in connection with the award of the postgraduate degree shall be laid before the Academic Board for approval. Thereafter, the degree shall be conferred under the seal of the University upon each successful candidate at a Congregation of the University assembled for the purpose of awarding degrees.

Candidates shall qualify for graduation at a congregation if they have satisfied all the requirements for graduation by the end of the previous academic year. A candidate who could not fulfill all the requirements by the end of the previous academic year but does so in the first semester of the ensuing academic year shall be eligible for the next graduation. Candidates who intend to be presented at a Congregation must submit the corrected version of their theses for publication not later than four (4) weeks preceding the Congregation.

4.4 Determination of Dissertation/Thesis Results

The Board of Graduate Studies shall review the recommendations of the examiners of a Master's thesis or dissertation as follows:

- i. Where both examiners pass the dissertation/thesis and the candidate passes the oral examination, the Board shall pass it.
- ii. Where one examiner fails or refers a dissertation/thesis, the Board shall review the nature of the failure or referral grade and decide whether to pass, refer or fail it.
- iii. A master's dissertation or thesis referred by more than one examiner shall be referred.
- iv. A master's dissertation or thesis failed by more than one examiner shall fail.
- v. A candidate who fails the oral examination shall be referred and given another opportunity to undertake the oral examination.
- vi. A master's dissertation/thesis referred for a second time shall fail.
- vii. A plagiarized dissertation/thesis shall be rejected, and the candidate shall be deemed to have failed.

4.5 Cancellation of Award

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

- i. a candidate had entered the University with false qualifications; – the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.
- ii. a candidate had impersonated someone else; taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on one's behalf or pretending to be.
- iii. a candidate has plagiarized material in his/her thesis/dissertation. Thus, a candidate unlawfully collaborated with others to produce a piece of work, sharing another student's work, or lending one's work to another student in the reasonable knowledge that some or all of it will be copied (collusion); or a candidate submitted work for assessment that is the same as, or broadly similar to, work submitted earlier for an academic credit or degree in the University or elsewhere (duplication). All references to other people's work must be duly acknowledged in a student's dissertation or thesis. Failure to do so would be regarded as an act of plagiarism.

vii. Any other offence that merits withholding of confirmation of the award in the first place.

Note: In any of these situations, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

4.6 Plagiarism Check for Theses, Dissertations and Course Work Assignments

Plagiarism is a serious academic dishonesty for which a student may be expelled. The Oxford English Dictionary's definition of plagiarism is as follows: "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas ... of another". Accordingly, the reproduction in a submitted assignment of another's work without due acknowledgement is plagiarism since the writer is presenting as original work what is, in fact, not original. When the assignment is submitted for assessment, plagiarism is the equivalent of cheating in an examination. Such unacknowledged indebtedness is plagiarism whether the source is reproduced verbatim or paraphrased. It is plagiarism whether the passage is brief or extensive, and whether the source is printed, electronic or hand-written. Strictly, it is also plagiarism when the source is oral.

More specifically, the following are forms of plagiarism: process of presenting another's line of thinking or work in the development of an idea as though it were your own; failure to accurately indicate direct quotations and to credit the source; failure to credit the source for paraphrases; copying so many words or ideas from a source that it makes up the majority of your work, whether or not you give credit or not to the sources; changing words but copying the sentences of a source without giving credit.

Students who in the presentation/distribution/publication of written material in their own name for academic credit neglect to specifically or generally acknowledge their indebtedness are guilty of plagiarism and liable to discipline.

NB: Case study reports, term paper reports, theses and dissertations are required to be subjected to plagiarism check and the maximum similarity index should be 20%.

4.7 Transcript of Academic Records and Letters of Attestation

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular address provided by the student, a complete transcript of his/her academic record. This transcript shall record all courses attempted and all results obtained. A student applying for an academic transcript shall be required to complete the TRANSCRIPT APPLICATION FORM obtainable from the School of Graduate Studies.

An attestation can be issued to a candidate who is desirous of knowing his/her status. Such candidate shall be required to apply for a letter of attestation to the Dean of School of Graduate Studies by completing the ATTESTATION APPLICATION FORM

During the student's programme, the University shall, on the payment of an appropriate fee, issue the letter of attestation to the particular address provided by the student, statement of Results his/her academic record. The statement of results shall record all courses attempted and all results obtained as of the period the student applied. A student applying for a statement of results shall be required to complete the STATEMENT OF RESULTS APPLICATION FORM obtainable from the School of Graduate Studies.

5. GUIDE AND OUTLINE FOR THESIS/ DISSERTATION PREPARATION



The two acceptable formats for the Theses/Dissertations are:

- (i) Monograph
- (ii) The paper type of Thesis/Dissertation. This type should have a general introduction as chapter 1, followed by the published papers as separate chapters, and then the final chapter focusing on the summary, conclusions, recommendations, limitations and suggestions for future research.

General Guide includes the following:

- The Thesis shall be written in English and the presentation must be satisfactory. It must be suitable for publication.
- The 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).
- Any already published work of the candidate may be included in the thesis, if such information is relevant to the subject matter of the thesis.
- Publications (peer-reviewed journal articles) arising from this research work shall be appended to the thesis in the exact form published
- A candidate shall not be permitted to submit as his/her thesis, a 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.
- Plagiarized work would invoke sanctions, including dismissal and withdrawal of degrees if already awarded; students can check the similarity index (plagiarism) of their theses/dissertations using TURNITIN procured by the University. In this regard, students can seek assistance from the IT Directorate or Library.
- Before a thesis/dissertation is submitted for examination by internal and external examiners, a plagiarism check report must be attached to it and the maximum similarity index should be 20%.

A. Nomenclature of Research Reports

At the University of Energy and Natural Resources, diploma and non-research Masters project reports shall be referred to as DISSERTATION, while MPhil/MSc and PhD reports shall be classified as THESES.

Preparation of Thesis/Dissertation/Project

In preparing the reports, candidates should take note of the following:

- (i) The title should not exceed 20 words
- (ii) The abstract should not exceed 500 words and should not be paragraphed
- (iii) Every table, figure and plate must come immediately after it is mentioned in the text; the number of tables/figures/plates or combination thereof must not exceed two on a page. These must be on their own on a page (i.e. no text, other than table, figure, plate title)
- (iv) Tables, figures and plates must be numbered continuously e.g Table 1, 2, 3 or Table 1.1, 1.2, .. 2.1 with the first digit referring to the chapter
- (v) Tables must be labelled on top while figures and plates must be labelled below
- (vi) Tables/Figures/Plates must not be cited in the DISCUSSION

Conditions for Registration

- (i) All Graduate Students shall be required to register with the School of Graduate Studies and obtain clearance at the beginning of every academic session before they can be attended to in their respective departments and schools.
- (ii) Applications for the Registration of Titles of Thesis/Dissertations and the appointment of External Examiners shall be submitted to the Board of the School Graduate Studies not earlier than SIX (6) months to the end of the programme. Only Thesis/Dissertation Titles approved by the Graduate and Academic Boards would be eligible for oral Examination [This section does not apply to Postgraduate diploma and master's by course work programmes].

B. Thesis/Dissertation Cover

(i) Colour/Type of Cover and Dimensions

The proposed colours for PostGraduate Research Reports shall be:

LIGHT GREEN	Postgraduate Diploma Dissertation (PGDip)
NAVY BLUE	Master's Dissertation (MSc/MSEng/MEng)
LIGHT BROWN	Master's Thesis (MSc/MBA/MScEng/MPhil)
WINE	Doctoral Thesis (PhD)

The Thesis/Dissertation must be bound hardcover, with the student's name and degree written on the spine in the format as per example below:

The dimensions of the cover should be 29.5cm by 20cm;

The cover material and thickness for the dissertation shall be prescribed.

(ii) Front Cover title format

The cover of the Thesis/Dissertation should be as illustrated below [note that there are no titles attached to the name (which are in CAPITALS):

NB: THIS SHOULD BE ON THE HARD COVER



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI (font 20)

DEPARTMENT NAME (font 14)

SCHOOL OF (font 14)

THESIS TITLE HERE (font 14)

NAME OF STUDENT (font 14)

INDEX NUMBER (font 14)

MONTH, YEAR (font 14)

C. Title Page (font 14)

The title page is the first page of the thesis/dissertation following a blank page used to attach the cover to the inside pages. The thesis title, statement of submission, the full name of the author with last degree and student ID number, the department and nature of the degree, date of submission (Month and Year) shall be provided on this page.

TITLE PAGE

TITLE OF THESIS (font 14)

By

Name of Student (font 14), BSC (NATURAL RESOURCE MANAGEMENT) UENR-SUNYANI

A DISSERTATION SUBMITTED to (Department and School) IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF degree of doctor of philosophy/master of science in NAME OF PROGRAM

Month Year

D. Declaration Page

The declaration page is a certification that the work was carried out independently by the student, that the work is to some extent original and that the supervision was as per approved guidelines and followed acceptable ethical standards. The declaration must have the signature of the student and supervisor(s) It must be indicated as follows:

DECLARATION AND CERTIFICATION

Student Declaration

I, Joseph Roma Kwaku Abebrese (IUENR/SGS/001/2011), hereby declare that, except for the references cited which have been duly acknowledged, this submission is my own work towards a master's of Philosophy in Environmental Planning and Development, and that to the best of my knowledge, it contains no materials previously published by another person. I also declare that this has not been presented either in whole or in part for another degree in this University or elsewhere.

.....
Candidate's Signature: Date:

Certified by

Major Supervisor's Name and Qualifications:

Signature: Date:

Co-Supervisor's Name and Qualifications:

Signature: Date:

Head of Department's Name and Qualifications:

Signature: Date:

E. Abstract

The abstract should not exceed 500 words and should be put on page ii after the certification page. This should report concisely the objectives of the research, the key findings and conclusions. It should be in a form suitable for direct use by international abstracting services and should not be paragraphed. Note that the abstract must not, other than exceptional circumstances, contain symbols and many technical terms. The actual word count (e.g. 500) should be inserted at the left-hand corner of the abstract page.

F. Dedication Page

This is intended to show special appreciation and must be very brief (maximum two short sentences not exceeding 3 lines). For example: "This work is dedicated to my sister for the sacrifices she had to make for the provision of funding towards the completion of this project/dissertation/thesis".

G. Acknowledgement

This is to show appreciation to persons or organisations that enabled the successful end of the programme. It may include mentors, supervisors, scholarship agencies, institutions that offered an internship or provided useful information etc. Please avoid praising the ALMIGHTY and other supernaturals here! It should not exceed ONE page. Where the thesis has benefited from a collaborative project done in conjunction with the candidate's Supervisor(s), this should be duly acknowledged.

H. Formulae and Terminologies / List of ACRONYMS

In this section, non-standard formulae of terminologies used may be explained, and the page where the formulae of term is being used first must be indicated.

Example:

SYMBOL	Definition	Page	First Used
--------	------------	------	------------

I. Table of Contents

The Table of Contents provides insight into the organisation of the research report, and should be carefully compiled. To aid quick comprehension, the listing of sub-sections may be indented. All Chapter headings must be in UPPER CASE, while sub-sections should appear in lower case. It must also indicate the corresponding pages of headings and subsections (as per the example below).

It may be noted that the composition or arrangement of the thesis, including chapter titles and formats, may vary from one school to another. This School/Department specific arrangements should be communicated to the School of Research and Graduate Studies, and should be made available to the candidates. It may also be included in the School/Department (School of Graduate Studies approved) guidelines (booklet) for graduate students.

H. Formulae and Terminologies / List of ACRONYMS

TABLE OF CONTENT

Title Page	i
Certification	ii
Abstract	iii
Dedication	iv
Acknowledgements	v
Table of Contents	vi
List of Tables	vii
List of Figures/Plates	viii
Formulae and Terminologies	ix

CHAPTER ONE: INTRODUCTION1

1.1 Background of the Study.....1
1.3 Problem Statement
1.4 Purpose of Study
1.5 Significance of the Study
1.6 Scope and Limitation
1.7 organization of Study

CHAPTER TWO: LITERATURE REVIEW

2.1 Extent of Review
2.2 Scope of Review
2.3 Relevant of Literature Review

CHAPTER THREE: METHODOLOGY AND DATA COLLECTION

3.1Type of Research
3.2 Population
3.3 Sampling and Sampling Technique
3.4 Data Collection
3.4.1 Source of Data Collection
3.4.1 Instrument of Data Collection
3.4.4 Procedure of Data Collection
3.4 Method of Data Analysis

CHAPTER FOUR: RESULTS AND DISCUSSION OF FINDINGS

4.1 Profile on sampled firm(s)
4.2 Data Presentation and Analysis
4.3 Discussions of Findings

CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.1Summary
5.2 Conclusion
5.3 Recommendation

REFERENCES

APPENDIX (CES)

J. List of Tables/Figures

This follows the same format as content (List of Tables shall not be on the same page with Figures and Plates]; Figures and Plates can be on the same page.

LIST OF TABLES

Table	Page
-------	------

1	Average pH levels by soil types 32
---	------------------------------------

LIST OF FIGURES

Figure	Page
--------	------

1	Graph of pH changes over time 48
---	----------------------------------

LIST OF PLATES

Plate	Page
-------	------

1	Picture showing plant cell differentiation under 32
---	---

K. Appendix

When these are included (for example, software output), they should also be numbered serially and indicated with the same format for tables, figures and plates.

L. Notes on Discussion

The style varies from one discipline to another. In some disciplines, this section may require extensive discussion of the results and linking these to past works done. In this case the results section is confined to merely the empirical facts determined from the study without comparative assessments. In this situation, a complete section on Conclusion and Recommendation would be required.

In other disciplines, the result is discussed thoroughly and linked. In such situations, the student would be expected under the discussion section to relate the findings to make one continuous thought. To achieve, this the discussion would not be segmented but worked into one inseparable idea where all findings flow into one another. With this format, the Conclusion(s) and Recommendation(s) are the only permissible segment of the discussion.

NOTE: The student is required to strictly follow the style of his/her department.

M. Notes on References

Various disciplines have different styles for quoting (citing) references in the text and for the listing of the references. Students must be guided as to the style of the various disciplines. However, for citations involving more than two authors, only the first listed author's surname followed by et al., and year should be used [Example, Obeng-Ofori et al., 2010].

Moreover, it must be noted that ALL references mentioned in the text must be listed in the REFERENCE section. In this case, the style of referencing in the REFERENCE section adopted by the University of Energy and Natural Resources is that which follows the chronological order and the American Psychological Association (APA) style.

J. List of Tables/Figures

This follows the same format as content (List of Tables shall not be on the same page with Figures and Plates]; Figures and Plates can be on the same page.

LIST OF TABLES

Table	Page
-------	------

1	Average pH levels by soil types 32
---	------------------------------------

LIST OF FIGURES

Figure	Page
--------	------

1	Graph of pH changes over time 48
---	----------------------------------

LIST OF PLATES

Plate	Page
-------	------

1	Picture showing plant cell differentiation under 32
---	---

K. Appendix

When these are included (for example, software output), they should also be numbered serially and indicated with the same format for tables, figures and plates.

L. Notes on Discussion

The style varies from one discipline to another. In some disciplines, this section may require extensive discussion of the results and linking these to past works done. In this case the results section is confined to merely the empirical facts determined from the study without comparative assessments. In this situation, a complete section on Conclusion and Recommendation would be required.

In other disciplines, the result is discussed thoroughly and linked. In such situations, the student would be expected under the discussion section to relate the findings to make one continuous thought. To achieve, this the discussion would not be segmented but worked into one inseparable idea where all findings flow into one another. With this format, the Conclusion(s) and Recommendation(s) are the only permissible segment of the discussion.

NOTE: The student is required to strictly follow the style of his/her department.

M. Notes on References

Various disciplines have different styles for quoting (citing) references in the text and for the listing of the references. Students must be guided as to the style of the various disciplines. However, for citations involving more than two authors, only the first listed author's surname followed by et al., and year should be used [Example, Obeng-Ofori et al., 2010].

Moreover, it must be noted that ALL references mentioned in the text must be listed in the REFERENCE section. In this case, the style of referencing in the REFERENCE section adopted by the University of Energy and Natural Resources is that which follows the chronological order and the American Psychological Association (APA) style.

N. General Notes on Typing and Thesis Margins

Font type	Times New Roman or CG Times
Font size	12 (sentences apart from chapters and chapter headings)
Spacing	double
Formatting	justify edges, block paragraphing, 1½ inch margin of left and 1 inch for any other margin
Key chapters	(e.g. Abstract, Introduction) bold, caps, centre, size 14
Main Headings	bolded, title case, spaced from the text
First subheading	bolded, title case, spaced from the text
Second subheading: Defence and Submission:	italics, title case, not spaced from the text (see "" below)
Page numbering:	Roman numerals (i, ii, iii) for cover pages and Arabic numerals (1, 2, 3) from the introduction to the end of the document, at the lower right corner of each page.
Referencing	APA referencing format
Paper	WHITE, A4-sized (210 x 297mm).
Typing and Printing	BLACK; Colour prints and figures are allowed in the thesis but titles of such should be in BLACK
Margins	2.5cm all-round except on the left margin which should be 3.75cm wide

Assessment of Project/ Thesis

Quality of Work

The quality of work is ascertained based on the use of academic language; clarity of expression; adherence to project format; logical flow; paragraphing-block type; proper and short sentences; and well-organized work, etc. The thesis would be assessed based on the guideliness issued.

APPENDICES



APPENDIX I: UNIVERSITY EXAMINATIONS INSTRUCTIONS TO CANDIDATES

It is the responsibility of the student to ensure that they are conversant with the regulations on University examinations. The highest level of integrity is expected, and lack of knowledge of these regulations and guidelines cannot be used as an excuse against sanctions.

The University reserves the right to hold examinations on any date and time except that due notice will be issued to candidates.

It shall be the duty of a candidate to consult the daily time - table (to be made available at least 24 hours before the examination) to ascertain the papers to be written each day and to make himself/herself available at the appointed place, at least one and a half-hour before the examination.

A candidate for a University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination. Entry to the Examination hall shall be by registration, which shall be duly endorsed by the Examiner and also the Head(s) of Department and submitted to the Deputy Registrar (Academic Affairs) not later than six weeks after the commencement of the semester.

The Registrar would publish a list of students eligible for the examination of courses through the Academic Affairs at least four weeks before the commencement of examinations.

A candidate shall not be admitted to a University Examination if:

- She/he has not registered for the examination;
- The course of Examination has merely been audited unless the course had been followed previously;
- She/he owes fees to the University/Hall;
- She/he is under suspension or has been dismissed from the University;
- She/he reports to the Examination more than half an hour after its commencement.

It shall be the candidate's responsibility to provide for himself/herself stationery required for examinations. Unless specified by the examiner, programmable calculators are strictly prohibited.

An examination candidate shall not bring to the Examination Centre or the immediate vicinity of the Examination centre any book, paper or written information or cellular/mobile phones or any other unauthorized material. Any such material shall not be deposited at the entrance to the Examination Room or the washroom or near the Examination Centre. No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room.

Any candidate who is seen with lecture notes or books or cellular/mobile phones or any unauthorized material in the Examination Centre or near the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded grade X.

A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconduct himself/herself in any manner to an examination official at an examination centre commits an offence. Such a candidate shall be banned from the examination and awarded grade X.

A candidate who is suspected of hiding unauthorized/illegal material (s) on his/her person may be asked by an invigilator to be subjected to a body search. Refusal to be subjected to a body search is tantamount to misconduct. It is also an offence to destroy evidence of unauthorized/illegal material.

An examination candidate shall, for identification by the Chief Invigilator/Invigilator, carry on himself/herself a valid student identity card which shall be placed on the examination table to enable the Invigilator to ascertain the identity of the person writing the examination. Any candidate without a valid identity who wilfully writes the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

No communication between candidates is permitted in the examination hall. In this respect,

- i. A candidate shall not pass or attempt to pass any information or instrument to another candidate during an examination;
- ii. A candidate shall not copy or attempt to copy from another candidate;
- iii. A candidate shall not disturb or distract any other candidate during an examination;
- iv. Candidates may attract the attention of the Invigilator by raising their hands.

Eating, smoking or drinking alcoholic or non- alcoholic beverages is not allowed in the Examination Room.

A candidate may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily would be accompanied while outside the examination room by an attendant assigned by the Invigilator.

A candidate who finishes an examination ahead of time may leave the Examination Room with the permission of the Invigilator but not earlier than thirty minutes from the commencement of the examination. The candidate shall not be allowed to the Examination Room after he/she leaves.

At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.

Candidates should not in any way mutilate or interfere with the stapling in the answer booklets. Any complaints about the answer booklets should be brought to the attention of the Invigilator.

A candidate who fails to be present at an examination without any satisfactory reason shall be awarded grade X. The award of grade X in a required paper means failure in that paper. The following shall not be accepted as reasons for being absent from any paper at the University Examination:

- a. mis-reading the time-table;
- b. forgetting the date or time of examination;
- c. inability to locate the examination hall;
- d. failure to find transport;
- e. pregnancy
- f. serious pregnancy related issues

A breach of any of the preceding regulations for the conduct of University Examination may attract one or more of the following sanctions:

- a. a reprimand;
- b. loss of marks
- c. cancellation of paper (in which case zero shall be substituted for the mark earned);
- d. withholding of results for a period;
- e. award of grade X

A grade Z leading to failure in the entire semester's examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an examination.

Further sanctions may include:

- a. being barred from the University Examination for a stated period;
- b. being barred from the University Examination indefinitely;
- c. suspension from the University;
- d. expulsion from the University.

Provisional results of University Examinations shall be communicated electronically. It shall be the responsibility of the candidate to have active electronic access. Alternatively, the candidate may write to the Assistant/Deputy Registrar (Academic Affairs) to enquire about his/her results, for which purpose he may provide a stamped addressed envelope. A candidate who is not satisfied with the results of the University Examination affecting him/her may request a review by the submission of an application to the Registrar and payment of review fee shall be determined at not less than three times the usual Examination Fee.

Examination Malpractice or offence

Examination offences shall be understood to include an attempt on the part of a candidate to gain an unfair advantage, and breach of Examination Regulations and Instructions including refusal to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by rules of a particular examination, smoking, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.

The Chief Invigilator or any Examiner shall report to the Registrar as soon as practicable any instance of breach of Examination Regulations. On the advice of the Registrar, the Vice-Chancellor shall take appropriate action. As regards offences occurring outside the confines of an Examination Room, the Dean shall investigate these offences and submit the findings to the Registrar.

The Board of the School of Graduate Studies shall review all reports received in connection with examination malpractice

or an offence. On the basis of its review, the Board may recommend to the Vice-Chancellor appropriate sanction including loss of marks in particular paper. A grade of Z shall be awarded wherever it is established that a candidate has attempted to gain an unfair advantage in an examination. Such a candidate may be suspended from taking University examinations for a stated period or indefinitely or even expelled from the University.

In all instances of examination malpractices or offences, a formal report from the Board of the School of Graduate Studies shall be made to the Academic Board. The Academic Board may review all such reported cases and may vary the sanctions.

APPENDIX II: SEXUAL HARASSMENT POLICY

1.0 Preamble

The University of Energy and Natural Resources is committed to the pursuance of its objectives in an environment which is supportive of all students as well as teaching and non-teaching staff. Since sexual harassment subverts the vision and mission of an institution, it is considered a severe offence and shall not be condoned by the University of Energy and Natural Resource on the following reasons:

- i. It is discriminatory and is forbidden by the laws of Ghana (The 1992 Constitution);
- ii. It harms the health and general wellbeing of its victims;
- iii. It could create a hostile and stifling environment which may affect the realisation of the goals of the Institution;
- iv. It could affect the interest and work performance of staff/students;
- v. It affects students' progress in a course or programme;
- vi. It could affect one's appointment, promotion and access to any privileges offered by the University to staff.

2.0 Statement of Principle

- The University prohibits sexual harassment in every form;
- It constitutes a punishable offence;
- As much as academic freedom and the right of every member of the University Community to the freedom of expression are permissible, these actions ought to be free from bias and harassment;
- Every member of the University community; students, teaching and non-teaching staff, shall have access to its facilities and service without harassment;
- All persons in responsible positions shall ensure that their positions do not become tools for demanding sexual favours or coercing others into unwanted relationships;
- Sexual harassment violates the fundamental human rights of its victims;
- All records regarding complaints or harassment shall be treated with the most confidentiality;
- Reported cases which are proven not to be harassment shall go through the existing grievance handling procedure;
- The University shall be mindful of complaints which may be false. Any such malicious action shall constitute grounds for disciplinary action to be taken against the complainant.

Purpose of the Policy

- To raise the level of awareness of the University Community of the illegality of sexual harassment;
- To eliminate sexual harassment from the learning environment;
- To provide an atmosphere that shall be free from any form of harassment and to establish a more gender-friendly atmosphere;
- To encourage members of the University Community to change any negative attitude they may have towards the opposite sex.

Jurisdiction

- The policy shall apply to all staff and students, as well as all who transact business with the University;
- All parties involved in any given case shall be treated fairly. Where the issue involves a lecturer and his or her student, necessary arrangements shall be made for a disinterested party to co-supervise or mark the examination script, course work or dissertation of the student.

PLEASE NOTE: This policy is not against relationships based on the mutual consent of the parties involved.

Definitions Sexual harassment includes the following

- i. Unlawful and discrimination acts with sexual connotations;
- ii. Unwelcome physical contact;
- iii. Suggestive comments with sexual connotations;
- iv. Unwelcome derogatory remarks (sexual in nature);
- v. Unwelcome request for sexual encounters and favours;
- vi. Indecent assault or rape;
- vii. Threats of academic failure or promise of academic success or other rewards in exchange for sexual favours;
- viii. Sexist jokes which cause psychological distress;
- ix. Unwanted sexual attention of a persistent nature, made by a person who knows or ought reasonably to know that such attention is unwanted;
- x. Gender-based bullying or intimidation;

- xi. Indecent exposure of private body part (which include breast, stomach, buttocks and sexual organs).

PLEASE NOTE! This list is not exhaustive. Behaviours which are acceptable to some people may be offensive to others. The point of view of the complainant, and not the intention of the perpetrator would guide advisers or committees in deciding whether or not a reported incident amounts to sexual harassment.

Procedures

1. Any member of the University Community may seek advice or informal assistance from the Desk Officer and Advisers.
2. There are two options available to a complainant, namely;
 - a. Informal – Advisers will mediate between the parties involved to settle the matter amicably.
 - b. Formal – The matter shall be brought before an investigation committee.

Informal Procedure

- i. Any member of the University Community who thinks or feels that he/she has experienced any form of sexual harassment should, as a first step, express his/her disapproval of the act if he/she thinks it is possible to do so. The individual should, however, contact the Desk Officer who would monitor the process to ensure that the problem is resolved amicably within the seven days of the occurrence or complaint of the incident.
- ii. The complainant may, on the other hand, contact any of the advisers to serve as a mediator.
- iii. The respondent shall be required to render an unqualified apology to the complainant, with a promise not to repeat the alleged offensive act, intimidate or victimise him/her. The apology could be verbal or written.
- iv. It will be pointed out to the respondent that taking reprisals against the complainant for the step taken is also an offence and would complicate matters for him/her.
- v. However, if the informal complaint is not the first that is being made against a respondent, the Adviser, with the consent of the complainant, shall initiate the necessary action using the formal procedure.

Formal Procedure

When attempts at resolving the problem, without recourse to the formal procedure, fails the following guidelines shall apply:

Clearance shall be sought from the Vice-Chancellor or Dean before formal proceedings to commence.

Where a complaint is established to be false, the matter shall be referred to the Vice-Chancellor or Dean. Necessary consultations shall take place after which the matter shall be dealt with under the appropriate disciplinary procedures laid down in this Handbook.

On the other hand, if a complainant feels that unfair treatment has been meted out to him/her, he/she may appeal to the Vice-Chancellor who would deal with the matter.

In making a formal complaint, the complainant shall submit in writing, details of the alleged harassment, indicating time, date, how it happened and names of witnesses (if any). The complainant may also indicate the type of remedy he/she seeks.

Time Limit

- i. A written complaint must be filed within one month of the occurrence of the alleged harassment.
- ii. Where the complaint consists of a series of related incidents the time limit shall be within two months of the most recent incident.
- iii. If, after one month of filing the complaint, a complainant fails to initiate proceedings, all records about the incident shall be destroyed.
- iv. Within three working days of receiving a written complaint, the Desk Officer would inform the respondent of the complaint that has been lodged against him/her.

Sanctions

- i. If it is established that the unwanted act did take place, appropriate disciplinary action shall be taken against the respondent.
- ii. Sanctions shall range from reprimand, suspension to dismissal. The gravity of the offence shall determine the punishment.

APPENDIX III: GUIDELINES ON COMPREHENSIVE EXAMINATION FOR ADMISSION TO PHD CANDIDACY

Further to general conditions outlined in the approved School of Graduate Studies guideline, Doctoral students shall be required to PASS a Comprehensive Examination and be admitted to Doctoral Candidacy by the School of Graduate Studies before the commencement of their thesis research. The requirements for the comprehensive exam may vary but is generally aimed at testing the applied or practical knowledge of the student's cognate area, and shall be used to determine a candidate's eligibility to continue his or her course of study. To ensure clarity, areas of examinations may be based on agreed reading lists in the discipline. The Comprehensive Examination shall be in two forms:

- I. A written examination comprising five practical/applied questions for which PhD students are to answer any three questions; AND
- II. Each PhD student shall present a research proposal on a specific research question (this could be the same as the student's intended thesis proposal) and defend same before a panel of examiners at the Department/School level. OR
- III. Each PhD candidate shall be required to submit a review paper and defend same before a panel of examiners at the Department/School level.

The choice of (II) or (III) above shall be agreed between the Departmental Graduate Studies Committee, the student and his/her Advisor /Principal Supervisor on completion of the course work.

The length of the review paper or research proposal shall normally not exceed 5000 words: Font size 12, Times New Roman, one and a half line spacing.

On passing the Comprehensive Examination, the Dean of the School of Graduate Studies shall confirm the status of the student in writing as a PhD candidate **[i.e. Change in designation on passing the PhD Comprehensive Examinations]**.

APPENDIX IV: SUPERVISION

1. INTRODUCTION TO SUPERVISION

As a requirement, all graduate students of the University of Energy and Natural Resources (UENR) undertake research and a thesis-associated examination before completion of their programmes of study. For detailed information about the structure of higher research degree thesis preparation in UENR, refer to the Guide for the Preparation and Evaluation of higher Degree Research Thesis.

The quality of the research project depends on some factors, critical among them is the quality of supervision. This guide has been developed as a resource for higher research degree students and supervisors in UENR. It outlines fundamental principles of higher research degree supervision, and some practical advice for academic staff and students. The ultimate objective of the guide is to foster a fruitful interaction and cooperation between supervisors and students.

2. KEY PRINCIPLES

The fundamental principles that underpin this guide is assessment for learning. In this regard, the guide seeks to improve students learning (informative) through interactive guidance and constructive criticisms. The guide is prepared in recognition that one does not necessarily improve performance by being assessed based on summative principles because that only gives an impression of a level.

To improve one's performance as a learner or as an institution, one must use the evidence collected through the assessment to decide what should be the next step in the learning process or what should be improved in the institution. Giving and using feedback are central processes for improvement and quality enhancement. For all those involved in graduate studies, it is essential to always try to include formative aspects. There should, therefore, be a link between the critical process (pointing at problems) and the constructive one (suggesting possibilities).

The departments, supervisors and students should not only focus on problems relating to development and progress in the supervision process, but also give positive feedback that would enhance the process. The School of Graduate Studies has an essential role in securing formalities and establishing appropriate procedures, which should, at the same time, be used to implement quality enhancement. Assessment and evaluation are time-consuming, but should be seen as part of teaching and learning. This entails responsibilities, activities and quality assurance processes carried out by the stakeholders involved in the research of higher degree process at UENR.

3. RESPONSIBILITIES, ACTIVITIES AND QUALITY ENHANCEMENT

Graduate education is a complex process involving many actors at different organizational levels. For simplicity, three levels are identified and presented in the following paragraphs.

At the university level, the administration of graduate studies is managed by the School of Graduate Studies, headed by a Dean.

Heads of Departments have direct responsibility for graduate training including monitoring of graduate students and supervisors and coordination with the School of Graduate Studies.

A graduate student has the responsibility of working to become a researcher, therefore, all activities should be aimed at achieving this goal. His/her competence must be expressed in terms of mastery of the subject, research insight, respect for the discipline, capacity for independent research and ability to communicate results and relate them to the broader field. The student has primary responsibility of acquiring these skills and competences, under the guidance of the supervisor; these responsibilities can be overwhelming (see section 4). Certain formalities have to be fulfilled in order to obtain the high competences. The student needs to assess his or her progress, using some of the activities listed in the appendices and by engaging in positive dialogue with the supervisors.

The supervisors are required to provide academic guidance and practical support from the inception of the programme to the submission of the thesis. In order to undertake graduate supervision, the academic member should have, at least, an equivalent qualification. Also, the supervisors have to know and fulfil the formal responsibilities and acknowledge that supervision is a special form of teaching that they have to learn. Supervisors can learn through a combination of the following: from more experienced ones, by participating in workshops and by attending workshops/undertaking courses on supervision.

As with the graduate students, the supervisors have to monitor the supervision process and their own capabilities continuously.

The interplay between graduate students and supervisors is of pivotal importance. It is typically in the supervision sessions that the student receives constructive feedback and starts a new learning process towards the goals set up in the research proposal. It is, therefore, important to make these supervision meetings as productive as possible.

The School of Graduate Studies has established approved procedures to enhance the supervision process. The School of Graduate Studies would use the data it collects to identify problems and suggest ways to solve them.

4. RESPONSIBILITIES OF THE GRADUATE STUDENT

The postgraduate student needs to develop education culture through the implementation of established activities. This covers the pre-enrolment, enrolment and post-enrolment activities as follows:

4.1 Pre-Enrolment: Before enrolment, it is expected that the potential higher research degree candidate should do the following:

Contact a department for discussion on the choice of his/her programme as well as the prospective supervisor;
Write a research proposal/synopsis;

Complete application procedures (including attending interviews);
Honour all financial commitments to the University and the research process.

4.2 During enrolment

The prospective post graduate candidate should do the following:

1. Accept the admission and go through all registration processes;
2. Agree on the research topic, plan, scope and objectives of the work in consultation with a supervisor;
3. Acquaint himself /herself with the state-of-the-art methods in the field of specialisation.

4.3 Post-Enrolment: The postgraduate candidate is expected to engage in the following activities:

1. Dedicate time and effort to meet the requirements of the programme;
2. Undertake courses for the needed competences of the programme;
3. Take the initiative to discuss problems and difficulties that impede their progress;
4. Ensure that the obligations to sponsors are met by timely submission of reports and by meeting any other requirements;
5. Be available and accessible to the department and supervisors;
6. Familiarize themselves with the relevant regulations governing the degrees and requirements imposed on them by those codes of practice;
7. Communicate research findings to others in the academic community;
8. Be proactive;
9. Do independent but consultative work;
10. Liaise regularly with the supervisor(s);
11. Build good relationships and forge professional networks;
12. Evaluate progress independently;
13. Exhibit good conduct;
14. Display initiative in identifying and resolving problems relating to research;

15. Manage the work efficiently so as not to place unreasonable demands on supervisors;
16. Be active in discussion and debates within the department and the University in general;
17. Be well-organised and capable of setting and meeting timelines;
18. Maintain frequent and regular contact with the supervisors;
19. Seek and accept advice from supervisors and advisory panels;
20. Fulfil tasks required by the supervisors as part of the project;
21. Produce drafts of self-review documents as part of the reporting process;
22. Meet the reasonable scholarly and professional standards required by their discipline;
23. Start writing the thesis as early as practicable;
24. Develop adequate knowledge in information technology and research skills;
25. Ensure that all written work is of a high standard of expression and organization;
26. Attend seminars and participate in the academic, professional and social life of the department;
27. Attend conferences, present and publish sections of the work under the guidance of supervisors;
28. Write and submit progress reports at appointed times;
29. Attend all prescribed meetings;
30. Be aware of and become accustomed to the local academic culture;
31. Exhibit initiative in finding sources of funds and grants;
32. Have a healthy balance of social life and academic work;
33. Keep and back up research data and all relevant documents securely;
34. Get feedback at every stage of the work from the supervisors;
35. Follow the defined communication lines between supervisors and other authorities.

4.4 Completing the Programme:

Postgraduate candidates are expected to go through the following activities to end their programmes:

1. Secure appropriate clearances and requirements;
2. Satisfy all the requirements for graduation;
3. Note and follow through all other requirements for the submission of a thesis.

5. ROLES AND RESPONSIBILITIES OF SUPERVISORS

5.1 EXPERT COACHING: The supervisor(s) are expected to support their postgraduate students in the following:

1. Academic guidance and explicit ground rules for the supervision;
2. Practical support from the inception to the submission of a thesis or dissertation;
3. Constructive feedback on ideas in drafts of a thesis or dissertation;
4. Assistance in the formulation, planning and refining of the research topic;
5. Introduction of the student to relevant current literature;
6. Introduction of the student to formal and informal ethnical practices;
7. Advising on the logistics for producing a thesis document;
8. Consulting on the selection of the thesis examiners;
9. Maintaining close and regular contact with the student and establishing availability through negotiations;
10. Promoting good interaction and learning among students and staff during seminars and group meetings;
11. Pay attention to and respect the views, knowledge and expertise of students;
12. Keep informed and educate the student about procedures and issues relating to intellectual property rights;
13. Advising about resources and funding sources;
14. Assisting the student to gain access to required working space and essential technical support;
15. Supporting the student's development in the context of evolving personal and career goals;
16. Linking the students to appropriate research, academic and professional networks within and outside the University;
17. Demonstrating genuine interest in the student's wellbeing and the research;
18. Being approachable, responsive, and affirming;
19. Helping to arrange for presentations at seminars and conferences;
20. Collaborating with the student leading to joint publications;
21. Advising on opportunities for relevant experience;
22. Encouraging academic visibility online.

5.2 CO-SUPERVISORS

1. Provide guideline, where appropriate, on the nature of the research; the standard expected for particular the degree; the redefining or reshaping of the research topic;
2. Maintain close and regular contact with the candidate and establish at the beginning, the basis on which contact will be made;
3. Respond in a timely manner to queries and when providing feedback on drafts;
4. Ensure that a research work and the production of all categories of examinable work are the candidate's work;
5. Comment promptly on the content and the drafts of the examinable work before submission;
6. Provide general support and encouragement to the candidates;
7. Encourage the candidate to publish the research;
8. Fulfil other obligations imposed by the University regarding postgraduate supervision;
9. Collaborate with the student's main supervisor and work as a team.

APPENDIX V: MONITORING OF SUPERVISION OF STUDENTS

Monitoring of supervision is an essential component of graduate studies. Therefore, Supervisors are mandated to have monthly meetings with the Graduate Students and submit reports on these meetings to the School of Graduate Studies through the Heads of Departments and Deans of Schools.

In addition, the following monitoring systems (i.e. forms) have been developed for the purpose of monitoring supervision of students on semester basis. These forms are to be completed every semester by the Graduate Students and Supervisors, respectively as indicated on the forms and submitted to the School of Graduate Studies through the Heads of Departments and Deans of Schools.



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI, GHANA

MASTERS STUDENTS' PROGRESS REPORT TO THE BOARD OF GRADUATE STUDIES

TO BE FILLED AND SIGNED BY THE MASTERS STUDENT

Please indicate the year and semester

YEAR 1: _____ YEAR 2: _____

SEMESTER 1 [] SEMESTER 2 []

Name:

Index Number:

Department:

Program of Study:

Proposal/Thesis Title:

LIST OF COURSES UNDERTAKEN (IF ANY):

#	COURSE CODE	COURSE TITLE
1		
2		
3		
4		
5		
6		

CONFERENCES/SEMINARS/WORKSHOPS ATTENDED:

- 1.
- 2.
- 3.

BRIEFLY PROVIDE UPDATES ON YOUR THESIS:

REMARKS:

STUDENT'S SIGNATURE: _____ DATE: _____

Please forward this completed form to your department and to the school of graduate studies at the end of each semester.



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI, GHANA

MASTERS STUDENTS' PROGRESS REPORT TO THE BOARD OF GRADUATE STUDIES

TO BE FILLED AND SIGNED BY THE SUPERVISION COMMITTEE AND WITNESSED BY THE HEAD OF DEPARTMENT AND THE SCHOOL DEAN

Please indicate the year and semester

YEAR 1: _____ YEAR 2: _____

SEMESTER 1 [] SEMESTER 2 []

Name: _____ Year of Admission: _____ Index No.: _____

Department: _____ Program of Study: _____

No. of Semesters completed: []

Present Status: [] Continue [] On probation [] On leave

Proposal/Thesis Title: _____

Date of Meeting between Supervision Committee and student for this semester's review: _____

Recommendation of Supervisory Committee:

- [] Allow to continue [] Allow to *continue on probation*
[] Remove from probation [] *Dismiss*
[] Allow to *graduate* [] Others (specify): _____

Reasons for the Recommendation (Notes on student's progress and potential):

Attached [] Students abstract of dissertation work this semester

[] Author (s) and title (s) of paper (s) published or drafted for publication on the other side of this report, if necessary

Title: _____

Name of journal: _____ Date: _____

[] Report of External Examiner

Name, signature and date:

Responsible Faculty Name Signature Date

Supervision
Committee Chair

Member

Head of Department

School Dean

Please forward this completed form to the school of graduate studies at the end of the semester and keep a copy in your department.



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI, GHANA

MASTERS STUDENTS' PROGRESS REPORT TO THE BOARD OF GRADUATE STUDIES

TO BE FILLED AND SIGNED BY THE SUPERVISION COMMITTEE AND WITNESSED BY THE HEAD OF DEPARTMENT AND THE SCHOOL DEAN

Please indicate the year and semester

YEAR 1: _____ YEAR 2: _____

SEMESTER 1 [] SEMESTER 2 []

Name: _____ Year of Admission: _____ Index No.: _____

Department: _____ Program of Study: _____

No. of Semesters completed: []

Present Status: [] Continue [] On probation [] On leave

Proposal/Thesis Title: _____

Date of Meeting between Supervision Committee and student for this semester's review: _____

Recommendation of Supervisory Committee:

- [] Allow to continue [] Allow to *continue on probation*
[] Remove from probation [] *Dismiss*
[] Allow to *graduate* [] Others (specify): _____

Reasons for the Recommendation (Notes on student's progress and potential):

Attached [] Students abstract of dissertation work this semester

[] Author (s) and title (s) of paper (s) published or drafted for publication on the other side of this report, if necessary

Title: _____

Name of journal: _____ Date: _____

[] Report of External Examiner

Name, signature and date:

Responsible Faculty Name Signature Date

Supervision
Committee Chair

Member

Head of Department

School Dean

Please forward this completed form to the school of graduate studies at the end of the semester and keep a copy in your department.



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI, GHANA

DOCTORAL STUDENTS' PROGRESS REPORT TO THE BOARD OF GRADUATE STUDIES

TO BE FILLED AND SIGNED BY THE DOCTORAL STUDENT

Please indicate the year and semester

YEAR 1: _____ YEAR 2: _____ YEAR 3: _____ YEAR 4: _____

SEMESTER 1 [] SEMESTER 2 []

Name:

Index Number:

Department:

Program of Study:

Proposal/Thesis Title:

LIST COURSES UNDERTAKEN (IF ANY):

#	COURSE CODE	COURSE TITLE
1		
2		
3		
4		
5		
6		

CONFERENCES/SEMINARS/WORKSHOPS ATTENDED:

- 1.
- 2.
- 3.

BRIEFLY PROVIDE UPDATES ON YOUR THESIS:

REMARKS:

STUDENT'S SIGNATURE: _____ DATE: _____

Please forward this completed form to your department and to the school of graduate studies at the end of each semester.



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI, GHANA

DOCTORAL STUDENTS' PROGRESS REPORT TO THE BOARD OF GRADUATE STUDIES

TO BE FILLED AND SIGNED BY THE SUPERVISION COMMITTEE AND WITNESSED BY THE HEAD OF DEPARTMENT AND THE SCHOOL DEAN

Please indicate the year and semester

YEAR 1: _____ YEAR 2: _____ YEAR 3: _____ YEAR 4: _____

SEMESTER 1 [] SEMESTER 2 []

Name: _____ Year of Admission: _____ Index No.: _____

Department: _____ Program of study: _____

No. of Semesters completed: []

Present Status: [] Continue [] On probation [] On leave

Proposal/Thesis Title: _____

Date of Meeting between Supervision Committee and student for this semester's review: _____
Recommendation of Supervisory Committee:

- [] Allow to continue [] Allow to *continue on probation*
[] Remove from probation [] *Dismiss*
[] Allow to *graduate* [] Others (specify): _____

Reasons for the Recommendation (Notes on student's progress and potential):

Attached [] Students abstract of dissertation work this semester

[] Author (s) and title (s) of paper (s) published or drafted for publication on the other side of this report. If necessary

Title: _____

Name of journal: _____ Date: _____

- [] Report of External Examiner
[] Record of Final/Comprehensive Examination

Name, signature and date:

Responsible Faculty	Name	Signature	Date
Supervision Committee Chair			
Member			
Member			
Head of Department			
School Dean			

Please forward this completed form to the school of graduate studies at the end of each semester and keep a copy in your department.