
**C. K. Tedam University of Technology and
Applied Sciences, Navrongo**



**School of Graduate Studies
and Research**

**Handbook for Postgraduate
Studies**

TABLE OF CONTENTS

1.0 INTRODUCTION	6
2.0 CONTACT ADDRESSES	6
3.0 WELCOME MESSAGE	7
4.0 VISION	7
5.0 MISSION	7
6.0 BOARD OF SCHOOL OF GRADUATE STUDIES AND RESEARCH	8
7.0 UNIVERSITY RESOURCES	8
7.1 Library Services	8
7.2 Directorate of ICT Services.....	8
7.3 Centre for Modern Languages.....	9
7.4 Office of International Students and Scholars.....	9
7.5 Students Affairs Office.....	10
7.6 University Health Care Services	13
7.7 Counselling Centre	13
7.8 The Graduate Students' Association	14
8.0 GENERAL POSTGRADUATE PROGRAMMES AND ADMISSION POLICIES	14
8.1 General Admissions Policy	14
8.2 Admission Categories and Requirements.....	14
8.2.1 PhD and Equivalent Programmes.....	14
8.2.2 MPhil and Equivalent Programmes.....	15
8.2.3 MSc/MA and equivalent programmes.....	15
8.2.4 MEd and Equivalent Programmes.....	15
8.2.5 Postgraduate Diploma	16
8.3 Application Process.....	16
8.3.1 Application	16
8.3.2 Processing of Application	16
8.3.3 Transfer to Other Programmes	16
8.3.4 Transfer of Students to CKT-UTAS from other recognized Institutions	17
8.3.5 Application Fee	17
8.4 Maintaining Admission.....	17
8.5 Deferment of Programme	17
8.6 Maintenance of Postgraduate Studentship	18
8.7 Degree Policies and Procedures	18
8.7.1 Doctoral Degrees.....	18
8.7.2 Master's Degree	19
8.7.3 Postgraduate Diploma (PGD).....	20
8.7.4 Mode of Teaching, Learning, and Examination	20

9.0 GENERAL INFORMATION ON POSTGRADUATE DEGREE PROGRAMMES	21
9.1 Registration	21
9.1.1 Compulsory/Core Courses.....	21
9.1.2 Elective/Optional Courses	21
9.1.3 Auditing of Courses.....	21
9.1.4 Registration of Failed Courses	21
9.1.5 Adding/Deleting/Dropping of Courses.....	22
9.1.6 Submission of Registration Forms	22
9.1.7 Deferment of Programme	22
9.2 Credit Unit.....	22
9.3 Examinations.....	22
9.3.1 Assessments and Evaluations	23
9.3.2 Written Examination	23
9.3.3 Seminar presentations.....	23
9.3.4 Dissertations and Research Projects.....	23
9.3.5 Submission of Thesis.....	24
9.3.6 Oral Examination (Viva Voce).....	24
9.3.7 Appointment of Examiners (Internal and External)	25
9.3.8 Examiners' Reports on Theses/Dissertations	25
9.3.9 Examiners' Recommendations on Theses/Dissertations	26
9.3.9.1 <i>Failed Thesis</i>	26
9.3.9.2 <i>Resubmission of Thesis</i>	26
9.4 Department Postgraduate Studies Advisory Committee (DPSAC).....	27
9.4.1 Purpose of the Department Postgraduate Studies Advisory Committee	28
9.4.2 Composition and Selection of the DPSAC members	28
9.4.3 Functions of Department Postgraduate Studies Advisory Committee	28
9.5 Interruption of Programme	29
9.5.1 Deferment of Commencement of Research	29
9.5.2 Extension of Programme of Study	30
9.5.3 Change of Mode of Study	30
9.5.4 Unsatisfactory Progress/Termination of Enrolment	30
9.6 Supervision of Postgraduate Research	31
9.6.1 Supervision of Postgraduate Students	31
9.6.2 Responsibilities and Roles of Stakeholders in Supervision.....	32
9.6.3 Conflict of Interest.....	34
9.7 Teaching of Postgraduate Programmes	35
9.7.1 Eligibility for Teaching Postgraduate Level Courses.....	35
9.7.2 Maximum/Minimum Teaching Work/Credit Loads.....	36
9.8 Technical Requirements for Dissertation and Thesis	36

9.9 Approval of the Thesis by the Supervisor(s).....	37
9.10 Extension of Time for Submission of Dissertation/Thesis.....	37
9.11 Standard Format of Thesis/Dissertation	37
9.11.1 School/Faculty Format Requirements	37
9.11.2 University Format Requirement shall consist of the following sections.....	38
9.11.3 Presentation Format.....	41
9.11.4 Binding.....	45
9.11.5 Binding Colour.....	45
9.11.6 Submission of Soft Copy of Thesis.....	45
9.12 Plagiarism Policy on Postgraduate Studies	45
9.12.1 Student's Responsibilities.....	46
9.13 Intellectual Property Rights.....	46
10.0 CONCLUSION POINTS FOR RESEARCH DEGREES	47
10.1 Defence of Thesis.....	47
10.2 Submission of Examination Report and Thesis.....	47
11.0 STUDENTS ASSESSMENT AND GRADING SYSTEM	48
11.1 Assessment.....	48
11.2 Grading System.....	48
13.0 POSTGRADUATE DEGREE PROGRAMMES BY SCHOOLS AND FACULTIES	51
13.1 Postgraduate Programmes at the School of Mathematical Sciences	51
13.2 Postgraduate Programmes at the School of Computing and Information Sciences	51
13.3 Postgraduate programmes at the School of Chemical and Biochemical Sciences	52
13.4 Postgraduate programmes at the School of Environmental and Life Sciences	52
13.5 Postgraduate programmes at the School of Science, Mathematics and Technology Education ..	52
13.6 Postgraduate programmes at the School of Medical Sciences	52
13.7 Postgraduate programmes at the School of Public Health	52
13.8 Postgraduate programmes at the School of Physical Sciences.....	52
APPENDICES	53
Appendix A: Cover Page.....	53
Appendix B: Title Page	54
Appendix C: Declaration Page.....	55
Appendix D: Table of Contents.....	56
Appendix E: List of Tables	57
Appendix F: List of Figures	58
Appendix G: List of Abbreviations	59
Appendix H: List of Symbols.....	60
Appendix I: Heading Style inText.....	61
Appendix J: Table Embedded inText.....	62
Appendix K: Figure Embedded inText	63

Appendix L: Large Figure or Table	64
Appendix M: Rotated Figure or Table	65
Appendix N: References	66
Appendix O: Informed Consent Form.....	67
USEFUL FORMS FOR POSTGRADUATE STUDIES	68
Dissertation/Thesis Submission Form.....	69
Dissertation/Thesis Evaluation Form	71
Supervisor Contract Form	73
Postgraduate Studies Extention Form	76
Postgraduate Deferment Form.....	77
Progress Report Form.....	78
Supervisor Nomination Form	81

1.0 INTRODUCTION

This handbook has been designed to provide first-hand information for persons interested in pursuing postgraduate studies at the C. K. Tedom University of Technology and Applied Sciences (CKT-UTAS). It also serves as a guide to students, supervisors and examiners of post-graduate programmes in CKT-UTAS.

2.0 CONTACT ADDRESSES

The Dean, School of Graduate Studies and Research

C. K. Tedom University of Technology & Applied Sciences

P. O. Box 24

Navrongo, Upper East Region

Ghana

Tel:

Email: deansgsr@cktutas.edu.gh, sgsr@cktutas.edu.gh

Website : www.sgsr.cktutas.edu.gh

Other contacts

The Registrar

C. K. Tedom University of Technology & Applied Sciences

P. O. Box 24

Navrongo, Upper East Region

Ghana

Tel: +233382097373

Email: registrar@cktutas.edu.gh

The Dean of Students

C. K. Tedom University of Technology & Applied Sciences

P.O.Box 24

Navrongo, Upper East Region

Ghana

Tel :

Email : DOS@cktutas.edu.gh

The Dean of International Students and Scholars

C. K. Tedom University of Technology & Applied Sciences

P. O. Box 24

Navrongo, Upper East Region

Ghana

Tel :

Email : deaniss@cktutas.edu.gh

3.0 WELCOME MESSAGE

Welcome to the C. K. Tadam University of Technology and Applied Sciences (CKT-UTAS) School of Graduate Studies and Research (SGSR). The School coordinates all postgraduate level academic programmes and research for Schools within the University.

The School under the direction of the Board of Graduate Studies and Research approves on behalf of the Academic Board, candidates for higher degrees, supervisors, course work, thesis topics, titles, and synopses based upon recommendations from the appropriate Departmental and Faculty/School Boards; and give provisional approval to postgraduate degree examinations results and subsequently submit the results to Academic Board for final approval.

The mandate of CKT-UTAS is to produce high-caliber graduates capable of transforming society and fostering relationships through integrated technology and applied sciences. Our graduates are in effect expected to be agents of change by the quality of training provided by the University.

The commitment of the SGSR has a significant role to play in the success of its graduates. The SGSR provides the best-advanced education to its postgraduate students to well prepare them for successful careers in academia, industry, and related fields. Postgraduate education and research within the University are given the needed attention and support in order to produce quality graduates and high impact research.

Our Faculty members are highly qualified professionals and very experienced in using relevant innovative methods to impart knowledge, thereby making the teaching and learning experience very exciting.

It is our firm belief that your expectations for graduate studies will be met by CKT-UTAS. We are proud of the opportunities and experiences that CKT-UTAS has to offer, and we hope you will become part of our family. We look forward to having a cordial relationship with you during your studentship at CKT-UTAS.

4.0 VISION

The Vision of the School of Graduate Studies and Research is to become a world class centre of excellence reputed for churning out high caliber graduates and researchers who will transform academia, industry, and related fields globally.

5.0 MISSION

The Mission of the School of Graduate Studies and Research is to harness the university's intellectual resources to provide the best-advanced education in technology, basic and applied sciences to address the needs of the Upper East Region, the nation, and the world at large.

6.0 BOARD OF SCHOOL OF GRADUATE STUDIES AND RESEARCH

As provided by statute 34 of the CKT-UTAS statutes, the Board of the School of Graduate Studies and Research is composed as follows:

- a) Dean of School of Graduate Studies and Research (Chairperson),
- b) Provosts of Colleges,
- c) Two representatives from each Faculty/School (Dean and another member of the Faculty not below the rank of Senior Lecturer)
- d) Dean of Academic Planning and Quality Assurance
- e) Registrar
- f) Director of Finance
- g) University Librarian
- h) In attendance: A person not below the rank of Assistant Registrar who shall be Secretary.

7.0 UNIVERSITY RESOURCES

7.1 Library Services

The University has an ultra-modern library that supports teaching, lifelong learning and research in the University community. The University Library is the gateway to high quality information relevant to all your research. Using effectively contributes directly to students' success. The library provides the following services:

- a) Access to academic databases and open access resources for studies and research.
- b) Training on techniques to effectively search for information on the Internet.
- c) Training on techniques to evaluate online sources of information before use.
- d) Support on thesis writing and tips on what to avoid.
- e) Training on various reference styles.
- f) Training on reference management tools: Mendeley, Zotero etc.
- g) Training on Plagiarism, types and ways to avoid it.
- h) Provision of free anti-plagiarism scan services and interpretation of results generated by anti-plagiarism software.
- i) ICT lab with Internet connectivity to assist in research, teaching and learning.

7.2 Directorate of ICT Services

The directorate of ICT Services (DICTS) is located on the top floor of the NTF building. DICTS is responsible for allocation of ICT infrastructure, IT services and telecommunication services required by the University for the advancement of teaching, learning and research. The Directorate also provides and maintains the core IT support systems for the University. There is wide coverage of Wi-Fi and LAN at various locations on campus.

For more information contact DICTS via email: helpdesk@cktutas.edu.gh

7.3 Centre for Modern Languages

The purpose for establishing the Centre for Modern Languages is to offer our students the opportunity to learn the French language with the view to enable them to use French as an additional asset for broadening their future employment/career prospects in this highly competitive global world.

Specific Objectives of the Centre are to:

- a. Develop the communication competences of the students in line with their field of studies;
- b. Offer students the opportunity of securing jobs in the sub-regional and international institutions by virtue of this additional asset.
- c. Enable students to actively participate in conferences, workshops and other professional meetings in francophone countries.
- d. Offer students the opportunity of furthering their studies in Francophone institutions.
- e. Help accelerate the sub-regional integration.

The Centre for Modern Languages offers the following programmes and services to public and private institutions and the general public:

- a. Certificate of Proficiency in French for Professional Communication for the general public.
- b. Translation and Interpretation Services from French to English and vice versa for public and private institutions and the general public. Translation services cover all types of documents while the interpretation component deals with a wide range of situations including conferences, workshops, seminars, and trips to francophone and Anglophone countries

7.4 Office of International Students and Scholars

The Office of International Students and Scholars (OISS) of the University is directly under the Office of the Vice Chancellor with the vision to make CKT-UTAS a first choice destination in Ghana and Africa for International Students and Scholars with study and research interests and backgrounds in Technology and Applied Sciences. In this regard, therefore, the OISS mission is to provide the necessary information and support for International Students and Scholars through services and programmes rendered in a scholar-centered environment. Thus, ensuring that students and scholars are properly integrated into the CKT UTAS community.

In line with its vision and mission the OISS offers services and programmes in the following core areas:

- a. Orientation and reception for International Students and Scholars.
- b. Provide information on immigration and traveling within the Country.

- c. Provide information to International Students and Scholars on behalf of SGSR, on academic programmes of CKT-UTAS and extra-curricular activities within and outside the University.
- d. Provide information on accommodation, housing, and finances issues within the catchment areas of CKT-UTAS.
- e. Provide information to International Students and Scholars on health and safety issues, including prevention protocols of pandemics/epidemic as may be prescribed by the Ghana Health Service and Government of Ghana as well as the University.
- f. Cross-cultural activities for International Students and Scholars.
- g. Workshops and seminars on pertinent topics for the benefit of International Students and Scholars.
- h. Excursions for International Students and Scholars to explore catchment areas of the University and the Country as a whole.
- i. Orientation for staff and students of the University on the presence of International Students and Scholars, and on cultural norms.

7.5 Students Affairs Office

The Student Affairs Office of the University is charged, among other things, with the following responsibilities geared at guiding students' development through well organized activities and services.

- a. Maintain discipline and ensure proper conduct among students on campus.
- b. Serve as "in loco parentis" and provide emotional, psychological, and developmental needs of students.
- c. Provide academic services which covers the areas of academic advising, and student support.
- d. Provide career guidance on varied areas including but not limited to, job, admissions, enrolment, etc.
- e. Provide guidance on Financial Aid and Scholarship.
- f. Connecting Alumni with current students with the aim of building a strong Alumni platform and encouraging Alumni to support in various forms.
- g. Provide congenial campus life that focuses on the recreational and leadership needs of students.
- h. Residence Life, which handles the living and accommodations of students.

The effective discharge of these responsibilities therefore requires a wide variety of professionals in various disciplines to help guide the development of students as a whole. Consequently, the following units have been created to enable effective discharge of the responsibilities and delivery of services by Student Affairs:

- a) Student Support and Residential life.
- b) Guidance and Counselling and Psychological Support.
- c) Research and Development.
- d) Gender Mainstreaming and Disability.
- e) Financial aid and Scholarship.
- f) Campus Life.

Students admitted to the University are given either resident or non-resident status. The resident students are supposed to stay in the University halls, and the non-residents in private off-campus hostels around the University. All accommodation facilities of the University, and registered off-campus hostels have been made available on the University's website and accessible by all students.

Aside academic work, there are clubs/associations on campus which are academic, social, religious, etc. based. All students are free to join any of these groups and must at all times respect and adhere to the constitution of the groups. Students are also to note that, they can follow accepted registration processes to register any club/association on campus.

All postgraduate students admitted by the University are members of the Graduate Students Association of Ghana (GRASAG). Participating in students' governance system and working with the constitutions of students for GRASAG or those of clubs and association is highly recommended.

All forms of discrimination are prohibited and students are responsible for the proper use and maintenance of University properties. It is also expected that the rules and regulations published for all academic and non-academic units are strictly adhered to.

Some useful information for students who gain admission into the university include:

a) Student Groups

The University encourages students to join existing approved student groups available on the campus. This will also facilitate their integration and learning. Any student or group of students local or international who wish to form a student group(s) must follow the processes and procedures as outlined in the CKT-UTAS Regulations for Junior Members. The University shall not entertain the formation of any group that is at variance with the Laws of Ghana.

b) Medical Care

The University shall not bear the medical costs or any kind of medical expenses of any student(s) of the University. The University encourages all students to identify and subscribe to available health insurance schemes in the country. In addition, the University encourages all students to patronize the University's health facilities for their health needs.

c) Security and safety

All students are solely responsible for their personal security and safety and for their own properties and valuables. Resident students are not permitted to change rooms without the consent of the hall management. It is not advisable that students go out of campus in isolation, but in pairs and where there is a feel of security threat outside the premises of the University, they are expected to report to the nearest police station or get in touch with the Dean of Students' Affairs Office for assistance.

d) Prohibited Conducts

The CKT-UTAS Regulations for Junior Members classifies the following acts as misconducts or prohibited conducts:

- i. Keeping of Pets in the halls of residence and the University premises.
- ii. Smoking at the halls of residence and within the University premises.
- iii. Any act, behaviour, or expression that suggest racism, or discredit local norms, culture and traditions.
- iv. Yelling, shouting, hooting, playing loud music, and any other noise that inconvenient other students or residents. Hall staff or Hall Assistants have the right to direct or instruct residents to stop any act that may cause noise in the halls.
- v. Acts leading to contravention of the National or local laws where the University is located.

International students have all the rights as spelt out by the University Code of Conduct for Junior Members, and are also expected to abide by same. However, the following are additional services which shall be accessible to International Students:

a) Orientation for International Students

The Student Affairs Office shall organize orientation programmes for all fresh International Students to augment the general orientation provided by the University for all fresh students at the commencement of the academic year. This additional orientation programme shall be designed to help fresh International Students become familiar with the campus life, the cultural values of the community, the climatic conditions, the resources and facilities available to make their stay in the University and the Ghanaian society a comfortable one.

b) Housing

The University shall provide decent and security-guaranteed halls of residence for Students. Office of International Students and Scholars and Office of Dean of Student Affairs shall assist International Students with any additional information that may be required with regards to residential facilities for students in the University.

c) Assistance for International/Exchange Students

The Office of the Dean of Students in collaboration with the OISS shall provide assistance to International Students in ways and forms that will enhance cross cultural immersion and learning. Local students are expected to provide assistance to the students on exchange programmes. Such assistance may include, but not limited to: opening bank accounts, introduction to the various services available to students on campus and general familiarization with the campus and the community as well.

d) Applications and Renewals of Residence Permit and Visa

The Office of the Dean of Students in collaboration with OISS shall provide detailed information on the processes and procedures for obtaining and renewing the students' residence permits and visas in Ghana.

International students are expected to provide the under listed pieces of information as the case may be through the Dean of OISS to the Registrar for the issuance of introductory letters for residence permits:

- i. A photocopy of student's passport details, including visa page where applicable.
- ii. A photocopy of student's admission letter,
- iii. A photocopy of student's identification card,
- iv. Photocopy of non-citizen Ghana Card,
- v. Evidence of payment of fees,
- vi. Two passport-sized photographs,
- vii. Details of hall of residence and personal contact number, and
- viii. Fees as approved by the immigration office.

7.6 University Health Care Services

The University has a hospital which is open seven days a week to attend to all health care needs. The Hospital offers medical attention to all members of the University Community, namely, students, staff and staff dependents, as well as members of the public.

7.7 Counselling Centre

In the University environment, students benefit from a variety of programmes and services that go a long way to augment what goes on in the classroom and in producing a 'wholly educated individual'. The Guidance and Counselling Centre provides support for students in order for them to have the best learning experience. In addition, the Counselling Centre assists students and staff to address personal or emotional challenges that may affect them.

The priority of the Centre is to help keep members of the University community safe and well through a variety of services as outlined below:

- a) Individual counselling,
- b) Career guidance and counselling,
- c) Academic support services,
- d) Relationship management,
- e) Group counselling,
- f) Organization of career conferences/seminars and workshops for students and staff,
- g) Information services (Educational, Occupational, and Personal-social information),
- h) Work/Home stress management,
- i) Community outreach programmes,
- j) Family counselling and support services and
- k) Emerging issues (local and global) and their impact on work environment.

7.8 The Graduate Students' Association

The Graduate Students' Association is formed to cater for the special needs of graduate students. All graduate students registered at the University are automatic members of the Association. The Association organizes seminars, special fora and social events, all aimed at enhancing greater interaction among graduate students. Students are encouraged to partake in all association's activities.

8.0 GENERAL POSTGRADUATE PROGRAMMES AND ADMISSION POLICIES

8.1 General Admissions Policy

CKT-UTAS believes in providing equal access to educational opportunities to all manner of persons without prejudice to race, gender, religion and/or color. All applications for admission will be treated with utmost transparency and fairness. Applicants seeking admission into various postgraduate programs have to meet various criteria set by Faculties/Schools and Departments in addition to the general University requirement set out here. It should be noted that admissions are offered on the basis of merit. Admissions are offered to candidates who are assessed to have the requisite knowledge and competence needed for the respective postgraduate programmes. Therefore, the mere meeting of admission requirements, while necessary does not guarantee offer of admission.

8.2 Admission Categories and Requirements

CKT-UTAS offers opportunities for interested persons to pursue their desired postgraduate programmes at various levels including the following:

8.2.1 PhD and Equivalent Programmes

CKT-UTAS offers several programmes leading to the award of Doctor of Philosophy Degrees or their equivalents. Doctoral programmes are offered at the Departments and Centers on Full-Time, Sandwich and/or Part-Time basis with varying durations for each category. Generally, full-time PhD programmes are offered for a minimum period of three (3) years and a maximum period of five (5) years. In the case of part-time PhD programmes, the minimum and maximum periods are four (4) and six (6) years respectively.

Applicants seeking admission into Doctoral programmes of CKT-UTAS are expected to possess researched Masters degrees related to the Doctoral Degree being sought. Other programme-specific requirements may also apply.

In exceptional cases, applicants with First-Class Bachelor's Degrees in a related field may be offered admission into the Doctoral programmes of some Departments. Applicants admitted with Bachelor's Degrees must take and pass the first year MPhil/MSc/MEd related courses before proceeding to the Doctoral programme. Such students will be required to get grades not

below 80% in all courses taken before being allowed to proceed with the Doctoral programme. Students who are unable to meet this requirement will be made to rather proceed with the appropriate MPhil/MSc/MEd programme.

Some Departments may recommend MPhil/MSc/MEd students who have obtained grades not below 80% in all courses for consideration to proceed to conduct an extended research work leading to Doctoral degree. In such cases, the Head of the respective Department upon the advice of the Department Postgraduate Studies Advisory Committee (DPSAC) shall make a recommendation to the Board of SGSR through the Dean of the School/Faculty and SGSR. The Board of SGSR shall review such proposals and then communicate their decision to the Registrar who shall then write to the student, offering the opportunity to proceed with the Doctoral programme or otherwise.

8.2.2 MPhil and Equivalent Programmes

Applicants seeking admission into various MPhil programmes and their equivalents at CKT-UTAS must meet a minimum requirement of possessing a good BSc/BA/BEd degree in a field related to their programme of choice from a recognized University. For the avoidance of doubt, a good class here means a Second Class (Lower Division) or better. This requirement is in addition to other programme-specific requirements that may be given by Schools/Faculties/Centers and Departments. Applicants with Third Class may be considered for admission based on other conditions including work experience and/or recommendation by an interview panel or outcome of an entrance examination. Applicants who hold Postgraduate Diploma degrees in related fields in addition to a first degree may also apply for MPhil and its equivalent programmes. Holders of MSc/MA without research may also apply for top-up programmes which afford them the opportunity to carry out extended research leading to the award of MPhil Degrees in the same area as their MSc/MA/MEd degrees. Full-time MPhil programmes are offered for a minimum period of two (2) years and a maximum period of three (3) years. Part-time MPhil programmes may take the same time or longer depending on the nature of the programmes. Students on top-up programmes will undertake a one-year extended research in their study area as the requirement for the MPhil Degree.

8.2.3 MSc/MA and equivalent programmes

There are several Master of Science Degree programmes at the various Departments of CKT-UTAS on Full-Time, Part-Time and/or Sandwich basis. These are non-research master's degree programmes that can be obtained within a minimum period of one year and a maximum period of two years. The minimum requirements for MSc are the same for MPhil and their equivalents. In some cases, there may be programme-specific requirements from the various Departments.

8.2.4 MEd and Equivalent Programmes

The School of Science, Mathematics and Technology Education offers several programmes leading to the award of Master of Education Degrees. Applicants seeking admission into these programmes must possess a good Bachelor of Education Degree in a related field. Under

exceptional circumstances, applicants without Bachelor of Education Degrees may be offered admission into MEd programmes if they possess very good Bachelor's Degrees in a related field.

8.2.5 Postgraduate Diploma

Candidates seeking admission into the various programmes leading to the award of Postgraduate Diplomas must have a minimum of Third Class in a related field. Post-Bachelors graduates who wish to offer MSc/MPhil/MEd programmes but lack the requisite qualification may apply into the respective Postgraduate Diploma programme to gain the needed foundational knowledge/skills which will then afford them the opportunity to ladder onto the higher programme after a successful completion. The minimum and maximum durations for postgraduate Diploma programmes are one year and two years respectively.

8.3 Application Process

The process of admission starts with applicants completing and submitting application forms to the office of the Registrar through the appropriate platform. Anyone seeking to study at CKT-UTAS must therefore formally apply for admission or seek transfer to CKT-UTAS from a recognized university.

8.3.1 Application

The application forms will be available on the University's website when application for admission is open. Applicants to postgraduate programmes are required to submit three (3) academic reference letters together with certified copies of academic transcripts and certificates. In addition, applicants to PhD and MPhil programmes are required to submit a research proposal in addition.

8.3.2 Processing of Application

Application forms will be processed at the Office of the Registrar and forwarded to the relevant Departments/Faculties/Schools for consideration. Depending on the programme, applicants may be invited for a selection interview and/or entrance examinations by the Postgraduate Studies Advisory Committee (DPAC) of the Department into which admission is being sought. The DPAC upon review of the application and/or interview/examination of the applicants will make recommendation to the Office of the Registrar for issuance of offer of admission to successful applicants.

8.3.3 Transfer to Other Programmes

Students who gain admission into one programme of the University and seek to transfer to another programme will only be allowed to do so under the following conditions:

- a) That the student has already paid in full all required fees and has registered in his/her programme;

- b) That the student has met the minimum admission requirements for the programme being sought;
- c) That the student has submitted an official request for transfer of programme to the Registrar through his/her Head of Department, and Dean of School/Faculty.
- d) That the DPAC of the new programme being sought recommends such transfer.
- e) That the Board of the School of Postgraduate Studies and Research approves of the transfer.

Such students will be placed at their current level or lower depending on a recommendation by the DPAC. Results and Credits already obtained in the previous programme will be carried to the new programme. However, all core and mandatory courses of the new programme shall be made-up by the student as may apply.

8.3.4 Transfer of Students to CKT-UTAS from other recognized Institutions

Students of other accredited Institutions may seek transfer to continue their postgraduate studies at CKT-UTAS. Application for transfer must be made to the Registrar of CKT-UTAS and with it, academic transcript/records, and a written recommendation from two academic referees from the applicant's institution. Transfer applications will be granted on merit upon recommendations by the appropriate DPAC. When transfer is granted, applicants will be placed at the same level they were at their former Institution or a lower level as may be determined by the DPAC. Transfer of results and credits already obtained by the student in the previous institution shall be allowed subject to the transfer guidelines as indicated in Section 8.7.

8.3.5 Application Fee

The University shall decide on the fees to charge for admission application. Applicants are advised to visit the website of the University or contact the office of the Registrar for details.

8.4 Maintaining Admission

All admissions offered are valid only for the academic year specified in the offer letter and are not transferrable unless through proper deferment procedure. Upon admission, applicants are expected to maintain their admission by ensuring that they pay the recommended fees and register as students at their respective Departments of the University. As part of the process of maintaining admissions, students must attend the matriculation ceremony and sign the matriculation register. Admission that is not maintained within the first semester of the year of issue is considered to have been forfeited and the applicant will have to reapply for fresh admission if s/he so desires.

8.5 Deferment of Programme

Students at various levels of their postgraduate studies have the opportunity to defer their programmes of study if they have genuine reasons to request so. Admission can only be deferred if the student has paid the requisite admission fees for the year. Students seeking to defer their admissions have to apply formally by obtaining and completing the Deferment

request form and submitting same to the Registrar of the University through their respective Heads of Department and Deans. If the reasons for deferment are found to be acceptable, the student will be given a deferment period of not more than one academic year. Extension of the period of deferment may also be granted upon receipt of an application for extension of the period. However, the extension if granted shall not be for more than one additional academic year.

8.6 Maintenance of Postgraduate Studentship

Students are expected to maintain their studentship throughout their period of study. Maintenance of studentship requires that the student registers for each academic semester at the relevant Departments throughout the period of the study. Students who fail to register for a semester and also fail to defer same shall be deemed to have failed the prescribed courses/course credits for the semester. A student who fails to register for a complete academic year without any notice of deferment as indicated in Section 9.5.1 shall be deemed to have terminated his/her study.

Students who have not been registered for at least one (1) postgraduate credit hour at CKT-UTAS that contributes to their degree requirements (as determined by the postgraduate programme) in an academic year without appropriate approval are considered inactive.

8.7 Degree Policies and Procedures

The CKT-UTAS offers non-research and research postgraduate degree programmes, on full-time, part-time, distance and sandwich basis.

8.7.1 Doctoral Degrees

Doctoral programmes shall consist of two parts. These shall include one year of course work or directed reading, and three years for research and thesis writing which shall be a requirement for the award of the Doctoral Degree. Full-time students shall have a minimum of three (3) years whereas part-time students will have a minimum of four (4) years to complete the Doctoral programme. However, the respective DPAC may decide to exempt a student from the one-year course work in which case the duration of study shall reduce by one academic year.

The course of study for the Doctoral degree is arranged with each student by his/her adviser and reviewed by the respective DPSAC. The programme should provide a concentration and breadth of study for the student to develop competence in research, scholarship, teaching, and professional performance in general. The student will also develop knowledge in his/her chosen speciality in relation to allied branches of learning. A written assessment of performance for each Doctoral student is required at the end of his/her first year; an annual Academic Progress Report/other forms of formal evaluation of progress is required throughout each student's programme.

Candidates with a First Class Bachelor's degree may apply for admission into Doctoral programmes. Such candidates will first be issued a conditional admission, and will take prescribed courses in Year 1 as well as "make-up" courses where applicable. On successful

completion of the prescribed courses, they will be assessed, and may progress into the Doctoral programme depending on their performance.

A Doctoral candidate who does not meet the minimum graduation requirements for the award of a Doctoral degree may be awarded a lower postgraduate degree, subject to the candidate meeting the minimum graduation requirements for such a degree.

8.7.2 Master's Degree

The course of study for the master's degree is planned with the adviser and is subject to approval by the respective DPAC. It must show a reasonable degree of concentration on interrelated subjects.

Students will be recommended for admissions into Master's degree programmes only after they have developed and demonstrated the necessary intellectual maturity and have fulfilled all other University admission requirements.

A student shall submit a progress report (**Form SGSR-S2**) to the Head of Department through his/her advisor/supervisor quarterly.

a. Research Master's Programmes

The research master's programmes can be undertaken on full-time or part-time basis. Part-time master's students will have additional one year for the thesis. The full-time candidates will have a minimum of two years, whereas part-time candidates shall have a minimum of three years to complete the programme.

The components of the programmes shall include course work and research. The course work shall normally be completed during the first year. Research may begin at any time during the programme provided it does not span below one year. Supervisors shall be appointed for research master's candidate right from year one.

Admission to the programme is a good first degree in an appropriate field of study from the CKT-UTAS or any /accredited Institution in the intended field of specialization or a related discipline. Candidates must meet the admission requirements (*Refer to Admissions Categories and Requirements-Section 8.2*). Candidates who have already completed the non-research master's degree and meet the requirement for progression may be admitted to the second year of the programme to commence their research/thesis.

The award of a research master's degree is based upon successful completion of substantial element of research and course work. For the award of the research master's degree, a student needs to demonstrate through the writing of a thesis:

- i. The ability to critically review existing literature at the forefront of the discipline;
- ii. A thorough understanding of the problem under investigation and of the techniques required to create and interpret knowledge in the field of study;

- iii. Originality in the application of knowledge, and/or new insights in to the research problem.

b. Non-Research Master's Programmes

Non-Research master's programmes shall be mainly by course work and may include a project/term paper/reaction paper. They are offered on regular, distance and sandwich basis. The Regular and Distance Programmes are expected to be completed in eighteen months while the Sandwich Programmes are completed in three (3) sandwich semesters over three (3) years.

The Sandwich Programmes will be ran on campus during the long vacation. Each cohort of admitted students on these programmes will therefore study over two long vacation periods to obtain the equivalence of one academic year. Candidates upon completing two sandwich semesters may proceed with the project/term paper/reaction paper which is expected to be submitted within six months.

Admission to the programme requires a good first degree in an appropriate field of study from CKT-UTAS or any recognized university or equivalent Institution in the intended field of specialization or a related discipline. Candidates must meet the admission requirements (*Refer to Admissions Categories and Requirements-Section 8.2*).

8.7.3 Postgraduate Diploma (PGD)

CKT-UTAS offers Postgraduate Diploma Programmes (PGD) for candidates wishing to enhance their professional skills on a more practical application in order to enter the labour market, or prepare the candidate for higher degrees in some specific areas not directly related to their degrees. These programmes are intended to supplement bachelors' degrees obtained by students, and are mainly targeted to offer professional education and training to the candidates for better employment opportunities and industry readiness.

They are offered on regular, distance and sandwich basis. The duration for these programmes is one year and is divided into two semesters, depending on hands-on training, field work, and credit requirements.

The requirements for admission to the PGD programme is a first degree in a relevant area of study from the CKT-UTAS or any recognized/accredited Institution, and candidates must satisfy additional requirement(s) as prescribed by the respective Department (*Refer to Admissions Categories and Requirements- Section 8.2*).

8.7.4 Mode of Teaching, Learning, and Examination

The University shall employ a mixed mode of teaching, learning and examination which includes face-to-face and virtual. To facilitate the online (E-learning) mode, students will be required to have a smart phone or tablet or any device, as may be specified in the admission letter, that allows them to connect to the Internet. Appropriate strategies/mechanisms have been put in place to enable all prospective students complete their programme of study on time.

9.0 GENERAL INFORMATION ON POSTGRADUATE DEGREE PROGRAMMES

This section clarifies minimum University-level requirements and policies that apply to all postgraduate students throughout the University with regards to registration, credit description, teaching, supervision and examination. Beyond these, each student is also expected to adhere to requirements, policies and procedures specific to his/her own degree programme, School, Faculty and College where applicable.

9.1 Registration

All enrolled postgraduate students are expected to register prescribed courses at the beginning of every semester within the period as may be determined by the University. It is required of postgraduate students to adhere to registration procedures laid out by the School of Graduate Studies and Research.

9.1.1 Compulsory/Core Courses

These are programme specific courses that are mandatory. A student shall register all core courses as prescribed by the relevant Department based on the student's programme. A student shall be examined on all registered Core courses at the end of the semester.

9.1.2 Elective/Optional Courses

These are courses that are prescribed for students based on their specific areas of research or study. Elective courses are normally registered in addition to Core courses in order to meet minimum registration requirements. A student shall be examined on all registered Elective courses at the end of the semester.

9.1.3 Auditing of Courses

Upon the recommendation of the Department, a student may be asked to register and audit specific courses. The purpose of auditing of courses is either to make up for certain deficiencies or broaden the student's knowledge in subjects deemed relevant to his/her programme. Students are expected to consult their departments to know what is expected of them when they audit a course.

9.1.4 Registration of Failed Courses

A student shall register all failed courses in the previous academic year and/or after a resit examination. Failed course(s) in the first semester of the previous academic year shall be registered in the first semester of the current academic year. Failed course(s) in the second semester of the previous academic year shall be registered in the second semester of the current

academic year. It is mandatory where applicable, that a student registers all failed courses before registering current courses. This is however subject to the policy on minimum and maximum registration requirements as specified by the Department. *Refer to the 'Regulations on the Conduct of University Examinations' document for more information on resit/retake of failed courses.*

9.1.5 Adding/Deleting/Dropping of Courses

A student shall not delete or drop a registered course after the registration period. Adding/Deleting/Dropping of courses is only permissible as long as the registration period (as determined by the Registrar) is not over.

9.1.6 Submission of Registration Forms

Students are required to print and submit completed copies of Registration Forms to their Department. Where there are changes to the registration after submitting the hard copy, it is expected that the student shall print a new Form with the changes and submit same to the Department.

9.1.7 Deferment of Programme

A student who wishes to defer the study programme should refer to section 8.5

9.2 Credit Unit

Minimum and maximum credit hours are the boundaries of allowable credit hours which a student can take in a particular semester. These are determined by the programme policy in accordance with the General University Regulations on students' minimum and maximum credit load.

One Credit is equivalent to a contact hour which is a measure that represents an hour of scheduled instruction given to students.

- a) For classroom-based lectures, one (1) credit hour is equivalent to one (1) contact hour per week.
- b) For Laboratory Practical, one (1) credit hour is equivalent to (3) three contact hours per week.
- c) For Practicum, Internship or Field work course, one (1) credit hour is equivalent to three (3) contact hours per week

9.3 Examinations

All registered core and elective courses shall be examined/assessed at the end of lectures or instructions. Assessment may take the form of supervised written examination, seminar presentation, viva voce, research projects, class projects, term/reaction papers, dissertation or theses evaluation.

9.3.1 Assessments and Evaluations

- a. Assessment of written examinations, term paper and class projects shall be done by the lecturer who taught the particular course.
- b. Postgraduate seminar presentations shall be examined by at least three (3) eligible faculty/School from among the members of the Department with specialization in the candidate's subject of presentation.
- c. Thesis shall be examined by:
 - i. One (1) External Examiner and one (1) Internal Examiner if the thesis is submitted in fulfillment of a master's degree.
 - ii. Two (2) External Examiners and one (1) Internal Examiner if the thesis is submitted in fulfillment of a doctoral degree.

9.3.2 Written Examination

Written examinations shall take the form of quizzes, class tests and end of semester examinations. It is expected that students who registered for the various courses are assessed at the end of the course delivery by the lecturer. Quizzes, class tests and end of semester examination shall be supervised by the lecturer and/or other persons as may be required in accordance with the general regulations governing the conduct of examinations in the University. As a guide, the duration of end of semester examination are as follows:

- a) A one (1) credit hour course shall be 1 hour – 1 hour 30 mins.
- b) A two (2) credit hour course shall be 2 hours – 2 hours 30 mins.
- c) A three (3) credit hour course shall be 2 hours 30 minutes – 3 hours.

Note that a maximum of 60 minutes may be added to the indicated timeframes above for online examinations.

9.3.3 Seminar presentations

A Seminar for the purpose of this document is defined as a short formal talk giving the progress/results of a research topic undertaken by a postgraduate student. All postgraduate research programmes shall include seminar courses as part of the requirements for graduation. Doctoral degree candidates are expected to do a minimum of four (4) seminar courses while MPhil/MSc (with research) degree candidates shall do a minimum of two (2) seminar courses in fulfillment of the requirement for graduation. Attendance of seminars is compulsory for all postgraduate students.

9.3.4 Dissertations and Research Projects

A dissertation/research project shall entail a supervised scholarly investigation of an appropriate topic. The word count for a dissertation shall be 15,000 – 25,000 words but in exceptional cases the Board of SGSR may give approval to dissertations with word count less or more as stated above. This may be a small-scale research study, which provides an opportunity for the student to be introduced to the process of planning, developing and carrying

out research under supervision. Alternatively, a dissertation/research project may involve a critical analysis and evaluation of the literature pertinent to a selected topic, together with identification of and the rationale for potential areas for further research.

A dissertation/research project should provide sufficient information to enable an examiner to appreciate that the study or analysis has been undertaken with a level of skill which demonstrates independence of thought, critical analysis, constructive synthesis and application, grounded in rigorous understanding of the cognate field. There should be an appropriate balance between the different parts of a dissertation/ research project. Requirements for a dissertation or research project are determined by individual Faculties/Schools, and approved by Department Boards upon recommendation by DPAC. There shall be a public defence of the dissertation/research project by the candidate which shall be assessed by a panel of examiners.

9.3.5 Submission of Thesis

As part of the requirements for graduation, all Master of Philosophy and Doctoral degree candidates shall submit a Thesis for examination. The word count for the thesis shall be 37,500 - 50,000 (for doctoral degree) and 35,000 - 37,500 (for Master's degree) but in exceptional cases the Board of SGSR may give approval to theses with word count less or more as stated above. The thesis should demonstrate the ability of the student to carry out supervised research in a sustained investigation, which contributes to the knowledge in the cognate area of specialisation. It should be conducted with a high level of skill in analysis and critical evaluation. It should provide evidence that the student is familiar with and has employed the most suitable research methods, and that the procedures are clearly of an appropriate standard.

There should be an appropriate balance between the different parts of the thesis. In particular, the contribution to the advancement of knowledge should be clearly distinguishable from the introductory material, the survey of relevant literature, research methodology employed, data analysis and evaluation. The thesis should also acknowledge which work has been performed by the student and where results obtained from other sources have been included. There shall be a public defence of the thesis by the candidate. The thesis defence shall be assessed by a panel of examiners.

9.3.6 Oral Examination (Viva Voce)

Students who have submitted a thesis/dissertation will be required to present in person for an oral examination (Viva Voce). The purpose of the oral examination is to:

- a. Examine the student's original contribution to knowledge and practice in their chosen discipline or field of study/practice.
- b. Examine the student's critical judgement and understanding.
- c. Distinguish between the student's contribution and any contributions from other sources to the thesis.
- d. Enable the student to coherently and competently address the issues and questions of examiners, to their satisfaction.

Normally, the scheduling of the oral examination shall take place within one to two months of receipt of all the examiners' reports. The oral examination panel will consist of the Dean of SGSR as the Chairman or representative and all examiners. In general,

- a. a master's viva voce shall be examined by a panel comprising of the External Examiner, the Internal Examiner.
- b. a doctoral viva voce shall be examined by a panel comprising of the two (2) External Examiners and the Internal Examiner.
- c. where an examiner(s) is/are unable to participate in the examination with prior notice, the Head of Department shall make all the necessary arrangements to appoint other examiner(s) to stand in using the received thesis assessment reports. The appointment of such examiners shall be in accordance with the provisions stated in Section 9.3.7.

A candidate shall be deemed to have passed the oral examination (viva voce) if the examination panel unanimously approve the dissertation/thesis by each examiner awarding scores not below 60%.

9.3.7 Appointment of Examiners (Internal and External)

- a. All examiners for theses and dissertations shall be appointed by the Vice-Chancellor relying on the recommendation by the relevant Department Board. Examiners are expected to be active in research with international standing in the relevant area. An examiner must have no potential conflict of interest, for example, worked with or been involved in collaborative research with the candidate.
- b. The Department Postgraduate Advisory Committee shall present a list of potential Examiner(s) to the Department Board for consideration. The Department Board shall then select and recommend Examiners for appointment by the Vice-Chancellor (or the Dean of SGSR). All recommendations from the Department shall be forwarded to the Vice-Chancellor through the Dean of Faculty and the Dean of SGSR. Examiners shall be appointed to carry out specific tasks as contained in the letter of appointment.
- c. Unless it is extremely necessary, examiners shall not be appointed to examine or assess **more than three (3)** theses at any given time.
- d. Three months before a thesis/dissertation is likely to be ready for examination, students should alert their primary supervisor so that the appointment of examiners can be arranged.
- e. For the avoidance of doubt, no examiner shall hold qualifications below the degree programme for which s/he is appointed to examine.

9.3.8 Examiners' Reports on Theses/Dissertations

Each examiner will be asked to examine or consider the thesis/dissertation and present an independent report to the SGSR within 8 weeks of receipt of the thesis. If an examiner is unable to submit his/her report within the stipulated period, the SGSR may grant an additional two weeks, beyond which the examiner may be replaced. Each examiner is expected to comment on the following:

- a. The overall performance of the candidate in relation to peers on comparable programmes.
- b. The appropriateness of research methods used.
- c. The candidate's original contribution to knowledge and practice in their chosen discipline or field of study/practice.
- d. The depth and breadth of coverage of the subject matter concerned.
- e. The presentation of the thesis/dissertation.
- f. The quality of the knowledge and skills (both general and subject specific) demonstrated by the candidate.

Examiners' reports shall be treated as strictly confidential and, when all have been received (and not before), anonymised copies will be distributed to all members of the Examination Panel at least two weeks before the scheduled examination. There shall be no discussion between the examiners, supervisor(s) and the student prior to the oral examination (Viva voce). Occasionally, the Dean of the SGSR may contact the examiners to clarify points raised in the reports.

9.3.9 Examiners' Recommendations on Theses/Dissertations

Examiners are required to provide a written report and provisional recommendation and return this to the School of Graduate Studies and Research within eight (8) weeks. There are a number of possible outcomes from the examination process and the Examination Panel are required to identify the one recommended as the most appropriate for the student. The following are the possible outcomes from the examination process:

- a. That the student be awarded a doctoral/master's degree;
- b. That the student be awarded a doctoral degree/master's degree subject to the student making minor amendments only (as identified by the examiners) to the satisfaction of the major supervisor or nominee;
- c. That the student be awarded the doctoral/master's degree subject to the student making amendments (as identified by the examiners) to the satisfaction of the major supervisor and/or examiner(s) as appropriate;
- d. *That the student be required to revise and resubmit for further examination within a specified time as may be determined by the SGSR;*
- e. That the thesis is not of an acceptable standard and the degree not be awarded.

9.3.9.1 Failed Thesis

If one or both of the examiners give the thesis an outcome of 'not passed' on the examination report, the candidate will not proceed to the oral defence. However, the student has the option to revise and resubmit a failed thesis.

In cases where plagiarism in the thesis is alleged, the thesis examination process does not proceed any further and the case is investigated through University disciplinary processes.

9.3.9.2 Resubmission of Thesis

A student whose thesis has not passed the examination may choose to revise and resubmit the thesis. To do so, the student must contact the SGSR **within six (6) weeks** of the notification of this outcome indicating the intention to revise and resubmit the thesis, including a supporting letter from the supervisor(s) confirming that the supervisor(s) will maintain supervisory oversight for the revision; this letter must be co-signed by the Head of the Department.

Once the revise and resubmit request has been approved by the SGSR, the revised thesis must be submitted to SGSR no later than 1 year from the notification of approval. SGSR will send the revised thesis to the original examiner(s) who will determine if the thesis has been revised to address the issues raised in the original examiner's report(s) and has now met the requirements for the degree.

If the original examiner is not willing or available to serve, the Department must provide SGSR with the names of two potential examiners (internal or external, depending on who did not pass the thesis). SGSR will contact and secure the examiner. Once the names have been submitted to SGSR, no contact between the Department or student and potential examiners is permitted. This new examiner will be provided with the original report that did not pass the thesis, and will be asked to determine whether the revised thesis has addressed the issues raised by the original examiner's report and has met the requirements for the degree.

The following are required for submission of the revised thesis:

- a) A new nomination of examiners form:
- b) A letter in PDF format to the Dean of SGSR describing the changes that have been made. This letter will be submitted to the examiner as part of the re-examination process.
- c) A single PDF version of the original thesis that did not pass the first examination (marked as "first submission" in the filename).
- d) A single PDF version of the revised thesis (marked "revised" in the filename).

If the student does not contact the SGSR requesting to revise and resubmit the thesis within the designated six-week time period or, once approved to revise the thesis, does not submit the revised thesis by the one-year deadline, the thesis will be deemed to have failed and the student will be withdrawn from the University. Their transcript will indicate 'Thesis Revision – Not Passed'.

If the revised thesis is passed, then the student will proceed to the oral defence. (The oral defence committee will only receive the thesis that has been passed and nothing concerning the revise and resubmit process will be conveyed).

Should the examiner not pass the revised thesis, the student will be withdrawn from the University unless they believe there is bias, error, or serious misrepresentation on the part of the examiner.

9.4 Department Postgraduate Studies Advisory Committee (DPSAC)

Departments running postgraduate programmes in each faculty or school shall establish a Department Postgraduate Studies Advisory Committee (DPSAC). Faculty/School Boards may also appoint adhoc or standing committees to advise on matters pertaining to postgraduate studies.

9.4.1 Purpose of the Department Postgraduate Studies Advisory Committee

The purpose of the DPSAC is to exercise quality control over the processes regarding the administration of postgraduate studies in the Department.

9.4.2 Composition and Selection of the DPSAC members

- a) The DPSAC (hereafter "the Committee") shall include:
 - i. the Head of Department as the Chairperson of the committee
 - ii. one (1) member from each main discipline/specialization within the Department.
 - iii. two (2) other members from cognate departments within the faculty designated by the Dean of Faculty/School.
- b) The members shall be nominated by the Department Board on the basis of their experience in the successful supervision of postgraduate students and/research experience.
- c) Where there is an even number of membership (as composed in *a* above), the Department Board shall nominate an additional member to the Committee.
- d) Nominees should preferably hold a rank of Senior Lecturer and above. In cases where there is no capacity to appoint at these ranks, Lecturers with terminal degrees can be nominated.
- e) Other members may be co-opted by the Committee with permission of the Head of Department. Co-option can be general or for a specific matter on the agenda of the Committee.
- f) Members of the Committee, including members co-opted by the Committee, must have research stature as well as broad experience in postgraduate supervision and examination.
- g) Members of the Committee are appointed for a term of two (2) years, with the option of reappointment for a further term.
- h) The Office of the Head of Department shall provide secretarial support to the Committee.
- i) If a member of the Committee is a supervisor or co-supervisor of a candidate or in cases where matters of candidates of such a member serves before the Committee, the said committee member must recuse herself/himself.

9.4.3 Functions of Department Postgraduate Studies Advisory Committee

The work of the Committee with regard to the administration of postgraduate studies is described as follows:

- a. The Committee is responsible for overseeing the three-tier process in respect to dissertations (full) and theses.

- i. Tier 1- Appointment of Supervisors: Upon the recommendation/choice of the student concerned, the Committee designates a supervisor and/or co-supervisor or changes thereof. Should the Committee fail to take a decision on a supervisor for a particular student, the matter is referred to the Dean of the Faculty/School for a final decision;
 - ii. Tier 2- Approval of research topics: The Committee reviews applications for topics approval as well as changes of topics and either approves the topic or refers it back to the Head of Department for further consultation with the student concerned. In the event of a dispute, an appeal in writing can be made to the Dean. The decision of the Dean is final; and
 - iii. Tier 3- Approval of the Examination Panel: The Committee nominates the examination panel for a particular candidate subject to the provisions as stated in Section 9.3.7.
- b. The committee also hears appeals from postgraduate students in cases where a supervisor refuses to grant permission for submission and other disputes.
 - c. The Committee periodically monitors the progress of postgraduate students in the Department to identify any problems in respect to throughput and supervisor capacity.
 - d. The Committee shall meet at least once in a semester and provide a bi-monthly report to the Head of Department.
 - e. The Committee shall advise the Head of Department on strategic matters relating to postgraduate studies in the Department.

9.5 Interruption of Programme

9.5.1 Deferment of Commencement of Research

Students may, with the approval of their supervisors, apply for deferment of commencement of their research. A deferment is not required if the applicant can commence their research within 6 months of their admission to the programme. Applicants may apply for a deferral of up to 12 months only.

The applicant shall complete and submit the *Deferment Form SGSR-A2* to the appropriate Department/Faculty or School to notify of their intention to defer. Final communication regarding the status of the application to defer shall come from the Registrar within 14 working days from the date the application for deferment is received.

Where an application for deferment is approved, the specific time frame within which the student is expected to resume and commence studies will be explicitly stated in the approval notification. It is important to note that if the candidature is not reactivated within the approved time frame of the deferment, then the applicant must re-apply for admission.

The circumstances justifying a deferment shall include but are not limited to personal or family medical conditions, parental leave, or death in immediate family. The rationale must be documented by the applicant during the application.

An approved deferment preserves the student's status in his/her degree programme, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the deferred period.

9.5.2 Extension of Programme of Study

Under exceptional circumstances, an extension to programme duration may be permitted. This is however subject to approval by the supervisor and Department Postgraduate Advisory Committee.

- a. Normally, doctoral students are expected to complete within three (3) years (full-time students)/ (4) four years (part-time students). Master's students are expected to complete within two (2) years (full-time students)/ (3) three years (part-time students).
- b. Full-time doctoral students who request for extension shall have up to five (5) years to complete their programme. Part-time doctoral students with approved extension are expected to complete the programme within six (6) years.
- c. All master's students shall have an additional year to complete their programme if a requisition for extension is granted.
- d. Request for extension
 - i. Postgraduate students who seek to extend the duration of their programme will be required to request for an extension before the end of the penultimate year if they cannot complete the thesis within the normal time frame.
 - ii. Continued enrolment in the programme beyond this period will only be considered on receipt of an extension request on a six-monthly basis. A letter of support/justification from the supervisor will be required for every extension beyond the normal timeframe work.
 - iii. A candidate whose application for extension is approved shall be required to pay the appropriate fees as may be determined by the University.

9.5.3 Change of Mode of Study

Candidates are generally not allowed to change their mode of study (Full time to part time and vice versa; regular to sandwich and vice versa; distance to campus based and vice versa). However, under special circumstances, the DPSAC may on a case-by-case basis, recommend for a change in mode of study for a postgraduate student.

9.5.4 Unsatisfactory Progress/Termination of Enrolment

If progress is unsatisfactory, the major supervisor will alert the Dean of SGSR through the Head of Department and Dean of Faculty/School in writing. The Dean of SGSR will advise the SGSR Board. The following are criteria against which a student may be deemed to be performing unsatisfactorily:

- a. Failure to stay in regular contact with the supervisory team;
- b. Multiple deferment requests;
- c. Multiple extensions of programme;
- d. Unsatisfactory, or non-submission of progress reports;

- e. Progress reports submitted where supervisors record ‘unsatisfactory progress’ and identify the issues clearly in the comments section;
- f. Trailing 50% or more of the total number of registered courses;
- g. Cumulative Grade Point Average (CGPA) is below the minimum specified for graduation where applicable.

9.6 Supervision of Postgraduate Research

Supervisors shall be nominated and appointed to oversee and guide research students on their work.

9.6.1 Supervision of Postgraduate Students

Maximising the student learning experience along with the successful completion of student research is the primary role of research supervision at CKT-UTAS. The key responsibility of research supervisors is to be accessible advisors working with students to develop their capabilities as well as meeting the characteristics defined in each programme’s graduate profile.

a. Supervisory Eligibility and Appointment of Supervisors

The DPAC Committee shall consider all nominations for supervision on the basis of student’s choice and recommendation by the Head of Department and make appropriate approval at the Department Board. The name of person(s) approved to supervise a particular student shall be forwarded by the Head of Department to the Dean of SGSR through the Dean of School/Faculty. The Dean of SGSR shall then write to appoint the supervisor.

- i. Academic staff who are appointed as supervisors are required to have appropriate qualifications with demonstrated expertise in the discipline or methodology to be supervised and be active researchers.
- ii. Supervisors of doctoral and research master’s degrees must normally be of the rank of Senior Lecturer and above.
- iii. A Lecturer who holds a terminal degree and has two years post-qualification research and teaching experience shall be eligible to supervise research master’s degree students.
- iv. For the avoidance of doubt, no supervisor shall hold academic qualification lower than the degree for which s/he is appointed to supervise.

b. Supervision practice

- i. Research for a doctoral thesis requires a minimum of two supervisors. One of them shall be designated as the major supervisor.
- ii. Research master’s with thesis/dissertation/research projects, normally requires one supervisor.
- iii. Where a masters research is practice-focused, two supervisors will normally be appointed.
- iv. Normally, all major supervisors will be appointed from the School/Faculty/Department (which is applicable) where the student is registered. However, under exceptional circumstances and justifiable reasons, a major supervisor may be appointed from outside the candidate’s department/University.

- v. It is permissible to appoint a minor supervisor from a different School/Faculty/Department or outside the University (External supervisor).
- vi. Unless it is extremely necessary a supervisor **shall not be** permitted to supervise more than five (5) research degree candidates at the same time.
- vii. Normally, an external supervisor will only supervise a maximum of two CKT-UTAS students at any given time. The CV of external supervisors should be included on the appropriate form when they are appointed.
- viii. Adjunct staff who are appointed as supervisors will be treated as external supervisors.

c. Supervisor Absence

- i. If a supervisor is unavailable for an extended period because of illness, sabbatical leave or other reasons, the second supervisor (if there is) would normally oversee the student's progress.
- ii. If there is no second supervisor, then another appropriately qualified supervisor shall be appointed, or the student must be advised in writing by his/her supervisor on how the student can contact him/her and proceed with the work.
- iii. New supervisions should not be taken by senior members just prior to, or when they (supervisor) is going on any other form of extended leave of absence.

9.6.2 Responsibilities and Roles of Stakeholders in Supervision

Supervisors are expected to organise regular contact with students (a minimum of once a month) for formal discussions, constructive evaluation and feedback in relation to satisfactory progress. The type and amount of contact between supervisors and students may vary, depending on the developing experience and expertise of the student, the nature of the study being undertaken, and the amount of practical work involved.

It is expected that supervisors behave with professionalism and to maintain a supervisory relationship of integrity, dignity, and respect with appropriate boundaries. Personal, intimate relationships between supervisors and students are not encouraged at CKT-UTAS.

All students and Supervisors shall complete the *Supervisor-Student Contractform* [see Form SGSR-S1] before the commencement of supervision.

a. Roles and Responsibilities of Supervisors:

- i. Assist students with the development of the research proposal and submission to DPSAC for approval;
- ii. Assist students in planning an appropriate course of collateral reading, suggesting relevant background reading and giving advice on the literature review;
- iii. Advise students of the aims, scope and presentation of the thesis/dissertation, monitoring and discussing progress throughout candidature and commenting critically on the final draft;
- iv. Guide and challenge the student's development as a researcher, thesis writer and critic;

- v. Provide guidance on the theoretical frameworks, models, methodology, methods and standards of research;
- vi. Submit applications to the University's Ethics Committee or other ethics approval body as appropriate through working with the student and ensuring that the student understands the principles and procedures of the relevant ethics committee, and that research projects are of an acceptable ethical standard. It is important to note that the application is in the name of the supervisor;
- vii. Encourage students to practice dissemination of research results, for example, presenting seminars, submitting articles for publication, presenting work at exhibitions, submitting work for peer and/or public review;
- viii. Ensure students format their work appropriate to the approved formats;
- ix. Discuss intellectual property issues with the student and assess the commercial potential of the research;
- x. Sign the Submission of Thesis/Dissertation form [See Form SGSR-T1] to accompany the thesis/dissertation for examination, testifying that requirements for the thesis/dissertation meet the standards and requirements for examination. These include appropriate format of the work as stated in this Postgraduate Handbook.

b. Student Roles and Responsibilities

It is important to note that students are responsible for their own development and that part of the process of undertaking postgraduate research is that they become independent researchers. Student responsibilities include:

- i. Selecting, negotiating and refining a research proposal in consultation with their supervisor(s);
- ii. Working with the supervisors to obtain approval from the University Ethics Committee and/or other ethical approval as appropriate;
- iii. Discussing with the supervisor(s) the type of guidance and comment they find most helpful and agreeing on a schedule of meetings;
- iv. Completing a ***Supervisor-Student Contract Form*** [See Form SGSR-S1] in consultation with the supervisor(s);
- v. Maintaining contact as agreed with the supervisor(s) (at least once every month), attending meetings and seminars scheduled by the supervisors, and others that contribute to the completion of the research and production of the thesis/ dissertation;
- vi. Responding to arrangements proposed for supervision and the advice and instruction given by the supervisor(s);
- vii. Maintaining the progress of research, especially written work, to meet the stages and timeframe agreed with the supervisor, to facilitate feedback before the next stage;
- viii. Timely submission of progress reports on their work;
- ix. Providing peer support and feedback to other students as appropriate.

c. Responsibilities of the Dean of School of Graduate Studies and Research

The Dean of the School of Graduate Studies and Research (SGSR) has responsibility for the academic and administrative welfare of all enrolled postgraduate students. The Dean of SGSR shall

- i. Oversee all academic supervisions in conjunction with the relevant Head of Department and Dean of Faculty or School;
- ii. Monitor the progress of students undertaking theses or dissertations through the review of regular progress reports;
- iii. Facilitate the nomination and appointment of supervisors to students upon the recommendation of Department Boards;
- iv. Facilitate the nomination and appointment of examiners for students' theses/dissertations and Viva voce upon the recommendation of Department Boards;
- v. Monitor reports on student progress toward completion of research;
- vi. Submit completed thesis/dissertation to appointed examiners;
- vii. Be the convener (or other persons nominated by him/her) of oral examinations panel for assessing theses/dissertation defence;
- viii. Ensure that students supply copies of theses or dissertations as appropriate for examination and graduation;
- ix. Sign, the Submission of Thesis Form [See Form SGSR-T1] form (after the supervisors have signed that the student's work is ready for examination) for the thesis/dissertation to be submitted for examination, thereby stating that the requirements for the thesis/dissertation have been met.

9.6.3 Conflict of Interest

There are a number of different situations during the postgraduate programme in which a conflict of interest situation can occur. The supervisor/s and the postgraduate student should maintain a professionally helpful relationship and avoid personal relationships that may cause the parties to become biased, thus creating a conflict of interest in the workplace. If a personal relationship does develop, however, it is the responsibility of the supervisor and the postgraduate student to promptly initiate a change of supervisor.

There is also a risk of conflict of interest in the examination of postgraduate theses. In this case, it is between the supervisor/postgraduate student and the examining panel members/external reviewer. Grounds for conflict of interest can be based on previous collaborations that may be in the form of joint publications, research funding and applications, shared supervision or similar scenario.

Below is a description of situations where conflict of interest may arise and how it shall be managed and documented.

Situations where conflict may arise	Between which parties the conflict of interest may arise	How conflict of interest is to be managed/documentated
When designing a research project	A conflict of interest can occur between the supervisors (<i>close relationship/relation</i>).	All supervisors are to declare that there is no conflict of interest between them.

When designing a project	A conflict of interest can occur between the supervisors and postgraduate students (<i>close relationship/relation</i>).	All supervisors are to declare that there is no conflict of interest between them and the postgraduate student.
When changing/adding supervisors	A conflict of interest can occur between supervisors or between the supervisor/the postgraduate student (<i>close relationship/relation</i>).	All parties concerned are to declare on the change of supervisor form that there is no conflict of interest.
Assessment of courses and portfolio	A conflict of interest can occur between the examiner and the postgraduate student (<i>close relationship/relation</i>).	The parties concerned are to report the conflict of interest themselves by contacting the Dean of SGSR.
External Review/Examination	A conflict of interest can occur between the reviewer/ examining panel and the postgraduate student/ supervisor (<i>close relationship, relation, shared supervisor roles</i>).	The parties concerned are to declare that there is no conflict of interest to the Dean of SGSR.
Public defence (Viva voce)	A conflict of interest can occur between the external reviewer/examining panel and the postgraduate student/ supervisor. (<i>close relationship/relation, co-publication or collaboration, editor of journal in which the student has published</i>).	The parties concerned are to declare that there is no conflict of interest to the Dean of SGSR.

Generally, as a guide:

- a. There is a conflict of interest when research collaboration and co-authorship has taken place during the last five years. A single co-authored article is considered enough to constitute co-authorship.
- b. Exceptions to the five-year rule can be made for collaborations in the form of multi-centre studies, which are judged on a case-by-case basis. In this case, the parties concerned are to certify in writing that there is no conflict of interest.
- c. A relationship between the postgraduate student and supervisor is considered a conflict of interest regardless of how long ago the relationship took place.

9.7 Teaching of Postgraduate Programmes

Postgraduate coursework provides students with the opportunity to develop a thorough understanding of an area of study, diversify their educational background and/or obtain specific professional training. Many postgraduate programmes offered at CKT-UTAS have mandatory coursework components.

9.7.1 Eligibility for Teaching Postgraduate Level Courses

Some doctoral programmes may include a coursework component as may be determined by the Department. Doctoral candidates are thus expected to fulfill coursework requirements where applicable. All master's and postgraduate diploma level programmes have mandatory coursework components.

a. Eligibility for Teaching Doctoral Level Courses

- i. To be eligible for teaching doctoral level courses, the faculty member must have earned a doctorate, appropriate to the degree being granted, from an institution accredited at the time they received their degree.
- ii. Persons who do not possess a doctorate but have demonstrated special skills, teaching or research expertise in the relevant area may be allowed to teach at this level, subject to approval by the Department Board upon recommendation by the Postgraduate Studies Advisory Committee. Such individuals are ordinarily expected to hold a master's degree in relevant area and must be at the rank not below a Senior Lecturer or equivalent.

b. Eligibility for Teaching Master's/Postgraduate diploma Level Courses

- i. To be eligible for teaching master's/postgraduate diploma level courses, the faculty member must possess a doctoral degree or a master's degree appropriate to the course to be taught granted from an institution accredited at the time the degree was received.
- ii. Holders of master's degree are generally expected to be at the rank not below a Senior Lecturer or equivalent.
- iii. Holders of master's degree who are below the rank of a Senior Lecturer but have demonstrated special skills, teaching and research expertise in relevant area may be allowed to teach at this level subject to approval by the Department Board upon recommendation by the Department Postgraduate Studies Advisory Committee.

9.7.2 Maximum/Minimum Teaching Work/Credit Loads

- a. The University has established a minimum contact hour teaching load of 9 hours/week (Postgraduate and/or Undergraduate) and a maximum of 12 hours/week for full-time faculty members per semester.
- b. The maximum teaching workload for adjunct or part-time faculty member shall be 6 hours/week per semester.

9.8 Technical Requirements for Dissertation and Thesis

- a) The Dissertation/Thesis shall be written in the English Language and the presentation must be satisfactory. It must be suitable for publication.
- b) The Dissertation/Thesis shall consist of the candidate's own account of his/her research. It may describe work done in conjunction with other person(s) provided that the candidate shall state clearly his/her contribution in the investigation and that his/her statement should have been certified by the supervisor(s).
- c) A candidate shall not be permitted to submit a work as his/her Dissertation/Thesis for which a degree has been conferred in this or any other university. But a candidate shall

not be precluded from incorporating as a critique only, that challenges the current work and adds new knowledge to the existing work which s/he has already submitted for a degree in this or in another university.

9.9 Approval of the Thesis by the Supervisor(s)

- a) The dissertation or thesis must demonstrate the candidate's competence in independent scientific research. It may be an academic thesis on a certain topic, or a collection of separate articles which have been published during the period of the postgraduate studies and which all relate to the topic of the thesis (especially for doctoral thesis) or as determined by the Department.
- b) The dissertation or thesis must be approved by the supervisor(s), who ascertain(s) whether it is worthy to serve as evidence of the candidate's ability to have conducted an independent scientific work. If a candidate has more than one supervisor, they must all agree and notify the DPSAC through to the SGSR Board that they have approved the thesis by signing the declaration page of the dissertation/thesis and the dissertation or thesis submission form [See Form SGSR-S1].
- c) In the event of disagreement between the supervisor and the candidate, both parties have the right to call on the DPAC to arbitrate. If this arbitration does not reconcile the parties within a month, the parties may approach the Dean of Faculty/School who shall then constitute an ad hoc Committee to arbitrate. In the event that the ad hoc Committee of the School/Faculty is unable to resolve the problem, then the matter will be referred to the SGSR to consider the matter. The SGSR is expected to communicate its decision to the parties within one month.

9.10 Extension of Time for Submission of Dissertation/Thesis

- a) A candidate who is unable to submit his/her dissertation/thesis within the stipulated registration period for the programme may apply for one-year extension through his/her supervisor(s). This application shall be routed through the Head of Department and Dean of School/Faculty to the Dean of SGSR. The SGSR Board may allow an extension of not more than one academic year. Such candidates will be required to pay the appropriate fees as may be determined by the university for each year of extension granted.
- b) A candidate who fails to complete his/her programme after the extension period shall be withdrawn from the programme. Such a candidate may however re-apply for admission and pay full fees. If re-admitted within two years after withdrawal, s/he will be credited with the courses already taken.

9.11 Standard Format of Thesis/Dissertation

All thesis must be prepared according to both the CKT-UTAS requirements and School/Faculty documentation or reference formats.

9.11.1 School/Faculty Format Requirements

[Full Name of Candidate (without titles)]

[Year]

See appendix A for a sample.

iii. **Title Page/Inner Cover**

The next page is the INSIDE COVER or the TITLE page. The page consists of FIVE BLOCK OF WORDS. The first block is the C. K. TEDAM UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES set off at the top and placed five single spaces from the top of the page and centered between the margins.

This first block is followed by the TITLE of the DISSERTATION/THESIS. The third block is the FULL NAME of the candidate, the first/second degree obtained and student identification number (for the graduate studies). The next block indicates the DEPARTMENT and the SCHOOL/FACULTY of the UNIVERSITY to which the thesis/dissertation is submitted. The fifth block states the MONTH and the YEAR (on the horizontal line) that the report is submitted.

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

[Title of Thesis/Dissertation]

By

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

[Student ID. No.]

[Dissertation/Thesis Submitted to the Department of Computer Science, School of Computing and Information Sciences, C. K. Tedam University of Technology and Applied Sciences in Partial Fulfillment of the Requirements for the Award of Master of Science Degree in Computer Science]

[Month and Year]

See Appendix B for a sample.

iv. **Declaration**

A candidate submitting a dissertation or thesis for a Postgraduate (MSc./MPhil/PhD) degree shall make a declaration to the effect that the thesis is his/her bonafide work produced from research under supervision. The declaration page shall be signed by the following:

- The Candidate
- Supervisors

See Appendix C for a sample.

v. **Abstract**

Every candidate shall present a paragraph abstract of his/her dissertation or thesis comprising not more than 350 words for a dissertation and not more than 500 for a thesis work, giving a general account of its content, methodology, findings and recommendations, which shall be bound with each copy of the thesis submitted to the Department.

vi. **Dedication (Optional)**

The Candidate may dedicate his/her dissertation or thesis to a person(s) or deity of his/her choice.

vii. **Acknowledgement: (1 page maximum)**

- The candidate may briefly acknowledge those who made important contributions to the success of his/her research and presentation of thesis.
- Where the thesis has benefited from a collaborative project done in conjunction with the candidate's Supervisor(s), this should be dully acknowledged.

viii. **Table of Contents**

A well aligned presentation of preliminary information, chapters with subsections, bibliography and appendices of the thesis with relevant page numbers indicated are listed under the Table of Contents.

ix. **List of Figures/Maps/Illustrations**

A list of figures and maps with their relevant designated numbering and relevant pages at which they are located.

x. **List of Tables**

A list of tables with their relevant designated numbering and relevant pages at which they are located.

xi. **List of Abbreviations/Acronyms**

A list of relevant abbreviations/ acronyms and their full rendering occurring in the dissertation or thesis.

b. Substantive Section

i. **Chapter Structure**

A thesis must consist of substantive Chapters including an introduction, intervening chapters and a concluding chapter as determined by the School/Faculty format.

ii. Reference Style

The recommended standard referencing format for all theses and dissertations shall be as indicated below. However, Faculties/Schools and Departments may opt for other formats, provided that these are communicated to the SGSR Board.

Suggested Reference style for various disciplines:

- a) **Medical/Biochemical&Chemical/Vert./Dentistry and Allied Health Sciences:** American Medical Association (AMA) and American Chemical Society (ACS) Citation styles and American Psychological Association (APA).
- b) **Physical/Mathematical, Agricultural and Natural Sciences:** American Institute of Physics (AIP), Council of Science Editors (CSE), American Mathematical Society (AMS) Citation styles, American Chemical Society (ACS) and American Psychological Association (APA).
- c) **Engineering and Computer Science:** Institute of Electrical and Electronics Engineer (IEEE), American Computing Machinery (ACM) Citation styles and American Psychological Association (APA).
- d) **Education/Social Sciences:** American Psychological Association (APA) and Modern Language Association (MLA) Citation styles.

iii. Length of Thesis

A project work submitted for a PG.D, or a dissertation submitted for an M.Sc. degree, or a thesis submitted for the M.Phil./ Ph.D. degree must not exceed the number of words or pages, up to the list of references, prescribed by the School of Graduate Studies and Research (SGSR) Board as follows:

Minimum	Maximum
PG.D 40 pages/10,000 words	50 pages/12,500 words
M.Sc. 60 pages/15,000 words	100 pages/25,000 words
M.Phil. 120 pages/35,000 words	150 pages/37,500 words
PhD 150 pages/37,500 words	200 pages/50,000 words

In special cases dissertations/theses with number of pages outside the above ranges may be accepted by the SGSR Board, subject to recommendations by the Department Postgraduate Advisory Committee (DPAC). Other forms of dissertation or thesis presentation are subject to the approval of the SGSR Board.

c. References and Appendices

- i. The references should be placed at the end of the thesis and not after each chapter.
- ii. The candidate may submit, as subsidiary matter in support of his or her candidature, any printed contributions to the advancement of his/her subject, which s/he may have published independently or jointly, or any other supporting material. In the event of a candidate presenting material from joint work, s/he shall be required to state fully his/her own contribution.

9.11.3 Presentation Format

- a) Four typed or printed copies of the dissertation or thesis, using standard A4 paper, shall be submitted to the School of Graduate Studies and Research (SGSR) through the Head of Department who shall arrange for its examination.
- b) Typed dissertation or thesis should be on only one side of the paper.

Generally, the following format requirements apply to all thesis/dissertations, irrespective of the discipline.

Margins

Left: 2 inches

Right: 0.52 inch

Top & Bottom: 1 inch

Page Numbers: Centre of bottom of page. The preliminary pages should be numbered with Roman numerals. Beginning from Chapter One, page numbering should be in Arabic numerals and should run through the entire thesis.

These margins apply to all material, including figures, headers/footers, footnotes/endnotes, and full-page images. Charts, graphs, and illustrations may be placed horizontally in order to conform to the margin requirements as long as they remain clear and legible. When this occurs, however, the page number must still appear" at the centre of the bottom of the," matching the rest of the page numbers in the manuscript.

Font and Size

General	
Font type must be consistent throughout the manuscript, including page numbers, captions, and any other elements. - Chapter headings should be in Title Case, Times New Roman, Font Size 14 and in Bold. - An exception may be allowed in the appendices, where some variation in font and size may be permitted. However, appendix title, margins, and page numbers should conform to the rest of the manuscript.	
Justification	All main text in the thesis/dissertation should be justified but in exceptional cases Schools may opt for other font sizes.
Size	12-point Times New Roman is recommended but not mandatory. 10,11,12pt size can be used. Font size should not go below 10pt intext, figures, etc.
Boldface, Italics, Underlining	
Boldface	Should be used for headings only. (Only exception: if you are reproducing an existing table/figure that uses bold face.)

Italics	Should be used to indicate titles, Latin scientific names (in text only, not headings), non-English words, and emphasis (should be used sparingly to remain effective).
Underlining	Emphasis (should be used sparingly to remain effective).

Spacing

Double-spaced: abstract; dedication; acknowledgements; body of manuscript.

Single-spaced: block quotations; captions; items in tables, graphs, charts, and numbered or bulleted lists; footnotes/endnotes; material in appendices; epigraphs.

Figures and Tables

Placement	
Figures and tables should appear as close as possible to their first mention in the text.	
Figures and tables should be separated by one (1) blank double-spaced line above and below the surrounding text.	
Figure and table numbering must be either continuous throughout the thesis/dissertation (e.g. Figure 1, Figure 2) or by chapter (e.g. Figure 1.1, Figure 1.2, Figure 2.1).	
Figures and tables should be centred horizontally on the page.	
Figures and tables can appear on a separate page, centred horizontally and vertically within the margins.	
Large figures and tables may be rotated so that the top of the figure/table will face the left margin. - The page number must still appear at the bottom centre of the page, matching the rest of the page numbers in the manuscript.	
Oversized figures and tables should be avoided, but they can be divided into sections and arranged on adjacent pages if needed. Include the words “(Table # Continued)” or “(Figure#Continued)” above the continued table or figure. See e.g. below - Whenever possible, avoid breaking up a table or figure that could otherwise fit, in its entirety, on a single page.	
Titles and Captions	
Placement and Style	<ul style="list-style-type: none"> - <i>Figures: Below the figure</i> The word “Figure” and the figure number are bolded and followed by a period. The figure title should be written in sentence case. - <i>Tables: Above the table</i> The word “Table” and the table number are bolded and followed by a period. The table title should be written in title sentence case. - In instances where the caption continues on a second page, the word “(Continued)” should appear in front of the continued caption. - Figure and table headings/captions are placed with the same orientation as the figure/table when on the same page. When on a separate page, headings/captions are always placed in vertical orientation, regardless of the orientation of the figure or table.

Photographs and Computer-Generated Images

Computer-generated images, photographs, and scanned images must be of “publication quality.” That is, they should not be pixelated and should be clear to a typical reader. If you are not sure of the acceptability of an image, please contact the Graduate School.

Example: Table Continued from Previous Page

← (Table 4 Continued)

	Male	Female
Persons Affect	77	13

↓ 1 blank double-spaced line

Although ethical and academic freedom concerns prevented the identification of...

Widows and Orphans

Through out the manuscript, there should be at least two (2) lines of a paragraph on a page.

In addition, pages should not end with widows or begin with orphans (this also applies to the References page). Most word-processing programmes have control options for avoiding or controlling widows/orphans.

Widow: When the last line of a paragraph appears by itself at the top of the page.

The respondents were 839 students primarily or entirely enrolled in online courses at a C.K.Tedam university of Technology and Applied Sciences during the 2007–2008 and 2008–2009 academic years. Requests for participants were mass emailed to faculty; extracred it was suggested in the correspondence. Although ethical and academic freedom concerns prevented the identification of individual classes, many professors voluntarily reported that the majority of their students elected to participate.6 5 % of the sample was Frafra.53% percent of the students were Kasena, 37% Ga, and

5% Dagaati. Five percent reported that they were Dagombas.

The last line of this paragraph appears by itself on the next page. Avoid this and make sure there are at least two lines of a paragraph on each page.

Orphan: First line of a paragraph that’s left alone at the bottom of a page.

...a personal judgment of "how well one can execuce courses of action required to deal with prospectivesituations" (p. 14). Expectations of self-efficacy determine whether an individual will be able to exhibitcopingbehavior andhowlongeffort willbesustainedinthe face ofobstacles(Figure1).

9.11.4 Binding

a. Examination Copy

A dissertation or thesis submitted for examination should be bound in soft manila card cover in light-blue. The front cover shall bear the details prescribed under 9.11.2a and outlined in Appendices A and B.

b. Final Copy

After the dissertation or thesis has been approved, it must be bound four (4) copies, in standard form Art vellum or cloth; overcast; edges uncut. The four (4) final copies of a thesis that has been accepted for the award of a postgraduate degree shall be distributed as follows:

- a) Two (2) copies shall be sent to the SGSR, one of which shall be deposited in the University Library and the other kept by the School;
- b) The remaining two (2) copies shall be retained by the candidate's Head of Department, one of which shall be kept in the Departmental Library and the other given to the candidate.
- c) The candidate may make an extra copy(ies) for the supervisor(s)

9.11.5 Binding Colour

The colour schemes as back covers in binding the dissertations or theses of the University shall be of the following:

- | | |
|-------------------------------|------------|
| a) PG.D Dissertation | Brick-Red |
| b) Master Dissertation/Thesis | Light-Blue |
| c) Ph.D. Thesis | Black |

9.11.6 Submission of Soft Copy of Thesis

A Portable Document Format (PDF) of the final dissertation or thesis shall be submitted with the hardcopies to the SGSR which shall be published in the University's Dissertation/Thesis Online Repository.

A separate soft copy of the abstract of the thesis should be submitted. In addition to the details in the thesis, this copy should bear the thesis title, the name of the candidate and the names of supervisors.

9.12 Plagiarism Policy on Postgraduate Studies

C. K. Tedam University of Technology and Applied Sciences frowns against plagiarism. Plagiarism is not acceptable and shall be categorized as highly offensive by the University. The University Library will take upon itself to offer the required training to students on types of plagiarism and how to prevent plagiarism, among other things.

The definition of what constitutes plagiarism, the levels of plagiarism, sanctions for plagiararism, tools for checking plagiarism, requirements and conditions are outlined in the University Plagiarism Policy. The Plagiarism Policy is more toward prevention of plagiarism

and reformative in nature and not necessarily punitive. Thus, anti-plagiarism and its related issues shall constitute essential aspects of the culture of learning and scholarship within the academic community in the University.

All theses, dissertation, research projects shall be subjected to plagiarism checks using appropriate/recommended tools that shall be made available by the University Library. These documents are expected to meet the minimum requirement as may be set out in the plagiarism policy document of the University.

Generally, all theses, dissertation and research projects submitted for examination are subject to departmental plagiarism acceptable levels. However, these must not exceed 20% similarity index.

9.12.1 Student's Responsibilities

A postgraduate student at the CKT-UTAS is expected to submit academic work that demonstrates compliance with the following requirements:

- a) A level of independent thought, grounded in the teaching received;
- b) The provision of clear referencing to all sources consulted, both within the main body of the work submitted and in any separate listing of sources.

9.13 Intellectual Property Rights

Intellectual Property (IP) is generally defined as intangible creations of the mind, which may be protected under patent, copyright and/or trademark laws.

IP that can be protected by patent law include new or improved versions of processes, machines, new methodologies or theorems, and compositions of matter that are useful; and new, distinct plant varieties.

To protect an invention under patent law, in addition to being useful, the invention must be novel and not an obvious extension of something that already exists. One or more inventors may contribute to the conception of the invention.

Works of authorship fixed in any tangible form of expression may be protected under copyright law. These may include literary works, sound recordings, computer software, photographs, motion pictures, and musical compositions among others.

A graduate student at the CKT-UTAS shall have the opportunity to make original creations, inventions and discoveries as part of his/her academic activities during his/her studentship.

Intellectual property created by a student working on University research or other University projects, is owned by the University if the work was conducted within the following context:

- a) The work was done in the University facility towards the award of a degree by the University.

- b) The work was done with funds from the University.
- c) It is a collaborative work with other researchers or Faculty on campus.

10.0 CONCLUSION POINTS FOR RESEARCH DEGREES

10.1 Defence of Thesis

- a. The defence of Doctoral/Masters thesis shall be public (i.e. open to the University community) in a room designated by the School of Graduate Studies and Research (SGSR) on the agreed date & time and in the presence of the examination panel.
- b. Presentation by the Candidate: The candidate presents and defends his/her work to the audience within 35/45 minutes (in the case of M.Sc./M.Phil. degree) and 60 minutes (in the case of Doctoral degree). The procedure must be conducted in English, unless in a special case which would have been approved by the Vice-Chancellor.
- c. The examination panel acting on behalf of the SGSR Board, shall recommend for the award of the degree on the candidate if the candidate obtains the minimum pass mark of 60% from each examiner.

10.2 Submission of Examination Report and Thesis

- a) Soon after the completion of the defence, a report on the examination shall be submitted to the Dean of SGSR for processing.
- b) At the end of the Examination, the Examiners shall recommend any of the following as may be appropriate:
 - i. That the degree should be awarded without further amendments to the thesis.
 - ii. That the degree should be awarded after some corrections or amendments have been made (and shall list those items to be corrected/amended).
 - iii. That the thesis should be re-examined after major corrections/revisions would have been carried out (and they shall specify the defects).
 - iv. That the degree should not be awarded (and they shall give detailed reasons).
- c) If the candidate is successful in his/her examination, s/he is required to make the necessary corrections/amendments as recommended by the examination panel within 1 to 4 weeks for the *case of minor corrections* and within 8 to 12 weeks for the *case of major corrections*, to the satisfaction of the Internal Examiner(s) and the Department

who shall certify that all corrections have been satisfactorily effected before the final copies are then printed and bound.

- d) If the candidate fails the oral examination, s/he shall not be allowed to repeat the examination until after six months following the first attempt.
- e) A candidate shall only be qualified for the award of a Masters degree by research or Doctorate degree if s/he has passed all the prescribed courses, dissertation or thesis and oral examination. Additionally, the candidate should have done the minimum number of semesters as stipulated for the programme.
- f) The effective date of the award of the degree shall be the date of graduation, that is, at the next congregation after all results for candidate are approved by the SGSR Board and the Academic Board.

11.0 STUDENTS ASSESSMENT AND GRADING SYSTEM

11.1 Assessment

At the end of all registered core and elective courses, students will be assessed based on the University's laid down criteria. The final grade of a student shall be on the basis of Continuous Assessment (CA) scores and an End-of-Semester Examination (ESE)/TermPaper (TP). The Continuous Assessment shall constitute 70% of the total marks while the End of Semester examinations score shall constitute 30% of the total score. The 70% of the CA includes the following components:

Item	Score (%)
Attendance & Participation (One unexcused absenteeism allowed)	10
Reaction Papers or Take Home Assignments (two minimum)	20
Online or In-Class Quizzes (two minimum)	20
Laboratory-based Practical Work/Mid-semester Exam for non-laboratory -based courses	20

11.2 Grading System

Marks/Scores	Grade	Grade point	Interpretation
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good

65-69	C+	2.5	Fairly Good
60-64	C	2.0	Average
55-59	D+	1.5	Fail
50-54	D	1.0	
0-49	E	0.0	

Based on the above table, the pass mark for a student is 60% and students are expected to maintain a grade point average of least 2.0 to qualify for graduation. The grade, Incomplete (IC), shall be awarded to a student when s/he misses one or more components of the assessment. An IC should be rectified within 2 weeks of the next semester. It is the duty of students to ensure that all ICs are rectified before the deadline. Should a student refuse to rectify an IC before the deadline, such an IC will automatically be converted to the grade corresponding to the total recorded mark.

A graduate student who obtains a total mark of below 60% in any course will be considered to have failed that course (or obtained a referral). Such a student will need to resit/re-take that course and pass at the next available opportunity or in the latter year levels. Additionally, students with failed courses will be given a maximum of two chances per course while their cohort is still yet to graduate to redeem the course. After the cohort have graduated, the student will be given one extra chance to redeem the course.

13.0 POSTGRADUATE DEGREE PROGRAMMES BY SCHOOLS AND FACULTIES

13.1 Postgraduate Programmes at the School of Mathematical Sciences

A. Department of Mathematics

1. PGD Mathematics
2. MPhil Computational Mathematics
3. MPhil Mathematics
4. PhD Mathematics
5. PhD Computational Mathematics.

B. Department of Statistics

1. PGD Statistics
2. PGD data Management
3. MSc Statistics
4. MSc Applied Statistics (Options in Data Science, Economic Statistics, Environmental Statistics, Medical Statistics)
5. MPhil Statistics
6. MPhil Applied Statistics (Options in Data Science, Economic Statistics, Environmental Statistics, Medical Statistics)
7. PhD Statistics
8. PhD Applied Statistics

C. Department of Biometry

1. MSc Biometry
2. MPhil Biometry
3. PhD Biometry

13.2 Postgraduate Programmes at the School of Computing and Information Sciences

A. Department of Computer Science

1. PGD in Computer Science
2. MPhil Computer Science
3. PhD Computer Science

B. Department of Information Systems and Technology

1. MSc. Information and Communication Technology
2. MPhil. Information and Communication Technology

13.3 Postgraduate programmes at the School of Chemical and Biochemical Sciences

A. Department of Applied Chemistry

1. MSc Chemistry
2. MPhil Applied Chemistry
3. PhD Applied Chemistry

B. Department of Biochemistry and Forensic Sciences

1. MPhil Biochemistry and Molecular Biomedicine
2. PhD Biochemistry and Molecular Biomedicine

13.4 Postgraduate programmes at the School of Environmental and Life Sciences

A. Department of Applied Biology

1. MPhil in Applied Microbiology
2. MPhil in Applied Entomology and Parasitology
3. MPhil in Plant Ecology and Conservaton

B. Department of Environmental Science

1. MPhil. Environmental Science (Land Use and Climate Change)
2. MPhil. Environmental Science (Water Science)
3. MPhil. Environmental Science (Environmental Biology)
4. MPhil. Environmental Science (Environmental Physics)
5. MPhil. Environmental Science (Environmental Chemistry)
6. PhD. Environmental Science

13.5 Postgraduate programmes at the School of Science, Mathematics and Technology Education

1. MEd Science Education
2. MEd Mathematics Education
3. MPhil Science Education
4. MPhil Mathematics Education

13.6 Postgraduate programmes at the School of Medical Sciences

1. MPhil Infectious Diseases and Immunology
2. PhD Infectious Diseases and Immunology

13.7 Postgraduate programmes at the School of Public Health

1. Masters of Public Health (MPH)

13.8 Postgraduate programmes at the School of Physical Sciences

1. MPhil Industrial Physics

APPENDICES

Appendix A: Cover Page

C. K. TEDAM UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES

MACHINE LEARNING ALGORITHMS FOR PREDICTING COVID-19 SPREAD
PATTERN IN GHANA

JOHN ALHASSAN ABAYIRE¹

2021

¹ Note that the 'BY' and titles such as Mr., Mrs, Rev, etc. are not acceptable on the Outside Cover

Appendix B: Title Page

MACHINE LEARNING ALGORITHMS FOR PREDICTING OF COVID-19 SPREAD
PATTERN IN GHANA

BY

JOHN ALHASSAN ABAYIRE (B.Sc. Computer Science)
(20212004678)

DISSERTATION/THESIS² SUBMITTED TO THE DEPARTMENT OF COMPUTER
SCIENCE, SCHOOL OF COMPUTING AND INFORMATION SCIENCES, C. K. TEDAM
UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES,
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF MASTER
OF PHILOSOPHY DEGREE IN COMPUTER SCIENCE

JUNE, 2021

² Choose where applicable (whether dissertation or thesis)

Appendix C: Declaration Page

Student

I hereby declare that this dissertation/thesis is the result of my own original work and that no part of it has been presented for another degree in this University or elsewhere:

Candidate's Signature:.....

Date:.....

Name:

Supervisors'

I hereby declare that the preparation and presentation of the dissertation/thesis was supervised in accordance with the guidelines on supervision of dissertation/thesis laid down by the C. K. Tedam University of Technology and Applied Sciences.

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

Name:

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

Name:

Appendix D: Table of Contents

Accepted margins all around

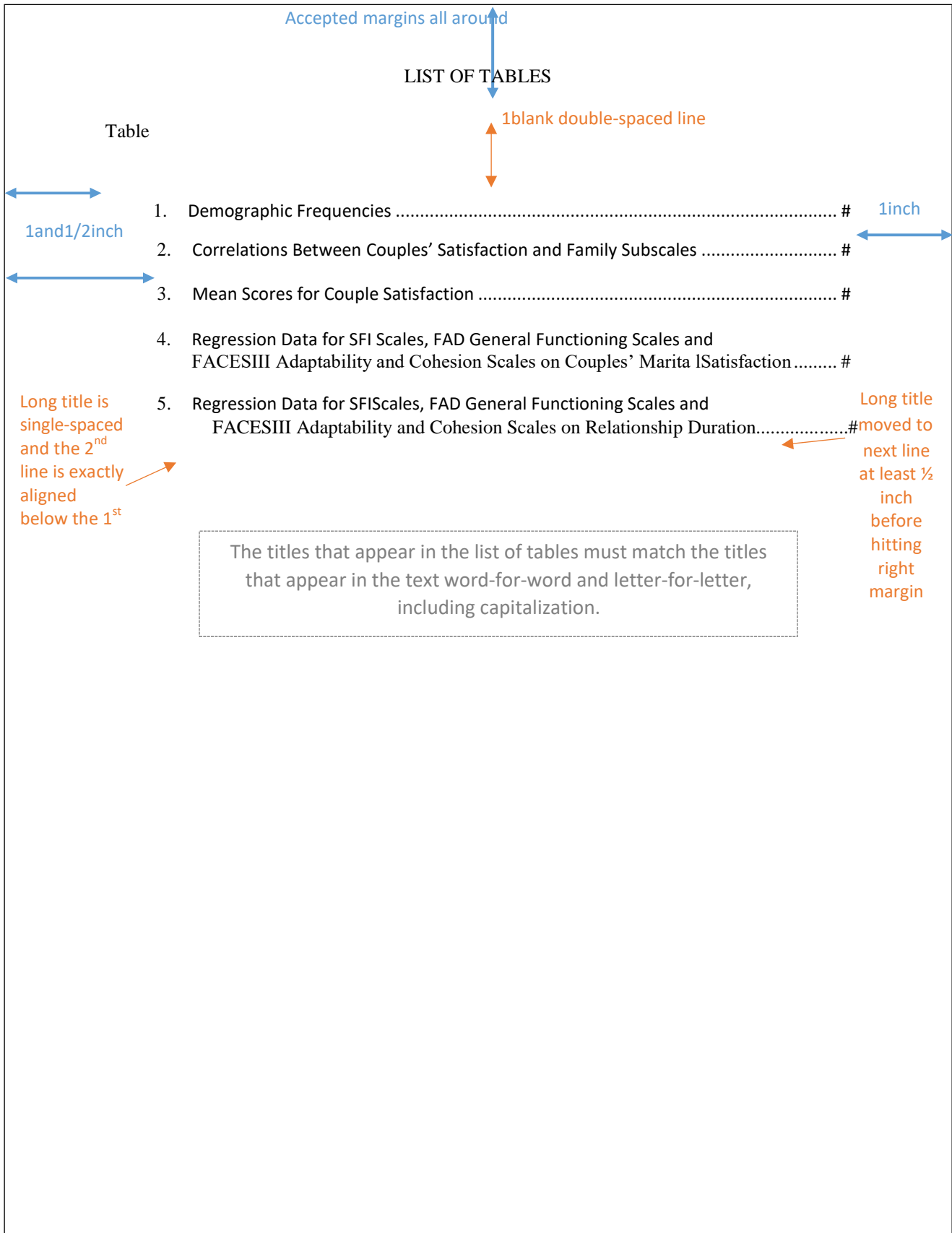
TABLE OF CONTENTS

1 blank double-spaced line

	List of Tables	#
	List of Figures	#
	List of Abbreviations	#
	List of Symbols	#
	Chapter 1: Introduction	#
1 st level	Statement of the Problem	#
	Research Questions	#
2 nd level	Chapter 2: Review of the Literature	#
	Overview of Literature Review	#
3 rd level	Gaps in Research	#
	Theoretical Rationale	#
	Chapter 3: Methodology	#
	Procedure	#
	Chapter 4: Results	#
Long titles Single-spaced and the 2 nd line is exactly Aligned below the 1 st	Supplemental Analysis of the Mean Scores and Cohesion Scales on Self-Efficacy Development	# Long title moved to nextline at least ½ Inch before hitting right margin
	Chapter 5: Discussion	#
	References	#
	Appendices	
	A. Self-Report Family Inventory	#
	B. Family Assessment Device	#

The headings that appear in the Table of Contents must match the headings that appear in the text word-for-word and letter-for-letter, including capitalization.

Appendix E: List of Tables



Appendix F: List of Figures

1-inch margins all around

LIST OF FIGURES

1 blank double-spaced line

Figure

1. Demographic frequencies.....#
2. Correlations between couples' satisfaction and family subscales #
3. Mean scores for couple satisfaction..... #
4. Regression data for SFIscales, FADgeneral functioning scales and
FACESIII adaptability and cohesion scales on couples' marital satisfaction #
5. Regression data for SFIscales, FAD general functioning scales and
FACESIII adaptability and cohesion scales on relationship duration.....#

The titles that appear in the list of figures must match the titles that appear in the text word-for-word and letter-for-letter, including capitalization.

The diagram illustrates the layout of a 'List of Figures' page. At the top center is the title 'LIST OF FIGURES'. Below it is a blank double-spaced line. The list of figures consists of five entries, each with a number, a title, and a page number. Annotations include: a 1-inch margin on the left and right; a 1-inch margin at the top; a 1 and 1/2 inch margin for the first line of each entry; a 1-inch margin for the second line of each entry; a 1-inch margin for the third line of each entry; a 1/2 inch margin for the fourth line of each entry; and a 1-inch margin for the fifth line of each entry. A note indicates that long titles are single-spaced and the second line is exactly aligned below the first line. A note also indicates that long titles are moved to the next line at least 1/2 inch before hitting the right margin.

Appendix G: List of Abbreviations

Accepted margins all around

LIST OF ABBREVIATIONS

1 blank double-spaced line

←	BMI	Body Mass Index
	°C	degree Celsius
	EMG	electromyography
	g	gram
	km/h	kilometers per hour
	MgCl ₂	magnesium chloride
	STRATIFY	Saint Thomas's Risk Assessment Tool in Falling Elderly Inpatients

Text is double-spaced, except when an abbreviation is long enough to fall to the next line.

Abbreviations are listed in alphabetical order.
Follow capitalization rules for proper nouns.

Appendix H: List of Symbols

Accepted margins all around

LIST OF SYMBOLS

1 blank double-spaced line

α	Cronbach's alpha
λ	Goodman-Kruskal measure of predictability
β	longitudinal wavevector
¶	paragraph
$n(\omega)$	refractive index of step-index fiber

Text is double-spaced, except when a symbol's explanation is long enough to fall to the next line.

Symbols are listed in alphabetical order.
Follow capitalization rules for proper nouns.

Appendix I: Heading Style in Text

Chapter Title is in all-caps and centered. All Chapter Titles are included in the TOC.

Accepted margins all around

CHAPTER ONE
INTRODUCTION

1 blank double-spaced line

Information Regarding the Introduction

Level 1 headings are centered and bold faced. The first letter of each word is capitalized, except for some prepositions and articles. This level is required in the Table of Contents (TOC).

Information Regarding the Introduction

All other Level headings, starting from Level 2 are left justified. The first letter of each word is capitalized, except for some prepositions and articles. The words are boldfaced. These Level headings do not appear at the top of a new page unless that is where they would otherwise appear in the text. This level is optional in the TOC.

Text is double-spaced. Text is left-justified.

Appendix J: Table Embedded in Text

Accepted margins all around

Sixty-five percent of the sample was female. Fifty-three per cent of the students were Caucasian; 37% Black; and 5% Hispanic. Five percent reported that they were “Asian,” “Native American,” or of “Other” ethnicity. Sixteen percent were freshman; the remaining 84% were sophomores, juniors, or seniors. Forty-five per cent of the mothers and 42% of the fathers of the students attended college (Table 1). Ages ranged from 18.82 to 60.87 years (M = 33.18; SD = 8.42). All participants were treated in accord with the American Psychological Association Guidelines for Ethical Conduct (American Psychological Association, 2002), and Approval to conduct the study was obtained from the university's Institutional Review Board.

1 blank double-spaced line

Table 1. Sample Distribution by Sex, Ethnicity, Class and Parental Education

	Frequency	Percentage		Frequency	Percentage
<i>Sex</i>			<i>Class</i>		
Female	538	64.7	Freshman	130	15.6
Male	293	35.3	Notfreshman	701	84.4
<i>Ethnicity</i>			<i>Attendedcollege</i>		
Black	306	36.8	Motherattend	374	45
Caucasian	443	53.5	Fatherattend	348	41.9
Hispanic	40	4.8			
Other	42	5.1			

Note. N=831. Variable names are italics.

1 blank double-spaced line

The respondents were 839 students primarily or entirely enrolled in online courses at a southeastern university during the 2007–2008 and 2008–2009 academic years. Requests for participants were mass emailed to faculty; extra credit was suggested in the correspondence. Although ethical and academic freedom concerns prevented the identification of individual classes, many professors voluntarily reported that the majority of their students elected to participate. Sixty-five percent of the sample was female. Fifty-three per cent of the students were Caucasian; 37% Black; and 5% Hispanic. Five percent reported that they were “Asian,”

The word “Table” and number are bolded. Label is left-justified and in sentence case.

Table is centered horizontally.

Appendix K: Figure Embedded inText

Accepted margins all around

Self-efficacy is an individual's belief in their innate ability to achieve goals. Albert Bandura (1982) defines it as a personal judgment of "how well one can execute courses of action required to deal with prospective situations" (p. 14). Expectations of self-efficacy determine whether an individual will be able to exhibit coping behavior and how long effort will be sustained in the face of obstacles (Figure 1). Individuals who have high self-efficacy will exert sufficient effort that, if well executed, leads to successful outcomes, whereas those with low self-efficacy are likely to cease effort early and fail.

1 blank double-spaced line

Figure is centered horizontally.

Label is left-justified. The word "Figure" and number are bolded. Label is in sentence case

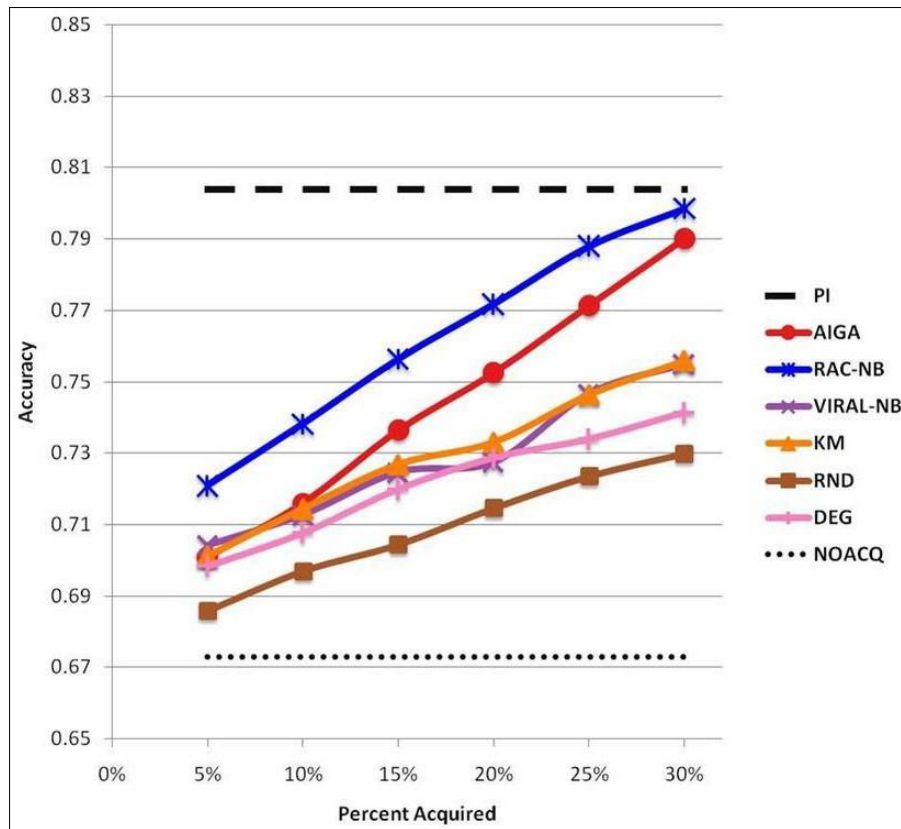
```
graph LR; A[Experience] --> C[Self-Efficacy]; B[Vicarious Experience] --> C; D[Social Persuasion] --> C; E[Physiological Feedback] --> C; C --> F[Behavior & Performance]
```

1 blank double-spaced line

Figure 1. Self-efficacy theory of motivation. Adapted from Bandura (1982, p. 21).

Bandura (1982) defined self-efficacy as one's belief in one's ability to succeed in specific situations or accomplish a task. One's sense of self-efficacy can play a major role in how one approaches goals, tasks, and challenges. The theory of self-efficacy lies at the center of Bandura's social cognitive theory, which emphasizes the role of observational learning and social experience in the development of personality. The main concept in social cognitive theory is that an individual's actions and reactions, including social behaviors and cognitive processes, in almost every situation are influenced by the actions that individual has observed in

Appendix L: Large Figure or Table



Label is left-justified. The word "Figure" and number are bolded. Label is inserten

Figure 3.2. Results comparing AIGA with other methods. Synthetic data with 200 nodes ICA. Text for a label goes directly under the figure.

Figure is centered vertically and horizontally on

Appendix M: Rotated Figure or Table

Table is centered vertically and horizontally on page

1-inch margins all around

Label has been rotated and is positioned appropriately (above a table or below a figure).

Table 4.3. Results of Socioeconomic Data for Age Groups

Categories	Total (n = 255)		Age group <17.5 (n = 168)		Age group ≥17.5 (n = 87)	
	n	%	n	%	n	%
Self-estimation of material situation of family:						
very good	39	15.3	31	18.5	8	9.2
rather good	46	18.0	36	21.4	10	11.5
average	155	60.8	92	54.8	63	72.4
rather bad	5	2.0	2	1.2	3	3.4
very bad	3	1.2	1	0.6	2	2.3
NA	7	2.7	6	3.6	1	1.5
Education status of mother:						
none or primary	37	14.5	13	7.7	24	27.6
secondary school	114	44.7	79	47.0	35	40.2
higher	93	36.5	73	43.5	20	23.0
NA	11	4.3	3	1.8	8	9.2
Education status of father:						
none or primary	13	5.1	4	2.4	9	10.3
secondary school	95	37.3	55	32.7	40	46.0
higher	136	53.3	105	62.5	31	35.6
NA	11	4.3	4	2.4	7	8.1

Appendix N: References

Accepted margins all around

REFERENCES

↑ 1 blank double-spaced line

1 inch

1 and 1/2 inch

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <https://www.cac.psu.edu/jbe/twocont.html>

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

- References should follow APA 7th edition guidelines, unless a student's programme dictates a different style.
 - Entries should be formatted with "hanging indents" (first line of each entry is aligned with the left 1-inch margin and all subsequent lines are indented 1/2 inch).
 - Text is double-spaced.
- Some major journals have been approved to use single-spaced, numbered references (see example below).

1. Yang, Y.-S.; Swager, T.M. *J. Am. Chem. Soc.* **1998**, 120, 11864-11873.
2. Mulchandani, A.; Chen, W.; Mulchandani, P.; Wang, J.; Rogers, K.R. *Biosensors & Bioelectronics* **2001**, 16, (4-5), 225-230.
3. Turner, A.P.F.; Magan, N. *Nature Reviews Microbiology* **2004**, 2, (2), 161-166.

Appendix O: Informed Consent Form

Accepted margins all around

INFORMED CONSENT FORM

1 blank double-spaced line

← Contact Information

If you have questions at any time about this study, or you experience adverse effects as the result of participating in this study, you may contact the researcher whose contact information is provided on the first page. If you have questions regarding your rights as a research participant, or if problems arise which you do not feel you can discuss with the Primary Investigator, please contact the Institutional Review Board at 0244729980.

Voluntary Participation

Your participation in this study is voluntary. It is up to you to decide whether or not to take part in this study. If you decide to take part in this study, you will be asked to sign a consent form. After you sign the consent form, you are still free to withdraw at any time and without giving a reason. Withdrawing from this study will not affect the relationship you have, in any way, with the researcher. If you withdraw from the study before data collection is completed, your data will be returned to you or destroyed.

Consent

I have read and I understand the provided information and have had the opportunity to ask questions. I understand that my participation is voluntary and that I am free to withdraw at anytime, without giving a reason and without cost. I understand that I will be given a copy of this consent form. I voluntarily agree to take part in this study.

Participant's signature _____ Date _____

Investigator's signature _____ Date _____

USEFUL FORMS FOR POSTGRADUATE STUDIES



C.K. Tedam University of Technology and Applied Sciences
School of Graduate Studies and Research

[Form SGSR-T1]

Dissertation/Thesis Submission Form

(To be submitted together with 3 (M.A./M.Sc./M.Phil./Ph.D) Soft-Bound (**NOT COMB/HARD BIND**) copies of draft thesis/dissertation through the Head of Department to the School of Graduate Studies and Research)

E. TO BE COMPLETED BY CANDIDATE

Name of Candidate: _____

ID Number: _____

Faculty/School: _____

Department: _____

Contact Address: _____

Year of Registration: _____

Degree inView: _____

Did you apply for an extension and was granted? Yes No

If yes, please attach copy of extension approval letter

Thesis/DissertationTitle: _____

Candidate's Signature: _____ Date: _____

STUDENTS ARE REQUIRED TO ATTACH A COPY OF THEIR FEES PAYMENT RECEIPTS TO THIS FORM.

F. TO BE COMPLETED BY SUPERVISOR(S)

Principal Supervisor Name: _____

Comments: _____

Signature: _____

Co-Supervisor Name (if any): _____

Comments: _____

Signature: _____

G. TO BE COMPLETED BY HEAD OF DEPARTMENT

Name(s) and Address(es) of Internal Examiner(s): (CONFIDENTIAL)

i.

Name(s) and Address (es) of External Examiner(s): (CONFIDENTIAL)

i.

ii.

Signature and Stamp of Head of Dept

Date

Dean of School/Faculty Signature: _____ Date: _____

Received at SGSR by: _____

Signature: _____

Date: _____



C.K. Tadam University of Technology and Applied Sciences
School of Graduate Studies and Research

[Form SGSR-T2]

Dissertation/Thesis Evaluation Form

A. GENERAL INFORMATION

Student Name: Student ID: _____

Faculty/School: _____

Department: _____

Title of Thesis/Dissertation: _____

Number of Pages of Thesis: _____

Declaration of Conflict of Interest: _____

B. THESIS/DISSERTATION ASSESSMENT

Evaluation Criteria	Maximum Score	Actual Score	Comments
Introduction	5		
Problem Definition <ul style="list-style-type: none"> ▪ Relevant ▪ Clearly phrased ▪ Testable 	10		
Research Design <ul style="list-style-type: none"> ▪ Theoretical framework ▪ Research methods 	15		
Execution <ul style="list-style-type: none"> ▪ Scholarly level ▪ Level of innovation 	10		
Research results <ul style="list-style-type: none"> ▪ Description ▪ Analysis 	20		
Analysis, interpretation, conclusions <ul style="list-style-type: none"> ▪ Understandable ▪ Defendable 	15		
Justification of the sources and literature used	10		
Clearly phrased reporting (i.e. Mechanical Accuracy)	5		
Structure of the thesis	5		
Overall Impression	5		
Total	100		

Name of Examiner: _____

Signature: _____

Date: _____

C. FINAL ASSESSMENT RECOMMENDATION

Descriptor	Tick
Pass with no corrections	
Pass with minor corrections	
Pass with major corrections	
Major corrections and re-submit	
Fail	



C.K. Tadam University of Technology and Applied Sciences
School of Graduate Studies and Research

[Form SGSR-S1]

Supervisor Contract Form

A. TO BE COMPLETED BY STUDENT

Name of Candidate: _____

ID Number: Faculty/School: _____

Department: _____

Contact Address/Number: _____

B. TO BE COMPLETED BY SUPERVISOR(S)

Major Supervisor Name:

Signature: _____

Co-Supervisor Name (if any): _____

Signature: _____

C. SUPERVISION MEETINGS

Supervision meetings should generally be held on a regularly basis. Where possible supervision dates coincide with submission of draft chapters, meetings may be held via video calls or face to face. The general objective for these meetings will be to discuss progress and to provide oral feedback on work submitted; supervisors and candidates may negotiate mutually agreed documentation of supervision meetings, including action points for the future.

D. FEEDBACK ON DRAFTED WORK

Oral and written feedback will be routinely provided for drafts of work. Return time for written feedback can be negotiated between supervisor and student.

E. STATEMENT OF EXPECTATIONS

You can expect your Supervisor to:

1. Remind you of regulations and enrolment details for your programme of study towards your dissertation/thesis.
2. Outline and negotiate aspects of the M.A./M.Sc./M.Phil./Ph.D. process with you.
3. Direct you to readings, and other resources.
4. Facilitate your networking with other staff, students and members of the community who may have useful resources for your dissertation/thesis.
5. Make regular contact with you in order to discuss and guide the development of your research.
6. Refer you to professional support people (i.e., specialist, writing workshops, etc.) if needed.
7. Advise you on the aims, scope and presentation of your thesis/dissertation.
8. Advise you on your entitlements and rights to assistance within the School and the University.
9. Read research outlines, drafts and written feedback and provide constructive written comments within a reasonable, agreed time frame.
10. Arrange/suggest suitable examiners for the dissertation/thesis evaluation.

Your Supervisor(s) can expect you to:

1. Set up the day, time and frequency (in consultation with him/her), at which you will supervisory meetings.
2. Negotiate with supervisor to produce a detailed timeline for your research and dissertation writing including stages/processes. A copy of this final document should be made available to your supervisor(s) at the beginning of your research and update them when you substantially revise your timetable.
3. Submit all assigned work as agreed. Where there is more than one supervisor, all work must be submitted to the email or present photocopies of the document to each supervisor separately.
4. Make early contact if you can't keep to agreed work/assignments, schedules or meeting times with your supervisor.
5. Be as forthright as much as possible about your academic needs and progress. This way your supervisor may be able to give you advice/help you seek advice about how to obtain the needed support.
6. See your supervisor first if there is some dispute about your candidature or project.
7. Provide tangible reason(s) if your work gets overdue and you need an extension of submission date for your thesis/dissertation.

F. REQUIREMENTS FOR SIGNING THIS DOCUMENT

Before signing this contract, the following should have been completed:

1. A provisional title for your thesis/dissertation
2. A research proposal has been approved by the department
3. Student and supervisor have satisfactorily discussed arrangements for supervisory
4. Student and supervisor have proposed a timeline for the research
5. Student and supervisor have decided on dates for supervision meetings
6. Student and supervisor have discussed expectations and responsibilities
7. Student and supervisor have clarified other support options
8. Student is aware of the academic processes of the School
9. Student is aware of the available resources in the School
10. Student is clear about ethical considerations, access to data sources, publication issues, research implications etc.
11. Student is clear about the examination processes for your thesis/dissertation

Student's Signature: _____

Date: _____

Principal Supervisor's Signature: _____

Date: _____

Co-Supervisor's Signature: _____

Date: _____

Head of Department Signature: _____

Date: _____



C.K.Tedam University of Technology and Applied Sciences
School of Graduate Studies and Research

[Form SGSR- A1]

Postgraduate Studies Extention Form

Name of Student: _____ Student ID Number: _____

Department: _____ Degree: _____ Contact No. _____

Please indicate funding source self funded employer
 Other (specify) _____

If sponsored, has the sponsor been consulted about the proposed extension Yes No
If YES, please attach to this form a copy of the sponsor's response.

Current completion date _____(dd/mm/yy)

Extension requested to _____(dd/mm/yy)

Reason for extension (**please ensure that relevant supporting correspondence is attached if appropriate**):

DEPARTMENTAL APPROVAL

Supervisor's signature _____

Date

Head of Department signature _____

Date

Institutional decision	Request approved <input type="checkbox"/>	Request rejected <input type="checkbox"/>
Extension for _____ months	Revised completion date: _____	
Signed: _____	Date: _____	



C. K. Tadam University of Technology and Applied Sciences
School of Graduate Studies and Research

[Form SGSR-A2] Postgraduate Deferment Form

Name of student: _____ Student ID number: _____

Department: _____ Degree/Scheme: _____
(e.g., MSc. Chemistry)

Contact Number: _____

Please indicate funding source self funded employer
 Other (specify) _____

If sponsored, has the sponsor been consulted about the proposed deferment Yes No

If YES, please attach to this form a copy of the sponsor's response.

Date of deferment _____ (dd/mm/yy)

Date of resumption _____ (dd/mm/yy)

Reason for deferment (**please ensure that relevant supporting correspondence is attached if appropriate**):

DEPARTMENTAL APPROVAL

Supervisor's Signature: _____ Date: _____

Head of Department Signature: _____ Date: _____

Institutional decision	Request approved <input type="checkbox"/>	Request rejected <input type="checkbox"/>
	Deferment for _____ months	Resumption date: _____
Signed: _____	Date: _____	



C. K. Tedam University of Technology and Applied Sciences
School of Graduate Studies and Research

[Form SGSR-S2]

Progress Report Form

SECTION A

To be completed by the postgraduate researcher prior to the supervision meeting.

Date of meeting: _____

Attendees:

Postgraduate Student's Name: _____

Lead Supervisor's Name: _____

Co-supervisor's Name: _____

Type of Meeting

Visual

In Person

Date of Last Meeting: _____

Summary of points of action from the last meeting and completion

Agenda: Points of discussion/presentation/problems encountered/deviation from plan

--

Points of action for the next period: broadly covering plans

--

Date of next meeting:

SECTION B

To be completed by the LEAD supervisor at the supervision meeting

a) Topics covered in supervision meeting

b) Your comments on postgraduate researcher's progress in last supervision meeting:

c) Comments on postgraduate researcher's performance in taught elements of the programme (to include in the discussion modules taken and marks achieved and how the remaining taught elements will be completed).

d) Overall rating of postgraduate researcher's progress to-date (tick one)

Very satisfactory

Satisfactory

Giving cause for concern

If "Giving cause for concern" please state clearly the steps the postgraduate research should take to reach a level of satisfactory progress.



C.K. Tadam University of Technology and Applied Sciences
School of Graduate Studies and Research

[Form SGSR-S3]

Supervisor Nomination Form

A. STUDENT INFORMATION

Name of Candidate: _____

ID Number: _____ Contact Number: _____

Faculty/School: _____

Department: _____

Degree in View: _____

Proposed Topic: _____

Student's Signature: _____ Date: _____

B. NOMINATED SUPERVISOR'S DETAILS

Initial Nomination

Change of Nomination

Name of Supervisor: _____

Qualification: _____

Designation: _____

Area of Specialization: Reasons for Selecting Supervisor: _____

Reasons for changing Supervisor (where applicable): _____

Potential Conflict of Interest (If any) _____

C. DECLARATION BY SUPERVISOR

I agree to take up the responsibility as the main supervisor for the above student to enable them execute and complete their proposed research topic. I am not related to the student and I have read, understood and accepted my duties as stated in the supervisor-student contract form.

Signature of Proposed Supervisor: _____ Date: _____

D. DEPARTMENT DECISION

Request Approval	Request approved	Request rejected
Name of Head of Department: _____ Signed: _____ Date: _____		