

PUC GRADUATE SCHOOL



POLICIES AND PROCEDURES

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PART A

ABOUT THE UNIVERSITY

1.1NAME: PENTECOST UNIVERSITY COLLEGE GRADUATE SCHOOL

1.2 MOTTO: Empowered to Serve

1.3 THE COAT OF ARMS OF THE UNIVERSITY



Three main emblems constitute the Pentecost University College Coat of Arms—a dove, a Bible and an adinkra symbol. While the Bible represents the biblical principles upon which the University College was founded, the dove is an emblem that symbolises the enabling power of the Holy Spirit.

The adinkra symbol, Ohemaa Nkyinkyin, is an Akan motif that, among others, represents a person who is very skilful and versatile. In our context, the motif signifies the life of an individual, who has been empowered both by the power of the Holy Spirit and by the attainment of academic knowledge for service.

The red colour symbolises Pentecost and the gold colour represents the golden jubilee year of the Church of Pentecost (COP) – 2003, the year in which the Pentecost University College was registered.

1.1 The University Anthem

Verse 1

Chorus

God Almighty our guide Integrity our pride

The centre of creativity

The home of Ingenuity

And the epitome of dexterity

Pentecost University

Empowered to serve

Generations and posterity

Empowered to serve
With integrity sincerity
Service to humanity is service to Almighty
Pentecost University

Verse 2

Christ the rock on which we stand
Our hope our faith our strength
with honesty, our mission is secure
With diligence, excellence assured
We shall serve our nation
With our hearts and minds
Pentecost University

Written and composed by:

Evans Akesse-Brempong & Martinson Yeboah Gyimah

2.0 ABRIDGED HISTORY OF THE UNIVERSITY

The Pentecost University College (PUC) traces its history to the year 1954 when the Church of Pentecost started a World Mission Bible College (WMBC). In February 1972, WMBC which had not been active for a long time was re-started as Pentecost Bible Centre (PBC) at the McKeown Temple in Kumasi with an initial enrolment of five (5) students for two (2) years. Rev. David Mills was the first Principal. Rev. James McKeown, founder of the Church of Pentecost (COP) and Rev. Joseph Egyir-Paintsil performed the opening ceremony.

In 1981, PBC was reopened. In 1984, the Pentecost Bible Centre moved from Kumasi to Madina in Accra. Rev. Lionel Currie took over from Rev. David Mills as Principal in 1984 until 1992 when Rev. John Waller succeeded him. Rev. Michael M. Kopah took over from Rev. Waller as the first African Principal of the Pentecost Bible College from 1997 to 2002. In March 2003, the Pentecost Bible College was upgraded to a University College, with Rev. Dr. Opoku Onyinah as the first Rector. Rev. M. K. Yeboah was the first Dean of Students for PBC serving from 1984 to 1986. Following Rev. M. K. Yeboah as Dean of Students were Rev. L. A. Nyarko (1986 – 1989), Rev. Emmanuel Parker (1989 – 1992), Rev. Samuel Opoku-Adipah (1992 – 1999) and Rev. Kwame Blankson (1999 – 2003). Rev. Dr. Amponsah-Kuffour was the Director of Studies from 1992-2003.

His Excellency, Mr. J. A. Kuffuor, the then President of the Republic of Ghana, inaugurated the Pentecost University the College on May 22, 2003, during the 34 Session of the General Council meeting held at the Sowutuom campus, under the Chairmanship of Rev. Dr. M. K. Ntumy. The Pentecost University College Council, headed by Elder Dr. Paul Awua was then inducted on May 6, 2004 at the 10th Session of the Extraordinary Council Meeting held at the Sowutuom campus. The University was

granted Institutional Accreditation by the National Accreditation Board (NAB) in November 2004.

3.0 GENERAL INFORMATION

3.1 Legal Status

The College is registered at the Registrar General's Department with CERTIFICATE OF INCORPORATION NUMBER G. 11, 145, issued by the Registrar of Companies, Ghana, under the Companies Code, 1963

3.2 Date of Establishment of Graduate School

March 2013

3.3 Postal Address

P. O. Box CT 8938
Cantoments, Accra, Ghana

3.4 Telephone

0302730495

3.5 Physical Address

KAMA PLAZA Building
Labone Junction - Accra

3.6 Fax Number

3.7 Email Address

gradregistry@pentvars.edu.gh

3.8 Website

www.pentvars.edu.gh

3.9 Location of Main campus

Sowutuom, Accra

3.10 Academic Year

August-May

3.11 Language of Instruction

English

3.12 Bankers

- Standard Chartered Bank,
Abeka Lapaz Branch, Accra

AND

- Ecobank,
Abeka Lapaz Branch, Accra

3.13 Auditors

Pannell Kerr Forster
Chartered Accountants
P. O. Box CO 1627, Tema, Ghana

3.14 All Communications should be addressed to:

THE ACADEMIC REGISTRAR
PENTECOST UNIVERSITY COLLEGE GRADUATE SCHOOL
P. O. BOX CT 8938
CANTOMENTS, ACCRA

3.15 THE UNIVERSITY COLLEGE COUNCIL

3.15.1 The Chancellor

Apostle Dr. Opoku Onyinah - Chairman, the Church Of Pentecost

13.15.2 MEMBERS OF COUNCIL

Dr. Michael Agyekum Addo - Chairman
Rev. Dr. Peter Ohene Kyei - Rector
Apostle Alfred Koduah - COP Representative

Apostle Dr. S. K. Baidoo	-	COP Representative
Mrs. Ekua Tawiah Asemanyi	-	COP Representative /Educationist
Prof. G. T. Odamtten	-	COP Representative
	-	
H.L. Mrs. Elizabeth Ankumah	-	COP Representative/Legal
Rev. Prof. J. Asamoah-Gyadu	-	Distinguished Person from Society
Dr. Rose Mensah Kutin	-	Distinguished Person from Society
Mr.Samuel Amoh Tobbin	-	COP Representative/Industrialist
Rev. Dr. Emmanuel Anim	-	Convocation Representative
Mr. Winfred Yaokumah	-	Convocation Representative

3.15.3 Principal Officers

Apostle Dr. Opoku Onyinah	-	Chancellor
Rev. Dr. Peter Ohene Kyei	-	Rector
Dr. Michael Agyekum Addo	-	Chairman, PUC Council
Prof. K. B. Omane-Antwi	-	Vice Rector
Mr. Gibson Annor-Antwi	-	Registrar
Mr. Peter Oduro	-	Financial Controller
Mr. Michael W. K. Gyimah	-	Librarian

3.15.4 Other Officers

Professor K.B. Omane-Antwi	-	Dean, PUC Graduate School
Rev. Dr. Emmanuel Anim	-	Dean, Faculty of Theology and Mission
Prof. Stephen Adei	-	Ag. Dean, Faculty of Business Administration
Prof. Amoakoh Gyasi-Agyei	-	Dean, Faculty of Information Technology
Rev. Dr. Daniel Walker	-	Dean of Students

4.0 Institutional Vision, Mission, Purpose and Values

4.1 Vision

The vision of the Pentecost University College is to empower students to serve their own generation and posterity with integrity and the fear of God.

4.2 Mission

The University's mission is to be on the cutting-edge of the dissemination of knowledge, quality education, research and training for the purpose of producing an excellent human resource base to meet the demands of Ghana's development. The University shall be governed by the highest levels of integrity and ethical standards.

4.3 Purpose

The purpose of the University shall be to:

- 4.3.1 Admit and train candidates deemed to be academically qualified and who accept the University's vision and mission towards the award of degrees, diplomas, or any other qualifications that shall be designated by the University;
- 4.3.2 Provide a solid foundation and experience of learning to ensure that students develop creative resourceful thinking, which in turn shall be the basis for continued growth in knowledge;
- 4.3.3 Create avenues for students to acquire a holistic approach to problem solving through quality, well-balanced teaching and research programmes;
- 4.3.4 Establish a strong linkage between the University and society, through our extension/ministry programmes to address the complex spiritual and physical challenges and problems confronting the nation;
- 4.3.5 Collaborate with both local and international colleges and organizations whose mission and purpose are similar or complementary to those of the University, through joint research programmes and the exchange of ideas, staff, students and senior members;
- 4.3.6 Disseminate knowledge acquired through teaching and research and therefore encourage students and senior members to publish the results of studies or research works, which are of academic and practical value;

PART B

**GENERAL REGULATIONS FOR
STUDENTS**

4.0 IMPORTANT NOTICES

By the act of enrolling as a student of PUC Graduate School, you agree to observe and be bound by the terms, conditions, regulations and policies contained in this handbook or subsequent editions of this handbook and any administrative instructions issued by Management from time to time.

Each student is required to acquaint himself/herself with the general information outlined in the PUCGS Handbook and any relevant information from the Faculty / Department in which he / she is enrolled. Students may consult their Programme Coordinator or the Dean of PUCGS for additional information.

Exemptions from any of these general regulations may be granted only by the express permission of the Academic Board on the recommendation of the appropriate Faculty Board and the Graduate School Board.

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

These regulations contained in this handbook have been formulated to help students develop positive attitudes and standards with respect to the vision and mission of PUC as a Christian Institution.

The laws of the Republic of Ghana bind every student of the University College. In case of suspected criminal conduct, the University, in addition to its internal disciplinary procedures or action has the right to report the suspect to the police for further action.

Every student shall wear his/her ID card at all times. Students must produce their ID cards to the security and any authorised officer on demand.

The Rector, in consultation with the Graduate Board, shall make regulations affecting students. In addition to these regulations, other units, departments and faculties of the Pentecost University College (PUC) may issue their own rules governing the conduct of students within their precincts. Such regulations shall be supplementary and consistent with the general regulations made by the Graduate Board.

There shall be copies of all regulations deposited at the Offices of the Registrar, Dean of Students, Hall Tutors, Deans of Faculty and Heads of Departments and the Students Representative Council.

The University College shall provide a copy of this handbook to every enrolled student. However, Ignorance of any of the regulations shall not be accepted as an excuse for any breach of discipline. It is the responsibility of students to familiarize themselves with this policy document and to access the most current edition of this handbook and notices at all times.

Students shall pursue their academic work with all diligence and shall observe all such regulations as may be made for the efficient administration of the University.

4.1 STUDENTS' CODE OF CONDUCT

Conduct Jurisdiction

The Graduate School reserves the right to take necessary actions to protect the safety and well-being of the university community, and to protect its facilities and programmes. All students, regardless of where they live, are members of the academic community with the same basic rights and responsibilities. All students are subject to the code of conduct. The Graduate School shall deal with violations, whether they occurred on or off campus.

4.2 STUDENTS' DISCIPLINE

Policies and Procedures Concerning Student Disciplinary

Pentecost University College Graduate School (PUCGS) presumes that all students will abide by the rules and regulations stated therein. This is expected whether the student is within or outside the University campus, and whether involved in PUCGS or non PUCGS organized activities. Where it is found out that a students' conduct is unsatisfactory, measures will be taken to correct or punish such behavior.

The following offences by students shall be liable to discipline including immediate dismissal.

4.3 NON-ACADEMIC OFFENCES

4.3.1 Laws of Ghana

All members of the student community and their guests are expected to observe national laws and to take personal responsibility for their conduct.

4.3.2 Causing Damage to University Property & Name

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the Graduate School, or incite others to cause such damage. Where such

damage is done, the offender shall be required to make good the damage in a manner to be determined by the University in addition to any other punishment.

4.3.3 Drug Policy and Alcohol Use

- a. **Alcohol Use is Prohibited** PUCGS Campus including its buildings and properties is an alcohol free environment, and at no time or event can alcohol or other intoxicating beverages be served. It is an offence for a student to drink alcoholic beverages, offer alcoholic beverages to another person to drink, or be found drunk.

Any affected students shall be warned in writing, counseled, suspended or dismissed depending on the gravity of the offence. Failure to comply will result in disciplinary actions that may include suspension or expulsion from the University.

- b. **Drugs** Anyone found in the possession, or use of drugs other than those prescribed by the resident nurse or a qualified physician or pharmacist is in violation of the regulations and will be liable for disciplinary action. All narcotic drugs are forbidden. Drugs, in this context, comprise substances such as cocaine, hallucinogen or stimulants. Note that it is a criminal offence in Ghana to take and/or be found in possession of illegal drugs including but not limited to cannabis, heroin, morphine, cocaine, opium and related synthetics.

It is unlawful to be in any room or place where any controlled substance (such as marijuana) or narcotics is being smoked or unlawfully used with the knowledge that such an activity is occurring.

- c. **Drugs and Alcohol Abuse Prevention Information**

As an educational institution, the University is primarily concerned with helping the individual student achieve academic goals. When health problems arise, the University may assist and guide a student whose mental or physical health is threatened. There are several support systems on campus where a student with any drug related problem could receive assistance.

Any student who contravenes the regulations on drugs above shall be suspended, dismissed, and/or handed over to the Police.

4.3.4 Smoking

Smoking is strictly prohibited. Offenders shall be warned in writing/counseled, suspended or dismissed.

4.3.5 Littering and Graffiti

It is the responsibility of every student to keep the campus and its environs clean. All trash must be disposed of in provided containers.

The writing of graffiti on any university buildings is forbidden and is punishable under these regulations.

Notices should be posted on the notice boards and not on doors, walls or other unapproved areas of the facilities.

4.3.6 Immoral Behaviour

No student shall indulge in illicit sexual or other immoral behavior. It is an offence for a student to practice fornication, adultery, lesbianism, homosexuality, and forced sex, or be in possession of any pornographic material on campus. It is also an offence to view pornographic materials in the Graduate School library, computer lab, or elsewhere on campus.

4.3.7 Violent Behaviour

Gambling and violent behavior (such as fighting, use of abusive language, cursing and singing profane songs) are prohibited on the campus, or in any company of students of the University.

4.3.8 Occultism

Occultism in any form is prohibited on campus. It is an offence for a student to practices occultism on campus. It is also an offence to entertain on campus any person who is found to be dabbling in occultism. It is an offence for any student to be in any room or place where any occultic activity is occurring, with or without his/her knowledge of such an activity without reporting.

4.3.9 Poisoning

It is an offence for a student to drink or offer any poisonous material to any person on campus.

4.3.10 Other Non-Academic Offences

- ❖ Displaying any conduct both in language and behavior which is lewd (lustful), obscene (morally disgusting, offensive and likely to corrupt and deprave), or indecent.
- ❖ Unconventional partying (including forms of dances and music considered to be bent towards immoral behavior).
- ❖ Dishonesty including lying, furnishing/spreading false information, impersonation, forging of documents, alteration or unauthorized use of University documents, records or property.

- ❖ Behaviors which endangers one's health, safety, or the use of threatening physical force, violence or verbal abuse that endangers others.
- ❖ Failure to return or compensate for any borrowed item or money belonging to the University College or any member of the University Community.
- ❖ Theft from the University premises or theft of property belonging to a member of the University community and/or anyone else.
- ❖ Breaking the dressing code (refer to Personal Appearance and Guidelines)

5.0 Procedures for Dealing with Violations of Non-Academic Regulations

The following procedure shall be followed if any of the above rules and regulations are not adhered to by any student or group of students.

- **Step One**

A report shall be made to the office of the Dean of Students by any member of staff or student of the Graduate School against a student or group of students found to have misconducted him/herself or themselves.

- **Step Two**

A preliminary investigation is conducted by the Office of the Dean of Students' to ascertain whether the case warrants a formal disciplinary action or may be dealt with informally.

- **Step Three**

If the disciplinary action is warranted, the case shall be reported to the Disciplinary Committee for further action.

- **Step Four**

The charge is communicated to the student immediately and he/she is requested to appear before the Disciplinary Committee at a time appointed by the Chairman of the Committee. A student shall have the right to appoint a witness (either a student colleague or a member of staff) from within PUCGS to accompany him/her. The Committee has the right to reject a witness who shows disrespect to the Committee.

- **Step Five**

The Committee conducts the hearing, interviews any person(s) and examines any available evidence or exhibit which may assist in their investigations. The committee shall make every attempt to exercise fairness to the student who has been charged.

- **Step Six**

At the conclusion of the proceedings, the Secretary of the Committee makes a written report of the proceedings. The report includes the statement of charges,

summation of evidence presented and the recommendations of the Committee including a decision on the sanction(s) to be imposed on the student who has been charged. This shall be presented to the Rector for further action.

The University reserves the right where it deems so to discipline or expel a student when the Executive Management Team (EMT) deems it to be in the interest of the College to do so.

6.0 GRIEVANCE PROCEDURE

6.1 Procedure for Grievances

All students must accept that this is a Christian University which operates on Christian Principles. It is the policy of PUCGS to provide equal education opportunities without discrimination of any kind including harassment or retaliation for reporting a complaint. This policy applies to prohibit discrimination among members of the University community.

Pentecost University College Graduate School encourages prompt reporting of complaints so that rapid response could be made and the appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination.

The University encourages discussion between the two parties involved in the grievance(s), especially in the early stages of the dispute before the respective parties have assumed official or public positions.

6.2 Filing a Formal Grievance

Any student who feels that he/she has been subjected to discrimination by a student or by the University through any of its staff, faculty policies, procedures, or programmes may report the matter in writing to the Dean of Students, the Registrar or the Assistant Registrar (HR) as the case may be. It is important that the student reports the incident as it is so that a thorough and unbiased investigation can be conducted.

The Assistant Registrar (HR), the Registrar or the Dean of Students will take the appropriate action in response to the complaint, and may impose appropriate measures on an interim basis when there is reasonable cause to believe that such an action is needed for the health, safety, or welfare of the student or other members of the University community, or to avoid disruption of the academic process. All parties will be informed in writing on a timely basis of any such interim action. Otherwise, the parties to the grievance should maintain the status quo and no services should be removed or additional obligations imposed.

6.3 Complaints against the University or an Employee

When the complaint is against the Graduate School or an employee of the University, the Human Resource Manager (HRM) shall investigate the complaint thoroughly, and shall keep the complainant informed about the status of the investigation. Based on the result of the investigation, the Human Resource Manager (HRM) shall recommend to the employee's supervisor, or in the case of an entity, policy, procedure, or programme, to the Registrar such disciplinary or remedial action deemed appropriate.

After due investigation, the Human Resource Manager will attempt to resolve the matter by mutual consent of the accused and the accuser.

Within thirty (30) calendar days of the filing of the grievance, the Human Resource Manager (HRM) will notify the complainant, the victim (if the complainant is not the victim) and the accused in writing of the findings of the investigation, the remedy (subject to legal restrictions on the disclosure of disciplinary action) and appeal right.

Any employee found to be responsible for discrimination in violation of this policy would be subjected to appropriate disciplinary action up to and including termination of employment contract. The severity of the disciplinary action will depend on the circumstances of the infraction.

7.0 SEXUAL HARASSMENT POLICY

The laws of the land forbid sexual harassment. "Sexual Harassment" means any unwelcome sexual advances, request for sexual favour, and other verbal, visual or physical conduct of a sexual nature. This behavior is unacceptable in the academic environment and other university related settings such as university sponsored activities or university-related social events is a major offence

It is the policy of the PUCGS that all persons should enjoy freedom from discrimination of any kind. The purpose of this policy is to provide notification against sexual harassment as a form of sexual discrimination, and to provide notification of available remedy. This policy is also to prohibit misconduct between members of the University community.

8.0 APPEAL

Any student who is aggrieved by any disciplinary sanctions may appeal to the Rector through the Dean for a review within seven (7) days of the notification to him of the sanctions imposed on him or her. The Rector, on receipt of a report from the appropriate source, may request a review of the sanctions so imposed. When carrying out a review, the Rector may act on the advice of the Disciplinary Committee.

9.0 DISCLOSURE AND RELEASE OF STUDENT INFORMATION

- The University affords students certain rights with respect to their records.
- The right to inspect and review the student's educational or non-educational records within twenty-one (21) days of the day the University receives a request for access.
- The right to request the amendment of the student's educational records, which the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy or rights.
- A student must write to the Dean or the Academic Registrar to amend a record. The student must clearly identify the part of the record to be amended, and specify why it is inaccurate, misleading or in violation of his/her privacy or rights.

If the University decides not to amend the record as requested, the University will notify the student of the decision and inform him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided by the student when notified of the right of hearing.

One exception which permits disclosure without consent is disclosure to the University officials with legitimate educational interest. The University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including health staff positions); a person or company the University has contracted (such as a lawyer, auditor, collection agent, or security); a person serving on the University Council or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another University official performing his/her task.

A University Official has a legitimate educational interest if the Official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the University may disclose educational records without consent to officials of another Faculty in which a student seeks or intends to enroll.

10.0 USE OF MOBILE PHONES

Students are prohibited from using their mobile phones in lecture, examination halls and the Library.

11.0 FIRE SAFETY AND SECURITY

PUCGS gives fire safety and prevention the utmost attention it deserves. In the light of this, the University College requires that the under listed instructions and directives be adhered to by all stakeholders who in any way have to use any property of the PUC.

- i. Do not overload electrical outlets or extension cords. Never use 'naked' fire
- ii. Never go back into a burning building!
- iii. Be familiar with planned escape routes. Remember that during a fire outbreak you may not be able to rely on lights and the main exit may be unusable;
- iv. Know the location of fire extinguishers

Use Fire Extinguishers only for small fires that do not involve great risk. Once a fire starts, get out of the building and call the Fire Service from a mobile or public phone.

If you suspect fire on the other side of a door, feel the door near the top. If it is hot, do not open it. If you think it is safe, brace your shoulder against the door and open it cautiously. Be prepared to slam it if smoke or heat rushes in.

Because toxic fumes and high temperatures usually fill the higher levels of air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp.

If the fire alarm goes off, you are to leave the building immediately without panic, for an assembly point.

12.0 SERVANT LEADERSHIP/PRACTITIONERS FORUM

PUCGS shall have Servant Leadership/Practitioners Forum. The purpose of these assemblies is to help develop the total personality of the student which includes spiritual, academic, social and ethical.

The Forums may take the form of seminars, symposia, open lectures, and so forth. These activities are therefore compulsory and constitute an integral part of the evaluation of the students.

13.0 ATTITUDE

The core values of the PUC shall at all times inform the behaviour and attitude of students. Students are therefore expected to be punctual at all functions including lectures, meet deadlines, appear decent on all occasions and conform to all other core values of the institution.

14.0 CLUBS AND SOCIETIES

14.1 Membership

Clubs and societies of the College shall not function in contradiction of the principles on which PUC was founded as a Christian University.

Identified students' clubs and societies on the campus shall fall within these main groupings namely:

- Christian
- Alumni
- Professional
- College/Faculty/Department
- International

Membership of some of the societies may be restricted to members of faculties and religious groups. Clubs and societies are financed partly by the payment of membership dues.

Students shall have freedom of Association; however, only clubs/societies recognized by the Student Affairs Committee shall be entitled to the use of University facilities;

At the beginning of each session, secretaries of clubs and society are required to submit to the Dean of Students, the particulars of Principal Officers and Committee Members of their clubs or society with a copy to the Students Affairs Committee.

14.2 Registration Procedures

The Registration procedures are as set out below:

- a) A new club or society shall be required to obtain an application form from the office of the SRC or download the form from the SRC website;
- b) The completed form shall be submitted to the SRC, accompanied by three (3) copies of its constitution. This should be forwarded by the SRC to the Dean of Students, with all the necessary comments;
- c) The Dean of Students shall vet the submitted application form and constitution, as appropriate;
 - i. If the application is by a nonreligious club or society, it shall be submitted to the Dean of Students/Registrar;
 - ii. If the application is by a Christian, religious club or society, it shall be submitted by the Dean of Students to the Chaplaincy Council for their comments/recommendations. The application shall then be returned to the Dean of Students/Registrar for approval;

14.3 General Rules

- i. No club or society shall be inaugurated without a letter of commencement.
- ii. Every club or society, which collects or receives funds, shall submit an annual statement of accounts to the office of the Dean of Students. Such reports should reach the Dean of Students/Registrar not later than two weeks from the ensuing semester.

15.0 PUBLICATION BY STUDENTS

- i. The Rector shall be informed of the intent to produce any student publication within the University, and his approval shall be obtained for such publications;
- ii. A copy of each issue shall be lodged with the Rector and the Librarian on the day of publication;
- iii. Each issue shall state the name of the editor, membership of the editorial board and publisher;
- iv. The members of the editorial board shall be held jointly and severally responsible for all the contents of each issue of publication;

16.0 TRADING AND CREDIT UNIONS

16.1 Trading

Trading at the expense of the University is prohibited. It should not inconvenience others. Any student who trades in the university facilities does so at his/her own risk. The University will not be responsible for any loss. Hawkers are not allowed to sell in any hostel, neither are they allowed on campus.

16.2 Credit Unions

The University College does not approve the formation and operation of Credit Unions by students. Any group of students that undertakes such a venture does so against the regulations, and at their own risk.

16.3 Collection of Fees and Dues

All tuition and students' union fees are to be paid at the University Accounts Office. The Students' Representative Council is not responsible for the collection of SRC dues. The University College absolutely prohibits any collection of monies by students, except those approved by the Dean of Students. Students who engage in authorized collection of monies will be sanctioned.

17.0 ARMS AND VEHICLES

17.1 Possession of Arms and/or Ammunition

No student is allowed to possess any form of arms and/or ammunitions. Any student so caught will be expelled from the University College and handed over to the police.

17.2 Use of Vehicles on Campus

Students who drive cars on campus must have valid drivers' licenses and all legal requirements (roadworthy certificate, insurance, et cetera). The use of such vehicles is a privilege which will be withdrawn, if abused.

Any student who wishes to use or keep a vehicle on the campus must obtain permission from the Transport Manager. The University College accepts no responsibility for such vehicles, any damage that may occur to them, or any injuries caused to their owners, drivers or passengers.

The University College does not provide reserved parking for students' vehicles. Students may be asked to allow inspection of their vehicles (including the trunk) when on campus.

Any student who refuses to cooperate with security officials will be banned from using the campus parking lots.

Students are forbidden for parking in places designated for staff parking or marked, *No Parking*.

18.0 PERSONAL APPEARANCE & DRESS CODE

The first guiding principle about appearance and dressing is that students dress in a manner that reflects Christian moral standards, which are presented in the vision of the Pentecost University College.

Dressing to any activity on or off campus must be decent to earn the individual respect from those around and to be an example to others. Students must therefore wear presentable, durable work clothes for physical work, modest casual attire for recreational purpose and more dignified clothing for classes and group worship.

Putting on "I am aware" type of skirts, skirts above the knees, dresses that indecently expose ladies breasts, walking topless or wearing singlets are prohibited.

18.1 General Appearance Guidelines

Students of PUCGS must exhibit:

- a. Intelligent and deliberate selection of fashion, by wearing decent and appropriate clothing for each occasion;
- b. Christian dignity and simplicity by avoiding carelessness, untidiness and the opposite extreme of showiness, or extravagance;
- c. Ability to select presentable, durable work clothes for physical work, modest casual attire for recreational purposes, and business/formal clothing for campus lectures, library, laboratory, offices, worship and other formal occasions;
- d. Ability to provide the opportunity for others to appreciate oneself as an entire person, without drawing negative or disapproving attention to one's body or person through dress or grooming, especially in a sensuous manner
- e. Ability to demonstrate self-respect, dignity, a sense of mission, and good grooming, without excessive adornments, expensive jewelry, cosmetics, facial make-up, or other such aesthetics or accessories;
- f. A flair for selecting clothing and hairstyle which expresses a God-given appreciation for good taste, beauty, creativity and harmony, reflecting an inner freshness of the spirit.

18.2 Appearance and Dressing of Ladies

Ladies' dressing should conform at all times to the general guidelines and regulations stated above. To guide ladies in meeting this requirement, the following specifications are provided:

- a. Bleaching and toning of the skin is not permitted
- b. Skirts must be long enough to cover knees
- c. Translucent, tight-fitting blouses and sweaters or skirts, bare-backs are not permitted
- d. Short/one sided blouses and dresses with low necklines are not permitted
- e. Shorts, tight-fitting slacks and similar clothing are not considered appropriate attire for campus and lectures. However, properly fitting slacks may be worn for outdoor recreational programmes.
- f. Bathroom slippers are not allowed for lectures
- g. No tattooing and body piercing
- h. Long and big ring earrings, anklets are not allowed
- i. Decent hairstyles and bare backs

18.3 Gentlemen's Appearance and Dressing

- a. Men's dress for lectures shall consist of trousers and collared shirts or decent African wear and not T-shirts.
- b. Wearing shorts for lectures is not permitted;
- c. Dressing for Church services or special formal occasions may be either African or European style as set forth in the general regulations;
- d. Men are not to wear earrings;
- e. Men are not to braid their hair;
- f. Bleaching and toning of the skin, body piercing and tattooing are not permitted
- g. No wearing of trousers below the waist

19.0 THE LIBRARY

The Graduate School Library serves as the gateway to local and global scholarly information. Thanks to the prudent and effective application of ICT, the library has a rapidly growing multi-media collection to support all the programmes offered at the University. The Graduate School Library is a branch of the Pentecost University College Main Library that is located at Sowutuom and can be accessed via the PUC website @ http://pentvars.edu.gh/?page=lib_facilities

19.1 Service Hours

Monday to Thursday:

9:00 a.m. – 8:30 p.m.

Friday:

9:00 a.m. – 5:00 p.m.

Saturdays:

7:00 a.m. – 8.30 p.m.

Sundays and Statutory Public Holidays:

Closed

A warning buzzer is sounded ten (10) minutes before closing time each day. No reader will be admitted to the library after the warning buzzer has gone off. All readers must have vacated the library by the closing time.

19.2 Membership

The primary clientele of PUC library are the following:

- Faculty of PUC
- Students of PUC
- Researchers of PUC
- Non-Academic staff of PUC
- Members of the PUC council

Only PUC Graduate School faculty, staff and students are allowed to borrow information sources from the library. Other categories of users are allowed to use the Library for Reference purposes only.

Other external users

Permission to read and or borrow may be granted to other persons and categories of users (such as PUC Alumni) at the discretion of the Librarian acting on behalf of the Library Board.

19.3 Registration

Users who qualify to borrow from the library are required to register at the Circulation Counter located at the main entrance to the library.

Student and Staff ID card will be required for registration by students and staff respectively. Borrowing is disallowed without an ID card. I D cards must be surrendered when signing for an item from the Reserve collection for in-house use.

19.4 Type of Services

The library provides the following services:

- Lending
- Reference
- Reserve
- Photocopying
- Internet
- Electronic library
- Information literacy
- Library orientation
- Current awareness
- Inter-library loan
- Document delivery services
- Research Support Services

19.5 Terms of Library Usage

The library is a place for independent research and study. In consideration of users' need for quiet, secure, safe and comfortable study space, the following general rules and regulations are enforced:

- All readers must enter and leave the library through the main entrance door except during emergency situations they may use emergency exit doors;
- Users are expected to produce their University ID cards when entering the library;
- Users must be decently dressed and conduct themselves honourably in the library;
- Smoking, consumption of food and drinks (including water) is forbidden;
- Use of mobile phones within the library is strictly forbidden;
- Users are required to switch off cellular phones when inside the library or risk confiscation. Confiscated phones might be returned to their owners on the last day of their stay at the university;
- Silence must be observed in and around the library at all times.
- Brief cases, bags, radios, overcoats, etc, must not be taken into the reading areas;
- The viewing of pornographic material in the library is strictly forbidden;
- Use of library (OPAC and E-library) computers for office programmes is prohibited;
- No user shall take an item out of the library unless it is duly issued to him at the Circulation Counter.
- Any person, student, staff, or visitor leaving the library must submit himself or herself to a search at the security checkpoint before exit;
- All library books, multi-media, furniture and equipment must be handled with care;
- Readers are not allowed to reserve seats either for themselves or friends in the library;
- Copyright law must be obeyed during photocopying of documents in the library;
- The library staffs on duty have the right to request a user to leave the library premises if he/she is found to be violating any of the library rules;
- The librarian in consultation with the Library Board reserves the right to suspend or withdraw all library privileges (for a specified period) from persons who habitually contravene library rules.

19.6 The E-Library and Multimedia Centre

This is an integral part of the PUC multi-media library system. This facility houses electronic resources and other non-print source such as CD-ROM, CD's, DVD's e-books and a wide range of online journal databases. The entire library space has wireless network connectivity for users with gadgets (that have appropriate wireless configuration) to hook onto the internet.

19.7 Terms of Use of the E-Library

In order to ensure fair and effective usage of the electronic resources at this center, access is regulated by the following rules:

- Use of the facility is for academic purposes only;
- Registered members shall access the service upon provision of a password by the library staff in charge;
- A user shall be allocated a time slot and must sign in and out any time they wish to use the facility;
- Use of the facility for word-processing or any office program is forbidden;
- Use of the facility for viewing pornography.
- Printing service is provided at a fee to be determined from time to time;
- A user must log off the system after use.

19.8 Library Lending Policy

Registered staff, faculty and students have the privilege to borrow specified number of items /materials from the library.

Books marked Reserved, Reference, Periodicals and Special collection are to be used within the library only. Removal of such items from the library must be prompted by a special permission that is granted by the Librarian.

The library reserves the right to recall any book on loan. A recalled book/item must be returned to the library within 24 hours of recall.

19.9 Overdue Fines

Fines shall be charged for overdue materials, damaged and lost items, at a rate to be determined from time to time

PART C
ACADEMIC REGULATIONS

20.0 GENERAL REGULATIONS FOR GRADUATE STUDENTS

20.1 ADMISSIONS POLICIES

PUC Graduate School admission process seeks to select students whose applications strongly document outstanding ability, preparation, and potential for successful completion of graduate study.

20.1.1 Opening of Admissions

Notice of opening of admissions will be advertised in the daily newspapers such as the *Daily Graphic* and the *Ghanaian Times*, which will convey the following information:

- all programmes being offered
- how and where application forms can be purchased
- all admission requirements
- admission process and
- date of closure of admissions

All advertisements will be subject to the approval of the Dean before final publication.

20.1.2 Application Process

Interested applicants can purchase PUC Graduate School forms at the following centers:

- PUC Graduate School , Kama Plaza, Labone, Accra
- All regional post offices
- PUC, Sowutoum Campus, Accra
- COP Area Offices

Alternatively, a PDF version can be downloaded from the PUC website

(www.pentvars.edu.gh)

20.1.3 Application Fee

A non-refundable application fee is required for each application. The non-refundable application fee, (bank draft, cash or money order) covers the cost of processing application materials. Applicants who download the PDF version from the PUC website are required to pay the application fee on submission of the completed application form.

20.1.4 Admission Requirements

The following are the requirements for admission into any graduate programme:

- First degrees with GPA not less than second class lower in a discipline relevant to the programme applying for.
- Original Academic Transcript
- Certified copies of Certificates

- Two (2) Academic Reference Letters: Letters of recommendation from professors, preferably in the student's field of concentration or from employers is required.
- Personal statements delineating your work experience, interest, and his/her expectation of the programme.
- Two (2) white background passport photos.
- Current curriculum vitae (or resume)
- Birth Certificate: The name you provide when applying must match the name on your transcript and certificate **EXACTLY**. This name must also match your passport or any government – issued photo identification.

20.1.4 Change of Name

As an Institutional Policy, the PUC Graduate School **does not accept** requests to change or amend names or other records of students.

20.1.5 Submission of Completed Application Form

An original completed application form with official copies of all the supporting documents can be:

HAND DELIVERED TO:

- PUC Graduate School, KAMA Plaza Building, Labone-Accra

OR

POSTED TO:

- P. O. Box CT 8938, Cantoments, Accra-Ghana

21.2 Applications Review Process

The Graduate School Committee shall regularly sit to review all applications. The Dean is expected to issue a formal letter of admission to an applicant upon the recommendation of the Graduate School Committee.

21.3 Offer of Admission to the Graduate School

1. The Graduate School will issue official letters of admission to applicants who have been accepted specifying the effective date of admission (which normally coincides with the tri/semester requested on the application) and the classification of admission being offered (Regular, Evening, or Weekend Session).

2. Placement in any of the sessions is subject to change depending on enrollment numbers for the session. The Graduate Board reserves the right to discontinue the less cost effective session.
3. The applicant must notify the Graduate School of his/her acceptance or otherwise the admissions offered within one month from the date of the letter, or at least two weeks prior to the start date of the semester/trimester in which he or she has been admitted, whichever occurs first.
4. An applicant who has received an offer of admission but who has not responded by the deadline is considered to have declined the university's offer of admission and must purchase and submit a new application and fee to be reconsidered for admission at a later date.

21.4 Deferral of Admission

After being accepted into a graduate programme, students can defer enrolment only with the written approval of the Graduate Coordinator of their academic programme and the Dean of the Graduate School. Under no circumstances may the deferral be for more than one calendar year. A deferral fee as approved by the Graduate School Board will be charged.

21.5 Closure of Admissions

Admissions shall be closed to prospective applicants from the beginning of August to the end of December every year. **Admission applications received after the closure of admissions for the current academic year may be processed for the next academic year.**

22.0 ORIENTATION PROGRAMME POLICY

All new and readmitted students are required to attend an orientation programme during the first week of the semester/trimester in which they start studying. The orientation programme has the main objective of taking students through PUC Graduate School policies and regulations.

Issues covered in the orientation programme shall include:

- Registration policies and processes
- Financial issues
- Overview of programmes
- Examination Policies
- Thesis policies
- Guidance on How to Succeed in Postgraduate Studies

23.0 REGISTRATION POLICIES

All students are required to register for all the courses to be offered on tri/semester by tri/semester basis. Thus, students are required to register every semester. Students who fail to register will not be able to take part in any form of assessment or examinations.

23.1 Registration Process

The following are the steps students have to follow to register for a tri/semester. The student is required to:

- Pay the tri/semester fees at the designated banks.
- Take the pay-in slip to the Accounts Office and collect official receipt and registration PIN
- Register at the e-library, computer lab or on your personal laptops with the registration pin.
- Print the registered course sheet and send a copy to the Academic Registry.

23.2 Duration for Registration

Students have a maximum of two (2) weeks to register when the tri/semester begins.

23.3 Late Registration

Students who are unable to register within the stipulated duration have the last chance to register within the third week as late registration. Late registration attracts a penalty fee to be determined by the Board from time to time. This will be paid in addition to the school fees.

23.4 Biographical and Contact Information

Provide your full legal name, gender, date of birth, e-mail address and postal mailing address. Students are responsible for the accuracy of all bio-data and contact information provided by themselves or anyone who acts on their behalf both online and paper applications. Submission of fraudulent information may be grounds for disciplinary action.

24.0 CHANGE OF PROGRAMME

Admission to PUC Graduate School programme **does not** entitle a student to transfer to another programme. A student wishing to change programme must purchase and submit a new application for admission. The student is responsible for meeting all academic requirements for the desired programme.

25.0 CHANGE OF SESSION (SCHOOL)

A student is permitted to change session **once** in their academic programme. The completed Change of Session form must be approved by the Dean before the change. The Change of Session fee will be determined by the Graduate Board from time to time.

26.0 COURSE POLICIES

26.1 Academic Load

The Academic Loads for students in a semester varies depending on the sessions for which they are enrolled. Table I shows the maximum academic loads for students in a semester for the various sessions.

Table I: Academic Loads

Status	Number of Courses	Credit Hours	Total Credit
Evening Session	4	3	12
Weekend Session	4	3	12

26.2 Student's Progression

A student shall be considered as being of **good standing** if he or she has a Cumulative Grade Point Average (CGPA) of 2.50 or more. Those who fall below the required CGPA will be withdrawn.

26.3 Academic Warning

Students must maintain an average CGPA of 2.50 or higher. With a receipt of two (2) grades below grade "C", students will receive a notice of warning. All such academic warning shall appear on students' transcript.

27.0 ACADEMIC PROGRAMMES

The Academic calendar is based on the tri/semester system. Courses are coded by levels of academic progression and are assigned credits. Each course is examined at the end of the tri/semester.

Each Faculty shall provide detailed information about the structure of all courses leading to the award of postgraduate degrees in that Faculty and offer advice and counseling to students.

It shall be the responsibility of each student of the University to know both the specific requirements of the postgraduate degree for which he/she is registered. It shall be the

responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the postgraduate degree sought.

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

27.1 Course Assessment

Courses are assessed using continuous assessment and end of tri/semester examinations. Table II shows the mode of assessment for all courses.

Table II: Mode of Assessment

Mode of Assessment	Marks (%)
Continuous Assessment	30
End of tri/semester Examination	70
Total Marks	100

27.2 Continuous Assessment

Continuous assessments form an extremely valuable part of the learning and assessment process for all courses offered by the Graduate School. Continuous assessment may be conducted by means of a single piece of work or it may require several continuous assessment components to be presented and these may include, but are not limited to, the following:

- Assignments
- Class tests
- Term papers
- Case Analysis and presentation

27.3 Continuous Assessment Regulations

For all courses offered by the Graduate School, ***all*** continuous assessment components are ***compulsory*** unless explicitly stated otherwise. This means:

- 1) Students must achieve an average mark of 20% or higher for the overall continuous assessment in a course. A mark of less than 20% for the continuous assessment will

result in the overall course mark (including examinations) being capped at 50%. This will result in a technical fail for the module and no compensation is allowed.

- 2) If a student fails to present **all** required parts of the continuous assessment, their average mark for the overall continuous assessment in that course will be recorded as **zero** and their overall course mark will be capped at 50%, regardless of their examination result. This will result in a technical fail for the course and no compensation is allowed.
- 3) If a student fails to achieve an average mark of 20% or higher for their continuous assessment (including failing to submit a component) they may request in writing that, at the discretion of the lecturer, they be allowed to present their work again or have a new piece of work assigned. In such cases, if the lecturer agrees, a new assessment will be set with a new deadline. This new deadline will not, under any circumstances, be later than the first day of examinations for that semester.
- 4) If a continuous assessment component is submitted late there will be a 10% reduction in the marks every 24 hours. For example if an assignment is received 5 days late and receives a mark of 80% that mark will be reduced to 40% (50% of 80%).
- 5) Students who identify **in advance** that due to *exceptional* circumstances they will not be able to present a continuous assessment component on time may apply directly to the lecturer in writing for an extension explaining the circumstances. Extensions will only be offered in exceptional circumstances as it is an expectation that business students will be able to organize and manage their schedules efficiently, including occasions where several assignments are due together.
- 6) Extensions will not be granted by the lecturer once the deadline has passed and the late penalty will be automatically applied. If there are extenuating reasons why the late penalty should be removed a student may write to the Chairman of the Examinations Committee explaining the reasons. In these cases the reduced mark will stand until the Programme Examination Board considers the request at its next sitting.

28.0 EXAMINATION POLICIES

28.1 Eligibility for Examinations

A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the University for his/her programme.

Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for the course shall not be allowed to take the examination for that course.

Any student who is absent **for a continuous period of 21 days** from lectures, tutorials, practicals and other assignments prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the tri/semester examination.

28.2 Registration for Examination

Candidates are expected to have registered and fully paid all outstanding fees before the examination period.

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

Endorsement shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study. In the event of the withholding of an endorsement, the Programme Coordinator shall request the Graduate School Board to take a final decision.

28.3 Reference Materials for Open-Book Examinations

During open-book examinations, students must bring their own reference materials. All reference materials must be bound and remain bound during the exam.

Bound refers to

- (a) Materials permanently bound, as by stitching or glue, and
- (b) Materials securely fastened in their covers by fasteners that penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw posts are acceptable fasteners.

Examples of things students MAY bring in the exam room includes Standard Charts, Graphs, Quick References, Standard Textbooks and Manuals.

28.4 Duration for End of Tri/Semester Examinations

The final end of tri/semester examinations shall consist of three (3) hours per paper. This may include hours for practical.

28.5 Examination Admission Requirements

Students must present their student ID card and a proof of payment of the semester fees in full. Students must report to the exam hall by the designated time that is thirty (30) minutes before the start of the examinations. **Students will not be admitted into the examinations hall thirty (30) minutes after the start of an examination.**

28.6 Grounds for Dismissal and/or Invalidation of Results

If any of the prohibited items below are found in a student's possession or a student indulges in any of the under-listed after the exam begins, the item will be confiscated and the student will be made to complete the "Examination Malpractice Form" and then dismissed from the examination hall. No refund of fees will be provided to students dismissed from the examination hall.

28.7 Prohibited Items

- Being in possession of a cell phone
- Possessing loose papers, scratch papers, legal pads, writing tablets, or unbound notes
- Having a device with copying, recording, or communication capabilities. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, MP3 players, calculator watches, electronic dictionaries, electronic translators, transmitting devices, and digital media players such as iPods
- Having a calculator that is not on the PUC Graduate School approved list

28.8 Prohibited Actions

- Copying from prepared notes and another student's exam booklet or colluding with other students
- Beginning the exam before the Chief Invigilator instructs examinees to do so
- Failing to stop writing when time is due
- Writing on other object than the student's answer booklet
- Removing pages from exam booklet.
- Impersonating a candidate
- Challenging or struggling with an invigilator
- Destroying evidence of examination malpractice

- Failing to write ID number or defacing answer booklet in order to hide ID number.
- Impersonating a candidate
- Challenging or struggling with an invigilator
- Destroying evidence of examination malpractice
- Failing to write ID number or defacing answer booklet in order to hide ID number
- Possessing notes on his or her person
- Talking to other candidates
- Tampering with answer booklets in an attempt to cheat

28.9 Personal Items for Examinations

Personal items are the sole responsibility of the student. The Chief Invigilator or Assistant Invigilators will not be responsible for any lost, misplaced, or stolen items.

During the exam, students:

- May bring snacks (e.g., hard candies, candy bars, gum),
- May bring non-alcoholic drinks (as long as having them does not disturb other students);
- May wear wristwatches or place them on the table. Small clocks must be placed on the floor;
- Must NOT wear hoods (e.g. hooded sweat-shirts) or hats with brims. Head coverings that qualify as religious apparel are permitted.
- Must NOT use slide or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces).
- Must NOT bring weapons of any kind.

28.10 Items Permitted on the Desktop during Examinations

Students may have these items on the desktop during the exam:

- Exams answer booklet
- Writing tools such as pens, sharpeners, pencils and erasers
- Student ID card
- Proof of full payment of fees
- Approved reference material such as Standard Charts, Statistical tables, Graphs, Quick References, Standard Textbooks and Manuals (for open-book examinations only)
- PUC Graduate School approved calculators (**Not** programmable ones)
- Small snacks
- Straight edges such as a ruler, scale, triangle, or protractor.

28.11 Irregularities during Examination

- Fraud, deceit, dishonesty and other irregular behavior, which occur when students take examinations, is prohibited.
- Irregular behavior includes but is not limited to copying or allowing the copying of exam answers;
- Failing to work independently;
- Possessing prohibited items;
- Communicating with other students or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam;
- Surrogate testing or other dishonest conduct;
- Disrupting other students;
- Creating any safety concerns;
- Failing to cease work on the exam when time is called;
- Possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration.

The Chief Invigilator, in conjunction with the other invigilators, is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging students from the exam hall for prohibited activities and confiscating any prohibited devices or materials. Students **must cooperate fully** in any investigation of a suspected irregularity. Students or other persons implicated in an irregularity will be identified to the Disciplinary Board, which may invoke additional sanctions. The Board reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Students implicated in an irregularity will not receive exam results and will not be eligible for a refund of fees.

29.0 Sanctions for Examination Malpractices

29.1 Offences that Attract Dismissal

29.1.1 Impersonation

Where a student is caught impersonating another student (i.e. the candidate), the impersonator and the candidate being impersonated shall be dismissed; where the impersonator is not a student, he/she would be handed over to the police for prosecution. The student being impersonated shall be dismissed.

29.1.2 Assaulting Invigilators Supervisors or Taskforce

A student who challenges or assaults a supervisor or invigilator or a taskforce member in the lawful performance of his/her duties inside or outside the examination hall or in any way disturbs the conduct of the examination shall be dismissed.

29.1.3 Repeated Offence

A student who is found to have repeated an offence of examination malpractice shall be dismissed.

30.0 Offences that Attract Suspension for Two Tri/Semesters

- Bringing into the examination hall any unauthorized notes, textbooks, prepared materials, or any foreign materials.
- Destroying materials suspected to help in establishing cases of examination malpractice.
- Copying from prepared notes or from another candidate.
- Exchanging question papers.
- Substituting worked scripts during or after the examination.
- Seeking or receiving help from other candidate(s).

31.0 Offences that Attract Cancellation of Paper

Offence(s) that fall within any of the following categories shall lead to the cancellation of the particular examination paper:

- After verbal warnings from the invigilator, if the offence of unauthorized borrowing of rulers, calculators, erasers, et cetera, is repeated, the student's paper shall be cancelled.
- Defacing answer booklets to hide registration number.
- Placing scripts at a point where another student can copy.
- Where leakages are established for any particular examination paper (s).
- 'Giraffing' or looking over one's shoulders in order to cheat, and communicating in the exams hall will upon the testimony of at least two invigilators, lead to the cancellation of scripts.
- Tampering with answer booklets in an attempt to cheat.
- Unnecessary disturbance, e.g. whispering or distracting other candidates while examination is in progress.
- Starting to write before commencement of work is officially announced or continuing to write after official orders have been given for candidates to stop work.
- Failure to write registration number on answer script.

- Mass Cheating- Where more than half of the candidates in the examinations hall are involved in collusion or other forms of examination malpractice, this shall be regarded as mass cheating. Where there are established cases of mass cheating, the particular examination paper shall be cancelled.
- Any student found with his or her mobile phone on in the course of an examination shall have his or her examination paper cancelled.
- Bribing or attempting to bribe lecturers for exams, good marks, or changes in marks or attempting to threaten instructors for the same reason.
- Presenting papers or materials other than your own to fulfill class requirements.
- Sitting for an exam without a student identification card or another authenticated form of identification.
- Sitting for an examination without being properly registered

32.0 Remedies for Examinations Errors and the Examinations Committee's Response to Disruptions in Examinations and Potential Compromises

In the unlikely event that a mistake occurs in printing, handling, processing test or registration materials, determining or reporting results (scores), if possible, the Examinations Committee will correct the error, or permit the affected students to re-sit the particular examination(s) at no additional cost to the students. These are the **sole and exclusive** remedies available to students. In effect, the PUC Graduate School Examination Committee would take steps to ensure approved standards are applied for the administration of examinations.

If events occur that:

- cause testing to be cancelled or interrupted;
- involve a mistiming on any part of the test;
- result in a deviation from required testing procedures;
- raise concerns about possible advance access to exam content by one or more students; or otherwise disrupt or compromise the normal examination process, the Board will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If the Board determines that corrective action is necessary, affected students may re-sit at no additional cost to the students. This would normally on a future exams date, unless the affected students caused or were involved in the conduct that resulted in the need for corrective action, in which case the Board will have the right to withhold this option. If the Board offers a re-sit and a student selects that option, the student may be required to retake the entire paper in order to produce a valid result. These are the **sole and exclusive** remedies available to any student that is affected by disruptions in examinations or a potential exam compromise.

33.0 Re-sit of Examination

Students who obtain a grade below C in any course shall be made to register and re-sit.

Students should register and re-sit the failed courses when those courses are being mounted. No special re-sit shall be organized for students who fail.

Students shall pay a **non-refundable registration fees** for the failed courses. This fee is subject to review in accordance with the Graduate School's policy.

34.0 DEFERMENT OF EXAMINATIONS

34.1 On Grounds of Ill-Health

A student, who has is in good standing, but is unable to take the end of tri/semester examinations on grounds of ill health, shall, on application to the Dean of Graduate Studies, and on provision of a Medical Certificate issued or endorsed by a senior medical officer from an accredited health institution, be permitted to defer the examinations, and be allowed to take them at the next offering.

34.2 On Grounds other than Ill-Health

In case of deferment on grounds other than ill health, the student shall apply to the Dean of Graduate School through the Programme Coordinator stating reasons why he or she wishes to defer the examination. Upon approval, the student must take the examination at the next offering.

In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Dean of Graduate School.

35.0 GRADING SYSTEM POLICIES

35.1 Grading System

The grading system policy reflects the description and numerical value of letter grades assigned in graduate courses.

Table III: Grading System

Marks range (%)	Letter grade	Grade point	Description
80-100	A	4.00	Excellent
70-79	B+	3.50	Very Good
60-69	B	2.50	Good
50-59	C	2.00	Pass
30-49	D	1.50	Fail
0-29	F	1.00	Fail
-	Z	-	Disqualification
-	I	-	Incomplete with justification
-	Y	-	Continuing
-	X	-	Incomplete without justification

35.2 Grade Point Average (GPA)

GPA is calculated by taking the number of grade points a student earned in a given period of time divided by the total number of credits taken. All graduate credits attempted and all graduate grades earned, whether passing or failing, will be used to calculate a student's grade point average. The student's grade point average appears on his or her transcript.

35.3 Illustration of GPA Calculations

Suppose Table IV below shows the courses and grades obtained by an MCOM student during the first tri/semester examination.

Table IV: Illustration of GPA Calculations

Course Code	Course Title	Credit Hours (A)	Grade (B)	Grade point (C)	Total credit (D)=(A*C)
MBAC 601	Quantitative Methods	3	B	2.50	7.50
MBAC 603	Business Research Methods	3	A	4.00	12.00
MBAC 605	Accounting for Managers	3	B	2.50	7.50
MCOG 607	International Accounting & Taxation	3	C	2.00	6.00
MBAC 609	Business and Legal Environment	3	A	4.00	12.00
MBAC 611	Management and Organizational Behaviour	3	A	4.00	12.00
Total		18			57.00

The GPA for this student can be calculated by following the steps below:

- 1) First, find the total credit for each course by multiplying the credit hours by the grade point (A*C).
- 2) Secondly, find the total sum of the total credit = **57.0**
- 3) Thirdly, find the GPA by dividing the sum of the total credit by the total credit hours (**18**) as done below:

$$GPA = \frac{\text{Total Credit}}{\text{Total Credit Hours}} = \frac{57.0}{18} = 3.17$$

35.4 Grade Point (GP)

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

35.5 Cumulative Grade Point Average (CGPA)

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

35.6 Final Grade Point Average (FGPA)

The FGPA shall be the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

Candidates who fail to make the **Final Grade Point Average (FGPA)** of 2.50 or better at the end of their graduate course work would be deemed to have failed even if they have passed all the required courses by the end of the programme.

36.0 DEFINITION OF GRADES

- **Pass Grades:** Grades A, B+, B and C constitute **Pass** grades.
- **Failure Grades:** Grades D, F, X, Z constitute **Failure** grades.
- **Continuing:** A grade Y (for **Continuing**) shall be awarded at the end of a tri/semester to any student who is taking a course which continues into the next tri/semester.

36.1 Non-Completion of Course

A grade I (for **Incomplete**) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Graduate Studies as acceptable. Such a student shall be expected to complete the course the very next time the course is available. An incomplete grade will be indicated as an F on the transcript if not rectified.

A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Graduate Studies as unacceptable.

36.2 Disqualification

A grade Z denotes **Disqualification** from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate has attempted to gain an unfair advantage in an examination.

A candidate awarded a grade Z may be barred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University.

A grade Z may be awarded only by the Academic Board.

37.0 Grade Appeal Procedure

To appeal a grade, students must follow these PUC Graduate School policy procedures:

- A student should attempt to resolve the concern by discussing the situation with the instructor/lecture/professor.
- If the concern is not resolved, then the student should make contact with the next highest level of responsibility usually the Programme Coordinator.

If the issue remains unresolved, the student may commence an appeal by completing the “Grade Review Form”

- The completed Grade Review Form is then submitted to the Dean’s Office for the necessary action to be taken accordingly.

38.0 PEER AND PROFESSIONAL ASSESSMENT POLICY

It is the policy of the Graduate School to have a peer and professional review of all examination questions before the examination and moderation of results after marking the examination scripts. The Examination Committee shall therefore organize moderation exercises for end-of-tri/semester questions and marked scripts. Again, all end-of-semester questions shall be sent to our affiliated institution, University of Ghana, for external moderation. Lastly, all Programme Coordinators shall contract experienced External Examiners who will regularly moderate their questions and grades.

39.0 ELIGIBILITY FOR THE AWARD OF GRADUATE DEGREE

A higher degree appropriately designated shall be awarded to a candidate who has been properly admitted to the university college, has followed the approved course of study over the period, and who has fulfilled both the university college/faculty/departmental requirements.

40.0 AWARD OF DEGREE

A higher degree shall not be conferred on a candidate unless the examiners are satisfied with that the endorsement of a thesis is worthy of endorsement as a thesis appropriate for higher degree.

The result of the examinations held in connection with the award of a higher degree shall be laid before the Academic Board for approval. Thereafter, the degree shall be conferred under the seal of the affiliate university upon each successful candidate at a congregation assembled for that purpose.

Candidates shall qualify for graduation at a congregation if they have satisfied all the requirements for graduation by the end of the previous academic year. A candidate who could not fulfil all the requirements by the end of the previous academic year, but does so in the ensuing academic year shall be eligible for the next graduation.

Candidates who intend to be presented at a Congregation must submit the corrected version of their theses for publication at least six weeks preceding the Congregation.

41.0 TRANSCRIPTS

Transcripts are the official academic record of the student. It includes all courses the student has taken at PUCGS, the grades earned as well as withdrawal and disciplinary notations.

There are **two** types of transcripts.

- The first is the PUCGS transcript which may be requested for at the completion of the first year by Master's Degree candidates. This transcript is stamped and endorsed by the Registrar of PUC.
- The second is the final transcript issued at the completion of the degree programme. This transcript is embossed and endorsed by the Registrar of the University of Ghana.

42.0 TIME TABLE POLICIES

Below are the policies guiding the time tables used by the Graduate School.

42.1 Lecture Timetable

The lecture timetable will be prepared by the Timetable Committee two (2) clear weeks before the semester begins. Copies will then be sent to all students through their e-mails, as well as posted on appropriate bulletin boards.

42.2 Examination Timetables

Draft examinations timetable will be ready four (4) clear weeks before examinations begin. Any forms of correction, omissions and errors on the timetable should be reported to the Programme Coordinator for rectification.

The final examinations timetable will be ready two (2) week before the start of the examinations.

43.0 DATA MANAGEMENT POLICIES

43.1 Data Protection and Consent to Process Information

PUCGS collects information about all its students for various administrative, academic, and health and safety reasons. In signing your application form, you consent to PUCGS processing information contained in your enrolment form or any other data which PUCGS may obtain from yourself or other people, whilst you are a student, an applicant, or a former student. That data may be processed for any purposes connected with your

studies or your health and safety whilst on PUCGS premises for any other legitimate reason.

Your personal information may be released to authorized bodies such as sponsors, government agencies, and present/potential employers, but not to relatives or friends. Your results may be released to your former school/college, and your name may be displayed on pass lists. The only data held on you which constitutes “sensitive data” comprises your ethnic group, relevant health records, and the disability classification which you supply to PUCGS.

When you register for the use of IT facilities you will be issued with an email address. Your email address may be published on PUCGS web site. This means that the address will be available worldwide, including in countries where rights of data subjects are not protected by law.

43.2 Student Data

A file will be created for each admitted student. The file will bear the picture, name and the student identification (ID) number. The files will contain the application documents of the student and any other subsequent correspondence with the student.

43.3 Communication between Staff and Students

The postgraduate notice boards are located in the Graduate School Front Office and designated Student Areas. Communication between staff and students will normally be via your pentvars email. Please ensure you check it each day.

The administrative and support staff are easy to contact as their offices are in the Graduate School. If they are unavailable, you should leave messages in the Graduate School Front Office. Staff can be contacted in their offices or by through their pentvars email.

44.0 IDENTIFICATION (ID) POLICIES

44.1 Student ID Numbers

Students will be given initial special ID numbers. The special ID numbers will indicate the following:

- Year of admission
- A special serial number

For instance a student with ID number **PUCGS130001** means that the student was admitted in the first trimester of the year 2013 and his or her number is 001. **The ID number should be quoted by students on all official correspondence with the school and on all examination and assignment scripts.**

44.2 Issuance of Student ID Cards

ID cards shall be issued to all students during the orientation programme for fresh students. The ID cards shall be issued by the Academic Registry. The ID card shall have the following information:

- Name of the student
- ID number
- Programme being offered by the student
- Picture of the student
- Date of issue
- Expiry date
- Citizenship
- Students' signature
- Registrar's signature
- Address of the Graduate School

44.3 Students' ID Card Replacement

A student whose ID card gets missing or damaged shall make arrangements to get a replacement. The replacement shall attract a fee for the printing. The ID card replacement fee will be determined by the Graduate School Board.

45.0 FINANCIAL POLICIES

45.1 PUC Graduate School Accounts

The PUC Graduate School shall maintain corporate cedi and foreign currencies accounts with a bank or banks to be determined by the Dean. Payments to and from PUCGS Graduate School shall be done through these accounts.

45.2 Payment of School Fees

A special account with one of the banks to be determined by the Dean will be dedicated for the payment of school fees. This account will be known to all students of the PUC Graduate School.

45.3 Payment Schedules for School Fees

The PUC Graduate School acknowledges and appreciates the challenges students might face in paying their school fees. Payments of school fees will therefore be made very flexible based on the following installment payment schedules:

- For MBA and MCOM students, the total programme fee is to be paid over five (5) installment periods.
- Each installment is to be paid within two (2) weeks of reopening

Students who are not able to go by these schedules will be denied access to registration and writing of both mid-tri/semester and end- of –tri/semester examinations.

45.4. Rebates

Rebates may be given to certain categories of students from time to time. The rebate amount shall be determined by the Graduate School Board. Qualified students will be informed of the amount involved and the tri/semester in which the rebate will be given. The Graduate School Board will determine to which category of students qualify.

46.0 DURATION OF STUDY PROGRAMMES

46.1 Normal Duration of Programmes

The normal duration of programmes is two years or six trimesters/four semesters as in the case of Evening and Weekend schools or Regular school respectively.

46.2 Extension of Study

Upon the expiry of the normal period for a postgraduate programme, a student who has still not been able to complete the programme may, in exceptional cases, be granted extension of study for a period not exceeding one academic year (two semester or three trimesters). There shall be no further extension of time.

46.3 Interruption of Programme

46.3.1 On Medical Grounds

Interruption of programme is permissible on medical grounds if duly supported by a medical report. This medical report may require further certification by the Director of a medical facility chosen at the discretion of the Graduate Board.

46.3.2 On Non-Medical Grounds

A student registered for the graduate programme may not break his/her programme of study for more than two continuous semesters except with the express written permission from the Graduate Board. Such a student shall apply in writing to the Board through the Head of the Department stating reasons why he/she wants to interrupt his/her study programme.

The student shall obtain written permission from the Graduate School before he/she leaves the university. The Graduate Board in giving permission may consult with the Dean of the appropriate Faculty.

47.0 APPLICATION FOR RE-ADMISSION

47.1 Loss of Studentship Resulting from Interruption of Study

Where a student breaks his/her studies for more than two continuous semesters/three continuous trimesters, he/she shall normally be deemed to have lost any accumulated credits. Such a student may be allowed to apply for re-admission to the university without taking into account credits earned on the previous registration.

47.2 Students who Fail the Thesis Component of the Programme

47.2.1 Where a student's thesis is declared a failure, the candidate may be allowed to re-apply to his/her programme within a period not exceeding two semesters or three trimesters from the date of passing written examinations.

47.2.2 Such an application shall be referred to the relevant Head of Department for comments and if recommended by the Department for re-admission, the candidate shall be readmitted to repeat the thesis component of the programme for one semester.

47.2.3 Such re-application must be made by completing the application form during the normal admissions seasons only and shall be considered for admission at the next intake.

47.2.4 There shall be only one opportunity for re-admission.

48.0 LAPSED STUDENTSHIP

48.1 Where a candidate fails to complete a thesis within the required time including the extension, the lapsed thesis cannot be submitted.

48.2 Only candidates who have satisfied all course work requirements shall be considered for re-admission.

PART D
THESIS GUIDELINES

PREFACE

To many students, it may be the first time that they write a research proposal or paper. This Guideline serves as a reference guide to highlight the process of preparing a research proposal, and basic elements that should be included in such a proposal.

The Guideline is in no way exhaustive. Different disciplines may have different expectations and requirements on the content, format, and length of a research proposal. In this regard, students are strongly advised to consult their supervisor(s) and the head of department beforehand.

49.0 INTRODUCTION

All Graduate students in PUC are required to have their candidature confirmed by the end of the probationary period (i.e. end of 1st year). By the end of the probationary period, every student is required to submit a thesis proposal for consideration by the Faculty of Postgraduate Research Committee (FPRC) and the Faculty Higher Degrees Committee (FHDC). The thesis proposal is one of the most important documents that the University shall consider in determining whether the candidature of a student should be confirmed or be terminated. It is also important to students, as a plan for how the research should or would be implemented. It also serves to set a time schedule so that the thesis can be completed within the specified time frame.

50.0 THESIS/DISSERTATION

Faculty members pursuing graduate degrees at Pentecost University College (PUC) or at other institutions cannot supervise or examine other graduate students at PUC.

51.0 DETERMINATION OF DISSERTATION/THESIS RESULTS

The Graduate School Board shall review the recommendations of the examiners as follows:

Master's Thesis/Dissertation: Two examiners shall be required to decide the status of a student's dissertation/thesis.

- i. Where both examiners pass the dissertation/thesis and the candidate passes the oral examination, the Board shall normally decide to award a pass grade.
- ii. Where one examiner fails or refers a dissertation/thesis, the Board shall review the nature of the failure or referral grade and take a final decision.
- iii. A Masters' dissertation or thesis referred by more than one examiner shall be referred.
- iv. A Masters' dissertation or thesis failed by more than one examiner shall fail.
- v. A candidate who fails the oral examination shall be referred and given another opportunity to undertake the oral examination.
- vi. A candidate who fails at the second oral examination shall be permitted to submit the dissertation or thesis for examination and the conditions under (ii), (iii) and (iv) stated above shall apply.

PhD Thesis

There shall be three (3) examiners involved in deciding the status of a PhD thesis.

- i. Where all three (3) examiners pass the thesis and the oral examination, the Board shall normally decide to pass it.
- ii. If a doctoral thesis fails to reach the required standard or is referred by one of the three (3) examiners, the candidate shall be allowed to proceed with an oral examination, and if he/she passes the oral examination, the Board shall review the nature of the fail grade and decide either to pass the thesis, subject to correction, or refer it. If the candidate fails the oral examination, he/she shall be referred.
- iii. A doctoral thesis failed by two or more examiners shall be referred.
- iv. A doctoral thesis failed by two or more examiners shall fail
- v. If a candidate fails to satisfy the Examiners at a second oral examination, the thesis shall fail.

A plagiarised dissertation/thesis shall be rejected and the candidate shall be deemed to have failed

If a dissertation or thesis submitted for an MA/MPhil or PhD degree is **passed, subject to correction**, the requirement is to re-submit the corrected dissertation or thesis within **three (3) months**, in the case of an MA/MPhil, or **six (6) months** in the case of a PhD.

If a dissertation or thesis submitted for an MA/MPhil or Doctoral degree is **referred**, the candidate may be permitted to re-submit it in a revised form within **three months** in the case of an MA/MPhil and **twelve months** in the case of a PhD.

Where a dissertation/thesis submitted for a Masters/PhD degree is **referred** and is being re-submitted, the candidate shall be required to **re-register** and pay the appropriate fee(s). The re-submitted thesis shall reflect the new date of submission.

Where a candidate's thesis/dissertation is declared a **failure**, the candidate may apply for re-admission to his/her programme.

52.0 SUBMISSION OF DISSERTATION/THESIS FOR EXAMINATION

The Head of academic unit shall submit the dissertation or thesis titles of all Masters and PhD candidates to the appropriate Faculty Board and the Board of Graduate Studies for approval. After the title of the dissertation or thesis has been approved, it may not be

changed, except with the written permission of the Graduate School Board, and on the recommendation of the Department and the appropriate Faculty Board.

After completing his/her course of study, the candidate shall submit to the Graduate School Board, through the Head of Department, a dissertation or thesis which shall comply with the following requirements:

- Each copy of the thesis/dissertation/project work shall be signed by the candidate and the Supervisors/Supervisory Committee members;
- A thesis or dissertation not signed as such must be accompanied by a letter explaining the reason for the thesis not being signed;
- The greater portion of the work submitted must have been done subsequent to the registration of the student as a candidate for a Masters or Doctoral degree;
- Unless otherwise specified, the dissertation or thesis shall normally be written in English;
- The presentation of the dissertation or thesis must conform to the prescribed format;
- A thesis submitted for an MPhil or a Doctoral degree shall consist of the candidate's own account of his/her research. There shall be a Declaration to the effect that the thesis/dissertation is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with the candidate's Supervisor, provided that the candidate states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor.

Work done conjointly with persons other than the candidate's Supervisor shall be accepted as a thesis in special cases only; in such cases, the approval of the Faculty Board and of the Board of Graduate Studies shall be required.

- A thesis for the Doctoral degrees must make a significant and substantial contribution to knowledge.
- A candidate shall not be permitted to submit a dissertation or thesis for which a degree has earlier been conferred in this or any other university. However, a candidate shall not be precluded from incorporating published work based on the thesis research
- A paper written or published in the joint names of two or more persons shall not be accepted as a thesis.
- A candidate who is presenting a thesis shall, on an appropriate form to be obtained from the Graduate School and submitted through the Head of

Department, give notice to the Dean of Graduate School, at least 30 days before presenting the thesis/dissertation.

53.0 LAPSED THESIS/DISSERTATION

Where a candidate fails to complete a Masters/PhD thesis/dissertation within the stipulated period, including extension, the dissertation/thesis shall be deemed to have lapsed, and cannot be submitted.

Such a candidate may, however, apply for re-admission to his/her programme. If recommended by the Department for re-admission, the candidate shall, in the case of MA, be admitted for one semester; and in the case of MPhil/PhD, two years.

In the case of Masters degree candidates, the above shall apply only on condition that the candidate has satisfied all course work requirements of the programme and passed his/her course work no later than two (2) semesters by the time of application for re-admission; in the case of M.Phil candidates, four (4) semesters will be required.

54.0 PREPARATION FOR A THESIS PROPOSAL

Before writing the thesis proposal, a student should have already taken all first year courses and done an extensive review of literature, including, where available, reports of previous researches done by others same or related fields. Most importantly, he/she should have identified and agreed on a research topic with his/her supervisor. In developing and deciding what your research topic should be, it is helpful to ask the following questions:

- What is the possible contribution to knowledge in your proposed area or field of study
- What has been done in the particular field by others before you?
- What is the theoretical or conceptual framework for the proposed study?
- What are the research hypotheses or questions for your proposed study?
- Will the relevant data that would be needed for the study be readily available?
- How will you collect the data?
- Are you assured of the sources of data?
- What are the appropriate methods you intend to use in analyzing the data?

- What are the expected end results of your proposed study?
- Can the thesis be done within the available time period for the study?
- Do you have a comprehensive and sound understanding of the possible problems and limitations of the study?

Writing a thesis is the beginning of a scholarly work. You should write a thesis that you can manage within your present resources and within a reasonable time frame, bearing in mind unavoidable limitations.

Developing a research topic and writing a related proposal cannot be done within a week! It is not an over-night thing. You must allow yourself enough time to develop your research topic and proposal well before the deadline. You need time for your library research. You should consult your supervisor in the process, and be open to any advice that he/she may or will give. It is helpful to look at some sample products, i.e. theses in your field, before writing your proposal. This is because you need to know what it would look like roughly before you can propose what to do in order to produce it. If possible, ask for copies of past theses that your supervisor has approved, or that are in the library. Having a sample of a successful thesis or thesis proposal can make the preparation of your own theses much easier.

As your proposal will probably go through several drafts before you are ready to submit it, you should set aside each draft for a few days, or even a week, before attempting to revise it. This will enable you to spot mistakes or gaps in logic that you simply could not see before. It will also provide you with enough time to show it to your supervisor to get his/her comments and advice. If you start preparing your proposal just a few days before the deadline, the proposal will be rushed, and will most likely be flawed.

Do not take the thesis proposal lightly. A good thesis proposal is halfway to a good thesis. It will help you to focus on what you would like to do, and plan to do in your

research. It is also a fair indication of your knowledge of your field of study, your research methodology, and how serious you will be in conducting the research. A sloppy thesis proposal will not impress people who are examining it; it will indicate that you are not ready for your research.

In writing the research proposal, you should:

- Clearly state or articulate the research problem or issue.
- State the objectives and significance of your research clearly
- Articulate the probable contribution of your research in advancing the knowledge in your field of study.
- Be focused on your research questions and methodology
- Provide a sound theoretical or conceptual framework of your study based on a comprehensive literature review (after you have finished your thesis, you are likely to be an expert and pioneer in your field).
- Make sure that you have cited the most important seminal work related to your study.
- Develop and test your research questionnaire, models, or survey questions in a clearly understandable manner.

55.0 BASIC ELEMENTS OF A THESIS PROPOSAL

- Avoid providing a long reference list which contains a lot of work which is marginal to your research
- Provide a persuasive argument and justification of your research
- Provide a time schedule of your research and completion of the thesis
- Indicate the likely end results of your research

- Write clearly in good English

The following topics or headings are the most commonly suggested elements of a thesis proposal. It is highly recommended that students should consult the supervisor(s) and the relevant Head of Department for the specific requirements in their own field of study.

55.1. Title Page

- i. Tentative thesis title
- ii. Your full-name (Legal name)
- iii. Name of your supervisor
- iv. Degree sought
- v. Department of study
- vi. Date of submission

The thesis title should be concise, descriptive and fairly self-explanatory. Choose a title that is easy to understand, and that represents the main theme of your thesis. For example, the phrase “An investigation of ...” should be omitted; students could consider stating the title in terms of a functional relationship so as to clearly indicate the independent and dependent variables.

A sample title page is given at Appendix I

55.2. Abstract of Thesis Proposal

The abstract is a summary of your thesis proposal. It is usually not more than 1 or 2 pages containing the problem statement, the rationale of the study, the hypothesis or research question(s), the methodology that you are proposing to use, the expected result, and the significance of your study. This section gives the reader an overview of your thesis proposal. Do not try to explain the technical details or methodology of your study

here, as these should be included in the latter sections. Try to present your idea in simple language so that even readers who are not in your field could understand. This section should not contain references.

55.3. Table of Contents

You should list all headings and subheadings with page numbers. Subheadings should be indented.

55.4. Introduction

This section sets the context for your proposed project and must capture the reader's interest. You should explain the background of your study, starting from a broad perspective, narrowing down on your research questions, and listing the relevant references as appropriate. The introduction should be at a level that makes it easy to understand for readers with a general background in your field.

55.5. Literature Review

The section demonstrates that you are knowledgeable of the primary texts and secondary research studies done by other researchers. It ensures that you are not “reinventing the wheel”. It is important to note that this section is *not merely a summary* of the relevant literature you have read. Rather, you have to *provide a critical review*, and be able to *relate the literature* to your proposed research. You should point to areas overlooked or inadequately addressed by previous studies. Discuss how your proposed research could contribute to the knowledge advancement in the area. This shows your ability to integrate and synthesize the literature, and to develop new ideas and innovations. Proper referencing in this section is very important. This helps you to avoid the possible charge of plagiarism.

The following are the most common deficiencies of a literature review and you should try to avoid all of them:

- lack of organization and structure;

- lack of focus and coherence;
- being repetitive;
- failing to cite influential papers or studies;
- citing irrelevant and trivial references;
- failing to cite current papers or studies;
- failing to critically evaluate cited papers.

55.6. Research Questions and Hypotheses

This section tells the reader what you would like to find out or address in your research. State your research questions and hypotheses explicitly in this section. In most cases, the primary research question should be broad enough to cover the entirety of your proposed research and the subsidiary research questions and hypotheses. These must be very specific; each of them should focus on a specific aspect of your research. These hypotheses usually form chapters or sub-sections of your final thesis. You should explain how these research questions and hypotheses are formulated.

55.7. Methodology

This section explains exactly “how” you are going to conduct your research. You should demonstrate that you are fully aware of the alternative research methods and explain how your proposed methodology is more advantageous than other methods, in attaining your stated objectives.

For quantitative research, you should include:

- I. The research design, e.g. a questionnaire study or a laboratory experiment
- II. The subjects or data source, e.g. who will participate in the data collection, the sample size, and sampling methodology
- III. The instruments, e.g. the kind of measuring instruments or questionnaires and the reason for choosing these instruments
- IV. Procedure, e.g. how you are going to carry out your study, what activities are involved and how long they will take.

- V. The methods of analysis, e.g. modeling techniques or statistical methods to be used.

You should also discuss the limitations of the proposed methodology, the assumption and the range of validity in data collection. Where the research involves human subjects, you must also obtain the approval from the appropriate ethics committee. A copy of the approval, if available, should be attached to the proposal.

If you have conducted a pilot study, please also provide the details here and discuss how the methodology will be improved in view of the previous experience.

For qualitative research, as there are no well established and widely accepted general rules or principles, you need to elaborate more on the data collection process and how you will analyze the results.

The methodology carries great weight in determining the success of a piece of research. A very good research topic with a poor research methodology can easily ruin a study's outcome! In order to prepare yourself for your research and to enable the reviewer to understand your proposed study better, you should be more detailed in your research methodology. For example, how are you going to collect your data; what is your sample size, and what specific methods will you use in analyzing your data.

55.8. Work Schedule

Every student is supposed to submit the thesis for examination by the end of the study period, i.e. 2 years (full-time) and 3 years (part-time) for Masters Programmes. Hence, you should not attempt a research question that cannot be possibly completed within your study period. In this section, you need to identify the tasks and make realistic estimates of the time required for each task. This can easily be done in a table or chart format. Setting important milestones can definitely help to monitor the progress of the research.

55.9. Expected Results and Implication of Results

Obviously, you do not have results at the proposal stage. However, you need to have some idea about what kind of data you will be collecting and what methods you will use in order to answer your research question or test your hypothesis. You should also state the contribution to knowledge expected from your research efforts.

55.10. Tentative Thesis Chapter Outline

You should check with your supervisor if this is a required section of the thesis proposal. Presenting the chapter outline as a draft contents page with brief annotations of expected content or stages will be helpful in thinking through the process and outcome of your research. Follow the standard sections relevant to your type of research. Look at past theses in your area and discuss your ideas with your supervisor.

55.11. List of References

This list is desirable only if the proposal contains six or more references. Otherwise, the references can be inserted in the text within parentheses, e.g.

Omane-Antwi K. B. (2011). Global Economic Crisis – Survival Strategies for Developing Economies, *Pentvars Business Journal*, Vol.5 No.2 37-57

The style and format of the references depends on the disciplinary field. The main consideration is consistency; whatever style (i.e. APA, Harvard, MLA, Chicago etc.) chosen should be followed throughout.

56.0 PRESENTATION AND BINDING

56.1 Presentation Format

- i. Four typed or printed copies of the dissertation or thesis, using standard A4 paper, shall be submitted to the School of Graduate Studies through the Head of Department for examination.
- ii. Typed thesis should be on only one side of paper

- iii. Margins: When bound all margins of the thesis should be 2.54 cm (1 inch).
- iv. Front Type & Size: Theses should be typed in New Times Roman Font Size 12.
- v. Chapter headings should be in New Times Roman Font Size 14 Bold.
- vi. Font sizes for indented citations, graphs, figures and tables should not be lower New Times Roman font size 10.
- vii. Page Numbers: Page numbers should be centered at the bottom of page throughout the thesis.
- viii. The preliminary pages should be numbered with Roman numerals.
- ix. Page numbering in Arabic numerals should run through the entire thesis.
- x. Footnote numbering should run through a thesis
- xi. Footnotes NOT Endnotes should be used in all thesis

56.2 Binding

Examination Copy

A thesis submitted for examination should be bound in soft manila card cover (green or light blue). The cover should bear the details of the Title Page of the thesis.

Final Copy

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

- Two (2) copies shall be sent to the School of Graduate Studies, one of which shall be deposited in the Balme Library, and the other kept by the School;
- 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.

Labeling of Final Copy

- i. Front Cover

The front cover of the final copy should be lettered boldly in gold (0.5 to 1.25cm) with the details of the Title Page of the Thesis.

ii. Spine

The spine of the thesis should be lettered boldly in gold (0.5 to 1.25cm), with the degree, date and name, before the award of the Degree is published by the Registrar.

Binding Colour Scheme

The following scheme should be used in binding the dissertations/thesis:

Degree	Designation	Colour Scheme
MA/MSc/LLM/MBA	Dissertation/Long Essay/Projects	Wine
MPhil Thesis	Green	
PhD/DPhil	Thesis/Set of Publications	Dark Blue

PDF Version

A PDF version of the final thesis should be submitted with the hardcopies to the School of Graduate Studies.

Soft Copy

A soft copy of the abstract of the thesis should be separately 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.

57.0 THESIS DEFENSE

Students who are able to successfully complete their thesis in time would be required to orally defend their thesis.

57.1 Thesis Oral Defense Committee

The Master's candidate's thesis oral defense committee will be recommended by the Dean of the Graduate School and approved by Graduate School Board.

57.2 Composition

The committee will be comprised of a minimum of three and a maximum of five members. Members of the committee must have research records appropriate to the student's area of specialization.

57.3 Scheduling of the Oral Defense

Arrangements for appointing the defense committee and for the date and time of the oral defense must be made by the Dean, **no later than two (2) weeks prior to the date of the defense**. This is to give students ample time to put their presentation (slides) together.

A timetable must be made, indicating the date and time that each student will be defending his/her thesis.

57.4 Conducting the Defense

The oral defense committee chair will preside over and manage the defense process. He or she is responsible for making certain that the defense is conducted in a professional manner, and that the student has a fair opportunity to defend his/her thesis. The chair is expected to provide opportunities for each voting member of the oral defense committee to participate in the defense, and to ensure that the examination is of high quality, while remaining within proper limits of inquiry. Interested faculty members and currently enrolled graduate students may attend the oral defense. After the oral defense committee has conducted the essential examination of the candidate, questions may be asked by others present, if deemed pertinent and appropriate, as determined by the defense committee.

When the defense is completed, the chair will request that the candidate and all other persons not on the examination committee leave the room, and will subsequently call

for a motion to pass or fail the candidate. A recommendation to pass can have no more than one negative vote from members of the committee. If the motion is a recommendation to pass, the committee must then agree on the conditions of the recommendation as follows:

- ***Pass with no revisions*** means that only grammatical, labeling or numbering changes are required. Only a limited number of sentence additions or deletions should be necessary.
- ***Pass with minor revisions*** indicates that the candidate will be required to reorganize portions of the manuscript and change some of the content.
- ***Pass with major revisions*** means that a complete chapter or chapters must be rewritten, additional tables are required and interpreted, or the general format must be changed. Responsibility for seeing that needed revisions are made rests with the thesis director. However, committee members may also require their approval before final submission.
- ***Fail*** indicates that the thesis content is not of acceptable quality or that the candidate cannot defend the research. In most cases, failing the defense results in the rejection of the student's thesis and a new or related study will usually need to be undertaken.

However, a candidate who fails the oral defense may make a petition to the oral defense committee for a maximum of one re-examination. If granted, the re-examination must be scheduled through the Office of the Dean of Graduate School, and must occur within normal timelines.

The *Result of Oral Defense Form* must be signed by all committee members and returned immediately to the Office of Graduate Studies. All signatures must be original. Faxed, photocopied, or electronic signatures will not be accepted.

Appendix I – Title Page (Sample)

Your Tentative Thesis Title Here

by

Your Full Name

Degree Sought

Department of Study

Name of Supervisor

Date of Submission