



**AKENTEN
APPIAH-MENKA
UNIVERSITY**
*of Skills Training and Entrepreneurial
Development*

**SCHOOL OF
GRADUATE
STUDIES**

POLICY GUIDELINES FOR GRADUATE THESIS WRITING



2024

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND
ENTREPRENEURIAL DEVELOPMENT (AAMUSTED)**

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ABOUT SCHOOL OF GRADUATE STUDIES

The School of Graduate Studies (SGS) of the Akenten Appiah-Menkah University of Skills Training and Entrepreneurial Development (AAMUSTED) is in charge of coordinating Graduate Programmes in the various faculties. The school works with other Faculties, Departments, Sections and Units to provide information on postgraduate programmes in one central location. The overall goal of the School is to play a leading role in postgraduate training and research into Technical and Vocational Education and Training, and Entrepreneurial Development as well as enhancing the training of high calibre graduate students and promote demand-driven programmes relevant to the country's expanding socio-economic needs.

Currently, the School of Graduate Studies coordinates PhD programmes, MPhil Programmes, MBA programmes, top-up (MA/MEd/MSc/MTech to MPhil) programmes, MEd programmes, MSc programmes, MTech programmes among others. The objectives of the School of Graduate Studies are to:

- coordinate all graduate programmes and research in the University
- formulate and approve graduate studies policies and regulation
- institute strategies to increase enrolment in the school of Graduate Studies
- increase diversity in postgraduate programmes
- ensure strict adherence to set standards for postgraduate studies
- promote activities to improve international recognition for excellence in postgraduate education and prepare leaders for the education sector
- introduce graduate school programmes that reach out to the community
- make efficient use of ICT and other technology to support postgraduate education
- provide adequate facilities for postgraduate education
- promotion of market driven programmes
- establish fellowship and improve on the graduate assistantship

Prof. Humphrey Danso
Dean, School of Graduate Studies

Acknowledgment

Members of the Committee:

Prof. Isaac Abunyuwah	-	Chairman
Prof. Mrs. Margaret Esi Essilfie	-	Member
Prof. Faisal Iddris	-	Member
Prof. Emmanuel Appiah-Kubi	-	Member
Prof. Gilbert Owiah Sampson	-	Member
Dr. Charles B. Campion	-	Member
Dr. Lydia Osei Amankwah	-	Member
Mrs. Dorcas D. Kyeremeh	-	Secretary

LIST OF ABBREVIATIONS AND THEIR MEANING

1. **BSc**, Bachelor of Science. This is a bachelor's degree in the field of science awarded by a recognized University for programmes that last for between 3 to 5 years.
2. **CGPA**, Cumulative Grade Point Average. This is a student score calculated by dividing the number of quality points earned in all courses taken and divided by the total degree-credit hours in all the courses.
3. **DAA**, Division of Academic Affairs. It is an administrative branch of the University responsible for the administration of academic policies of the University.
4. **DCP**, Departmental Postgraduate Committee. This is a statutory committee in the **department** with overall responsibility for all matters concerning postgraduate studies in the department.
5. **FGPA**, Final Great Point Average. This represents an average of all final grades a student earned from the time they first enrolled in a department or faculty to the completion of their programme.
6. **FPC**, Faculty Postgraduate Committee. This is a statutory committee in the **faculty** with overall responsibility for all matters concerning postgraduate studies in the faculty.
7. **GPA**, Great Point Average; This is a number representing the average value of the accumulated final grades earned in courses during a certain period.
8. **MA**, Master of Arts. This is a Masters or second degree in the field of humanities and social sciences awarded for programmes that last for 2 years.
9. **MEd**, Masters of Science in Education. This is a Masters or second degree in the field of Education awarded for programmes that last for 1 year.
10. **MPhil**, Master of Philosophy. It is a Masters or second degree in any field with a taught portion and a significant research portion and awarded for programmes that last for 2 years.
11. **MSc**, Master of Science. This is a Masters or second degree in the field of science awarded for programmes that last for 1 year.
12. **MBA**, Master of Business Administration. This is a Masters or second degree that focuses on Business administration awarded for programmes that last for 2 years.
13. **MPH**, Master of Public Health. This is a Masters or second degree that focuses on public health and last for 2 years.

14. **MTech**, Master of Technology. It is a Masters or second degree in fields such as information technology, business and technology, engineering technology or technology management etc awarded for programmes that last for 2 years.
15. **PhD**, Doctor of Philosophy. It is the highest academic degree in the University awarded for programmes in any field offered in the University.
16. **PHP**, Postgraduate Honour Points.
17. **SGS**, School of graduate studies; the administrative branch of the University that coordinates all graduate programmes for the departments and faculties.

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1.0 INTRODUCTION

The primary goal of graduate studies at the AAMUSTED is to train students for outstanding scholarly and professional achievement by educating them in the skills of a discipline and the intellectual and ethical foundations of research, instilling in each student the capacity for independent critical judgment and inspiring students to use their knowledge and training for the betterment of society. Every graduate study at AAMUSTED shall have a research component, either a “Thesis” or “Dissertation.” “Thesis” shall apply to MPhil and Ph.D. research work, and “Dissertation” shall apply to non-research master’s research work. The thesis/dissertation shall be written in English and include an abstract, giving a general account of its problem statement, objectives, methodology/materials and methods, findings/ results, conclusion, and recommendations. The research work shall be carried out under the supervision of a member(s) of the academic staff with the appropriate qualifications and teaching/research experience level. A thesis/dissertation must be original and novel.

1.1 Doctoral Thesis

A doctoral candidate must conduct original and significant research on an approved topic and present the results in a thesis. Candidates for a doctorate must demonstrate advanced theoretical and methodological knowledge. The study should contribute something novel and significant to our world understanding. The thesis must be adequately defended through academic argument while providing a unique or increased insight into the chosen field that was not previously available. As a result, the thesis cannot rely on other people's ideas or results; it must be an original piece of writing that belongs to the candidate alone. The primary goal of a thesis is to explain the conclusion reached as a result of conducting the research project.

A residency is required as part of the training for a doctoral candidate. This allows students to concentrate on their studies, develop the habits, attitudes, skills, and insights required to contribute to scholarship and work closely with other scholars.

1.2 Master of Philosophy Thesis

The M.Phil. is a research degree that focuses on the candidate’s independent research project while an academic supervisor offers advice. A candidate enrolled in M.Phil. programme must go through series of lectures, seminars, assignments, and exams. A candidate for the Master of Philosophy degree must research an approved topic, presenting findings in a thesis. Such

candidates must demonstrate appropriate theoretical and methodological knowledge. The thesis must include evidence of the student's familiarity with the research process. Most of the time will be spent gathering data, analyzing the results, and, if desired, publishing the research in a journal. A Master's degree by research typically has a smaller scope of work than a Doctoral programme.

1.3 Master Degree

A candidate enrolled in a taught Master's programme must go through series of lectures, seminars, assignments, and exams. The candidate must research an approved topic and present the findings in a dissertation. Although the expectation is lower than a Master of Philosophy, candidates must demonstrate adequate methodological knowledge.

NB

A master's thesis is intended to deepen career-related knowledge and skills. A doctorate thesis aims to develop critical research, analytical, and writing skills to fill industry knowledge gaps. The master's thesis focuses on developing critical thinking and problem-solving skills while focusing on expert command of industry-specific skills. On the other hand, a doctorate thesis focuses on research, analysis, and writing to develop transferable skills that can fill gaps in industry knowledge.

2.0 STUDENTS' DISSERTATION/THESIS RESEARCH PROGRESSION

At the end of each semester, the School/Faculty Postgraduate Board shall receive progress reports on research students from the Departments and submit same to the Dean of the School of Graduate Studies.

2.1 Presentation of Dissertation/ Thesis

- a) The dissertation/thesis shall be written in English. It shall include an abstract of not more than a page, giving a general account of its problem statement, objectives, methodology/materials and methods, findings/results, discussion, conclusion, and recommendations.

Policy Guidelines for Graduate Thesis/Dissertation Writing

- b) A dissertation/thesis must consist of the candidate's own account of research and testified by the supervisor.
- c) A dissertation/thesis shall ideally not exceed the number of words or pages, excluding preliminaries and appendices. See table below.

Degree	Minimum	Maximum
MA/MBA/MEd/MSc/MTech	60 pages/15,000 words	80 pages/20,000 words
MPhil	80 pages/20,000 words	120 pages/30,000 words
PhD	150 pages/50,000 words	300 pages/75,000 words

- d) A candidate shall not be permitted to submit a dissertation/thesis for which a degree has been conferred in this or any other University. However, a candidate shall not be precluded from incorporating work that they have already submitted for a degree in this or another University, provided that they shall indicate on their form of entry and also in their thesis/dissertation any work which has been so incorporated.
- e) The dissertation/thesis shall be accompanied by signed declaration statements by;
 - i. the candidate,
 - ii. all the supervisors.
- f) If it is discovered later that the Declaration was false, the dissertation/thesis, even where successful, would be declared null and void.
- g) Graduate candidates shall submit a signed PDF softcopy of the thesis to the Head of the Department.
- h) The Head of Department shall submit the copies through the Dean of School/Faculty to the Dean of Graduate Studies, who shall arrange for an assessment.
- i) Suppose the candidate is successful at the examination as a whole. In that case, one hard copy of the corrected dissertation/thesis (with softcopy), bound in hardcover, shall be submitted to the Board of the School of Graduate Studies before the award of the degree. In addition students shall present a poster of their Theses/Dissertation.

3.0 FORMAT OF THE DISSERTATION/THESIS

Writing a dissertation and thesis is part of the requirements for the award of higher degrees at the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development. No higher degree will be conferred until the approved conditions of specifications for writing a dissertation/thesis are met.

All dissertations/theses consist of three categories of material, namely: the preliminaries, the text or the main body of the report, and Appendices.

3.1 Preliminaries

This consists of the spine, outside cover, declaration, abstract, acknowledgment, dedication (optional), table of contents, list of tables, list of figures, list of plates, and list of acronyms where appropriate.

i. Spine

On the spine is printed the name of DEGREE, the FULL NAME OF THE CANDIDATE, and the YEAR of the presentation, in that order (three blocks). An example of information is specified in brackets below must be presented in horizontal order:

[Name of Degree] *[Full name of candidate]* *[Year]*

The Spine of Theophilus Kwame Mensah's PhD thesis will be like this:

PhD THEOPHILUS KWAME MENSAH 2024

The Spine of Millicent Amoah Awindo's MPhil thesis will be like this:

MPhil MILLICENT AMOAH AWINDO 2024

ii. Outside Cover

On the Outside Cover, *AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND ENTREPRENEURIAL DEVELOPMENT* must be printed at the top of the page (12 single spaces or 5cm, from the top of the page), the *TITLE OF THE REPORT* (dissertation/thesis) in the middle of the page, the author's *FULL NAME* (without titles) and the *YEAR* of presentation printed at the bottom half of the page (four blocks). An example is shown below:

[Name of the University]

[Title of Dissertation/Thesis]

[Full Name of Candidate (without titles)]

[Year]

The Outside Cover of Theophilus Kwame Mensah's PhD thesis will be like this:

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND
ENTREPRENEURIAL DEVELOPMENT**

EFFECT OF TEMPERATURE ON ASCORBIC ACID IN PINEAPPLE

THEOPHILUS KWAME MENSAH

2024

Note: 'BY' and titles like Mr., Ms., Mrs., Rev., etc., are not acceptable on the Outside Cover. Refer to appendix 1.

iii. Inside Cover

The next page is the INSIDE COVER or TITLE PAGE. The page consists of FIVE BLOCKS OF WORDS. The first block is AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND ENTREPRENEURIAL DEVELOPMENT and is set off at five single spaces from the top of the page and centered between the margins. The second block is the TITLE of the THESIS/DISSERTATION. The third Block is the FULL NAME of the candidate. The next block indicates the DEPARTMENT and the FACULTY of the UNIVERSITY to which the thesis/dissertation is submitted and the degree for which the thesis/dissertation is required. The fifth block states the MONTH and the YEAR (on one horizontal line) in which the report is submitted. Double spaces should separate these blocks. The title page is page one (in ROMAN NUMERALS) of the preliminaries or Front Matter, but it is NOT numbered or written in the report.

An example of the information which must be presented in vertical order is specified in the brackets below:

[Name of University]

[Title of Thesis/Dissertation]

[By]

[Name of Candidate (without titles)]

[Index Number]

[Thesis submitted to the Department of Hospitality and Tourism Education of the Faculty of Vocational Education, Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development in partial fulfillment of the requirements for the award of a Master of Philosophy degree in Catering and Hospitality]

[Month and Year]

For example, the Inside Cover of Theophilus Kwame Mensah's thesis will be like this:

**APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND
ENTREPRENEURIAL DEVELOPMENT**

EFFECT OF TEMPERATURE ON ASCORBIC ACID IN PINEAPPLE

BY

**THEOPHILUS KWAME MENSAH
(8201180001)**

A thesis submitted to the School of Graduate Studies, Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development in partial fulfillment of the requirements for the award of a Master of Philosophy degree in Catering and Hospitality.

JULY 2024

Note that 'BY' should be used here. However, titles are still not acceptable. Refer to Appendix II

iv. Declaration Page

In all cases, the top half of the page should be for the candidate’s declaration and the second half for the supervisor(s).

a. M.A./MBA/M.Sc./M.Ed./MPH/MTech Dissertation

The **Declaration** page should contain the following statement (appendix III):

Candidate’s Declaration

I hereby declare that this dissertation, with the exception of quotations and references contained in published works which have been duly acknowledged; is the result of my own original work and that no part of it has been presented for another degree at this university or elsewhere.

Candidate’s Name:

Signature: Date:

Supervisor’s Declaration

I hereby declare that the preparation and presentation of this dissertation were supervised in accordance with guidelines on supervision of dissertation laid down by the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development.

Supervisor’s Name:

Signature: Date:

b. PhD/MPhil Thesis

Candidate’s Declaration

I hereby declare that this thesis, with the exception of quotations and references contained in published works which have been duly acknowledged; is the result of my own original work and that no part of it has been presented for another degree at this university or elsewhere.

Candidate’s Name:

Signature: Date:

Supervisors’ Declaration

We hereby declare that the preparation and presentation of the thesis were supervised in accordance with the guidelines on supervision of thesis laid down by the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development.

Principal Supervisor’s Name:

Signature: Date:

Co-Supervisor’s Name:

Signature: Date:

v. Acknowledgment

This section allows the student to express gratitude to those who directly assisted them in completing the dissertation/thesis. This may include mentors, supervisors, organizations, officials, chiefs, and colleagues.

vi. Dedication

It should be noted that the Dedication page is not another acknowledgments page. It should contain only five lines with a few words.

Example: to my family.

vii. Table of Contents

All chapter headings should be typed in an uppercase and bolded. The subheading should appear in the title case and be bolded. The corresponding pages of headings and subheadings should be indicated.

viii. List of Tables/List of Plates/List of Acronyms (Abbreviation)

A list of figures and tables should show the table or figure numbers, their titles, and page number. A list of Plates and Acronyms may also be included where applicable.

ix. Ethical Approval

If the thesis or other examinable work involves human beings or animals, a page containing the name(s) of the relevant University and/or other ethics committee, as well as the approval number(s), must be inserted in sequence in the soft-bound copies of the print thesis or other examinable print work.

x. Professional Editorial Assistance

If the candidate obtained professional editorial assistance during the conduct of the research and production of the examinable work (and written permission was obtained before obtaining the assistance), the name of the editor and a brief description of the services provided must be specified in the thesis or any other examinable work on a separate page inserted in sequence under the heading "Professional Editorial Assistance." If the professional editor's current or former academic specialization is similar to the candidate's, this should also be stated in the introductory matter of the thesis or other examinable work. The scope of professional editing for a candidate's thesis or other examinable work is limited to formatting, grammar, and style. It must not change or improve the thesis's substantive content.

xi. Confidential Material

If any material in the thesis or other examinable work is confidential for commercial or other reasons, either for a specified period or indefinitely, the confidential material, the period, and the reasons for its confidentiality must be specified on a separate page inserted in sequence under the heading "Confidential Material." Furthermore, the following statement must appear on the cover of soft-bound copies of the print thesis or other examinable print work: "This thesis contains confidential material as described on page [insert page number]." The thesis shall not be given to anyone not directly involved in the examination of the thesis [or portfolio]." The Head of the Department from which the thesis originates must write a cover letter indicating that the thesis contains confidential information. A letter of this type will alert the administration and prevent it from disseminating the thesis to the public.

4.0 ABSTRACT

The abstract should summarize the thesis, including a general account of its problem statement, objectives, methodology, major findings, and recommendations. It should be at least two hundred and fifty (250) words but should not exceed one page. It should be developed in a well-structured paragraph. Note that an abstract should not contain symbols, references, or technical terms unless in exceptional circumstances.

5.0 MAIN TEXT

The main text covers the chapters of the thesis/dissertation. Departments should determine the preferred number of chapters of their thesis/dissertation and communicate the same to the Board of the School of Graduate Studies. The following are suggested:

Chapter One: Introduction

- 1.1 Background to the Study
- 1.2 Statement of Problem
- 1.3 Objectives of the Study
- 1.4 Research Questions (if any)
- 1.5 Research Hypothesis (if any)
- 1.6 Significance of the Study
- 1.7 Scope of the Study
- 1.8 Limitations of the Study
- 1.9 Organization of the Study
- 1.10 Definition of terms (if required)

Chapter Two: Literature Review

- 2.1 Introduction
- 2.2 Theoretical Review (if applicable)
- 2.3 Conceptual Review (if applicable)
- 2.4 Empirical Review
- 2.5 Conceptual Framework
- 2.6 Other Headings (if applicable)
- 2.7 Chapter Summary

Chapter Three (Primary Data): Methodology

- 3.1 Introduction
- 3.2 Study Area (if applicable)
- 3.3 Research Design and Strategy
- 3.4 Population
- 3.5 Sampling and Sampling Techniques
- 3.6 Data Collection Technique
- 3.7 Validity and Reliability
- 3.8 Data Analysis Technique
- 3.9.1 Model Specification (if applicable, for instance, regression)
- 3.10.2 Definition of Variables (if applicable)
- 3.11.3 Estimation Technique/ Strategy
- 3.12 Chapter Summary

Chapter Three (Primary Data): Materials and Methods

- 3.1 Introduction
- 3.2 Research Design and Strategy
- 3.3 Materials
- 3.4 Procedure/Methods
- 3.5 Data Analysis
- 3.6 Chapter Summary

Chapter Three (Secondary Data): Methodology

- 3.1 Introduction
- 3.2 Research Design and Strategy
- 3.3 Data and Source
- 3.4 Model Specification
- 3.5 Definition of Variables
- 3.6 Apriori Expectations
- 3.7 Estimation Technique/ Strategy/Procedure
- 3.8 Data Analysis Technique
- 3.9 Chapter Summary

Chapter Four: Research Findings and Discussions

- 4.1 Introduction
- 4.2 Data Presentation
- 4.3 Demographics of Respondents (if applicable)
- 4.4 Descriptive Analysis/Statistics
- 4.5 Inferential Analysis/Statistics (if applicable)
- 4.6 Discussions of Findings
- 4.7 Chapter summary

Chapter Five: Summary of Findings, Conclusion and, Recommendations

- 5.1 Introduction
- 5.2 Summary of Findings
- 5.3 Conclusion
- 5.4 Recommendations/Policy Implications
- 5.5 Future Research Direction

NOTE: Faculties/Institutes and Departments may adopt a format that is appropriate in their area of specialisation.

i. Numbering of Sections or Subsections of the Thesis/Dissertation

The numbering of sections and subsections should be numbered to only sub-level three, e.g., 2.1.1. Tables and figures should be numbered serially from 1.

ii. Line Spacing and Font size

The thesis/dissertation should be double-spaced throughout, including the references. The font type should be Times New Roman, and the size should be twelve (12).

iii. Page layout

The standard margin should be 3.75cm on the left before binding and 2.5cm on the right. The top and bottom spaces are also 2.5cm each. All footnotes should be incorporated

into the main text. There should be no endnote and endnote references at the end of each chapter.

The main body of the text should be set in double spacing, with enough margins. The text should be spaced from the top and bottom of the page. Work should be justified to the margins.

Use a legible typeface like Times New Roman. Other uncommon typefaces should be avoided unless they are required to emphasize certain words. Use italics or bold to emphasize this circumstance. It is suggested that you use a font size of 12 pt.

iv. Paragraphing

Paragraphing: The first line of each paragraph may be indented or blocked as adopted by the Department. The text should be in justified format.

v. Footnotes/Endnotes

The Footnotes should be used when necessary.

vi. Pagination

All page numbers within the text, from the abstract to the end of the text, should be placed at the bottom and centered . Page numbers from the abstract to the list of tables/figures should be in Roman numerals, and page numbers in the remaining text should be in Arabic numerals.

vii. Titles and Levels

The following should be considered:

Heading 1 (level 1) should typically be used for the thesis chapter headings. They should be numbered sequentially, beginning with 1. The chapter headings will be centered and written below the chapter number (see Appendix G). Each new chapter will begin on a new page; a chapter may be broken into any acceptable number of sub-divisions (sections), with second-level titles that are also continually numbered. This system of

division and numbering can be continued to any level in theory but should be limited to the third level, the fourth level. As a result, just the first three levels should be numbered.

Title Level	Font	Vertical Spacing Before Paragraph	Vertical Spacing After Paragraph
Headline (Heading 1)	15	24-point	18-point
First section header (Heading 2)	14	18-point	6-point
Second section header (Heading 3)	14	12-point	6-pont

viii. Paper Size

A4 (8.27 in. x 11.29 in.) paper should be used. When you first open a new Microsoft Word document, the default Paper Size is Letter; make sure you change it to the appropriate Paper Size (i.e., A4).

ix. Tables and Figures

Tables, figures, and plates should be placed on the same page or not far away from the reference discussion(s). In the text, the caption and number of a table should appear on top of the table and be bold. The caption and number of a figure or plate should appear below the figure or plate. Tables are not to be drawn with vertical and horizontal lines forming cells. However, two horizontal lines may be needed for the top and bottom parts of the Table. If a Table spills over to the next page, there should be an indication, as *Table 3 continued*. Tables, figures, and Plates are not to be enclosed in border lines.

x. Charts

(1) Each chart shall have a chart number and name caption, according to the chapter. The caption and number should appear below the chart and be made bold. No punctuation is allowed in the chart. There should always be a reference made in the main body of the chart, such as “see chart 1.1”, “as shown in chart 1.1,” etc. Do not separate a chart into two pages.

(2) Chart title is placed in the middle below the chart. If the title exceeds one line, it will be placed in the middle below the chart, but the name shall be left justified.

Consider academic integrity and plagiarism.

(3) Charts titles shall be descriptive (clear) of their content. Parameters in the chart shall indicate the symbols of quantity and units. Candidates should use the equation editors in word processors.

xi. Formula

Formula shall begin on a new line and be placed in the middle (center) of the line. Serial numbers of formulas should be aligned to the right. Use “see formula (1.1)” or “based on formula (1.1)” to quote the formula. If the formula is long, wrap the formula at the equal sign “=”; If this is difficult, switch another line at $+$, $-$, \times , \div operators. When switching the line, operators could only be written once before the switched line without repetition.

Figures, charts, and formulas should be captioned in Arabic numerals consecutively for each chapter. For example, Figure 2.5 (the fifth figure of chapter 2), Chart 3.2 (the second chart of chapter three), Formula (5.1) (the first formula of chapter five), etc. Put physical quantities and symbols in figures and charts in italic. If there are notes in figures or charts, give numbers to them in capital letters. Notes shall be put under the figure or chart.

xii. Referencing

Referencing must consist of all works consulted and must be listed and cited in the text of the dissertation/thesis.

xiii. Referencing Style

The standard referencing style for all dissertations and theses is the American Psychological Association (APA) Referencing style (current edition).

xiv. Appendices

Appendices are useful for keeping track of complicated mathematical or other formulas, descriptions of experiments or apparatus, and any other specialized or lengthy material,

such as codes of computer programmes, or other instrumental outputs, that would otherwise detract from the text's readability. After reading the primary text, the reader should be able to study or refer to these afterward, and only if they decide to do so. The appendices should be placed immediately after the list of references. To make locating appendices in the text easier, they must be numbered or lettered in order. Every appendix should begin on a new page.

All detailed calculations, data collection instruments, and other detailed information may be placed as Appendices. They must be placed after the References and numbered as Appendix I, II, III, etc.

xv. Plagiarism Check

All dissertations and theses must be submitted to the School of Graduate Studies designated offices for plagiarism check before initial submission to the Department for assessment. Supervisors must ensure that theses have been checked before approving and signing them for onward submission. A Similarity Index of not more than 20% is recommended for acceptance.

6.0 SUBMISSION REQUIREMENTS

- (a) For a Ph.D. degree, the candidate should:
 - i. Pass a Comprehensive Examination (a written examination, submission of a review paper/research proposal, and an oral examination) with a minimum mark of 60%
 - ii. Submit a Turnitin report of final thesis with Similarity Index not exceeding 20%.
 - iii. Submit and successfully defend thesis; and
 - iv. Show evidence of acceptance of at least two (2) manuscripts from the thesis for publication in a peer-reviewed journal.

- (b) For an MPhil degree, the candidate should:
 - i. Submit a Turnitin report of final thesis with Similarity Index not exceeding 20%.
 - ii. Submit and successfully defend thesis; and

- iii. Show evidence of acceptance of at least one (1) manuscript from the thesis for publication in a peer-reviewed journal.

7.0 PRINTING REQUIREMENTS

Dissertation Cover is unified in AAMUSTED. Brown cover for doctorate dissertation, blue cover for academic postgraduate dissertation, and canary cover for professional postgraduate dissertation.

Number of Copies Required



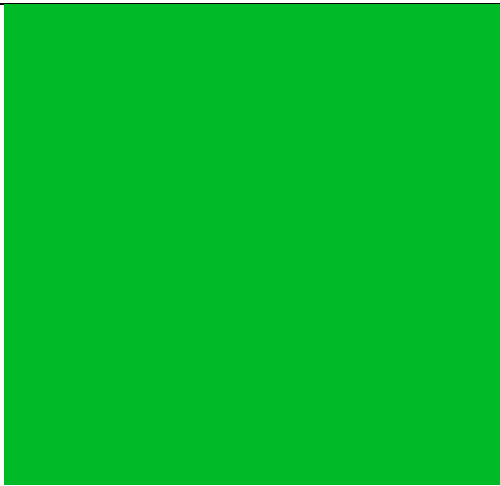
Two (2) printed copies should be submitted for examination for the Ph.D., MPhil, and MSc.

i. Colours for Dissertation and Thesis

The following shall be the colours of the various categories:

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| a) M.A/MBA/M.Sc/M.Ed/MPH/MTech | - | Green |
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	Coffee Brown #4B371C	PhD
	Royal Blue #4169E1	MPhil
	Green #00BB27	MA MBA MSC MED MPH MTECH PGDE

Appendix 1: Outside cover

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND
ENTREPRENEURIAL DEVELOPMENT**

EFFECT OF TEMPERATURE ON ASCORBIC ACID IN PINEAPPLE

THEOPHILUS KWAME MENSAH

2024

Appendix II: Inside cover

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND
ENTREPRENEURIAL DEVELOPMENT**

EFFECT OF TEMPERATURE ON ASCORBIC ACID IN PINEAPPLE

BY

THEOPHILUS KWAME MENSAH

(8201180001)

A thesis submitted to the School of Graduate Studies, Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development in partial fulfillment of the requirements for the award of a Master of Philosophy degree in Catering and Hospitality.

JULY, 2024

Appendix III: Declaration for M.A./MBA/M.Sc./M.Ed./MPH/MTech Dissertation

Candidate's Declaration

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

Candidate's Name:

Signature: Date:

Supervisor's Declaration

I hereby declare that the preparation and presentation of this dissertation were supervised in accordance with guidelines on supervision of dissertation laid down by the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development.

Supervisor's Name:

Signature: Date:

Appendix IV: Declaration for PhD/MPhil Thesis

Candidate's Declaration

I hereby declare that this thesis, with the exception of quotations and references contained in published works which have been duly acknowledged; is the result of my own original work and that no part of it has been presented for another degree in this university or elsewhere.

Candidate's Name:

Signature: Date:

Supervisors' Declaration

We hereby declare that the preparation and presentation of the thesis were supervised in accordance with the guidelines on supervision of thesis laid down by the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development.

Principal Supervisor's Name:

Signature: Date:

Co-Supervisor's Name:

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