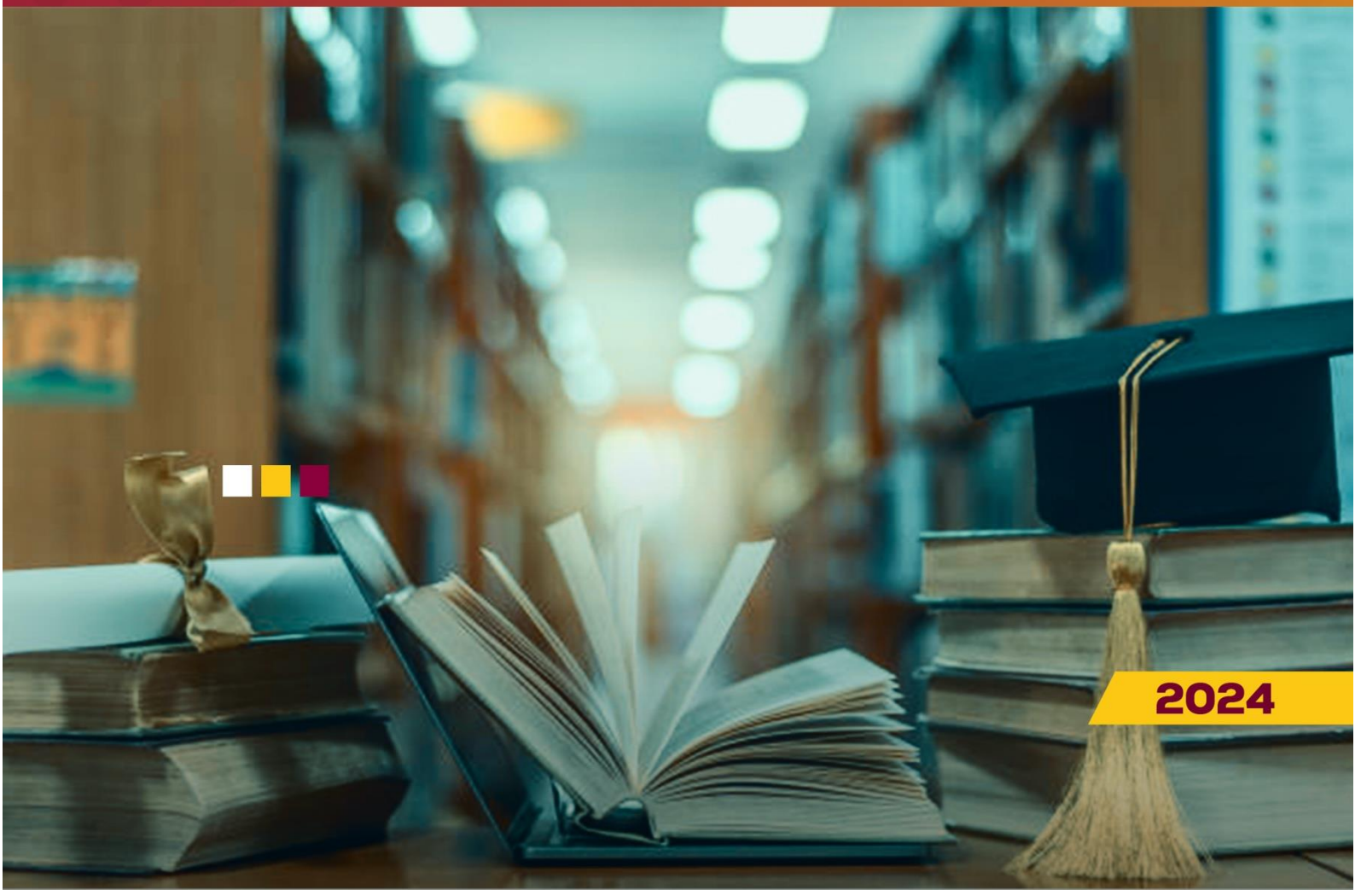




SCHOOL OF GRADUATE STUDIES

GRADUATE PROGRAMMES AND GRADUATION REQUIREMENTS



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:

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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.

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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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PART 1

GRADUATE DEGREES AND ADMISSIONS REQUIREMENTS

1.1 Introduction

This document is prepared for students pursuing Graduate Studies at the Akonten Appiah-Menka University of Skills Training and Entrepreneurial Development (AAMUSTED). It shall be the responsibility of each applicant/student of the University to know both the specific requirements of the degree programme he/she is applying/registered for, regulations and policies of the University for graduation. The University reserves the right to amend rules, regulations and policies, as well as programme and course requirements outlined in this handbook.

1.2 Academic Year

The academic year is structured into two semesters and sandwich sessions as indicated below:

First Semester	-	August - December
Second Semester	-	January - May
Sandwich	-	June - August
Sandwich	-	December - January

1.3 Programmes Available

- i. MA, MSc, MBA, MPhil (Regular/Evening/Weekend)
- ii. MA, MSc., MEd, MBA, MTech, MPhil (Sandwich)
- iii. PhD (Regular)

1.4 General Admission Requirements

An applicant may be admitted into a 12-month Master's Degree/MBA Programme (Regular OR Weekend OR Evening OR Sandwich Mode) MA/MSc/MEd/MBA/MTech

A candidate seeking admission into a 12-month Master's Degree/MBA programme must:

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- i. Have obtained a good first degree (at least a Second-Class Lower Division) in an appropriate field of study from any accredited University; or
 - ii. Have a Third Class or Pass with at least three years working experience (Such candidate would be admitted after passing an entrance examination).
 - iii. Hold a relevant professional qualification approved by the Academic Board on recommendation of the SGS Board.
 - iv. In addition to the above, the candidate will also be required to:
 - Submit a transcript of his/her academic record.
 - Pass a selection interview to be conducted by the Department.
- (a) An applicant may be admitted into an MPhil degree programme (Regular OR Evening OR Weekend OR Sandwich).

A candidate seeking admission to an MPhil degree programme must:

- i. Have obtained a good first degree (at least a Second-Class Lower Division) in an appropriate field of study from an accredited University.
 - ii. Have a 12-month MA/MSc/MEd/MTech/MBA Degree from an accredited University.
 - iii. A candidate who satisfies b (ii) above may be admitted to the second year of the programme and may be required to take additional courses as prescribed by the Department.
 - iv. In addition to the above, the candidate will also be required to:
 - Submit a transcript of his/her academic record.
 - Pass a selection interview to be conducted by the department.
- (b) A candidate seeking admission to a PhD degree programme must:
- i. Have obtained a Master of Philosophy degree or equivalent degree in an appropriate field of study from a recognized University; or
 - ii. Have a 12-Month Master's degree with a final grade point average (FGPA) of at least 3.0 or its equivalent;
 - iii. However, a student pursuing an MPhil programme with a coursework grade point average (GPA) of at least 4.0, with demonstrated exceptional ability at the start of the

Master of Philosophy Research year, may be upgraded onto a PhD programme. Such a student may apply through the Head of Department who shall in consultation with the Supervisor make recommendation to the Departmental Graduate Studies Committee and School/Faculty Graduate Studies Committee to the Board of the School of Graduate Studies for consideration.

iv. In addition to the above, the candidate will also be required to:

- Submit a transcript of his/her academic record.
- Pass a selection interview to be conducted by the department.

1.5 Mode of Application

Applications for admission to programmes shall normally be done through the AAMUSTED online facility before the closing date for admission. Forms that will be needed by the applicants to complete the application process shall be provided along with the main application forms. However, in exceptional cases, completed application forms, referees' reports, transcripts and certified copies of certificates shall be sent directly to the Dean, School of Graduate Studies or submitted by the applicant in a sealed, signed and stamped envelope.

1.5.1 MA/MEd/MSc/MBA/MTech programme

Candidates applying for MA/MEd/MSc/MBA/MTech must include:

- i. An official transcript of academic record.
- ii. At least two reference reports, one of which must be from a former Lecturer.
- iii. Two recent passport size photographs.

In addition, applicants must satisfy all requirements prescribed by the Department.

1.5.2 Master of Philosophy (MPhil) programme

Candidates applying for MPhil must include:

- i. An official transcript of academic record.
- ii. At least two referee reports, one of which must be from a former Lecturer.
- iii. Two recent passport size photographs.
- iv. A research proposal of 500-700 words (2-3 pages) in line with the format provided by the SGS.

In addition, applicants must satisfy all requirements prescribed by the Department.

1.5.3 Doctor of Philosophy (PhD) programme

Candidates applying for PhD must include:

- i. An official transcript of academic records.
- ii. At least two referee reports, one of which must be from a former Lecturer.
- iii. Two recent passport size photographs.
- iv. A research proposal of 700-1000 words (3-4 pages) in line with the format provided by the SGS.

In addition, applicants must satisfy all requirements prescribed by the Department.

Completed application forms should be returned to:

The Registrar,

**Akenten Appiah-Menka University of Skills Training and Entrepreneurial
Development (AAMUSTED)**

P. O. Box 1277,

Kumasi, Ghana.

Tel: 0202041116 / 0204743348

E-mail: info@amusted.edu.gh

Applicants must ensure that their application forms reach the Registrar not later than the specified closing date.

1.6 Admission Process

The following processes shall guide the recommendation for admissions:

1.6.1. Approval of Admission

Admission shall be made by the SGS Board on the recommendation of the appropriate Faculty Postgraduate Committee (FPC) on behalf of the Departmental Postgraduate Committee (DPC).

1.6.2. Offer of Admission

Candidates offered admission shall be notified in writing by the *Dean SGS / Deputy Registrar, Division of Academic Affairs (DAA)*.

1.6.3. Acceptance of Admission

The applicant must accept the offer of admission by:

- (a) Filling and submitting the SGS Admission Acceptance form to the *Deputy Registrar, SGS*.
- (b) Paying the prescribed fees, within a specified deadline and
- (c) Complying with any other conditions that may be contained in the admission letter.

Note:

Any candidate found to have made a false declaration with regard to the application process shall be withdrawn from the University.

1.6.4. Non-Acceptance of Admission

Any offer of admission not accepted shall be deemed to have lapsed.

1.7 Deferment of Admission

(1) A candidate offered admission is required to take up the offer in the particular academic year it is made, and the Board shall not **normally** accept requests for deferment of admission.

(2) A candidate who desires to commence study in a year other than that in which an offer of admission has been made by the Board shall be required to apply afresh.

(3) In exceptional circumstances, however, the Board may consider requests for deferment of admissions. The Board shall consider each case on its own merit.

An application for deferment of admission must:

- a) Reach the Dean, SGS at least one week before the Matriculation Ceremony for the particular year the offer of admission was made;
- b) Be accompanied by evidence of formal acceptance of provisional offer of admission as prescribed in *Regulation (1.6.3)*.
- c) Show documentary evidence that the circumstances which have warranted the application for deferment did not exist at the time the candidate was applying for admission; and
- d) Not be for a period exceeding one academic session.

1.8 Registration of Graduate Students

Fresh graduate students are to report on the day of reopening at the beginning of the academic year to go through a process of registration and orientation. Registration of courses shall be done online as follows:

- a) Make payment of all prescribed fees to the University.
- b) Receipts showing payment of fees and admission letters will be inspected at various registration points.
- c) Ensure that the prescribed registration forms have duly been completed online.
- d) A printed hardcopy shall be endorsed by the Department and the School of Graduate Studies, and a copy shall be filed at Department and the School of Graduate Studies.
- e) All registration formalities shall be completed not later than one week before the matriculation ceremony for the particular session for which admission is made.
- f) A student must register every semester until he/she completes the programme of study.
- g) Approval of registration will lapse if the student does not begin the programme of study within two weeks after registration, except in cases of deferment of programme or permission has been granted. An affected candidate shall, at the appropriate time, re-apply to the Registrar for fresh admission.
- h) A student who after obtaining admission and duly registered and may wish to defer the course of study, should write to the Dean of School of Graduate Studies through the Head of Department and the Dean of School/Faculty for consideration of the Board of School of Graduate Studies.
- i) A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.
- j) No student shall be permitted to register by proxy.

- k) All students must register every semester for courses prescribed by their academic Department.
- l) Students proceeding on field-work or collection of data shall formally complete their registration as students of the University before leaving campus.

1.9 Lapsed Registration

(1) A postgraduate student's registration is deemed to have lapsed if he/she fails to:

- (a) Renew his/her registration in any one semester.
- (b) Submit himself/herself for examination at the expiration of the maximum period approved for the programme or
- (c) Complete the requirements for the award of the postgraduate degree within the approved period.

(2) Lapsed registration may be reactivated by the Board only if the candidate shows sufficient cause as to why his/her registration lapsed. The candidate shall present his/her case in the form of a written application channelled through the department and faculty to the SGS.

(3) In addition to any other conditions that may be prescribed by the Board in granting the application for reactivation of registration, the candidate shall:

- (a) Complete all registration formalities including payment of any outstanding fees;
- (b) Pay a fine twice the amount paid for late registration.

(4) A registration that has lapsed for over two semesters shall not be reactivated.

1.10 Deferment of Studies

(1) A registered student may be allowed for good cause to defer his/her studies for not more than one (1) calendar year.

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(2) Application for deferment of studies shall be on prescribed forms approved by the SGS Board. Application shall be made through the Head of department and the Dean of the Faculty.

(3) The Board shall normally not entertain applications for a retrospective suspension of studies.

(4) A student who defers his/her programme of studies can reactivate it by completing the appropriate form and submit to the Dean, SGS through his/her Head of Department and Dean of Faculty.

PART 2

PROGRAMME STRUCTURE AND GRADUATION REQUIREMENTS

2.1 Overview

An MA/MEd/MSc/MBA/MTech/MPhil/PhD degree will be awarded to candidates who have pursued approved programmes of study in AAMUSTED and have subsequently satisfied the degree requirements of the University.

2.2 Structure of the Programmes

2.2.1 General Structure of Programmes

All graduate programmes at AAMUSTED shall have the following structure:

- i. All MA/MEd/MSc/MTech programmes shall be 12 months coursework and at least six months dissertation running concurrently.
- ii. All MPhil programmes shall be 12-months coursework and at least 12-months research work.
- iii. All PhD programmes shall be 12-months coursework and at least 24-months research work.

In all situations, extension of time could be granted taking into consideration the maximum duration allowable for the programme.

2.2.2 Duration of the Programmes

Higher Degree Programmes offered by the University (Regular, Weekend, Sandwich, Part-Time and Full-Time) shall have the following durations:

Degree	Normal	Maximum
MA/MEd/MSc/MTech	1 Year	2 Years
MBA/2-year degrees	2 Years	3 Years
MPhil	2 Years	3 Years
PhD (Full Time)	3 years	6 years
PhD (Part-Time)	5 years	8 years

2.2.3 Credit Loads for Programmes

Degree	Credits (Range)			
	Course work	Seminar	Research	Total credits
MA/MEd/MSc/MTech	27 - 33	06	09	42 - 48
MBA and other 2-year master's degree	39 - 45	06	09	54 - 60
MPhil	30 - 36	09	21	60 - 66
PhD	21 - 27	15	45	81 - 88

NB. Each course is 3-credit hour

2.2.4 Course Numbering

Courses in the Graduate programmes shall have the following numbering system:

Postgraduate Diploma Courses	600 - 699
Master's Degree Courses (MA, MSc, MEd, MBA, MTech, etc.)	700 - 799
Master of Philosophy	800 - 899
Doctor of Philosophy	900 - 999

2.2.5 Extension of Time for Submission of Dissertation/Thesis

- a) Graduate students shall be allowed to extend their programme beyond the **normal** duration. A candidate who is unable to complete her/his programme within the normal duration may apply for extension. However, **normally**, the extension shall not exceed the maximum duration allowed for the programme. The application for extension should be accompanied with a progress report from the candidate's supervisor(s) and should be routed through the Head of Department to the Dean of the School of Graduate Studies through the Dean of School/Faculty (Appropriate forms of the SGS should be used). The extension granted by the Board of the School of Graduate Studies may not exceed the allowable maximum duration of the programme.
- b) Extension of duration for a programme may attract payment of fees which will be determined from time to time.
- c) A candidate who fails to complete her/his programme after the maximum duration shall lose her/his studentship. Such a candidate may however reapply for admission

and pay full fees. If readmitted within three years after withdrawal, he/she will be credited with the courses already taken but will be given only one additional academic year to complete the programme. Candidates who apply for admission after three years following withdrawal will not be credited with courses previously taken.

2.2.6 Special requirements for PhD Candidates

2.2.6.1 Course work

The course work is designed to ensure that students acquire academic training at the highest level. It is to build up on the theoretical and methodological knowledge and training acquired from the previous level of education. PhD programmes shall have defined fields of specialization.

The course work component is expected to improve skills in scientific theory, research methodology, qualitative and quantitative analyses. Each course will normally carry three (3) credit hours. Mandatory courses shall include advanced research methodology, qualitative and quantitative analyses. It is recommended that full-time students should complete the course work in the first year of the PhD programme, while part-time students would have up to two years to complete it.

Evaluation of course work shall be by any one or combination of the following: term paper, seminar presentation, end of semester examination and other formal and informal interactions. A student who fails a course shall be given a second opportunity to re-take the course at the next available offering. Students need to pass all the prescribed courses before she/he could qualify to write the comprehensive exams.

2.2.6.2 Comprehensive Examination

PhD candidates shall undertake a comprehensive examination after successfully completing course work. Students must pass the comprehensive examination before proceeding to the next level. The comprehensive examination shall comprise of research methodology and theoretical understanding of the PhD student's area of specialization.

2.2.7 Seminars

In the course of the study, seminars shall be arranged in the Department at which the progress of the research or other topical issues shall be presented by the candidate. The seminars are to sharpen the skills of the students for theoretical discussions, research practice and evaluation and the dissemination or presentation of research findings. Area of coverage of the seminar shall include: topical issues in candidate's area of specialisation, research proposal, experimental research learning, thesis progress report and provisional thesis findings report. The students shall present the prescribed number of seminars for the programme as indicated in section 2.2.3. Such seminars shall be open (face to face/virtual).

2.2.8 Research

The research component shall either be Thesis or Dissertation. "Thesis" shall apply to MPhil and PhD research work. "Dissertation" shall apply to 12-months master's research work. The thesis/dissertation shall be written in English and shall 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 level of teaching/research experience. A thesis/dissertation must original and novel. Details of the structure of the thesis/dissertation could be found in the thesis guide handbook.

2.2.9 Thesis/Dissertation Examination

2.2.9.1 Assessment of Thesis/Dissertation by External and Internal Assessors

- a) Final thesis/dissertation that has passed plagiarism test (Turnitin report of final thesis with Similarity Index not exceeding 20%) shall be submitted to the SGS for external and internal assessment (in the case of PhD and MPhil thesis) or internal assessment (in the case of 12-months master's dissertation).
- b) Such a thesis/dissertation shall be submitted by the Heads of Department through the Dean of the Faculty to the Dean of SGS with recommendations of approved external and internal assessor(s).
- c) Assessment of such thesis/dissertation will be done using the SGS approved thesis/dissertation assessment form.

2.2.9.2 Oral Examination

- a) There shall be *Viva Voce* or thesis defence for PhD and MPhil candidates respectively who have **passed the assessment of thesis by the external and internal assessors**.
- b) Oral Examination for PhD and MPhil candidates shall be conducted by a panel of Examiners comprising the Dean of School of Graduate Studies as the Chairperson, Dean of the Faculty, Head of Department, External Examiner, Internal Examiner and the Lead Supervisor.
- c) The External Examiner, Internal Examiner and the Lead Supervisor shall score during this section. Where the Dean of the SGS is not available, his/her representative shall act as the Chairperson of the Panel of Examiners. The Deputy Registrar/Senior Assistant Registrar of the Graduate Board shall be the Secretary.
- a) There shall be no Oral Examination for MA/MEd/MBA/MSc/MTech candidates. However, Faculties have the right to request MA/MEd/MBA/MSc/MTech candidates to do an oral presentation of their final dissertation.

2.3 Requirements for the Award of Postgraduate Degrees

- (a) For the **AWARD** of PhD degree, the candidate should have:
 - i. Passed all course work and seminars.
 - ii. Passed the Comprehensive Examination (a written examination) with a minimum mark of 60%.
 - iii. Submitted a Turnitin report of final thesis with Similarity Index not exceeding 20%.
 - iv. Submitted and successfully defended thesis.
 - v. Published or acceptance of least two (2) manuscripts from his/her thesis in an internationally accepted peer-reviewed journal.
 - vi. Submitted final thesis
 - vii. Met all the Departmental requirements
- (b) For the **AWARD** of an MPhil degree, the candidate should have:
 - i. Passed all course work and seminars.
 - ii. Submitted a Turnitin report of final thesis with Similarity Index not exceeding 20%.
 - iii. Submitted and successfully defended thesis.

- iv. Shown evidence of acceptance of at least one (1) manuscript from the thesis for publication in an internationally accepted peer-reviewed journal.
 - v. Submitted final thesis.
- (c) For the **AWARD** of 12-month/MBA master’s degree, the candidate should have:
- i. Passed all course work and seminars.
 - ii. Submitted a Turnitin report of final dissertation with Similarity Index not exceeding 20%.
 - iii. Submitted and passed internal dissertation assessment.
 - iv. Submitted final dissertation.

2.4 Grading System of Postgraduate Courses

Student performance in a course shall be graded using the Postgraduate Honour Points (PHP) as follows:

Grading Scale with the Postgraduate Honour Points (PHP)

Mark	Grade	PHP	Description
80 - 100	A	4.0	Excellent
70 – 79	B	3.5	Very Good
60 – 69	C	3.0	Good
50 – 59	D	2.0	Fair
Below 50	E	0	Fail

(a) Pass Grades: The pass grades at the SGS are “A” to “C”. All other lower grades are not acceptable.

(b) Failure Grades: Failure grades include “D” and “E”. “D” grades are not acceptable at the SGS and requires re-writing/re-defense of the paper, thesis or dissertation. “E” grade constitutes the candidates doing the course again.

2.5 Assessment of Course Work

(a) Assessment of a student's performance shall be by a combination of continuous assessment and end of semester examination. The weightings for the two modes of assessment shall be as indicated in the table below:

Mode	Weighting
Continuous assessment	40%
End of semester examination	60%
Total	100%

(b) The minimum pass mark for a course shall be 60% as shown in the table above.

(c) A student who does not earn a Continuous Assessment mark does not qualify to take part in the End of Semester Examination.

(d) Students who re-take examination in failed course(s) shall earn new or fresh continuous assessment marks for the re-registered course(s).

(e) No postgraduate student shall be allowed to present himself/herself for an examination (written or oral) unless he/she had paid and registered for all the required semesters.

(f) Content of mode of assessment may include:

Mode	Type of Assessment
Continuous Assessment	Term Papers, Projects, Reports, Class Assignments, Quizzes, Practical Tests, etc.
End of Semester Examination	Written Papers, Take-Home Exams, Term Papers, Projects, Reports, Practical Tests, etc.

PART 3

SPECIAL PROGRAMME REQUIREMENTS AND PROGRAMME CONVERSION

3.1 Conditions for Admitting First Degree holders to PhD

For a first-degree holder to be considered into a PhD programme, the following conditions must be met:

- a) An existence of a special programme with secured funding.
- b) The candidate must be an outstanding student with a First Class in a related field.
- c) A recommendation from the Departmental Board upon a successful defense of a proposal.

3.2 Conditions for Upgrading of MPhil to PhD

For a researched-master's to be upgraded to a PhD status, the following conditions must be met:

- a) Completed all taught courses required.
- b) Obtained a CGPA of at least 3.8 in the course work.
- c) A student who satisfies (b) above may apply for an upgrade of his/her status to the Dean, School of Graduate School for consideration through the Head of Department and Dean of the Faculty.
- d) A student request and recommendation by the supervisor(s) for an upgrade of programme/status should be submitted to the Dean, School of Graduate School for consideration by the Board of School of Graduate Studies.

3.3 Conditions for Upgrading a 12-months master's to MPhil degree

For a 12-month master's to be upgraded to an MPhil degree the following conditions must be met:

- a) Completed all taught courses required.
- b) Obtained a CGPA of 3.5 or better in the course work.

- c) A student who satisfies (b) above may apply for an upgrade of his/her status to the Dean, School of Graduate Studies for consideration through the Head of Department and Dean of the Faculty
- d) A student request and recommendation by the supervisor(s) for an upgrade of programme should be submitted to the Dean, School of Graduate Studies for consideration by the Board of School of Graduate Studies.

3.4 Conditions for Stepping Down MPhil to 12-month Master's/MBA Degree

- (a) A student who wishes to have his/her status reviewed downward must satisfy the conditions for the award of the desired programme. That notwithstanding, the following procedures must be followed:
 - i. Apply in writing to the Head of Department through his/her supervisor(s), stating reasons for the downgrade.
 - ii. The Departmental Graduate Committee will consider the application and forward it together with its recommendation to the Dean of the Faculty for consideration of the Faculty Graduate Committee.
 - iii. The Faculty Graduate Committee will consider the application and forward it recommendation for consideration by the Board of the School of the Graduate Studies.

- (b) Upon a request from the supervisor(s) (in consultation with the student) to the Head of Department to the Dean of School of Graduate Studies through the Faculty Graduate Committee, the status of a students can be reviewed downwards based on the following criteria:
 - i. Inability to defend the research work during seminar presentations
 - ii. Lack of understanding of conceptual framework and philosophical underpinnings of the research problem.
 - iii. Inability of the candidate to conduct independent research work.

PART 4

TUITION FEES

4.1 Requirement for Tuition Fees

The following are the requirements for tuition fees:

- a) Tuition fees for all graduate programmes shall be in accordance with the rate prescribed by the University from time to time.
- b) Payment of fees may cease only when the student has submitted his/her hard bound copy of thesis or dissertation to the School of Graduate Studies.
- c) Graduate students who fail to register and pay appropriate fees may lose their studentship.
- d) A student who applies for extension to complete his/her programme shall be charged an approved fee as determined by the University.
- e) A student who fails to complete his/her thesis/dissertation within the minimum stipulated period of study shall pay an approved fee to maintain his/her studentship.
- f) A student who fails his/her dissertation/thesis after assessment by examiners and is given opportunity to re-write shall pay an approved fee as determined by the University.