

# METHODIST UNIVERSITY COLLEGE GHANA



## REGULATIONS GOVERNING GRADUATE STUDY AND EXAMINATIONS

## **THE METHODIST UNIVERSITY COLLEGE GHANA**

### **Establishment**

Since the arrival of the Wesley Mission Society in 1835, the Methodist Church has been involved in the provision and development of education at the basic, secondary and teacher training levels in Ghana. The Church realized that the development of the nation and the Church hinges on the availability of a broad-based human resource pool. The Church therefore paid much attention to the establishment and development of good educational institutions.

The role of Churches, including the Methodist Church of Ghana, in providing basic, secondary and teacher education, was de-emphasized in 1961 under the then educational reform programme. The Government decided to cede to itself the overall responsibility for education up to the university level. It also established University of Ghana, Kwame Nkrumah University of Science and Technology and University of Cape Coast. Recently, the University of Education, Winneba and University for Development Studies, Tamale, have been added.

Despite the existence of these five tertiary institutions, considerable concern was expressed about the inadequacy of the institutional facilities in the universities to cater for qualified candidates desiring to avail themselves of tertiary education. It was estimated that, of the several thousands of candidates who qualified each year for admission into the existing universities, between 25% and 30% gained admission. It was clear then that there was an urgent need in the country to provide training for the large number of qualified candidates wishing to have higher education. The Methodist Church Ghana was convinced that, with her unique record and experience in the provision and development of high quality basic, secondary and teacher education in the country, it could make a contribution to the solution of the problem of offering education at all levels.

At the 36<sup>th</sup> Annual Conference of the Methodist Church Ghana held in Cape Coast (1997), the then President of the Conference, Rt. Rev. Dr. Samuel Asante Antwi, in his inaugural speech, mentioned, among the visions of the Church, the establishment of a Methodist University in Ghana. Prior to this, a number of Methodist academics, notably

in Calvary Society in the North Accra Circuit had been discussing the possibility of establishing a Methodist University. When the President learnt about this, he invited and held discussions with some of them. Subsequently, and in pursuance of the President's vision statement, a Tertiary Education Advisory Council was set up by the President to consider and plan the establishment of a Methodist University College. The plans and decisions of the Council were approved at the 37<sup>th</sup> Annual Conference of the Methodist Church Ghana held in Sunyani in 1998.

The Methodist University College Ghana (MUCG) was granted accreditation by the National Accreditation Board in August 2000. Its application for affiliation to the University of Ghana was approved in October, 2002. MUCG started academic work in October, 2000. The first batch of students reported for lecturers in November, 2000, second batch in October 2001, and since the 2005/2006 academic year, lectures have always started in September.

### **Location**

MUCG is located on a twenty-acre land at the southern end of the Wesley Grammar School compound at Dansoman, Accra. Currently MUCG has three campuses. The main campus is at Dansoman and two satellite campuses are located at Tema and Wenchi.

### **Vision**

The vision of the University College is to promote and develop academic excellence, spirituality, morality and service within the Ghanaian society.

### **Mission**

The mission of the University College is to impart knowledge and skills in disciplines relevant to national development within the context of general global development. At the same time the mission will ensure an all-round development of the student mentally, physically and spiritually in accordance with Christian principles.

## **Aims and Objectives**

To realize its mission, MUCG will seek to:

- provide facilities for learning, and give instruction and training in such branches of knowledge as the University College may desire to foster and, in doing so, to enable students to obtain the advantage of a liberal education, bearing in mind the manpower needs of the country.
- promote by research and other means the advancement of knowledge and its practical application to social, cultural, economic, scientific and technological problems;
- develop the students' ability to think critically and to develop the highest ethical and human values and excellent aesthetic taste;
- provide opportunity to qualified candidates to have university education irrespective of race, gender or religion;
- provide students with the best academic, professional, and practical training including the development of the spirit of entrepreneurship and innovation;
- encourage students to appreciate the importance of hard work and dignity of labour;
- stimulate, particularly through teaching and research, interest in and appreciation of African culture and heritage;
- encourage students to yield their lives wholly to God in such a way that their lives will reflect Christian principles, values and ethics, including love of neighbour, honesty, humility and loyalty to their country.

## **Administration of the University College**

The overall authority of MUCG is its Council. Its main operational body is the Academic Board and the Chief Executive Officer is the Principal of the University College. The Principal is assisted by the Vice Principal and the Registrar.

The Registrar provides administrative support services to the Principal, Faculties, Departments as well as standing and ad hoc committees.

## **FACULTIES**

MUCG currently has four Faculties, namely:

Faculty of Business Administration

Faculty of Social Studies

Faculty of Arts and General Studies

Faculty of Agriculture

## **Faculties Offering Graduate Programmes**

### **Faculty of Social Studies**

The Faculty offers graduate programmes in:

M.A. Guidance and Counselling

M.Phil. Guidance and Counselling

M.Phil. Mathematics

M.Phil. Statistics

### **Faculty of Business Administration**

The Faculty offers a Master of Business Administration (M.B.A) degree programme with specialization in Accounting, Finance, Human Resource Management and Marketing.

## **GENERAL INFORMATION ON METHODIST UNIVERSITY GHANA**

Postal Address	P. O. Box DC 940, Dansoman
Fax	(233-21) 312989
Telephone	(233-21) 312980 / 314542
E-mail	<a href="mailto:mucg2001@yahoo.co.uk">mucg2001@yahoo.co.uk</a>
Website	<a href="http://www.mucg.edu.gh">www.mucg.edu.gh</a>

### **Graduate Studies Committee**

#### **Contact Address**

Telephone	021-312989/314542 Ext.122 028-9119191
Mobile	0245-024466
E-mail	<a href="mailto:graduatecommittee@yahoo.com">graduatecommittee@yahoo.com</a>

Academic Year	September – June
Language of instruction	English
Solicitor	Mr. George Agyekum Nana Donkor ARB APEX Bank Ltd., Accra
Bankers	SG-SSB Kaneshie Branch Prudential Bank, AbosseyOkai, Ecobank Ghana Limited
Auditors	Pannel Kerr Forster (PKF)

**All communications should be addressed to:**

THE REGISTRAR  
METHODIST UNIVERSITY COLLEGE GHANA  
P.O. Box DC 940  
Dansoman – Accra  
Ghana

**METHODIST UNIVERSITY COLLEGE GHANA**

Principal	Professor S. K. Adjepong B. Sc. M. Sc. Ph.D
Vice Principal	Professor J. N. Kudadjie B.A., M.A. (Theology)
Registrar	Mr. J. N. Aryeetey B.A., M.P.A

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**MEMBERS OF GRADUATE STUDIES COMMITTEE**

Prof. A. B. K. Dadzie	Chairman
Prof. A. H. O Mensah	Rep. Fac. of Business Admin.
Prof. J. B. Ofosu	Rep. Fac. of Social Studies
Prof. W. O. Animfen	Rep. Fac. of Arts & Gen. Studies
Prof. F. K. Fianu	Rep. Faculty of Agric
Mrs. C. Kwakye-Nuako	Rep. Academic Board
Mr. W. K. Ayitey	Secretary

## **DEANS**

Faculty of Business Admin.	Prof. J. M. Hyde
Faculty of Social Studies	Prof. J. B. Ofosu
Faculty of Arts and Gen studies	Prof. Y. S. Boafo
Faculty of Agriculture	Prof. E. O. Otchere
Dean of Students	Prof. O. A. Y. Jackson

## **HEADS OF DEPARTMENT**

### **ACADEMIC DEPARTMENTS**

#### **Faculty of Business Administration**

Ag. Dean	Prof. J. M. Hyde
Vice Dean	Mr. Q. Eleke-Aboagye
Head, Dept. of Accounting	Mr. B. Adafula
Ag. Head, Dept. of Banking and Finance	Mr. M. Nyarko-Baasi
Ag. Head, Dept. of Human Resource Mgt.	Ms. V. Tsedzah
Ag. Head, Dept. of Marketing	Mr. E. D. D. Dankwa

#### **Faculty of Social Studies**

Dean	Prof. J. B. Ofosu
Head, Dept. of Mathematics/Statistics	Prof. N. K. Kofinti
Ag. Head, Dept. of Economic	Prof. Ewusi
Ag. Head, Dept. of Information Technology	Mr. Dean Kwabi
Ag. Head, Dept. of Psychology	Mr. Adolf AwukuBekoe

#### **Faculty of Arts and General Studies**

Dean	Prof. Y. S. Boafo
Ag. Head, Department of General Studies	Mr. George Owusu-Sekyere
Ag. Head, Department of Religious Studies & Ethics	Rev. Dr. Richard Foli

Head, Dept. of French  
Head, Dept. of English  
Ag. Director, Music Centre

Prof. W. O. Animfen  
Dr. Louisa KORANTENG  
Dr. F. A. K. Saighoe

### **Faculty of Agriculture**

Co-ordinating Dean

Prof. E. O. Otchere

Acting Librarian

Mr. M. Cobblah

### **ADMINISTRATION**

#### **Registrar's Office**

Registrar

Mr. J. N. Aryeetey

#### **Heads of Units**

Senior Assistant Registrar (Academic)

Mr. E. Essilfie-Quaye

Senior Assistant Registrar (Personnel)

Mr. G. K. Foh

Assistant Registrar (Publications)

Mr. W. K. Ayitey

#### **Finance Office**

Acting Finance Officer

Mr. E. G. K. Duncan

#### **Business Development Office**

Business Manager

Rt. Rev. J. K. A Dadson

#### **Development Office**

Acting Director of Development

Mr. Charles Kofinti

#### **Audit Section**

Acting Internal Auditor

Mr. Robert Acquah

#### **Female Hostel**

Warden

Mrs. Elizabeth Frazer Maisie

**MASTERS' PROGRAMMES**  
**FACULTY OF SOCIAL STUDIES**  
**DEPARTMENT OF PSYCHOLOGY**

The Department runs two streams of the graduate programme in Guidance and Counselling leading to the M.A. and M.Phil. degrees.

The M.A. programme is designed to train professional counsellors while the M.Phil. programme trains counsellors for both professional and research work in Counselling.

**Philosophy**

The programme is designed to prepare people with the basic Bachelor's degree in Psychology for professional training in Guidance and Counselling. The M.A. degree in Guidance and Counselling equips its holders with the vital professional training/qualification for entry into the practice of Psychology and/or Counselling.

The M. Phil. Degree in Guidance and Counselling equips its holders with vital professional training/qualification for entry into the practice of Guidance and Counselling and/or into teaching Psychology at the tertiary level.

**Admission Requirements**

**M.A.** A good first degree in Counselling, Psychology, or other related field. Experience in counselling in churches and other organizations/institutions will be an advantage.

**M.Phil.** A good first degree (First Class to Second Class Lower) in B.A. Psychology, B.Ed. Psychology or other related field. Applicants must have a background in basic statistic procedures and research methodology.

For both programmes, the department shall satisfy itself of the suitability of the candidates after which the recommended candidates will be interviewed by the Joint Admission Board for admission into the respective programmes.

## **Programme Requirements**

The M.A. programme is a 2-year professional course comprising:

- One-year course work
- 150 hours of practicum at various approved institutions
- An 80-page dissertation.

The M.Phil. Programme is also a 2-year programme comprising:

- One-year course work
- One hundred (100) hours of practicum at various approved sites
- A 150-page thesis on a subject relevant to the field of Counselling, approved by the Departmental Graduate Studies Committee.

## **REGULATIONS FOR POSTGRADUATE DEGREES**

### **1. CONSTITUTION**

1.1 The MUCG Postgraduate programmes are administered by an MUCG Postgraduate Studies Committee headed by a Dean. The MUCG Postgraduate Studies Committee has as members:

- one representative each from Faculty (not below the level of lecturer)
- one representative from each Department offering Postgraduate degree programme (not below the level of lecturer)
- any other appointee that the Academic Board might think appropriate.

1.2 Each Department running postgraduate programmes has a Departmental Committee and any queries about particular programmes should be routed through the relevant Head of Department to the Committee.

1.3 The Postgraduate Studies Committee is the adjudicating body in matters affecting postgraduate studies but the Academic Board has the final say in all cases.

### **2. ACADEMIC PROGRAMMES**

2.1 The Academic calendar is based on the semester system. Courses are coded by levels of academic progression and are assigned credits. Each course is examined at the end of the semester with or without Continuous Assessment as may be determined by individual departments.

2.2 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 counselling to students.

2.3 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

and the rules, regulations and policies of the University and the relevant Faculties and Departments.

- 2.4 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.
- 2.5 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.
- 2.6 Each student is required to acquaint himself/herself with the general information outlined in the Postgraduate Handbook and any relevant information from the Faculty / Department in which he / she is enrolled. Students may consult their Head of Department or the chairman of the Departmental Postgraduate Studies Committee for additional information.
- 2.7 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 Postgraduate Studies Committee.
- 2.8 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.

### **3. DEGREE PROGRAMMES ON OFFER**

The following programmes are offered by the University College for now:

#### **3.1 Master of Arts (M.A) or Equivalent**

M.A. Guidance and Counseling

#### **3.2 Master of Philosophy (M.Phil.)**

M.Phil. Guidance and Counselling

M.Phil Mathematics

M.Phil Statistics

#### **3.3 M.B.A Course Work**

M.B.A Thesis Option

## **4. ADMISSION TO POSTGRADUATE PROGRAMMES**

### **4.1 MASTERS PROGRAMMES**

**4.1.1** To be admitted to a course leading to the award of a higher degree, a candidate must have obtained a good first degree (at least a Second Class Lower) in an **appropriate field of study** at an approved University. For further admission requirements to a specific programme, refer to that programme.

The Academic Programmes for the Master's Degree shall normally begin in the first semester of each academic year.

**4.1.2** In the case of a candidate who does not satisfy the requirements in an appropriate field of study, but is otherwise adjudged suitable, the relevant Faculty may be required to draw up a programme for such a candidate. This may include some undergraduate courses and examinations to remedy any deficiencies.

### **4.2 DOCTORAL PROGRAMMES**

Normally a Masters degree with research in the relevant field will be required for admission to this programme. Where a candidate is judged to have any deficiency, this may be remedied by requiring the candidate to make up as appropriate either by course work or mini-project or both.

A Department may accept for a Ph.D degree, a first class and proven ability of the candidate to pursue the course.

#### **4.2.1 APPLICATION FOR ADMISSION**

The Candidate shall apply for Application Forms from:

The Senior Assistant Registrar (Academic Affairs)

Methodist University College Ghana

P. O. Box DC 940

Dansoman-Accra

Email: mucg2001@yahoo.co.uk

Tel.021-312980/314542

Website: [www.mucg.edu.gh](http://www.mucg.edu.gh)

4.2.2 Forms for three referees' reports shall be provided along with the main application forms. The completed referees' reports shall be sent directly to the Senior Assistant Registrar (Academic).

4.2.3 Application shall be made in writing on a prescribed form obtainable from **The Senior Assistant Registrar (Academic)** to whom the completed form must be returned not later than the last semester preceding the academic year in which a candidate wishes to enter the programme.

### **4.3 ADMISSION PROCEDURE**

4.3.1 Applications shall be considered in the first instance by the Department in which the applicant wishes to study.

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

4.3.3 The Head of Department shall submit in writing to the Postgraduate Studies Committee a statement on the suitability or otherwise of each applicant.

4.3.4 The Postgraduate Studies Committee after due study shall forward the approved list of applicants to the joint Admissions Board for final consideration.

4.3.5 The Joint Admissions Board shall consider all the recommendations for admission and decide which candidates may be admitted.

## **5. COURSE OF STUDY**

5.1 A candidate who is admitted to a postgraduate programme shall be required to follow the approved course of study over the prescribed period.

## **6. ACADEMIC SESSION**

6.1 An Academic Session shall comprise two Semesters as follows:

First Semester September-January

Second Semester February-June

Or as may be prescribed by the university from time to time

## **7. STRUCTURE OF SEMESTER**

A semester shall normally be of 16 weeks' duration and shall be structured as follows:

13 weeks of teaching

1 week of revision

2 weeks of examinations

## **8. DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEES**

8.1 A Postgraduate Studies Committee shall be set up in each Department offering graduate courses. The functions of the Committee shall be to:

- advise the students in the selection of courses and formulation of theses topics
- recommend theses supervisors to the Department
- submit a progress report on each student at the end of each semester to the Postgraduate Studies Committee through the Head of Department
- Keep under review and make proposals for the overall development of postgraduate programmes in the Department.

## **9. SUPERVISION OF POSTGRADUATE STUDENTS**

9.1 For a Masters degree by thesis, a supervisor and a reader shall be assigned to every postgraduate student in all Faculties of the University. It shall be the duty of both supervisors to meet the student at regular intervals to discuss the progress of thesis/long essay and to submit semester reports through the Head of the Department to the Postgraduate Studies Committee.

9.1.1 In the case of doctoral candidates a Supervisory Committee of at least 3 members shall be set up. The Committee shall advise the student on course requirements, thesis area and topic.

## **10. REGISTRATION**

10.1. A student must register for the courses/thesis prescribed by the Department every semester.

10.2. A student who fails to register at the time designated for registration by the

University shall forfeit his/her right to register for the semester.

- 10.3. No student shall be permitted to register by proxy
- 10.4. No student is permitted to register for two programmes at the same time. The sanction for such registration shall be the cancellation of both registrations.

## 11. DURATION OF STUDY PROGRAMMES

11.1 The following shall normally be the duration for the completion of postgraduate degrees.

Programme	Duration	Maximum
<b>11.1.1 M.A.</b>		
Full-Time	2 Semesters	3 Semesters
Part-Time	4 Semesters	5 Semesters

### 11.1.2 M.Phil/M.B.A.

Full-Time	4 Semesters	6 Semesters
Part-Time	6 Semesters	8 Semesters

### 11.1.3 Ph.D.

Full-Time	6 Semesters	10 Semesters
Part-Time	8 Semesters	12 Semesters

11.2 On the recommendation of the appropriate Faculty Board, the Postgraduate Studies Committee may approve a shorter duration for undertaking a postgraduate programme for a candidate whose background warrants such approval.

11.3 **Re-Registration:** Upon the expiry of the permitted study period for a four-semester M.Phil/M.B.A and six-semester PhD degree, a student who has still not been able to complete the programme may be allowed to re-register. An additional **two semesters** only for **M.A./M.Phil.** and **four Semesters for PhD** may be allowed to complete the programme. Such re-registration shall attract the requisite fee

**There shall be no extension after the expiration of the re-registration period except under special circumstances justified by a report from the relevant Department.**

**12. INTERRUPTION OF STUDY PROGRAMME**

12.1 A student registered for the postgraduate programme may not break his/her programme of study for more than two continuous semesters except with the express written permission from the Postgraduate Studies Committee. Such a student shall apply in advance to the Postgraduate Studies Committee through the Head of Department, stating reasons why he/she wants to interrupt his/her study programme. Permission must be duly granted by the Postgraduate Studies Committee and communicated to the applicant, before he/she leaves the University. The Postgraduate Studies Committee, in giving approval, shall consult with the Dean of the appropriate Faculty.

12.2 Where a student breaks his/her studies for more than two continuous semesters he/she shall normally be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission to the University.

12.3 Deferment of a course is permissible on health grounds if it is supported by a medical report. The report will require certification by the Director of a Government recognized hospital if it comes from elsewhere.

**13. TRANSFER OF CREDITS**

13.1 Candidates approved for M.Phil. degrees may, on the basis of official transcripts, be allowed to transfer credits earned from a taught M.A. degree course. A student may get a waiver for the M.Phil. course work if the content of the course work of the M.A and M.Phil. are the same.

13.2 A candidate who completes part of the coursework in another University may be offered admission on the basis of credits transferred to this University College, provided:

- \* The content of such courses are deemed comparable and satisfy the course requirements of the Department and Faculty in which he/she seeks to pursue his/her studies.

- \* The candidate shall take any additional course/courses as may be

required by the Department and Faculty.

**14. COURSE CREDIT**

14.1. One (1) course credit shall be defined as follows:

one hour lecture

one hour tutorial, or

one practical session (of 3 hours) or

three hours of fieldwork per week for a semester.

No postgraduate taught course shall be more than 4 credits hours.

**15. CODING AND NUMBERING OF COURSES**

15.1 All postgraduate degree courses shall have letter and number codes beginning with four letters signifying a Department or subject, followed by a three-digit number in one of the following ranges:

All categories of Masters programmes 600-699

All Doctoral programmes 700-799

The third digit in the number code shall normally be

zero (0) for a course that is offered in both semesters, and

odd (1,3,5,7,9) for a course offered in the first semester, and

even (2,4,6,8) for a course offered in the second semester.

**16. FULL-TIME STUDY**

A full-time student shall be required to carry a minimum work load of 12 credits and a maximum of 18 credits of courses per semester. No candidate shall be allowed to exceed the maximum except where express permission has been granted by the relevant Department / Faculty and the Postgraduate Studies Committee.

**17. PART-TIME STUDY**

A student admitted on full-time may, on application through the appropriate Faculty Board and the Postgraduate Studies Committee, be allowed to change to part-time.

Such a student shall be required to carry a work-load below the minimum prescribed for full-time students and shall also be required to complete the postgraduate programme within the periods specified in paragraph 11.1.

## **18 CREDIT REQUIREMENTS FOR GRADUATION**

18.1 The study programme for the Masters degrees shall comprise coursework as prescribed by the Department and Long Essay/Dissertation/Thesis as may be relevant. The following are the minimum and maximum credits that the registered student is required to earn to graduate:

### **18.2 One-Year Master's Degree (M.A)**

Course Work	24-36 Credits
Seminar	3 Credits
Dissertation	12 Credits
<b>Total</b>	<b>39-45 Credits</b>

### **18.2.1 Two-Year Master's Degree**

#### **(M.B.A) Course Work Option**

First Year's Course Work	24-36 Credits
Second Year's Course Work	24-36Credits
Long Essay/Project Work	6 Credits
<b>Total</b>	<b>54-78 Credits</b>

### **18.2.2 Two-Year Master's Degree (Thesis Option)**

### **18.2.3 M.Phil./M.B.A.**

Course Work	24-36 Credits
Seminar Presentation (i)	3 Credits
Seminar Presentation (ii)	3 Credits
Thesis	30 Credits
<b>Total</b>	<b>60-72 Credits</b>

18.3 **In addition to the above each Department is free to design its postgraduate programme so that the total number of credits required for graduation does not exceed the maximum by more than six (6) credits.**

## 19. DOCTORAL DEGREE

19.1 The doctoral programme shall be by thesis. Departments which wish to have course work in addition will inform students accordingly.

Candidates may be required to take courses from relevant Departments. In addition, they must attend and present seminars at their Department. For the time being, Ph.D programmes will not be assigned credits

19.2 Ph.D applicants who did not do coursework or thesis as part of their Masters, or whose Masters degrees were in a different subject area from the proposed Ph.D, may be required to register first in the M. Phil programme during the first year to remedy their deficiencies before proceeding to the Ph.D programme. Such conversion shall be based on recommendation from the relevant Head of Department.

## 20. THESIS/DISSERTATION TOPICS

20.1 For an M.A. or its equivalent, dissertation topics and names of supervisors shall be submitted to the Postgraduate Studies Committee at the beginning of the second semester.

20.2 For an M.Phil/M.B.A degree, the thesis area/topic and the membership of Supervisory Committee and/or the name of the Supervisor shall be submitted at **the beginning of the first semester of the second year of study** to the Postgraduate Studies Committee through the Faculty Board.

20.3 For a doctoral programme, the thesis area/topic and the membership of Supervisory Committee as well as the name of the chairman shall be submitted **not later than six months after the commencement of the programme** to the Postgraduate Studies Committee through the Faculty Board.

## 21. GRADING SYSTEM

21.1 Students' performance in a course shall be graded as follows:

Grade	Numerical Marks %	Interpretation	Grade Point	
A	80-100	Excellent	4.0	Pass
B+	70-79	Very Good	3.50	Pass
B	60-69	Good	2.50	Pass
C	50-59	Fair	1.50	Referred
D	0-49	Fail	1.00	
X	-	Incomplete course for unsatisfactory reason	0	
Z	-	Disqualification	-	
I	-	Incomplete course	-	
Y	-	No examination for non Payment of fees	-	
R	-	Continuing	-	

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

**21.3 Cumulative Grade Point Average (CGPA):** A 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.

**21.4 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.

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

## 22. DEFINITION OF GRADES

22.1 Pass Grades: Grades A, B+ and B

22.2 Failure Grades: Grades C,D,F,X,Z.

22.3 Continuing: A grade R (for Continuing) shall be awarded at the end of a Semester to any student who is taking a course which continues into the next semester.

### 22.4 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 Postgraduate Studies Committee as acceptable. Such a student shall be expected to complete the course the very next time the course is available.

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

### 22.5 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 had 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.

## 23. ELIGIBILITY FOR EXAMINATIONS

23.1 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 or her programme.

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

course.

In any case, a student who is absent for a **continuous period of 21 days** from all 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 semester examination.

#### 24. **REGISTRATION FOR EXAMINATIONS**

24.1 Students who have been registered for specific courses shall be deemed to have registered to write examinations in such courses. Such registration should have been done by the end of 28 days from the beginning of the semester.

24.2 The examination shall be conducted as prescribed by the Academic Board.

24.3 Each course shall normally be examined by a written paper of 1-3 hours in addition to which there may be a practical paper and/or an oral examination.

#### 25. **EXTENSION /DEFERMENT OF EXAMINATION**

25.1 Extension and deferment of programmes may be granted or withheld by the Postgraduate Committee on the recommendation of the Departmental Postgraduate Committee and verified by the Academic Board.

25.2 **On grounds of ill-health.** A student who is unable to take end-of-semester examination on grounds of ill-health shall, on application to the Deputy Registrar (Academic), copied to the Head(s) of Department and Dean of students and on the provision of a medical certificate issued or endorsed by a Medical Officer of a recognized Hospital or a recognized Medical Officer, be allowed to take the examination when it is next available.

25.3 **On grounds other than ill-health.** A student who wishes to defer his/her examination shall apply in writing in advance, to his/her Dean of Faculty, through the Head of Department and copied to the chairman of the MUCG Postgraduate Studies Committee and Dean/Vice Dean of Students, stating reasons why he/she wants to defer his/her examination. It shall be the student's

responsibility to satisfy the University beyond any reasonable doubt why he/she wishes to defer the examination.

25.4 The decision of the Dean shall then be communicated to the MUCG Postgraduate Studies Committee and the Deputy Registrar (Academic), who shall also communicate same in writing after due consideration by the Academic Board to the applicant before he/she leaves the University.

25.5 Only when permission for deferment has been granted may a student absent himself/herself from an examination.

## 26. SCHEME OF EXAMINATION

26.1 **M.A.** The examination shall consist of written papers and such practical/project work/dissertation as may be prescribed.

26.2 A candidate may also be examined orally on the substance of his/her dissertation.

### 26.3 **M.B.A. (Course Work Option)**

The examination shall consist of written papers and such practical work/long essay as may be prescribed.

### 26.4 **M.Phil/M.B.A. (Thesis Option)**

The examination shall consist of written papers and such practical work/thesis/term papers as may be prescribed.

26.4.1 In addition, a candidate may also be examined orally on the substance of his/her thesis.

### 26.5 **Ph.D.**

26.5.1 A Ph.D. thesis shall be submitted **not earlier than 27 months and not later than 60- months** from the date of registration.

26.5.2 In addition, a **candidate shall be examined orally** on the substance of his/her thesis.

26.5.3 Thesis areas chosen by students shall be sent through the Departmental

Postgraduate Studies Committee to the MUCG Postgraduate Studies Committee at least six months before the completion of the thesis.

27. **EXAMINATIONS AND DETERMINATION OF RESULTS**

27.1 **Written Papers.** A panel comprising no fewer than two examiners, of whom at least one shall be an External Examiner, shall be appointed by the Academic Board on the recommendation of the Faculty Board and the MUCG Postgraduate Studies Committee for the written papers in respect of Masters and where applicable Ph.D. courses.

28. **STUDENT IN GOOD STANDING**

28.1 A student in good standing for the M.Phil. Programme shall be the one who would have obtained a minimum of 24 **postgraduate level** credits at the end of the second semester for the course work in the first year of the programme.

28.2 Where a student fails to obtain the minimum number of credits required as stated in 28.1, he/she shall be deemed not to be in good standing and shall be asked to withdraw.

29. **RE-TAKING COURSEWORK**

29.1 **M.A PROGRAMMES**

For all one-year postgraduate programmes, a candidate may be permitted to re-take failed courses only at the next regular opportunity.

29.2 **M.Phil. and M.B.A.**

29.2.1 If a candidate obtains the minimum number of credits required at the end of the first year examinations, but fails in not more than two core courses, he/she can proceed to the second year, but must pass all such courses **before** obtaining the degree.

29.2.2 Candidates re-taking failed papers must do so within the maximum time permitted for the completion of their programmes.

29.3 **Dissertation/Thesis**

29.3.1. i **Masters Degree.** A panel comprising no fewer than three examiners shall

be appointed by the MUCG Postgraduate Studies Committee on the recommendation of the relevant Faculty Board, and ratified by the Academic Board to examine a dissertation or thesis submitted for an M.A/M.Phil/M.B.A degree. The panel shall include at least one External Examiner.

- ii. **Doctoral Degrees.** A panel comprising no fewer than four examiners shall be appointed by the Academic Board on the recommendation of the Postgraduate Studies Committee to examine a thesis submitted for a doctoral degree. The panel shall consist of at least two external and two internal examiners
- iii. Faculty members pursuing postgraduate degrees in disciplines other than their own cannot examine or supervise other postgraduate students in that discipline.
- iv. Where examiners are appointed from affiliate institutions, their status shall be deemed as Internal Examiners.

29.3.2 A separate report, duly signed, shall be submitted by each examiner to the Postgraduate Studies Committee in respect of a dissertation or thesis submitted for a Masters' or a Doctoral degree.

29.3.3 The Examiners' Reports on a dissertation or thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject of his/her dissertation or thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

29.3.4 If a dissertation or thesis submitted for a Masters' or Doctoral degree, though inadequate, should seem of a sufficient merit, the examiners may recommend to the Postgraduate Studies Committee that the dissertation or thesis be **referred** and the candidate be permitted to **re-submit** it in a revised form within nine

months in the case of an M.Phil./M.B.A or twelve months in the case of a PhD.

29.3.5 The Academic Board shall have the final say on the determination of the status of the results.

### **29.3.6 Pass and Referral**

The Postgraduate Studies Committee shall review the recommendations of the examiners. Where all three examiners pass the thesis, the Committee shall normally pass it. Where one examiner fails a thesis, the Committee shall review the nature of the failing grade and decide whether to pass, refer, or fail it.

A Masters' thesis failed by more than one examiner shall fail.

Similarly, a doctoral thesis failed by more than two examiners shall fail.

29.3.7 If a dissertation or thesis submitted for a Masters' or Ph.D. is passed subject to corrections, the condition is to re-submit the corrected dissertation or thesis within three months in the case of an M.A/M.Phil./M.B.A. or six months in the case of a Ph.D.

29.3.8 Where a dissertation/thesis submitted for a Masters' or PhD is referred and is being re-submitted, the candidate shall be required to **re-register** and pay the appropriate fee(s).

### **29.3.9 Orals**

A candidate who submits a thesis for a Ph.D. degree shall be examined orally. For this examination, a panel comprising no fewer than three, including, normally, one internal examiner of the thesis and at least one external examiner, shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Postgraduate Studies Committee. The Chairman of this panel must be a person other than the candidate's supervisor.

29.4. A candidate who submits a dissertation or thesis for a Masters Degree may be examined orally if, in the opinion of the examiners, such an examination is necessary for the confirmation of their assessment of the thesis. For this

examination, a panel comprising no fewer than three, of whom, normally, at least two shall be examiners of the thesis, shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Postgraduate Studies Committee. The Chairman of the panel shall be a person other than the candidate's supervisor.

29.4.1 If a candidate for the M.Phil./M.B.A/Ph.D degree fails to satisfy the Examiners at the oral examination, the panel may recommend to the Postgraduate Studies Committee that the candidate be permitted to re-present the dissertation or thesis and submit to a further oral examination within a period not exceeding 6 months specified by the panel.

29.4.2 The Academic Board shall have the final say on the determination of the status of the results.

#### **29.5 Declaration of Results**

The results of the written papers of the M.A. examinations shall not be declared until a candidate has submitted his/her dissertation. The results of the written papers of the M.Phil/M.B.A. examinations, however, may be declared before the submission of the thesis.

#### **29.6 Review Of Written Examination**

A candidate who is not satisfied with the result of an examination affecting him/her may request a review, by the submission of a written application to the Senior Assistant Registrar (Academic) of the University.

29.6.1 A review fee, to be determined from time to time by the Academic Board on the recommendation of the Finance Committee, shall be paid by the candidate.

29.6.2 An application for a review shall be submitted to the Senior Assistant Registrar (Academic) not later than 21 days after the publication of the said results and shall state the grounds for review.

29.6.3 An application entered on a candidate's behalf by a person other than the aggrieved candidate shall only be entertained if authorized by the candidate.

29.6.4 No action shall be taken on an application which is submitted outside the time stipulated in 29.6.2. A review shall not proceed unless the review fee is fully paid within the stipulated time.

29.6.5 The Academic Board of the University may authorize the Registrar (Academic) to amend the results as released in the light of the review.

29.6.6 The Academic Board shall direct a refund of the review fee in whole or in part if a complaint succeeds. A fee for review shall be forfeited if the complaint fails.

29.6.7 If it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking University examination(s) for a stated period or an indefinite period.

### **30 CHANGE OF REGISTRATION**

30.1 On the strength of an M.A degree candidate's performance in either course work or written examination, the Head of a Department in which both one-year and two- year M.A programmes are being offered may, in consultation with the Departmental/Faculty Postgraduate Studies Committee of his/her Department/Faculty, recommend to the MUCG Postgraduate Studies Committee that an M.A candidate proceed to register for an M.Phil degree.

Such a recommendation may be made in the course of the second semester of the degree for which he/she was initially registered. The period spent on the initial registration shall count towards the periods permitted for the new registration provided the course work will count in the new degree programme.

- 30.2 On the basis of work done in the second or third year of an M.Phil/M.B.A course, the Head of Department may, in consultation with the Postgraduate Studies Committee of his/her Department, recommend that a candidate proceed to register for a Ph.D. Degree. The MUCG Postgraduate Studies Committee and the Academic Board will have the final say.
- 30.3 An upgraded candidate shall be required to procure and complete the necessary application form. The period spent on previous registration shall be counted towards the period permitted for the new registration.
- 30.4 In submitting a recommendation that a candidate change his/her registration, the topic of the candidate's thesis and the name of a new Supervisor/Supervisory Committee, where applicable, shall be communicated to the Faculty Board for recommendations to be made to the MUCG Postgraduate Studies Committee for approval and ratification by the Academic Board.
- 30.5 Not later than three months before the date of submission of the thesis, a Head of Department may, in consultation with the Supervisor of his/her Department, recommend to the MUCG Postgraduate Studies Committee that on grounds of:
- i. inadequate progress with research, or
  - ii. failure to fulfill Departmental requirements for the doctoral degree or a two-year Masters' degree, a candidate who is registered for the Ph.D. should be permitted to apply for the M.Phil/M.B.A. degree, and a candidate who is registered for the M.Phil degree should be permitted to apply for the M.A degree.

### **31 SUBMISSION OF DISSERTATION OR THESIS**

- 31.1 A candidate shall submit the title of his/her dissertation or thesis for approval through the appropriate Faculty Board to the MUCG Postgraduate Studies Committee for approval and onward transmission to the Academic Board for assent, **not less than three months** before the completion of the

thesis/dissertation. After the title of the dissertation or thesis has been approved, it may not be changed except with the permission of the MUCG Postgraduate Studies Committee on recommendation of the Department and the Faculty Board.

31.2 After completing the appropriate course of study, the candidate shall submit to the MUCG Postgraduate Studies Committee, through the Head of Department, a dissertation or thesis which shall comply with the following conditions:

- i. Each copy of the thesis/dissertation/project work shall be signed by the candidate and the Supervisors/Supervisory Committee.
- ii. 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 a Doctoral degree.
- iii. The dissertation or thesis shall normally be written in English and the presentation must be satisfactory.
- iv. A thesis submitted for an M.Phil/M.B.A 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. A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis. Work done conjointly with persons other than the candidate's supervisors shall be accepted as a thesis in special cases only. In such cases, the approval of the Faculty Board, the Postgraduate Studies Committee and the Academic Board shall be required.
- v. A thesis for doctoral degrees must make a significant and substantial contribution to knowledge.
- vi. Every candidate shall present a short abstract of his/her dissertation or thesis comprising not more than 300 words which shall be attached to

each copy of the dissertation or thesis submitted to the University College.

- vii. A thesis/dissertation submitted for the M.A/M.Phil/M.B.A/PhD degree, which should be typed in **Times New Roman, 12 point font, doublespacing** shall not normally **exceed** the following:

M.B.A. (long essay)	60 pages
M.A. (dissertation/project)	80 pages
M.B.A. (thesis)	150 pages
M.Phil. (thesis)	120 pages
Ph.D.	200 pages

This excludes the bibliography, photographs and appendices

- viii A candidate shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other university, but a candidate shall not be precluded from incorporating work that he/she has already submitted for a degree in this or in another university, provided that he/she shall indicate on his/her form of entry and also in his/her dissertation or thesis any work which has been so incorporated.

## **32 PRESENTATION OF DISSERTATION OR THESIS**

Subject to the provisions of 31.2 a candidate who is presenting a thesis shall, on an appropriate form to be obtained from the Academic Affairs Section and submitted through the Head of Department to the Postgraduate Studies Committee, give notice of presenting the thesis **at least 30 days** before the thesis is presented.

- 32.1 Three typed or printed copies of the dissertation or thesis, using standard A4 paper, shall be submitted to the University through the Head of Department. Where the thesis is typed, only one side of the paper shall be used, with a margin of 5cm on the left hand side of the paper, with New Times Roman Size 12 point font type. After the dissertation or thesis has been approved, it must be bound in standard form **Art Vellum or cloth; overcast; edges uncut; lettered boldly up back in gold (0.5 to 1.25) degree, date, name**, before the award of the Degree is published by the Registrar.

In binding the dissertation/thesis, the following colour schemes have been recommended as back covers:

*	PhD	Blue-Black
*	M.Phil/M.B.A (Thesis Option)	Green
*	M.A/M.B.A (Dissertation/Long Essay/Project)	Wine

32.2 The candidate may submit, as subsidiary matter in support of his/her candidature, any printed contributions to the advancement of his/her subject, which he/she may have published independently or jointly, or any other supporting material. In the event of a candidate's material from joint work being included, he/she shall be required to state fully his/her own contribution.

32.3 The four copies of a dissertation or thesis that have been accepted for the award of a Master's or Doctoral degrees shall be distributed as follows:

- i **the top copy shall be deposited in the University College Library;**
- ii **the second copy shall be deposited in the Department;**
- iii **the third copy shall be returned to the candidate;**
- iv **the fourth copy shall be kept at the office of the Postgraduate Studies Committee**

### 33 PUBLICATION OF RESULTS

33.1 Results of examinations taken at the end of each Semester shall normally be published by the Registrar before the commencement of the next Semester.

33.2.1 The Head of Department shall be required to publish provisional results (in letter grades), with copies to the Senior Assistant Registrar (Academic) before the beginning of the next semester.

33.3 A result slip indicating the student's performance in the examination shall be made available to the student.

### 34. ELIGIBILITY FOR THE POSTGRADUATE DEGREE

A higher degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved course of study over the specified period, and has fulfilled both the University and

Faculty/Departmental requirements.

**35. AWARD OF DEGREE**

- 35.1 A Masters' or Doctoral degree shall not be conferred on a candidate unless the examiners are satisfied that the dissertation or thesis is worthy of endorsement as a dissertation or thesis approved for the appropriate higher degree.
- 35.2 The result of examinations held in connection with the award of a/an M.A/M.Phil/M.B.A/Ph.D shall be laid before the Academic Board for approval. Thereafter, the Degree shall be conferred under the seal of the university upon each successful candidate at a Congregation of the University College assembled for the purpose.
- 35.3. Candidates shall qualify for graduation at the next congregation if they have satisfied all the requirements for graduation by the end of the previous academic year.
- 35.3.1. Candidates who intend to be presented at the next Congregation must submit the corrected version of their thesis for publication three months preceding the Congregation.

**36. CANCELLATION OF AWARD**

Notwithstanding previous confirmation of an award of a degree as in Section 35.2.and 35.3, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the University with false qualifications,
- ii. a candidate had impersonated someone else,
- iii. a candidate had been guilty of an examination malpractice for which a Grade Z would have been awarded,
- iv. that there are other reasons that would have led to the withholding or cancellation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on University Notice Boards and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

### 37. **TRANSCRIPT OF ACADEMIC RECORD**

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked **Student copy** and shall record all courses attempted and all results obtained.

### 38. **UNIVERSITY LIBRARY**

38.1 The University Library was established at the inception of the University College and provided information services to support teaching, learning, research and public service activities of the University.

38.1.1 The fully computerized Library holds a total book collection of twenty-six thousand, three hundred and eighty-two (26,382) volumes, (101) Serials Titles, (807) CD ROMs, 1,469 Dissertations, 8 newspapers and 1,600 on-line journals on the various subjects that are taught in the University College.

38.1.2 The University Library has trained staff who provide Library and Information Services in the following areas: Book Lending, Selective Dissemination of Information (SDI), Current Awareness Services, Electronic/Manual Literature Searches, Inter-Library Loans, Photocopy, Internet Services and Training on Information Literacy/Searches.

38.1.3 There is a Postgraduate Research Library specifically set up for graduate students and Faculty Members. The Postgraduate Research Library has a seating capacity of 30 and presently holds a total collection of 800 books. There are also three computers connected to the internet that postgraduate students can use to access Electronic Information Services worldwide.

38.1.4 All postgraduate students are expected to abide by the rules in operation at the Library. Failure to do this will attract appropriate sanctions