



# **KINGS UNIVERSITY COLLEGE**

## **ACADEMIC PROGRAMMES, POLICIES AND REGULATIONS FOR GRADUATE STUDIES**

**KINGS UNIVERSITY COLLEGE  
APLAKU-HILLS  
WEIJA  
ACCRA-GHANA**

## Table of Contents

Item	Page
1.0 Forward	2
2.0 Strategic Intent	3
2.1 Our Vision	3
2.2 Our Mission	3
2.3 Our Core Values	3
3.0 Objectives of the Academic Programmes	4
4.0 Definition of Terms	4
5.0 Credit Weighting for Courses	5
6.0 Academic Year	6
7.0 Degree Graduate Programmes Available	6
8.0 Accreditation and Affiliation	6
9.0 Graduate Admissions Policy	6
10.0 Requirements for Admissions	7
11.0 The Admission Procedure	8
12.0 Academic Policies and Regulations	9
13.0 A Policy on Progression of Students from One Level to Another	10
14.0 General Regulations for the Award of Higher Degrees	10
15.0 Registration of Graduate Students	11
16.0 Course Numbering System	12
17.0 Scheme of Examination	12
18.0 Academic Standing of Students	12
19.0 Duration of End-of-Semester Examination	13
20.0 Grading System	13
21.0 Deferment of Programme	13
22.0 Project Work Preparation and Submission	14
23.0 Appointment of Examiners and Conduct of Examinations	21
24.0 Requirements for Graduation	22
25.0 Notification of Results and Award of Degrees	22
26.0 Collection of Certificate	22
27.0 Cancellation of Award	23
28.0 Examination Rules and Regulations	23
29.0 Examination Offences	26
30.0 Academic Integrity	27
31.0 Disciplinary Procedures for Academic Dishonesty	29
32.0 Transcripts	34
33.0 Computers and Information Technology	34
34.0 Employment Prospects	34
35.0 Careers Advice and Support	35
36.0 Change of Course Policy	35
37.0 Format for Introducing new Programmes/Courses and Revisions	36
38.0 Format for the Review of Existing Academic Programme	37
39.0 Format for Introducing a New Course into an Existing Programme	38

## **1.0 Forward**

This brochure is intended to serve as a reference document, especially for lecturers, supervisors and prospective/graduate students of the Kings University College.

The pertinent issues on graduate studies that have been highlighted include admission requirements, application forms, administration of graduate studies, registration and scheme of examinations, academic standing and presentation of dissertation/thesis.

Every effort has been made to ensure the accuracy of the information in the brochure at the time of going to press. However, the Board reserves the right to make changes any time as deemed necessary.

REGISTRAR

## **2.0 Strategic Intent**

### **2.1 Our Vision**

Our vision is to be acknowledged as a Centre of Excellence and the University of choice in Africa for business, law and computer science, academic and professional programmes at undergraduate, graduate and higher degree levels. We shall be at the forefront in business and legal education, research and innovation among African Universities.

### **2.2 Our Mission**

Our Mission is to provide a broad and superior graduate education that imparts knowledge, skills, and values so essential to educated and responsible citizenship. Further, the University will provide high-quality graduate and professional programs in areas of need and importance to Africa. To accomplish these educational goals, KUC will continue to compete internationally to attract a faculty distinguished by its commitment to teaching and by its achievements in research and innovation. The University will strive to attract a faculty that will bring distinction and stature to all the programmes it offers.

### **2.3 Our Core Values**

- i. **Excellence** We shall produce a brand of graduates who are distinctive academics and professionals, and effective leaders in the dynamic global economy. We shall encourage our workforce to strive for excellence in everything they do.
- ii. **Creativity and innovation**  
We shall encourage students and workforce to challenge the norm, be creative and innovative.
- iii. **Integrity**  
Our workforce and graduates shall uphold the virtues of moral integrity and high ethical values.
- iv. **Critical thinking and Emotional Intelligence**  
Our students shall be trained in critical thinking skills to enable them develop emotional intelligence.
- v. **Academic and intellectual freedom**  
We shall train our students to develop skills to enable them practice academic and intellectual freedom in their endeavour.

### 3.0 OBJECTIVES OF THE ACADEMIC PROGRAMMES

The objectives of the graduate programme, as structured are consistent with the philosophy of the University. The objectives are:

- a. To help give the student a liberal educational foundation that should enable him/her to have a feeling for and an understanding of different modes of intellectual thought as they relate to various processes of living.
- b. To enable the student to acquire a meaningful appreciation of major national development problems and their possible implications for international relations within Africa and the rest of the world.
- c. To help the student develop self-confidence, ability to innovate, habits of honest scholarship and constructive and development-oriented approach to problem solving.
- d. To equip the student with specialized knowledge and skills needed for the pursuit of careers in different sectors of the economy.

It is recognized that a degree structure, though obviously crucial, cannot by itself assure full realization of the stated objectives. Social institutions and relations on campus, and relations with the social and political environment in which the University is set, are some of the relevant supportive factors. A full realization of these and related factors should result in a graduate with a well developed integrated personality.

### 4.0 Definition Of Terms

#### i. **Programme**

A programme is a curriculum package that consists of courses and leads to the award of a specific degree, diploma, or certificate.

#### ii. **Course**

A course is an approved self-contained instructional package with a title, code number, contents, stipulated contact hours, and credit weighting.

#### iii. **Core (compulsory) course**

A core course is a course that a student is required to take and pass in order to graduate. There are four types of compulsory courses: University-wide compulsory courses, faculty compulsory courses, departmental compulsory courses and programme specific compulsory courses. A student who fails a compulsory course must repeat the course and pass it in order to graduate.

#### iv. **Elective Course**

An elective course is a course which is freely chosen by the student, within the context of the programme being pursued. The purpose of the elective is to give the student the opportunity to construct a personal curriculum to meet personal, career, or individual academic or career interests.

v. **Cognate Course**

A cognate course is a course in a related field that facilitates, reinforces, or enriches learning within a chosen area of specialization.

vi. **Inter-Faculty Course**

An inter-faculty course is a course which a student takes outside his/her area(s) of specialization to broaden his/her academic outlook or enrich his/her general education. Such courses are taken outside the student's department and preferably outside the student's faculty.

vii. **Pre-Requisite Course**

A pre-requisite course is a course which the students must pass before he/she can be allowed to take a higher-level or related course.

viii. **Audited Course**

An audited course is a course which the student voluntarily takes for zero credit. The course appears on the student's transcript but will not count towards the computations of his/her G.P.A or C.G.P.A

ix. **Authorized Withdrawal**

An authorized withdrawal is an approved withdrawal from a course. The student completes a form, submits it to the Department for recommendation to the Registrar. The Registrar communicates approval to the student and the Head of Department.

## **5.0 Credit Weightings for Courses**

At KUC, courses may be assigned 1, 2, 3 credits. Credits are assigned to courses on the basis of contact hours (theory and laboratory work) as follows;

- i. A one-credit course is a course which has one contact hour theory class per week for a semester.
- ii. A two-credit course is a course which has two contact hours theory classes per week for one semester.
- iii. A three-credit course (a full course) is a course which has three contact hours theory classes per week.

## **6.0 Academic Year**

The University operates a semester system as indicated below:

- First Semester - November to March
- Second Semester - April to August

## **7.0 Graduate Programmes Available**

- i. MBA (Morning)
- ii. MBA (Weekends)
- iii. LLM

## **8.0 Accreditation and Affiliation**

The Kings University is accredited by the National Accreditation Board. The Kings Business School programmes are affiliated to the University of Cape Coast.

## **9.0 Graduate Admissions Policy**

### **9.1 Introduction**

This policy provides the basis for admitting Graduate students to the Kings University College. The policy focuses on the following:

- a. Objectives underpinning the admissions policy at Kings University College
- b. Requirements for Admissions into the post graduate programmes
- c. Admissions Process

### **9.2 Objectives**

The objectives underlying our admissions policy shall be the following:

- 1. Provide the guideline for admitting postgraduate students at Kings University College
- 2. Ensure that candidates are admitted based on well laid out procedure
- 3. To maintain the integrity of the admission process
- 4. To maintain fairness in the admission process

## **10.0 Requirements For Admissions**

### **10.1 Graduate Programmes**

The following shall constitute our Graduate Programmes

1. MBA (Accounting Option)
2. MBA (Banking & Finance Option)
3. MBA (Human Resource Management Option)
4. MBA (Marketing Option)
5. MBA(Risk Management)
6. MBA(Strategic Management)

### **10.2 Regular Standard requirements**

A candidate seeking admissions to MBA Degree Programme must:

1. Have obtained a good first degree (at least a Second Class) in an appropriate field of study from a recognized University.
2. Submit an original transcript of academic records
3. Submit certified photocopy of certificate
4. Submit at least two reference reports, one of which must be from a former lecturer
5. Satisfy any additional requirements prescribed by the faculties/departments. These shall include relevant work experience, a written entrance examination and an interview.

### **10.3 Special Admissions**

#### **10.3.1 Candidates with Third Class**

Candidates with a third class degree classification shall also be considered for admission and must:

1. Have a minimum of five (5) years working experience after graduation
2. Submit an original transcript of academic records
3. Submit certified photocopy of certificate
4. Submit at least two reference reports one of which must be from a former lecturer
5. Satisfy any other additional requirement (s) prescribed by the faculties/departments. These may include written examination and or an interview.

#### **10.3.2 Candidates with Diploma**

1. Have a minimum of second class lower classification
2. Submit an original transcript of academic records
3. Submit certified photocopy of certificate
4. Have a minimum of eight years (8) working experience
5. Submit at least two reference reports one of which must be from a former lecturer
6. Satisfy any other additional requirement (s) prescribed by the faculties/departments. These may include written examination and or an interview.

### **10.3.3 Other Candidates**

In special cases, an applicant who does not have a first degree but is otherwise adjudged suitable may be admitted into the MBA/MSc/MA/LLM programme. Such a candidate must:

1. Have a special knowledge and considerable experience in his/her area of interest
2. Have at least G.C.E 'O' Level /SSSCE/WASSCE passes in English Language and Mathematics
3. Be at least 35 years old
4. Submit a transcript of his/her academic record
5. Satisfy any other additional requirement (s) prescribed by the faculties/departments. These may include written examination and an interview.

## **11.0 The Admission Procedure**

### **11.1 Establishment of Graduate Admissions Board**

A graduate Admissions Board shall be established to approve all graduate admissions. The composition of the Board shall comprise the following:

1. The Registrar
2. Deans of all the Faculties
3. Representatives from the Faculties
4. Assistant Registrar (Academic)

### **11.2 Application Forms**

Application forms for admission to programmes in this University may be obtained any time in the year. Completed application forms should be returned to:

**The Registrar  
Kings University College  
Aplaku Hills  
Weija- Accra**

Applicants must ensure that their application forms reach the Registrar not later than the specified closing dates as advertised in the media.

### **11.3 Processing of Application Forms**

All applications for Graduate Admissions shall initially be processed at the Registry by the Assistant Registrar (Academic). The final broadsheet shall then be submitted to the Board of Graduate admission for final selection of applicants

## **12.0 ACADEMIC POLICIES AND REGULATIONS**

The teaching, learning, and assessment strategy of the School seeks to ensure that the School works effectively towards its aims and to achieve its objectives.

### **As part of this strategy, we shall:**

- i. Provide adequate state-of-the-art teaching and learning equipments
- ii. Regularly review students' learning experiences and the adequacy of our learning resources
- iii. Regularly review our teaching and assessment methods, at both module and programme levels, giving attention to the nature of the student cohort
- iv. Operate peer-review of teaching, which will provide feedback to all staff
- v. Inform students about what is expected of them
- vi. Monitor student performance and provide feedback and any needed academic counseling
- vii. Ensure conducive student focused, and challenging academic environment and culture.

### **12.1 Programme Delivery Format**

The teaching format for each course is a 15-18 credit-hour contacts spread over 13 weeks delivered through lectures, case studies, workshops, and guided readings.

A wide range of delivery mechanisms that will enable students to achieve the stated learning outcomes will be used to deliver the postgraduate programme. The mechanisms include lectures, seminars, computer/practical classes, independent study, research and analysis, structured reading, case studies, assignments, practical exercises, consultancy assignments, individual and group assignments and, presentations.

The dissertation/Project work will provide the student with the unique opportunity to undertake a substantial research work on a relevant topic of interest. It is intended to develop skills in independent research and project management; the gathering analysis and presentation of data; and the ability to argue. Case studies, project work, business game and consultancy assignments may be offered in place of thesis or dissertation. Supervisors will provide students with an opportunity to discuss issues associated with their thesis, consultancy, case studies, and project work. The supervisor shall advise and provide feedback on the progress, on a one-to-one or on group basis, as the case may be.

### **13.0 A POLICY ON PROGRESSION OF STUDENTS FROM ONE LEVEL TO ANOTHER**

This progression policy is geared towards ensuring that Kings University College monitor students' performance on a continuous basis to enhance their smooth academic progression.

#### **Objectives**

- a. To monitor students' academic progress
- b. To provide the basis for assessing the overall performance of students
- c. Take remedial steps to address challenges of underperforming students
- d. To enable students redeem their trailed courses on time

#### **13.1. Progression to Second Year**

For progression from Year 1 to Year 11, student must:

- a. Pass all courses taken
- b. Attain a minimum C.G.P.A of 2.0 in the year

### **14.0 GENERAL REGULATIONS FOR THE AWARD OF HIGHER DEGREES**

#### **14.1 General**

A postgraduate MBA or LLM degree will be awarded to a candidate who has pursued approved programmes of full-time or part-time study in the Kings University College and has subsequently satisfied the examiners at the prescribed examinations.

#### **14.2 Degree Awarded**

The following degrees shall be awarded:

Kings Business School:	MBA/EMBA
Faculty of Law	LLM

#### **14.3 Nature and Duration of Programmes**

The University offers MBA/EMBA and LLM Programmes:

<b>Minimum Duration</b>		<b>Duration Maximum</b>
Full-Time	2 years	3 years
Part-time	3 years	4 years

#### **14.4 Course work requirement**

- a) The MBA and LLM programmes will normally consist of three (3) semesters of course work followed by a dissertation for one semester.
- b) Subject to approval by the appropriate Board, no student on full-time studies shall be permitted to undertake more than six hours per week of tutorial or other kind of employment within the University. Full-time students are not allowed to be employed outside the University.

### **15.0 REGISTRATION OF GRADUATE STUDENTS**

#### **15.1 Place of Registration**

Registration of Graduate Students is done at the Admissions Office.

- a) Receipts showing payment of fees and admission letters will be inspected at various registration points.
- b) Registration of graduate students is every semester until the student completes his/her programme of study.
- c) Approval of registration will lapse if the candidate does not begin the programme of study within three months after registration. An affected candidate shall, at the appropriate time, reapply to the Deputy Registrar for fresh admission.
- d) Graduate students proceeding on field-work or collection of data should formally complete their registration as students of the University before leaving campus.

#### **15.2 Penalties for Late Registration**

There is a penalty for late registration. Students, who fail to register within the first week of re-opening but register thereafter, shall not write the end of semester examination. No student shall be allowed to register after the second week of re-opening.

#### **15.3 Adding/Dropping of Courses**

The deadline for adding or dropping a course is 21 days after the beginning of lectures. The deadline for dropping a course and getting an authorized withdrawal (“W”) is 21 days after the beginning of lectures. To withdraw, the student must complete a Withdrawal Slip/Form (available at the Registrar’s Office) and submit it to the Department offering the course. Failure to do so would earn the student a grade of “F”.

#### **15.4 Auditing Courses**

To audit a course the student must obtain the consent of the lecturer and the approval of his/her department. The student must complete a Course Audit application Form obtainable from the Registrar and have it signed by his/her head of Department and lecturer concerned. One copy of the form shall be retained in the Department and the other shall be forwarded to the Registrar by the Department.

A student auditing a course must attend all classes and laboratory sessions (if any) in the course. The student is required to submit assignments and take quizzes but not end-of semester examinations unless it is mutually agreed between him/her and the Head of Department.

Only one course may be audited per semester. A student who is carrying the maximum workload (21 credits) cannot audit a course in the same semester.

## **16.0 COURSE NUMBERING SYSTEM**

The following course numbering system shall be adopted with effect from the 2011/2012 academic year:

Masters Degree Courses      500-699

## **17.0 SCHEME OF EXAMINATION**

This shall consist of:

- a) Continuous Assessment (40%)
- b) End of Semester Examination in a minimum of five and a maximum of seven 3-credit courses per semester (60%)
- c) Presentation of Dissertation

### **17.1 Assessment of Graduate Course Work**

Assessment of graduate course work in the first year of study may be based on submission of term papers/essays or a combination of term papers and written end of semester examinations.

## **18.0 ACADEMIC STANDING OF STUDENTS**

- a) To be registered for the second year of a Master's programme, a candidate must have obtained a Cumulative Grade Point Average (CGPA) of 2.5 or better in the courses taken in the first year of study. The pass mark for each course shall be 60% (Grade C).
- b) A candidate who obtains a CGPA of less than 2.5 in the first year shall be withdrawn from the Programme but may repeat the course(s) he/she failed as an external Candidate in the following academic year.
- c) A candidate who fails the repeated courses shall be dismissed.
- d) A candidate whose dissertation/thesis/project work is scored below 60% or Graded F by one examiner must effect the recommended changes and re-submit the dissertation/thesis/project work for fresh assessment by the same Examiner. However, where the same Examiner is not available or is unwilling to reassess the work, a copy of the revised dissertation/thesis will be

sent to a third Examiner for assessment. In the case of a project work, it shall be sent to another internal examiner.

- e) A candidate, whose dissertation/thesis is scored below 60% or Graded F by two Examiners, is deemed to have failed the dissertation/thesis.
- f) A candidate who fails a dissertation/thesis will be required to choose another topic and write another dissertation/thesis within one academic year for fresh assessment.

### **19.0 Duration of End-of-Semester Examination**

The duration of end-of semester examination is determined by the credit weighting of the course; the pattern is as follows;

COURSE WEIGHTING	DURATION OF EXAMINATION
One-Credit Course	1-1 ½ hours
Two-Credit Course	2 hours
Three-Credit Course	3 hours

### **20.0 GRADING SYSTEM**

Letter Grade	Mark%	Credit Points	Description
A	80-100	4.0	Excellent
B+	75-79	3.5	Very Good
B	70-74	3.0	Good
C+	65-69	2.5	Very Satisfactory
C	60-64	2.0	Satisfactory
E	Below 60	0	Fail

### **21.0 DEFERMENT OF PROGRAMME**

Deferment of program by fresh graduate students before the end of the first academic year is not allowed. A continuing graduate student, who due to various reasons, wishes to defer his/her programme should first consult his/her Supervisor for advice.

With the exception of severe and sudden medical condition, an application for deferment of study must be received and approved two months before the commencement of the academic year the student wishes to defer. Emergency cases shall be dealt with on their own merit.

All applications for deferment of programme shall be routed through the Head of department to the Dean of the School/Faculty. The application should also be copied to the Dean of Faculty/School concerned.

Where an application for deferment is on medical grounds, the application must be supported by a medical report certified by a qualified medical practitioner.

Where an application for deferment is granted, deferment shall be for a maximum of one academic year within the entire duration of the programme. Deferment shall not be allowed for one semester.

Students must necessarily obtain approval from the Dean of the School/Faculty before leaving the University.

## **22.0 PROJECT WORK PREPARATION AND SUBMISSION**

### **22.1 Thesis Proposal/Registration of Thesis Title**

- a) By the end of the first year of study, all research students shall submit their research proposals to their respective Heads of Department for consideration by the Departmental Committee on Graduate Studies.
- b) At the beginning of the second year, the Head of Department shall submit to the Dean, the approved thesis title.
- c) Any change of thesis title or nature of programme shall, following the recommendation of the Supervisor, be submitted to the Faculty Committee on Graduate Studies.
- d) All research students whose project work involves human participants shall submit their research proposals for approval by the University Institutional Review Board.

### **22.2 Appointment of Supervisors**

- a) Each successful graduate applicant would immediately be assigned an advisor until he/she is assigned a supervisor by the middle of the second semester of the first year.
- b) Each MBA student shall be assigned **one** supervisor from the department or a cognate department.
- c) Every research student shall be assigned two supervisors made up of a Principal Supervisor and a Co-supervisor. The Principal Supervisor must be of at least Senior Lecturer status. The Co-supervisor must also be at least of a Senior Lecturer status and may come from the same department or cognate department.
- d) Normally, supervisors shall be members of the academic staff of the University, but in special cases, suitable persons within and outside the University, may be appointed.
- e) Nomination of supervisors requires prior consideration and approval by the faculty Committee on Graduate Studies.
- f) At the end of each semester, the Faculty Committee on Graduate Studies shall receive progress reports on research students from the Departments and submit same to the Dean of the School.
- g) In the course of the research, seminars shall be arranged at which aspects of the research shall be presented by the candidate. Such seminars may be made public to enable other graduate students to attend.

### 22.3 Presentation of Thesis/Dissertation

- a) The dissertation/thesis shall be written in English or any other approved language and shall include an abstract of not more than 250 words, giving a general account of its content, methodology and findings. If the dissertation/thesis is in a language other than English, approved by the Board, an abstract in English, not exceeding 250 words, should be submitted with the thesis.
- b) The thesis shall be written on an A4 size of good quality paper, with double spacing, 5cm. on the left margin and 2.5cm on the right and soft bound. After all corrections have been made, the final copy of the thesis shall be bound in hard cover.
- c) A thesis submitted for an MBA degree must consist of the candidate's own account of research. It may describe work done in conjunction with the candidate's Supervisor, provided that the candidate states clearly his share in the investigation and that this statement is testified by the Supervisor. A paper written or published in the joint names of two or more persons will not normally be accepted as a thesis. Work done conjointly with persons other than the candidate's Supervisor will be accepted as a thesis in special cases only; in such cases, the approval of the Faculty Board and of the Board of Graduate Studies and Research must be given.
- d) A thesis submitted for an MBA degree must be suitable for publication as submitted.
- e) A dissertation submitted for an MBA degree must not exceed the number of words or pages up to the list of References, prescribed by the Committee. Currently they are the following:

	<b>Minimum</b>	<b>Maximum</b>
MBA	60 pages/15,000 words	100 pages/25,000 words

- f) In special cases thesis with number of pages outside the above ranges may be accepted by the Board subject to recommendations by the departmental/Faculty Committee on Graduate Studies.
- g) Candidates shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other University. However, a candidate shall not be precluded from incorporating work which 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.
- h) The dissertation/thesis shall be accompanied by two signed Declaration statements by:
  - a) The candidate, and
  - b) all the supervisors.
- i) If it is discovered later that the Declaration was false, the result of the dissertation/thesis, even where successful, would be withdrawn.
- j) Three copies (soft bound) of the dissertation/thesis shall be submitted through the Dean of Faculty/School to the Dean of the School of Graduate Studies and Research who shall arrange for assessment. If the candidate is successful at the examination as a whole, three copies of the

corrected dissertation/thesis, bound in hard cover, shall be submitted to the Board of the School of Graduate Studies and Research before the award of the degree. One copy shall be deposited in the library, one in the Department, and the third, in the School/Faculty.

#### **22.4 EXTENSION OF TIME FOR SUBMISSION OF DISSERTATION/THESIS**

A candidate who is unable to submit his/her dissertation/thesis within the stipulated minimum duration may apply for one year extension. 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 and Research. The Board of the School of Graduate Studies and Research may allow an extension of not more than two semesters granted for periods not exceeding one semester at a time

A candidate who fails to complete his/her programme after the maximum duration shall be withdrawn from the programme. **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.

#### **22.5 STANDARD THESIS/DISSERTATION FORMAT FOR GRADUATE WORK**

The writing of thesis and dissertations is part of the requirements of the award of higher degrees at the Kings University College. No higher degree will be conferred until the approved conditions or specifications for the writing of thesis and dissertations are met. All thesis/dissertations consist of three categories of material, namely: the preliminaries or front matter, the text or the main body of the report and the back matter (References and Appendices).

#### **22.6 Preliminaries**

The preliminaries are the spine, outside cover, declaration, abstract, acknowledgement, dedication (optional), table of contents, list of tables, list of figures, list of plates and list of acronyms where appropriate.

#### **22.7 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 the information which is specified in brackets below must be provided in horizontal order:

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

As illustration, the spine of George Ibrahim Mensah’s MBA thesis will be like this:

**MBA                    GEORGE IBRAHIM MENSAH                    2010**

## **22.8 Outside Cover**

On the Outside Cover, **KINGS UNIVERSITY COLLEGE** 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** (thesis/dissertation/project) 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 of the information which must be presented in vertical order is specified in the brackets below:

[Name of University]

[Title of Thesis/Dissertation/Project]

[Full Name of Candidate (without titles)]

[Year]

As illustration, the Outside Cover of **George Ibrahim Mensah’s** thesis will be like this:

**KINGS UNIVERSITY COLLEGE**  
**LOGISTIC REGRESSION ANALYSIS OF**  
**HOUSEHOLD INCOME**  
**GEORGE IBRAHIM MENSAH**  
**2010**

Note that the use of ‘**BY**’ and title such as Mr., Mrs., Rev, etc. are **not** acceptable on the Outside Cover.

## **22.9 Inside Cover**

The next page is the **INSIDE COVER OR THE TITLE PAGE**. The page consists of **FIVE BLOCKS OF WORDS**. The first block is, **KINGS UNIVERSITY COLLEGE** and is set off at five single spaces from the top of the page and centered between the margins.

The second block is, **TITLE** of the **THESIS /DISSERTATION/PROJECT WORK**. 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/project is submitted and the degree for which the thesis/dissertation/project is required. The fifth block states the **MONTH** and the **YEAR** (on one horizontal line) in which the report is submitted. 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/Project]

[By].

[Name of Candidate (without titles)]

[Thesis submitted to the department of Marketing, Kings University College in partial fulfillment of the requirements for award of Master of Business degree in Marketing]

[Month and Year]

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

**KINGS UNIVERSITY COLLEGE**  
**LOGISTIC REGRESSION ANALYSIS OF**  
**HOUSEHOLD INCOME**  
  
**BY**  
  
**GEORGE IBRAHIM MENSAH**

Thesis submitted to the department of Marketing, Kings University College in partial fulfillment of the requirements for award of Master of Business degree in Marketing.

**DECEMBER, 2010**

Note the 'BY' should be used here. However, titles are still **not** acceptable.

## **22.10 Declaration Page**

In all cases, the top half of the page should be for the candidate's declaration and the second half for supervisor(s). This page is numbered **two** (in lower case Roman numerals) in the report.

## **22.11 MBA Dissertation**

The **Declaration** page should contain the following statement:

### **Candidate's Declaration**

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

Candidate Name:.....

Signature:..... Date:.....

### **Supervisor's Declaration**

I hereby declare that the preparation and presentation of the thesis were supervised in accordance with guidelines on supervision of thesis laid down by Kings University College.

Supervisor's Name:.....

Signature:..... Date:.....

### **22.12 Abstract**

The abstract should contain a brief summary of what the report is about and that the main conclusions are. It should not exceed two hundred and fifty (250) words or one page. It should be developed in well-structured paragraphs. Note that an abstract should not, unless in exceptional circumstances, contain symbols and many technical terms. This page is numbered **three** (in lower case Roman numerals) in the report.

### **22.13 Acknowledgment**

This section provides the students with opportunity to express his/her gratitude to those who directly assisted him/her to successfully complete the thesis/dissertation. This may be mentors, supervisors, organizations, officials, chiefs and colleagues, among others. The page must be placed immediately after the abstract page and numbered **four** (in lower case Roman numerals). It is **highly unconventional** to acknowledge any Deity, for example God, Allah or any other supernatural powers in documents of this nature.

### **22.14 Dedication**

This is not a requirement, but may be allowed. It should be noted that the dedication page is **not another acknowledgements page**.

It should contain at most two lines consisting of just a few words. For example: to my family or In memory of my father. Again it is unconventional to dedicate documents of this nature to any Deity.

### **22.15 Table of Contents**

The TABLE OF CONTENTS (not just Contents) should be typed in upper case letters. All chapter headings should be in upper case letters and made **bold**; sub headings should appear in title case and not bolded. The corresponding pages of headings and sub-headings should be indicated.

## 22.16 List of tables/List of Figures/List of Plates/List of Acronyms

List of tables and List of Figures should show the Table or Figure numbers, their captions (titles) and page numbers. List of plates and List of Acronyms or Abbreviations may also be included where applicable.

## 22.17 Main Text

- a) Departments should determine the preferred number of chapters of their thesis/dissertations and communicate same to the Board of the Committee.
- b) In the text, the caption and number of a table should appear on top of the Table and should be made **bold**. The caption and number of a Figure or Plate should appear below the Figure or Plate and equally be made **bold**.
- c) Tables, figures and plates are to be placed on the same page or not far away from the reference discussion(s). 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 such as: **Table 1 continued**.
- d) Tables, Figures and Plates are not to be enclosed in border lines.
- e) Paragraphing: The first line of each paragraph should be indented. Block paragraphing is not accepted. The text should be in justified format.

## 22.18 Numbering of Sections or Subsections of the Thesis/Dissertation

Numbering of sections and subsections of the report is optional. If a department opts for numbering, subsections should be numbered up to sub-sub only, e.g. 2.1.1. In addition, tables and figures should be numbered according to the chapters in which they appear (e.g. Table 1.1, 2.1). Where numbering of sections is not adopted, tables and figures should be numbered serially from 1.

## 22.19 Line Spacing/Font

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

## 22.20 Margins

The standard margin should be 5cm. on the left before binding and 2.5cm on the right. The top and bottom spaces are also 2.5cm each. All title pages, chapter headings should also start 2.5cm from the top of the page.

## 22.21 Footnotes/Endnotes

All thesis and dissertations should not have footnotes below the text. All footnotes should be no endnote and endnote references at the end of each chapter.

## 22.22 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, each should be in Roman numerals and page numbers in the remaining text should be in Arabic numerals.

### **22.23 Referencing Style**

The recommended standard referencing style for all project reports, dissertations and thesis is the American Psychological Association (APA) Referencing style. However, Facilities Departments may opt for other style, provided that these are approved by the Faculty/School Board concerned and submitted to the Board of the School of Graduate studies and Research for its consideration and approval.

### **22.24 COLOURS FOR PROJECT REPORT, DISSERTATION AND THESIS**

The following shall be colours of the various categories:

M.A./MBA/ M.Sc./                      -                      Green

### **23.0 APPOINTMENT OF EXAMINERS AND CONDUCT OF EXAMINATIONS**

- a) Besides continuous assessment and end of semester examinations, which shall be conducted each semester of the first year, the soft copy of a dissertation/thesis submitted by a candidate at the end of the second year shall also be examined.
- b) Two internal examiners shall be nominated by the Departmental Committee on Graduate Studies to assess an MBA dissertation.
- c) External Examiners shall be nominated by the Department and appointed by the Academic Board on the recommendation of the Board of the School of Graduate Studies and Research.
- d) The Examiners shall send a joint report to the Dean of the School of Graduate Studies and Research.
- e) There shall be no Viva Voce for MBA candidates.

## **24.0 REQUIREMENTS FOR GRADUATION**

A candidate for the MBA/LLM degree programmes must satisfy the following requirement for graduation:

- a) Pass all compulsory courses.
- b) Obtain a minimum cumulative grade Point Average (CGPA) of 2.5 in the course work.
- c) Pass the dissertation
- d) Settle all financial and other obligations to the University.
- e) Be in good standing- not barred for disciplinary reasons.
- f) Return all library books to the library.

## **25.0 NOTIFICATION OF RESULTS AND AWARD OF DEGREES**

All degrees will be awarded by the University of Cape Coast. The effective date for the award of a higher degree shall be 30<sup>th</sup> September each year, provided that the dissertation/thesis [soft bound] is submitted at least 60 days before the effective date, that is, by July 31<sup>st</sup>, respectively. In a situation where major changes are recommended in the dissertation/thesis, the candidate's effective date should be the time of resubmission of the corrected soft bound copy of the report.

The list of successful candidates for the award of degrees shall be published by the Registrar subject to final approval by University of Cape Coast. As soon as the recommendation of the Board of the school of Graduate studies and Research is made, subject to approval by the Academic Board. The Registrar shall at the same time write formally to individual candidates informing them of their provisional results.

After the results have been approved by the Academic Board, a certificate of the appropriate degree under the seal of the University shall be awarded to each successful candidate at a congregation of the University assembled for that purpose.

## **26.0 COLLECTION OF CERTIFICATE**

Certificates for programmes pursued successfully shall be ready for collection at designated points on the day of graduation.

After the day of graduation, graduates may collect their certificates from the Office of the Deputy Registrar (Division of Academic Affairs) upon payment of the appropriate fees.

Certificates not collected five or more years from the date of graduation shall attract a special charge on collection.

## 27.0 CANCELLATION OF AWARD

Notwithstanding previous confirmation of an award of a degree as in Section 18.0 and presentation of certificate as in Section 19.0, 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, or
- ii. a candidate had impersonated someone else, or
- iii. a candidate had been guilty of an examination malpractice, or
- iv. there are other reasons that would have led to the withholding of confirmation of the award in the first place.

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

## 28.0 Examination Rules and Regulations

The following guidelines shall govern the conduct of all examinations in the University. It is the duty of all concerned to acquaint themselves with these Rules and Regulations.

### a. Qualifying To Write University Examinations

A candidate shall qualify to write the University Examinations if:

- i. He/ She has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalent of three weeks contact hours for the course
- ii. He/ She has continuous assessment marks for relevant subject areas
- iii. He/ She is not under suspension from the University.

### b. Examination Rooms & Seating Arrangements

- i. The examination shall take place at approved venues indicated on the Time-Table. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day.
- ii. It would be the sole responsibility of the Academic Section of the University to seat students in the various examination venues for all examinations.

### c. Students' Identity Cards

- i. Identity Cards of the students will be inspected during all examinations. Candidates are, therefore, requested to display their Student Identity Cards on their tables for inspection by the examination officers.

- ii. Candidates who have misplaced their identity cards shall apply to the Registrar for replacement before the examinations.
- iii. Candidates who have no evidence of any Kings University College Identity Cards shall not be allowed to take the examination.

d. Entering and Leaving The Examinations Rooms

- i. A candidate should make himself/herself available at the examination venue at least 30 minutes before the commencement of the examination.
- ii. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after commencement of the examination.
- iii. Candidates who arrive after the examination has started shall not be allowed any extra time to complete the paper.
- iv. A candidate shall not bring to the examination room any unauthorized material. No bags, mobile phones/organizers, programmable calculators are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the Examination Room. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit himself/herself to a body search. Refusal to comply would constitute an examination offence resulting in expulsion from the examination.
- v. Candidates may leave the examination room temporarily, but only with the permission and direction of the invigilator. In such cases, the invigilator shall be required to certify that the candidates do not carry on or with them any unauthorized material. An attendant designated by the invigilator shall accompany a candidate who is allowed to leave the examination room temporarily.
- vi. Candidates shall spend a minimum of 30 minute in the examination room before submitting of examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.
- vii. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator/invigilation assistant who shall collect the candidate's answer books before he/she is permitted to leave.
- viii. A Candidate who has fallen ill in the examination room shall inform the invigilator for the appropriate action to be taken.

e. Procedure During the Examination

- i. Candidates shall ensure that they sign the examination attendance sheet. On receipt of the answer books, candidates shall carefully read the instructions on the front cover of the answer books and enter their index numbers and other details as required.
- ii. No part of the answer book may be torn off and all used answer books must be left on the table. Rough work shall be done in the answer books and should be crossed out to show that it is not part of the answer.

- iii. It shall be the candidate's responsibility to provide for themselves such materials as **pen, pencil, eraser, ruler, calculator for the examination. Borrowing of these materials from other students during the examination shall not be allowed.** Candidates are to ensure that they are given the right question paper and other material(s) needed for the examination.
- iv. Under no circumstance shall a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their index numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers.
- v. There shall be no verbal or any other form of communication between candidates during the period of the examination.
- vi. Candidates shall be told by the invigilator(s) when to start answering the questions. Candidates shall be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- vii. As soon as the 'Stop Work' order is announced, candidates shall stop writing. Candidates shall remain seated for their answer books to be collected by the invigilator/invigilation assistant.
- viii. At the end of each examination, candidates shall ensure that the identifying numbers of the questions answered are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets shall be fastened to the answer book following the last page of the answer book.
- ix. At the end of each examination, candidates shall not take away any answer books or supplementary sheets whether used or unused.

f. Absence From Examinations

Any candidate who fails to attend any or part of an examination, except on medical or other legitimate grounds, shall be deemed to have failed the examination. The following shall not be accepted as reasons for being absent from any examination:

- i. Mis-reading the time-table
  - a. Forgetting the date or time of the examination
  - b. Inability to locate the examination hall
  - c. Over-sleeping
  - d. Inability to find transport to the examination venue.
- ii. In case of absence from an examination through ill health, the candidate (or someone acting on his/her behalf) shall submit a relevant Medical Certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of examination.

- iii. It is the responsibility of the candidate to arrange with his/her medical practitioner for any medical evidence to be certified by the Assistant Registrar (Student Affairs) to be sent to the Deputy Registrar (Academic).
- iv. In case of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his/her behalf) shall submit to the Deputy Registrar (Academic): (a) a written explanation for the absence, and (b) evidence of the cause, where possible.

## **29.0 EXAMINATION OFFENCES**

All cases of examination offences shall be investigated by the relevant Faculty Examination Committees Detailed reports shall be submitted to the President, not later than one month after the end of semester examinations.

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These offences include, but not limited to:

### **29.1 Leakage of Examination Questions and other unapproved Acts**

- i. Any knowledge or possession of examination questions before the examinations. (cancellation of examination paper)
- ii. Possession of unauthorized materials related to the examinations and likely to be used during examinations for unfair advantage. (suspension for two semesters)
- iii. Copying from prepared notes or from a colleague's script during examinations. (suspension for two semesters)
- iv. Persistently looking over other candidate's shoulders in order to cheat. (cancellation of examination paper)
- v. Impersonating another candidate or allowing oneself to be impersonated.(outright dismissal)
- vi. Assisting or attempting to assist, obtaining or attempting to obtain assistance from another candidate.(cancellation of paper)
- vii. Consulting or trying to consult during examination any books, note, or other unauthorized materials.(suspension for two semesters)
- viii. Persistently disturbing other candidate(s) or detracting their attention.(cancellation of paper and written warning)
- ix. Verbal or physical assault on an invigilator over alleged examination offence.(suspensions for two semesters)
- x. Destroying materials suspected to help establish cases of examination malpractices. (cancellation of paper and or suspension for two semesters)
- xi. Writing after the examination has been declared ended.(cancellation of paper)

- xii. **Fabrication of data** - Claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained result which have not in fact been obtained. (cancellation of paper/long essay dissertation)
- xiii. **Plagiarism** - copying another's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own. (suspension for two semesters)

Students are advised to ensure that any material submitted for assessment is the original work that they have produced.

Students are permitted to quote from the work of others. However, they must clearly acknowledge the sources in the body of their text with appropriate citation and also indicate in the list of References. The offence of plagiarism is committed if a student:

- a. Rewords another person's work and present it as his/her own
- b. Quotes extensively from someone else's work without proper acknowledgement.
- c. Copies from the work of another person, including another student.
- d. Uses another person's ideas without proper acknowledgement.

The penalty for fabrication of data and plagiarism shall be the cancellation of the result for the course or project work/ dissertation/thesis.

The Examinations Committee shall be responsible for the organization of the re-sit/supplementary examinations

## **30.0 ACADEMIC INTEGRITY**

### **30.1 Code of Ethics**

One of the guiding principles of the KUC postgraduate Programme is the fact that education is concerned with the total development of personal character as well as the acquisition of knowledge and skills. It is an essential tenet of the programme that each individual bears the primary responsibility for his or her own ethical behaviour.

For these reasons, it is the commitment of the School to encourage and to do all that is possible to ensure, uphold, and require a high standard of ethical behavior by all. It is incumbent upon all faculty, students, and staff of the school to maintain the fullest commitment to academic integrity and honesty. We shall operate at all times on the concept of the "**Code of Honour**".

Faculty, students, and staff all have an obligation to one another to maintain high personal standards of integrity, decorum and respect. They are entitled to expect high standards of integrity from one another, since the reputation of the postgraduate programme is derived from the performance of all its members.

Faculty, students and staff all have an obligation to be aware of their own and one another's rights and responsibilities with respect to matters involving academic integrity. All must insist on the observance of these rights and responsibilities.

### **30.2 Standards of Academic Integrity**

Although it is difficult to define academic dishonesty precisely, the general understanding of the term by students and faculty, and the meaning established by tradition, will serve as guidelines in reviewing each case of academic dishonesty. Furthermore, because honesty is such a fundamental requirement within the academic community, the faculty members jointly with students assume full responsibility for identifying and dealing with dishonest practices.

**i. To fulfill this responsibility, the faculty members shall:**

- a. Lecture and hold classes as set out in the students Handbook
- b. Promulgate rules to guide the students in and out of class
- c. Supervise students during those periods when there would be an opportunity or a temptation to cheat
- d. Be explicit about whether students should be working together or alone on homework and other assignments
- e. Bring questionable cases to the attention of the student
- f. Arrange consultation sessions at which students can consult staff with or without an appointment and
- g. Mark and return assignments, within stipulated deadlines.

**ii. The students must individually assume their share of responsibility by:**

- a) Having a commitment to develop themselves, study and participate in all academic activities;
- b) Attending and participating in all scheduled lectures and classes;
- c) Submitting all work required of them by the stipulated deadlines;
- d) Being available for the duration of each term and the period of thesis work;
- e) Understanding and following the guidelines set forth by the instructor and administrators for the course;
- f) Bringing to the attention of the faculty member any evidence of academic dishonesty or any conditions which have a potential of creating academic dishonesty; and
- g) Assisting faculty committees in preparing the rules and/or adjudicating questionable cases.

## **31.0 DISCIPLINARY PROCEDURES FOR ACADEMIC DISHONESTY**

The University community depends upon shared academic standards. Academic dishonesty in any form by any member of the University community represents a fundamental impairment of these standards.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the procedures set forth herein. These procedures assume that many questions of academic dishonesty will be resolved through informal consultations between the student and the lecturer. If, however, such informal consultations fail to resolve the questions, or the lecturer considers formal proceedings warranted, the formal procedures described in Part II must be used.

### **31.1 Informal Proceedings**

#### **A) WHEN USED**

Informal consultation between students and the lecturer is the desired method of resolving many questions of academic dishonesty. If a lecturer has reason to believe that a student might have committed an act of academic dishonesty, the instructor shall consult with the student within a reasonable period of time but as close as possible to the discovery of the suspected act. If the lecturer is investigating a suspected or alleged act of academic dishonesty, the instructor shall consult with any student who may have some knowledge of the alleged act of academic dishonesty. The student suspected of academic dishonesty shall be notified by the lecturer in advance of such a consultation.

#### **B) PROCEDURES**

At the consultation, the lecturer shall inform the student of the allegations relating to the specific infringement, and the student shall be given a copy of these procedures and criteria. The student shall be provided with the opportunity to explain any suspected or alleged misconduct, including any extenuating or mitigating circumstances, to present evidence of innocence, or to give information relevant to an investigation. Neither the lecturer nor the student shall be represented or accompanied by an attorney or any other advisor, and no record of this informal consultation need to be preserved.

#### **C) FINDING OF GUILTY AND SANCTIONS IMPOSABLE**

If, after consultation with the student, the lecturer believes the student committed an act of academic dishonesty, the lecturer has the authority to impose one or more of the following sanctions:

- i. **Admonition:** An oral statement to the student that he or she has violated a University standard of academic dishonesty.

- ii. **Warning:** Written notice to the student that repetition of the wrongful conduct may be cause for more severe sanctions. A copy of this letter shall become part of the confidential file maintained with respect to the matter.
- iii. **Revision of Work:** Requiring the student to replace or revise the work in which dishonesty occurred. (The lecturer may choose to assign a grade of "Incomplete" pending replacement or revision of the work.)
- iv. **Reduction in Grade:** With respect to the particular assignment/exam or the course.
- v. **Failure for Reason of Academic Dishonesty:** To be indicated on the transcript by an "F'."

The student shall be notified of the decision by letter (registered mail), a copy of which shall become part of the confidential file maintained with respect to the matter. The letter shall advise the student of the sanction(s) imposed or of the institution of formal proceedings.

#### D) **Appeal**

A student found guilty of an academic dishonesty shall have the right to appeal the lecturer's decision. The appeal shall be submitted in writing to the lecturer and the Director of the Graduate School, not later than 10 working days after the faculty member has notified the student of his or her decision. A copy of the appeal shall become part of the confidential file maintained with respect to the matter.

#### E) **Pending Resolution**

The student shall be assigned a grade of "Incomplete." The Director of the Graduate School shall convene a committee composed of an equal number of faculty members and students to hear the appeal and to provide him or her with their recommendations. The Director's decision shall be final.

### 31.2 **Formal Proceedings**

#### A) **WHEN USED**

If the lecturer has reason to believe that a student may have committed an act of academic dishonesty, and the lecturer believes that formal proceedings and harsher sanctions imposable there under are warranted, the formal procedures outlined here shall be used.

## **B) PROCEDURES**

When these formal procedures are to be used, a hearing shall be conducted by a Disciplinary Committee. The Committee shall be constituted in accordance with the Statutes of Kings University College.

The Disciplinary Committee shall give the student reasonable advance notice (not less than 72 hours) of the hearing. The lecturer shall provide the committee with a written statement of the evidence against the student and the names of potential witnesses. The committee shall convey this information to the student prior to the hearing, and shall indicate the possible sanctions that can be imposed if the student is found guilty.

At the hearing, the student shall be entitled to present evidence in his or her own behalf, examine all evidence against him or her, and cross-examine all witnesses against him or her. Neither party may be represented by an attorney or anyone else, but the student may be accompanied by an advisor of his or her choice, who may advise but not represent him or her during the proceedings. If the advisor chosen is an attorney, he or she may not act in his or her capacity as a member of the bar.

The technical and formal rules of evidence applicable in a court of law are not controlling. The Disciplinary Committee may review all relevant materials and reliable evidence which shall contribute to an informed result. Irrelevant or unduly repetitious evidence or cross-examination may be excluded by the chair of the committee.

## **C) FINDING OF GUILTY AND SANCTIONS IMPOSABLE OR RECOMMENDABLE**

If a majority of the Disciplinary Committee members present are convinced that the student committed an act of academic dishonesty, the Disciplinary Committee has the power to impose one or more of the following sanctions to which a majority of its members agree:

- i. Any of the sanctions that the lecturer or the Director of the Graduate School of Business or the Dean could have imposed.
- ii. Probation- To be upon stated terms with any violation being a ground for suspension or expulsion.
- iii. Such other reasonable and appropriate sanctions as may be determined by the Committee, with the exception of those stated subsequently in (iv).
- iv. In addition, the Disciplinary Committee shall have the power to recommend to the University President imposition of the following sanctions:

Suspension - for a definite term upon stated conditions.

Expulsion - to be outright. "For reason of academic dishonesty" shall be noted on the transcript.

The student shall be notified of the decision by letter, a copy of which shall become part of the confidential file maintained with respect to the matter. The letter shall advise the student of the sanction(s) imposed or recommended to the president.

#### **D) FINDING OF NOT GUILTY**

The student shall be notified of the decision in writing, the decision letter and other materials pertinent to the review shall be maintained in the file.

#### **E) Appeal**

The student or the faculty member shall have a right of formal appeal.

### **31.3. MISCELLANEOUS PROVISIONS**

A determination by a lecturer or a Disciplinary Board that a student has engaged in academic dishonesty will be memorialized in a letter to the student, a copy of which will be kept in a confidential file maintained by the Academic Section of the Registry.

The Disciplinary Board shall, if it finds the student guilty, keep a record of the matter consisting of all written communications, all written evidence, an audio tape or other record of the hearing, and its decision letter.

Once the student is notified of the scheduling of a consultation or hearing, the student may not withdraw from the course without the explicit permission of the Director of the Graduate School.

### **31.4 Forms of Academic Dishonesty**

For purposes of these policies, procedures, and sanctions, academic dishonesty includes but not limited to the following actions the following actions carried out under any circumstance:-

#### **F) CHEATING**

Obtaining information from another student or other unauthorized source, or giving information to another student, in connection with an examination or assignment. This includes taking or giving answers during an in-class examination either orally or by copying; collaboration on a take-home examination or assignment where such collaboration is prohibited by the lecturer; bringing to and/or using in an examination unauthorized material (books, notes, etc.) .

#### **B) PLAGIARISM**

Copying material from a source or sources and submitting this material as one's own without acknowledging, through specific footnoting and quotation marks, the particular debt to the source. This includes copying material from published sources or unpublished sources (e.g., another student's work). Simply citing a source in the bibliography, without specifying which portions of the submitted paper come from the source, or without specifying that not only ideas but also language is drawn from the source, will not avoid a charge of plagiarism.

### **C) PREVIOUSLY SUBMITTED MATERIALS**

Submission of material submitted earlier or concurrently, in whole or substantial part, to satisfy the academic requirements of another course, without the express consent of that instructor. The guiding rule is that students should not receive double credit for a piece of work without clearing with the instructor.

### **D) FALSIFICATION OF ACADEMIC MATERIALS**

This includes fabricating data or other information, forging a lecturer's name or initials for any purpose, changing entries in an instructor's record or official University records, taking an examination under another student's name or engaging any person to take an examination under your name, or submitting an assignment of any kind, prepared in whole or part, by any person other than the person responsible for the assignment. This includes using falsified or unauthorized material for registration purposes.

### **E) FAILING TO FULFILL TEAMWORK REQUIREMENTS**

Postgraduate students are expected to contribute as full members of study teams, particularly for the core courses. Failing to meet commonly accepted team standards includes but not limited to, not attending team meetings, not completing a fair share of team assignments, and not valuing the contributions of all team members. Evidence of performance on this dimension might include input from peers (team members) as well as faculty.

### **F) OTHER**

Procurement, distribution, or acceptance in advance of examinations, examination answer scripts, or any confidential materials without prior and expressed consent of the instructor.

## **31.5 Examination Policies**

Examinations are governed by the University policies on examinations which are published periodically. Students should be aware that examinations may reasonably be given on any day of the week and any time of the day, students should check the examination time-table carefully. Students should never approach their instructors with requests to reschedule examinations or to make special arrangements or accommodations. If you have documentable for special circumstances such as time conflicts between multiple exams, illness, or grave personal difficulties such as a death of a close family member, students should petition the Director of the Graduate School. The Director shall work with the faculty member and others in appropriate cases to find a solution. The Graduate School shall require documentation of any conflict as a matter of course. A time conflict due to a job interview, a career pursuit or travel is never an appropriate reason to request accommodation on an academic commitment.

### **31.6 Leave Of Absence**

A student wishing to interrupt the normal course of study in the Postgraduate Programme shall request a leave of absence by writing a letter to the Director of the Graduate School stating the reason for the request and the length of the expected absence. Depending on the circumstances, a leave of absence may be granted for up to one year. A leave of Absence if granted will attract an approved fee.

### **31.7 Transfers**

A student who completes part of the coursework in another University may be offered admission to Kings University College on the basis of credits transferred to this university if:

- i. The contents of such course(s) are deemed comparable and satisfy the course requirements of the programme he/she wishes to pursue.
- ii. The same course(s) have not been used as part of another degree elsewhere
- iii. The student may, as a programme/ faculty requirement, be asked to take additional course(s).

### **32.0 TRANSCRIPTS**

Students may obtain copies of their transcripts by submitting a request in writing to:

**The Registrar**  
Kings University College,  
P.O. Box GP 18835, Aplaku Hills, Weija  
Accra - Ghana, West Africa

Transcript requests cannot be handled over the phone, and cannot be processed without the student's written permission. The University will not release transcripts and/or grades if students do not fulfill all financial obligations to the University, including fees for the transcripts. Students will receive results slips at the end of each semester free of charge.

### **33.0 Computers and Information Technology**

In keeping with the university's philosophy of a fully integrated information technology-learning environment, several personal computers with access to the World Wide Web shall be available for use by postgraduate students. Learning assistance will also be provided in the more common business applications and statistical tools such as Word, Excel, PowerPoint, Access, SPSS, and SAS.

### **34.0 Employment Prospects**

Our students shall be raised as business leaders. We strongly believe that all successful graduates of the programme will be able to competitively and successfully market themselves in the country, within the ECOWAS sub-region and anywhere in the world. Graduates of the programme will be at the forefront of those managing the emerging economy.

### 35.0 Careers Advice and Support

In order to take full advantage of the emerging opportunities mentioned above, there is an ‘in-house’ career development service that is fundamental aspect of the Postgraduate programme. The career development service formulates plans for the student’s future career and takes positive steps to enable each student achieve their individual career goals.

### 36.0 CHANGE OF COURSE POLICY

#### i. Refunds for Withdrawal from All Classes

A Cancellation of Registration submitted to the Registrar's Office **before** the first day of classes entitles the student to a full credit or refund of semester tuition and fees.

After classes begin, students who wish to terminate their registration and withdraw from all classes must follow the withdrawal procedures. Students will find the necessary forms for withdrawal in the Assistant Registrar’s Office. The effective date used in computing refunds is the date the withdrawal form is filed with the Assistant Registrar's Office. Stopping payment on a cheque, failure to pay the semester bill, or failure to attend classes does not constitute withdrawal.

Students withdrawing from the University will be credited for tuition in accordance with the following schedule:

Period from date before instruction begins	Refundable tuition *
<b>Two weeks or less</b>	80%
<b>Two to three weeks</b>	60%
<b>Three to four weeks</b>	40%
<b>Four to five weeks</b>	20%
<b>Over five weeks</b>	no refund

\* Fees are non-refundable after the first day of classes.

Withdrawal from all classes may be a violation of the Graduate School’s Continuous Registration policy. Students withdrawing from classes who intend to continue in their graduate degree or certificate program should secure a Waiver of Continuous Registration or Leave of Absence from the Graduate School before withdrawing.

#### ii. Refunds for Dropping Individual Courses

Graduate students may obtain refunds for courses that are dropped (*if dropping a course results in the overall number of registered credits*) during the first ten days of classes. Students may drop or /and add courses without penalty provided that the changes are made on the same day and that the total number of credits does not change. Graduate students are charged by the credit hour. A percentage charge and/or complete charge will be imposed according to the schedule below:

<b>Prior to the first day of classes</b>	<b>- no charge</b>	<b>100% refund.</b>
<b>During the first ten days of classes</b>	<b>- 20% charge.</b>	<b>80% refund.</b>
<b>After the first ten days of classes.</b>	<b>- 100% charge.</b>	<b>0% refund.</b>

## **37.0 FORMAT FOR INTRODUCING NEW PROGRAMMES/COURSES AND REVISIONS**

Faculties/Schools and Departments will adopt the following prescribed formats for introducing new programme/courses and revisions.

### **37.1 Format for Introducing a New Programme**

- 1.0 Heading of Document
- 2.0 Designated Degree/Diploma/certificate
- 3.0 Programme Rationale
  - 3.1 Demonstrate the relevance of the programme to national development by linking the programme to national development objectives
  - 3.2 Describe the inadequacies in skill in a particular sector which the new programme is meant to address.
  - 3.3 Demonstrate how the new programme will assist in overcoming the challenges in that sector
  - 3.4 Demonstrate how the new programme aligns with the mission of the institution as stated in the legislation establishing the institution
  - 3.5 Provide information with respect to similar programmes run by other institutions. Indicate the deficiencies in existing programmes that necessitate the mounting of the new programme.
- 4.0 Goals and Objectives of the Programme
  - 4.1 Goals of the Programme (General profile of the student at the end of the programme)
  - 4.2 Objectives of the Programme (specific learning outcomes stated in measurable terms)
- 5.0 Date of Commencement
- 6.0 Admission requirements/Target Groups
  - 6.1 Admission requirements
  - 6.2 Target Groups
- 7.0 Programme Structure showing:
  - a. Code/Title of Courses and their Credits
  - b. Semester-by-semester layout of Courses
- 8.0 Course descriptions and course content outlines – for departmental Consideration.
- 9.0 Resources Implications
  - 9.1 Existing staff situation (name, qualification and rank)

- 9.2 Additional staff required (rank)
- 9.3 Existing space and equipment
- 9.4 Additional space and equipment required
- 9.5 Linking with other institutions/departments, etc.
- 10.0 Cost implications - Indicate the cost implications of the new programme for the first four years and how the new programme is to be financed.
- 11.0 Suggest Reading List - To be done according to APA Referencing Style (6<sup>th</sup> edition). The list should include works by Ghanaian/African authors.

### **38.0 Format for the Review of Existing Academic Programme**

- 1.0 Heading of Document
- 2.0 Designated Degree/Diploma/certificate
- 3.0 Rationale for the Review of the Programme
- 4.0 Goals of the Programme (General profile of the student at the end of the programme)
- 5.0 Goals and Objectives of the programme
- 6.0 Objectives of the Programme (specific learning outcomes stated in measurable terms)
- 7.0 Date of Commencement
- 8.0 Admission requirements/Target Groups
  - 8.1 Admission requirements
  - 8.2 Target Groups
- 9.0 Programme Structure showing:
  - c. Code/Title of Courses and their Credits
  - d. Semester-by-semester layout of Courses
- 10.0 Course descriptions and course content outlines – for departmental Consideration
- 11.0 Resources Implications
  - 11.1 Existing staff situation (name, qualification and rank)
  - 11.2 Additional staff required (rank)
  - 11.3 Existing space and equipment
  - 11.4 Additional space and equipment required
  - 11.5 Linking with other institutions/departments, etc.
- 12.0 Cost Implications - Indicate the cost implications of the revised programme and how the revised programme is to be financed.

- 13.0 Suggest Reading List - To be done according to APA Referencing Style (6<sup>th</sup> edition). The list should include works by Ghanaian/African authors.

**39.0 Format for Introducing a New Course into an Existing Programme**

1. Heading of Document
2. Rationale (provide justification for the introduction of the new course)
3. Code/Title of Course and their credits
4. Objectives of the Course
5. Date of Commencement
5. Pre-requisites (if any)
6. Cost descriptions and course content outlines for Departmental Consideration.
7. Suggest Reading List - To be done according to APA Referencing Style (6<sup>th</sup> edition). The list should include works by Ghanaian/African authors.