

**UNIVERSITY OF ENERGY AND NATURAL
RESOURCES (UENR), SUNYANI-GHANA**

SCHOOL OF GRADUATE STUDIES



GRADUATE STUDENT HANDBOOK
STRUCTURE, RULES AND
THESIS/DISSERTATION PREPARATION GUIDE

TABLE OF CONTENT

1.0 General Information	1
2.0 Brief On The University	2
2.2 The Graduate School	4
3.0 The Graduate Programmes	6
4.0 Structure Governing Graduate Programmes	7
4.2 Admissions And Programme Requirements	8
4.3 Programmes And Duration	11
4.4 Course Work Requirement	13
4.5 Examinations	15
5.0 Awards For Diplomas And Degrees	16
6.0 Guide For Thesis/dissertation Preparation	20
Appendix I University Examinations	31
Appendix II Sexual Harassment Policy	36
Appendix III Guidelines On Comprehensive Examination For Admission To PhD Candidates	40
Appendix IV Plagiarism Policy Of The University	44

1.0 GENERAL INFORMATION

This handbook is designed for graduate students and staff, and provide graduate-program specific guidelines. For the general guidelines of the University, staff may need to consult additionally other publications of the University including the Statutes.

Contact

The Registrar

University of Energy and Natural Resources (UENR)

Post Office Box 214

Sunyani-Ghana

The Dean

Graduate School, UENR

Post Office Box 214

Sunyani-Ghana

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Website: www.uenr.edu.gh

Enquiries

All enquiries must be addressed to:

The Registrar

University of Energy and Natural Resources (UENR)

Post Office Box 214

Sunyani-Ghana

OR

The Secretary

School of Graduate Studies

University of Energy and Natural Resources

Post Office Box 214

Sunyani-Ghana.

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2.0 BRIEF ON THE UNIVERSITY

2.1 Introduction

The University of Energy and Natural Resources (UENR) was established by an Act of Parliament, Act 830, 2011 on December 31, 2011. The University is a public funded national institution which seeks to provide leadership and management of energy and natural resources and be a centre of excellence in these critical areas. The University approaches its programmes and research emphasising interdisciplinary collaboration and taking into account, areas such as economics, law and policy, management, science, technology and engineering as well as social and political issues affecting energy and natural resources.

When fully operational, the University would have six schools. These are:

School of Engineering;
School of Sciences;
School of Geosciences;
School of Agriculture and Technology;
School of Natural Resources; and
School of Graduate Studies

The University is a multi campus set-up and currently has three campuses located in Sunyani, Nsoatre and Dormaa Ahenkro. The Sunyani campus which is approximately 85 acres is home to the School of Sciences; School of Natural Resources; School of Graduate Studies and the Main Administration of the University as well as the University Library. The School of Engineering would be located at the Nsoatre campus which is approximately 2,000 acres. The School of Agriculture and Technology and Geosciences would be situated on approximately 2,000 acres of land at the Dormaa campus. The University would also have four field training experimental stations at Mim, Bronsankoro and Kyeraa (Agriculture and Forest Resources Management programmes) and at Bui (Engineering programmes).

VISION

To become a world class institution for generating, advancing and applying knowledge in energy and natural resource sciences.

MISSION

To promote the development of human resources and skills required to solve critical energy and natural resources challenges of society and undertake interdisciplinary academic, research, and outreach programmes in engineering, science, economics and environmental/natural resources policy.

CORE VALUES

In order to realise its vision and mission the University of Energy and Natural Resources shall be guided by the following core values:

- Promote innovation, creativity, freedom of thought and creative expression;
- Operate with integrity, commitment and transparency;
- Promote conservation of energy, natural resources and the environment;
- Establish partnership with stakeholders in skills and knowledge generation and application;
- Respond to the needs of our students communities and other stakeholders;
- Promote and incorporate sustainability concepts across all University courses/programmes as well as exemplifying the sustainability culture of staff, students and alumni.

2.2 THE GRADUATE SCHOOL

The Graduate School takes its mandate from the Aims of the University as contained in Act 830, specifically subsections 2(1) f, g, h, and i. These require that the institution undertakes research in areas within its mandate, provide higher education and research skills, disseminate results of research through publications, books and others, and provide extension and consultancy services.

Even though the core mandate of lecturers includes research and extension/community service, excessive teaching at the undergraduate level limits time available and extent (quality) of research. A research-oriented graduate programme would enable teaching staff involvement in higher quality research through partnership and project supervision. Secondly, graduate programmes in the core mandate areas are limited in Ghanaian and West African institutions, and that their introduction will serve large constituents of degree holders wishing to add value to their qualifications and work.

The Graduate School shall be committed to providing excellence in post-graduate education, in recruiting and maintaining a diverse student population, and to foster opportunities in research, creative achievement, and professional development. A Graduate School that emphasizes on interdisciplinary teaching and research and incorporates sufficient flexibility for its students to have diversified course options, allows for internationalization and intercultural learning will be consistent with our diverse natural resources and mandate of UENR.

2.2.1 THE VISION OF THE GRADUATE SCHOOL

The Vision of the Graduate School is to be an internationally recognised centre for advanced studies in natural resource conservation and efficient energy conservation and use.

2.2.2 THE MISSION OF THE GRADUATE SCHOOL

The primary mission will be the promotion and development of human resources and skills required to solve critical energy and

natural resources challenges of society and undertake intensive research in engineering, science, economics and environmental/natural resources management. The School of Graduate Studies shall do this through research and the expansion and strengthening of graduate programmes in areas that build on strengths of existing or related undergraduate programmes, have a unique educational focus for national development and prepare students for viable careers.

2.2.3 OVERSIGHT AND MAINTENANCE

- i. Administrative functions related to registration, degree progression, appeals, and requirements for graduation
- ii. Administrative support for graduate school coordinators
- iii. Guidance for thesis/dissertation preparation and submission approval
- iv. Enhancement of student access and success through improved systems for data and enrolment management, in particular, to track academic progress, time-to-degree, scholarly and professional accomplishments, and placement of graduate
- v. Oversight of Graduate and International Student's Admissions
- vi. Expansion of programme to support mentoring, training, teaching and research, and other aspects of professionalisation for graduate students
- vii. Participation in the process of graduate programme development and graduate programme revision as a follow-up to programme reviews
- viii. Involvement with development of interdisciplinary programmes/degrees, joint degree programmes, global studies, and professional Masters and Doctoral programmes
- ix. Elevation of the national and international visibility of the Graduate School through restructuring of the web site, participation in professional organisations, enhancement of public relations and communication, and engagement in outreach

Implement periodic Best Student Dissertation / Thesis Award

3.0 THE GRADUATE PROGRAMMES

The Graduate Programmes will lead to the award of diplomas and degrees of the University of Energy and Natural Resources, Sunyani. In the interim, the following programmes have been approved for development:

School of Agriculture and Technology	MPhil/MBA/Phd Agribusiness Mgt Msc/Mphil/Phd Crop Science
School of Engineering	MSc/PhD Sustainable Energy Management MSc Renewable Energy Technologies MSc Environmental Engineering Management MBA Logistics and Project Management
School of Geosciences	MSc Mineral Exploration, MPhil/PhD Climate Sciences Professional Masters in Mineral Exploration, MSc Applied Environmental Geology MSc Applied Geochemistry, MSc Petroleum Science, MPhil/PhD Applied Geology, MPhil/PhD Regolith Science, MSc GIS and Resource Mapping MPhil/PhD Environmental Planning and Development
School of Natural Resources	MPhil/PhD Social Forestry and Environmental Governance MSc/PhD Sustainable Environmental Management PGD/MSc/PhD Biometrics and Environmental Assessments MBA Resource Project Management
School of Sciences	MSc/PhD Applied Mathematics MSc/PhD Applied Statistics MSc Applied Informatics MSc Cyber and Information Security MSc/PhD Chemical Sciences Msc/Mphil/PhD Computer Science

4.0 STRUCTURES GOVERNING GRADUATE PROGRAMMES

4.1 Graduate Board

As per the statutes (26) of the University, there shall be a Board of Graduate Studies appointed with a Chairperson and a Secretary. In addition to their functions spelt out therein, they will have a monitoring and an evaluation responsibility of the Graduate Programmes. This will enable them report on work progress to the University Administration. Such reports will be delivered during periods so specified.

The Graduate School/School Board shall be assisted by the Schools and Departmental Postgraduate Committees:

4.1.1 School Postgraduate Committee

The membership of the School Postgraduate Committee includes all Heads of Department and Departmental Postgraduate Co-ordinators in that School, with the Dean as the Chairman. This committee shall:

- i. co-ordinate postgraduate studies including examinations.
- ii. present candidates for admission, award of grants, scholarships and fellowships and the award of higher degrees and graduate diplomas to the Graduate School Board, based on the recommendations of the Departmental Postgraduate Committees.
- iii. prepare Annual Reports on postgraduate work for submission to the Graduate School Board.
- iv. present External Examiners to the Graduate School Board, on the recommendation of the Departmental Postgraduate Committees. carry out other functions assigned to it by the Graduate School Board.

4.1.2 Departmental Postgraduate Committee

The membership consists of all academic staff with responsibilities in the departmental postgraduate programme, including the Departmental Graduate School Coordinator and the Head of Department as its Chairman. This committee: is responsible for the co-ordination of Postgraduate programmes in the Department is expected to collaborate with operators of other degree programmes

presents candidates for admission, award of grants, scholarships and fellowships and the award of higher degrees and graduate diplomas to the School Postgraduate Committee, recommends External Examiners to the School Postgraduate Committee based on the advice of the (Students) Supervisory Committee.

4.2 ADMISSIONS AND PROGRAMME REQUIREMENTS

4.2.1 Applications

Applications shall normally be requested through advertisements in the print media and on website. As much as possible, online applications shall be encouraged. All applications will be supported by letters of recommendation and transcript(s) of previous tertiary academic degrees/diplomas.

The candidate shall apply from and forward applications (online or hardcopy) to:

*The Registrar
University of Energy and Natural Resources
Post Office Box 214
Sunyani-Ghana*

On receipt of applications, the Registrar/Secretary shall present to The Board of Graduate School a list of all candidates who satisfy the conditions for admission as stipulated generally and specifically by the Department for the Board to decide which candidates may be offered admission. Such admissions will be influenced greatly by the availability of supervisors for the students' interest and facilities for the intended area of study.

Standing committees of the Schools and the Graduate School shall monitor applications received, meet and recommend the offer of admissions on periodic basis. UENR would adopt a strategy to admit on receipt of applications from candidates who meet the requirements for admission. This is a strategically useful approach towards overseas/international students' admission.

4.2.2 General requirements on Admission

These are set by various Schools and with further input from Academic Board. However, UENR will take a holistic approach towards selection of potential candidates taking into consideration work experience and research accomplishment, marginalized groups as well as relevance and need of proposed study area in the attainment of mission of UENR.

To be eligible for admission in the Postgraduate Diploma programme, candidates must be a first-degree holders in a relevant discipline from any recognized University, or holders of HND with a minimum two (2) years post-qualification experience.

To be eligible for admission into the Masters Research Degree programme, candidate must be graduate of this University or any other University recognised by Academic Board and shall normally have obtained *a minimum of Second Class (Lower Division) degree* in the relevant field. Excellent candidates may be admitted into M.Phil programme in the first instance and later upgraded into the PhD programme after successful completion of the course work and upon recommendations from the Department and School Boards. For non-research Masters degree candidates, holders of Bachelors degree with a minimum of three (3) years working experience may be considered for admission. Holders of post graduate diploma certificates with excellent classification may be admitted to non-research Masters programmes. Some Schools or Departments may require further selection by examination and/or interview.

NB: Special Admissions - A candidate, who does not satisfy the full rigour of academic requirement of a programme but is otherwise adjudged suitable (professional and work experience), may be admitted. For the purpose of such special admissions, a candidate may be required to take additional courses (remedial courses) to make up the deficit, be admitted on one year probation, be offered a certificate other than MSc/MPhil or whatever combinations the Board of Graduate School deems suitable.

To be eligible for admission to the Doctor of Philosophy degree programme, a student must have obtained a Master's degree from this University or its equivalent from any other University recognised by Academic Board. Exceptional Second year M.Phil/MSc students may be upgraded into the Ph.D programme upon recommendation from the Department and School Boards. In exceptional cases non-research Masters degree holders may be admitted into the Ph.D programme after successful completion of 6-12 months supervised postgraduate training programme.

It is important to note that for a PhD, an application may be sponsored by any Senior Member of the applicant's former University who has taught the Candidate before. Doctoral programmes will only be run when supervision is guaranteed. Co-supervision or Co-promotion is foreseen with respect to PhDs.

4.2.3 Deferment of Admissions

An applicant who is offered admissions but for one reason or the other cannot enroll into the programme have the option to defer it for two years maximum, after which he/she forfeit the admission if unable to enroll.

4.2.4 Supervisory Committee

Research work of students shall usually be carried out under the supervision of Supervisory Committee, with a MAJOR supervisor and others depending on the graduate programme. The committee shall also guide students on programmes for which theses may not be required.

Each student admitted shall therefore have a Students'**Supervisory Committee** of 1-2 Senior Members for MSc/MPhil students and 2-3 Senior Members for PhD programmes. One of the members of the Committee may be selected from a related discipline within or outside the Department. The committee shall

- Help the students in the selection of courses and formulation of their thesis topics.
- Submit progress report on each student to the Board of Graduate School through the Dean.
- Shall recommend candidate for examination of thesis

Supervisors shall normally not be a MAJOR supervisor for more than six postgraduate students at any particular time, unless in exceptional circumstances.

4.3 PROGRAMMES AND DURATION

4.3.1 Academic programme

- Each School or Department offering the programme shall provide detailed information about the structure of courses leading to the award of the intended graduate degree.
- It shall be the responsibility of each student of the University to know both specific requirements of the graduate degree for which he/she is registered and the rules, regulations and policies of the University and the relevant Faculties and Departments.
- It shall be the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the graduate degree sought. Advice and counselling for students who need assistance in this regard will be offered.
- Every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University and the relevant Schools and Departments.
- Each student should know both the general information outlined in this Handbook and any relevant information of the School or Department in which he/she is enrolled. When in doubt, students may consult their Heads of Department or the Dean of Graduate School.
- Students shall be held liable for contravening any regulation.
- Exemption from any of General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the Board of Graduate School and the appropriate School Board.
- The University reserves the right to change rules, regulations and policies, as well as programme and course requirements outlined in this Handbook without prior notice.

4.3.2 *Duration of Programmes*

The Postgraduate Diploma programme shall be field/practical-oriented, shall run on full-time or part-time basis only, and shall normally be for duration of two semesters for full time and four semesters for part-time.

The Master degree programmes (MPhil or MSc by research) may be run on full-time or part-time basis. For full-time registration, the minimum duration shall normally be four semesters and maximum of eight semesters. For part-time registration, the minimum duration shall be six semesters and maximum of ten semesters, from the date of registration. Masters by course work shall be of 2 semester modular-style, and on full time basis and shall be of 2 semester-equivalent duration.

Registration for the Doctor of Philosophy degree programme shall be on full-time and part-time basis. For full-time registration, the minimum duration of the programme shall be six semesters (maximum ten semesters); the minimum and maximum duration shall be eight and twelve semesters respectively for part-time registration. For holders of Research Masters degrees, the minimum duration shall be two semesters for full or four semesters for part-time registration respectively.

[**Note:** Doctoral research will commence only after candidate has been presented and passed the Comprehensive Examination]

Registration formalities shall be conducted within the first week of the commencement of the semester beyond which there shall be a penalty of an amount set by Academic Board for late registration without acceptable reason, up to the fifth week of commencement of the semester. Registration shall lapse at the end of each academic session and shall be renewed at the beginning of new academic session. Every candidate shall renew his/her registration at the beginning of each academic session and throughout the entire duration of the degree programme as specified above. However if a candidate does not complete the degree

programme in a maximum of ten and twelve semesters for full-time and part-time studies, respectively, s/he shall normally be expected to withdraw from the programme unless his case is favourably reviewed by Academic Board on recommendation from the relevant School through the Graduate School Board.

4.4 **COURSE-WORK REQUIREMENTS**

The Higher Degree Programmes of the University of Energy and Natural Resources, Sunyani shall normally be based partly on course-work and partly on research.

The Postgraduate Diploma courses shall be numbered in the 600 series (i.e. 601-609); Masters in the 700 series and PhD in the 800 series.

Courses shall be evaluated in terms of credit hours. A credit hour is defined as one hour lecture or tutorial contact hour or two (or more) hours of laboratory/practical work per week, or a combination of these for a 13-week semester period. The minimum number of credit hours per course is 3, while the maximum number shall normally be 6, with the exception of MSc thesis which is 18 credit hours

Students admitted into the postgraduate programme shall be required to register for a prescribed number of units per semester. However, students may be allowed to register for less number of courses on the basis of courses already taken from previous postgraduate courses. Such exemptions shall require the approval of Graduate Board, on the recommendation of the School Board concerned.

Minimum loads are provided in following sections.

4.4.1 *Postgraduate Diploma Programme*

Each student shall register for a minimum of 12 and a maximum of 18-credit hours per semester subject to the approval of Graduate School Board on the recommendation of the School Boards. For part-time students, a candidate shall be expected to register for a

minimum of six credit hours a maximum of twelfth credit hours per semester. Minimum number of credit hours required for graduation is 24.

4.4.2 Master's Degree Programme (by Course Work+Project)

The number of units for course work may vary according to the programme, but will not be less than 30 credits to satisfy course work requirement for graduation. In addition, the credit load assigned to the project shall be 6, giving a total minimum of 36 credits required for graduation.

4.4.3 Master's Degree Programme (by Research)

For the first year, the minimum number of course units for full time students shall be 12 credit hours per semester while the maximum shall be 18 credit hours. For part-time students, a candidate shall be expected to register for a minimum of six (6) credit hours and a maximum of twelfth (12) credit per semester. The thesis shall attract 18 credit hours. The minimum number of credit hours required for graduation shall be 42, while the maximum allowed shall not exceed 48.

4.4.4 Doctor of Philosophy Degree Programme

Candidates for the Ph.D degree shall normally be expected to register for their Research Seminar and Theses. However, a candidate may, if considered necessary, be required to register for an approved combination of courses on the recommendation of the School Board and approved by Graduate School Board. In spite of this provision, PhD candidates shall normally be encouraged to take and pass some prescribed courses to deepen their theoretical foundations, analytical skills and rigour.

4.5 Examinations

Students must pass all compulsory, core and elective courses approved for the programme.

The flexibility to select varying and optional courses (within approved limits) shall be a major landmark of graduate education at UENR. The minimum pass mark for all graduate programmes shall be 50%.

A student shall be allowed to repeat courses failed at the next available opportunity but in such cases, scores obtained in every attempt shall be used in the final computation of his/her results.

Course examinations shall be taken at the end of the semester in which the courses are offered. Examination questions and marked scripts for all postgraduate courses shall be subjected to external moderation.

The appointment of external examiners will be essential.

Special note: Further to general conditions outlined in preceding paragraphs and section 4.4.4, **Doctoral students** shall be required to PASS a COMPREHENSIVE examination and be admitted to Doctoral Candidacy by the Graduate School before the commencement of their research. The requirements for the *comprehensive exam* may vary but is generally aimed at testing the knowledge of the student's cognate area, and shall be used to determine a candidate's eligibility to continue his or her course of study. To ensure clarity, areas of examinations may be based on agreed reading lists with the Student Committee. It may be necessary for the students to take some prescribed courses to enhance their theoretical foundations. The form of the proposed comprehensive examination is ORAL. A student would have spent at least *six-months or two semesters after registration* to be eligible for this examination.

5.0 AWARD OF DIPLOMAS AND DEGREES

5.1 *Award of Post-graduate Diploma*

A Programme of courses and practical work shall be provided in the Schools leading to the award of Postgraduate Diploma.

In addition to the Course work, each student shall be expected to undertake a Practical Project Work in his chosen field of specialisation. This may commence late in the first semester but shall not go beyond the second semester and shall carry a maximum of six credit hours. At the end of the Project Work, a project Report shall be written and marked and the minimum pass mark shall be 50%. Failure in this project work will lead to a repetition of the project work and may therefore not be able to graduate within the stipulated time.

To be eligible for the award of a Diploma in the relevant discipline, a candidate must:

- (a) Pass all the courses and total units prescribed for the Programme.
- (b) Not spend less than the minimum, nor more than the maximum period stipulated,
- (c) Pass the project work.
- (d) Submitted 4 certified copies of bound project work

The Diploma shall be awarded with classification as follows:

GRADE MARKS	
Pass with Distinction	80% and above
Pass with Merit	60-79
Ordinary Pass	50-59
Fail	Below 50%

5.2 *Award of Master's and Doctoral Degrees*

For the Master degrees, there will no classification but Candidates Final CWA will be presented in transcript. Courses shall be graded as follows:

Grade Numerical	Marks %	Interpretation
A	80-100	Excellent
B	70-79	Good
C	60-69	Satisfactory
D	50-59	Pass
F	0-49	Fail

However, candidates taking courses for PhD eligibility must secure an FCWA of not less than 60%

The following additional information apply.

(i) The Master and Doctorate degree programmes shall normally consist of an approved combination of courses, laboratory practicals and field practical work, with a research project, which shall be written up as a dissertation / thesis.

(ii) Applications for the Registration of Titles of Dissertations / Theses and the appointment of External Examiner shall be submitted to the Board of the Graduate School not earlier than six months and not later than three months before the completion of the programme for both the Full-time and Part-time students.

(iii) Copies of the draft thesis shall be submitted through the Head of Department to the Dean of the Graduate School at least three months before the expected completion (i.e. defense) of the Programme. The Dean of the Graduate School shall send the draft copies of the thesis to the External Examiners and Supervisors for review in preparation for the viva-voce on the dissertation/thesis on a date to be communicated to the External Examiners. There shall be one Internal and one External Examiner for M.Phil/MSc. thesis; one Internal and two External Examiners for Ph.D thesis.

(iv) The Examiners shall send their reports on the draft thesis to the Dean of the Graduate School who shall arrange for the conduct of the oral examination, only if the External Examiner and one internal Examiner certify that the thesis has merit. Before a candidate is presented for oral examination of his thesis, s/he shall produce a written certification signed by all his/her supervisors that the research work has been satisfactorily completed.

(v) Each student shall have an Examination Panel, which shall be approved by Academic Board on the recommendation of the Board of the Graduate School. The composition shall be:

- (a) Head of Department (Chairman)
 - (b) External Examiner
 - (c) Major Supervisor (if not Head of Department)
 - (d) One Internal Examiner from a related discipline in the Department or outside the Department
- {The Dean of Graduate School shall send one nominee to be in attendance during the examination that shall be open to the University Community (i.e Open Defence)}

(vi) Soon after the completion of the oral examination, a report on the examination written on the appropriate report form shall be submitted through the Head of Department to the Dean of the Graduate School for processing (*with copy of covering letter to the Dean of the appropriate school*). At the end of the examination, the examiners shall recommend any of the following as may be appropriate.

- (a) That the degree be awarded without further amendments to the thesis*
- (b) That the degree be awarded after some corrections or amendments have been made (and shall list those items to be corrected/amended)*
- (c) That the thesis be re-examined after major corrections/revisions would have been carried out ((referred) and they specify the defects).*
- (d) That the degree be not awarded ((failed) and they shall give detailed reasons).*

{When minor corrections are recommended, all the internal examiners shall be expected to go through the revised copy and shall certify the satisfactory completion of the recommended corrections }

(vii) If the candidate is successful in his/her Examination, s/he shall be required to make the necessary corrections/amendments as recommended by the Examination Panel within three months, to the satisfaction of the internal examiners who shall certify that all corrections have been satisfactorily effected before the final copies are then printed and appropriately bound. Six copies of the bound thesis shall be submitted to the Dean of the Graduate School who shall distribute the copies as follows.

- One copy to the University Library,
- One copy to the School Library,
- One copy to the Graduate School, also electronic copy
- One copy to the Department,
- One copy to the Major Supervisor,
- One copy to the Student.

(viii) If the thesis is not considered to be of sufficient merit for the specified degree, the candidate shall have six months within which to bring the work to the quality expected.

(ix) If the candidate fails the oral examination, he shall be re-presented for a repeat examination within months of the first attempt.

(x) The thesis of a candidate may not include materials already submitted for the award of a degree in any other University, and shall not be part of a previous thesis for a higher degree of the University of Energy and Natural Resources, Sunyani.

(xi) A candidate shall not be qualified for the award of a Master's or Doctorate Degree until he has passed all the prescribed courses, submitted a satisfactory thesis, passed his oral examination and not less than the minimum number nor more than the maximum number of semesters as stipulated for the programme.

(x) The effective date of the award of the degree shall be the date the corrected thesis is certified by the Graduate School.

5.3 *Conduct of Theses Defence*

The examination for the PhD shall be OPEN and the venue determined appropriately. The Examining Board for the conduct of PhD defence may be 'robed' in appropriate Doctoral gowns, and all members of the Board may be required to orally examine the candidates in turns not exceeding specified time period. The entire examination shall not exceed TWO and HALF hours.

For Masters programmes requiring defence, only the Chairman (Head of Department) and one Examiner shall question the candidate. The Board for the Masters shall be ordinarily dressed and not in academic gowns, and the examination shall normally be conducted in the various departments or schools. The examination shall not exceed ONE and HALF hours.

6.0 GUIDE FOR THESIS/DISSERTATION PREPARATION

General Guide includes the following:

- The Thesis shall be written in English and the presentation must be satisfactory. It must be suitable for publication.
- The thesis shall consist of the candidate's own account of his/her research. It may describe work done in conjunction with other person(s) provided that the candidate shall state clearly his/her contribution in the investigation and that his/her statement should have been certified by the supervisor(s).
- Any already published work of the candidate may be included in the thesis, if such information is relevant to the subject matter of the thesis.
- Publications (peer-reviewed journal articles) arising from this research work shall be appended to the thesis in the exact form published
- A candidate shall not be permitted to submit as his/her thesis, a thesis for which a degree has been conferred in this or any other university. But a candidate shall not be precluded from

incorporating as a critique review only, that challenges the current work and adds new knowledge to the existing work which he/she has already submitted for a degree in this or in another university.

- Plagiarised work will invoke sanctions, including dismissal and withdrawal of degrees if already awarded; students may seek support of electronic or web-assisted PLAGIARISM checker.

A. *Nomenclature of Research Reports*

At the University of Energy and Natural Resources, Diploma and non-research Masters (project) reports shall be referred to as DISSERTATION, while MPhil/MSc and PhD reports shall be classified as THESES.

Preparation of Thesis/Dissertation/Project

In preparing the reports, candidates should take note of the following:

- (i) The title should not exceed 20 words
- (ii) The abstract should not exceed 500 words and should not be paragraphed
- (iii) Every table, figure and plate must come immediately after it is mentioned in the text; the number of tables/figures/plates or combination thereof must not exceed two on a page. These must be on their own on a page (i.e. no text, other than table, figure, plate title)
- (iv) Tables, figures and plates must be numbered continuously e.g Table 1, 2, 3 or Table 1.1, 1.2, .. 2.1 with the first digit referring to the chapter
- (v) Tables must be labelled on top of tables; figures and plates must be labelled below
- (vi) Tables/Figures/Plates must not be cited in the DISCUSSION

Conditions for Registration

- (i) All Graduate Students shall be required to register with the Graduate School and obtain clearance at the beginning of every academic session before they can be attended to in their respective departments and schools.

[Diploma and Masters by Course work programmes]

- (ii) Students shall be required to register their supervisory committee before the end of the semester prior to the COMPREHENSIVE examination [Doctoral only]
- (iii) Applications for the Registration of Titles of Thesis/Dissertations and the appointment of External Examiners shall be submitted to the Board of the School Graduate Studies not earlier than SIX (6) months to the end of the programme. Only Thesis/Dissertation Titles approved by the Graduate and Academic Boards will be eligible for oral Examination [This section does not apply to PostGraduateDip]

B. Thesis/Dissertation Cover

(i) Colour/Type of Cover and Dimensions

The proposed colours for PostGraduate Research Reports shall be:

LIGHT GREEN Postgraduate Diploma Dissertation (PGDip)
NAVYBLUE Masters Dissertation (MSc/MSEng/MEng)
LIGHT BROWN Masters Thesis (MSc/MScF/MScEng/MPhil)
WINE Doctoral Thesis (PhD)

The Thesis/Dissertation must be bound hardcover, with the student name and degree written on the spine in the format as per example below:

**M.Sc (FOREST SOILS AND NUTRITION) J. R. K. ABEBRESE
2014**

The dimensions of the cover should be 29.5cm by 20cm;
 The cover material and thickness for the dissertation shall be prescribed. [SUGGESTIONS]

(ii) Front Cover title format

The cover of the Thesis/Dissertation should be as illustrated below [note that there are no titles attached to the name (which are in CAPITALS):

**SOIL NUTRIENT DECOMPOSITION UNDER VARIOUS
FOREST COVER**

ABEBRESE, JOSEPH ROMA KWAKU

DEPARTMENT OF LAND RECLAMATION
SCHOOL OF NATURAL RESOURCES

UNIVERSITY OF ENERGY AND NATURAL RESOURCES
SUNYANI

JUNE 2014

C. Title Page

The title page is the first page of the thesis/dissertation following the blank page used to attach the cover to the inside pages. The page carries the details (thesis title, full name of author with last degree and ID number, the department and nature of degree as illustrated below.

SOIL NUTRIENT DECOMPOSITION UNDER VARIOUS
FOREST COVER

by

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A Dissertation/Thesis submitted to the Department of Land Reclamation, School of Natural Resources, University of Energy and Natural Resources, Sunyani in partial fulfillment of the requirements for the degree of Master/Doctor of Philosophy in Soil Science

JUNE 2014

D. Declaration Page

The declaration page is a certification that the work was carried out independently by the student, that the work is to some extent original and that the supervision was as per approved guidelines and followed acceptable ethical standards. It must be indicated as follows:

DECLARATION AND CERTIFICATION

Student Declaration

I, Joseph Roma Kwaku **Abebrese** (IUENR/SGS/001/2011), hereby declare that the study was carried out and written by me, and that all sources of information have been acknowledged and that I am wholly responsible for any acts that may infringe on the research ethics policies of the University.

.....
Candidate's Signature: Date:

Supervisors Certification

This study was carried out under the supervisory committee of *Prof Kaku .S.Nokoe, Dr Johnson Nketsiah and Dr Richard Bawuah* in accordance with the guidelines on supervision of graduate studies

Major Supervisor's Name and Qualifications:

Signature: Date:

Co-Supervisor's Name and Qualifications:

Signature: Date:

Co-Supervisor's Name and Qualifications:

Signature: Date:

E. Abstract

The abstract should not exceed **500** words and comes up on page ii after the certification page. This should report in a concise manner the objectives of the research and the major findings and conclusions. It should be in a form suitable for direct use by international abstracting services and should not be paragraphed. Note that the abstract must

not, other than exceptional circumstances, contain symbols and many technical terms. The actual, for instance, *word count=500* should be inserted at the left hand corner of the abstract page.

F. Dedication Page

This is optional, and is intended to show special appreciation and must be very brief (maximum 2 short sentences not exceed 3 lines) ... For example: "This work is dedicated to my sister for the sacrifices she had to make for the provision of funding towards the completion of this project/ dissertation / thesis"

G. Acknowledgement

This is to show appreciation to persons or organisations that enabled the succesful end of the programme. It may include mentors, supervisors, scholarship agencies, institutions that offered intenship or provided useful information etc. Please avoid praising the ALMIGHTY and other supernaturals here! It should not exceed ONE page

H. Formulae and Terminologies / List of ACRONYMS

In this section, non-standard formulae of terminologies used may be explained and the page where the formulae of term is used first must be indicated.

Example:

SYMBOL	Definition	Page	First Used
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I. Table of Contents

The Table of Contents provides insight into the organisation of the research report, and should be carefully compiled. To aid quick comprehension, listing of sub-sections may be indented. All Chapter headings must be in UPPER CASE, while sub-sections should appear in lower case. It must also indicate the corresponding pages of headings and subsections (as per example below).

It may be noted that the composition or arrangement of the thesis, including Chapter titles and formats may vary from one school to another. This School/Department specific arrangements should be communicated to the School of Research and Graduate Studies, and should be made available to the candidates. It may also be included in School/Department (Graduate School approved) guidelines (booklet) for graduate students.

TABLE OF CONTENT

Title Page	i
Certification	ii
Abstract	iii
Dedication	iv
Acknowledgements	v
Table of Contents	vi
List of Tables	vii
List of Figures/Plates	viii
Formulae and Terminologies	ix
 CHAPTER ONE	 1
1.0 INTRODUCTION	
 CHAPTER TWO	 2
LITERATURE REVIEW	4 etc
2.1 Nutrient decomposition	
2.2 Influence of Forest Cover	
2.3 Gaps in Research	
 CHAPTER THREE	
3.0 METHODOLOGY	
3.1 Site selection	
3.2 Chemical determinations	
3.3 Statistical Analysis	
 CHAPTER FOUR	
4.0 RESULTS AND DISCUSSION	
4.1 aaa	
4.2 bbb	
4.3 ccc	
 CHAPTER FIVE	
5.0 CONCLUSION / RECOMMENDATIONS	
 REFERENCES	
 APPENDICES	

J. List of Tables/Figures

This will follow the same format as content (List of Tables shall not be on same page with Figures and Plates]; Figures and Plates can be on same page.

LIST OF TABLES		
Table		Page
1	Average pH levels by soil types	32

LIST OF FIGURES		
Figure		Page
1	Graph of pH changes over time	48

LIST OF PLATES		
Plate		Page
1	Picture showing plant cell differentiation under	32

K. Appendix

When these are included (example, software output) they should also be numbered serially and indicated as per format for tables, figures, plates.

L. Notes on Discussion

The style varies from one discipline to another. In some disciplines, this section may require extensive discussion of the results and linking these to past works done. In this case the results section is confined to simply the empirical facts determined from the study without comparative assessments. In this situation, a complete section on Conclusion and Recommendation will be required.

In other disciplines, the result is discussed thoroughly and linked. In such situations, the student will be expected under the discussion section to relate the findings to make one continuous thought. To achieve, this the discussion would not be segmented but worked into one inseparable idea where all findings flow into one another. With this format, the Conclusion and Recommendation are the only permissible segment of discussion.

NOTE: The student is required to follow strictly the style of his/her department.

M. Notes on References

Various disciplines have different styles for quoting (citing) references in the text and for the listing of the references. Students must be guided as to the style of the various disciplines. However, for citations involving more than two authors only the the first listed author's surname followed by *et al.*, and year should be used [Example, Obeng-Ofori *et al.*, 2010].

Furthermore, it must be noted that ALL references mentioned in the text must be listed in the REFERENCE section. In this case, the style of referencing in the REFERENCE section adopted by the University of Energy and Natural Resources is that which follows chronological order and the American Psychological Association (APA) style.

N. General Notes on Typing and Thesis Margins

The body of the thesis should be typed 1.5 spaced on one side of the paper only. The paper should be WHITE and A4-sized (210 x 297mm). The character set should preferably be TIMES NEW ROMAN or CG TIMES or as approved by the Department. Typing/Printing should be BLACK; Colour prints and figures are allowed in the thesis but titles of such should be in BLACK.

The document must be bounded by margin of 2.5cm all-round except on the left margin which should be 3.75cm wide.

Page numbering should be at the lower right corner of each page.

APPENDICES

Appendix I: University Examinations – Instructions to Candidates

(To be modified if Honour Code system is adopted and implemented)

It is the responsibility of the student to ensure that they are conversant with the regulations on the University examinations. The highest level of integrity is expected and lack of knowledge of these regulations and guidelines cannot be used as an excuse against sanctions.

The university reserves the right to hold examinations on any date and time except that due notice will be issued and circulated for guidance of candidates.

It shall be the duty of the candidate to consult the daily time - table (to be made available at least 24 hours before the examination) to ascertain the papers to be written each say and to make himself / herself available at the appointed palce at least one – half hour before examination.

A candidate for a University Examination must have followed the approved course as a regular student over the requires period, and must have registered for the examination.

Entry to the Examination shall be by registration, which shall be duly endorsed by the Examiner and also the Head(s) of Department and submitted to the Deputy Registrar (Academic Affairs) not later than six weeks after the commencement of the semester.

A list of students eligible for examination of courses will be published by the Registrar through the Academic Affairs at least four weeks before the commencement of examinations.

A candidate shall not be admitted to a University Examination if:

- She/he has not registered for the examination
- The course of Examination has merely been audited unless the course had been followed previously
- She/he owes fees to the University/Hall
- She/he is under suspension or has been dismissed from the University
- She/he reports to the Examination more than half an hour after its commencement

It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator and an eraser as needed. Unless specified by the examiner, programmable calculators are strictly prohibited.

An examination candidate shall not bring to the Examination Centre or to the wash – room of the Examination Centre or in the immediate vicinity of the Examination centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance to the Examination Room or the washroom or in the immediate vicinity of the Examination Centre. No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room.

Any candidate who is seen with lecture notes or book or cellular/Mobile phones or any unauthorized material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, shall be banned from the examination and awarded a grade X. A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a chief Invigilator or Invigilator or misconduct himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be banned from the examination awarded a

grade X.

A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offense to destroy evidence of unauthorized material.

An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him valid student identity card which shall be placed on the examination table to enable the Invigilator ascertain the identity of the person writing the examination. The Chief Invigilator shall reserve the right to refuse any candidate without a valid identity by wilfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offense.

No communication between candidates is permitted in the examination hall. In this respect

- i. A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;
- ii. A candidate shall not copy or attempt to copy from another candidate or engaged in any similar activity.
- iii. A candidate shall not disturb or distract any other candidate during an examination.
- iv. Candidates may attract the attention of the Invigilator by raising their hands.

Eating, smoking or drinking alcoholic and non- alcoholic beverages is not allowed in the Examination Room.

Candidate may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be

accompanied while outside the examination room by an Attendant designed by the Invigilator.

A candidate who finishes an examination ahead of time may leave the Examination room with the permission of the Invigilator but not earlier than thirty minutes from the commencement of the examination, after surrounding his/her answer books. The candidate shall not be allowed to the Examination Room after he/she leaves.

At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.

Candidates should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X. The award of grade X in a required paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper at a

University Examination:

- a. mis-reading the time – table;
- b. forgetting the date or time of examination;
- c. inability to locate the examination hall;
- d. failure to find transport;
- e. pregnancy

A breach of any of the foregoing regulations made for the conduct of University Examination may attract one or more of the following sanctions:

- a. a reprimand;
- b. loss of marks
- c. cancellation of paper (in which case zero shall be substituted for the mark earned);
- d. withholding of results for a period;

- e. award of grade X A grade Z leading to failure in the entire semester's examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an examination.

Further sanctions may include:

- a. being barred from a University Examination for a stated period;
- b. being barred from a University Examination indefinitely
- c. suspension from the University
- d. expulsion from the University.

Provisional results of University Examinations shall be communicated electronically. It shall be the responsibility of the candidate to have an active electronic access. Alternatively, the candidate may write to the Deputy Registrar (Academic Affairs) to enquire about his/her results, for which purpose he may provide a stamped addressed envelope.

A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of review fee shall be determined at not less than three times the normal Examination Fee.

I.2 Examination Malpractice or offence

Examination offences shall be understood to include an attempt on the part of a candidate to gain an unfair advantage, and breach of Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by rules of a particular examination, smoking, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.

The chief Invigilator or any Examiner shall report to the Registrar as

soon as practicable any instance of breach of Examination Regulations. On the advice of the Registrar, the Vice-Chancellor shall take appropriate action.

In respect of offences occurring outside the premises of an Examination Room, the Dean shall cause an enquiry to be made into any reports that his/her office and submit the findings to the Registrar. The Graduate School Board shall review all reports received in connection with an examination malpractice or an offence. On the basis on its review, the Board may recommend to the Vice-Chancellor appropriate sanction including loss of marks in particular paper. A grade of Z shall be awarded wherever it is established that a candidate has attempted to gain an unfair advantage in an examination. Such a candidate may be debarred from taking a University Examination for a stated period or indefinitely or expelled from the University.

In all instances of examination malpractices or offences a formal report from the Graduate School Board shall be made to the Academic Board. The Academic Board may review all such reported cases and may vary the sanctions.

APPENDIX II SEXUAL HARASSMENT POLICY

1.0 Preamble

The University of Energy and Natural Resources is committed to the pursuance of its objectives in an environment which is supportive of all students as well as teaching and non – teaching staff. Since sexual harassment subverts the vision and mission of an institution, it is considered a serious offence and shall not be countenanced by the University of Energy and Natural Resource because it:

- i. Is discriminatory in nature and is forbidden by the laws of Ghana – The 1992 Constitution
- ii. Harms the health and general well being of its victims
- iii. Could create a hostile and stifling environment which may run counter to the realisation of the goals of the Institution
- iv. Could affect the interest and work performance of

staff/students

- v. Affects student's progress in a course or programme
- vi. Could affect one's appointment, promotion and access to any privileges offered by the University to staff

2.0 Statement of Principle

- Sexual harassment in every form is prohibited by the University, It constitutes a punishable offence
- As much as academic freedom and the right of every member of the University Community to the freedom of expression is permissible, these actions ought to be free from bias and harassment.
- Every member of the University – Students, teaching and non – teaching staff shall have access to its facilities and service without harassment.
- All persons in responsible positions shall ensure that their positions do not become tools for demanding sexual favours or coercing others into unwanted relationships.
- Sexual harassment violates the basic human rights of its victims.
- All records regarding complaints or harassment shall be treated with the most confidentiality.
- Reported cases which are proven not be harassment shall go through the existing grievance handling procedure.

The University shall be mindful of complaints which may be false. Such malicious action shall constitute grounds for disciplinary action to be taken against the complainant.

Purpose of the Policy

- To raise the level of awareness of the University Community of the illegality of the act.
- To eliminate sexual harassment from the learning environment
- To provide an atmosphere that shall be free from any form of harassment and to establish a much more gender friendly

atmosphere.

- To encourage members of the University Community to change any negative attitude they may have towards the opposite sex.

Jurisdiction

- The policy shall apply to all staff and students, as well as all who transact business with the University.
- All parties involved in any given case shall be treated fairly. Where the issue involves a lecturer and his or her student, necessary arrangements shall be made for a disinterested party to co-supervise or mark the examination script, course work or dissertation of the student.

PLEASE NOTE!!! This policy is not against relationships based on mutual contest of the parties involved neither does it cover flirtation, "chats", jokes and jesting that make life "interesting" for the parties involved and who find these acts acceptable,

Definitions

Sexual harassment includes the following:

- i. Unlawful and discrimination acts with sexual connotations.
- ii. Unwelcome physical contact.
- iii. Suggestive comments with sexual connotations.
- iv. Unwelcome derogatory remarks (sexual in nature.)
- v. Unwelcome request for sexual encounters and favours.
- vi. Indecent assault or rape.
- vii. Threats – of academic failure or promise of academic success or other rewards in exchange for sexual favours.
- viii. Sexist jokes which cause psychological distress.
- ix. Unwanted sexual attention of a persistent nature, made by a person who knows or ought reasonably to know that such attentions unwanted.
- x. Gender based bullying or intimidation.
- xi. Indecent exposure of private body part (which include breast, stomach, buttocks and reproductive parts).

PLEASE NOTE! The list is not exhaustive. Behaviours which are acceptable to some people may be offensive to others. The point of view of the complainant, and not the intention of the perpetrator, will guide the advisers or Committee in deciding whether a reported incident amounts to sexual harassment or not.

Procedures

1. Any member of the University community may seek advice or informal assistance from the Desk Officer and Advisers.
2. There are two options available to a complainant, namely;
 - a. Informal - Advisers will be mediate between the parties involved to settle the matter amicably.
 - b. Formal – The matter shall be brought before an investigation Committee.

Informal

- i. Any member of the University Community who thinks or feels that he/she has experiences any form of sexual harassment should, as a first step, express his/her disapproval of the act if he/she thinks it is possible to do so. The individual should, however, contact the Desk Officer who will monitor the process to ensure that the problem is resolved amicably within the seven days of the occurrence or complaint of the incident.
- ii. The complainant may, on the other hand, contact any of the advisers to serve as a mediator.
- iii. The respondent shall be required to render an unqualified apology to the complainant, with a promise not to repeat the alleged offensive act, intimidate or victimise him/her. The apology could be verbal or written.
- iv. It will be pointed out to the respondent that taking reprisals against the complainant for the step taken is also an offence and will complicate matters for him/her.
- v. But, if the informal complaint is not the first that is being made against a respondent, the Adviser, with the consent of the complainant, shall initiate the necessary action using the formal procedure.

Formal

When attempts at resolving the problem, without recourse to formal procedure, fails the following guidelines shall apply:

Clearance shall be sought from the Vice – Chancellor or Dean before formal proceedings commence.

Where a complaint is established to be false, the matter shall be referred to the Vice - Chancellor or Dean. Necessary consultations shall take place after which the matter shall be dealt with under the appropriate disciplinary procedures laid down in this Handbook.

On the other hand, if a complainant feels that unfair treatment has been meted out to him/her, he/she may appeal to the Vice – Chancellor who will deal with the matter

In making a formal complaint, the complainant shall submit in writing, details of the alleged harassment, indicating time, date, how it happened and names of witnesses(if any). The complainant may also indicate the type of remedy he/she seeks.

Time Limit

- i. A written complaint must be filed within one month of the occurrence of the alleged harassment.
- ii. Where the complaint consists of a series of related incidents the time limit shall be within two month of the most recent incident.
- iii. If, after one month of filing the complaint, a complainant fails to initiate proceedings, all records pertaining to the incident shall be destroyed.
- iv. Within three working days of receiving a written complaint, the Desk Officer will inform the respondent of the complaint that has been lodged against him/her.

Sanctions

- i. If it is established that the unwanted act did take place, appropriate disciplinary action shall be taken against the respondent.
- ii. Sanctions shall range from reprimand and suspension to dismissal. The gravity of the offence shall determine the form the punishment should take.

Appendix III: GUIDELINES ON COMPREHENSIVE EXAMINATION FOR ADMISSION TO PHD CANDIDATES

Further to general conditions outlined in the approved Graduate School guideline, **Doctoral students** shall be required to PASS a COMPREHENSIVE examination and be admitted to Doctoral Candidacy by the Graduate School before the commencement of their research. The requirements for the *comprehensive exam* may vary but is generally aimed at testing the knowledge of the student's cognate area, and shall be used to determine a candidate's eligibility to continue his or her course of study. To ensure clarity, areas of examinations may be based on agreed reading lists with the Student Committee.

Departmental Responsibility

It is the responsibility of the departments to organize comprehensive examinations for each doctoral student after successfully completing course work or met any other conditions as may be determined by the department. Students must pass the comprehensive examination before proceeding to the next level.

The comprehensive examination shall be conducted in line with the following guidelines:

It may be necessary for the students to take some prescribed courses to enhance their theoretical foundations. The form of the proposed comprehensive examination is ORAL. A student would have spent at least *nine-months* or two semesters after registration to be eligible for this examination.

Timing

The Comprehensive Examination shall be completed by each PhD student within eight weeks of the commencement of the first Semester of Year 2 of the students PhD programme. The schedule of the examination for each student shall be agreed by the Departmental Graduate Studies Committee and communicated in writing to the student and the Head of Department on or before the first day of the first semester of Year 2 of the PhD programme.

Format

The PhD Comprehensive Examination shall be made up of two components, namely:

- Submission of a review paper or research proposal; and
- An oral examination

The comprehensive Examination may thus be conducted in one or two stages within a period spanning a maximum of two weeks (starting from the date of the submission of review paper/research proposal and ending with the oral examination) as defined below. The grading of all two components of the examination shall follow the grading system defined by the school of Graduate Studies for post-graduate degree examinations.

Review Paper/Research Proposal

Each PhD student shall be required to submit:

- (i) A publishable review paper; or
- (ii) A research proposal on a specific research question (this could be the same as the student's intended thesis proposal).

The choice of (i) or (ii) above shall be agreed between the Departmental Graduate Studies Committee, the student and his/her Advisor/Principal Supervisor on completion of the Year 1 course.

The length of the review paper or research proposal shall normally not exceed 5000 words: Font size 12, Times New Roman, one and half spacing.

The student shall submit three copies of the review paper/research proposal to the examiners through the Head of the relevant Department/Academic Unit at least one week prior to the date of the oral examination.

The examiners shall grade the review paper/research proposal and bring this to the oral examination.

Oral Examination

The oral examination shall test the student on:

- The general knowledge of the discipline; and
- The review paper or research proposal.

A department /academic unit may choose to organize the oral examination at the departmental level, open to all academic staff of the department (but only the examiners shall grade the student's performance); or as an interaction between the student and the examiners

The examiners shall score the candidate's performance in the oral examination

Examiners

All examiners appointed to examine the PhD Comprehensive examinations shall be PhD holders and shall not be below the rank of a Senior Lecturer. Adjunct Lecturers from other institutions may be invited if the condition on examiners eligibility cannot be met.

Oral Examination

The panel for the oral examination shall constitute by the Departmental Graduate Studies Committee and shall comprise 3-5 examiners including the student's Advisor/Principal Supervisor and the Chair of the Departmental Graduate Studies Committee.

Grading

At the end of the oral examination, the examiners shall compile the students' scores in the written examination, the review paper/research proposal and the oral examination, and discuss these to arrive at a decision on a PASS or FAIL. The outcome of the examination shall be communicated by the Chair of the Departmental Graduate Studies Committee to the student and to the Dean of the School of Graduate Studies through the Head of the relevant Department by the end of the next working day following the oral examination.

Repeating the Comprehensive Examination

Students who do not pass the comprehensive Examination shall be given only one more chance to re-take examination, and this must be taken before the end of the first semester of the PhD Year 2. A student who fails the Comprehensive Examination after the second attempt shall be asked to withdraw from the PhD programme. **Change in designation on passing the PhD Comprehensive Examinations**

On passing the Comprehensive Examination, the Dean of the School of Graduate Studies shall confirm the status of the student in writing as a PhD candidate.

APPENDIX IV

PLAGIARISM POLICY OF THE UNIVERSITY

Plagiarism is defined in dictionaries as the “wrongful appropriation”, “close imitation” or “purloining and publication” of another author’s “language, thoughts, ideas, or expression”, and the representation of them as one’s own original work. In the academia, plagiarism is now considered as academic dishonesty subject to sanctions like expulsions and other severe career damage. Plagiarism is not a crime per se but is disapproved more on the grounds of moral offence, and cases of plagiarism can involve liability of copyright infringement.

Although plagiarism in some contexts is considered theft or stealing, it does not exist in a legal sense. The increased probability of intellectual property due to advances in technology has intensified the debate as to whether copyright offences are criminal. In short, people are asked to use the guideline, “...if you did no right it yourself, you must give credit”. The moral concept of plagiarism is concerned with the unearned increment to the plagiarizing student’s reputation that is achieved through false claims of authorship.

Within academia, plagiarism by students, researchers or professors is considered as a very serious academic dishonesty or academic fraud,

and offenders are subject to academic censure, including expulsion. Some individuals caught plagiarizing in academic context claimed that they plagiarized unintentionally, by failing to include quotations or give the appropriate citations. However, plagiarism has no place in academia and students must desist from it. While plagiarism in scholarship is an old phenomenon, the development of the internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. Students may feel pressured to complete papers well and quickly, and with the accessibility of the internet they can plagiarize by copying and pasting information from other sources with ease.

Self-plagiarism (also known as “recycling fraud”) is the reuse of significant, identical, or nearly identical portions of one’s own work without citing the original work. In academia “self-plagiarism” may refer to the case of students who resubmits ‘the same essay for credit in two different courses’. Self-plagiarism involves dishonesty but not intellectual theft. Articles of this nature are often referred to as duplicate or multiple publication. In addition to the ethical issue, this can be illegal if copyright of the prior work has been transferred to another entity.

Sanctions for student plagiarism: In the UENR as an academic institution, plagiarism by students is a very serious offence that can attract severe sanctions including the following:

- Failing the course
- Suspension
- Expulsion and
- Revoke of academic degrees.