



UNIVERSITY OF HEALTH
AND ALLIED SCIENCES

Health for Development



PHD STUDENTS HANDBOOK 2025

**UNIVERSITY OF HEALTH AND ALLIED SCIENCES
SCHOOL OF GRADUATE STUDIES**



HANDBOOK

FOR PHD STUDENTS AND SUPERVISORS

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1.0 WELCOME MESSAGE



Congratulations on securing admission to the University of Health and Allied Sciences. We are excited that you have chosen to pursue graduate studies with us in UHAS. Being a graduate student is certainly one of the most exciting but challenging period of life. Your time here will be academically demanding but deeply rewarding if you are able to plan properly and allocate adequate time for your academic work and extra-curricular activities. UHAS School of Graduate Studies (UHAS-SGS) will assist you make this a remarkable journey.

We plan to offer you every assistance to enable you achieve your goals for the award of your degree. The SGS will support both your academics and personal skills development during your PhD journey at UHAS. We aim to inspire and stimulate academic curiosity and scientific inquiry in line with the ethos, vision, and mission of the University. We set high standards of behavior in the university community, promoting traditional values which underpin life-long learning and achievement among faculty, staffs, and students. We believe that academic success flourishes within an ethos of clear expectations among all stakeholder groups in the university community. We aim to foster the desire to learn and a love of learning which would continue into adult life. We aim at preparing our student's as global citizens of a changing world and equip them with the resources to interpret and deal with change.

We believe you are looking forward to a challenging yet rewarding and fulfilling PhD programme, where many possibilities for your growth, innovation, and inspiration lie.

Congratulations once again and welcome to the UHAS community.

Professor Martin A. Ayanore
DEAN-SGS

1.2 UHAS LEADERSHIP

PRINCIPAL OFFICERS



Vacant
Chancellor



Prof. Kodzo Gavua
Council Chairman



Prof. Lydia Aziato
Vice Chancellor

OTHER OFFICERS



Prof. Frank Edwin
Pro-Vice Chancellor



Ms. Yaa Amankwaa Opuni
Registrar

1.3 UHAS MANAGEMENT TEAM

ADMINISTRATIVE HEADS

Prof. Lydia Aziato	—	Vice Chancellor
Prof. Frank Edwin	—	Pro-Vice Chancellor
Ms. Yaa Amankwaa Opuni	—	Registrar
Mr. James Abrah	—	Director, Finance
Mr. Frederick A. Mahama	—	Director, Internal Audit
Dr. Cedric B. Dorkenoo	—	Director, Academic Affairs
Mr. Anthony Asempah	—	Director, Public Affairs
Mr. Godfred Amoah	—	Director, Human Resources
Mr. Patrick de Souza	—	Director, Information Communication Technology
Arc. Ruth X. Ayithey	—	Director, Works and Physical Development
Prof. Mahamudu A. Ali	—	Director, Quality Assurance

ACADEMIC HEADS

Dr. Theresa A. Adu	—	Librarian
Prof. Samuel Essien-Baidoo	—	Dean, School of Allied Health Sciences
Prof. Richard H. Asmah	—	Dean, School of Basic and Biomedical Sciences
Dr. Fernando M.A. Acevedo	—	Ag. Dean, School of Dentistry
Prof. Yaw Asante Awuku	—	Dean, School of Medicine
Prof. Peter Adatara	—	Dean, School of Nursing and Midwifery
Prof. Kwame O. Buabeng	—	Dean, School of Pharmacy
Prof. Frank Baiden	—	Dean, Fred N. Binka School of Public Health
Prof. Nii K. Kortei	—	Dean, School of Sports and Exercise Medicine
Prof. Kwame O. Buabeng	—	Ag. Director, Institute of Health Research
Prof. Kwame B.N. Banga	—	Director, Institute of Traditional & Alternative Medicine
Prof. Elvis E. Tarkang	—	Dean, International Programmes
Prof. Judith Akworkor Torgbor	—	Dean, Student Affairs
Prof. Martin A. Ayanore	—	Dean, School of Graduate Studies

1.4 INTRODUCTION

By an Act of Parliament (ACT 828) in December 2011, the University of Health and Allied Sciences (UHAS) was established to be a pre-eminent research and practically orientated health educational institution dedicated to community service and to provide for related matters. The main campus including the central administration is in Ho in the Volta region of Ghana. Its mission is to provide quality education, advance knowledge through scholarship and research that improves health and quality of life. The University shall realise this by taking innovative approaches to research, teaching, and engagement with society, informed by a culture of scholarship, academic and service excellence.

Administratively, UHAS is made up of nine academic schools: School of Basic and Biomedical Sciences, Fred Newton Binka School of Public Health, School of Nursing and Midwifery, School of Allied Health Sciences, School of Medicine and School of Pharmacy, School of Dentistry, School of Sports and Exercise Medicine, School Graduate Studies in addition to three Institutes: Institute of Health Research, Institute of Traditional and Alternative Medicine, Institute of Medical Education (yet to be fully operational). Through its undergraduate and postgraduate programmes in biomedical, clinical, and public health disciplines, UHAS contributes significantly towards meeting the manpower needs of the health sector and training institutions in Ghana and the rest of the World.

The School of Graduate Studies (SGS) has been established to coordinate and oversee graduate programmes across the University. The SGS provides support to the various schools and institutes for the coordination and running of postgraduate programmes. The SGS vision is to promote the development, diversification, and effective delivery of research and practically oriented postgraduate programmes to address emerging national and global issues. The SGS addresses broadly the objectives outlined in UHAS strategic plan (2017-2027), providing opportunity for faculty and students to demonstrate cutting edge research, promoting a conducive academic environment for effective teaching and learning, and communicating our research to a global audience through innovative strategies. The SGS, through its innovative graduate programmes contributes to the university's quest to develop as a world class center for intellectual engagement through the generation of proactive communication of ideas.

This handbook gives guidance to students, supervisors, and staff on the management of PhD programmes in UHAS. The first edition of this handbook was approved in the 2018/2019 academic year and this is the second edition.





1.5 SCHOOL OF GRADUATE STUDIES

Graduate programmes started in UHAS during the 2017/2018 academic year in the Fred N. Binka School of Public Health (formally School of Public Health) and subsequently, the School of Allied Health Sciences (SAHS) introduced MPhil & PhD in 2019 in the field of Medical Imaging. The UHAS School of Graduate Studies (SGS) became officially established during the 2023/2024 academic year, following approvals from the University Council and the Ghana Tertiary Education Commission (GTEC). The SGS is responsible for coordinating graduate studies across the University of Health and Allied Sciences (UHAS).

The school is headed by a Dean and supported by a well-defined hierarchy of Administrative and Departmental Heads. All Academic Schools, Departments, and Institutes have responsibility for the day-to-day administration of their respective graduate programmes. However, the SGS plays a central coordinating role in ensuring that quality assurance standards are met at the highest level and that the student experience and satisfaction standards are met. The SGS is responsible for graduate admissions, university-wide orientations for graduate students (and supervisors), student registration of thesis/dissertation topics, examination of theses/dissertations, approval of results, graduation, and other functions that the academic board may confer on the school.

The Board of Graduate Studies (BGS) has oversight responsibility for admissions, and new postgraduate programmes development. The BGS also oversees dissertation and theses examinations and the declaration of results, and undertakes monitoring, and evaluation of performance in the delivery of graduate programmes. UHAS-SGS provides oversight to schools for the underlisted types of graduate level programmes;

- I. Postgraduate Certificates (PGCert)
- II. Postgraduate Diploma (PGDip)
- III. Taught-based Master's degrees with long essays or thesis options (MPH, MSc)
- IV. Research-based Master's degrees (MPhil, MRes)
- V. Doctoral degrees (Industry-based and research-based) (PhD, DrPH)

SECTION I. INFORMATION FOR STUDENTS

2.1 Qualification for Admission

- i. A candidate shall hold a Master's degree or its equivalent from a recognized institution and shall submit evidence of adequate training and ability to undertake the proposed programme.
- ii. A candidate who does not hold a Master's degree shall first register for a Master's degree with a research component. If the candidate obtains the required departmental/school CGPA by the end of the first year of the programme, the department/school may recommend to the SGS to permit him/her, to register for the PhD degree. This registration shall be deemed retrospective from the date of the original registration for the Master's degree. Such a candidate shall be required to meet School/Department course requirements for the first year of the PhD programme.

2.2 Duration of Programme

Students can apply to undertake either a full-time or part-time PhD at UHAS:

- a. A Full-time Student shall be taken to be a candidate pursuing a full-time programme of study the duration of which shall be a minimum of four years and a maximum of six years from the date of first registration.
- b. A Part-time Student shall be taken to be a candidate for full-time employment pursuing a programme of study, the duration of which shall be a minimum of six years and a maximum of eight years from the date of first registration. ***Part-time students are expected to meet the same requirement as full-time students over the duration of their programme.***

Table 1: Duration for full or Part-time study in UHAS

<i>Programme</i>	<i>Mandatory year/months</i>		<i>Year(s) of grace period</i>		<i>Maximum number of years</i>	
	<i>Full-time</i>	<i>Part-time</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Full-time</i>	<i>Part-time</i>
<i>PhD</i>	3-4	6	2	2	6	8

2.3 Applications and Procedure for Admission

- i. Applications for admission shall be made online at:
<http://www.admissions.uhas.edu.gh>.
The completed form shall be returned not later than the deadline that may be specified by the School/Institute hosting the programme.
- ii. UHAS supports both “PhD by Monograph” and “PhD by Publication” routes.
- iii. All candidates applying for admission to PhD Programmes shall be required to submit:
 - a. An outline of Proposed Research (in about 500 to 700 words); and
 - b. Statement of Purpose
- iv. The appropriate School Board shall consider applications in the first instance.
- v. The School Board shall satisfy itself of the suitability or otherwise of the candidate and the availability of resources for the successful completion of the candidate's work. Where an interview or qualifying examination is required for determining the suitability or otherwise of an applicant, the School Board shall decide the form of interview or qualifying examination and appoint a panel from its members to administer the interview or examination. The SGS shall be represented at the interview or examination.
- vi. The Head of Department through the School Dean shall submit to the SGS for its approval, a list of candidates recommended for admission together with:
 - a. The pertinent extracts from the minutes of the School Board
 - b. Statement on the nature of the programme
 - c. Thesis topic(s) and an outline of the proposed research (where applicable)
 - d. Names of proposed supervisors

2.4 Registration and Induction

- 2.4.1 Candidates admitted to a PhD programme of the University shall register at the respective Departments at the beginning of each Semester, by completing the appropriate form. This is to ensure prompt receipt of their University ID cards and access to the University facilities.
- 2.4.2 All new PhD Students are required to attend a one-week orientation programme to be organised by the SGS.
- 2.4.3 In consultation with their supervisor(s), students must draw up a plan of action covering the duration of their study (PDP Plan). PhD students must actively be involved in the activities of the Department to which they are registered. These includes teaching and other departmental duties.

2.5 Fee Status

Fee status is determined as part of the admission process and the student's fee classification will appear on the registration form. There are two levels of fees – one for Ghanaian and another for international students.

2.6 Tuition Fees

Each school determines the level of tuition fees. This is because some schools require bench fees in addition to the tuition fees. For students to remain in good standing and maintain their status, fees must be paid on time.

2.7 Sponsored students

- 2.7.1 If studies are being sponsored, for example, by a government or external body, the student must provide the SGS with a letter from the sponsor confirming the terms of sponsorship.
- 2.7.2 Please note that if the letter from the sponsor states that sponsorship is only for a limited period and does not cover the full period of registration, the student will either need to provide evidence of continued sponsorship or will be treated as a self-sponsored student and become liable for payment of their own fees.
- 2.7.3 PhD studentships arranged by the University but funded by external sources will be offered strictly on the understanding that the University cannot guarantee to continue to fund the studentship if the external sponsor withdraws support.

2.8 Self-sponsored students

- 2.8.1 The process for payment of fees for self-sponsored students is the same as for sponsored students. However, self-sponsored students may pay their fees each academic year in installments if needed. The current guidance is for payment of at least 50% of the fees at the beginning of the academic year.
- 2.8.2 If fees are not paid within the stipulated period, the University reserves the right to withdraw facilities from students until all debts are cleared. Therefore, if self-sponsored students find they are having difficulties in paying fees when they are due, they must contact the Office of the Registrar immediately.

Please note that sanctions may apply if payments are not provided to the University. No student with an outstanding debt to the University is permitted to graduate. Further queries about fee status must be raised with the Finance Directorate at the Main Administration.

2.9 Requirements of PhD programme

- i. The UHAS PhD programme is a graduate skills training programme which requires the attendance and completion of a set of courses and other activities. It is compulsory for all students to show proof that they have fully participated and completed all the following components of the programme:
 - a. *Transferable Skills Programme*
 - b. *Personal Development Planning*
 - c. *Subject Specific Training*
 - d. *Annual UHAS PhD Seminar*
 - e. *Career Skills Activities*
- ii. A certificate of attendance will be awarded after completion of each component of the Graduate Skills Programme by SGS.
- iii. Without evidence of these certificates, PhD students will not be permitted to submit a thesis for examination. It is the student's responsibility to ensure that they complete the Skills Programme before the thesis is submitted.

2.9.1 Transferable Skills Programme

The intensive skills workshop for the first year begins with a one-week induction programme offered by the SGS in collaboration with the appropriate School. The Transferable Skills Programme aims to promote teamwork and interdisciplinary activity. It also provides important networking opportunities encouraging further developmental activities for PhD students. The full programme is included in Appendix XII.

2.9.2 Personal Development Planning

- i. Personal development planning (PDP) is a process that enables PhD students to reflect on their own learning, performance and achievement and helps them to plan their personal, educational and career development. Please see Appendix XI for a sample template.

Put simply, PDP is a process of self-reflection where the student asks him/herself:

- a. How well am I doing?
- b. What are my strengths?
- c. What could I do better?
- d. What research or transferable skills do I need to develop?
- e. What extra-curricular activities will help me towards my career goals?

The PDP will help the student to identify, plan, implement, reflect and evaluate their learning needs. A Skills Audit is a tool that can be used to undertake the PDP process. This tool enables a self-evaluation of skills and identification of those needed to help the student progress with their PhD work.

- ii. Each year, students must complete a Skills Audit with their supervisor and plan further skills training using the PDP template.
- iii. Completion of PDP each year is required for the duration of the PhD programme.

2.9.3 Subject Specific Training

- i. Subject Specific Training allows the student to develop the specific skills and techniques needed to help them complete their PhD programme and research. These are identified as part of the skills auditing, the student's PDP and in consultation with their supervisor. Following discussions with their supervisory teams, students should enroll in relevant master's level courses run in the university or outside the university in order to develop or update their knowledge in specific subject areas.
- ii. Students shall enroll in relevant subject-specific courses where needed. Students who have previously taken the relevant courses will be duly credited.

2.9.4 Annual UHAS PhD Seminar Day

- i. All PhD students are required to present at the Annual UHAS PhD Seminar Day. Each student is expected to do at least one presentation during the PhD programme.
- ii. Attendance and presentation at the Annual Seminar Day allow the student to get their work peer-reviewed and enhance their presentation skills, which are essential for the successful completion of the PhD programme.

2.9.5 Career Skills Activities

Career Skills activities are undertaken from the second year onwards. These include "industrial" attachment and active participation in campus career skills programmes, including teaching and supervision of undergraduate research projects.

2.9.6 Supervision

- i. The Head of Department in consultation with the School Board and considering the interest of the prospective student will propose first and second supervisors for each PhD student. The Head of Department through the Dean shall then submit the names of the proposed supervisors to the Board of SGS for approval.
- ii. In instances where the candidate's work requires the expertise of an external person, a third supervisor may be appointed.

- iii. All PhD students must have a minimum of four formal meetings with their supervisor(s) per annum. These meetings must be planned and recorded, using the Student Supervisor Meeting Form (Appendix VIII). The student should send a suggested agenda and targets to the supervisor(s) in advance of the meeting. This forms the basis of the meeting.
- iv. During the meeting, the student and supervisor(s) agree the outcomes and targets, and the first supervisor formally signs these off. If the second supervisor is unable to attend the meeting, the meeting form should be sent to him/her for comment and signature. This then forms the agreed formal log of meetings, the dates of which will be stated in the Annual Progress Report.
- v. Where a student supervised by his/her Head of Department has difficulty in the progression in the PhD, the student shall petition the Dean of the School for redress. In the case where a student is supervised by the Dean, a student shall petition the Board of the SGS for redress. In all instances, the student needs to show evidence of this non-progression through the mid and annual progress reports since registration.

2.9.7 Progress Monitoring and Reporting

Students are required to complete Mid-year Progress Reports. The form can be accessed from the UHAS website (see Appendix VIII). The form should be completed by students and supervisors and sent to the School of Graduate Programme Coordinator (SGPC), who signs off the report and sends it to the SGS.

2.9.8 Annual Progress Monitoring and Re-registration

- i. Towards the end of each Academic Year, students are required to complete an Annual Progress Report (see Appendix VIII), which can be downloaded from the UHAS website. The purpose of the report is to ensure that students are making progress as expected and also to allow students to raise any issue(s) or highlight any difficulties they may have with their supervisory arrangements or their facilities. This is to provide any retrospective evidence at the end of the studentship for any request for extension or suspension.
- ii. Students will also be required to demonstrate that they have completed their Skills Programme and have had four formal meetings with their supervisor(s).
- iii. Once students have completed their section of the report, it should be forwarded to the designated Principal Supervisor who will complete it on behalf of the supervisory team and submit it to the SGPC.
- iv. Once the report has been received by the SGPC, the student is required to meet with him/her to discuss their progress. The SGPC then completes the relevant section of the report and sends it to the SGS who will issue the student with a formal recommendation in respect of re-registration.

- v. The Head of Department through the SGPC shall prompt students and their supervisors on the timely completion of annual progress reports.
- vi. In rare instances where there are serious concerns about a student's progress, a student will be required to attend an SGS meeting, which will review the student's registration and make recommendations regarding progression. In extreme cases, the outcome may constitute the first stage of the formal termination procedure.
- vii. Completion of the annual report would enable the SGPC to make a decision whether to recommend the candidate for re-registration. It is therefore essential for students to complete the form promptly. The online Progress Reporting System sends email reminders to both students and supervisors that reports are due. If these are consistently ignored, the University reserves the right to terminate the registration of any student who fails to complete an Annual Progress Report form by the last day of the academic year. Failure to complete an annual report by the deadline would therefore result in registration being terminated.

2.9.9 Mid and Annual Progress Reporting Procedures

- i. If a student's thesis has not been submitted by the end of the permitted year of study, supervisors should discuss the conditions attached to the re-registration with students and plan a schedule for completion of the thesis.

The outcome of this discussion should be part of the Annual Progress Report for that year. Students must be under no illusions that their final permitted year under the Regulations for their degree is their last opportunity to submit the thesis and must plan and work accordingly.

Table 2: Summary of the formal progress reporting procedure

Person	Action(s) to be taken
Student	Student records his/her own view of progress and any difficulties experienced as well as any specific successes. The student also records progress with the skills programme and details of any formal meetings with supervisor(s). Sends report to First Supervisor no later than mid-year in the academic calendar.
First Supervisor	Comments on student's report, records own observations and those of fellow supervisors. Checks progress with Skills Programme and record of meetings. Sends report to the SGPC.
SGPC	Views student and first supervisor's report and comments if necessary. Meets with the student to discuss progress. Signs off report and through the Head of Department and the Dean, sends it to the SGS.
SGS	The Board of SGS reviews reports and makes a formal recommendation to the student on their progression.

2.9.10 Managing Student Time and Deferment

- i. In accordance with provisions of this handbook, a student can register for either a full- time or part-time PhD:
 A full-time PhD takes a minimum of four years and a maximum of six years from the date of first registration.
 A part-time PhD takes a minimum of six years and a maximum of eight years from the date of first registration.
- ii. A student could interrupt his/her programme for whatever reason for a maximum period of one year, but the SGS must grant him/her permission. Such a request for interruption of the programme will normally be granted within the first four weeks of the start of the semester. In all cases, the SGS through the Student's Head of Department shall address request for deferment.
- iii. PhD students are expected to take responsibility for managing their time and project to ensure timely and successful completion. Supervisors are there to provide guidance, support and constructive criticism when required. Supervisors can only do this effectively if students keep in regular contact and arrange to meet frequently. Students should keep supervisors fully informed of progress and any problems.
- iv. If a Principal Supervisor is not meeting these requirements or is otherwise failing to discharge the duties required by regulations, students have the right to bring this to the attention of the SGPC although students would normally be expected to discuss the situation with their supervisors in the first instance and attempt to rectify any temporary difficulties locally where possible.

2.10 Submission and Examination of the Thesis

2.10.1 Submission of Thesis

- i. No later than six months before the date the candidate proposes to enter for the examination, a candidate shall submit the title of their thesis to the School Board through the appropriate Department for approval and submission to the SGS.
- ii. After the final title of the thesis has been approved, it must not be changed except with the express permission of the SGS on the recommendation of the School Board.
- iii. The thesis shall be submitted accompanied by the prescribed form (obtainable from the SGS), not later than sixty months after the beginning of the programme. In the case of part-time students, this period shall be eighty-four months. These maximum times may be extended by the Board of SGS, on the recommendation of the Supervisor, by two terms of six months for both full-time students and part-time students.
- iv. Students shall submit their thesis through the online system of the SGS. Such submitted thesis will go through a plagiarism check before being certified for examination. The SGS guidelines on plagiarism will apply.

2.10.2 Examination of Thesis

The examination shall comprise:

- i. Assessment of thesis
- ii. Oral examination

2.10.2.1 Assessment of Thesis

The thesis shall comply with the following conditions:

- i. The degree of Doctor of Philosophy (PhD) is awarded based on a research programme in which a candidate has made an original and significant contribution to knowledge. UHAS supports both “PhD by Monograph” and “PhD by Publication” routes. The guidelines in this handbook apply to both routes.
- ii. The greater portion of the work submitted must have been done after the registration of the student as a candidate for the degree.
- iii. The thesis shall normally be written in English the length of which may be prescribed by the appropriate School Board.
- iv. Mode of submission of thesis
 - a. In a PhD by Monograph, the PhD student writes a comprehensive piece of research in a book form, with typically separate chapters for literature review, methodology, results, discussion and conclusions. The monograph approach is more in line with a view of demonstrating broad knowledge. Traditionally, it is only when the PhD thesis is completed, that an attempt is made to carve out one or more research articles, which are then submitted

to academic journals.

- b. The thesis by publication is one where the core chapters of the thesis consist of papers you have published. Refer to Detailed Guidelines for PhD by Publication Route in UHAS, at SGS.
- v. The thesis shall consist of the candidate's own account of his/her research and be certified. Under no circumstances shall a paper written or published in the joint names of two or more persons be accepted as a thesis.
- vi. A candidate shall not be permitted to submit a thesis which has been submitted elsewhere.
- vii. Three examiners, of whom two shall be External Examiners, shall be appointed by the SGS on the recommendation of the School Board to examine the thesis.

2.10.2.2 Oral Examination

- i. Holding of the oral examination is conditional on the passing of the thesis assessment by examiners. A candidate shall not be eligible to enter for an oral examination if the thesis did not pass the thesis examination from examiners.
- ii. Before admitted for oral examination, candidate shall be in good financial standing with the University.
- iii. Where a candidate is unable to attend an examination at a prescribed time due to justifiable unforeseen circumstances acceptable to the Board the fees may be transferred to the next prescribed examination.
- iv. A panel of a minimum of three examiners (two external and one internal) in addition to a chairperson shall conduct the oral examination. The oral examination shall be public.
- v. In recommending the appointment of external examiners for the purpose stated above, the School Board shall submit to the SGS a curriculum vitae of the proposed examiners for approval.
- vi. In some exceptional cases, the panel for the oral examination may be expanded to include experts in the candidate's field of research, as well as experts in cognate disciplines.
- vii. In such circumstances, a maximum of 2 expert examiners shall be appointed. Such experts' scores will be valid, in addition to the three examiners who examined.
- viii. In each case, the SGS shall appoint the chair of the panel of examiners to conduct the oral examination.
- ix. The SGS Dean or his/her representative shall be in attendance for the oral examinations, and for ensuring compliance with all regulations governing the conduct of the oral examination in the University.
- x. The chair on behalf of the panel of examiners shall indicate in his/her report if the candidate passed or failed the oral examinations before the closure of the

ceremony.

- xi. If a candidate fails to satisfy the examiners at the oral examination, the panel may recommend to the Board of Graduate Studies that the candidate be permitted to submit to a further oral examination within a period not exceeding 6 months.
- xii. A candidate who passes the oral examination subject to correction has within two (2) months to submit their final thesis to the School of Graduate Studies through their Head of Department. Final thesis shall be certified by all supervisors.
- xiii. One signed hard copy and signed electronic copies of the final thesis shall be submitted to the department for onward submission to the SGS for distribution. Candidates should refer to the final thesis submission guidelines of the School of Graduate Studies for further information.

2.10.2.3 Final Determination of PhD Candidate's Thesis Results

The Board of Graduate Studies shall review the recommendations of the examiners on the basis of these outcomes:

- a) Where all three (3) examiners pass the thesis examination, in addition to a pass from the panel of examiners for the oral examination, the Board shall uphold the recommendation and candidate deemed passed.
- b) Where a PhD candidate fails or is referred by one of the three (3) examiners, the Board shall review the nature of the failure or referral grade and decide either to pass, refer or fail the thesis.
- c) A PhD thesis upon examination referred by two (2) or more examiners shall be deemed to have failed the thesis. Under such circumstances, the candidate has within six (6) months to resubmit the thesis for examination.
- d) Where a PhD candidate passes the thesis examination but fails the oral examination, the candidate shall have one more opportunity to undertake the oral examination at a later date, but within two (2) months.
- e) If a candidate fails to satisfy the examiners at a second oral examination, the thesis shall fail.

2.11 Procedure for Award of a Degree

- i. The examination panel shall submit its recommendations to the Dean of SGS who shall present this to the Board of SGS based on prescribed criteria for approval.
- ii. Examiners will submit separate reports regarding the thesis. The internal and external examiners will submit a joint signed report following the oral examination.
- iii. A candidate who does not satisfy the examiners at the oral examination shall not be recommended for the award of a degree, the standard of the thesis notwithstanding.

- iv. The examiners may recommend to the Board of SGS that the candidate be permitted to re-submit his thesis in a revised form within a specified period up to a maximum of twelve months. When the thesis is satisfactorily corrected, it will be submitted through the prescribed process.
- v. Each successful candidate shall thereafter be awarded a certificate under the seal of the University at a Congregation of the University assembled for that purpose, or failing that, the certificate shall be sent to him/her by registered post.

2.12 Transition from MPhil/MSc/MPH to PhD

Based on a student's performance in a two-year MPhil degree programme, the Head of a Department in consultation with the Dean of the school may recommend to the Board of the SGS that the student proceed to register for the PhD degree on grounds of:

- i. Obtaining a cumulative GPA of 3.5 and above at the end of the first-year course work examination;
- ii. Such a recommendation may be made by the end of the First Semester in the second (research) year by submitting course work results of the two semesters of the degree for which the student was initially registered;
- iii. A case must be made regarding the potential of the student's intended research to be expanded into PhD research;
- iv. The period spent on the initial registration shall NOT count towards the period permitted for the new registration;
- v. In submitting a recommendation that a student should change his/her registration, the student's thesis topic and the name(s) of members of a new supervisory committee shall be communicated to the SGS for approval.

2.13 Intellectual Property Rights, Copyright and Deposit of the Thesis in the Library

- i. Except in the case of students supported by outside bodies, where specific provisions relating to intellectual property are embodied in the conditions of the support, all PhD students are required to agree to assign to the University all their rights to intellectual property arising from their studies or research at the University, to be managed by the University in accordance with its normal custom and practice.
- ii. Any copyright that may be vested in the candidate will not be affected thereby. Access to thesis deposited in the library and copies thereof will normally be available to bona fide enquirers, but authors will be permitted to impose restrictions on access and copying annually for up to five years if the Head of Department, after consultation with the candidate's supervisor, endorses the author's statement that preparation for publication, or some other good reason, requires such a restriction. In the event of such restriction being imposed, the abstract of the thesis will be made available for copying to bona fide enquirers

and to the publishers of abstracts of theses.

- iii. No candidate may be prevented, by the terms of a contract from an outside sponsor or any other means, from including in a thesis submitted for a higher degree all material relevant to the research project and from being examined upon it. If material of a confidential nature is included in a thesis, obligations of confidentiality may be imposed upon the Examiners and the author may restrict access to the thesis deposited in the library as provided above.
- iv. Candidates will be expected to complete intellectual property and copyright forms of the SGS when submitting the final thesis.

SECTION II. INFORMATION FOR UNIVERSITY STAFF AND SUPERVISORS

This section of the handbook is intended to provide detailed procedural guidance to all staff involved in the supervision, management, and administration of PhD students in UHAS. It should be read in conjunction with the Codes of Practice relating to postgraduate research in Section III of this handbook.

3.1 Appointment of Supervisors

- i. The Head of Department shall submit to the SGS the names of proposed supervisors.
- ii. Supervisors should be at the rank of Senior Lecturer or above.
- iii. The Board of SGS shall consider the recommendations from Head of Department and School for approval of the list of proposed supervisors.
- iv. All supervisors would be issued appointment letters by SGS.
- v. Supervisors would undergo periodic capacity-building workshops, including those organised by the schools and SGS to make them more effective.

3.2 Defining the Research Topic in Detail

- i. Supervisors have responsibility to ensure that any delay in determining the topic is kept to a minimum and that the SGPC is kept informed of any problems.
- ii. The following factors should be considered in determining the programme of work for individual candidates:
 - a. Whether, on the information available, the proposed programme of work is capable of being researched to the depth required to obtain the degree for which the candidate is to be registered.
 - b. Whether it might reasonably be expected that the programme of work could be completed within the timescale designated for it.
 - c. Whether, in so far as can be predicted, the appropriate necessary resources (e.g. library, computing, laboratory facilities, and technical assistance) will be available.
 - d. Whether it is expected that proper supervision can be provided, and can be maintained throughout the research period, including any periods of annual leave for the Principal Supervisor or time spent by the student away from the University.

3.3. Graduate Skills Training Programme

- i. All PhD students are required to complete all components of the Graduate Skills Training Programme as a requirement for their PhD degree.
- ii. As a first step, supervisors must assist the student in undertaking a Skills Audit. This will enable the student to identify the specific skills including subject specific skills required to help them complete their PhD programme and research.

3.4 Meetings of Students and Supervisors

- i. All supervisor(s) must have a minimum of four formal meetings with their PhD students per annum. These meetings must be planned and recorded, using the student supervisor meeting form. The student should send a suggested agenda and targets to the supervisor(s) in advance of the meeting. This forms the basis of the meeting.
- ii. During the meeting, the student and supervisor(s) should agree on the outcomes and targets, which are formally signed off, on the form by the principal supervisor. If the second supervisor is unable to attend the meeting, the meeting form should be sent to him/her for comment and signature.
- iii. This then forms the agreed formal log of meetings, the dates of which will be stated in the Annual Progress Report each year.
- iv. It is expected that in most cases, students and supervisors will meet more frequently, at least one meeting per calendar month. These meetings may be informal or formal and recorded as required.

3.5 Progress Monitoring Reporting and Re-registration

- i. The principal supervisor will ensure that students complete the required mid-year and annual progress monitoring reports in a timely manner. The completed forms should be sent to the SGPC for onward submission to SGS.
- ii. Completion of the annual report results in a formal recommendation for re-registration each year. It is therefore essential for supervisors to ensure that the form is completed promptly. If these are consistently ignored, the University reserves the right to terminate the registration of any student who fails to complete an Annual Progress Report form by the end of each academic year.
- iii. If a student's thesis has not been submitted by the end of the permitted year of study, (e.g. by the end of the fourth full-time year), supervisors should discuss the conditions attached to the re-registration with students and help them to plan a schedule for completion of the thesis. The outcome of this discussion should be part of the Annual Progress Report for that year.

3.6 Deferment

- i. A student could interrupt his/her programme for whatever reason for a maximum period of one year after the SGS has granted him/her permission. Such a request for interruption of the programme will normally be granted within the first four weeks of the semester. In all cases requests for deferment shall be addressed to the SGS through the Student's Head of Department.
- ii. Supervisors and Departments must support students who have reasons for deferment and discuss such problems with the student.

3.7 Submission and Examination of Thesis

- i. Supervisors are responsible for ensuring that students submit their thesis within the appropriate time - not later than sixty months after the beginning of the programme for full- time and eighty-four months in the case of part-time students.
- ii. Supervisors should ensure that no later than six months before the date when the student proposes to enter for the examination a candidate shall submit the title of their thesis to the School Board through the appropriate Department for approval and submission to the SGS.

4.1 General Introduction

The following Codes of Practice relate to PhD studies at University of Health and Allied Sciences:

- i. Code of Practice on the Selection and Admission of PhD students
- ii. Code of Practice on PhD student Supervision (including the responsibilities of PhD students)
- iii. Code of Practice for the School Graduate Programme Coordinator
- iv. Code of Practice on PhD examinations and Examiners (thesis and oral)
- v. Regulations governing the conduct of university examinations

Taken together, the Codes provide a framework of minimum standards of practice required by the University in the management of PhDs. They therefore apply to PhD students, supervisors and all staff of the University who have an involvement with PhD students.

4.2 Code of Practice on the Selection and Admission of Research Students

- i. In order not to encourage false expectations, the advertising and promotional information provided by the University on research opportunities would be clear and comprehensive and include general guidance on the following:
 - a. The personal, professional and educational experience and qualifications required for admission as a PhD student at the University.
 - b. The time normally required for completion of a research degree and the level of commitment required.
 - c. The resources, including supervision and support services, that are made available to research students.
 - d. Current levels of fees.
 - e. The various stages of registration, e.g. admission, initial registration, re-registration, progress monitoring etc.
- ii. The University will indicate in the promotional material how long applications for admission would normally take to be considered.

SECTION III. CODES OF PRACTICE AND FRAMEWORKS FOR PhDs

- iii. The School Board would be involved in deciding on admission. At least the Head of Department and the SGPC would be involved in the admission process.
- iv. The selection process would normally involve an interview with the applicant. However, in cases where this is not possible, a telephone discussion may be sufficient or the school would have in place a clearly documented alternative procedure, which allows it to assess adequately the suitability of applicants. In any case, the process would include independent scrutiny of the application documents, including references, by the SGPC on behalf of the SGS.
- v. When considering applications from candidates with special needs, thought would be given as to whether an adequate support infrastructure exists within the institution. However, those with special needs will be considered for admission on the same academic grounds as other applicants.
- vi. References (normally two) would be obtained which comment on the suitability of the applicant to undertake research.
- vii. Confirmation of the applicant's qualifications would be sought, and admissions staff must be satisfied that they are genuine, seeking advice from colleagues in the University's admissions office as necessary.
- viii. A clear indication of the ability of the candidate to pay the required fees and appropriate expenses would be obtained.
- ix. Once a decision has been made on whether an applicant is acceptable the reasons must be recorded. Relevant Departmental and SGS staff should be informed of the decision, as should other interested stakeholders (for example, External funders, industrial partners etc.).
- x. If the candidate is admitted, a formal offer letter sent from the Main Administration would include the following information:
 - a. Nature of the degree and the department or unit within which it will be based.
 - b. Supervision arrangements.
 - c. Proposed start date and period within which the thesis must be completed.
 - d. All relevant financial information, including bench fees/research support costs.
 - e. The date by which the candidate should confirm (or otherwise) acceptance of the offer.
 - f. Some advice for candidate to consult handbook for other relevant details

4.3 Code of Practice on Research Student Supervision

4.3.1 General

- i. Arrangements for supervision of research students will be made by the Head of Department, in the first instance, who will be responsible for overseeing the supervision received by students in conjunction with the SGPC. Where an SGPC identifies a potential problem with a proposed supervisor, the matter should be referred to the Head of Department. All research students must have a clearly identified Principal Supervisor, who will normally be their main point of contact, as well as at least one additional supervisor (these will be known as 'Second' Supervisor). All supervisors should be at the rank of Senior lecturer and above.
- ii. The Principal Supervisor will normally be a full-time member of the academic staff of the University. In certain instances, where the First Supervisor with the most appropriate subject expertise is not a full-time member of academic staff, departments must ensure that the Second Supervisor is a full-time member of academic staff and must be satisfied that continued supervision of the research student can be maintained for the duration of the research degree.
- iii. Members of academic staff may only be appointed as supervisors to a research student if they are currently research active. In addition, they must also have completed a Supervisor Good Practice Workshop.
- iv. The nature of research is such that no supervisor should undertake the supervision of more than a limited number of students. Although it is recognised that practice can vary by discipline, no member of staff should normally be a Principal Supervisor to more than eight PhD students. Exceptions to this rule can only be made at the discretion of the Head of Department.
- v. In cases where a supervisor leaves the University, or is unable to continue supervision for whatever reason, the matter should be considered by the School Board who will, in consultation with the student, recommend to the Head of Department an alternative supervisor. The SGPC is responsible for drawing the Head of Department's attention to any problems that may occur because of staff changes.
- vi. If, for any reason, there is a breakdown in the personal relationship between a student and a supervisor, or if a student feels that progress is not being maintained at a satisfactory level, for reasons beyond his/her control, the matter should be discussed. Students are here reminded of the many avenues available to discuss any issues or problems they may have regarding supervision or registration. Students are encouraged to discuss such matters with their supervisors or, if necessary, their SGPC or the Head of Department. In addition, a student may bring up any difficulties with supervision in the Progress Report on the section of the form specifically designed for that purpose.

4.3.2 Duties and Responsibilities of Principal Supervisors

Principal Supervisors have the following Duties and Responsibilities under this Code:

- i. To ensure that students are familiar with the Codes of Practice and the Statutes that govern research degrees.
- ii. To ensure that students are aware of the current developments in both specific and wider areas of research.
- iii. To ensure that students, in consultation with the SGPC, complete the required Skills Training, commencing with a Skills Audit, which must be completed in consultation with the student and all supervisors.
- iv. To give guidance about the planning of the research programme, a draft programme of work should be agreed upon by the student and supervisor at the outset, with indicative deadlines for completion of the stages of the research programme.
- v. To give guidance about literature and sources, about requisite techniques (arranging for instruction where necessary) and about the problem of plagiarism.
- vi. To ensure that at least four formal meetings take place with the research student each year, with an agenda agreed in advance (using the student-Supervisor Meeting Form) and an agreed record of outcomes and targets following the meeting, which must be recorded.
- vii. To be accessible to students as appropriate at times other than formal meetings. The expectation is that they will meet frequently with students on an informal basis.
- viii. To convene a meeting of the student and all supervisors at least once per semester (twice per year). Principal Supervisors are responsible for arranging this meeting and ensuring the outcomes are recorded.
- ix. To encourage students to question critically the existing literature, the assumptions of the research project and the results they obtain.
- x. To arrange for students to talk about their work to staff or at PhD seminars and to have practice in oral examinations and to encourage students to communicate their findings to others in the academic community. Where appropriate, students should be encouraged to attend and contribute to conferences.
- xi. To ensure that students are made aware of inadequacy of progress or of standards of work below those generally expected. (Constructive criticism is an important role of the Principal Supervisor.)
- xii. To ensure that the needs of foreign students are taken fully into account during the early stages of research and to give help and advice on language problems and training where necessary.
- xiii. To ensure that Progress Reports are completed in accordance with the University procedure, to complete the relevant section of the report on behalf of the supervisory team and to ensure that students re-register promptly at the

beginning of each semester.

- xiv. To ensure that a draft of the thesis is read within an agreed timescale and suitable feedback given in good time to ensure submission.
- xv. To ensure that any circumstances that might require a student's formal registration to be amended or deferrals are brought to the attention of the SGS, via the SGPC, immediately.
- xvi. To assist the Head of Department with the selection of the Examiners, and to ensure that the student is prepared and supported for the oral examination.

4.3.3 Duties and Responsibilities of Second and other Supervisors

Staff appointed as Second (or third etc.) Supervisors have the following Duties and Responsibilities:

- i. To consult with the Principal Supervisor on the feasibility of the proposed project and the suitability of the student to undertake the research, before formal registration and in an initial meeting of the student and all supervisors.
- ii. To work collegiately with the Principal Supervisor to ensure successful supervision and completion of the work.
- iii. To assist the student and Principal Supervisor in completing a Skills Audit at the beginning of the student's first year.
- iv. To meet with the student and all members of the supervisory team at least once per semester (twice per year), to discuss progress and the direction the research is taking. There should be a formal record of these meetings. Second Supervisors are encouraged to keep a copy of this record.
- v. To be available at times other than formal meetings and provide general support as required to the student and the Principal Supervisor. The level of such involvement will vary, in accordance with the expected contribution agreed at the outset. In some cases, the role of the Second Supervisor will be a largely pastoral, supporting one, but in other cases the Second Supervisor will make an important academic input which would give rise to an expectation for a greater frequency of contact. This should be agreed with the student and the Principal Supervisor.
- vi. To discuss with the Principal Supervisor the student's progress as part of the Progress Monitoring.
- vii. To assist in the nomination of examiners.

4.3.4 Duties and Responsibilities of PhD Students

In addition to the general responsibilities described in the University Students' Handbook, PhD students have the following duties and responsibilities under this Code of Practice:

- i. To agree upon a programme of work with all supervisors at the beginning of their

first year and to review this at appropriate intervals in each academic year in consultation with the supervisors, ensuring that any deviation from the agreed programme is reported to supervisors without delay.

- ii. To familiarise themselves with the relevant regulations governing their degrees and the requirements imposed on them by those Codes of Practice and Statutes.
- iii. To ensure that their obligations to their sponsors and funding bodies are met by the timely submission of the thesis, and to meet any other requirements imposed by the conditions of sponsorship.
- iv. To devote the appropriate time and effort to their studies. Full-time students are expected to spend an average of 35 hours per week engaged in research (including formal skills training), normally on the University campus. Part-time students are expected to devote an average of 16 hours per week to their studies.
- v. To ensure that they undertake a Skills Audit and Personal Development Planning at the outset of their programme, in consultation with all supervisors and complete the required skills training as agreed with their supervisors.
- vi. To check their university email account on a regular basis and act promptly on messages received from the University.
- vii. To take the initiative in raising problems or difficulties, however elementary they may seem, and to ensure that any circumstances that are impeding their progress are brought to the attention of their supervisors at the earliest opportunity.
- viii. To discuss with supervisors the type of guidance and comment they find most helpful and to agree upon a schedule of meetings. There must be at least four formal meetings per year.
- ix. In advance of each formal meeting, complete an agenda using the student supervisor meeting form and send this to their Principal Supervisor. Following the meeting, to record the agreed outcomes and targets.
- x. To maintain the progress of work in accordance with the stages agreed with supervisors, including the presentation of written work as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
- xi. To complete the Progress Reports in good time to ensure re-registration at the beginning of the new academic session, and to complete other progress reports required.
- xii. To communicate research findings to others in the academic community, formally in the Annual Seminar as part of the Annual Progress Report, and at other opportunities as agreed with the supervisors.
- xiii. Before submission, to clear any laboratory area in which they have been working, including the safe disposal of unused surplus chemicals and other materials.
- xiv. To notify the School Board of their intention to submit the thesis at least six months in advance of submission, on the appropriate form to which they must

attach the

- a) thesis abstract.
 - b) evidence that they have participated fully and completed all components of the PhD programme.
 - c) evidence that they have cleared any laboratory area in which they have been working.
- xv. To ensure that the thesis is submitted before the registration expiry date; is the student's own work and is in the correct format, and that all appropriate acknowledgements have been made.

4.3.5 Duties and Responsibilities of the School Graduate Programme Coordinators

Under this Code, the SGPC have the following Duties and Responsibilities:

- i. To co-ordinate all departmental and School skills training in the relevant programmes, encouraging inter-disciplinary and cross-School initiatives, and considering student needs and external developments.
- ii. To undertake an annual review of all such research training taken by students in the school (i.e. at departmental, School and University levels), e.g. through obtaining student feedback.
- iii. To be a member of the School Postgraduate Committee and to represent the school's research students on that Committee. Other members of the committee will include representatives from the various departments within the school.
- iv. To monitor all new programme proposals that include research training, reporting to the appropriate School Committee considering the programme, and to the School Postgraduate Committee.
- v. To ensure that all School and departmental administrative procedures relating to research students are consistent with the Codes of Practice for Research Students and Supervisors and the Ordinances and Regulations governing the degree of PhD, and that good administrative practice is promoted generally within the school.
- vi. To oversee the annual monitoring exercise of research students in the school.
- vii. To consider the merits of individual student applications for changes in registration (e.g. for deferments or extensions), referring cases to the Coordinator of Postgraduate Research at the SGS for approval where they are supported and informing students and supervisors if they are not supported.
- viii. To consider requests for exemptions from any part of the Skills Training Programme based on prior learning, accreditation or experience.
- ix. To review individual supervisory arrangements upon request.
- x. To disseminate supervisory good practice, ensure that supervisory staff are appropriately trained and contribute to Supervisor Good Practice workshops as

necessary.

- xi. To consider departmental recommendations for Examiners of research students on behalf of the school, as required.
- xii. To use the funds provided by the Board of SGS to support research students, for example by providing funds for conference attendance or other training or promotional purposes.
- xiii. To promote and facilitate a thriving research student community.
- xiv. To make recommendations on appropriate business to the School Research and Ethics Committee and the School Postgraduate Committee.
- xv. To represent the Board of SGS and the University at Postgraduate research-related external conferences and meetings as appropriate.
- xvi. To ensure a smooth and effective handover of duties to their successor in post.

4.3.6 Code of Practice for the Head of Department

SGPC and Head of Department have the following Duties and Responsibilities under this Code of Practice:

- i. To ensure that the arrangements for supervision of a proposed new research student are appropriate, satisfy the University requirements and to request alternative nominations where this is not the case.
- ii. To ensure that any promotional literature aimed at recruiting research students meets the requirements of the University's Code of Practice.
- iii. To manage the Skills Training components offered by the department, ensuring that they are properly advertised to students and staff and that they understand how they operate.
- iv. To arrange Progress Monitoring of research students in the department.
- v. To complete the relevant section of the student's Annual Progress Report, satisfying themselves that the reports of the student and supervisors are substantially in agreement and seeking further information where this is not the case.
- vi. To be an independent person to whom the research student may turn to discuss any problems with a supervisor, for example.
- vii. To arbitrate if either student or one of the supervisors reports a problem in their working relationship.
- viii. To manage generally the administration of research students in the department, dealing with cases of slow progress in a timely fashion and being proactive in identifying and addressing perceived problems, with a view to facilitating timely and successful completion of the programme.
- ix. To report any problems or general issues which arise to the School Board.
- x. To represent the department's postgraduate business to the school, for example

in School meetings of the SGPC.

- xi. To ensure that all supervisors in the department have attended a Good Practice workshop and to assist in the arrangement of such workshops as necessary.
- xii. To ensure a smooth and effective handover of duties to their successor in post.

4.4 Code of Practice for PhD Examinations and Examiners

4.4.1 Appointment of Examiners

Recommendation for the appointment of PhD examiners is vested with the Head of Department and School Board. The Head of Department should adopt the following procedures prior to the submission of examiners' names to the Board of the SGS.

- I The Principal Supervisor, on behalf of the supervisory team, should present the Head of Department concerned with a documentary synopsis of a candidate's thesis indicating clearly the field or fields of specialist study that are involved, to ensure the Head of Department (and School Board) is aware of the expertise required of the examiners.
- ii Supervisors should also supply a list of proposed or potential internal and external examiners, with a clear indication of their specialized competence and how well these matches the detailed content of the candidate's thesis. (This is particularly important when the thesis embodies a range of work in disparate methodologies).
- iii. Supervisors should ensure that none of the proposed external examiners have had a substantial direct involvement in the student's research project/thesis.
- iv. Examiners should not be approached, even informally, until the Head of Department has seen the above documentation and has agreed to the nomination of the supervisor's suggested examiners.
- v. The Board of SGS shall consider and approve the list of proposed examiners. The Board shall write officially to the examiners after approval outlining the terms of appointment and their responsibilities.
- vi. Candidates must not be consulted about, nor informed of, the choice of examiners until the formal appointment of examiners by the University has taken place.

4.4.2 Duties and Responsibilities of Internal Examiners

The internal examiner(s) (supervisors) have the following responsibilities under this Code:

- i. To prepare an independent report on the thesis in advance of the examination, identifying any concerns and giving recommendations. This must not be disclosed to or discussed with the student or the supervisors prior to the oral examination.

- ii. To participate in the oral examination and to present a joint signed report with the external examiners of the recommendations to the Board of SGS.
- iii. To ensure that the corrected thesis is in accordance with the recommendations of the panel of the examiners.

4.4.3 Duties and Responsibilities of External Examiners

External Examiners in accordance with the terms of their appointment, have the following responsibilities:

- i. To read the thesis and prepare a report on it in advance of the oral examination, identifying any concerns and giving a recommendation. This must not be disclosed to or discussed with the student or the supervisors prior to the oral examination.
- ii. To meet with the internal examiner and any other external examiners and the Dean of the SGS or his/her representative on the day of the examination before the candidate is seen, and to outline how the examination is to proceed.
- iii. To conduct himself/herself in the oral examination in a way which is fair and reasonable and give the candidate every opportunity to explain and defend his/her work.
- iv. To be rigorous in ensuring that the thesis and the candidate have been examined in accordance with the Statutes of University of Health and Allied Sciences.

4.4.4 Regulations governing the conduct of university examinations.

- i. A candidate for a University Examination must have followed the approved course of study as a candidate over the required period and must have registered for the examination.
- ii. Entry to the Examination shall be by registration and shall be duly endorsed by the Head(s) of Department and submitted to the relevant officer at the Academic Affairs Directorate not later than six weeks after the commencement of the semester.
- iii. A candidate shall not be admitted to a University Examination if he or she:
 - a. has not been entered for that paper.
 - b. has audited the course for which the examination has been set.
 - c. owes fees to the University or its halls of residence/hostels.
 - d. is under suspension or has been dismissed from the University.
- iv. It shall be the duty of the candidate to consult the daily timetable (to be made available at least twenty-four (24) hours in advance) to ascertain the day and time of examination papers that he or she is registered to sit. The candidate is expected to be available at the appointed place at least thirty (30) minutes before the examination is scheduled to begin.

- v. A candidate shall be refused admission to a UHAS Examination if he or she reports to the examination venue more than fifteen minutes after the actual commencement of the examination.
- vi. It shall be each candidate's individual responsibility to provide functional and adequate writing implements and equipment, including pen, pencil, calculator, straight-edge, compass, correction fluid, and an eraser as needed.
- vii. It is the candidate's responsibility to ensure that the correct question paper has been provided, along with other materials needed for the examination, and to verify that the copy of the question paper(s) provided is complete, legible and satisfactory in every respect before the call to start work.
- viii. Concerning candidates with special needs, it is the individual candidate's responsibility each semester to submit in writing to the Registrar a record of his or her anticipated examinations and requirements, immediately upon the production of the Examination Registration Lists by the Heads of Department. The candidate thereby shall allow adequate time for the University to decide to ensure wheelchair access to examination venues, brailing of question papers, or other specified assistance to be provided.
- ix. An examination candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper, written or digitalized information or cellular/mobile phones or other unauthorized material. No such material shall be deposited at the entrance to the Examination Room or in the washroom or in the immediate vicinity of the Examination Centre.
- x. No candidate shall enter the Examination Room until invited or called by the Invigilation staff.
- xi. Any candidate who is seen with lecture notes or book or cellular/mobile phone or any unauthorized calculator or 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 academic offence, and shall be banned from the examination and awarded a grade X.
- xii. A candidate shall uphold the highest standard of civility and courtesy in a UHAS examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or who demonstrates misconduct in any manner to an examination official at an examination centre, thereby commits an academic offence and may be liable to allegations of further civil or criminal violations. Such a candidate shall be banned from the examination venue and awarded a grade X.
- xiii. A candidate who is suspected of hiding unauthorized material on his or 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 offence to destroy or to attempt tampering with evidence of unauthorized material.
- xiv. For the purpose of identification by the Chief Invigilator or Assisting Invigilator, an examination candidate shall carry a valid candidate identity card which shall be

- placed on the examination table and remain available for inspection throughout the examination exercise.
- xv. The Chief Invigilator presiding at an Examination Centre shall reserve the right to refuse entry or to expel any candidate who is without a valid identity card and who is unable or refuses to present the card upon request.
 - xvi. A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Examination Attendance Sheet commits an academic offence.
 - xvii. A candidate who signs the Attendance Sheet and fails to submit a paper, or submits an unidentified or defaced paper, commits an academic offence.
 - xviii. A candidate who willfully or negligently writes an illegible ID number, or an incorrect ID number on the front or anywhere throughout the answer booklet(s) submitted for a mark, commits an academic offence.
 - xix. The following forms of communication are prohibited in the examination room:
 - a. Candidates shall not pass or attempt to pass any information or instrument to each other during an examination.
 - b. Candidates shall not copy or attempt to copy from another, nor aid and assist in such copying.
 - c. A candidate shall not disturb or distract any other candidate during an examination.
 - d. Candidates may attract the attention of an Invigilator by raising their hands.
 - xx. Smoking or drinking alcoholic beverages is not allowed in the Examination Room.
 - xxi. Candidates may leave the examination room temporarily only with the expressed permission of the Invigilator. In such cases, the Invigilator will be required to ensure that a candidate does not carry on his or 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 Invigilation Attendant designated by the Invigilator.
 - xxii. A candidate who finishes an examination ahead of the prescribed time may leave the Examination Room after surrendering his or her answer booklets, but not earlier than thirty minutes from the commencement of the examination. The candidate shall not be allowed to return to the Examination Room.
 - xxiii. At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the room.
 - xxiv. Chief Invigilators reserve the right to retain other materials used by the candidates after they have left the room including questions papers.
 - xxv. Candidates should not in any way mutilate or interfere with the stapling or material integrity of the answer booklets. Any complaints about the answer booklets should be brought to the attention of the Invigilator.

- xxvi. A candidate who fails to be present at an examination without any satisfactory reason and without prior written permission of the Registrar 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. misreading the timetable
 - b. forgetting or remaining ignorant of the correct date and time of an examination
 - c. inability to locate the examination venue in sufficient time.
 - d. inability to rouse oneself from sleep in time for the examination.
 - e. failure to find transport.
 - f. loss of a relation
 - g. pregnancy
 - h. such similar reasons
- xxvii. A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions and any other sanction in the Statutes of the University:
- a. a reprimand
 - b. loss of marks
 - c. cancellation of a paper (in which case zero shall be substituted for the mark earned)
 - d. withholding of results for a period
 - e. award of grade X or Z
- xxviii. A grade Z leading to failure in the entire semester's examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper. 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
- xxix. Provisional results of University Examinations shall be posted on the University notice boards and on the MIS web on the University's website www.uhas.edu.gh. It shall be the responsibility of the candidate to consult the notice boards and the candidate portal for the provisional results of any examination taken.
- xxx. A candidate who is not satisfied with the results of a University Examination may request a review by submission of an application to the Registrar. The applicant should retain evidence of having paid the review fee which shall be determined at not less than three times the normal Examination Fee.

- xxxi. An application for a review of examination results shall be submitted to the Registrar not later than twenty-one (21) days after the release of the said results as approved by the Board of Examiners, and shall include grounds for the review, such as a basis for suspicion that malfeasance, negligence, discrimination, or unfairness influenced determination of the initial grade.
- xxxii. An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be valid.
- xxxiii. No action shall be taken on an application which is submitted and pre-paid outside the time stipulated. If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.
- xxxiv. The Board of Examiners may authorize the Registrar to amend the results as released in the light of an examination review.
- xxxv. No application whatsoever for review of a grade shall be entertained later than five (5) years after the latest date of registration for the examination in question.

4.4.5 Examination malpractices and offences

- I. Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including but not limited to:
 - a. refusal on the part of a candidate to occupy an assigned place in a Examination Room.
 - b. any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination.
 - c. smoking or imbibing any illegal substance
 - d. leaving an Examination Room without permission of the Invigilator
 - e. refusal to follow instructions.
 - f. attempting to bully or threaten or manipulate Invigilation personnel.
 - g. attempting to misrepresent candidate's identification on exam materials.
- ii. The Chief Invigilator or any Examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations.
 - a. On the notice of the Registrar, the Pro Vice-Chancellor shall constitute an Inter-School Committee on Examination Malpractice to investigate all examination offences that have come to attention.
 - b. In respect of offences occurring outside the precincts of an Examination Room, the Dean of School shall cause an enquiry to be made into any reports that reach him/her and submit his findings to the Registrar.
- iii. The Joint Board of Examiners shall review all reports received in connection with

an examination malpractice or an offence. Based on its review, the relevant Board of Examiners may recommend imposing a sanction that involves loss of marks in a particular paper.

- iv. A grade of Z shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper or has misconducted himself or herself during an examination exercise. Such a candidate may be barred from taking a University Examination for a stated period, or indefinitely, or expelled from the University.
- v. In all instances of examination malpractices or offences, a formal report from the Joint Board of Examiners shall be made to the Academic Board.
- vi. The Academic Board may review all such reported cases and may determine sanctions as it deems fit.

SECTION IV. ORDINANCES AND REGULATIONS

In the following Ordinances and Regulations some arrangements are identified as being “exceptional”. In such cases, approval for these arrangements must be obtained from the SGS prior to initial registration for the degree.

Within these regulations the word “thesis” is used generally to represent the total submitted work to be examined for the degree.

5.1 Ordinance and Regulations for the degree of Doctor of Philosophy

5.1.1 Ordinance

The University of Health and Allied Sciences, for the encouragement of graduate research study, has established a Doctor of Philosophy (PhD) degree programme.

The degree of Doctor in Philosophy may be conferred on a graduate of this University, who based on a research programme, has made an original and significant contribution to knowledge and who has submitted a thesis embodying the results of his/her individual research.

Candidates for the degree will comply with the conditions contained within one of the following clauses:

- i. He/she has pursued a full-time PhD programme at the University.
- ii. He/she has pursued a part-time PhD programme in the University for not less than four years; the time spent studying during this period being equivalent to not less than two years full-time study.

For candidates registered under each of the above clauses, the following further conditions shall apply:

- a. The research must be carried out under the supervision of at least two members of the academic staff of the University or Affiliated Institution appointed by the appropriate Head of Department.
- b. The Academic Board may exceptionally permit a part or all the research to be pursued outside the University under approved conditions.
- c. Before the commencement of the programme, each candidate must have submitted evidence satisfactory to the University of adequate training and ability to pursue the proposed programme of research.
- d. Final submission for the degree shall not include work for which a degree or other qualification has already been awarded, except for the sake of completeness where some previous work has been substantially further developed. In that case, all such work shall be clearly identified.
- e. Only papers or book(s) written during the period of registration for the degree will be admissible and the papers or book (s) submitted should have a common theme with an identifiable link.

5.2 Regulations

5.2.1 Full and part-time candidates

Every candidate is required during his/her course of study to devote the whole of their time to research. A Full-time Student shall be taken to be a candidate pursuing a full-time programme of study the duration of which shall not be longer than sixty months from the date of registration for a PhD.

- i. Upon application to the University, a student registered under this clause may exceptionally be permitted to transfer his/her registration from full-time to part-time study. If a student is permitted to transfer his/her registration from full-time to part-time study after one year, the thesis may not normally be presented for examination before the end of the fifth year of registration or later than the seventh year of registration. If a student is permitted to transfer his/her registration from full-time to part-time after two years, the thesis may not normally be presented before the end of the sixth year of registration or later than the eighth year of registration. Transfers to part-time registration requested after more than two years of full-time registration will not be permitted. A student must state in clear terms before registration whether he/she will be a part-time or full-time student at the University of Health and Allied Sciences.
- ii. A thesis will normally be submitted for examination within four years of first registration for the degree and not later than the end of the sixth year of registration. No extension of the period of registration will be granted, except with the special permission of the SGS, and then normally only for reasons of ill health or circumstances outside the control of the candidate. Notice of intention to submit a thesis shall be given on the prescribed form to the SGS not less than six months before the date of submission.

5.2.2 For all Candidates

- i. A candidate who has been accepted for a programme for the degree of PhD may be permitted by the SGS to transfer to the programme for the Master of Philosophy degree provided that such transfer takes place before the thesis is submitted.
- ii. Every candidate shall register as a student at the University at the beginning of his/her programme, and again at the beginning of each semester, subject to the submission of a satisfactory report on the progress of his or her study.
- iii. A student who is registered for the degree of PhD shall not be registered for any other degree, diploma or certificate in the University (except where such a certificate is mandated as part of the PhD programme).
- iv. There shall be three Examiners including two external examiners. The candidate's Head of Department shall normally be consulted before the Examiners are appointed.
- v. Every candidate shall be required to complete the Graduate Skills Training Programme to the satisfaction of the SGS.

- vi. A candidate shall state generally in the preface and specifically in the body of the thesis, the sources from which his/her information is derived and the extent to which she/he has availed himself/herself of the work of others.
- vii. For monograph thesis format, the thesis should be a minimum of 95,000 words and a maximum of 100,000 words, including footnotes and appendices unless there is a written permission obtained from a candidate's supervisors and the Head of Department concerned.
- viii. After the internal examiner has approved the corrected thesis for final print, two hard copies and an electronic copy of the final corrected thesis shall be submitted to the SGS for onward transmission to the UHAS thesis repository. The final hard copy shall be archived by the library.
- ix. The thesis shall be accompanied by a separate abstract indicating the aims of the investigations and the results achieved. Each abstract must not be longer than can be accomplished by single spaced typing on one side of an A4 sheet, i.e. about 450 words maximum and must show the author and title of the thesis in the form of a heading.
- x. Where a collection of original creative material is also submitted for examination, the archival record should include photographic, video, and electronic format, which encompasses the material submitted and any artefacts or documentation integral to the creation of the work. A short inventory with brief descriptions should also be included.
- xi. An oral examination of the candidate shall be held when the Examiners shall examine the candidate about the thesis and on matters relevant thereto.
- xii. Each Examiner shall prepare an independent written report before the oral examination. After the oral examination, a joint report should be prepared, including, when appropriate, an agreed recommendation.
- xiii. The Examiners may recommend:
 - a. that the student has passed and therefore the degree should be conferred.
 - b. that the student has passed, and the degree should be conferred subject to the candidate making minor modifications to the thesis, which do not alter the substance of the thesis in any significant or fundamental manner, to the satisfaction of one or more of the examiners, as may be agreed between them.
 - c. that the candidate has not passed and should be permitted to make major modifications to the thesis, and this should be re-submitted for examination and approval. A second oral examination shall normally be held, but this may be waived at the discretion of the examiners.

5.3 Regulations for PhD Degree Appeals

These regulations are applicable to students registered on the research degree programme leading to a Doctor of Philosophy (PhD) and deal with possible appeals against the final decision of the Examiners.

1. A candidate for a PhD degree may appeal against the decision made by the Board of SGS that he/she be deemed not to have attained the standard required for the PhD degree and that an MPhil degree be awarded.
2. A candidate may give notice of appeal against the decision of a Board of SGS, or the Examiners appointed to assess a written thesis on one or more of the following grounds:
 - a. That there were procedural irregularities in the conduct of the examination (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the Examiners would have reached the same conclusion if they had not occurred.
 - b. That there exist exceptional circumstances affecting the candidate's performance of which the Examiners were not aware when their decision was taken.
 - c. That there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the Examiners.
 - d. That the supervision or other arrangements during the candidate's period of study were unsatisfactory.

Appeals made under clause 2(d) may only be considered if there is "good reason" for the candidate not to have acted via the Annual Progress Report process or made a complaint (using the University's Complaints Procedure) at an earlier stage or not to have informed the Examiners of any exceptional circumstances. Appeals cannot be made on any grounds which dispute the academic judgement of the Examiners.

3. A candidate shall submit any appeal in writing to the Dean of the School concerned within ten days of receiving notification of the result of the examination.
4. The Dean of the School concerned, in consultation with the SGS and the SGPC, shall forward to the Vice-Chancellor any appeal duly received and shall advise the Vice-Chancellor whether the case is of sufficient substance to be given further consideration (provided for in Schedule K of the University statutes).
5. The Vice-Chancellor shall determine whether the conditions for appeal have been satisfied and warrants consideration by the Research Degrees Appeal Board.
6. If the Vice Chancellor determines that an appeal does not warrant such consideration, the appeal shall be dismissed, and the candidate shall be informed of the reasons for its dismissal.
7. It shall be the duty of the Research Degrees Appeal Board to consider and decide upon appeals referred to it by the Vice Chancellor.

8. When an appeal is referred to the Research Degrees Appeal Board, the candidate who lodged the appeal shall receive a written notice from the Registrar:
 - i. Giving at least ten days' notice of the date on which the appeal will be considered by the Board.
 - ii. Informing them that they have the right to present their case in person and to be accompanied by a member of the University of their choice or to nominate a member of the University to appear for them.
9. When an appeal is made on the grounds stated in Clause 2(c), the Examiners will be invited to respond to the appeal via the Secretary to the Board. When an appeal is made on the grounds stated in Clause 2(d), the Supervisors will be invited to respond via the Secretary to the Board.
10. The Board, having considered the evidence and taken such advice as may be necessary, shall take one of the following decisions:
 - i. where the appeal is on either of the grounds stated in Clause 2(a) and 2(b) of these Regulations:
 - a. To reject the appeal, in which case the decision is final.
 - b. To recommend to the Examiners that, for reasons stated, they should reconsider their decision.
 - c. To give the candidate permission to revise the thesis and re-submit for re-examination.
 - ii. Where the appeal is on the grounds stated in Clause 2(c) of these Regulations:
 - a. to reject the appeal, in which case the decision is final.
 - b. to determine that the thesis should be re-examined.
 - iii. Where the appeal is on the grounds stated in Clause 2(d) of these regulations:
 - a. to reject the appeal, in which case the decision is final.
 - b. to allow the candidate an opportunity to submit a revised thesis for examination under conditions to be determined by the Research Degrees Appeal Board.
11. If the Board determines that the thesis should be re-examined, in accordance with Clause 10 (i) of these Regulations, the following procedures shall be followed:
12. If the student's appeal is unsuccessful, they shall bear the full cost of the appeal process



SECTION V: APPENDICES

APPENDIX I: FORMAT FOR PRESENTATION OF THESES

The following notes have been produced for the guidance of research degree candidates in the presentation of their theses. All students, however, should ensure that they also consult their supervisor(s) about the presentation of their theses.

i. **Sources**

Candidates must state generally in the preface and specifically in the body of the thesis the sources from which their information is derived and the extent to which they have availed themselves of the work of others.

ii. **Length**

The various Regulations require that for monograph thesis format, the thesis should be a minimum of 95,000 words and a maximum of 100,000 words, be submitted for PhD including the footnotes and appendices, unless written permission has been obtained from the candidate's supervisor, the Head of the Department and the appropriate School Coordinator of Postgraduate Research. For PhD by publication format, candidates should consult the detailed guidelines.

iii. **References**

References to all published work (books, journal articles, conference proceedings, newspaper articles, etc.) should be given using the **Harvard (Author-date) Style of referencing**. As a rule of thumb, candidates should endeavor to be consistent in the format of style used throughout the thesis.

iv. **Number of copies required for examination.**

Three copies of the thesis and any supporting papers are normally required. These must be submitted to the Head of Department who will decide for the examination of the thesis.

After the examination, the candidate submits three copies in permanent bindings to the SGS.

PhD students are required to submit an electronic copy of the final approved version of their thesis. Guidelines for the submission of electronic theses are available from the University Library.

v. **Restrictions on access to theses**

An author may impose restrictions on access to theses and copying annually for up to five years, if the Head of Department endorses the author's statement that such restriction is necessary for good reasons, e.g. preparation for publication or a patent application. This will not prevent the publication of the Abstract. Permanent restriction is not permitted, nor does the University accept theses written under contracts of secrecy.

vi. **Presentation and Layout**

- a. **Font Type and Size:** Theses should be typed in New Times Roman Font

Size 12 and line spacing of two (2).

- b. Chapter headings should be in New Times Roman Font Size 14 Bold.
 - c. Font sizes for indented citations, graphs, figures and tables should not be lower than New Times Roman font size 10.
 - d. Page Numbers: Page numbers should be centred at the bottom of pages throughout the thesis.
 - e. The preliminary pages should be numbered with Roman numerals.
 - f. Page numbering in Arabic numerals should run through the entire thesis.
- vii. **Typing, printing and copying:** Type must be uniform and clear in all copies, for both text and illustrations. The minimum height for capital letters is 2 mm and the minimum x-height (height of lower- case “x”) 1.5 mm. The main body of the text must be in black ink on white paper.

A personal computer with a printer of good quality (e.g. laser or inkjet) must be used to produce the first copy. Good, permanent photocopies on plain paper are acceptable for the second and third copies. Copies made by chemical means, which may fade, are not acceptable. The copier must be checked before use to ensure that it does not produce extraneous marks on the copies.

- viii. **Binding and lettering:** Theses may be presented for examination in either permanent or temporary bindings.

a. *Permanent binding*

The thesis to be bound in book form in a strong cloth of blue-black colour. Maximum thickness 65 mm (“2½”): if of greater thickness, two or more volumes per copy will be required. The binding of all volumes must be identical. The thesis should be bound in such a way that it can be opened fully for ease of microfilming.

Lettering on permanent bindings to be in gold. *Front cover:* title of thesis.

Spine: Top: degree. Middle: surname and initials. Bottom: year of submission

b. *Temporary binding*

The thesis should be presented in such a way that the pages could not be readily removed. The candidate's surname, initials, the date (month and year) and the degree to be shown on the outside front cover.

- ix. **Title page:** (*Centred*) Title of thesis *then* Thesis submitted in accordance with the requirements of the University of Health and Allied Sciences for the degree of Doctor of Philosophy (or other degree as appropriate) by *full forenames and surname, then (centred)* Date (month and year) with suitable line spacing.
- x. **Table of contents:** The table of contents must show chapter headings and page numbers. All separate sections of the thesis, such as bibliography, lists of abbreviations, supporting papers, etc., must also be identified on the contents page.
- xi. **Abstract:** Each copy of the thesis must be accompanied by a separate copy of the Abstract indicating the aims of the investigation and the results achieved. For

microfilming purposes, it must:

- a. be typed; good photocopies are acceptable.
 - b. be no longer than can be accomplished by single-spaced type on one side of an A4 sheet (about 500 words).
 - c. show the author and title of the thesis in the form of a heading.
- xii. **Paper:** A4 white bond paper of 70 to 100 g/m² weight must be used for both originals and photocopies, except for any endpapers which carry no text.
- xiii. **Margins and Line Spacing:** Margins should have the following minimum settings: 2.0 cm for top, bottom and right margins and 4.0 cm for left margin. Double line spacing is advised. Quotations may be indented. Authors should check the text carefully for “widows and orphans” and make full use of all error-checking facilities.
- xiv. **Page Numbers:** Pages should be numbered consecutively and the position of page numbers (candidate's choice or as advised by the supervisor) should be consistent throughout.
- xv. **Footnotes** should be inserted at the foot of the relevant page in single line spacing. Smaller types may be used, if available. A line should be ruled between footnotes and the text. Footnotes should be numbered consecutively throughout the thesis.
- xvi. **Diagrams, Maps, Illustrations and Supporting Material:** Diagrams, maps and illustrations should be placed as near to the relevant text as possible. If it is necessary to place illustrations in a separate volume, the binding must match that of the text. Photographs must be prints of good quality and adequate size. Identical and permanent prints of any monochrome or colour photographs used must be securely mounted in each copy of the thesis.

Essential material that cannot be sewn in (large charts, tapes, USB drives, CDs, etc.) must be placed securely in a pocket attached to the inside back cover of each copy by the bookbinder. Before submitting material that cannot be read without special facilities, candidates must satisfy themselves and their supervisors (a) that it is essential to include such material and (b) that the Examiners have ready access to such facilities.

APPENDIX II: ACADEMIC APPEALS

Notes for the Guidance of Students Intending to Submit an Academic Appeal

NB: The Regulations governing the appeals procedure are available in Section IV of this handbook.

- i. If you intend to submit an appeal against a decision not to award a degree, or not to allow resubmission for a degree, you must consult a copy of the Regulations governing the academic appeals procedure at PhD degree level.
- ii. When submitting an appeal in writing to the Dean of the School, you must specify precisely the grounds (refer to i above) on which the appeal is based.
- iii. If your appeal is based on more than one of the grounds as defined in the Regulations, you should structure your arguments carefully, dealing with each ground in turn. You should bear in mind that, if the Vice Chancellor decides that your case is to be considered by the Research Degree Appeals Board, your appeal statement submitted to the Dean will be considered subsequently by the Board. You should therefore take care to ensure that, for each of the grounds stated, you supply comprehensive and accurate evidence. Your comments should be confined to facts rather than opinions.
- iv. The following guidelines should be noted when constructing an appeal:

Regulation 2(i)

If you consider that there were procedural irregularities in the conduct of the examination, you should give a detailed explanation showing the precise sequence of events. You must also state your reasons as to why you consider that the Examiners would have reached a different conclusion if such irregularities had not taken place.

Regulation 2(ii)

If there exist exceptional circumstances affecting your performance, of which the Examiners were not aware when their decision was taken, you should give full details of these circumstances. You should explain the reasons why the Examiners were not made aware of these circumstances and, if ill health is involved, you must include the appropriate supporting medical evidence.

Regulation 2(iii)

If you consider that there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the Examiners, you must state clearly what your evidence is.

In instances where you consider that prejudice or bias was apparent, you must give informative illustrations and examples. If you consider that your assessment was inadequate you must support your view with factual evidence only.

- v. If the Vice Chancellor determines that your appeal warrants consideration by the Research Degree Appeals Board, you will be provided with information concerning the Examiners report. It is important to bear in mind that Examiners reports are private and confidential and the form in which the report is made available both to yourself and the Research Degree Appeals Board is wholly dependent on the University obtaining the appropriate permission from the Internal and External Examiners involved. If the Examiners are unable to give such permission, they will be informed that the appellant and the Research Degree Appeals Board will be given an unattributable summary of the main points of their reports.
- vi. Before the hearing takes place, you will also be provided with a summary of the evidence available to the Board.
- vii. When an appeal is on the grounds that there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the Examiners, the Board may invite one or more expert witnesses to be present at the hearing. Both the Board and you may put questions to the expert witnesses, but such persons will remain in the room only during your presence. You should note carefully that, even if your appeal is based not only on those grounds shown in Regulation 1(iii), any questions you put to an expert witness must be confined solely to matters concerned *directly* with allegations of prejudice or of bias or of inadequate assessment on the part of one or more of the Examiners.
- viii. When you receive a written notice of the date on which the appeal will be considered by the Board, you will also be informed of the membership of the Board and if appropriate, the name(s) of any expert witness(es) attending the hearing. You will be requested to provide the name of a member of the University if you elect to be accompanied to the hearing or have that member appear on your behalf.
- ix. Under normal circumstances the Board will inform you of its decision immediately following its deliberations. The Registrar or his/her nominee will also notify you in writing of the decision of the Board. If your appeal is unsuccessful, the Board will inform you of the grounds on which it has reached its decision.

Complaints Procedure

The University has established a complaints procedure for all students, including postgraduate research students. Details of the procedure may be found on the following web page: www.uhas.edu.gh

APPENDIX III: UHAS REGULATIONS FOR COMPLAINTS PROCEDURE

Procedure for Complaint and Redress at Postgraduate Research Level

i. Grounds for Complaint:

A student has grounds for complaint on any of the following:

- a. Inadequacy of supervisory arrangement including the non-availability of the supervisor at crucial times during study and lack of constructive criticism of the work.
- b. Lack of satisfactory progress for reasons outside the control of the student including lack of facilities to adequately tackle work required.
- c. Lack of effective working relationship between a student and his supervisor including serious difference between the student and supervisor in the approach to the solution of a problem.
- d. Any other reasonable ground acceptable to the SGS.

ii. Procedure for Complaint:

A student who has grounds for complaint must:

Address his complaint in writing to his Head of Department, (in the first instance) The complaint must contain:

- a. An explicit statement
 - b. The stage at which he/she had reached in his/her research at the time of complaint.
 - c. The expected date of completion of his research programme.
- iii. The Department, in the handling of complaints, shall appeal to the Graduate School Board by addressing his complaint in writing to the Dean of the SGS.
- iv. It shall be obligatory for the Dean of Graduate Studies to ask for the Head of Department's comments.
- v. The Board shall then consider the complaint and take the appropriate decision.

APPENDIX IV: UNIVERSITY POLICY ON PHD STUDENTS AND POSTDOCTORAL RESEARCH STAFF UNDERTAKING TEACHING DUTIES

- i. Postgraduate students who are registered for a PhD degree and postdoctoral research staff should be allowed and encouraged to undertake a limited amount of teaching and continuous assessment work when appropriate.
- ii. The participation of such individuals in teaching should be subject to the approval of their supervisor and the Head of Department and should be on a voluntary basis. PhD students and postdoctoral research staff should not be required to carry out teaching activities unless at the time of their appointment or subsequently it has been agreed with them that such activities should form part of their duties. Care should be taken to comply with the terms of any external sponsorship or research grant funding for the individual relating to teaching activity.
- iii. Any teaching activity undertaken by postgraduate students or postgraduate/postdoctoral research staff should be subject to a letter of agreement, setting out the duties and the amount of time (contact and preparation) to be spent on the activity and, if appropriate, the payment which will be made.
- iv. The maximum amount of time any full-time PhD student or postdoctoral researcher may spend on teaching or assessment activity, including preparation time, whenever it is undertaken, is ten hours per week. Where candidates have an upper limit on the number of hours worked imposed by their sponsor, this should be adhered to. Where such activity is spread unevenly during the year, an average of fifteen hours per week through a semester may be used as the basis for the agreement. In exceptional cases, particularly for teaching that involves field courses where the number of hours is difficult to quantify and the distribution is very uneven, variation to this condition may be arranged, subject to agreement by the Dean of SGS.
- v. No Supervisor may request that a PhD student or postdoctoral researcher undertake any teaching or assessment activity, informally, outside of the agreed arrangement.
- vi. Teaching and assessment activity may include laboratory demonstration/practical work, field courses, tutorials, and marking of practical, assignments or essays. In accordance with the University's Code of Practice on Assessment, all work marked by PhD students or postdoctoral research staff must be appropriately moderated and they must not act as the sole examiner of any summative assessed work. PhD students and postdoctoral research staff may undertake occasional formal lectures on areas within their expertise provided appropriate training has been given.
- vii. All postgraduate students undertaking any teaching activity should be paid the appropriate fee, set from time to time by the University.
- viii. It is the joint responsibility of the PhD student or postdoctoral researcher and the

supervisor/grant holder to ensure that any external funding agency supporting the student/researcher allows teaching/assessment work to be undertaken. If the conditions imposed by a sponsor in relation to teaching activities are different from those set out in this policy document (e.g. PhD programmes funded by the Wellcome Trust or others), then the sponsors conditions or accepted practices should prevail, provided that the maximum of ten hours per week teaching limit is not exceeded.

- ix. No PhD student or postdoctoral researcher shall undertake any teaching without appropriate training and initial supervision. Each Department should arrange for attendance at a training session at the start of each academic year by any PhD students or postdoctoral research staff whom they wish to use as teaching assistants for the first time. Such training may be provided by individual departments, by groups of cognate departments or by the appropriate agency of the University. The training should equip the students/researchers with the skills required to carry out effectively the teaching duties which they will be undertaking and should include advice on assessment and providing tutorial support, as appropriate. Relevant health and safety issues should also be covered.
- x. Each School should identify a member of its academic staff to act as Doctoral/Postdoctoral Teaching Mentor. They will take responsibility for all quality assurance issues concerned with the teaching activities of PhD students and postdoctoral research staff and deal with any problems arising from this work that any individual might have. Mentors should be trained, and the appropriate agency of the University will provide such training.
- xi. In addition to such generic training, PhD students and postdoctoral research staff should receive advice from a designated staff member for each module or activity they support; this designated staff member will normally be the lecturer involved. They should meet to clarify the aims, objectives and content of the programme and the module involved the method of assessment to be used, the nature of the teaching required and the support which will be offered by the staff members. The Doctoral/Postdoctoral Teaching Mentor is responsible for ensuring that such meetings take place and that the level of support required is provided, and in each case, they will require a statement to this effect signed by both parties.
- xii. Work undertaken should be added to any record of achievement established for PhD students. As a minimum, the student should receive from the Head of Department in which the teaching is carried out a formal statement of the work performed.
- xiii. Advertising of teaching opportunities should be fair and open in accordance with the University's equal opportunity policy.

The full document with the above annexes may be found at: www.uhas.edu.gh

APPENDIX V: POLICY IN RESPECT OF LONG-TERM SUSPENSIONS OF STUDIES ON MEDICAL GROUNDS FOR PGR STUDENTS

- i. As a first request on medical grounds, a student may, at the discretion of the Dean of the SGS, be granted a suspension of no more than one full academic year. Periods must be requested in whole months, from one month to a maximum of twelve, and supported by medical evidence from a qualified medical practitioner. Requests for suspensions longer than twelve months will be rejected automatically.
- ii. The student must contact their department before his/her suspension has elapsed, to confirm their intentions. If a shorter period of suspension is granted, the expectation would be that the student would contact the department at least two weeks before the suspension ends. If after a sum of 12 months suspension the student is not able to resume studies, the University may require them to see a medical practitioner of its choice or may accept the opinion of a practitioner chosen by the student. In either case, the medical report must offer an opinion as to whether the student is likely to be able to resume studies in no more than six further months.
- iii. Where the medical evidence clearly states an expectation of studies being resumed after no more than six further months, further suspension will normally be permitted for that period only. After this, the student will be expected to resume studies and, if this is not possible, the registration will lapse.
- iv. Where the medical evidence states that the student will be unlikely to resume within six further months, or where no supporting medical evidence is obtained, no further suspension of studies will be permitted. If the student is not prepared to resume studies at that point, the registration will lapse.
- v. Where registration is lapsed, the student should be written to. The letter should set out why a further suspension cannot be considered, and should make clear that, in instances where a student's health improves in the future, a new application for postgraduate study would be considered.

APPENDIX VI: TERMINATION OF STUDIES

Procedure for Terminating PhD Students' Studies on the Grounds of Unsatisfactory Progress

Stage One

- i. If a student's progress is thought to be unsatisfactory at any point during the academic year, the student should be warned of the situation in writing. This may take one of the following forms:
 - a. A formal letter from the Head of Department, through the Dean of the School to the Board of the SGS requesting for the student status to be discontinued. The Board shall consider all evidence brought before it in making a final determination to the proposal from the Head of Department.
 - b. A formal recommendation on the student's annual progress report by the Head of Department. The student and the supervisors must be made aware of such a recommendation if this route is used.
- ii. Whichever format is used, written warnings should detail the reasons for concern, and set clear targets for improving performance. A realistic timescale for achieving improved progress must be set, which should not be less than two months for a full-time student and four months for a part-time student. It should also be stated how the student's efforts in satisfying the targets will be evaluated and by whom. Evaluation should involve all supervisors and at least one independent member of staff, normally the School's Coordinator of Graduate Programmes.
- iii. Where a student responds to the written warning and satisfies the supervisors and School Coordinator of Graduate Programmes, that progress is now satisfactory, this should also be confirmed in writing by the Head of Department, with a copy to the supervisors and Dean of the SGS through the Dean of the School. This will end the process. Any concerns about progress in the future would require the procedure to be commenced again at Stage One.
- iv. A final determination for a student to terminate his/her programme shall be by a written letter by the registrar to the student.

Stage Two

If a student does not respond to the written warning or does not satisfactorily meet the targets set or otherwise gives continued cause for concern, the Dean of Graduate School will constitute a panel to review the case.

- v. The meeting will be used to discuss the concerns in detail. At the end of the meeting, the panel will decide either:
 - a. to terminate the student's studies immediately, or

- b. to give the student a final opportunity to improve his/her performance, setting agreed tasks by a specified date.
- vi. A letter must be sent by the Dean of the SGS giving details of the agreed outcome of the panel meeting. If option (ii) is used, students will be informed that failure to meet any of the requirements of the panel will result in termination of studies. The letter must be copied to the Pro-Vice Chancellor, Registrar and the Dean of the respective school of the student to be entered onto the student's file.

Stage Three

- vii. If the panel agrees to give the student a final opportunity to improve progress and a letter to that effect was sent, the panel must agree who amongst them has responsibility for considering the student's response. In most cases, this will be the supervisors. The panel must also agree the timescale to which the student must respond.
- viii. If a student has addressed the concerns over progress and met the conditions specified in the letter sent by the Dean of the SGS, the supervisors should inform the School Dean of this in writing, with a copy to the Pro-Vice Chancellor and the Registrar. This will end the process. Any concerns over future progress would require this procedure to be commenced from Stage One.
- ix. If the student has not met the conditions imposed, the supervisors must report this failure to the Head of Department and the Dean of the SGS and the Dean of SGS who will through the University Registrar, write to the student informing them that their registration is terminated.

Right of Appeal

- x. If the recommendation at either Stage Two or Stage Three of this procedure is to terminate a student's registration, the student may appeal to the Pro-Vice Chancellor. However, an appeal may **ONLY** be made on one of the following grounds:
 - a. That there is evidence that the student's case did not receive fair consideration by the Department and the School because of some procedural irregularity.
 - b. That some new evidence is available which could not, for good reason, have been made available at the time of the school's decision to terminate studies.
- xii. For an appeal to be considered, it must be received by the Vice- Chancellor, **within ten working days** of the receipt of the written decision of the SGS.
- xiii. It is essential that all relevant information is given in the appeal letter and that it is accompanied by all supporting documents which The Pro-Vice Chancellor will need to consider. He/She has the right to allow an appeal if they agree that there are appropriate grounds, or to turn down the appeal.
- xii. If The Pro-Vice Chancellor agrees to allow the appeal, he/she will convene a panel to review the appeal.

- xiv. At the meeting, the student may be accompanied by a “friend” such as a fellow student or member of university staff or a lawyer. The students will be invited to restate their case, if they wish. The Panel will have the opportunity to ask any questions or clarify points of fact, as well as to explain the University's regulations or procedures as necessary. The student and/or his/her friend will have a final opportunity to speak, following which the panel may wish to consider the matter in private session. If it decides to do so, the student will withdraw until a decision is reached, then will be invited back to hear the decision.
- xv. The panel may decide:
- a. That the appeal is denied. In this case, no further right of appeal exists.
 - b. That the appeal is upheld, in which case the matter is formally referred to the School Coordinator of Graduate Programmes in the student's School. The reasons which led to this decision will be clearly explained to the school. The school will be instructed to review its decision. The normal recommendation will be that such a review would effectively bring Stage Two (option ii) of the procedure into operation, with the student given a final opportunity to improve progress that the student be re-registered, and the termination process be ended.
- xvi. In addition to the above formal process, the University reserves the right to terminate the registration of any student who fails to complete an Annual Progress Report form by the specified deadline.

APPENDIX VII: COPYRIGHT

Copyright is a complex subject that affects every member of the University therefore all members of the University are being informed about the law and the copying limits provided under the University's various licenses. An infringement of copyright law can be a criminal as well as a civil offence and every member of the University should be aware of the permitted copying limits and be responsible for ensuring that infringements do not take place.

Copyright Law protects works from being copied, modified or disseminated without the written permission of the copyright owner (rights' holder); this applies to all information recorded in a permanent or semi-permanent way including paper forms, audio-visual forms and electronic forms such as computer software and internet-based information. Copyright does not have to be registered to exist; it is inherent in any created work and belongs to the creator(s), or his/her employer, unless it has been assigned to someone else in writing.

“Fair dealing” is referred to in the Copyright, Designs and Patents Act 1988 and currently applies to both paper and electronic copying (such as scanning, digitization etc.). Currently, the “fair dealing” provision means that it is not an infringement of copyright to make a single copy of part of copyright material for the purposes of private research or study, reporting an event, or for the purpose of criticism or review. Multiple copying is not considered “fair dealing”.

Although the University holds licenses that cover some areas of copyright works, they are by no means comprehensive and many areas of electronic copying (scanning, digitization etc.) are unlicensed and ambiguous regarding “fair dealing”. Therefore, unless you are certain that you have permission to copy, modify or disseminate a complete work or part of a work, be it by photocopying or electronic means; you must check the licenses held by the University or gain permission from the rights' holder.

If necessary, you may contact the University Library for further advice on the subject.

APPENDIX VIII: PROGRESS MONITORING

Mid and Annual Progress monitoring form Notes on completing this form:

- i. *This form should be completed in consultation with Progress Monitoring Procedures in the PhD Handbook.*
- ii. *PhD Students should contact their School Graduate Programme Coordinator to arrange a meeting and forward the completed form to their SGPC in advance of their progress meeting.*
- iii. *PhD students should complete section 1 of this form in consultation with their Primary Supervisor*
- iv. *Supervisors should complete Section 2 of this form.*
- v. *Once the form has been completed and signed by both the PhD student and the Primary Supervisor, it should be sent to the SGPC.*
- vi. *Following the progress meeting, SGPCs should complete the section at the end and forward the completed form to the SGS to approve re- registration.*

Annual Progress Monitoring Forms

SECTION 1 – To be completed by PhD students in conjunction with their Primary Supervisor.

STUDENT DETAILS	
Student Name:	Primary Supervisor:
Date of Registration:	Secondary Supervisor:

1	RESEARCH PROJECT – GENERAL PROGRESS
1.1	Title of Research Project:
1.2	Please give a summary of the progress that you have made since registration or the submission of your last report, if any. In this section you should give a brief description of the work you have completed so far, e.g. literature search completed, equipment built, experimental work continuing etc. (250-500 words max):
1.3	Have you encountered any problems so far, and if so, what has been done to address this?
1.4	Are you collaborating with individuals or institutions outside of UHAS? (if so, please give details)
2	FIELDWORK (If applicable)
2.1	Please give dates and location of any planned field visits.
2.2	Have you submitted your Ethics Approval Application?
2.3	Have you completed a risk assessment?
3	FUNDING
3.1	Do you have sufficient funding in place for fees/research costs/fieldwork, etc? If not, what is being done to ensure that funding is secured?

4	SUPERVISION AND SUPPORT
4.1	List dates of meetings you have had with your supervisor this Semester. (PhD Students are required to have at least 4 formal meetings with their supervisor).
4.2	Are you satisfied with your workspace, IT provision and general support? If not, please give details.
4.3	Do you feel you are receiving adequate technical supervision/guidance in the lab? (If applicable)

5	SKILLS DEVELOPMENT
5.1	Please give details of any skills training you have completed and credits you have accrued as part of the Graduate Skills Programme.
5.2	Have you discussed additional training needs with your supervisor? Please give details of transferable skills workshops/lectures and skills and training development activities undertaken or planned:
5.3	Are you involved in teaching, or planning to become involved? If so, please give details. Do you feel you need further training for this? If so, please give details.
5.4	Please give details of any papers published, presentations given or other outputs from your work undertaken this year:

	OTHER COMMENTS OR ISSUES
6.1	Please give details of any other issues you would like to discuss with the DRDC at your progress review meeting, or any general comments you have about your experiences so far.

Signed(Ph.Dstudent)	Date:
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SECTION 2 – To be completed by Primary Supervisor.

SUPERVISOR ASSESSMENT OF PROGRESS	
1. Please give your overall rating of the student (<i>delete as necessary</i>): Excellent / Very Good / Good / Satisfactory / Unsatisfactory / Very poor	
2. Please give reasons for your assessment.	
3. What problems have been encountered and what action is being taken to help?	
Signed (Primary Supervisor) :	Date:

4 SCHOOL GRADUATE PROGRAMME COORDINATOR REPORT
Date of progress meeting with SGPC:
SGPC's comments:

Signed(SGPC)	Date:
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APPENDIX IX: SPECIMEN THESIS TITLE PAGE

UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO

FEASIBILITY OF AN AI-BASED MHEALTH INTERVENTION TO IMPROVE UPTAKE OF
MODERN CONTRACEPTIVES AMONG TERTIARY STUDENTS IN THE VOLTA
REGION OF GHANA

AMAVI KODZOTSE

2024

UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO

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BY

AMAVI KODZOTSE

THESIS SUBMITTED TO THE FRED N. BINKA SCHOOL OF PUBLIC HEALTH,
UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO, IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE AWARD OF DOCTOR OF PHILOSOPHY IN
PUBLIC HEALTH DEGREE

SEPTEMBER, 2024

DECLARATION

Candidate's Declaration

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

.....
Amavi Kodzotse

.....
Date

Supervisors' Declaration

We hereby declare that the preparation and presentation of the thesis were supervised in accordance with the guidelines on supervision of thesis laid down by the University of Health and Allied Sciences.

Main supervisor

.....
Dr. Lormnava Abu

.....
Date

Co-supervisor

.....
Dr. Worlanyo Elikplim

.....
Date

APPENDIX X: PHD PLAN TEMPLATE

ACTIVITIES	YEAR			
	ONE	TWO	THREE	FOUR
Working towards research proposal development				
Submit research proposal for scientific and ethical review				
Undertake skills auditing; enroll in the transferable skills training and draft a personal development plan				
Start data collection and management activities				
Plan towards data analysis				
Continue with transferable skills training and personal development planning				
Complete transferable skills training and personal development planning				
Continue data collection and data management activities				
Start writing thesis				
Finalise thesis				
Submit thesis for examination				
Publishing of papers				
Dissemination of research findings				
Update CV				

APPENDIX XI: PERSONAL DEVELOPMENT PLAN TEMPLATE

CANDIDATE'S NAME:

MY PERSONAL DEVELOPMENT PLAN					
Period of Plan:	From:	To:			
My long-term goal:	To become				
My personal development goal (s)	My personal development objectives	My schedule of activities and resources required	Time Frame	Evidence of achievement of personal development goals	Date achieved

APPENDIX XII: TRANSFERABLE SKILLS PROGRAMME COMPONENT

Title	Skill Area	Course Objectives	Format	Course Content	Course Outcome
<p>How to find research information from a variety of sources I and II</p>	Research Management	Introduction to the practical aspects of finding research information from a variety of sources, including databases, the Internet and printed material.	Presentation, workshop	<p>Session One: Database searching. Working with PubMed, and other available databases.</p> <p>Thesaurus terms and text word searching. Systematic and focused use of the Internet.</p> <p>Session Two: Search strategy review. Difficulties encountered.</p>	Increased skills in effective database searching and knowledge of search strategies.
<p>Bibliographic Referencing (EndNote) I (NB: Prerequisite for attending this session on EndNote is knowledge and familiarity with online databases such as Cochrane, PubMed because this workshop does not cover online search techniques.)</p>	Research Management	How to use the EndNote tool for managing references for research projects	Tutor demonstrations and hands-on computer practical	<p>Introduction to EndNote file structure; sorting and searching in EndNote, customising views, inputting and editing references, creating groups, importing references from on-line databases.</p> <p>Exporting references to Word, applying and changing bibliographic styles.</p>	Participants will have explored the key features of the EndNote tool and will be competent at adding references to EndNote from a variety of sources and exporting bibliographies to Word documents.
<p>Doing a Systematic Literature Review & Literature Review</p>	Research Management	To understand the need for a systematic review of the relevant research evidence including the steps necessary to avoid systematic and random error.	Presentation	<p>What are the benefits of doing a review? Why being systematic is important. How to write a review. How to assess the quality and relevance of a review.</p>	Increased knowledge of the need for a systematic review and the steps involved in undertaking a review.
<p>Oral Presentations –what makes it good?</p>	Communication Skills	To consider what makes for a lively, interesting and stimulating presentation.	Presentation and discussion	<p>How to structure talks (and different ways of doing so); How to engage an audience. How to stimulate responses and discussion; Use of visual aids - 'Dos and Don'ts'.</p>	Gain knowledge of effective oral presentation skills.

Title	Skill Area	Course Objectives	Format	Course Content	Course Outcome
<p>Oral Presentations <i>– a chance to try, a chance for feedback.</i> <i>(NB: students need to have attended the earlier workshop Presentations – what makes it good)</i></p>	<p>Communication Skills</p>	<p>To review, discuss and gain practical experience of oral presentation skills.</p>	<p>Practical exercises; group work, discussion and evaluation</p>	<p>5-minute practice presentation followed by 5- minute feedback and evaluation. Opportunity for up to 8 students to prepare in advance a practice presentation.</p>	<p>Increased skills in effective oral presentations through practical examples.</p>
<p>Word: Longer Documents <i>(NB: Students attending this workshop should already be familiar with the basic features of Word.)</i></p>	<p>Computing Training</p>	<p>Explore features associated with producing reports and longer documents.</p>	<p>Presentation; practical exercises</p>	<p>Document formatting; headers and footers; sections and styles; tables; indexes; tables of contents.</p>	<p>Increased knowledge/skills in using Word for reports and longer documents.</p>
<p>Excel I – Formulae, Functions, Formatting</p>	<p>Computing Training</p>	<p>Excel course for beginners.</p>	<p>Presentation, practical exercises</p>	<p>Layout; data entry; creation of formulae and functions; formatting; previewing and printing.</p>	<p>Increased knowledge/ skills and confidence in the basic functions of Excel.</p>
<p>Excel II – Graphs & Charts <i>(NB: Students attending this workshop should be familiar with basic Excel formulae, functions and formatting.)</i></p>	<p>Computing Training</p>	<p>Introduction to using Excel to create graphs and charts.</p>	<p>Presentation; practical exercises</p>	<p>Creating graphs using Excel Chart Wizard, formatting and customising graphs, printing and copying graphs into other programmes.</p>	<p>Increased knowledge/ skills and confidence in using Excel to create graphs and charts.</p>

Title	Skill Area	Course Objectives	Format	Course Content	Course Outcome
<p>Excel III – Data Analysis (NB: students attending this workshop should be familiar with basic Excel formulae, functions and formatting.)</p>	<p>Computing Training</p>	<p>Introduction to using Excel for data analysis.</p>	<p>Presentation. practical exercises</p>	<p>Data entry forms; sorting data. searching data; auto filters; automatic subtotals; pivot tables.</p>	<p>Increased knowledge/ skills and confidence in using Excel for data analysis.</p>
<p>PowerPoint (No previous knowledge of PowerPoint is required)</p>	<p>Computing Training</p>	<p>Introduction to the features of PowerPoint and creating slide presentations.</p>	<p>Presentation. practical exercises</p>	<p>Adding text; graphics and word art to slides. Transition effects, slide animation, automatic timings, sound effects, hyperlinks.</p>	<p>Increased knowledge/ skills and confidence in creating PowerPoint presentations.</p>
<p>Bibliographic Referencing (EndNote) II (NB: students need to have attended the earlier workshop on “How to find research information”, or, have prior knowledge and experience of searching online databases such as PubMed.)</p>	<p>Research Management</p>	<p>How to use the basic features as a tool for managing references in research projects.</p>	<p>Tutor demonstrations and hands-on computer practical</p>	<p>Importing references from online databases. Sorting and editing references. Exporting references to Word.</p>	<p>Skills in using EndNote to manage references</p>
<p>Overview of health research methods:</p>	<p>Research Management</p>	<p>Identifying and analysing researchable problems/questions; Formulating research objectives; Understanding the concepts underlying the design of epidemiological studies. Deciding on the best study design and justify it for a given epidemiological scenario. Appraising the design, analysis and interpretation of studies conducted by other investigators. Communicating effectively with those more closely involved with the conduct of public health research</p>	<p>Presentation. practical exercises</p>	<p>Review of selected students' proposals</p>	<p>Equip students with skills to understand and appraise the design, analysis and interpretation of epidemiological studies.</p>

Title	Skill Area	Course Objectives	Format	Course Content	Course Outcome
How to Plan Your Career	Career Management	Appreciate the need for and show commitment to continued professional development. Take ownership for and manage one's career progression, set realistic and achievable career goals, and identify and develop ways to improve. employability	Presentation. practical exercises	Review of selected students' PDPs	Equip students with skills to effectively plan their careers and achieve their career objectives.
Essential Career Skills; Job Hunting, Applications & Interviews	Career Management	Demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia. Present one's skills, personal attributes and experiences through effective CVs, applications and interviews	Presentation practical exercises	Review of selected students' PDPs, milestones achieved and CVs	Equip students with skills to effectively plan their careers and achieve their career objectives.
Nvivo SAS SPS S STATA	Specialist IT Software	To identify software appropriate for use and how to use the programme as a tool for managing research data. How to use the basic features of the chosen software as a tool for analysing research data.	Tutor demonstrations and hands-on computer practical		Skills in using appropriate software for managing and analysing research data.

APPENDIX XIII: ORDER OF PROCEEDINGS FOR PHD ORAL EXAMINATION

1. Chairperson call the session to order/ Welcome Address
2. Chairperson introduces the following persons:
 - a. Candidate
 - b. Candidate's Supervisors
 - c. Candidate's School/Department representative if present
 - d. Panel of Examiners
 - e. Any special invited guests.
3. Chairperson invites the Dean of the School of Graduate School to spell out the regulations and procedures for the PhD Oral Examination
4. The Chairperson invites the candidate to make his/her presentation.
5. Presentation by the Candidate (not more than 40 minutes)
6. Questions/Comments following the candidate's presentation:
 - a. External Examiner(s)
 - b. Internal Examiner
 - c. Faculty members
 - d. Public

Candidate to respond to issues raised (preferably one at a time)

7. Examiners retire to determine outcome of viva voce (Examiners determine candidate's performance in the oral exam only)
 - a. The chairperson asks each examiner to speak to the candidate's performance based on established criteria for the oral exams.
 - b. Each examiner awards the overall mark and informs the chair of his/her score.
 - c. The chairperson collates and finds the average score for the candidate and announces it to the panel of examiners.
 - d. Panel then moves back to the public for continuation of the process.
8. Chairman announces the panel's recommendation of the candidate's performance to candidate and the public.
9. Remarks by Candidate (Optional)
10. Chairperson invites Dean of School of Graduate Studies to spell out the rules after a candidate successfully passes the oral examination in the University.
11. Remarks by Supervisor (optional)
12. Remarks by Head of Department (optional)
13. Other Acknowledgements (optional)
14. Chairperson's closing remarks.

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