



UPSA
UNIVERSITY OF PROFESSIONAL STUDIES AND AGRI-CULTURE
Sensitization with Professionalism



Office of Doctoral Programmes

Policies and Procedures

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Academic Year



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1.0 DEFINITION OF TERMS

Academic Dismissal: Where a student is formally informed of his/her official withdrawal from a programme as a result of continual unsatisfactory academic performance.

Academic Research Integrity: This is the pursuit of scholarly activity in an open, truthful and authentic manner. It further involves maintaining high ethical academic standards in all aspects of academic work which ensures that materials produced do not lack originality.

Academic Warning: A written official correspondence from the ODP to the student, detailing evidence of unsatisfactory performance, the recommended remedies and subsequent sanctions.

Advisement: The act of a designated faculty working closely with students thus, providing them with academic advice and support.

Auxiliary Dissertation Committee Member (ADCM): An assigned faculty whose role is primarily that of a support to the principal supervisor with regards to a students' dissertation.

Cheating: Deceitfully using or attempting to use unapproved materials in one's academic work.

Cohort: A cohort is a group of students who are admitted together in a university who progress through the academic semesters together.

Continuous Enrolment: Unless formally granted a leave of absence, students enrolled, should remain enrolled and pay the appropriate fees presented by the University until the completion and defence of the final dissertation.

Cumulative Grade Point Average (CGPA): The grade point average of all grades a student attains in courses offered over a specified period of time.

Deferment: When a student, with approval, postpones an aspect of his/her academic studies with the intention to resume at a later date.

Dishonesty: The unwillingness to be truthful with respect to materials used in one's academic work.

Dissertation Guidance: It comprises of principal supervisor support to a student in relation to the development and completion of the dissertation.

Excessive Paraphrasing: Where the intention to use words from a source without acknowledging, it is done to the extent that it effectively/totally changes the original meaning.

Fabrication of Data: The use of originally non-existent data in a students' academic work.

Falsification: The action of deceptively altering information from its original form for purposes of academic work.

Individual Study Plan: The student's proposed progression of academic work, including specific tasks.

Institutional Review Board: Panel that examines and approves the adequacy of the ethics and academic appropriateness of an intended academic research.

Interruption of Study: Any approved break with respect to either the progression of study or academic work due.

Leave of Absence: An approved break in studies that typically does not exceed four (4) semesters over the duration of the programme.

Mentor: Diverse support for the student provided by a designated faculty member intended to psychologically and emotionally smoothen the student's transition and progression in the completion of rigorous academic work and career development.

Online Serial Number (OSN): The code a prospective applicant purchases to enable access to the University's online admission application portal.

Plagiarism: The adoption, citation, usage, claim or reproduction of ideas, words, phrases or statements of another individual without due recognition or acknowledgment.

Principal Actors: Key academics e.g. principal supervisors and comprehensive examiners, who play different and critical roles throughout the entire duration of the academic work of the student.

Principal Supervisor: A designated faculty member who has primary responsibility for the academic guidance of the students' dissertation.

Specific Discipline Area: The major subject matter study area of the student enrolled in a programme.

Student Orientation Day: A day set aside for newly admitted students to engage with programme faculty and administrators for relevant programme and institutional information.

Violations of Privacy: Where the rights of respondents/participants/subjects are infringed upon in a research study.

2.0 PROGRAMME PHILOSOPHY

In line with the UPSA mission, the doctoral programme has been designed with inputs from practicing academics in the field and external academic partners. It hinges on a foundation of in-depth knowledge in the core areas of the relevant discipline area, facilitated by experienced academic mentors and rigorous independent student research with a developing economy and sustainability perspective, and applicable in both the public and private sectors. It is a blend of research and course work, designed to equip students with the requisite theoretical background and methodological skills necessary for carrying out industry-relevant research and the development of successful careers at institutions of higher learning. This approach will be a precursor for students to contribute meaningfully and scientifically to the generation of knowledge.

It offers students an interdisciplinary environment that provides opportunity for discourse and exchange of ideas between students, faculty and industry experts towards the review and discovery of creative ideas and the development of analytical skills critical for the effective and efficient resolution of complex problems. Thus, the overarching intent of the programme is to inculcate in the student, the craft of discipline-specific scholarship crystallized in the establishment of a strong linkage between theory and effective practice. With a focus on producing graduates with high intellectual ability, curiosity and motivation to conduct insightful and significant research, upon completion, students will be well-prepared to seek positions in leading research universities and other establishments in Ghana and across the globe.

3.0 CORE PROGRAMME GOALS

From a contextual developmental perspective, the program's central objectives are to develop and enhance student ability in:

- i. Acquiring relevant skills for the conduct of research into phenomena leading to the discovery and application of knowledge in the specific discipline;
- ii. Developing critical thinking skills necessary for the acquisition of relevant knowledge needed in the design, execution and presentation of original research in the specific discipline;
- iii. Understanding relevant research methodologies, techniques and analytical frameworks from other fields of study that have relevant applications in the specific discipline;
- iv. Appreciating ethical challenges in research that confronts the academia;
- v. Acquiring both pedagogical and andragogical skills to enhance one's teaching abilities

4.0 ADMISSION REQUIREMENTS

Admission into the programme will be once a year and the following groups of applicants will be considered:

- a. Applicants with a Doctor of Business Administration degree in the specific discipline area from an accredited University or College;
- b. Applicants with a Doctor of Business Administration degree in other business discipline related to the specific discipline area from an accredited University or College;
- c. Applicants with a Master degree by research or coursework in the major and specific discipline area from an accredited University or college, with a minimum 3.0 CGPA;
- d. Applicants with a Master degree by research or coursework in other business disciplines related to the specific discipline area from an accredited University or college, with a minimum 3.0 CGPA;
- e. Applicants with Master's degree by research or coursework in a non-business discipline, from an accredited University or college with a minimum 3.0 CGPA, in addition to a professional qualification in the specific discipline area, will be considered for admission on a case by case basis.

Additional requirements for admission will include:

- i. Full completion of an admission application form;
- ii. Payment of the appropriate application fee;
- iii. Submission of copies of certified birth certificates, academic certificates and transcripts (*Note: Foreign certificates must be certified by the National Accreditation Board);
- iv. Submission of two (2) academic recommendation letters on the applicant's ability to undertake doctoral studies;
- v. Submission of personal statement on motivation to pursue the degree programme;
- vi. At the discretion of the admission qualification team, an admission interview may be conducted.

5.0 ADMISSION PROCESS

Prospective applicants shall purchase an Online Serial Number (OSN) for the appropriate course from any Access Bank branch to enable access to the online admission application from the University's website, www.upsa.edu.gh. OSN purchase is non-refundable. Other payment platforms such as Visa, Mastercard, Tigo Cash and Airtel Money may be used via the link <http://interpayafrica.com/custom/upsa>

All applications are to be strictly completed on-line i.e. log on to admissions.upsa.edu.gh and use the OSN and receipt number to access the on-line application form. All other admission application documents may be emailed to odp@upsmail.edu.gh or delivered to Office of Doctoral Programmes, 5th Floor, Room 15, Joshua Alabi Library, UPSA.

At the discretion of the ODP, an applicant's documentation for admission may be received in batches prior to the advertised deadline. However, to the extent that all required documents have

not been submitted, an application is considered incomplete. An applicant is not considered officially admitted into the Doctoral programme until an offer of admission from the Office of Academic Affairs has been issued. Offer of admission is subsequent to review of all applications through an internal assessment and scoring process and a possible interview of the applicant.

The admission decision is initially provisional, converted to full admission after the admitted student clears the University's student registration process. (Refer Appendix A)

6.0 ORIENTATION

As part of the admission process, students are to attend a Student Orientation Day held for new entrants at the beginning of the first semester of the year of admission. Students engage with programme faculty and administrators for relevant programme and institutional information.

7.0 PROGRAMME RULES AND REGULATIONS

7.1 Course Registration

After going through the orientation process, all students are required to log into the university's admission portal (www.upsasip.com) and register for all courses that they are required to take for the semester

7.2 Instruction

All students admitted in a particular year enroll in classes as a cohort and as scheduled by the ODP in consultation with the student's academic faculty. Failure to attend the Student Orientation Day, the on-campus face-to-face sessions, organized research seminars, presentations and other organized professional development activities or submit an Individual Study Plan, may jeopardize a students' ability to register for classes and the student's performance in the programme considered unsatisfactory.

Subject to possible changes, required courses are offered each semester i.e. first and second semester, beginning in July/August and January respectively. Each course in the programme is offered via a hybrid approach consisting of mandatory face-to-face on-campus classes, and videoconferencing seminars where faculty are domiciled abroad, continuous assessment and final examinations/term papers. Specifically, each semester comprises of 21-credit on-campus face-to-face session, spread over two weeks and 12-credit hours of either face-to-face or videoconferencing sessions, over a period of three (3) months. Without the prior approval of the instructor, failure to complete course-related required continuous assessments or final examinations/term papers, in a timely manner, may result in a 'Fail' grade being assigned by the instructor.

7.3 Continuous Enrolment:

- a. Except where a student formally withdraws from the programme or is withdrawn by the University for any reason at any point in time, students enrolled in the Doctoral programme are required to pay all fees presented by the University each semester and remain continuously enrolled until the completion and defence of the final dissertation;

- b. However, a student may request and be granted a leave of absence for up to four (4) semesters in total over the duration of the completion of the programme. Upon breaching this clause, students may be withdrawn from the programme.
- c. A student who wishes to request for a leave of absence (Refer Appendix B), shall complete and submit to the Dean, ODP, both an ‘Interruption of Study’ form (Refer Appendix C) and an ‘Individual Study Plan’ (Refer sample in Appendix D) and downloadable at www.upsh.edu.gh/office-of-doctoral-programmes/forms). Subsequently, the decision of the University shall be communicated to the student by the Academic Affairs Directorate before he/she temporarily leaves the programme.

7.4 Deferment of Examination and Other Course Requirements:

A student who is unable to complete all required course work, examination and/or term papers on grounds of ill health or some other emergency, shall complete an ‘Interruption of Study’ form (downloadable at www.upsh.edu.gh/office-of-doctoral-programmes/forms). Upon processing by the ODP, the student may be allowed to take a supplementary coursework, examination and/or term papers at a later date to be specified by the ODP. The University reserves the right to subject any such application to a Medical Board Review or any other expert review as required before a determination is made. In all cases of deferment of course work, examination and/or term papers/programme (s), the applicant(s) shall obtain written responses from the ODP, before temporarily leaving the programme. (Refer Appendix E)

7.5 Advisement

While students are still engaged in the completion of required coursework, the Dean, ODP, shall serve as the official academic advisor. The academic advisor works closely with the student providing academic advice and support. Specific responsibilities include providing expert information in the use of available academic resources, student choice of elective courses, identification and collaboration in exploiting research opportunities, research support, student performance evaluation and assistance with the student’s Individual Study Plan.

7.6 Mentoring:

At the beginning of the first semester of the first year in the programme, new students enrolling will be assigned a mentor who shall be an experienced faculty member. The mentor’s primary role is to assist the student to smoothly transition psychologically into the rigors of the PhD programme i.e. student-driven process, enhanced research design insights and a new life ‘on your own’. Typical responsibilities of the mentor include support for the student in diverse emotional and psychological ways, advice on research, career and professional development, sharing of knowledge and the motivation of the student.

7.7 Supervision:

Upon completion of the comprehensive examination, the ODP in consultation with the student, will nominate from an approved list, a Full-time or Affiliate faculty member of the rank of Senior Lecturer or above, to serve as his/her Principal Supervisor. Thereafter, the ODP assigns the student three (3) other Full-time or Affiliate faculty of the rank of Senior Lecturer or above, to join the Principal Supervisor to constitute the student’s dissertation committee. The role of the committee is to serve as a facilitating mechanism that guides the candidate through to

completion. The guidance process has been specifically categorized into five (5) stages i.e. Guidance I, Guidance II, Guidance III, Guidance IV (A) and Guidance IV (B), each with a clear purpose and a critical evaluation role.

The Principal Supervisor takes full and sole primary responsibility for guiding the student to the completion of the dissertation. He/she may decide the extent of the role to be played by the three (3) additional committee members. It is however required that all members of the committee review and comment on both the draft dissertation proposal and draft dissertation and vote to decide whether the student progresses to the next stage. The supervision process must be carefully documented with copies of final draft documents and examiner comments and directives etc., deposited with the ODP.

7.8 Academic Research Integrity:

The completed doctoral dissertation is a reflection not only of the academic rigor established by the author through the candidate's mastery and expertise of the subject matter but also the academic and research integrity of the University. Therefore, dissertations prepared by candidates must reflect the highest standards of academic preparation and integrity. Candidates are advised to avoid practices such as falsification or fabrication of data, violations of privacy and confidentiality provisions, conflicts of interest, cheating, plagiarism, excessive paraphrasing, dishonesty in the preparation of the dissertation, failure to secure permission for the use of human subjects and copyright infringements. The occurrence of any of the stated practices may result in one of the following penalties being applied:

1. Revocation i.e. rejection of the dissertation or withdrawal of degree awarded;
2. Suspension i.e. temporary separation from the University for up to two years; and
3. Expulsion i.e. permanent exclusion from the University and its programmes.

For the avoidance of doubt, plagiarism in particular, is defined as submitting, either orally or in writing, the words, ideas, drawings, or other works of another person as one's own without appropriate citation in order to receive credit for having completed an academic assignment or exercise. All dissertations are submitted to plagiarism software check by the ODP prior to acceptance. A maximum 20% overall similarity score, a total single source citation similarity score of no more than 2% and up to 10 string of words in a sentence, is considered acceptable.

7.9 Academic Warning:

A written official correspondence from the ODP to the student, detailing evidence of unsatisfactory performance, the recommended remedies and subsequent sanctions. A student may be issued a formal warning if she/he is found to have committed any of the following infractions:

- i. Student has consistently failed to respond to official communication without any reason being given;
- ii. The student has failed to complete in a timely manner work assigned and/or recommended without any reason being given;
- iii. The student has failed to make progress in accordance with the agreed Individual Study Plan and timeline;

- iv. Failed to participate in required professional development activities without prior approval;
- v. Earning a second 'C' grade in the coursework.

Note: The student's failure to exhibit the improvements suggested, may trigger the issuance of a formal letter of academic dismissal from the programme.

7.10 Academic Dismissal:

A student may be issued a formal letter of academic dismissal from the programme if she/he, without an official approval, is found to have committed any of the following infractions:

- i. Failed to sit/re-sit for the comprehensive examination;
- ii. Failed to submit/re-submit a dissertation proposal;
- iii. Failed to participate in the dissertation proposal defense;
- iv. Exceeding the 8-Year duration limitation for completing the programme and/or exhausting all approved extensions; and
- v. Engaging in egregious violations of the student code of conduct (refer to student's handbook)

Note: Academic dismissal from the program implies that the student will not be allowed to continue with the program and he/she ceases to be a student at the University.

A student who is academically dismissed, may appeal to the Vice Chancellor within fourteen (14) days of the formal notification of academic dismissal. The decision of the Vice Chancellor is final.

8.0 PRINCIPAL ACTORS: APPOINTMENTS AND RESPONSIBILITIES

The ODP is required to document the key responsibilities of the principal actors in the dissertation supervision process and set up a dissertation supervision committee for all students enrolled in the PhD programme by the end of the 1st Semester of the 2nd Year. The process involves the appointment of a Principal Supervisor (Refer Appendix F) and three (3) Auxiliary Dissertation Committee Members (ADCM), which is as follows:

8.1 Appointment of Principal Supervisors:

The ODP maintains and regularly adds to a database of potential Principal Supervisors from both Ghanaian and foreign universities for the various discipline areas.

1. The ODP compiles a list of names and brief bio of approved potential Principal Supervisors (i.e. local and foreign), who must possess PhD in the specific discipline area;
2. The list is sent out to each of the students in the cohort, who then select three (3) of the names, rank them in order of preference and return to the ODP together with their proposed dissertation title;
3. The ODP then passes the names of the students and their proposed dissertation topics to the various potential Principal Supervisors they listed, for them to indicate which students they will be interested in supervising;
4. The ODP now reconciles the student preferences with feedback from the approved potential Principal Supervisors to create a final list of Principal Supervisors and the

students they are to supervise. The ODP reserves the right to limit the number of students each approved Principal Supervisor may supervise

5. The final list is shared first with the Principal Supervisors for their approval and then with the students;
6. Thereafter, a formal appointment letter is issued to the Principal Supervisors.

8.2 Principal Supervisor Responsibilities:

To be assigned by the ODP in collaboration with the candidate, the Principal Supervisor bears primary responsibility for the supervision of the candidate's dissertation and the efficient management of the role of committee members. The responsibilities include the following:

- i. Read and offer constructive criticism of the candidate's research including the draft research proposal within two (2) weeks;
- ii. Hold the Auxiliary Dissertation Committee members accountable in performing all their sated responsibilities;
- iii. Review and approve the final dissertation proposal;
- iv. Attend the candidate's defense of the dissertation proposal to help establish the feasibility of the proposed research and the candidate's ability to implement the study;
- v. Review the candidate's final dissertation write-up and submit written comments to the student;
- vi. Continue to critically review candidate's dissertation write-up, guiding and advising with respect to the academic integrity, quality of data and evidence, reasoning, editorial and linguistic quality, organization and references and citations;
- vii. Attend the candidate's oral defence of the dissertation and cast a vote in deciding whether the work has met the requirements for graduation and considered completed or otherwise subject to some conditions;
- viii. Assist the candidate in meeting the deadlines as established by the ODP for the dissertation proposal defence, final dissertation oral defence and submission to the ODP; and
- ix. Help the candidate develop manuscript(s) from his/her dissertation for scholarly publication.

Note: The student may, at any time, request in writing for the Principal Supervisor to be changed. Where such a request is made, the ODP shall make every effort to facilitate the process of finding a replacement. However, the student bears full responsibility for any delays that might arise as a result.

8.3 Candidates' Responsibilities:

As with every PhD dissertation in academic institutions, the candidate bears sole responsibility for meeting the University dissertation standards. This responsibility specifically includes the following:

1. The choice of the preferred dissertation topic that reflects the intended original research;
2. Consultations with the Principal Supervisor at least once a month, or of a mutually agreed frequency during the development of the dissertation;

3. Clearly develop and organize the content of the proposed study to support the analysis and any research questions and propositions/hypotheses;
4. Maintain consistency between the quality of data, of the evidence, and of the logical reasoning presented and the theories, principles, and methodologies of the discipline;
5. Ensure high professional quality presentation of format, composition, text, layout, and appearance of illustrations and accurate references/citations based on the University's stated standards;
6. Secure appropriate permission to reproduce copyrighted material; and
7. Meet all deadlines set by the ODP for the submission of the dissertation.

8.4 Appointment of Auxiliary Dissertation Committee Members:

An Auxiliary Dissertation Committee Member shall be a UPSA faculty with a terminal degree e.g. PhD in the specific discipline or related business discipline area and/or an instructor already teaching on the PhD programme. The appointment of the auxiliary committee members shall be made by the beginning of Year Two Semester Two as follows:

1. The list of three (3) auxiliary dissertation committee members to be assigned to each student is at the discretion of the ODP. However, all effort is made to include, as far as is possible, names from the student's preferred list of unassigned Principal Supervisors. The need to have at least one committee member with critical expertise (e.g. statistical analysis) on each committee is also considered in the selection process;
2. The final list of auxiliary dissertation committee members for each student is shared first with the committee members and then with the students;
3. Thereafter, a formal appointment letter is issued to the auxiliary dissertation committee members.

8.5 Auxiliary Dissertation Committee Members' Responsibilities

An Auxiliary Dissertation Committee Member shall be accountable to the Principal Supervisor. A member's role is to assist the Principal Supervisor in his/her primary responsibility for the supervision of the candidate's dissertation. The responsibilities include the following:

1. Read and offer constructive criticism of the candidate's research including the draft research proposal and submit written comments to the Principal Supervisor within two (2) weeks;
2. Attend the candidate's defence of the dissertation proposal to help establish the feasibility of the proposed research and the candidate's ability to implement the study;
3. Review the candidate's final dissertation write-up and submit written comments to the Principal Supervisor; and
4. Attend the candidate's oral defence of the dissertation and cast a vote in deciding whether the work has met the requirements for graduation and considered completed or otherwise subject to some conditions.

Note: The student may at any time request in writing for a Committee Member to be removed. Where such a request is made, the ODP shall make every effort to facilitate the process of finding a replacement. However, the student bears full responsibility for any delays that might arise as a result.

8.6 Appointment of External Examiners

The ODP, as part of its quality assurance effort, requires that all dissertations be externally evaluated as well, prior to the dissertation defense. The external examiner, who shall be external to and independent of the University of Professional Studies Accra, also serves as a member of the dissertation defense review panel. The following is the process for the selection of the external examiner:

1. The Principal Supervisor submits the names and contact details of three (3) potential External Examiners who have already agreed in principle to serve the University in that capacity, provided they have a PhD in the specific discipline area and are at the rank of Senior Lecturer or higher;
2. The choice of the three (3) names may be done in consultation with the Auxiliary Dissertation Committee Members, however the final decision rests with the Principal Supervisor.
3. The three (3) names are submitted to the ODP, who in collaboration with Academic Affairs Directorate, invites one of them to serve as the external examiner for a particular student's submission.

8.7 External Examiner's Responsibilities

The External Examiner's primary responsibility is to provide an objective third-party assessment of the candidate's final dissertation. Specifically, the responsibilities include the following:

1. Read and offer constructive criticism of the candidate's final dissertation write-up
2. Submit written comments to the Principal Supervisor within six (6) weeks;
3. Attend the candidate's oral defence of the dissertation;
4. Cast a vote after the candidate's oral defence in deciding whether the work has met the requirements for graduation and considered completed or otherwise subject to some conditions.

8.8 Appointment of Comprehensive Examination Faculty

The ODP facilitates the appointment of qualified faculty to serve as Comprehensive Examination Faculty for each of the courses the candidates are to be examined. In principle, the faculty who served as the instructor when the course was offered to the specific PhD cohort of students, will be requested to serve as the Examiner. However, other qualified faculty may be appointed as necessary.

8.9 Comprehensive Examiner's Responsibilities

The faculty member appointed as an Examiner for the Comprehensive Examination, has the following specific responsibilities for each course assigned to him/her:

1. Identify five (5) to ten (10) broad topic/theme areas in the course for the purposes of the examination;

2. At the beginning of Semester Two, Year Two for each cohort, select and submit to the ODP, five (5) to ten (10) journal articles for each of the identified broad topic/theme areas, as the material on which the student will be examined;
3. On or before the end of Semester Two, Year Two for each cohort, set five (5) examination questions based on the material provided, of which, the student shall answer any three (3) during the examination;
4. Provide advisory support to students on the nature of the examination, suggested exam prep and respond to student enquiries in relation to the examination; and
5. Mark, assign grades and submit a report to the ODP.

8.10 ODP Responsibilities

The ODP facilitates the dissertation preparation and submission process by bringing clarity to the relevant University guidelines. Specifically, these responsibilities include the following:

1. Oversight on establishing and publishing the dissertation preparation and submission guidelines;
2. Publishes an annual calendar on the dissertation preparation and submission process;
3. Manages a file of on-going dissertation work and overall performance of each candidate;
4. Documents outcomes of each candidate’s proposal presentation and final oral defence;
5. Ensures that candidates meet the stated deadlines for various stages of the process;
6. Ensures candidate’s compliance with the standards of the dissertation preparation process; and
7. Address all grievances and other matters pertaining to the various roles of the various actors through the Dean’s office.

8.11 Institutional Review Board (IRB):

Prior to beginning the data collection stage of the dissertation, the candidate is required to obtain the necessary written approvals from the University’s IRB (Refer Appendix G). Proof of this prior approval should be included in the completed dissertation as part of the appendix. In addition, the IRB will request Individual (Refer Appendix H) and/or Organizational consents (Refer Appendix I), as applicable for research data collection.

9.0 PROGRAMME STRUCTURE

The doctoral programme is a 4-year blended instruction course, extendable to 6 years with the approval of the University. Students enrolled in the programme will take the following courses and guidance sessions as a cohort.

<u>Year 1 – Semester 1</u>		
Course Code	Course Title	Credits
DCPC701	Foundations of Scientific Research	3
DCPC703	Qualitative Research Methods	3
DCPC705	Applied Statistics	3
DCPC721	Measurement Theory and Method	3
Total		12
<u>Year 1 – Semester 2</u>		

Course Code	Course Title	Credits
XXXX706	Discipline-specific Core Course	3
DCPC704	Quantitative Research Methods	3
XXXX708	Discipline-specific Core Course	3
XXXX726	Discipline-specific Core Course	3
Total		12
Year 2 – Semester 1		
Course Code	Course Title	Credits
XXXX000	Discipline-specific Seminar	3
XXXX000	Discipline-specific Seminar	3
XXXX000	Discipline-specific Seminar	3
DCPC725	Dissertation Proposal Design	3
Total		12
Year 2 – Semester 2		
Course Code	Course Title	Credits
DCPC722	Comprehensive Examinations	0
DCPC724	Dissertation Guidance I	9
Total		9
Year 3 – Semester 1		
Course Code	Course Title	Credits
DCPC801	Dissertation Proposal Defence	0
DCPC803	Pedagogical & Andragogical Practice Session I	0
DCPC805	Dissertation Guidance II	9
Total		9
Year 3 – Semester 2		
Course Code	Course Title	Credits
DCPC822	Pedagogical & Andragogical Practice Session II	0
DCPC824	Dissertation Guidance III	9
Total		9
Year 4 – Semester 1		
Course Code	Course Title	Credits
DCPC821	Dissertation Guidance IV (A)	9
DCPC823	Pedagogical & Andragogical Practice Session II	0
Total		9
Year 4 – Semester 2		
Course Code	Course Title	Credits

DCPC826	Dissertation Guidance IV (B)	9
DCPC828	Dissertation Defence	0
Total		9

*Example: List of Marketing Seminars:

- DMKT705 – Consumer Culture Theory
- DMKT801 – Judgement and Decision Making
- DMKT803 – Communication and Advertising
- DMKT807 – Marketing Models
- DMKT809 – Innovations in Brand Equity Management
- DMKT811 – Service Leadership Strategy

10.0 COURSE DESCRIPTIONS

Foundation Courses:

DCPC701 – Foundations of Scientific Research

The course introduces students to scientific research in the social sciences, examining a range of knowledge development traditions such as the philosophy of science, logic and the epistemology and methodological perspective. Key concepts include conceptual paradigms in research design, hypothesis development, and analysis. A further dimension of this course includes sensitizing students to the rigorous requirements of completing a doctoral program.

DCPC705 – Applied Statistics

This is a course in advanced statistical methods designed to help the student achieve an understanding of the advantages and limitations of various statistical techniques. The focus, is for students to gain experience on data analysis and interpretation and specifically in key skills such as hypothesis testing, model fitting and estimation, and random effects modelling etc.

Research Methods Courses:

DCPC703 – Qualitative Research Methods

This course focuses on the in-depth study approach to research. It specifically provides students an opportunity to an examine methods of collecting, analyzing, presenting, and applying data in the qualitative research tradition. Students examine theoretical approaches in the main qualitative research methodologies such as grounded theory, ethnography and discourse analysis.

DCPC704 – Quantitative Research Methods

This course introduces students to scientific inquiry and research methods from the quantitative research approach, providing them with the knowledge and skills needed to implement independent quantitative research and to critically evaluate existing studies conducted from that research approach. Specific research techniques to be studied include problem and hypothesis formulation, measurement of variables, sampling and study design. Students are also exposed to the use of additional quantitative computer software data analysis tools such as EXCEL, SAS, STATA, MPLUS and EXCEL.

DCPC721 – Measurement Theory and Method

The course covers measurement and statistical methods needed for the conduct of methodologically sound, publishable research. It introduces students to concepts in psychometric measurement and the importance of measurement in scientific inquiry, reviewing the basic

principles and procedures of measurement theory. It covers the identification and operationalization of latent variables in conceptual models and, based on theoretical and practical considerations, generate items, construct and format questions, and begin to develop a scale that can be tested for reliability and validity and generalized across populations.

Marketing Core Courses:

DMKT706 – Consumer Behaviour

The study of how individuals behave in consumer-relevant domains. It draws from social psychology and behavioural decision theory. This course provides a review of relevant recent theoretical advances in areas such as the intersection of psychology and economics, behavioural decision theory, experimental economics and behavioural game theory. The course will also consider evolutionary thinking in psychology and markets and draw out the implications of this for individual decision making.

DMKT708 – Marketing Strategy

This course is intended to be an introduction to the substantive literature in marketing. Marketing strategy is inherently interdisciplinary and as such, students will be exposed to readings from economics, sociology, psychology, and the organizational sciences in addition to the marketing literature at the individual, dyads, groups, firm, interorganizational, and industry level.

DMKT726 – Contemporary Issues in Marketing

As a discipline, marketing has been continuously evolving and marketers must be aware of the various issues impacting the discipline and need to take a creative approach to solve their problems. Contemporary issues in marketing will focus on some of those changes and emerging issues which have profound implications on current marketing practices and the future of the discipline as a whole. This course will provide students with the current thinking and developments in Marketing.

Marketing Seminars:

DMKT705 – Consumer Culture Theory

Consumer culture theory focuses on consumption patterns as a social and cultural practice. The course examines and synthesizes the sociocultural, experiential, symbolic and ideological aspects of consumption. It explores the dynamic relationships among consumer actions, the marketplaces and cultural meanings using theories and methods from multiple disciplines and reviews the fundamental theoretical frameworks within the discipline and apply them critically.

DMKT801 – Judgement and Decision Making

The course provides a solid foundation for critical thinking and research on the judgment and decision-making aspects of consumer behavior, marketing, and business in general, including organizational behaviour, behavioral decision theory or heuristics and biases and a wide range of behavioural research relevant to the study of judgment and decision making (JDM).

DMKT803 – Communication and Advertising

The course explores how marketing communication including advertising is transforming the marketplace. It focuses on its role to inform and influence publics, in an environment generally

cluttered with information laden with mind-boggling challenges. Underpinned by appropriate theory, best practice models, and ethical frameworks of practice, this course challenges students to consider the evolving roles and definitions of marketing, advertising, and marketing.

DMKT807 – Marketing Models

This course is designed to generate awareness and appreciation of the way several substantive topics in marketing have been studied empirically using quantitative models. It reviews empirical models of marketing phenomena and applies methods and concepts developed in econometrics and statistics with a focus on substantive issues of model structure and interpretations, rather than estimation techniques.

DMKT809 – Innovations in Brand Equity Management

The course focuses on practical creative approaches to developing competitive brands and managing them as strategic assets. It blends marketing theory and practice to provide perspective on corporate marketing and the brand management function. This course provides students with insights into how profitable brand strategies can be created and the implications for brand management professionals. The class.

DMKT811 – Service Leadership Strategy

The course reviews several theories of leadership applied to the uniqueness of services development in a competitive market environment. It focuses on manifestations of leadership in the service environment setting, which by nature, is highly dependent on individual interactions between the service provider, the target market segment and the firm. The course also enables students to develop insights into emerging trends in the service sector in a developing economy and tackles issues involved in the creative management of services.

Evaluation Courses:

DCPC722 – Comprehensive Examinations

Passing this examination becomes the requirement for the formal recognition of the student as a PhD Candidate. It is a discipline-specific theory examination, which is to be taken in Year Two, Semester Two by all students. Its purpose is to help the student develop the capacity for the professional demands of making a significant contribution to knowledge through research. The examination covers any one of the three (3) marketing core courses and any two of the marketing seminars already taken in the PhD programme.

DCPC801 – Dissertation Proposal Defence

This is an oral examination to assess particularly, the adequacy and appropriateness of the student's knowledge of the dissertation topic as well as the probability of a timely and successful completion of the dissertation. Unless permission is granted for an extension, it is required to be conducted by the student's dissertation committee in Year Three, Semester One of the student's enrolment into the programme.

DCPC828 – Dissertation Defence

It is designed to assist the student prepare for the presentation, explanation and defence of ideas expressed in his/her dissertation. It is the final evaluation-focused guidance role of the dissertation committee. The student is required to orally defend his/her work in a public forum to demonstrate thorough knowledge of the specific subject matter of the dissertation as well as the extent to which the knowledge discovered, significantly, adds to the body of knowledge.

Practical Training Courses:

DCPC724 – Dissertation Guidance I

An independent study under the guidance of the student's Dissertation Committee. The Principal Supervisor, who is the lead member of the Committee, has primary responsibility for the supervision of the student's dissertation with the support of Committee Members. It covers the first stage of the dissertation guidance process composed of development of a comprehensive study plan, review of the student's dissertation proposal and the identification and collation of relevant reading material in preparation for the impending comprehensive examinations.

DCPC725 – Dissertation Proposal Design

The course is an iterative-based development of skills required for the formulation of a feasible research proposal through practice and interaction with the expert instructor. It serves as the structured environment in which the research proposal process is initiated, introducing students to the structure and content of dissertation proposals and to provide ideas and resources for getting started in developing their own proposals. It enables the student to formulate the fundamentals of research study on matters such as the purpose and significance of the research study.

DCPC803 – Pedagogy and Andragogy I - (Theory & Practice in Teaching and Education)

This seminar will be grounded in theoretical aspects of teaching and learning. Participants will be taken through the art and techniques of formal and informal approaches to teaching including adult learning. Students will develop an awareness of what learning is and how it occurs, examine current and developing concepts on learning and motivation, and explore how adult and others learning situations is influenced by factors such as age, gender, race, and socioeconomic class.

DCPC805 – Dissertation Guidance II

Continuation of guidance and consultative role of the dissertation committee, in support of the student. It comprises faculty support to the student in refining and finalizing the dissertation proposal and final preparation for the dissertation proposal defense.

DCPC822 – Pedagogy and Andragogy II (A) – (Business Teaching Cases Design)

The second of the pedagogical and andragogical seminars focuses on the development of business cases for the purposes of research and teaching. The case approach enables a higher level of appreciation of relevant theory in practical industry contexts. It is designed to familiarize students with the teaching case and case research method, including the role of the instructor and the challenges associated with effective teaching using the case approach. A key component of the course is the development of cases and the use of case methodology in scholarly research.

DCPC824 – Dissertation Guidance III

Primarily independent study under the guidance of the faculty member charged with the responsibility of supervising the student’s dissertation as well as the consultative role of other assigned faculty in support of the student. It is essentially faculty support to the student in the continued implementation of the previously approved dissertation proposal as well as professional development.

DCPC821 – Dissertation Guidance IV (A)

Primarily independent study under the guidance of the dissertation committee charged with the responsibility of supervising the student’s dissertation as well as the consultative role of other committee members in support of the student. It is designed to help facilitate the work of the student who has defended his/her research proposal and begun work on the dissertation research and writing.

DCPC823 – Pedagogy and Andragogy II (B) – (Teaching Practicum)

This seminar constitutes the practical application of theories and concepts discussed in DCPC822 – Pedagogy and Andragogy II (A). Participants will be required to serve in undergraduate teaching support roles in the classroom. Under supervision, teaching tasks will be assigned and subsequently evaluated.

DCPC826 – Dissertation Guidance IV (B)

Primarily independent study under the guidance of the dissertation committee charged with the responsibility of supervising the student’s dissertation as well as the consultative role of other assigned faculty in support of the student. It is essentially faculty support to the student in reviewing the dissertation write-up, suggesting ways for improving its quality and finalizing the dissertation including meeting the formatting requirements as well as preparing for the oral dissertation defence.

11.0 COURSES GRADING

LETTER GRADE	NUMERICAL MARK (%)	INTERPRETATION	GRADE POINT(GP)
A	80 – 100	Excellent	4.00
B+	70 - 79	Very Good	3.50
B	60 - 69	Good	3.00
C	50 - 59	Pass	2.00
F	Under 50	Fail	1.50
X	-	Fail	0.00
Z	-	Disqualification	-
IC	-	Incomplete	-
Y	-	Continuing	-

12.0 ACADEMIC PROGRESS ASSESSMENT

The programme boasts of a diverse and multi-section assessment approach for enhanced rigor as follows:

12.1 Self-Assessment

At the beginning of each academic year, the student is required to download and complete an Individual Study Plan (downloadable at www.upsh.edu.gh/office-of-doctoral-programmes/forms) for the purposes of self-assessment. It documents in detail with timelines, the work the student expects to accomplish through the academic year and the progress being made. The plan is submitted to the ODP for approval. The student is required to review and revise the plan as needed at the end of each semester.

12.2 In-Semester Assessments

In-class assessments i.e. continuous assessment will account for a minimum of 60% of the overall coursework grade. These assessments will include journal article reviews, case analysis, presentations, simulation exercises and long essay projects.

12.3 Final Examinations/Term Paper

Students may be required to either take final examination or produce a theoretical paper at the end of a course. Where assigned, these end-of-coursework requirements will normally account for 40% of the overall coursework grade.

12.4 Grading

A pass grade of “C” or better is required for a student to remain in good standing to continue with the programme. However, at the discretion of the University and subject to the report of a Review Panel, a student who receives two (2) ‘C’ grades may be withdrawn from the programme.

12.5 Teaching Resource Skills

Enrolment in DCPC803, DCPC822 and DCPC823, Pedagogy and Andragogy I, II (A) and (B) respectively, are intended to refine and improve the students’ teaching skill as well as the development of business teaching cases. A required outcome is a teaching case for which the instructor assigns a grade at the end of the semester. Thereafter, students are required to collaborate with a faculty member of their choice, to make improvements to the teaching case and submit to a peer-reviewed journal or conference proceedings for publication.

12.6 Comprehensive Examination:

The theory examination, which is to be taken in Year Two (2), Semester Two (2), is essentially an assessment of the adequacy of the student’s mastery of the major specific discipline area and ability to conduct the required critical reading necessary for formulating and subsequently defending the research study. The examination will cover the student’s choice of any one (1) of the discipline-specific core courses (e.g. for Marketing: DMKT706 - Consumer Behaviour, DMKT708 - Marketing Strategy and DMKT726 - Contemporary Issues in Marketing) and two (2) other discipline-specific seminars (e.g. for Marketing: DMKT705 – Consumer Culture Theory, DMKT801 – Judgement and Decision Making, DMKT803 – Communication and Advertising, DMKT807 – Marketing Models, DMKT809 – Innovations in Brand Equity Management, and DMKT811 – Service Leadership Strategy). The examination scripts will be marked by relevant faculty and an overall summary score of 50% or higher for each paper, will

be considered as a “Pass” and any mark below that designated score of 50%, considered as a “Fail”. Only one (1) re-take for each paper is allowed. A second “Fail” grade in any paper, will result in an automatic withdrawal of the student from the programme and the recommendation to begin the process of satisfying the requirements for exiting the programme with the award of an MPhil degree (see PhD Programme: MPhil Exit Policy).

12.7 Pre-Defence Dissertation Proposal Submission/Review (Refer Appendix J)

The candidate works in close collaboration, primarily with the Principal Supervisor to complete his/her dissertation proposal. A recommended template can be downloaded at www.upsh.edu.gh/office-of-doctoral-programmes/forms. The dissertation proposal is evaluated internally. The standard process is as follows:

- i. The candidate formally and in writing, submits his/her completed dissertation proposal to the Principal Supervisor for the review of the dissertation committee members. While it is hoped that this may be done in consultation with the Principal Supervisor, the decision to submit the completed dissertation proposal for the review, rests with the candidate.
- ii. On receiving the candidate’s completed dissertation proposal, the Principal Supervisor is required to clearly indicate with reasons, his/her consent or otherwise for the submission and forward both his/her note together with the candidate’s submission to the auxiliary committee members for their review.
- iii. Auxiliary Dissertation Committee Members, on receiving the candidate’s completed dissertation proposal, review and forward their comments to the candidate through the Principal Supervisor. Thereafter, the Committee sets a date for the dissertation proposal defense.

12.8 Dissertation Proposal Defence:

It is expected that at the end of Year Three (3), Semester One (1), the candidate shall defend the research proposal in an open academic forum. Upon the completion of the dissertation proposal review by the dissertation committee and all required revisions completed, the Principal Supervisor shall schedule the defence date, time and venue in collaboration with the committee members i.e. the three (3) faculty members. The process for defending the dissertation proposal is as follows:

- i. The candidate submits through the Principal Supervisor to the four-member Dissertation Proposal Defence Review Panel. Membership of the Dissertation Proposal Review Panel is as follows:
 - a. The Principal Supervisor; and
 - b. The three (3) auxiliary dissertation committee members;
- ii. The Principal Supervisor informs the ODP who then collaborates with the dissertation proposal defence review panel in setting a date, venue and time for the dissertation proposal defence. The

date has to be at least two (2) weeks after receipt of final dissertation proposal;

- iii. ODP formally invites the University-wide audience to the presentation/defence;
- iv. On the designated day, the Principal Supervisor welcomes and introduces the auxiliary committee members, other faculty and the student;
- v. Candidate is invited by the Principal Supervisor to present his/her work;
- vi. At the end of the presentation, individual committee members ask questions followed by other faculty and general public present;
- vii. Candidate is excused while the committee deliberates on their decision;
- viii. On conclusion of their deliberations, the candidate is invited back and the committee's decision announced to him/her by the Principal Supervisor. The decision shall be one (1) of the following:
 - a. The candidate has **obtained a 'PASS' grade** and may advance to the dissertation stage. No additional revisions are required;
 - b. The candidate has **obtained a 'PASS' grade**. Subject to a few simple changes required, the candidate may advance to the dissertation stage. The required changes must be completed within two (2) weeks and submitted to the Principal Supervisor;
 - c. The candidate has **obtained a 'PASS' grade**. Subject to a considerable number of critical changes required, the candidate may advance to the dissertation stage. The required changes must be completed within four (4) weeks and submitted to the Principal Supervisor;
 - d. The candidate **has not obtained a 'PASS' grade**. The dissertation proposal must be revised within six (6) weeks and re-submitted to the Principal Supervisor. Failure at the second attempt to obtain a 'PASS' grade, may result in an automatic withdrawal of the candidate from the programme and the recommendation to begin the process of satisfying

the requirements for exiting the programme with the award of an MPhil degree (see PhD Programme: MPhil Exit Policy).

Note: The majority committee decision prevails except where there is a tie, in which case the final decision rests with the Principal Supervisor.

12.9 Pre-Defence Dissertation Submission/Review

Under the guidance of the Principal Supervisor, the candidate is required to produce and submit an original research study of between 60,000 and 100,000 words double spaced. The original research goes through a two-stage review process. Internally, the process is the same as applies to the dissertation proposal submission/review steps itemized earlier. The ODP, as part of its quality assurance effort, requires that all dissertations be externally evaluated as well, prior to the dissertation defence. The external examiner, who shall be external to and independent of the University of Professional Studies Accra, also serves as a member of the dissertation defence review panel. The following is the process for the selection of the external examiner:

- i. The Principal Supervisor is required to submit the names and contact details of three (3) potential External Examiners who have already agreed in principle to serve as external examiners for the University. The choice of the three (3) names may be done in consultation with the auxiliary committee members, however the final decision rests with the Principal Supervisor.
- ii. The three (3) are submitted to the ODP, who in collaboration with Academic Affairs, invites one of them to serve as the external examiner for a particular student's submission.
- iii. The selected External Reviewer, after completing the review of the candidate's final dissertation, forwards his/her comments to the candidate through the ODP.

12.10 Dissertation Defence Process

Upon the completion of the external review of the completed dissertation, the comments of the External Examiner shall be made available to the candidate, who acting in consultation with his/her Principal Supervisor, may make any revisions as appropriate. Thereafter, the candidate shall be scheduled by the relevant faculty in collaboration with the ODP, to publicly present and defend his/her work. The process for defending the dissertation is as follows:

- i. The candidate submits through the Principal Supervisor to the five-member Dissertation Defence Review Panel. Membership of the Dissertation Review Panel is as follows:
 - a. The Principal Supervisor;
 - b. The three (3) auxiliary dissertation committee members; and
 - c. The External Examiner.

- ii. The Principal Supervisor informs the ODP who then collaborates with the dissertation defence review panel in setting a date, venue and time for the dissertation defence. The date has to be at least two (2) weeks after receipt of final dissertation.
- iii. ODP formally invites the University-wide audience to the presentation/defence.
- iv. The conduct of the dissertation defence follows the same process applies to the dissertation proposal defence process itemized earlier. The Principal Supervisor, the External Examiner and at least one auxiliary dissertation committee member must be present. This is the minimum attendance required for the dissertation defence to proceed.

The outcome of the dissertation defence, may be one of the following:

- a. The candidate has **obtained a 'PASS' grade** and may start the process for submitting the final copy of the dissertation. No additional revisions are required;
- b. The candidate has **obtained a 'PASS' grade**. Subject to a few simple changes required, the candidate may start the process for submitting the final copy of the dissertation. The required changes must be completed within two (2) months and submitted to the Principal Supervisor;
- c. The candidate has **obtained a 'PASS' grade**. Subject to a considerable number of critical changes required, the candidate may start the process for submitting the final copy of the dissertation. The required changes must be completed within six (6) months and submitted to the Principal Supervisor;
- d. The candidate **has not obtained a 'PASS' grade**. The dissertation must be revised, re-submitted to the Principal Supervisor and defended within twelve (12) months. Failure at the second attempt to obtain a 'PASS' grade, may result in an automatic withdrawal of the candidate from the programme and the recommendation to begin the process of satisfying the requirements for exiting the programme with the award of an MPhil degree.

13.0 FINAL DISSERTATION TEMPLATE

This is the University's general policy guide for the preparation and subsequent submission of the final dissertation.

13.1 Authorship:

Though it is expected that the preparation and submission of the dissertation will require collaboration between the candidate, Principal Supervisor, dissertation committee members, external Examiner and the ODP, it is ultimately the work of the candidate. The candidate is the sole author and thus responsible for its contents.

13.2 Language:

The dissertation shall be written in English language, devoid of any grammatical or sentence structure or punctuation errors.

13.3 Style:

- i. Using any available referencing management software, APA (6th edition) referencing is recommended.
- ii. Use single spacing throughout
- iii. Block quotations and footnotes should be italicized
- iv. All text including headings, subheadings, page numbers etc. should be in Times New Roman
- v. Use font size 12 except for footnotes, which shall be in font size 8
- vi. Figures (i.e. photos, maps, graphs etc.), tables and charts (if any), should be placed in the body of text
- vii. Footnotes (if applicable), should be placed at the bottom of each page
- viii. All pages 1½ inches left margin, 1-inch margin on the right, top and bottom. For a new chapter however, begin with 2 inches from top of new page.
- ix. Margins ragged to the right
- x. Chapter headings should be written in words i.e. CHAPTER ONE, and in CAPS.
- xi. For page numbering, centre at the bottom of each page:
 - a. using lower case roman numerals i.e. beginning from i, ii... from the candidate's declaration page to the abstract.
 - b. Begin first page of chapter 1 with the Arabic numeral 1 and continue to number consecutively.
- xii. Avoid starting the first line of a paragraph at the last line of a page or ending the last line of a paragraph at the top
- xiii. End each page text at least one single space above the page number at the bottom

13.4 Structure:

1. Cover page (not numbered); all centered
UPSA bold logo and ACBSP accreditation emblem

Office of Doctoral Programmes

(Dissertation title – 1 to 3 lines of text in CAPS)

By

Author Name (Student ID No.)
As per University records

Dissertation submission statement
Standard statement on partial fulfilment for the award of the degree

Date
Month, Year dissertation was successfully defended

2. Candidate's declaration;
Name, Student ID No.
Signed and dated (all centered)
3. Dissertation Committee's declaration;
Names, highest degree
Signed and dated (all centered)
4. Dedication
Short statement recognizing only one or two people. May reflect religious, family expression etc.
5. Acknowledgement
Statement on support received from persons or agencies that made special contributions to the actual work. Not family, pastor etc. support
6. Table of contents (preferably automated)
Listing of chapters (single-spaced), headings and sub-headings (single-spaced), arranged and numbered exactly as in the body of the text
7. List of tables (i.e. preferably automated, tabulated data)
Captions and numbering in serial, should be the same as labeled in the body of the text at the top of each table
8. List of figures (i.e. photos, maps, graphs etc.)
Captions and numbering in serial, should be the same as labeled in the body of the text at the bottom of each figure
9. List of abbreviations
10. Abstract
Concise summary of the dissertation, not exceeding 350 words
Indent the first line
No paragraphing here

11. Body of text (Arabic page numbering begins here)

Introductory chapter
Literature review
 Theoretical
 Empirical
Theories and hypotheses/propositions development
Methodology
Results
Discussion of Findings
Conclusions and recommendations
Limitations and future research directions

12. References

Must only include citations in the body of text; single spacing and maintain consistency in APA style (7th edition)

13. Appendices

Must be mentioned and discussed in the text
Numbered consecutively as A, B, C...
Labels centered

14. Word Count

Under the guidance of the Principal Supervisor, exclusive of the references, the student is required to produce and submit to the faculty, an original research study of between 60,000 and 100,000 words, 1.5 spacing.

14.0 FINAL DISSERTATION SUBMISSION PROCESS

The candidate is required to follow the following protocol in submitting the final dissertation which has been successfully defended:

1. Candidates must be enrolled at the time of the submission of the completed dissertation
2. The candidate submits one (1) print-ready hard copy (and a soft copy) of the post defence final revised dissertation, including the title page that lists the names of the auxiliary dissertation committee members, to the Principal Supervisor and an extra copy of the “Abstract”, printed on white standard paper size i.e. 8.5 by 11 inches
3. The Principal Supervisor certifies that any revisions recommended during the dissertation defence has been completed by the candidate and that the formatting and presentation meets University guidelines
4. The Principal Supervisor informs the three (3) auxiliary committee members that the student has fully complied with all the examiner comments and thus all sign the committee members’ declaration page of the dissertation in black ink.

5. Candidate, Principal Supervisor and Auxiliary Dissertation Committee Members sign and date the declaration pages in black ink
6. Candidate sends the soft and hard copy to the ODP for a review and plagiarism check to ensure it complies to the University dissertation preparation standards
7. Where corrections are necessary, it will be communicated in writing to the candidate with a copy to the Principal Supervisor. A candidate will not be allowed to participate in the graduation ceremony until those corrections are effected as directed.
8. Where no further corrections are required, the ODP signs off on it and the candidate is instructed to have the dissertation bound.
9. The ODP seeks confirmation from Academic Affairs that the candidate has no outstanding obligations to the University.
10. The candidate is now given the approval to have the dissertation professionally bound in black with silver lettering as follows:
 - On the front (from the top) –
 - Bold UPSA logo
 - Office of Doctoral Programmes
 - Dissertation Title
 - Name of author
 - Month and Year dissertation was successfully defended
 - On the spine (one inch from the top end, then equally spaced) –
 - Degree awarded
 - Full name of candidate
 - Year dissertation was successfully defended
11. Candidate submits two (2) bound copies of the dissertation to the ODP and completes the programme exit survey, after which the ODP provides the candidate with signed completed check-list signifying the full completion of the dissertation submission process.
12. The candidate signs copyright ownership over to the University and deposits a hard copy and a soft copy with the Joshua Alabi Library (soft copy handed over to be added to the electronic repository). The full text is immediately accessible by the University community while the general public can access only the citation and the abstract in the first two years. Thereafter, they also can access the full dissertation online

15.0 GRADUATION

Candidates will be deemed to have successfully completed the full requirements for the award of the doctoral degree after the completion of the following:

- i. Thirty-Six (36) credit hours of coursework;

- ii. Forty-Five (45) credit hours of dissertation guidance;
- iii. Obtain a 'Pass' mark in the comprehensive examination;
- iv. Obtain a 'Pass' mark in the dissertation proposal defence;
- v. Obtain a 'Pass' mark in the dissertation defence.

However, a student will be allowed to complete the research work conducted as part of DCPC725 – Dissertation Proposal Design, revise it as directed and submit as a thesis at the end of Year 2 Semester 2, for the award of an MPhil degree in the major and specific area instead, if upon the completion of the required 36-credit coursework:

- a. does not take the comprehensive examination, or
- b. takes the comprehensive examination in the major specific discipline area but does not obtain a PASS grade, or
- c. does not submit a doctoral research proposal, or
- d. submits a doctoral research proposal but does not obtain a PASS grade.

16.0 DISSERTATION TEMPLATE



OFFICE OF DOCTORAL PROGRAMMES

(Dissertation Title)

BY

(Full Name followed by student ID number in brackets)

**A DISSERTATION TO THE OFFICE OF DOCTORAL PROGRAMMES, UNIVERSITY
OF PROFESSIONAL STUDIES, ACCRA IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE AWARD OF DOCTOR OF PHILOSOPHY DEGREE IN
*(Discipline)***

MAY, (Year)

CANDIDATE'S DECLARATION

I hereby declare that this dissertation is the result of my own original research and that no part of it has been presented for another degree in any University. However, all sources of borrowed material have been duly acknowledged.

Name: *(Full Name)*

ID: *(Student ID number)*

Signature.....

Date.....

DISSERTATION COMMITTEE’S DECLARATION

The Principal Supervisor and the committee members for the candidate’s dissertation, do hereby declare that the preparation of this dissertation is in accordance with the laid guidelines of the University of Professional Studies, Accra.

Principal Supervisor: *(Full Name)*

Signature:

Date:

Auxiliary Committee Member: *(Full Name)*

Signature:

Date:

Auxiliary Committee Member: *(Full Name)*

Signature:

Date:

Auxiliary Committee Member: *(Full Name)*

Signature:

Date:

DEDICATION

(To whom the candidate dedicates this work)

ACKNOWLEDGMENT

(Those, whose assistance and/or support in various ways, the candidate would like to acknowledge)

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LIST OF ABBREVIATIONS

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REFERENCES (Sample)

Journal Article:

Akgün A., İnce S., Imamoğlu S.Z., Keskin, H. Kocaoğlu İ. (2014), “The mediator role of learning capability and business innovativeness between total quality management and financial performance” *International Journal of Production Research*, 52(3), 888-901.

PhD Dissertation:

Arthur, N. A. D. (2016). *The Influence of Leadership Styles On Employee Creativity in Ghana's Telecommunication Industry* (Doctoral dissertation, University of Ghana).

Book:

Bass, B.M. (1990). *Bass & Stogdill's Handbook of Leadership: Theory, research, and managerial applications*. (3rd Ed.). New York: The Free Press.

Edited Publication:

Kanter, R., (1988). When a thousand flowers bloom: structural, collective, and social conditions for innovation in organizations, in B.M. Staw and L.L. Cummings, (Eds). *Research in Organizational Behavior*, 169-211. CT: JAI Press.

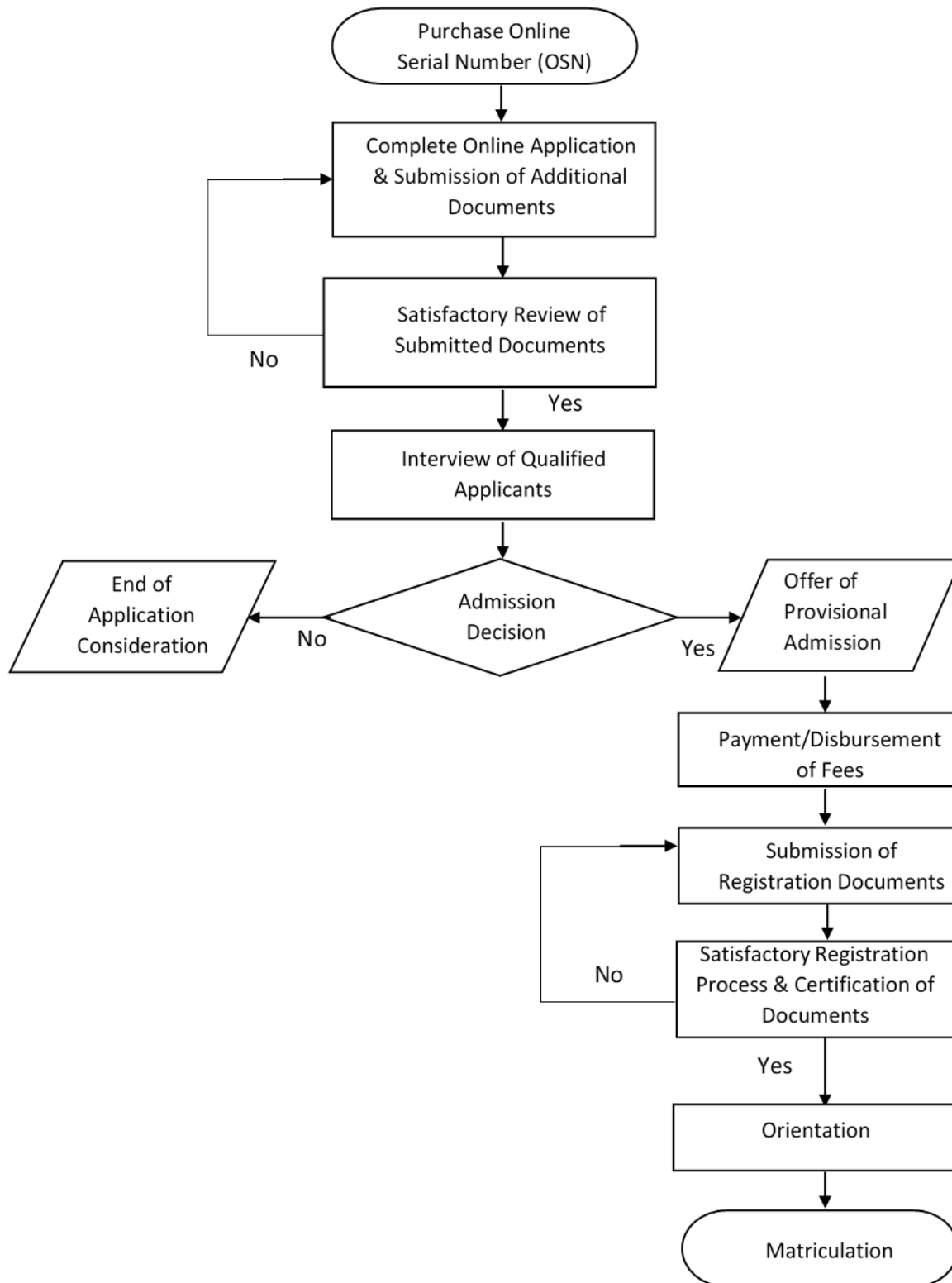
Online Source:

National Communication Authority, (2016). *Mobile Voice Subscription Trends for March 2016*. Retrieved from www.nca.org.gh/30/106/Market-Share-Statistics.html

APPENDICES

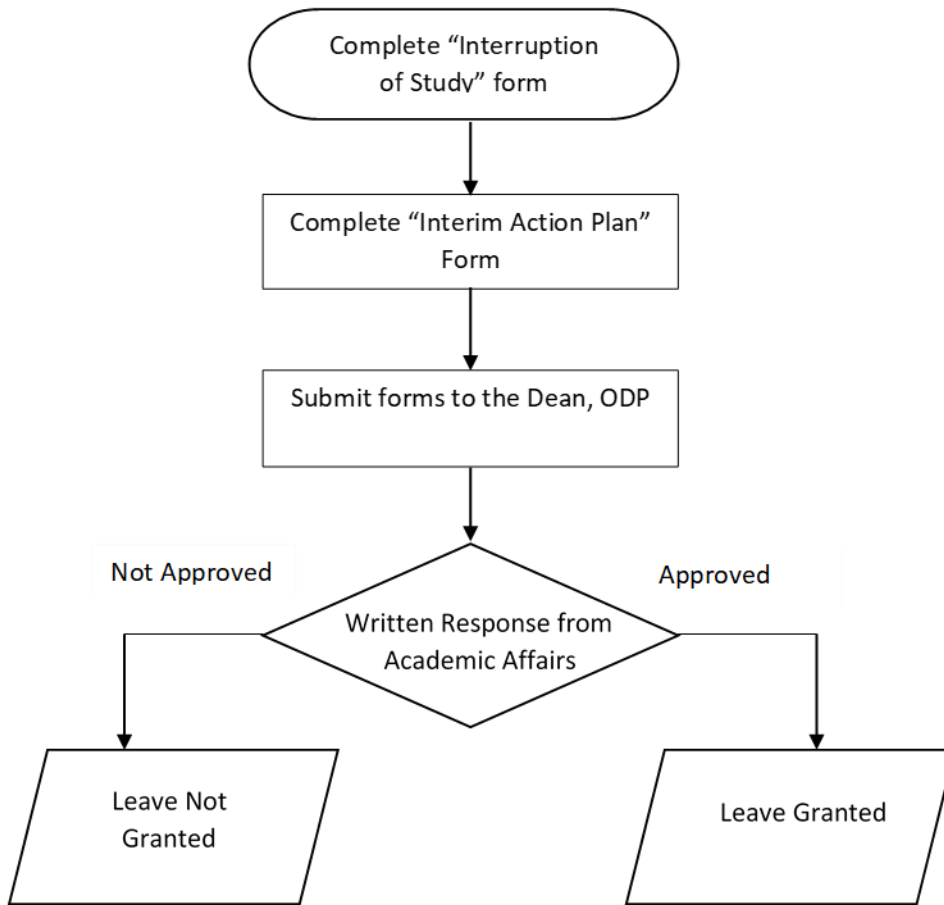
17.0 APPENDICES

APPENDIX A: UPSA PhD STUDENT APPLICATION AND ADMISSION PROCESS



APPENDIX B

LEAVE OF ABSENCE



APPENDIX C

**UNIVERSITY OF PROFESSIONAL STUDIES. ACCRA
OFFICE OF DOCTORAL PROGRAMMES (ODP)
INTERRUPTION OF STUDY**

Student Name: **Academic Year/Semester:**

1. Type of Interruption request (*check that which applies*):

A. PROGRAMME WITHDRAWAL:

a. Permanent (*complete withdrawal from programme*) (*Go to Q2*)

B. LEAVE OF ABSENCE:

a. Health-related (*Go to Q3*)

b. Non Health-related (*Go to Q3*)

C. DEFERMENT OF STUDIES (*indicate the applicable request*)

a. Semester End Exam b. Dissertation Proposal Defense

c. Dissertation Defense d. Comprehensive Exam

e. Others (*please specify*):

(If you chose any of the options under Section B - Deferment of Studies, then go to Q3)

2. If you are permanently withdrawing, kindly give a brief reason for your decision and go to the bottom of the form to sign the application and submit.

.....
.....
.....
.....

3. If you seek Temporary Withdrawal or Deferment of Studies, kindly state the duration of the interruption (*NOTE: A student may interrupt his or her study programme but may not break for more than four (4) continuous semesters*).

From to

(If your application is Non Health-related go to Q5)

4. Do you have a medical excuse report attached to this application? (*please note that a Medical Review Board decision may be required in addition*)

Yes

No

5. Do you have attached to this application, an 'Individual Study Plan' documenting your proposed arrangement for returning to the programme? (*Your academic advisor may require this form*)

Yes []

No []

Not applicable [] (*please attach a brief explanation*)

***Note:** Approval of application may be subject to financial clearance by the Finance Directorate.

Student Name & ID:

Signed:

Date:

APPENDIX D

**UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA
OFFICE OF DOCTORAL PROGRAMMES (ODP)
INDIVIDUAL STUDY PLAN**

Goal(s) for the period of absence

1.
2.
3.

Objective per each stated goal

1.
2.
3.

Specific task per each stated objective

1.
2.
3.

Expected outcomes per each stated task

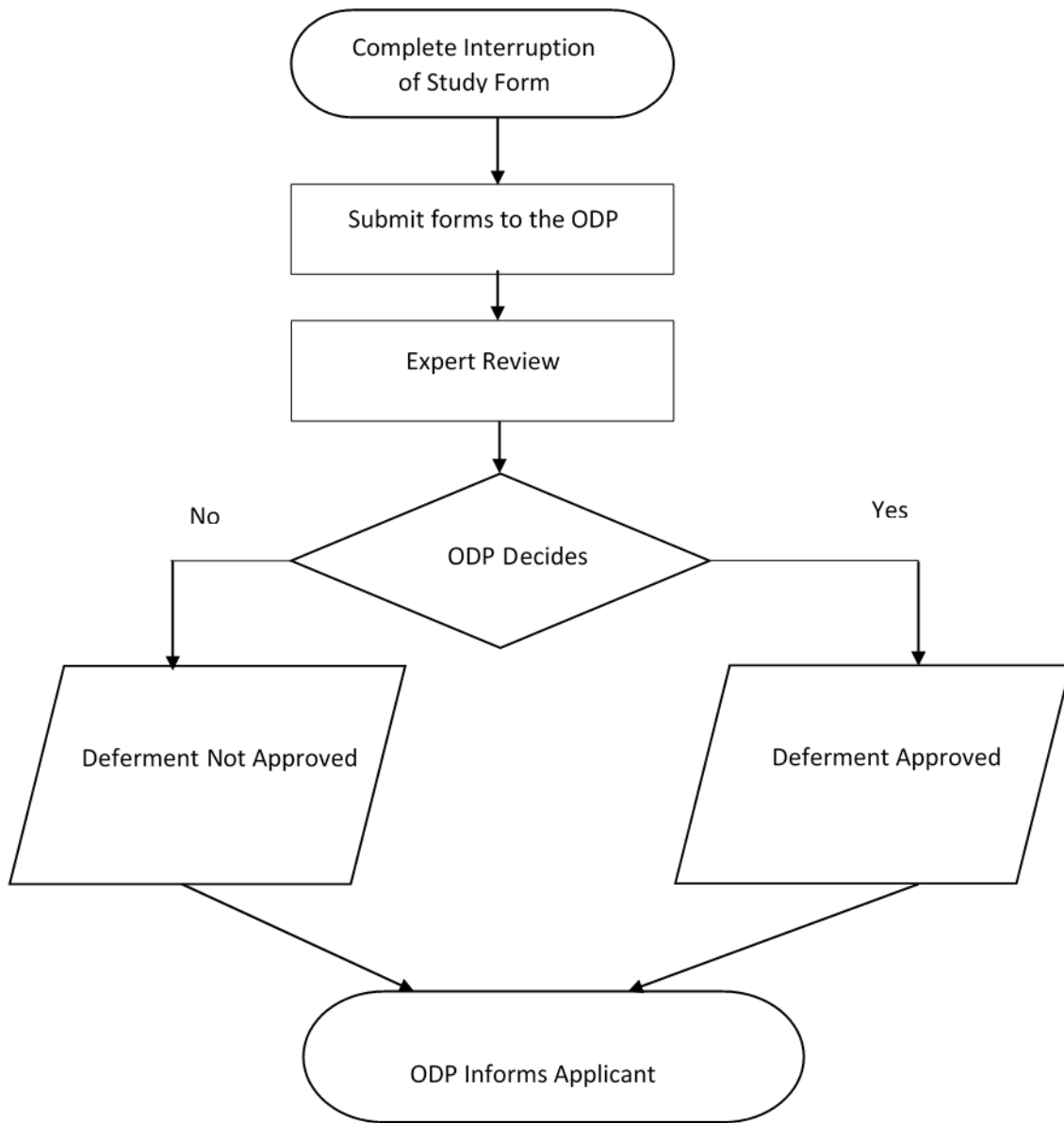
1.
2.
3.

Signed:

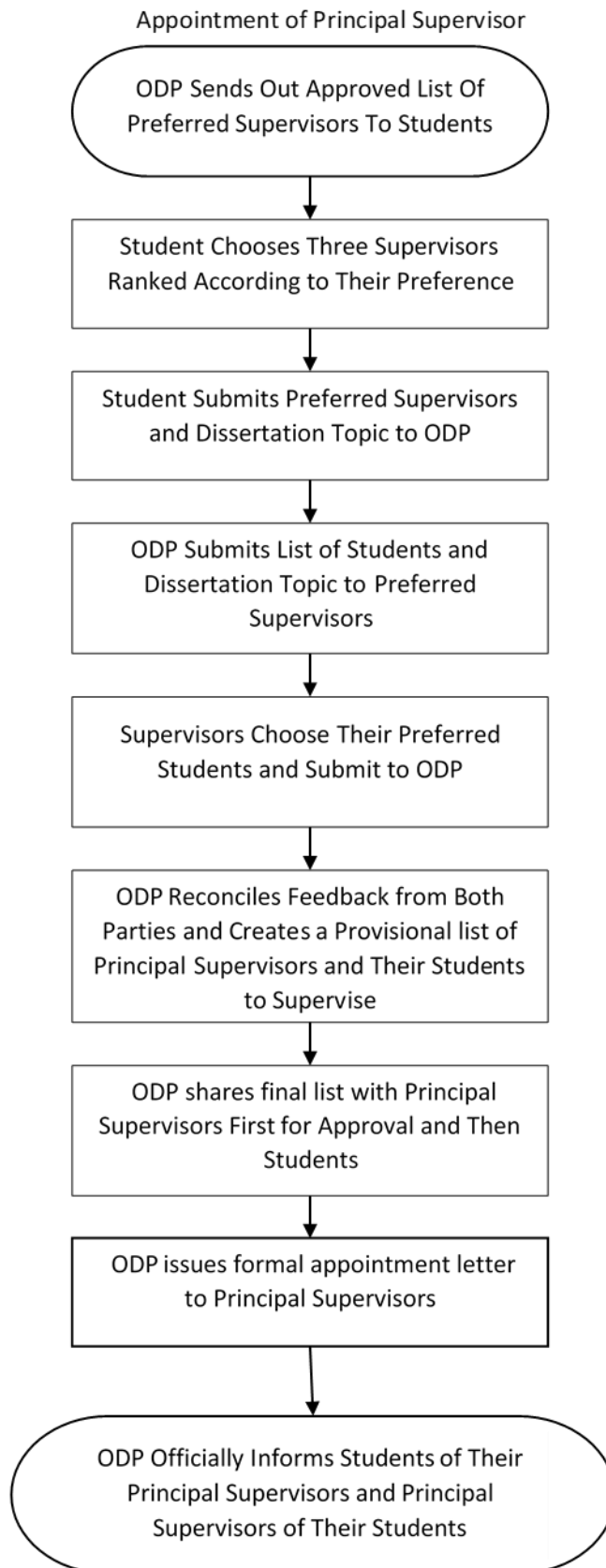
Student Name & ID:

Date

DEFERMENT REQUEST PROCESS



APPENDIX F



APPENDIX G

**UNIVERSITY OF PROFESSIONAL STUDIES. ACCRA (UPSA)
OFFICE OF DOCTORAL PROGRAMMES (ODP)
INSTITUTIONAL REVIEW BOARD (IRB) APPLICATION**

Student Name:

Academic Year/Semester:

1. Dissertation title

.....

2. Name of Principal Supervisor

3. This project will be conducted (*please tick as applicable*):

On campus [] Off Campus [] Both []

4. Is this research funded by an external body? (*please tick as applicable*):

Yes [] No []

5. If you answered Yes in (4), please fill table below

If yes, indicate name(s) and type of funding source(s).	
Name(s):	
Type:	Government []
	Non-Government Organization []
	Company []
	Other:

6. Based on your planning for the research, please indicate the following

Anticipated starting date:

Anticipated ending date:

7. Provide a brief on the objectives, methods and procedures of your research project. You may present on a separate sheet but must not exceed one page.

.....

.....

.....

.....

8. How many participants do you intend to use for your study?

.....

9. Briefly describe how the participants will be recruited?

.....
.....

10. In the course of your research, do you anticipate any potential physical, psychological, social or privacy risk or pain on your subject. (Note: This includes any request for the participants to reveal any embarrassing, sensitive, or confidential information about themselves or others.)

Yes [] No []

11. If you answered Yes in question 10, then based on the potential risk implications of your research, how will the risk be kept at a minimum? You are to describe how you will proactively address issues such as confidentiality of data, privacy, dignity, etc.

.....
.....
.....
.....
.....
.....

12. If you anticipate the need for the use of deception, please describe in detail how the deception applies.

.....
.....
.....
.....
.....

13. Briefly state your plans for debriefing of your participants after the research.

.....
.....
.....
.....

14. Based on the potential psychological, social, and possibly physical risk implications on your participants. State the potential benefits of the study to academia and the scientific community.

.....
.....
.....
.....

15. What measures are in place to ensure the rights of participants to participate, not to participate, or withdraw at any time during the research.

.....
.....
.....
.....

16. How will participants be adequately informed about the procedures of the research so that they can make an informed decision on whether or not to participate

.....
.....
.....
.....

17. Expressed consent are required from participants and companies that are engaged in any research. The ODP provides standard Consent Forms for both individuals and companies. You are to ensure completion of the forms by the respective participants/organization and attach to the application.

Note: If the participants include minor children, a parent must sign out the individual consent form on behalf of the minor.

18. Attach to this application copies of questionnaires, interview formats, testing instruments or other relevant documents to carry out the research. If your questionnaires are not complete, please submit an outline of the questions to be used.

Note: You will have to submit the completed questionnaire to the IRB before the research can begin.

Name..... Signed::

Student ID: Date:

Send completed application to:

ODP
5th Floor Room 15
Joshua Alabi Library

APPENDIX H

UNIVERSITY OF PROFESSIONAL STUDIES. ACCRA (UPSA)

OFFICE OF DOCTORAL PROGRAMMES (ODP)

INDIVIDUAL CONSENT

I,.....of
.....do acknowledge
that Prof/Dr./Mr./Mrs./Ms.....

is a faculty/student at UPSA. I further understand that the faculty/student has to complete a research project as part of his/her research for which data from me is required.

I hereby consent to the faculty/student using data acquired from me for the purposes of the research.

My consent is subject to the following conditions, which I insert in my own handwriting:

.....
.....
.....

.....I understand that the information obtained by the faculty/student from me will be kept strictly confidential and only viewed by the faculty/student, the project examiners and essential UPSA staff, except where I have otherwise granted consent in writing.

I accept that my participation in this research is voluntary and that I may withdraw my consent to participate at any time.

Respondent's signature:

Date of consent:

APPENDIX I

UNIVERSITY OF PROFESSIONAL STUDIES. ACCRA (UPSA)

OFFICE OF DOCTORAL PROGRAMMES (ODP)

ORGANIZATION CONSENT

I, on behalf of
..... do acknowledge
that Prof./Dr./Mr./Mrs/Miss..... is a faculty/student at UPSA. I
further understand that the he/she has to complete a research study, for which, data is required from me as a
representative of our organization.

My consent is subject to the following conditions, which I insert in my own handwriting:

.....
.....
.....

..... I hereby consent to the faculty/student utilizing the data required for the
research and do confirm that I am authorized to grant this consent on behalf of the company.

I understand that the information obtained by the student from me will be kept strictly confidential and only
viewed by the faculty/student, the project examiners and essential UPSA staff, except where I have otherwise
granted consent in writing.

Respondent's signature:

Respondent's job title

Date of consent:

Pre-Defence Dissertation Proposal Submission/ Review

