

Dissertation Manual: Submission Requirements and Procedures



Regent University College of Science & Technology

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Thesis Manual: Submission Requirements and Procedures

1. Introduction

We must first understand the difference between a dissertation and a thesis (plural, theses). A *thesis* is an intellectual *proposition* or *idea*. A *dissertation* is a *document* that advances a thesis (or theses) as a result of research, especially as a requirement for an academic degree). It is in this sense that the words thesis and dissertation are sometimes used interchangeably. While some universities refer to undergraduate research documents or essays as dissertations and postgraduate research documents as thesis, other universities think differently. In this document we use both words interchangeably for all degree research documents including bachelor, master and doctoral degrees.

After you write your dissertation explaining your thesis, you have to defend it before a panel of academics who experts in your subject area -- the thesis defense or viva voce.

A dissertation:

- may include non-text materials, such as performances, exhibitions of works of art, musical compositions, films or videos - subject to the approval of the Chair Examinations Board (after consultation with the member of the Committee whose academic area is closest to that of the thesis) and to the written component constituting the major part of the thesis;
- may describe work done in conjunction with the supervisor or other persons, provided that the candidate's personal share in the investigation is clearly stated, and that this statement is certified by the supervisor;
- must be written in clear and concise language and in English
- must conform to scholarly standards of presentation, citation and referencing for the discipline;
- must include an abstract of approximately 200-300 words;
- must include a declaration by the candidate that it is her or his own account of the research, the extent to which the work of others has been used, and (except for a resubmitted thesis) contains as its main content work which has not previously been submitted for a degree at any University;
- must not exceed 10,000 words (for BA/BSc), and 15,000-20,000 (for Masters' degree) excluding maps, diagrams and bibliography, unless otherwise approved by the Chair of Examinations Board on the recommendation of the supervisor;
- must be in double-spaced typescript; and
- must conform with any physical specifications approved by the thesis Committee.

The requirements for MPhil theses are similar except for the length of the thesis which is subject to the decision of the of the thesis committee but normally not exceeding 40,000 words.

The purpose of this section is to provide clear guidance on the preparation of a thesis, prior to its submission for examination.

It is essential that you discuss general layout and referencing conventions with your Supervisor to ensure that you follow subject or discipline-specific requirements or rules right from the start.

Your thesis will present your research results, describing the research with reference to relevant work in the field. It will include a description of the methods of research considered, and those actually employed, and present your conclusions. It is essential that any use of another author's work is properly acknowledged.

The completion of a thesis is a part of your degree requirements. You are required to submit copies of your thesis to the university by the published deadline for the semester you intend to graduate. The copies you submit must meet the general and specific format requirements and must also meet certain production requirements. You are strongly encouraged to bring a draft of your thesis to the Office of the University Theses Coordinator (UTC) well before the final submission deadline for a Preliminary Format Check well before the final submission deadline in order to avoid a delay in graduation if your thesis does not meet the requirements.

2. Thesis (Project) Preparation Information

University Thesis Coordinator (UTC)

In the library, the University Thesis Coordinator (UTC) assures that each thesis submitted meets approved university format guidelines and assists in the verifying that department degree requirements are fulfilled.

Thesis Workshops

It is strongly recommended that students attend one of the special University Thesis Coordinator (UTC) Thesis Workshops offered each quarter to learn about the format and submission requirements and to verify deadlines for submission for that quarter.

UTC Consultations

The UTC is available for individual consultation with students and thesis advisors regarding specific thesis requirements. (The UTC does not check a thesis for subject content, research quality, or editorial review such as punctuation, grammar and spelling).

Seeing the University Thesis Coordinator (UTC)

The UTC is available to answer format and submission questions daily throughout the semester and during additional hours in the weeks before the final submission deadline. Please refer to the University Thesis Requirements website or the current Graduate College "Finishing up your...degree" flyer for the exact dates and times for the additional walk-in hours. **There are no Preliminary Format Checks during the week before final submission.**

Preliminary Format Check

The purpose of a Preliminary Format Check is to conduct a preliminary review of your thesis to determine if general and specific format requirements are being met. The Preliminary Format Check is not a thorough editing or proofing of your document; rather, it is a quick check for compliance with format requirements, and ideally is done when the thesis is close to final form. If you have formatting problems, questions, or concerns about your thesis, you are encouraged to come in early in the semester when the thesis evaluator can take more time to help you, and not wait until near the end of the semester when time is limited.

In order to provide you with as much feedback as possible, you are encouraged to bring a copy of your thesis that is complete as possible. (If bringing in a partial thesis bring at least the title page, signature page, Table of Contents, sample chapter(s) that contain tables, figures and text that are representative of the rest of your thesis, the reference list, and the separate library abstract). A thesis evaluator will check your thesis while you wait and provide you with feedback at that time. If many students are waiting, you may come back to pick up your thesis and the feedback later.

Bring in your thesis in paper form (not on floppy disk, CD-ROM, Pen Drive, etc.), preferably unstapled and printed single-sided. We cannot print off electronic versions of theses sent to our office. Before you come, use the Thesis Format Checklist to check that you have followed the listed format requirements. You do not need your major professor's approval for the Preliminary Check.

Listed below are instructions with regard to the final preparation and submission to the library of a thesis or project at Regent Ghana.

3. University Format Requirements

Physical Specifications of the Thesis

Restrictions on the size of paper is lifted on maps, drawings, musical scores or computer tabulations where it is impractical, inappropriate or undesirable for other reasons. Photographs or other illustrations or inserts on non-standard paper must be securely mounted so that they conform to the above page size and margin requirements. Colour photocopies in place of photographic colour prints may be incorporated in the thesis with the approval of the Thesis Committee.

Copies of the thesis can be produced either by a good quality photocopying machine or, if a large number of copies is required, by offset printing. The number of bound copies ultimately required is as follows:

One bound and one electronic copy for the University Library

One copy for each internal supervisor

One copy for an external supervisor where appointed

One copy for the candidate

In addition, you may, if you wish, provide copies which can be retained by your examiners (normally examiners are asked to return their copies). Should you wish to do this, you must inform the UTC Committee before submitting the thesis for examination.

Students should deliver their theses to the printery for reproduction. The University accredited. Printery has a form for signature by the student authorising the copying to be done. This is particularly important for students who will be leaving Accra after completion of their thesis.

You should keep copies of all invoices received in association with the preparation of your thesis in order to claim reimbursement.

When your thesis is ready for examination you must submit the original unbound copy, loose in a box file, and two copies for the number of examiners (internal and external) to:

*The University Theses Coordinator,
No 4 Japs House,
Regent University College of Science and Technology, Accra,*

It is your choice whether the copies for the examiners are bound in permanent or temporary format. Temporary binding (thermobinding or spiral binding) is acceptable, and can be inexpensively arranged by the University Library.

The Library can act as a deposit/pick up point for permanent thesis binding. Theses will be dispatched to the binder at monthly intervals as part of the Library's regular delivery schedule. Enquiries regarding this service should be addressed to the UTC. For further information see also the Library's web page.

Alternatively, candidates can make their own arrangements with a commercial bookbinding company. It then becomes the candidate's own responsibility to ensure that the bookbinding company chosen has been supplied with the Library's specifications, which are as follows:

Theses must be sewn; no stab binding, plastic binding or stapling will be approved. The spine must be properly rounded, and the joint correctly formed. The binding must be covered in buckram or good quality binding cloth, and lettered boldly in gold as follows:

Every candidate submitting a thesis must do so in accordance with the following instructions:

1. **Number of copies**

Two copies must be submitted to the University Examinations Office. However, a candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to the University and adequately bound.

2. **Presentation**

Theses must be presented in a permanent and legible form in typescript or print. Photographic and other illustrations should be permanently mounted on international standard A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purpose.

You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.

3. **Paper**

A4 size paper (30 cm x 21 cm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Standard 80gsm copying paper is perfectly acceptable. Only one side of the paper may be used.

4. **Print**

Text should be printed in black ink, on one side of the page only. This prevents show-through and helps to ensure that photocopies are clear.

5. **Font Character or Print Height**

The university accepts a 12 point size Times New Roman typeface of letter quality black printing only, except for indented quotations and footnotes where 10 or 11 points may be acceptable. A legible type face must be used. Corrections are not acceptable. All candidates are required to type their own thesis.

6. **Line Spacing**

Double or one-and-a-half line spacing should be used in the main text. However, single spacing should be used in the Summary and in any indented quotations and footnotes.

7. **Page Numbering**

Pages in the thesis should be numbered sequentially.

8. **Layout & Word Processing**

Margins at the binding edge must be not less than 4cm (1½ inches wide on the left-hand side) and other margins not less than 2cm (.75 inches on the right-hand side).

9. **Arrangements of Parts of the Thesis**

The main text is preceded by preliminary pages arranged in the following order: approval (signature) page, title page, copyright page, acknowledgments (optional), abstract, table of contents, list of tables, figures, plates (if any). Samples of the approved university format for the approval and title pages are in the thesis guide. The main text is divided into chapters. When present, endnotes, glossary, list of references, appendices, and index follow the main text, and in that order. Each preliminary page, chapter in the main text, the start of endnotes, references and appendices, must begin on a new page.

10. **Pagination**

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 9 below).

Preliminary pages, except the approval page and the title page, are numbered using lower case Roman numerals (ii, iv, etc.). All preliminary pages, except the approval page, are counted in pagination. Beginning with page one of chapter one, all other pages of the thesis or project report are numbered using standard Arabic numerals and are counted in pagination, continuing all the way through all appendices to the end.

11. **Heading and Subheadings**

Chapters must be constructed and presented in a consistent manner within the thesis. Follow individual department guidelines. If a specific style manual is required then that manual's requirements will be observed.

NOTES Follow individual department guidelines for placement of notes, footnotes, etc. consistently throughout the thesis.

12. **Title Page**

The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, the name of the university at which the candidate was registered and the degree for which it is submitted.

13. **Abstract**

The title-page should be followed by an abstract consisting of no more than 300 words. An extra copy of the abstract typed on the special form provided with the entry form, is required for publication in the Regent Ghana Abstracts of Theses (RGAT). You should send this copy to the University thesis Coordinator (UTC), 4 Japs House, Regent University College of Science and Technology, Accra, at the same time as you send your theses for binding.

14. **Table of Contents**

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

Illustrative material

Illustrative material may be submitted in the following forms:

Audio recordings: Compact cassette tape or CD.

Photographic slides: 35 mm in 2" x 2" frame

Illustrative material in other forms (including videotapes, CDs and DVDs) may be submitted at the discretion of the Academic Secretary. Enquiries should be made well in advance of the submission of the thesis to the Examinations Office.

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Section 6 above). Each copy of the thesis submitted must be accompanied by a full set of this material.

16. **Literature References**

Citation format in a thesis will follow the guidelines specified by the student's department and must be consistent within the thesis.

17. Tables and Figures

Tables are comprised of data, such as statistical information, which are presented in column and row format. Illustrative materials such as graphs, charts, diagrams, plans, maps, and photographs, are referred to as figures. Tables and figures are numbered uniquely, consecutively, and in separate sequences, and conform to department guidelines. Figures contained on large size paper must be folded carefully to meet the margin and binding requirements. Tables and figures are to be placed as close as possible to the first reference to them in the main text or may be placed in appropriate appendices at the end of the thesis or project.

18. Word Limits

BSc/BA: The word limit is 10,000 for the main text. The word limit does not include appendices (if any), essential footnotes, introductory parts and statements or the bibliography and index.

MSc/MBA/MA/ MPhil The word limit is 15,000 - 20,000 for the main text. The word limit does not include appendices (if any), essential footnotes, introductory parts and statements or the bibliography and index.

Note

Ultimately, whether the thesis is too long or too short is a decision for the examiners. The word limit is therefore guidance rather than requirement. A Department may refuse to accept submission of a thesis that is unnecessarily over the word limit. If your thesis is clearly above the indicated word limit, then you should discuss editorial action with your Supervisor before submission.

You should be aware that examiners can decide that an overly-long thesis does not meet the degree's standards, and fail it without proceeding to the viva stage. You can also be required to resubmit your thesis if there are serious grammatical or spelling errors - use of a spellchecker is very strongly recommended.

4. Thesis Content: The Parts of Your Thesis

The Thesis must contain:

A title page including the full title of the thesis; full name and qualifications of the author; degree for which the thesis is submitted; name of the Department and Faculty to which the thesis is submitted; name of the University; month and year the thesis was submitted for the degree; a statement of whether the thesis is submitted in total or partial fulfilment of the requirements of the degree, as follows: (i) "Submitted in total fulfilment of the requirements of the degree of Master of Arts (by Thesis only)"; or (ii) "Submitted in partial fulfilment of the requirements of the degree of Master of Arts (by Advanced Seminar and Shorter Thesis)". The title page must be followed by an abstract of 200-300 words in English. The abstract must be followed by a declaration, signed by the student, as follows:

"This is to certify that the thesis comprises only my original work except where indicated in the preface; due acknowledgment has been made in the text to all other material used; the thesis is 20,000 words in length (or 10,000 for Bachelor's Thesis), inclusive of footnotes, but exclusive of tables, maps, appendices and bibliography."

The remainder of the thesis should be formatted as follows: Acknowledgments; Table of Contents; List of Tables, figures and illustrations (not necessary if less than ten list items); Main text; Bibliography; Appendices. The name of the author, the title (abbreviated if necessary), degree and the year of submission must be on the spine.

(a) The Title Page

The title page must contain the following information:
The title and any subtitle

Your full name

Submitted to the Regent University College of Science and Technology in fulfilment of the requirements for the Degree of Bachelor/Master (of Engineering, etc.)

Regent University College of Science and Technology

Year of Submission

(b) The Summary

A brief description of the work: its aims, methods and conclusions. Not more than three hundred words, using single line spacing.

(c) Declarations and Statements

Information about the standard Statement and Declarations, which must be made when you submit your thesis, is provided in the Notice of Candidature document issued by Supervisors to students who are preparing to submit a thesis. In summary these comprise:

(i) A declaration that the work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

(ii) A statement that the thesis is the result of your own investigations, except where otherwise stated. Also that other sources are acknowledged by footnotes giving explicit references and that a bibliography is appended.

(iii) A statement that you give your consent for your thesis, if accepted, to be available for photocopying and for inter-library loan, and for the title and summary to be made available to outside organisations.

If a bar on access has been approved by the University, use the amended version of this statement, giving consent for the thesis to be available for photocopying and for inter-library loans after expiry of a bar on access approved by the Regent University College of Science and Technology.

(d) Contents List

The division of the thesis, with page numbers.

(e) The Main Text - appropriately divided into parts, chapters and sections

You should seek the advice of your main Supervisor about the appropriate form of division. If your thesis is submitted as a single volume, the internal layout will generally follow the following pattern, but you must check with your Supervisors to see whether there are any particular conventions applicable to your subject area:

Title page

Summary

Declarations and Statements

Contents page

List of tables, illustrations, etc.

Preface

Acknowledgements

Definitions or Abbreviations

(f) Remaining Sections

Appendices

Glossary

Bibliography

Index

(g) Chapter Details

For first-degree programme it is suggested that the Dissertation/Thesis should have five chapters. The designations for the five chapters are as follows;

Chapter One: Introduction

Chapter Two: Literature Review

Chapter Three: Materials and Methods

Chapter Four: Results

Chapter Five: Discussions, Conclusions and Recommendations.

Each chapter must be preceded by a summary of the content of the chapter.

Chapter One: Introduction

The introduction should explain the rationale behind the dissertation. Profuse literature references should be avoided. The last paragraphs should contain statement of objective(s).

Chapter Two: Literature Review

Should contain a review of literature relevant to the study. Each published statement quoted or referred to should be supported by citation of the source. The citation should be as follows:

One Author:

Author's surname, followed by year of publication in brackets; e.g. Kwame (2004)

Two Authors:

Surname of authors followed by year of publication in brackets; e.g. Adu and Mensah (2005)

Three or more Authors:

First citation: Surname of all authors followed by year of publications.

Subsequent citation: Surname of first author only, followed by "et al" plus year of publication; e.g. Kwame et al (2004). Titles like Mr., Dr., Prof., etc should not appear.

Chapter Three: Materials and Methods

This should provide a description of the procedure(s) used in collection and analysis of data. The description of the procedure should be detailed enough to enable another person repeat the work.

Chapter Four: Results

The results obtained may be presented in the form of tables, figures, photographs, charts etc. Each illustration must be preceded by a brief text to explain the salient points being illustrated.

Each table should have a number and title above it. Each figure should have a number and title below the figure. Where necessary keys must be provided. Illustrations must be neatly done. The same data must not be presented in two different forms.

Chapter Five: Discussions, Conclusions and Recommendations.

The discussions should be to interpret the results, by explaining the results and relating one set of data to another and also to the results of other workers. Again any agreement and discrepancies should be explained. Also the practical implications of the results should be stated. The conclusions and recommendation must be adduced from the outcome of the research and state how the finding will contribute to knowledge.

5. Referencing and Plagiarism

The consequences of failing to clearly acknowledge and accurately reference the work of others correctly can be extremely serious, including having an allegation of unfair practice or plagiarism made against you, and/or failure of your work at the examination stage.

The basic requirement for a thesis submitted in candidature for a degree is that it presents the results of the candidate's own work. In order to prove that the project the candidates own work, Regent University College of Science and Technology ensures that all theses, both undergraduate and graduate, are orally defended by the candidate.

What is fundamental is that your thesis must clearly and unambiguously distinguish between your own thoughts, conclusions and results and the works of other scholars. The distinction can be made by means of include quotations or the representation of the views or results of other scholars in the field and references to acknowledge direct and indirect use of the work of other scholars. The objective of references is to enable the reader to locate the work you have cited in your thesis. Indeed, another expectation in any thesis is that the candidate will relate his or her own work to that of other researchers.

References must be sufficiently precise to enable the reader to obtain and consider the original work. Paraphrasing without attribution is considered to be plagiarism. References are used to indicate the works mentioned in the text but the bibliography, placed at the end of the thesis will not only provide the necessary details of cited work but also other works that have been useful in your study, even if they are not explicitly cited in the text.

Building a thesis begins with surveying the relevant literature in the field of study and it is important to adopt, at the beginning, a useful method for recording your reading. It is very important that in the earliest stages of your study you talk to your Supervisor about which referencing system is most appropriate for your work. The "Harvard System" is one of the most common system used, but some subjects or disciplines have other conventions of which you should be aware. Endeavour to provide an original contribution to knowledge, arrived at in a systematic approved manner.

1. Examination of Thesis

Examination of your thesis is in two parts: (a) assessment of your written thesis and then (b) an oral examination or interview - the Viva Voce, at which you will be questioned about the research you have undertaken, and the results of that work as they are presented in the thesis.

Sometimes people from the relevant industrial partners of the university are invited to attend thesis defense sessions that are significant topics.

Conclusion of the Examination

1. Readers

A final grade for the project will be determined by two readers:

- (a) An internal examiner chosen by student's department.
- (b) an external examination.

2. Grading Criteria for Thesis

- a. *The grading of the paper itself (60%)*
 - i. The quality of the paper's argument.
 - ii. The thoroughness of the paper's research.

- iii. The fluency, clarity, and correctness with which the paper is written.
- iv. The quality of work handed in throughout the semester to the thesis Committee.
- v. The relevance of the thesis to what is happening in the workplace.

b. *The grading of the oral defense (40%)*

The performance of students during the viva voce (oral examination of thesis before a panel of academics and professionals).

Guidelines for Thesis Assessment

Assessment of Course

Oral and Written Presentations

In the Oral presentation (Viva Voce), the candidate will present the results of their research; 15 minutes will be allowed for presentations and 15 minutes for questions.

The following marking scheme is utilised for the assessment of candidates.

Mark for the **Written Thesis** (out of 60):

Mark for the **Oral Presentation** (out of 40):

Guidelines for Assessing Honours Presentations

Oral presentations are marked by internal and external examiners.

The following are suggested guidelines to be used by the assessors of the Honours presentations.

The Honours presentations should be weighted as follows:

Oral Honours Presentation

Content	20%
Presentation	15%
Answering Questions	5%

The following are suggested guidelines in assessing the preliminary and final honours presentations.

Content

- Has the project been put in perspective?
- Is the literature appropriate?
- What are the objectives, hypotheses?
- Has the methodology been clearly presented?
- Is the methodology suitable for addressing the objectives?
- Has the methodology been validated, if appropriate?
- Are the methods of analysis appropriate?
- Have proper statistical or numerical methods of data treatment been used and are they appropriate? (final)
- Are the interpretations of the results correct?
- Have the methods addressed the objectives?
- Has the hypothesis been tested?
- Did the student comment on limitations of the methodology?

Presentation

- Does the presentation flow logically?
- Did the student communicate the message well (speaking, confidence, appearance)?
- Did the student utilise the visual medium appropriately (readability, information, use of medium)

Answering Questions

- Was the question appropriate?
- Did the student answer the question appropriately?
- Did the student lack some knowledge of the area?

Re-writing and re-submission

Sometimes a Thesis Examination Committee will return a result of "Rewrite and Resubmit" to a candidate with the recommendation that the candidate undertake a revision of the thesis in accordance with the examination reports. Candidates are supervised during the period allowed for rewriting. The examination process for the rewritten thesis is the same as for the first examination. A candidate may decide not to take up the opportunity to resubmit and will be awarded an automatic fail result for the thesis (thereby failing to qualify for their degree).

If a candidate decides to rewrite and resubmit their thesis they must immediately make an appointment with the School to officially reenrol and will be required to pay fees as applicable for the period concerned. A thesis which has been resubmitted for examination should not normally be graded or marked above (75%).

7. Submission of Thesis

Requirements for Final Copies

1. **Printer**

If you use a laser printer, you may print your final copies directly from the laser printer or make good-quality photocopies. If you use an ink jet or bubble jet printer, the final copies must be photocopies of the original copy printed off the printer. The printer you use must be cleaned, capable of letter quality printing and you should use the highest quality print setting.

2. **Reproduction**

Print (or copy) the final copies of the thesis, single-sided, on thesis paper meeting the specifications below. Do not bind the final copies. You may print your final copies directly onto the thesis paper only if you are using a laser printer; final copies from all other types of printers must be photocopies of the original (see **Printer** section above). The photocopier used for the final copies must produce a high-contrast, clean copy. You are advised to use commercial copiers (copy centers on-campus or off-campus), **not departmental or personal photocopy machines** since these usually cannot produce the expected quality.

Binding Conventions

Students must submit copies of their theses to the Office of the University Theses Coordinator (UTC) for binding within one week of notification that their theses have been finally approved by the Office of the UTC. They must also provide a receipt verifying that they have paid for the binding. Theses submitted in any other form of binding apart from what is prescribed by the university will not be accepted.

Upon receiving theses for binding (including verification of payment for binding), the Office of the UTC will send an e-mail to the dean in the school in which the student is enrolled, thereby verifying that this graduation requirement has been fulfilled.

In the first instance candidates should submit two copies of their theses, either

three which are soft-bound, or

two which is soft-bound and one which is hard-bound

All theses (whether soft or hard-bound) must

- be covered in blue cloth or any other colour prescribed by the Senate (e.g., water resistant material);
- be lettered in gold up the spine with Degree, Year, and Name and Initials in the same form as the University records, with letters 16 or 18 point (.25 inch).

After the examination is complete you should make sure that the Examinations Office has one hard-bound copy and one soft-bound copy of your thesis with any required corrections completed. The University will not issue the result of the examination to successful candidates until it has received one final hard-bound and one final soft-bound copy and the examiners have confirmed that any amendments to the thesis required by them have been made.

Temporary binding

Temporary binding is usual for examination purposes, but you must make sure that your Department accepts this for examination purposes: it is their decision. Perfect binding is the recommended type of temporary binding. It provides a soft-back book, with the pages secured by glue to a black tape-like spine. This means that the essential information required on the spine of the temporary, and the final, permanent, binding can be added.

The spine of your thesis (in both temporary or permanent binding) must show:

- Your surname and initials
- Regent University College of Science and Technology
- The full or abbreviated title of the work
- The year of submission
- The degree for which the work is submitted.

Permanent Hard-back binding

1. Binders and Deposit Copies to be Bound

When the thesis has been approved by the examiners, and you have made any changes or corrections required, two permanently bound copies must be handed to the UTC for dispatch to the Libraries. If you want a copy of the thesis for yourself, it is advisable to request it from the binder at this time. Addresses of binders are available from the Theses Coordinator's Office. Please personally contact the University Theses Coordinator (Room 4, Japs House University Library) or for further binding information. The office is open in general from 8:00am - 8.00 pm, Monday through Friday. However, hours vary during interim and holidays. Please call ahead during these times. You may also call the UTC contact Tel: 021 32 45 66 or Fax 021 32 50 64. Please also contact your department to see how many copies are required (or preferred) by advisors, department chair, or any other people involved.

2. Number of Copies

The colour of the cover is not specified by the University but is usually black, dark green or maroon. Make **four copies** of the final version of your thesis to submit to the UTC. Two copies of your thesis must be submitted for examination. After the examination, and after any required corrections have been agreed by the examiners, four hard bound copies of the final version must be submitted to your School/Department office for deposit in the Regent Ghana University Library and the KNUST library. If a **Bar on Access** has been agreed, the Libraries will wait until the agreed time has elapsed before making your thesis available. Your degree result cannot be confirmed until the hard bound copies have been handed in. Your Supervisors will be able to advise the name of the person to whom the copies should be provided.

3. Production Costs

You are responsible for all costs for production of the thesis, with the exception of the binding of the final copies required by the Thesis Committee. You will also be assessed a thesis fee (currently ₵300,000 for a bachelor's thesis; ₵500,000 for master's dissertation) during the semester of your graduation.

4. Pay Binding Fee

Pay at the Main Circulation Desk of the University Library if you are using the Library's binding service.

Planning Timetable

For undergraduate students, the thesis is written in the final (ultimate) year of the programme. There are various types of BA/BSc honours thesis:

1. Library-research Thesis

There are two varieties of library-research theses. One is a literature review thesis that involves an integrative and critical review of a significant body of published research. The other variety involves a theoretical project that involves critiques of significant theories and the elaboration of original theory. "Library-research" theses usually are most successful when an annotated bibliography is completed by the middle of the first semester and a rough draft is completed by the end of the first semester.

2. Empirical Research Thesis

An empirical research thesis is a journal-style report of the methods, findings, and conclusions drawn from an empirical study. In most cases students design and conduct the research study themselves under the direction of their Faculty Supervisor. In some cases the thesis involves the analysis of archival data.

3. Experimental-scientific Thesis

Students doing "experimental-scientific" research must have the process of data-gathering should by the middle of the first semester. The final, revised thesis should be ready for submission six or eight weeks before the end of the second semester so that sufficient time is available for arranging the viva and submitting a corrected copy of the thesis to the office of the University Thesis Coordinator.

Final Submission

The final submission process involves:

4. making the final copies of your thesis,
5. obtaining the required signatures on the signature pages, and
6. submitting the required number of copies to the office of the UTC.

Pay careful attention to materials and methods used to produce the copies for final submission of the thesis. In establishing standards for thesis production, objectives are permanence, legibility and readability, uniformity, and reproducibility.

Once you have passed the final oral examination and made the corrections required by the examiners, make the required number of copies of your thesis on the specified paper (see specific requirements below), obtain the appropriate signatures, and submit them to the UTC no later than the deadline for the semester you intend to graduate.

Final Submission Process

***When to Submit.* Turn in the final copies of your thesis anytime during thesis walk-in hours.**

What to Submit.

6. The required number of signed, unbound copies of your thesis on thesis paper
7. Two copies of the library abstract (**on regular white paper in the library's required format**)
8. Your Graduation Approval Slip (**which will be sent to your department along with your Report of Final Examination form**)
9. Required forms

At the time of final submission, the UTC will review your thesis while you wait, and if it is approved, will sign your Graduation Approval Slip. Normally, the final review of your thesis will take no more than 30 minutes, except for the week preceding the deadline. No appointments for final review can be made; if there is a long wait at the time you wish to submit your final copies, you may be asked to leave your thesis copies and come back later for the thesis signature on your Graduation Approval Slip.

After Final Submission

After final submission, the four copies of your thesis that you submitted to the Thesis Office are sent to the university library. One copy is retained in the University Archives as a permanent university record and the

other is shelved and available for circulation. The other two copies are sent to any affiliated university awarding the degree (e.g. Kwame Nkrumah University of Science and Technology).

8. Additional Graduation Requirements

In addition to submitting your thesis to the UTC, you must submit several other forms and pass your final oral examination in order to graduate. Please comply with the specific **deadlines** for submitting these forms.

Required Forms

Application for Graduation (Diploma Slip): Once you fill it out and sign it, obtain the signatures of your major professor(s) and before it is submitted to the UTC.

Request for Final Oral Examination: A carbon form available in your home departmental office; once you have checked with the Theses Committee members and established a date, time and place for your final oral examination, this form must be filled out, signed by your major professor(s), and submitted to the UTC **at least 3 weeks prior to the date of the final oral examination**.

Report of Final Oral Examination: Sent to your department/program office or your major professor a few days before your final oral examination, after the Request for Final Oral Examination is approved; after your examination, the Theses Committee members must sign the form and it must be returned to the UTC **immediately**.

Graduate Student Approval Slip for Graduation: Sent to your department/program office or your major professor along with the Report of Final Oral Examination form; to be signed by:

- 1) the designated representative of your major program upon the completion of all departmental/program requirements,
- 2) by a UTC once the final copies of your thesis are submitted and accepted, 3) by the graduation evaluator once all other graduation requirements are met. The Approval Slip should accompany the final copies of your thesis; **do not send or bring it to the UTC in advance of your final submission**. You cannot obtain the final signature on your Approval Slip unless **all** requirements have been completed, including submission of grades for incompletes from prior terms and submission of a memo if a condition was placed on your final oral examination.

Copyright and Publishing

The copyright of your thesis, which is the legally recognized protection of your work from unlawful reproduction, use, or distribution, begins at the point of creation and under normal circumstances lasts until 50 years after your death.

Abstract.

The University Library includes an abstract of each thesis or dissertation as part of its local on-line catalog, which is available to the general public through the World Wide Web. Every student is required to sign an Abstract Agreement Form.

Change of Grade for Thesis Credits

Upon receiving a copy of the memorandum to the student indicating final thesis approval, the thesis advisor should process a *change of grade form* (to change any incomplete grades related to the thesis).

Graduation requirement

You are required to deposit a bound copy of your thesis at the University Library in order to complete your graduate degree.

If you are participating in Commencement: The department requires a receipt for a copy deposited at the Library at least 10 days before commencement. If you are not participating in Commencement: A receipt is due to the Department Representative no later than commencement day.

E-Thesis Information

The Library provides online access to newly received theses. This is part of the University's **Digital Theses Programme (DTP)**. All theses submitted with an electronic copy from October 2006 will be available electronically from the University Library Catalog.

Instructions

The PDF version may be submitted via Email attachment, or submitted on Floppy Disk, CD, or DVD with your paper copy to Room 4 Japs House where the Office of the Thesis Coordinator is located.. Submitting theses in PDF format will appear the way the author intended it to be. Students are required to complete the Library Electronic Thesis Access Agreement Form when submitting the thesis.

15. Students should convert Word documents directly to PDF using Adobe Acrobat Professional using the instructions below.
16. If any other program is used (Microsoft Works, etc.), the document should be saved in Rich Text Format (RTF) before conversion. Please be aware that when converting to RTF, most formatting and outlines are lost. To convert to RTF: open the file, click on "File" / "Save As" / and select "Rich Text Format" as the file type. After the document has been converted to RTF, students can open the file in Word and convert the document to PDF.
17. Students using MacIntosh computers can directly save to PDF from most programs.

Converting Word Files to PDF

In order to convert files to PDF, you must have Adobe Acrobat Professional 6.0 or higher (not Adobe Reader) installed on your computer.

- Open Word file.
- Click "File" / "Print"
- Select "Adobe PDF" and click "OK"
- Save file to desired location
- Close Word file

Creating a Table of Contents (Adobe calls it "Bookmarks")

In order to create a linkable table of contents, you must have Adobe Acrobat Professional installed on your computer.

- 1) Open PDF file using "Adobe Acrobat 6.0 Professional" (not Adobe Reader)
- 2) Click on Hide to remove the "How To...?" pane.
- 3) Click on the Bookmarks tab at the left edge of the display.
- 4) Display page where segment to be bookmarked (listed in table of contents) begins.
- 5) Click on "Options" / "New Bookmark" (or, click on the icon of the open book with a red bookmark)
- 6) Type the label for the bookmark and press <enter>
- 7) Repeat steps 4-6 until all bookmarks are created.
- 8) If desired, embed bookmarks as secondary to others by dragging them to the Adobe icon left of the higher-level bookmark. A "-" appears to the left of the higher-level bookmark, and the embedded bookmark appears below it and indented.
- 9) If it is necessary to move bookmarks to different positions, just drag them to the correct position.
- 10) Save the file! (Save as same file. No need to rename it.)

9. Bar On Access – Restricting Access to a Commercially or Otherwise Sensitive Thesis

Sometimes the results of research are commercially valuable or sensitive in other ways, for example in the use of material that is restricted by agreements or other contracts. To protect this confidentiality the University permits a Bar on Access to be placed on the thesis and this will mean that it will not be available to the general reader for up to three years (the period can be extended in special circumstances).

However, a thesis is meant to be a published work, openly available to all scholars in the field of study. To gain permission to place a Bar on Access the School must make a request through the Office of Vice President for Academic Affairs (VPAA). The request must state the title of your work, and the reasons for a bar being placed. The Postgraduate Office will arrange for this request to be considered and approved or otherwise by a senate sub-committee on behalf of the Senate.

Once a Bar on Access is approved, the University Library is advised so that your work is not made available until the agreed time has passed.

If you feel that your work should be protected, or if you have undertaken the work in collaboration with a commercial company or an agency requiring consideration by an ethics committee prior to research or publication, you should discuss this with your Supervisor. If you feel that the work is likely to be sensitive in the manner mentioned above, discuss it with your Supervisor and ask for the "bar on access" request to be made as soon as possible.

10. Responsibilities of Officers

The collective objective of students, faculty, staff and administrators of every School within Regent University College of Science and Technology is to assure quality theses in terms of both content and style, and to have as efficient and fair a thesis preparation and acceptance procedure as possible.

Responsibility of the University Thesis Coordinator

The University Thesis Coordinator:

- In charge all theses in the university both hard copies and soft copies in the universality.
- Teaches courses in Research Methodology and Term Paper Writing.
- Assures that each thesis submitted meets approved university format guidelines and assists in the verification that department guidelines are met.
- Investigates whether there has not been any plagiarism in the candidates work
- Arrange the time and place for the viva for a oral examination of theses
- Constantly communicates with examiners, the members of the Theses committee and relevant heads of department, deans and faculty members.
- Submits the final approval card to the Academic Office, indicating that the thesis requirement has been satisfied and the grade awarded.
- Oversees the thesis binding process and related procedures such as microfilming.
- Manages the structure and content of the Regent Digital thesis Program on the University's website.
- Maintains up to date data on research topic relevant to select industries in especially in Ghana and discusses these topics with final year students in order to ensure that the projects of as many students as possible are relevant to the demands of the workplace.
- Offers advice to the academic office on all other matters relating to dissertations or student long essays or academic projects
- Manages financial issues regarding the arrangement of oral examinations and payment of allowances of examiners and Theses committee members.

To carry out the above functions, the UTC provides workshops and individual consultation for students, thesis supervisors and faculty members. The UTC is NOT RESPONSIBLE for checking a thesis for subject content or research quality.

Responsibilities of Schools

Schools have general oversight responsibility to assure that theses and projects completed in their departments are of high quality in content and style. The School Dean or designee, with the consultation of the Thesis Committee, reviews and approves department format and style guidelines and assures that they do not conflict with university format requirements. The School Dean or designee forwards a copy of department guidelines and revisions as they occur, to the Chair of the Thesis Committee.

Responsibilities of Departments

Every department has a Departmental Theses Committees that maintains information on all aspects of style and format required by the department. Information on department requirements will be readily available in up-to-date written form at an adequately detailed level.

The Department Thesis Committee, through its chair, shall ensure that all theses and projects are properly reviewed by departmental thesis committees and conform to current guidelines before submission to the University Thesis Coordinator and that all required corrections and changes are made before theses are approved for final deposit in the University Library.

Responsibilities of University Thesis Committee

The University Thesis Committee, of which the University Thesis Coordinator is Secretary, has the responsible for reviewing all submissions by candidates submitted to the Committee by the various Departmental Thesis Committees. The University Thesis Committee offers appropriate constructive responses. It is further responsible for meeting with Departmental Thesis Committees members to perform duties and assessments as needed.

Thesis Supervisor Responsibilities

Supervising a honors thesis involves both teaching discipline-based research skills and assisting a student in developing the ability to do independent research in his or her major. The supervisor's responsibilities include:

Helping the student select an appropriate thesis topic, develop the thesis proposal, and plan a timetable for completion of the thesis.

The thesis Supervisor should supervise the student's thesis work on a regular basis. Experience indicates that the Supervisor should meet weekly with the student, even if only briefly. In effect, the Supervisor's task is also that of traffic cop: to check on the project and keep it moving.

The thesis Supervisor must help the student complete a thesis worthy of "honours" designation. It must one that the university will be proud to publish on the internet as part of the Regent Digital Theses Programme. To achieve this goal, the Supervisor should offer instruction, advice, and correction as needed, and give prompt feedback at each stage of the project. The Supervisor should help insure that the student selects appropriate methodologies, conducts the research carefully, and writes a well-organized thesis.

The Supervisor should encourage the student's enthusiasm for the thesis project.

The thesis Supervisor must govern the academic integrity and ethical responsibility of the student's work. The Supervisor must help the student to be sensitive to plagiarism and the misrepresentation of data or information. The Supervisor must insure that the student's research is in full compliance with the discipline's ethical guidelines.

The Supervisor's relationship with the student must be ethical and professionally responsible. For example, the professor must avoid merely using the student to further his or her own research interests; the professor must be particularly sensitive to this issue when the student's thesis is within the stream of the professor's ongoing research. When the thesis makes a worthwhile

contribution, the professor should help the student find appropriate professional outlets. Joint student-professor authorship of professional papers resulting from the thesis is often appropriate; in such cases, the Supervisor must insure that the student's contribution is appropriately recognized.

Once the thesis is completed to the Supervisor's satisfaction, the Supervisor and student should contact the University Thesis Coordinator to schedule a thesis defense.

A grade is assigned to the thesis after the oral examination (Viva) is completed; the first semester grade remains as an incomplete until that time. Following the oral examination, the student is usually asked to leave the room for a few minutes while the thesis Supervisor and Examiners confer on the thesis and determine the appropriate grade; the final decision is made by the Examiners.

While the thesis need not generate new experimental data or expressive products, the Supervisor should ensure that the thesis in some way provides a novel contribution to our knowledge in the topic area: The supervisor must help the student complete a thesis which explores a topic relevant to what happens in industry or in the workplace in general. This may be achieved by the student adopting an hypotheses-testing approach to an existing problem or important concept in the field.

Thesis Oral Defense

In addition to writing the thesis document, an oral defense must be successfully passed. Wherever students are required to complete an oral assessment task, more than one examiner should normally be present (at least the internal examiner and an external examiner). Theses examiners and a few other appointed members make up the Thesis Committee. The University Thesis Coordinator (UTC) is responsible for contacting each member of the thesis committee to assure the defense time is acceptable. The UTC is also required to provide the defense time, date, and location to the Academic Office and the Office of the Academic Dean of the student's School in writing along with their research abstract a minimum of two weeks before the defense date.

The thesis defense must be completed at least two weeks prior to the beginning of the scheduled final examination period of the semester. During the oral defense examination, the committee may ask questions relating to the thesis and cognate areas.

Viva Voce Assessments

All candidates registered for Bachelors, Masters and Doctoral degrees must be subjected to Viva Voce examination in order to assess the candidate's in-depth knowledge of his\her registered work. The following procedure is followed:

- (i) Notice for viva voce examination is given by the Dean/Director to the candidate to prepare for that examination and for members of the panel to read the thesis\dissertation.
- (ii) The viva voce panel consists of five members with a chairman who should normally be the Dean/Director. The role of the chairman is to guide the examination.
- (iii) Three members including the chair should form a quorum. The candidates are accorded adequate time to make presentations followed by discussions of up to 1 - 3 hours depending on the degree pursued by the candidate.
- (iv) The viva voce examination is a closed one conducted by the appointed panel only.
- (v) Audio Visual facilities are availed to the candidates by departments (where necessary).
- (vi) At the end of the defense, the viva voce panel will meet in closed session to evaluate the thesis document and student's performance during the oral defense. Each examiner must record, independently, their comments and recommended mark.
- (vii) The assessment follows laid down criteria where panelists evaluate the presentation, the thesis\dissertation and the response to their questions and give a percentage mark.
- (viii) Candidates are finally assessed on a 10 (ten) point system and a pass is equal to 5 points (50%).

- (ix) If a candidate is assessed and found to be on borderline, the panel takes a decision and makes an appropriate recommendation.
- (x) All modifications required are to be documented in writing and given to the thesis Supervisor. The thesis Supervisor in turn informs the student of the student's grade and the required modifications and will be responsible to ensure the modifications are made before submission of the final copy.
- (xi) In case of revision\corrections being required, the internal examiners should be satisfied to the completeness of the exercise.
- (xii) In case student does not pass, the thesis committee may require the completion of additional course work, directed study, or research before the oral defense may be taken a second time. Permission to take the oral defense a second time and the additional requirements, if any, are subject to approval by the student's thesis committee. An oral defense can be taken only twice. The second defense date cannot be less than thirty calendar days from the previous defense date.
- (xiii) The report of the viva voce panel includes the membership and recommendation of the panel and is signed by all panelists that attended the session.
- (xiv) In the event that a second oral defense is necessary, both the Academic Office and the student's Academic Dean must be notified of the date, time, and location of the defense. This notification must be made at least two weeks prior to the defense date.
- (xv) The secretary to the departmental thesis committee will provide a written report of the decisions of various Departmental Theses Committee's to the Academic Secretary, the Academic Dean of the student's School and Director of Graduate Studies as appropriate within three working days after the thesis oral defense. The written document must include the committees' determination regarding the thesis and the oral defense.