

# Christian Service University

## GRADUATE STUDENTS' HANDBOOK

2024/2025 ACADEMIC YEAR

Handbook for Graduate Programmes :

- MSc. Digital Marketing & Supply Chain Management
- MA Event Management
- MA/MPhil Communication Studies
- MSc. Corporate Planning & Governance
- MPhil English Education
- MPhil Mathematics Education
- Master of Arts in Christian Ministry with Management
- Master of Science in Accounting and Finance
- Master of Science in Monitoring and Evaluation

© Christian Service University August, 2024

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### Contact:

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## **CHRISTIAN SERVICE UNIVERSITY**

**• FAITH • SCHOLARSHIP • INTEGRITY**

### **GENERAL INFORMATION**

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Postal Address	-	P. O. Box 3110, Kumasi
Telephone	-	3220-28781 / 39258 + 233 (0)
Fax	-	+ 233 (0)-3220-28780 / 39303
Email	-	info@csuc.edu.gh
Website Address	-	www.csuc.edu.gh
Academic Year	-	August - July
Language of Instruction	-	English
Bankers	-	Absa Bank, Prempeh II Street, Adum, Kumasi - Societe Generale Ghana,

Kumasi Central Branch

- Ecobank Ghana Ltd, Harper Road,  
Adum, Kumasi
- Fidelity Bank, Ahodwo, Kumasi
- Universal Merchant Bank, Ridge Police Station
- Sinapi Aba Savings and Loans, Nhyiaeso

**All communication should be addressed to:**

The Registrar  
Christian Service University  
P. O. Box 3110  
Kumasi, Ghana  
Email: registrar@csuc.edu.gh

**MEMBERSHIP OF THE UNIVERSITY COUNCIL**

Name of Council Member	Address
Rev. Prof. Paul Frimpong Manso Chairman of Council	Manso Institute and Immediate past General Superintendent of the Assemblies of God Church, Ghana.
Ms. Mavis Domalae	Private Legal Practitioner
Mr. William Addo	CEO, Ultimate Group of Companies
Alumni Representative	Nana Yaa Amo, CEO, Enas Hybrid School
Dr. Daniel A. Jackson	Pro Director, Jackson University
Hon. Dr. Stephen Amoah	MP, Nhyiaeso Constituency
Prof. Simon Mariwa	University of Cape Coast, Cape Coast, Representative
Mr. Anthony Appiah	Sinapi Aba, Financial Controller Kumasi

Prof. Samuel Kofi Afrane	Vice Chancellor, CSU, Kumasi
Dr. Stephen Banahene	Pro Vice Chancellor, CSU, Kumasi
Mr. Andrews Kingsley Doku	Registrar, CSU, Kumasi
Mr. John Kontor	Ag. Director of Finance , CSU, Kumasi
Mr. Isaac Ampong	Lecturer, (Staff Representative), CSU, Kumasi
Mr. Richard Owusu	President, Students' Representative Council (SRC), CSU, Kumasi

### OFFICERS OF THE UNIVERSITY

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#### Management Board

Name	Position
Prof. Sam Kofi Afrane	Vice Chancellor
Dr. Stephen Banahene	Pro Vice Chancellor
Mr. John Kontor	Ag. Director of Finance
Mr. Andrews Kingsley Doku	Registrar
Dr. Cynthia Akuoko	Dean, Faculty of Health and Applied Sciences
Rev. Prof. Yaw Adu Gyamfi	Dean, Faculty of Humanities
Rev. Dr. Emmanuel Twumasi-Ankrah	Dean of Students
Rev. Dr. Isaac Boaheng	Head, Quality Assurance Unit
Rev. Anthony Boateng-Agyenim	Chaplain

#### Deans

Name of Dean	School/Faculty
Dr. Samuel B. Adubofour	School of Graduate Studies and Research
Rev. Prof. Yaw Adu-Gyamfi	Faculty of Humanities
Dr. Cynthia Akuoko	Faculty of Health and Applied Science
Nana Danso	School of Business

	Faculty of Education
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### **Heads of Department (Academic)**

<b>Name of Head</b>	<b>Department</b>
Nana Danso Boafo	Accounting and Finance
Dr. (Mrs.) Joyce. Ama Quartey	Marketing, Logistics and Corporate Strategy
Dr. Joseph Kofi Nkuah	Management and General Studies
Prof. Yaw Adu Gyamfi	Theology
Prof. Asuamah Adade-Yeboah	Communication Studies
Dr. Nana Kofi Ahoi Appiah-Badu	Computer Science
Prof. Owusu Benjamin Mintah	Planning and Development
Mrs. Ernestina Armah	Nursing
Ms. Vivian Amponsah	University Librarian

### **HEADS OF DEPARTMENT (NON-ACADEMIC)**

<b>Name of Head</b>	<b>Designation</b>
Rev. Anthony Boateng-Agyenim	University Chaplain
Rev. Dr. Emmanuel Twumasi-Ankrah	Dean of Students
Rev. Dr. Isaac Boaheng	Head, Quality Assurance Unit
Mrs. Josephine Yeboah	Snr. Assistant Registrar, Human Resource & General Administration
Mr. Charles Kingsley Mainoo	Snr. Assistant Registrar, Academic & Students Affairs
Rev. Godfred Baffour-Awuah	Examinations Coordinator
Mr. David Kwao Sarbah	Assistant Director, Research Business Development Centre
Rev. Koduah	Coordinator of Affiliate Institutions, SUNTRESO Hospital

Mr. Kwaku Oppong- Boateng	Systems Administrator
Mr. Geoffery Gle	Director, Office of Institutional Advancement Office
Mr. John Kontor-Manu	Assistant Estate Officer
Mr. Ebenezer Nsiah	Manager, CSU Executive Hostel
Mr. Edward Adu Boateng	Procurement Officer
Chief Inspector (Rtd.) Joseph F. Doudu Ankomah	Head, Security and Safety Unit

## MEANING OF CSU LOGO



The meaning of the Christian Service University logo is derived from Seven (7) constituent elements;

- (i)**The name of the University** - Christian Service University.
- (ii)**The Motto of the University** - Excellence with Integrity
- iii)**The Year of Establishment** - 1974
- iv)**The Cross** - Representing The Cross of Jesus Christ
- v)**The 'Atumpan'** (The Talking Drum of the Akans); The 'Atumpan' was used by the Akans in the olden days to send messages to people within the community. In the logo, the 'Atumpan' represents the primary purpose of the University.
- vi)**The Colour Codes** ; a). Gold Circle representing our 50th Anniversary Status and Launching into the next 50 years of Impactful Christian Higher Education in Ghana. b). White & Royal Blue Background; Represents our Unique Motto of Excellence with Integrity.
- (vii)**Abbreviation** of the name of the Institution - CSU

## UNIVERSITY ANTHEM

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'To Know Christ Better'  
 To Know Christ Better And To Make Him  
 Better Known Is Our Motto,  
 And Our Battle Cry  
 We Shall Hold High The Banner Of Christ In CSU  
 Abroad To The Distant Lands / D:C  
 In His Presence  
 And By His Grace  
 We Have Come This Far, No Turning Back  
 However Narrow, The Way May Be  
 In His Presence  
 By His Grace  
 We Are Called And Are Brought This Far  
 And Thus Our Motto  
 To Know Christ Better



And To Make Him Better Known / D:C CHRISTIAN SERVICE  
UNIVERSITY, KUMASI

**ACADEMIC CALENDAR FOR POSTGRADUATE  
PROGRAMMES FOR JANUARY AND SEPTEMBER SESSIONS  
FIRST AND SECOND SEMESTERS, 2024/2025 ACADEMIC  
YEAR**

S/N	SCHEDULE	TIME		T W
		START	END	
FIRST SEMESTER (JANUARY SESSION ONLY)				
1.	Registration of Courses for First Semester, 2024/2025 (January Session)	17/01/2025	28/02/2025	6
2.	Re-Opening for Fresh Students (January Session)	17/01/2025	-	-
3.	Orientation for Fresh Students (January Session)	20/01/2025	25/01/2025	
4.	Commencement and End of Lectures	20/01/2025	14/04/2025	12
5.	Commencement Service	12/02/2025	-	-
6.	Medical Examination (September and January Sessions)	24/02/2025	28/02/2025	
7.	Matriculation (January Session only)	01/03/2025	-	
8.	Mid Semester Examinations	03/03/2025	08/03/2025	1
9.	Ash Wednesday	05/03/2025	-	-
10.	Revision Period	14/04/2025	16/04/2025	
11.	End of First Semester Examinations	28/04/2025	24/05/2025	4
12.	Vacation	26/05/2025	12/06/2025	2
SECOND SEMESTER (JANUARY AND SEPTEMBER SESSIONS)				
13.	Registration of Courses for Second Semester (January and September Sessions)	02/06/2025	05/07/2025	5
14.	Commencement and End of Lectures	09/06/2025	23/08/2025	1
16.	Mid Semester Examinations	14/07/2025	19/07/2025	1

17.	Revision Period	<b>18/08/2025</b>	<b>23/08/2025</b>	<b>1</b>
18.	End of Second Semester Examinations	<b>25/08/2025</b>	<b>13/09/2025</b>	<b>3</b>
19.	Supplementary Examinations	<b>24/10/2025</b>	<b>25/10/2025</b>	<b>0</b>
20.	Vacation	<b>15/09/2025</b>	<b>26/09/2025</b>	<b>2</b>

Dr. Stephen Banahene (Pro Vice Chancellor)  
April, 2025

Date: 28<sup>th</sup>

# **1. INTRODUCTION**

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## **1.1 Welcome to Christian Service University**

You have now become a member of a community of God's people; that is first of all, a worshipping community. Besides academic work, we come together for worship and to study the Bible. We trust that in worshipping the Lord, we will grow in Him, and become more like Him. This is a vital aspect of preparation for life in society.

## **1.2 A Brief History**

In 2024, the University was granted a charter, changing its status from a University to a fully-fledged University.

As a University, it began as a merger of two visions in January 1974. A group of Ghanaian Christians envisaged an inter-denominational, evangelical institution of high academic standard that would train men and women for Christian ministry.

The second group comprised expatriate missionaries who had a vision of an institution to train workers from well-established churches in southern Ghana for a thrust into northern Ghana and neighbouring countries, where the church was relatively very small. Evangelical Christianity in Ghana in the late 1960's and 1970's was characterised, among other things, by intimate interaction and collaboration and blurring of denominational, mission and group distinctions. The Worldwide Evangelization for Christ (WEC), which was one of the missionary groups in the second group, had acquired property in Kumasi on which they had built four dwelling houses and a radio studio with plans to construct a large building to serve as the beginning of a training college. Soon the two visions merged.

In October 1974, the first residential classes started with four students and the College grew from strength to strength and has now become an Evangelical Christian University.

## **2. VISION, MISSION STATEMENT, CORE VALUES AND IDENTITY**

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### **2.1 VISION STATEMENT**

To be a Christian University, Known for Excellence in Teaching, Research and Training of Ethical Leaders for societal advancement

### **2.2 MISSION**

To promote knowledge for the training of men and women in Christian values and principles, academic and professional excellence for the transformation of society

### **2.3 THE CORE VALUES**

This University upholds five core values which are cherished and deemed central and basic to the institution's life and activities; and are therefore inculcated into all those who work or pass through the institution. These core values govern the operations and conduct of management and staff of the University as well as our relationships with the society at large, our customers, suppliers, employees, local community and other stakeholders.

They are:

- Lordship of Jesus Christ;
- Integrity;
- Hard work;
- Good Stewardship of Resources;
- Mutual Support and Care

#### **2.3.1 Lordship of Jesus Christ**

The Christian Service University, being a Christian institution, is committed to the Lordship of Jesus Christ and living in obedience to His will. This involves trusting Him to meet every need; material, spiritual, emotional or whatever it might be, to fulfill His will. It also involves seeking and accepting His guidance for the institution and depending on His divine leadership. In view of this, members of the community are not only to join together for

worship in concrete demonstration of their commitment to the Lordship of Christ, but are also encouraged to make a personal commitment to Christ, our Lord and Saviour.

### **2.3.2 Integrity**

The University believes in integrity, which is defined as moral uprightness, honesty, reliability, incorruptibility, wholeness and soundness of character. It involves transparency and gives no room for foul play, either in public or private life. The University sees this virtue as very important since character is vital to our calling and work.

### **2.3.3 Hard Work**

CSU is dedicated to hard, sacrificial, diligent and conscientious work; always striving to do things better and continuously improving and innovating to deliver the best possible outcomes. By this we seek excellence in all our endeavours and are committed to continuous improvement through perseverance, even in the face of hardship and opposition. Hard work is therefore an indispensable requirement to a successful academic life for every student.

### **2.3.4 Good Stewardship**

CSU believes and upholds the belief of Divine ownership of both the natural, material and spiritual world, as well as the souls of all humankind. It is therefore mandated to ensure accountability and responsibility of all stakeholders, in all their actions, adhering to the biblical principle that those who have been given a trust must prove faithful (1 Corinthians 4:2). As such, we are dedicated to the efficient and effective use of institutional resources (physical, intellectual, spiritual and financial) to achieve maximum results. A good Steward is conscious of his time and uses it efficiently. Time is a unique resource God has given to us and as such punctuality at work, classes and all other programmes are to be adhered to strictly.

### **2.3.5 Mutual Support and Care**

CSU is human-centred and oriented and therefore provides excellent services to all who work or call at the campus for our services. CSU upholds the Christian virtues of love and fellowship; and works for unity and oneness among members of the community. As such it is committed to the Biblical principles of carrying each other's burden (Gal. 6.1). This includes help and support (spiritually and materially). Members of the community also join together for worship and prayer, trusting that in worshipping the Lord together, we will grow together in Him. This is seen as a vital aspect of our service to God.

## **2.4 INSTITUTIONAL IDENTITY**

### **2.4.1 Working Community:**

We are a working community. There is much work to be done, in and out of the classroom..There is time for everything; a time to plant and a time to harvest. Workers in the College have to work according to their schedules to maximize productivity. Students are also enjoined to plan their private studies in such a way as to make the best use of available time.

### **2.4.2 Academic Community:**

We are also an academic community seeking to obey the biblical mandate to prepare our minds for creative thinking and for service to God and humanity. There are so many tertiary institutions in the country, aimed at training scholars well-resourced in knowledge and skills to contribute to societal development. Our College is poised to produce scholars imbued with the fear of God, to catalyze the transformational change of our sick society.

### **2.4.3 Philosophy and Mandate:**

In view of the rapid social transformation in modern African society, intellectual and scientific advancements, increasing religious conflicts and challenges in contemporary society, the Christian Service University exists to provide relevant Christian education at the tertiary level.

In response to these challenges, the University seeks to produce leaders with scholarly depth, reflective faith, moral uprightness and having the potential for further education as well as the skills to serve and educate the church and society.

### **3. STUDENT FACILITIES AND SERVICES**

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#### **3.1 Office of the Dean of Students**

The Dean of Students is responsible for the welfare and discipline of students. The Dean of Students works in close collaboration with the Students Representative Council and The University Chaplain.

##### **3.1.1 Welfare**

All matters pertaining to the welfare of students shall be referred to the Dean of Students. Dealing with the public (e.g. Police and the Press) should be referred to the Dean of Students.

##### **3.1.2 Organisation of Public Processions /Demonstrations**

The Dean of Students must be notified in writing, at least three days before the procession/ demonstration is due to begin. Where it is necessary to inform the police, the Dean of Students will advise the organiser(s) to do so. The Dean of Students may prescribe the necessary conditions or restrictions as may be appropriate for the organisation of the procession/ demonstration.

The content of the notification shall include the purpose of the procession/ demonstration and the name(s) of the organiser(s). The perpetrators of any act of violence or breach of the peace, as well as the organisers of the procession/ demonstration will be held jointly and severally responsible. The request for permission to go on procession/demonstration may be granted or refused. However, it must be noted that granting the permission may not necessarily mean approval of the purpose of the demonstration.

##### **3.1.3 Publications**

i. The Registrar, through the Dean of Students will be informed of any intention to produce a student publication within the University and his/her approval in writing shall be obtained for such a publication. ii. A copy of

each issue will be lodged with the President, Registrar and Dean of Students and the University Librarian, on the day of Publication.

- iii. Each issue shall state the name of the Editor, the Membership of the Editorial Board, and the Publisher.
- iv. The members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

#### **3.1.4 Collection of Money**

Permission to make general collections of money other than for club subscriptions must be obtained from the Dean of Students and the Accountant. Junior members are advised to request for the license or other valid authority of any collector who comes from outside the University.



## **4. THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)**

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- i. The Students' Representative Council (SRC) was established to enable students to manage some of their own affairs on campus.
- ii. There is a constitution that regulates the work and the activities of the SRC, and each student is to be provided with a copy.
- iii. The SRC President represents students on the University Council.
- iv. The SRC is empowered to handle issues that come up among the student body and to discuss matters of mutual interest.
- v. If the SRC wishes to bring certain matters to Management for discussion, then the President may ask for an appointment, through the Dean of Students. In such discussions, it is understood that the SRC represents the whole student body, so decisions reached between Management and the SRC are regarded as binding. In some exceptional cases, Management may also meet with the whole student body to discuss any issue already agreed with the SRC.
- vi. The SRC must conduct all its affairs, especially financial transactions, according to the financial rules and regulations of CSU

### **4.1 Chaplaincy Services**

#### **4.1.1 Overview**

The University Chaplain is in charge of the spiritual and personal welfare of students and staff. As part of the programmes for students' spiritual growth, students are expected to be present at Morning Devotions and church services. The Commencement and Thanksgiving Services, in particular, are to be attended by all students of the University.

#### **4.1.2 Denominational Groupings**

- i) To maintain unity and spiritual cohesion and to avoid polarization of our unique Christian fellowship, the University does not permit the formation of any denominational groupings, either officially or unofficially on campus or in any of the University's operated hostels.

- ii) All group religious activities must be organized under the auspices of Ghana Fellowship of Evangelical Students (GHAFES), which is the only inter-denominational Christian Fellowship permitted to operate in the University or in any of its operated hostels.

## **4.2 CSU Counselling Services**

### **4.2.1 Introduction**

Counselling Services for students and staff had been on an ad-hoc basis, since the establishment of the then Christian Service College. On May 2, 2012, the University formally set up a counselling Unit, to provide a more comprehensive support programme for students and staff who may require specialized counselling services.

The goal of the Counselling Unit is to promote a sustainable programme of wellness for students and staff, through professional interventions to meet personal, academic, social, psychological and emotional needs.

### **4.2.2 Distinctiveness of Counselling Services:**

#### **i. Serene Environment**

The Christian Service University provides a quiet, peaceful and attractive environment, where meetings may be conducted in a non-threatening atmosphere.

#### **ii. Confidentiality**

The Counsellors maintain the optimum ethical code of confidentiality, and do not disclose any information/data discussed with Counsellee to anyone and those in authority, even including parents, except, by the expressed consent of the Counsellee.

#### **iii. Expertise**

The Counsellors combine sound and probing professional approach, for diagnosis of problems and provision of practical therapeutic solutions.

### **4.2.3 Counselling Schedule**

1. Mrs. Sophia Awortwi

- Monday: 8:00 am – 11:00 a.m
- Wednesday: 1:00 p.m – 4:00 p.m.
- Friday: 3:00 p.m – 6:00 p.m

**EMERGENCY CONTACT: Tel: 03220-28781 or 0243202472**

#### **4.2.4 University Clinic**

The University has a clinic with a full time nurse in attendance and an experienced Medical Doctor who visits twice a week to attend to referred patients (dates and time of attendance will be posted on the notice boards). The code of confidentiality is strictly adhered to. Students are encouraged to report to the clinic, in the first instance, with their problems. Very ill/sick students will be detained for further observations. Students are advised to desist from self medications (drug abuse) and just lying in their rooms when sick.

#### **4.2.5 Medical Examination for Freshers**

A medical examination is conducted at the clinic for all new Postgraduate students. This is compulsory. Graduate students are advised to join the National Health Insurance Scheme (NHIS), as this will be beneficial to them. A medical team is contracted at the beginning of every academic year to offer the medical examination for all fresh students. Students who fail to go through the exercises would not qualify for matriculation and would forfeit their status as students.

### **4.3 FINANCIAL MATTERS AND HOSTEL POLICIES**

The following financial policies have been adopted by the University and should be carefully noted by students. The policies are subject to occasional review by the University.

#### **4.3.1 Financial Policies**

The following financial policies have been adopted by the University and should be carefully noted by students. The policies are subject to occasional review by the University.

- i. Each Student has full responsibility for the payment of fee ii. A student is required to pay 50% of fees on or before registration each semester
- iii. Unless specifically required by a donor/sponsor, CSU shall not be the custodian of private funds for students
- iv. Students will not be offered accommodation on campus if they do not have financial resources to register
- v. Students who have outstanding debts may not be allowed to graduate until these debts are fully settled.
- vi. In the event of a student requiring an official or unofficial transcript while owing the University, such transcripts will not be issued until the debt has been cleared.
- vii. On deferment of a programme the following will apply;
  - a. Students who defer their Academic Programmes within the two (2) weeks of registration (i.e. 0-14 days) but pay their fees in full or part thereof will be credited with the total amount or full amount will be refunded to them
  - b. Thirty percent (30%) of the fees for the semester paid by a student would be deducted before refunded to him/her or credited to his/her account if a student defers between 15 and 28 days into the semester
  - c. No fees will be refunded to a student if he/she defers the programme four (4) weeks or one (1) month after registration. However, each case would be duly considered on its own merit.

#### **4.4 Hostel Policies**

The University has limited hostel facilities for students.

##### **4.4.1 Mode of Application**

- i. Application forms for housing shall be included in the fresher admission forms which shall be filled and submitted during the admission process.

- ii. Continuing students shall be expected to fill forms indicating their intention of staying in on-campus accommodation. Such forms shall be picked from and returned to the Hostel Management Committee before the end of the second semester examinations.
- 4.4.2 The statement of Rules and regulations governing on-campus accommodation at the CSU Executive Hostel could be obtained from the hostel Manager.



## **5. STUDENT SOCIAL LIFE**

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### **5.1 Punctuality**

Students are to note the time for different activities and ensure that they are present, with all the necessary equipment, so that the activity may begin at the stated time. This applies to all activities such as classes, worship and all official University programmes.

### **5.2 Beginning of semester**

Please, ensure that you allow plenty of time for travel and arrive at the University on the given re-opening day.

### **5.3 Noise**

We recognise that students need time to relax. We also recognise that there should be no disturbance during class and private study periods in the afternoons and evenings. Hence, during study periods, students must refrain from playing loud musical instruments; radios, cassette recorders and mobile telephones should be switched off.

### **5.4 Cafeteria**

The University, as part of her commitment to ensuring a sound mind in a healthy body, has, in partnership with Catering Services resolved to provide students with good and nutritious meals at affordable prices. Students are therefore encouraged to patronise the services available at the cafeteria.

### **5.5 Good Stewardship**

Please be economical with all cleaning materials and be careful in the use of equipment. Some items are difficult to replace. Be careful not to leave lights on unnecessarily. Do switch lights off if not needed. Fans should be switched off when the last person is leaving a room.

### **5.6 In case of sickness**

If you are ill, report, in the first instance, to the University Nurse. Any emergency however, should be reported to the Dean of Students.

### **5.7 Interaction with staff**

Members of staff are available for interactions with students. If you wish to enquire regarding regulations on particular matters then you should see the Dean of Students. If it is about your study programme you should consult your Head of Department, or the Lecturer in the particular subject involved.

## **6. DRESS CODE**

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### **6.1 General Regulations**

#### **CSU students must exhibit:**

- i. Christian dignity and simplicity by avoiding carelessness, untidiness and showiness, extravagance, or excessive formality.
- ii. Ability to select presentable, durable wear for physical work, modest casual attire for recreational purposes and more dignified clothing for classes, group worship, and other formal occasions.
- iii. Ability to demonstrate self-respect, a sense of mission, good grooming without excessive adornments of jewellery, cosmetics, or facial makeups.
- iv. A flair for selecting clothing and hairstyle which expresses a God-given appreciation for good taste, beauty, creativity and harmony, reflecting an inner freshness of the spirit.
- v. The habit of wearing decent clothes, suitable for the different sexes.

### **6.2 Guiding Principles**

The first principle about students' appearance and dressing is that students are required to dress in a manner that reflects the sacred purpose of Christian education which is represented in the Vision and Mission of the University. Students are expected to portray the principle of God's kingdom, through decent personal appearance and dressing. Students must observe the simple rule that there is appropriate dressing for each occasion and place. Dressing for any activity on campus must be decent and win for each individual student respect from society in general and the Christian community in particular.

## **7. PROCEDURE FOR REQUESTING FOR LETTERS OF INTRODUCTION, ATTESTATION, TRANSCRIPTS AND ACADEMIC RECORDS**

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Letters of Introduction, Attestation, Transcripts and Academic Records shall be issued to only students in good standing with the University. Students who owe fees will be expected to have their arrears fully paid and those



undergoing a disciplinary action would be expected to have served their term before the University will issue any formal letters or documents. Only students who have completed a full academic year at CSU can apply. The following will be adhered to:

- i. Request forms to be completed by students are obtained from CSU website – student services.
- ii. Payment of the required fees is to be made at the Cash Office. iii. The normal time for processing all requests is at least 2 weeks.
- iv. The current fees for the various forms of request will be posted on the General Notice Board in the Foyer and will also be available at the Cash Office.
- v. Application for introductory letters, testimonials or attestations, etc. must indicate the address of the recipient.
- vi. Application for introduction letters for visas and passports should be accompanied by a recent passport photograph and a copy of the page of your passport containing your photograph.

## **8. FORMATION OF CLUBS AND SOCIETIES**

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- 8.1 Students shall have freedom of association. A students' club, group or society can be formed on campus so far as it is open to all students regardless of gender, religion, ethnic background, social class or political orientation, except in situations where it is based on a course of study or religion.
- 8.2 An application for the formation of a club or society should be submitted to the Dean of Graduate School, through the Student Representative Council. The application will be submitted to the appropriate Committee for review and a decision.
- 8.3 The application should state the names of the founding members, its executive officers (if different from the founders) and patrons. It should also include the constitution of the society and its intended activities for a semester or year. Every society/club must have a Senior Member of the University as its Patron.

8.4 All arrangements to invite outside guest speakers or entertainers must have approval from the Dean of Graduate School, through the Patron of the club or society. Every society or club which collects or receives official funding and dues from students must account for its financial operations, in accordance with the University's financial regulations.

## **9. LIBRARY RULES AND REGULATIONS**

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### **9.1 Opening hours**

Monday to Friday	-	8:30 am to 10:00 pm
Saturdays	-	8:30 am to 4:00 pm
Vacations (Monday-Friday)	-	8:30 am to 5:00 pm
Public Holidays	-	Closed

### **9.2 Precautions at the Library**

Students should collect an ID tag for their bag/briefcase from the Library staff when they enter the Library. Students are advised not to bring any valuable items or large sums of money into the Library. They do so at their own risk.

### **9.3 Borrowing and Fines**

- i. A student has to register at the library so as to be able to borrow books. Two passport size photographs are to be submitted for the registration. Students can borrow 2 books for 2 weeks which may be renewed for another 2 weeks. Overdue books will attract a fine determined by the Librarian and the University Administration (reviewed from time to time). Reference books cannot be borrowed:
- ii. Students are advised not to write or tear off pages in books, Journals, etc. Any contravention of this rule will attract a fine or any other appropriate sanction.
- iii. Any loss of material will lead to the student paying double the current price of the missing material.

#### **9.4 E-library**

Students should contact the I.T. Department for User Account Number and Password to enable them access the E-library.

#### **9.5 Conduct in the Library**

- i. The Library is for private research/study and not for group discussion. Hence, silence must be maintained in and around the Library.
- ii. Books consulted are not to be returned to the shelves but left on the tables.
- iii. Seats are not to be reserved for friends. Vacation of a seat for more than 15 minutes entitles another person to occupy it.
- iv. Students are not to wear a hat/cap in the Library.
- v. No umbrella should be brought into the Library.
- vi. Food, water or any kinds of drink are not to be brought into the Library as these attract rodents and insects. The Library should always be kept neat.
- vii. Students should submit their books and briefcase for inspection by the Library staff at the issue desk before leaving the Library.
- viii. Students should always have their student ID cards with them for identification purposes whenever the need arises.
- ix. Students should take note that the Library is closed on Wednesdays from 12 noon to 1:00 pm, when University is in session, for the Wednesday Service or Family meetings.
- x. Students are to switch off their mobile phones before entering the library.

## **10. GUIDELINES/ REGULATIONS FOR JUNIOR MEMBERS**

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### **10.1 Interaction with Staff**

The members of staff are available for interactions with students (Junior Members). If you wish to enquire about general University Regulations then you should see the Dean of Graduate School; and if it is about your study programme you should consult your Head of Department or the Lecturer in the particular course involved. The Deans, Heads of Departments and the members of staff are normally available Monday to Friday by appointment.

### **10.2 Disciplinary Rules**

- a. These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all students of the University.
- b. Ignorance of these Rules or of any Public Notice shall not be accepted as an excuse for breach.
- c. The operation of these rules is without prejudice to the application of the general laws of Ghana, the Act and the Statutes which applies to all persons in the University.
- d. Any act done without reasonable excuse by a person to whom these Rules apply: which amounts to a failure to perform in a proper manner a duty imposed on him/her, or which contravenes any regulation, instruction, or directive relating to junior members (Students) of the University or which is otherwise prejudicial to the efficient functioning of the University or tends to bring the College into disrepute shall constitute a misconduct.
- e. It is misconduct for a Junior Member of the University:
  - i. To use, without the consent of the appropriate authority, any property, provided for the purpose of the University for a purpose not connected with the work of the College.
  - ii. To verbally or physically assault any member of staff of the University
  - College; iii. To travel outside the country without written permission of the President during the period when University is in session.

- f. It shall be misconduct for a Junior Member of the University:
- i. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
- ii. To be insubordinate; iii. To address Senior Members of the University or other officials of the University in an insulting or disrespectful language;
- iv. To engage in examination malpractice.
- v. To impersonate.
- g. Sanctions: For breaches of any provisions of Rules (c and d), any of the following penalties, as deemed appropriate, may be imposed:
  - i. Warning; ii. Reprimand;
  - iii. Suspension for a stated period; iv. Withholding of certificate for a period of time not exceeding three academic years;
  - v. Cancellation of certificate and banishment from writing University College examination for a period of three academic years;
  - vi. Rustication; vii. Dismissal;
- h. For the purpose of these rule(s), sanctions (iii) to (vii) shall be treated as major penalties and shall be imposed only by the President after due consultation with the Council or the Academic Board, as the case may be; the other penalties shall be treated as minor ones. All major penalties imposed on Junior Members shall be subject to ratification by the Academic Board.

### **Other offences**

- i. **Damage to Property or tarnishing the name of CSU:**  
It is an offence for a student to deliberately cause damage to property, as well as to the good name of the University or incite others to cause such damage. In any of these situations the offender shall be required to either make good the damage caused or face appropriate sanctions as deemed necessary by the University authorities.
- j. **Using or Peddling Narcotics and Other Drugs**  
It is an offence for a student to be in possession of, or peddle any kind of narcotics and hard drugs on campus. Narcotics include Indian hemp,

Cocaine, Morphine, opium etc. Offenders will face a disciplinary panel for appropriate punishment (which may include expulsion and police prosecution). It is an offence for a student to drink alcoholic beverages or offer alcoholic beverages to another person to drink on campus.

#### **10.2.1 General Academic Offences for Junior Members**

It shall be an offence for a Student knowingly to:

- i. Forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form.
- ii. Engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain or enhance academic credit or other academic advantage of any kind.

#### **10.3 Academic Offences for Junior Members**

Without prejudice to the General Academic Offences, it shall be an offence for a student knowingly to:

- i. Forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record is in print or electronic form.
- ii. Use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work.
- iii. Impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work.
- iv. Represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work.
- v. Submit, without the knowledge and approval of the Lecturer/Supervisor to whom it is submitted, any academic work for

- which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere.
- vi. Submit any academic work containing a purported statement of fact or reference to a source which has been concocted.
  - vii. Engage in the sale of unpublished academic lecture material, such as lecture notes, hand-outs, and slides without authority.
  - viii. Gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person.
  - ix. Steal a colleague's assignment.
  - x. Steal a colleague's answer script or part thereof.

#### **10.4 Academic Offences for Graduates of the University**

A graduate of the University may be charged at any time with any of the offences listed in these Statutes, committed knowingly, while he or she was an active student, if, in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

#### **10.5 General Non-Academic Offences**

Without prejudice to the application of the national laws by the University, no student of the University shall:

- i. Assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person.
- ii. Cause or threaten any other person with bodily harm, or cause any other to fear bodily harm. Knowingly create a condition that unnecessarily endangers the health or safety of other persons.
- iii. Threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property.
- iv. Engage in a course of vexatious conduct that is directed at one or more specific individuals that is based on race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, gender, age, marital status (marriage between one man and one woman), family status, disability, receipt of public assistance or record of offences of that individual or those individuals.

- v. Cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. Peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent.
- vi. Steal, knowingly take, destroy or damage premises of the University or any physical property that is not his/her own.
- vii. Destroy or damage information or intellectual property belonging to the University or to any of its members
- viii. Deface the inside or outside of any building of the University.
- ix. Possess effects or property of the University appropriated without authorisation;
- x. Create a condition that endangers or threatens destruction of the property of the University or of any of its members.
- xi. Use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorised to give such instruction, or without just cause. Mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system.
- xii. Maliciously bring a false charge against any member of the University.
- xiii. Counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes.
- xiv. Deface the trees on campus with advertising or other material notices howsoever described; Defecate outside the designated buildings or places on campus. xv. Produce or distribute pornographic material on the premises of the University.
- xvi. Indecently expose himself or herself in public.

10.6 For the purpose of these rule(s), sanctions (c) to (g) shall be treated as major penalties and shall be imposed only by the President after due consultation with the University Council or the Academic Board as



the case may be. The other penalties shall be treated as minor ones. All major penalties imposed on Junior Members shall be subject to ratification by the Academic Board.

#### **10.7 Other offences**

##### **(a) Damage to property or tarnishing the name of CSU**

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the University or incite others to cause such damage. In any of these situations the offender shall be required to either make good the damage caused or face appropriate sanctions as deemed necessary by the University authorities.

##### **(b) Using or Peddling Narcotics and Other Hard Drugs**

It is an offence for a student to be in possession of, or peddle any kind of narcotics and hard drugs on campus. Narcotics include Indian hemp, Cocaine, Morphine and Opium. Offenders will face a disciplinary panel for appropriate punishment (which may include expulsion and police prosecution). It is an offence for a student to drink alcoholic beverages or offer alcoholic beverages to another person to drink on campus.

##### **(c) Firearms**

It is an offence for a student to be in possession of firearms on campus.

#### **10.8 Moral Issues**

- i. Gambling, stealing, fighting, using abusive language, cursing and profane songs are prohibited on campus.
- ii. No student shall indulge in illicit sexual behaviour of any kind. It is an offence for a student to practise fornication, adultery, prostitution, lesbianism or homosexuality, child pornography or be in possession of any pornographic material on campus.
- iii. All students are expected and encouraged to uphold Christian sexual standards as directed in the Bible. All expressions of premarital and extramarital friendship are to be chaste and behaviours which will suggest otherwise are to be avoided.

- iv. Any persons engaging in improper relationships will be subject to sanctions ranging from verbal warnings to suspension or withdrawals. Drunkenness and any disorderly behaviour on campus, in a hostel or in town, resulting in disorderly or scandalous behaviour will be considered as bringing disrepute to the University. Students shall also not be under the influence of alcohol during lectures, games, competitions and any other activities held within or outside the campus. Smoking is also forbidden in lecture halls, libraries and any other CSU property. Sanctions for not complying with the above include: warning, fine, suspension or dismissal.

### **10.9 Sexual Harassment Policy**

Sexual harassment is reprehensible and will not be tolerated at Christian Service University. It is an offence for a member of the University to sexually harass another member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

Sexual harassment subverts the mission of the University and threatens the careers, educational experience and well-being of students, faculty and employees. In both obvious and subtle ways, sexual harassment is destructive to the University Community as a whole. When, through fear of reprisal or pressure, a student, faculty member or employee, submits to inappropriate sexual demand, the University's ability to carry out its mission is undermined. Perpetrators of sexual harassment will be severely disciplined, including dismissal.

### **10.10 Disciplinary Procedures and Sanctions**

The Dean of Students has a special responsibility under the President for the discipline of students. It is therefore an offence to disobey this officer in the discharge of his/her duties. If a student violates any University regulation, he/she shall be reported to the Dean of Students (who is the Chairperson of

the Disciplinary Committee), or his/her appointed representative, for appropriate sanctions.

The Disciplinary Committee shall recommend the appropriate sanctions to the President. Students who are aggrieved by any disciplinary sanctions may appeal to the President for a review. The President may set up a Disciplinary Review Committee that will look again at the matter and come out with the final decision.

#### **10.10.1 Sanctions**

For breach of any provision of the rules, one or more of the following penalties, as deemed appropriate, may be imposed:

- i. Warning;
- ii. Oral or written reprimand; iii. Suspension from a course or courses, a programme, an academic unit or division, or the University for stated period.
- iv. Withholding of certificate for a period of time not exceeding three academic years;
- v. Cancellation of certificate and banishment from writing University College examination for a period of three academic years; vi. Rustication; vii. Dismissal/Expulsion from the University – meaning that the student shall be permanently denied registration in any University programme.

#### **10.10.2 Other Sanctions**

- i. Denial of privileges to use any facility of the University, including library and computer facilities;
- ii. A monetary fine; iii. An order for the re-submission of the piece of academic work in respect of which the offence was committed, for evaluation; such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
- iv. Disqualification from contesting elections or removal from any office in the University; or

10.10.3 For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University shall have the power to cancel or withhold or withdraw and award at any time it becomes known that a candidate had:

- i. gained admission into the University with false qualifications; or
- ii. impersonated someone else, or iii. been guilty of an examination malpractice for which a grade Z would have been awarded; or
- iv. engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.

10.10.4 The decision to cancel, withhold or withdraw and award shall be made by the University Council on the recommendation of the Academic Board.

#### **10.11 Disciplinary Procedures and Sanctions**

The Dean of Students has a special responsibility under the President for the discipline of students. It is therefore an offence to disobey this officer in the discharge of his/her duties. If a student violates any University regulation, he/she shall be reported to the Dean of Students (who is the chairperson of the Disciplinary Committee), or his/her appointed representative, for appropriate sanctions.

The Disciplinary Committee shall recommend the appropriate sanctions to the President. Students who are aggrieved by any disciplinary sanctions may appeal to the President for a review. The President may set up a Disciplinary Review Committee that will look again at the matter and come out with the final decision.

## **11. REGULATIONS ON THE CONDUCT OF EXAMINATIONS FOR STUDENTS**

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### **11.1 Instructions to Candidates / Students**

- i. A candidate for a University Examination must have studied the approved course as a student over the required period, and must have registered for the examination.
- ii. All students are advised to take note of the REGULATIONS guiding the conduct of University Examinations. Students are required to inform themselves of the following:
- iii. Copies of the Examination Time-tables shall be posted on Student Notice Boards and it is the responsibility of candidates to consult these Notice Boards for details of their examinations.
- iv. The actual Examination Hall/Room in which each paper will be taken is indicated on the Timetables. In their own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the Departments concerned.
- v. The University reserves the right, where circumstances so demand, to change the times appointed for holding examinations. If it should become necessary, for any change to be made in the Time-tables, candidates will be informed accordingly.
- vi. Candidates should report at the Examination Hall/Room not earlier than 30 minutes before the time for the beginning of the Examination and should occupy the place assigned to them as indicated by the Index Number or any form of identification arranged by the Invigilator on the Examination Time-table.
- vii. No candidate shall enter the examination room later than 30 minutes after the commencement of the examination.
- viii. No candidate will be allowed to leave the Examination room until 30 minutes after the commencement of the examination.
- ix. Any candidate who enters the examination room within 30 minutes from the start of the paper should report to the Invigilator to be checked in.

- x. Candidates are to have in their possession their Student Identity Cards and Examination Passes, issued by the Administration as a confirmation of one's eligibility to take part in the examination. Permission for students without Examination Passes can only be obtained from the Registrar or his/her Deputy.
- xi. Unless specifically authorized by the Examiner, no candidate shall take into an examination room or have in his/her possession during an examination, any book, material, hat, bag, pencil case, cellular/mobile phone, programmable calculator, palm-top computer, scanner, radio, and any unauthorized electronic gadgets. An Invigilator has authority to CONFISCATE such documents, materials or items and the matter shall be reported as a breach of examinations regulations to the Departmental Examinations Officer in writing.
- xii. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offence to destroy or attempt to destroy evidence of unauthorized material.
- xiii. It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator and an eraser as needed.
- xiv. Candidates are not permitted to commence writing answers in answer booklets until the Invigilator instructs them to do so. Writing in answer booklets prior to the start of the examination shall be treated as a breach of examination regulations.
- xv. It shall be the responsibility of the candidate to ensure that he/she is given the right question paper and any other material needed for the examination.
- xvi. Candidates should not in any way mutilate or interfere with the stapling in the answer booklets or question paper(s). Any complaints about the answer books or question paper(s) should be brought to the attention of the invigilator.
- xvii. Candidates are to use only their Index Numbers throughout the examination. Under no circumstance should candidates use their

names. Failure to do so shall render the student's Answer Booklet/ Supplementary Sheet invalid.

- xviii. Candidates may leave the Examination room temporarily only with the express permission of the Invigilator. Any candidate leaving an Examination room temporarily shall be escorted by an attendant appointed for that purpose. The Invigilator shall take every necessary precaution including physical search of the candidate before a candidate is allowed to leave or return to the Examination room. The maximum time the candidate can be allowed to such leave shall be at the discretion of the Invigilator.
- xix. Students, both males and females, are entreated to dress decently to the Examination Hall. The University Administration is concerned about the indecent dressing of students and every effort will be made to correct it. Any candidate who does not dress decently will be refused entry into the Examination Hall.
- xx. A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of the Examinations Co-ordinator or Invigilator or misconducts himself/herself in any manner to examination official at an examination centre commits an offence. Such a candidate shall be banned from the examination and awarded grade X.
- xxi. Candidates who infringe on any of the above regulations shall be reported to the University authorities for necessary action to be taken against them.
- xxii. No candidate shall pass Notes or seek any other information or make any form of solicitation from other candidates during the period of the Examination; such form of solicitation shall be taken to be a breach of Examination Regulations and the candidate(s) involved shall be sanctioned accordingly. For the purposes of these regulations, the following shall apply:
- A candidate may attract the attention of the invigilator by raising a hand;
  - A candidate shall not pass or attempt to pass information or instrument to another candidate during examination;

- A candidate shall not copy or attempt to copy from another candidate;
  - A candidate shall not place his/her answers in such a manner that another candidate may be able to read; and copy.
  - A candidate shall not in any way disturb or distract other candidates during examination.
- xxiii. Smoking or eating is not allowed in the Examination Room.
- xxiv. At the end of each Examination, candidates shall not take away any USED or UNUSED answer booklet, supplementary sheet, or any material supplied for the examination.
- xxv. Any candidate who finishes an Examination ahead of the stipulated TIME may leave the Examination Hall after handing over his/her answer booklet(s) / Sheets to the invigilator. Such candidate(s) shall not be allowed to return to the Examination room.
- xxvi. A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X. The award of grade X in a paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
- Mis-reading the time-table;
  - Forgetting the date and time of examination;
  - Inability to locate the examination hall;
  - Inability to rouse oneself from sleep in time for the examination;
  - Failure to find transport;
  - Pregnancy
- xxvii. A candidate shall have himself/herself to blame in the event of violation of any of the said Regulations for the Conduct of University Examinations. It is the responsibility of the candidate to inform himself/ herself of these Regulations at all times. Ignorance of these Regulations shall not be considered as a mitigating factor in the event of any breach of the said Regulation. Infringement of any of these Regulations by an Examination Candidate shall constitute MISCONDUCT and shall attract one or more of the following sanctions:
- Reprimand;



- Written warning;
  - Loss of marks - a reduction of final grade in the course in respect of which the offence was committed.
  - Cancellation of a paper (in which case a grade of zero or failure shall be substituted for the mark earned);
  - Withholding of results for a period;
  - Award of grade X
  - Suspension from the University; and
  - Rustication from the University for a stated period;
  - Dismissal from the University.
- xxviii. Further to the above sanctions, a grade Z leading to failure in the entire semester's examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper
- xxix. Upon DISMISSAL from the University, a student shall not be entitled to have academic transcript from the University. All academic records including transcripts become null and void after the dismissal of a student.

### **11.2 Misconduct during Examinations**

Candidate(s) caught in breach of Examination Regulations should be allowed to continue writing the paper. However, the Invigilator shall submit a written report of the incident including exhibit(s), if any, to the Departmental Examinations Officer. The Departmental Examinations Officer shall forward the reports and available exhibit(s), to the Head of Department concerned, with copies to the candidate(s), and the Invigilator. The Head of Department shall take appropriate action by promptly appointing a Committee to investigate the matter. A copy of the report on the issue should be forwarded to the President including the Head of Department's recommendations. The President shall take appropriate action before the results of the candidate(s) is/are declared. The Committee to investigate the alleged breach of examination regulations shall include a Student Representative.

### 11.3 Examination Offences and Sanctions

SN	Offence	Sanction
1	Smuggling a foreign material(s) (books, notes on pieces of paper, and any written document) into examination room	RUSTICATION for Two Semesters
2	Inscribing notes on ID Card, Exam Pass, dress or any part of the body of a candidate	
3	Bringing and using in the examination room a mobile phone, programmable calculator, palm-top computer, scanner, radio, and any unauthorized electronic gadgets.	
4	Chewing and swallowing foreign material with notes on it when caught by an invigilator	DISMISSAL
5	Copying from another candidate	CANCELLATION of examination paper
6	Taking away USED answer booklet, supplementary sheet, or any material supplied for the examination.	
7	Passing/receiving notes to/from other candidate(s)	
8	Bringing in to the examination room a mobile phone, programmable calculator, palm-top computer, scanner, radio, and any unauthorized electronic gadgets.	CONFISCATION of item and CANCELLATION of the examination paper
9	Bring a hat and a bag into the examination room	CONFISCATION of item and REPRIMAND

10	Leaving one's answers in such a manner that another candidate may be able to read; and copy.	WRITTEN WARNING or CANCELLATION of examination paper (where there is written evidence of copying).
<b>SN</b>	<b>Offence</b>	<b>Sanction</b>
11	Solicitation from other candidates	WRITTEN WARNING
12	Passing verbal information to another candidate	
13	Taking away UNUSED answer booklet, supplementary sheet, or any material supplied for the examination.	
14	Writing answers in answer booklet prior to the start of the examination	
15	Insubordination by candidate to an invigilator	
16	Disturbing or distracting other candidates during Examination.	REPRIMAND
17	Attempting to copy from another candidate	
18	Eating in the Examination Room.	
19	Passing an instrument to another candidate	

#### **11.4 Submission of Course Work/Project Reports/Long Essays/ Workshops/Studio Works**

- i. Course Works/Project Reports/Long Essays/Workshops/Studio Works shall be submitted on the due date. Any of these submitted late without any tangible reason, shall be marked zero, but in the case of Project Reports/Long Essays they shall be assessed at the stage of presentation.

- i. Students should not miss course work deadlines or assessments taking place within scheduled class meetings/Laboratory sessions without good reason(s). Where there is a good reason, a written explanation from the student enclosing, where appropriate, any documentary evidence (e.g. Medical certificate) should be submitted to the Examiner.
- ii. Where a student knows in advance that he/she will be unable, for good reason, to submit coursework, etc, by the due date or attend an assessment session during scheduled class hours, he/she must inform the Examiner in advance and supply appropriate documentary evidence so that if possible alternative arrangements may be made.  
Good reasons  
for such non-attendance would include Hospital appointments, court appearances and jury service.
- iii. The consequences and failure to submit coursework by the due date or to attend assessment sessions, without good reason may lead to a student being required to repeat a course/module with attendance or in extreme cases to withdraw from the programme.
- iv. Where, on the recommendation of a course lecturer, a student has failed to attend lectures as required by the Department, then the Departmental Board, may decide that the student be required to retake the course with attendance or that, on the basis of the student's overall performance, an alternative form of action may be taken within the framework of the assessment regulations.

### **11.5 PLAGIARISM**

Plagiarising is presenting words or ideas not your own as if they were your own. Three or more sequential words taken directly from another author must be enclosed in quotation marks and footnoted. The source of distinctive ideas must also be acknowledged in a footnote. The words or ideas of another are not made one's own by simple paraphrasing. Even a paraphrase should be acknowledged by a foot note.

In this context, “plagiarism” is defined as the deliberate and substantial unacknowledged incorporation in students’ work of material derived from the work (published or unpublished) of another.

Students should not attempt to use the same substantive piece of work to meet the assessment requirements of another item of Course work, Dissertation, Project, Long Essay or Studio Work.

Plagiarism is a serious offence which can result in severe penalties such as dismissal from a programme.

## **12. ACADEMIC PROGRAMME**

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12.1 Under the Modular course structure adopted by the University, the Academic calendar has been divided into semesters. Courses are coded by levels of academic progression and are assigned credits. Each course is examined at the end of the semester.

12.1.1 It shall be the responsibility of each student of the University to find out both the specific requirements of the graduate degree for which he/she has registered; as well as the rules, regulations and policies of the University, its relevant Faculties/Schools and Departments.

12.1.2 It shall be the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the graduate degree sought.

12.1.3 Every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University, its relevant Faculties/Schools and Departments.

12.1.4 Each student is required to acquaint himself/herself with the general information contained in this Handbook and other relevant information from the Faculty/School/Department in which he/she is enrolled. Students may consult their Head of Department or the Exception from any of these General Regulations may be granted only by the express permission of the Academic Board, on the

recommendation of the Board of Graduate Studies and the appropriate Faculty/School Board.

12.1.5 The University reserves the right to change the rules, regulations and policies, as well as programme and course requirements outlined in this Handbook without prior notice.

### **13. APPLICATION FOR ADMISSION**

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- a. Application shall be made in writing on a prescribed form, obtainable from the University website or campus. The completed forms must be returned not later than the prescribed date for submission as advertised.
- b. The responsibility for the selection of an applicant rests on the Department the applicant wishes to study.
- c. An interview and/or a qualifying examination may be administered by the Department to determine the suitability of an applicant.
- d. The Head of Department shall submit in writing, to the Board of Graduate Studies a recommendation on the suitability or otherwise of each applicant. In the main, the Head of Department's recommendation will be dependent on the panel of interviewers.
- e. The Board of Graduate Studies shall consider all the recommendations for admission and finally decide which candidates may be admitted.

## **14. COURSE OF STUDY**

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A candidate who is admitted to a programme shall be required to follow the approved course of study over the prescribed period.

### **14.1 ACADEMIC SESSION**

The Academic Session shall comprise two Semesters, as follows:

- First Semester - August/September – December
- Second Semester - January/February – May/June

### **14.2 STRUCTURE OF SEMESTER**

A Semester shall normally be of 16 weeks duration and shall be structured as follows:

- 13 weeks of Teaching
- 1 week of Revision
- 2 weeks of Examinations

### **14.3 COMPONENTS OF STUDY PROGRAMME FOR GRADUATE DEGREES**

The study programme for the Masters degrees shall comprise course work, as prescribed by the Department and Long Essay/Dissertation/Project/Thesis, as may be relevant.

#### **14.3.1 THESIS/DISSERTATION TOPICS**

- a. For an MA/MSc or its equivalent, dissertation topics and names of supervisors shall be submitted to the Board of Graduate Studies **at the beginning** of the second semester. This means that within the first semester, each student should have had some consultation with potential supervisors for the choice of appropriate topics.
- b. For an MPhil degree, the thesis area/topic and the membership of Supervisory Committee and/or the name of the Supervisor shall be submitted at the beginning of the first semester of the second year to the Board of Graduate Studies, through the Head of Department.

#### **14.4 SUPERVISION OF GRADUATE STUDIES**

- a. A Graduate Studies Committee shall be set up in each Department, Institute, or Unit offering graduate courses. The functions of the Committee shall be to:
  - i. advise the students in the selection of courses and formulation of dissertation/theses topics.
  - ii. recommend dissertation/theses supervisors to the Department
  - iii. ensure that supervisors submit at the end of each semester progress report on each student to the Board of Graduate Studies, through the Head of Department.
  - iv. continuously review programme content and make proposals for the overall development of graduate programmes in the Department.
  - v. assist the Head of Department in looking for External Examiners.
  - vi. facilitate the organization of seminars for presentation of proposals and findings of studies
  - vii. engender collaborative studies among faculty and students
  - viii. encourage students on need to do quality work for publication
- b. A Supervisor shall be required for every graduate student in all Departments of the University. Where necessary, a co-supervisor may be appointed to assist the supervisor. It shall be the duty of the Supervisor to meet the student at regular intervals and to submit semester reports, through the Head of Department to the School of Graduate Studies. For PhD studies, each student would have three supervisors.

#### **14.5 REGISTRATION**

- a. Students shall report on the day that the University re-opens and register within the normal period as would be determined by the University.
- b. A student must register in the courses prescribed by the Department at the beginning of every semester.
- c. A student who fails to register at the time designated for registration by the University shall forfeit his/her right to register for the semester.
- d. No student shall be permitted to register by proxy.



- e. No student is permitted to register for two programmes at the same time in the University. The sanction for such registration shall be cancellation of both registrations.
- f. A fine to be determined by the University shall be imposed for late registration. Formal registration ends on the last day of the period of late registration.
- g. A student who is unable to register within the formal registration period on the grounds of ill-health, shall on provision of a Medical Report signed by a registered medical practitioner be allowed to register within seven days from the closure of formal registration.
- h. A student who does not duly register within the registration period shall be precluded from commencing the semester's programme of courses.
- i. Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have failed the course unless reasons acceptable to the Academic Board, can be advanced, and in this case the student shall be graded incomplete (I) and be expected to take part in the next available formal examination.

#### **14.5.1 Registration Procedure for both Fresh & Continuing Students**

- i. Pay your fees via the Smart Pay System at any (SG) Branch.
- ii. Submit your pay in slip and collect a registration permit from the Accounts Office (Freshmen are to take along their admission letters and any relevant documents and continuing students are to pay for their trails).
- iii. Go online to register at the e-Library (CSU Library), any of the computer laboratories or at any internet café. Visit this website address- <http://portal.CSU.edu.gh>
- iv. On the website, key in your credentials (username and password) as provided to you.
- v. Confirm, fill and complete all required fields on the Personal information page.
- vi. Select the online registration link to proceed.

- vii. In the main registration screen, select courses you are registering for the semester. Trail courses should be registered first. Add fresh courses to make up the total number of credits required (21). Defer unregistered courses for the semester.
- viii. Save and print your registration slip.
- ix. Sign and submit copies of your registration slip to your Departmental Examination Officers.

#### 14.5.2 **FINE FOR LATE REGISTRATION**

The University will not tolerate any lateness in registration; thus a fine, determinable from time to time for each day after the deadline, will be imposed on any student who defaults.

However, a student who is unable to register within the regular registration period on grounds of ill health must submit a medical report signed by a registered medical practitioner, and for any special reason of which an excuse had been sought and approval given, will be allowed to register within seven days from the day of the closure of formal registration. The above notwithstanding, efforts should be made to inform the appropriate Head of Department immediately.

Registration shall not go beyond the stipulated time; thus, students who fail to register within the stipulated time will be deemed to have deferred their programmes. Please note that freshers are not allowed to defer their programmes.

#### 14.5.3 **Appeals Committee**

Students are to note that the University has instituted an Appeals Committee which is expected to review applications submitted by students who have genuine cases of financial hardship or other exceptional cases that may hinder the payment of fees.

#### **14.6 Orientation**

Orientation programmes will be organised for all new students. Attendance is compulsory. This is to introduce to them the institution, its facilities and resources for both academic and non-academic work. The general areas can be summarized as follows:

- i. Core Values and code of conduct within the University.
- ii. Nature of the University education.
- iii. Information on the student governance system within the University.
- iv. Grading systems used within the University.
- v. College's regulations, rights, obligations and responsibilities of its students.
- vi. Use of the library and other facilities available to students.
- vii. Introduction of staff for each area of study.
- viii. Queries from students will also be answered.

#### **14.7 Identity Cards**

All new students are to note that identity (ID) cards are very important items to obtain at the start of their programmes. The University produces ID cards for all students. Students are therefore expected to be available as and when the dates and times for picture taking are published.

These cards are needed for identification purposes especially during examinations and for the collection of letters and academic records among others. Thus students are encouraged to always carry these cards.

Unauthorized printing, possession, or use of forged CSU identity card will lead to suspension, dismissal or prosecution. Students are required to return their ID cards to the registry in the case of suspension, dismissal or withdrawal. Replacement of ID cards would require a police certificate and a payment of a fee determined from time to time.

#### **14.8 DURATION OF STUDY PROGRAMMES**

The following shall normally be the duration for the completion of graduate degrees:

<b>Programme</b>	<b>Duration</b>	<b>Maximum Permitted Period (Including Re-registration)</b>
<b>MA/MSc</b>		
Full-time	2 Semesters	3 Semesters
Part-time	4 Semesters	5 Semesters
<b>MPhil</b>		
Full-time	4 Semesters	6 Semesters
Part-time	6 Semesters	8 Semesters

**Re-registration for MA/MSc/MPhil Programme:** Upon the expiry of the permitted study period for a two-semester MA degree, a student who has still not been able to complete the programme may be allowed to re-register for an additional one semester only. Such re-registration shall attract the required fee. Students who are not able to avail themselves of the provided grace period, would be deemed to have abandoned the programme, and would be withdrawn.

#### **14.9 INTERRUPTION OF STUDY PROGRAMME**

- a. A student registered for the graduate programme may not break his/her programme of study for more than two continuous semesters, except with express permission from the Board of Graduate Studies. Such a student shall apply in advance to the Board of Graduate Studies, through the Head of Department, stating reasons why he/she wants to interrupt his/her study programme. Permission must be granted by the Board of Graduate Studies and communicated to the applicant before he/she leaves the University. The Board of Graduate Studies, in giving approval, may consult the Dean of the appropriate Faculty/ School and the Head of Counselling Unit, where necessary.
- b. Where a student breaks his/her studies for more than two continuous semesters he/she shall normally be deemed to have lost any

accumulated credits. Such a student may be allowed to re-apply for admission to the University.

- c. Deferment of course is permissible on health grounds if it is supported by a medical report. The report may require certification by a qualified medical doctor.

#### **14.10 DEFERMENT OF EXAMINATION**

- a. **On Grounds of Ill-health.** A student who has satisfied all the requirements as specified, but is unable to take the end of semester examinations on grounds of ill-health, shall, on application to the Dean of Graduate Studies, and on provision of a Medical Certificate issued or endorsed by the qualified medical doctor, be permitted to defer the examinations, and be allowed to take them at the next offering.

- b. **On Grounds Other Than ill-Health**

In case of deferment on grounds other than ill-health, the appropriate Head of Department shall invite the applicant for an interview and advise the University as appropriate. It shall be the student's responsibility to satisfy the Board of GRADUATE Studies beyond reasonable doubt why he/she wishes to defer the examinations.

In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Dean of Graduate Studies before leaving the University.

#### **14.11 MINIMUM AND MAXIMUM WORK LOAD PER SEMESTER FOR FULL-TIME STUDY**

A full-time student shall be required to carry a work-load of a minimum of 12 credits and a maximum of 18 credits per semester. No candidate shall be allowed to exceed the maximum credits, except where expressed permission has been granted by the Board of Graduate Studies.

#### **14.12 ELIGIBILITY FOR EXAMINATIONS**

- a. A student shall attend all lectures, tutorials, seminars and practicals and undertake all other activities and assignments, as are approved by the University.
- b. In any case a student who is absent for a continuous period of 21 days from all lectures, tutorials, practicals and other assignments prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.

#### **14.13 SCHEME OF EXAMINATION**

- a. **MA/MSc:** The examination shall consist of written papers and practical/ project/dissertation, as may be prescribed.
- b. A candidate may be examined orally on the substance of his/her dissertation.
- c. **MBA/MPhil (Thesis Option)**

The examination shall consist of written papers and practical work/thesis, as may be prescribed.

- d. In addition, a candidate may also be examined orally on the substance of his/her thesis.

#### **14.14 A STUDENT IN GOOD STANDING**

- a. A student in good standing shall be one who would have obtained a minimum of 24 **graduate level** credits at the end of the second semester or Part 1 examinations.
- b. Where a student fails to obtain the minimum credits required, as stated above, he/she shall be deemed not to be in standing and shall be asked to withdraw.

#### **14.15 RE-TAKING COURSEWORK**

- a. **MA/MSc:** For all one-year graduate programmes, a candidate may be permitted to re-take failed courses only at the next regular opportunity.

- b. **MPhil:** If a candidate obtains the minimum number of credits required at the end of the Part 1 examinations, but fails in two (2) core courses, he or she can proceed to the second year, but must pass all such core courses *before* obtaining the degree.
- c. Candidates re-taking failed papers must do so within the maximum time permitted for the completion of their programmes.

#### **14.16 EXAMINERS AND DETERMINATION OF RESULTS**

- a. **Written Papers:** A panel comprising not less than two Examiners of whom one shall be an External Examiner shall be appointed by the Academic Board, on the recommendation of the Faculty Board and the Board of Graduate Studies for the written papers in respect of Masters degree courses.
- b. **Dissertation/Thesis**
  - i. Three Examiners shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies to examine a dissertation or thesis submitted for an MA/MSc/MPhil Degree. The panel shall include the first Internal Examiner, Second Internal Examiner and one External Examiner.
  - ii. Faculty members pursuing graduate degrees cannot examine or supervise other graduate students.
  - iii. A separate report, duly signed, shall be submitted by each Examiner to the Board of Graduate Studies in respect of a dissertation or thesis submitted for a Masters programme.
  - iv. The Examiners' reports on a dissertation or thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject of his/her dissertation or thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.
  - v. If a dissertation or thesis submitted for a Masters degree, though inadequate, but appears to have sufficient merit, the Examiners may recommend to the Board of Graduate Studies that the dissertation or

thesis be referred and the candidate be permitted to re-submit it in a revised form, within three (3) months in the case of an MA/MSc, and nine (9) months in the case of an MPhil and PhD.

vi. **Pass and Referral**

- The Board of Graduate Studies shall review the recommendations of the examiners.
  - Where all three examiners pass the thesis, the Board shall normally decide to pass it.
  - Where one examiner fails a thesis, the Board shall review the nature of the failing grade and decide whether to pass, refer, or fail it.
  - A Masters' thesis failed by more than one examiner shall fail.
  - Similarly, a doctoral thesis failed by more than two examiners shall fail.
- vii. If a dissertation or thesis submitted for a Masters degree is passed subject to correction, the condition is to re-submit the corrected dissertation or thesis within three months in the case of an MA/MSc/MPhil.
- viii. Where a dissertation/thesis submitted for a Masters degree is referred and is being resubmitted, the candidate shall be required to re-register and pay the appropriate fee(s).

c. **Oral**

- i. A candidate who submits a dissertation or thesis for a Masters Degree may be examined orally if, in the opinion of the Examiners, such an examination is necessary for the confirmation of their assessment of the thesis. For this examination, a panel comprising not less than three of whom, normally, not less than two shall be Examiners of the thesis, shall be appointed by the Academic Board, on the recommendation of the Faculty Board and the Board of Graduate Studies. The Chairman of the panel shall be a person other than the candidate's Supervisor, appointed by the Dean of Graduate Studies.
- ii. If a candidate for the MPhil degree fails to satisfy the Examiners at the oral examination, the panel may recommend to the Board of



Graduate Studies that the candidate be permitted to represent the dissertation or thesis and submit to a further oral examination within a period not exceeding 6 months.

d. **Declaration of Results:**

The results of the written papers of the MA/MSc Examinations shall not be declared until a candidate has submitted his/her dissertation. The results of the written papers of the MPhil examinations, however, may be declared before the submission of the thesis.

e. **Review of Written Examination**

- i. A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Dean of Graduate Studies and payment of a review fee which shall be determined at not less than three times the normal Examination Fee.
- ii. An application for a review shall be submitted to the Dean of Graduate Studies not later than 21 days after release of the said results and shall state the grounds for review.
- iii. No action shall be taken on an application, which is submitted outside the time stipulated above. Review shall not proceed unless the Review fee is fully paid.
- iv. An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.
- v. The Board of Graduate Studies may authorise the Registrar to amend the results as released in the light of the review.
- vi. If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Graduate Studies may prescribe further sanctions which may include barring the complainant from University examination for a stated period or an indefinite period

**14.17 SUBMISSION OF DISSERTATION OR THESIS**

- a. A candidate shall submit the title of his/her dissertation or thesis for approval to the Departmental Board and the Board of Graduate

Studies, not less than three months before the completion of the thesis/dissertation. After the title of the dissertation or thesis has been approved, it may not be changed, except with the permission of the Board of Graduate Studies, on the recommendation of the Department and the Faculty Board.

- b. After completing his/her course of study, the candidate shall submit to the Board of Graduate Studies, through the Head of Department a dissertation or thesis which shall comply with the following conditions:
  - i. Each copy of the thesis/dissertation/project work shall be signed by the candidate and the Supervisors/Supervisory Committee.
  - ii. The greater portion of the work submitted must have been done subsequent to the registration of the student as a candidate for a Masters or a doctoral degree.
  - iii. The dissertation or thesis shall normally be written in English and the presentation must be satisfactory.
  - iv. A dissertation/thesis submitted for an MA/MPhil degree shall consist of the candidate's own account of his/her research. There shall be a declaration to the effect that the thesis/dissertation is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with the candidate's Supervisor, provided that the candidate states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor. A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis. Work done conjointly with persons other than the candidate's Supervisor shall be accepted as a thesis in special cases only; in such cases, the approval of the Faculty Board and of the Board of Graduate Studies shall be required.
  - v. Every candidate shall present a short abstract of his/her dissertation or thesis comprising not more than 300 words which shall be attached to each copy of the dissertation or thesis submitted to the University. Such abstracts shall, in every case, be written in English.

- vi. A thesis/dissertation submitted for the MA/MSc/MPhil degree, which should be typed in Times New Roman, 12 point font, double spacing shall normally not exceed the following; excluding bibliography, photographs and appendices.
- MA dissertation - 80 pages
  - MSc dissertation - 60 - 100 pages
  - MPhil (thesis) - 150 pages
- vii. A candidate shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other university, but a candidate shall not be precluded from incorporating work that he/she has already submitted for a degree in this or in another university, provided that he/she shall indicate on his/her form of entry and also in his/her dissertation or thesis any work which has been so incorporated.

## 14.18 PRESENTATION OF DISSERTATION OR THESIS

- a. A candidate who is presenting a thesis shall, on an appropriate form to be obtained from the School of Graduate Studies and submitted through the Head of Department to the Dean of Graduate Studies, give notice of presenting the thesis **at least 30 days** before the thesis is presented.
- b. Four typed or printed copies of the dissertation or thesis, using standard  
A4 paper, shall be submitted to the University, through the Head of Department. The thesis should be typed on only one side of the paper, with a margin of 5cm on the left hand side of the paper, with New Times Roman Size 12 point font type. After the dissertation or thesis has been approved, it must be bound in standard form ***Art vellum or cloth; overcast; edges uncut; lettered boldly up back in gold (0.5 to J.25cm) degree, date, name***, before the award of the Degree is published by the Registrar.
- c. In binding the dissertations/theses, the following colour schemes have been recommended as back covers:
  - MA/MSc(Dissertation) Wine Colour



#### **14.21 AWARD OF DEGREE**

- f. A Masters Degree shall not be conferred on a candidate unless the Examiners are satisfied that the dissertation or thesis is worthy of endorsement as a Dissertation or thesis approved for appropriate higher degree.
- g. The result of examination held in connection with the award of a/an MA/MSc/MPhil shall be laid before the Academic Board for approval.  
Thereafter, the Degree shall be conferred under the seal of the University upon each successful candidate at a Congregation of the University assembled for the purpose.
- h. Candidates shall qualify for graduation at the next congregation if they had satisfied all the requirements for graduation by the end of the previous academic year.
- i. Candidates who intend to be presented at an impending Congregation must submit the corrected version of their theses to the School of Graduate Studies, two clear months preceding the Congregation.

#### **14.22 CANCELLATION OF AWARD**

Notwithstanding previous confirmation of award of a degree and the presentation of certificate as in the section above, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that: i. a candidate had entered the University with false qualification, or ii. a candidate had impersonated someone else, or iii. a candidate had been guilty of an examination malpractice, or iv. there are other reasons that would have led to the withholding of confirmation of the award in the first place.

#### **14.23 TRANSCRIPT OF ACADEMIC RECORD**

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked **Student Copy** and shall record all courses attempted and all results obtained.

# PROGRAMMES OF THE SCHOOL OF GRADUATE STUDIES

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The following are the programmes under the Graduate School:

- Master of Arts in Christian Ministry with Management
- Master of Science in Accounting and Finance
- Master of Science in Monitoring and Evaluation

## **15. MA IN CHRISTIAN MINISTRY WITH MANAGEMENT**

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The MA Christian Ministry with Management is run by the Department of Theology and coordinated by the Graduate School.

### **15.1 PROGRAMME PHILOSOPHY**

Churches and para-church organizations in Ghana today face challenges of pluralism and materialism which are associated with the processes of modernization and globalization. The situation requires that pastors and other Christian workers become well equipped with theological knowledge and managerial skills in their area of calling, in order to minister properly and competently manage the human and financial resources of the growing congregations.

Most churches have Bible schools and colleges, but many of these theological institutions do not have graduate level programmes for Christian ministry that meet the challenges of the leadership and management in the growing churches and para-church organisations. The MA in Christian Ministry with Management programme of Christian Service University is

designed to meet the increasing demand for effective Christian ministry training and competent management in the churches.

The programme combines a biblical approach to Christian ministry with management concepts and principles. The programme design and subjects taught are based on Biblical perspectives, while maintaining standard academic quality from inputs provided by qualified management lecturers. The MA Christian Ministry with Management programme is predominantly taught with limited research.

## **15.2 Objectives of the Programme**

The objectives of the programme are to:

- Deepen the student's understanding and expression of the Christian faith and ministry;
- Equip students with the skills needed in managing the Christian organization efficiently and effectively.
- Equip pastors and prospective pastors and other Christian leaders with solid theological and ministerial foundation, coupled with leadership and well-grounded managerial skills.
- Improve research and communication skills of students

## **15.3 ADMISSION REQUIREMENTS**

15.3.1 A good first degree (not below 2<sup>nd</sup> class lower division) in Theology, Divinity or Religious Studies from an accredited institution.

15.3.2 A good first degree (not below 2<sup>nd</sup> class lower division) in fields other than Theology, Divinity or Religious Studies from an accredited institution. Candidates must possess some experience in church work or related ministries, e.g. as church leader / evangelist / Bible teacher / Sunday school teacher / administrator / project officer, etc. A supporting recommendation by the applicant's church pastor or ministry leader would be required.

15.3.3 In line with the admission policy of the Department of Theology of the University, all applicants would be required to attend an interview.

#### **15.4 COURSE WORK**

The study programme for the MA Christian Ministry with Management is one year (12 months) graduate programme comprising:

##### **15.4.1 Course work:**

- Core Courses
- Electives
- Seminar presentation

15.4.2 Dissertation/ Long Essay Option

15.4.3 Special Topics

The tuition for the programme will be covered in two semesters. Students would be required to complete a minimum of 15 credit hours and a maximum of 18 per week for each semester's course work.

##### **15.4.4 Dissertation/Long Essay Option**

A dissertation of 80 pages or long essay of 60 pages is a requirement of the MA programme, and represents the culmination of the student's learning experience.

A dissertation/long essay proposal must be submitted at the beginning of the second semester. It requires the student to frame and negotiate a research question, to select and use appropriate methodologies and primary and secondary sources to relate this to current academic debate to arrive at an appropriate and clear overall structure and argument and to present his/her findings in writing in an academically responsible and acceptable fashion.



#### 15.4.5 Special Topics

For the Special Topics option, two special topics courses with six (6) credits (i.e. three (3) credits per semester) shall be taken in place of the dissertation or long essay. This shall involve directed reading of topical issues in a selected subject area. Students shall submit a 20-page paper on each topic for assessment.

### 15.5 REQUIREMENTS FOR GRADUATION

Since the **MA in Christian Ministry with Management** Programme is affiliated to University of Ghana, the progression and graduation systems of the mentor University will apply. Students can only be awarded with the Master's Degree when all requirements have been successfully completed.

The period for completion of the whole programme is 12 months (two semesters).

#### 15.5.1 Credit Unit Requirement (Dissertation Option)

- Course Work - 24-36 Credits (12 – 18 credits per semester)
- Seminar Presentation for Research Methodology - 3 Credits
- Dissertation (80 pages) - 12 Credits
- Total - **39-51 credits**

For the taught courses, students will be required to obtain a minimum of 15 credits and a maximum of 18 credits per semester. The credits assigned to the dissertation are 12. For graduation, the requirements are a minimum of **45** and a maximum **51** credits.

#### 15.5.2 MA Degree (Long Essay Option)

- Course work - 30-36 (15-18 credits per semester)
- Seminar for Research Methodology - 3 credits
- Long Essay (60 pages) - 6 credits
- Total - **39-45 credits**

#### 15.5.3 MA Degree (Special Topics Option)

- Course work - 30-36 (15-18 credits per semester)
- Seminar for Research Methodology - 3 credits
- 2 Special Topics (20 pages each) - 6 credits (3 per semester)
- **Total - 39-45 credits**

#### 15.5.4 Seminar for Research Methodology

All students of the MA programme, including the Special Topics Option, shall take the Seminar for Research Methodology.

Each student is expected to attend all seminars specified by the Department and make a departmental presentation on his/her research proposal in the second semester. The presentation will be assessed for three (3) credits.

#### 15.5.5 **FGPA Requirement**

In line with the requirements of the University of Ghana, candidates who fail to make the Final Grade Point Average (FGPA) of 2.50 or better at the end of their graduate course work would be deemed to have failed even if they have passed all the required courses by the end of the programme.

### 15.6 **ASSESSMENT OF STUDENTS' PERFORMANCE:**

#### 15.6.1 **Examination**

Students will write two (2) semester examinations; i.e. First Semester and Second Semester.

The total score for each End of Semester Examination will constitute 70% of pass mark.

#### 15.6.2 **Course Essays / Term Papers**

As an alternative part of the assessment of performance, students will be required to write 5000-word course essays / term papers in the courses not selected for End of Semester Examination.

### 15.6.3 Continuous Assessment

Seminar research papers, written assignments, mid-semester examination and practical work are classified under Continuous Assessment, which constitutes 30% of pass mark.

## 15.7 EXAMINATION GRADING SYSTEM:

### 15.7.1 Grading System for Course Work

The following examination grading system has been adopted for course work in conformity with what pertains at University of Ghana:

<b>NUMERICAL MARK</b>	<b>GRADE</b>	<b>GRADE POINT</b>	<b>INTERPRETATION</b>
80 – 100	A	4.00	Excellent
70 – 79	B+	3.50	Very Good
60 – 69	B	2.50	Good
50 – 59	C	2.00	Pass
30 – 49	D	1.50	Fail
0 – 29	F	1.00	Fail

### 15.7.2

### 15.7.3 Grading System for Dissertation

A student's performance in a dissertation shall be graded as follows:

<b>NUMERICAL MARK</b>	<b>GRADE</b>	<b>INTERPRETATION</b>
80 – 100	A	Excellent
70 – 79	B+	Very Good
60 – 69	B	Good
50 – 59	C	Referred
0 – 49	D	Fail

## 15.8 MODE OF CERTIFICATION

The Master of Arts in Christian Ministry with Management programme of Christian Service University is to be affiliated to the Department for the Study of Religions of the University of Ghana, Legon. The degree will therefore be awarded by the University of Ghana, with external moderation by the Department for the Study of Religions of the same University.

## 15.9 PROGRAMME STRUCTURE

### FIRST SEMESTER COURSES

COURSE CODE	COURSE TITLE	CREDITS
<u>Core Courses</u>		
MACM 601	Theology of Ministry	3
MACM 603	Old Testament Theology	3
MACM 605	Christian Leadership	3
MACM 607	Management of Christian Organization	3
MACM 619	Research Methodology	3
<u>Electives (1-2 Required)</u>		
MACM 609	Evangelism and Church Growth	3
MACM 611	Pastoral Care and Counseling	3
MACM 613	Gender and Ministry in Africa	3
MACM 615	Islam in Africa	3
MACM 617	Prophetic Ministry	3
<b>Total Credits</b>		<b>15/18</b>

### SECOND SEMESTER COURSES

COURSE CODE	COURSE TITLE	CREDITS
<u>Core Courses</u>		
MACM 602	Ministry in the New Testament	3
MACM 604	Ethics for Ministry	3
MACM 606	Financial Management for Christian Organizations	3

MACM 608	Strategic Planning in Ministry	3
<u>Electives (1-2 Required)</u>		
MACM 612	Ministry and Communication	3
MACM 614	Conflict Management	3
MACM 616	Christian-Muslim Relations	3
<b>Total Credits</b>		<b>15/18</b>

#### Research

Students are required to choose one of the following research options:

MACM 610:	Dissertation	12
MACM 620:	Long Essay	6
MACM 621 & MACM 622:	Special Topics (1 & 2)	6

#### **15.10 TEACHING AND LEARNING METHODS**

Each teaching session would aim to employ a combination of lectures, group work, class interactions and seminar presentations. Students are required to:

- Read the recommended materials and any others that may be assigned.
- Personally take and maintain a set of classroom notes covering all materials presented in class.
- Prepare and present writing assignments as requested by the course lecturer.
- Attend lectures and participate in group discussions and seminars.
- Take part in the continuous assessment and the final examination.

## **16. MSC IN ACCOUNTING AND FINANCE**

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### **16.1 PROGRAMME PHILOSOPHY**

The MSc Accounting and Finance programme is a one-year post-graduate programme affiliated to University of Cape Coast.

In line with CSU's strategic objectives and the national need for qualified and knowledgeable professionals, the aim of the MSc Accounting and Finance programme is to develop professionals who are ethical and have an integrated knowledge of accounting and finance required for the management and sustainable performance of contemporary businesses and organisations.

Evidence shows that a knowledge-intensive approach to development is the only pathway for sustainable development in Africa and the global economy.

The programme is therefore designed to pay more attention to quality and relevance of higher education to national economic growth and competitiveness.

Moreover, the competitive employment market in knowledge-based economies attracts students who can demonstrate knowledge, professional competence and integrity. This is what the MSc programme in Accounting and Finance seeks to achieve to meet the demand.

### **16.2 Objectives of the Programme**

The objectives of the programme are to:

- i. Provide graduates with sound knowledge of modern accounting and finance practices and models for effective and ethical management of organizations.
- ii. Enhance graduates understanding in the application of empirical models, theories and key concepts in accounting and finance
- iii. Develop the problem-solving and analytical skills of graduates required for business/ financial analysis and research in accounting and finance.
- iv. Broaden the knowledge base of students in integrated

accounting and finance; thus providing the MSc. Accounting and Finance graduate the added benefit of more course exemptions in the programmes of professional bodies.

### **16.3 ADMISSION REQUIREMENTS**

To be admitted to the MSc Accounting and Finance Programme, the candidate must hold any of the following from a recognised University or Professional Body:

- i. BSc./ BBA/ BA in Accounting and/ or Finance, B. Commerce and/ or Finance degrees (at least 2<sup>nd</sup> Class Lower Division)
- ii. Other undergraduate degree, at least 2<sup>nd</sup> Class Upper Division; 2<sup>nd</sup> Class Lower Division degree may be considered subject to interview performance.
- iii. Final Certificate of the ICAG, ACCA and similar professional qualifications
- iv. Post-graduate certificates in Accounting and / or Finance

The Board of Graduate Studies may conduct tests or interviews to affirm the suitability of students for the programme.

#### **16.3.1 COURSE WORK**

##### **i. Required (core) courses (s)**

All students are required to take 12 core courses.

##### **ii. Elective course(s)**

There are no elective courses but students with exemptions will take replacement courses.

##### **iii. Research Component**

Students will take Research Methods Course in Finance during the First Semester and a Thesis at the end of the Second Semester.

##### **iv. Practical training, industrial attachment, internship**

Students who are not working and are not on study leave would be encouraged to undertake industrial attachment or participate in the University's internship programme.

#### **16.3.2 DISSERTATION**

A dissertation of **15,000** words is a requirement of the MSc programme, and represents the culmination of the student's learning experience.

A dissertation proposal should have been provided by the student at the interview for admission. On admission, in consultation with a Supervisor/Mentor, a final topic should be chosen within the First Semester.

The student is expected to frame and negotiate a research question, to select and use appropriate methodologies and primary and secondary sources of information (relevant literature) to relate this to current academic debate to arrive at an appropriate and clear overall structure and argument and to present his/her findings in writing in an academically responsible and acceptable fashion.

At least there will be two seminar presentations; the first will be for the presentation of the study proposal and the second, for the presentation of the findings.

For a two-year Masters programme, a student is expected to successfully go through the first year taught courses before being assigned a project topic. However, nothing debars a student from holding consultations with potential supervisors/mentors on possible areas of research in the course of the first year.

#### **16.4 REQUIREMENTS FOR GRADUATION**

A candidate for the MSc degree programme must satisfy the following requirements for graduation:

- i. He/ she has fulfilled all general University's and School/ Faculty/ Departmental requirements.



- ii. Pass all faculty and CSU required courses in order to graduate. This must include all the prescribed electives and core courses of the University, Faculty and Department.
- iii. Obtain a minimum of 33 credit hours but not exceeding 50 credit hours to qualify for graduation OR obtained a minimum Cumulative Grade Point Average (CGPA) of 2.5 in the course work.
- iv. Pass the dissertation
- v. Settle all the financial and other obligations to the University. vi. Be in good standing – not barred for disciplinary reasons.

#### 16.4.1 **SCHEME OF EXAMINATION**

This shall consist of:

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

#### 16.5 **ASSESSMENT OF STUDENTS' PERFORMANCE AND ACHIEVEMENTS:**

Students will be assessed in the following for the purposes of evaluation in accordance with the objectives of the course:

- i. Knowledge: recall and understanding of theorems, definitions, and concepts;
- ii. Comprehension: ability to understand concepts, to apply the concept to a given problem and extend the proofs of solutions;
- iii. Analysis: to analyse, evaluate and formulate ideas, and determine the concepts and methods which are applicable to the field;
- iv. Application: Applying appropriate concepts to familiar and unfamiliar accounting and non-accounting situations.

##### 16.5.1 **Objectives of Assessment**

Any form of assessment such as class test or quiz, for a course is expected to be both formative and summative:

Formative: The objective is to monitor the candidate's progress and improve his/her performance, and to serve as feedback for both learner and instructor in case adjustments of learning and teaching have to be made;

Summative: the objective is to give the learner the opportunity to demonstrate understanding and the teacher the opportunity to assess teaching and learning effectiveness.

#### **16.5.2 Forms of Assessment**

For all courses in the programme except MACF 516: Research Project (Thesis), evaluation of students' performance is by tests, quizzes, assignments, classroom and field participation and end-of-semester examination.

For the end-of-semester assessment, apart from the usual written examination, other forms may be used such as power point presentation on selected topics or a project within the course. Performance in a course will be marked over a hundred percent.

#### **16.5.3 Examinations**

Students will write two (2) end of semester examinations in the academic year i.e. first semester and second semester. The total score for each End of Semester Examination will constitute 60% of the full mark of 100% for the semester.

#### **16.5.4 Continuous Assessment**

Class test, assignment and mid-semester examination are classified under Continuous Assessment which constitutes 40% of the full mark of 100% for the semester.

#### **16.5.5 Additional Notes**

A student who fails in any course will be required to repeat the course on a future occasion upon payment of the appropriate fee. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript / academic record will show

the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

Students shall not be permitted to repeat a course for which they have received a grade C or better.

#### **16.5.6 Examination and Grading System**

The following examination grading system has been adopted for the MSc Accounting and Finance programme in conformity with what pertains at the University of Cape Coast, Ghana:

#### **16.5.7 Assessment of Performance**

Students will write examinations on all courses except MACF 516 Research Project. The examination is made up of Continuous Assessment (40%) and written examinations (60%).

Students will also be assessed on their research projects (Thesis) based on presentations at seminars scheduled for that purpose (40%) and the final project work (60%).

**Students' performance in a course shall be graded as follows:**

GRADE	NUMERICAL MARKS (%)	INTERPRETATION	Grade Point
A	80 – 100	Excellent	4.0
B+	75 – 79	Very Good	3.5
B	70 – 74	Good	3.0
C+	65 – 69	Very Satisfactory	2.5
C	60 – 64	Satisfactory	2.0
Below	60	Fail	
Z	-	Cancelled	
I	-	Incomplete with justification	

X	-	Incomplete without justification	
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#### 16.6 MODE OF CERTIFICATION

Upon satisfactory completion, students will be awarded with the degree, *Master of Science in Accounting and Finance*.

The classification of the graduate degree is based on the Final Weighted Average (FWA)

Degree Classification System:	
Class of Degree	Range of Final Weighted Average (FWA)
Pass	60% - 100%
Fail	Below 60%

The Awarding institution is the University of Cape Coast, Ghana

#### 16.7 PROGRAMME STRUCTURE

**Semester – by- semester structure/ Schedule of courses, showing the credit value of each course**

The MSc. Accounting and Finance programme will include tutorial sessions for selected courses. Students admitted to the MSc. Accounting and Finance programme will study the following core courses (see Tables I, II and III) in the first and second semesters

**Table I: First Semester**

COURSE CODE	COURSE NAME	T	P	C
MCSB 501	RESEARCH METHODS	3	0	3
MACF 503	FINANCIAL REPORTING	3	0	3
MCSB 509	QUANTITATIVE METHODS	3	0	3

MACF 505	CORPORATE FINANCE	3	0	3
MACF 507	CORPORATE STRATEGY, GOVERNANCE AND ETHICS	3	0	3
MACF 509	AUDITING	3	0	3
	TOTAL	15	0	18

**Table II: Second Semester**

COURSE CODE	COURSE NAME	T	P	C
MACF 504	MANAGEMENT ACCOUNTING	3	0	3
MACF 506	FINANCIAL STATEMENT ANALYSIS	3	0	3
MACF 508	INTERNATIONAL FINANCE	3	0	3
MACF 512	FINANCIAL ECONOMETRICS	3	0	3
MACF 514	TAXATION	3	0	3
MACF 510	INVESTMENT AND PORTFOLIO MANAGEMENT	3	0	3
MACF518	THESIS	6	0	6
<b>TOTAL</b>		<b>24</b>	<b>0</b>	<b>24</b>

**Exemptions:**

Holders of professional qualifications (such as ICA (GH), ACCA, CIMA, CPA etc.) will be exempted from the following courses: i. MACF 503 Financial Reporting, ii. MACF 507: Corporate Strategy, Ethics and Governance, iii. MACF 504: Management Accounting and iv. MACF 509: Auditing.

Such students may take the courses in:

- v. MACF 511: Financial Markets and Institutions,
- vi. MACF 513: Managerial Economics,
- vii. MACF 515: Project Management,
- viii. MACF 516: Risk Management.

**Table III: Replacement Courses for Students with Exemptions  
First Semester**

COURSE CODE	COURSE NAME	T	P	C
MACF 511	Financial Markets and Institutions	3	0	3
MACF 513	Managerial Economics	3	0	3
MACF 515	Project Management	3	0	3

**Second Semester**

MACF 516	Risk Management	3	0	3
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**16.8 Deferment of Programme:**

- i. Deferment of programme by fresh graduate student before the end of the first academic year may be allowed. A continuing graduate student, who due to various reasons, wishes to defer his/her programme should first consult the Dean of the School of Graduate Studies through his/ her Head of Department for advice.
- ii. The Board of Graduate Studies, in giving approval shall consult the Registrar and the Dean of CSU School of Business and where necessary the Counselling Unit. Such a student shall apply in advance to  
the Board of Graduate Studies through the Head of Department, stating reason(s) why he/she wants to interrupt his/her study programme.
- iii. Interruption or deferment of programme is permissible on health grounds if it is supported by a medical report. The report may require certification by the officer in charge of the University Clinic.

**16.9 Application for re-admission**

- i. Loss of studentship resulting from interruption of study - Where a student breaks his/her studies for more than two continuous semesters, he/she shall normally be deemed to have lost any accumulated credits. Such a student may be allowed to apply for re-admission to the University but will pay appropriate penalty and all credits earned on the previous registration may be credited to him or her.

- ii. Student who fail the research project component and lapsed students of the MSc Programme – where a student’s research project is declared a failure, the candidate may be allowed to apply for re-instatement to his/her programme of study within a period not exceeding two (2) semesters. Where a candidate fails to complete his or her programme of study within the required period including extension, the lapsed research project cannot be submitted. The candidate can apply for re-instatement in line with 2.8 (i) above on condition that he or she has satisfied all other course work.

#### **16.10 Professional Affiliation**

The Accounting and Finance department of CSU has started the process of affiliation with the Institute of Chartered Accountants Ghana (ICAG) and the Association of Certified Chartered Accountants (ACCA). The MSc Accounting and Finance programme graduates would also be equipped with the necessary knowledge needed to take the examinations with professional accountancy bodies such as Institute of Chartered Accountants Ghana (ICAG), Chartered Institute of Management Accountants (CIMA) and Association of Certified Chartered Accountants (ACCA).

#### **16.11 Employment:**

Graduates who are currently employed may have the opportunity for career progression. Graduates are likely to be employed by both public and private institutions in the following capacities:

- i) Managers and officers in accounting and finance departments
- ii) Consultants in Accountancy and Finance Business Support Service organizations.
- iii) Self- employed entrepreneurs in business and social enterprises.

#### **16.12 Consultations**

Consultations were made with the ICAG and the ACCA on courses, content and progression in the professional bodies’ membership upon completion. Consultations were also made with accounting professionals in both the public and private sectors organisations.

## **17. MASTER OF SCIENCE IN MONITORING AND EVALUATION**

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### **17.1 PROGRAMME PHILOSOPHY**

Development partners and corporate entities universally have come to the realisation that development project and effective utilisation of resources for the implementation of plans, programmes and projects, depend to a large extent, on the monitoring and evaluation mechanisms that are put in place. Therefore bilateral and multi-lateral support require as a condition, an effective monitoring and evaluation system. Furthermore, as developing countries, including Ghana depend on donor support and to be able to attract further funding and donor support, there is the need to train highly skilled professionals, who are knowledgeable in the intricacies of monitoring and evaluation, to take this huge responsibility and also provide direction for plans, programmes and projects for corporate institutions in Africa in general and Ghana in particular.

### **17.2 Demands for the Programme**

It is an undeniable fact that the programme will be the first of its kind in the West Africa sub region, and the fact that no institution of higher learning in Ghana is offering the Master of Science in Project Monitoring and Evaluation, the programme will be highly subscribed. There is a potential demand for the programme both in Ghana and other African countries.

### **17.3 Goal and Objectives of the Programme**

The overall goal of the programme is to train highly qualified project monitoring and evaluation professionals to guide the implementation of the numerous plans, programmes and projects being undertaken in developing countries in general and Ghana in particular in order to make them cost effective. However, the main objectives are:

- to produce graduates who will bring integrity to the monitoring and evaluation process.
- to train professionals who have expertise in project design, planning and management.



- to harmonise theory with practice in plan implementation and management; and
- to train professional project monitoring and evaluation specialists who will be equipped with in-depth knowledge in monitoring and evaluation to enable them take responsible positions as M&E managers

## **17.4 STUDENTS' ADMISSION, PROGRESSION AND GRADUATION**

### **17.4.1 Entry Requirements**

Applications will be invited from holders of good undergraduate degrees in any of the following:

- BSc./ BBA/ BA in Social Science, Business and Public Administration, Agriculture, Building Technology, Architecture, Engineering and Planning from recognized universities with (at least 2<sup>nd</sup> lower division) and a minimum of two years working experience.
- In addition, matured applicants who are over 35 years and are in managerial and executive positions can also apply provided they have Third Class division in the respective degrees in areas mentioned.
- Applicants would be required to provide a research proposal in their areas of interest of about 700 words as part of their application. The proposal should contain the purpose of investigation, the scope, the methodology, and its relevance to contemporary project monitoring and evaluation..
- All applicants shortlisted will be required to attend an interview and those successful at the interview will be offered admission.

### **17.5 Duration of Programme**

The duration of the programme shall be one year and six months (18 months), made up of three semesters, of which there shall be taught courses interspersed with seminar presentations and a workshop. In addition, there will be guided research, the output of which shall be the submission of a dissertation of 60 - 100 pages or 15,000- 25,000 words. The guided research will start after the first twelve months after the examinations on the taught

courses have ended and it will be of three months duration. Though it starts during the second semester of the academic year, it is intense during the additional three months.

### **17.6 Graduation Requirements**

Graduation requirements for the programme are as follows:

- i. To pass a taught course, a student must obtain a minimum of 60% of the marks per course and an overall CGPA of 2.5.
- ii. Students may obtain a minimum of 36 credits for taught courses and six (6) credits for dissertation. A student requires a total of 45 credits to graduate.
- iii. Students will be required to attend seminars given by professionals and take part in field trips (study tours) organised as part of the programme.
- iv. Students are required to pass an oral defense of their dissertation

### **17.7 COMPONENTS OF THE PROGRAMME**

The programme is structured principally along the following lines:

- i. Both taught courses and six months research resulting in a submission of a dissertation. The extended six months will be outside the two semesters and that will be devoted solely to the dissertation.
- ii. Students will make a minimum of 36 credits for the two semesters from 11 courses. Six (6) and five (5) courses will be taught in both the first and the second semesters respectively. The entire taught courses are mandatory. All the taught courses will be examinable at the end of each semester.
- iii. The end of semester examination for each semester will attract 60% of the course grade and the continuous assessment will account for 40%.
- iv. An aspect of the programme in addition to the taught courses will be seminar presentations in the first semester and workshop in the second semester. Here students will be assigned topics for the seminars which they are expected to research independently, and do a presentation which will be examined by the course instructor. The workshop for the second semester will be the practical aspect of the programme.

### 17.8 Course Structure

The structure of the MSc Project Monitoring and Evaluation is presented in the table below.

First semester	Course code	Course title	T	P	C
	DPSD 801	Strategic Planning	3	0	3
	DPSD 803	M&E Systems	3	0	3
	DPSD 805	Project Management	3	0	3
	DPSD 807	Research Methods	3	0	3
	DPSD 809	Statistical Methods for Monitoring and Evaluation	3	0	3
	DPSD 811	Seminar Series	1	6	3
		<b>TOTAL</b>	<b>15</b>	<b>9</b>	<b>18</b>
	DPSD 888	Dissertation			<b>0</b>
<b>Second Semester</b>					
	DPSD 802	M&E Management Information System	3	0	3
<b>Second Semester Extended six (6) months</b>	DPSD 804	Participatory M&E	3	0	3
	DPSD 806	Impact Assessment	3	0	3
	DPSD 808	Workshop	3	15	6
		Prescribed Elective	3	0	3
		<b>TOTAL</b>			<b>18</b>

<b>ELECTIVE COURSES</b>				
DPSD 810	Contract Management and Procurement	3	0	3
DPSD 812	Project Budgeting and Financing	3	0	3
DPSD 888	Dissertation	0	18	<b>6</b>

Note: TPC refers to: Teaching (T), Practical (P) and Credit (C). Three (3) practical hours is equivalent to one (1) teaching credit. The ‘C’ is the total credit hour(s) for each of the courses for each row and it is the sum of ‘T’ and ‘P’.

\*The Workshop course equips the student with practical knowledge and skills in the application of monitoring and evaluation concepts and principles in planning, monitoring and evaluation of projects on weekly basis. Students will conduct case studies on key policies, programmes and projects and work in groups and make group presentations.

#### 17.8.1 **DPSD 888: Dissertation**

This course is a mandatory requirement for the award of the Master of Science in Project Monitoring and Evaluation degree. It starts at the beginning of the second semester but becomes more intense in the next six (6) months after the end of second semester examination. Candidates will be required to choose any topic of their choice relating to project monitoring and evaluation and conduct guided research, the output of which shall be a dissertation report of a minimum of 60 pages or 15,000 words, and a maximum of 100 pages or 25,000 words, including the List of References. The dissertation shall be written in English and include an abstract of 250 words.

## **17.9 ASSESSMENT OF STUDENTS' PERFORMANCE AND ACHIEVEMENTS**

### **17.9.1 Examination**

Assessment of students' performance will be by continuous assessment and an end of semester examination. The pass mark for each course shall be 60% but a candidate is required to obtain a cumulative grade point average (CGPA) of 2.5 to graduate. Students will be required to score from 40% continuous assessment comprising class work, exercises, quizzes, etc., and mid-semester examination.

Students will write two semester examinations in the academic year, one in each semester. The score for each semester examination will be 60%.

### **17.9.2 Examination Grading System**

The grading system for both course work and dissertation is based on what pertains at UCC, the mentor institution. This is stated as follows:

<b>Letter Grade</b>	<b>Mark %</b>	<b>Credit Points</b>	<b>Description</b>
A	80-100	4.0	Excellent
B+	75-79	3.5	Very Good
B	70-74	3.0	Good
C+	65-69	2.5	Very Satisfactory
C	60-64	2.0	Satisfactory
F	Below 60	0	Fail
Z	-	Cancelled	
I	-	Incomplete with justification	
X	-	Incomplete without justification	

### **17.10 Mode of Certification**

The MSc Monitoring and Evaluation of Christian Service University is affiliated to the University of Cape Coast (UCC). The degree will, therefore, be awarded by UCC, with the external moderation done by the institution's Department of Geography and Regional Planning and Institute for Development Studies.

### **17.11 EMPLOYMENT OPPORTUNITIES**

The programme will prepare student for employment for professional practice, corporate organisations, NGOs, multi-lateral support organisations, government Ministries, Metropolitan, Municipal and District Assemblies (MMDAs), utilities institutions, engineering companies, construction companies and international organisations.