Template for Introducing/Reviewing Graduate Programmes

University of Cape Coast (DELETE)

**[NAME OF COLLEGE]**

**[NAME OF SCHOOL/FACULTY]**

**[NAME OF DEPARTMENT/INSTITUTE/CENTRE]**

1. Heading of Document: e.g. Proposed/Reviewed Master of Education/Master of Philosophy/Doctor of Philosophy Programme in... with…
2. Designated Degree: e.g. Master of Education/Master of Philosophy/Doctor of Philosophy (Indicate Subject Area...e.g. Economics of Education)
3. Programme Rationale
	1. Demonstrate the relevance of the programme by linking it to  national development objectives.
	2. Describe the inadequacies in knowledge and skills in a  particular sector which the new programme is meant to  address.
	3. Demonstrate how the new programme will assist in  overcoming the challenges in that sector.
	4. Demonstrate how the new programme aligns with the  mission of the University.
	5. Provide information with respect to similar programmes run  by other institutions. Indicate the deficiencies in existing programmes that necessitate the mounting of the new programme.
4. Goal and Objectives of the Programme
	1. Goal

What the programme seeks to achieve for the students at the end

* 1. Objectives

 Specific learning outcomes stated in measurable and observable terms

1. Date of Commencement

Month and year

1. Admission Requirements/Target Group/Progression
	1. Admission requirements

Applicants for the MEd/MPhil/MCom/MN programme:

1. First degree with at least, second class lower division in... (specify discipline areas e.g. Economics)
2. Non-researched master’s degree with CGPA of 2.5 or better (top-up to MPhil)

Applicants for direct entry into the PhD programme:

1. Research master’s degree in... (specify discipline e.g. Educational Leadership)
2. Non-research master’s degree with CGPA of 3.5 or better, with not more than one grade C+ or lower and B+ or better in Research Methods.
	1. Target Group

The target group for the programme includes the following: (list them)

Example

1. Educational administrators
2. Personnel at the directorate of the Ministry of Education, etc
	1. Progression

A successful applicant will be admitted as Postgraduate Research Student (PRS) for the first year. A PRS may progress to the second year (thesis phase) as MPhil/PhD student after having satisfied the following conditions:

1. Taken and passed all required courses including academic writing (if not already taken)
2. Obtained a CGPA of 2.5 or better (for MPhil/MCom/MN candidates)
3. Successfully defended a research proposal for the level (Master’s/Doctoral)
4. Programme Structure

The MEd/MA/MSc programme (non-research) is by course work only and is done in one academic year of two semesters with a minimum credit load of 30.

The MPhil/MCom/MN programme is by course work and research. It is normally done in 2 academic years of four semesters with a minimum credit load of 60.

The PhD is a Post-MPhil/MCom/MN programme by research, and normally done in 3 academic years of six semesters with additional credit load of 90.

MEd/MPhil/MCom/MN Programme Structure

Year 1 Semester I

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| Code 1 | Course 1 | 3 |
| Code 2 | Course 2 | 3 |
| Code 3 | Course 3 | 3 |
| Code 4 | Course 4 | 3 |
|  | Elective Course {if any} | 3 |
|  | **Total** | **15** |
|  |  |
| Elective Courses {if any} |
| Code 5 | Course 5 | 3 |
| Code 6 | Course 6 | 3 |
| Code 7 | Course 7 | 3 |

Year 1 Semester II

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| SGS 801 | Academic Writing for Graduate Students  | 3 |
| Code 9 | Course 9 | 3 |
| Code 10 | Course 10 | 3 |
| Code 11 | Course 11 | 3 |
| Code 12 | Course 12 | 3 |
|  | Elective Course {if any} | 3 |
|  | **Total** | **18** |
| Elective Courses {if any} |
| Code 13 | Course 13 | 3 |
| Code 14 | Course 14 | 3 |
| Code 15 | Course 15 | 3 |
| Code 16 | Course 16 | 3 |

Note:

1. Students who successfully complete the first year with at least CGPA of 2.0 qualify for a non-research degree (MEd/MSc/MA) and may apply for it.
2. Only students with CGPA of 2.5 or better qualify to progress to the second year to write a thesis.
3. Students who obtain CGPA of 3.5 or better in the coursework, with not more than one grade C+ and scored B+ or better in Research Methods may apply for upgrade (step-up) to the PhD programme.

Year 2. Semester I (MPhil)

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| Code X | Graduate Research Seminar I | 3 |
| Code 899 | Thesis | 12 |
| Total |  | 15 |

Year 2. Semester II (MPhil)

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| Code Y | Graduate Research Seminar II | 3 |
| Code 899 | Thesis | 12 |
| Total |  | 15 |

Doctoral Programme Structure

Year 1/2\*. Semester I

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| Course 1 | Course 1  | 3 |
| Course 2 | Course 2 | 3 |
| Etc |  |  |
| Code 999 | Thesis | 12 |
| Total |  | 18 |

Year 1/2\*. Semester II

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| Code 999 | Thesis | 12 |
| Total |  | 12 |

Guide: All PhD students shall take at least two additional courses (minimum of 6 credits) in Year 1 (any semester as suitable). The courses may include Advanced Research Methods (quantitative/qualitative), Advanced Statistics, and Academic Writing, if they have not already taken them.

\*Note: Candidates entering the PhD programme with MPhil/MCom/MN will be in Year 1 whereas those who may be upgraded (Step-up) will be in Year 2. Hence, the Year 1/2, Year 2/3… Year 3/4 etc.

Year 2/3. Semester I

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits |
| Code I | Graduate Research Seminar I | 3 |
| Code 999 | Thesis | 12 |
| Total |  | 15 |

Year 2/3. Semester II

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits |
| Code II | Graduate Research Seminar II | 3 |
| Code 999 | Thesis | 12 |
| Total |  | 15 |

Year 3/4. Semester I

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| Code III | Graduate Research Seminar III | 3 |
| Code 999 | Thesis | 12 |
| Total |  | 15 |

Year 3/4. Semester II

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits  |
| Code IV | Graduate Research Seminar IV | 3 |
| Code 999 | Thesis | 12 |
| Total |  | 15 |

1. Course Descriptions

Example

EPA 800: Educational Research Methods 3 Credits

The course is designed to enable learners acquire the necessary knowledge, skill and attitude that are needed to understand, conduct and utilize research in the areas of educational leadership, management, planning, administration and economics of education. It exposes learners to various research designs in both quantitative and qualitative paradigms. Learners are also exposed to various techniques of collecting, analysing and interpreting data.

EPA 800: Etc

SGS 801: Academic Writing for Graduate Students 3 Credits

The course offers an opportunity to the student to acquire and develop rhetorical knowledge and practices for studying and writing within discipline-specific contexts. Specifically, the student identifies general features of academic writing, using mainly the genre approach, some key linguistic/rhetorical theories, and concepts underpinning academic writing. The final part of the course will focus on other practical issues in research writing and publishing.

XXX 899/999: Thesis 12 Credits

The Master’s/Doctoral thesis prepares the student for future professional activities by ensuring that he/she has attained the level of knowledge, skills and understanding needed to successfully conduct and report a research study. It is a process-oriented course that integrates reading, research, writing, and oral presentations on research topics of interest to the student. [add a statement(s) to distinguish between the two levels (MPhil/PhD:899/999) in terms of the number of years it takes to complete the thesis]. The MPhil thesis normally takes one academic year, whereas PhD takes between 2-3 years to complete.

1. Resource Implications
	1. Existing Staff Situation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of Staff | Qualification | Rank | Area of Expertise |
| 1 |  Prof. YawAnkomah |  (PhD) | Professor | Educational Leadership and Policy Planning |
| 2 | Dr Michael Amakyi | (PhD) | Senior Lecturer | School Leadership Development, Educational Statistics, Economics of Education |

* 1. Additional Staff Required

Indicate additional staff the programme will require to run. Also provide Name, qualification and Rank.

* 1. Existing space and equipment

Indicate additional space (offices, laboratories, lecture theatres etc) and equipment the programme will require to run

* 1. Additional space and equipment required

Indicate additional space and equipment the programme will require to run

* 1. Linkages with other institutions

Indicate linkages you have established with other institutions that will help to run the programme

1. Cost Implications

Indicate the cost implications of the, new programme for the first four years and how it will be financed.

1. Suggested Reading List

List relevant reading materials needed for the programme. It should cover all courses and done according to the UCC referencing style. The list should include works by UCC/Ghanaian/African authors.