



UNIVERSITY OF HEALTH
AND ALLIED SCIENCES
— Health for Development —



MASTER'S STUDENTS HANDBOOK 2025

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



**HANDBOOK AND REGULATIONS FOR MASTER'S PROGRAMMES
(MPH, MSC, MPHIL, PGDip/Cert)**

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UNIVERSITY OF HEALTH AND ALLIED SCIENCES SCHOOL OF GRADUATE STUDIES

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WELCOME MESSAGE



Congratulations on joining the University of Health and Allied Sciences. We are excited that you have chosen to pursue graduate studies with us here in UHAS. Being a graduate student is certainly one of the most exciting but challenging periods of life.

Your time here will be rewarding, as you will come to experience the warmth of the rich UHAS graduate culture, the centerpiece of collegiality, innovation, hard work embodied by the ethos of the University: Excellence, Innovation, Integrity, Service, and Care. We urge you to make the best of your time here, where lifelong relationships are forged and abide by the ethos of the University.

The SGS will offer you every assistance in achieving your goals in graduate school, provided you play your part. We will prioritize your academic and personal skills development as these will contribute highly to your graduate training in UHAS. Faculty supported by staff will assist you set high standards of behavior in the university community, promoting traditional values which underpin life-long learning and achievement among faculty, staff, and students. We believe that academic success flourishes within an ethos of clear expectations among all stakeholder groups in the university community. We aim to foster the desire to learn and a love of learning which will continue into adult life.

We look forward to a challenging and rewarding graduate life here at UHAS, where many possibilities begin.

Congratulations once again and welcome to the UHAS community.

Professor Martin A. Ayanore
DEAN, SGS

UHAS LEADERSHIP

PRINCIPAL OFFICERS



Vacant
Chancellor



Prof. Kodzo Gavua
Council Chair



Prof. Lydia Aziato
Vice Chancellor

OTHER OFFICERS



Prof. Frank Edwin
Pro-Vice Chancellor



Ms. Yaa Amankwaa Opuni
Registrar

UHAS MANAGEMENT TEAM

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Mr. Frederick A. Mahama	—	Director, Internal Audit
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Prof. Yaw Asante Awuku	—	Dean, School of Medicine
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Prof. Kwame O. Buabeng	—	Dean, School of Pharmacy
Prof. Frank Baiden	—	Dean, Fred N. Binka School of Public Health
Prof. Nii K. Kortei	—	Dean, School of Sports and Exercise Medicine
Prof. Kwame O. Buabeng	—	Ag. Director, Institute of Health Research
Prof. Kwame B.N. Banga	—	Director, Institute of Traditional & Alternative Medicine
Prof. Elvis E. Tarkang	—	Dean, International Programmes
Prof. Judith Akworkor Torgbor	—	Dean, Student Affairs
Prof. Martin A. Ayanore	—	Dean, School of Graduate Studies

THE SCHOOL OF GRADUATE STUDIES

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

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

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

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

SECTION I: GENERAL INFORMATION FOR STUDENTS

- 1.0 This section outlines general information for all students to be well informed as members of the UHAS graduate community.
- 1.1 It shall be the responsibility of students in the University to know both the specific requirements of the graduate degree for which he/she is registered as well as the rules, regulations, and policies of the University and the relevant academic departments to which they belong.
- 1.2 It shall be the responsibility of each student to ensure that the courses registered satisfy the requirements for the award of the graduate degree sought in UHAS.
- 1.3 Every student by the act of registering agrees to abide by all rules, regulations, and policies of the University and the relevant academic department and school.
- 1.4 Each student is required to acquaint himself/herself with the general information outlined in this handbook and any relevant information from the academic department (s) in which he/she is enrolled.
- 1.5 Further information relating to the content of this handbook may be found on the University's website: <https://www.uhas.edu.gh>

2.1 General Admission Requirements for a Master's Programme

2.1.1 General Requirements

1. To be admitted to a programme leading to the award of a master's degree in the university, the prospective applicant must hold a good first degree (at least 2nd class lower or a CGPA equivalent) in an appropriate field of study from a recognized University.
2. Provide two confidential evaluation reports during the application process from referees, indicating the applicant's suitability for entry into a graduate programme.
3. Pass an entry examination or interview or both at the respective school (if applicable).
4. In the case of a holder of MSc/MPH or equivalent degrees in the same field of study who is adjudged capable by the relevant academic unit of undertaking a research, he/she may be admitted into the second year of the MPhil programme to undertake the research component in fulfilment for an MPhil degree. The applicant is expected to obtain a grade point average (GPA) of 3.0 (letter grade B+) or better. In addition to the above, the applicant should have graduated from UHAS not more than two years.
5. Application for admission to programmes shall be through an online portal. The candidate must complete the required application forms online after paying the appropriate fee at a designated bank. Information on the procedures is available online at the University's website.
6. The Board of the SGS shall consider all the recommendations made for admission from each school admission Board and make recommendations for an applicant to be admitted.



2.2 Entry into a Programme of Study/Progressing on a Programme of Study

A student who is admitted to a graduate programme shall be required to follow the approved programme of study over the prescribed period. Students must be regular and punctual in their academic work throughout their candidature in the academic unit unless otherwise permitted by the Head of Department in writing.

2.3 Fees

- i. Fees for tuition, research, residence, and examination shall be paid at rates prescribed by the Academic Board and are subject to annual review.
- ii. No student shall be admitted to an examination unless he or she has discharged all obligations owed to the University, including payment of the appropriate tuition, research, residence, and examination fees.
- iii. Full payment of fees is a requirement for the SGS to process a candidate's final dissertation or thesis and for graduation.

2.4 Academic Sessions

Each academic session comprises two semesters: sixteen weeks per semester. Weekend postgraduate programmes are organized to fit into these two windows per academic year. In addition to the two academic semesters, school-specific practicum/field-based attachments or experiential learning take place after the first semester for a 12-month programme. Depending on department-specific requirements for the award of the degree, research master's programmes may undertake practicum or field-based attachments spread over the 24 months of their study.

2.5 Registration and orientation for admitted and continuing students

- I. The University requires all fresh students to report a week before the commencement of the academic year to go through a process of registration and orientation.

- II. Orientation is compulsory for all newly admitted students.
- III. All students must register every semester for courses prescribed by their academic department(s) within the specified period set aside for registration through the self-help online registration facility and submit proof of registration to the relevant school/department.
- IV. Except with express written approval from the Academic Board, no student is permitted to register for more than one programme at the same time within or outside the University.
- V. A penalty as may be determined by the Academic Board from time to time shall be imposed on any student who fails to register during the normal time stipulated for registration by the University.
- VI. A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.
- VII. No student shall be permitted to register by proxy. Failure to comply will lead to a nullification of such registration. The University reserves the right to prosecute agents who are not candidates of UHAS.
- VIII. Matriculation ceremonies are compulsory for all admitted masters students to attend. Attending and participating fully is a pre-requisite to gain a full student status upon admission.
- IX. Matriculation ceremonies are compulsory for all admitted masters students except those who previously have been students of UHAS. Failure to attend and participate fully may not grant you full student status as prescribed by the University fundamental laws.

2.6 Duration of Programmes

The following duration shall apply for various programmes offered by the University:

- I. ***MPhil or equivalent of Research Masters***
Full-Time 4 Semesters (24 months)
- II. ***MPH/MSc and Equivalents***
Full-Time 2 Semesters (12 Months) for MPH/MSc programmes. However, school specific competency -based trainings may allow for some MSc programme durations of up to 18 months (3 semesters).
- III. ***Postgraduate Diploma***
Two semesters (3 months per semester) taken during long vacations.
- IV. ***Postgraduate Certificates***
2-6 months of blended learning and final examinations approved by Academic Board

2.7 Change from MSc/MPH to MPhil Degree

- i. Based on a student's performance in a one-year Master's degree programme, the student may proceed to register for an MPhil degree upon recommendation from the head of department. Such a recommendation may be made during the second semester of the degree for which the student was initially registered.
- ii. A student must obtain an average of B+ (or GPA of 3.5) from the first-semester examination to be eligible for upgrading.
- iii. The period spent on the initial programme shall be counted towards the period permitted for the new programme.
- iv. In submitting a recommendation that a student should change his/her programme (e.g. MPH to Mphil.), the student's thesis topic and the name(s) of members of a new Supervisory Committee shall be communicated to the SGS for approval.

2.8 Request to Change from MPhil to MPH/MSc Degree

Not later than six months before the date of submission of the dissertation or thesis, the Head of Department in consultation with the Dean of the School and student supervisors may recommend for approval from the Board of the SGS that a student who is registered for MPhil Degree programme should be permitted to change for the MPH/MSc Degree on grounds of:

- a. Inadequate progress with the dissertation equivalent for an MPhil degree
- b. Failure to fulfill departmental requirements on the MPhil degree.

2.9 Interruption of study programme

- i. A registered student shall not break his/her programme of study for more than two continuous semesters. This means that a student may interrupt his/her study programme for two continuous semesters only.
- ii. All interruptions must be by express written approval from the SGS. A student shall apply at least four weeks before the start of the academic year to the Board of SGS through their respect school/department, stating reasons why he/she wants to interrupt his/her study programme. The student shall obtain written permission from the SGS before he/she leaves the University. The SGS in approving, shall consult with the Dean of the appropriate School for advice.
- iii. Interruption of the programme is permissible on health grounds if it is supported by a medical report from.
- iv. A student who breaks his/her studies without permission for more than two continuous semesters shall be deemed to have lost his/her candidateship.
- v. A student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, such a student shall be withdrawn from his/her registered programme and be notified accordingly by the Registrar.

2.10 Extension of stay to complete programme

- I. Master's students who are unable to complete their studies within the stipulated window for completion may apply for an extension to enable them to complete their studies.
- II. A student who requires an extension shall do so for three months to the expiration of the time limit stipulated for his/her study.
- III. Non-research-based Masters shall be eligible for a one-semester extension while MPhil students are eligible for an extension of up to two semesters.
- IV. The Graduate Studies Board shall advise on a third extension from an overstayed student. Students who require an extension need to complete the appropriate extension Form, pay the appropriate extension fee, and submit to the SGS, three months to the expiration of the stipulated completion period.
- V. First-time extensions shall attract 25% of the academic fees for extensions while second-time extensions shall attract 35% of the academic fees. Third and fourth extensions shall attract 35% of the academic fees
- VI. The Graduate Studies Board shall be responsible for recommending student extensions in the university.

2.11 Application for Re-Admission

2.11.1 Loss of Studentship resulting from Interruption of Study

A student who loses his/her studentship may be allowed to apply for re-admission to the University. Such a student may be granted an exemption from re-taking previous courses to which grades have already been obtained during the student's first studentship status. Such exemptions need to be requested from the Head of Department for the consideration and approval of the Board of Graduate Studies.

2.12 Failure in Thesis

- I. Where a student satisfies the coursework requirements of his/her programme but fails the research component, the student may be granted a waiver of coursework.
- II. Where a student thesis/dissertation or its equivalent is declared a FAILURE, the student may be allowed to apply for an extension of stay within a period not exceeding one semester in the case of MPH/MSc and equivalent programmes, and two semesters in the case of MPhil.
- III. Such an application shall be referred to the relevant academic department for comments and if recommended by the department for extension, the student shall apply through the head of department and school to which the student registered to the school of graduate studies for approval.
- IV. Such application for extension must be made by completing the appropriate graduate extension form.

2.13 Students in Good Standing

- I. A student in good standing shall be one who has passed a minimum of 36 graduate-level credits at the end of the second semester and obtained a Final CGPA of 2.50 or better.
- II. Where a student does not pass the required minimum of 36 graduate-level credits as stated above, he/she shall be deemed not to be in good standing and shall be asked to withdraw.
- III. If a student obtains the minimum number of 36 credits required at the end of the first-year examinations, but fails in more than two core courses, the student shall be permitted to re-sit the failed courses.
- IV. A student who has duly paid all fees in full.

2.14 Student Withdrawals

- I. A student shall be withdrawn if he/she is not in good standing after a completed academic year.
- II. A student shall be withdrawn if he/she has not completed his/her programme during the allocated maximum number of semesters.



SECTION II: TEACHING AND SUPERVISION OF GRADUATE RESEARCH

3.1 Teaching Activities

- i. Faculty who teaches on graduate programmes shall normally have a minimum of a PhD. For this purpose, a Head of the Department shall submit the names and highest qualifications of faculty for teaching at the graduate level to the Academic Board through the SGS for approval.
- ii. To be appointed as a student supervisor, one must have taught or carried out research in a university or an equivalent institution and must have a record of research work and publications.
- iii. All supervisors shall be approved by the Board of the SGS.

3.2 Assignment of Supervisors

- i. A supervisor(s) shall be required for every student undertaking a dissertation, thesis, or its equivalent. A supervisor from the department, a relevant academic unit or research institute, or another university or research institute may be appointed to be on the supervisory team.
- ii. A supervisor shall be from UHAS and shall normally not serve as lead supervisor for more than five (5) students at a time.
- iii. Where a student's area of study requires a second supervisor, the head of department in consultation with the dean and with approval from the SGS shall appoint same.
- iv. All supervisors shall be nominated by the Heads of Department through their School Deans to the SGS for approval by the Board.
- v. The SGS shall offer a formal appointment letter to all supervisors approved for the period of the supervision.
- vi. Depending on school-specific requirements, group projects are allowed, but must be organized in a manner that allows for interdisciplinary skills training for both students and faculty offering the supervision.
- vii. Where two supervisors are assigned, the principal supervisor shall have the responsibility to coordinate and offer leadership during the supervisory period for the benefit of the student. The principal supervisor shall be a Senior Lecturer and above.
- viii. It shall be the duty of the principal supervisor to convene supervisory committee meetings regularly with the student.

3.3 Approval of Thesis Areas/Topics and Supervisors

- I. For MPH/MSc student dissertations or equivalents, topics/titles and names and addresses of supervisors shall be submitted to the SGS at the start of the first semester of each academic year for approval by the Board.
- II. For MPhil students or equivalent research master's degree, thesis topics/titles and names and addresses of supervisors shall be submitted to the SGS at the start of the second semester of each academic year for approval by the Board.

3.4 External examiners

- i. External examiners shall be required for clinical/practical, dissertations or thesis and examinations.
- ii. All external examiners shall be required to submit a prescribed format report on all aspects of the examination in which they examined.
- iii. As provided for by the University rules and regulations for the conduct of examinations, an external examiner shall be appointed to a department for the purposes of peer review on the standards and quality of teaching, examination, and research to be conducted.

3.5 School Graduate Studies Committees

Each School has a school graduate studies committee (SGSC), overseeing the effective administration of graduate programmes.

3.6 Submission of dissertations, thesis, or equivalents for examination

- I. Each student shall submit his/her final signed dissertation, thesis, or equivalents for examination online (**e-copy**) through their respective Head of Department to the SGS. Modalities for students' compliance with respect to online submission of dissertations or thesis is provided for on the university website.
- II. Each submitted work for examination must be accompanied by all relevant exhibits to be checked by the SGS before dispatching to Examiners. Each submitted work for examination shall include a generated plagiarism checker report.
- III. Student work shall normally be written in English and the presentation of the dissertation or thesis must conform to the prescribed format as presented in the Appendix section.
- IV. A student shall not be permitted to submit a dissertation/thesis for which a degree has been conferred in this or any other university. However, a student shall not be precluded from incorporating his/her published work based on thesis research.
- V. A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis.
- IV. Thesis by manuscript format is acceptable but must follow the prescribed guidelines stipulated by the university.

3.7 Lapsed Dissertation, Thesis or Equivalents

- I. Where a student fails to complete an MSc/MPhil/MPH dissertation or thesis within the required period including TWO extensions, the dissertation or thesis shall be deemed to have lapsed and cannot be submitted.
- II. In the case of (I) above, such a student may apply for re-admission to his/her programme. If recommended by the department for re-admission, the student shall be admitted for one semester in the case of an MSc/MPH (or a lower equivalent) and two semesters in the case of an MPhil (or equivalent) Application for re-admission shall be accompanied by evidence of FULL payment of fees for the said academic year.

- III. The above shall apply only on condition that the student has satisfied all coursework requirements of the programme and passed his/her coursework not later than two (2) semesters by the time of application for re-admission to MSc/MPH students and four (4) semesters in respect of MPhil students.

3.8 Submission of revised dissertation or thesis passed subject to correction.

- i. All Examiner reports received by the SGS shall be communicated to the Department/School of each respective student within 5 days of receipt.
- ii. The Department/School to which the student belongs shall notify the students in writing of all examiner reports received for corrections to be effected on the work.
- iii. A final copy of a master's thesis or its equivalent passed, subject to correction shall be submitted to the SGS through the Head of Department/School within four weeks from the date of notification for revisions to be made.
- iv. In all cases, a student who fails to submit the revised dissertation or thesis within the deadlines stated above may be granted one semester of extension only and shall be charged the appropriate extension fees for the semester. Beyond the one-semester grace period after the stipulated deadlines, the candidate shall lose his/her candidature.
- v. The Head of Department and supervisors shall ensure all students show evidence of revisions made to their final dissertation or thesis before approval for final submission to the SGS.
- vi. A final copy shall be in **e-copy** and assigned the name: (E-copy_Student Name/ID, Year) deposited at the UHAS-SGS thesis repository and the university library repository. Each student will be assigned a unique link to which the final thesis will be deposited. Non-receipt of a student thesis renders a student not eligible to graduate.
- vii. In addition to the **e-copy**, two hard copies shall be submitted to the SGS prior to graduation.

3.9 Re-submission of Referred Thesis/Dissertation for Re-examination

- i. If a dissertation, thesis, or equivalent submitted for a master's degree is Referred, the student may be permitted to re-submit it in a revised form within three (3) months in the case of MPH/MSc or equivalent degree dissertations, six (6) months in the case of MPhil.
- ii. Where a dissertation or equivalent is submitted for a master's degree is Referred and is being resubmitted, the student shall be required to re-register and pay the appropriate fee (s). The re-submitted thesis shall reflect the new date of submission.

3.10 Failed Thesis/Dissertation

- i. Where a student's dissertation, thesis or equivalent is declared a FAILURE, the student may apply for re-admission to his/her programme.
- ii. A student shall not be allowed to renew his/her studentship one (1) year after the determination of thesis as failed.

3.11 Oral Examination of Students' Dissertation or Thesis

- i. In Departments/Schools where students are expected to defend their dissertation or thesis after the student has passed, such activities shall be organized within FOUR weeks of receipt of the examiner's report.
- ii. For an oral examination, a panel of three, including a chairperson shall preside.
- iii. The procedure for the conduct of oral examination is provided for in appendix VII of this handbook.
- iv. The Chairman shall be the Dean of the school or a representative of the Dean.
- v. The Dean of the SGS or representative shall be invited in such oral defense and shall have a specific role specified in the procedure for student oral defense (Appendix VII).
- vi. If a student for the MPhil/MPH/MSc degree fails to satisfy the panel at the oral examination, the panel may recommend to the Board of the SGS that the candidate be permitted to submit to a further oral examination within a period not exceeding two (2) months.
- vii. If the student for the MPhil/MPH/MSc degree fails to satisfy the panel at the second oral examination, the dissertation or thesis shall fail. In such a case, the Board of Graduate Studies shall determine if the student should be allowed to take the oral examination for the last time.

3.12 Determination of Dissertation or Thesis Results

The Board of the SGS upon recommendations from the Board of examiners shall review the recommendations of the examiners of a Thesis/Dissertation as follows:

- i. Where both examiners pass the dissertation the student passes the oral examination, and the Board shall pass it.
- ii. Where one examiner fails or refers a dissertation, the Board shall review the nature of the failure or referral grade and decide whether to pass, refer, or fail it.
- iii. A Master's dissertation referred by more than one examiner shall be referred.
- iv. A Master's dissertation failed by more than one examiner shall fail.
- v. A student who fails the oral examination shall be referred and given another opportunity to undertake the oral examination.
- vi. A Masters' dissertation referred for a second time shall fail.
- vii. A plagiarized dissertation shall be rejected, and the student shall be deemed to have failed.

3.13 Grading System for Dissertation or Thesis

- i. A student who scores a grade "A" by all examiners including the oral examination shall be awarded Distinction in the Thesis/Dissertation.
- ii. A separate report, duly signed, shall be submitted by each Examiner to the SGS through the candidate school in respect of a dissertation submitted for examination.

- iii. The Examiners' reports on a thesis/dissertation shall indicate whether the student demonstrates a good general knowledge in a particular field of learning within which the subject of his/her dissertation or thesis falls; if the presentation of the student material is satisfactory; and if the dissertation or thesis meets the requirements of the degree for which it is submitted.

Table 2: Student Dissertation or Thesis Grading.

Grade	NumericalMarks(%)	GradePoint	Interpretation
A	80 – 100	4.0	Distinction
B+	75-79	3.50	Credit
B	70-74	3.00	Good
C+	65-69	2.5	Average
C	60-64	2.0	Pass
D+	55-59	1.5	Fail
D	50-54	1.0	Fail
E	45-49	0.5	Fail
F	0-44	0	Fail



3.14 Grading System for Coursework

3.14.1 Grade Point (GP)

For each course completed, the number of (grade) points earned by a student for each course completed is computed as the product of the number of credits for the course and the grade point equivalent of the grade obtained in that course.

3.14.2 Cumulative Grade Point Average (CGPA)

The student's cumulative grade point average shall be calculated by dividing the total number of grade points obtained by a student, up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

3.14.3 Final Grade Point Average (FGPA)

The FGPA shall be the CGPA for all courses under consideration calculated up to the end of a student's academic programme. A candidate's performance in a course shall be graded as presented below.



Table 1: Overview of course work grading system

Grade	Numerical Marks (%)	Grade Point	Interpretation
A	80 - 100	4.0	Distinction
B+	75 - 79	3.50	Credit
B	70-74	3.00	Good
C+	65-69	2.5	Average
C	60-64	2.0	Pass
D+	55-59	1.5	Fail
D	50-54	1.0	Fail
E	45-49	0.5	Fail
F	0-44	0	Fail
X	-	0	Fail
Z	-	0	Disqualification
I	-	0	Incomplete
Y	-	0	Continuing

The total assessment score shall constitute a 40% interim assessment score and a 60% examination score.

REGULATIONS ON EXAMINATIONS

4.1 Eligibility for Examinations

- I. A student shall attend all such lectures, tutorials, seminars, and practical, and undertake all other activities and assignments as are approved by the University in addition to those prescribed for the courses in the programme for which he/she has registered.
- II. Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer.
- III. A student who does not fulfil the requirements for a course shall not be allowed to take the examination for that course.
- IV. A student who is absent for a cumulative period of twenty-one (21) working days from all lectures, tutorials, practical and other activities prescribed for any course in any semester without written permission(s) shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination. In the case of a core course, the student shall be deemed to have withdrawn from the entire programme.

4.2 Registration for Examinations

- (I) Registration for a University examination shall require endorsement of the Registration List by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.
- (II) In the event of withholding of an endorsement, the Head of Department shall request the appropriate School Board to confirm the action taken.
- (III) These lists shall be deemed as constituting the basis for registration for end-of-semester examinations. Correlatively, candidates who are duly registered for a particular course but who fail to take the end-of-semester examination that has been scheduled for the course shall be deemed to have absented themselves from that examination, and therefore a grade "X" shall be awarded for that course.
- (IV) Concerning their need or wish to ADD or DROP ELECTIVE courses, candidates shall have up to three (3) weeks (twenty-one (21) working days) from the commencement of the semester within which to do so.
- (V) After twenty-one (21) working days of the semester, departments shall publish lists of registered candidates in all the courses offered by the department, for verification by candidates. The lists of registered candidates shall be forwarded to the Office of the Registrar before the end of the sixth week of the semester. It is the responsibility of candidates to check these lists and to draw to the attention of the Head of Department any infidelities discovered at the earliest opportunity.
- (VI) It is the responsibility of each candidate to ensure that the relevant Examination Registration Lists reflect the ADD or DROP adjustments to his or her course load. Therefore, each candidate is responsible for keeping copies of all documents that may be called for as evidence of compliance with the ADD and DROP procedures

described above within the time frame allowed.

4.3 End of Semester Examinations

- I. Each course, except for a dissertation involving a long essay, clinical or other practical work, shall normally be completed in one semester.
- II. A final (end-of-semester) examination shall normally be required as a component of the assessment for every course. An examination schedule showing the time and place of examinations for each course shall be published each semester.
- III. Examinations consist of continuous assessment and End-of-Semester Examinations. Continuous assessment shall require several continuous assessment components to be completed. Continuous assessment is required as part of every course during the semester in which the course is run. There shall be at least one (1) continuous assessment mode in a semester. Continuous assessment shall contribute 40% while the End-of-Semester Examination shall contribute 60% of the total marks.
- IV. A final score below 60% is regarded as FAIL.

4.4 Supplementary Examinations

A student may be permitted to take a supplementary examination in a failed course at the next regular opportunity. A candidate who fails a second-semester course may submit his/her Dissertation and apply to re-take the failed course during the next window for supplementary exams. A student re-taking failed papers must do so within the maximum time permitted for the completion of their programmes as prescribed.

4.5 Deferment of Examinations

4.5.1 On Grounds of Ill-Health

A student who has satisfied all the requirements for taking examinations as prescribed but is unable to sit for the main (end-of-semester) examination on grounds of ill-health, upon an application in writing to the Registrar through the SGS together with an exhibition of a Medical Certificate issued by a doctor from a Public Hospital, shall be allowed to defer the semester examination and take the examination at the next offering. Subsequent applications for deferment on grounds of ill health shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

4.5.2 On Grounds other than Ill-Health:

In cases of requests for deferment on grounds other than ill-health, the SGS shall invite the applicant for an interview and advise the University accordingly. It shall be the candidate's responsibility to satisfy the University beyond reasonable doubt why he or she wishes to defer the examinations and it shall be determined by the University whether these reasons warrant an authorized deferral. In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar.

4.6 Declaration of Results

- i. Results of final examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester.
- ii. A result slip indicating the candidate's performance on examinations may be accessed under ordinary conditions through the candidate's portal on the University's website.
- iii. Results will only be published for students' to access after recommendations from the Graduate Studies Board to the Academic Board are approved.

4.7 Exam Moderation and Determination of Results

4.7.1 Moderation of Exam Questions

- i. All written examinations shall be moderated by faculty members within the department/school.
- ii. Both internal and external moderation shall be always required for the conduct of examinations. Examinations shall adhere to all stipulated rules and regulations regarding the conduct of examinations in the University.

4.7.2 Review of Written Examination

- i. A student dissatisfied with their University Examination results can request a review by applying to the Dean of Graduate Studies through the Dean of their respective school. This requires payment of a review fee three times the normal Examination Fee.
- ii. The application for review must reach the Dean of Graduate Studies via the Dean of their respective school within 21 days after the release of the results. It should outline the grounds for the review. Any application submitted after this period shall not be considered, and the review shall not proceed without the full payment of the Review Fee.
- iii. Only applications submitted directly by the affected student will be considered; applications made on behalf of someone else won't be accepted.
- iv. If it is found that a review complaint is frivolous or motivated by ill-intentions, the Academic Board could impose additional sanctions. These may involve barring the complainant from university examinations for a specified or indefinite duration.

4.8 Publication of Results

- i. Results of examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester.
- ii. The results of dissertations or theses shall normally be declared when all the examination processes are completed.
- iii. A result slip indicating the candidate's performance in the examination shall be made

ELIGIBILITY FOR THE GRADUATE DEGREE

A higher degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved course of study over the period, and has fulfilled both the University and school/departmental requirements.

5.1 AWARD OF DEGREE

- I. A master's degree shall not be conferred on a candidate unless the examiners are satisfied that the dissertation or thesis is worthy of endorsement as work approved for the appropriate higher degree.
- II. The result of examinations held in connection with the award of master's shall be laid before the Academic Board for approval. Thereafter, the degree shall be conferred under the seal of the University of Health and Allied Sciences upon each successful candidate at a Congregation of the University assembled for the purpose.
- III. A student shall qualify for graduation at a congregation if they have satisfied all the requirements for graduation by the end of the previous academic year. A student who could not fulfill all the requirements by the end of the previous academic year but does so in the first semester of the ensuing academic year shall be eligible for the next graduation.
- IV. Students who intend to be presented at a congregation must submit the corrected version of their thesis for publication at least four weeks preceding the Congregation.

5.2 Dating of Degree

The postgraduate degree of the University of Health and Allied Sciences shall be dated with reference to the last day of the semester during which the final (or supplementary) examination was taken. However, in the case of a student who faces disciplinary action, the date of the certificate shall be the date on which the sanction is fully served.

5.3 Cancellation of Award

Notwithstanding previous confirmation of an award of a degree, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a student had entered the University with false qualification(s).
- ii. a student had impersonated someone else.
- iii. a student had been guilty of an examination malpractice for which a Grade Z would have been awarded.
- iv. a student had plagiarized material in his/her dissertation, thesis, or equivalent (All references to other people's work must be duly acknowledged in a candidate's dissertation, thesis, or equivalent. Failure to do so would be regarded as an act of plagiarism.)
- v. that there are other reasons that would have led to the withholding of confirmation of the award.

- vi. In any such event, the decision of the Academic Board shall be published on the University website and the student notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

5.4 Transcript of Academic Record

Upon completion of a programme, the University will provide, upon payment of the approved fee, a comprehensive transcript of the graduate's academic history. This transcript, labeled as "Candidates Copy," will display all courses undertaken and the corresponding results achieved.



APPENDICES

APPENDIX I: FORMAT OF DISSERTATION

Students in UHAS shall be guided by the following requirements regarding the format of dissertation. University Format Requirement shall consist of the following sections:

- Preliminary Information
- Substantive Section
- Bibliography and Appendices

Section A: Preliminary Information

i. Title Page

The title page shall consist of the following which should be centered following the sample and wording in the Graduate School Manual:

- Title of the Dissertation
- Statement of Submission
- Name of Candidate (No Titles)
- Candidate Number (In brackets below the name)
- In partial fulfillment (partly taught courses, e.g. MPH, MPhil) of the Requirement for the Award of (Relevant Degree, e.g. Master of Philosophy – written out fully)
- The date of submission (Month and Year)

ii. Declaration / Signature Page

- A candidate submitting a Dissertation for a Master's degree shall make a declaration to the effect that the Dissertation is his/her work produced from research under supervision.
- Signatures: The declaration page shall be signed by the following:
 - The Candidate
 - Supervisors

iii. Abstract

Every candidate shall present a short abstract of his/her dissertation of a maximum of 2 pages (double-spaced).

iv. Dedication (Optional)

v. Acknowledgement: (1 page maximum)

- The candidate may briefly acknowledge those who made important contributions to the success of his/her research and presentation of the dissertation.
- Where the Dissertation has benefited from a collaborative project done in conjunction with the candidate's Supervisor(s), this should be duly acknowledged.

vi. Table of Contents

A well aligned presentation of preliminary information, chapters with subsections, bibliography and appendices of the dissertation with relevant page numbers indicated.

vii. List of Figures/Maps

A list of figures and maps with their relevant designated numbering and relevant pages at which they are located.

viii. List of Tables

A list of tables with their relevant designated numbering and relevant pages at which they are located.

ix. List of Abbreviations

A list of relevant abbreviations and their full rendering occurring in the dissertation.

Section B: Substantive Section

i. Chapter Structure

A dissertation must consist of substantive chapters including an introduction, intervening chapters, and a concluding chapter as determined by the school/departmental format which has been deposited with the School of Graduate Studies.

ii. Reference Style

The reference style shall follow the school/departmental format which has been deposited with the School of Graduate Studies.

iii. Dissertation Size

A dissertation shall normally not exceed the following pages excluding bibliography, figures, tables, photographs, and appendices.

Number of Word Count

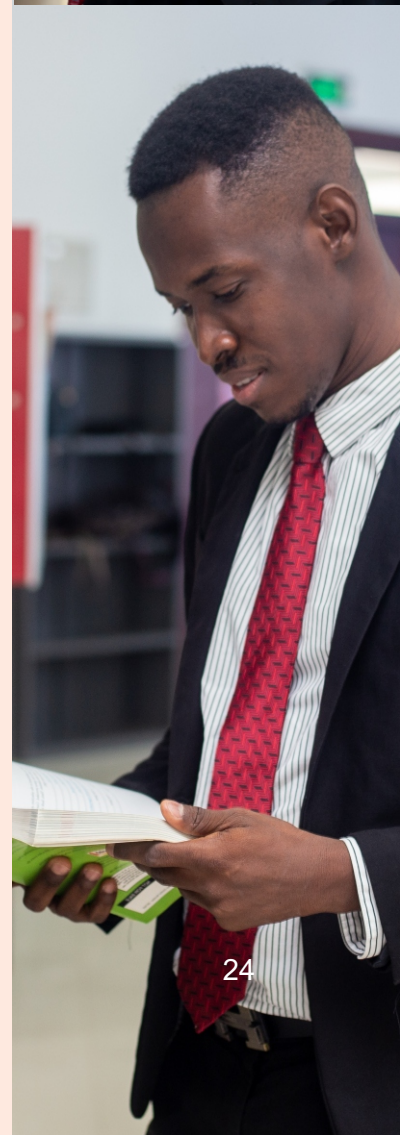
PGdip/cert (Long Essay)	25,000 words
MPH/MSc (Dissertation)	40,000 words
MPhil (Thesis)	50,000 words

Section C: Bibliography and Appendices

- i. The bibliography should be placed at the end of the dissertation and not after each chapter except for cases where the departmental format filed with the SGS requires this.
- ii. Students should adhere to the APA referencing style for all written assignments, thesis or dissertations
- ii. The order of arrangement of the bibliography and appendices should follow the format of the Graduate School Manual unless the departmental format requires an alternative order.
- iii. The candidate may submit, as a subsidiary matter in support of his or her candidature, any printed contributions to the advancement of his/her subject, which he or she may have published independently or jointly, or any other supporting material. In the event of a candidate presenting material from joint work, he or she shall be required to state fully his or her contribution.

Presentation Format

- i. Two (2) typed or printed copies of the dissertation, using standard A4 paper, shall be submitted to the SGS through the Head of department for examination.
- ii. A typed dissertation should be on only one side of the paper.
- iii. Margins: When bound all margins of the dissertation should be 2.54 cm (1 inch).
- iv. Font Type, Font Size, and Spacing: Theses should be typed in New Times Roman Font Size 12 and should be double spacing.
- v. Chapter headings should be in New Times Roman Font Size 14 Bold.
- vi. Font sizes for indented citations, graphs, figures, and tables should not be lower than New Times Roman font size 12.
- vii. Page Numbers: Page numbers should be centered at the bottom of the page throughout the dissertation.
- viii. The preliminary pages should be numbered with Roman numerals.
- ix. Page numbering in Arabic numerals should run through the entire dissertation.
- x. Footnote numbering should run through a dissertation.
- xi. Footnotes NOT Endnotes should be used in all theses.



S/N	Degree	Designation	Colour Scheme	Font Type/Size	No. Of Copies to Be Submitted
1	MSc/MPH Degrees	Dissertation	Wine Cover/ Gold Lettering	Times New Roman/ Font Size 12-16. All letters in uppercase. Top, Right and Bottom Edge of Cover Page (1 Inch/2.5cm). Left Edge of Cover Page (1.2 Inches/2.8cm). Spine of thesis to be lettered boldly in gold with the name of student, degree. (MSc) and year (2021)	Online submission (UHAS Thesis portal) A PDF copy of the full dissertation to be submitted online, accompanied with relevant attachments for submission of dissertation. One hard revised final copy submitted to the University Library, and electronic copy deposited online through student thesis portal.

2	MPhil Degree	Thesis	Green Cover/ Gold Lettering	Times New Roman/Font Size 12-16. All letters in uppercase. Top, Right and Bottom Edge of Cover Page (1 Inch/2.5cm).	<p>A PDF copy (Soft BOUND) of the full dissertation to be submitted online, accompanied with relevant attachments for submission of dissertation.</p> <p>One hard revised final copy submitted to the University Library, and electronic copy deposited online through student thesis portal.</p>
3	PGCert or PGDip	Long Essay	Blue cover and comb binding	Times New Roman/ Font Size 12-16. All letters in uppercase. Top, Right and Bottom Edge of Cover Page (1 Inch/2.5cm). Left Edge of Cover Page (1.2 Inches/2.8cm).	Two (2) hard copies submitted to the Head of Department for examination



APPENDIX II: REGULATIONS FOR JUNIOR MEMBERS

The term "Junior Member" means a person in status pupillary enrolled for the time being in UHAS. In UHAS, a postgraduate student is a junior member enrolled on a course of postgraduate studies at the University. Regulations affecting Junior Members shall be made from time to time by the Academic Board under the UHAS Act, 2011 (Act 828) (referred to herein as "the Act") and the Statutes of UHAS, 2011 (referred to herein as "the Statutes").

These regulations shall apply to all Junior Members.

- i. Ignorance of regulations or of any public notice shall not be accepted as an excuse for their breach. Accordingly, upon enrolment, every candidate shall be required to obtain a copy of the appropriate university regulations relating to his or her condition.
- ii. Junior Members shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence; they shall observe the statutes, regulations, and orders made from time to time by the appropriate authorities.
- iii. The operation of these Regulations shall be without prejudice to the application of the general laws of Ghana, the Act, and the Statutes which apply to all persons in the University.
- iv. The officers of the University who have a special responsibility under the Vice Chancellor for the discipline of Junior Members are the Registrar and such officers may be appointed for this purpose from time to time. It shall be an offence to disobey these officers in the discharge of their University duties.

Admission And Residence

- i. A Junior Member who does not hold an award granted by the Government of Ghana, or by an institution recognized by the University, shall be required to pay all approved fees on or before registration.

- ii. Junior Members whose accounts are in arrears and unpaid at the beginning of an academic year or semester shall normally not be allowed to come into residence or attend lectures until his/her outstanding accounts have been settled.
- iii. Dates of semesters are announced in university notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of semester unless permission is granted for temporary absence.
- iv. In cases of absence involving non-attendance of lectures, tutorials, practical, project activities, continuous assessment exercises, or other academic work, a written permission of the Head of Department concerned must be obtained.
- v. Admission of Junior Members to the University shall be subject to passing a medical examination.
- vi. Membership of the Students' Representative Council (SRC) is compulsory for all Junior Members.

Names of Junior Members

For the purposes of the University, the name of a Junior Member shall be the one use in applying to the University and it is expected to be the name that appears on the certificate(s) that is used to apply and it shall be the name that appears in the Matriculation register.

Change of Name

As an institutional policy, the University does not accept requests to change or amend names or other records of candidates.

Attendance at Lectures and Examinations

Junior Members are required to attend lectures, tutorials and practical classes specified for their course of study, and all such examinations as the University or the departments may from time to time require, and to perform all written and practical work prescribed for them

A Junior member(s) who absent him/herself for a cumulative period of twenty-one (21) working days from all lectures, tutorials, practical and other activities prescribed for any course in any semester without written permission(s) shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination. In the case of a core course, the student shall be deemed to have withdrawn from the entire programme.

Use of Academic Dress

All Junior Members are required to wear the academic dress appropriate to their status on the following ceremonial occasions: (i) Matriculation (ii) Congregation, and other occasions as required.

Imposition of Fines

A fine may be imposed by the Vice Chancellor, or the Pro Vice Chancellor, or Dean, upon any Junior Member who has upon the judgment of the said Dean, infringed any of the published Regulations of the University or rules of any Hall, University Department, Institute, School, Library or any other unit of the University.

Formation of Societies and Clubs

- i. Societies and Clubs in the University shall be formed at the request of at least ten interested candidates. In addition, there must be a Senior Member who will be the Senior Treasurer. The request should be submitted for approval by the Residence Board through the School of Graduate Studies by GRASAG. The request shall be accompanied by the recommendation of the GRASAG and the Constitution/Bye laws of the proposed Society or Club.
- ii. The proposed Society or Club shall be formally promulgated in the appropriate University official document after the Residence Board has given its approval.
- iii. Within three (3) months from the date of the promulgation of the Society or Club, the Secretary shall deposit in writing the names of persons holding principal offices of the Society or Club with the Registrar and with the Dean, School of Graduate Studies. Thereafter, the Registrar and the Dean, School of Graduate Studies shall be furnished with the names of the Principal Officers of every Society and Club, once a year.

Public Functions within the University

Candidates who wish to organize any public function within or outside a UHAS hostel shall request in writing and obtain prior permission from the Dean of Students or from the Dean of Graduate Studies as appropriate. The approving officer shall in turn inform the Registrar and the Vice Chancellor of such authorization.

An application in writing for permission to organize a function should provide the following information:

- (I) Date and time of the function
- (ii) Place where the function is to take place
- (iii) Description of the function together with names and affiliations of lecturers, speakers, or performers whose participation is planned.

This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function should normally reach the Registrar at least three (3) days before the function takes place. The Registrar may impose such other requirements and conditions as may appear to him to be necessary or desirable.

For this Section, a "public function" denotes one to which persons other than Senior and Junior Members and administrative staff of the University are invited or entitled to attend.

Processions and Demonstrations

- i. Any candidate or candidates wishing to organize a procession or demonstration in the University shall notify the Registrar through the Dean of Graduate Studies in writing at least one week (7 days) before the procession or demonstration is due to take place. This notification shall state the purpose of the procession or demonstration and the name(s) of the organizer(s).
- ii. Candidates may not demonstrate or go on procession in or outside campus without the prior written approval of the Registrar. The Registrar may prescribe special conditions, limitations, or restrictions as considered appropriate in the circumstances. The procession or demonstration shall follow an approved route and shall keep as close as possible to the right side of roads to ensure the free passage of traffic. No procession or demonstration shall be convened and sustained between the hours of 6.00 pm and 6.00 am.
- iii. During the procession or demonstration, nothing shall be done or said that may instill or occasion violence or might be deemed to cause a breach of the peace. During a procession or demonstration or mass action, if any acts of violence or breach of university regulations, rules, or laws occur, then the perpetrators, as well as the organizer(s), shall be held jointly and severally responsible. The fact that a procession or demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.
- iv. For processions or demonstrations conducted outside the University, the organizer(s) should, in addition to the foregoing, notify the Ghana Police and follow other requirements under the Public Order Act, 1994 (Act 491).

Publications

- i. The Vice Chancellor will be informed of any intention to produce a candidate publication or other communication medium within the University. The Vice Chancellor's approval in writing shall be obtained for such a publication or other media presentation prior to its production.
- ii. A copy of each issue of such materials shall be lodged with the Vice Chancellor, and or the Registrar as appropriate, as well as the University Librarian, on the day of publication or before more general distribution.
- iii. Each issue shall state the name of the author(s), editor, the membership of the editorial board, and the publisher. The members of the editorial board will be held jointly responsible for the full contents of each issue of the publication.

Offences

Academic offences

It shall be an offence for a candidate to knowingly:

- a. 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 be in print or electronic form
- b. use or possess any unauthorized aid or aids, or to obtain unauthorized assistance in any academic examination or assigned exercise, or in connection with any other form of academic work
 - c. impersonate another person, or to have another person impersonate, at any academic examination or assessed performance, or in connection with any other form of academic work
 - d. represent, without acknowledgment of its authorship by another, an expression of an idea or work of another in any academic examination, assessed performance, or in connection with any other form of academic work;
 - e. submit, without the knowledge and approval of the instructor 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
 - f. submit any academic work containing a purported statement of fact or reference to a source which has been concocted
 - g. engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, and slides without authority
 - h. 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 candidate or any other person; (I) to steal a colleague's assignment; or
 - i. steal a colleague's answer script, or to assist another in such misappropriation
 - j. to forge or in any other way alter or falsify any academic record or document,
 - k. circulate or make use of any such forged, altered, or falsified record, whether the record be in print or electronic form; or
 - l. engage oneself, or to assist another, in any form of academic cheating, dishonesty, misconduct, fraud, misrepresentation, or deceit not herein otherwise described, to obtain academic credit or other academic advantage of any kind.

A graduate of the University may be charged with any of the above offenses committed knowingly while he or she was an active candidate when in the opinion of the University, the offense would have resulted in a sanction had it been detected at the time it was committed.

Non-Academic Offences

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

- a. assault another person or threaten any person with assault, whether sexual or otherwise, or commit a battery against another person
- b. cause or threaten any other person with bodily harm, or cause any other to fear bodily harm

- c. knowingly create a condition that unnecessarily endangers the health or safety of other persons
- d. threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to his or her property
- e. engage in a course of vexatious conduct that is directed at one or more specific individuals, and which may be based on race, ancestry, place of birth, origin, color, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance, or record of offences of that individual or those individuals; or that is known to be unwelcome by the target; and which exceeds the bounds of freedom of expression or of academic freedom as these are understood in accepted practice, and in University policies including but not restricted to those explicitly adopted
- f. cause by action, threat or otherwise, a disturbance that the member knows may obstruct any activity organized by the University or by any of its divisions, or that interferes with the right of other members to carry on their legitimate activities, or to speak or to associate with others. For example, 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
- g. Steal, knowingly appropriate, destroy, or damage premises of the University or any physical property that is not his or her own resource
- h. knowingly destroy or damage information or intellectual property belonging to the University or to any of its members
- i. in any manner whatsoever, knowingly deface the inside or outside of any building of the University
- j. knowingly possess effects or property of the University appropriated without authorization
- k. knowingly create a condition that endangers or threatens destruction of the property of the University or any of its members
- l. knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause
- m. knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any equipment or stored information such as books, film, data files, or programmes from a library, computer or other information storage, processing or retrieval system
- n. knowingly or maliciously bring a false charge against any member of the University
- o. counsel, procure, conspire with, abet, incite or aid a person in the commission of any offence defined in these regulations.
- p. deface the trees on campus or unauthorized structures with advertising or other material or notices howsoever described
- q. sexually assault or rape a person

- r. defecate outside the designated buildings or places on campus
- s. produce or distribute pornographic material on the premises of the University; or
- t. indecently expose himself or herself in public.

Without prejudice to the generality of the above, it is an offence for a member of the University to sexually harass another member of the University by engaging in bullying or unwelcome or unwanted behavior of a sexual nature, including but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

No person found by a University disciplinary board to have committed an offence under these Regulations shall refuse to comply with a sanction or sanctions imposed under the procedures of these regulations. In addition to offences stated above, it shall be an offence for a Junior Member to:

- a. cultivate, possess, use, or peddle narcotics or other drugs listed in the Schedule to the Narcotic Drugs (Control, Enforcement and Sanctions) Act, 1990 (PNDCL 236)
- b. willfully cause damage to university property or the good name of the University, or to incite others to cause such damage.
- c. publish or disseminate defamatory material on the campus.
- d. smoke in a library, lecture theatre, laboratory, classroom, seminar space, storage area, recreational facility, restroom, hall of residence/hostel or other public place on the campus.
- e. harass, physically threaten, or throw any person into ponds in the University environs.
- f. possess firearms on campus.
- g. make undue noise within the University precincts, during the hours between 10.00 p.m. and 6.00 a.m. being regarded as hours of quiet, provided that this rule shall not apply where permission to organize a function has been granted by the Registrar.

Use of Vehicles

- i. Any Junior Member who wishes to use or to keep a vehicle on the campus of the University must obtain permission from the University through the Registrar. The University accepts no responsibility for candidates' vehicles, or for any damage that may occur to them or to their owners, drivers, or passengers.
- ii. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused. The University does not provide garages nor reserve parking space for candidates' vehicles.

Collection of Money

Permission to make general collections of money other than for club subscriptions and

cinema shows or parties must be obtained from the Registrar. Junior Members are advised to ask to see the license or other valid authority of any collector who comes from outside the University.

Rules and Procedures Relating to Discipline

If a candidate violates Hall regulations, disciplinary measures shall be taken by the authorities of the residential hall to which he or she belongs.

- (a) There shall be a disciplinary board or committee for Junior Members.
- (b) A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions. The Vice Chancellor shall implement the decisions of the Disciplinary Board or Committee in accordance with these regulations.
- (c) (i) The Registrar or other authorized University official shall cause to be investigated any allegation of misconduct referred to him or her by the Disciplinary Officer.
(ii) Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate disciplinary board or committee by the Disciplinary Officer.
- (d) For the avoidance of doubt, it shall not be necessary to investigate misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.
- (e) Where a disciplinary action concerns a person who is a member of the disciplinary committee, the Vice Chancellor shall replace that person with a suitably qualified alternate.
- (f) The Registrar shall appoint a disciplinary board to deal with any matter of discipline affecting junior members which shall comprise:
- (g) (i) Three senior members, one of whom shall be designated as chairman by the Registrar
(ii) Two candidates nominated by the Candidates' Representative Council.

A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions. The Registrar shall provide secretarial services to the disciplinary board/committee.

The University shall appoint a Disciplinary Officer not below the rank of an Assistant Registrar who shall be responsible for prosecuting junior members accused of breaching the provisions of any enactment. No charge shall be laid except with the approval of the Vice Chancellor. A charge shall be in writing, addressed to the accused, signed by or under the authority of the Registrar and filed with the Secretary to the disciplinary board or committee. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman

and the Secretary.

Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the accused. The Chairman shall ensure that the proceedings are conducted with due dispatch. The Vice Chancellor shall implement the decisions of the Disciplinary Board or Committee.

Sanctions

One or more of the following sanctions may be imposed by a Board/Committee upon the conviction of any person:

- I. an oral or written reprimand;
- II. an order for the resubmission 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 candidate has committed no previous offence;
- III. assignment of a grade of zero or a failure for the academic work in respect of which the offence was committed;
- IV. a reduction of the final grade for the course in respect of which the offence was committed;
- V. denial of privileges to use any facility of the University, including library and computer facilities;
- VI. a monetary fine;
- VII. suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Board/Committee
- VIII. expulsion from the University. Expulsion shall mean that the candidate shall be permanently denied registration in any UHAS programme.
- IX. disqualification from contesting elections or removal from any office in the University
- X. 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 any award at any time it becomes known that:
 - (i) a candidate had gained admission into the University with false qualifications; or
 - (ii) a candidate had impersonated someone else, or
 - (iii) a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
 - (iv) a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award

The decision to cancel, withhold, or withdraw an award shall be made by the Council on the recommendation of the Academic Board. The Vice Chancellor shall have power to order that any sanction imposed by the Board/Committee be recorded on the candidate's academic record and transcript.

The decision of the Vice Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

Appeal

- i. Any Junior Member who is aggrieved by any disciplinary action may appeal to the University of Health and Allied Sciences Appeals Board in accordance with the rules in the Appendix.
- ii. The Appeals Board shall hear and determine appeal matters on:
 - (a) acts or omissions in contravention of the Act or the Statutes enacted by the Council,
 - (b) grievances by candidates against the University on matters related to welfare and discipline, or
 - (c) any other matter or dispute referred to the Board by the Council. The University of Health and Allied Sciences Appeals Board consist of:
 - (d) a president who is a retired justice of the Superior Court of Judicature or a lawyer qualified to be so appointed,
 - (e) two lawyers of high moral integrity at least ten years' standing at the Bar, one of whom is a woman; and
 - (f) two persons of high moral integrity who are not legal practitioners or employees of the University, one of whom is a woman.
- iii. The president of the Board or the president's alternate and two other members constitute a panel for the hearing and determination of a case or matter before the board. The president's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board and the president's alternate shall have the same qualification as the president. The Council shall establish the rules and procedures which govern:
 - (a) the operations of the Board,
 - (b) the appointment and remuneration of its members,
 - (c) the functions of the president's alternate,
 - (d) the establishment of the Secretariat of the Board,
 - (e) the co-opting of members to the Appeals Board, and
 - (f) any other relevant matter.



APPENDIX III: RULES OF UNIVERSITY APPEALS BOARD

Secretariate

A secretariate shall be set up for the facilitation of the work of the Appeals Board and ensure that the work of the Appeal Board runs efficiently. The Secretariat shall be staffed with

- (i) legal counsel or a representative
- (ii) an administrative secretary and other officers that may be appointed by the University on the advice of the legal counsel. The Secretariat shall formulate procedural rules and guidelines to guide the work of the Appeals Board.
- (i) The Appeals Board shall be composed of five (5) persons appointed by Council as follows:
 - (a) a president who is a retired justice of the Supreme Court or a lawyer qualified to be so appointed,
 - (b) two lawyers of at least ten (10) years standing at the Bar, one of whom is a woman,
 - (c) two non-lawyers who are persons of high moral integrity, one of whom is a woman,
- (ii) the president's alternate who shall have the same qualification as the president shall be appointed by Council after the appointment of the president of the Appeal's Board,
- (iii) competent external members may also be nominated by the members to serve on the Board as ex-officio members, or to act as technical advisers,
- (iv) each appeal shall be heard and determined by a panel comprising of the President of the Appeals Board or the President's alternate and two (2) other members,
- (v) a panel shall be constituted by the President and in his or absence, the president's alternate

Term of Office

Members of the Board shall serve for a term of three (3) years, after which they can be nominated to serve for a further three (3) year term.

Remuneration of Members of the Board: Members shall be paid allowances that Council may determine.

Jurisdiction: The Appeals Board shall hear and determine the following matters on appeal.

- (i) acts or omissions in contravention of the University Act, 2011 (Act 828) or the Statutes of the University
- (ii) breach of employment contracts by the University
- (iii) the issues on promotion of persons duly employed by the University.
- (iv) grievances by candidates against the University on matters related to welfare and discipline or
- (v) any other matter or dispute referred to the Appeals Board by the Council.

Right to Representation: An appellant shall have the right to representation by counsel.

Filing of Appeal

- (a) Any member of the University community who is dissatisfied with any decision taken against him shall file an appeal with the Board.
- (b) The Appellant shall lodge with the Secretariat/Registrar's Office a written Notice of Appeal (consult page 14 of UHAS Fundamental Laws) (in duplicate) together with supporting documents within fourteen (14) days of the date of the decision. Appellant may file an application to the Secretariat for extension of time. Each request for an extension of time to file an appeal will be considered on its merits.
- (c) All appeal documents must be lodged at the Secretariat of the Board/Registrar's Office.
- (d) The Secretariat/Registrar's Office will forward a copy of the Notice of Appeal to the body or person or entity whose decision is being appealed against.
- (e) The Board may conduct oral hearings with the Appellant and the Respondent
- (f) The Board may take testimonies of other relevant persons and witnesses, where available, and review the evidence.
- (g) The Board may conduct its own investigations into the matter, in addition to considering the written and oral testimonies of the parties.
- (h) A decision will be taken after careful review of the circumstances, evidence found, statements and all other relevant information before the Board. A simple majority is required to decide.
- (i) Any dissenting opinion among the Board members shall be recorded together with the reasons for the dissent.
- (j) The decision of the Appeals Board is final.

Withdrawal of a filed complaint: An Appellant may withdraw a case filed before the Appeals Board any time after filing and during the process of the investigation. In such a case the Appellant shall state in writing the reasons for withdrawal of the complaint and append his/her signature to the statement.

Complaints against a Member of the Board: If a complaint is made against a member of the Appeals Board and it is found to be credible, he or she shall not be part of any of the processes of the Board relating to the investigation of complaints.

Decision-making: The appeal procedure shall be completed as promptly as possible and not later than sixty (60) working days from the date the Notice of Appeal was filed.

APPENDIX IV: EXAMINATIONS INSTRUCTIONS TO CANDIDATES

A candidate for a University Examination must have followed the approved course of study as a candidate over the required period and must have registered for the examination.

Entry to the Examination shall be by registration and shall be duly endorsed by the Head(s) of Department and submitted to the Teaching & Examination Department of Academic Affairs Directorate not later than six weeks after the commencement of the semester.

A candidate shall not be admitted to a University Examination if he or she:

- (a) has not been entered for that paper;
- (b) has audited the course for which the examination has been set;
- (c) owes fees to the University or its Halls of residence/Hostels
- (d) is under suspension or has been dismissed from the University.

It shall be the duty of the candidate to consult the daily timetable (to be made available at least twenty-four (24) hours in advance) to ascertain the day and time of examination papers that he or she is registered to sit. The candidate is expected to be available at the appointed place at least thirty (30) minutes before the examination is scheduled to begin.

A candidate shall be refused admission to a UHAS Examination if he or she reports to the examination venue more than fifteen minutes after the actual commencement of the examination.

- (i) It shall be each candidate's individual responsibility to provide functional and adequate writing implements and equipment, including pen, pencil, calculator, straight-edge, compass, correction fluid, and an eraser as needed.
- (ii) Pre-programmed or programmable calculators are strictly prohibited. Use or custody of unauthorized equipment or mobile phones is sanctionable as an academic offence.
- (iii) It is the candidate's responsibility to ensure that the correct question paper has been provided, along with other materials needed for the examination, and to verify that the copy of the question paper(s) provided complete, legible, and satisfactory in every respect before the call to start work.
- (iv) Concerning candidates with special needs, it is the individual candidate's

responsibility each semester to submit in writing to the Registrar a record of his or her anticipated examinations and requirements, immediately upon the production of the Examination Registration Lists by the Heads of Department. The candidate thereby shall allow adequate time for the University to decide to ensure wheelchair access to examination venues, brailing of question papers, or other specified assistance to be provided.

An examination candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper, written or digitalized information or cellular/mobile phones or other unauthorized material. No such material shall be deposited at the entrance to the Examination Room or in the washroom or in the immediate vicinity of the Examination Centre.

No candidate shall enter the Examination Room until invited or called by the Invigilation staff.

- (i) Any candidate who is seen with lecture notes or book or cellular/mobile phone or any unauthorized calculator or material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an academic offence, and shall be banned from the examination and awarded a grade X.
- (ii) A candidate shall uphold the highest standard of civility and courtesy in a UHAS examination center. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or who demonstrates misconduct in any manner to an examination official at an examination center, thereby commits an academic offence and may be liable to allegations of further civil or criminal violations. Such a candidate shall be banned from the examination venue and awarded a grade X.
- (iii) A candidate who is suspected of hiding unauthorized material on his or her person may be asked by the Invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offence to destroy or to attempt tampering with evidence of unauthorized material.
- (iv) For the purpose of identification by the Chief Invigilator or Assisting Invigilator, an examination candidate shall carry a valid candidate identity card which shall be placed on the examination table and remain available for inspection throughout the examination exercise.

The Chief Invigilator presiding at an Examination Centre shall reserve the right to refuse entry or to expel any candidate who is without a valid identity card and who is unable or refuses to present the card upon request.

- (v) A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Examination Attendance Sheet commits an academic offence.
- (vi) A candidate who signs the Attendance Sheet and fails to submit a paper, or submits an unidentified or defaced paper, commits an academic offence. A candidate who willfully or negligently writes an illegible ID number, or an incorrect ID number on the front or anywhere throughout the answer booklet(s) submitted for a mark, commits an academic offence.

No communication between candidates is permitted in the examination hall.

- (i) Candidates shall not pass or attempt to pass any information or instrument to each other during an examination;
- (ii) Candidates shall not copy or attempt to copy from another, nor aid and assist in such copying.
- (iii) A candidate shall not disturb or distract any other candidate during an examination.
- (iv) Candidates may attract the attention of an Invigilator by raising their hands. Smoking or drinking alcoholic beverages is not allowed in the Examination Room.

Candidates may leave the examination room temporarily only with the expressed permission of the Invigilator. In such cases, the Invigilator will be required to ensure that a candidate does not carry on his or her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied outside the examination room by an Invigilation Attendant designated by the Invigilator.

A candidate who finishes an examination ahead of the prescribed time may leave the Examination Room after surrendering his or her answer booklets, but not earlier than thirty minutes from the commencement of the examination. The candidate shall not be allowed to return to the Examination Room.

- (i) At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.
- (ii) Chief Invigilators reserve the right to retain other materials used by the candidates after they have left the Hall, including questions papers.

Candidates should not in any way mutilate or interfere with the stapling or material integrity of the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

A candidate who fails to be present at an examination without any satisfaction reason and without prior written permission of the Registrar shall be awarded a grade X. The award of grade X in a required paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:

- (i) misreading the timetable
- (ii) forgetting or remaining ignorant of the correct date and time of an examination
- (iii) inability to locate the examination venue in sufficient time.
- (iv) inability to rouse oneself from sleep in time for the examination
- (v) failure to find transport
- (vii) pregnancy

A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions and any other sanction

in the Statutes of the University:

- (i) a reprimand
- (ii) loss of marks
- (iii) cancellation of a paper (in which case zero shall be substituted for the mark earned)
- (iv) withholding of results for a period
- (v) award of grade X or Z

A grade Z leading to failure in the entire semester's examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper. Further sanctions may include:

- (i) being barred from a University Examination for a stated period
- (ii) being barred from a University Examination indefinitely
- (iii) suspension from the University
- (iv) expulsion from the University

Provisional results of University Examinations shall be posted on the University notice boards and on the MIS web on the University's website www.uhas.edu.gh. It shall be the responsibility of the candidate to consult the notice boards and the candidate portal for the provisional results of any examination taken. Alternatively, the candidate may write to the Director of Academic Affairs to enquire about his/her results, for which purpose he may provide a stamped addressed envelope.

A candidate who is not satisfied with the results of a University Examination may request a review by submission of an application to the Registrar. The applicant should retain evidence of having paid the review fee which shall be determined at not less than three times the normal Examination Fee.

An application for a review of examination results shall be submitted to the Registrar not later than twenty-one (21) days after the release of the said results as approved by the Board of Examiners, and shall include grounds for the review, such as a basis for suspicion that malfeasance, negligence, discrimination, or unfairness influenced determination of the initial grade.

An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.

No action shall be taken on an application which is submitted and pre-paid outside the time stipulated. If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

The Board of Examiners may authorize the Registrar to amend the results as released in the light of an examination review.

No application whatsoever for review of a grade shall be entertained later than five (5) years after the latest date of registration for the examination in question.

Examination Malpractices and Offences

Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including but not limited to:

- i. refusal on the part of a candidate to occupy an assigned place in an Examination Room,
- ii. any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination,
- iii. smoking or imbibing any illegal substance,
- iv. leaving an Examination Room without permission of the Invigilator, or
- v. refusal to follow instructions.
- vi. attempting to bully or threaten or manipulate Invigilation personnel.
- vii. attempting to misrepresent candidate's identification on examination materials.

The Chief Invigilator or any Examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations.

- (a) On the advice of the Registrar, the Pro-Vice Chancellor shall constitute an Inter-School Committee on Examination Malpractice to investigate all examination offences that have come to attention.
- (b) In respect of offences occurring outside the precincts of an Examination Room, the Dean of School shall cause an enquiry to be made into any reports that reach him/her and submit his findings to the Pro-Vice Chancellor who will in turn submit same to the Registrar.

The Joint Board of Examiners shall review all reports received in connection with an examination malpractice or an offence. Based on its review, the relevant Board of Examiners may recommend imposing a sanction that involves loss of marks in a particular paper. A grade of Z shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper or has misconducted himself or herself during an examination exercise. Such a candidate may be debarred from taking a University Examination for a stated period, or indefinitely, or expelled from the University.

In all instances of examination malpractices or offences, a formal report from the Joint Board of Examiners shall be made to the Academic Board. The Academic Board may review all such reported cases and may determine sanctions as it deems fit.



APPENDIX V: STUDENTS' ACTIVITIES

Graduate Students Association of Ghana (GRASAG)

Graduate Students Association of Ghana is concerned with all aspects of the University graduate students interests and welfare. Its co-ordinates the activities of the academic, cultural, religious, political, and recreational clubs and societies, and provides a link with outside organizations. Its officers are elected annually by a ballot of all candidates. Graduate students registered at the university are automatically members of the GRASAG which levies direct income via compulsory membership dues to finance its programmes and activities.

- I. GRASAG shall have a representation on the University Council, University Boards and Committees which deal with Graduate student welfare.
- II. Board and committee chairpersons shall reserve their right to judge when it is appropriate for candidate representatives to recuse themselves for periods of time while Senior Members or management conduct reserve business or to address academically confidential topics.
- III. Sports: Sporting activities of the University will be planned and conducted to ensure a good balance between academic work and extra-curricular leisure.
- IV. Health Services: Health Care will be available to candidates at the University, located in Ho and Hohoe and any other places to be determined by Academic Board. All fresh candidates will be given a thorough medical examination soon after the commencement of their first semester.
- V. Office of Students with Special Needs: The University of Health and Allied Science is committed to a policy of equal opportunity in education and to ensuring that candidates with disabilities have as complete and equitable access to all facets of university life as can be reasonably provided. The University has taken steps to ensure that no candidate with any form of disability is disadvantaged in the pursuit of academic work.
- VI. All students with special needs who desire such services shall register themselves through the Office of the Registrar from the outset of their UHAS programmes of study.
- VII. Extra-curricular activities on Campus: There is always a lot to do and see before and after lectures.
- VIII. Students are encouraged to form clubs and associations. These organizations must be registered with the University and must have a senior member as patron.



APPENDIX VI: SEXUAL HARASSMENT POLICY

- i. UHAS is committed to an equal opportunities policy as outlined in its Mission Statement. This means that all individuals working and studying at the University are treated fairly and equally, regardless of sex, age, ethnicity, colour, religion and creed.
- ii. The University believes all members of the university community have the right to a workplace free from exploitation, harassment, discrimination, or any other form of hindrance to the effective execution of their duties. The University of Health and Allied Sciences envisions itself as a university to sustain pre-eminent research and practically oriented health educational institution dedicated to community service.
- iii. The University of Health and Allied Sciences adheres to the following Sexual Harassment Policy that applies to all members of the University staff, lecturers, candidates, contracted workers, administrators, and University guests. The University of Health and Allied Sciences abhors sexual harassment and will take steps to ensure that it does not occur. If it does, however, the victims should be free to seek redress without fear of reprisal. This document governs the University's responses in the events of a complaint of sexual harassment.

Definitions Sexual Harassment

Sexual harassment occurs within a situation of unequal power between parties and, therefore, any policy must consider the power inequities within which any form of harassment is alleged to have occurred.

Sexual Harassment has been defined as: Unwelcome sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offense, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature on employment, opportunity for promotion, grades, etc (AWLA 2003:10)

Sexual Harassment can be considered as a continuum from unwanted sexual advances to rape. Any non-consensual sexual conduct is an offence under this policy. Sexual harassment includes, but is not limited to the following:

- i. Verbal, physical, written, or pictorial communication relating to gender or sex which has the purpose or effect of unreasonable interference with an individual's performance, or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
- ii. Unwelcome and irrelevant comments, references gestures or other forms of personal attention which are inappropriate to the academic, employment, or residential setting- for example, the classroom, hostel, or office- and which may reasonably be perceived as sexual overtures or denigration.
- iii. A request for sexual favours when submission to, or rejection of such a request might reasonably be viewed as a basis for evaluative decision affecting an individual's future.
- iv. Sexual imposition that is non-consensual touching.
- v. Abuses of power relations such that individuals receive unfair treatment based on gender or sexuality.
- vi. Threat or coercion of sexual relations; sexual contact, which is not freely agreed to by both parties, including rape.

Many of the above terms are subject to interpretation. While overt forms of sexual harassment shall usually be obvious, more subtle forms may be difficult to recognize. Perpetrators may not realize that their behavior is “unwelcome” or inappropriate. Conduct which leads to the harassment of another person is not acceptable and shall render the individual responsible liable to disciplinary action.

Consent

Consent is the act of agreeing to engage in specific sexual conduct. For consent to be valid, both parties must have unimpaired judgment and a shared understanding of the nature of act to which they are consenting, including safe sex practices. Silence does not mean consent. If at any time consent is withdrawn, the conduct must stop immediately. Consent here excludes sexual relations between individuals of unequal power relations which provides avenues for the receipt of benefits.

Consensual Intimate Relationship

Intimate sexual relations between senior members and candidates or between senior members and staffs or any other category of persons where one party is in a supervisory position over the other are not favored by the University since they raise concerns about sexual harassment and conflict of interest.

Retaliation

The Sexual Harassment Policy is designed to ensure that retaliation for bringing a case will not occur. The committee is charged with always maintaining confidentiality and in protecting all parties involved from retribution. Unfounded or frivolous charges will be discouraged.

Hostile Environment

A hostile environment is one that a reasonable person would find offensive or abusive and one that the person who is the subject of the harassment perceives to be offensive or abusive. A hostile environment is determined by looking at all the circumstances, including:

- i. Frequency of the allegedly harassing conduct
- ii. Severity of the allegedly harassing conduct
- iii. Whether such conduct interferes with an employee's work performance, or with a candidate's academic performance or the full enjoyment of university programmes or services.
- iv. Whether such conduct has the effect of emphasizing gender or sexuality in a manner offensive to a reasonable person.
- v. Whether such conduct has the effect of creating an intimidating or offensive environment in the workplace or inside or outside the classroom.
- vi. Whether such conduct has been brought to the alleged perpetrator by body.
- vii. It is important to note that sexual harassment offences may be:
- viii. Verbal – including unwelcome remarks, cat calls, suggestions and propositions, malicious gossip, jokes and banter based on sex, race, sexual orientation or gender or songs.
- ix. Non-Verbal – offensive literature or pictures, graffiti, wolf whistle, mode of dressing.
- x. Physical – including unnecessary touching, gesture or assault.

The Sexual Harassment Policy

The University of Health and Allied Sciences is committed to a working and learning environment that is free of discrimination or intimidation. It abhors any of the activities spelt out in the above of this Harassment Policy section and shall take steps to ensure that they do not occur. Any form of intimidation, abuse or harassment based on gender is contrary to the ideals of the University and jeopardizes the integrity of the University community. All candidates, staff, visitors, contractors and persons acting on behalf of the University shall respect the rights of others and shall refrain from any activity that corresponds with those described in this document. The University takes a serious view of sexual harassment, and such behavior may result in disciplinary action.

Individuals shall be held personally accountable for their actions and behavior in the event of complaints of sexual harassment against them.

The University shall follow the procedure outlined below in dealing with complaints and appeals against decisions in connection with complaints.

All Heads of Section, Departments, Deans, and Directors shall be responsible for eliminating sexual harassment, and they shall report complaints or any observation they may have made which they believe the alleged victim has been unwelcome and offensive.

Offence

Any non-consensual sexual conduct is an offence. Examples of offence include:

- i. Sexual Harassment – any unwanted sexual attention including, but not limited to sexual threatening or offensive behavior.
- ii. Sexual Imposition – non-consensual sexual touching.
- iii. Sexual Assault – a non-consensual sexual act including, but not limited to unwelcome kissing of lips, mouth, breast, or other body parts, touching of breast, chest, buttocks, thighs, vagina, penis or their body part other than under a medically necessary procedure and vaginal penetration, anal penetration and oral sex. Penetration, however slight, includes the insertion of objects or part or part of the constitute sexual harassment to the Chair of the Sexual Harassment Committee for further action.

Procedure

Any candidate or employee, who perceives herself/himself to have been sexually harassed or to have been subjected to retaliation following a sexual harassment incident, must do the following to protect his or her rights:

The complainant can follow the formal or informal procedure. Complainants are encouraged to use the informal procedures in the first instance. However, in certain cases, the formal procedure is strongly recommended.

Informal Approach

A candidate or employee, who feels that he/she has been a victim of sexual harassment, is encouraged not to ignore the situation or the offending person.

In the first instance, the recipient of the harassment should ask the person causing the harassment to stop the harassing behavior. If this is not possible for any reason, or the harassment continues, or if it stops but the recipient feels that he/she would like advice or support in order to protect his/her rights, he or she should not hesitate to follow the steps outlined below:

I. What To Do

The complainant, with or without an agent or person offering the complainant emotional support, may contact any of the following persons or offices where a form will be completed and where there are trained personnel to handle the complaint:

- a. Designated Counselors in the University

- b. A Hall/Hostel Tutor
- c. Either the Assistant Registrar or the Dean of Candidates
- d. Any member of the Sexual Harassment Committee
- e. Deans or Faculty Officers
- f. Designated contact person(s) of the proposed Gender Desk/The Sexual Harassment Committee Officer.

II. *Concerns Brought to the Contact Person Shall Be Held In the Strictest Confidence*

These individuals named above shall guide the complainant through the best process for resolving the problem. They shall listen and offer advice. Depending on the nature of the complaint, the contact person shall talk to the alleged perpetrator (offender) or bring the two parties together for mediation.

III. *Possible Actions that may Result from the Consultation shall Include*

- a. The recipient of the action confronting the offender about what they did;
- b. Having the contact person(s) talk to the offender;
- c. If the offender is employed by the University, having the contact person(s) or a member of the Sexual Harassment Committee advise or assist in an appropriate intervention;
- d. Taking no further action.

IV. *Safety of Parties*

If the immediate safety of the parties involved is at stake, the contact person(s) shall inform a member of the Sexual Harassment Committee or one of the above names contact persons, who shall work out the appropriate means to address the safety of the complainant. This may include visiting a clinic/ hospital or the police station.

If a complaint cannot be resolved through the above options, or if, in the course of the informal procedure, the alleged offender is not cooperative, then the formal procedure of this document is available.

4.2.2 Formal Procedure

The formal procedure shall usually be embarked upon in the following instances:

- a. Where the alleged offender does not cooperate in the informal procedure.
- b. Where the alleged offender has several complaints against him/her.
- c. Where the immediate safety of the parties involved is at stake.
- d. Where informal mediation does not appear to stop the harassment.
- e. Where the following types of harassment have occurred:
 - i. Sexual assault
 - ii. Threat or coercion of sexual relation
 - iii. Sexual contact which is not freely agreed to by both parties

- Sex that may appear consensual but reflects unequal power relations and which provides avenues for the receipt of benefit, (such as sex or sexual contact between a Head of Department and a subordinate).

I. Guidelines

The following guidelines shall apply:

- a. The complainant shall formally request to the Sexual Harassment Committee to take further action.
- b. The Sexual Harassment Committee shall notify the alleged offender that the matter is being taken further, and that it may result in disciplinary action.
- c. The Sexual Harassment Committee shall as soon as possible, but not later than 14 working days from receiving a relevant request, initiate separate investigatory meetings with the complainant and the alleged offender, together with their agents (if any), to attempt to resolve the matter, unless both the complainant and the alleged offender agree to a joint meeting being convened.
- d. The Sexual Harassment Committee shall, within seven days of the close of hearing, advise the complainant and the alleged offender in writing of the outcome of the investigations, including any recommendations made or sanctions imposed.

II. Appeals Procedure

In the event that the complainant or the alleged offender is aggrieved with the outcome of the investigations and / or the action to be taken, he/she has a right to appeal to be exercised within seven (7) days. The Vice-Chancellor shall, as soon as possible but not later than twenty-one (21) working days, review the case and render a decision. In reviewing the case, the Vice-Chancellor, as the final arbiter, shall call for such information as he/ she shall deem necessary.

III. Sanctions

Sanctions that may be imposed by the Sexual Harassment Committee and/or, the Vice-Chancellor shall include but are not limited to the following: Public apology, Mediation, Relocation of the offender to another Department/Section (under no circumstances should the complainant be relocated), Suspension, Expulsion, Referral to the appropriate law enforcement body, Termination of employment.



APPENDIX VII: ORDER OF PROCEEDINGS FOR MASTERS ORAL EXAMINATION

1. Introductions of Chairperson (Head of Administration)
2. Chairperson spells out the regulations and procedures for the Master's Oral Examination (panel of examiners and Candidate)
3. Remarks by the Dean of Graduate School or the representative
4. The Chairperson invites the candidate to make his/her presentation.
5. Presentation by the Candidate (15 minutes)
6. Questions/Comments following the candidate's presentation.

I). Panel

ii). Faculty members (if any)

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

- 7 Examiners determine the outcome of viva voce for candidate
 - i). The chairperson asks each examiner to speak to the candidate's performance based on established criteria for the oral examination
 - ii). Each examiner mentions the final score awarded to the candidate.
 - iii). The chairperson collates and the average score for each candidate determined and announces the final score.

(In the case where several candidates are grouped and assessed, the determination for each candidate may be done after the last candidate presentation)

8. Chairperson's closing remarks/closes Oral Session

APPENDIX VIII: POSTGRADUATE COVER PAGES AND DECLARATION_MPHIL

UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO

MANAGEMENT OF MULTI-MORBIDITY OF CHRONIC NON-COMMUNICABLE
DISEASES IN THE VOLTA REGION, GHANA

KWESI JOMO

2024

UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO

MANAGEMENT OF MULTI-MORBIDITY OF CHRONIC NON-COMMUNICABLE
DISEASES IN THE VOLTA REGION, GHANA

BY KWESI JOMO

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

SEPTEMBER, 2024

DECLARATION

Candidate's Declaration

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

.....
KWESI JOMO

.....
Date

Supervisors' Declaration

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

Main supervisor

.....
Prof. Matt Larris

.....
Date

Co-supervisor

.....
Dr. Mesavi Aku

.....
Date

APPENDIX VIII: POSTGRADUATE COVER PAGES AND DECLARATION_MPH

UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO

MATERNAL HEALTHCARE UTILIZATION AND PREGNANCY OUTCOMES AMONG
MOTHERS IN THE HOHOE MUNICIPALITY

ABRA KEKELI

2024

UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO

MATERNAL HEALTHCARE UTILIZATION AND PREGNANCY OUTCOMES AMONG
MOTHERS IN THE HOHOE MUNICIPALITY

BY ABRA KEKELI

DISSERTATION SUBMITTED TO THE FRED N. BINKA SCHOOL OF PUBLIC HEALTH,
UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO, IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE AWARD OF MASTER OF PUBLIC HEALTH
(GENERAL OPTION) DEGREE

SEPTEMBER, 2024

DECLARATION

Candidate's Declaration

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

.....

Abra Kekeli

.....

Date

Supervisor's Declaration

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

.....

Dr. Leklebu Jam

.....

Date

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