





**IMPORTANT: CANDIDATES ARE REQUESTED TO SEND THE COMPLETED FORM TO:**

The Ph.D. Admissions Coordinator  
School of Graduate Studies and Research  
GCTU, Accra (or drop off at GCTU campuses at Takoradi, Koforidua, Kumasi and Ho)

**or mail to**

The PhD Admissions Coordinator  
GCTU  
Private Mail Bag 100  
Accra North  
Ghana

**with the following information**

- i) Certified true copies of certificates and any other academic records.
- ii) Two recent passport-sized photographs one of which should be affixed to the form.
- iii) Personal Statement/Statement of Purpose
- iv) Research proposal of an appropriate standard (10-15 pages maximum; double spacing; see guide on pages 9 & 10)
- v) Copies of publications or research materials, if any.
- vi) Curriculum Vitae
- vii) 2 recommendation letters

A non-refundable application fee is required to process an application. The application fee may be paid by money order or banker's draft.

**PERSONAL DATA**

- 1. Full name: Mr./Mrs./Ms.:.....
- 2. Date of Birth:..... Marital Status:.....
- 3. Place of Birth (Town/Region/Country):.....
- 4. Nationality:.....
- 6. Address .....
- 7. Telephone:..... E-mail:.....



## 8. INSTITUTION ATTENDED / EDUCATIONAL QUALIFICATION

Include all official transcripts from your previous institution.

Name of Institution	Date of Attendance		Name of Awards (Degrees/ Dip/Certs)	Subject Area of Award
	From	To		

## 9. DOCTORAL PROGRAMMES

### A. WITH GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

- i) Doctor of Philosophy (PhD) in Computer Science [ ]



**10. RECORD OF EMPLOYMENT: (STARTING WITH PRESENT EMPLOYMENT)**

EMPLOYER	POSITION HELD	DATE	
		FROM	TO

**11. SPONSORSHIP (TICK AS APPROPRIATE):**

a) Self [ ]    b) Employer [ ]    c) Other (please state):.....

**12. HOW DID YOU FIND OUT ABOUT THE PhD PROGRAM?**

a) Online   b) TV    c) Recommendation    d) Radio    e) Friends    f) Brochures  
g) Other .....

**13. ESSAY QUESTIONS**

In an effort to better understand your experiences and goals, we would like you to address the following questions in two separate attachments. Please write your full name on each essay and submit them with the Application Form.

**A. RESEARCH AND PROFESSIONAL EXPERIENCE**

Attach 2-3 typed pages in which you describe your experiences outside of normal class work which are relevant to your proposed field of study. For example, you may cite professional publications which you have authored and elaborate briefly on the items listed in the previous employment box.



**B. STATEMENT OF PURPOSE**

A research proposal in which you tell why you wish to be enrolled in the Ph.D. programme. Describe your ultimate academic career objectives. To the extent you are able, comment on sub-areas within your general field of proposed study which you hope to explore in depth in your project work. See attached guidelines for your research proposal.

**14. DECLARATION**

I hereby acknowledge that the information submitted is true and correct. I grant GCTU permission to forward any pertinent information to authorized offices and agencies. I agree to respect the traditions of rules and corporate values of GCTU.

Date:.....

Applicant's Signature.....

**FOR OFFICE USE ONLY**

Application Fee: GH¢.....

Received and Acknowledged.....

Date.....

Application Admitted

Yes [ ]

No [ ]

Course Admitted to:.....

Signature of officer:.....

**PLEASE NOTE:**

Add the recommendation letter to the forms for submission.

**RECOMMENDATION LETTER**

- a. Referees are to use only clearly identified official academic or business letterhead.
- b. The recommendation letters are to be signed by the referees.
- b. Referees are to describe the applicant's qualifications for graduate study. Should include areas such as:
  - ✓ Performance in independent study or in research groups
  - ✓ Intellectual independence
  - ✓ Research interests
  - ✓ Capacity for analytical thinking
  - ✓ Ability to work with others
  - ✓ Ability to organize and express ideas clearly
  - ✓ Drive and motivation.

## RESEARCH PROPOSAL GUIDELINE

The research proposal is an integral part of the PhD/Doctorate application process, so it is certainly worth investing time and energy into. It needs to outline the nature of your proposed PhD study and give some indication of how you will conduct your research. Importantly, the proposal will enable GCTU and her collaborating universities assess and allocate you good 'match' supervisors with expertise in your area of research.

A research proposal for a PhD/Doctorate study is about what you want to study; it immediately reflects your initial understanding of, and commitment to, the PhD/Doctorate study of your choice. It should make a positive and powerful first impression about your potential to become a good researcher. Crucially, it is an opportunity for you to communicate your passion in the subject area and to make a persuasive argument about what your project can accomplish. Thus, your proposal should demonstrate:

- ✓ Your capability of independent critical thinking and analysis
- ✓ Your ability to communicate your ideas clearly

Your proposal should be indicative, outline your areas of interest and your general insight into the research topic. You are not expected to be an expert and to be familiar with all the specific details of your subject area. However, you are expected to have a good level of knowledge about the subject, existing literature and where you might make a valuable contribution to research.

Remember that this is meant to be a true overview, not a thesis, so you need to provide just enough detail for the reader to understand it. It should not be too long, or too short. Keep it:

- ↗ **CLEAR:** Your write up must be intelligible and clearly expressed. It should make sense and not be vague and confusing.
- ↗ **CONCISE:** Your proposal should be succinct and focused.
- ↗ **COHERENT:** Your proposal should link together well so that it tells the reader a short story about what you want to do, why you want to do it and how you will do it.

Finally, your proposal should be approached as a persuasive essay – that is, as an opportunity to establish the attention of the reader and convince him/her of the importance of your project. It is useful to view your proposal as an initial outline rather than a summary of the 'final product'.

## FORMAT

### **Project Title**

The title of your project must reflect the content.

### **Introduction**

Provide an overview of your research question, explaining why it is of academic and or practical importance.

### **Aims and Objectives**

Outline the main objectives of your research, providing details of 3-4 overall aim that the research will address.

### **Literature Review**

Write a short literature review, indicating the importance of previous related research or investigated literature and how your own research question might make a useful contribution to the area.

### **Relevance to Professional or Academic Field**

Describe using referenced material (no more than six key texts):

- ✓ How your proposed research will fit into the existing body of academic knowledge and practice in the professional field.
- ✓ How your research will enhance knowledge or contribute to new understandings in the subject.

### **Research Approach or Methodology**

- ✓ Describe the methods you intend to use to deliver your aim and objectives.
- ✓ Provide detail of data source and any specialist resources or facilities you may require
- ✓ Indicate any possible difficulties.
- ✓ State your proposed timetable of activities.

### **Expected Outcomes**

Summarize the outcomes/personal development that you hope will result from the project.

### **Bibliography/References**

List the references in your proposal or provide a short bibliography



# GCTU

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