# PhD. ADMISSION FORM

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

The Ph.D. Admissions Coordinator
Graduate School
GTUC, Accra (*or drop off at GTUC campuses at Takoradi, Koforidua, Kumasi and Ho*)

*or mail to*

The PhD Admissions Coordinator
GTUC
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 Completed Reference forms with recommendation letters (*make a copy of reference form for second referee*)

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 extension and correspondence courses. Official transcripts from all colleges and universities must be sent to GTUC, Ph.D. Admissions Coordinator's Office.

| Name of Institution | Attendance Dates | | Name of Awards (*Degrees/ Dip/Certs*) | Subject Area of Award |
|---|---|---|---|---|
| | *From* | *To* | | |
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## 9. DOCTORAL PROGRAMMES

*A. IN COLLABORATION WITH AALBORG UNIVERSITY, DENMARK*

    i)   Doctor of Philosophy(PhD) in Information Communication Technologies    [   ]

    ii)  Doctor of Philosophy(PhD) in Telecommunications Engineering    [   ]

*B. IN COLLABORATION WITH CASS, EUROPE*

    i)   Doctor of Business Administration    [   ]

    ii)  Doctor of Philosophy(PhD) in Business Administration    [   ]

    iii) Doctor of Philosophy(PhD) in ICT Management    [   ]

    iv) Doctor of Philosophy(PhD) in Healthcare Management    [   ]

*C. IN COLLABORATION WITH M. S. RAMAIAH UNIV. OF APPLIED SCIENCES, INDIA*

    i)   Doctor of Philosophy(PhD) in:

        a.  Art and Design    [   ]
        b.  Engineering and Technology    [   ]
        c.  Hospitality Management and Catering Technology    [   ]
        d.  Dental Sciences    [   ]
        e.  Pharmaceutical Sciences    [   ]
        f.  Complementary and Alternative Medicines    [   ]
        g.  Management and Commerce    [   ]
        h.  Science and Humanities    [   ]

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

| EMPLOYER | POSITION IN EMPLOYMENT | DATE | |
| --- | --- | --- | --- |
| | | *FROM* | *TO* |
| | | | |
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**11. SPONSORSHIP (TICK AS APPROPRIATE):**

a) Employer [     ]          b) Self [     ]

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

a) Website 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 GTUC permission to forward any pertinent information to authorized offices and agencies. I agree to respect the traditions of rules and corporate values of GTUC.

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:............................ |

## To the Applicant

Each recommendation must include the completed Reference Form as well as a separate letter from your referee, written and signed on academic or business letterhead. Recommendations should be requested from Lecturers/Persons who are able to comment on your qualifications for graduate study. In the case of non-academic referees you must have extensive work experience with that individual. Complete your sections below and deliver this form directly to your referee, along with a stamped envelope addressed to **The PhD Coordinator, Ghana Technology University College Graduate School**, **PMB 100, Accra North, Ghana.**

## Applicant's Information

Name: _____  Date of birth _____

(Surname/First Name/ Middle Name)    (dd/mm/yyyy)

Postal Address: _____

Degree sought: _____

E-mail address: _____

Graduate Program: _____

## Referee's Information

Name: _____

Title: _____  Institution: _____

Address: _____

Phone: _____  E-mail: _____

*I hereby waive my right to access to this recommendation and any appropriate attachments which have been written by the above referee on behalf of my application to the Graduate School, Ghana Technology University College, and This waiver is effective insofar as the recommendation is used solely for the purpose of admission or related purposes.*
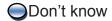
Name: _____  Date: _____

Signature: _____

## To the Referee

The applicant named below has applied for admission to the Graduate School of Ghana Technology University College. Please complete this Reference Form along with a separate recommendation letter written and signed on your official academic or business letterhead stationery. Both documents must be returned before the program application deadline of _____. If you have not had the applicant as a student, please adapt items 3–6 below, if applicable, and explain your knowledge and assessment of the applicant in your recommendation letter.

Name: [                                                                    ]

*(Surname/First Name/ Middle Name)*

1. What is your relationship with the applicant? (*tick as appropriate*)

   ⦿ Teacher/Professor      ⦿ Employer/Supervisor      ⦿ Other

2. Do you know the applicant well enough to give him/her a recommendation?

   ⦿ Yes                    ⦿ No

   ***If you checked "NO" for question 2, you do not need to complete the rest of this form***

3. SUMMARY EVALUATION
   Compare the applicant with a representative group of students with similar experience and training in the same field. How do you rate the applicant on general research and scholarly ability? (***Check one***)

   ⦿ Outstanding (highest 5%—comparable to best students)

   ⦿ Very good (highest 10%)

   ⦿ Good (upper 25%—ability easy to identify)

   ⦿ Average (upper 50%)

   ⦿ Below average (lower 50%)

4. RECOMMENDATIONS
   I would make the following recommendation for the applicant's admission to the program and degree listed on the front:

   ⦿ Strongly recommended

   ⦿ Recommended

   ⦿ Recommended with reservations

   ⦿ Do not recommend

**5.** Some gifted individuals do not perform to their potential. Is the applicant's scholastic record, as you know it, an accurate index of his/her ability?

⬤ Yes        ⬤ No        ⬤ Don't know

*(If you checked NO, please explain why in your recommendation letter)*

**6.** RECOMMENDATION LETTER

    a. Use only clearly identified official academic or business letterhead. This letter must be signed by you.

    b. Include the applicant's name on each page of the letter.

    c. Attach your letter to this Reference Form and send them so they arrive no later than the stated deadline.

    d. Describe the applicant's qualifications for graduate study. Please discuss topics 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.

I have read the referee information on the front of this Reference Form, including the direct contact number, and have made any necessary corrections. My preferred direct contact number is:

Phone: _____ E-mail: _____

Name: _____Signature: _____

# RESEARCH PROPOSAL FORMAT

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 GTUC 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.

# GTUC