

Kofi Annan International Peacekeeping Training Centre



KAIPTC
...where peace begins



POSTGRADUATE STUDENT **Handbook**



2025 - 2030

KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC)

FACULTY OF ACADEMIC AFFAIRS



KAIPTC ACADEMIC HANDBOOK

2025

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1.0 INTRODUCTION

This Handbook spells out the basic policies, procedures, regulations, and guidelines pertaining to academic life and activities at the Kofi Annan International Peacekeeping Training Centre (KAIPTC). As the official document explaining KAIPTC's academic codes, it is an essential reference guide. As such, students have a responsibility to familiarise themselves with its provisions. The Handbook contains full details of current courses and programmes as well as general information on academic activities. It outlines important academic and ethical principles, and its provisions are applied in a manner that promotes effective teaching and learning, while contributing to the achievement of academic excellence. Students should be conversant with the Handbook, together with the KAIPTC Academic Statutes and other policies relevant to academic work at the Centre. KAIPTC makes every effort to ensure academic principles and procedures are transparent, readily accessible to students, and are applied fairly. The Faculty of Academic Affairs (FAA), which hosts the postgraduate programmes, is an intellectual community that values the principles of justice, free inquiry, equity, and civility. Students are encouraged to channel matters of concern through the Registry or the Office of the Dean for redress. Although efforts have been made to ensure the accuracy of the information provided herein, the Centre reserves the right to amend any provisions of the Handbook as and when it becomes necessary in the interest of the Centre and students.

2.0 ABOUT THE KAIPTC

The Ministry of Defence of Ghana established KAIPTC in 1998 and commissioned it in 2004. The purpose was to build upon and share Ghana's six decades of internationally acclaimed experiences and competencies in peace operations with other states in the Economic Community of West African States (ECOWAS) region and further afield. Over the years, it became increasingly important to provide military, police and civilian men and women with the requisite capacities to meet the changing demands of multidimensional peace operations. The Centre is one of the three (3) Peacekeeping Training Centres of Excellence mandated by the ECOWAS to offer training in peacekeeping and Peace Support Operations (PSO) in Africa. The Centre delivers training courses in three thematic areas; namely: Peace Support

Operations, Conflict Management, and Peace and Security Studies. These courses are offered concurrently with the Centre's postgraduate programmes.

The academic programmes commenced in 2011 after the Centre obtained institutional and programme accreditation from then National Accreditation Board of Ghana, which transitioned into the Ghana Tertiary Education Commission (GTEC), to offer postgraduate programmes. The KAIPTC subsequently became the first African peacekeeping training school to run postgraduate courses. Hosted by the Faculty of Academic Affairs (FAA), the programme was established with the overarching vision of *building a world-class institution of higher learning that projects KAIPTC as the leading provider of tertiary education in African peace and security*. Since the inception of the postgraduate programme, the Centre has opened its doors to students of diverse backgrounds, coming from over 26 countries and four continents, who share a common goal of making Africa and the entire world safer, secure and humane.

Over the last decade, the Faculty has consistently provided an open but rigorous scholarly environment that encourages critical analysis and sustained reflections on issues around African peace and security. Our academic offerings are tailored to the needs of our students and the end-users who employ our graduates. The programme has, since its inception, graduated a wide range of students, including Members of Parliament (MPs), Cabinet Ministers and Senior Security Officials from across the African continent, as well as diplomats, senior officers in the security services, staff of CSOs/NGOs, as well as fresh graduates seeking to specialise and build a career in the issue-areas of conflict, peace and security. The programme is nested within the broader vision and mission of KAIPTC as defined below:

2.1 Vision

KAIPTC remains the leading and preferred international Centre for training, education, research and policy advocacy that are focused on ensuring a peaceful and secure Africa.

2.2 Mission

KAIPTC provides globally recognised and bespoke capacity for all actors on African peace and security through training, education, research, and policy dialogues to foster peace and stability in Africa.

3.0 PROGRAMMES OFFERED

We currently offer three MA programmes and one Ph.D. Programme as outlined below:

- Master of Arts in Conflict, Peace and Security (MCPS)
 - *Options:*
 - i. Regular
 - ii. Weekend
 - iii. Evening
- Master of Arts in Gender, Peace and Security (MGPS)
 - *Options:*
 - i. Regular
 - ii. Weekend
 - iii. Evening
- Executive Master of Arts in Conflict, Peace and Security (EMCPS)
 - *Options:*
 - i. Weekend
- PhD in Conflict, Peace and Security

4.0 ADMISSION TO POSTGRADUATE PROGRAMMES

4.1. Master of Arts in Conflict, Peace and Security (MCPS)

The Faculty only admits applicants who meet the minimum general entrance requirements as specified below:

1. A good Bachelor's degree (a second class lower or better) in the social sciences and other relevant disciplines. In addition, applicants may be required to submit a written statement of career objectives in relation to the programme;
2. All applicants are required to be proficient in both oral and written English and capable of pursuing a higher degree in the English Language. Non-English speaking applicants may be required to demonstrate their proficiency in the English language by submitting an internationally recognised standard test result or certificate; and

3. Under exceptional circumstances, degree holders with a third class may be admitted by the Admission Board if:

- i. they have a minimum of five years' professional experience in a conflict, peace or security field;
- ii. submit a written statement of career objectives in relation to the programme for consideration; and
- iii. pass an oral entrance exam or interview conducted by the Admission Board.

4.1.1 Course Titles: (MCPS)

Core Courses

- **MCPS/KAIPTC 700:** Research Methods in Conflict, Peace and Security (Core 3 Credits)
- **MCPS/KAIPTC 701:** Theories and Analysis of Conflict, Peace and Security (Core 3 Credits)
- **MCPS/KAIPTC 703:** Governance and Leadership in Africa (Core 3 Credits)
- **MCPS/KAIPTC 704:** International Relations Theory (Core 3 Credits)
- **MCPS/KAIPTC 708:** Contemporary and Emerging Security Threats (Core 3 Credits)

Elective Courses

- **MCPS/KAIPTC 702:** Comparative African Politics (Elective 3 Credits)
- **MCPS/KAIPTC 705:** Legal Frameworks for Peace Support Operations (Elective 3 Credits)
- **MCPS/KAIPTC 706:** History of Peace Support Operations: Cold War Era to Contemporary Times (Elective 3 Credits)
- **MCPS/KAIPTC 707:** Children, Youth and Conflict: Critical Perspectives (Elective 3 Credits)
- **MCPS/KAIPTC 709:** Post-Conflict Reconstruction and Development (Elective 3 credits)
- **MCPS/KAIPTC 710:** Good Governance: Principles, Practice and Perspectives (Elective 3 Credits)
- **MCPS/KAIPTC 711:** Seminars (3 Credits)
- **MCPS/KAIPTC 712:** Dissertation (6 credits)
- **MCPS/KAIPTC 713:** Contemporary Management of the Law of War and

War Crimes (Elective 3 Credits)

- **MCPS/KAIPTC 714:** Democracy, Good Governance and Democratic Practice (Elective 3 Credits)
- **MCPS/KAIPTC 715:** Gender, War and Conflicts in Africa (Elective 3 Credits)
- **MCPS/KAIPTC 716:** Gender, Human Rights and Conflicts (Elective 3 Credits)
- **MCPS/KAIPTC 737:** Nationalism and Identity in Africa (Elective 3 Credits)

4.2. Master of Arts in Gender, Peace and Security (MGPS)

The MGPS course is open to both male and female applicants. Applicants are required to meet the following criteria for admission:

1. A good Bachelor's degree (a second class lower or better) in the social sciences and other relevant disciplines. In addition, applicants may be required to submit a written statement of career objectives in relation to the programme;
2. All applicants are required to be proficient in both oral and written English and capable of pursuing a higher degree in the English Language. Non-English speaking applicants may be required to demonstrate their proficiency in the English language by submitting an internationally recognised standard test result or certificate; and
3. Under exceptional circumstances, degree holders with a third class may be admitted by the Admission Board if:
 - i. they have a minimum of five years' professional experience in a conflict, peace or security field;
 - ii. submit a written statement of career objectives in relation to the programme for consideration; and
 - iii. pass an oral entrance exam or interview conducted by the Admission Board.

4.2.1 Course Titles: (MGPS)

Core Courses

- **MGPS/KAIPTC 700:** Research Methods in Gender, Peace and Security (Core 3 Credits)
- **MGPS/KAIPTC 701:** Theories and Concepts of Gender (Core 3 Credits)

- **MGPS/KAIPTC 702:** Theories and Concepts of Conflict, Peace and Security (Core 3 Credits)
- **MGPS/KAIPTC 703:** Discourses on Power, Gender and Identity (Core 3 Credits)
- **MGPS/KAIPTC 704:** Governance and Leadership in Africa (Core 3 Credits)
- **MGPS/KAIPTC 705:** Contemporary and Emerging Security Issues (Core 3 Credits)
- **MGPS/KAIPTC 706:** Gender Rights and International Law (Core 3 Credits)

Elective Courses

- **MGPS/KAIPTC 709:** The Political Economy of Peace and Security Issues in Africa (Elective 3 Credits)
- **MGPS/KAIPTC 710:** Gender, Post Conflict Reconstruction and Development (Elective 3 Credits)
- **MGPS/KAIPTC 711:** Security Sector and Multi-Dimensional Peace Support Operations (Elective 3 Credits)
- **MGPS/KAIPTC 715:** Gender, War and Conflicts in Africa (Elective 3 Credits)
- **MGPS/KAIPTC 716:** Gender, Human Rights and Conflicts (Elective 3 Credits)
- **MGPS/KAIPTC 719:** Feminist Jurisprudence and Conflicts in Africa (Elective 3 Credits)
- **MGPS/KAIPTC 720:** Information and Communications Technology (ICT) (Elective 3 Credits)
- **MGPS/KAIPTC 721:** Seminars (3 Credits)
- **MGPS/KAIPTC 723:** Gender and International Relations (Elective 3 Credits)
- **Dissertation:** (6 credits)

4.3. Executive Master of Arts in Conflict, Peace and Security (EMCPS)

The Executive Master of Arts in Conflict, Peace and Security (EMCPS) is a unique programme that seeks to provide a critical platform for senior security personnel, diplomats, traditional rulers, members of the clergy, political actors and other policy professionals to deepen their understanding

and to develop effective capacities that enable them to provide adequate responses to conflicts in Africa and further afield. The programme is targeted at professionals who may be called upon to offer support in processes of conflict prevention, management, resolution or transformation, although they may have yet to receive formal training in conflict handling. While EMCPS students are required to take a core course in Research Methods to hone their skills and competencies in the conduct of applied research, they do not write dissertations. The EMCPS programme is a non-researched degree and cannot be used to apply for a Ph.D. programme at KAIPTC.

The entry requirements for the EMCPS programme are as follows:

1. A Bachelor's Degree (second class lower or better) or an equivalent in any discipline from a recognised university or any equivalent professional qualification.
2. Applicants with third class with five (5) years relevant experience or with post graduate diploma in related areas would be eligible for admission.
3. As a way of providing opportunities for practitioners to develop the relevant conceptual and theoretical grounding in conflict peace and security, applicant with good grades in the West African Senior Secondary School Certificate Examination (WASSCE) or its equivalent would be considered for admission into the programme if they meet the following entry requirements:
 - Pass all the CORE subjects, namely: English, Mathematics, and Integrated Science or Social Studies with at least a grade C6;
 - Passes in three Elective Subjects;
 - Have a ten-year minimum work experience; and
 - Pass an admission interview conducted by KAIPTC.

4.3.1 Course Titles: (EMCPS)

Core Courses

- **MCPS/KAIPTC 700:** Research Methods in Conflict, Peace and Security (Core 3 Credits)
- **MCPS/KAIPTC 701:** Theories and Analysis of Conflict, Peace and Security (Core 3 Credits)
- **MCPS/KAIPTC 703:** Governance and Leadership in Africa (Core 3 Credits)
- **MCPS/KAIPTC 704:** International Relations (Elective 3 Credits)

- **MCPS/KAIPTC 708:** Contemporary and Emerging Security Threats (Core 3 Credits)

Elective Courses

- **MCPS/KAIPTC 702:** Comparative African Politics (Core 3 Credits)
- **MCPS/KAIPTC 705:** Legal Framework for Peace Support Operations (Core 3 Credits)
- **MCPS/KAIPTC 706:** History of Peace Support Operations: Cold War Era to Contemporary Times (Elective 3 Credits)
- **MCPS/KAIPTC 707:** Children, Youth and Conflict: Critical Perspectives (Elective 3 Credits)
- **MCPS/KAIPTC 709:** Post-Conflict Reconstruction and Development (Elective 3 credits)
- **MCPS/KAIPTC 710:** Good Governance: Principles, Practice and Perspectives (Elective 3 Credits)
- **MCPS/KAIPTC 711:** Seminars (3 Credits)
- **MCPS/KAIPTC 713:** Contemporary Management of the Law of War and War Crimes (Core 3 Credits)
- **MCPS/KAIPTC 714:** Democracy, Good Governance and Democratic Practice (Core 3 Credits)
- **MCPS/KAIPTC 715:** Gender, War and Conflicts in Africa (Elective 3 Credits)
- **MCPS/KAIPTC 716:** Gender, Human Rights and Conflicts (Elective 3 Credits)
- **MCPS/KAIPTC 737:** Nationalism and Identity in Africa (Elective 3 Credits)

5.0 GRADUATION REQUIREMENTS

5.1 General Requirements

To graduate with an MA degree, a student must:

- satisfy all academic requirements of KAIPTC, including course requirements pertaining, among others, to class attendance and participation in examinations/quizzes, assignments and all other prerequisites that may be required to complete the programme;
- Fulfil a minimum of 75% class/lecture attendance in each course. Students who fail to meet this requirement may not be permitted to sit for the end of session examinations or submit end of session term papers;

- pass the internal and external examination of his/her final dissertation;
- pass the oral defence of his/her dissertation.

Executive MA Student are not required to write a sitting examination or dissertation. They are, however, required to submit term papers or pass oral examinations.

5.2 Graduation Requirements for MA Programmes

To graduate, an MA student is required to complete a total of thirty (30) credits/units of work consisting of the following:

- Five (5) core courses -15 credits
- Two elective courses - 6 credits
- Seminars - 3 credits
- Dissertation – 6 credits
- Submit and pass a supervised dissertation of 15,000 words (60 pages double-spaced + or – 10%), that includes the Fore Matter, References, and Appendices.
- To pass the written dissertation examination, a candidate must score at least 50% in the internal and external assessments. A candidate who fails one of the two assessments has two further opportunities to resubmit. A candidate who fails either the internal or external assessment on the third occasion is not allowed an additional examination. Such a student must write and defend an entirely new dissertation after payment of the relevant fees.
- Candidates who are unable to score at least 40% in both the internal and external assessments are not allowed an additional examination. Such students must write and defend an entirely new dissertation after paying the relevant fees.
- Candidates must pass the MA Dissertation Oral Defence. A candidate is considered to have passed the dissertation oral defence only when the average score awarded by the defence panel is at least 50%. Students are permitted to take a second final oral examination if they score less than 50% on the first attempt. An MA candidate who fails the dissertation oral examination twice is not allowed an additional examination. Such a student must write and defend an

6.0 STRUCTURE AND MODE OF PROGRAMME DELIVERY

6.1 Regular MA Programmes (MCPS AND MGPS)

The regular MA programmes run for one full year under a modular system. The year is divided into Four (4) Sessions. Lectures are delivered in time frames ranging from two to four weeks depending on the courses offered in a particular Session. There is a three (3)-month interval between sessions. A maximum of four courses are taught each session. During each session, students will be issued with topics for Term Papers and other assignments to prepare and submit written responses at specified timelines.

6.2 Weekend and Executive MA Programmes (WMCPs, WMGPS & EMCPS)

The weekend programmes run for one full year. Classes are held on Fridays and Saturdays. Classes are held on two consecutive weekends followed by a weekend break for the EMCPS programme. There are no lectures on public holidays.

6.3 Mode of Delivery

Classes are delivered in-person at the halls of the KAIPTC. Classes may only be held online to make up for missed classes arising from other official engagements by lecturers. The hours expected for the make-up classes with the students would be the same amount of time presented online. The following are the Codes of Conduct during an online class

- The student should find a very congenial environment devoid of noise and other interferences to hook on/participate in the class.
- When not contributing to class discussions, the microphones of students must be muted.
- The student should treat the instructor and classmates with utmost respect.
- Offensive language, slang or derogatory/sarcastic comments will not be allowed
- Disrespectful tantrums will not be tolerated.
- Criticism must be constructive, well meaning, and well-articulated.
- Students are not allowed to sign out before the end of the lectures.
- The cameras of all the students are supposed to be on during the class.
- A breach of any of the above shall be treated as academic dishonesty and the student shall be arraigned before the Student Disciplinary Committee.
- Penalty for any student found culpable shall range from warning to dismissal.

7.0 APPLICATION

Applications should be completed online through the KAIPTC website (www.kaiptc.org).

8.0 COURSE OF STUDY

A candidate who is admitted to a programme shall be required to follow the approved course of study over the prescribed period, as determined by the Academic Board.

9.0 REGISTRATION AND ORIENTATION

9.1 A student is required to register for the courses prescribed for every session.

9.2 Students are required to register with the Registry.

9.3 A student who fails to register at the time designated for registration by the Registry shall forfeit his/her right to register for the session. Such a person shall be deemed not to be a student for that period.

9.4 No student shall be permitted to register by proxy.

9.5 No student is permitted to register for two programmes at the same time. The sanction for double registration shall be the cancellation of both registrations.

9.6 Orientation is compulsory for all new students.

10.0 MATRICULATION

10.1 A person enrolling in KAIPTC for a graduate degree programme shall matriculate.

10.2 A person shall not be matriculated into KAIPTC unless that person has been accepted for admission and has fulfilled the conditions prescribed by the Academic Board.

10.3 The Academic Board shall determine the manner of matriculation into KAIPTC.

11.0 INTERRUPTION OF STUDY PROGRAMME

11.1 A student who intends to interrupt his/her study programme can only do so with the prior written approval of the Academic Board, obtained by an appropriate application made in advance through the Dean of the Faculty,

stating reasons why he/she wants to interrupt his/her study programme. Permission must be duly granted by the Academic Board and communicated to the applicant in writing. Students who defer their programme of study are required to communicate officially in writing when resuming their studies.

11.2 Students can defer only up to a maximum of one (1) year. After the one year, if the student has not completed the course, he/she **may forfeit their studentship and would have to apply for fresh admission.**

11.3 Deferment is at the student's own risk.

12.0 TRANSFER OF CREDITS

12.1 Students admitted for a graduate programme may, based on approved official transcripts by the Academic Board, be allowed to transfer credits earned from another graduate programme to the KAIPTC.

12.2 A candidate who completes part of the coursework in another university may be offered admission based on credits transferred to KAIPTC provided:

- The contents of courses taken are deemed comparable and satisfy the course requirements of the programme he/she seeks to pursue.
- The candidate shall take any additional courses as may be required by the Faculty.

13.0 CREDIT UNITS

13.1 Course Work

One credit hour implies one contact hour (per week) between the instructor and the students.

14.0 GRADING SYSTEM

Grade	Numerical Mark %	Interpretation	Grade Point
A+	80 -100	Distinction	4.00
A	70 – 79	Excellent	3.75
B+	65 – 69	Very Good	3.50
B	60 – 64	Good	3.00
C	50 – 59	Pass	2.00
D	40 – 49	Fail	1.50
F	Below 40	Fail	0
Z	-	Disqualification	-
I	-	Incomplete	-
X	-	Absent	-

Z: Failure due to DISQUALIFICATION from an examination as a result of an examination malpractice or offence as determined by the Academic Board.

I: Denotes INCOMPLETE and is awarded to a student who is unable to complete a course of study for legitimate reasons as determined by the Academic Board.

X: Failure due to absence from examination or inability to complete a course for reasons adjudged by the Academic Board as unsatisfactory.

A student must pass all courses to graduate.

A student who fails one or two courses (be it a D/F) is required to re-sit and pass at the next available sitting.

Any students who fails to fulfill the requirements for continuous assessments would be given the opportunity to re-submit at the next time the course is

offered, after fulfilling all financial and administrative obligations.

14.1 Grade Point (GP)

Each (letter) grade has a corresponding Grade Point as indicated above. The Grade Point earned by a student for each course completed is computed as the product of the number of credits (credit units) for the course and the Grade Point equivalent of the (letter) grade obtained in the course.

14.2 Grade Point Average (GPA)

The Grade Point Average is obtained by dividing the sum of the Grade Points obtained by the total number of credits (credit units) of courses registered.

14.3 Cumulative Grade Point Average (CGPA)

A student's Cumulative Grade Point Average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

14.4 Final Grade Point Average (FGPA)

The Final Grade Point Average is the Cumulative Grade Point Average for all courses for which the student has registered up to the end of the academic programme.

15.0 ELIGIBILITY FOR EXAMINATIONS

15.1 A student shall not be allowed to take an examination unless he/she has:

- Registered for the courses for the examination;
- Attended at least 75 percent of the lectures, tutorials, seminars, and practicals, and undertaken all other activities and assignments as approved by the Faculty
- Fulfilled the Continuous Assessment requirements.

15.2 The Faculty, with the approval of the Academic Board, determines

the requirements for the courses offered. A student who does not satisfy the requirements for any course shall not be allowed to take the examination for that course.

15.3 In any case, a student who is absent for a consecutive period of five (5) days from all lectures, tutorials, practicals, and other assignments prescribed for any course in a particular Session shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the end of Session examinations or submit an end of Session term paper.

16.0 REGISTRATION FOR EXAMINATION

Registration for Examination shall require clearance by the Registrar and Finance Officer of KAIPTC. Only candidates who meet their financial obligations as well as the relevant academic requirements in each of the subjects offered over the prescribed period shall qualify to register for examination, including dissertation examination. A candidate's registration shall not be valid unless it is so endorsed.

17.0 STUDENT IN GOOD STANDING

17.1 A student in good standing shall have obtained the minimum level of credits and grade point average required by the programme of study at the end of each Semester/Session and fulfilled all financial obligations.

17.2 Where a student fails to obtain the minimum CGPA of 2.00, he/she shall be deemed not to be in good standing and shall be asked to withdraw.

17.3 Where a student obtains a CGPA between 2.00 and 2.49 (inclusive), he/she shall be placed on probation for one Session. A student who fails to move off probation after the next Session shall be withdrawn.

17.4 Where a student fails in more than two papers in any session he/she shall be asked to repeat the session.

18.0 RE-SITTING OF FAILED PAPER(S)

A student may be permitted to re-sit a failed paper(s) only at the next regular opportunity.

18.1 Students re-sitting a failed paper(s) must do so within the maximum time permitted for the completion of their programmes.

18.2 A student who misses an examination may be able to take the same examination only at the next regular opportunity, as no make-up exams are available. Such a student may not be able to graduate with his/her cohort.

19.0 DEFERMENT OF EXAMINATION

A student who has registered for prescribed courses, attended lectures and satisfied the requirements for examination, but is unable to take the examination on grounds of ill-health, shall, on application to the Dean and, on provision of a recognised medical certificate issued or endorsed by a certified medical practitioner, be allowed to defer the examination(s), and shall be allowed to take them at the next offering. Such a student may, however, not be able to graduate with his/her cohort.

Approval for the deferment of examinations shall be communicated to the student in writing. Students shall not defer examinations for more than one (1) year.

19.1 **On grounds other than ill-health:** In cases of deferment on grounds other than ill-health, the Dean shall invite the applicant for an interview. It shall be the student's responsibility to satisfy the Dean beyond reasonable doubt why he/she wishes to defer the examinations.

19.2 In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Dean.

20.0 EXAMINATION AND DETERMINATION OF RESULTS

20.1 Scoring Scheme for MA Courses

The following scoring (weighting) scheme will apply in the evaluation of MA students' performance:

- | | |
|-------------------------|-----|
| • Examination | 50% |
| • Continuous Assessment | 50% |

*Continuous assessment includes term papers, class assignments, syndicate works, quizzes, case studies, class tests, class attendance, etc.

20.2 Requests for Re-marking

Requests for re-marking must be made within 14 days following the publication of examination results. Requests for re-marking shall be received by the Dean, who will appoint an external examiner to re-examine a paper after payment of the fee for re-marking. The mark/grade awarded following the re-examination shall supersede the original mark/grade obtained.

21.0 DISSERTATION

21.1 Submission of Dissertation

21.1.1 Each student is required to submit a dissertation, which addresses an issue about which social science research is required in the student's field of study.

21.1.2 MA dissertations should be submitted four (4) months following the assignment of a supervisor. A dissertation is not complete unless it is signed by both the student and his/her supervisor. Upon completion of the dissertation, the student is required to submit three (3) copies to the Academic Registry for the records and formal dispatch to Internal and External Examiners within two weeks. Each dissertation shall be examined by at least two examiners, one of whom must be an external examiner. The Examiners shall mark the dissertation and return it, with their detailed comments, to the Registrar for processing. Changes (if any) recommended by Examiners must be corrected within 30 days and resubmitted with the approval of the Supervisor. Students are required to discuss all recommendations with their supervisors prior to effecting any corrections. Supervisors may not sign off dissertations that were revised without their approval..

21.1.3 MA students are expected to submit their completed dissertations within four (4) months following the assignments of supervisors. A student who is unable to submit the dissertation within the (4) month-period may be granted an extension of maximum one (1) month to complete and submit it. Failure to submit the dissertation by the end of the extension may attract penalties as may be determined by the Faculty.

21.1.4 Candidates will be examined orally after submitting their dissertations.

21.2 Examination of Dissertations

21.2.1 Internal and External Dissertation Examiners shall be appointed by the Dean in consultation with the Academic Board.

A formal report, written on a prescribed form and duly signed by each Examiner, shall first be submitted to the Dean, who shall, after considering the report, submit it to the Registrar. The Registrar shall subsequently present the report on the dissertation, together with the results of all other examinations to the Academic Board for approval.

21.2.2 The Examiners' report on the dissertation shall indicate the extent of the candidate's knowledge of the particular field of study, the subject area of the dissertation, whether or not the presentation of the material is satisfactory; and whether or not the dissertation meets the requirements for the award of a Degree.

21.2.3 A dissertation, which is adjudged by the Examiners to be inadequate, will be returned to the candidate for corrections. The candidate shall re-submit the corrected dissertation within one month after it has been signed by both the student and his/her supervisor.

21.2.4 Students are required to pass both the internal and external assessment of their dissertations.

21.3 Supervision of Dissertation

21.3.1 Students are required to submit their dissertation topics within one week following the call for submission by the Registrar.

21.3.2 The Dissertations Committee (DC) shall, in respect of each registered student, approve a topic and appoint Supervisor(s).

21.3.3 The Supervisor of each dissertation shall submit periodic reports, as may be determined by the DC, on the work of each student to the Dean.

21.3.4 Each candidate shall submit Three (3) typed copies manila card cover (light blue) dissertation manuscripts to the Registrar for processing and final examination. The cover should bear the details of the title cover of the dissertation, the name of the student, the index number of the student, the name of the institution, and the month and year in which the dissertation is being submitted.

21.3.5 Dissertation submitted by any student shall be an original work.

21.3.6 Students are required to discuss the reports and comments issued on their dissertations by both internal and external examiners prior to effecting suggested revisions.

21.3.7 There shall be no joint authorship of a dissertation submitted for the award of a degree. The completed (i.e. examined, corrected, amended, etc.) dissertation shall be produced on a good-quality A4 paper, typed/printed on one side only, with one inch margins and hard bound before submission;

- The dissertation shall contain a declaration signed by the student that the dissertation in question embodies her/his own original work. The specific wording of the declaration is provided in the Dissertation Handbook;
- The KAIPTC Librarian shall check the dissertation for potential instances of plagiarism and abuse of Artificial Intelligence (AI) and subsequently submit a report to the Registrar;
- The thresholds for AI is 10% and Similarity Index is 20%.
- A dissertation found to contain plagiarised material or written by another person other than the candidate shall be cancelled, and the student suspended for such a period as may be determined by the Academic Board, on the recommendations on the Disciplinary Committee. In the event that the breach is detected after a degree has been conferred on the student, the certificate shall be revoked or withdrawn no matter how long the degree would have been conferred on the student;

- Each dissertation shall be signed by both the student and the Supervisor(s);
- The dissertation shall be written in English;
- The dissertation must not have been previously submitted for examination, award of a degree or publication by another institution or organisation prior to its submission to KAIPTC.
- One (1) copy of the dissertation must finally be bound in hard cover and submitted, as specified above.

22.0 EXAMINATION RESULTS

22.1 Publication of Results

22.1.1 The Examination Committee shall moderate examination results prior to submission to the Academic Board.

22.1.2 Examination results shall be approved by the Academic Board prior to the official publication of the results.

22.1.3 Approved results of examinations taken at the end of each Session shall normally be published before the end of the next Session by the Registrar

23.0 QUALIFICATION FOR AWARD OF GRADUATE DEGREES

23.1 To qualify for the award of an MA Degree, a student must pass all required examinations and fulfil all other requirements for graduation.

24.0 GRADUATION REQUIREMENTS

24.1 A student is required to attend all the required classes, write prescribed examinations and complete all other assignments. The programme cannot be considered as completed if there are outstanding papers and/or term papers/assignments/project work to be taken. An MA student is expected to obtain a total average mark of 50 percent in order to qualify for the award of a degree. Other graduation requirements are as follows:

- A candidate must earn the minimum required credits and obtain a CGPA of at least 2.0;

- A minimum grade of C in each course taken in the area of specialisation;
- Submit one (1) certified copy of the final dissertation and an electronic copy to the Registrar;
- A candidate must pass the dissertation oral defence; and
- A candidate who fails the dissertation will be offered a re-submission at a fee, in which case he/she may graduate the following academic year.

24.2 A candidate who fails to carry out or satisfy any recommendation made by the Academic Board within the time specified, or fails to follow the guidelines laid down for such re-writing or amendment or revision fails the examination(s).

24.3 The Graduate Degree, appropriately designated, shall be awarded to a student who has been properly admitted to a programme at KAIPTC, has followed the prescribed course of study over the period, has fulfilled all the requirements pertaining to the programme and obtained the minimum credit requirement.

25.0 ENDORSEMENT

25.1 The Graduate Degree, appropriately designated, shall be conferred under the seal of KAIPTC/National Defence University (NDU) upon each successful student at a formal graduation ceremony.

26.0 CANCELLATION OF AWARD

26.1 A Graduate Degree conferred on a student may be cancelled at any time, even with retrospective effect, if it is established that:

- the student gained admission with false qualifications;
- the student impersonated someone else;
- the student has been guilty of examination malpractice;
- The student has otherwise conducted himself/herself in a manner that is adjudged to be incompatible with the status of the holder of a KAIPTC/NDU Graduate Degree;
- The student has presented a dissertation written by somebody else other than himself or herself;
- Student has not met or fulfilled the class attendance criteria;
- The student had plagiarised other people's work or engaged another person to write the dissertation on his/her behalf; and Any other reasons that would have led to the withholding of confirmation of the

award in the first place;

27.0 FINANCIAL OBLIGATIONS

27.1 Fees for tuition and residence shall be paid at rates determined by the Academic Board from time to time.

27.2 Students shall pay the prescribed fees in accordance with the terms and at the times specified in the admission letter. A student who is being sponsored on a programme shall provide evidence of the sponsorship.

27.3 A student who is unable to graduate within the stipulated time for the completion of the programme of study, will be required to pay fees for the subsequent academic year/years within the statute of limitation.

27.4 A fresh student shall be required to pay the necessary commitment fee within the specified period, failing which the offer shall be withdrawn.

27.5 A commitment fee, which shall be part of the school fees of the 1st session/semester of a fresh student, is non-refundable.

27.6 A fresh student who defers his/her admission after the payment of the commitment fees shall forfeit 20% of that fee when he/she applies for re-admission. Upon re-admission, the prevailing fees shall apply. Accepted offers cannot be deferred for more than two years.

27.7 No candidate shall be admitted to an examination unless he/she has discharged all obligations owed to the Centre, including payment of the appropriate fees. In extreme cases, the student shall be asked to withdraw from the programme.

27.8 Fees are not refundable if a student withdraws or is absent from parts of a programme or fails to complete the programme within the specified period.

28.0 EVALUATION BY STUDENTS

38.1 At the end of each session, each student will be requested to complete an online evaluation form under conditions of confidentiality and anonymity.

38.2 The form will cover the following items: relevance of the course, clarity of handouts and modules, methodology, lecturer's performance and conduct, quality of programme and learning environment. The data shall be analysed and the results used to improve/enrich modules and course administration in general. The evaluation constitutes part of lecturers' appraisals.

29.0 CONSULTATION

29.1 Lecturers shall specify on their course outlines or dissertation schedule forms the office hours when Students may consult with them. Students may also consult the Dean, Deputy Dean, Registrar, and Assistant Registrar at any time in the week during office hours.

30.0 THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

30.1 The SRC shall be the official organ of the students of the Centre and shall be responsible for:

- (a) Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students at the Centre;
- (b) The presentation of the views of the students of the Centre to the appropriate body or bodies;
- (c) Establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana;
- (d) Subject to these Statutes, the nomination of student representatives to serve on appropriate Academic Board Committees and Ad-Hoc Committees to probe or manage the affairs of the students of the Centre; and
- (e) Promoting cordial relationships among all sections of the Centre's com-

munity and maintaining good relationships with the Alumni of the Centre.

30.2 The executive membership of the SRC shall consist of:

- (a) The President,
- (b) The Vice-President
- (c) The Secretary,
- (d) The Vice-Secretary,
- (e) The Treasurer,
- (f) Chairman, Financial Committee, and
- (g) Gender Focal Person.

30.3 The quorum for the transaction of business of the SRC shall be fifty percent (50%) plus one of the memberships, including the President or the Secretary.

30.4 Students may establish Societies/Clubs subject to approval by the Academic Board.

31.0 DISCIPLINARY MATTERS

31.1 Every student shall be subject to such rules regulating the conduct of students as may from time to time be adopted by the Academic Board.

31.2 A formal charge against a student whose conduct may be discreditable to the KAIPTC or detrimental to the discharge of its duties, or which amounts to a violation of its rules may be handled by the Academic Board.

31.3. The Academic Board may constitute a Disciplinary Committee to investigate any violations of KAIPTC academic rules and regulations and submit its findings and recommendations to the Board for consideration and necessary actions.

32.0 ETHICAL POLICY/CODE OF CONDUCT

32.1 KAIPTC aims at not only producing the accomplished scholar but also a person of high integrity dedicated to improving the quality of life

in Ghana, Africa and anywhere in the world. To this end, KAIPTC will take an uncompromising stand against any person who breaches the high moral standards of our society or exhibits in any way behaviour that is not acceptable. These include, but are not limited to, sexual harassment, stealing, bribery, assault, verbal and physical abuse, corruption, substance abuse, cheating and academic dishonesty (plagiarism, dissertation contract cheating, abuse of AI, etc.).

32.2 A student who violates any of the above shall be subjected to disciplinary action as may be determined by a committee set up by the Academic Board for that purpose.

32.3 A student shall be expected at all times to show concern for public issues and public property. He/she shall be expected to comport himself or herself in the best interest of the tradition of academic decency and social involvement. This includes strict adherence to the national laws on drug abuse, indecent social behaviour, examination malpractice and falsification of certificates to gain admission.

32.4 Offences and Sanctions

Acts including, but not limited to, examination malpractices, plagiarism, dissertation contract cheating, bribery, sexual harassment, and cyber fraud constitute grave offences that place the offender in direct contravention of KAIPTC basic ethical regulations.

All cases shall be duly investigated and concluded based on evidence provided by the parties involved in the matter and appropriate sanctions meted out thereof. The rules and regulations shall also include those stated on specific course outlines.

32.5 Sexual Harassment of Student by Member of Staff or Staff by Student or Student by Student

32.5.1 The Kofi Annan International Peacekeeping Training Centre has adopted a zero tolerance approach to any form of sexual harassment. Thus, any member of the Faculty who feels he/she is being or has been subjected to sexual harassment should make a complaint via the appropriate procedure.

32.5.2 Sexual harassment is defined as any unwelcome, offensive or

importunate sexual advances or request made by an employer or superior officer or a co-worker to a worker, whether the worker is a man or woman’.¹ At the KAIPTC Faculty of Academic Affairs, sexual harassment may be committed under the following circumstances:

- a. by a staff member on a student;
- b. by a student on a staff member;
- c. by a student on a student;
- d. by a staff member on a staff member.

32.5.3 Behaviours constituting sexual harassment may include:

- a. Unwelcome sexual advances;
- b. Request for sexual favours from a student or staff;
- c. Inappropriate verbal, written or physical conduct of a sexual nature where submission to or rejection of such behaviour is used by the offender as the basis for making academic decisions which has the potential to affect the victim, where the offender is a staff member and the victim is a student;
- d. Preferential treatment or promise/insinuation of preferential treatment for submission to sexual conduct;
- e. Comments or statements that are demeaning, humiliating and sexually suggestive;
- f. Continued expressions of sexual interests after being informed that the interest is unwelcome;
- g. Threats, demands, or pressure to submit to sexual requests in order to pass assignments, term papers or exams, where the offender is a staff member and the victim is a student.

32.5.4 In all instances described above, the procedure below must be followed.

32.5.5 Procedure:

- a. When a person has been subjected or is being subjected to sexual harassment, it is recommended that, the Complainant proceeds either formally or informally in accordance with KAIPTC’s Standard Operating Procedure on Sexual Harassment, which applies to staff, students and participants of training courses.
- b. For students, formal or informal sexual harassment complaints should

¹Section 175 of Labour Act, 2003 (Act 651)

be made to the Dean, or where necessary, to the Registrar or any faculty member the complainant feels comfortable reporting the incident(s) to.

c. The Faculty, however, advises that a written record of any incident of sexual harassment be made as early as possible to the after such incident has occurred, by the Complainant.

d. The written record should be signed, dated and kept for future reference with details of the incident, including:

- When and where the harassment took place, including dates and times;
- Details of the behaviour; and
- Details of any witnesses to the behaviour.

32.6 Destruction of School Property

A student who deliberately destroys any property of the Centre shall be responsible for the replacement of the item(s) or payment of full cost of replacement followed by his/her dismissal, or any other sanctions as may be determined by the Academic Board.

32.7 Substance abuse by students

Substance abuse refers to the use of illicit drugs/alcohol or the abuse of prescription or over-the-counter drugs for purposes other than those for which they are indicated or in a manner or in quantities other than directed. The sanctions for drug abuse shall include the following;

- Verbal and or written warning; if the person persists, he or she should be referred to a counselling service.
- If the conduct persists subsequent to referral to a counsellor, the student shall be dismissed.

32.8 Stealing by Student

The sanction for stealing shall be outright dismissal.

32.9 Disciplinary Action(s)

32.9.1 Depending on the severity of the case, the sanction for assault, verbal and physical abuse shall be determined as follows:

- First time: Written Warning
- Second time: Suspension

- Third Time: Dismissal
- Any other sanction as may be determined by the Academic Board.

32.9.2 Corruption includes monetary inducements or payments or gifts or services in exchange for admissions, for marks or refusal of staff to notice cheating, ghost writings, etc. Depending on the severity, the sanction shall be determined as follows:

- First time: Written Warning or suspension.
- Second time: Suspension
- Third Time: Dismissal

Any other sanction as may be determined by the Academic Board.

32.10 Examination Malpractice

Depending on the gravity of the offence the student may be warned by the invigilator during the exam, or marks may be subtracted; the paper may be cancelled, the student may be suspended or dismissed from the programme of study for a period.

32.10.1 A student who submits a plagiarised term paper or other assignments for assessment shall score an automatic zero, and would be deemed to have failed the entire course. Depending on the gravity of the offense, the student may be dismissed by the Centre.

33.0 KAIPTC ALUMNI

33.1 There shall be an Alumni Association of KAIPTC representing the past students of the Centre.

33.2 Any past student of the Centre shall be eligible for membership of the Association on fulfilling the conditions of membership prescribed by the Association.

33.3 The Association shall have the power to make its own regulations.

34.0 RESEARCH ETHICS POLICY

Research is broadly defined to include all investigation undertaken in

order to acquire knowledge and understanding, across the full range of academic disciplines, from the arts and humanities to the natural sciences (whether funded or not), and also encompassing administrative research undertaken within, or on behalf of, professional organisations.

The paramount principle governing research involving human subjects/ participants and personal data is respect for the participants' welfare, dignity and rights.

34.1 Participants' Rights Participants have a right to:

- Consent to participate, withdraw from, or refuse to take part in research projects;
- Confidentiality and anonymity: personal information or identifiable data should not be disclosed without participants' consent;
- Security: data and samples collected should be kept secure and anonymised where appropriate; and
- Safety: participants should not be exposed to unnecessary or disproportionate levels of risk.

34.2 Researchers' Obligations Researchers have an obligation to ensure that their research is conducted with:

- Honesty;
- Integrity;
- Minimal possible risk to participants and to themselves; and
- Cultural sensitivity.

All students who conduct, or contribute to, research activities involving human participants and personal data, whether these take place within or outside the premises of KAIPTC and its facilities, must observe the above rights and obligations.

34.3 Plagiarism

Plagiarism is the unacknowledged use of other people's ideas or work and one's own idea or works previously submitted. Depending on the case, penalties for plagiarism are very severe and range from reprimand to suspension or cancellation of the piece of work and expulsion, or revocation of certificate in cases where it has already been awarded.

35.0 EXAMINATION REGULATIONS

35.1 Qualification to write KAIPTC Examinations

To qualify for an examination conducted by KAIPTC, a candidate:

- must have registered for the course in the semester;
- must have fulfilled all course requirements;
- must have settled all financial obligations to KAIPTC;
- must be in possession of a valid KAIPTC Student Identity Card.

35.2 Examination Room Prohibitions

Students must adhere to the following rules and regulations:

- Do not bring to the Examination centre/venue or the washroom of the Examination centre any notes, books, cellular or mobile phones, unauthorised material.
- Do not enter the Examination room until you are invited, called or requested to enter the Examination room.
- Do not leave the Examination room within the first hour of the Examination session unless you are unwell and permitted by the invigilator.
- Do not leave the Examination room during the last ten minutes of the Examination; remain seated until the Examination scripts have been collected by the invigilators.
- Do not obstruct or frustrate the work of any Examination official.
- Do not hide unauthorised material on your body. Do not refuse to submit your body to a search when that becomes necessary.
- Do not communicate with a fellow candidate in the Examination hall or room.
- Do not pass or attempt to pass information or an instrument to another candidate during an Examination.
- Do not copy or attempt to copy from any candidate or engage in any similar activity.
- Do not use correction fluid in any answer booklet.
- Do not borrow any material from another candidate.
- Smoking or drinking alcoholic beverage is not allowed in the Examination halls.
- Eating in Examination halls or rooms is prohibited.

35.3 Other Regulations

- Candidates must display student's ID card on the left hand side of the Examination table.
- A candidate may be refused admission to KAIPTC Examination if the candidate reports to the examination hall/centre more than half an hour after its commencement.
- Candidates who fail to be present at an Examination without satisfactory reason shall be awarded a grade 'X'.
- A Candidate at an Examination shall sign his or her name in the register of candidates for the Examination.
- At the end of each Examination, candidates should ensure that they do not take away any answer books, supplementary sheets, whether used or unused, or any official Examination material from the hall.
- A candidate who is allowed to leave the Examination room temporarily will be accompanied by an attendant or by an invigilator.

35.4 Unacceptable Reasons for Absence from Examination

- Misreading of the timetable.
- Forgetting the date and time of the Examination or failure to read official email communications
- Inability to locate the Examination hall.
- Failure to find transport.
- Medical emergencies of relations.
- Loss of a relation, save immediate relations such as parents, siblings, spouse or child, in which case approval should be received from the Dean.
- Pregnancy unless certified by a Medical Doctor to make writing of tests and/or Examinations impossible or unadvisable.

35.5 Sanctions for Breaches

- A reprimand
- Loss of marks
- Cancellation of a paper

- Withholding of results for a period
- Award of grade Z (disqualification)
- Being barred from the Examination of the Centre for a stated period
- Being barred from the Examination of the Centre indefinitely
- Suspension from the Centre
- Expulsion from the Centre and any other sanctions as may be determined by the Academic Board.

36.0 CHANGE IN THE REGULATIONS

The Kofi Annan International Peacekeeping Training Centre reserves the right to change the rules, regulations and policies, as well as programmes and course requirements outlined in this Handbook as and when it becomes necessary without prior notice.

-End-



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KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE

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