UNIVERSITY OF CAPE COAST
SCHOOL OF GRADUATE STUDIES

GUIDELINES FOR VETTING OF THESIS AND DISSERTATION

1. Check whether the candidate has effected all the corrections suggested by the Examiners (Internal, External and Viva Voce Panel).

2. Check if the candidate has got the required CGPA (minimum CGPA is 2.5).

3. Look for wrong spellings/use of wrong words.

4. Check whether references cited in the text also appear in the References List and Bibliography in the case of Ph.D students.

5. Vet the thesis/dissertation according to the University's standard thesis/dissertation format. Indicate your comments on the attached form.

6. Check if the dissertation or thesis has the required number of pages (M.A/M.Ed/M.Sc/MBA maximum is 100 pages; M.Phil/M.Com/MN maximum is 150 pages and Ph.D maximum is 300 pages excluding preliminaries and appendices).

7. Give other general comments as well as suggestions for improvement of the thesis/dissertation.

8. Give your recommendation and sign.

The completed thesis/dissertation Vetting Form together with a report on corrections by the student, should accompany every hard-cover thesis/dissertation submitted to the School of Graduate Studies.

The School of Graduate Studies will not accept any hard-cover thesis/dissertation without evidence of vetting by the College/Faculty/School.

UNIVERSITY OF CAPE COAST
SCHOOL OF GRADUATE STUDIES

THESIS/DISSERTATION VETTING FORM

CANDIDATE'S NAME:... **M.A[   ] M.Ed.[   ] M.Sc.[   ]**
MBA[   ] M.Phil/M.Com/MN[   ] Ph.D[   ]

AREAS	COMMENTS/SUGGESTIONS
CGPA	
Outside Cover	
Inside Cover	
Declaration	
Abstract	
Acknowledgements	
Dedication	
Table of Contents	
List of Tables	
List of Figures	
Pagination	
Margins	
Chapter Headings	
Paragraphing	
Tables (Numbering, Lines, etc)	
Figures (Numbering, Lines, etc)	
References	
Number of Pages	

OTHER COMMENTS/SUGGESTIONS

PAGE NUMBER	COMMENTS/SUGGESTIONS

Recommendation:		
Accepted ☐	☐ No corrections are required	
	☐ Subject to suggested corrections	
Rejected ☐	Resubmit for vetting	

Vetted by College Rep:[Name……………………………......…………] Signature:………………………

Date:………………………………………

Verified by the Vice-Dean: [Name……………………...……………………………………...……………………….……]

Remarks:…………………………………………………………………………………...........................

Signature:…………………………......................... Date:…………………………………………

Verified by the Vice-Dean, SGS/Rep.: [Name…………………………...…………..……]

Remarks:…………………………………………………………………...............…………………......

Signature:…………………………......................... Date:…………………………………………