# Ph.D. Application Form

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<th>No.</th>
<th>Date: ...... / ....... / 20.....</th>
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## 1. Name (in capital letters)
- Given name
- Surname/family name
- Other initials

## 2. Date of Birth
- DD
- MM
- YYYY

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<thead>
<tr>
<th>Gender</th>
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<tr>
<td>Male</td>
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<td>Female</td>
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## 3. Address for Communication

## 4. Permanent Address

## 5. Phone Number(s)
- Including country code

## 6. E-mail ID

## 7. Educational Qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>% of Marks/CGPA</th>
<th>Year of Passing</th>
<th>University / College</th>
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## 8. Currently Employed? Y / N

*If ‘Yes’, please give the details below*

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<th>Company</th>
<th>Designation</th>
<th>Address</th>
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### 9. Details of Previous Employment (include additional sheets if required)

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<th>Company</th>
<th>Designation</th>
<th>Period of Employment</th>
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### 10. Broad area of research interested in:  
(Brief write up on area of research up to 250 words and attach to application)

Indicate faculty choice with “√”:

1. Art and Design
2. Complementary and Alternative Medicines
3. Dental Sciences
4. Engineering and Technology
5. Hospitality Management and Catering Technology
6. Management and Commerce
7. Pharmaceutical Sciences
8. Science and Humanities

### 11. Mode of study:
- [ ] Full-Time
- [ ] Part-Time

### 12. Do you have any supervisor/advisor to guide at your work place?  
Y / N  If ‘Yes’, please give the details below

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<th>Name</th>
<th>Company</th>
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<th>Address</th>
<th>Phone No.</th>
<th>Email</th>
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Date: 
Signature of the Candidate:
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:

- Certified true copies of certificates and any other academic records.
- Two recent passport-sized photographs one of which should be affixed to the form.
- Personal Statement/Statement of Purpose
- Research proposal of an appropriate standard (10-15 pages maximum; double spacing or 250 words) using the following 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, solve a given problem or challenge 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.
  - Copies of publications or research materials, if any.
  - Curriculum Vitae
  - Two (2) recommendation letters
    a. *Use only clearly identified official academic or business letterhead. This letter must be signed by you.*
    b. *Attach your letter to this Reference Form and send them so they arrive no later than the stated deadline.*
    c. *The referee must describe the applicant's qualifications for graduate study using the following guide:*  
      - 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.
  - A non-refundable application fee is required to process an application. The application fee may be paid by money order or banker's draft. (*Refer to advert or contact the PhD Coordinator for the fee*)
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| Enquiry through: | Walk-in ☐ | Telephone ☐ | Mail ☐ | E-mail ☐ |

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<tr>
<th>Counsellor’s Remarks:</th>
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| Date | Signature of Counsellor |

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<tr>
<th>Follow-up Details:</th>
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<tr>
<th>Initiated by</th>
<th>Candidate</th>
<th>Submitted to</th>
<th>Director Admissions</th>
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<td>Routed through</td>
<td>Ph.D. Coordinator</td>
<td>Custodian of the document</td>
<td>Manager Admissions</td>
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<td>Copies to</td>
<td>PVC</td>
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<tr>
<td>Enclosures</td>
<td>Photocopies of all certificates and mark sheets</td>
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<td>Receipt for application fees</td>
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<td>Check list</td>
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