



# **PHD APPLICATION GUIDELINE FOR**

**ACCRA METROPOLITAN  
UNIVERSITY**

**ACCRA METROPOLITAN UNIVERSITY**  
*Empowering Minds, Shaping Futures*

# PHD ADMISSION GUIDELINES

**Dear Prospective Applicant,**

Are you ready to lead, influence, and transform your field? Accra Metropolitan University invites applications to its prestigious **PhD programmes** in:

- **Finance & Accounting**
- **Leadership & Sustainable Governance**

## **Why Choose Accra Met Doctoral Programmes**

Our doctoral programmes are designed for ambitious professionals and researchers seeking to make meaningful impact in academia, business, public policy, and global development. The uniqueness of the Accra Met PhD programmes are rooted in its educational philosophy of “useful and applied learning which emphasizes applied research”. Additionally, the Accra Met programmes have:

- Flexible learning pathways
- International faculty and networks
- Rigorous research training with real-world relevance
- Student support system provided to ensure timely graduation

## **1.0 ADMISSION REQUIREMENTS AND PROCESS**

### **1.1 General Admission Requirements**

Applicants must satisfy the following minimum requirements for admission into any of the PhD programmes:

#### **1.2 Academic Qualifications**

A relevant master's degree from a recognized university.

#### **1.3 Documents and Additional Requirements**

- i. Completed application form (online)
- ii. Official transcripts from previous universities
- iii. Certified copies of academic certificates
- iv. Detailed curriculum vitae (CV)
- v. Statement of purpose (SOP) (maximum 1,000 words)
- vi. A two-page summary of intended research (maximum 1,000 words)
- vii. Two academic/professional reference letters
- viii. Proof of English Language proficiency (if applicable)
- ix. Application fee payment receipt
- x. Admission interview (Where applicable)

**Note:** The above listed documents are requested for the completion of your application (kindly Scan all documents in **PDF** format. No pictures of documents will be accepted except your passport picture).

## International Applicants

Evidence of proficiency in English Language will be required from students from non-English speaking countries or students who did not complete their programmes in English.

### 1.4 Language Proficiency

- For applicants whose first language is not English:
  - **TOEFL score of 90+** or
  - **IELTS score of 6.5+**
  - OR equivalent evidence of English proficiency in academic settings.

### 1.5 Evaluation of credentials (certificates)

Certificates shall be evaluated by the Ghana Tertiary Education Commission to establish credibility and equivalences. Applicants who already have evaluation reports from the GTEC can submit it directly with their documents. Applicants who do not have evaluation reports should pay for the University to submit same to the GTEC for evaluation of their credentials.

#### Amount to be paid Local Applicants

Bachelor's degree certificates: GHS500.00

Master's degree certificates: GHS500.00

Doctorate certificates: GHS500.00

#### International Applicants

Bachelor's degree certificates: USD75.00

Master's degree certificates: USD75.00

Doctorate certificates: USD75.00

**Payment should be sent to the Accounts below:**

**Bank Details**

<b>Bank Name:</b>	GT Bank
<b>Accounts Name:</b>	Accra Metropolitan University
<b>Accounts Number:</b>	3219001050390
<b>Swift Code:</b>	GTBIGHAC
<b>Sort Code</b>	200115
Branch	Ring Road Central

**NOTE:**

A scanned copy of receipt of payment is to be attached to the application document.

Confirmation of billing or otherwise will be sent to Applicants upon receipt of email.

## **2.0 SELECTION PROCESS**

- **Stage 1:** Preliminary evaluation of academic and professional background
- **Stage 2:** Review of the two-page summary of Statement of Purpose (SOP)
- **Stage 3:** Interview with Accra Met Doctoral Committee
- **Stage 4:** Final admission offer based on holistic assessment



## 3. CREDIT TRANSFER GUIDELINES

### 3.1 Eligibility for Credit Transfer

- Only **doctoral-level coursework and research credits** from **accredited institutions** will be considered.
- Applicant must have earned at least a **grade B or its equivalent** in the courses for which transfer is being requested.
- For PhD by research only, an interview may be conducted in addition to review of reports from the institution from which the transfer is to be made.

### 3.2 Transfer Credit Limits

- A maximum of **50% of total PhD coursework credits** may be transferred, subject to review by the Doctoral Programme Committee.
- Transferred credits **must align** with Accra Met's PhD course requirements.

### 3.3 Application for Transfer

Applicants seeking credit transfer must:

- Indicate intent during application
- Submit course descriptions and certified transcripts
- Provide justification for each course's relevance to Accra Met's programme

## 4. DOCTOR OF BUSINESS ADMINISTRATION (DBA) TOP UP TO PHD

### 4.1 Eligibility for Top Up

Applicants with a completed DBA from an accredited university may apply to top-up their degree to a PhD in Finance and Accounting, or Leadership and Sustainable governance subject to:

- The DBA including a **research dissertation** component
- Evidence of **academic rigor and originality** comparable to PhD-level standards

### 4.2 Top-Up Evaluation Process

- Review of **DBA thesis** by Accra Met's Doctoral Committee and revision by candidate to meet PhD standards.
- Interview and oral defense of thesis may be required
- Submission of **additional coursework and/or two research publications in indexed journals** to meet PhD standards.

### 4.3 Top-Up Requirements

- Conversion applicants must:
  - Submit a **conversion application** with justification
  - Submit the **DBA thesis**, supervisor reports, and publications (if any)
  - Complete **any additional research methodology courses** or modules recommended by the committee

- Programme duration for a DBA to PhD top-up shall be 1.5 -2years

## 5. FEES AND FUNDING

### 5.1 Fee Components

- A **non-refundable application fee** is required.
- PhD tuition fee payable per semester or annually.
- Competitive **doctoral scholarships and assistantships** may be available based on merit and research area.

### 5.2 Fee Structure

2024/2025 ACADEMIC FEES	GHANAIN STUDENTS	INTERNATIONAL STUDENTS
<b>Yearly</b>	30,000 paid in 4 installments	\$7,500 paid in 4 installments
<b>Semester One</b>	7,500 x 2	\$ 3,750 Can be paid in two installments
<b>Semester Two</b>	7,500 x 2	\$ 3,750 Can be paid in two installments

## 6.0 PROGRAMME DURATION

**Minimum: 3 years; Maximum: 5 years.**

Annual progress reviews and milestone assessments required for progression.



## **7.0 PROGRAMME STRUCTURE:**

### **YEAR 1:**

#### **Semester 1:**

- Advanced Research Methods I
- Specialized Area Courses (Elective I)
- Proposal Development Seminar
- Residential Seminar I (1 Week)

#### **Semester 2:**

- Advanced Research Methods II
- Specialized Area Courses (Elective II)
- Literature Review and Research Gap Identification
- Research Proposal Defense (Residential Seminar II:1 Week)

### **YEAR 2:**

#### **Semester 3:**

- Methodological Seminar Presentations
- Specialized Area Courses (Elective III)
- Review of Chapter One Report
- Residential Seminar II (Academic Writing and Publication:1 Week)

#### **Semester 4:**

- Advanced Theoretical Frameworks
- Field Research (Data Collection)



- Data Analysis and Interpretation
- Mid-Term Research Presentation

## **YEAR 3:**

### **Semester 5:**

- Research Publications Review (At least One Publications)
- Thesis Drafting and finalization
- Residential Seminar III (1 Week)
- Thesis Report Reviews and Supervisory Meetings

### **Semester 6:**

- Final Thesis Submission
- Mock-Defence
- Final Viva Voce Examination
- Graduation Preparation

## **8.0 RESIDENTIAL SEMINARS**

Residential Seminars are designed to provide candidates with an opportunity to present their research progress, receive feedback, and engage with faculty and peers.



Each Residential Seminar is held for one week and includes:

- Research Presentations by Candidates
- Peer Feedback Sessions
- Special Lectures by Visiting Scholars
- One-on-One Meetings with Supervisors

## **9.FINAL VIVA VOCE EXAMINATION (ORAL DEFENSE)**

The Final Viva Voce Examination is an oral defense of the PhD thesis before a panel of experts.

The panel will include:

- Internal Examiner (Accra Met Faculty)
- External Examiner (Independent Expert)
- Chairperson (Designated by the University)
- Candidates will present their research, defend their findings, and respond to questions from the panel.

## **10.0 PROGRAMME ASSESSMENT**

- Coursework: 30%
- Research Proposal Defense: 10%
- Mid-Term Research Presentation: 10%
- Thesis Submission: 30%
- Final Viva Voce Examination: 20%

## **11.0 AWARD OF PhD DEGREE**

**For the award of a PhD Degree, it is required that:**

- Candidates should successfully complete the programme,
- Submit an approved thesis,
- Publish at least 1 Research Publication in an indexed journal
- Pass the final viva voce examination (Oral Defence) will be awarded the Doctor of Philosophy (PhD) degree in their chosen field by Accra Metropolitan University.

**APPLY NOW AND BECOME PART OF A  
COMMUNITY SHAPING THE FUTURE OF AFRICA  
AND BEYOND.**

## **12. CONTACT AND FURTHER INFORMATION**

For enquiries, application submission, or further details, contact:

- **School of Graduate Studies**  
Accra Metropolitan University  
[graduate.school@accramet.edu.gh](mailto:graduate.school@accramet.edu.gh)  
+23354 716 9761 -Front Desk  
+23320 506 2892 - Social Media  
+233303963155 - Landline Front desk  
[www.accramet.edu.gh/graduate](http://www.accramet.edu.gh/graduate)

Deadline: Two admission cycles (August & January)

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