



**NJALA UNIVERSITY**  
**SCHOOL OF POSTGRADUTE STUDIES**  
**Brochure of**  
**POSTGRADUTE PROGRAMMES**

**Office of the Registrar**

**June 2018**

## 1. GENERAL

### 1.1 The University

Njala University was established by an Act of Parliament in 2005. Its precursor, Njala University College (NUC), funded in 1964 with funding from the United States Agency for International Development (USAID), was initially affiliated to the University of Illinois, and later became a constituent college of the federal University of Sierra Leone in 1967. In 1972, another Act of Parliament created the unitary university structure with a single Secretariat, Senate and Court. The Universities Act 2005 created two separate universities out of the then University of Sierra Leone –Njala University and the University of Sierra Leone. Njala University incorporates the erstwhile NUC, the former Bo Teachers' College, the School of Hygiene and Paramedical School, and the Bonthe Polytechnic as an affiliate.

### 1.2 Campuses of the University

Njala University operates on two campuses, namely Njala Campus and Bo Campus: (a) Njala Campus is located some 125 miles east of Freetown on a generally flat landscape on the banks of River Taia in the Kori Chiefdom of Moyamba District in southern Sierra Leone. It is equidistant (7 miles) between Taiama and Mano, and 36 miles southeast of Bo City.

(b) Bo Campus is located just outside Bo City in the Towama and Kowama Villages.

(c) In addition to these campuses, some Programmes are also run on the University's premises at 17, Henry Street in Freetown.

(d) The University Secretariat, which houses the offices of the Vice-Chancellor and Principal, the Registrar, and the Finance Director, is located on the Njala Campus.

## 2. APPLICATION PROCEDURE

2.1 Prospective applicants wishing to gain admission into Njala University for the **2018/2019 Academic year** must download the Application Form online from the Njala University Website: <https://njala.edu.sl>.

### **Instructions:**

1. At the top menu, **click "Admissions"**. Then **click "Forms & Publications"** and **select (click) "Undergraduate Application Form" to download and print.**
2. Complete the Application Form in the candidate's own handwriting.
3. Applicants for LLB **must pay** Application Processing Fees **into the Njala University Law Account at UBA - Bo Branch only.**
4. All other Applicants must Pay their Application Processing Fees at any of the following branches of the **Sierra Leone Commercial Bank into the Njala University Fees Account: 00301000242920119**, for which they **receive Payment Slips:**
  - (a) Freetown, Siaka Stevens Street
  - (b) Freetown, Lightfoot-Boston Street
  - (c) Njala, Njala Campus

- (d) Bo, Dambala Road
  - (e) Kenema, Hanga Road
  - (f) Makeni – Station Road / Magboroka Road
5. Photocopy the Bank Payment Slip and keep it for your future use.
  7. Attach the Original Bank Payment Slip to the completed Application Form.
  8. Put the Application Form and photocopies of: (a) Birth Certificate or Sworn Declaration of age, (b) Certificate(s) of WASSCE or GCE O' LEVEL, (c) School Leaving Testimonial(s) / Certificate(s) and (d) One Passport Sized Photo of applicant into **A4-envelope and** seal it.
  9. Address the envelop of the Application Materials to: **THE REGISTRAR, NJALA UNIVERSITY**
  10. At the top-end of the envelop **write in capitals**: "NJALA UNIVERSITY APPLICATION FORM"
  11. **Submit the Application to the Bank at which you paid your application processing fee.**

**COST OF APPLICATION FORMS:**

(1) <b>DIPLOMA, TC, HTC -</b>	LE200,000//	(2) <b>UNDERGRADUATE -</b>	LE400,000//
(3) <b>LLB (HONS.) -</b>	LE500,000//	(4) <b>POSTGRADUATE -</b>	LE600,000//

**NOTE:**

1. **ALL APPLICANTS WILL BE REIMBURSED THE COST OF THEIR APPLICATION. WE ENCOURAGE APPLICANTS WITH THE REQUISITE UNIVERSITY QUALIFICATIONS TO APPLY.**
2. **THE DEADLINE DATE FOR THE SUBMISSION OF APPLICATION FORMS IS 10<sup>TH</sup> SEPTEMBER 2018.**

**2.2 An abstract of between 2500 and 5000 words of the candidate's proposed dissertation/thesis detailing:**

- a) Full name of the candidate
- b) Programme applied for
- c) School in which programme is offered;
- d) Topic of study
- e) A brief background of the study
- f) Statement of problem
- g) Research questions (or objectives)
- h) Methodology (including population, sample selection, instruments, procedure, and method of analysis)

- i) Significance of the study in the candidate's field.
- 3. It should be noted that an offer of admission into the University does not imply the award of a scholarship to pursue the programme of study. Candidates offered admission should, therefore, pursue on their own the necessary financial support.
- 4. The academic year begins in October, and no candidate (with the exception of M.Phil./Ph.D. candidates) will be admitted after the session has begun.
- 5. No student will be registered without payment of the prescribed fees or without evidence of sponsorship.

### **Postgraduate fee structure**

<b>Course</b>	<b>Fees (Le)</b>
MBA Executive	22,000,000
MBA: Finance Human Resources Contract & Procurement Marketing	20,000,000
MPA	20,000,000
MSc/MA	18,000,000
MPhil	30,000,000
MSc Information Systems, Computer Science and telecommunication	22,000,000
PhD	40,000,00

### 3. MASTER DEGREE & POSTGRADUATE DIPLOMA PROGRAMMES

<b>School &amp; Programmes</b>	<b>Duration</b>
<b>A. School of Agriculture</b>	
1. Master of Science in Clothing and Textiles	15 months
2. Master of Science in Nutrition and Dietetics	15 months
3. Master of Science in Crop Protection	15 months
4. Master of Science in Agric. Extension & Rural sociology	15 months
5. Master of Science in Crop Science	15 months
6. Master of Science in Crop Protection	15 months
7. Master of Science in Soil Science	15 months
8. Master of Science in Agronomy	15 months
9. Master of Science in Animal Science	15 months
10. M.Phil. & PhD Programmes are also available in the above disciplines	Between 2 to 6 yrs
<b>School &amp; Programmes</b>	
<b>B. School of Education</b>	
<b>Duration</b>	

1. Master of Education, with the following options	15 months
i. Education Administration	
ii. Guidance and counseling	
iii. Measurement and Evaluation iv. Curriculum Development	
v. Science Education	15 months
2. Master of Science in Agriculture Educ.	15 months
3. Master of Science in Educ. (physic; Chem)	15 months
4. Master of Science in Education (Physiology of Exercise)	15 months
5. Master of Science in Education (Biological and Management)	15 months
6. Master of Science in Education (Geography)	15 months
7. Master of Arts in Education (Sports Administration and Management)	15 months
8. Master of Arts in Education (Literature)	15 months
9. Master of Arts in Descriptive & Applied Linguistics	15 months
10. Postgraduate Diploma in Education	Between 2 to 6 yrs
11. M.Phil. & PhD programmes are also available in the above disciplines	

School & Programmes	Duration
<b>C. SCHOOL OF ENVIRONMENTAL SCIENCES</b>	

1. Master of science in Biodiversity and conservation	15 months 15 months
2. Master of Science in Environmental Chemistry	15 months 15 months
3. Master of Science in Development Studies	15 months 15 months
4. Master of Science in Rural Development	15 months
5. Master of Science in Environmental Management and Quality Control	15 months 15 months
6. Postgraduate Diploma in Rural Develop	15 months
7. PG Diploma in Development Studies	Between 2 to 6 yrs
8. PG Diploma in Geography	
<b>School &amp; Programmes</b>	<b>Duration</b>
<b>D. SCHOOL OF TECHNOLOGY</b>	
1. Master of Science in Soil & Water Eng.	15 months
2. Master of Science in Post-harvest Technology	15 months 15 months
3. Master of Science in Renewable Energy & the Environment	15 months
4. Master of Science in Statistics	15 months
5. M. Sc. In Exploration Geophysics (Mineral and Groundwater Geophysics)	15 months
6. Master of Science in Computer Science	24 months
7. Master of Science in Information Systems	24 months
8. Master of Science in Telecommunications and Networking	24 months
9. PG Diploma in Post Harvest Technology	
10. PG Diploma in Statistics	
11. PG Diploma in Information Technology	
12. M.Phil. & PhD programmes are also available in the above disciplines	

<b>School &amp; Programmes</b>	<b>Duration</b>
<b>E. SCHOOL OF SOCIAL SCIENCES</b>	
1. Master of Science in Economics	15 months
2. Master of Science in Sociology	15 months
3. Master of Science in Agricultural Economics	15 months 15 months
4. Master of Arts in Peace and Development Studies	18 months
5. Master of Business Administration (MBA), with options in:	
i. Human Resources Management ii. Finance	
iii. Marketing	24 months
iv. Project Management	18 months
6. Master of Business Administration (MBA) Executive)	12 months
7. Master of Public Administration	12 months
8. PG Diploma in Public Administration and Management	12 months
9. PG Diploma in Local Govt and Finance Management	Between 2 to 6 yrs
10. PG Diploma in Economics	
11. M.Phil & PhD programmes are also available in the above disciplines	

<b>School &amp; Programmes</b>	<b>Duration</b>
<b>F. SCHOOL OF NATURAL RESOURCES MANAGEMENT</b>	



1. Master of science in Forestry	15 months
2. Master of Science in Horticulture	15 months
3. Master of Science in Aquaculture and Fisheries Management	15 months
4. M.Phil. & PhD programmes are also available in the above disciplines	Between 2 to 6 yrs

School &	Duration
<b>G. SCHOOL OF COMMUNITY HEALTH SCIENCES</b>	
1. Master of science in Public Health	18 months
2. PG Diploma in Public Health	12

#### 4. RULES AND REGULATIONS FOR THE 'TAUGHT MASTER'S' PROGRAMMES

##### 4.1 Entry Requirements

The basic requirement for admission into a postgraduate programme of Njala University is a degree from a recognized university. Departments may, however, demand additional requirements.

##### 4.2 Method of Application

Prospective applicants wishing to gain admission into Njala University for the **2018/2019 Academic Year** must download the Application Form online from the Njala University Website: <https://njala.edu.sl>. At the top menu, Click 'Admissions', then click "Forms and Publications" and select "[Undergraduate Application Form](#)" OR select "[Graduate Application Form](#)". (see 2.1 above).

##### 4.3 System of Evolution for the 'Taught Master's' Programmes

The Master's degree programmes of Njala University (other than M.Phil) are commonly referred to as 'taught masters' because students are required to complete a minimum of 30 credit hours of taught course, plus 6 credit hours for dissertations. Each course carries 3 credit hours. Grades are awarded ranging from A (Excellent) to F (Failure). The grade awarded for a course is an aggregate of written examinations and terms papers or other forms of continuous assessment. Grades D, E and F are considered "Reference Grades". A minimum sessional Grade point Average (GPA) of 3.00 is required for graduation. An incomplete Grade (1) is awarded and treated as a reference grade if a student fails to take a scheduled examination because of illness. In this case, the Head of Department is informed by the Medical Officer on the veracity of the illness.

#### **4.4 Examination Guidelines for the Taught Master Programmes**

- Written examinations are held at the end of each semester for the courses taught. Examination papers shall normally be 3 hours duration.
- Examinations for Reference/Incomplete grades are conducted within four weeks of the publication of results.
- Each candidate for a resist examination shall pay a fee as prescribed in the schedule above.
- The Board of the Postgraduate School publishes results after the approval of Senate
- Lecturers shall submit grades through their Heads of Departments and Deans not later than 3 weeks after the examination. Scripts shall be double marked in accordance with the University regulations governing examinations utilizing the departments recommended marking schemes. All scripts and marking schemes shall be lodged with the head of each department.

##### **4.4.1 Consideration of Grades**

At the end of each semester, grades are first reviewed at the department level before being presented for consideration by the Board of the Postgraduate School. Grades approved by the Board are considered “Provisional”, and are subject to review by External Examiners, and approval by Senate.

##### **4.4.2 Dissertation**

Every Master candidate is expected to write a dissertation under the guidance of a supervisor. Dissertations should be the original work of the candidate, and may be based on primary or secondary data, or both. The finished work shall be submitted at a date determined by the Board of the Postgraduate School. Candidates unable to meet this deadline shall submit in the following year, and pay 25% of the tuition fee as well as the “other charges”. Each student shall submit to his/her supervisor 6 hardbound copies of the dissertation for distribution as follows:

1. School of Postgraduate Studies (1 copy);
2. University Library on each Campus (2 copies);
3. Candidate's Department (1 copy);
4. Supervisor (1 copy);
5. Candidate (1 copy);

##### **4.4.3 Panels of Examiners**

\* The Deans and Heads of Departments shall recommend panels of examiners for their programmes to senate through the Board of the Postgraduate School.

- \* Following approval by Senate, the Registrar shall formally invite the panels to convene.
- \* Panels normally convene for 1 week, depending on the availability of external examiners.
- \* The Dean of each School normally chairs the Panel of Examiners (comprising External and Internal Examiners). This is followed by a meeting of the School Board of Examiners.

#### **4.4.4 Procedures for Dealing with Examiners' Reports and Final Grades**

- \* Deans and Heads of Department shall submit results of examinations to the Board of the Postgraduate School, with copies to the Registry, within three weeks of the examination, but not later than 15th October of each year.
- \* School Boards shall consider the report of External Examiners during the 1st Semester (the timetable for this is determined by the Postgraduate School)
- \* Deans of Schools shall submit reports of External Examiners and reactions of their Schools to the Executive Committee of Senate (the date for this is determined by the University Registry).

### **4.5 Guidelines for Admission, Registration and Examination- M.Phil & PhD. Degrees**

#### **4.5.1 Admission Requirements**

The Master of Philosophy (M.Phil) and Doctor of Philosophy (Ph.D.) degrees of Njala University are, essentially, research-based degrees awarded to candidates of outstanding academic and professional standing. Admission into these programmes, therefore, is based on the number of criteria that candidate should meet. These include (but not limited to) the following:

1. Possession of a first degree of at least 2nd class/division
2. Possession of postgraduate qualification (PGDE; M.A.; M.Sc.; M.Ed.etc.)
3. Clear articulation of a research focus to be contained in the Abstract submitted with the application form
4. Evidence that the candidate is in touch with or has identified a competent supervisor in the University willing to supervise him/her is an advantage.

### **1. Scoring Guide**

#### **A. First Degree**

i. 1st Class/Division 1	-	5 points
ii. 2nd Class (Upper division)	-	4 “
iii. 2nd Class (Lower division)	-	3 “
iv. 3rd Class	-	2 “

v. Pass - 1 point

## B. Postgraduate Qualification

- i. M. Phil (in the case of application for the Ph.D. programme) 5 points
- ii. M.A./M.Sc./M.Ed., etc.-GPA OF 4.2 or above 5 “
- iii. M.A./M.Sc./M.Ed., etc- GPA of 3.6-4.19- 4 “
- iv. M.A./M.Sc./M.Ed., etc-GPA of below 3.6 - 3 “
- v. Other postgraduate degree
- vi. (e.g. double Master's) - 2 “
- vii. PGDE - 1 point

## C. Post –qualification Experience (after 1st Degree ) – 1 point for every year up to a maximum of 5 points

D. Availability and Quality of Abstract (Abstract [see 1.3 above] should have a clearly stated problem for which empirical data is required to provide answers to; and which is adjudged to have the potential to make an original contribution to Knowledge) –

### Maximum of 10 points

E. Evidence of Availability of Supervisor- Yes=1;No=0

## Eligibility Criteria

- i. Ph.D.: For admission into the Ph.D. programme, candidates should score a minimum of 15 points, eight (8) of which should be for the Abstract. Preference is given to candidates with an M.Phil degree.
- ii. M.Phil: A minimum of 12 points is required for admission into the M.Phil programme, five (5) of which should be for the Abstract.

**NOTE:** Admission into research degree programmes is discretionary, and based primarily on the availability of supervisors for the specialization applied for. While the University encourages external **co-supervisors**, there has to be an **internal supervisor** with the requisite competence to serve as main or lead supervisor. External supervisors shall be adjudged to be persons outside the University who are active in research. Such supervisors shall be subjected to the normal assessment procedures for appointment to senior academic positions in the University.

#### 4.5.2 Registration

- a) All candidates admitted into the M.Phil. and Ph.D. programmes of Njala University must be duly registered by the Postgraduate School after meeting all registration requirements, including payment of the prescribed fees.
- b) At the point of registration, candidates will be required to produce certified copies of all certificates previously obtained. And complete the relevant registration forms.
- c) Candidates may register for either full time or part time study. The duration for each mode is as specified below:

Full Time		Part Time	
Degree	Minimum Maximum no. of yrs.	Minimum Maximum No. of yrs.	Minimum Maximum No. of yrs.
M.Phil.	2 4	3 5	5 6
Ph.D.	3 5	4 6	6 6

- d) No candidate may be presented for examination before completing the minimum number of years of study in the mode registered for.
- e) At the expiration of the maximum number of years of study, a candidate's registration will be deemed to have lapsed, except extended by the Board of the Postgraduate School for good reasons.
- f) A candidate must renew his/her registration at the beginning of each academic year and pay the requisite fees. A progress report, signed by the candidate's supervisor (s) will be required for every renewal of registration.

#### 4.5.3 Examination

##### A. Pre-examination modalities

- a) Examination of M.Phil. and Ph.D. candidate shall be by oral defence (viva voce) of the candidate's thesis.
- b) Before presenting the thesis for examination, a candidate must have completed the following steps:
- i. Presentation of a pre-field seminar in the candidate's School
  - ii. Presentation of a post-field seminar

- iii. Up-dated registration with the Postgraduate School
- c) Supervisors shall forward six copies of the theses of their candidates, duly signed, to the Dean of the School through the Head of Department. The Dean shall then forward the copies of the theses with nominations of External and Internal Examiners to the Postgraduate School.
- d) Nominations of External Examiners shall be accompanied by the Curriculum Vitae of the nominees.
- e) The Board of the Postgraduate School shall appoint a Panel of Examiners for each M.Phil and Ph.D. candidate. The composition of the panel shall be as follows:
  - 1) An External Examiner
  - 2) The Supervisor(s)
  - 3) Dean of the candidate's School or nominee
  - 4) Head of candidate's Department
  - 5) An Internal-External Examiner (i.e. internal to the University but external to the candidate's Department or School)
  - 6) Dean of the Postgraduate School or nominee
  - 7) Any other person of high academic standing in the candidate's discipline, and who is deemed by the Postgraduate Board to be capable of making a significant contribution to the examination process.
- f) The executive approval of the panel by the Vice-Chancellor & Principal shall be sought by the Board of the Postgraduate School.
- g) Once the approval has been obtained, copies of the candidate's thesis shall be sent to the examiners, and an oral examination scheduled within a period of three (3) month from the date of receiving the approval (see Annex 2: Guidelines for the Evaluation of Theses/Dissertations.)

## **B. Post –examination modalities**

- a) Depending on the outcome of the oral examination and the recommendations of the Examination Panel, a successful candidate is required to complete all corrections and modifications within a period of three months.
- b) The corrections shall be supervised by a panel of Internal Examiners, comprising:
  - a. The Supervisor(s)
  - b. Dean of the candidate's School or nominee
  - c. Head of candidate's Department
  - d. The internal-External Examiner

c) Upon completion of corrections, a Certification of Corrections form (see Annex 4) shall be signed by all members of the panel, and six copies of the corrected version of the thesis (duly signed by the authorized signatories) submitted to the Postgraduate School by the Dean of the Candidate's School.

d) The Certification of Corrections shall be presented to the Board of the Postgraduate School for approval, after which a recommendation for the award of the degree sought shall be made to Senate.

e) The effective date of the award of the degree shall be the date senate approves the recommendation made by the Postgraduate Board.

f) Upon approval by Senate, University- certified copies (see Annex 5) of the thesis (signed by the Dean, Postgraduate School) shall be distributed as follows:

i. Candidate	1
ii. Supervisor(s) (each)	1
iii. University Library	1
iv. Candidate's Department	1
v. Candidate's School	1
vi. Postgraduate School	1

**ANNEX 1**

**MASTER'S DISSERTATION ASSESSMENT FORM**

**SCHOOL OF POSTGRADUATE STUDIES**

Name of Candidate:.....

Matric, No:.....

School:.....

Department:.....

Programmes:.....

Area

Maximum points	Points Awarded
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	5	
	5	
1. Title	10	
2. Abstract	10	
3. Statement of problem	5	
4. Objectives/Research Question	10	
5. Significance of the study	15	
6. Literature Review	10	
7. Methodology	15	
8. Data collection procedures	10	
9. Data Analysis, Results/Discussion	5	
10. Summary, Conclusion and Recommendation	100	
11. References		
12. total points/ Grade equivalent		

Signature of Supervisor.....

Date.....

#### Grade Points

1. 75 & above	=	A
2. 64-74	=	B
3. 50-63	=	C
4. 40-49	=	D
5. 30-39	=	E
6. Below 30	=	F

### ANNEX 2

#### NJALA UNIVERSITY

#### School of Postgraduate Studies

<b>GUIDELINES FOR THE EVALUATION OF THESIS/DISSSERTATIONS</b>
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Njala University encourages examiners of Ph.D., M. Phil., and Masters theses and dissertations to provide a comprehensive and detailed report on the work they examine. The report, which should be qualitative, should address the categories below, while not limiting itself to them. This implies that the examiner may raise other issues that may



not have been captured in these categories, but that are germane to the quality of the work.

The evaluation of Ph. D. theses in particular should assign considerable weight to “innovation and the building of new knowledge”. For Masters dissertations, the emphasis should be on the candidate's demonstrated competence to conduct a basic research study. In addition to the qualitative report, a quantitative Scoring Guide also exists for Masters dissertations only.

### **1. CLARITY OF RESEARCH FOCUS**

Is the research problem clearly stated? Are research questions/study objectives explicit, focused, coherent, and stated in terms that allow for empirical investigation (in other words are they “do-able”)? In the case of statistical or experimental research. Are variables and hypotheses clearly identified?

### **2. LITERATURE REVIEW**

Does the candidate's review of literature demonstrate familiarity with intellectual developments in the discipline? Is the review critical and evaluative, and is the relevant information or findings from the literature integrated and assessed in relation to the key research questions? Is the quality of the sampled literature adequate (recent, relevant, research-based, etc)?

### **3. THEORETICAL/CONCEPTUAL FRAMEWORK**

Does the candidate use theoretical or conceptual frameworks that are relevant, appropriate, and illuminative of the problem being investigated? Do the theories and /or concepts used in the study help to deepen understanding of the problem being researched?

### **4. RESEARCH METHODS AND STRATEGIES**

Are the research methods or strategies used in the study appropriate for the kinds of questions being investigated? Do they reflect the current trends in the discipline? Are the research procedures clearly outlined and logically connected to other components (e.g. the theoretical framework) of the research? Are the analysis and interpretation of the research findings consistent with the data?

### **5. INNOVATION AND CREATIVITY**

Is there evidence of the attempt to introduce creative and/or innovative theoretical and/or methodological approaches to the subject under study? Does the study demonstrate the potential for innovation and creativity in inquiry in the discipline?

### **6. NEW KNOWLEDGE AND INSIGHTS**

Does the research add further insights to the subject under study? Does the study have the potential to enrich our understanding of a particular problem? Does the work suggest interesting pathways for further research?

## **7. TECHNICAL QUALITIES**

Does the work demonstrate internal coherence (i.e. are the different components of the study logically related)? Is the thesis/dissertation well argued? Is the language usage (including grammar) of a high standard? Have the layout, printing, and other technical requirements been met? Is the thesis/dissertation well written as an academic text? Has the candidate adequately addressed the specific research questions?

## **8. RECOMMENDATION**

The examiner must make one of the following recommendations on the examiner's report provided which should be returned together with the evaluation report.

- a) That the thesis/dissertation be accepted with no required changes;
- b) That the thesis/dissertation is accepted, but that certain indicated corrections of limited extent should be made to the satisfaction of the head of department ;
- c) That the thesis/dissertation be accepted after the candidate has made major changes to satisfaction of the panel of internal examiners;
- d) That the thesis/dissertation does not meet the required standard, but that the candidate is invited to review the thesis/dissertation and to resubmit for re-examination;
- e) That the thesis/dissertation is rejected and that the candidate does not pass

*The supervisor(s) of the candidate should make the comments of the Examiners available to the candidate.*