

**SCHOOL OF BIOMEDICAL AND ALLIED HEALTH SCIENCES**  
**DEPARTMENT OF DIETETICS**



**UNIVERSITY OF GHANA**

**Master of Science Dietetics Programme**

**DEPARTMENT HANDBOOK**

## **Mission, goals and objectives of MSc Dietetics program**

### *Mission*

To provide advanced knowledge in nutrition and skills in dietetics, to successfully prepare competent graduates for entry-level practice as registered dietitians in the nation.

### *Goals*

Goal #1: The graduates of the program will obtain quality education for entry into the workforce in nutrition and dietetics.

Goal #2: Graduates of the program will obtain supervised practice opportunities to develop skills, knowledge and beliefs to be successful in the workforce in nutrition and dietetics.

Goal #3: Graduates of the program will be prepared for mentoring and leadership roles in nutrition and dietetics.

Goal #4: Graduates of the program will be equipped to apply and conduct research in nutrition and dietetics.

### *Objectives*

- At least 80% of students complete program requirements within 3 years (150% of planned program length).
- Of graduates who seek employment, at least 50 percent are employed in nutrition and dietetics or related fields within 12 months of graduation and government-required service year.
- At least 80 percent of program graduates take the country's dietitian credentialing exam within 12 months of program completion and government-required service year.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the country's dietitian credentialing exam is at least 80%.
- 80% of employers surveyed will rate the program graduates as "good" or "excellent" in preparation for entry level practice in nutrition or dietetics related field.

## **POLICIES AND PROCEDURES**

### **Monitoring student performance**

Students will be assessed throughout each course using both formative and summative evaluations each semester. Assessment procedures for didactic courses will be detailed in the course syllabi. During supervised practice experiences, Preceptors will evaluate students in collaboration with course faculty. A final summative evaluation will be completed at the end of each practicum and at the end of the semester. These evaluations will address ACEND competencies, performance indicators, and expectations for professional and ethical conduct and integrity.

### **Retention and remediation**

The University of Ghana and the Department of Dietetics are dedicated to supporting every student's academic success. To ensure students meet the program's educational standards, the University provides comprehensive resources and support services. The Head of Department, Program director, Academic advisor, faculty members and clinical preceptors work collaboratively to identify and assist students facing challenges, providing personalized guidance and support to foster academic excellence and timely program completion.

Students who receive unsatisfactory performance evaluations during or at the end of a semester will be mandated to confer with the Department Head, Program director and Course Advisor to discuss remediation strategies. Remediation plans may encompass a range of supportive measures, including counseling, additional assessments (tests, exercises, assignments), supplementary coursework and re-examinations.

To progress and graduate, students must successfully pass all required courses. This comprehensive support system ensures students receive targeted guidance to overcome academic challenges and achieve degree requirements.

### **Supervised Practice Documentation**

Students are responsible for documenting their logbooks ensuring that Preceptors endorse their daily hours after supervised practice rotations. Completed logbooks will be submitted to the

Clinical Placement coordinator who cross checks to ensure that students have completed their assigned competencies and hours. At the end of every semester the Clinical Placement coordinator will ensure the student will complete a minimum of 1200 hours

### **Insurance requirements, including those for professional liability**

University of Ghana Students are encouraged to have a private or national health insurance. However, the University takes care of the medical expenses of students who seek health care from the University Health Service facilities.

### **Supervised Practice Sites and Job duties**

Supervised practice sites are intended solely for educational purposes and must not be used as a substitute for faculty employees. Supervised practice rotations are structured to support the development and attainment of required competencies. Replacement of employees refers to situations in which students are assigned to regular work schedules in place of paid staff

### **Filing complaints**

The procedure for filing complaints about grades of students are as follows;

1. The student attempts to resolve any academic grievance with the faculty member. If, following this initial attempt at resolution, the student remains convinced that a grievance exists, she or he advances to the next step.
2. The student consults with the program director, bringing written documentation of the process to this point. If the student continues to assert that a grievance exists after attempted reconciliation, she or he advances to step 3.
3. The student presents the grievance to the head of department indicating that steps 1 and 2 have been followed.
4. If the student is dissatisfied with the outcome, the student shall write formally to the dean of the school who will inform the student of the right to initiate formal review procedures.
5. A student who is not satisfied with the results of a University Examination affecting him/her may request a review by submitting an application to the Dean of the School of Graduate Studies through the Head of department. This will attract a review fee which shall be three times the normal

Examination Fee. An application for review shall be submitted not later than 21 days after the release of the said results and shall state the grounds for the request. No action shall be taken on an application which is submitted outside the time stipulated above. The review shall not proceed unless the appropriate fee has been fully paid. An application entered on a candidate's behalf shall not be considered. Following the review, the Board of the School of the Graduate Studies may recommend to the Pro-VC (ASA) to authorise the amendment of the results previously released as appropriate. If it emerges that a complaint for review is frivolous or ill-motivated, the Board of the School of Graduate Studies may prescribe further sanctions which may include barring the complainant from University examinations for a stated period or an indefinite period. Application for review of the same examination/case can only be submitted once.

### **Submission of Complaint to ACEND**

If a student believes that the program is not in compliance with ACEND accreditation standards, the student must submit a written complaint to the Program Director. The complaint should clearly and thoroughly describe the concern, identify the specific ACEND standard(s) alleged to be out of compliance, and provide supporting rationale.

The Program Director will provide a written response within five (5) business days of receiving the complaint. If the student finds the response unsatisfactory, the student and the Program Director will meet in person to discuss the concern. If the matter remains unresolved, the Program Director will arrange a meeting with the student and the Dean within five (5) business days

If the issue is not resolved following consultation with the Dean, the student will be advised to submit the complaint directly to:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics

120 Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: (312) 899-0040, ext. 5400

Website: <https://www.eatright.org/ACEND>

### **Credit for Prior Learning**

The program does not grant credit for prior learning

### **Process for assessment of Student learning**

Students will be evaluated on ACEND competencies and performance indicators throughout the program using different assessment methods. These methods include, but are not limited to, case studies, group projects, role-playing activities, quizzes, examinations, and final papers. Both formative and summative assessments will be utilized to measure student learning and progress.

During supervised practice (clinical rotation) courses, students will receive ongoing feedback from preceptors through evaluations and case-based learning activities. A comprehensive evaluation of competencies and performance indicators will be conducted at the conclusion of each supervised experiential learning rotation.

Assessment data will be reviewed and analyzed annually by the Program Director, who will share findings and feedback with head of department, faculty and the advisory board for review and input.

### **Disciplinary/termination procedures.**

The core values of the University of Ghana are Integrity, Commitment, Respect and Loyalty; these the university requires of every student. Students are held accountable of their behaviour both on and outside of campus. Students must adhere to the rules and regulations of the university as enshrined in the handbook for graduate students.

[https://sgs.ug.edu.gh/sites/sgs.ug.edu.gh/files/2025-](https://sgs.ug.edu.gh/sites/sgs.ug.edu.gh/files/2025-07/UG%20Masters%20Regulations_July%202025_final.pdf)

[07/UG%20Masters%20Regulations\\_July%202025\\_final.pdf](https://sgs.ug.edu.gh/sites/sgs.ug.edu.gh/files/2025-07/UG%20Masters%20Regulations_July%202025_final.pdf) and statutes of the university

[https://www.ug.edu.gh/pad/sites/pad/files/2025-](https://www.ug.edu.gh/pad/sites/pad/files/2025-11/REVISED%20STATUTES%20OF%20THE%20UNIVERSITY%20OF%20GHANA.pdf)

[11/REVISED%20STATUTES%20OF%20THE%20UNIVERSITY%20OF%20GHANA.pdf](https://www.ug.edu.gh/pad/sites/pad/files/2025-11/REVISED%20STATUTES%20OF%20THE%20UNIVERSITY%20OF%20GHANA.pdf)

(page 106-118) . Failure to abide by these could lead to disciplinary measures enshrined in both documents.

## Graduation and Program Completion Requirements

### a. Course Requirements;

A student's performance in a course shall be graded as follows:

Grade	Numerical Marks (%)	Interpretation	Grade Point
A	80 -100	Excellent	4.00
B+	70 – 79	Very Good	3.50
B	60 – 69	Good	2.50
C	50 – 59	Pass	2.00
D	30 – 49	Fail	1.50
F	0 – 29	Fail	1.00
Z		Disqualification	
I		Incomplete with justification	
Y		Continuing	
X		Incomplete without justification	

A student's performance in a dissertation/thesis shall be graded as follows:

Grade	Numerical Mark (%)	Interpretation
A	80 -100	Excellent
B+	70 -79	Very Good
B	60 - 69	Good
C	50 - 59	Referred
D	0 - 49	Fail

## Credits Requirements for graduation

Candidates shall qualify for graduation if they have satisfied all the requirements for graduation if:

1. He/ she has fulfilled all General University and faculty/departmental requirements.
2. Obtained passes in all courses and subjects
3. Has accumulated the minimum number of 74 credits at the end of the 4<sup>th</sup> semester.

4. Has fulfilled any additional requirements for graduation i.e. 1200 hours of clinical supervised practice
5. Project Work: Has submitted the corrected version of project work.

Candidates shall qualify for graduation at a congregation if they have satisfied all the requirements for graduation by the end of the previous academic year. A candidate who could not fulfil all the requirements by the end of the previous academic year but does so in the first semester of the ensuing academic year shall be eligible for the next graduation.

### **Assessment Regulations**

- a. Students' performance and achievement

Students will be assessed by the following methods;

Written assignments, term papers, clinical practicums, seminar presentations, class attendance, interim assessments and end-of-semester examinations.

- b. Mode of certification

Academic certification is awarded by the University of Ghana

- c. The certificate awarding institution

University of Ghana, Legon

- d. Licensure to practice as dietitian in Ghana issued by the Allied Health Professions Council after one-year internship.

### **Verification statement**

Verification statements will be issued only when a student has:

- Completed all didactic and clinical (supervised practice) components of the Graduate Program.
- Been cleared for graduation, indicating that all graduate degree requirements have been fulfilled.

### *Procedure*

#### **1. Initial Clearance**

Students are first cleared by the School of Graduate Studies during the Examiners Board Meeting.



## **2. Final Approval**

Final approval is granted by the University of Ghana Academic Board.

## **3. Program Verification**

The Program Director will verify completion of all requirements for the University of Ghana Dietetics Programme prior to issuing the Accreditation Council for Education in Nutrition and Dietetics (ACEND) verification statement.

### **Distance Education/Online testing**

The program does not run a distance learning or an online learning option.

### **Fees refund**

A student who decides to withdraw from the University of Ghana within three weeks of the start of registration in Semester 1 of Year 1, can apply to the University for a refund of fees. The University reserves the right to hold a percentage of the total amount payable as administrative charges. Beyond the stated period as above, NO REFUND shall be made.

### **Program structure and schedule**

The Masters in Dietetics programme is to be organized as 24-calendar-month full time residential/non-residential programme by course work divided into four semesters with a total of a minimum of 74 credits and maximum 77 credits as follows:

#### **Structure of Semester**

A Semester shall normally be of 15 weeks duration and shall be structured as follows:

15 weeks of teaching

1 week of revision

2 weeks of Examinations

#### **Year 1 Credits**

Semester I      14

Semester II     13

**Total            27**

## Year 2 Credits

Semester I 17

Semester II 18

**Total 35**

Inter Semester Clinical Courses **4 Credits**

Electives (2-3 courses) **8 - 11 Credits**

**Total Credits 74 – 77 Credits**

## YEAR 1, SEMESTER I

Course Code	Course Name	Credits
DIET 601	Review of Basic Nutrition	2
DIET 603	Therapeutic Catering Practice	2
DIET 605	Nutrition Science Laboratory	2
DIET 607	Nutrition and Immunology	2
DIET 609	Dietetics Professional Practice	2
DIET 611	Social Psychology	2
	<b>ELECTIVES</b> <i>Students will be required to take 4 credits of electives per semester) DIET 615 is a compulsory elective for all students. DIET 619 is a compulsory elective for students without DIETETICS OR NUTRITION background</i>	
DIET 613	Advances in Nutrition in Stress and Sports (Elective)	2
DIET 615	Human Anatomy and Physiology	3
DIET 619	Advances in Nutrition in the Life Cycle	2
<b>TOTAL</b>		<b>17</b>

DIET 600: Professional Practice Placement (4 weeks x 8hrs: 160hrs) 3 credits

**YEAR 1, SEMESTER II**

Course Code	Course Name	Credit
DIET 602	Nutrition & Diet- Related Diseases I	3
DIET 604	Medical Nutrition Therapy I	2
DIET 606	Clinical Attachment I (12 hours x 15 weeks: 180 hours)	4
DIET 608	Biostatistics and Research Methodology	3
DIET 612	Food Safety and Toxicology	2
	<b>ELECTIVES</b> <i>Students will be required to take 2 electives per semester). Compulsory electives for student without dietetics or nutrition background DIET 626. DIET 622 is a compulsory elective for all students</i>	
DIET 622	General Pathology	2
DIET 624	Public Health Nutrition	2
DIET 626	Communication Skills and Health Promotion	2
<b>TOTAL</b>		<b>18</b>

DIET 600: Professional Practice Placement (8 weeks \*8hrs: 320 hours)

**YEAR 2, SEMESTER I**

Course Code	Course Name	Credit
SAHS 601	Principles and Practice of Management	2
DIET 621	Pharmacology in Dietetics	2
DIET 623	Clinical Attachment II (12 hrs x 15 weeks: 180 hrs)	4
DIET 625	Nutrition and Diet-Related Diseases II	3
DIET 631	Current Nutrition Topics (Seminar)	3
DIET 627	Medical Nutrition Therapy II	2
DIET 629	Food Resources	2
DIET 633	Nutrigenetics	2
<b>TOTAL</b>		<b>20</b>

**YEAR 2, SEMESTER II**

Course Code	Course Name	Credit
DIET 610	Project	6
DIET 614	Nutrition and Diet Related Diseases III	3
DIET 616	Medical Nutrition Therapy III	2
DIET 618	Clinical Attachment III (12 hrs x 15 weeks: 180 hrs)	4
DIET 620	Seminar	3
<b>TOTAL</b>		<b>14</b>

**COURSE DESCRIPTIONS****SAHS 601 PRINCIPLES AND PRACTICE OF MANAGEMENT**

This course surveys the practical problems that the manager of any health facility is likely to encounter and to offer some guidelines to their solution. It covers; principles, purpose and nature of management; Leadership and the role of the supervisor; Individual behaviour and social psychology; Recruitment, selection, employment, induction and monitoring of staff; Health and safety; The law and the supervisor. Business planning, tendering and contracting.

### **DIET 601 REVIEW OF BASIC NUTRITION**

Macronutrients: Carbohydrates, Proteins and Lipids, Vitamins, Minerals: Micro-, Micro-, and Ultra-trace Minerals; Energy expenditure; Homeostatic mechanisms involved in maintaining fluid, electrolyte and acid-base balance.

### **DIET 602 NUTRITIONAL AND DIET-RELATED DISEASES I**

Development of nutritional and diet-related diseases; Diseases of infancy and childhood; Gastrointestinal disease; Diseases of the liver; Diseases of the gall bladder; Pancreatic diseases; Dental and oral disorders.

### **DIET 603 THERAPEUTIC CATERING PRACTICE**

Quantitative and qualitative standards in dietary management of diseases; Foods and their nutritive values; Menu planning and recipe development; Feeding special groups; Hospital Meals Service; Catering management.

### **DIET 604 DIET THERAPY I**

Nutritional Assessment and diet therapy in patient care. Estimation of energy and nutrient intakes, Methods of taking a diet history. WHO recommended nutrient goals for a balanced diet. Healthy Eating Guidelines, Dental nutrition. Dietary management of Gastro-intestinal tract, hepatic, biliary and pancreatic diseases. Dietary management of bone and joint disorders and diseases of infancy and childhood.

## **DIET 605 NUTRITION SCIENCE LABORATORY**

Sampling in Food Analysis. Practical Report Writing. Principles of food analysis. Methods for macronutrient and micronutrient determinations. Centrifugation and separation. Determination of various nutritional parameters in body fluids e.g. Protein, iron, ferritin, cholesterol etc. Urinalysis of sodium, iodine. Body composition measurements.

## **DIET 606 CLINICAL ATTACHMENT I**

Outpatient affiliation: Study of hospital referral systems. Clinical/anthropometric assessment. Interpretation of laboratory results. Taking diet history. Evaluation of the adequacy of dietary intake. Planning the nutrition care process. Making follow-up appointment. Record keeping.

In patient affiliation: Rapport with other health workers on the ward. Reading patients folder and Doctor's referrals. Planning the nutrition care process. Record keeping. Patient Follow-up

## **DIET 607 NUTRITION AND IMMUNOLOGY**

General Features of the Immune System: -Innate and Adaptive Immunity, anatomy of the immune system, key molecules in the Immune Response, the immune Response, non-specific Effector Mechanisms and Outcomes of the immune response. Disorders of the Immune System:- Hypersensitivity reactions, autoimmunity and autoimmune disorders, immunodeficiency States, effects of nutrition and nutritional status on immune function, effects of disorders of immune function on nutrition and nutritional status, organ transplantation and the role of nutrition.

## **DIET 608: BIOSTATISTICS AND RESEARCH METHODOLOGY**

Review of basic statistics. Data analysis and presentation. Use of statistical programme packages  
Research Methods: - Research planning and design, scientific literature review, design of survey instruments, referencing systems, pilot testing of a research proposal, reporting research outcomes, grant and Proposal writing.

## **DIET 609 DIETIETICS PROFESSIONAL PRACTICE**

Definition of Dietetics. Roles of the dietitian – in hospital and other medical facilities, in public health and large-scale feeding interventions, in research, industry and education. Review of medical records, documentation in medical records. Patient interviewing. Medical terminology.

Structure of the Health Service in Ghana. The structure of the Dietetic Department. Code of ethics of Dietetic profession, GHS code of ethics and patient charter. Allied Health Professions Council and regulation of dietetics practice.

### **DIET 612 FOOD SAFETY & TOXICOLOGY**

Food safety: - Microorganisms in food – the food ecology, factors affecting microbial growth in food, microbial food borne disease and food poisoning, bioterrorism, street foods, prevention of microbial food-borne diseases. Toxicology of foods: - Absorption of toxicants, distribution and storage of toxicants, elimination of toxicants, target organ toxicity, naturally occurring food toxicants, food additives – direct, indirect and incidental additives, agro-chemical residues in food – pesticides, hormones, fertilizers and other growing aids, pollutants (e.g PCB), irradiation, toxicological evaluation of substances in foods, nutrition, processing, packaging and labeling issues of food safety.

### **DIET 613 ADVANCES IN NUTRITION IN STRESS AND SPORTS**

Nature of Stress – Physiologic and metabolic response to stress, life cycles stress period; stress related to work, high risk stress management, nutrition and stress management.

Nutrition and physical fitness, metabolic demands of exercise and sports, energy and nutrient requirements during sports, fluid balance, thermoregulation during exercise. Nutritional supplements/ergogenic aids, sports drinks, disability sports, dietary plans for training and competitions, ethical issues in sports, current research in sports nutrition.

### **DIET 614 NUTRITION AND DIET-RELATED DISEASES III**

Dietary management of disease: - Aetiology, pathogenesis and medical management of cancer, sepsis, trauma, burns, surgery, food allergies, bone and joint disorders. Enteral and parenteral nutrition.

### **DIET 615 HUMAN ANATOMY AND PHYSIOLOGY**

Structure and Function of: - Mouth, salivary glands, pharynx and oesophagus, stomach, small intestine, exocrine pancreas, large intestines, gallbladder, bile synthesis and secretion. Blood

supply to GIT. Regulators of GI Activity. Process of Digestion. Mechanisms of Absorption and Absorption of Macro- and Micronutrients. Factors Affecting Digestion.

### **DIET 616 DIET THERAPY III (3 CREDITS)**

Dietary modifications in the clinical management of: - Surgical patients. Diet therapy for trauma, burns, and sepsis, food allergies. Diet therapy for cancers. Diet for bone and joint diseases. Diagnostic diets. Vegetarian diets. Miscellaneous diets. In depth case studies.

### **DIET 618 CLINICAL ATTACHMENT III**

Out-patient Affiliation: - Study of referral notes, clinical/anthropometric assessment, interpretation of Laboratory results, taking diet history. Evaluate the adequacy of dietary intake. Intervention (counselling, dietary information sheet). Making follow-up appointments. Record keeping. In-patient Affiliation: - Rapport with other health workers on the ward, reading patients folder and Doctor's referrals, intervention – counselling dietary information sheet, record keeping, follow-up, meeting patient's relatives or care-givers. Log book assessment. 7



## **DIET 619 ADVANCES IN NUTRITION IN THE LIFE CYCLE**

Nutrition and pregnancy outcome. Maternal nutrient needs. Infant nutrition. Child nutrition. Adolescent nutrition. Normal life cycle growth pattern. Nutritional requirements for adults – early, middle and later years, individuality in nutritional needs of elderly persons. Review of new research on nutritional needs in the life cycle.

## **DIET 621 PHARMACOLOGY IN DIETETICS**

Principles and mechanisms of drug action. Absorption, distribution, metabolism and excretion of drugs. Factors determining food-drug interaction. Effect of food on drug therapy. Effects of drugs on food and nutrition. Modification of drug action by food and nutrients. Effects of drugs including excipients on nutritional status. Pharmacogenetics.

## **DIET 622 GENERAL PATHOLOGY**

Introduction to pathology terminology. Basic pathologic processes and mechanisms underlying the physiological biochemical and morphologic changes that result in disease. Cellular response to injury. Tissue responses to injury: - inflammation (acute and chronic), healing. Circulatory disorders. Neoplasia. Host defense and infectious diseases.

## **DIET 623 CLINICAL ATTACHMENT II**

Out-patient Affiliation: - Study of referral notes, clinical/anthropometric assessment, interpretation of Laboratory results, taking diet history. Evaluate the adequacy of dietary intake. Intervention (counselling, dietary information sheet). Making follow-up appointments. Record keeping. In-patient Affiliation: - Rapport with other health workers on the ward, reading patients folder and Doctor's referrals, intervention – counselling dietary information sheet, record keeping, follow-up, meeting patient's relatives or care-givers. Log book assessment.

## **DIET 624 PUBLIC HEALTH NUTRITION**

Introduction to Public Health Nutrition. Global Nutrition. Contemporary Nutrition and effect on health. Food policy, politics and regulations. Nutritional epidemiology. Nutrition policies. Nutrition in emergencies. Planning, evaluation and monitoring of a nutrition intervention programme. Derivation of reference data e.g. anthropometric data and normal biochemical

reference ranges. Comparison of reference ranges for different population groups. Nutrition and the Consumer. Socio- economic and cultural factors that influence food choice and health.

## **DIET 625 NUTRITION AND DIET-RELATED DISEASES II**

Diagnostic tests and their interpretation. Aetiology, pathogenesis and medical management of: Cardiovascular diseases, Renal Diseases, nutritional anaemias, Diabetes Mellitus, weight imbalance, HIV/AIDS. 8

## **DIET 626 COMMUNICATION SKILLS AND HEALTH PROMOTION**

Principles of oral communication necessary for interaction with individuals and groups.

Dynamics of communications- verbal communication, active/effective listening, Empathetic responding; interview skills, Non-verbal Communication. Communication process: - Channels of communication and factors promoting good communication, Barriers in communication Interpersonal communication skills – professional communication. Educational theories and models of health behavior related to patient learning. Developments of nutritional health promotion programmes. Ethics of health promotion. Strategies for health promotion and life style changes. Preparation of a health education material for use in a health education context. Principles of programme management, including assessment, planning, implementation and evaluation.

## **DIET 627: DIET THERAPY II**

The course covers the application of dietary modifications in the treatment, management and prevention of disease conditions discussed in Diet and Disease II. This would be mainly achieved through the use of evidence-based Medical Nutrition Therapy (MNT) principles in the prevention and management of selected disease conditions such as cardio-vascular diseases, renal diseases, diabetes mellitus, AIDS, weight imbalances, eating disorders and nutritional anemias.

### **Protection of privacy**

All student data are protected by the Record management policy ([https://www.ug.edu.gh/pad/sites/pad/files/2024-07/UG\\_Records\\_Management\\_Policy.pdf](https://www.ug.edu.gh/pad/sites/pad/files/2024-07/UG_Records_Management_Policy.pdf)) and

the safeguard <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/SAFEGUARDING%20POLICY%20-%20up%2019%207%2023.pdf> policies of University of Ghana. Data files are locked and deposited at the office of the Head of department and the Academic affairs officer of the school.

### **Access to student file**

Students can access their personal data file on the MIS-Web. They can also consult the department for further information about themselves.

### **Support services**

Student have access to the following support services;

Departmental Academic Advisor

Academic Affairs Directorate

Careers and counseling Directorate

University Health Services

Information Technology Directorate

Library Systems

### **Availability of program outcome data**

Outcomes of the program will be provided upon request.

### **Regulations**

The programme shall be governed by the general regulations for graduate studies in the University of Ghana as set out in the Graduate Handbook of the School of Research and Graduate Studies.

[https://sgs.ug.edu.gh/sites/sgs.ug.edu.gh/files/2023-07/UGMastersHandbook2014V\\_May2020\\_2.pdf](https://sgs.ug.edu.gh/sites/sgs.ug.edu.gh/files/2023-07/UGMastersHandbook2014V_May2020_2.pdf)

## **PROGRAM MODE OF STUDY**

The Master of Science (MSc) program is offered on a full-time basis only and does not cover distance learning modes.

### **Costs and Expenses (Costs and expenses are subject to change)**

*Fees*- School fees are subject to change. Students can follow this link to access current fee schedule (<https://www.ug.edu.gh/aad/sites/academic.ug.edu.gh/files/2024-09/2024-25%20COLLEGES%20OF%20HEALTH%20SCIENCES.pdf>)

*Textbooks* – Estimated 5,000 cedis (This is subject to inflation)

*Medical examination*- 500 cedis (Students who do not undergo medical examination will not be allowed to register for the course. Fee is subject to change)

*Medical Care*- Students of the University of Ghana are entitled to free medical care from The University of Ghana Health Services.

*Medical insurance*- Students are encouraged to have a Health Insurance .

Transportation to supervised practice sites will be covered by students themselves.

*Hostels/Accommodation*: Students can apply for university hostel accommodation at a fee. Fees for specific hostels can be found here- <https://www.ug.edu.gh/aad/schedule-fees>

*Additional costs*: Students will be required to purchase lab coat for clinical rotation (Supervised practice) and food service practical. International students can access the following link for cost related to immigration issues <https://ipo.ug.edu.gh/admissions>.

## **Application and admission requirements**

Admission requirements

### **Admission Requirements**

A good first degree, at least a second-class lower division (FGPA 2.5) in any related science course including Dietetics, Nutrition, Food Science, Home science, Biochemistry and Biological Sciences. Short-listed applicants are interviewed for selection.

### **Application**

Applicants should click on this link to follow guidelines for admission into the program. <https://admissions.ug.edu.gh/graduate-admissions/overview>

**Academic and program calendar or schedule.**

Academic calendar can be accessed via this link <https://www.ug.edu.gh/academics/calendar>. Students should also contact the school for detailed schedule as pertains to this program.

**Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable.**

Students can apply for scholarships as and when they are available. The following are links to some of the scholarship awarding institutions;

GetFund -<https://scholarships.getfund.gov.gh/auth/login>

Scholarship Secretariat- <https://scholarships.gov.gh>

**Supervised Practice**

The program will ensure that students are placed at hospitals/facilities for supervised clinical practice. Supervised practice is done during and in-between semesters (Vacation). Which means that students have little time for holidays sometimes not more than 2 weeks. Students will undertake 6 main rotations listed in the table below;

**Rotation Schedule**

<b>Rotation</b>	<b>Duration (Weeks)</b>
Rotation 1- Vacation (1 <sup>st</sup> Year, 1 <sup>st</sup> semester)	4
Rotation 2- Within semester (1 <sup>st</sup> Year, 2 <sup>nd</sup> Semester)	15
Rotation 3- Vacation (1 <sup>st</sup> Year, 2 <sup>nd</sup> Semester)	6
Rotation 4- Within semester (2 <sup>nd</sup> Year, 1 <sup>st</sup> Semester)	15
Rotation 5 – vacation (2 <sup>nd</sup> Year, 2 <sup>nd</sup> Semester)	6
Rotation 6- Within semester (2 <sup>nd</sup> Year, 2 <sup>nd</sup> Semester)	15

**Data Protection**

Data protection of students and other activities are protected by the information and communication technology policy of the university. Students' can access it through this link <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/Information%20and%20Communication%20Technology%20Policy%20.pdf>

**To become a registered dietitian**

Completing an MSc degree in dietetics qualifies one to become a registered dietitian. The process involves completing at least 1200 hours of supervised practice in addition to undertaking required course work. Additionally, one must undertake a nationally mandatory one-year supervised internship after which they must pass a licensure examination organized by the regulatory body (Allied Health Professions Council, AHPC).

## **DRESS CODE FOR SCHOOL OF BIOMEDICAL AND ALLIED HEALTH SCIENCES STUDENTS**

### **MALES**

#### **Lectures/Examinations**

- a well ironed long sleeved shirt with a pair of well ironed trousers (tucked in)
- a buttoned shirt over a pair of jeans or trousers with a pair of shoes/plain sneakers
- A Lacoste t' shirt with a pair of trousers and a pair of shoes/ plain coloured sneakers
- An African print shirt with a pair of trousers and a pair of shoes can be worn at any time of the week
- Avoid or refrain from all kinds of sport wears; tracksuits, slides, crocs as well as sleeveless tops, hoodies or any other attire with offensive language or graphics, perforated or cut-out jeans.
- Slippers should not be worn to lectures
- Hair should be low and neatly cut
- Well low trimmed beard cut

#### **Clinical rotation**

- Well ironed shirt with a pair of trousers, a pair of shoes and a neatly ironed lab coat
- Neatly iron scrubs with a pair of sneakers or crocs

### **FEMALES**

#### **Lectures/Examinations**

- Decent straight dress below the knee

- Office skirt / trousers and blouse with sleeves
  - African print attire
  - No short skirt (above the knee)
  - No skin-tight and breast exposing clothes
  - No wild hair colours and make-up
  - Flat or low-heeled shoes
  - No nail extension and eyelashes
  - No gangling eye rings
- 
- Shirt over jeans with a pair of shoes/sneakers
  - Refrain from wearing slides, crocs, slippers, tracksuits or any t-shirt showing offensive language or graphics
  - Long hair should be neatly tied (ponytail)

#### Clinical rotation (Supervised Practice)

- Decent office wear, a pair of flat shoes and neatly iron lab coat
- Skirts /trousers with top (sleeves/ shoulder length/ elbow length) with shirt below the knee
- Scrubs/ sneakers/Crocs



# **Code of Conduct for MSc Dietetics Students During Clinical Placements (Supervised Practice)**

## **1. Professional Responsibility**

- Clinical placement is a mandatory and examinable component of the MSc Dietetics program.
- Students must attend all scheduled placement days and actively participate in clinical activities.
- Absences must be reported with valid documentation (e.g., medical certificate) to both the placement supervisor and clinical placement coordinator.
- Unexcused absences may result in disciplinary action or failure of the module.
- Students are expected to log daily attendance and submit this as part of their placement documentation.

## **2. Ethical Conduct and Integrity**

- Students must uphold the highest standards of ethical behavior, including confidentiality, honesty, and respect for patients and colleagues.
- Any ethical dilemmas encountered should be discussed with the placement supervisor and reflected upon in the final report.

## **3. Professionalism and Attitude**

- Demonstrate punctuality, reliability, and accountability throughout the placement.
- Maintain a professional appearance and demeanor in accordance with the host facility's dress code and conduct guidelines.
- Show initiative and eagerness to learn, ask questions, and seek feedback.

## **4. Collaboration and Communication**

- Work respectfully and collaboratively with multidisciplinary teams.
- Communicate effectively with patients, caregivers, and healthcare professionals.
- Practice active listening and demonstrate empathy in patient interactions.

## **5. Learning and Skill Application**

- Apply theoretical knowledge to practical scenarios with critical thinking and clinical reasoning.
- Be proactive in seeking opportunities to observe, assist, and perform dietetic tasks under supervision.

## **6. Supervision and Feedback**

- Engage constructively with assigned Registered Dietitian (Preceptor) and Clinical Placement Coordinator.
- Accept and act on feedback to improve clinical competencies.
- Participate in scheduled evaluations and interactions with clinical placement team and submit required documentation.

## **7. Reporting and Assessment**

- Liaise with your on-site preceptor to ensure timely assessment of logbooks
- All logbooks must be submitted to the clinical placement team within one-week after the rotation is completed.

## **8. Attendance Policy (University of Ghana)**

- Full attendance is mandatory for all scheduled clinical placement sessions.
- Punctuality is emphasized; students are expected to arrive on time and stay for the full duration of each shift.
- Absences due to illness must be reported with a valid medical certificate to both the clinical supervisor and the university coordinator.
- Unexcused absences may result in disciplinary action or failure of the clinical module.

## **9. Dress Code Policy (University of Ghana)**

- Students must maintain good personal hygiene; regular bathing, dental care, and neat grooming.
- A clean white laboratory coat is required for all clinical sessions.
- Women: Medium-length skirts or tailored trousers, clean closed-toe shoes with non-skid soles.
- Men: Collared shirts, tailored trousers, clean closed-toe shoes with socks.
- Prohibited: Transparent clothing, vulgar prints, fancy haircuts/colors, artificial nails, excessive jewelry.
- Hijabs are permitted but must be worn to shoulder level.

## **10. Breach of Conduct**

- Unprofessional behavior, unexplained absences, or failure to meet placement expectations may result in disciplinary action or failure of the rotation.

## **POLICIES OF THE UNIVERSITY OF GHANA**

Follow this link to access all policies of the university <https://www.ug.edu.gh/pad/policies>.

- **Code of Conduct for Academic Staff** [https://www.ug.edu.gh/pad/sites/pad/files/2024-07/Code%20of%20Conduct%20for%20Academic%20Staff\\_0.pdf](https://www.ug.edu.gh/pad/sites/pad/files/2024-07/Code%20of%20Conduct%20for%20Academic%20Staff_0.pdf)
- **Equality Diversity and Inclusion** <https://www.ug.edu.gh/pad/sites/pad/files/2023-06/EQUALITY%2C%20DIVERSITY%20AND%20INCLUSION%20POLICY.pdf>
- **Gender Policy** [https://www.ug.edu.gh/pad/sites/pad/files/2023-06/Gender%20Policy\\_5.pdf](https://www.ug.edu.gh/pad/sites/pad/files/2023-06/Gender%20Policy_5.pdf)
- **Safeguarding Policy** <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/SAFEGUARDING%20POLICY%20-%20up%2019%207%2023.pdf>
- **Students and Staff with Special Needs: Facilities and Services**  
<https://www.ug.edu.gh/pad/sites/pad/files/2024-07/POLICY%20OSSN%20Final.pdf>
- **Sexual Harassment and Misconduct Policy**  
<https://www.ug.edu.gh/pad/sites/pad/files/2024-07/Sexual%20Harassment%20and%20Misconduct%20Policy%20Web.pdf>
- **Research ethics policy** <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/RESEARCH%20ETHICS%20POLICY.pdf>
- **Research policy** <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/RESEARCH%20POLICY.pdf>
- **Risk management policy** <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/Risk%20Management%20Policy.pdf>

- **Academic quality assurance policy** [https://www.ug.edu.gh/pad/sites/pad/files/2023-06/AcademicQualityAssurancePolicy\\_2.pdf](https://www.ug.edu.gh/pad/sites/pad/files/2023-06/AcademicQualityAssurancePolicy_2.pdf)
- **Appeals board rules** <https://www.ug.edu.gh/pad/sites/pad/files/2023-06/APPEALS%20BOARD%20RULES.pdf>
- **Disciplinary board rules** <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/UNIVERSITY%20OF%20GHANA%20DISCIPLINARY%20BOARDS%27%20RULES.pdf>
- **Plagiarism policy** <https://www.ug.edu.gh/pad/sites/pad/files/2024-07/PLAGIARISM%20POLICY.pdf>
- **Anti- policy** [https://www.ug.edu.gh/pad/sites/pad/files/2023-06/UG%20ANTI%20CORRUPTION%20POLICY\\_2.pdf](https://www.ug.edu.gh/pad/sites/pad/files/2023-06/UG%20ANTI%20CORRUPTION%20POLICY_2.pdf)