



## **THE STELLA MARIS POLYTECHNIC UNIVERSITY GRADUATE SCHOOL**

The Stella Maris Polytechnic University is an Institution of higher learning owned and operated by the Catholic Archdiocese of Monrovia with the main campus situated on Capitol Hill, Monrovia, Liberia. The SMPU seeks to provide men and women in the community and beyond with quality professional skills that are appropriate to and demanded by the business community particularly in Liberia and the world at large. In view of the ever-increasing demand for computer literacy in the local employment environment, all programs of study at SMPU are designed to give adequate electronic data processing competence at appropriate levels. SMPU formerly Don Bosco Polytechnic received its Charter from the National Legislature on August 15, 1988. With the change of name to Stella Maris Polytechnic a Bill to amend the charter was presented to the National Transitional Legislative Assembly and was approved on November 18, 2005. SMPU received an amendment to her Charter to have her name 17<sup>th</sup> July, 2019 with hand bills on 25<sup>th</sup> July, 2019.

Stella Maris Polytechnic University is recognized by the Ministry of Education, Republic of Liberia, the Commission on Higher Education in the Republic of Liberia as a founding member of the Association of Liberian Universities (ALU) and accepts the credits from fully accredited institutions of the National Commission on Higher Education (NCHE) Liberia, (within guidelines: please see Transfer students).

Internationally, Stella Maris Polytechnic University is in partnership with the Association of African Universities and the Roman Catholic Archdiocese of Monrovia. Through the rich case- and experience-based curriculum at School, students build deep general management and leadership skills, setting the foundation for lifelong impact on how they lead.

The case method brings leadership to life. Students step into the shoes of case protagonists, real business leaders, and learn to make tough decisions as they are challenged by the diverse perspectives of classmates. Students then apply this learning in experiential field programs and independent studies to practice what it means to become a leader who makes a difference in the world. Each of these learning platforms contributes to a truly global experience, from global cases and protagonists to international classrooms and project-based experiences.

Students graduating from SMPU not only with increased knowledge but more importantly, with grounding and practice in how to make difficult decisions and what it means to assume leadership in a global environment.

Members of the SMPU community (deans, directors, chairs, graduate program coordinators, graduate program assistants, and graduate school staff) may suggest new graduate school policies or revisions to existing policies. Policy requests will be reviewed by the Graduate School Policy Review and Implementation Committee and policy recommendations will be sent to the Graduate School Dean for approval after stakeholders input has been evaluated.

As a student of the graduate school at Stella Maris Polytechnic University, you are responsible for reading and abiding by the University policies, procedures and deadlines outlined in the following documents:

- University Catalog
- Student Handbook
- Schedule of Courses
- Graduate Policy Manual 2022-2027

The Stella Maris Polytechnic University Graduate School offers graduate degrees in Business, Social Work and Nursing Education for now. These are meant for professionals wanting to further their careers whether they are pursuing jobs in social work, management, leadership, nursing education and consulting or wish to become entrepreneurs themselves.

When you enroll in the Master's program, you can expect to refine your communication skills, particularly in making presentations and leading group discussions. All classes include a lecture component, a high level of student participation and case study analyses, the hallmarks of our programs.

Stella Maris Polytechnic University Graduate School offers a two-year, full-time Master in Business administration (MBA) in Finance, Marketing, Accounting, and Human Resources and other programs to be added. Programs curricula focused on real-world practice. Becoming a student at SMPUGS means joining a global community that propels lifelong learning and career supports. In order for a candidate to be admitted into the Masters' degree program, a candidate must have a Cumulative Grade Point Average (CGPA) of "2.5". A CGPA of "3.0" is required before graduation in the course of the candidate's major.

The Stella Maris Ploytechnic Graduate School (SMPUGS) maintains a set of policies that define and govern the terms under which graduate students pursue and successfully complete their degrees. These policies are updated from time to time, as necessary. Please review the most recent policy or policies. If you have any questions, please contact the Graduate School at (+231886511460/+231775102817/+231770180776/+231886536320).

### **SMPUGS Mission Statement**

The mission of SMPU Graduate School is to provide in line with Christian Catholic values, wholesome education, vocational and technical skills which enable women and men to live in dignity and to contribute meaningfully and professionally to the world of industry and specifically to the rapid development of Liberia in all of its phases.

The SMPUGS incorporates sustainability, globalization, and entrepreneurship with a core of business significance to produce creative and innovative graduates with an entrepreneurial mindset prepared to produce leadership in both private and public sector organizations.

## **PROGRAM GOALS**

- Prepare students to communicate quantitatively and qualitatively business ideas effectively.
- Prepare students to implement effective leadership and collaboration skills for making decisions and accomplishing goals.
- Prepare students to synthesize, analyze, and integrate their knowledge of business, education, engineering, agricultural disciplines to provide creative and innovative solutions to organizational problems and opportunities.
- Prepare students to analyze ethical implications of business decisions.
- Prepare students to demonstrate the ability to identify and solve complex situational problems employing qualitative methods, information technology, and statistical analysis.

## **NATURE AND DURATION OF PROGRAMS AND PROPOSED PROGRAMS**

M.ED; M.SC; MA; M.B.A.

Maximum  
Full-time 2 years

Total Credit Hours required for Master's Program

There are 36 and 48 credit hours including thesis writing and internship for designated programs, which will be required for the completion of master's degree work. At least a "B" average in courses is required for graduation.

### **i. MBA IN BUSINESS ADMINISTRATION**

- Accounting
- Finance
- Human Resource Management
- Marketing

### **ii. MSC in Agriculture (Proposed)**

- Agribusiness
- Agricultural Economics

iii. M.Ed.&M.A IN EDUCATION (Proposed)

- Early Childhood Education
- Educational Leadership

iv. MSC IN ENGINEERING (Proposed)

- MSC Civil Engineering
- MSC in Electrical Engineering

v. MA in Sociology with Specialization in (Proposed)

- Criminology
- Social Development
- Gender and Development
- Industrial Sociology
- Medical Sociology

vi. MA (Proposed)

- MA in Logistics and Supply Chain Management
- MA in Port and Shipping Administration

**SHORT TERM TRAINING WORKSHOP**

1. Customer Service
2. Human Resource Management
3. Small Business Management
4. Time Management at the work place
5. Effective Communication
6. Conflict Resolution
7. Managing Effective Meetings
8. Problem-Solving Skills

**ADMISSION**

**HOW TO APPLY FOR ADMISSION**

Application forms for the Stella Maris Polytechnic University Graduate School may be obtained directly from the Registrar at the St. Joseph Campus, Capitol Hill and from the campus of the Mother Paterñ College of Health Sciences, St. Teresa's Convent, and U.N. Drive. Specific questions concerning programs with respect to the Graduate Schools, may be referred to the Deans of each Graduate Schools.

### **ADMISSION REQUIREMENTS**

Must pass an Entrance Examination and provide the following:

- a. A letter of application
- b. Three letters of recommendation (one from a religious leader, one from the community leader and the last school attended)
- c. Hold undergraduate degree from accredited University
- d. Submit an original copy of Degree (S)
- e. Two passport photos
- f. Pass a personal interview with Graduate Program admission Committee
- g. Submit original copy of Transcript
- h. Curriculum vitae/Resume
- i. Current nursing/midwifery license (Applicable only for Nursing/Midwifery student)
- j. GPA of 2.50 and above

### **ADDITIONAL QUALIFICATION FOR ADMISSION**

- Students without an undergraduate degree in a given specialization must do two or four preliminary courses relevant to their program of interest and obtain a minimum GPA of 3.00 grade in each course to qualify for admission into the regular program.
- Students for MBA but without a background in business will do preliminary courses (level 500) in Finance, Economics, Management, Human Resources, Accounting, Statistics, etc.

### **APPLICATION PROCEDURE**

For information on the registration process, please visit the Graduate School information website at [www.smpeducation.com](http://www.smpeducation.com)

### **Transferred Students:**

- a. A letter of application
- b. Two letters of recommendation (one from Dean of Admissions of former institution and one from a religious leader)
- c. Transcript from former institution to be sent directly to SMPUGS
- d. Two recent passport size photos
- e. An interview with the Dean may be required.

- f. Filled up Student admission form.

### **RE- ADMISSION PROCEDURES**

1. Proceed to the office of Admissions, Records and Registration to verify whether the required documents are intact in your file. If not, it is imperative that the missing document(s) be made available before the process begins.
2. Obtain financial and library clearances;
3. Proceed to the Cashier's Office to pay the required fees;
4. Write an application letter for re-admission;
5. Pay re-admission fee of US\$50.00;
6. Proceed to the Office of Admissions, Records and Registration with the clearances, receipt(s) and the application, to obtain a re-admission form;
7. Fill in and submit the form along with the other requirements in count 6.

**Note:** Re-admission is a one-week process.

**Please Note:** *Degrees, certificates and diplomas awarded by the Stella Maris Polytechnic University Graduate School are accepted locally and internationally. Students from Stella Maris Polytechnic University Graduate School may transfer to other Graduate Schools locally and internationally with the knowledge that each institution, including Stella Maris Polytechnic University Graduate School, reserves the right to critically assess the documents of a transferring student and decide the level of acceptance or registration of credits. The institution to which a student transfers (be it incoming students to SMPUGS or out- going students from SMPUGS reserves the right to accept whatever credits are in line with its own programs.*

### **REGISTRATION PROCEDURES:**

Admission requirements must be met **before** registration.

Stages: (PLEASE READ VERY WELL)

#### **New Student**

1. Obtain admission letter from the Admissions Office;
2. Plan courses and proceed to Program Coordinator for first signature and obtain Dean's OK tally;
3. Obtain bank deposit slip from Finance Office and proceed to the Bank to make payment;
4. Return bank slip to cashier's office for official SMPUGS receipt then proceed to your Dean's office for final signature;

5. Drop control sheet at the Finance Office and obtain ID card slip, proceed to the IT department for your Identification card.

### **Old Student**

1. Student obtains financial and library clearances.
2. Student obtains grade sheet along with planned courses online via the school portal.

### **TUITION & FEES**

1. Registration fee is United States one hundred Dollars (**\$100.00**)

**Graduation Fees:** **MUST** be specified and payable before graduation.

**N/B:** Registration Fees and other fees are determined according to the needs of the University.

This is due to activities that could be added during that semester and to the escalating costs of materials and living. Registration fee is non-refundable.

### **Fees/Tuition Payment:**

#### **SMPUGS Programs:**

MBA: **US\$100.00** per credit hour.

MSW and MSNEd: **US\$100** per credit hour.

Foreign students are required to pay **US\$150.00** per credit hour.

Graduation ceremonies will take place on the last Friday of August unless the Board of Trustees decides otherwise.

### **SCHEDULE PAYMENTS:**

- a. Fees: 100% down payment of Registration Fees during registration;
- b. 60% of tuition must be paid during registration. 20% must be paid before Mid-Term and the balance 20% must be paid before final examination.
- c. Students who do not clear their balances **before** exams forfeit the privilege of paying fees in installments.

### **Please take note:**

**No fees paid by one student are transferable to another student.**

The student should let the benefactor know how much he/she receives from each of the benefactors and if insufficient then to ask one or the other to make up the difference.

- **All** funds paid by scholarship grants are refundable to their sources.
- Double scholarship/grants: the fact that any student has two different entities paying fully for the **same courses** is dishonesty.
- All students whose benefactors pay fees directly to the Graduate School will receive the grade sheets for their beneficiaries directly from the Graduate School.
- **No student is to pay money to any employees** for tuition or other fees. Doing so will be to the student's detriment or possible loss. All fees are to be paid into the bank or the Cashier as designated.
- **Students will duly be informed in advance of any increment in fees.**