

***UNIVERSITY OF NIGERIA, NSUKKA
SCHOOL OF POSTGRADUATE
STUDIES***

***POSTGRADUATE STUDIES
REGULATIONS
2018***

**VISION AND MISSION STATEMENTS OF THE
UNIVERSITY OF NIGERIA**

Vision statement

To create a functional, globally competitive and research focused university of Nigeria which is not just an ivory tower, but responsive to the needs of society while delivering world class education and knowledge.

Mission statement

To place the University of Nigeria in the forefront of research and Development, Innovation, knowledge transfer and human resources Development in the global academic terrain, while promoting the core values which will ensure the restoration of the dignity of man.

VISION AND MISSION STATEMENTS OF THE SCHOOL OF POSTGRADUATE STUDIES

Vision statement

To strive through research and innovation, to become a globally reputed first-rate school of postgraduate studies

Mission statement

To attract, educate, train and transform qualified persons to high level manpower that are thoroughly equipped with adequate and update knowledge and specialized skills in research and innovation and deployable for first-rate development and improvement in all fields of human endeavour.

FORWARD

The University of Nigeria which ranks among the first generation Universities in the country is a research University. Postgraduate studies are top priority of the University, geared towards national development. The main missions of the School of Postgraduate Studies are to co-ordinate and facilitate the prosecution of the postgraduate programmes of the University. The school pays attention to postgraduate teaching and research to ensure the

production of highly qualified manpower for tertiary institutions, research institutions and industries.

These regulations provide the guidelines to ensure the completion of postgraduate programmes of the University in record time and increase in the scope of research in line with the national research policy. The regulations are senate approved guidelines and processes of running postgraduate programmes. It incorporates the National Universities Commission's Benchmark Academic Standards (BMAS) for postgraduate studies in Nigerian Universities.

All who have roles to play in postgraduate studies administration, admission, research, supervision and examination should acquaint themselves with the provisions of the regulations. Copies of the regulations would be issued to all stakeholders; the Faculties, Departments, postgraduate supervisors, staff of the school, postgraduate students, and so on, to guide them. Other tertiary institutions, Research Institutes/Centres and individuals will find the contents of the regulations beneficial.

Professor P.O. Osadebe

Dean, School of Postgraduate Studies

**UNIVERSITY OF NIGERIA, NSUKKA
(SCHOOL OF POSTGRADUATE STUDIES)**

POSTGRADUATE STUDIES REGULATIONS

**MEMBERSHIP OF THE BOARD OF THE SCHOOL OF
POSTGRADUATE STUDIES (SPGS)**

- (i) Vice-Chancellor – Chairman
 - (ii) Dean, SPGS – Member (He shall in addition be a member of the Committee of Deans and act as Chairman of the School Board in the absence of the Vice-Chancellor)
 - (iii) Two Associate Deans, SPGS (one for each of the two campuses) – Member
 - (iv) The University Librarian – Member
 - (v) Immediate Past Dean, SPGS – (He shall be an ex-officio member for the next twelve months after he shall have relinquished office)
 - (vi) Two Senate Representatives – such members shall be Professors
 - (vii) Faculty Representatives – such members shall be approved Ph.D. Supervisors except in Faculties where there are no Ph.D. programmes
 - (viii) Director, Institute for Development Studies
 - (ix) Directors of other Institutes and Centre that run approved Postgraduate programmes
 - (x) Secretary to the School – Secretary.
- Quorum for the Board meeting shall be one-third of the statutory membership or eight members present. A Head of Department, Dean of Faculty or any other designated officer shall be in attendance when he or she has a case to present to the Board with the consent of the Dean.
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FUNCTIONS OF THE SCHOOL OF POSTGRADUATE STUDIES

Considering the individual characteristics of each university, the School of Postgraduate Studies shall, on behalf of the Senate, perform the following broad functions:

- (i) Receive and recommend to senate, submissions from Departments and Faculties on admissions, registration, fields of study, research proposals and topics, supervisors, internal and external examiners and duration of programmes;
 - (ii) Examine postgraduate curricula and examination programmes submitted by departments through Faculty Postgraduate Committees, and make recommendations to senate;
 - (iii) Receive each student detailed programme and progress report for purposes of monitoring the student's progress;
 - (iv) Recommend to senate candidates whose studies should be terminated;
 - (v) Advise senate on candidates whose programmes require a period of study outside the university;
 - (vi) Interpret and operate Postgraduate regulations, and make annual reports on its work to senate;
 - (vii) Assess and recommend to senate, students for Postgraduate Scholarships, Fellowships, stipends and other awards;
 - (viii) Prepare and operate a budget necessary for executing the functions of the School, paying particular attention to fellowships, scholarships, visiting lecturers, external examiners, and Postgraduate programmes;
 - (ix) Recommend periodically to Senate, a comprehensive review of general regulations, progress and development of postgraduate studies;
 - (x) Take and consider all results in respect of all programmes being coordinated by the School, and make appropriate recommendations to Senate;
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- (xi) Consider and approve, on behalf of the Senate, requests for extension of time for Postgraduate programmes and deferment of admissions;
 - (xii) Consider and approve the minimum period of professional attachments or internships and minimum attendance requirement for coursework;
 - (xiii) Approve teaching staff for postgraduate studies and regulate the conduct of postgraduate teaching;
 - (xiv) Receive and recommend to Senate for approval, faculty submission of candidates for the award of higher degrees and diplomas;
 - (xv) Receive and recommend to Senate departmental and faculty submission on the establishment of new Postgraduate programmes;
 - (xvi) Publish the Postgraduate School prospectus, titles of theses accepted for higher degrees and their abstracts, and disseminate other related information on Postgraduate matters;
 - (xvii) Establish criteria for the appointment and approval of Postgraduate supervisors and external examiners;
 - (xviii) Organize annual Postgraduate Lecture Series – Faces of Research;
 - (xix) Carry out any other responsibilities that Senate may delegate to the School of Postgraduate studies from time to time.
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GENERAL REGULATIONS FOR HIGHER DEGREE AND POSTGRADUATE DIPLOMA PROGRAMMES

1. BASIC ADMISSION REQUIREMENTS FOR POSTGRADUATE PROGRAMMES

- (i) Students seeking admission into the postgraduate programmes of the university shall sit and pass admission screening examination before being considered for admission (except for Executive/Government sponsored programme and international students). Questions for the screening examinations shall be based on the candidates' discipline at the Departmental/Faculty level.
- (ii) The Department/Faculty shall determine the cut-off mark and forward their recommendations to the Board of the School of Postgraduate Studies through the Faculty Postgraduate Studies Committee.
- (iii) Recommendations for admission shall be strictly based on the carrying-capacity of the Department, that is, on the availability of approved supervisors and facilities for teaching and research.
- (iv) The minimum qualification for admission into any postgraduate programmes is a Bachelor's degree or Higher National Diploma passed at credit level plus five (5) O'Level credit passes including English Language and any other four (4) subjects relevant for the first degree admission into that Department.
- (vi) Candidate with Postgraduate Diploma (PGD) will only seek admission for Master's degree in the Departments that offer PGD programme.

(A) POSTGRADUATE DIPLOMA

The following may qualify for Postgraduate Diploma admission:

- (i) Graduates of the University of Nigeria or other recognized universities who have obtained a degree
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of bachelor with at least a third class honours. For Postgraduate Diploma in Public Administration, candidates with at least third class honours degree in Arts, the Social Sciences, Law, Business Administration or Education. Candidates from disciplines not mentioned above should in addition, possess a minimum of three years cognate postgraduate experience in administrative/managerial positions. For PGD in Business Administration, the 3rd Class Honours must be from Business Administration.

- (ii) Holders of Higher National Diploma (HND) with a 3.50 Grade Point Average on a five-point scale or its equivalent may be admitted. For Postgraduate Diploma in Business Administration, candidates who hold other professional qualifications such as Associate Institute of Bankers, Associate Certified Chartered Accountants, Associate Cost and Management Accountants, Institute of Chartered Accountants of Nigeria, Chartered Professional Accountants, Associate Chartered Institute of Accountants, Association of National Accountants of Nigeria etc. have added advantage for admission. Candidates with professional qualifications, including HND, should have obtained pre-professional qualifications, including 5 credits in WASC or GCE O/L or NECO to satisfy the basic University entry requirement, for admission for degree courses into respective departments.
 - (iii) In addition to (i) or (ii) above, in special cases, candidates may be admitted after passing such tests as may be prescribed by the Department/Faculty.
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- (iv) Candidates who hold other qualifications considered equivalent to the above and acceptable the University may be admitted.

(B) DEGREE OF MASTER (ACADEMIC AND PROFESSIONAL)

The following shall qualify for the Master's degree admission:

- (i) Graduates of the University of Nigeria or of other recognized Universities who have obtained the approved degree of bachelor with at least a second class honours (lower division) with GPA not less than 2.50 on a 5-point scale, or its equivalent. Also, candidates with appropriate Postgraduate Diploma of the University of Nigeria or of other recognized Universities with at least a 3.50 GPA on a 5-point scale or its equivalents.
 - (ii) For M.Ed degree, candidates with at least a second class honours (lower division) in single honours degree in teaching subjects plus at least a credit level pass in Postgraduate Diploma in Education, or those with at least a second class honours (lower division) with at least a 2.50 GPA on 5-point scale in Education or those with 3rd class honours plus Postgraduate Diploma in Education passed at credit level or above.
 - (iii) For MPA degree, the candidates should in addition to (i) above, be serving administrative/managerial staff in the public/private sector with a minimum of two years post-qualification cognate experience.
 - (iv) For M.Sc in Clinical Psychology, only candidates with B.Sc in Psychology with at least a 2.50 GPA on a five point scale are admissible.
 - (v) Candidates whose degrees are unclassified with average of 50% or above. Such candidates may be
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admitted with or without being subjected to a qualifying test.

- (vi) Holders of professional qualifications such as FIMLT, FNILT, FIST, FNIST, or their equivalents. Candidates seeking admission with professional certificates listed above must have worked as Senior Technologist(s) or other equivalent positions for at least three years.

Consideration of the applications from candidates with professional qualifications will depend on the expert opinion of the concerned Departments/Faculties as regards the adequacy/relevance of the contents of the professional courses already undertaken by the candidates.

- (vii) Candidates who possess HND with at least a 3.00 GPA on a 5-point scale from recognized institutions and a postgraduate diploma of the University of Nigeria or other recognised institutions with at least a 3.50 GPA on a 5-point scale.

- (viii) Candidates who hold other qualifications considered equivalent to the ones listed above, which are acceptable to the Board of the School of Postgraduate Studies and Senate of the University.

- (ix) Candidates may be required to pass examinations set by Departments to which n they are seeking admission to determine their suitability for postgraduate work.

- (x) Only Departments/Faculties that offer PGD programme shall accept PGD for admission into their Master's programmes.

(C) **MASTERS'/Ph.D PROGRAMME**

The following may qualify for Master's/Ph.D admission:

- (i) A candidate with first class honours bachelor's degree from a recognized University may be admitted into a Master's/Ph.D programme. The candidate so admitted has two options – first, he could complete the Master's degree programme and then apply to continue with the Doctoral programme without completing a new application form if he/she passes the Master degree with a minimum of 3.50 GPA on a 5-point scale. Second, the student's general performance in the course work could be evaluated after the first two semesters of being on the Masters'/Ph.D programme. If the student makes a GPA of 3.50 and above in the coursework, Senate on the recommendations of Departmental and Faculty Postgraduate Studies Committees and the Board of the School may approve that the candidate proceeds to Ph.D programme without fully completing the Master's degree programme.
- ii(a) A candidate with 3.00 GPA on the 4-point scale or 3.50 GPA on the 5-point scale and above in the Master's degree, obtained through comprehensive coursework only, may be admitted into the Masters'/Ph.D programme. The candidate so admitted will be required to write an examinable project during the first two semesters of his/her study and obtain at least a grade of "B" before he/she could be allowed to proceed to Ph.D degree programme.

OR

- ii(b) Where a candidate did the Masters degree by comprehensive research and passed at the grade of "B" average, the candidate shall be admitted for the Master's/Ph.D programme. To make up for the coursework deficiency in the earlier programme, the
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candidate shall successfully complete the Master's coursework with a pass of not less than 3.50 GPA on the 5-point scale. Thereafter the candidate may be considered for a firm Ph.D registration.

- (iii) A candidate with Master's degree with GPA of 3.00 on a 4-point scale or 3.50 on a 5-point scale who wishes to do a Ph.D work in another related Department other than the one in which he/she earlier obtained the Master's degree, he/she shall be admitted for Master's/Ph.D degree programme in the new area. At the end of the second semester of being on the programme, he/she may be considered for a firm registration for the Ph.D degree programme if he/she makes a 3.50 GPA on the 5-point scale in the Master's degree coursework.
- (iv) A candidate with professional Master's who scored 3.00 GPA and above on a 4-points scale or 3.50 and above on a 5-point scale will be eligible for admission into Master's/Ph.D degree programme or Doctor of Public Administration in the case of the Department of Public Administration and Local Government.

(D) **BASIC ADMISSION REQUIREMENTS FOR DOCTORAL (Ph.D) PROGRAMMES**

Candidates for Ph.D admission must satisfy the following conditions:

- (i) Candidates for Ph.D programme must have academic Master's degree in relevant areas with a minimum CGPA of 3.0/4 or 3.5/5.0 or 60% and Project score not lower than 60% (B). However, Department of Music, Economics Public Administration and Local Government, and psychology, and Faculties of Education, Medical/Health Sciences and Technology, and
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Business Administration require 4.0 GPA for 5-point scale for Ph,D admission.

- (ii) Candidates for Professional doctorate should have an academic or professional Master's degree with a minimum of 3.5/5.0 in the relevant field
- (iii) Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.
- (iv) Candidates who hold other qualifications considered equivalent to D(i) above which are acceptable to the Board of the School of Postgraduate Studies and Senate of the University.

(E) EXECUTIVE PROGRAMME

- i. All Executive programme shall be run as evening and/or weekend programmes and should be properly domiciled in the relevant department or faculty.
- ii. All executive programmes shall lead to professional Degree only.

2. METHOD OF APPLICATION FOR POSTGRADUATE ADMISSION

- (i) An application form for admission into a course of study leading to higher degree or postgraduate diploma shall be made, on a prescribed SPGS Form I obtainable on-line at [www.portal.unn.edu.ng-clickon\"Applications\"](http://www.portal.unn.edu.ng-clickon\) on payment of the appropriate fees. Completed Application Form, together with copies of relevant certificates shall be sent to the Secretary, School of Postgraduate Studies, University of Nigeria, Nsukka. The candidate should then cause his/her three referees to send their confidential reports on the Referee's Report Form 2 direct to the Secretary to the School. The candidate should also ask his former
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- University/Institution to send his/her transcript to the Secretary to the School in good time.
- (ii) Candidates for Regular Postgraduate Diploma and Masters degree programmes are considered for admission once in an academic session normally in September, while doctoral candidates are considered twice in a session (September and April) the beginning of the first and second semesters.
 - (iii) Applications for September postgraduate admission of any year should reach the School of Postgraduate Studies not later than 30 March of the same year. Applications for Ph.D admission received after that date but not later than December 31 shall be processed for the April admissions of the following year (second semester admissions).
 - (iv) Any request by candidates who have applied for admission for change of Department, degree in view, field of study etc. must reach the Secretary, School of Postgraduate Studies before the last date for the submission of completed application form.
 - (v) **Inter-University Transfer:** Any student wishing to transfer into the University from another university of good standing should cause his/her application and transcript to be sent to the Dean, School of Postgraduate Studies who will forward same to the Departmental/Faculty Postgraduate Studies Committee for recommendation. A candidate so recommended will be required to pay a transfer fee as may be prescribed by Senate.
 - (vi) **Research Proposal:** Applicants for the Doctoral programmes of the university are required to submit a detailed research proposal of not more than three pages and which must include:
 - a. Proposed topic
 - b. Introduction
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- c. Statement of objective(s) of the study
- d. Summary of five relevant recent literatures that supports the research objectives
- e. An indication of the intended research methodology
- f. Expected result(s) with an indication of possible contributions to knowledge. Applications without research proposal or one written without indication of thoughtful consideration of most of the above issues will be rejected.

3. **DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEE**

The Committee shall comprise at least three members including all the Professors and Readers and all approved Postgraduate Supervisors in the Department. Quorum shall be three. It should consider matters relating to Postgraduate Studies in the Department as approved by the postgraduate regulations. The Head of Department shall be the Chairman.

Departmental Postgraduate Studies Coordinator: Each Department shall have a Postgraduate Studies Coordinator who shall be an approved Ph, D Supervisor, preferably a Reader or a Professor. He/she shall see to the effective coordination of postgraduate studies in the Department and shall be the chairperson in the absence of the Head of Department.

The Departmental Postgraduate Studies Committee shall consider applications in the first instance and make recommendations about admission and supervision to Senate through the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies. The recommendations of the Departmental and Faculty Postgraduate Studies Committees shall be made on SPGS Form 4.

The Departmental Postgraduate Studies Committee shall recommend the following to the Board of the School of Postgraduate Studies and Senate in respect of every candidate for admission, through the Faculty Postgraduate Studies Committee:

- (i) The Degree in View
- (ii) Field of Study (precisely stated)
- (iii) The Supervisor(s)
- (iv) The Mode of Registration (full-time, part-time or sandwich)
- (v) Any other Departmental requirements
- (vi) Any other postgraduate matter(s) referred to it by appropriate University bodies.

4. **FACULTY POSTGRADUATE STUDIES COMMITTEE**

Each Faculty shall have a Faculty Postgraduate Studies Committee to consider matters on Postgraduate Studies in that Faculty. The Chairman of the Committee must be an approved Ph.D Supervisor.

Membership of the Committee includes:

- Faculty Representative on the Board of the School of Postgraduate Studies
- Departmental Representatives
- Faculty Officer
- Chairman
- Secretary

5. **QUALIFYING EXAMINATIONS AND REMEDIAL PROGRAMMES**

A qualifying examination and the courses thereto, as well as any other remedial courses designed to make up the deficiency of the candidate towards the proper study of a higher degree, may be organized by the Department as the need arises.

The total work load for remedial courses to be undertaken by a postgraduate student shall not be more than 14 units.

Candidates requiring remedial courses exceeding 14 units shall not be admitted into such postgraduate programmes. The candidate's admission shall remain *provisional* until he/she passes the prescribed qualifying/remedial examinations with a grade not less than "C".

Students shall register for the remedial courses at the beginning of the first semester of their programmes. The remedial courses are to be handled internally by the Department without an External Examiner, but the results of the examinations on them must be submitted to the School of Postgraduate Studies, through the Dean of the concerned Faculty, for inclusion in the students' transcripts. For postgraduate programmes requiring remedial courses exceeding 14 units, the Department concerned should consider drawing up an appropriate Postgraduate Diploma Programme to take care of the remedial work or the candidate's application should be rejected.

6. **REGISTRATION OF COURSES**

- (i) Candidates offered admission may register on payment of the appropriate fees and presentation of the originals of their certificates or other acceptable evidence that they hold the qualifications claimed in their applications.
 - (ii) The normal period allowed for registration of postgraduate courses is four weeks at the beginning of the session. Students who register late shall pay the approved late registration fee.
 - (iii) Certificate clearance involves all candidates whether they are graduates of the University of Nigeria or not. Every postgraduate admission is provisional. If it is discovered at any point in the programme that the candidate does not possess the qualifications claimed in his/her application or the
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entry qualification for the admission, the programme will become null and void.

- (iv) Postgraduate students are prohibited from registering for and prosecuting any other postgraduate programme of the University at one and the same time.
 - (v) Only Ph.D candidates, with the permission of the Department, may register at the commencement of any semester but in any case not later than one month from the beginning of the semester in which the candidate is admitted. Masters and Postgraduate Diploma candidates shall register not later than one month from the commencement of the first semester of the academic session and not later than two weeks from the commencement of the sandwich session in the case of sandwich students, respectively. The offer will lapse if the candidate fails to register as specified above.
 - (vi) A candidate may register for full-time, part-time or sandwich programme as applicable.
 - (vii) A full-time candidate, engaged in any work other than an advanced study, must submit the details, through the Departmental and Faculty Postgraduate Studies Committees and the Board of the School of Postgraduate Studies which shall recommend to Senate the minimum period to be prescribed for the candidate's study. Where a candidate is engaged in work other than an advanced study for more than 12 hours a week, or is engaged in full employment he/she shall register for part-time, evening or sandwich programme. ***Those who violate this provision shall forfeit their postgraduate registration.***
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- (iii) Part-time programme is a regular programme and should not run as an evening or weekend programme to the detriment of full-time students.

7. **RENEWAL OF REGISTRATION**

- (i) A candidate studying for the Master's or Ph.D degree or Postgraduate diploma programme shall renew his/her registration at the beginning of each academic session by paying the session's fees and completing appropriate forms.
- (ii) A postgraduate student, who fails to renew his/her registration within the first eight weeks of the new session, shall be deemed to have forfeited the course for that session and shall not be allowed to register again until the beginning of the next session.
- (iii) Where a Postgraduate student fails to renew his registration for 2 consecutive sessions, the programme will be deemed as formally lapsed. The files of such candidates will be closed finally.

8. **FIRM REGISTRATION FOR THE DOCTOR OF PHILOSOPHY**

For a candidate who registered for Master's/Ph.D degree, a firm registration for the Doctor of Philosophy may be approved if the result of the assessment of the student's progress shows that the student attained a minimum of 3.50 GPA in his or her coursework.

At the end of the first two semesters of study by Masters'/Ph.D candidate, the Departmental Postgraduate Studies Committee shall send to Senate through the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies, the following:

- (i) a comprehensive assessment of the progress of the student;
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- (ii) a recommendation on whether the student's study should continue or be terminated;
- (iii) a recommendation on whether the student should continue with the degree he had in view at registration or change to another higher degree;
- (iv) the assessment shall normally include all examinations written, practical and/or oral.

9. DURATION OF PROGRAMMES

The maximum and minimum durations of Postgraduate programmes shall be:

(i) **Duration of Master's programme**

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| Full-time: | A minimum of 3 semesters |
| | A maximum of 5 semesters |
| Part-time: | A minimum of 5 semesters |
| | A maximum of 8 semesters |

For all Departments and Faculties except Departments of sociology, Psychology, PALG, Faculties of Agriculture, Veterinary Medicine, Education and Business Administration that have minimum/maximum duration of 4/6 semesters for full-time and 5/7 semesters for part-time.

(ii) **Duration of Sandwich Master's programme**

A minimum of 3 long vacations and maximum of 6 long vacations.

(iii) **Duration of Master's/Ph.D programme**

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| Full-time: | A minimum of 8 semesters |
| | A maximum of 12 semesters |
| Part-time: | A minimum of 10 semesters |
| | A maximum of 14 semesters |

(iv) **Duration of Ph.D programme (after Master's degree)**

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|------------|---------------------------|
| Full-time: | A minimum of 6 semesters |
| | A maximum of 10 semesters |
| Part-time: | A minimum of 8 semesters |
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A maximum of 12 semesters.

The first two semesters of the doctoral programme shall be devoted to coursework and written examinations, and the remaining sessions for Thesis, seminars and oral examinations.

(v) **Duration of Postgraduate Diploma programmes**

Regular (Full-time): A minimum of 2 semesters

A maximum of 4 semesters

Sandwich: A minimum of 2 long vacations and

A maximum of 4 long vacations.

(vi) **Lapsing of Programme**

The student's registration for the higher degree or Postgraduate diploma shall lapse if after the maximum duration of the programme the candidate has not presented himself for examination or the relevant Departmental/Faculty Committee has not adjudged the student as being ready for examination.

(vii) **Progress Report**

Each Master's or Doctorate student shall complete and submit a Progress Report (Appendix II), each semester of the programme, through the Supervisor, through the Head of Department and through the Dean of the Faculty to the Dean, School of Postgraduate Studies.

(viii) **Minimum Residential Requirement**

No student shall graduate before reaching the minimum residential requirement which is the same as the minimum duration of a programme.

10. **EXTENSION OF PERIOD OF STUDY**

In a case that is truly exceptional, a candidate may apply to Senate for extension of period of study through the Departmental and Faculty Postgraduate Studies Committees and the Board of the School of Postgraduate Studies.

11. **SEMESTER COURSE UNITS FOR
POSTGRADUATE PROGRAMMES**

- (a) Structure of Postgraduate Programmes
- (i) The Postgraduate programmes of all Departments are to be structured in semesters. The course components for each semester are to be taught during the semester and examinations in them conducted within the last two weeks of the semester.
 - (ii) The units for each higher degree or Postgraduate Diploma course shall fall between 2 and 8.
 - (iii) The range of total units for Postgraduate Diploma and Masters degree programmes shall be as follows:

Postgraduate Diploma: A minimum of 24 units and a maximum of 30 units.

- Masters Degree: (i) A minimum of 30 units of which 6 units are for Project, 21 for coursework including a Faculty course of 3 units on ICT and Research Methodology, and 3 units for a Seminar presented from the Master's Project Report.
- (ii) All Master's students shall pass the Faculty Course on ICT and Advanced Research Methodology or Technology for Development of Research Skills. This shall include a Workshop to be organized by the School of Postgraduate Studies with a Certificate of Participation without which the result is incomplete. The Faculty returns the
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full grade while the School shall issue the Certificate of Participation.

Ph.D Degree: (i)

A minimum of 30 units of which 12 units are for the thesis, 12 unit for the coursework including a 3 unit Faculty course on Research Grant Writing and Synopsis Writing, and 6 units for two seminars, one presented as Research Proposal at the beginning of the student's research programme and the other, at the end of the research work before the final defense. All doctoral coursework should include book and/or journal article reviews. Coursework is optional for Faculty of Pharmaceutical Sciences Doctoral students, but they will be required to do the Workshop component.

(ii)

All Doctoral students are expected to pass the Faculty Course on Research Grant Writing and Synopsis Writing leading to extension of network of research collaboration and mentorship. This shall include a Workshop to be organized by the School of Postgraduate Studies which issues a Certificate of Participation (without which the result shall be incomplete).

(b) **Definition of Course Unit:** A unit of workload consists of one hour per week for 15 weeks (one semester): OR 3–6 hour laboratory/studio/practical class per week for 15 weeks (one semester).

(i) No taught course shall carry less than 2 credit units or more than 4 credit units

(ii) A Postgraduate Diploma project report shall carry a minimum of 4 units.

(iii) A Master’s Project Report shall carry a minimum of 6 units.

(iv) A Ph.D thesis shall carry 12 credit units.

(c) **SCORING AND GRADING SYSTEM:**

Scoring and grading of courses shall follow the guideline in which the percentage scores are interpreted in letter grade (A, B, C, & F) and grade points (0, 3–5) as displayed in Table 1:

Table 1: Grading System for Postgraduate Courses

Percentage Score	Letter Grade	Grade Points
70-100	A	5
60-69	B	4
50-59	C	3
0-49	F	0

(d) **CALCULATION OF GPA**

In calculating the Grade Point Average for Master’s degree and Postgraduate Diploma programmes the units for each course and project will be multiplied by the score obtained by the candidate. The overall total is then divided by the total units for the programme to obtain the final Grade Point Average (GPA).

The passing grade for each Postgraduate Course shall also be “C” or 50% but candidates will be expected to obtain a

minimum of 3.00 GPA for the degree of Master to be awarded.

(e) **Examination of Coursework**

(i) For all postgraduate coursework, the minimum pass score shall be 50%; continuous assessment shall constitute 30% of the examination for each course.

(ii) Any student who fails in any course, shall repeat such a course;

(iii) All grades obtained in each registered course (whether pass or fail) shall count towards the determination of the final GPA.

(iv)

(v) **Fail Grade in Postgraduate Courses:** With regard to Postgraduate Courses if a candidate fails one, he/she can repeats, but if he/she fails a secondtime he/she shall withdraw permanently from the programme and the grade should be used in the calculation of the candidate's GPA.

(vi)

(f) **Passing Grade For Doctoral Thesis**

There is no GPA passing grade for the award of Doctorate degree. The result of Doctorate degree thesis oral examination is on pass or fail basis. However, any thesis score of less than 60% is deemed to have failed.

12. **MINIMUM AND MAXIMUM UNITS FOR SEMESTER**

It is left to the discretion of the Department to determine the courses to be registered by candidates for each semester or the units to be covered by the student in a semester provided that the range specified in 11a(iii) above are followed.

13. **DEFINITION OF COURSES**

(i) Courses are defined as those programme components whose grades are required by the

Regulation to be submitted to the School of Postgraduate Studies for the computation of the final grade point average of a candidate.

- (ii) Only Master's courses shall be used for the computation of the final grade point average of Masters' students. Each Department should provide separate courses for the Postgraduate Diploma.
- (iii) Any course or courses constituting part of the candidate's proper postgraduate study of the discipline for the degree of Master and Postgraduate Diploma shall be approved by Senate, taught and examined. All Postgraduate examinations shall be moderated by formally appointed External Examiners.

14. MODE OF STUDY FOR MASTERS' DEGREE PROGRAMMES

Study for the degree of Master shall be prosecuted by coursework and project report, where coursework predominates and constitutes not less than 2/3 of the total units. The coursework shall be examined in written papers and moderated by an External Examiner. The project report shall be defended in an oral examination before an External Examiner who shall score a total of 60% while the other 40% shall be shared between the Supervisor (20%) and the Internal Examiner(s) (20%). All coursework should be taught and examined before the last semester of the programme. The last semester should be devoted to project, seminar/workshop and project defense.

15. MODE OF STUDY FOR Ph.D DEGREE PROGRAMMES

All Ph.D degree programmes shall have coursework with written examinations that involve external moderation and a research thesis that involves oral defense and requires the

participation of an External Examiner. Candidates who wish to prosecute their Ph.D in the same Department but in other areas of specialization must do Ph.D coursework in that area.

All Doctoral coursework shall be registered, taught and examined within the first two semesters of the programme. Based on the recommendation of the Departmental Postgraduate Studies Committee the School of Postgraduate Studies:

- (i) Students that scored 60% and above in all courses shall be asked to proceed.
- (ii) Those that scored an average of 60% and above but failed a course or more shall be asked to proceed but will be required to pass the failed courses in the next session.
- (iii) Those that failed to make a minimum of 60% average shall be asked to repeat the year or withdraw.

- 15(a) Mode of Study for Postgraduate Diploma Programmes. Postgraduate Diploma Programmes are prosecuted by Coursework and project report of 4 units.

16. **NOMENCLATURE FOR POSTGRADUATE RESEARCH REPORTS**

- (i) The Ph.D degree research shall be called Thesis.
- (ii) The Master's degree research shall be called Project Report.
- (iv) The PGD research shall be called Project Report.

17. **CHANGE IN POSTGRADUATE STUDENTS PROGRAMME**

At any appropriate stage, changes may be effected in a student's programme as may be recommended to Senate by the Departmental Postgraduate Studies Committees through

the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies.

18. **CATEGORIES OF CHANGES IN POSTGRADUATE PROGRAMMES**

The following major and minor changes/matters are to be handled by Senate, and administratively by the School of Postgraduate Studies, respectively:

- (a) ***Major Changes/Matters***
 - (i) Approval of Title of Thesis
 - (ii) Change of Department
 - (iii) Change of Degree in View
 - (iv) Approval of Departmental Programmes
 - (v) Approval of Postgraduate Admissions
 - (vi) Approval of Postgraduate Examination Results
 - (vii) Appointment of Supervisors
 - (viii) Firm Registration for Ph.D
 - (ix) Approval of Postgraduate Prizes, Scholarships, Research Aids, Fellowships, etc.
 - (x) Extension of Period of Study
 - (xi) Appointment of Internal and External Examiners
- (b) ***Minor Changes/Matters***
 - (i) Type of Registration (full-time/part-time/Sandwich)
 - (ii) Change of Field of Study within the same Department
 - (iii) Suspension of and withdrawal from Postgraduate programme
 - (vii) Change of supervisor/internal examiner
 - (viii) Approval of deferment of admission
 - (ix) Notification of absence from examination.

19. **PROCEDURE FOR APPLYING FOR CHANGES IN POSTGRADUATE PROGRAMMES**

At any appropriate time, application may be submitted for any of the changes listed in Section 18 (a) and (b). But in

specific cases such as change of Title of Project Report or Thesis, Department, Degree in View, Field of Study and Deferment of Admission and Firm registration for the Ph.D, the following guidelines should be observed:

(i) **Change of Titles of Thesis, Field of Study, Degree in View etc.**

Where change in title of thesis, Department, field of study or degree in view is approved, the minimum duration of the study will normally be extended. In recommending such a change for approval, the Department shall state the length of extension required.

(ii) **Deferment of Admission/Programme**

Deferment of admission is not normally allowed. A request for deferment of admission, where applicable, shall be submitted to the School not later than three months from the beginning of the session in which the admission was offered. This must be after the candidate shall have registered and paid 50% of the session's tuition fees which shall serve as non-refundable deferment fee. Admission can be deferred for a maximum of two years. A student who wish to defer his/her programme must have paid their school fees in full in the preceding session.

(iii) **Notification of absence from Examination**

Request for absence from an examination shall be submitted not later than one month from the date the examination was held. An excuse for absence from examination shall not be entertained except in a case of authenticated ill-health or child birth supported by a medical report from a qualified doctor. The candidate takes the examination the next time as first attempt.

(iv) **Change of Department**

A candidate wishing to change from one Department to another shall complete, as necessary, a Release/Acceptance Form, obtainable from the Secretary, School of Postgraduate Studies. Such a candidate must obtain an approval before moving to the new Department.

20. **ADDING AND DROPPING OF COURSES**

Candidate wishing to add and drop any course(s) for approved reasons must apply not later than six weeks from the date of resumption of the semester in which the course is offered. Application to add or drop courses must be made on approved ADD-AND-DROP FORM obtainable from the Secretary, School of Postgraduate Studies.

21. **SPECIAL APPROVAL TO UNDERTAKE POST-GRADUATE WORK OUTSIDE THIS UNIVERSITY**

When senate is satisfied that the appropriate facilities and supervision exist elsewhere, it may grant a special approval that part of a candidate's work be undertaken outside the University.

The student who has proven need for such external training shall submit an application to the Board of the School of Postgraduate Studies through his supervisor, Head of Department and Dean of Faculty. The application must contain detailed information on the present state of the student's postgraduate work, what aspect of the work will be undertaken in the external institution and why the Department cannot handle the work in this University.

The Department must show evidence of formal acceptance of the candidate by the outside institution, and of the willingness of such institution to supervise the candidate's work. The Department will be expected to submit a written brief to an outside supervisor whose credentials if possible, should be presented to the Board for scrutiny. The

Department shall submit information on the source of sponsorship for such trips, including any commitment to the School.

At the end of the student's stay, his Supervisor in the institution must submit a comprehensive report on the student's work during his stay, through the Student's Head of Department and Dean of Faculty and the Board of the School of Postgraduate studies which body will present the report to Senate.

22. **MATTERS FOR THE DEPARTMENTAL AND FACULTY POSTGRADUATE STUDIES COMMITTEES**

All matters listed as *major* under Section 18(a)(i–xi) shall pass through the Departmental and Faculty Postgraduate Studies Committees to Senate through the Board of the School of Postgraduate Studies.

23. **SUBMISSION OF MATTERS FOR THE BOARD OF THE SCHOOL OF POSTGRADUATE STUDIES AND SENATE ON MAJOR AND MINOR ISSUES**

All changes classified as major or minor, and other related matters, shall first be discussed by the Departmental Postgraduate Studies Committee. The recommendations of the Committee, with the accompanying minutes, should be forwarded by the Head of Department to the Chairman, Faculty Postgraduate Studies Committee, for consideration. Thereafter, the recommendations of the Faculty Postgraduate Studies Committee, together with the minutes of its meeting, shall be forwarded by the Chairman to the Dean, School of Postgraduate Studies. This shall enable all the concerned Postgraduate Committees to make their inputs for the guidance of the School of Postgraduate Studies.

Changes which are major are forwarded to Senate for consideration through the Board of the School of

Postgraduate Studies while changes classified as minor are handled administratively by the Dean, School of Postgraduate Studies on behalf of the Board. Such cases are forwarded to the next meeting of the Board for ratification.

Application for change in postgraduate programme without the accompanying minutes of the deliberations of the Departmental and Faculty Postgraduate Studies Committees shall not be accepted and shall be returned to the concerned Departments/Faculties/Institute/Centre.

24. CHANNEL OF COMMUNICATION TO THE SCHOOL OF POSTGRADUATE STUDIES

Without prejudice to the provisions in section 22 above, all matters of Postgraduate Studies, or those originating from Postgraduate students, and addressed to the Dean of the School, shall pass through the Departmental and Faculty Postgraduate Studies Committees. The Dean, School of Postgraduate Studies shall thereafter determine which of the matters addressed to him shall be forwarded to the Board of the School of Postgraduate Studies for its recommendation to Senate or which should be handled administratively by the Secretariat of the School in consonance with the provisions in Section 18. An advanced copy may be sent to the Dean, School of Postgraduate Studies if necessary.

25. POSTGRADUATE SUPERVISION:

Eligibility to Supervise Postgraduate Studies

- (i) All professors and Readers in the University shall normally be deemed eligible to supervise Postgraduate Studies – Postgraduate Diploma, Masters and Ph.D degree.
- (ii) For Lecturers, Senior Lecturers and Senior Research Fellows with Ph.D to be appointed to

supervise Master's programmes they must have made five journal publications one of which must be within the last three years.

- (iii) First-time higher degree Supervisors shall be expected to handle only candidates at the Masters level.
 - (iv) All applicants for Ph.D supervision must be holders of Ph.D degrees without prejudice to (i) above.
 - (v) For Lecturers, Senior Lecturers and Senior Research Fellows to be appointed Ph.D Supervisors, they must have successfully completed two Master's projects and must have 10 journal publications, one of which must be impact factor (IF) ranked, (IF used by the University for promotional purposes) and published within the last five years. He/she must be the lead or corresponding author for the IF publications. Or, the staff has successfully supervised, at least, five Master's students and must have at least 15 publications in well referred National and/or International journals. Such a staff shall be the lead or corresponding author in the list of all the journal articles.
 - (vi) A Department may recommend a co-supervisor from within or another related Department where necessary. Request for such appointment should be addressed to the Dean, School of Postgraduate Studies through the Departmental and Faculty Postgraduate Studies Committees.
 - (vii.) All contract Supervisors or Supervisors on any Leave exceeding 6 months must have co-Supervisors assigned by the Department.
 - (viii) In a special case, a Lecturer or Senior Lecturer/Senior Research Fellow may be approved as Doctoral Supervisor without having successfully
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supervised two Masters Projects if the staff has a Post Doctoral experience and has five (5) or more publications in the approved impact factor rated journals and external grant or collaboration for Doctoral students. He must have been the lead author or corresponding author in the list of IF journals.

- (ix) For Ph.D supervision, evidence of attendance and presentation of paper in a National or International Conference in the candidate's discipline within the last two years will be required.

26. **ELIGIBILITY FOR APPOINTMENT AS EXTERNAL SUPERVISOR FOR HIGHER DEGREES**

An External Supervisor should possess the qualifications as specified above. Such external supervisors will be paid honorarium as approved by the University.

27. **THE PROCEDURE FOR APPLYING FOR APPOINTMENT AS SUPERVISOR**

- (i) Teaching staff and research fellows not below the rank of Lecturer II shall be assigned to supervise Postgraduate Diploma students without first applying to be so appointed.
 - (ii) A teaching staff or research fellow, who considers himself/herself eligible based on the qualifications specified in Section 25 above for the supervision of Postgraduate Studies, may apply for the supervision of Masters and Doctoral candidates.
 - (iii) Application for the supervision of higher degrees shall be submitted on the prescribed Form obtainable from the Secretary, School of Postgraduate Studies. Completed application Form for higher degree supervision containing the full particulars of the prospective supervisor shall be
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submitted to the Dean, School of Postgraduate Studies through the Departmental and Faculty Postgraduate Studies Committees.

28. THE ROLE OF SUPERVISORS

- (i) A Master's or Ph.D degree candidate shall be assigned one or more supervisors. The supervisor shall advise and train the candidate in the research methods and guide him/her in writing his/her project report or thesis.
- (ii) Where more than one supervisor is assigned to a candidate, one of them shall be designated the co-supervisor.
- (iii) The Supervisor(s) shall, in addition sign the candidate's registration form, report forms, etc. as may be required in the course of the candidate's study.
- (iv) Any request for change of supervisor originating from the Department must be made in writing. Such request shall be addressed to the Dean, School of Postgraduate Studies and routed through the appropriate Departmental and Faculty Postgraduate Studies Committees. In a case where the supervisor is the Head of Department, the candidate shall send his/her request to the Chairman of the Faculty Postgraduate Studies Committee. Application /request for change of supervisor shall contain, in detail, the reason for seeking the change.
- (v) A supervisor shall not be changed unless due processes are followed as specified in sections 18 and 28 (iv) above.

29. GUIDELINES FOR EVALUATING DEPARTMENTAL PREPAREDNESS FOR HIGHER DEGREE PROGRAMMES

For any Department to start a postgraduate programme, the following guidelines will be used to evaluate its preparedness for postgraduate studies:

(i) **Quality and Number of Available Staff**

It must have sufficient number of staff to satisfy the Senate requirement for adequate teaching and supervision of higher degrees. The approved supervisor/student ratio for postgraduate supervision shall be one supervisor to 15 Master's students and one supervisor to 5 Doctoral students. Student/staff ratio for postgraduate diploma programmes shall not be more than 30 students to one supervisor.

(ii) **Adequacy of Accommodation**

There shall be a well-furnished postgraduate classroom.

(iii) **Availability of Laboratory and Library Facilities**

There must be adequate research laboratories in the Department.

(iv) **Postgraduate Programme**

There shall be a Postgraduate programme for the higher degree(s) and/or postgraduate diploma prepared according to the specifications shown in section 31.

For a postgraduate programme to be approved, it should show evidence of continuity, and the University of Nigeria Senate reserves the right to send a visitation to any Department wanting to mount a higher degree programme to evaluate its preparedness.

When a Department is prepared to mount postgraduate programme it must inform Senate through the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies and make a case along the

lines indicated above at least one calendar year in advance of the actual commencement of the programme.

30. **SUBSIDY FOR POSTGRADUATE PROGRAMMES**

A Department running postgraduate programme(s) should, annually, be given a bulk sum of money by the University for the purpose of updating its facilities.

31. **FORMAT FOR PRESENTING POSTGRADUATE PROGRAMMES**

Departments/institutes/centres wishing to mount postgraduate programmes shall be guided by the following in preparing their postgraduate programmes for the approval of Senate.

Postgraduate programme should contain the following elements:

- Philosophy, objectives and scope of the programme
- Entry requirements for each programme
- Mode of study for each programme
- Duration of the programme(s)
- Employment opportunities
- Areas of Specialization
- Stress Areas (Numbered from 0-9 where 9 represent Project Report/Thesis). In the areas of Masters and Postgraduate Diploma, list of courses to be offered per semester should be numbered according to the stress areas together with the units of each course and course content.

Departments/Institutes/Centres shall address each of the above items in accordance with the Postgraduate Studies Regulations. Three digit course numbering should be used where the first digit is year, the second digit stress area and third digit is number in the sequence within the same stress area reflecting the odd and even number endings for first

and second semesters respectively. For a diploma course, the course number is preceded by zero (0) while a certificate course number is preceded by 00.

Thirty copies of the proposed postgraduate programme, which has been considered, by the Departmental and Faculty Postgraduate Studies Committee shall be submitted to the Dean, School of Postgraduate Studies. Thereafter, the Department will be expected to produce appropriate number of copies of the programme, as amended by the Board of the School, for the consideration of senate.

32. **ELIGIBILITY FOR EXAMINATION**

- (i) No candidate shall be eligible for examination unless he/she has fulfilled the conditions laid down by the University.
- (ii) All Doctoral students are required to attend and present paper in at least one national or international conference in the relevant discipline before their final examination.

33. **READINESS FOR THE EXAMINATION OF PROJECT REPORT/THESIS**

Not more than three months and not less than one month before the final examination involving project report/thesis, a candidate shall collect and complete SPGS Form 6 (Form for Entry into Examination) obtainable from the Secretary, School of Postgraduate Studies. The completed SPGS Form 6 should be returned to the Secretary, School of Postgraduate Studies through the Head of Department and Dean of the Faculty along with the following:

- (i) One soft copy of the project report/thesis prepared according to the specification shown in section 38(i).
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- (ii) The date the candidate submitted his/her project report/thesis for examination.
- (iii) A statement on the form by the Supervisor certifying that the candidate has completed the minimum period of study for the degree.
- (iv) A certification on the form by the candidate's supervisor(s), Head of Department and the Chairman, Faculty Postgraduate Studies Committee that the candidate is ready for examination having successfully completed the coursework examination and/or research work requirements of his/her programme.
- (v) A certification on the form by the Bursar that the candidate has satisfied the financial regulation of the University on payment of fees. The candidate shall normally not be allowed to enter for an examination if he/she has outstanding fees to be paid.
- (vi) A copy of the candidate's project report/thesis shall be forwarded to the External Examiners. For oral defense by Ph.D candidates, a favourable pre-oral examination report is required. The External Examiner shall be required to act in accordance with section 51.

34. **DELAYED EXAMINATION OF RESEARCH WORK**

Where the examination involves a project report or thesis and the Head of Department has reason to believe that a student's supervisor(s) is/are unduly delaying the examination, the Departmental Postgraduate Studies Committee may, on application to it in writing by the student, set in motion section 33 and inform the supervisor(s) of its action in writing. In submitting this to the School of Postgraduate Studies, through the Faculty Postgraduate Studies Committee, the Departmental

Postgraduate Studies Committee must also submit the full explanations for the action it has taken. Where the Head of Department is the defaulting supervisor, the Faculty Postgraduate Studies Committee may, on application to it in writing by the student, set in motion section 33 and inform the Head of Department of its action in writing. The Faculty Postgraduate Studies Committee must explain its action to the Dean of the School of Postgraduate Studies in writing.

35. **COURSEWORK EXAMINATION**

The courses in which a candidate shall be examined for Postgraduate Diploma and Masters degree shall be as defined in section 13 (i)– (iii) above. Where course-work is prescribed for a doctoral candidate, the affected courses shall be registered and examined/audited as appropriate. Results of Ph.D course work examinations shall be submitted to the School of Postgraduate Studies for record purposes.

36. **PERIOD OF EXAMINATION**

(i) Coursework Examination

All coursework written examinations for a semester, including that of Postgraduate Diploma, Master's and Ph.D programmes shall be conducted within the last two weeks of the semester in which the courses are taught.

(ii) **Oral Examination of Master's Project Report/Ph.D Thesis**

The Examination panel in the Department comprising the External and Internal Examiners shall orally examine candidates with Master's Project Reports/Ph.D theses.

(i) *Doctorate oral defense can take place at any time of the year.*

- (ii) Masters oral defense shall be fixed within the last month of the last semester of the programme. Any student that misses his/her turn will wait till the next opportunity or bear the total cost of the examination as may be fixed by the School.
 - (iii) No External Examiner shall be invited more than once within his candidates programme unless he had more than 10 students to examine in his previous contact.
- (c) Allocation of Scores **Sores for Master's Orals should be as follows:**
- (i) Internal examiners (excluding supervisor(s)) 20%
 - (ii) Supervisor(s) 20%
 - (iii) External Examiner 60%
 - (iv) Total 100%
- (d) Allocation of candidates to the External Examiner Except on approval from the Dean, School of Postgraduate Studies, and no External Examiner shall handle more than 10 Master's or 4 Doctorate degree students in a contact of not more than two full days.

37. **EXAMINATION TIME-TABLE**

Departments shall draw up a semester course-work Examination Time-Table one month prior to the end of the semester. As soon as the Time-Table is drawn up, one copy shall be forwarded by the Head of Department to the School of Postgraduate Studies through the Chairman of the Faculty Postgraduate Studies Committee.

38. **PREPARATION OF COPIES OF PROJECT REPORTS/THESES**

- (i) When a project report or thesis, is ready for examination, they shall be prepared using the following specifications:

Layout: The layout of the Project/Thesis shall include the following:

- (a) Front cover page which contains the title and other relevant information about the Project/Thesis.
- (b) Certification page
- (c) Acknowledgement
- (d) Table of Contents:
 - (i) List of Figures
 - (ii) List of Tables
 - (iii) Abbreviations
 - (iv) Chapter and Section Headings.
- (e) Chapters:
 - (i) Chapter 1: Introduction/Background which contains the rationale for the work and the purpose and scope of the study.
 - (ii) Chapter 2: Literature Review which gives the supporting literature for the work.
 - (iii) Chapter 3: Methodology.
 - (iv) Chapter 4-6: Data Analysis and Result
 - (v) Chapter 7: Discussion
 - (vi) Chapter 8: Conclusions and Recommendations
 - (vii) Bibliography/References (based on APA format)
 - (viii) Appendices.

Size of Paper: A4 except for drawings and maps that may be in any convenient size.

Typing: Double spacing, 4cm margin to the left and reasonable margin to the right: Times New Roman, font size 12.

Binding: Firmly held together neatly with soft cover.

- (ii) Not later than one month after the final approval of the Master's project report or Ph.D thesis, the candidate shall submit to the School of Postgraduate Studies three copies of the Project Report or Thesis typed as indicated in Section 38(i) submitted along with one soft copy and further prepared as follows:

Binding: Art Vellum Overcast.

Colour of Binding: Doctorate Thesis – black

Master's Project Report – mature leaf green

Postgraduate Diploma Report – wine red

Lettering: The title, candidate's name, degree, Department and the year of award on the front cover; with the degree, discipline, candidate's name and the year on the spine, all boldly in gold, 5 mm to 10 mm letters.

The Department shall determine the number of copies of Postgraduate Diploma projects to be submitted to it. Postgraduate diploma projects need not be submitted to the School.

- (iii) Every project report or thesis must be written in satisfactory literary style and in an approved language and must contain an abstract of not more than 300 words for projects and 500 for theses stating what was done, procedures, findings and conclusions. Separate copies of the abstract may, in

some cases, also be required in addition to the copies of the project reports or theses.

- (iv) The greater portion of work reported in a project report or thesis must have been done during the approved period of study for the degree.
- (v) A project report or thesis must not contain materials previously presented to any institution in fulfillment of the requirements of any other degree or professional qualification.
- (vi) A candidate should submit, both soft and hard copies of his/her project report/thesis in addition to any relevant materials published independently or in collaboration. If jointly published, it shall be accompanied by a statement of his share of the work and be countersigned by his collaborator(s).

**39. ASSESSMENT OF PROJECT REPORT/THESIS:
GENERAL GUIDELINES**

- (i) A project report/thesis shall normally be examined through Oral Examination and Plagiarism Test (with a Certificate of Plagiarism Test before the orals).
 - (ii) For a project report to be approved for the degree of Master, it shall demonstrate a clear understanding of the subject(s) and display critical discussion and assessment of the material.
 - (iii) For a thesis to be approved for oral examination for the degree of Doctorate, it shall embody the original research of the candidate, display critical judgment and contain materials publishable as definite contribution to knowledge. This must be demonstrated (except for professional doctorate) by at least an acceptance letter in any impact Factor Indexed Journal approved by the university for promotion. In the absence of acceptance letter,
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evidence of a galley-proof version of the article can be accepted. In addition, the student shall show evidence of attendance and presentation of paper in a National or International conference in his/her field.

- (iv) The examiners shall weigh the project report/thesis, return a grade for it and also complete the Examiner's Report format for the appropriate degree with full consideration of the provisions of sections 39-41.
- (v) If in the considered opinion of the examiners the thesis shows sufficient evidence that the candidate must fail, an oral examination will be unnecessary.

40. EFFECTIVE DATE OF AWARD OF DEGREE/POSTGRADUATE DIPLOMA

The policy of the University is to award the degree from the date of the examination, if successful. Where no examination is involved, it is the day the External Examiner signed the result.

41. DEPOSITION OF COPIES OF PROJECT REPORTS/THESES AND QUESTION PAPERS

- (i) The Department and Faculty shall each retain a hard copy of the final form of every successful Project Report/Thesis and the Department shall forward a soft copy to the School of Postgraduate Studies along with the Report of the Examiners or a certification from the designated Internal Examiners attesting that the candidate has corrected or amended the project report or thesis as required by the Examiners. The project report or thesis shall become the property of the University. One copy shall be deposited in the University Library, and the second in the School of Postgraduate Studies.
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Not later than two weeks after coursework examinations, the Department shall send to the Dean, School of Postgraduate Studies, for verification and record purposes, the original copies of the question papers as moderated by the External Examiner and countersigned by the Head of Department, together with five (5) copies of each question paper.

42. **POSTGRADUATE DIPLOMA GRADING SYSTEM**

The passing grade for Postgraduate Diploma courses shall be “C”. In the table below, the classes of Postgraduate Diploma and their corresponding GPAs are shown:

Classification of Postgraduate Diploma

CLASS	GPA
Distinction	4.50-5.00
Credit	3.50-4.49
Merit	2.40-3.39
Fail	0.00-2.39

43. **RETURN OF GRADES**

(i) **Course-work and Project Report**

The External Examiner shall be invited at the appropriate time to moderate the first and second semester coursework scripts as well as examine the project report. The Head of Department shall return to the Dean, School of Postgraduate Studies through the Dean of Faculty the final grades awarded for any postgraduate courses and project report not later than two weeks from the date the External Examiner shall have signed the grades awarded.

(ii) **Doctoral Thesis**

For thesis, the Chairman of the Examination Panel shall, after the conduct of the oral examination,

forward the report to the Dean, School of Postgraduate Studies through the Dean of the Faculty.

(iii) **Processing and Notification of Results**

The School of Postgraduate Studies shall process the result and *forward it through the Board of the School of Postgraduate Studies, to Senate, if AWARD of the degree or FAILURE is recommended.* The Departmental Postgraduate Studies Committee shall normally, after the oral examination, notify the candidate if the award of the degree is recommended unconditionally or if modification/re-writing and resubmission of the project report/thesis are recommended or if it is a fail case.

(iv) **Corrections of Project Report/Thesis**

A student who fails to effect corrections on his/her Project Report/Thesis within **90** days will be required to pay school fees for one session and represent his/her work for examination at the next opportunity.

44. **NOTIFICATION OF FINAL RESULT**

No candidate shall be notified of his/her final result unless the School of Postgraduate Studies, on the advice of the Bursar and the Head of Department, certifies that the student's fees and any other indebtedness to the University have been met in full.

45. **RE-SIT AND DEFERMENT OF EXAMINATION**

(a) **Re-sit Examination**

There shall be NO supplementary examinations for Postgraduate students.

Any student referred in course-work/project report/thesis shall re-register for it, run it for at least

one full semester or as may be recommended by the examiners, and thereafter be examined on it again.

(b) **Deferment of Examination**

Where a student is prevented from taking an examination by ill-health, he/she shall notify the Dean, School of Postgraduate Studies through the Head of Department and the Dean of the Faculty and shall submit a valid medical report within one month of the examination.

A student, who fails to sit for any examination on account of illness duly certified by a medical authority or on account of other valid reasons approved by the Board of the School of Postgraduate Studies, may be allowed to sit for the examination as first attempt at the next opportunity when the examination is due.

Where the student fails to take the examination, through the fault of the Department, he/she shall sit for the examination as a first attempt at a later date to be arranged by the Department within the same session.

Where the student fails to take the examination without valid reason approved by the Board of the School of Postgraduate Studies, he/she shall be required to re-register the affected course(s) and take the examination at the next opportunity as a second and final attempt.

46. **WITHDRAWAL FROM THE POSTGRADUATE PROGRAMME**

(a) **Withdrawal for Academic Reasons**

(i) A student has only two chances of passing examinations at Postgraduate level. If the candidate fails a project report or thesis or course-work examination, he/she shall be

required to withdraw from the University **without further conditions** if, on the second attempt he/she fails the examination again.

(ii) A Master's degree who makes a GPA less than 3.00 or a Postgraduate Diploma student who makes a GPA of less than 2.40 shall be required to withdraw from the programme.

(iii) A Ph.D student who fails to make up to 50% average in the Ph.D coursework shall be required to withdraw from the programme.

(b) **Disciplinary Withdrawal**

A Postgraduate student found cheating in an examination or engaged in any other examination malpractice shall be expelled from the University.

(c) **Voluntary Withdrawal**

A student may withdraw from the university at any time. Such a student should write formally, stating reason(s) for the withdrawal, through the Head of Department and Dean of Faculty to the Dean, School of Postgraduate Studies. The student may be re-admitted through a formal application through the Head of Department and through the Dean of Faculty to the Dean, School of Postgraduate Studies.

47. **RE-REGISTRATION AND REPETITION OF PROGRAMME AND COURSES**

Master's or Postgraduate Diploma student who makes a grade point average below 3.00 may be allowed, on application, to re-register and repeat the programme.

48. **REPETITION OF COURSES PASSED WITH LOW GRADE**

A student who has passed a postgraduate course SHALL NOT REPEAT such a course for the purpose of obtaining a higher score/grade.

49. **ATTENDANCE AT CLASSES (LECTURES) AND EXAMINATIONS**

For all Postgraduate students, attendance at Seminars and examinations is mandatory. 70% attendance at lectures is also mandatory for students who have registered for taught courses.

50. **NULLIFICATION OF AN EXAMINATION**

The Board of the School of Postgraduate Studies shall declare an oral examination null and void if after its deliberation on such reports as may be placed before it, it is satisfied that:

- (i) The examination panel was not properly constituted;
- (ii) Due notice was not given to the candidate, or that the candidate did not complete SPGS Form 6 (Form for Entry into Examination).
- (iii) The External and Internal Examiners were not duly appointed by Senate;
- (iv) The title of the thesis was not approved by Senate;
or
- (v) The Supervisor did not participate in the examination without valid reasons.

Where the Board decides to nullify an examination, the School of Postgraduate Studies shall communicate the decision to the Department, Faculty, and the student as necessary.

51. **NOMINATION AND APPOINTMENT OF EXAMINERS**

(a) ***External Examiner: Appointment and Roles***

- (i) Any External Examiner to be appointed for Master's degree shall have a working knowledge of the area of work/research and shall not be below the rank of Senior Lecturer in a recognized University. In the case of Doctoral degree, the External Examiner shall be competent in the area of work/research, have Doctorate degree or be a Reader of Professor in a recognized University. The External Examiner shall be External to the University of Nigeria. In appointing External Examiners, the School/Senate will depend on proper guidance of the Department to ensure that those to be appointed are sufficiently knowledgeable in the candidates' areas of specialization especially for Doctoral thesis.
- (ii) The External Examiner shall submit a Curriculum Vitae (CV) which includes the following: Name(Surname first), Institutional Affiliations, Schools Attended with Dates, Certificates obtained with Dates, Area of Research/Current Research interest, List of last ten Major Publications, List of Conferences/Workshops attended within the last five years. The CV shall not, on the whole, exceed five pages.
- (iii) The External Examiner shall moderate and countersign all Postgraduate diploma and Master's degree course questions and results as shall be prepared by the Department on SPGS Form 2. The External Examiner shall also sign Postgraduate Examination Result (Course Work) Form. The External
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Examiner shall also read the coursework scripts and moderate the grades awarded by Internal Examiners. The External Examiner shall examine a maximum of two **Doctoral** theses or five **Master's** project reports per day. The examination of **Postgraduate Diploma** project reports shall remain an internal affair of a Department.

- (iv) For Doctoral Theses, the External Examiner shall read and ascertain that the work is worth examining and thereafter send an interim report to the Postgraduate School before oral examination. *A Ph.D student is required to have fulfilled section 39(iii) before an external examiner shall be invited.*
 - (v) For Theses, the External Examiner shall conduct the oral examination in collaboration with the Internal Examiners.
 - (vi) At the Master's level, as much as possible, suitable External Examiners shall be appointed to examine several student in related areas of specialization within the Department.
 - (vii) No former staff of the University of Nigeria shall be appointed External Examiner in his former Department until he has stayed outside the Department for a period of five years.
 - (viii) External Examiners must be appointed by the departments within one month from the end of registration. After three years of continuous appointment, an External Examiner in a Department would not be re-appointed until another three years. He/She
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will however continue to examine previously assigned students.

- (ix) Where the student takes courses outside his parent Department, the External Examiner of the teaching Department should moderate and examine the student in the particular course. The result should thereafter be submitted to the School of Postgraduate Studies and copied to the candidate's Department for purposes of computing the student's final grade point average (GPA).
- (x) One of the approved External Examiners shall be assigned for all PGD students in each Department for purposes of signing their course work results.
- (xi) External Examiners not coming from the first, second, or third generation Federal Universities (those that have not existed above twenty years) are expected to have at least two Impact Factor (IF) publications in the list of their publications one of which must be within the last five years.

(b) ***Internal Examiner: Appointment and Roles***

- (i) Teaching staff not below the rank of Lecturer II may be appointed Internal Examiners for Master's degree provided that the area of specialization of the Internal Examiner relates to the field of study of the Master's degree student. Readers and Professors in the related disciplines shall be appointed Internal Examiners for the Doctoral degree. For other teaching staff to be so appointed, they must possess Doctoral degree in the areas related to the student's thesis. In all cases, the Internal Examiner
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shall be an approved Supervisor of the degree to be examined.

- (ii) The Departmental Postgraduate Studies Committee may nominate a qualified Internal Examiner from another Department based on the relevance of the examiner's field to the subject area to be examined.

(c) ***Change of External Examiner(s)***

There shall be no change of External Examiner(s) by the Department without obtaining due clearance from Senate through the Departmental and Faculty Postgraduate Studies Committees and the Board of the School of Postgraduate Studies.

(d)

Time line for Nomination of Internal and External Examiners.

Nominations for Internal/External Examiners shall be made within the one month of resumption of activities for the semester in which the student is admitted. Submission of nomination to the Dean School of Postgraduate Studies through the Dean of Faculty shall be made in both soft and hard copies.

52. **APPROVAL OF TITLE OF THESIS**

- (i) Before an oral examination is conducted, the title of the Thesis must have been approved by Senate on the recommendations of the Departmental and Faculty Postgraduate Studies Committees and the Board of the School of Postgraduate Studies.
 - (ii) The Department must not arrange oral examination until the title of the Thesis has been duly approved as specified in Section 52(i) above, and until the School has communicated the approval to the student, the Department and the Faculty. The
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School shall communicate the student, Department and Faculty within two weeks of Senate's approval.

- (iii) The number of words in the title of Thesis or Project Report shall not exceed twenty five (25).
- (iv) Students should apply for the approval of titles through the preparation of synopsis of the thesis in not more than two (2) A4 pages, and in 1.5 line spacing, using Times New Roman font size 11. The synopsis should be organized to include:
 - Introduction (Background, Aims and Objectives of the Work).
 - Methodology.
 - Expected Results.

Students must follow strictly the approved format for the approval of title of Thesis as shown in Appendix I.

- (v) For a title to be approved, the synopsis shall have been signed by the student's Supervisor, Head of Department and Chairman of Faculty Postgraduate Studies Committee, and three (3) signed copies and a soft copy of it sent to the Dean, School of Postgraduate Studies.
- (vi) Where there is a substantial change in the title after approval a new title should be re-presented for approval.

53. **PANEL OF EXAMINERS**

- (i) ***Panel of Examiners for Master's Project Report***

For the oral examination of a candidate who submits a Project Report for a Master's degree, the Departmental Postgraduate Studies Committee shall recommend to Senate through the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies, the appointment of a minimum of three and a maximum of four

examiners. One of the Examiners shall be external to the University and one other examiner shall be the Supervisor of the student, while the others shall be internal. The Head of Department shall be the Chairman of the Panel if he/she is an approved Master's Degree Supervisor.

(ii) ***Panel of Examiners for Doctorate Thesis Orals***

For a Doctorate degree oral examination, the Department shall recommend the appointment of a minimum of four and a maximum of five examiners. These will include one External Examiner, the student's Supervisor, the Head of Department who also is to be the Chairman of the Examination Panel, if he/she is an approved Doctoral Supervisor and two other Internal Examiners. The panel shall include the Faculty Postgraduate Representative who shall also be the representative of the Board of the School. Where the Head of Department is also the Supervisor, he/she should serve as an Examiner and also as Chairman. Where the Head of Department or Departmental Postgraduate Coordinator is not a Doctoral Supervisor, the most senior Doctoral Supervisor becomes the Chairman with the Head of Department in attendance.

The Head of Department shall request the School to send the Board's Representative to attend the Ph.D Oral examination taking place in his/her Department at least two weeks in advance. The Representative shall attend the Doctorate Degree Oral examination, prepare his report on the conduct of the examination on the approved format, and thereafter send the report to the Dean, School of Postgraduate Studies.

- (iii) The Departmental Postgraduate Studies Committee shall select those staff members who are most familiar with the higher degree research being examined, as Internal Examiners.
- (iv) The External and Internal Examiners shall be signatories to the Master's Project/Doctoral thesis results.
- (v) Plagiarism test shall be run on the project or thesis before approval.
- (vi) All Projects Reports/Theses shall be submitted with a printed copy of TURNITIN Report/duly certified by the Supervisor and Head of Department of the candidate.

54. **REVIEW OF EXAMINATION SCRIPTS/PROJECT REPORTS/THESES**

- (i) Students aggrieved about the grading of their examination scripts, Projects Report/Thesis shall, in the first instance, petition straight to the Dean, School of Postgraduate Studies through the Head of Department and Dean of Faculty. The Dean of the School shall refer such petition to the Dean of the Faculty for necessary action by the Faculty Postgraduate Studies Committee.
 - (ii) The action of the Faculty Postgraduate Committee shall be sent to Senate through the Board of the School of Postgraduate Studies. Any re-assessment of the Script/Project Report/Thesis shall involve an external examiner.
 - (iii) Students applying for a review of their scripts or project reports/theses shall be required to pay a fee of ₦10,000.00 per paper and ₦20,000.00 for Project/Theses. Review of scripts, Project Report of Thesis shall be handled in the same way as normal results.
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55. **REGULATIONS FOR THE HIGHER DOCTORATES**

- (a) Higher Doctorates are those considered to be higher than the degree of Doctor of Philosophy, such as D.Sc, D.Litt., etc.
 - (b) The following are eligible to apply for higher Doctorates:
 - (i) A higher Doctorate may be awarded to a person who has been adjudged by Senate to have distinguished himself by substantial and original contributions to the advancement of learning in his/her field. The degree shall be awarded primarily in consideration of work of distinction published in periodicals, books or reports widely available for criticism by experts in the field.
 - (ii) A person who has held for at least 10 years, the degree of Doctor of Philosophy of the University of Nigeria or any other recognized University awarded in course.
 - (c) The candidate shall send to the Dean, the appropriate fee together with:
 - (i) Three copies of each work in the form originally published;
 - (ii) Three typescripts of each unpublished work submitted as additional support of his candidature;
 - (iii) Three typescripts of a short statement of his claim to the degree.
 - (d) For the examination of a candidate for a higher Doctorate, Senate shall appoint three examiners after considering a recommendation from the appropriate Faculty Board. Two of the Examiners shall be external to the University.
-

- (e) A candidate for a higher Doctorate degree shall be examined orally in the presence of all interested staff.
 - (f) One set of the materials submitted by the successful candidate for a higher Doctorate degree shall be deposited in the University Library, a second set in the appropriate Department and a third set in the School of Postgraduate Studies.
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APPENDIX I
FORMAT FOR THE APPROVAL OF TITLE OF THESIS
UNIVERSITY OF NIGERIA, NSUKKA
SCHOOL OF POSTGRADUATE STUDIES
APPLICATION FOR APPROVAL OF TITLE OF THESIS
NAME OF STUDENT
REGISTRATION NUMBER
DEPARTMENT
FACULTY
DEGREE IN VIEW
EXPECTED YEAR OF GRADUATION
PROPOSED TITLE OF THESIS

SYNOPSIS

INTRODUCTION

METHODOLOGY

EXPECTED RESULTS

.....
Name of Student	Date	Supervisor	Date

.....
Head of Department	Date	Faculty Rep. (SPGS)	Date

NOTE: The entire synopsis should not exceed 2 A4 pages – 1.5 spacing with the font size of 11 but the preliminaries should be in capitals, font size 12; and ‘University of Nigeria’ font size 14. Application for approval of title of thesis should be 11 points. The font type is Times New Roman.

Thirty-five copies of the synopsis should be submitted to the School of Postgraduate Studies.

PROCEDURE

The layout of the Synopsis should be preceded as indicated above. The main body of the Synopsis then follows as prescribed.

Then follows the approval by the relevant signatories indicated and submission to the School of Postgraduate Studies. Note that all signatories must indicate their names and signatures.

Submission should be through the Departmental and the Faculty Postgraduate Studies Committees.

APPENDIX II
UNIVERSITY OF NIGERIA, NSUKKA
SCHOOL OF POSTGRADUATE STUDIES
COURSE REGISTRATION FORM

Name:..... Sex.....
 Reg. No..... Session.....
 Faculty:.....Department:.....
 Degree or Diploma in View:.....Area of Specialization:.....
 PartTime/FullTime/Sandwich:.....Duration:.....
 Date of First Registration:..... Mode of Study:.....
 Nationality:..... Sponsor:.....
 Phone No:..... E-Mail.....
 Campus Address:.....
 Permanent:.....

FIRST SEMESTER

Date	Course No	Course Title	Credit Hours	Grade	Points	Remarks

Second Semester

Name

Signature

Date

(i)
 Candidate

- (ii)
Supervisor
- (iii)
Supervisor
- (iv)
Head of Department
- (v)
Dean of Faculty
- (vi)
for Dean SPGS

Distribution: Faculty
Department
School of Postgraduate Studies
Student copy

APPENDIX III

SPGS FORM 4

UNIVERSITY OF NIGERIA, NSUKKA SCHOOL OF POSTGRADUATE STUDIES

REPORT ON APPLICATION FOR POSTGRADUATE ADMISSION

NAME OF CANDIDATE: _____

DEPARTMENT: _____

SPECIALIZATION _____

(To be completed by the Department)

1. Do you wish the candidate to be admitted? _____

2. If rejected, give reasons _____

3. What degree do you approve for the candidate? _____

4. For Masters/Ph.D indicate the remedial programme that you require

Course work

Project Report (A)

Both or Dissertation

5. Full-Time or Part-Time _____

6. Mode of Study:
(Tick the appropriate Box)

Mode of Study for Master's Degree Programme	<input type="checkbox"/>	By Course Work and Project Report. Project Report shall be orally defended before an External Examiners
Mode of Study for Doctorate Degree Programme	<input type="checkbox"/>	By Doctoral coursework, plus research work to be embodied in a thesis,

		<p>Ph.D coursework shall be taught and examined within the first two semesters of the programme. Ph.D Thesis shall be defended orally with External Examiner participating. Only Ph.D student who scored an average of 50% in the coursework shall be allowed to proceed with the Ph.D research work.</p>
<p>Mode of study for Master's/Ph.D Degree Programme</p>	<input data-bbox="577 619 693 673" type="text"/>	<p>By Masters' courses in the candidate's area or in the new area of specialization, to be taken and examined in the first two semesters of the programme. A candidate with course work GPA of 3.50 and above or GPA of 4.00 or above as applicable to the Department/Faculty shall apply for a firm Ph.D registration. Thereafter Ph.D course work and research follows.</p>

7. Duration of Course _____

8. Date of Commencement of Study _____

9. Supervisor(s): **Name** **Signature** **Rank** **Date**

(i) _____

Supervisor

(ii) _____

Supervisor

(iii) _____

Head of Dept.

The Supervisor(s) must have been approved by Senate
(To be completed by the Postgraduate Studies Committee of the
appropriate Faculty)

10. Do you recommend the admission of the candidate? _____

If rejected, give reason(s) _____

What degree do you approved for the candidate? _____

Any other recommendation _____

_____ Date _____ Dean/Chairman, Faculty Board Postgraduate Studies Committee

APPENDIX IV

SPGS Form 10

To be completed in duplicate

**UNIVERSITY OF NIGERIA, NSUKKA
SCHOOL OF POSTGRADUATE STUDIES**

**POSTGRADUATE STUDENT'S END OF SESSION
REPORT**

To be completed by every registered postgraduate student at the beginning of every academic session after renewal of their registration. The Completed form should be forwarded to the Dean, School of Postgraduate Studies not later than one month from the beginning of the session.

PART A (To be completed by the student)

SESSION ENDING

- 1. Name (in full) _____ (2) Reg. No. _____
- 3. Phone No. _____ (4) e-mail Address _____
- 5. Date of First Registration (day, month & year) _____
- 6. Date of Last Renewal of Registration: _____
- 7. Area of Specialization: _____
- 8. Fees Record (Attach photocopies of receipts)

Year	Amt. Paid	Date

- 9. Degree in view (including area of specialization) _____
- 10. Department _____
- 11. Faculty _____
- 12. Name of supervisor(s) _____
- 13. Mode of Study _____
- 14. Registration: Full-Time/Part-Time/Sandwich (Tick as appropriate)
Signature of student: _____ Date: _____

PART B (To be completed by the Supervisor (s))

15. Give a brief account of the progress made by the student during the previous academic session. (List courses completed, research completed or in progress seminars or research proposals resented).

16. Expected date of completion of programme: _____

17. Supervisor's General Assessment and Recommendation: _____

Supervisor's Name: _____

Signature: _____ Date: _____

PART C:

18. Departmental Postgraduate Studies Committee's comments: (for Master/Ph.D) indicate whether a firm registration for the Doctor of Philosophy is recommended)

Name: _____

Head of Department (Chairman)

Signature: _____ Date: _____

PART D:

19. Faculty Postgraduate Studies Committee's comments:

Name: _____

Dean/Chairman

Signature: _____ Date: _____

PART E:

20. Comments by the School of Postgraduate Studies:

Signature: _____

Dean, School of Postgraduate Studies

Date: _____

APPENDIX V

SPGS FORM (EXAMS)

UNIVERSITY OF NIGERIA NSUKKA

School of Postgraduate Studies

**APPLICATION FOR ENTRY INTO HIGHER
DEGREE/POSTGRDUATE DIPLOMA EXAMINATION
AND SUBMISSION OF COMPLETED THESIS/PROJECT
REPORT**

(To be completed in triplicate not more than 3 months before the final examination)

TO BE COMPLETED IN THE BURSAR'S
OFFICE

The candidate has/has not satisfied the financial
Regulation and should/should not be allowed to
enter for the examination (delete as applicable)

.....
Accountant (Name and Signature) Date/Stamp

Registration No.

.....

Phone No.

Dept.....

1. Name of candidate (in full, in block letters)

.....
(Surname) (Middle Name) (Other Names)

2. Address:.....

3. Date of Birth: Date of First Registration

4. I hold the following degrees and diplomas (*give particulars,
mentioning the awarding University and dates*)

5. I wish to submit myself for examination for the degree of

.....
in the Department of.....
Faculty of

6. Title of approved Thesis/Project Report

.....
.....

