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GOMBE STATE, NIGERIA

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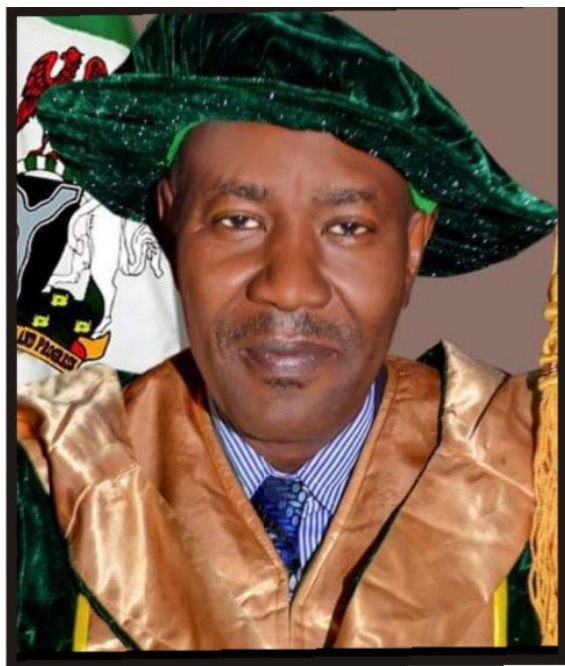
SCHOOL OF POSTGRADUATE STUDIES

GENERAL REGULATIONS GOVERNING POSTGRADUATE STUDIES

Second Edition

MAY, 2024





General Regulations Governing Postgraduate Studies at the Federal University of Kashere. This document serves as a comprehensive guide for our postgraduate students, outlining the academic standards, procedures, and policies that are fundamental to the pursuit of advanced education and research within our esteemed institution.

The Federal University of Kashere is dedicated to fostering an environment of academic excellence and innovation. Our postgraduate programmes are designed to equip students with the knowledge, skills, and critical thinking abilities necessary to

contribute meaningfully to their respective fields. The regulations contained herein reflect our commitment to maintaining the highest standards of academic integrity and rigor.

This document addresses key aspects of postgraduate studies, including admissions, registration, coursework, examinations and project/dissertation/thesis submission. It also delineates the roles and responsibilities of both students and faculty, ensuring a clear understanding of the expectations and requirements essential for academic success.

We cherish our diverse and dynamic academic community, and we remain committed to supporting our students in their academic and professional journeys. As you embark on your postgraduate studies, I encourage you to take full advantage of the resources and opportunities available at the Federal University of Kashere.

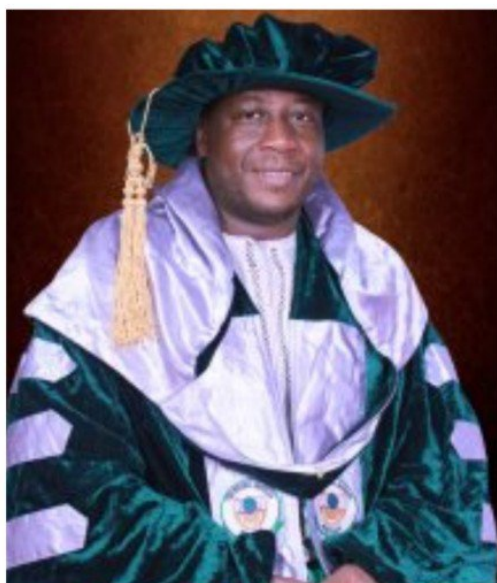
Thank you for choosing our institution for your advanced studies. We look forward to witnessing your achievements and contributions to academia and society.

With best wishes,

Prof. Umaru A. Pate, FSPSP, MINPR, MNICAN, UBIRCO/UNESCO
Vice Chancellor,
Federal University of Kashere



PREFACE



Since the establishment of School of Postgraduate Studies (SPS) by the University Management and approval by the Senate at its 46th meeting held July 26, 2018, our academic landscape has undergone significant transformations. The evolving needs of postgraduate students, advancements in research methodologies, and the dynamic nature of academic disciplines have necessitated a thorough review and update of our regulatory framework.

The revised regulations aim to provide clearer guidance, foster innovation, and ensure the highest standards of academic integrity and excellence. This edition incorporates feedback from students, faculty, and academic administrators, reflecting a collective effort to enhance the postgraduate experience.

We are confident that these updated regulations will better support our postgraduate community in achieving their academic and professional goals. We extend our gratitude to the Vice Chancellor, Senate, SPS board, SPS staff and all who contributed to this comprehensive revision and look forward to the continued success of our postgraduate programmes.

Prof. Mustapha Alhaji Muhamman, LMCSSN, CMNAAIP
Dean, SPS

GENERAL REGULATIONS GOVERNING POSTGRADUATE STUDIES

This document is the Senate approved guidelines to staff and postgraduate students on the processes and procedures governing the conduct of postgraduate programmes of the Federal University of Kashere. The document is however, subject to periodical review as and when due and as would be authorized by the University Senate.

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SECTION ONE

OBJECTIVES, FUNCTIONS AND STRUCTURE

1.0 INTRODUCTION

This part of the General Regulations specifies the objectives and functions of the School of Postgraduate Studies, (SPS) as well as the administrative structure of the School in the hierarchy of the University.

1.1 SCHOOL OF POSTGRADUATE STUDIES (SPS)

The School of Postgraduate Studies is the coordinating unit of all the Postgraduate programmes of the University.

The key officers of the School are the Dean, Deputy Deans and the Secretary. There are also administrative and technical staff.

The School shall be responsible to the Senate for the day-to-day administration and coordination of academic and professional postgraduate programmes leading to the award of Diplomas, Master and Doctorate degrees.

1.2 AIM AND OBJECTIVES OF POSTGRADUATE STUDIES

The aim of Postgraduate Studies in the Nigerian University System is to further develop the spirit of enquiry in the students through training in research in an atmosphere of intellectual independence and individual creativity combined with a strong sense of teamwork. In pursuit of this aim, academics and students constitute a single team in a well-defined and purposeful endeavor of human development.

Within the context of the above aim, the School of Postgraduate Studies must pursue particular objectives, which are both academic and practical in orientation. These include:

- i. Fostering through instruction, of a deeper understanding of advanced concepts and an increasing ability to apply fundamental ideas to new problems in academic studies. The student in the School of Postgraduate Studies must, therefore, be made to realize quite early that his/her intellectual growth and subsequent success are directly related to the depth of his/her command of basic principles and his/her ability to apply those principles.
- ii. Training in research for those whose future careers will lie in teaching and research at the tertiary level and for those who may have to operate in research and development environments in the public or private sectors.
- iii. Provision of both short and long term training facilities aimed at improving and upgrading the existing and potential high level manpower needed for planning, implementing and improved productivity as well as performance in all sectors.

1.3 FUNCTIONS OF THE SCHOOL OF POSTGRADUATE STUDIES

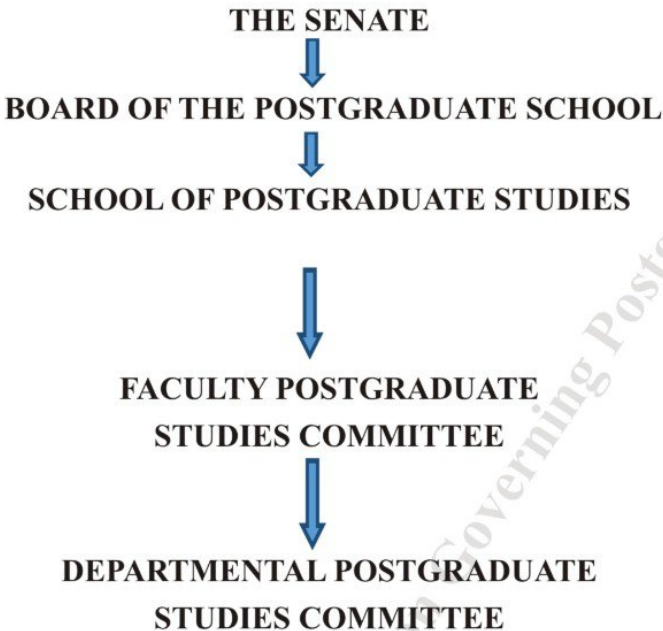
The School of Postgraduate Studies, on behalf of the Senate, shall perform the following functions:

- i) To regulate the conduct of postgraduate teaching and research;
- ii) To prepare and submit budget estimates for postgraduate studies on an annual basis as well as on a long-term basis; and operate a budget necessary for executing the functions of the School, paying particular attention to fellowships, scholarships; visiting lectureships and postgraduate programmes;
- iii) To consider submissions from Departments through the Faculties on admissions, registration, fields of study, research proposals, the appointment of supervisors, internal and external examiners, titles of dissertations and theses and recommend to Senate;
- iv) To examine postgraduate curricula submitted by the Departments through Faculty Postgraduate Studies Committees and make recommendations to Senate through Academic Planning Committee;
- v) To foster the development of multi-disciplinary postgraduate work;
- vi) To receive other submissions from faculties and make appropriate recommendations to Senate;
- vii) To establish criteria for postgraduate supervision;
- viii) To consider all examination results/reports, the award of higher degrees and diplomas and make appropriate recommendations to Senate;
- ix) To receive each candidate's detailed progress report for the purpose of monitoring and evaluation;
- x) To recommend to the Senate, candidates whose studies should be extended or who should be withdrawn as the case may be;
- xi) To advise the Senate on candidates whose programmes require a period of study outside the University.
- xii) To interpret and operate postgraduate regulations and make annual reports on its work to the Senate;
- xiii) To assess and recommend to the Senate, students for Postgraduate Scholarships, Fellowships, stipends and other awards;
- xiv) To consider and approve the minimum period of professional attachments or internships and the minimum attendance requirement for coursework;
- xv) To consider Departmental submissions from the faculties on the establishment of new postgraduate programmes and recommend to the Senate through the Academic Planning Committee;
- xvi) To establish Committees of the SPS Board and elect their members;
- xvii) To make rules and regulations for the effective administration of the SPS subject to approval of the Senate;
- xviii) To recommend periodically to the Senate for approval, a comprehensive review of the general regulations, progress and development of postgraduate studies ;
- xix) To publish the SPS prospectus, the titles of dissertations and theses accepted for higher degrees and their abstracts and disseminate other related information on postgraduate matters;
- xx) To prepare advertisement of all approved postgraduate programmes of the University;
- xxi) To organize matriculation/orientation for fresh students;

- i) To carry out any other function that the Senate or the Vice-Chancellor may delegate to the SPS Board from time to time.

1.4 Organogram of Postgraduate Studies

The administrative and organizational structure of the Postgraduate Studies in the University is as arranged in the Organogram below:



1.5 Channel of Communication to the SPS

- i. All matters on postgraduate studies, or those originating from postgraduate students and addressed to the Dean of SPS, shall pass through the Department and Faculty Postgraduate Studies Committees.
- ii. Matters shall first be discussed by the Departmental Postgraduate Studies Committee, whose recommendations with the **accompanying minutes**, shall be forwarded to the Dean of the Faculty by the Head of Department for consideration of the Faculty Postgraduate Studies Committee.
- iii. The recommendations of the Faculty Postgraduate Studies Committee, together with the minutes of its meeting shall be forwarded to the Dean of SPS by the Dean of Faculty.

NOTE: Submissions without the accompanying minutes of the deliberations of the department postgraduate committee and faculty's postgraduate committee shall not be accepted.

1.6 Procedure for Approval of Postgraduate Programmes

Proposed Postgraduate Programmes and the related curricula shall first be considered by the Programme Postgraduate Studies Committee from where they are passed to the respective Faculty Postgraduate Studies Committee and Faculty

- i. Board for consideration and recommendation to the Board of the SPS.
- ii. The Board of the SPS shall consider programmes and curricula received from the Faculty Boards of studies and make recommendations thereof to the APC when it is satisfied that the programmes have met all the conditions prescribed by this University for postgraduate studies.
- iii. The SPS may also with the assistance of the relevant Department design postgraduate programmes. Such programmes will equally be passed to the APC and Senate for consideration and approval.

1.7 Format for Presenting Postgraduate Programmes

Departments and Faculties shall be guided by the following in preparing their postgraduate programmes for the approval of the Senate:

- i. Introduction;
- ii. Vision and Mission;
- iii. Philosophy;
- iv. Aim and objectives;
- v. Entry requirements;
- vi. Academic Regulations;
- vii. Course Evaluation;
- viii. Curriculum;

1.8 Funding Support for Postgraduate Programmes

Department running postgraduate programmes should from time to time be given adequate funds by the University for the purpose of updating its facilities

1.9 Membership of the Board of School of Postgraduate Studies

There shall be a Board of SPS, which shall consist of the following members:

Dean of SPS	-	Chairman
Deputy Deans of SPS	-	Member
Provosts of College	-	Member
Deans of Faculty	-	Member
Dean of Student Affairs	-	Member
University Librarian	-	Member
Director, Academic Planning	-	Member
Director, ICT	-	Member
Director, Research and Development	-	Member
Faculty Postgraduate Coordinators	-	Member
Secretary, SPS	-	Secretary
In attendance		
Registrar		
Bursar		

1.10 Faculty Postgraduate Studies Committee

There shall be in each Faculty a Faculty Postgraduate Studies Committee with the responsibility of advising and making recommendations to the Board of the SPS on submissions from Departmental Postgraduate Studies Committees.

The composition of the Committee shall include:

- i The Dean as Chairman;
- ii All the Heads of Department in the Faculty;
- iii Departmental Postgraduate Coordinators; such coordinators should have Ph.D. and must have attained not less than the rank of Senior Lecturer;
- iv All the Professors in the Faculty; and
- v The Faculty Postgraduate Coordinator who is to act as Secretary and should have a Ph.D. and be at least a Senior Lecturer.

NOTE: In matters relating to Ph.D. programmes, only those with doctorate degrees or Professors shall participate in the deliberations.

1.11 Departmental Postgraduate Studies Committee

There shall be, in each department running postgraduate programmes or planning to do so, a Departmental Postgraduate Studies Committee. It is responsible for advising and making recommendations to the Faculty Postgraduate Studies Committee in respect of the admission and registration of Students, fields of study, titles of theses and dissertations, the appointment of supervisors, the appointment of examiners, etc. It shall also ensure the regular attendance by students at postgraduate research seminars, coordinate and control the quality of postgraduate teaching and research in the Department.

The composition of the Committee shall include:

- i The Head of Department as Chairman;
- ii All the Professors and Readers in the Department;
- iii All lecturers and supervisors of postgraduate programmes provided they are not registered students in the Department.
- iv The Departmental Postgraduate Studies Coordinator to act as Secretary.

However, in matters dealing with PhD programmes, only those with doctorate degrees or Professors shall participate in the deliberations.

1.12 Categories of Changes and Division of Functions Relating to Postgraduate Programmes

Changes may be effected in a Postgraduate student's programme of study as may be recommended to Senate by the Departmental Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee and the Board of SPS. Provided that the Senate is informed accordingly, minor matters may terminate at Faculty and SPS levels as the case may be.

i Matters to Terminate at Faculty Level with Information passed to SPS

- a) Certification that thesis complies with the SPS format.
- b) Certifying that part-time candidates have at least 20 hours per week available for postgraduate work.
- c) Checking of qualifications claimed by candidates.
- d) Progress report on candidates from Supervisors should be submitted to the Dean of the Faculty at the end of every semester.

ii. Matters to terminate at SPS Level with Information passed to Senate

- a. Registration of candidates given provisional admission including checking of qualifications of candidates by the Secretary, SPS.
- b. Approval of request for change of mode of study from full-time to part-time and vice-versa.
- c. Normal and exceptional extensions of period of registration within the provisions of the regulation.
- d. Approval of request for change of supervisors/internal examiners.
- e. Approval of change of field of study
- f. Suspension of postgraduate programme.

iii. Matters for Senate Approval

- a. Approval of external examiners.
- b. Approval of upgrading from Master's to Ph.D programme
- c. Approval of new and revised programmes.
- d. Approval of examination results.
- e. Approval of postgraduate prizes, scholarship, research aid, fellowships, etc.
- f. Approval of withdrawals.

SECTION TWO

ADMISSION AND REGISTRATION PROCEDURES

2.0 Introduction

This section specifies the procedures for admitting and the registration of fresh and returning students.

2.1 Mode of Admission

i Full-time Admission

Full-time admission can be offered only to candidates who satisfy the Postgraduate School requirements. Candidates found to have made a false declaration in this respect shall be asked to withdraw from the University.

ii Part-time Admission

Candidates may be admitted to part-time studies, if they satisfy the postgraduate school requirements.

2.2: The Recognized Types of Postgraduate Programme

i. **Postgraduate Diploma:** All Postgraduate Diploma shall include coursework with externally moderated examinations and long essays. Such programmes may be full-time or part-time.

ii. **Master Degree:** The School of Postgraduate Studies shall run two types of Master Degrees programmes:

(a) **Academic Master:** All students pursuing this programme shall be required to undertake coursework with written examinations, which shall be externally moderated. The programme shall involve a dissertation, which shall be subjected to an oral examination by a panel of examiners, including an external examiner.

(b) **Professional Master:** All students pursuing this programme shall be required to undertake coursework with written examinations, which shall be externally moderated. The programme will involve a long essay or project, which will be subjected to internal examination.

iii. **MPhil/Ph.D and Ph.D:** All students pursuing these programmes shall be required to have coursework with written examinations which shall be externally moderated. The programme will require students to conduct a research and write a thesis which shall be subjected to both internal and external examinations.

2.3 Upgrading of MPhil to PhD Status

- (i) Full-time students shall be assessed for upgrading in the second semester. Part-time students shall be assessed for upgrading not later than the third semester after registration for the programme.
- (ii) To be eligible for upgrading to PhD, an MPhil student must score an average grade of C' or higher with respect to the coursework or a minimum CGPA of 3.50. In addition, the proposal must have been adjudged to be adequate after defence.
- (iii) Any student who fails to meet the requirement(s) for upgrading in the first attempt should be directed to address his/her shortcomings within one semester and resubmit for reassessment. Any full-time student that fails to meet the requirement(s) for upgrade to PhD up to the end of the third semester of registration shall be advised to work towards earning an MPhil degree in a maximum of two semesters thereafter. Likewise, a part-time student that fails to meet up the requirement for upgrade to PhD up to the end of the fourth semester of registration shall be advised towards earning an MPhil in a maximum of two semesters.
- (iv) Upon upgrading to PhD, the MPhil/PhD work and time spent shall be counted towards the PhD.
- (v) A student that has satisfied the coursework and seminar requirements for the award of PhD but is found inadequate during the viva-voce may be recommended for the award of MPhil Degree and this include students who are admitted directly for Ph.D.
- (vi) All courses shall be examined at the end of the semester in which they are taught. All question papers and marked scripts of taught courses shall be moderated by an external examiner appointed by the Senate.
- (vii) The pass mark for all Postgraduate courses shall be 50% or a grade of C.
- (viii) A candidate who fails more than one third of the total coursework credits registered for in a session/semester shall be required to withdraw from the programme. A candidate who fails not more than one third of the total credits registered for in a session/semester shall carry over the failed courses.
- (ix) A candidate who has completed all the aspects of a course but for reasons acceptable to the Senate is unable to sit for the examination, shall be graded "incomplete" in the course. He shall sit for the examination at the next available opportunity. The Department may, however, subject to approval of the Senate organize a supplementary or special examination in such circumstances, if it is believed that not doing so would extend the period of graduation beyond the maximum period of study permissible.
- (x) A candidate who fails to sit for the examination in a course without valid reasons, shall be deemed to have failed that course.

- (xi) A candidate who fails to register for a programme or is absent from the semester examinations without reasons acceptable to the Senate shall be required to withdraw from the programme.

2.4: Duration of Programmes

- (a) A full-time candidate for the degree of the Doctor of Philosophy shall pursue his/her studies and research for a minimum of six semesters and maximum of ten semesters before presenting himself/herself for external examination. A candidate who is unable to do so within the maximum time permitted may, in exceptional circumstances, be granted an extension of not more than two semesters on the recommendations of the Departmental and Faculty Postgraduate Studies Committees.
- (b) A part-time candidate for the degree of the Doctor of Philosophy shall pursue his/her studies for a minimum of eight semesters and maximum of twelve semesters before presenting himself/herself for external examination. A candidate who is unable to do so within the maximum time permitted may, in exceptional circumstances, be granted two extensions of not more than two semesters on the recommendations of the Departmental and Faculty Postgraduate Studies Committees.
- (c) A full-time candidate for the academic Master Degree shall pursue the programme in not less than three or more than four semesters before being finally examined, provided that the Board of SPS, in exceptional circumstances, on the recommendation of the Departmental and Faculty Postgraduate Studies Committees, extend a student's registration for a further period of not more than two semesters.
- (d) A full-time professional Master candidate requires a minimum of two semesters and a maximum of four semesters to graduate. Additionally, the Board of SPS on the recommendation of the Departmental and Faculty Postgraduate Studies Committee, grant an extension of a maximum of two additional semesters
- (e) The normal duration of the part-time Professional Master programme is minimum of four semesters and maximum of six semesters. Additionally, the Board of SPS on the recommendation of the Departmental and Faculty Postgraduate Studies Committee, grant an extension of a maximum of two additional semesters.
- (f) For Part-time Professional Master programmes, the minimum duration is six semesters, while the maximum is eight.
- (g) The normal duration of the full-time Postgraduate Diploma programme, is two semesters and a maximum of four semesters.
- (h) The normal duration of the part-time Postgraduate Diploma programme, is four semesters and a maximum of six semesters

2.5: General Requirements of Programmes

i. Method of Application and the Admission Process

- a) Application for admission into Postgraduate programmes shall be as prescribed by the University from time to time and on payment of the prescribed application fees.
- b) Application shall normally be made in response to official advertisement to that effect. It is the responsibility of the candidate seeking admission to ensure that all the information and documents required in the prescribed forms are supplied.
- c) All candidates must fill in the names and email addresses of three referees, two of whom must be in position to provide judgment on the academic ability of the candidates to undertake the proposed programme.
- d) All candidates should ensure that their referees submit the reports directly to the School of Postgraduate Studies.
- e) All candidates must also ensure that the official transcript of academic records reaches the School of Postgraduate Studies within the stipulated time.
- f) The Dean, School of Postgraduate Studies shall submit all application forms to the Heads of the Relevant Departments. The Departmental Postgraduate Studies Committee shall:
 1. Recommend candidates for admission to the Board of the SPS, through the Faculty Postgraduate Studies Committee.
 2. Recommend the appointment of a suitable person or persons as supervisor(s), provided that:
 - (i) No Department may be permitted to run a programme unless it can provide evidence that its full-time academic staff strength is not less than 80% of the total number required.
 - (ii) All such staff are on the ground.
- g) The SPS shall on behalf of the senate admit candidates found suitable.
- h) Departmental Postgraduate Studies Committee, or the SPS or the Senate shall not be obliged to give reasons to any applicant for rejecting an application for admission.

ii. False Declaration

Any candidate found to have made a false declaration on his/her credentials shall be asked to withdraw from the University.

iii. Approval of Admission

Admission shall be made on behalf of the Senate by the Board of the SPS on the recommendation of the Faculty Postgraduate Studies Committee.

iv. Offer and Acceptance of Admission

- (a) Candidates offered admission shall be notified in writing by the Secretary, SPS. The list of successful candidates shall be published.
- (b) The Offer of admission made shall be provisional and individual candidate shall be required to:
 - (i) Accept the offer of admission in writing on the prescribed forms and pay the prescribed non-refundable acceptance fees, within the specified deadline; and
 - (ii) Comply with any other conditions that may be contained in the admission letter.
- (c) Any provisional offer of admission not accepted as prescribed above, shall be deemed to have lapsed.

v. Deferment of Studies

A request for deferment of studies shall be submitted to the SPS at least one month after the commencement of the semester unless in an exceptional cases. Deferment attracts a non-refundable charges.

vi. Change of Programme

A candidate wishing to change from one Programme to another shall complete, as necessary, a Release/Acceptance Form, obtainable from the SPS website. Such a request may or may not, however, be granted.

2.6 Eligibility for Admission

A candidate seeking for admission into Postgraduate Programmes shall normally be:

- (a) A graduate of Federal University of Kashere or of any other University recognized by the Senate of this University;
- (b) A person who holds a relevant high degree and/or professional qualification approved by the Senate on the recommendation of the Board of the SPS.

Notwithstanding regulation (2.6), a candidate may be required, before admission, to undergo such tests as may be prescribed by the Departments concerned with his/her proposed work. Admitted candidates may also be required to take such other pre-requisite or concurrent courses and examinations as may be prescribed, subject to the overall control of the Board.

2.7 Admission Requirements

i. Postgraduate Diploma Programme

A candidates seeking admission into a Postgraduate Diploma programme must possess a qualification adjudged to be equivalent to a first degree (at least 3rd Class Degree or higher) or a Higher National Diploma (at least Lower Credit or its equivalent, provided the university matriculation requirement is satisfied). Such a candidate should have the

relevant post-qualification experience as may be prescribed from time to time. However, Higher Diploma (HD) is not equivalent to HND.

i. Master Degree Programme

- (a) A candidate seeking admission into the Academic Master Degree Programme must hold:
 - i. A minimum of Second Class (Lower Division) Degree with a CGPA of 2.40 on 5.00 point scale of Federal University of Kashere or any other recognized University (provided the University matriculation requirement is satisfied) in the relevant area.
 - ii. A postgraduate diploma with a minimum CGPA of 3.00 (merit) on a scale of 5.00 (provided the University Matriculation Requirement is satisfied) in the relevant area.
 - iii. A minimum of Third Class Degree plus a good postgraduate diploma at credit level from Federal University of Kashere and a minimum CGPA of 3.50 from any other recognized university (provided the university matriculation requirement is satisfied) in the relevant area.
 - iv. A Postgraduate Diploma with a minimum of CGPA of 3.50 on a scale of 5.00 and a HND with Upper Credit from any recognized institution (provided the university matriculation requirement is satisfied).
 - v. Any other qualifications deemed relevant by the Board of the School of Postgraduate Studies and Senate to be equivalent to (i), (ii) or (iii) above.
- (b) A candidate seeking admission into a Professional Master Degree programme must hold:
 - i. A minimum of Second Class Lower degree in the relevant area from Federal University of Kashere or any other recognized University.
 - ii. A good Postgraduate Diploma in the relevant area not below classification of merit from Federal University of Kashere or any other recognized institution provided the conditions prescribed under the Postgraduate Diploma programmes above are satisfied.
 - iii. A minimum of Second Class Upper Division degree in a non-related area plus relevant professional qualifications obtained after passing a qualifying examination.
 - iv. Any other qualifications deemed equivalent to (i), (ii) or (iii) above.

ii. MPhil/PhD and Ph.D Degree Programmes

- I. A candidate who seeks admission into the degree of the Doctor of Philosophy programme must hold an academic Master degree of Federal University of Kashere or any other recognized university and satisfy the conditions in (i) to (iv) of 2.7 (ii) (a) above. The CGPA of the Master Programme should be at least 3.50

on a scale of 5.00. A PhD candidate who satisfies all admission requirements except the CGPA can be considered for admission into MPhil/PhD provided the CGPA is at least 3.00.

- ii. MPhil from Federal University of Kashere or any other recognized University with a minimum CGPA of 3.00 provided conditions 2.7(ii) (a) are satisfied.
- iii. Any other qualification deemed equivalent to (i) or (ii) above.

i. Registration of New Students

A candidate for registration for full-time studies to pursue PhD, MPhil/PhD, Master Degree or Postgraduate Diploma programme must:

- i. Present a letter of release from his/her employer (if employed), indicating that he/she has been released for a period of one or two semester(s) as the case may be; and
- ii. Sign an undertaking that he/she will remain available to undertake the course of study or research for a period of one or two semester(s) as the case may be.

ii. Procedure

- a) A new student shall register in the School of Postgraduate Studies
- b) Registration shall be on the prescribed forms approved by the Board.
- c) The procedure for fresh registration shall consist of the following:
 - i. Screening candidates' credentials claimed in the application forms at the Department and SPS.
 - ii. Presentation of NYSC Certificate;
 - iii. Payment of prescribe registration fees;
 - iv. Issuance of registration number at the SPS;
 - v. Registration at the Faculty/Department; and
 - vi. Return of all completed registration documents to the prescribed offices.

iii. Deadline

Candidates who fail to register within the prescribed period shall be deemed to have forfeited their admission offers.

iv. Concurrent Registration

- i) A student shall not register concurrently for more than one Postgraduate and/or undergraduate academic/professional programme of FUK.
- ii) Any student who breaches the regulation in (i) above shall forfeit his/her studentship in all the programmes concerned.

2.8 Renewal of Registration by Returning Students

- i. All returning students must renew their registration, including the payment of prescribed fees, at the beginning of each session until the completion of their postgraduate programmes.
- ii. Returning students shall complete their registration formalities within the first two weeks of the session.
- iii. In exceptional cases, late registration may be entertained but only on payment, by the candidates of the appropriate fines approved from time to time by the Board.
- iv. A student who fails to renew his/her registration in any academic session shall be deemed to have voluntarily withdrawn from the programme.
- v. All carry over courses/projects must be registered and passed.

2.9: Extension of Registration

Candidates may apply for extension not later than 3 calendar months before the expiration of their current registration. When the registration period elapses, the candidate will be considered voluntarily withdrawn.

2.10 Suspension of Studies

- i. Registered student may be allowed by the Senate, for good cause, to suspend his/her studies for not more than one academic year in the first instance.
- ii. Applications for suspension of studies shall be in writing and accompanied with supporting documents.
- iii. The Board shall not entertain applications for a retrospective suspension of studies. Suspension of studies may be renewed on good cause for another year. After two years of the suspension of studies, the student must return and resume his/her studies or withdraw voluntarily or be deemed to have withdrawn from the programme.

2.11 Mode of Study for Postgraduate Programmes

- i. Postgraduate diploma programmes shall be conducted through course work which should be evaluated through written examinations and research work to be presented in form of a project report.
- ii. Master degree programmes may be conducted through one of the following ways:
 - a) Through course work which shall be evaluated by written examinations and research work to be presented in form of a dissertation where the course work constitutes not less than two-third of the total credit hours.
 - b) By research work to be presented in a dissertation together with a course work to be evaluated by written examinations where research constitutes not less than two thirds of the total credit hours.
 - c) By research work to be embodied in a dissertation.

- iii. The Ph.D degree programme shall be conducted by comprehensive research to be embodied in a thesis.

2.12: Change of Mode of Study or Status

- i. A student admitted to pursue a postgraduate programme on a full-time or part-time basis may change the mode of the study if the SPS is satisfied that the request has merit.
- ii. Applications for a change of mode of study shall be in writing and must be accompanied by documentary evidence in support of the stated reasons for requesting the change.
- iii. In addition to any other conditions that may be specified by the SPS in granting the request, the candidate shall pay any difference in fees arising from the change in registration. However, no refund will be made arising from the change.

2.13: Change of Programme

The Board may allow a fresh student who has been admitted to pursue a course of study in a specific programme in a particular department to change from that area of specialization to another related programme in the department, provided that:

- i. The candidate has formally registered with the SPS and paid all the fees prescribed for the course of study into which admission was made;
- ii. The candidate is qualified for the new programme;
- iii. The Departmental Postgraduate Studies Committee is satisfied that the candidate can benefit from the change and where applicable, a suitable supervisor is available; and
- iv. In the case of Postgraduate Diploma and Master degrees primarily by coursework and written examination, the request for a change in the area of specialization shall be made before registration for fresh students in the particular academic session is closed.

2.14: Add and Drop of Courses

- i. A student who has completed all the registration formalities may be allowed to add or drop a course provided that the application is made before one quarter of the duration of the course and the add/drop is within the regulations.
- ii. Applications to add or drop a course shall be on prescribed “Add and Drop Forms” approved by the Board.
- iii. A student who drops a course without complying with Regulation 2.11 above shall be deemed to have failed the course and it shall be so reflected in the student's records.
- iv. The result of any course not registered for nor added on as prescribed in Regulation shall be null and void.

2.15: Course Numbering

(i) Postgraduate course shall be numbered as follows:

Postgraduate Diploma:	7000	-	7999
Master:	8000	-	8999
MPhil	9000	-	9999
PhD:	9000	-	9999

(ii) Long Essay, Project, Dissertation & Thesis shall be numbered as follows:

Postgraduate Diploma:	-	7400/7600
Master	-	8600
PhD:	-	9120

2.16: Nomenclature for Postgraduate Research Reports

- i. Postgraduate diploma and Master degree research reports in a mode of study as in 2.11 where course work predominates over research and the research does not need to be orally defended before an external examiner shall be called a **Project Report**.
- b. The Master degree research report arising from the mode of study as in 2.11 (ii) (b) and (c) where research predominates over course work and is orally defended shall be called a **Dissertation**.
- c. The Ph.D degree research report shall be called a **Thesis**.

SECTION THREE

EXAMINATION REGULATIONS

3.0 Introduction

This section contains rules and procedures for evaluating students' work and matters relating to it.

3.1 Semester Structure

- i. The Postgraduate programmes in the University shall be structured in semesters. The course components for each semester shall be taught during the semester and examination to be conducted within the last four weeks of the semester.
- ii. The overall process of assessing a candidate's performance in a course or programme may consist of a formal written examination, an assessment of coursework, a Long Essay, Project, Dissertation and Thesis defense, or a combination of any of the above as appropriate.
- iii. Except as may be approved by the Senate, examinations shall be held at the end of each semester at places specified by the relevant Departments, subject to any directives given by the Senate.

3.2 Credit Requirements

- i. The Faculty Board shall, on the recommendation of the appropriate Department, prescribe a course of study and/or research for each candidate.
- ii. Each candidate shall normally be expected to pass all prescribed written examinations before presenting his/her long term essay/project report, dissertation or thesis for examination.
- iii. Each Programme shall prescribe which of its courses are core, required or elective.
- iv. Coursework, which will be examined and graded, shall be mandatory at Master Level except in the case of Master by research and M.Phil where course work may not be desirable.
- v. To graduate, a master candidate shall satisfactorily complete a minimum of 26 course credit units.

3.3: Examination of Coursework

- i. A separate assessment/examination shall be conducted for each course at the end of the semester in which the course is completed.
- ii. The duration of a written examination of a postgraduate course shall not be less than two hours.
- iii. Courses shall be assessed by written examinations, while long essays, research seminars, projects, dissertations and thesis shall be by evaluation of the report and an oral examination, where applicable.

- i. An external examiner shall be involved in the assessment of the research report and examination scripts. The manner and extent of the involvement of an external examiner shall be as prescribed under the regulation applicable to the various categories of Postgraduate Programmes.
- ii. A student is required to present himself/herself for examination in all the courses for which he/she is registered.
- iii. In order to be eligible for examination in a particular taught course, a student shall have attended a minimum of 75% of the total periods of formal instructions delivered in the course. An attendance requirement shall be calculated, taking into account all the types of instructions used in the course.
- iv. Each course shall consist of continuous assessment (30 – 40%) and examination (60 – 70%) as applicable.
- v. The minimum pass mark for all postgraduate courses is 50%, i.e. a grade of C.

3.5 Scoring and Grading System

- i. Written examination for course work shall be conducted in accordance with the following procedures:
 - a) Departmental Boards shall appoint the time and place for all written examinations and inform the SPS at least one month before the date of examination.
 - b) Continuous assessment marks shall be included in the total examination marks and shall account for 30-40% of the aggregate marks in a course.
 - c) Candidates who fail more than 50% of all the credit units taken within one academic year shall be required to withdraw from the Postgraduate Programmes for which they are registered.
 - d) Candidates who fail a repeat course shall be required to withdraw from the postgraduate programmes for which they are registered.
- ii. The pass mark for all postgraduate examinations shall be 50%. The grading system applicable to all Faculties shall be as follows:

Table 3.1 Grading Systems for Masters and Ph.D Degrees

MARKS AWARDED (%)	LETTER GRADE	GPA
70 and above	A	5.00
60 - 69	B	4.00
50 - 59	C	3.00
Less than 50	F	0.00

Table 3.2 Grading System for PGD

MARKS AWARDED (%)	LETTER GRADE	GPA	EQUIVALENT
70 and above	A	5.00	Excellent
60 - 69	B	4.00	Good
50 - 59	C	3.00	Pass
Less than 50	F	Under 3.00	Fail

- c. Transfer of credits for course work from other Universities shall be allowed only on the prior approval of the Faculty Postgraduate Studies Committee, Board of SPS and Senate. In all cases, the appropriate Faculty Postgraduate Studies Committee shall determine whether or not any special written examinations are necessary in respect of the transferring candidates. The transfer of credits shall be allowed only in respect of course work. Except where an exemption has been approved by the Board of SPS and Senate, all written examinations shall be externally moderated.
- d. No Postgraduate candidate shall proceed to the project stage of the programme without having completed a substantial part of the course work requirement, comprehensive examination (where applicable) and successfully defended his/her research/project proposal.

3.6 Deposition of Question Papers and Copies of Project Report/ Dissertation/Thesis

- i. Within two weeks of finishing every semester examination, the Department shall send to the Dean of SPS, soft copies of each question paper.
- ii. For each approved project report/dissertation/thesis, the Department shall forward five (5) copies to the SPS for distribution to the University Library, Department, SPS, Major Supervisor and candidate. The report of the Examiners and a certification from the Internal Examiners attesting that the candidate has amended or corrected the project report, dissertation or thesis as required by the examiners shall accompany the submission.

3.7 Submission of Moderated Examination Results

i. Course work and Project Report

The Head of Department through the Dean of the Faculty shall submit to the Dean, SPS the final grades awarded for any postgraduate courses and project report not later than two weeks from the date the External Examiner has signed the grades awarded.

ii. Dissertation/Thesis

The Head of Department through the Dean of Faculty shall forward the report of the oral examination of dissertation or thesis to the Dean of SPS within 72 hours of the examination.

3.8 Mode of Examining Higher Degrees

i. Master Degree by Course work and Research

Master dissertation shall consist of the candidate's own original supervised work and formulation, subject to the following conditions:

- a) That reference to published and/or unpublished works should be made within reasonable limits and appropriately acknowledged in the body of the dissertation.

- a) been presented for a higher degree at this or any other University.
- b) Candidates for regular Master Degree shall be examined by:
 - i. Written examinations on course work and at least two satisfactory seminars.
 - ii. An examination on the dissertation by a panel of internal and external examiners including an oral defense.
 - iii. An internal oral defense of the dissertation, followed by its external moderation.
 - iv. Before external examination, a candidate is expected to publish at least one article in a reputable journal.

ii. **Master Degree by Research:**

Candidates for Master degree by research shall be required to present at least three satisfactory seminars, with at least one seminar being presented in each Semester until the dissertation is successfully defended. Before external examination, a candidate is expected to publish at least one article in a reputable journal.

iii. **M.Phil. Degree**

Candidates for M.Phil degree shall be required to present a minimum of four satisfactory seminars, with at least one seminar being presented each Semester until the dissertation is successfully defended. Before external examination, a candidate is expected to publish at least one article in a reputable journal.

iv. **Ph.D. Degree**

- a) Candidates for Ph.D degree shall be examined by:
 - i) Presentation of at least four satisfactory seminars, with at least one seminar being presented each Semester until the candidates defend their thesis.
 - ii) An examination on the thesis before a panel of internal and external examiners based on the material of the thesis as well as the general knowledge of the field in which the subject for research has been chosen.
 - iii) Before external examination, a candidate is expected to publish at least two articles in reputable journals and one conference presentation.
- b) The thesis shall consist of the candidate's own original work and must comply with the following conditions:
 - i. It must form a distinct contribution to knowledge and afford evidence of originality shown by the discovery of new facts, techniques, or by the exercise of independent critical power.
 - ii. It must be satisfactory as regards to literary presentation and must comply with the guidelines for the preparation of thesis.
 - iii. It must not have formed part of a thesis presented for higher degree at this or any other University.

v. Online external examination for Dissertation and Thesis

- a) External examination for postgraduate candidates not more than three could be done online.
- b) Candidates more than three may also be examined online but should be made into groups of not more than three per day for Master, and two candidate for Ph.D.
- c) Candidate(s) must be physically present at the examination venue, however, genuine nonphysical appearance may be considered.
- d) Candidates who are not physically present at the examination venue for genuine reasons MUST apply through the Department, Faculty to Dean SPS for approval;
- e) Only the External Examiner and in exceptional cases the Supervisor(s) will join the examination online. Head of Department and the Internal Examiner must be physically present.
- f) All conditions applicable to physical examination shall be applied during online examination.

3.9 Appointment of Internal Examiners

- i. Teaching staff with Ph.D and not below the rank of Lecturer I shall be appointed internal examiners for Master Degrees provided that the area of specialization of the internal examiner relates to the field of study of the candidate.
- ii. Professors, Readers and Senior Lecturers in related area shall be appointed internal examiners for Ph.D degree.
- iii. The Departmental Postgraduate Studies Committee may nominate a qualified internal examiner from related Department based on the relevance of the examiner's field to the subject area to be examined.
- iv. Internal examiners shall be approved by Senate at least four (4) weeks prior to the date of the examination.

3.10 Appointment of External Examiners

- i. Any external examiner to be appointed for Master and Ph.D degrees shall be competent in the area of work/research and shall normally not be below the rank of Reader in a recognized University. In appointing external examiners, the SPS and Senate will depend on proper guidance of the Department to ensure that those to be appointed are sufficiently knowledgeable in the candidate's area of specialization.
- ii. The external examiner shall moderate and countersign all Postgraduate questions and results. He shall read the course work scripts and moderate the grades awarded by the internal examiners. He shall also read and grade each dissertation/thesis.
- iii. Where the candidate takes courses outside his parent Department, the external examiner of the teaching Department shall moderate and examine the candidate in the particular course. The result shall be submitted to the SPS and copied to the candidate's Department for the purpose of computing the candidate's GPA.

The external examiner shall conduct the oral examination of thesis in

- i. collaboration with the internal examiners.

3.11 Panel of Examiners

i. Project Report

- a) The examiners for project reports shall consist of the external moderator and the internal examiners comprising of the Supervisor of the Project and the Head of Department as the Chief Examiner.
- b) The examiners shall be signatories to the project's report.
- c) No oral examination shall be arranged for project report.
- d) The supervisor of the project report shall award a mark to the project and such marks should be moderated by the External Moderator as for the course work scripts.

ii. Dissertation and Thesis Oral Examination

- a) For the oral examination of a candidate who submits a dissertation for Master degree or a thesis for Ph.D degree, the Departmental Postgraduate Studies Committee shall recommend to Senate through the Faculty Postgraduate Studies Committee and Board of SPS, the appointment of a minimum of 6 examiners.
- b) One of the examiners shall be external to the University and another shall be the supervisor(s), while the others shall be internal. The Head of Department shall be the Chairman of the panel if he is not the major supervisor. A representative of the Board of the SPS and Dean of the Faculty.
- c) The Departmental Postgraduate Studies Committee shall select those staff members who are most familiar with the higher degree research being examined as internal examiners. The internal and external examiners shall be signatories to the Master and PhD oral examination results.
- d) Each member of the panel shall have the right to score a candidate using the prescribed score sheet and the final score shall be the average of the total scores.
- e) The decision of the panel of examiners shall be entered into the prescribed form for reporting the outcome of the oral examination. All members shall sign the form immediately in their respective columns. Clear statement must be made on the relevant sections of the form. Phrases such as good, adequate, excellent, poor etc. are not acceptable.
- f) Apart from his/her role as an internal examiner, the representative of the SPS in every panel is to ensure that the oral examination is conducted fairly and in accordance with the rules specified.
- g) The SPS representative shall liaise with the Chairman of the Panel and Dean of the Faculty and submit a full report of the oral examination to the Dean of SPS within 72 hours of the examination.
- h) At the end of each oral examination, the Examiners shall in particular, jointly recommend clearly whether or not, in their opinion, the work is of merit to justify the award of the relevant higher degree, or whether the candidate should be required to re-submit all or part of the work for re-examination. Where there is a disagreement, the external examiner's opinion shall prevail.

- a) Within three calendar months after each oral examination, the Head of Department shall present to Senate, through the Faculty Board and the SPS, the result of the examination.
- b) A candidate who is required to re-submit a dissertation/thesis shall be required to present himself/herself for re-examination as determined by the Examiners within a period of three calendar months for minor corrections or twelve calendar months for major corrections.
- c) The Dean of the SPS shall append his signature to the appropriate number of completed project report/dissertation/thesis and sign the certification of Award only after Senate has approved the results of the oral examination.

3.12 Proposals for Thesis/Dissertation/Project Report

- i. The research topic of the thesis/dissertation/project report shall be approved by the relevant Departmental and Faculty Postgraduate Studies Committees and submit to the Board of SPS for noting before the end of first semester of the candidate's first session.
- ii. A full-time Ph.D or master by research or M.Phil. candidates shall present and defend their research proposal not later than 12 months from the date of their first registration. Where the defense is not successful in the first instance, a second and final successful attempt shall be made before the expiration of 18 months since the candidate's first registration. Such a candidate who could not successfully defend his/her research proposal in the first and second attempts shall be asked to withdraw from the Programme.
- iii. Part-time Ph.D or master by research or M.Phil. candidates shall present and successfully defend their research proposals not earlier than 12 months and not later than 24 months of their first registration and before the expiration of 30 months where the first defense is not successful.
- iv. The defense shall in each case be made before a panel of not less than three assessors constituted by the Faculty concerned. At least one member of the panel must come from outside the Department. The Dean of the Faculty shall communicate the membership of the panel to the Dean of SPS at least two weeks before the defense.
- v. The panel shall submit a written report to the Head of Department of the candidate stating whether or not the defense has been successful within 48 hours after the defense has taken place. The Dean of the Faculty shall receive the result from the Head of Department and forward same to the Dean, SPS within 72 hours of the defense.

3.13 Approval of Titles of Dissertation or Thesis

- i. A candidate shall register his/her preliminary title within 6 months after registration for both Master and Ph.D degrees. For the registration and approval of title of a project report/dissertation/thesis, a candidate must first develop a 2 to 3-page synopsis on the subject of research which should initially be considered and approved by the respective Departmental and Faculty Postgraduate Studies Committees. Thereafter, the recommended title of project report/dissertation/thesis should be forwarded to the Board of SPS for noting.

- ii. The number of words in the title of the thesis, dissertation or project report shall not exceed twenty.
- iii. For a title to be approved, the synopsis shall have been signed by the candidate's supervisor, Head of Department and Dean of the Faculty. Five copies of the synopsis should be sent to the Dean of SPS.
- iv. The approved synopsis to be deposited with the Dean, SPS, should consist of:
 - a) Proposed title/topic.
 - b) Name of candidate and registration number.
 - c) Name of supervisor(s).
 - d) Name of Department.
 - e) Introduction.
 - f) Statement of research problem.
 - g) Objectives.
 - h) Brief survey of pertinent literature.
 - i) Plan of work and methodology.
 - j) Anticipated outcome/results.
 - k) References.

3.14 Readiness for Dissertation/Thesis Examination

At least 8 weeks but not more than 12 weeks prior to the oral examination, a candidate shall collect and complete appropriate forms from the SPS. The completed form containing the following information should be returned to the Secretary, SPS:

- i. A certification by the Bursar that the candidate has satisfied the financial regulation of the University on payment of fees. Candidates should not be allowed to enter for an examination if they have outstanding fees to be paid.
- ii. A certification by the candidate's supervisors, Head of Department and the Dean of Faculty, attesting that:
 - a) The candidate is ready for examination, having successfully completed the course work examination and/or research work requirements of his/her Department and;
 - b) The project /dissertation / thesis report conforms to ALL conditions stipulated in the approved guidelines for the preparation of project report/dissertation/ thesis.
- iii. A statement by the supervisors certifying that the candidate has completed the minimum period of study for the degree.
- iv. The date the candidate submitted his/her project report/dissertation/thesis for examination.
- v. At least four loose-bound copies of the project report/dissertation/thesis which has been prepared according to all conditions stipulated in the approved guidelines for its preparation should be submitted for onward transmission to the examiners along with the form.

3.15 Assessment of Thesis/Dissertation

S/N	Parameter	Master Degree	PhD Degree
1	Standard of presentation	10	10
2	Methodology	20	20
3	Knowledge of field of study demonstrated	25	25
4	Contribution to knowledge arising from the study	25	25
5	Performance at oral examination	20	20
Total		100	100

3.16 Repeat of Postgraduate Programme

Postgraduate candidates who make a GPA of between 2.00 and 3.00 shall be allowed, on application, to repeat the programme they have registered for. Candidates who passed postgraduate courses shall not be allowed to repeat such courses for the purpose of obtaining higher grades.

3.17 Nullification of an Examination

The Board of SPS shall declare an oral examination null and void once:

- The examination panel was not properly constituted.
- Due notice was not given to the candidate.
- The external or internal examiners were not duly appointed by the Senate.
- The major supervisor did not participate in the examination without valid reasons.

Where the Board decides to nullify an examination, the SPS shall communicate the decision to the candidate, Department and Faculty concerned.

3.18 Delayed Examination of Research Work

Where the examination involves a project report, dissertation or thesis and the Head of Department has reason to believe that the candidate's supervisor(s) is/are unduly delaying the examination, the Head of Department, as Chairman of the Departmental Postgraduate Studies Committee may, on application to him on a prescribed form obtainable from the SPS by the candidate, provide such certificate as in SPS Guidelines and inform the supervisors of their action in writing. In submitting this certificate to the SPS, the Head of Department must also submit a full explanation for the action he had taken.

Where the Head of Department is the defaulting Supervisor, the Dean of Faculty may on application to him in writing by the candidate, provide the required certification and inform the Head of Department of his/her action in writing. In submitting this certificate to the SPS, the Dean of Faculty must submit full explanation for the action he has taken.

3.19 Effective Date of Award of Higher Degree

The effective date of award of the degree is the date Senate approves the result.

3.20 Notification of Results

Candidates shall be notified of their results only after the SPS, on the advice of the Bursar and Head of Department, certifies that they are not indebted to the University financially.

3.21 Teaching and supervision of postgraduate programmes

- i. Teaching staff not below the rank of Lecturer II shall be assigned to teach and supervise Postgraduate Diploma students.
- ii. Academic staff that hold Ph.D degree and are of the rank of Lecturer I and above shall be eligible to teach and supervise master students. In special circumstances, other categories of academic staff approved by the Board of SPS, on the recommendation of the appropriate Faculty Postgraduate Studies Committee of Studies may also be eligible to teach.
- iii. A supervisory committee shall be constituted for each Postgraduate student. Normally, not less than two members shall be appointed to constitute a supervisory committee for each postgraduate student; one of the supervisors, normally the Chairman of the supervisory committee, shall be designated the major supervisor.
- iv. The major supervisor must normally possess the degree for which the candidate is registered, unless the supervisor has attained the position of a professor.
- v. Supervisors for Doctoral candidates must be of the rank of Senior Lecturer/Senior Research Fellow or above.
- vi. Irrespective of his/her academic position, a staff member of the University who is himself/herself a postgraduate candidate cannot serve as a supervisor.
- vii. Normally, each supervisor shall be required to supervise not more than five postgraduate candidates unless he has demonstrated high turnover rate.
- viii. Among their other duties, supervisors, at the invitation of the Chairman, shall:
 - a) be conversant with the nature of the student's registration status so as to effectively guide his/her studies to completion within the allowable period of time.
 - b) advise and give guidance on the overall planning of the student's course work and research/project, and make themselves available to the student for consultation at regular intervals throughout the duration of the programme.
 - c) submit written reports to the SPS through the Faculty Postgraduate Studies Committee, at the end of each semester of each year on the progress of the student(s) being supervised. The SPS shall provide the format for such periodic progress reports.
 - d) inform the SPS, through the Department and the Faculty Postgraduate Studies Committees if and when any member of the supervisory committee is compelled, by absence illness or otherwise, to relinquish his/her supervisory role; and
 - e) initiate action through the Department and the Faculty Postgraduate Studies Committees in keeping the SPS informed, if at any time the student's health, behaviour or work deteriorate or if his/her circumstances change in such a way as to adversely affect the Postgraduate Programme.
 - f) The Head of Department must at all-time take full responsibility for ensuring the competency of supervisors.

3.22 Eligibility to Sit for Examination

At the end of every semester, there shall be a written examination in each of the courses taught. To qualify for the examination, the student must have attended at least 75% of the lectures in that course.

3.23 Preparation for Examinations

The Chief Examiner shall ensure that each paper bears an appropriate rubric, showing:

- i. Faculty and Department;
- ii. Programme of Study;
- iii. Course code and title;
- iv. The date on which the paper is to be taken (or month, if the day is not known when the paper is prepared);
- v. The number of questions to be answered, marks allocation to each question and any restrictions as to choice;
- vi. Any instructions regarding the use of answer books; and
- vii. Any additional materials to be supplied by the Invigilator to candidates.

3.24 Course Work Examination

- i. Courses are defined as those programme units whose grades are required by the regulation to be submitted to the SPS for the computation of the final grade point average of a candidate.
- ii. Any course constituting part of the candidate's proper postgraduate study shall be approved by the Senate, taught and examined by an appointed external examiner.
- iii. All course work written examinations for a semester shall be conducted within the last four weeks of the semester in which the courses are taught.
- iv. Master dissertation and Ph.D thesis shall be orally examined by a panel of external and internal examiners at any time of the year.

3.25 Attendance of Classes and Examinations

For all candidates who have registered for taught courses, project reports and dissertation, attendance at classes, seminars and examinations is mandatory.

3.26 Absence from Examination

Notification of absence from an examination shall be submitted to the SPS within one month from the date of the examination. Only genuine cases of ill-health that are supported by authenticated medical reports will be entertained.

3.27 Examination Time-Table

Departments shall draw up a semester course work examination time-table one month prior to the commencement of the examinations and forward one copy of the time-table to the SPS.

3.28 Supervision of higher degrees

i. Procedure for Appointing Supervisors

- a) Nomination for supervision of higher degrees shall be submitted on the prescribed form obtainable from the Secretary, SPS. Completed forms for higher degree supervision containing the full particulars of the prospective supervisors shall be submitted to the SPS through the appropriate Departmental and Faculty Postgraduate Studies Committees.
- b) The Chairman of the Supervision Committee shall normally be an expert in the candidate's proposed field of specialization.

- a) Supervisors shall be appointed by the relevant Department from the teaching/research staff of the University. Where it is necessary to use expertise external to Federal University of Kashere for student supervision, at least one member of the Supervision Committee must be a staff of the relevant Department.
- b) The appointment of supervisors is done by the Departmental Postgraduate Studies Committee and inform the Board of the SPS through Faculty Postgraduate Studies Committee.

i. Research Proposal

- a) A Research proposal shall be presented not later than the end of the 3rd semester from the date of registration for Master and Ph.D student.
- b) The proposal seminar must be successfully defended before the Departmental and Faculty Postgraduate Studies Committee.
- c) At the end of the seminar, the presentation shall be graded by the members of the Committee as adequate or inadequate.
- d) Students whose proposals are graded adequate can then proceed with the programme while candidates whose proposals are graded inadequate shall be required to improve before going to the field.
- e) Any student that fails to satisfactorily defend his/her proposal by the end of the 4th semester after registration will be asked to withdraw from the programme. This applies to both Master and full-time Ph.D students. However, Ph.D part time candidates are required to successfully defend the proposal not later than the end of the 5th semester.

iii. Requirements of the Dissertation or Thesis

- a. A student for the degree of Academic Master or Ph.D shall be required to submit a written dissertation/thesis, respectively.
- b. The title of dissertation/thesis should be arrived at only after intensive interactions between the student and the assigned supervisor(s).
- c. After these contacts, the student shall prepare to defend a detailed proposal before the Departmental Postgraduate Studies Committee. The Department shall report the outcome of the defence to the Faculty Postgraduate Studies Committee and the Board of the SPS for noting.
- d. A student may only proceed with the research after the Faculty and Departmental Postgraduate Studies Committee have approved his/her proposal.
- e. A student for the degree of doctor of philosophy shall be required to present, in addition to his/her proposal, not less than two seminars in the area of research at various stages of the programme to the Departmental Postgraduate Studies Committee. These seminars are not credit earning.
- f. A dissertation/thesis must be written in English or such other language(s) as the Senate may approve. In cases where it is permitted to be written in a language other than English, a translation of the title and abstract in English must be provided.
- g. The dissertation/thesis of a candidate shall consist entirely of his/her own work, and is subject to the following conditions.

- i. That no substantial part of the dissertation/thesis shall have been presented for a higher degree at this or any other University.
- ii. That all the references to published and unpublished works shall be appropriately acknowledged in the prescribed manner.
- a. A dissertation/thesis submitted for the award of a degree must be accompanied by an abstract.
- b. A student shall not submit for the award of a degree, a dissertation/thesis on account of which a degree has been previously conferred on him/her in this or any other institution, but shall not be precluded from incorporating reasonable part(s) therefrom provided that he/she shall duly acknowledge in the new dissertation/thesis any material which has been so used.
- c. A dissertation/thesis must be written in accordance with the provisions of Section IV of this regulation.

iv. Internal Defence

- a) Students of Academic Master and Ph.D must defend their Dissertations/Thesis respectively, internally.
- b) The performance of a student in the internal defence is to be graded as adequate or inadequate by a panel set up by the Departmental Postgraduate Studies Committee.
- c) Any student unable to successfully internally defend his/her dissertation/thesis up to the expiration of his/her registration is to be withdrawn from the programme.
- d) The Internal defence is not part of the three mandatory seminars for a Ph.D Thesis and should be conducted only after a Ph.D student has satisfactorily presented these seminars.
- e) The types of corrections and time allowed for effecting corrections pointed out during internal examinations are as follows:

i. Minor corrections	1 month
ii. Major corrections	2 months
iii. Extensive corrections	3 months

v. Examination of Dissertations and Thesis

- a. A student for Academic Master or Ph.D degree shall be examined by dissertation/thesis and where necessary by written examinations on general knowledge of the field in which the subject of research has been chosen, shall form part of the examination.
- b. Each Departmental and Faculty Postgraduate Studies Committee shall make recommendations to the Senate through the Board of the SPS concerning:
 - I. The appointment of examiners, provided that each student shall be examined by not less than two examiners, one of whom shall be a person of high academic and/or professional standing (not below the rank of Senior Lecturer) in the field of study from outside the University. It shall be the responsibility of the School of Postgraduate Studies to give official notice to the examiner(s) so appointed.

- i. The approval of the title of the thesis/dissertation, as the case may be provided that the English translation of title in a language other than English shall be given in parenthesis immediately after the original.
- b. For every **viva-voce**, there shall be a panel of examiners consisting of at least one internal examiner and one external examiner appointed by the Senate. There shall also be in attendance the supervisor and a representative of the Board of the School of Postgraduate Studies. The Head of Department shall facilitate the administrative aspects of the examination.

vi. Roles of Panel of External Examination

- a) The examiners must be satisfied that the dissertation/thesis comply with the following requirements:
 - i. It forms a distinctive contribution to knowledge and affords evidence or originality shown either by the discovery of new facts or by the exercise of independent critical reasoning.
 - ii. It must be satisfactory as regards literary presentation and the material contained therein must be suitable for publication in whole or in part.
 - iii. A report signed by all the examiners and other officers in attendance shall be submitted to the Board of the SPS on the prescribed form containing, among others.
 - a. A clear, detailed evaluation of the research;
 - b. A clear assessment of the student's knowledge and understanding of the subject, as shown in the dissertation/thesis;
 - c. An unequivocal declaration to the acceptability or otherwise of the dissertation/thesis as partial fulfillment of the requirements of the degree; and
 - d. An unequivocal declaration as to the competence or otherwise for the student to earn the degree.
 - iv. The panel of examiners may at their discretion recommend to the Board of the SPS that the degree be:
 1. Awarded unconditionally;
 2. Awarded subject to minor corrections of the dissertation/thesis be carried out to the satisfaction of the internal examiner(s) within a maximum period of one month;
 3. Awarded, subject to effecting major corrections of the dissertation/thesis be carried out to the satisfaction of both the internal and external examiner(s) within a maximum period of three months;
 4. To be awarded subject to successfully carrying out extensive corrections and re-examination of the dissertation/thesis within a maximum period of six months **OR**
 5. Not awarded at present, but that the student be allowed to resubmit the dissertation/thesis in a revised form within six months, subject to the satisfaction of the External Examiner with or without repeating the oral examination; and
 Not awarded, i.e. the student should be withdrawn.

- v. The Board of the SPS, after receiving the examiners' report shall make appropriate recommendations to the Senate concerning the award of the degree.

3.29 Conversion from full-time to part-time and vice-versa

- i. Subject to the approval of Senate, Postgraduate candidates may transfer from full-time to part-time or vice versa. On approval of the transfer, the period of registration shall be calculated using the following formulae:

a) Master Degree Registration:

1. $5/3 \times$ for full-time to part-time
2. $3/5 \times$ for part-time to full-time

b) Doctorate Degree Registration:

1. $7/5 \times$ for full-time to part-time
2. $5/7 \times$ for part-time to full-time

Where (x) denotes the period already spent.

- ii. In addition to other requirements, students for part-time postgraduate registration must also comply with the following conditions:
 - a) Part-time students on full employment must present their employer's written permission to undertake the course.
 - b) Each student must present evidence to the effect that sufficient time is at his/her disposal to undertake the course to completion.

3.30 Duties and Responsibilities of Postgraduate Students

- i. It is mandatory for postgraduate students to consult their supervisors regularly (at least two times every month). Failure to consult a supervisor for 6 consecutive weeks without good cause shall be considered as voluntary withdrawal from the programme.
- ii. A form detailing schedule of visits shall be provided by the SPS for students to fill on each visit to a supervisor. The supervisor shall sign the form and a copy shall be sent to the Head of Department, Dean of Faculty and the Dean, SPS.
- iii. In order to monitor the movement of written work between students and supervisors, the SPS will provide two forms to be filled jointly by the student and the supervisor, one recording the submission of the piece of work by the student and the other recording the return of the piece of work by the supervisor. Each set of forms shall be copied to the Dean of Faculty and Dean, SPS.

3.31 Review of Examination Scripts/Project report

- i. Students aggrieved about the grading of their examination scripts or project report shall, in the first instance, petition straight to the Dean, SPS, through the Head of Department and Dean of Faculty. The Dean of SPS shall refer such petition to the Dean of the Faculty for necessary action by the Faculty Postgraduate Studies Committee.

The action of the Faculty Postgraduate Studies Committee shall be sent to Senate

- i. through the Board SPS. Any re-assessment of the script or project report shall involve an external examiner.
- ii. Students applying for a review of their scripts or project report shall be required to pay a re-assessment fee to be determined by the SPS.
- iii. Review of scripts or project report shall be handled in the same way as normal results are approved.

3.32 Withdrawal and Termination of Candidacy for Higher Degree

- i. A student who does not complete his programme within the specified maximum period shall be withdrawn from the programme unless he/she has sought and obtained extension before the expiration of the maximum time.
- ii. A student whose research work is considered to be unsatisfactory by his Department may also be withdrawn with a resolution of the Faculty Postgraduate Studies Committee, the Board of SPS and Senate. The period within which the research work would be judged to be unsatisfactory or otherwise would be 12 months for Postgraduate Diploma, 12 months for Master and 18 months for Ph.D.
- iii. A student who fails a project report/dissertation/thesis or course work examination shall be required to withdraw from the University without further conditions, if on the second attempt he/she fails the examination again.
- iv. A student may be withdrawn for non-payment of registration fees, or for failure to observe such regulations governing discipline within the University as may be in forced.
- v. A postgraduate student who makes a final GPA of less than 3.00 shall be required to withdraw from the Programme.
- vi. A postgraduate student who is absent from class for a whole semester without a reason acceptable to the SPS shall have his candidacy terminated by a decision of the Board of the SPS, and approved by the Senate.
- vii. Any postgraduate student found cheating in an examination or engaged in any other examination misconduct shall be required to withdraw from the University.

3.33 Appointment and Duties of Examiners

The examinations in any course shall be conducted by:

- i. A Chief Examiner;
- ii. Internal Examiner(s); and
- iii. One or more External Examiners, where applicable.

3.34 Chief Examiner

- i. A Chief Examiner is the Head of the Department concerned.

The duties of the Chief Examiner shall be to make arrangements for the examinations of the courses taught in his/her Department and, in particular for the preparation, external moderation, security of examination papers, marking and consideration of results by the Departmental Postgraduate Studies Committee. He/she carries out the responsibility, together with the External Examiners where they are appointed, for the standard of the examination papers. Examination attendance register should be

- i. downloaded from the students' registration portal and strictly used during the examinations.

3.35 Internal Examiners

- i. Internal Examiners shall be appointed by the Senate on the recommendation of the Department concerned through the Board of the SPS, from among the staff with the relevant specialization, but subject to meeting the minimum requirements for supervision in the relevant programme.
- ii. The Chief Examiner may require any internal examiner to carry out any or all of the following duties:
 - a) Participating in the assessment of coursework;
 - b) Attending meetings of the Departmental Postgraduate Studies Committee;
 - c) Participating in the Internal Examination prior to the External *viva voce*;
 - d) Certifying corrections pointed out during *viva voce* have been effected; and
 - e) Performing any other duties appropriate to the examination.

3.36 External Examiners

- i. External Examiners shall be appointed for all examinations to moderate draft question papers and marked answer scripts for all postgraduate courses;
- ii. Each year, External Examiners shall be appointed by the Senate on the recommendation of Departmental Postgraduate Studies Committee through the Board of the SPS.
- iii. Each External Examiner must be a senior academic (at least a Senior Lecturer) of high standing and repute in the field for which he/she is appointed.
- iv. The External Examiner must have had extensive experience of teaching and research in his/her field, and usually be a member of the academic staff of another university or research institute. When recommendation for the appointment of an External Examiner is submitted to the Board of the SPS and to the Senate, his/her degrees, relevant professional qualifications and current position shall be stated, together.
- v. The SPS shall issue a letter of appointment to all the External Examiners appointed by the Senate. The letter of appointment shall indicate the duties of the Examiner as described in this document and the prevailing rate of remuneration.
- vi. There shall normally be one External Examiner in each major area.
- vii. Each External Examiner for coursework shall be appointed for a period of two academic sessions and may be reappointed for another term of two years after which he has to wait for two years before becoming eligible for re-appointment.
- viii. No person who is employed by the University (in any capacity) or is a member of the Governing Council shall be an External Examiner, nor shall any person who previously taught in the University be appointed if any student he/she had taught at any time is a candidate in the examinations concerned.

i. The duties of an External Examiner for coursework shall be:

- a) To moderate question papers and to recommend such alterations as he/she may deem fit to ensure the maintenance of high standards;
- b) To moderate the marking of examination scripts for the courses in which he/she is the examiner;
- c) To sign the mark sheet(s) of all the courses moderated, indicating that he/she has indeed moderated the scripts;
- d) If present in the University, to attend the meeting of the Departmental Postgraduate Studies Committee in which the results are discussed;
- e) To write a report on the examinations to the Vice Chancellor, copying the Dean of the SPS.

The report should cover the following matters:

1. The standard of the question papers/examinations;
2. The standard of marking by the Course Lecturer;
3. The pass list and classifications (for Postgraduate Diploma candidates);
4. Any other relevant comments he/she may wish to make.

xi. In the event of disagreement between the External and Internal Examiners, not resolvable by consultations, separate reports shall be made by the Chief Examiner and the External Examiner to the Board of the SPS, which shall take appropriate action to arrive at a decision. The Board shall then report to the Senate on the issue and the action it has taken.

xii. An External Examiner shall be remunerated at rate to be determined by the Senate from time to time.

xiii. The draft questions papers shall be transmitted electronically with password and the codes be communicated to the External Examiner.

xiv. Where possible, draft question papers shall be passed by hand and only between persons directly concerned and in envelopes marked "Strictly Confidential". Where transmission by post to External Examiners is unavoidable, the drafts shall be in double envelopes, the inner carrying a security seal and marked "Strictly Confidential to be opened only by (name)." The outer envelope shall not be marked as confidential but shall be strongly sealed and sent by registered post.

3.37 Duties of Invigilators/Invigilation Procedures

The duties of an invigilator and invigilation procedures are as follows:

- I. To arrive at the examination venue at least 30 minutes before the examination and ensure that it is correctly laid out with desks, chairs, answer booklets, and any other material required for the examination, and with attendance sheets on the desks. He/She should see that there are extra answer booklets, etc. and that a clock is visible to all the students.

- i. To receive from the Chief Examiner the sealed packet of question papers in the examination venue and to open it before the students at the commencement of the examination and check the number of copies and the availability of the materials required.
- ii. To admit all the students ten minutes before the examination is due to begin. Before starting the examinations, he/she should ensure that students are fully informed of any special instructions relevant to the examination and are reminded to fill their attendance register. The invigilator should write and inform student of the time (as shown by the local clock of starting and finishing the examination on a black/white board.
- iii. To exercise continuous vigilance over the behaviour of students and at intervals check the desks for the presence of unauthorized material. Conversation between invigilators and interaction with mobile devices, etc should be kept to strict minimum during an examination.
- iv. To direct the attendants before the examination commences to check that no books, etc have been hidden in the toilet areas.
- v. To notify the Chief Examiner promptly of any case of illness or irregularity in the conduct of examinations or of a lack of any materials.
- vi. To announce the time remaining to the candidates 15 minutes before the end of the examination, and to observe strictly the prescribed duration of the examination.
- vii. To arrange for students to be prevented from leaving the examination venue, 15 minutes to the end of the examination.
- viii. To ensure that each student's script(s), together with unused booklets, etc are collected from his/her desk before permitting any student to leave his/her place, on completion of the examination.
- ix. To double-check the number of answer scripts, bearing in mind the number of the students present and the possibility that the work of one student may spread over more than one answer script.
- x. To hand the scripts and unused examination materials to the Chief Examiner, and sign the examination record book.
- xi. The Chief Invigilator, where there are more than one invigilators, is to be personally responsible to the Chief Examiner for ensuring strict observance of all the conditions prescribed above and for preserving the secrecy and security of examination materials, including the scripts under his/her custody. He/She is to be in control of procedure in the examination venue throughout the period of the examination and to ensure that no person may enter the venue or make announcements to students without his/her prior approval.

3.38 Responsibilities of Student during Examinations

- i. It shall be the responsibility of each student to make sure that he/she is registered for the appropriate examinations and be sure of the dates, times and places of the examinations; also to ensure that he is in possession of any identification document prescribed for the examinations.

- i. Each student should be at the examination venue at least 30 minutes before the time of the examination. He/she is required to supply his/her own writing and drawing instruments. He/she is also required to supply any other examination aids of which the provision is prescribed in the rubric of the question paper as being his/her own responsibility.
- ii. A student shall bring his/her identity document to each examination and display it in a prominent position on his/her desk.
- iii. Any book, paper, document, examination aid (except as may be provided for in the rubric of the question paper and announced to the students in advance) hand-bag or briefcase brought to the examination venue must be deposited at the Invigilator's desk, or a desk designated for the purpose, before the start of the examination. Under no circumstances must it be placed on or near any student's writing desk.
- iv. Each student shall sign in and out on the downloaded attendance register bearing his/her matriculation and booklet numbers and name, which shall be collected by the invigilator.
- v. A student shall fill all information required on and in the answer booklet.
- vi. The use of scrap paper, question paper, toilet tissue, etc for rough work is not permitted. All rough work must be done in the answer booklets and crossed neatly through.
- vii. A student arriving late, 30 minutes after the commencement of the examination shall be admitted, but he shall not be allowed extra time, provided no candidate has submitted his/her script and left the venue. If he/she arrives more than 30 minutes late but before one half of the total duration of the examination has elapsed, the invigilator may at his/her discretion admit the candidate. No candidate shall be admitted after half the duration of the examination has elapsed.
- viii. A candidate may be permitted by the invigilator to leave the examination hall during the course of an examination provided that:
 - a. No candidate shall normally be allowed to leave during the first 30 minutes or the last 15 minutes of the examination. He/she must hand his/her script to the invigilator before leaving if he/she does not intend to return; and
 - b. A candidate who leaves the examination venue shall not be re-admitted, unless throughout the period of his/her absence he/she has been continually under the supervision of an invigilator or examination attendant.
- ix. No candidate shall communicate with any other candidate except to the invigilator or make any noise or disturbance during the examination.
- x. Eating and smoking are not permitted in the venue during examination.
- xi. At the end of the time allotted, each candidate shall stop writing when instructed to do so and gather his/her scripts together, and shall then remain seated until all the candidates' scripts have been collected, or has been given permission by the invigilator to leave.

- i. It shall be the candidate's responsibility to ensure that his/her answer scripts are collected by an invigilator in the examination venue before leaving.
- ii. Except for the printed question paper, a student may not remove from the examination venue, or mutilate, any paper or other materials supplied.
- iii. A student shall not bring a mobile device and any other unauthorized electronic gadget into the examination venue for any purpose.

3.39 Eligibility to Sit for Examination

Students are expected to attend their prescribed and registered courses regularly and continuously. A minimum of 75% attendance is required by candidates to be eligible to write an examination.

3.40 Concession from Coursework and/or Examinations

Concession from coursework and/or examination may be granted by the University under any of the following situations:

- i. If a student is absent from the University on medical or other pertinent grounds. In special circumstances, and for good cause, the Senate may approve the request of a student to be absent from coursework and/or examinations. In both cases, such academic concession will be confined to the period of sick-leave, or leave of absence granted to the student.
- ii. Where the absence involves missing the entire coursework or a semester, the student shall be required to complete such coursework or semester at the next available opportunity.
- iii. Where an examination, with or without coursework, is involved, the performance in the affected course will be recorded as "Incomplete", and the credit load will not be counted in the calculation of the student's Grade Point Average (GPA) for the semester. The student would have to sit for the examination at the next available opportunity and complete the coursework assignments that may be outstanding. For a graduating student or in a case where the affected course is being phased out, the Department may recommend to the Senate the completion of an "Incomplete" course through the administration of a special examination if such an option is considered necessary and feasible.
- iv. Where a student falls ill during or within a period of up to three days before an examination, the student must obtain a sick leave certificate within 24 hours of the commencement of his absence. If he/she attends an examination during a period of authorized sick leave, no subsequent appeal for condonation of failure in the examination will be entertained.
- v. The late submission of sick leave certificates will be entertained only in exceptional circumstances. In any case, a student must give the reasons for being absent from the examination not later than 30 days after it was written. No excuse will be accepted after that. Certificates or excuses on medical or other grounds submitted after the publication of examination results can in no circumstance be considered.

- i. An absence for a period which exceeds 30 consecutive days or 30 days plus the duration of any official vacation which intervenes will be permitted only on medical or other pertinent grounds. If an appropriate sick leave certificate is not submitted before the end of this period, the student will be regarded by the Senate as having withdrawn voluntarily from the University.

3.41 Maternity Leave

- i. A female student must submit a medical certificate showing the expected date of delivery not less than six weeks in advance of the date.
- ii. She can be granted exception from coursework for a period of 12 weeks, commencing six weeks before the date of delivery.
- iii. The postponement of an examination, until the next scheduled opportunity, will be allowed only if the examination occurs within a period beginning six weeks before the expected date of delivery and ending nine weeks after the actual date of delivery.
- iv. The Board of the SPS may at its discretion extend this period on receipt of a medical statement to be verified by the University Health Services.
- v. Exemption from coursework during maternity leave as above will be permitted only once during a programme of study.
- vi. If the expected date of delivery interferes considerably with a semester programme, the student may defer the study and take it up at the next available opportunity.

In this section of the regulations, “Sick-Leave Certificate” and “submit” or “submission” are interpreted as follows:

i. Sick-Leave Certificate

- a) If a student falls sick while resident in the University campus such leave certificate must be obtained from the University Clinic or from the Doctor or hospital to whom, the student was referred from the University Clinic. In the latter case, the certificate should be on official letter head, stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the hospital, as appropriate. Such sick-leave certificate obtained outside the University must be endorsed by the Director of the University Health Services Department.
- b) If a student falls sick outside the University or is taken in emergency to a hospital he/she must similarly obtain his/her certificate from a Medical Officer employed by a University or by a Government Hospital on an official letter head, stamped and counter-signed by the Head of Department or Medical Superintendent in charge of the Hospital, as appropriate.
- c) If a student falls sick outside Nigeria, he/she must send without delay an official sick-leave certificate to the SPS through the Head of Department, who may at his discretion refer the certificate for authentication to the University Health Services or to any other appropriate authority.

- a) If a student is granted a sick-leave or maternity leave before the examination and he/she decides to take the examination, the sick-leave or maternity leave shall be withdrawn and he/she will be obliged to take all the examinations.
 - b) Sick leave certificates obtained outside the University must be endorsed by the Director of the University Health Services.
- (ii) **Submission**
- a) If the student obtains a sick-leave certificate from the University Clinic, as described above, he/she must present it personally or through a messenger without delay to the Head of his/her Department and obtain an acknowledgement for it.
 - b) If the certificate is obtained from a doctor to whom he/she is referred, it must be presented personally or through a messenger without delay to the Director, University Health Services, an acknowledgement obtained.
 - c) Certificate must be sent immediately by messenger or by registered post to the SPS through the Head of Department and an acknowledgement of the delivery or posting (as appropriate) obtained. If sent by post, a copy must be retained by the student. Meanwhile, the student must endeavor to notify the Head of Department by telephone, or by a messenger, stating his exact address and the number of the days of the sick-leave given.
 - d) In all cases, the acknowledgement for delivery or the posting of a certificate, and the copy where appropriate, must be retained and produced to the Head of Department if required later.
 - e) On receipt of a certificate issued by another doctor, the Director of the University Health Services will notify the Head of the Student's Department. The Director may consider it necessary to send a member of the Health Services staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. A certificate will not be further considered by the Director if the address given is found to be false.

3.42 Procedure for Assessment

i. Coursework

- a) The procedure for determining the total marks (continuous assessment and examination) for a particular course which are to be allocated to coursework shall be recommended by the Department concerned along with the relevant syllabus to the Board of the SPS for Senate approval.
- b) The proportion approved shall be made known to the students at or before the beginning of the course.

- a) Questions set for coursework examination purposes and, as far as is practicable, the marking guidelines, shall be made available to the External Examiner for inspection.

ii. Examination Question Papers

- a) Each credit should have at least one hour of examination. However, the duration of an examination should not be more than three hours at a single sitting.
- b) The procedure for marking examination scripts shall be a matter for agreement between the examiners for the course concerned, provided that it conforms to the overall provisions of these Regulations. The mark for each course shall be expressed as a percentage. A fractional mark of 0.5 or above should be rounded up to the next whole number, if less than 0.5 it should be dropped.
- c) Where a candidate is permitted, as a special case to take an examination for the first time other than at the end of a semester, his/her performance shall be subject to normal External Examiner's moderation.
- d) The marks awarded after sitting for an examination in any course earlier grade as incomplete, shall be calculated using the continuous assessment mark obtained when the same course was last attended. Those awarded after repeating a course and the examinations shall be calculated, using the new continuous assessment mark.
- e) Marked scripts shall be kept securely in each Department for at least 120 months after the examination. They may then be destroyed centrally under confidential conditions.
- f) No student, person or organization outside the University, except an appointed External Examiner, may have access to any marked scripts.
- g) The full records of marks shall be preserved indefinitely.

3.43 Grades, Grade Point Averages and Postgraduate Diploma Classification

The performance of a student in a semester will be reported by the Grade Points Average (GPA), while the overall performance at the end of a session (and/or at any point of his/her study programme) will be reported by the Cumulative Grade Point Average (CGPA).

- i. The classification of Postgraduate Diploma shall be determined by the final CGPA.
- ii. To qualify for the award of Academic Master degree, a student must have:
 - (a) Obtained a minimum of 30 credits, including six credits from a thesis;
 - (b) Successfully defended the thesis before a panel of examiners (including an External Examiner)

(c) Passed all the compulsory courses and satisfied all other requirements.

i. To qualify for the award of an MPhil degree, a student must have:

(a) Obtained a minimum of 30 credits from level 8000, 12 credits from 9000 level credits comprising of six credits from thesis.

(b) Passed all the compulsory courses and satisfied all other requirements.

To qualify for the award of a Doctor of Philosophy (PhD) degree, a student must have:

(a) Obtained a minimum of 48 credits (30 from levels 8000 and 18 from level 9000, including 12 credits from a Dissertation).

(b) Successfully defended the thesis before a panel of examiners (including an External Examiner) and effected all the corrections pointed out by the panel; and

(c) Passed all the compulsory courses and satisfied all other requirements.

Transcripts of students awarded Postgraduate Diplomas, Masters and PhD Degree

shall show the letter grades and grade points obtained in each course the GPA for each semester, The CGPA at the end of each session, and the final CGPA.

3.44 Carrying-over Courses

A student can carry-over any course failed, provided the total credits of the failed

Courses are not more than one-third of the total credits of all taught courses registered in the session. A student can carry-over course within the period of his/her residency.

3.45 Withdrawal

Withdrawal from the University shall be recommended by the Board of the SPS to the Senate on any of the following grounds:

i. Failing to earn a GPA of up to 3.00.

ii. Failure to sit for the entire semester examinations without valid reasons;

iii. Failing to pass a required carried-over course;

iv. Failure to attend classes for a period which exceeds 30 consecutive days without valid reasons;

v. Failure to satisfy the stated requirements for the programme within the maximum period allowed by the regulations; and

vi. Any matter in which the Board of the SPS considers withdrawal as appropriate.

SECTION FOUR

SUPERVISION OF POSTGRADUATE STUDENTS

4.0 Introduction

This section contains provision and procedures for supervision of research and writing by students registered in all the programmes.

4.1 Appointment and Qualification of Supervisors

- i. The Supervision of postgraduate student shall be based on the Departmental Postgraduate Studies Committee's assessment of the academic specialization of the proposed supervisors. As much as possible, only staff whose qualifications and areas of specialization encompass or coincide with a research proposal, which has been found to be acceptable, may supervise the project report, dissertation or thesis writing.
- ii. Unless in exceptional circumstances, each postgraduate student shall be supervised by a supervisory committee. In cases where research spreads over clearly different areas of study, the appropriate Postgraduate Studies Committees may recommend to the SPS Board after a careful study of the research proposal for additional supervisor(s)
- iii. In cases where there is no staff member with direct qualification to supervise a student (especially a staff applicant), the Departmental Postgraduate Studies Committee may request the approval of the Senate, through the Board of the School of Postgraduate Studies to appoint an academically qualified specialist in the area from outside the University as the major supervisor. A staff member from the relevant Department shall serve as the co-supervisor. The external supervisor so appointed shall be paid such honorarium as may be approved by the Senate from time to time.
- iv. A person to be considered as the supervisor of a Ph.D thesis shall be:
 - a. A person with Ph.D degree of at least 3 years postdoctoral experience and at least of the rank of Senior Lecturer.
 - b. If not a holder of a Ph.D, he/she must be a Professor.
- v. A person to be considered as a lecturer, supervisor or adviser of an academic Master degree and thesis shall hold the Ph.D degree or be a holder of the Master's degree and be at least a Lecturer I.
- vi. The minimum qualification required for Postgraduate Diploma and Professional Master degree programme is Lecturer II with a Master degree.
- vii. Taking into consideration practical experience, professional standing or other relevant factors, a Departmental Postgraduate Studies Committee may propose other persons to

participate in the teaching or supervision, subject to the approval of the Board of the SPS prior to the commencement of the Programme.

- viii. The names of all the persons who shall be involved in the teaching and/or supervision of Postgraduate programmes must be submitted for the approval of the Board of the SPS at the beginning of each academic session.
- ix. Normally a person shall not supervise more than 5 candidates for dissertations and or theses.
- x. A registered Postgraduate Student shall not teach any postgraduate course or supervise/examine a postgraduate student. A registered Ph.D student is not allowed to supervise an academic Master dissertation.
- xi. A supervisor shall guide a student in his/her studies and keep a record of the candidate's progress and submit a regular progress report through the Departmental Postgraduate Studies Committee to the Board of the SPS.

4.2: The Duties and Responsibilities of the Student

- i. It is mandatory for a student to consult his supervisor regularly (not less than once every month). Failure to consult a supervisor for three consecutive months without good cause shall be considered as voluntary withdrawal from the programme.
- ii. A form detailing the schedule of visits shall be provided by the SPS for students to fill on each visit to a supervisor. The form shall be countersigned by the supervisor and a copy each sent to the Departmental Postgraduate Studies committee for further transmission to the SPS Board.
- iii. No supervisor shall keep a student's work unattended to for more than four weeks. In order to monitor the movement of written work between student and supervisor, the SPS will provide two forms to be filled jointly by the student and the supervisor, one recording the submission of the work by the student and the other recording the return of the work by the supervisor. Each set of forms shall be copied to the Departmental Postgraduate Studies Coordinator and the SPS.

4.3: Change of Supervisor(s)

- i A student who encounters a genuine problem during the course of his/her dissertation/theses writing or has a request for change of supervisor shall apply to the SPS through the Chairman Departmental Postgraduate Studies Committee.
- ii The Departmental Postgraduate Studies Committee shall seek the views of the supervisor and the student, after due consideration of which: recommendation(s) shall be made through the Faculty Postgraduate Studies Committee to the Board of the SPS that:
 - a) a new supervisor be appointed, or
 - b) there be no change, or
 - c) an additional supervisor be appointed.

4.4 Suspension of Registration Period

A candidate who encounters a genuine problem (such as a medical) during the course of preparing his/her project, dissertation or thesis shall apply for consideration through the Departmental and Faculty Postgraduate Studies Committees to the SPS.

4.5 Research Visits to other Institutions

- i. When Senate is satisfied that the appropriate facilities and supervision exist else-where, it may grant a special approval that part of a student's research work be undertaken outside the University.
- ii. The student who has proven the need for such external training shall submit an application to the Board of the SPS on a prescribed form through his Supervisor, Departmental and Faculty Postgraduate Committees. The application shall contain detail information on the present state of the student's postgraduate work, the aspect of the work to be undertaken in the external institution and stultification of the inability of the work in this University.

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

- i. Department shall submit information on the source of sponsorship for such trips, including any commitment to the Faculty.
- ii. At the end of the student's visit, his/her supervisor in the institution shall submit a comprehensive report on the student's work during his/her stay, through the student's Departmental and Faculty Postgraduate Committees to the Board of SPS which will present the report to Senate.
- iii. Students for either the degree of Master or PhD may apply for affiliation/research associateship for a specified period of time not exceeding one third of the approved minimum period of study in a sister institution on the recommendation of supervisor and the Board of the SPS to the Senate for approval, provided that:
 - a) Such an application may not be made (except in special circumstances) before the candidate has already spent, at least, one semester on his work.
 - b) Written evidence on the availability of an acceptable level of relevant human and material resources in the target institution shall be produced.
- vi. Students from other institutions seeking affiliation in a Department, Centre or Institute of Federal University of Kashere shall file an application through the SPS which shall:
 - a) Forward the application to the appropriate unit;
 - b) Receive recommendations from such unit for the consideration and approval of the Board of the SPS and the Senate; and
 - c) Communicate the outcome of the application to the prospective Students.

SECTION FIVE

ACADEMIC INTEGRITY

5.0 This section recognizes and provides safeguard for academic integrity as obtains in institutions globally.

5.1 Standard Academic Writing

All the students of the University shall maintain the highest academic integrity when writing projects, reports, essays, term papers, assignments and any other works required for any degree, diploma programme or course. Such standards include, but are not limited to, the following:

- i. A student shall not submit the work of others as his/her own work.
- ii. A student shall not submit any work submitted earlier for another purpose (either by him/herself or by others; either at the University or somewhere else) in order to satisfy the requirement for a course or programme.
- iii. A student must cite the appropriate sources of his/her ideas, facts, etc. in particular, the following require citation by a student:
 - a) Direct and indirect quotations, as well as paraphrasing summaries;
 - b) Opinions, theories, principles, ideas, critical methods and so on that were formulated by someone else;
 - c) Data and evidence that are not collected by the student as primary data;
 - d) Figures, graphs, tables, charts, photographs, drawings, illustrations, etc. not created by the student;
 - e) Research sources that were gathered by someone else; and
 - f) Ideas, materials, information and so on collected from online sources.
- iv. A student shall not plagiarize any works by others, be they in books, journals, over the World Wide Web and so on. As a general rule the direct use of three or more words from someone else must be enclosed in quotation marks (“.....”) with the source appropriately indicated.
- v. A student shall not fabricate or misrepresent data, the results of experiments or analysis, sources of information, etc.
- vi. A student shall not sabotage the work of others by deliberately destroying, damaging or stealing of another student's project, experiments or computer programme, etc.
- vii. Even though some forms of discussions and exchange of ideas may be in order, students shall not collaborate in any work meant to be done individually.
- viii. A student will be held responsible for any work(s) he submits bearing his/her name. Such a student will be held responsible for any wrongs discovered within such works submitted in his/her name.

5.2 Examination/Academic Misconduct

Candidates for any examination in the University are to conduct themselves properly in and around the examination halls, as explained in this General Regulations. Deviations from proper conduct may constitute examination misconduct, which are punishable by the penalties described below:

- i. The vicinity of an examination hall is considered to be part of the examination hall. Thus, any student caught with unauthorized materials or writing in the vicinity of the examination hall (after the student has seen the question paper) shall be treated as if the materials are found on him/her in the examination hall. Similarly, any student caught cheating in any way in students' hostels or other areas shall be appropriately treated.
- ii. Any student of the University who commits an offence punishable under this part in any other institution will be treated as if he/she has committed such an offence in the University and shall therefore, be liable for appropriate punishment.
- iii. Examination misconduct cases discovered during the marking of the examination scripts are also subject to appropriate investigations and further necessary action.

5.3 Category of Examination Offences and Punishment

The following are some of the categories of examination misconduct and leakage offences, as well as appropriate punishment for each:

A. Category of Offences Punishable by Expulsion from the University

- i. Impersonating another student, or being impersonated by another person at an examination;
- ii. Exchanging names and/or numbers on answer booklets/sheets;
- iii. Introduction and use of relevant unauthorized material(s) into the examination hall;
- iv. Exchange of materials like question papers, containing jottings to the ongoing examination in the examination hall;
- v. Theft and/or illegal removal of examination answer booklet(s);
- vi. Any kind of mischief likely to hinder the smooth conduct of the examination e.g. causing fire, flooding or engaging in physical violence;
- vii. Collaborating with, or copying from, another candidate;
- viii. Cheating outside the examination hall, such as in toilets, hall of residence, etc;
- ix. An offence that falls under category B committed by a student who was previously rusticated;
- x. Any offence under this category committed by a student of this University in another institution;
- xi. Destruction of, tampering with evidence by candidates – including preventing access to electronic devices; and
- xii. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant expulsion.

B. Category of Offences Punishable by Rustication from the University

- i. Facilitating/Abetting/Aiding cheating by another candidate;
- ii. Introduction, but not use, of relevant unauthorized materials to the examination hall;
- iii. Acts of misconduct (such as speaking/conversation) during the examination that is likely to disrupt the conduct of the examination;
- iv. An offence in category C committed by previously warned or rusticated student;

- i. Any offence under this category committed by a student of this University in another institution; and
- ii. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant rustication.

A. Category of Offences Punishable by Warning

- i. Introduction of unauthorized irrelevant materials into the examination hall;
- ii. Writing on the question paper;
- iii. Any offence under this category committed by a student of this University in another institution; and
- iv. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant warning.

5.4 Misconduct Related to Long Essays, Project report, Dissertations and Theses

Students are to observe the universally accepted high standards of academic integrity while writing and in conducting work related to their programmes, as described in this regulation. Deviations from these standards may constitute misconduct which is punishable by the penalties described in this regulation.

5.5 Procedure for Investigating Examination Misconduct

- i. If any students is found to be, or is suspected of, infringing the provisions of the Regulations or in any way cheating or disturbing the conduct of any examination, the invigilator shall take possession of any relevant evidence, fill the relevant form, obtain statement(s) from the student(s) concerned by giving him/her/them the relevant forms to fill and/or make them sign exhibits.
- ii. A student accused of involvement in examination misconduct shall be allowed to continue with the examination provided no disturbances are caused. He shall sign any exhibits collected from him/her and give his/her own version of events by completing the appropriate form.
- iii. After the examination, the invigilator shall submit his/her report(s), the form(s) completed by the students, all the exhibits and other documents on all the examination misconduct cases to the Departmental Postgraduate Coordinator.
- iv. Upon receipt of any case of examination misconduct, the Departmental Postgraduate Coordinator shall report to the Chief Examiner, who shall forward the case to the Departmental Examination Misconduct Committee to investigate the case further.
- v. The Departmental Examination Misconduct Committee shall invite all the students accused of involvement to defend themselves of the accusations. A widely publicized notice on notice-boards, which gives the names and registration numbers of the students being invited, as well as the date, time and venue of the Committee's deliberations, shall serve as enough evidence of invitation, but invitation letters may also be sent to individual students that fail to honour the first invitation for a second chance.

- i. A student accused of involvement in examination misconduct should defend himself/herself before the Departmental Examination Misconduct Committee set up by the Head of Department.
- ii. After hearing from all those concerned, the Committee shall write a comprehensive report on each case brought before it, clearly indicating its findings, as to the degree of involvement, or otherwise, of each of the accused. It shall submit the report together with all relevant documents to the Senate Committee on Examination Misconduct and Leakages through the Faculty Postgraduate Misconduct Committee and the SPS Misconduct Committee.
- iii. After going through the report of the Faculty and the SPS Committees on Examination Misconduct and carrying further investigations (where that becomes necessary), the Senate Committee shall report to the Senate, recommending the appropriate punishment to any student found to be guilty.
- iv. A staff member who reports a case of examination misconduct shall not sit on the Departmental, Faculty, SPS or Senate Examination Misconduct Committee when the committee is considering the case.
- v. If the question paper for an examination that is yet to take place is suspected as having been leaked, the Chief Examiner shall immediately withdraw the paper and cause another one to be set, even if this means shifting the examination date and/or time forward.

5.6 Procedures for Preventing and Dealing with Misconducts

- i. Lecturers and supervisors should guide students on the correct ways of writing project reports, long essays and so on, in line with the above. The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.
- ii. For an on-going work (such as a project being supervised), the student should be asked to address the problem identified, for example, by having a plagiarized chapter completely re-written or providing missing citations. If the student refuses to rectify the situation, the lecturer/supervisor should resort to other actions, as described below.
- iii. If a student submits the final draft of a work that is course on its own (such as a degree project), which infringes the provisions of this guidelines, shall be made to re-write it, even if this means registering again in the following session.
- iv. Where the student refuses to re-write the project, or where the lecturer/supervisor believes that the student has committed an offence, the student shall be referred to the Faculty Committee on Academic Ethics.
- v. After hearing from all those concerned, the Committee shall write a comprehensive report on each case brought before it, clearly indicating its findings, as to the degree of involvement, or otherwise, of each accused. It shall submit the report together with all the relevant documents to the Senate Committee on Academic Misconduct.

- i. After going through the reports of the Faculty Committee on Academic Ethics and carrying further investigations (Where that becomes necessary), the Senate Committee shall report to the Senate, recommending the appropriate punishment to any student found to be guilty.

5.7 Categories of Offences and Punishments Relating to Long Essays, Project Reports, Dissertations and Theses.

If the Senate Committee on Academic Ethics establishes that a student has violated the University standards on academic writing outlined, it shall recommend the appropriate punishment to the Senate in line with the following general guidelines. Students punished under categories b and c would, in addition, be graded “F” in the Long Essay, Project Report, Dissertation or Thesis.

(a) Offences Punishable by Expulsion

- i. Submitting Long Essay, Project Report, Dissertation or Thesis done by someone else;
- ii. Submitting, as Long Essay, Project Report, Dissertation, Thesis or a work submitted earlier for another purpose by the student or by other at Federal University of Kashere or somewhere else;
- iii. Repackaging a whole project/dissertation/thesis as his/her own products; and
- iv. Any other offence related to long essay, project report, dissertation or thesis deemed by the committee to merit expulsion.

(b) Offences Punishable by Rustication

- i. Substantial plagiarism of the work(s) of others;
- ii. The fabrication or intentional misrepresentation of data, experimental results and analyses; and
- iii. Any other offence related to long essay, project report, dissertation or thesis deemed by the Committee to merit rustication.

(c) Offences Punishable by Written Warning

- i. Failure to acknowledge references;
- ii. Faking citations; and
- iii. Any other offence related to project reports, long essays dissertations or theses deemed by the Committee to merit a written warning.

(d) Offences Punishable by the failure Grade in the Coursework

Any of the offences in categories (b) and (c) committed by a student in respect of assignments and other aspects of the above continuous assessment would lead to an “F” grade in the course work.

5.8 Involvement of Staff Member in Examination Misconduct

The involvement of staff member in examination misconduct and/or leakage cases could take any of the following forms, among others:

- I. Failure to report and/or covering up cases of examination misconduct;

- i. Intervening on behalf of the students involved in examination misconduct;
- ii. Encouraging examination misconduct or leakage by such acts as the careless handling of examination materials or invigilation;
- iii. Aiding and abetting examination misconduct;
- iv. The leakage of examination questions or question papers; and
- v. The unlawful alteration of examination results or marks.

5.9 Right of Appeal

- a. Any student accused of involvement in examination misconduct, the leakage of question papers or misconduct related to academic writing has a right to fair hearing. Indeed, a number of the proceeding provisions are meant to guarantee that. However, refusal/failure by a student to fill the appropriate form giving his/her own version of events or to appear before appropriate Misconduct Committee should not be viewed as denial of such rights.
- b. Any student punished by the Senate for involvement in examination misconduct, leakage or other academic misconduct may appeal directly to it indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for the Senate to reconsider its earlier decision on him/her.
- c. Upon receipt of an appeal from a student punished for involvement in examination misconduct, leakage or other academic misconducts, the Senate or its Chairman shall refer it to the Senate Appeals Committee on Examination Misconduct. The Committee shall consider each appeal on its own merit depending on the grounds of the appeal and any supporting document provided by the appellant and make appropriate recommendations to the Senate.

SECTION SIX

GUIDELINES FOR THE PREPARATION & SUBMISSION OF DISSERTATIONS, THESES, PROJECTS AND LONG ESSAYS FOR HIGHER DEGREES

6.0 This section complements Section four by giving specific details of sections and sub-sections of students' written work for each of the programmes.

6.1: COMPONENTS OF THESES/DISSERTATIONS

The thesis/dissertation shall consist of parts arranged in the following order. However, there could be variations according to disciplines.

6.1.1 Preliminary Pages

The preliminary pages shall consist of the following:

- (a) Flyleaf
- (b) Title
- (c) Declaration (By Candidate)
- (d) Certification (By Supervisor)
- (e) Approval (By Examiner)
- (f) Acknowledgements
- (g) Dedication (if any)
- (h) Table of Contents
- (i) Abstract

6.1.2 Main Body

- (a) Introduction
- (b) Review of Related Literature
- (c) Materials and Method
- (d) Results
- (e) Discussion
- (f) Summary Conclusion and Recommendations.

Every thesis/dissertation shall include these as separate chapters. The number and titles of either chapters may vary, depending on the discipline, area and nature of the research.

6.1.3 Terminal Part

- a) References
- b) Glossary (if any)
- c) Appendices (if any)

6.2 PAPER QUALITY AND SIZE

The paper shall be size A4 white and at least 80grams. However, for drawings and maps, there is no restriction on size.

6.3 TYPING FORMAT

The thesis/dissertation shall be typed double spaced, leaving adequate margins on the four side of the paper. Specifically, 38mm or 1.5 inches on the left hand side of the paper and 25mm or 1.0 inch on the right, top and bottom of the paper. The headings o the various parts of the thesis/dissertation shall be typed as follows:

The headings of the major parts of the thesis/dissertation listed in section 4.1 above shall be all capitalized and located centrally at the top of the first page of each part. The heading shall not be underlined. However, the headings of first line shall appear in word as “CHAPTER” followed by the chapter number in words (e.g. CHAPTER THREE). The chapter title shall appear on the second line and directly below the first, e.g. CHAPTER THREE, MATERIALS AND METHODS.

A section heading shall be all capitalized and aligned to the left hand side of the text. The section heading shall not be underlined. A section may not necessarily begin at the top of a page. Accordingly, a section heading shall be located where the section falls due. The sections in each chapter may be numbered serially in Arabic numerals, using chapter number as prefix, e.g. 3.2. The PREPARATION OF SOLVENTS.

A sub-section heading shall be aligned to the left hand side of the text. However, unlike section headings, only the first letters of the major words of the sub-section heading shall be underlined. Sub-sections in each section may be numbered serially, using Arabic numerals e.g. 3.2.3. The Preparation of Ethanol.

6.4 PAGINATION

All the pages of the thesis/dissertation shall be numbered. However, the title page, which is the first page, is counted in the numbering but shall not bear any page number. Roman numerals shall be used to number the preliminary pages while Arabic numerals shall be used to number the remaining parts of the thesis/dissertation, starting from the first page of introduction (chapter one) and ending with the last page of Appendices. The page number shall be typewritten at the centre of the bottom of each page (except, of course, at the title page).

6.5: CONTENTS OF THE VARIOUS PARTS OF THE THESIS/DISSERTATION

6.5.1 Preliminary Pages

- a. **FLYLEAF:** This shall be blank.
- b. **TITLE PAGE:** This page shall bear the:
 - (i) Approved title of the thesis/dissertation all capitalized at the top of the page;
 - (ii) Full name of the author, surname last, all capitalized followed by the registration number and the qualification(s) of the author at the time of submission of the thesis/dissertation at the centre of the page;
 - (iii) Degree for which the thesis/dissertation is submitted, stated in the following words:

“A Dissertation/Thesis Submitted to the Department/Institute of ... (Name of the Department/Institute/School), in partial fulfillment of the requirements for the award of the degree of ...” (in words, all capitalized).

(iv) Month and year of submission at the bottom centre of the page.

c. DECLARATION

This page shall contain the following statement of declaration by the candidate: “I hereby declare that this work is the product of my research efforts undertaken under the supervision of (Title and name(s) of supervisor(s) and has not been presented anywhere for the award of a degree or certificate. All sources have been duly acknowledged.” Immediately below the declaration and to the centre of the page, the candidate shall append his/her signature and the date. The candidate's full name and registration number, as it appears on the cover of the thesis/dissertation, shall be typed under the signature.

d. CERTIFICATION

This page shall bear a signed statement by the candidate's supervisor(s) certifying that the research and preparation of thesis/dissertation were carried out under his/her/their supervision. The format shall be “This is to certify that the research work for this thesis/dissertation and the subsequent write-up..... (name of candidate with registration number in parenthesis) were carried out under my/our supervision.” The title, initial(s) and name(s) of the supervisor(s), and that of the Head of Department submitting the thesis shall appear below their respective signatures.

a. APPROVAL

This page shall contain the following statement:

“This thesis/dissertation has been examined and approved for the award of PhD/Masters in (...).”

This statement shall be signed (with their names and dates clearly given) by the following, namely: the External Examiner, Internal Examiner, Supervisor(s), Head of Department and the Dean, School of Postgraduate Studies. Where the examination is done online, the Dean, SPS should sign on behalf of the external examiner.

b. ACKNOWLEDGEMENTS

The author may acknowledge in his/her own words the assistance given by others during the research and preparation of the thesis/dissertation.

c. DEDICATION (This is optional)

The author may, if he/she deems it fit, dedicate his/her work to any person(s) or corporate bodies.

This shall contain a list of all the major component parts of the thesis/dissertation listed in Section 4.1 and the respective pages on which they begin. The headings of the major component parts of the thesis/dissertation shall be as they appear in the text.

Only the first letter of all the words in the major section headings shall be capitalized. For subsection headings, only the first letter of the first word shall be capitalized.

a. ABSTRACT

The abstract shall be a maximum of 300 words for a dissertation and 500 words for a thesis, containing the following:

- ❖ A brief statement of the aim and objective and of the research;
- ❖ A brief statement of research methodology used (principles only), including methods of data analysis;
- ❖ A brief straight-to-the-point summary of specific findings;
- ❖ A statement of major contribution to knowledge (if any); and
- ❖ Recommendation(s), (if any).

6.5.2 Main Body

(a) CHAPTER ONE (INTRODUCTION)

This chapter shall be devoted primarily to justifying the research work. Accordingly, the chapter shall contain the following, among others.

- (i) A general overview of the background, concept, general objective and scope of the research. This may not necessarily entail citing references, but may include statement of the problem, significance/purpose of study.
- (ii) General aim and specific objectives of the research and/or working hypotheses/research questions, as the case may be.
- (iii) Specific proposals (statements only) on how to achieve the specific research objectives or test the working and answering the hypotheses/research questions stated in (ii) above.
- (iv) Scope and limitations of the research.

(b) CHAPTER TWO (LITERATURE REVIEW)

An exhaustive but incisive, coherent and up-to-date review of the relevant literature in the research area is required. The candidates is expected to show high proficiency in information retrieval and interpretation. The literature review shall be geared towards justifying the defined objectives of the research. Consequently, the style of the presentation of retrieved information and their interpretation shall be purposeful, directed solely at establishing the premises for the research. It may also include a theoretical framework.

(c) CHAPTER THREE (MATERIALS AND METHODS)

- (I) For laboratory-based research, this chapter shall be titled Materials and Methods and shall contain a list of rare/highly specialized materials and a detailed description of the methods employed in the research. The Materials Section shall include a list of

chemicals, reagents, living organisms and other biological materials, apparatuses/gadgets and equipment that are not used routinely in the laboratory. General or routine laboratory materials used in the work shall be given within the context of the description of the method. Candidates shall comply with current international conventions on nomenclature and the identification of scientific materials in their sub-disciplines.

The Methods section shall describe all the experimental methods used in the work. Only new methods developed by the candidate shall be describe in full. Where an established published method was used unmodified, the candidate shall merely cite the relevant reference. However, where an established method has been modified or adapted by the candidate, he/she shall describe the extent to which the method was modified or adapted. In describing the methods, the candidate shall state all the special precautions taken in the course of applying the method. The statistical methods used in analyzing the data shall also be described.

- (ii) For arts-based disciplines, the chapter shall be titled Methods (or other appropriate terminology). It shall contain a description of the methods and procedures employed in the design and validation of instruments, testing hypotheses, and theories used in analyses of data.
- (iii) Irrespective of the discipline, where the method used was primarily library research or purely theoretical, there need not be a separate chapter on Method/Methodology. The description of the method can be incorporated into the introduction or literature review chapter as a section.

d) CHAPTER FOUR (DATA ANALYSIS/RESULTS/FINDINGS AND DISCUSSION)

This chapter shall consist of at least the following, among other things;

(i) RESULTS/FINDINGS

The outcome of the research shall be presented and explained in this section. Significant and novel findings shall be identified. The findings shall be stated in prose and references made to tables, figures or plates in texts where applicable. Details of numerical results shall be given either in the text, in a tabular form or as graphs or any combination of these. Results and findings may be presented in descriptive or analytical modes appropriate to the discipline.

(ii) DISCUSSION

This section shall be devoted to giving a comprehensive interpretation of the findings of the research and relating them to published works. Special attention should be given to significant or novel findings.

(e) CHAPTER FIVE (SUMMARY, CONCLUSION AND RECOMMENDATION)

This chapter shall high-light the major findings of the research and the interferences made from them. It shall incorporate a section on suggestions on areas for further work recommendations where necessary.

6.5.3 Terminal Part**a) REFERENCES/WORK CITED/BIBLIOGRAPHY**

All works cited in the text shall be collated at the end of the thesis/dissertation including academic materials for further reading in the area of the students' subject.

b) GLOSSARY

The glossary (if any) shall contain a list and explanations of the foreign, indigenous, obsolete or technical words used in the text. For science-based disciplines, internationally accepted standard abbreviations of scientific names not spelt out in the text may be explained here. All other abbreviations of scientific names must be spelt out in the text at the point of first mention. Similarly, for art-based disciplines, all abbreviations must be spelt out in the text at the point of first mention.

c) APPENDICES

The appendix is optional and if provided may contain the following:

- (i) Matters related to data collection, e.g. a sample of questionnaires and other test instruments.
- (ii) Raw data for thesis/dissertation.
- (iii) Copies of the author's publication(s) from the research (if any).
- (iv) Computer programme, especially if it is written or modified by the candidate, and the output. Where appendices are used, they should be numbered conservatively, using Roman numerals.

6.6: PREPARATION OF TABLES, FIGURES AND PLATES**6.6.1 Tables**

Tables shall be numbered consecutively in Arabic numerals in the order in which they are mentioned in the text. A table shall have a descriptive heading typed above it, starting from the left hand side. Only the first letters of the major words of the heading shall be capitalized, e.g. Table 1: Variations of Magnetic Field with Latitude. A table heading shall not be underlined. The layout of a table should be simple.

6.6.2 Figures

Graphs, charts, maps, histograms and other line diagrams shall be drawn neatly. Charts and maps shall be clearly labelled. Keys and scales should be included in the figures where appropriate. The axes of graphs, charts and histograms must be clearly calibrated and labelled with the units of measurements given.

Figures in each chapter shall be numbered consecutively in Arabic numerals in the order in which they are cited in the text. Each figure shall have a descriptive title, which shall be typed immediately below it. Only the first letters of the major words shall be capitalized, e.g. Figure 4.3. Calibration Curve for Protein Determination.

6.6.3 Plates

Plates, as a rule, are photo-prints, but shall herein also include scanned images. They may be direct photographs of living organisms or the inanimate object or micrographs of tissues or objects, as seen by the use of special equipment, e.g. the electron microscope. Plates shall be used only where they best describe or illustrate a novel observation. Each plate shall have a title, which shall be typed below it. Plates in each chapter shall be numbered consecutively in Roman numerals in the order in which they are cited in the text.

6.7: CITATION OR REFERENCES IN THE TEXT

Various systems for the citation of references and the listing of bibliography exist and the system adopted generally varies from discipline to discipline.

Candidates are expected to use the APA or MLA style described hereunder. However, other approved style could be used depending on the subject area. Whichever style is employed, it should be used correctly and consistently.

The American Psychological Association (APA) Reference shall be cited in the thesis/dissertation by means of the author's surname, followed by the year of publication. If the author's name forms part of a sentence in the text, the year of publication shall be given in parentheses. If the author's name does not form part of a sentence in the text, both the author's name and year of publication shall be given in parentheses at the end of the sentence or after an appropriate part thereof. Examples: "In a recent study (Ahmed, 2002) it was discovered that" "Ahmed (2003) noted the difference in price" "In 2004, Ahmed did another study on population...."

To distinguish between two or more works by the same author, published in the same year, the suffixes a, b, c shall be used after the year of publication, e.g. "Alli (1986 b) observed a similar trend."

6.7.1 Multiple Authors

a) Two Authors

For works by two authors, the name of the two authors shall be cited followed by the year of publication. The names of the authors shall be connected by 'and' but

if they are in parentheses, use an “&” (ampersand). Examples: Jikamshi and Nasir (2011) argued that ...” “Corporate taxation remains a major determinant of capital structure (Jikamshi& Nasir, 2011).

b) Three to Five Authors

In this case, state all the names of the authors and join the last two names with “and” preceded by a comma. Subsequently, mention the first author, followed by et al. (i.e. to be in italics or followed by a dot). However, if all of the in-text reference is in brackets, use an “&” (ampersand) instead of “and”. Examples: “Sagir, Dauda, Jack, Hassan and Mahdi (2013) assert that ...” Sagiret al. (2013) identify

c) Six or more Authors

- Cite only the first author's name, followed by “et al.” in-text. However, under list of references, all names shall appear.
- For 6 to 7 authors, mention all the authors' names in the list of references.
- For 8 or more authors, mention the first three authors followed by ellipsis (...) and the last author in the list of references.

6.7.2 Anonymous and Pseudonymous Authors

Many works do not carry the author's name. Such work shall be cited in the text as follows:

- a) Editorial opinion of a serial/periodical; the title of the periodical shall be cited followed by the year of publication, e.g. “Drug abuse cases are on the increase (Journal of substance Abuse, 1980).”
- b) Articles in a serial/periodical other than editorial opinion. The article shall be cited as “Anonymous” followed by the year of publication, e.g. “The effect of dicoumarol is more rats (Anonymous, 1972).” The citation rules for single authors shall apply.
- c) For holy books (e.g. the Glorious Qur'an and the Holy Bible), the appropriate chapter's number shall be cited followed by the verse(s) number or range.

5.7.3 Corporate Authors

For official publications of international organizations, governments, government agencies, institutions, professional societies, commercial firm, and other cooperate bodies, candidates shall cite the name of the cooperate body in its official language (i.e. what is call itself) followed by the year of publication, e.g. “Damp feeds support mould growth (Livestock Feeds Ltd., 1970).”

The name of such corporate authors shall be written in full each time they appear as a reference source in the text. Alternatively, the name may be spelt out in the first citation only, and then abbreviated subsequently. Candidates must, however, ensure that abbreviated citation carries enough information in the text, so that readers can locate the source in the reference list.

Where, as in the case of international organizations, the corporate body has its name in more than one language the English name shall be cited. United Nation Agencies, such as WHO, FAO, UNCTAD, ECOSOC, and GATT and regional inter-governmental organizations like EEC, ECOWAS, OPEC and OAU/AU may be cited by official abbreviations of their English names.

Candidates from science-based discipline may also cite the abbreviated English names of apex professional organizations recognized by UNESCO and other UN agencies, e.g. ICSU, IUPA, IUB, AOAC, IUPS, etc. but the full names shall be spelt out when listing the references. Anonymous works by federal government agencies may be cited by means of the abbreviations prescribed by law, provided the full names are given or paraphrased in the text, e.g. "The volume of export of cocoa beans by Nigerian seaports has trebled in the last three years (NPA, 1990). "All other corporate bodies that do not fall into these three categories mentioned above shall be cited by their full names. Examples:

First citation in the text: "(Nigerian Library Association, NLA, 2002)" Subsequent citation: "(NLA, 1996)". In a case where the name is short or its abbreviation would not be understood easily, give the name in full each time the reference occurs.

6.7.4 Authors with the Same Surname

Where two authors bear the same surname, include their initials in all text citations even if dates differ. This way, confusion will be avoided. Examples: "A. B. Madaki (1997) and R. O. Madaki (1991) agreed with the result of"

6.7.5 Laws and Statutory Instruments

These shall be cited by their approved titles followed by the year of enactment, e.g. "Every public officer in Nigeria is now required to declare his assets and liabilities" (Code of conduct Bureau and Tribunal Decree 1, 1989). For state law and local government bye-laws, the state or local government that enacted the law shall be identified, e.g. "All pre-civil was missionary secondary schools in Imo and Anambra states are now run by the state government" (East Central State Public Education Edict, 1970). Similarly, in citing the laws of other lands or statutes of inter-governmental agencies, the country or agency shall be identified.

6.7.6 Quotations

A quotation from another works shall correspond exactly with the original in wording, spelling and punctuation. The source of the quotation and the page of which it appears in the work shall be given.

- (a) If the quotation is one or two lines of thesis/dissertation page, it shall be identified by double quotation marks at the beginning and the end of the quotation, e.g. according to Julie Borden (1980:23): “All these are bunch of one-night stands.” However, if the quotation is more than two lines long, it shall be set off from the text by an indentation, and typed single line space, for example: Hicks (1972:218) defines upward communication as:

that which stimulates employees to participate
in the operation of their departments and therefore
encourages them to defend the decision and
support policies made.

Accordingly, Hicks insists that managers must learn to carry along their subordinates

- (b) Where a part of a quotation is omitted, the portion omitted shall be indicated by three dots (...) only, regardless of how long the omitted part is. For example: Hicks (1972:218) defines communication as: “that which stimulates employees to participate in the operation of their departments... and support policies made.”

6.8 LISTING REFERENCES

6.8.1 Arrangement

The listing of references should be in accordance with the latest citation style used. The APA style is described here below.

References shall be collated at the end of the thesis/dissertation and listed alphabetically according to the author's name following the guidelines on indentation, punctuation and capitalization given below for each types of publication. For thesis/dissertation in science-based disciplines, only references actually cited in the text shall be listed under the heading 'References.' For arts-based disciplines, both works cited in the text and those that have not been cited, but which the author made use of, can be listed and titled “Bibliography.” References shall be arranged alphabetically by the author's names and classified by forms of publications. Unpublished work could also be listed in the bibliography/references.

In both cases, papers by the same author shall be listed in chronological order according to year of publication and, where there are two or more papers published in one year, according to the suffixes a, b, c, etc. For multiple

authorship, the name of the first author shall be used to determine the alphabetical and chronological order in the references listed.

6.8.2 Typing

Each entry shall be typed such that it constitutes a paragraph. The paragraph must start with the author's name and should be indented in the 'hanging' form. For example:

Babaji, G. and Galadanchi, G.S.M. (2004). A Study of Capacitors in Undergraduate Laboratory. *African Journal of Materials and Natural Sciences*, 40(1):40-49.

6.8.3 Ordering the Content of References

The essential information about a cited work shall be given in the order shown below of the different types of publications:

- (a) For articles in journals and related periodicals the essential elements of a journal article shall be given in the following order:
 - (i) Author's Surname followed by initials
 - (ii) Year of publication in parenthesis
 - (iii) Title of article
 - (iv) Name of periodical in full and italicized
 - (v) Volume number of the periodical in Arabic numerals, followed by the issue number, where necessary, in parenthesis.
 - (vi) Pagination of the article: the first and the last page. The punctuation and capitalization shall be as in the example below:

Ezeomah, C. (1984) Using Educational Planning Strategy for
Functional Curriculum Development. Nigeria
Journal of Curriculum Studies, 37(2): 45-70.

- (b) Article in Newspapers and Magazines. The elements shall be given in the following order:
 - (i) Author's surname followed by initials
 - (ii) Year, month and date
 - (iii) Title of the article
 - (iv) Name of the newspaper/magazine in full and italicized name of newspaper/newsmagazine.
 - (v) Place of publication in parenthesis if not implied in the name of newspaper/newsmagazine.
 - (vi) Pagination

The punctuation and capitalization shall be as in the example below:

Muhammad, R. (1998). How to Avoid Religious Disturbances and

Conflicts in Northern Nigeria. New Nigeria (Kaduna), 17 December, 1998, p. 17.

- (a) Books, pamphlets and Reports. The essential information shall be given in the following order:
- (i) Authors/editors/compiler's surname followed by initials
 - (ii) Year of publication in parenthesis
 - (iii) Full title of the book/pamphlet/report in italics including subtitle exactly as in the original wording punctuation and language.
 - (iv) Edition, if not the first
 - (v) Place of publication-it would be useful to specify town and not country
 - (vi) Name of Publisher
 - (vii) Volume number, if more than one.
 - (viii) Title and number of the series, where applicable, in parenthesis. The punctuation and capitalization shall be as given in the examples below:

Krushchev, N. (1970). *Krushchev Remember*.
Boston, U.S.A.: Little, Brown and Company.

Bright, C. (1991). *Equinox and Sea Tide*. 8th Edn.,
Lagos: Unity Books and Press Limited,
(Understanding Geography Series, No. 5).

The citation format given in (i) for multiple authors shall apply. Editors and compilers of books/reports shall be treated in the same way as authors, except that their names shall be followed by the appropriate abbreviation for editor(s) or compiler(s) in parenthesis, e.g. Adoga, G. I. (ed., 1990); Abdul, P. and Aliyu, S. (eds., 2011); Usman, M. (comp., 2011); Usman, m. and Bala, U. F. (comp., 2010).

- (b) Chapters in Books, Reports or Monographs:

The following order is applicable where only a single chapter or passage of a book, report or monograph is referred to:

- i. Author's surname followed by initials
- ii. Year of publication in parenthesis
- iii. Title of article
- iv. The word "in"
- v. Initial followed by surname(s) of editor(s)/compiler(s) and abbreviation for editor(s) compiler(s) in parenthesis.
- vi. Cover title of the book
- vii. Place of publication (town, not county only).
- viii. Name of publishers
- ix. Volume number, if more than one
- x. Pagination (first and the last page) of the chapter.

The punctuation and capitalization formats are as given in the examples below:

Lawal, J. (2007). Behaviorist Semantics, In: A. B. Garba and S. Babura (eds.) Semantics. Cambridge: Cambridge University Press, pp. 120-137.

Miller, B. C. and Miller, J. A. (1972). Approaches to the Mechanism and Control of Chemical Carcinogenesis. In R. C. Clark (ed.), Environment and Cancer. Baltimore, U.S.A.: Williams and Wilkins Company, pp.5-39.

(a) Published and Unpublished Conference Proceedings and Seminars

To make reference to a conference or seminar paper within the text, the name(s) of the author(s) of the paper is/are to be shown following one, two or several authors, as stated earlier.

Examples:

- i) Ibrahim (2001) believed that awareness of the public should be improved...
- ii) Ibrahim and Zahradeen (2011), in their study on the bacteriological evaluation of some selected canned food products....
- iii) Ibrahim et al. (2002) identified Microsporaamoena at Challawa water sedimentation tanks...
- iv) Double maxima occurred in terms of the total monthly density of the zooplanktons (Ibrahim, 2008).

The above references are to be listed under references as follows:

- i) Ibrahim, S. (2001, December). Constraint to pollutions Abatement In Nigeria. Seminar Paper Presented at the Department Of Biological Science, Bayero University, Kano.
- ii) Ibrahim, S. and Zahradeen, S. A. (2011, October). Bacteriological Evaluation of Some Canned Food Products Sold in Kano Metropolis, Nigeria. Paper Presented at the 35th Annual Conference of the Nigeria Society for Microbiology. Bayero University, Kano.
- iii) Ibrahim, S., Abdullahi, I. L. and Audu, A. A. (2002, November). Presence of Toxic Algal Species (Microsporaamoena) At Challawa Waterworks in Kano, Nigeria. In: Proceedings Of the First National Conference of Environmental Health Society of Nigeria (EHSON) Held at Ahmadu Bello University Zaria, Nigeria.

- i) Ibrahim, S. (2008, October). Plankton Population Dynamics in Relation to Physico-Chemical Character of Challawa River Basin, Kano, Nigeria. Seminar Paper Presented to the Department of Biological Sciences, Federal University of Kashere in Partial Fulfilment of the Requirements for the award of the Degree of Philosophy in Biology (Hydrobiology).

Norrington, F. G. (1998). *New aesthetics: lift in art*. London: Faber & Faber.

Record only the work that you have actually seen in the Reference list.

Gombrich argues that both art and nature are needs of the mind (Gombrich, 1983, as cited in Norrington, 1989, p. 22).

Name the author of the idea (and date if known) and given author, date and page number of the book where you read it.

- (a) Unpublished Speeches, Lectures, Seminar Papers, etc.

The Following order shall apply:

- i. Author's name
- ii. Year
- iii. Title of speech, lecture or seminar paper in quotation marks
- iv. Name of the function where the speech or seminar was presented
- v. Location where the presentation was made (town, not country only)
- vi. Date, month (abbreviated) and year of presentation.

Bashir, I. L. (2013). *Northern Nigeria Renaissance: "The Humanities in the Re-engineering Agenda."* Reception in Honour of Prof. M. Jibril, President of the Nigeria Academy of Letters. Bayero University, Kano, Nigeria 19 Feb. 2013.

Dandago, K. I. (2012). "Epistemology and Methodology of Positive and Normative Accounting Research." Department of Accounting Seminar Series. Bayero University, Kano, Nigeria. 31 Oct. 2012.

Muhammad, L. M. (2012). "Taxation of the Informal Sector: Issues and Challenges." Mandatory Professional Training Programme Of the Chartered Institute of Taxation of Nigeria. Kano, Nigeria. 6 Sept. 2012.

- (b) Thesis/Dissertation

Unpublished: The following arrangement shall apply:

- i. Author's name
- ii. Year
- iii. Title in italics
- iv. Publication status of the thesis/dissertation in parenthesis, i.e. (Unpublished doctoral thesis/master's dissertation)
- v. Name of the institution
- vi. Location of the institution (town, not country only)

Muhmmad, A. Y. (2012). *Economic Analysis of Gum Arabic Markets in Kano State, Nigeria* (Unpublished doctoral thesis). Bayero University, Kano, Nigeria.

Abdullahi, A. T. (2012). *Exchange Rate, Money Supply and Price Level in Nigeria: A vector Autoregressive Analysis* (Unpublished Master's dissertation). Federal University of Kashere, Nigeria.

Electronic: This may be obtained from the web, an institution database or a commercial database like the pro-Quest Dissertation and Thesis database. The arrangement shall be as follows:

- i. Author's name
- ii. Year
- iii. Title in italics
- iv. Doctoral thesis/Master's dissertation and the name of university if obtained from the web in parenthesis
- v. Source: Available from pro-Quest Dissertations and thesis database followed by the UMI No., which should be in parentheses or Retrieved from the particular URL or web address, if obtained from the web or an institution database.

Commercial Database:

Musa, K. K. (2005). *Taxation and National Development*. (Doctoral thesis) University of Lagos, Lagos Nigeria. Available from ProQuest Dissertation and thesis database. (UMI No. 31 – 28888).

Ibrahim, A.Z. (2013). *Macroeconomic Responses to Oil Price Changes in Nigeria (1970 – 2010)*. Available from ProQuest Dissertation and Thesis database. (UMI No. 31 – 22134).

Institutional Database:

Gana, I. K. (2010). Working Capital Management and the Financial Performance of Listed Food and Beverage Companies in Nigeria (Doctoral thesis). Retrieved from <http://www.buk.edu/>

Smith, A. B. (2008). Foreign Direct Investment and Economic Growth In Nigeria (Master's dissertation). Retrieved From <http://www.buk.edu/>

Web:

Breaux, K. T. (2004). The Effect of Program Committee on the Degree of Participative Congruence and Managerial performance in a Budgeting Setting (Doctoral thesis, Louisiana State University and Agricultural and Mechanical College). Retrieved from http://etd.lsu.edu/docs/available/etd-11062004-081538/unrestricted/Breaux_dis.pdf on 3rd February 2024 at 9:00 AM

Hassan, S. B. (2011). The Impact of Corporate Board Characteristics on Earnings Quality of Listed Deposit Money Banks in Nigeria (Master's dissertation, Ahmadu Bello University). Retrieved from <http://.../>

(a) Laws, Statutes and Legal Instruments

The following order shall be used:

- i. Code of the law followed by the year of enactment
- ii. Title of the law, italicized
- iii. Name of the Government enacting the law
- iv. Gazette number, if known
- v. Pagination.

The punctuation and capitalization shall be as given in the example below:

Decree No. 2 1984: State Security (Detention of person) Decree.
The Federal Military Government of Nigeria Official Gazette
No.8 Vol.71, pp. A27 – A28.

(b) Article in Encyclopedia and similar works

The following order shall apply:

- (i) Author's name and initial
- (ii) Name of publisher
- (iii) Title of article

- (iv) Title of the whole work
- (v) Place of Publication (town not Country only)
- (vi) Year of publication
- (vii) Part of the work cited
- (viii) Pagination

The punctuation and capitalization shall be as given in the example below:

Omotosho A. S. (1906). Workshop. In: encyclopedia
Yorubana, Onitsha, Ose Publishers,
Part 1 pp. 220 – 221.

Anonymous, (1990). Benin Bronze, In: Encyclopedia Nigeriana, Lagos
World Information Plc. Inc. 1900 part 2p. 180.

(a) Translator

The following order shall apply:

- Translator's name
- Year
- Title of work
- Place of publication Publisher

The punctuation and capitalization shall be as given in the example below:

Verne. J. (1995). Journey to the Centre of the Earth,
Translated by Robert Baldick.
Harmsworth: Penguin.

(b) Secondary sources

This is acknowledging the work of one author found in the work of another author: The following order shall apply:

In-text

Radda and Kurfi's study (as cited in Shema, Malumfashi and Masari, 2009)

Reference List Entry:

Shema, I., Malumfashi, I. M. and Masari, A. B. (2009). Controlling Juvenile Delinquency in Primary School in Katsina State, Journal of Criminology, 3 (5)123 – 150.

6.9 BINDING AND THE COVER PAGE

6.9.1 The Binding

- (a) Before the oral defence, the thesis/dissertation shall be bound in soft cover.
- (a) After a successful oral defence, the thesis/dissertation shall, after revision to the satisfaction of the examiners, be bound in hand cover.

6.9.2 The Cover Page

- (a) Before the oral defence, on the front cover shall be printed:
 - i. The approved title of thesis/dissertation, all capitalized about 25mm (1 inch) from the top.
 - ii. The full names of the candidate as registered with the School of Postgraduate Studies, with surname last, all capitalized, about the middle of the cover. The word “by” should not precede the candidate's name.
 - iii. The degree in view accompanied by the word “thesis” or “dissertation” and year of submission (e.g. PhD Thesis or Dissertation, 2005) at the bottom centre.
 - iv. The accepted format for the abbreviation of degree title, e.g. B.A, B.Sc., M. Engr., M.A., M.Sc., MPhil and PhD shall apply/be used.
- (a) After a successfully oral defence,
 - i. The Final title of the thesis/dissertation and the full name of the author shall be written on the cover as in (a) (i) and (ii) above except that the colour of the print shall be gold.
 - ii. On the spine of thesis shall be printed, also in gold and all capitalized, the author's initial(s), surname, title of degree and year of submission in the order, starting from the lower end of the thesis/dissertation (with title held vertically).

6.10: SUBMISSION

On submitting a thesis/dissertation either before or after the defense, a candidate should immediately obtain an acknowledgment duly signed and date by the Supervisor, Programme Coordinator and the Head of Department.

6.10.1: Before the Oral Defense

The candidate shall submit the required number of copies to the Head of Department through the Supervisor.

6.10.2: After the oral Defense

The candidate shall submit to the Internal Examiner(s) a copy of the corrected thesis/dissertation. After certification by the authorized examiner(s), the

candidates shall submit the required number of hard copies to the Head of Department.

6.10.3: Submission of the Electronic form of the Dissertation/Thesis

A soft copy of the Dissertation/Thesis in MS Word and PFD format and two hard copies shall be submitted to the Secretary, School of Postgraduate Studies, or as may be required from time to time.

6.11: THE COLOUR OF THESIS/DISSERTATIONS/PROJECTS/LONG ESSAYS

The following are the approved colours for the hard cover of bound theses, dissertations, projects and long essays.

- | | | | |
|------|----------------------|---|--------|
| i. | PhD | - | Black |
| ii. | Academic Masters | - | Blue |
| iii. | Professional Masters | - | Green |
| i. | Postgraduate Diploma | - | Yellow |

6.12: Number of Copies

Six (6) bound copies of the approved project report/thesis/dissertation should be submitted to the Head of Department and to be deposited as follows:

- (a) SPS
- (b) University Library
- (c) Department
- (d) Chairman Supervisory Committee
- (e) Other members of Supervisory Committee
- (f) Candidate

6.13: Abstract

Six copies of the Abstract not exceeding three hundred words in length and electronic copy of the report/thesis/dissertation should be submitted with the appropriate copies of the project report/thesis/dissertation to the Head of Department.