

**GENERAL REGULATIONS
GOVERNING POSTGRADUATE STUDIES**

**PART I
OBJECTIVES, FUNCTIONS AND STRUCTURE OF THE SCHOOL OF
POSTGRADUATE STUDIES**

1.1: INTRODUCTION

This part of the General Regulations specifies the objectives and functions of School of Postgraduate Studies as well as the administrative and functional structure of the School in the total hierarchy of the University.

1.2: OBJECTIVES OF POSTGRADUATE STUDIES

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

Pursuant to this objective is the fostering, through instruction, of a deeper understanding of advanced concepts and an increasing ability to apply fundamental ideas to new problems in the postgraduate studies. The student in the School of Postgraduate Studies must, therefore, be made to realize quite early that his intellectual growth and subsequent success are directly related to the depth of his command of basic principles and his ability to apply those principles. Hence, although graduate studies are usually associated with a high degree of specialization, such specialization must be achieved in the context of extending mental horizons, producing new orientations, and developing a depth of understanding in the relevant discipline. Within the context of the above general objectives, School of Postgraduate Studies in the University must pursue two particular objectives, which are both academic and practical in orientation. Thus, they must seek to:

1.2.1: Provide 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, e.g. in government, commercial and industrial concerns; and

1.2.2: Provide both short and long term training facilities aimed at improving and upgrading the existing and potential high level manpower needed for planning, implementing and reviewing national development plans as well as for improved productivity and performance in the private sector.

1.3: THE SCHOOL OF POSTGRADUATE STUDIES

The School of Postgraduate Studies is the coordinating unit of all Postgraduate Programmes of the University. The officers of the School include the Dean, Deputy Deans, the Secretary and a host of administrative and technical staff.

The School of Postgraduate Studies shall be responsible to Senate for the day-to-day administration and coordination of all academic and professional postgraduate programmes usually leading to the award of Postgraduate diplomas, Masters' degrees (Academic and Professional), M. Phil and Doctorate degrees.

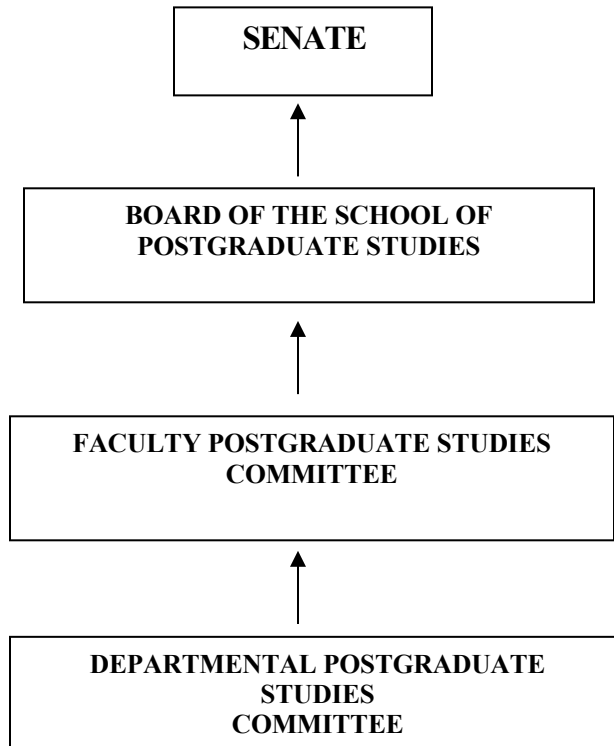
1.4: THE BOARD OF THE SCHOOL OF POSTGRADUATE STUDIES

1.4.1: CONCEPT

The Board of the School of Postgraduate Studies is the governing body of the School, and is responsible to the Senate for the maintenance of high quality postgraduate programmes in the University. While the primary responsibility for Postgraduate studies shall remain with the various Departments and Faculties of the University, the Board shall provide guideline relating to postgraduate work for both students and staff and has the mandate to regulate both.

1.4.2: ORGANOGRAM OF THE BOARD OF SCHOOL OF POSTGRADUATE STUDIES

The administrative and organizational structure of the Board is as arranged in an organogram below:



1.4.3: MEMBERSHIP OF THE BOARD

The membership of the Board of the School of Postgraduate Studies shall include the following:

- a. Dean, School of Postgraduate Studies (Chairman)
- b. The two Deputy Deans, School of Postgraduate Studies
- c. Two Professors elected by Senate as its representatives
- d. One Member representing each of the Faculties
- e. One Member representing each institute/centre running approved postgraduate programme
- f. The University Librarian
- g. Director of Academic Planning
- h. Director of Research, Innovation and Partnership
- i. Director of Examinations, Admissions and Records
- j. Secretary, School of Postgraduate Studies (as Secretary)

1.5: FUNCTIONS OF THE SCHOOL OF POSTGRADUATE STUDIES

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

- i). Approve submissions from Departments and Faculties on admissions, registration, fields of study, research proposals and topics, appointment of supervisors, internal and external examiners, approve the appointment of Internal and External Examiners, Title of Dissertations for Academic Masters programmes. Recommend to the senate same for Ph.D programmes.
- ii). Examine postgraduate curricula submitted by Departments through Faculty Postgraduate Studies Committees and make recommendations to Senate; through Academic Development Committees;
- iii). Consider all examination results/reports in respect of programmes being coordinated by the School, and make appropriate recommendations to Senate;
- iv). Receive each candidate's detailed progress report for the purposes of monitoring the candidate's progress;
- v). Recommend to the Senate candidates whose studies should be extended or withdrawn as the case may be;
- vi). Advise the Senate on candidates whose programmes require a period of study outside the University;
- vii). Interpret and operate postgraduate regulations, and make annual reports on its work to the Senate;
- viii). Assess and recommend to the Senate, students for Postgraduate Scholarships, Fellowships, stipends and other awards;
- ix). Prepare and operate a budget necessary for executing the functions of the School,

paying particular attention to fellowships, scholarships; visiting lectureships and postgraduate programmes;

- x). Recommend periodically to Senate, a comprehensive review of general regulations, progress and development of the School.
- xi). Consider and approve the minimum period of professional attachments or internships and minimum attendance requirement for course work;
- xii). Approve teaching staff for Postgraduate programme and regulate the conduct of postgraduate teaching;
- xiii). Receive and recommend to the Senate for approval, Faculty submission on candidates for the award of higher degrees and diplomas;
- xiv). Receive and recommend to the Senate, Departmental and Faculty submissions on the establishment of new postgraduate programmes through the Academic Development Committee;
- xv). Publish the School of Postgraduate Studies Prospectus, titles of dissertations and theses accepted for higher degrees and their abstracts, and disseminate other related information on postgraduate matters;
- xvi). Organize annual Matriculation for all fresh students;
- xvii). Carry out any other responsibilities that Senate may delegate to the Board from time to time.

1.6: 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 School of Postgraduate Studies on submissions from Departmental Postgraduate Studies Committees.

The composition of the Committee shall include:

- a. The Dean as Chairman.
- b. All Heads of Departments in the Faculty.
- c. Departmental Postgraduate Studies Coordinators. Such coordinators should have Ph.D and must have attained the rank of Senior Lecturer or higher.
- d. All Professors in the Faculty.
- e. Faculty Postgraduate Studies Coordinator who is to act as Secretary and should have a Ph. D and be at least a Senior Lecturer.
- f. In matters relating to Ph. D programmes, only those with Doctorate degrees or Professors should be in attendance.

1.7: 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 admission and registration of students, fields of study, titles of theses and

dissertations, appointment of supervisors, appointment of examiners, etc. It shall also ensure the regular attendance by students at the postgraduate research seminars and coordinate and control the quality of postgraduate teaching and research in the Department.

The composition of the Committee shall include:

- a. The Head of Department as Chairman.
- b. The Departmental Postgraduate Studies Coordinator
- c. All Professors and Readers in the Department
- d. All lecturers and supervisors of Postgraduate programmes in the Department provided they are not registered students. However, in matters dealing with Ph.D only those with doctorate degrees or Professors should be in attendance.

PART II

ADMISSION AND REGISTRATION PROCEDURES

2.1: INTRODUCTION

This part of the regulations specifies the procedures for admitting new students and registration of both new and returning students in any postgraduate programme of this University.

2.2: RECOGNIZED LEVELS OF POSTGRADUATE PROGRAMMES

2.2.1: Postgraduate Diploma Programmes: All Postgraduate diploma programmes shall include coursework with externally moderated examinations and long essays or research projects/reports. Such programmes may be full-time or part-time.

2.2.2: Masters Degree Programmes: The School of Postgraduate Studies shall run two types of Masters Degree programme:

- (a) **Academic Masters:** - All students pursuing this programme shall be required to have coursework with written examinations which shall be externally moderated. The programme will be ran on full time basis and shall involve a dissertation which shall be subject to oral examination by a panel of examiners including an external examiner.
- (b) **Professional Masters:** - All students pursuing this programme shall be required to have coursework with written examinations which shall be externally moderated. The programme may be ran on either full-time or part-time basis and will involve a long essay or project which will not be subjected to any external examination.
- (c) **Ph. D and M. Phil/Ph. D Programmes:-** All students pursuing this programme shall be required to have coursework with written examinations which shall be externally moderated. The programme may be ran on either full-time or part-time basis and all students are required to conduct a research and write a thesis which shall be subject to both internal and external examinations.

2.2.4: Up-GRADING OF M. PHIL TO PH. D STATUS

- (i) Full-time students should be assessed for upgrading in the third semester after the course work and defence of proposal. Part-time students should apply and be assessed for up-grading not later than the fourth semester after registration for the programme.
- (ii) To be eligible for up-grading to Ph. D, a student must score an average of 60% or higher with respect to the write-up and the presentation.
- (iii) Any student who fails to meet the requirement for upgrading in the first attempt should be directed to address his/her shortcomings within three months to resubmit for reassessment. Any student that fails to meet the requirement for upgrading to PhD up to the end of the fourth semester of full-time registration shall be advised to work towards earning an M.Phil degree in a maximum of two semesters. Likewise, a student that fails to be up-graded to PhD up to the end of the sixth semester of part-time registration shall be advised to work towards earning an M.Phil in a maximum of two semesters.

- (iv) Upon up-grading to Ph. D, the M. Phil/Ph.D work and time spent shall be counted towards the Ph. D.
- (v) A student that has satisfied coursework and seminar requirements for the award of Ph. D but was found inadequate during the viva-voce may be recommended for the award of M. Phil Degree.

2.3: DURATIONS AND GENERAL REQUIREMENTS OF PROGRAMMES

2.3.1 DURATIONS

- (a) After registration every full-time candidate for the degree of Doctor of Philosophy shall pursue his studies and research for not less than four (4) semesters or more than eight (8) semesters before presenting himself for examination except that a candidate who is unable to submit himself for examination within the maximum time permitted may, in exceptional circumstances, be granted an extension of not more than two semesters by Senate on the recommendations of the Departmental and Faculty Postgraduate Studies Committees, and the Board of the School of Postgraduate Studies.
- (b) After registration every part-time candidate for the degree of Doctor of Philosophy shall pursue his studies for not less than six (6) or more than ten (10) semesters before presenting himself for examination except that, a candidate who is unable to submit himself for examination within the maximum time permitted may, in exceptional circumstances, be granted two extensions of not more than two (2) semesters each by Senate on the recommendations of the Departmental and Faculty Postgraduate Studies Committees and the Board of the School of Postgraduate Studies.
- (c) After registration, every full-time candidate for the academic Masters Degree shall pursue the programme in not less than three (3) or more than four (4) semesters before being finally examined, provided that Senate may, in exceptional circumstances, on the recommendation of the Departmental Postgraduate Studies Committee, through the Board of the School of Postgraduate Studies extend a student's registration for a further period of not more than two (2) semesters.
- (d) A full-time professional Masters candidate needs a minimum of twelve (12) calendar months and a maximum of four (4) Semesters to graduate.
- (e) The normal duration of the Part-time Professional Masters programme is four (4) semesters. However, Senate may, on the recommendation of the Departmental Postgraduate Studies Committee, through the Board of the School of Postgraduate Studies grant extension of a maximum of two (2) additional semesters.
- (f) A Fulltime Special Professional Masters candidate needs a minimum of three (3) semester and a maximum of five (5) to graduate.
- (g) For Part time Special Professional Masters programme, the minimum duration is six (6) semesters, while the maximum is eight (8)
- (h) The normal duration of the full time or part time Postgraduate Diploma programme is two (2) semesters, but Senate may, on the recommendation of the Departmental Postgraduate Studies Committee, through the School of Postgraduate Studies grant extension of not more than two.

2.3.2: GENERAL REQUIREMENTS OF PROGRAMMES

- a. A minimum of 48 credit units will be required for Ph.D programme of which 30 credit units are for the Master programme or coursework, 12 credit units for the thesis and 6 credit units for the seminars.

- b. All Ph.D/M. Phil candidates are required to undergo a course in computer applications at the Centre for Information Technology of the University.
- c. A minimum of thirty (30) credits including 6 credits from dissertation is required for an academic masters degree.
- d. For Postgraduate Diploma, the minimum number of credits shall be 24 including, where applicable, a Long Essay which shall not be allocated more than 4 credits. Except under special circumstances e.g. PGD in Engineering.
- e. Any student who records less than 75% attendance in a course shall be prevented from writing the examination.
- f. 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 Senate.
- g. The pass mark for all Postgraduate courses shall be 50% or a grade of C.
- h. A candidate who fails more than one third of the total coursework credits registered for in a session 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 shall carry over the failed courses.
- i. A candidate who has completed all aspects of a course but for reasons acceptable to the Senate, is unable to sit for the examination, shall be graded as "incomplete". He shall sit the examination at the next opportunity. The department may however, subject to approval of the Senate organize 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.
- j. A candidate who fails to sit for the examination in a course without valid reasons i.e. reasons acceptable to the Senate shall be deemed to have failed that course.
- k. A candidate who fails to register for a programme or absents himself or herself from the semester examinations without reasons acceptable to Senate shall be required to withdraw from the programme.
- l. Professional Masters Degree, a minimum of 30 credits including 6 from main is required.

2.4: METHOD OF APPLICATION AND ADMISSION PROCESS

- 2.4.1:** Application for admission into courses of study leading to Postgraduate degrees or diplomas should be on prescribed forms approved by the Board of the School of Postgraduate Studies. The forms shall be obtained in ways prescribed by the University from time to time and on payment of the prescribed application fee.
- 2.4.2:** Application shall normally be made in response to official advertisement to that effect.
- 2.4.3:** It is the responsibility of the candidate seeking admission to ensure that all the information and documents required in the prescribed forms are supplied to reach the Secretary, School of Postgraduate Studies not later than the advertised deadline.
- 2.4.4:** All candidates must submit the names of three referees, two of whom must be in position to provide judgment on the academic ability of the candidate to undertake the proposed course.
- 2.4.5:** All candidates should ensure that the referees return the reports directly to the School of

Postgraduate Studies.

- 2.4.6** All candidates must also ensure that the official transcript of academic records reach the School of Postgraduate Studies within the stipulated time.
- 2.4.7** The Dean, School of Postgraduate Studies shall submit all application forms to the Heads of the relevant Departments.
- 2.4.8** The Departmental Postgraduate Studies Committee shall then;
- a. Meet to make recommendations on whom to admit, to the Board of the School of Postgraduate Studies, through the Faculty Postgraduate Studies Committee. The recommendation shall provide information as to whether an applicant's proposed field of study or research is such that the Department is, and will be within the foreseeable future, in a position to provide facilities and continuous supervision; and
 - b. Shall 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 staffs are on the ground.
- 2.4.9:** The School of Postgraduate Studies shall then, on behalf of Senate, register those candidates found suitable for admission, and also determine the date from which registration shall be deemed to have taken effect.

2.4.10: A Departmental Postgraduate Studies Committee, or the School of Postgraduate Studies or Senate shall not be obliged to give reasons to any applicant for rejecting an application for admission.

2.4.11: FALSE DECLARATION

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

2.4.12: APPROVAL OF ADMISSION

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

2.4.13: OFFER AND ACCEPTANCE OF ADMISSION

- (a) Candidates offered admission shall be notified in writing by the Secretary, School of Postgraduate Studies. The list of successful candidates shall be advertised.
- (b) The offer of admission made shall be provisional and individual candidates shall be required to:
 - (i) Accept the offer of admission in writing on the prescribed forms and pay the prescribed 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.

2.4.14: DEFERMENT OF ADMISSION

A candidate offered admission is required to take up the offer in the particular session it is made as the Board shall not entertain requests for deferment of admission.

2.5: ELIGIBILITY FOR ADMISSION

2.5.1: A candidate seeking admission into a higher degree or Postgraduate Diploma programme shall normally be

- (a) A graduate of Bayero University, Kano or of any other University recognized by the Senate of this University.
- (b) A person who holds a relevant higher degree and/or professional qualification approved by Senate on recommendation of the Board of the School of Postgraduate Studies.

2.5.2: Notwithstanding Regulation (2.5.1) above, a candidate may be required, as a condition for admission, to undergo such tests as may be prescribed by the departments concerned with his proposed work, or to take such other pre-requisite or concurrent courses and examinations as may be prescribed, subject to the overall control of the Board.

2.5.3: A candidate seeking admission into a Ph.D or M.Phil/Ph. D programme should have an academic masters degree in the relevant field, obtained from Bayero University, Kano or other recognized university.

2.6 ADMISSION REQUIREMENTS

2.6.1 POSTGRADUATE DIPLOMA PROGRAMME

A candidate seeking admission into a Postgraduate Diploma programme must possess a qualification adjudged to be equivalent to a first degree (3rd Class Degree or Higher) or a Higher National Diploma (Lower Credit Level) or its equivalent (provided the university matriculation requirement is satisfied). Such a candidate should have relevant post-qualification experience as may be prescribed from time to time (However, OND plus professional qualification and HD are not equivalent to HND). In addition to the qualification listed above, a Departmental Postgraduate Studies Committee, with the approval of the Board of the School of Postgraduate Studies, may require a candidate to take a qualifying examination either before registration or at an appropriate stage in the course of study or make the submission of specific outline of intended research proposal a condition for admission into the programme.

- a. First degree with minimum of 3rd class from B.U.K or other recognized university.
- b. HND with minimum of Upper Credit from a recognized institution.
- c. Any other relevant qualification recognized as appropriate.

2.6.2: MASTERS DEGREE PROGRAMME

- (a) A candidate seeking admission into the Academic Masters Degree Programme must hold:
 - i. A minimum of Second Class (Upper Division) or a good Second Class (Lower Division) Degree with CGPA not below 2.75 on the scale of 0.00-5.00 of Bayero University, or any other recognized University (provided the university matriculation requirement is satisfied) in the relevant area.

- ii. A minimum of Third Class Lower Degree plus a good postgraduate diploma at credit level from Bayero University, Kano and a minimum CGPA of 3.50 from any other recognized university (provided the university matriculation requirement is satisfied) in the relevant area.
 - iii. A Postgraduate Diploma with a minimum of CGPA of 3.50 on a scale of 0.00 to 5.00 and a HND with Upper Credit from any recognized institution.
 - iv. Any other qualifications deemed by the Board of the School of Postgraduate Studies and Senate to be equivalent to (i) and (ii) above.
- (b) A candidate seeking admission into a professional Masters degree programme must hold:
- i. A minimum of Second Class Lower degree in the relevant area from Bayero University, Kano or any other recognized University.
 - ii. A good Postgraduate Diploma in the relevant area not below merit from Bayero University, Kano or any other recognized University provided the conditions prescribed under the Postgraduate Diploma Programmes above are satisfied
 - iii. A minimum of Second Class Upper Division degree in 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.

2.6.3: Ph. D PROGRAMME

A candidate who seeks admission into the degree of Doctor of Philosophy Programme must hold an academic Masters degree of Bayero University or any other recognized University and satisfy the conditions in (i) (iv) of 2.62 (a) above. The CGPA of the Masters Programme should be at least 3.50 on a scale of 0.00 to 5.00. A Ph. D candidate who satisfies all admission requirements except the CGPA can be considered for admission into M. Phil/Ph. D, provided the CGPA is at least 3.00.

2.7.0 REGISTRATION OF FRESH STUDENTS

- (a) An applicant for registration for full time studies leading to the award of Academic M.Phil/Ph.D, Masters Degree or Postgraduate Diploma as the case may be must;
- i. present a letter of release from his employer (if employed) indicating that he/she has been released for a period not less than twelve (12) months,
 - ii. sign an undertaking that he will remain available to undertake the course of study or research for at least twelve (12) calendar months.

2.7.2 Procedure

- a) A fresh 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 of candidates credentials claimed in the application forms at the School of Postgraduate Studies
 - (ii) Payment of prescribed registration fees
 - (iii) Issuance of registration number at the School of Postgraduate Studies
 - (iv) Registration at the Faculty/Department
 - (v) Return of all completed registration documents to the prescribed offices.

2.7.3 Deadline

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

2.7.4 Concurrent Registration

- (a) A student shall not register concurrently for more than one Postgraduate and/or Undergraduate academic/professional programme.
- (b) Any student who breaches this regulation shall forfeit his/her studentship in all the programmes concerned.

2.8: RENEWAL OF REGISTRATION BY RETURNING STUDENTS

- 2.8.1:** All returning students must renew their registration, including payment of prescribed fees, at the beginning of each session until the completion of their postgraduate programmes.
- 2.8.2:** Returning students shall complete their registration formalities within two weeks of the beginning of the session.
- 2.8.3:** In exceptional cases, late registration may be entertained but only on payment, by the candidates, of appropriate fines approved from time to time by the Board.
- 2.8.4:** A student who fails to renew his/her registration in any one academic session shall be deemed to have voluntarily withdrawn from the programme.
- 2.8.5:** All carry over courses/project must be registered for, if such courses are required for graduation.

2.9: SUSPENSION OF STUDIES

- 2.9.1:** A registered student may be allowed by Senate, for good cause, to suspend his/her studies for not more than one academic year in first instance.
- 2.9.2:** Application for suspension of studies shall be on prescribed forms approved by the Board.
- 2.9.3:** The Board shall not entertain applications for a retrospective suspension of studies.
- 2.9.4:** Suspension of studies may be renewed on good cause for another year. After two years of suspension of studies the student must return and resume his/her studies or withdraw voluntarily or be deemed to have withdrawn from the programme.

2.10: CHANGE OF MODE OF STUDY (OR STATUS)

- 2.10.1:** A student who was admitted to pursue a postgraduate programme on a part-time or full-time registration may change the mode of the study if the School of Postgraduate Studies is satisfied that the request has merit.
- 2.10.2:** Application 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.
- 2.10.3:** In addition to any other conditions that may be specified by the School of Postgraduate Studies in granting the request, the candidate shall pay any difference in fees arising from the change in registration. However, no refunds will be made arising from the change.

2.11: CHANGE OF PROGRAMME OR COURSE OF STUDY

- 2.11.1** 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:
 - (a) The candidate is qualified for the new programme.

- (b) The candidate has formally registered with the School of Postgraduate Studies and paid all the fees prescribed for the course of study into which admission was made;
- (c) The Departmental Postgraduate Studies Committee is satisfied that the candidate can benefit from the change and, where applicable, that a suitable supervisor is available.
- (d) In the case of Postgraduate diploma and Master's degree primarily by coursework and written examination, the request for a change in area of specialization shall be made before registration for fresh students in the particular academic session is closed.

2.12: ADDITION AND DROPPING OF COURSES

- 2.12.1** A student who has completed all 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.
- 2.12.2** Application to add or drop a course shall be on prescribed "Add and Drop forms" approved by the Board.
- 2.12.3** A student who drops a course without complying with Regulation 2.12.2 above shall be deemed to have failed the course and it shall be so reflected in the student's records.
- 2.12.4** The result of any course not registered for nor added on as prescribed in Regulation shall be null and void.

2.13: COURSE NUMBERING

- (a) Postgraduate courses shall be numbered as follows:

Postgraduate Diploma	7000 – 7999
Masters	8000 – 8999
M.Phil/Ph. D	9000 – 9999
- (b) Project, dissertation & thesis shall be numbered as follows:

Postgraduate Diploma	7400
Professional Masters	8600
Academic Masters	8600
M.Phil/Ph. D	9120

PART III EXAMINATIONS REGULATIONS

3.1: INTRODUCTION

- 3.1.1** The overall process of assessing a candidate's performance in a course or programme may consist of formal written examination, assessment of coursework, Long Essay, Dissertation, Project and Thesis defense, or a combination of any of the above as appropriate.
- 3.1.2** Except as may be approved by Senate, examinations shall be held at the end of each semester, at places specified by the relevant Department, subject to any directives given by Senate.

3.2 EXAMINATION OF COURSEWORK

- 3.2.1** A separate assessment examination shall be conducted for each course at the end of the semester in which the course is completed.
- 3.2.2** Courses shall be assessed by written examinations while research seminars/project/dissertations/theses, Long Essay shall be by evaluation of the report and an oral examination where applicable.
- 3.2.3** The duration of a written examination of a postgraduate course shall not be less than two hours.
- 3.2.4** An external examiner shall be involved in the assessment of the research report (howsoever called) and examination scripts. The manner and extent of involvement of an external examiner shall be as prescribed under regulations applicable to the various categories of Postgraduate Programmes.
- 3.2.5** A student is required to present himself for examination in all the courses for which he /she is registered.
- 3.2.6** 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 for the course. An attendance requirement shall be calculated taking into account all types of instructions used in the course.
- 3.2.7** Each course shall be graded out of 100 marks
- 3.2.8** The minimum pass mark for all Postgraduate Programmes is 50%, i.e. a grade of C.

3.3.0: GUIDELINES ON ACADEMIC WRITING

3.3.1 Standard of Academic Writing

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

- (a) A student shall not submit the work of others as his/her own work.
- (b) 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.
- (c) A student must cite appropriate sources of his/her ideas, facts, etc. In particular, the following require citation by a student:
 - (i) Direct and indirect quotations, as well as paraphrasing and summaries
 - (ii) Opinions, theories, principles, ideas, critical methods, and so on that were

- formulated by someone else.
- (iii) Data and evidence that are not collected by the student as primary data.
 - (iv) Figures, graphs, tables, charts, photographs, drawings, illustrations etc not created by the student.
 - (v) Research sources that were gathered by someone else.
 - (vi) Ideas, materials, information and so on collected from online sources.
- (d) A student shall not plagiarise any works by others, be they in books, journals, over the World Wide Web, and so on. As a general rule direct use of three or more words from someone else must be enclosed in quotation marks (“ “) with the source appropriately indicated.
 - (e) A student shall not fabricate, nor misrepresent data, results of experiments or analysis, sources of information, and so on.
 - (f) A student shall not sabotage the work of others, by deliberately destroying, damaging or stealing of another student’s project, experiment or computer program and so on.
 - (g) 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.
 - (h) 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 work submitted in his/her name.

3.3.2: EXAMINATION/ACADEMIC MISCONDUCT

Candidates for any examination in the University are to conduct themselves properly in and around the examination halls as explained in Part 3 of this General Regulations. Deviations from proper conduct may constitute examination misconduct which are punishable by the penalties described below.

For the purpose of this part, 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.

For the purpose of this part, 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 any appropriate punishment.

Examination misconduct cases discovered during the marking of the examination scripts are also subject to appropriate investigations and further necessary action.

3.3.3: PROCEDURE FOR INVESTIGATING EXAMINATION MISCONDUCT AND LEAKAGES

- a. If any student is found to be, or is suspected of, infringing the provisions of the Regulations or in any way cheating or disturbing the conduct of an 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.

- b. A student accused of involvement in examination misconduct shall be allowed to continue with the examinations provided no disturbances are caused. (S) He shall sign any exhibits collected from him/her and give his/her own version of events by completing the appropriate form.
- c. After the examination, the invigilator shall submit his/her report(s), the form(s) completed by the students and all exhibits and other documents on all examination misconduct cases to the Faculty Examinations Officer.
- d. Upon receipt of any case of examination misconduct, the Faculty Examinations Officer shall report to the Dean, who shall set up a committee to investigate the case further.
- e. The Faculty Committee on Examinations Misconduct shall invite all 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. Students that fail to honour the first invitation shall be given a second chance.
- f. A student accused of involvement in examination misconduct should defend himself before the Faculty Investigative Committee set up by the Dean.
- g. After hearing from all 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 relevant documents to the Senate Committee on Examination Misconduct and Leakages.
- h. After going through the reports of the Faculty Committees on Examination Misconduct and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate punishment to any student found to be guilty.
- i. A staff member who reports a case of examination misconduct shall not sit on a Faculty or Senate Examination Misconduct Committee when the Committee is considering the case.
- j. 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 in its stead, even if this means shifting the examination date and/or time forward.

3.3.4: CATEGORY OF OFFENCES PUNISHABLE BY WRITTEN 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.
- iv. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant warning.

3.3.5: INVOLVEMENT OF STAFF MEMBERS

Involvement of staff members in examination misconduct and/or leakage cases could take any of the following forms (among others):

- i. Failure to report and /or covering up of cases of examination misconduct
- ii. Intervening on behalf of students involved in examination misconduct.
- iii. Encouraging examination misconduct or leakage by such acts as careless handling of examination materials or invigilation.
- iv. Aiding and abetting examination misconduct
- v. Leakage of examination questions, or question papers.
- vi. Unlawful alteration of examination results or marks.

3.3.6: MISCONDUCTS RELATED TO THESIS, DISSERTATIONS, PROJECTS AND ESSAYS

Students are to observe the Universally accepted high standards of academic integrity while writing and work related to their programmes as described in thesis regulations. Deviations from these high standards may constitute misconducts which are punishable by the penalties described below.

3.3.7: PROCEDURES FOR PREVENTING AND DEALING WITH THE MISCONDUCTS

- a. Lecturers and Supervisors should try their utmost best to guide students on the correct ways of writing projects, essays, and so on, that are in line with above. The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.
- b. In case a lecturer/supervisor suspects a student of gross infringements on the provisions of these regulations, the following procedures should be adopted in treating the case.
 - i. For an on-going work (such as a project being supervised), the student should be asked to address the problem identified, for example, 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.
 - ii. If a student submits the final draft of a work that is a course on its own (such as a degree project) which infringes the provisions of part (s)he should be made to re-write it, even if this means registering again in the

- following session.
- iii. 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.
 - iv. After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating findings, as to the degree of involvement, or otherwise, of each accused. It shall submit the report together with all relevant documents to the Senate Committee on Academic Misconducts.
 - v. After going through the reports of the Faculty Committees on Academic Ethics and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate punishment to any student found to be guilty.

3.3.8: CATEGORIES OF OFFENCES AND PUNISHMENTS RELATING TO THESES, DISSERTATION ETC

If the Senate Committee on Academic Ethics establishes that a student has violated the University standards on academic writing outlined shall recommend 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 final year project.

(a) OFFENCES PUNISHABLE BY EXPULSION

- i. Submitting of Project/Dissertation or Thesis
- ii. Repackaging a whole project/dissertation as his/her own product, and
- iii. Any other offence related to final year project, 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. Fabrication or intentional misrepresentation of data, experimental results, & analysis and
- iii. Any other offence related to final year project, dissertation or thesis deemed by the Committee to merit rustication.

(c) OFFENCES PUNISHABLE BY WRITTEN WARNING

- i. Failure to acknowledge of reference.
- ii. Faking of citations.
- iii. Any other offence related to projects, dissertation & thesis deemed by the Committee to merit a written warning.

(d) **OFFENCES PUNISHABLE BY FAILURE GRADE IN THE COURSE WORK**

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

3.3.9: RIGHT OF APPEAL

- a. Any student accused of involvement in examination misconduct, leakage of question papers or misconduct related to academic writings 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 a Faculty Committee should not be viewed as denial of such rights.
- b. Any student punished by Senate for involvement in examination misconduct, leakage or other academic misconduct may appeal directly to Senate indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for 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, Senate or its Chairman, shall refer it to the Senate Appeal Committee on Academic 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 recommendation to Senate.

3.4: APPOINTMENT AND DUTIES OF EXAMINERS

The examinations in any course shall be conducted by:

- (a) A Chief Examiner;
- (b) Internal Examiners; and
- (c) One or more External Examiners where applicable.

3.4.1: CHIEF EXAMINER

- (a) A Chief Examiner, normally being the Head of Department concerned shall be appointed by Senate on the recommendation of the Department through the Board of the School of Postgraduate Studies.
- (b) The duties of the Chief Examiner shall be generally to make arrangements for the examinations of the courses taught in his/her Department and in particular for the preparation, external moderation and security of examination papers and for the marking and determination 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.

3.4.2: INTERNAL EXAMINERS

- (a) Internal Examiners shall be appointed by the Senate on the recommendation of the Department concerned, through the Board of the School of Postgraduate Studies, normally from among the staff with relevant specialization, but subject to meeting the minimum requirement for supervision in the relevant programme.
- (b) The Chief Examiner may require any internal examiner to carry out any or all of the following duties: The duties of an internal examiner for both coursework and dissertation/theses shall include the following:
 - i. Participate in the assessment of coursework;
 - ii. Prepare and sign draft question papers;
 - iii. Mark answer scripts before moderation by the External Examiner;
 - iv. Attend meetings of the Departmental Postgraduate Studies Committee;
 - v. Invigilate at any examination;
 - vi. Perform any other duties appropriate to the examination;
 - vii. Participate in the Internal Examination prior to External *viva voce*; and
 - viii. Certify that all corrections pointed out during *viva voce* have been effected.

3.4.3: EXTERNAL EXAMINERS

- a. External Examiners shall be appointed for all examinations to moderate draft question papers and marked answer scripts for all postgraduate courses;
- b. Each year, External Examiners shall be appointed by the Senate on the recommendation of Departmental Postgraduate Studies Committee through the Board of the School of Postgraduate Studies. 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. He/She 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 School of Postgraduate Studies and to Senate, his/her degrees, relevant professional qualifications and current position shall be stated, together with information concerning any previous connection with Bayero University, Kano.
- c. The Secretary of the School of Postgraduate Studies shall issue a letter of appointment to all the External Examiners appointed by Senate. The letter of appointment shall indicate the duties of the Examiner as described below and the prevailing rate of remuneration.
- d. There shall normally be one External Examiner in each major area.
- e. Each External Examiner for coursework shall be appointed for a period of two academic sessions.
- f. An External Examiner for coursework may be reappointed for another term of two years after which he has to wait for two years before being eligible for re-appointment.
- g. 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.
- h. The duties of an External Examiner for coursework shall be:
 - i. To moderate question papers and to recommend such alterations as he/she may think fit to ensure the maintenance of high standards;
 - ii. To moderate the marking of examination scripts for the courses in which he/she is the

- examiner;
- iii. To sign the mark sheet(s) of all the courses moderated, indicating that he/she has indeed moderated the scripts;
 - iv. If present in the University, to attend the meeting of the Departmental Postgraduate Studies Committee in which the results are discussed;
 - v. To write a report on the examinations to the Vice-Chancellor copying the Dean of the School of Postgraduate Studies and the Head of Department concerned. The report should cover the following matters:
 - The standard of the question papers/examinations;
 - The standard of marking by the Internal Examiners;
 - The pass list and classifications (for Postgraduate Diploma candidates);
 - Any other relevant comments he/she may wish to make.
 - i. 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 School of Postgraduate Studies which shall take appropriate action to arrive at a decision. The Board shall then report to Senate on the issue and the action it has taken.
 - j. An External Examiner shall be remunerated at rates to be determined by Senate from time to time.

3.4.4: PREPARATIONS FOR EXAMINATIONS

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

- (a) Faculty and Department
- (b) Programme of Study
- (c) Title of course and course number
- (d) The date on which the paper is to be taken (or month, if the day is not known when the paper is prepared)
- (e) The times or duration of the paper
- (f) The number of questions to be answered and any restrictions as to choice.
- (g) Any instructions regarding the use of answer books
- (h) Any additional materials to be supplied by the Invigilator to candidates.

3.4.5: Where possible, draft 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, 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.

3.4.6: The Chief Examiner shall arrange for examination papers to be produced in secure conditions, ensuring that no unauthorized person has access to them and that all spare and copies, damaged, are destroyed.

3.4.7: The Chief Examiner shall be responsible for ensuring that the sealed packets of question papers, clearly marked as described in 4.4.2 are handed to the Faculty Postgraduate Studies Coordinator at least one week before the examination.

3.4.8: After the examinations have been held, the Faculty Postgraduate Studies Coordinator concerned shall send one copy of each paper to the Registrar and the Dean School of Postgraduate Studies and three copies to the University Librarian.

3.4.9: INVIGILATION PROCEDURE

The duties of an Invigilator are the following:-

3.5.1 To arrive at the examination room at least 30 minutes before the examination and ensure that it is correctly laid out with desks, chairs, answer books, any other material required for the paper, and with attendance slips on the desks. He should see that there are spare answer books, etc, and that a clock is visible to all candidates. He should also remove any books or papers left near desks.

3.5.2 To receive from the Faculty Postgraduate Studies Coordinator the sealed packet of question papers in the examination room and to open it in the presence of at least one witness, who shall be a responsible established member of the University Staff, 15 minutes before the examination begins and check the number of copies and the availability of the materials required.

3.5.3 To admit all candidates ten minutes before the examination is due to begin. Before starting the examinations he/she should ensure that candidates are fully informed of any special instructions relevant to the examination, and are reminded to fill their attendance slips. He writes the time (as shown by local clock) of starting and finishing the examination on a black/white board.

3.5.4 To exercise continuous vigilance over the behaviour of candidates and at intervals check the desks of candidates for the presence of unauthorized materials. Conversation between invigilators, etc, should be kept to a strict minimum during an examination.

3.5.5 After the examination has begun, to direct the attendants to check that no books, etc, have been hidden in toilet areas.

3.5.6 To notify the Faculty Postgraduate Studies Coordinator promptly of any case of illness or irregularity in the conduct of examinations or of a lack of any materials.

3.5.7 To announce the time to the candidates 15 minutes before the end of the examination, and to observe strictly the prescribed duration of the examination.

3.5.8 Ten minutes before the end of the examination, to arrange for candidates to be prevented from leaving.

3.5.9 On completion of the examination, to ensure that each candidate's script or scripts, together with unused scripts, etc, is collected from his desk before permitting any candidate to leave his place. Also, double-check the number of answer scripts, bearing in mind the number of candidates present and the fact that the work of one candidate may spread over more than one answer script.

3.5.10 After the examination, to hand the scripts and unused examination materials to the Faculty Postgraduate Studies Coordinator, obtaining a receipt for the relevant number of scripts.

3.5.11 The Invigilator, or Senior invigilator if there is more than one, is to be personally responsible to Senate for ensuring strict observance of all conditions prescribed above and for preserving secrecy and security of examination materials, including the completed answer scripts, while in his charge. He is to be in control of procedure in the examination room throughout the period of the examination and to ensure that no person may enter the room or make announcements to candidates without his prior approval.

3.6: DISCIPLINE DURING EXAMINATIONS

- 3.6.1** It shall be the responsibility of each student to make sure that he is registered for the appropriate examinations and be sure of the dates, times and places of the examinations for which he has registered; also to ensure that he is in possession of any identity document prescribed for the examinations.
- 3.6.2** The appropriate university unit shall ensure that identity documents are available to students at least two weeks before each examination.
- 3.6.3** Each candidate should be at the examination room at least ten minutes before the advertised 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.
- 3.6.4** A student shall bring his/her identity document to each examination and display it in a prominent position on his desk.
- 3.6.5** Any book, paper, document, examination aid (except as may be provided for in the rubric of the question paper and announced to the candidates in advance) hand-bag or briefcase which is brought to the examination room 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 candidate's writing desk.
- 3.6.6** Each student shall sign a form of attendance or complete a form bearing his number and name, which shall be collected by the invigilator.
- 3.6.7** A student shall write his examination number, but not his name, distinctly at the top of the cover of every answer book.
- 3.6.8** The use of scrap paper, question paper, toilet tissue, Exam Card, etc, for roughout work is not permitted. All rough work must be done in the answer books and crossed neatly through, or in supplementary answer books which must be submitted to the invigilator.
- 3.6.9** A candidate arriving late shall be admitted up to thirty minutes after the start of the examination, but he shall not be allowed extra time. If he/she arrives more than thirty 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.
- 3.6.10** A student may be permitted by the invigilator to leave the examination during the course of an examination provided that:
- (a) No student shall normally be allowed to leave during the first thirty minutes or the last ten minutes of the examination. He/she must hand his script to the invigilator before leaving if he/she does not intend to return.
 - (b) A student who leaves the examination room shall not be re-admitted, unless throughout the period of his absence he has been continually under the supervision of an invigilator or examination attendant.
- 3.6.11** No student shall speak to any other student or, except as essential, to the invigilator or make any noise or disturbance during the examination. Smoking is not permitted in the examination hall during any examination.
- 3.6.12** At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather his scripts together. He shall then remain at his desk until all candidates'

scripts have been collected, and he has been given permission by the invigilator to leave. It shall be the candidate's responsibility to ensure that his answer scripts are collected by a University Official in the examination room before he leaves.

3.6.13 Except for the printed question paper, a student may not remove from the examination room or mutilate any paper or other materials supplied.

3.6.14 A student shall not use a handset in the examination hall for any purpose. All handsets shall be switched off and kept out of sight.

3.7: ABSENCE FROM COURSEWORK AND/OR EXAMINATIONS

3.7.1. Students are expected to attend their prescribed courses regularly and continuously, and Departments may make regulations laying down a minimum attendance or achievement in courses as a pre-requisite for taking examinations. The University is under no obligation to repeat coursework or examinations for whatever reason. No degree, diploma or certificate will be awarded unless the candidate satisfactorily completes all formal examinations concerned.

3.7.2 (a) Concession from coursework and/or examinations may be granted to a student who 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 him or her.

3.7.2 (b) 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.

3.7.2 (c) 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 re-examine at the next available opportunity and complete coursework assignments that may be outstanding. For a graduating student or in a case where the affected course is being phased out, a 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.

3.7.3 Where a student takes certificated sick leave, and in all cases where he falls ill during or within a period of up to 3 days before an examination, he must obtain a sick leave certificate within 24 hours of the commencement of his absence. If he attends an examination during a period of authorized sick leave, no subsequent appeal for condonation of failure in the examination will be entertained.

Late submission of sick leave certificates (see Section 3.7.6) will be entertained only in exceptional circumstances. In any case, a student must give the reasons for being

absent from examination not later than 30 days after the examination. 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 circumstances be considered.

- 3.7.4 An absence for a period which exceeds 30 consecutive days or 30 days plus the duration of any official vacation which intervenes, will normally 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 Senate as having withdrawn voluntarily from the University.

3.7.5 **Maternity Leave**

A female student must submit a medical certificate showing the expected date of delivery, not less than six weeks in advance of the date, and can be granted exemption from coursework for a period of 12 weeks, commencing six weeks before the date of delivery. Postponement of an examination, until the next schedule opportunity, will normally be allowed only if the examination occurs within a period beginning 6 weeks before the expected date of delivery and ending 9 weeks after the actual date of delivery. The Board of the School of Postgraduate studies may at its discretion extend this period on receipt of a medical statement indicating exceptional circumstances. Exemption from coursework during maternity leave as above will be permitted only once during a programme of study. If the expected date of delivery interferes considerably with a Semester programme, the Departments concerned may require the Semester's work to be abandoned and taken up at the next available opportunity.

- 3.7.6 In Regulations 3.7.2 to 3.7.5 above the term "sick-leave certificate" and "submit" or "submission" will be interpreted as follows:

(a) **SICK-LEAVE CERTIFICATE**

- (i) If a student falls sick while resident in the University campus or in the Kano Municipal Area, each such leave certificate must be obtained from the University Clinic or from the doctor or hospital to whom the student is referred from the University Clinic. In the latter case the certificate should be on official headed form, 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 U.H.S Unit.
- (ii) If a student falls sick outside the Kano Municipal Area, or is taken in emergency to a hospital in Kano, he/she must similarly obtain his/her certificate from a Medical Officer employed by a University or by a Government Hospital on an official headed form, stamped and counter-signed by the Head of Department or Medical Superintendent in charge of the Hospital, as appropriate.
- (iii) If a student falls sick outside Nigeria, he/she must send without delay an official sick-leave certificate to the Director, University Health Services, who may at his discretion refer the certificate for authentication to the Nigerian Diplomatic representative in the Country concerned, or to any other appropriate body.
- (iv) If a student is granted a sick-leave or maternity leave before the examination and if 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 examinations.

Note that all sick leave certificates obtained outside the University must be endorsed by the Director, University Health Services Unit.

(b) SUBMISSION

- (i) If the student obtains a sick-leave certificate from the University Clinic as in 3.7.6(a) 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.
- (ii) If the certificate is obtained from a doctor to whom he/she is referred in Kano (3.7.6(a), it must be presented personally or through a messenger without delay to the Director, University Health Service, an acknowledgement obtained.
- (iii) If the certificate is obtained as in 3.7.6(b) it must be sent immediately by messenger or by registered post to the Director, University Health Services and an acknowledgement of delivery or posting (as appropriate) obtained. If sent by post, a copy must be retained by the student. Meanwhile, the student must endeavour to notify the Head of Department by telephone, or by a messenger, stating his exact address, and the number of days of sick-leave given.
- (iv) In all cases the acknowledgement for delivery or posting of a certificate, and the copy where appropriate, must be retained and produced to the Head of Department if required later.
- (v) On receipt of a certificate issued by another doctor, the Director, 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.

3.8: PROCEDURE FOR ASSESSMENT

3.8.1: Coursework

The procedure for determining the total marks 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 School of Postgraduate Studies and Senate for approval. The proportion approved shall be made known to the students at or before the beginning of the course. Questions set for coursework examination purposes and, as far as is practicable, the marking guidelines, shall be made available to the External Examiner (if any) for inspection.

3.8.2 Examination Papers

- (a) Each credit should have at least one hour of examination. However, the duration of examination should not be more than three hours at a single sitting.
- (b) The procedure for marking of examination script 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.

- 3.8.3 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 Examiners moderation.
- 3.8.4 The marks awarded after sitting an examination in any course earlier designed as incomplete, shall be calculated using coursework mark obtained when the same course was last attended. Those awarded after repeating a course and the examinations shall be calculated using the new coursework mark.
- 3.8.5 Marked scripts shall be kept securely in each Department for at least 24 months after the examination. They may then be destroyed centrally under confidential conditions. No student and no person or organization outside the University except an appointed External Examiner may have access to any marked scripts. Full records of marks shall be preserved indefinitely.

3.9: GRADES, GRADE POINT AVERAGES AND POSTGRADUATE DIPLOMA CLASSIFICATIONS

- 3.9.1 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 his/her study programme) will be reported by the Cumulative Grade Point Average (CGPA).
- 3.9.2 The classification of Postgraduate Diploma shall be determined by the final CGPA, calculated as shown below.

3.9.3 CALCULATIONS OF GPA AND CGPA FOR ALL PROGRAMMES

- (a) Letter Grades and Grade Points shall be derived from the actual percentage marks obtained in a given course as follows:

For All PG Programmes

Percentage Score (%)	Letter Grade	Grade Point
70 - 100	A	5.0
65 - 69	B+	4.5
60 - 64	B	4.0
55 - 59	C+	3.5
50 - 54	C	3.0
0 - 49	F	0

The Incomplete grade (I), is awarded to a student who has completed all aspects of a course, except the examination, and senate is satisfied by his/her reasons for not sitting for the examination (see Section 3.7.2).

- (b) The Weighted Grade Point shall be determined for each course by multiplying the grade point obtained in the course by the credit value of the course.
- (c) The Grade Points Average (GPA) for a semester is calculated by adding the weighted grade points of all courses taken in the semester and dividing this sum by the total value of the credits of the courses. The credit values of courses graded 'Incomplete' are not used in the calculations.

- (d) The Cumulative Grade Points Average (CGPA) at any point is calculated by adding all the weighted grade points obtained by the student from the time he/she joined the programme up to the time of the calculation, and dividing this sum by the total value of the credits of all courses taken over the same period. The credit values of courses graded 'Incomplete' are not used in the calculations. However, the student must sit for the examination at the next available opportunity or he/she shall be graded "F."

3.9.4 To qualify for the award of a Postgraduate Diploma, a student must have:

- (a) Obtained a minimum of 24 credits, including four credits from long essay/project; and
- (b) Passed all compulsory courses and satisfied all other requirements.

3.9.5 Postgraduate Diplomas shall be classified with reference to the final CGPA as follows:

<u>Final CGPA</u>	<u>PGD Class</u>
4.50- 5.00	Distinction
3.50- 4.49	Credit
2.40- 3.49	Merit

3.9.6 To qualify for the award of an Academic Masters degree, a student must have:

- (a) obtained a minimum of 30 credits, including six credits from Dissertation;
- (b) Successfully defended the dissertation before a panel of examiners (including an External Examiner) and effected all the corrections pointed out by the panel; and
- (c) Passed all compulsory courses and satisfied all other requirements.

3.9.7 To qualify for the award of a Professional Masters degree, a student must have:

- (a) Obtained a minimum of 30 credits, including six credits from long essay/project; and
- (b) Passed all compulsory courses and satisfied all other requirements.

3.9.8 To qualify for the award of Doctor of Philosophy (PhD) or (M.Phil) degree, a student must have:

- (a) Obtained a minimum of 48 credits from courses of levels 8000 and 9000, including 12 credits from thesis;
- (b) Obtained a minimum of 18 credits from courses of level 9000 including 12 from Thesis;
- (c) Successfully defended the thesis before a panel of examiners (including an External Examiner) and effected all the corrections pointed out by the panel; and
- (d) Passed all compulsory courses and satisfied all other requirements.

3.9.9 Transcripts of students awarded Postgraduate Diplomas, Master's and Ph.D Degrees 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.

3.10: CARRYING-OVER COURSES

3.10.1 A student can carry-over any course failed, provided the total credits of the failed courses is not more than one-third of the total credits of all taught courses registered in the session.

3.10.2 A student can only carry-over a course once.

3.11 PROBATION

A student whose CGPA is less than 3.00 at the end of a given session shall be placed on probation.

3.12: WITHDRAWAL

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

3.12.1: Failing to earn a GPA of 3.00 while on probation.

3.12.2 Failing more than one-third of the total course work credits registered in the session;

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

3.12.4 Failing to pass a required carried-over course;

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

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

3.12.7 Any matter in which the Board of the School of Postgraduate Studies considers withdrawal as appropriate.

3.13: REQUIREMENTS OF DISSERTATION OR THESIS

3.13.1 A candidate for the degree of Academic Masters or Ph.D shall be required to submit a written dissertation/thesis respectively.

3.13.2 The title of thesis/dissertation should be arrived at only after intensive interactions between the candidate and the proposed supervisor.

3.13.3 After these contacts, the candidate shall prepare to defend a detailed proposal before a panel of senior academics to be constituted by the Departmental Postgraduate Studies Committee. The panel shall report the outcome of the defense to the Faculty Postgraduate

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

- 3.13.4 A candidate may only proceed with the research after the Departmental Postgraduate Studies Committee has approved his/her proposal.
- 3.13.5 A candidate for the degree of Doctor of Philosophy shall be required to present, in addition to his proposal, not less than two seminars in his area of research at various stages of the programme to the Departmental Postgraduate Studies Committee. These seminars are not credit earning.
- 3.13.6 A thesis/dissertation must be written in English or such other language(s) as Senate may approve. In case where a thesis/dissertation is permitted to be written in a language other than English, a translation of the title and abstract in English must be provided.
- 3.13.7 The Thesis/Dissertation of a candidate shall consist entirely of his own work, and is subject to the following conditions;
- (a) That no substantial part of the thesis/dissertation shall have been presented for a higher degree at this or any other University.
 - (b) That all references to published and unpublished works shall be appropriately acknowledged in the prescribed manner.
- 3.13.8 A thesis/dissertation submitted for award of degree must be accompanied by an abstract.
- 3.13.9 A candidate shall not submit for the award of a degree, a thesis/dissertation on account of which a degree has been previously conferred on him or her in this or any other institution, but shall not be precluded from incorporating reasonable part/parts there from provided that he shall duly acknowledge in the new dissertation/thesis any material which has been so used.
- 3.13.10 A thesis/dissertation must be written in accordance with the provisions of Part IV of these regulations.

3.14: RESEARCH PROPOSAL

A Research Proposal shall be presented not later than the end of the 3rd semester from the date of registration. This Proposal seminar must be successfully defended before the Departmental Postgraduate Studies Committee. At the end of the seminar, the presentation shall be graded by the members of the Committee as adequate or inadequate. Candidates whose proposals are graded adequate can then proceed with the programme while candidates whose proposals are graded inadequate would be required to improve the quality of their proposals. Any candidate 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 Masters' and fulltime Ph. D candidates. However, Ph. D part time candidates are required to successfully defend the proposal not later than the end of the 5th semester.

3.15: INTERNAL DEFENCE

Candidates for Academic Masters and PhD must defend their Dissertations and Theses

respectively, internally. The performance of a candidate in the internal defence is to be graded as adequate or inadequate by a panel set up by the Departmental Postgraduate Studies Committee. Any candidate unable to successfully internally defend his/her dissertation/thesis up to the expiration of his/her registration is to be withdrawn from the programme.

The Internal defense is not part of the three mandatory seminars for Ph.D. Thesis and should be conducted only after a Ph.D. candidate has satisfactorily presented these seminars.

The time allowed for effecting corrections pointed out during Internal Examinations are as follows:

i.	Minor Corrections	One Month
ii.	Major Corrections	Two Months
iii.	Extensive Corrections	Three Months

3.16: EXAMINATION OF THESES AND DISSERTATIONS

3.16.1 A candidate for Academic Masters' or Ph.D shall be examined by dissertation/thesis and where necessary by written examinations; provided always that an oral examination both on the material of the dissertation/thesis and on general knowledge of the field in which the subject of research has been chosen, shall form part of the examination.

3.16.2 Each Departmental and Faculty Postgraduate Studies Committee, shall make recommendations to Senate through the Board of the School of Postgraduate Studies concerning;

- (a) Appointment of examiners, provided that each candidate 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.
- (b) Approval of the title of 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.

3.16.3 For every *viva-voce* there shall be a panel of examiners consisting of at least one internal examiner and one external examiner appointed by 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.

3.16.4 The examiners must be satisfied that the thesis/dissertation complies with the following conditions:

- (a) It forms a distinctive contribution to knowledge and affords evidence of originality shown either by the discovery of new facts or by the exercise of independent critical reasoning.

- (b) It must be satisfactory as regards literary presentation and the material contained therein must be suitable for publication in whole or in part.
- (c) A report signed by all the examiners and other officers in attendance shall be submitted to the Board of the School of Postgraduate Studies on the prescribed form containing among others:
 - i. A clear, detailed evaluation of the research.
 - ii. A clear assessment of the candidate's knowledge and understanding of this subject as shown in the thesis/dissertation subsequent examination.
 - iii. An unequivocal declaration to the acceptability or otherwise, of the thesis/dissertation as partial fulfillment of the requirements of the degree.
 - iv. An unequivocal declaration as to the fitness or otherwise for the candidate to receive the degree.
- (d) The examiners may at their discretion recommend to the Board of the School of Postgraduate Studies that: The degree be:-
 - i. Awarded unconditionally;
 - ii. Awarded, subject to minor corrections of the thesis/dissertation being carried out to the satisfaction of the internal examiner(s);
 - iii. Not awarded at present, but that the candidate be allowed to resubmit the dissertation/thesis in a revised form within a specified time limit, subject to the satisfaction of the External Examiner with or without repeating the oral examination; and
 - iv. Not awarded, i.e. the candidate should be withdrawn.

3.16.5 The candidate who is asked to make minor corrections in the work as a pre-condition for the award of the degree must submit the corrected version to the Department within one month of the date of the oral examination, unless directed otherwise.

3.16.6 A candidate whose work has been referred for resubmission must submit himself for re-examination within the time specified (a maximum of four months in the case of a Masters degree, and maximum of 8 in the case of the degree of Doctor of Philosophy), failing which the candidate shall have his registration cancelled automatically.

3.16.7 The Board of the School of Postgraduate Studies after receiving the examiners' report shall make appropriate recommendation to Senate concerning the award of the degree.

PART IV
**GUIDELINES FOR PREPARATION AND SUBMISSION OF THESES,
DISSERTATIONS, PROJECTS AND LONG ESSAYS FOR HIGHER DEGREES**

4.1 COMPONENTS OF THESES/DISSERTATIONS

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

4.1.1. 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 the Examiners)
- (f) Acknowledgements
- (g) Dedication (if any)
- (h) Table of Contents
- (i) Abstract

4.1.2 MAIN BODY

- (a) Introduction
- (b) Review of Related Literature
- (c). Materials and Methods/Methodology
- (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 and area and nature of the research.

4.1.3 TERMINAL PART

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

4.2 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.

4.3 TYPING FORMAT

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

- 4.3.1 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.
- 4.3.2 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. PREPARATION OF SOLVENTS.
- 4.3.3 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 capitalized. The sub-section heading shall be underlined. Sub-sections in each section may be numbered serially using Arabic numerals, e.g. 3.2.3 Preparation of Ethanol.
- 4.3.4 A sub-subsection heading shall be aligned to the left hand side of the text and shall be underlined. Only the first letter of the first word of the heading shall be capitalized. Sub-subsections shall not be numbered.

4.4 PAGINATION

All 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).

4.5: CONTENTS OF VARIOUS PARTS OF THE THESIS/DISSERTATION

4.5.1 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 Thesis Submitted to the Department/Institute of (Name of the Department), Bayero University, Kano, 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 above their respective signatures.

e. APPROVAL

This page shall contain the following statement:

“This thesis/dissertation has been examined and approved for the award of Ph.D/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 where applicable (or the representative of the Head of Department), and the representative of the Board of the School of Postgraduate Studies.

f. ACKNOWLEDGEMENTS

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

g. DEDICATION (This is optional)

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

h. TABLE OF CONTENTS

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/di shall be as they appear in the text. Only the first letter of all words in the major section headings shall be capitalized. For subsection headings, only the first letter of the first word shall be capitalized.

i. ABSTRACT

The abstract shall be a maximum of 300 words for dissertation and 500 words for 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).
- A few recommendations (if any).

4.5.2 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 of 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 answer 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 relevant literature in the research area is required. The candidate is expected to show a 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 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/METHODOLOGY)

- (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 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 description of the methods. Candidates shall comply with current international conventions on nomenclature and 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 described 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 Methodology (or other appropriate terminology). It shall contain a description of methods and procedures employed in the design and validation of instrument, testing hypotheses, and statistical analyses of raw 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 DISCUSSIONS)

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. The findings may be presented in the descriptive and analytical modes appropriate to the discipline.

(ii) (DISCUSSIONS)

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 RECOMMENDATIONS)

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

4.5.3 TERMINAL PART

(a) **REFERENCES**

All references cited in the text shall be collated at the end of the thesis/dissertation.

(b) **GLOSSARY**

The glossary (if any), shall contain a list and explanations of 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. 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. sample of questionnaires and other test instruments.
- (ii) Raw data for thesis/dissertation
- (iii) Copies of author's publication(s) from the research (if any).
- (iv) Computer programme, especially if it was written or modified by the candidate, and the output. Where appendices are used, they should be numbered conservatively using Roman numerals.

4.6: PREPARATION OF TABLES, FIGURES AND PLATES

4.6.1 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: Variation of Magnetic Field with Latitude. A table heading shall not be underlined. The layout of a table should be simple.

4.6.2 FIGURES

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

4.6.3 PLATES

Plates, as a rule are photo-prints, but shall herein also include scanned images. They may be direct photographs of living organisms or inanimate objects or micrographs of tissues or objects as seen by use of special equipment, e.g. 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.

4.7: CITATION OF REFERENCES IN THE TEXT

Various systems for the citation of references and listing of bibliography exist and the system adopted generally varies from discipline to discipline. Candidates are expected to use the APA 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.

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 differences 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."

4.7.1 MULTIPLE AUTHORS

(a) Work by two or more (but less than five) 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 first and second author shall be connected by 'and' in a work by two authors, mention both names each time the reference occurs in the text. Example: "in a related study of assessment for promotion exercise (Abubakar and Babaji, 1998) it was found that..." "In an earlier study, Abubakar and Babaji (1996) had insisted that..."

(b) **WORK BY FIVE AUTHORS**

Here, cite all the five authors in the first occurrence; subsequently, include only the surname of the first author, followed by "*et al*". and then the year of publication.

(c) **WORK BY MORE THAN FIVE AUTHORS**

In the case of a work by more than five authors, name only the first author, followed by "*et al.*", and then the year of publication, in the first and subsequent citations. Note however, in the reference/bibliography list, the names of all authors shall appear in full.

4.7.2 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 severe in vitamin A deficient rats than in normal rats (Anonymous, 1972)."
The citation rules for single authors shall apply.

- (c) Holy books (e.g. The Glorious Qur'an, and Holy Bible). The appropriate chapter's number shall be cited followed by the verse(s) number or range.

4.7.3 CORPORATE AUTHORS

For official publications of international organizations, governments, government agencies, institutions, professional societies, commercial firms, and other cooperate bodies, candidates shall cite the name of the cooperate body in its official language (i.e. what it calls 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, GATT, and regional inter-governmental organizations, like EEC, ECOWAS, OPEC, OAU/AU, may be cited by official abbreviations of their English names.

Candidates from science -based disciplines may also cite the abbreviated English names of apex professional organizations recognized by UNESCO and other UN agencies e.g. ICSU, IUPAC, 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 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.

4.7.4 AUTHORS WITH THE SAME SURNAME

Where two authors bear the same surname, include their initials in all text citation 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..."

4.7.5 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 war 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 laws of other lands or statutes of inter governmental agencies, the country or agency shall be identified.

4.7.6 QUOTATIONS

A quotation from another work 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 a 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 type single line spaced, 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."

4.8 LISTING OF REFERENCES

4.8.1 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 type 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.

4.8.2 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.

4.8.3 ORDERING THE CONTENT OF REFERENCES

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

(a). 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 periodical in Arabic numeral, followed by 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.

For multiple authorship articles, the names of the last two authors shall be connected with "and" e.g. Brown M., Geoge, G.C. and Powell, E. (1970).

(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
- (v) Place of publication in parenthesis if not implied in the name of newspaper/newsmagazine.
- (vii) 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.

(c) Books, Pamphlets and Reports. The essential information shall be given in the following order.

- (i) Authors/editor's/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.

- (vi) Edition, if not the first.
 - (v) Place of publication-it would be useful to specify town not country.
 - (vi) Name of publisher.
 - (vii) Volume number, if more than one.
- (d) Title and number of series, where applicable, in parenthesis. The punctuation, and capitalization shall be as given in the examples below:
- (i) 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).

- (e) 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 country 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 format is 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.

(f) **Published and Unpublished Conference Proceedings and Seminars**

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

Examples:

- a) Ibrahim (2001) believed that awareness of the public should be improved ...
- b) Ibrahim and Zahradeen (2011) in their study on bacteriological evaluation of some selected canned food products ...
- c) Ibrahim *et al.* (2002) identified *Microspora amoena* at Challawa water sedimentation tanks ...
- d) 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:-

- a) Ibrahim, S. (2001, December). Constraints to Pollution Abatement in Nigeria. Seminar Paper Presented at the Department of Biological Sciences, Bayero University, Kano.
- b) 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 Nigerian Society for Microbiology. Bayero University, Kano.
- c) Ibrahim, S., Abdullahi, I. L. and Audu, A. A. (2002, November). Presence of Toxic Algal Species (*Microspora amoena*) at Challawa Waterworks in Kano, Nigeria. In: Proceedings of the First National Conference of Environmental Health Society of Nigeria (EHSN) Held at Ahmadu Bello University Zaria, Nigeria.
- d) 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, Bayero University, Kano in Partial Fulfilment of the Requirements for the Award of the Degree of Philosophy in Biology (Hydrobiology) .

Secondary sources, that is, acknowledging the work of one author found in the work of another author: the following order shall apply:

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.

The punctuation and capitalization shall be as follows:

Norrington, F.G. (1989). *New aesthetics: Life 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 give author, date and page number of the book where you read it.

(g) 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 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 Nigerian Renaissance: "The Humanities in the Re-engineering Agenda". Reception in Honour of Prof. M. Jibril, President of the Nigerian 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.

2. Thesis/Dissertation

a) **Unpublished:** The following arrangement shall apply:

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

Muhammad, 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). Bayero

University, Kano, Nigeria.

- b. **Electronic:** This may be obtained from the web, an institutional database or a commercial database like the proQuest dissertation and theses database. The arrangement shall be as follows:
 - i. Author's name
 - ii. Year
 - iii. Title in italics
 - iv. Doctoral thesis/Master's dissertation, and name of university if obtained from the web in parentheses
 - v. Source: Available from proQuest Dissertations and Theses 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 institutional database.

From a 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)

From an 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/>

From the Web:

Breaux, K. T. (2004). *The Effect of Program Commitment 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

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://.../>

- (g) Laws, Statutes and Legal Instruments. The following order shall be used:
- (i) Code of the law followed by 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.

- (h) Unpublished thesis/dissertation, speeches, Seminar papers, etc. The following order shall apply.
- (i) Author's surname followed by initials.
 - (ii) Title of thesis/dissertation, etc.
 - (iii) Name of institution at which the speech/lecture was delivered, italicized
 - (iv) Date, month and year of delivery.
- The punctuation and capitalization shall be as in the examples given below:

- (i) 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: *Encyclopaedia Yorubana*, Onitsha, Ose Publishers, part1 pp .220-221.

Annoymous, (1990). Benin Bronze. In: *Encyclopaedia Nigeriana*, Lagos, World Information Plc. inc. 1990 part 2 p. 180.

- (h) Translator, The following order, punctuation and capitalization shall apply:

Verne. J. (1965). *Journey to the Centre of the Earth* Translated by Robert Baldick. Hammndsworth: Pengiun.

- i. Translator's name
- ii. Year
- iii. Title of work
- iv. Place of publication
- v. publisher

4.9 THE BINDING AND THE COVER PAGE

4.9.1 BINDING

- (a) Before Oral Defence
The thesis/dissertation shall be bound in soft cover.
- (b) After a successful oral defense
The thesis/dissertation shall, after revision to the satisfaction of the examiners, be bound in hard cover.

4.9.2 COVER PAGE

- (a) Before oral defense, 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 eg. B.A., B.Sc., M. Engr., M.A, M.Sc, MPhil, and Ph.D shall apply/be used.
- (b) After a successful oral defense
 - (i) The final title of the thesis/dissertation and 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, 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).

4.10: SUBMISSION

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

4.10.1 Before Oral Defense

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

4.10.2 After 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 Candidate shall submit the required number of hard copies to the Head of Department.

4.10.3 Submission of the Electronic Form of Dissertation/Thesis

A soft copy of the Dissertation/Thesis in MS word and PDF format and 2 hard copies shall be submitted to the Secretary, School of Postgraduate Studies, or as may be required from time to time.

4.11 COLOUR OF THESES/DISSERTATIONS/PROJECTS/LONG ESSAYS

The following are the approved colours for binding theses, dissertations, projects and long essays.

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

PART V

SUPERVISION OF POSTGRADUATE STUDENTS

5.1 APPOINTMENT AND QUALIFICATION OF SUPERVISORS

- 5.1.1 Supervision of postgraduate candidate shall be based on the Departmental Postgraduate Studies Committee's assessment of the academic specialization of the proposed supervisor. 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 dissertation or thesis writing.
- 5.1.2 Unless in exceptional circumstances, each postgraduate candidate shall be supervised by a single supervisor. In cases where a research spreads over clearly different areas of study, the appropriate Postgraduate Studies Committees may recommend to Senate, through the SPS Board after a careful study of the research proposal, additional supervisor(s).
- 5.1.3 In cases where there is no staff member with direct qualification to supervise an applicant (especially a staff applicant), the Departmental Postgraduate Studies Committee may request the approval of Senate, through the Board of the School of Postgraduate Studies to appoint an academically qualified specialist(s) in the area from outside the University as primary supervisor. A staff member from the relevant Department shall serve as secondary supervisor. The external supervisor so appointed shall be paid such honoraria as may be approved by Senate from time to time.
- 5.1.4 A person to be considered as supervisor of a Ph.D. thesis shall be:
- (i) Holder of the Ph.D. degree of at least 3 years post doctoral experience and at least of the rank of Senior Lecturer.
 - (ii) If not a holder of Ph.D, must be a Professor.
- 5.1.5 A person to be considered as a lecturer, supervisor or adviser of an academic Masters degree and dissertation shall hold the Ph.D. degree, or be a holder of the Master's degree and be at least a Lecturer I.
- 5.1.6 The minimum qualification required for Postgraduate Diploma and Professional Masters teaching and supervision is Lecturer II with a Masters degree.
- 5.1.7 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 School of Postgraduate Studies and Senate, prior to the commencement of the Programme.
- 5.1.8 The names of all persons who shall be involved in the teaching and /or supervision of postgraduate programmes must be submitted for the approval of Senate through the Board of the School of Postgraduate Studies at the beginning of each academic

session.

- 5.1.9 Normally a person shall not supervise more than 10 candidates for dissertations and or theses.
- 5.1.10 For the purposes of teaching, the staff-student ratio for the regular academic programmes shall be 1:20 provided that not more than 20% of the teaching staff are part-timers.
- 5.1.11 A registered masters 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 masters dissertation.
- 5.1.12 A supervisor shall guide a student in his studies and keep a record of the candidate's progress and submit a regular progress report through the *Departmental PG Committee* to the Board of the School of Postgraduate Studies.

5.2: DUTIES AND RESPONSIBILITIES OF THE STUDENT

- 5.2.1 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.
- 5.2.2 A form detailing schedule of visits shall be provided by the School of Postgraduate Studies for students to fill on each visit to a supervisor. The form shall be countersigned by the supervisor and a copy each shall be sent to the Departmental Postgraduate Studies Co-ordinator and the School of Postgraduate Studies.
- 5.2.3 No supervisor shall keep a student's piece of work unattended for more than four weeks. In order to monitor the movement of pieces of written work between student and supervisor, the School of Postgraduate Studies will provide two forms to be filled jointly by the student and the supervisor, one recording the submission of a 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 Departmental Postgraduate Studies Coordinator and the School of Postgraduate Studies.

5.3 CHANGE OF SUPERVISOR(S)

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

- iii). an additional supervisor be appointed.

5.4 SUSPENSION OF PERIOD OF REGISTRATION

A candidate who encounters a genuine problem (such as medical) during the course of preparing his/her dissertation, thesis or project shall apply for consideration through his Head of Department, on the recommendations of his/her supervisor and the Departmental Postgraduate Studies Committee. The Departmental Postgraduate Committee may thereafter recommend the suspension of studies for a specific period.

5.5 AFFILIATION/RESEARCH & ASSOCIATESHIP

- 5.5.1 Candidates for either the degree of Masters or Ph. D 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 the supervisor and approval of the Board of the School of Postgraduate Studies and Senate, provided that:
 - 5.5.2 Such an application may not be made (except in special circumstances) before the candidate has already spent, at least, one semester on his work.
 - 5.5.3 Written evidence on the availability of an acceptable level of relevant human and material resources in the target institution shall be produced.
 - 5.5.4 Candidates from other institutions seeking affiliation in a Department, Centre or Institute of Bayero University shall make an application through the School of Postgraduate Studies 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 School of Postgraduate Studies and Senate; and
 - (c) Communicate the outcome of the application to the prospective candidate.