



1 INTRODUCTION

The Rules outlined below describe the *minimum* standards, policies and procedures for all Postgraduate programmes that are under the auspices of the School of Postgraduate Studies at the Nile University of Nigeria, Abuja. **Individual postgraduate programmes, departments, faculties may adopt more, but not less stringent rules and requirements**, and it is requested that the School of Postgraduate Studies be informed about such adjustments.

2.0 ARTICLE I: ORGANIZATION

2.1 Role of the School of Postgraduate Studies (SPS)

Postgraduate education is a central component of the Mission of the Nile University of Nigeria (NUN), Abuja. The School of Postgraduate Studies is one of several schools within Nile University of Nigeria, Abuja; and is responsible for overseeing, facilitating and enhancing the educational experiences and opportunities for all postgraduate students, as well as encouraging excellence in research, creativity and scholarly work.

In accordance with this mission, the leadership of the School of Postgraduate Studies, together with the Postgraduate School Board plans, develops, approves, evaluates and administers Postgraduate Degree/Diploma (PGD; Masters; M.Phil; and Ph.D.) programmes. The School of Postgraduate Studies also ensures that postgraduate programmes comply with or exceed, the School's standards of excellence and execute sound academic administration as established by its Rules and Policies as may be approved by the University Senate and the National Universities Commission (NUC), from time to time. In particular, the School of Postgraduate Studies is charged with maintaining high standards and quality of both the postgraduate programmes and the academic staff handling postgraduate courses. Other functions of the School of Postgraduate Studies include:

- 2.1.1** Promoting collaborations that create unique opportunities for students' learning, research and discovery;
- 2.1.2** Promoting a supportive environment for the postgraduate students' community;



- 2.1.3 Providing a voice for postgraduate education in the University's strategic planning and outreach; and
- 2.1.4 Publishing a current School of Postgraduate Studies Student Handbook on the Postgraduate School website.

2.2 Postgraduate Programmes within the Nile University of Nigeria, Abuja

2.2.0 At NUN, all postgraduate programmes fall under the supervision of the School of Postgraduate Studies. The School of Postgraduate Studies **is responsible for:**

- 2.2.1 Ensuring that all programmes abide by the Rules and Policies of the School of Postgraduate Studies;
- 2.2.2 Programmes' approval and periodic review;
- 2.2.3 Maintenance of records of approved postgraduate coursework and approval of substantial changes (if any) to existing postgraduate programmes;
- 2.2.4 approval of add and drop of courses following initial recommendation by the departmental PG Advisor(s);
- 2.2.5 Final approval of grade changes following initial recommendation by the Lecturer and HOD;
- 2.2.6 Diploma and Degree audits;
- 2.2.7 Projects, Thesis and Dissertation formatting guidelines;
- 2.2.8 Certification of all Postgraduate Diplomas and Degrees from Postgraduate Diploma to Doctoral programmes;
- 2.2.9 Reviewing students' appeals not resolved within their home Faculty; and
- 2.2.10 Developing special processing forms, such as extensions for time

2.3 Administrative Responsibilities within the Faculty and Departments include:

- 2.3.1 Daily oversight and administration of the postgraduate programme;
- 2.3.2 Recruitment and matriculation of students;
- 2.3.3 Recommendation of postgraduate courses for those Faculties with in-house curriculum committees, with copies forwarded to the School of Postgraduate Studies to ensure consistent academic standards are being applied across Faculties;
- 2.3.4 Add and drop of courses approved by the departmental PG Advisor(s) and the HOD before submission to the School of Postgraduate Studies;
- 2.3.5 Grade changes (remark, mistakes, etc.) should be recommended by the Lecturer, the HOD and the Faculty Board, prior to submission to the School of Postgraduate Studies; and
- 2.3.6 Other responsibilities that may be assigned to the HOD by the Dean of the Faculty.



2.3.7 The postgraduate programmes that currently fall under the auspices of the School of Postgraduate Studies are listed below, along with their home academic units:

Table 1: Programmes Currently Offered in the School

Faculty	M.Phil/Doctoral Degrees	Masters Degrees	Postgraduate Diploma
Engineering	Electrical & Electronics Engineering (PhD)	Electrical & Electronics Engineering (M.Eng.)	Electrical & Electronics Engineering (PGD)
Natural and Applied Sciences	Computer Science (PhD)	1. Computer Science (M.Sc) 2. Analytical Chemistry (M.Sc) 3. Polymer Chemistry (M.Sc) 4. Industrial Chemistry (M.Sc)	Computer Science (PGD)
Management Sciences	Management (PhD)	1. Management (M.Sc) 2. Executive MBA	Management (PGD)
Arts & Social Sciences	Economics (PhD) Political Science (PhD)	1. Economics (M.Sc) 2. Int'l Relations & Diplomacy (M.Sc) 3. Conflict, Peace & Strategic Studies (M.Sc) 4. English Studies (M.A)	1. Economics (PGD) 2. Int'l Relations & Diplomacy (PGD) 3. Conflict, Peace & Strategic Studies (PGD)

2.4 Governance and Administration of the School of Postgraduate Studies.

The School of Postgraduate Studies at NUN is jointly administered by:

2.4.1 Dean of the School of Postgraduate Studies (hereinafter referred to as the Dean)

2.4.2 Deputy Deans of the School of Postgraduate Studies;

2.4.3 Deans of Faculties

2.4.4 Faculty Representatives

2.4.5 Secretary to the School of Postgraduate Studies

2.5 Dean of the School of Postgraduate Studies (SPS)

The Dean of the School of Postgraduate Studies is the chief academic and administrative officer of the School and is appointed by the Vice Chancellor. S/He reports directly to the Vice-Chancellor through the Deputy Vice-Chancellor (Academics). The Dean is responsible for the application of the Rules and



Policies of the School and the overall coordination and effectiveness of its Programmes. Acting in conjunction with the Board of the School, the Dean's responsibilities include, but are not limited to:

- 2.5.1** Ensuring compliance of all programmes of the School of Postgraduate Studies with the standards set for admissions regulations and graduation requirements;
- 2.5.2** Advancing, developing and promoting awareness of postgraduate education in the University and beyond;
- 2.5.3** Overseeing substantial curriculum and curricular revisions of postgraduate programmes, including the recommendation of new degree programmes in consultation with the School of Postgraduate Studies Board, and substantial course changes as may be appropriate;
- 2.5.4** Overseeing the periodic review of established postgraduate programmes independently or in conjunction with accreditation processes;
- 2.5.5** Approving revisions to the Rules that update information, resolve ambiguities, promote clarity, or ensure compliance with mandates from the NUC. The Dean will inform the Board of such actions;
- 2.5.6** Promoting cooperative relationships among Faculties, Departments, and Programmes;
- 2.5.7** Working in compliance with the mission and vision of the University to ensure that postgraduate education at NUN is consistent with, and supportive of, the goals of the NUN regarding research, education and creative work;
- 2.5.8** Enhancing and supporting a diverse university-wide policy in the recruitment and retention of a high quality academic staff and the student body;
- 2.5.9** providing academic support to postgraduate programme Coordinators and HODs;
- 2.5.10** providing information on internal and external research grants available to support postgraduate students and providing training in the preparation of such applications;
- 2.5.11** Planning and monitoring the School's budget, the allocation of resources and fundraising for the School of Postgraduate Studies;
- 2.5.12** Providing general oversight and supervision of all aspects of the School; and
- 2.5.13** Carrying out other duties as may be assigned by the Vice Chancellor.

2.6. Board and Related Committees

2.6.0 Board of the School of Postgraduate Studies (BSPS)

The Board of the School of Postgraduate Studies (BSPS) advises the Dean on matters relating to development, coordination, and evaluation of Postgraduate School programmes. The Board shall consist of



2.6.1 The Dean (who serves as the Chairman)

2.6.2 Faculty representatives from each Faculty mounting postgraduate programmes. The Faculty member(s) who represent(s) a particular Faculty on the Board of the School of Postgraduate Studies is (are) appointed either by the Dean of the Faculty; the Postgraduate Committee of the Faculty; or by a process outlined in the bylaws of the Faculty. All Faculty members are appointed for a term of three years, unless agreed to otherwise by the Dean.

2.6.3 One (1) Library representative.

Working in conjunction with the Dean, the Board of the School of Postgraduate Studies develops its own procedural rules consistent with the Rules and Regulation of the University. The Board convenes a meeting at least once per semester, and more often as may be necessary, to conduct business related to the interests of the programmes of the School.

2.7 Quorum

Two-thirds attendance by the Members of the Board will constitute a quorum or members present may decide to override the quorum.

2.8 Role of the Board of the School of Postgraduate Studies (BSPS)

The roles of the Board of the School of Postgraduate Studies include, but may not be limited to:

2.8.1 Reviewing and approving proposals for existing and new postgraduate programmes (including Ph. D.; M.Phil.; Master's; MBA; PGD; etc.);

2.8.2 Providing assistance in reviewing substantial modifications to existing postgraduate programmes;

2.8.3 Assisting the Dean in academic and strategic planning for the School;

2.8.4 Approving changes to the School of Postgraduate Studies Rules, when and where necessary;

2.8.5 Periodically reviewing the services provided by the School and making recommendations for changes;

2.8.6 Making recommendations to the Vice Chancellor on appeals of decisions made by the Dean (the Dean shall be excused during these discussions);

2.8.7 Carrying out other duties as may be assigned to the Dean; and

2.8.8 Recommending for approval all postgraduate results (Ph. D.; M.Phil.; Master's; MBA.; PGD; etc.).

2.9 Faculty Postgraduate Committee

Each Faculty with a postgraduate programme within the School shall constitute a Faculty Postgraduate Committee (FPC), or charge an existing committee with similar responsibilities. In general, this committee shall consist of the Heads of Department and the Postgraduate Programme Coordinator



within the Faculty that is affiliated with the School. The Chairman of each FPC is the Dean of the Faculty or the Deputy Dean, in the absence of the Dean.

2.10 Composition of Faculty Postgraduate Committee

2.10.1 Dean of the Faculty – Chairman;

2.10.2 Faculty Postgraduate Representative;

2.10.3 All Heads of Department in the Faculty;

2.10.4 All Coordinators of Postgraduate Programs, not below the rank of Senior Lecturer with Ph. D.; and

2.10.5 Faculty Officer – Secretary. (He/She shall not be a postgraduate student in the same Faculty.)

2.11 The specific duties of the Faculty Postgraduate Committee (FPC) include but are not limited to:

2.11.1 Developing and maintaining rules and policies specific to the postgraduate programmes within their respective Faculty. Any specific rule adopted by the Faculty must be at least equivalent to and may not be less stringent than the Rules, Policies and/or requirements of the School of Postgraduate Studies, Nile University of Nigeria, Abuja. All Faculty-specific rules must be compiled within a document readily available to Faculty, staff and students and must be forwarded to the Board of the School of Postgraduate Studies for approval;

2.11.2 Overseeing and reviewing issues related to curricula for the programmes housed within the Faculty (unless the Faculty has a different Faculty committee that evaluates postgraduate curricula);

2.11.3 Aiding in the development and review of proposals for new and existing postgraduate programmes and courses, either within or offered jointly by their respective Faculty. Such recommendations should be forwarded to the Dean of the School of Postgraduate Studies and Board for approval; and

2.11.4 Establishing admission standards, academic programme standards, procedures for examinations and requirements for these in conjunction with their constituent postgraduate programmes and in accordance with the Rules and Policies of the School of Postgraduate Studies.

2.12 Departmental Postgraduate Committee

2.12.1 Head of Department – Chairman

2.12.2 Postgraduate Programmes' Lecturers in the Department one of whom is designated Programme Co-ordinator

2.12.3 Secretary – A nominee of the Head of Department

2.12.4 Terms Of Reference of Departmental postgraduate Committee

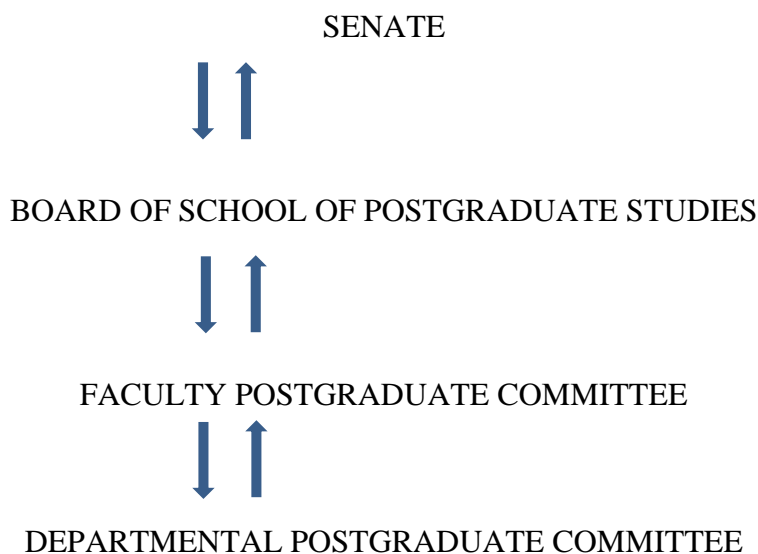


To consider and make recommendations to the postgraduate committee through the faculty Postgraduate Board with respect to the following:

- 2.12.4.1** the review of postgraduate academic curriculum of the department within the approved guidelines;
- 2.12.4.2** the admission of suitable candidate(s) for postgraduate programmes in the department;
- 2.12.4.3** matters concerning deferment of admission, extension of study, suspension of study, registration of titles of Masters Thesis and Ph.D Dissertation, submission of list of supervisors to the School of Postgraduate Studies;
- 2.12.4.4** nomination of panel of examiners (internal & External);
- 2.12.4.5** processing of the final results of postgraduate students;
- 2.12.4.6** setting of supplementary examinations where deemed necessary or deemed practical;
- 2.14.4.7** any other matter referred to it by the Board of SPS;

Fig 1:

ORGANOGRAM***



*** The organic relationship among the various levels of decision making is as follows:
Arrows coming down indicate directives while arrows going up indicate reports of actions taken by subordinate levels.



2.13 Monitoring of the Postgraduate Academic Staff Appointments

Appointments to the Postgraduate Academic Staff Cadre of the School of Postgraduate Studies are based on standards developed by the Dean and approved by the Board. An appointment of the Academic Staff of the School is required in order to serve as either the mentor or the primary advisor of a student by serving on a thesis or dissertation examination committee; or to serve as a Programme Coordinator. A Postgraduate Academic Staff appointment is required to delineate the overall grade for a postgraduate level course. An appointment to the School of Postgraduate Studies Academic Staff is not required in order to be a “guest lecturer” in a Postgraduate-level course.

Postgraduate Academic Staff appointments are of two types the “Regular;” and the “Special.” A “Regular” appointment to the Postgraduate Academic Staff, as defined below, is available to those who have full-time faculty appointment. “Special” Postgraduate Academic Staff appointments, as defined below, can be offered to individuals, such as qualified part-time lecturers, and/or professionals from industry and non-profit institutions, whose expertise is considered critical for a programme’s activities (such as contributing to a postgraduate course); for membership on student committees; and other similar educational needs of the programme.

Nominations for membership to the postgraduate academic staff cadre are initiated by the programme directors (or HODs) of the postgraduate programmes in which the academic staff member will serve as either the mentor or primary supervisor, teach, and/or participate on examining committees. Any Nile University of Nigeria faculty member with a Ph. D. degree may request to be nominated by a postgraduate programme coordinator or the HOD.

2.13.1 Regular Appointments

Appointment as a Regular member of the Postgraduate Faculty is a privilege extended to those who qualify through their research, teaching and mentoring/advising ability, and demonstrated commitment to Postgraduate education. (Please see “Requirements for Membership on Postgraduate Academic Staff” for details on who is eligible for a Regular Postgraduate Academic Staff appointment.) **Faculty holding Regular Postgraduate Academic Staff appointments are able to serve as primary supervisors and chairs for PhD dissertation and/or Master’s thesis students.**

It is anticipated that Faculty who hold Regular Postgraduate Academic Staff appointments will also be considered part of the "core" Academic Staff for Postgraduate training programmes. The



categories of Regular Postgraduate Academic Staff are to be defined by the individual Postgraduate Programme(s) that require(s) this distinction.

Academic Staff who hold Regular Postgraduate Academic Staff appointments are eligible to become members of other Postgraduate Training Programme at the University upon approval of the Programme Coordinator. Programme Coordinators should notify the Dean when an existing Postgraduate Academic Staff member is joining another Postgraduate Programme

Privileges of Academic Staff who hold Regular Postgraduate Academic Staff appointments include:

- 2.13.1.1** directing (teaching and assigning grades in) postgraduate courses;
- 2.13.1.2** serving on and chairing comprehensive and final thesis or dissertation examination committees;
- 2.13.1.3** serving on academic and administrative SPS's committees;
- 2.13.1.4** participating in programme activities for the specific programme(s) in which the Academic Staff member is appointed;
- 2.13.1.5** voting on issues coming before the Postgraduate Academic Staff; and
- 2.13.1.6** supervising thesis and dissertation researches as a primary supervisor, if so noted on the Postgraduate Faculty appointment form.

2.13.2 Qualifications Required

Regular members of the Postgraduate Academic Staff shall hold an earned academic doctoral degree or the terminal degree appropriate to their respective disciplines; or shall have demonstrated other attainments that qualify them for membership. It is possible that an applicant who has strong and well-documented performance in some, but not all, areas (teaching, research and other scholarly activities) may receive a Regular Postgraduate Academic Staff appointment. The decision to classify such individual will be made by the Board of the School of Postgraduate Studies.

2.13.3 Terms of Appointments

Regular Postgraduate faculty appointments will be under the existing University regulation, until the Academic Staff member or nominating programme requests termination of the appointment. Upon leaving Nile University of Nigeria, Academic Staff members will retain their Regular appointment only until the Postgraduate student(s) whom they are either supervising as the primary mentor, or upon whose thesis/dissertation advisory and examination committee they sit, complete the requirements for their degree.



2.13.4 Special Appointments (Visiting Lecturers)

Special appointments to the Nile University of Nigeria Postgraduate School Academic Staff may be granted to a Academic Staff or other individuals who do not qualify for an appointment as a Regular Academic Staff member, but who will participate in the education of Postgraduate students at the University either by serving on examination and thesis/dissertation committees, or as a major participant (e.g. course lecturer) in teaching of a postgraduate course.

Special Academic Staff members cannot serve as the Major Supervisor of a Ph. D. examination or dissertation committee (although they can be a member of these committees) and cannot be the sole primary mentor or advisor of a Ph. D. student. Furthermore, a Special Academic Staff member needs the approval of both the Faculty Programme Coordinator and Dean to serve as the primary supervisor of a student enrolled in a Master's programme. Special Academic Staff cannot vote on issues requiring approval by the Postgraduate Academic Staff.

2.13.5 Privileges of Academic Staff who hold an appointment as a Special member include:

- 2.13.5.1** directing (teaching and assigning grades in) postgraduate courses;
- 2.13.5.2** with the approval of the Programme Coordinator, serve on final examination or thesis defence committees for students pursuing a Master's Degree;
- 2.13.5.3** with approval of the Programme Coordinator serve on comprehensive and dissertation examination committees for students in a Ph. D. programme;
- 2.13.5.4** with the approval of the Programme Coordinator and the Dean, chair the final examination or thesis defence committees for students pursuing a Master's Degree;
- 2.13.5.5** with the approval of the Dean, serve as a mentor or primary supervisor for students pursuing a Master's Degree;
- 2.13.5.6** serve on academic and administrative SPS's committees; and
- 2.13.5.7** participate in programme activities for the specific programme(s) for which the Academic Staff member was appointed.

2.13.6 Qualifications Required

As with Regular members, special members of the Postgraduate Academic Staff shall hold an Academic Doctoral (Ph.D) degree and a terminal degree appropriate to their respective discipline.. Nominees for Special Academic Staff appointments shall present evidence of their expertise appropriate for this appointment and/or teaching activities. Each programme may elect to impose additional criteria that exceed Postgraduate School requirements.



2.13.7 Nomination and Approval of Postgraduate Academic Staff Appointments

All appointments to either the Regular or Special Postgraduate Faculty must follow the University procedure:

2.14 Typologies of Infraction and Disciplinary Regulations:

There shall be in operation regulations to guide and streamline the conduct of postgraduate students, whether with respect to attendance of lectures; due diligence in carrying out assignments; and/or general misconduct. The guidelines and nature of punishment must be in congruence with existing regulations in the University. The likely disciplinary issues that may manifest and their appropriate disciplinary actions to be taken are listed in the table below.

Table 2: Misconduct and Disciplinary Measures

	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
1. BAD BEHAVIOUR							
a.	Acting in a way that is not compatible with being a typical student: anti social, immoral, unethical and indecent behaviour within the campus or in any kind of programme organized by the University outside the campus.		X	X			
b.	Shouting or singing in a loud voice, playing / listening to a musical instrument in	X					



	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
	the buildings / campus, littering around.						
c.	Using abusive language and swear words.	X					
d.	Chewing gum, talking out loud, talking on the phone at scientific meetings.		X				
e.	Carrying out political activities on campus.		x	x			
f.	Distributing any illegal / improper handbills; posting posters, banners, etc.		x		x		
g.	Religious fanaticism and intolerance.			x	x		
h.	Carrying arms/weapons.						x
i.	Involvement in cultism.			x			
j.	Communicating with outside agencies, governments or organizations for the purpose of soliciting financial sponsorship / aid that may jeopardize the interest of the university.						
k.	Preventing staff from carrying out disciplinary investigations.		x	x			

	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
1.	Being sentenced with any crime against the government or because of an infamous crime.			x	x		
m.	Rape, transgender relationships.						
2. DISRUPTION							
a.	Causing distraction or disturbance in lectures, meetings, and / or practicals. Obstructing and disrupting the teaching process, the right of teaching and learning directly or indirectly.		X				
b.	Provoking people to hinder the education process.	X					
c.	Disrupting the smooth-going of education by activities such as illegal meetings, boycotts, etc.			X			
3. VANDALISM / AGGRESSIVENESS							
a.	Taking away, tearing, dirtying, or writing on any formal		X	X			



	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
	announcements.						
b.	Sticking posters on places not designated for this purpose.		X				
c.	Keeping and / or spreading improper materials banned by the administration.		X	X			
d.	False claims, misinforming the administration when required to provide relevant information; insubordination evidenced by refusal to respond to requests by authority.		X	X			
e.	Writing, drawing, carving on the university property.		X	X			
f.	Threatening university staff and students, cursing, slandering their names, insulting and/or attacking them.					X	X
g.	Taking university staff or students out of campus by force, hindering them from doing their duties, or						X



	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
	provoking students towards these actions.						
h.	Assault, physically attacking university staff and students; physical abuse, verbal abuse, threats, intimidation, harassment and coercion.					X	X
i.	Talking unfavourably about the personality of the university administrators alone or as a group, producing publications, provoking students for this kind of activities.					X	X
j.	Trying to enter any restricted area or areas that the student(s) is not allowed to enter for any reason, causing damage at any level.				X	X	
4. IMPROPER DRESSING							
a.	Indecent dressing (please refer to the related article)	X	X				
b.	Dress Code***	X	X	X			
5. BAD HABITS							
a.	Plagiarism.		X	X			

	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
a.	Smoking on campus.			X	X		
b.	Drinking alcohol on campus.				X		X
c.	Participating in any university activity illegal (such as lessons, meetings, seminars, etc.) drunk / having taken alcohol or narcotics.					X	X
d.	Gambling or organizing gambling.		X	X			
e.	Stealing.			X	X	X	X
f.	Using, carrying, selling, trafficking, or keeping narcotics of any kind.					X	X
g.	Selling or trafficking cigarettes, and/or alcohol.						X
h.	Indecent use of internet for pornography, cyber-crime, terrorism, hacking etc.				X	X	X
6. FORGERY							
a.	Letting someone else use his/her official NTNU documents, or using someone else's university documents at				X	X	X

	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
	NTNU.						
b.	Forgery in general.		X	X	X	X	X
7. ILLEGAL ORGANIZATIONS							
a.	Organizing meetings boycotts, riots, obstructions in order to defame the university; causing his/her family to get involved in the activities.					X	X
b.	Causing discriminations and polarization in terms of language, nationality, colour, religion, and sect.					X	X
c.	Organizing / participating in meetings without university's consent; joining in meetings impersonating the student union representative.		X	X	X	X	X
d.	Keeping any illegal, political / ideological banners, posters, handbills at the university.				X	X	X
e.	Setting up illegal associations.		X		X		
f.	Securing membership with illegal			X	X		



	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
	organizations, contributing to their activities, and acting on behalf of them.						
8. EXAMINATION MALPRACTICE							
a.	Rudeness to invigilator.		X*	X*			
b.	attempting to cheat		X*	X*			
c.	Cheating, organizing cheating				X*	X*	X*
d.	Leaving exam hall without permission.	X*	X*	X*			
e.	Speaking to other candidates.	X*	X*	X*			
f.	Exchanging oral/written communication.	X*	X*	X*			
g.	Possession of unauthorized materials.	X*	X*	X*			
h.	Using inappropriate answer sheet.	X*					
i.	Disruption of the examination.	X*	X*	X*	X*		
j.	Threatening invigilators and examiners.			X*	X*	X*	X*
k.	Use of telephone and other electronic materials in the exam hall for cheating purposes.				X*	X*	X*
l.	Refusal to submit answer booklet.		X*	X*			

	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
m.	Tearing papers off the examination / answer booklet.		X*	X*			
n.	Impersonation.				X*	X*	X*

2.14.1 Explanations

2.14.1.1 x*: Failure

2.14.1.2 ***: Dress Code

2.14.1.2.1 All transparent, tight fitting, bare back and clinging dresses;

2.14.1.2.2 All short dresses above knee length, including knickers and shirts with slit above the knee;

2.14.1.2.3 All provocative dresses that reveal the bust, belly, waist, chest and backside;

2.14.1.2.4 Dresses bearing obscene and unholy inscriptions;

2.14.1.2.5 Wearing of dark glasses except on medical grounds inside the class;

2.14.1.2.6 All dresses that reveal political issues

2.14.2 Reprimand and Warning: The student is verbally warned about the kind of action that is considered to deserve a disciplinary action. A note is taken in the student file.

2.14.3 Denunciation: When this is the chosen course of action as deemed by the appropriate authorities, a letter of warning is issued to the offending student with copies being filed in the student affairs.

2.14.4 Restitution Order: When there is a damage or loss of University property, a student may be ordered to pay for the item in question for the cost of repairing the item, or a specified outright fine amount. The Bursar will be instructed to debit the student's account accordingly.

2.14.5 Rustication or Suspension refers to exemption of a student from entering/utilizing the University's facilities, or benefiting from the school's academic or administrative bodies/structures for a stated period of time.

2.14.6 Expulsion or Dismissal: This action demands that a student be permanently physically removed



from the University premises, and entirely exempted from all privileges of being a student at the Nile University of Nigeria, on the authority of the Vice Chancellor.

2.15 Investigation of Disciplinary Matters

2.15.1 The authorities can carry out the investigation themselves, or appoint an investigator(s) to do the task through.

- A Committee set up by the Dean of SPS;
- Dean in the case of the students in his/her Faculty;
- Director of CELL (Centre for Lifelong Learning) for students receiving tuition at the CELL.
- Dean of Student Affairs

2.15.2 Length of Investigation

- The investigation starts one day later than the day the disciplinary breach was officially brought to the attention of the disciplinary authority.
- In case an investigator is appointed, he/she is provided with all the details of the event and any evidences.
- The investigation must be completed within 15 days.
- If the investigator cannot complete the task within the period specified, he/she can ask for additional time with an explanatory letter. The authority that started the process may approve the request or may not.

2.15.3 Investigation Method

- The student must submit their defence letter to the committee within the date announced on the notice board.
- The investigator checks the evidence, listens to witnesses, endeavours to examine all sides of the event, and applies to a legal expert as may be necessary.
- A report is produced for each investigation process. The report indicates the time, venue, people involved, the modality of the interrogation processes followed, and any other relevant information related thereto. The report must be duly signed by the investigator and the people involved in that particular process.
- The university staff are expected to provide any information or relevant document required by the investigator and contribute to the process.



2.15.4 Investigation Report

- A final report is prepared at the end of the investigation. The report includes the investigation approval, starting date of the investigation, identity of the person under investigation, disciplinary breaches, investigation steps, evidences, and the defence.
- The report analyses each breach and discusses if the accusations are convincing for taking the matter into consideration.
- The report should also include a suggested sanction (if any).
- Related documentation is attached to the report in a folder.
- The report and the folder are submitted back to the authority that opened the investigation.

2.15.5 Measures Taken During Investigation

- Upon deciding that it is necessary, the investigator can require that the student(s) under investigation should be deprived of entering university buildings. The authority makes the final decision on the case.
- That fact that the student might have left or withdrawn from the University, got transferred to another program or University after he/she violated the disciplinary code will not prevent the investigation to be opened, or finalized.

2.15.6 Overlapping Investigations

- The fact that another investigation has been started by the local authorities or the state in some other cases does not mean the investigation initiated by the university should be stopped.
- In the same fashion, the fact that the student might be sentenced for the breach he/she has committed will not prevent the application of the sanction by NUN.

2.15.7 Finalizing the Investigation

- After thorough examination of the report and the folder by the related disciplinary authorities, the documentation is immediately delivered to the authority's disciplinary committee. The committee gets together within five business days and starts discussions.
- The committee or the disciplinary authority may ask for clarification or completion of any missing step in investigation from the investigator or a committee member as necessary.

2.15.8 Authorized Persons and Committees that can Inflict Sanctions



- The Faculty Board is at the same time the Disciplinary Committee of the Faculty. The Superior Disciplinary Committee is the “Student Welfare & Disciplinary Committee” as constituted as ‘Committee’ under the Senate.
- The Faculty Board can sanction the punishments of reprimand, warning, denunciation, and rustication (suspension) from one week up to one month directly upon the suggestion of the Dean.
- The Committee sanctions the punishments of Rustication (Suspension) from one month upwards to one semester, and expulsion upon the suggestion of the related Faculty Board.

2.15.9 The Faculty Board is required to notify the Committee for any disciplinary sanction applied.

2.15.10 Board Meeting to Decide Disciplinary Matters

The Board meets at the time, venue, and on the date specified by the Chairman of the Board.

2.15.11 Regularization of the Disciplinary Board’s Work

The Board’s Chairman organizes the preparation of the agenda for the meeting, notification of the meeting to the Board Members, and smooth running of the Board’s work.

2.15.12 Minimum Number of Members Required

The minimum number of members for the meeting to reach a decision is one more than half the total number of members of the Board.

2.15.13 Meeting Procedure

The Board can listen to the investigator(s) as necessary. When it is clear that enough evidence has been generated and the issue is clear, voting can commence, and the result is announced by the Chairman.

2.15.14 Voting

2.15.14.1 Every member of the Board has to vote for or against the case.

2.15.14.2 A member cannot remain neutral.

2.15.14.3 Decisions should be arrived at with the votes of the majority of the Board members.

2.15.14.4 In case the number of the votes that are for or against the case is equal, the majority is considered to be the Chairman’s side.



2.15.14.5 All the Committee Members shall sign the Report.

2.15.14.6 The Authority that set up disciplinary committee is free to accept or reject the sanction recommended in the Report.

2.15.15 While working on the decision, the Disciplinary Committee shall take note the following into consideration:

- The weight/degree of the infraction in question is important.
- The intention of the student is also important.
- It is important to take note of the student's disciplinary record.
- It is also important to evaluate his overall character traits.
- If indicted before, has he/she has been remorseful?
- If the disciplinary rule(s) has been breached together with a person/people from outside the University within the campus area, a high-powered Committee may need to be constituted.
- If the offence committed is by a group, efforts must be made that everyone involved is appropriately disciplined.

2.16 Application of Decisions Taken

2.16.1 Communicating the Decisions Taken/Sanctions Imposed

2.16.1.1 Students with sanctions imposed on them, especially suspension, shall be exempted from any social or scholarly activities on the Campus.

2.16.1.2 When there is a damage or loss of university property, a student shall be required to pay for the item in question or the cost of repairing it. The Bursar shall be instructed to debit the student's account accordingly.

2.16.1.3 If a student violates the same/similar rule more than once during his/her period of study, he/she will be punished with expulsion.

2.16.1.4 Examination malpractice shall be punished with expulsion.

2.16.1.5 Disciplinary sanctions can be announced at all the units on campus

2.16.1.6 Notify the concerned student;

2.16.1.7 University may notify the mother, father, and in case both parents are deceased, the legal guardian.

2.16.1.8 University may notify the scholarship providers, whether governmental, private, or person;

2.16.1.9 If the sanction is 'expulsion', in addition to the above mentioned: Security forces (if the breach requires action at the official level), NUC.



2.17 Application

The disciplinary measures taken shall be put into practice on the day they are announced unless stated otherwise except otherwise stated in the Report.

2.18 Contesting the Decisions and Duration

- A convicted student cannot contest the sanctions of reprimand, warning, denunciation, restitution order, and suspension from one week to one month.
- Students can contest the decisions of suspension from one semester to two semesters, and expulsion to the Committee through the HOD, the Dean, and the VC within three days after the decision has been announced.
- The Committee thoroughly analyzes the case; it either rejects the application or accepts it.

2.19 Archiving the Report

The University shall keep the Report.

2.20 Method of Correspondence

Regular postal service and the student email are utilized for communicating with all the stakeholders. If a document is handed to a person, a 'received' slip is kept in the file.

2.21 Prohibitions

Confidentiality prevails at all steps of the investigation. Staff that violates secrecy of any procedure will be treated according to the Staff Disciplinary Regulations.

2.22 Miscellaneous

2.22.1 Notification and Notification to Address

- All correspondences will be made to the address the student has submitted upon registration.
- All correspondences are posted on the notice boards in the University.
- The students carry the sole responsibility for the accuracy of the current address the University holds in their files. Therefore, the students cannot claim that the University has not notified them in case the address turns out to be wrong.



3. ARTICLE II: POSTGRADUATE EDUCATION & RELATED MATTERS

All the programmes that fall under the auspices of the School of Postgraduate Studies of the Nile University of Nigeria are independent degree programmes.

3.1 Approval of New Programme

As outlined in Article 1 and prior to the approval of the Senate and the National Universities Commission (NUC) of the School of Postgraduate Studies, the Board of the School of Postgraduate Studies evaluates and approves proposals for new postgraduate programmes in order to avoid duplications, ensure that the programmes are effective and that they maintain high standards. All new postgraduate programmes must be reviewed and approved by the Board as outlined below. To avoid duplication of efforts and, where appropriate, programme reviews are performed as part of the preparations and processes for accreditation, and these should be commenced from and/or carried out by the Departments and the Faculties.

3.2 Criteria for Developing and Approving New Degree Granting Postgraduate Programme

Recommendations for new degree-granting programmes are initiated within an appropriate Faculty and Department and are forwarded to the Director of Academic Planning (DAP) and to the Dean of the School of Postgraduate Studies. The proposal should, among other things, address:

- 3.2.1** that the proposed programme fulfills all the requirements of the School of Postgraduate Studies and the Faculty in which it will be housed;
- 3.2.2** the employment market for students who will graduate from the new programme;
- 3.2.3** any overlap or potential conflict of the proposed programme with an existing postgraduate programme;
- 3.2.4** that the Department and Faculty are willing to commit sufficient resources (faculty and administrative) to develop and sustain the proposed programme; and
- 3.2.5** the ability of the programme faculty to supervise student's research in the discipline or programme area.

Upon the receipt of a proposal for a new programme, the DAP may solicit the opinion of an expert who is asked to evaluate the strengths and weaknesses of the proposed programme. If the external reviewer submits his or her report to the DAP, the latter makes it available to the Programme Coordinator (in the Faculty) and the Dean of the School, who forwards the proposal to members of the Board for review at the next meeting for its consideration. The Board may either vote to approve the proposal, reject the proposal, or postpone voting pending the review of additional requested materials, if any. Proposals that are favorably reviewed



are then routed through the DAP for implementation in accordance with policies established by the Senate of the University.

3.3 Reviewing and Revising Existing Programme

The review of existing postgraduate programme follows the University's Academic Programme Review Policy (APRP). Programme reviews occur in two phases. Initially, in consultation with the DAP, the Dean notifies the Coordinator of the postgraduate programme, as well as the Dean of the Faculty, of an upcoming review of the programme at least six (6) months in advance of the review date. The School of Postgraduate Studies also provides instructions to the Programme Coordinator regarding the materials required for inclusion into their "self-study" document. After the review by the Dean, the Programme's self-study document is forwarded to the DAP for review prior to the site visit (by the NUC, particularly). The DAP's review will also pay particular attention to compliance with standards outlined by accrediting organizations; overall academic excellence; the quality of administration of the programme; as well as the likely impact of any overlap of the programme with other (postgraduate) programmes. The DAP's review should encapsulate a written evaluation of the programme based upon the self-study document, the external reviewers' report (if any), and other information as may be necessary.

The report is forwarded to the Dean of the School of Postgraduate Studies, the Dean of the home Faculty, and the Faculty Programme Coordinator. The programme must develop an "implementation plan" to address any recommendations made by the external reviewers and the DAP review report.

Furthermore, all existing programmes must undergo a review every five years, according to the rules of the University, which is overseen by the DAP in association with the Dean's Office. (Under special circumstances, programme reviews can be postponed by one year upon approval by the DAP and the Dean, School of Postgraduate Studies.)

3.4 Approving New Tracks in Existing Degree-Granting Programmes

The development of new educational "tracks" or "areas of specialization" within existing approved programmes requires review and approval by the Board. Proposals for new tracks within existing programmes are submitted to the Dean, who forwards the proposal to the Postgraduate School Board for review at its next meeting. The programme's representatives are expected to present the proposal to the Board for discussion. The Board may either vote to approve the proposal, reject the proposal, or postpone voting pending the review of additional requested materials. New tracks within existing approved programmes only require approval by the School's Board; they do not require Senate approval.



3.4.1 Developing and Approving New Postgraduate Courses

Proposals for new courses are reviewed and approved by the FPC or curriculum committee of the Faculty and then forwarded to the Dean of the School to ensure consistent academic standards are being applied across all faculties. If it is so recommended, the faculty offering the course shall provide to the School with information as are required to ensure accurate records. If the Dean considers that there are significant issues not addressed in creating new courses, the School will contact the HOD and the appropriate Dean of the Faculty, for further clarification. The Senate shall give final approval.

3.5 Removing Courses That Have Been Discontinued

It is expected that departments will inform the School of Postgraduate Studies to discontinue listing any courses that are no longer being taught. The School will, in turn, periodically review the status of all courses to determine whether they are still being offered. Faculties that list courses that have not been taught for two (2) years must justify to the School of Postgraduate Studies why such courses should continue to be listed.

3.6 Approval of Postgraduate Programme and Courses

The approval of postgraduate diploma and higher degree programme and courses shall be by University Senate on the recommendation of the Board of the School of Postgraduate Studies.

3.6.1 No Postgraduate Diploma and higher degree programme shall be advertised and/or offered in the Nile University of Nigeria unless such had been approved previously by the University Senate on the recommendation of the Board of the School of Postgraduate Studies.

3.6.2 No postgraduate courses(s) shall be offered in the Nile University of Nigeria unless such programme(s) or course(s) had been approved by Senate on recommendation of the Board of the School of Postgraduate Studies.

Infringement of the above regulations shall render such programme(s) or course(s) null and void and of no effect, irrespective of when the infringement is detected, for the purposes of the award of Certificate or higher degree.

3.7 Advertisement of Postgraduate Programme/Courses

Approved postgraduate programmes and courses shall be advertised publicly once each academic session at the time to be prescribed from time to time, as may be appropriate by the Board.



3.8 Current Higher Degree and Diploma Programmes at a Glance

3.8.1 Postgraduate Diploma

(A) Faculty Of Arts And Social Sciences

Department of Political Science & International Relations

Postgraduate Diploma in International Relations and Diplomacy

Postgraduate Diploma in Conflict, Peace and Strategic Studies

Department of Economics

Postgraduate Diploma in Economics

(B) FACULTY OF MANAGEMENT SCIENCES

Department of Business Administration

Postgraduate Diploma in Management

(C) FACULTY OF NATURAL AND APPLIED SCIENCES

Department of Computer Science

Postgraduate Diploma in Computer Science

(D) FACULTY OF ENGINEERING

Department of Electrical & Electronics Engineering

Postgraduate Diploma in Electrical & Electronics Engineering

3.8.2. ACADEMIC MASTER'S DEGREE

(A) FACULTY OF ARTS AND SOCIAL SCIENCES

Department of English Studies

M.A English Studies

- Literature in English
- English Language

Department of Political Science & International Relations

M.Sc. International Relations and Diplomacy

M.Sc. Conflict, Peace and Strategic Studies

Department of Economics

M.Sc. Economics


(B) FACULTY OF MANAGEMENT SCIENCES
Department of Business Administration

M.Sc. Management

(C) FACULTY OF NATURAL AND APPLIED SCIENCES
Department of Chemistry

M.Sc. Analytical Chemistry

M.Sc. Polymer Chemistry

M.Sc. Industrial Chemistry (Petroleum Chemistry)

Department of Computer Science

M.Sc. Computer Science

(D) FACULTY OF ENGINEERING
Department of Electrical & Electronics Engineering

M. Eng. (Electrical & Electronics Engineering)

3.8.3 PROFESSIONAL MASTERS
(a) FACULTY OF MANAGEMENT SCIENCES
Department of Business Administration

EMBA (Executive Master of Business Administration)

3.8.4 ACADEMIC DOCTORAL DEGREE:

- a) Ph. D. Computer Science
- b) Ph. D. Economics
- c) Ph. D. Electrical and Electronics Engineering
- d) Ph. D. Management
- e) Ph. D. Political Science

Table 3: Postgraduate Admission Requirements

Faculty	Department	PGD	M.Sc./M.A./M.Eng.	PhD.
Arts & Social Sciences	Economics	1. University Matriculation of 5 credit passes including English	1. University Matriculation of 5 credit passes including English	1. University Matriculation of 5 credit passes including English, Mathematics & two other relevant science



		& Mathematics at O-Level; and 2. Approved Bachelor's Degrees in Economics with at least 3 rd class division; or 3. Higher National Diploma (HND) and/or professional qualifications cognate to Economics with not less than upper credit.	Language and Mathematics at O-Level; and 2. Approved Bachelor's Degrees in Economics with at least 2 nd class lower division. 3. Approved Postgraduate Diploma (PGD) from a cognate discipline with not less than an upper credit.	subjects at O-Level; and 2. Approved Bachelor's degree with at least 2 nd class lower division. 3. Academic Master's degree in relevant areas with a CGPA of 3.5/5.0 and with thesis score not lower than 60% (B); and 4. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.
	Political Science	1. University Matriculation of 5 credit passes including English Language at O-Level; and 2. Approved Bachelor's Degrees in relevant Social Science discipline or History with at least 3 rd class division; or 3. A person who holds an approved qualification adjudged to be equivalent to a first degree.	1. University Matriculation of 5 credit passes including English Language at O-Level; and 2. Approved Bachelor's Degrees with at least 2 nd class lower division. 3. Approved Postgraduate Diploma (PGD) from a cognate discipline with not less than an upper credit.	1. University Matriculation of 5 credit passes including English, Mathematics & two other relevant Science subjects at O-Level; and 2. Approved Bachelor's Degrees with at least 2 nd class lower division. 3. Academic Master's degree in relevant areas with a CGPA of 3.5/5.0 and with thesis score not lower than 60% (B). 4. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.
	English Studies		1. University Matriculation of 5 credit passes including English Language and Literature in English at O-Level; and 2. Approved Bachelor's Degrees English Language or English Literature, or B.A	1. University Matriculation of 5 credit passes including English Language and Literature in English at O-Level; and 2. Approved Bachelor's Degrees in English Language or English Literature, or B.A Education/English or Linguistics with at least 2 nd class lower division. 3. Academic Master's degree in English Language or



			<p>Education/English or Linguistics with at least 2nd class lower division.</p> <p>3. Approved Postgraduate Diploma (PGD) from a cognate discipline with not less than an upper credit.</p>	<p>English Literature with a CGPA not below 3.5/5.0 and with thesis score not lower than 60% (B).</p> <p>4. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials</p>
Faculty of Engineering	Electrical & Electronics Engineering	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics, Physics & Chemistry at O-Level; and 2. Approved Bachelor's Degrees with at least 3rd class division in a relevant engineering or Science discipline; or; 3. Higher National Diploma (HND) in Electrical & Electronics Engineering (EEE) with at least upper credit; 4. Holders of the HND at lower credit with a minimum of five (5) years post-qualification relevant experience may also be considered. 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics, Physics & Chemistry at O-Level; and 2. Bachelor's Degrees in Electrical & Electronics Engineering (EEE) with at least 2nd class lower division. 3. Postgraduate Diploma (PGD) in EEE with at least CGPA of 3.0/5.0. 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics, Physics & Chemistry at O-Level; and 2. Bachelor's Degrees in Electrical & Electronics Engineering (EEE) with at least 2nd class lower division. 3. Master's degree, with a minimum CGPA of 3.50 on a 5-point scale which includes masters research thesis; and 4. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.



Management Sciences	Management	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English & Mathematics at O-Level; and 2. Approved Bachelor's Degrees with at least 3rd class division; 3. Bachelor's Degrees at least 2nd class division in areas not related to Administration may be considered; 4. Higher National Diploma (HND) at upper credit level. 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English & Mathematics at O-Level; and 2. Relevant Bachelor's Degrees with at least 2nd class lower division. 3. Approved Postgraduate Diploma (PGD) at upper credit level 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English & Mathematics at O-Level; and 2. Relevant Bachelor's Degrees with at least 2nd class lower; or 3. Academic Master's degree with in relevant area with a minimum CGPA of 3.5/5.0 and thesis score not lower than 60% (B). 4. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.
Natural and Applied Sciences	Computer Science	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics & two other relevant Science subjects at O-Level; and 2. Approved Bachelor's Degrees in a relevant Science discipline with at least 3rd class division; or 3. Higher National Diploma (HND) in relevant programmes with Upper Credit may be considered. 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics & two other relevant Science subjects at O-Level; and 2. Approved Bachelor's Degrees in relevant programmes with at least 2nd class lower division. 3. Postgraduate Diploma (PGD) in relevant programmes with at least CGPA of 3.0/5.0. 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics & two other relevant Science subjects at O-Level; and 2. Approved Bachelor's Degrees in relevant programmes with at least 2nd class lower division. 3. Academic Master's degree in relevant areas and with a CGPA of 3.5/5.0; and thesis score not lower than 60% (B). 4. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.
	Chemistry	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics & two other 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics & two other 	<ol style="list-style-type: none"> 1. University Matriculation of 5 credit passes including English, Mathematics & two other relevant Science subjects at O-Level; and 2. Approved Bachelor's



		relevant Science subjects at O-Level; and 2. Approved Bachelor's Degrees in a relevant Science discipline with at least 3 rd class division; or 3. Higher National Diploma (HND) in relevant programmes with Upper Credit may be considered.	relevant Science subjects at O-Level; and 2. Approved Bachelor's Degrees in relevant programmes with at least 2 nd class lower division. 3. Postgraduate Diploma (PGD) in relevant programmes with at least CGPA of 3.0/5.0.	Degrees in relevant programmes with at least 2 nd class lower division. 3. Academic Master's degree in relevant areas and with a CGPA of 3.5/5.0; and thesis score not lower than 60% (B). 4. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.
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3.9 Language Criteria

Foreign students whose previous degrees were obtained in languages other than English Language shall provide certification in any of the following:

- Test of English as a Foreign Language TOEFL 60
- International English Language Testing System IELTS 5.5
- Galaxy Uniprep Proficiency Certificate in English Language

4. ARTICLE III: ADMISSION PROCEDURES

4.1 Application Forms

4.1.1 Admission into postgraduate programmes in Nile University of Nigeria is conducted every semester. Application forms are therefore available in the Admission Office and on the Postgraduate School website. All completed applications are submitted to the School of Postgraduate Studies by the applicants and forms are thereafter forwarded to the Dean, the School of Postgraduate Studies for processing. Application fee is determined by the Board of the School, and made payable at the designated banks. For further details and specific required programmes, candidates are advised to contact the Dean of the School.

4.1.2 Postgraduate candidates are required to ensure that their referees forward their reports to the Admissions Office within the deadline for the submission of the application form.



- 4.1.3** The applicant's full name, application number and proposed course of study should appear in every document submitted, especially on items that may arrive under separate confidential cover.

4.2 Acknowledgement of Applications

Acknowledgement cards, stamped with the date of receipt, will be given to the applicant at the time of submission of application form.

4.3 Academic Referees' Report

The School of Postgraduate Studies, Nile University of Nigeria requires two (2) academic referees' confidential reports to be completed by the Academic staff who are acquainted with the student's academic work and forms are provided for this purpose. The School of postgraduate studies expects applicants to return the recommendations by referees sealed in separate envelopes with their signatures across the seal. Such reports should reach the Admissions Office before the deadline for the submission of forms.

4.4 Official Academic Transcripts

The official academic transcripts of all degrees of the applicants or candidates must be submitted with the forms to the Admissions Office for onward transmission to the School of Postgraduate Studies.

To prevent delays, applicants should make arrangements for all their transcripts to be received within the stipulated deadline.

4.5 Types of Admission

4.5.1 Full -Time Admission

Full-time admission can be offered only to candidates who satisfy the School's policy, which stipulates that they are not employed and are not undertaking this course anywhere else.

4.5.2 Part-Time Admission

There are provisions for the admission of part-time for individuals as well as candidates that are likely to be sponsored by corporate organizations. Like full-time students, such admitted students cannot combine the programme of the School with any other programme they may be undertaking elsewhere.

4.5.3 Admission of Staff Members

These are full-time members of the academic staff or any person engaged in academic work



within the University or degree in accordance with the regulations subject to the following modifications:

- 4.5.3.1** The member of staff must meet the requirements for eligibility to pursue Postgraduate Studies in the area of his/her choice.
- 4.5.3.2** Notwithstanding other regulations, the Senate and the Board of the School of Postgraduate Studies may place minimum period of study and research.
- 4.5.3.3** Where a person who has been a student ceases to be a member of the University, he/she shall apply to the School of Postgraduate Studies to review the status of his/her application.

4.6 The Prerogatives of the School of Postgraduate Studies on Admissions

The School of Postgraduate Studies, on the receipt of applicants' processed application forms accompanied by transcripts and recommendation lists, shall ascertain the eligibility of applicants using the laid-down guidelines. The School of Postgraduate Studies reserves the right to approve or reject Department/Faculty recommendations. This situation may arise when supervisors are few in the Department; and when a candidate who obtained the last qualifying degree more than seven years before the date of application without the express permission of the School of Postgraduate Studies. In such a case, the candidate shall:

4.6.1 Provide the under-listed documents for the perusal of registration officers.

- Evidence of payment of fees;
- Admission Letter;
- Original Certificates for sighting/confirmation; and
- NYSC Discharge Certificate.

4.6.2 Candidates who have duly registered in the School of Postgraduate Studies shall proceed to the respective departments for registration.

4.6.3 The under listed documents must be provided for Departmental registration.

- Admission Letter;
- Evidence of Registration at the School of Postgraduate Studies; and
- Evidence of payment of departmental dues.



4.7 Registration of Postgraduate Candidates

Applicants who have satisfied the admission criteria of the School of Postgraduate Studies and are listed on the recommendations processed by the Department/Faculty Postgraduate Committees shall be admitted into their programmes of choice. These applicants shall be issued admission letters to commence registration by the school of Postgraduate Studies.

Registration Procedures of the School of Postgraduate Studies: Only applicants/candidates that have duly satisfied the admission requirements of the Nile University of Nigeria shall be given admission.

NOTE: A candidate's status is transformed or changed into that of a student only after due payment of fees and the fulfilment of other registration regulations.

The Board of the School of Postgraduate Studies for just cause under its regulation may:

4.7.1 Refuse to register candidates for courses; and

4.7.2 Refuse to approve courses of study if the Board is satisfied that the available teaching Staff is inadequate under the Regulations.

4.7.3 The Postgraduate School shall be in custody of an up-to-date record of all the registered Postgraduate students.

4.8 Late Registration

4.8.1 Ideally, students shall register within the prescribed period.

4.8.2 However, students are allowed two (2) weeks beyond the prescribed period for late registration on payment of late registration fee.

4.8.3 Late registration shall be entertained only on the fulfilment by candidates of the conditions approved by the Board.

4.9 Deferment

Students who need to defer their programmes for a period of time should submit application to that effect to the Department from where it will be looked into before it recommended through the FPC to the Dean of the School of Postgraduate Studies for determination. After its consideration by the Board, a copy of the deferment form is forwarded to the Registrar's Office. The original is retained in the student's file. This shall be the case with respect to a one-year deferment. Requests for deferment that shall exceed one (1) year shall not be approved unless the Programme Coordinator through the Faculty provides the Dean with a justification why such action should be approved. Students who are absent for longer than one (1) year shall be considered to have withdrawn from the programme and shall either be



required to formally reapply for admission and be considered with all other applicants. Finally, the School shall allow deferment of admission if such applications are made before the stipulate date of deferment.

4.10 Withdrawal of Registration

4.10.1 A fully registered student may withdraw his/her registration without paying any fee, if it is within the first three weeks of the Semester.

4.10.2 A student who withdraws his/her registration after three weeks of the Semester shall lose or forfeit 50% of his/her tuition fee for the Semester.

4.10.3 A student who withdraws his/her registration after six weeks of the beginning of the Semester shall lose his/her tuition for the Semester.

4.10.4 The provision (a); (b); and (c) above does not affect the non-refundable deposit (acceptance fee) required for all candidates applying for admission into the Nile University of Nigeria.

4.11 Expulsion of Students

A student can be expelled, apart from the disciplinary measures specified in Table 2 above, on the basis of any of the following:

4.11.1 where it is discovered that the student has started another postgraduate programme in a different tertiary institution;

4.11.2 when a student has contracted contagious disease as may be specified by health authorities in Nigeria;

4.11.3 when a student has not renewed his/her registration for two successive semesters; and

4.11.4 when it is clear that a student cannot complete his programme within the prescribed number of years by the National Universities Commission (NUC).



5. ARTICLE IV: GENERAL REGULATIONS GOVERNING POSTGRADUATE DIPLOMA PROGRAMME

5.1 Application Procedure

5.1.1 Application for admission to a programme of study leading to a Postgraduate Diploma must be made on the prescribed form to the Dean of the School of Postgraduate Studies of the University.

5.1.2 No person shall be admitted to a programme unless his/her application has been approved by the School.

5.2 Eligibility

5.2.1 An applicant for admission to Postgraduate Diploma of the University shall be a graduate of the Nile University of Nigeria; or

5.2.2 A graduate of any other University in Nigeria or any other country recognized by the Senate.

5.3 Programme of Study

5.3.1 The Programme of Study for each diploma shall be as approved by Senate on the recommendation of the Board.

5.3.2 Candidates may be required to undergo a minimum period of professional attachment or internship during the course as shall be approved by Senate on the recommendation of the Board.

5.4 Period of Study

5.4.1 The duration for any Diploma Programme shall not be less than two (2) Semesters for every full-time student.

5.4.2 In cases where part-time or long vacation diploma programme has been approved by the Senate, such a Diploma Programme shall not be less than three (3) Semesters.

5.5 Minimum Requirements for the Award of Postgraduate Diploma

5.5.1 To fulfill the requirements for the award of the Diploma, every candidate shall:

- a) Obtain a minimum grade of C in all written examinations; and
- b) Satisfy any additional requirements imposed under the above Regulation.



5.5.2 A candidate who is absent without acceptable reason from an examination for which he/she has registered shall be deemed to have failed the examination.

5.5.3 Where a candidate has been absent with good cause approved by the Dean of the Postgraduate School, he/she shall be allowed to take the examination at the next available opportunity without penalty.

6. ARTICLE V: GENERAL REGULATIONS GOVERNING POSTGRADUATE PROGRAMMES: MASTERS AND DOCTORATE DEGREES

6.1 Grades and Quality of Graduate Work

To maintain satisfactory academic progress, advance to candidacy, and earn a postgraduate degree, **students are required to maintain a minimum GPA of “C” (3.00) for all the courses taken while in Graduate School.** Failure to maintain a 3.00 GPA will result in the student being placed on academic probation, as defined below. Courses in which grades are below “C” are not going to be considered toward the fulfillment of the requirements for any graduate (PhD or Master’s) degree. For courses in which the student receives a grade below “C” must be retaken in order to achieve a “C” or a better grade. However, all grades received, including in repeat courses, will appear on the student’s transcript and will be included in the GPA calculation, but only one course enrollment may be counted towards graduation credits. An in-progress (IP) grade is given for thesis or dissertation hours until the final approved thesis/dissertation is submitted to the School. Once a grade has been received, it will be included in the student's cumulative CGPA. An IP grade shall appear on a student’s record until the final course grade is submitted and entered by the lecturer.

In all cases, the student must meet the minimum credit requirements for the degree. Any coursework taken at the Nile University of Nigeria that was taken more than seven (7) years prior to applying for candidacy for either a Master’s or PhD degree, or course credits transferred from another institution, must be evaluated and deemed to be current by a process determined by the Programme Coordinator in which the student is enrolled. The Programme Coordinator must maintain a file summarizing the decisions for each student to ensure that the validation process is applied consistently to all students. The Coordinator will advise the School of Postgraduate Studies in writing that such courses have been validated for a particular student prior to the student’s advancement to candidacy. Each postgraduate programme of the Nile University of Nigeria will make available (either on-line, hard copy or both) a



handbook containing specific guidelines for measuring satisfactory academic progress. These guidelines may differ from the School-wide standards *only if they are more stringent than the School's minimum standards outlined in this document*. In such case, the programmes specific standards will have to supersede the School's standards. In addition, the handbook should contain guidelines for measuring satisfactory academic progress in all activities not covered by the School's grading, examination, and probation policies. Such activities shall include, but are not limited to, preliminary examinations and research activities or skills not reflected in course grades, and vacation and leave of absence policies and procedures. Students may be directed to a website where an electronic version of the current handbook is published in lieu of receiving a printed version of the handbook. Changes to the Rules and Policies of a Programme that are not a consequence or a requirement of an external entity (such as an accrediting body) and that specifically affect academic progression or academic requirements, only apply to students who enter the Programme after the change has been made.

6.2 Postgraduate Progress Reports

The Faculty and Department shall keep an annual progress report(s) for each student showing date of admission; registration for courses; completion of courses; registration of title of dissertation; name(s) of supervisor(s); external examiners; final oral dissertation examination; and award of diploma or degree.

6.2.1 Copies of the progress report on each and all students shall be sent to Board of the School of Postgraduate Studies by the Faculty at the end of each semester.

6.2.2 The Board shall vet the forms and cause the Dean, School of Postgraduate Studies to send such reports to the departments.

6.3 Academic Probation and Dismissal

When a student's cumulative GPA falls below 3.00 (some programmes may require that a higher GPA be maintained), the student must be notified by the School of Postgraduate Studies, and copied to the Programme Coordinator and HOD through the Dean, that they have been placed on academic probation. The CGPA is calculated using all graduate-level work attempted while enrolled in the Graduate School.

The student will have two (2) semesters if they are enrolled as a full-time student, or four (4) semesters if part-time, within which to raise their cumulative grade point average (CGPA), (calculated using postgraduate courses only) to at least 3.00 (or greater if it is so required by the particular programme).



The programmes also may impose special conditions on a probationary student in addition to raising their CGPA.

If students on probation do not obtain a CGPA of at least 3.00 (or greater if required by the programme) within two (2) semesters [four (4) semesters, if part-time] of being placed on probation, they will be subject to immediate dismissal upon the recommendation of the Programme Coordinator, with the concurrence of the Dean. The student may also be subject to immediate withdrawal if she/he does not meet any special conditions imposed by the programme for moving from probationary to regular status. If there are extenuating circumstances, however, the Programme Coordinator may appeal to the Dean for an extension of the probationary period. The Dean will make the final decision on dismissal.

Students who are placed on academic probation and subsequently dismissed from a Postgraduate Programme by the School of Postgraduate Studies will be officially notified by the Dean. Such notifications will include the reasons for dismissal and a disclosure of the right of appeal.

If the student fails to meet the standards established by the programme, she/he will be placed on probationary notice promptly. The criteria will be monitored by the specific programme. If the Programme places a student on academic probation, they must be notified of the School's requirements for the student to return from probationary to regular status. In such cases, the programme will be responsible for monitoring the performance of the student until s/he is either returned to regular status or dismissed from the programme. At the end of the probationary period, if not before, the programme must advise the School of Postgraduate Studies the outcome of the student's probationary period and can recommend to the Dean whether or not the student should be dismissed.

Any student who is dismissed from the School of Postgraduate Studies following unsuccessful academic probation or failure to meet his or her programme's guidelines for satisfactory academic progress may reapply for admission to the same or a different postgraduate programme after one (1) year. However, the programme is under no obligation to readmit the student, and the student should consult with the Programme Coordinator before applying.

6.4 Student Academic Honour and Conduct Code, Academic Grievances, Misconduct and Appeals

6.4.1 Academic Honour

Students are expected to adhere to the highest standards of personal integrity and professional ethics as detailed in the School of Postgraduate Studies Academic Honor and Conduct Code. Students who do



not meet these standards of integrity and ethics, or who violate the honor code may be placed on disciplinary probation by the Dean upon the recommendation of the Academic Conduct and Appeals Committee (ACAC). Generally, procedures for matters involving academic misconduct should emphasize due process, which should include, at a minimum, notification to the student regarding the alleged violation, an opportunity for the student to gather information in order to properly respond to the allegation, and an impartial hearing to be conducted by the ACAC. The honor code, committee guidelines, and appeal process are filed in the School office and available in the School Student Handbook.

6.4.2 Academic Grievances

Students, who feel that they have been treated unfairly or outside of normal programmatic/departmental policies, may file a grievance with the School of Postgraduate Studies in accordance with grievance procedures outlined in the Student's Handbook. The designation *academic grievances* covers those problems related to academic issues. Such issues are distinguished from *academic ethics* cases and *disciplinary cases* for which separate procedures exist. Included within academic grievance cases are academic staff, programme, departmental (including School's) policies affecting individual student prerogatives; deviations from stated grading procedures (excluding individual grade challenges); unfair treatment and related issues. Policies and procedures governing the filing of an academic grievance are available in the School of Postgraduate Studies.

6.4.3 Academic Misconduct

The Academic Conduct and Appeals Committee (ACAC) have responsibility for reviewing and resolving cases of honor code misconduct or student academic grievances. (See table two above.)

6.4.4 Master's Degree

Students who wish to earn a Master's degree must first become candidates. After completing or registering for all programme-required coursework, students must file an Application for Candidacy with the School of Postgraduate Studies no later than the posted candidacy/graduation deadline during the semester in which they plan to have their degrees conferred. This form is included in the Master's degree graduation information available on the School' website.

The student's advisor and Programme Coordinator must approve the completed application before submission to the School of Postgraduate Studies for final approval and filing. An approved form certifies that a student's coursework is satisfactory and that the Programme curriculum described in the



Application for Candidacy meets all of the requirements of both the School of Postgraduate Studies as well as the particular Postgraduate Programme and that the student is a candidate for the degree. *Students cannot take their final culminating examination (thesis) if they are on academic probation, i.e., have a GPA less than 3.00 for all postgraduate courses taken including any 400-level undergraduate courses that may be required for the graduate degree.*

6.5 Admission to Candidacy: Doctoral Degree

Students must apply for admission to candidacy for the doctoral degree at least two (2) weeks before taking the comprehensive examination. The Candidacy form is included in the Ph. D. Comprehensive Examination information available on the website of the School of Postgraduate Studies. The student's advisor and Programme Coordinator must approve the completed application form before submission to the Postgraduate School for final approval and filing. *The student cannot take the comprehensive examination if on probation, i.e., have a GPA less than 3.00 for all graduate courses taken; or before they have completed or registered for all non-thesis coursework required by the programme.*

Before being admitted to candidacy, doctoral students must complete at least two (2) semesters of enrollment at Nile University of Nigeria, complete or register for all programme-required, non-dissertation coursework, and pass the comprehensive examination.

6.6 Maintaining Postgraduate Studentship or Candidacy

6.6.1 To maintain studentship or candidacy for any diploma or higher degree programme of the Nile University of Nigeria, a student shall have been duly registered as prescribed under the University's regulations regarding postgraduate studies.

6.6.2 Student must maintain satisfactory progress report(s) in respect of the course work or the research study by the Supervisor(s) through the appropriate Faculty Committee and as approved by the Board.

NOTE: Penalty for breaching Regulations above shall lead to the forfeiture of studentship and hence withdrawal from the University.

6.7 Thesis/Dissertation Requirements

6.7.1 Master's Thesis

Students who are enrolled in a programme that requires a thesis must undertake their thesis work under the supervision of a thesis advisor, and in some instances, an advisory committee. Master's students who are enrolled in a programme or track that requires a thesis, must register for a minimum of three (3) and



a maximum of six (6) hours of thesis work, unless specified otherwise by their specific postgraduate programme. All research conducted for a Master's degree must meet all appropriate regulatory standards specified by federal, state, and local agencies regarding ethical research, animal use, human subjects and environmental safety. The thesis is presented in partial fulfillment of the requirements for the Master's degree and must meet the formatting guidelines outlined in the current Format Guide for Theses & Dissertations (available on the School of Postgraduate Studies website). Substantive contributions to research and writing of chapters by other persons should be explicitly acknowledged, either in an Acknowledgement section or in the appropriate chapters. The Board of the School of Postgraduate Studies conducts the final review of Master's thesis for proper formatting according to the following schedule:

6.7.1.1 Internal Defence: a Master's candidate has 10 days after the internal defence to make all corrections suggested during the defence and return the properly corrected and formatted thesis to the internal examiner.

6.7.1.1 External Defence: The final, formally approved Master's thesis, must be submitted to the School of Postgraduate Studies, with the appropriate supporting documentation, within fifteen (15) days of the thesis defence.

A grade of "In Progress" (IP) will be assigned for thesis hours in all semesters until the final approved thesis is submitted in the office of the School of Postgraduate Studies. The SPS will then obtain the final thesis grade, and all IP grades will be changed to this new grade.

6.7.2. Doctoral Dissertation

A dissertation based upon original investigation and showing mature scholarship and critical judgment, as well as familiarity with the tools and methods of research, must be written on a subject approved by the student's dissertation advisor and the Dissertation Advisory Committee. All research conducted for the Ph. D. degree must meet all regulatory standards specified by federal, state, and local agencies regarding ethical research, animal use, human subjects and environmental safety. The dissertation is presented in partial fulfillment of the requirements for the Ph. D. degrees and must meet the formatting guidelines outlined in the current Format Guide for Theses & Dissertations (available on the website of the School of Postgraduate Studies). Substantive contributions to research and writing by other persons should be explicitly acknowledged, either in an Acknowledgement Section or in the appropriate chapters. The Board of the School of Postgraduate Studies conducts the final review of Master's thesis for proper formatting according to the following schedule:



- 6.7.2.1 Internal Defence:** a Ph. D. degree candidate has 45 days after the internal defence to make all corrections suggested during the defence and return the properly corrected and formatted thesis to the internal examiner.
- 6.7.2.2 External Defence:** The final, formally approved Ph. D. dissertation must be submitted to the School of Postgraduate Studies, with the appropriate supporting documentation, within 60 days of the thesis defence.
- 6.7.2.3** A grade of “In Progress” (IP) will be assigned in all semesters until the final approved dissertation is submitted to the SPS’s Office. The School of Postgraduate Studies will then obtain the dissertation grade, and all IP grades will then be changed to this final grade.

6.7.3 Ph.D. Dissertation Advisory Committee

After selecting a dissertation advisor, the student, in collaboration with his or her dissertation advisor, will choose a Dissertation Advisory Committee, subject to approval of the Postgraduate Programme Coordinator. Although it is recommended that the Dissertation Advisory Committee be the same as the Dissertation Examination Committee, the two committees need not be identical. *Although the student’s dissertation advisor may not chair the Comprehensive Examination Committee, Programmes have the flexibility to permit, or prohibit, the student’s advisor to serve as Chair of the Dissertation Advisory and Dissertation Examination Committee(s).* The Dissertation Advisory Committee will serve an advisory function to the student and dissertation advisor and will also monitor the student’s progress towards completing the dissertation. The Dissertation Advisory Committee will determine when the student has made sufficient progress to begin writing his or her dissertation.

All Ph. D. students who have advanced to candidacy must meet with their Dissertation Advisory Committee at least once every year, although some programmes may require – and the School of Postgraduate Studies encourages – a greater frequency of meetings. It is the student’s responsibility to identify the best available time and schedule the meeting. The Dissertation Advisory Committee shall evaluate the student’s progress to ensure that s/he has made satisfactory progress since the previous meeting. The Committee Chair will complete the Dissertation Advisory Committee meeting form summarizing the student’s progress, or lack thereof, and send copies to the student, the primary mentor, if not the Chair, and the Programme Coordinator. In case of non-satisfactory performance, steps to be taken to rectify the situation should be suggested in the report. If a student fails to meet with their Dissertation Advisory Committee within the previous 12 months, the School of Postgraduate Studies will notify the student and dissertation advisor that the committee must meet within the next four (4) weeks. *Students who fail to have a Dissertation Advisory Committee meeting by the end of this*



four (4) week probationary period will not be permitted to register for subsequent semesters. Once the student is in compliance with this rule, s/he will be permitted to register.

6.7.4 Ph. D. Dissertation Registration

PhD students must register for a minimum of sixty (60) dissertation credit hours to complete the requirements for the Ph. D. degree. *(Students are required to check with their specific Programmes to determine if their dissertation credit hour requirements differ from the minimum requirement of the School of Postgraduate Studies.)*

Students may register for a maximum of fifteen (15) hours of dissertation credit in any one semester. Prior to their comprehensive exam, it is recommended that students do not take more than ten (10) hours of dissertation credit so that the majority of their required dissertation credit hours are completed following their comprehensive examination. Following the comprehensive examination, students must register for a minimum of five (10) hours of dissertation credit in each Harmattan and Rain semester. If necessary, registration for other coursework can substitute for part of the required registration during the Harmattan and Rain semesters as long as the minimum of 10 hours is maintained. However, coursework credits will not apply toward the minimum requirement of 60 dissertation credit hours. Once a student has completed 60 dissertation credits, s/he needs to enroll for only two (2) hours credit in each Harmattan and Rain semester until a successful defence of his or her dissertation. (The exception to this rule is, however, dissertation, for which two (2) credit hours is considered to be full-time). Students who are unable to register for these minimum credits because of extenuating personal circumstances should apply for deferment. A student (who has not been granted deferment) who fails to register continuously for dissertation credit hours in an academic year (Harmattan and Rain semesters) after having passed the comprehensive examination may, at the discretion of the Programme Coordinator, be required to retake and pass the comprehensive examination in order to regain status as a student in “good standing” in the School of Postgraduate Studies.

6.8 Time Line for Completion of Degrees

6.8.1 Master’s Degree Time Limit

Master’s students, whether enrolled full-time or part-time, have three (3) years from matriculation (the semester of formal admission to the School of Postgraduate Studies) to complete all degree requirements, including the filing of the thesis with the School if the programme requires a thesis. Students who fail to complete the degree in this three-year period are subject to termination from the School of Postgraduate Studies upon the recommendation of the Programme’s Coordinator and



concurrence of the Dean. For a student to continue beyond the prescribed time limit, the Programme Coordinator must apply to the Dean for an extension and include

6.8.1.1 reasons why the programme academic staff believes the student should be allowed to continue in the programme; and

6.8.1.2 an anticipated timeline for completion of the degree. Normally, extensions for time to complete the degree are for one year or less, but under *rare* circumstances, a second extension may be requested. The relevant forms can be found on the Postgraduate School's website.

6.8.2 Doctoral Degree Time Limit

Doctoral students, whether enrolled full-time or part-time, must complete all degree requirements within seven (7) years of matriculation. Students who fail to complete the degree within the stipulated period are subject to termination from the Postgraduate School upon the recommendation of the Programme Coordinator and concurrence of the Dean. For a student to continue beyond the prescribed time limit, the Programme Coordinator must petition the Dean for an extension, which should include:

6.8.2.1 reasons why the programme's academic staff believes the student should be allowed to continue in the programme; and

6.8.2.2 an anticipated timeline for completion of the degree. Normally, extensions for time to degree are for one year or less, but under *rare* circumstances, a second extension may be requested. The relevant forms can be found as above.

Approved deferment, does not automatically extend the time limits for earning a degree, but they may be used as a reason to request an extension, if needed.

6.9 Examinations

All Master's degree students must successfully complete a final examination or a cumulative scholarly thesis or project in which proficiency in the knowledge and skills comprising the degree programme must be demonstrated. All doctoral degree (Ph. D.) students must successfully complete both a comprehensive examination and a dissertation defence. Postgraduate programmes may require additional examinations for students to meet the requirements for the degree. *Students must be registered at the time they undertake either the comprehensive or final examinations or their dissertation defence.* Students who choose to perform these examinations or defend their thesis/dissertation on a date between Harmattan and Rain semesters must register for the semester immediately after their examination/defence.



6.9.1 Master's Degree Final Examination

Master's students must complete all requirements for the degree including a final examination, a cumulative professional project, or a thesis defence. The final examination/thesis defence is conducted by a committee consisting of at least five (5) members comprising:

1. The thesis supervisors;
2. Head of Department;
3. Internal Examiner;
4. A Postgraduate Representative; and
5. The External Examiner

The Chair of the panel of examiners is the External Examiner

6.9.2 Inadequate Internal Examiners

Postgraduate programmes with a limited number of Postgraduate Academic Staff members can request the Dean of School of Postgraduate Studies for an exception to this requirement so that only two (2) members of the Postgraduate Academic Staff can be used for the examination.

6.9.3 Thesis Defence

The student's final examination/defence committee and the thesis defence schedule must be approved by the Programme Coordinator before being submitted to the School of Postgraduate Studies for final approval and filing. The School of Postgraduate Studies must be notified using the appropriate forms at least two (2) weeks before the thesis defence. These forms are included in the Master's degree graduation information. Specific postgraduate programmes may have additional requirements for registering/scheduling the thesis defence.

The thesis defence may be oral, written, or both, or may consist of an evaluation of a cumulative professional project. Unless the thesis defence format is only a written proposal, all members of the committee must be present for the oral examination, although a minority of members, but not the Chairman or the student may participate by interactive video. In the event of an *emergency* that prevents one (1) academic staff committee member from attending the thesis defence, the thesis defence can proceed with the academic staff members who can attend. A majority of the examination committee members must vote for one of the following thesis defence outcomes:

- a) Recommended for acceptance.
- b) Recommended for acceptance with minor correction.
- c) Recommended for acceptance with major correction.
- d) Recommended for resubmission.



e) Not Recommended

If a student receives a “conditional pass,” the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within four (4) months. Failure to satisfy these conditions will result in failure of the thesis defence.

A student who fails the thesis defence is subject to immediate withdrawal from the programme on the recommendation of the Postgraduate Programme Coordinator and concurrence of the Dean of School of Postgraduate Studies. At the discretion of the Faculty Postgraduate Committee and with the approval of the Dean, School of Postgraduate Studies, a student who fails the thesis defence may be allowed to re-do it. The thesis must be completed by the end of the next academic semester (excluding long vacation session). The original thesis defence form noting the failure is signed by the committee and returned to the School of Postgraduate Studies Office. New thesis defence forms will be generated when the thesis defence is rescheduled. The student will be required to meet registration requirements and be registered during the semester in which the repeated thesis is taken.

6.9.4 Doctoral Degree Examination

6.9.4.1 Comprehensive Examination (or Equivalent)

After completing or registering for all programme-required, non-dissertation coursework and concurrent with applying for admission to candidacy, doctoral students must take a comprehensive examination in their respective disciplines. This examination will test a student’s mastery of a broad field of knowledge, not merely the formal coursework that she/he has completed.

The examination committee shall consist of a minimum of three (3) Postgraduate Academic Staff members. A majority of the committee members, including the Chair, must be members of a degree-granting programme. *The student's dissertation advisor, if already identified, may not chair the examination committee.* The student’s comprehensive examination committee and the examination schedule must be approved by the Programme Coordinator before being submitted to the School of Postgraduate Studies’ final approval and filing. The School of Postgraduate Studies must be notified on the appropriate forms at least two (2) weeks before the examination. These forms are included in the Ph. D. comprehensive examination information.



At the discretion of the Faculty Postgraduate Committee, the oral part of the comprehensive examination may be open to all members of the programme, after which the student shall meet with the examination committee in a closed session. This examination must be completed no later than the end of the third year for full-time students, unless indicated otherwise in programme-specific guidelines.

All members of the committee must be present for the examination, although a minority of members, but not the Chair nor the student, may participate by interactive video. In the event of an *emergency* that prevents *one* (1) academic staff committee member from attending the exam, the exam may proceed with the academic staff members who can attend and the student will schedule a separate meeting with the absent academic staff member at an alternate time. The examination form must be signed by the committee and returned to the School of Postgraduate Studies. The student must receive votes from the majority of the examination committee members for one of the following outcomes:

- a) Recommended for acceptance.
- b) Recommended for acceptance with minor correction.
- c) Recommended for acceptance with major correction.
- d) Recommended for resubmission.
- e) Not Recommended

If a student receives a conditional pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within four (4) months. The Committee Chair is responsible for monitoring the conditions and reporting their outcome to the School of Postgraduate Studies. Failure to satisfy these conditions will result in failure of the examination.

At the discretion of the Faculty Postgraduate Committee, a student who fails the examination may retake it once. The re-examination will be in the form designated by the committee and must be completed within twelve (12) months. The original examination form noting the failure is signed by the committee and returned to the School of Postgraduate Studies office. New examination forms will be generated when the examination is rescheduled. The student will be required to meet registration requirements and be registered during the term in which the repeated exam is taken.

A student who fails the examination after the second attempt is subject to immediate withdrawal from the School of Postgraduate Studies upon the recommendation of the Coordinator of the Programme and concurrence of the Dean.



6.9.4.2 Final Dissertation Defence

After the dissertation has been completed, a final examination on the dissertation and related topics is conducted in two parts: an oral presentation of the dissertation research that is open to the public and a closed examination conducted by the examining committee.

The dissertation defence committee shall consist of a minimum of five (5) Postgraduate Academic Staff members including:

1. Supervisor
2. Co-supervisor(s)
3. Head of Department
4. A Representative of the School of Postgraduate Studies
5. Internal Examiner
6. External Examiner
7. A member from a related department within the faculty, who holds a Ph. D. and is not below the rank of a senior lecturer.

A majority of the committee members, including the Chair, must be members of the degree-granting programme. The student must submit finalized draft copies of the thesis to the defence committee at least two (2) weeks before the examination date. Programmes may require an earlier deadline.

The dissertation defence form must be signed by the committee and returned to the School of Postgraduate Studies. The student must receive votes from a strict majority of the defence committee for one of the following outcomes:

- a) Pass;
- b) Conditional Pass; or
- c) Fail.

If a student receives a conditional pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within sixty (60) days of the defence. Under extenuating circumstances, the graduate Programme Coordinator may request the School of Postgraduate Studies for additional time. If a student fails the examination, s/he may not continue in the programme.



6.9.5 Schema for Examinations

6.9.5.1 Examinations in the prescribed courses shall not be less than a two-hour paper in each course taken as approved by Senate for examinations.

6.9.5.2 No candidate shall be permitted to sit prescribed examination(s) unless such candidate shall have: (a) appropriately registered for the course leading to the examination; (b) satisfied the minimum attendance required at courses; and (c) satisfactorily completed all other University, Faculty or Departmental requirements for the programme.

6.9.5.3 In course(s) where project report(s) is /are required, grades obtained by each candidate in the above shall form his/her total grades in the course on an approved weighting between the examination and the course work assessment.

6.9.5.4 In cases where the above Regulation has been breached, any admission purported to have been offered shall become null and void and of no effect.

6.9.5.5 Notwithstanding the above regulations, a Faculty may require as a condition for admission (a) to undergo such tests as may be prescribed by the postgraduate board; and (b) the results of such tests and/or pre-requisite under the above regulation shall be approved by the Board.

6.9.6 Boards of Examiners (Project Defence)

6.9.6.1 For each Diploma programme, there shall be a Board of Examiners consisting of the Head of Department who shall be Chairperson and Chief Examiner and the Examiner(s) for each course.

6.9.6.2 The list of members of the Board of Examiners for each Department shall be approved by the Board on the recommendation of the Faculty Postgraduate Committee at the beginning of each academic session.

6.9.6.3 The results of the diploma examinations for each semester during the academic year shall be submitted by the Faculty Committee on the stipulated format for the approval of the Board for the relevant semester.

6.10 Types of Master's Degrees

There shall be two types of Master's Degrees. In consonance with the objectives of Nile



University of Nigeria, each Faculty shall design the particular type of Master's Degree considered appropriate for it subject to the approval of Senate on the recommendation of the Board.

6.10.1 There shall be the Master's degree by course work and written examination with research project, long essay, e.g., MPA, , MBA, etc.

6.10.2 There shall be advanced research Master's Degree by course work, written examination and research thesis. e.g., M.A , M.Sc., M.Eng., etc.

6.11 Master's Degree By Course Work And Long Essay Or By Course Work And Research Thesis

6.11.1 Application Procedure

6.11.1.1 To be admitted into courses of study leading to the award of Master's degree in the Nile University of Nigeria, application shall be made on a prescribed form to the Dean of the School of Postgraduate Studies.

6.11.1.2 No person shall be admitted to a course unless his/her application has been approved by the Board on behalf of Senate and on recommendation of the Faculty Postgraduate Committee. The approval shall be ratified by the Senate at its next scheduled meeting.

6.11.1.3 Every applicant shall furnish with his/her application evidence in form of a certified academic transcript on his/her previous University work and letter of reference from his/her previous University Lecturer or any other acceptable referee that he/she is qualified to undertake advanced study and research, and that he/she has satisfactory knowledge of the language required for such Study.

6.11.2 Eligibility

6.11.2.1 An applicant for admission to the Master's degree course under Nile University regulations shall be:

6.11.2.1.1 A Graduate of the Nile University of Nigeria

6.11.2.1.2 A graduate of any other recognized University from any country whose academic degree is acceptable to Nile University of Nigeria.

6.11.2.1.3 A person who holds a recognized qualification approved by the Senate of the Nile University of Nigeria.



- 6.11.2.1.4** Person whose educational qualifications and competence have been approved by the Senate of Nile University of Nigeria.
- 6.11.2.2** An applicant for the Master's degree programme under the Nile University of Nigeria regulation shall possess not lower than a second class lower division Honour's degree to be eligible for admission. In exceptional cases, candidates with lower degree classifications or those whose degrees are not normally classified may be considered under certain conditions as stipulated in the Regulations of the University.
- 6.11.2.3** To be admitted under the above Regulation, such qualifications in the first instance before admission of specific candidates is considered shall have been recommended from the appropriate Faculty Postgraduate Committee to the Board of the School of Postgraduate Studies, for the approval of the University Senate.
- 6.11.2.4** In cases where the Regulations have been breached, any admission purported to have been offered shall become null and void and of no effect.
- 6.11.2.5** Notwithstanding the above Regulations, a Faculty may require an applicant as a condition of admission:
- 6.11.2.5.1** To pass such test(s) as may be prescribed by the Department concerned with his/her proposed work; and/or
- 6.11.2.5.1** To take and pass other pre-requisite or concurrent course(s) and or examination(s) as shall be prescribed.
- 6.11.2.6** The results of such tests and/or pre-requisites under the Regulations of the School of Postgraduate Studies shall be approved by the Board of the School.
- 6.11.2.6.1** The Dean of Postgraduate School shall submit each application form accompanied by validated transcripts to the Head of the relevant Department who shall, after consultation with the Departmental Postgraduate Committee, make recommendation to the appropriate Faculty Postgraduate Committee concerning admissibility of each candidate (based on laid-down SPS's criteria) and shall advise the Faculty Postgraduate committee if the proposed research is such that the Department can provide facilities and



continuous supervision for.

6.11.2.6.2 The Department shall recommend to the Dean of the School of Postgraduate Studies an academic staff member to be considered for appointment as supervisor for each candidate. In exceptional cases arising from multidisciplinary nature of the subject or due to other reasons, two supervisors can be appointed.

6.11.2.6.3 Senate approval shall be obtained for each application for registration as a student for Master's Degree Course.

6.11.2.7 Neither the Faculty nor the Board of the School of Postgraduate Studies, nor the Senate shall be obliged to give reason(s) for rejecting applications for admission.

6.11.3 Programme of Study

6.11.3.1 The Programme of Study for each Master's degree course shall be as approved by Senate on the recommendation of the Faculty Committee through the School of Postgraduate Studies.

6.11.3.2 Candidates in certain circumstances may be required to undergo and complete satisfactorily a minimum period of professional attachment or internship during the programme of study as shall be approved by Senate on the recommendation of the Faculty Committee through the School of Postgraduate Studies

6.11.3.3 Candidates may be required to prepare project report or long essay(s) or research thesis in accordance with the appropriate format specified by the relevant department and approved by Senate on the recommendation of the Faculty Committee through the Board.

6.11.4 Duration of Study

6.11.4.1 Every candidate for the Master's degree must pursue a full-time course of study and professional or research training in the University for a period of not less than three semesters.

6.11.4.2 Candidates who are on the Master's research degree course shall be required to complete all requirements for the award of degree, including satisfactory submission and oral defence of the Master's thesis not more than two calendar years after first registration for full time studies.



6.11.4.3 Candidates who breach the provisions of postgraduate regulations procedure shall be deemed to have forfeited their candidacy consequent upon which such candidacy shall lapse.

6.11.4.4 In special circumstance, application for extension of period of study to complete all requirements of the award of the degree shall be made through the appropriate Faculty Committee for the approval of the Board except that the extension shall not be beyond two additional semesters for studentship and candidacy to lapse finally.

6.11.5 Full-Time Students

After registration, every full-time Master's degree student shall pursue his/her studies and research for not less than three semesters and not more than five (5) Semesters before being examined for Master's degree. The Senate may, in exceptional circumstances, on the recommendations of the Faculty/College Postgraduate Committee, duly endorsed by the Board of the School of Postgraduate Studies extend a student's course by not more than a semester.

6.11.6 Schema for Examinations

6.11.6.1 Examinations in the prescribed courses shall not be less than a two hour paper in each course taken as approved by Senate for examinations.

6.11.6.2 No candidate shall be permitted to sit prescribed examination(s) unless such candidate shall have: (a) appropriately registered for the course leading to the examination; (b) satisfied the minimum attendance required for the courses; and (c) satisfactorily completed all other University, Faculty or Departmental requirements for the programme.

6.11.6.3 In course(s) where project report(s), is/are required, grades obtained by each candidate in the above shall form his/her total grades in the course on an approved weighting between the examination and the course work assessment.

6.11.6.4 In cases where the above Regulation has been breached, any admission purported to have been offered shall become null and void and of no effect.



6.11.6.5 Notwithstanding the above regulations, a Faculty may require as a condition for admission (a) to undergo such tests as may be prescribed by the Board of the School of Postgraduate Studies; and (b) the results of such tests and or pre-requisite under the above regulation shall be approved by the Board.

6.11.7 Approval of Thesis, Title, Supervisor, Internal and External Examiners

Candidates are required to submit theses/dissertations as part of the requirements for the award of the Master's degree not later than the beginning of the second semester of registration. To do this, candidates are required to:

6.11.7.1 Write a proposal of the research topics of the candidate's choice for the consideration.

6.11.7.2 Staff Applicant: A member of staff who is admitted in accordance with the regulations must meet the normal requirements for eligibility to pursue a programme of postgraduate studies in the area of his or her choice.

Upon compliance with the regulation above by the candidate, the department will complete the appropriate form for the registration of the title of the proposed Research and the list of University internal and external examiners through the Faculty Postgraduate Committee for the approval of the Board.

6.11.8 Role of Supervisor

The supervisors shall be responsible for advising and guiding his or her research students in the choice, design, generating and analysis of data and the writing of dissertation, thesis, long essay or project in accordance with the Nile University of Nigeria Postgraduate Studies Regulations.

6.11.9 Standard of Project, Thesis and Dissertation: Report and Presentation

6.11.9.1 In accordance with Regulation of the School of Postgraduate Studies, thesis shall be prepared under the direction of a supervisor(s) appointed by the Department with the approval of the Board of the School of Postgraduate Studies.

6.11.9.2 Thesis shall be prepared by each candidate according to the specific standard approved by the Board on the recommendation of the appropriate Faculty Committee.



6.11.9.3 The thesis must be a connected piece of work which may comprise a series of chapters on related topics, provided that these are accompanied by an adequate explanation of their relationship to each other and to the wider context of the subject.

6.11.9.4 The examination of a research thesis may be oral or written or both. It shall consist of the subject of the thesis and the general field of knowledge to which the subject belongs.

6.11.9.5 Not later than two working days after the examination, the examiners shall complete and submit on the prescribed form a report on the candidate's performance through the Chief Examiner to the Chairman of the Faculty Committee with a copy to the Dean, SPS Board.

6.11.9.6 If the examiners are unable to reach a joint decision, the Faculty Committee will recommend for the approval of the Board the appointment of a new Panel of Examiners.

6.11.9.7 Notwithstanding the provision of the regulation above, the Board may take any other step it may deem fit and necessary.

6.12 Programmes for Doctor of Philosophy (Ph. D.)

6.12.1 Courses of Study and Research, which will be full-time, leading to Ph. D. shall be organized by Faculty/College Postgraduate Committee and approved by the University Senate after the recommendation of the Board.

6.12.2 Applications by candidates: Applications to commence a study leading to the award of the Ph. D. degrees shall be made on prescribed forms to the Dean, School of Postgraduate Studies.

6.13 Programme Requirements

6.13.1 Registration Procedure

Students shall normally complete registration of courses for the semester not later than two weeks after the start of a semester. A student may not withdraw from a course after five weeks of lectures in a given semester without permission from the Dean of the School of Postgraduate Studies.



A student who withdraws after five weeks or who fail to seek for permission from the Dean of the School of Postgraduate Studies shall be deemed to have failed the course.

A student who fails to sit for more than two courses at the end of a given semester should be deemed to have withdrawn from the programme.

6.13.2 Academic Standing

6.13.2.1 Good standing

To be in good standing, a student must in each semester have a Cumulative Grade Point Average (CGPA) of not less than 3.0 (where applicable).

6.13.2.2 Withdrawal

A student whose Cumulative Grade Point Average is below 3.0 at the end of two consecutive semesters shall withdraw from the programme.

6.13.2.3 Original contribution to knowledge of the candidate's field and the knowledge to which the subject belongs.

6.13.2.4 Every dissertation shall normally be written in English Language.

6.13.2.5 A dissertation must be accompanied by a short abstract of about 300 words.

6.14 Examination of the Project/Thesis/ Dissertation

6.14.1 A candidate for the Ph.D. degree shall notify the Dean of the School of Postgraduate Studies in writing and must state the title of the dissertation on the prescribed form not later than three months before submitting himself for dissertation defence.

6.14.2 There shall be a Board of examiners of each research dissertation.

6.14.3 The Board shall be composed of:

6.14.3.1 The External Examiner who shall be the Chief Examiner and Chairman, Board of Examiners;

6.14.3.2 The Head of Department

6.14.3.3 An Internal examiner who is representative of the School of Postgraduate Studies

6.14.3.4 The supervisor (s)

6.14.3.5 A student is not admitted to a course unless his/her application has been approved by the Board of the School of Postgraduate Studies on behalf of the University and on the recommendation of the appropriate Faculty Postgraduate Committee.

6.14.3.6 Along with their applications, all applicants shall furnish the School of Postgraduate Studies with:



6.14.3.6.1 Certified academic transcript of his/her previous University work.

6.14.3.6.2 Letters of reference that he or she is qualified to undertake advanced study and research.

6.14.3.6.2 Faculty or Department may require, subject to approval by the Board of the School of Postgraduate Studies, additional conditions for admission, for example, interview or tests.

6.15 Eligibility

6.15.1 Candidates for Ph. D. admission under the Nile University regulation shall be:

6.15.1.1 A graduate of Nile University of Nigeria with a Master's (MA, M.Sc/M.Phil) degree of the University for Ph. D. degree programme.

6.15.1.2 A graduate of any approved University with the qualification specified in Nile University regulations for Ph. D.

6.15.1.3 Along with their applications, all applicants shall furnish the School of Postgraduate Studies with:

6.15.1.3.1 The applicant should request the institution where he/she obtained his/her degrees to send the official copy of their transcripts directly to the Postgraduate School.

To prevent delays, applicants or candidates shall make adequate arrangements with their Registrars to provide transcripts before the stipulated deadline. For easy reference applicants shall request their Registrars to indicate their application numbers on their transcripts.

6.15.1.3.2 Letter of reference from two of his/her previous University lecturers that he/she is qualified to undertake advanced study and research.

6.15.1.3.3 Faculty or Department may require, subject to approval by the Postgraduate Board, additional conditions for admission, for example, an interview or a test.

6.15.2 Applicants with M.A/M.Sc. degree of Nile University of Nigeria or any other approved University shall normally have a CGPA five-point scale or its equivalent in the Master's degree to be eligible for admission to the Ph. D. degree programme of Nile University of Nigeria.

6.15.3 Where the above Regulations have been breached, any admission offered shall become null and void and of no effects.



6.15.4 All applications shall be made to the Dean of the School of Postgraduate Studies with Postgraduate School appropriate fees.

6.15.5 The Dean of the School of Postgraduate Studies shall submit each application to the Department which shall make recommendation to the Faculty/College Postgraduate Committee concerning the admissibility of Candidate (whether an applicant's field of study and/or research is suitable). The Department is required also to be in a position to provide continuous supervision.

6.16 Duration of Study for Ph.D. Degree

6.16.1 Every candidate for the Doctor of Philosophy must pursue a full-time course of study and/or research training in the University for a minimum period of six (6) Semesters after M.A/M.Sc. studies.

6.16.2 A candidate's registration, studentship and candidature shall lapse if after six consecutive semesters of full-time study, they have not presented themselves at the School of Postgraduate Studies for the final and required Ph. D. oral dissertation examination.

6.16.2 A candidate who breaches the regulation above shall be deemed to have forfeited their candidature upon which such candidature shall lapse.

6.16.3 In special circumstance, application for extension of period of study to complete all requirements of the awards of the degree shall be made to the University Senate through the appropriate Faculty Postgraduate Committee for the approval of the Postgraduate School Board except that the extension of the period of study shall not extend beyond two (2) additional Semesters. Any extension beyond this point shall cause for Studentship and Candidature to lapse finally.

6.16.4 Every Candidate for Ph.D. whose studentship and candidature are due to lapse shall be warned in writing at least one Semester before the expiration.

6.17 Approval of Research Collaboration

6.17.1 A student, through the approval of the SPS Board as recommended by the Departmental Postgraduate Committee and endorsed by the Faculty Postgraduate Committee, can be permitted to spend part of his required period of research in another university for a doctorate degree of Nile University of Nigeria.



6.17.2 The award of doctorate degree of the Nile University of Nigeria to a student under the University's Regulation above shall be subject to:

6.17.2.1 The Board of SPS being satisfied with the title and original detailed plan of the work before it is started; and the Board must ultimately be responsible for the supervision of the dissertation through someone recommended by the Faculty Postgraduate Committee.

6.17.2.2 The Board of the School of Postgraduate Studies can waive the requirement for course work or parts of it in respect of Ph. D. applicants from other Universities on the recommendation of the appropriate Faculty Committee, provided the Board is satisfied that:

6.17.2.2.1 The course or courses being waived are equivalent in depth and scope to those of Nile University of Nigeria.

6.17.2.2.2 Provided the process can be concluded before the expiration of the studentship; with the understanding that the comprehensive examination is taken in Nile University of Nigeria.

6.18 Time-Line for Comprehensive Examination

Every doctorate student shall be required to sit for the comprehensive examinations after completing the required course work. A student is allowed to retake the failed comprehensive examination only once otherwise he/she will be dismissed from the programme. The second comprehensive examination shall be taken within one semester extension.

6.19 Timeline for Dissertation Defence

Every doctorate degree student shall pursue his/her studies and/or research for not less than four semesters and not more than six semesters before his/her dissertation defence for the degree, provided that the Senate may, on recommendation of the Faculty/College Postgraduate Committee, duly endorsed by the Board of the SPS, extend the maximum period by not more than two semesters.

6.20 Schema for Examinations

6.20.1 Examination in the prescribed courses shall be by means of a three-hour written examination in each course.



6.20.2 No candidate shall be permitted to sit for the prescribed examination(s) unless such a candidate shall have satisfied the provision of the Postgraduate Examination Regulations.

6.20.3 Examination shall be held at official University Examination periods, and the provisions in the Regulations of the Nile University of Nigeria shall be applied.

The dissertation for the Doctor of Philosophy degree shall be examined as prescribed in the Regulations.

6.21 Minimum Requirements for the Award of Ph.D Degree

6.21.1 Candidate shall obtain a minimum CGPA of 4.0/5.0 in written examination.

6.21.2 Before being examined for the dissertation, a student shall submit a form to the Dean of the School of Postgraduate Studies from his/her Supervisor(s) to the effect that he or she has satisfactorily completed the required study and research and that he has fulfilled any special requirements by the Board; the Faculty PG Board, and the Departmental Committee.

6.22 Approval of Ph.D. Dissertation Title, Supervisor, Internal and External Examiners

6.22.1 Candidates are required to submit dissertations as part of the requirements for the award of Ph. D. degree not later than two semesters after registration. The candidate shall submit the title of his research for approval by the Board of the School of Postgraduate Studies on recommendation from the appropriate Departmental Postgraduate Committee; and internal; external; representatives of the Board of the School of Postgraduate Studies; Supervisor; and the Head of Department, through the Faculty Postgraduate Committee for the approval of the Board.

6.23 Appointments of Research Supervisors

6.23.1 Every candidate for the degree of Ph. D. shall be assigned to one or more supervisors by the Department with the approval of the Dean of the School of Postgraduate Studies, to guide and advise the candidate as may be appropriate and to train him/her in methods of research for the writing of the dissertation.

6.23.2 Where there is more than one supervisor for a candidate, one of them shall be designated as major supervisor. The major supervisor shall be obliged to prepare, at the end of each semester after completion of course work, a report on each candidate upon, which the Board of the School of Postgraduate Studies shall determine the studentship and candidature of the student.



6.23.3 The candidate shall write a proposed research title of their choice for the consideration of the appropriate Faculty Postgraduate Committee and approval of the Board of the School of Postgraduate Studies. Upon compliance with the Regulation above by the candidate, the Department shall complete the appropriate form, approve the research topic and inform the SPS of names of students and research topic.

6.23.4 Every Ph. D. candidate is expected to submit his/her completed work to his/her supervisor within the specified period.

6.24 Preparation and Contents of Dissertation

The dissertation submitted for the award of a doctorate degree shall be in conformity with the provisions of Regulations, guidelines of SPS.

6.25 Standard of Dissertation and Defence

6.25.1 Any research meant for the doctorate degree should be theoretical, analytical and experimental in investigations and presentation of findings, with a view to furthering knowledge and understanding.

6.25.2 A candidate is expected to submit for the approval of the Board of the School of Postgraduate Studies through the appropriate Faculty Committee, proposals for a critical survey of existing methods and knowledge, the systematization and logical exposition of which may be considered as a contribution to knowledge of the field surveyed.

6.25.3 For a dissertation to be approved as a doctorate degree, it shall be an original work of the candidate. The provisions of Regulation shall apply to doctoral candidates seeking to submit their dissertation for the approval of the Board of the School of Postgraduate Studies. The project must demonstrate competence in the field of study as may be combined with exercise of critical judgment and containing material worthy of publication as definite contribution to knowledge. It must be satisfactory as regards literary presentations as well.

6.25.3.1 Any Dissertation considered inadequate or unworthy of the doctorate degree of this University shall not be re-presented unless the Board of the School of Postgraduate Studies recommends that it should be re-presented in a revised or improved form or format after a further period of study not exceeding two semesters.



6.25.3.2 If the dissertation is satisfactory but the candidate fails to satisfy the Panel of Examiners in the oral/written examination, such candidate shall be recalled for a second written and/or oral examination after a further period of study not exceeding period of two semesters from the date of first examination. The examination cannot be repeated more than once.

7 ARTICLE VI: GENERAL REGULATIONS

7.1 Eligibility to Teach Postgraduate Courses

7.1.0 The following cadre of Staff shall normally be allowed to teach postgraduate courses:

7.1.1 Teachers with a doctorate degree and with a minimum of one year of teaching and/or research experience at the University level in relevant field of study.

7.1.2 Holders of Ph.D Degree with a minimum postdoctoral experience of not less than three years shall teach in the PhD programme.

7.1.3 Teachers with a Master's degree with a considerable research and teaching experience at University level. Such teacher should normally be expected to be at least of Lecturer I status.

7.1.4 In certain special conditions, other categories of teachers approved by the University Senate on the recommendation of the Board of the School of Postgraduate Studies.

7.1.4.1 undergone postgraduate research degree programme of the Nile University of Nigeria or any other University; and are themselves not higher degree candidates under supervision of a staff in the Nile University of Nigeria or any other University.

7.1.4.2 Lecturers who have had at least three years of post-M.Phil. or Ph. D. postgraduate teaching and research experience in the Nile University of Nigeria and any other University.



7.1.4.3 In special circumstances, other categories of Staff approved by the Board of the School of Postgraduate Studies on recommendation of the appropriate Faculty Committee.

7.1.4.4 For M.Sc., M.A., M.Ed, MPA, MBA, LL.M, etc; theses and postgraduate diplomas, essay/reports, a Lecturer Grade I who possess relevant academic qualifications.

7.1.4.5 In the case of professional courses, lecturers with professional qualifications in addition to requisite academic qualifications are allowed to teach.

7.1.4.6 Lecturers are allowed to lecture only in their particular area of specialization.

7.2 Eligibility to Supervise Postgraduate Thesis/Dissertation

7.2.0 The following cadres of teaching staff are normally allowed to supervise Postgraduate projects, long essays and research thesis/Dissertation:

7.2.1 Holders of PhD Degree of a rank not lower than Senior Lecturer shall supervise a doctoral thesis. For supervision of dissertation, the ratio shall be 1:3.

7.2.2 Lecturers of the rank of Lecturer 1 and above who have themselves obtained doctorate qualification particularly in the relevant field of study.

7.2.3 For Ph. D. dissertation normally Senior Lecturer and above with evidence of teaching and on-going involvement in scholarly research can supervise.

7.2.4 In accordance with National Universities Commission (NUC) rules guiding Project Supervision at Postgraduate Level, a Postgraduate Project/Dissertation/Thesis Supervisor is entitled to a maximum number of five Project Students out of which a maximum of three should be Ph.D.

7.3 Amendments to the Rules

7.3.1 Amendments to these standing rules may be initiated by petition to the Dean from at least ten (10) members of the Nile University of Nigeria postgraduate academic staff and shall be approved upon majority consent of the Board of the School of Postgraduate Studies. Upon the approval of the Board, the Dean shall put the machinery in place for revisions to the standing rules, update information, resolve ambiguities, promote clarity, or ensure a reasonable compliance with Senate of the University and the National Universities Commission (NUC's) BMAS regulations.