



**YUSUF MAITAMA SULE UNIVERSITY, KANO**  
**SCHOOL OF POSTGRADUATE**  
**(SPS)**



**GENERAL GUIDELINES FOR**  
**POSTGRADUATE STUDIES**



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## **Preface**

The School of Postgraduate Studies (SPS), Yusuf Maitama Sule University, Kano was approved by the NUC in February 2021 following the approval of the Senate of the University. The guidelines for the general regulations governing postgraduate studies contains all the information needed by the academic staff and the students about the conduct and management of the School. These include information about the management of the school, its functions and board members; departmental and faculty committees for the SPS; procedure for admission and registration; procedures for examinations and assessments; procedures for disseminating results; misconduct and its management, as well as requirements for graduation etc. This guideline must be carefully studied by all stakeholders involve in the SPS, Yusuf Maitama Sule University, Kano.

*Ali Ibrahim Naibbi, Ph.D., FRGS., MANG.  
Coordinator, School of Postgraduate Studies  
Yusuf Maitama Sule University, Kano  
September, 2020*

## **Acknowledgments**

The School acknowledged the enormous contributions of the Committee for the establishment of the SPS that diligently worked to produce the framework of this document. Similarly, the School acknowledged the support and contributions of the School of Postgraduate Studies of Bayero University, Kano; Federal University Dutse, as well as Kano University of Science and Technology Wudil for allowing us to access their documents.

## **Visitor and Principal Officers of the University**

### **Visitor**

Dr. Abdullahi Umar Ganduje, OFR  
The Executive Governor of Kano state

### **Chancellor**

His Eminence  
Eze Dr, Eberechi N. Dick (JP)  
Eze Udo I of Mgboko Ngwa Amaise Aut. Community, Patron Abia State  
Council of Traditional Rulers

### **Pro-Chancellor and Chairman of Council**

Professor Jibrilla D. Amin

### **Vice Chancellor**

Professor Mukhtar Atiku Kurawa, MRSC, FICCON, FCSN

### **Deputy Vice-Chancellor (Academics)**

Professor Amina Salihi Bayero, MICCON, FCSN

### **Deputy Vice-Chancellor (Administration)**

Professor Abubakar S. Garba, MNIM

### **Registrar**

Isyaku Adamu

### **Librarian**

Dr. Binta Ladan Faruk, CLN

### **Bursar**

Abdullahi Abbas

## Key Officers of the University

S/N0.	NAME	POSITION
1	Professor Ali I. Naibbi	Coordinator School of Postgraduate studies
2	Professor Muhammad Kabir	Provost, College of Health Sciences
3	Dr. James A. Timbuak	Dean, Faculty of Basic Medical Science
4	Dr. Zafar Sultan	Dean, Faculty of Science
5	Dr, Dahiru Saleh Muhammad	Dean, Faculty of Education
6	Dr. M. A. Bilyaminu	Dean, Faculty of Social & Management Sciences
7	Professor Aisha Garba Habib	Dean, Faculty of Humanities
8	Dr. Ya'u Datti	Dean, Student Affairs
9	Dr. Tijjani Rufa'i Buhari	Director, Academic Planning
10	Dr. Umar Abdulganiyu	Director, General Studies Unit
11	Dr. Nasiru Ibrahim Dantiye	Director, Institute of Continuing Education
12	Dr. Abubakar Muhammad Umaru	Director, Management Information System
13	Dr. Ahmed Maifada Yakasai	Director, University Health Services
14	Dr. Mahbub M. Garba	Director, Institute of Entrepreneurship Education
15	Bala Lawan Kofar Nai'sa	Ag. Director, Security Directorate
16	Engr. Muhammad Adamu	Director, Physical Planning & Maintenance Department

## **Officers and Staff of the School of Postgraduate Studies**

The officers of the Postgraduate School are as follows:

1. Dean/Coordinator
2. Deputy Dean/Deputy Coordinator
3. Secretary SPS
4. Administrative Officer(s)
5. Administrative Assistant(s)
6. Higher Library Officer
7. Confidential Secretary
8. Executive Officer(s)
9. Accountant
10. Computer Operator(s)
11. Driver(s)
12. Cleaner(s)



## **PART ONE**

### **1.0 INTRODUCTION**

#### **1.1. Brief History of the University**

Yusuf Maitama Sule University, formerly Northwest University was established in 2012 as the second Kano state-owned University, the first being Kano University of Science and Technology (KUST) Wudil, Kano. As the most populated state in the country, Kano experienced increasing demand for University education in order to accommodate the huge number of secondary school leavers. Accordingly, and in order to address this demand, the Government set up a Technical Committee on 24<sup>th</sup> November 2011 and charged it with the responsibility of producing a blueprint for another University. The Committee submitted its report and the State House of Assembly enacted the enabling law. Subsequently, the National Universities Commission (NUC) granted license for the establishment of the Northwest University now Yusuf Maitama Sule University, Kano as the 37<sup>th</sup> State University in the Country. In 2012, the University commenced academic activities with four Faculties, fourteen Academic Departments and 28 programmes duly approved by the NUC.

Presently, the University has Five campuses, namely the Main Campus; the City Campus; the Kwanar Dawaki Campus, the Murtala Muhammad Library Campus and the Magwan Campus. There are five faculties comprising of Basic Medical Sciences, Education, Humanities, Sciences and Social and Management Sciences. The University also has a College of Health Sciences and an Institute of Continuing Education.

#### **1.2. The School of Postgraduate Studies (SPS)**

Having successfully taken off, the University attained appreciable progress in teaching, research and community services. As at 2019, there were 33 academic programmes offered in the University, and the University had produced its third set of graduates. In addition, the University has qualified human resources and appreciable physical facilities that place it on a sound footing to start postgraduate programmes. The University also sufficiently met the conditions for mounting postgraduate programmes, which include producing two sets of graduates and securing full accreditation for at least 25% of its programmes.

The successes recorded in the undergraduate programmes of the University, which have secured NUC's full accreditation (27 programmes as at 2020) encouraged the management of the University to set up a Committee in 2018 for the establishment of a School of Postgraduate Studies (SPS) to commence postgraduate diploma, academic and professional Masters, and Ph.D. programmes. The Committee completed its assignment, and following the recommendations of the Academic Development Committee (ADC), the Senate and the Council, 42 programmes and the request for the establishment of the PG School were forwarded to the NUC, which granted approval following a resource verification exercises in December, 2020 and March, 2021 respectively. The approved programmes are as follows:

### **EDUCATION**

1. Education, PGDE.
2. Curriculum Studies, M.Ed.
3. Curriculum Studies, Ph.D.
4. Guidance and Counselling M.Ed.
5. Guidance and Counselling Ph.D.

### **HUMANITIES**

6. Developmental Studies, PGD
7. International Studies, M.A.
8. International Studies, Ph.D.
9. English, M.A
10. English, Ph.D.
11. Islamic Studies, PGD
12. Islamic Studies, M.A.
13. Islamic Studies, Ph.D.
14. Arabic Studies, M.A.
15. Arabic Studies, Ph.D.
16. History, M.A.
17. History, Ph.D.

### **SCIENCE**

18. Chemistry, PGD
19. Chemistry, M.Sc.
20. Chemistry, Ph.D.
21. Computer Science, PGD.
22. Computer Science, M.Sc.
23. Computer Science, Ph.D.
24. Mathematics, PGD.
25. Mathematics, M.Sc.
26. Mathematics, Ph.D.



- 27. Biology PGD
- 28. Biology M.Sc.
- 29. Biology Ph.D.

### **SOCIAL AND MANAGEMENT SCIENCES**

- 30. Economics, M.Sc.
- 31. Economics, Ph.D.
- 32. Financial Economics, PGD.
- 33. Masters in Financial Economics
- 34. Entrepreneurship, M.Sc.
- 35. Business Management, PGD.
- 36. Business Management, M.Sc.
- 37. Business Management, Ph.D.
- 38. Masters of Business Administration, MBA.
- 39. Geography, Ph.D.
- 40. Geographical Information System, PGD
- 41. Geographical Information System, M.Sc.
- 42. Rural Development and Natural Resources Management, M.Sc.

### **1.3. Mission of the University**

‘To provide educational training, research and community service for development, taking into cognizance the cultural heritage of the host community’.

### **1.4. Vision of the University**

‘To be a world-class citadel of learning that provides practical education directed towards the training of highly knowledgeable, skilled and disciplined citizens’

### **1.5. Mission of the School of Postgraduate Studies (SPS)**

‘To provide opportunities for advanced studies towards producing highly trained and qualified manpower to actively participate in a competitive and rapidly changing global community’.

### **1.6. Vision of the School of Postgraduate Studies (SPS)**

‘To be among the top class and sought-after University for acquiring higher degrees.’

### **1.7. Philosophy of the School of Postgraduate Studies (SPS)**

Creating conducive atmosphere for teaching, learning and research, and to make Yusuf Maitama Sule University an excellent place for postgraduate studies.

### **1.8. Functions of the School of Postgraduate Studies (SPS)**

The functions of the SPS are to:

1. Promote postgraduate education at national and international levels
2. Ensure quality control for all aspects of postgraduate education and establish policies and standards that define good practice in all postgraduate programmes
3. Coordinate in the development, implementation, and administration of all higher degree programmes.
4. Engage in policy formulation, regular review and update of policies, guidelines and regulations on all higher degree programmes and related matters.
5. Promote synergy and articulation in the developing, implementing, marketing and managing the various types of higher degree programmes of the University
6. Monitor and enhance the quality of research supervision and to work closely with Departments, Faculties, and Research Centers
7. Organize research supervision training programs to update the knowledge and skills of research supervisors.
8. Formulate, publish, and monitor implementation of rules and regulations governing postgraduate programmes.
9. Produce annual reports on the activities of the School
10. Recommend periodically to Senate, a comprehensive review of general regulations, progress and development of the School
11. Recommend to the Senate through the Academic Development Committee (ADC) proposals for new postgraduate programmes
12. Encourage creative academic activities through advanced scholarship, scholarly research and linkages
13. Receive and recommend to Senate submissions from departments and faculties on admissions, registration, field study, research proposals and topics, supervisors, internal and external examiners, and duration of programmes

14. Examine postgraduate curricula and examination programmes submitted by departments through Faculty (Postgraduate) Boards, and make recommendations to the Senate.
15. Receive each candidate's detailed programme and progress report for purpose of monitoring the candidate's progress
16. Receive and consider all examination results and reports from Departments/Faculties in respect of all programmes being coordinated by the school, and present recommendations to the Senate
17. Receive and recommend to the Senate candidates for the award of Postgraduate Degrees, Postgraduate Diplomas and Certificates
18. Receive, deliberate and recommend to the Senate, submissions on students request and cases.
19. Receive submissions from Departments, assess and make recommendations to the Senate students that are eligible for Postgraduate Scholarships, Fellowships, Bursaries and other awards
20. Prepare and implement a budget necessary for executing the functions of the school, paying particular attention to fellowship, scholarship, visiting lectureships, external examiners and postgraduate programmes;
21. Consider and approve the minimum period of professional attachments or internships and minimum attendance requirement for coursework
22. Approve teaching staff for postgraduate studies and regulate the conduct of postgraduate teaching
23. Establish criteria for the appointment and approval of postgraduate supervisors and external examiners
24. Prepare and publish the SPS prospective, titles of Theses/Dissertations accepted for the award of higher degrees together with abstracts.
25. Raise funds for postgraduate education and research through contacts with donors locally and intentionally
26. Carry out any other responsibilities that Senate may delegate to the Board from time to time.

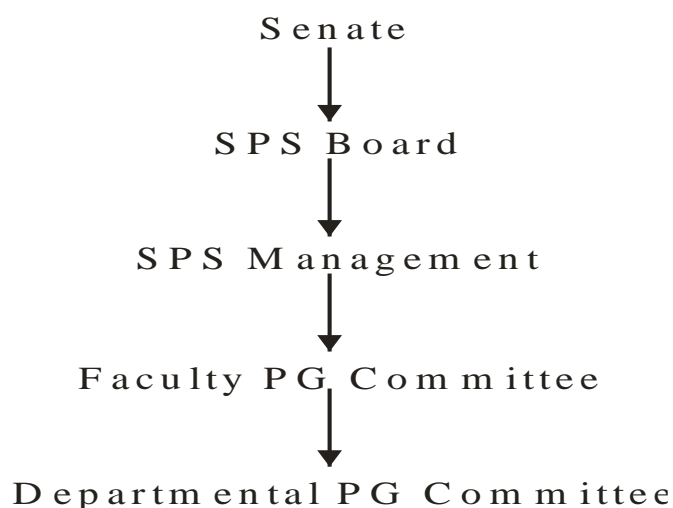
### **1.9. Structure of the SPS**

The SPS is structured to coordinate postgraduate activities based on inputs from Departments, Faculties, Centres and Units. It is run based on the inputs from the Departments, Units, and Faculties. The apex body of the SPS is the Postgraduate School Board with a Postgraduate Management Committee that runs the day to day activities of the School. The Management Committee is responsible for collating and analyzing submissions to the Board and for

onward submission to the Senate. There shall be SPS Committees at the Departmental and Faculty levels.

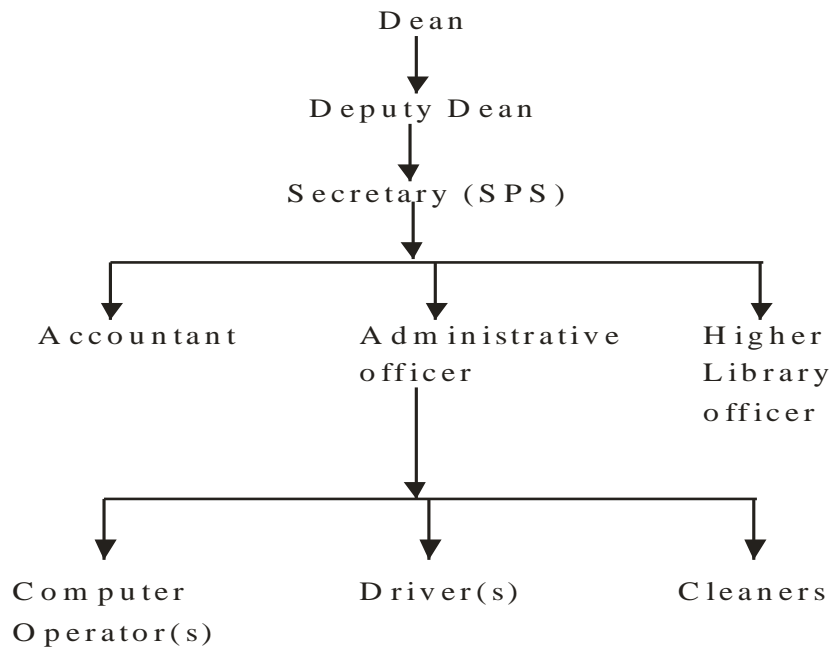
### **1.9.1. The SPS Organogram**

The organogram and structure of the SPS shall be as follow:



### **1.9.2. Officers of the SPS**

The SPS shall be headed by a Dean who holds Ph.D. and in the Professorial Cadre. The Dean shall be assisted by a Deputy Dean who also holds a Ph.D. and not below Senior Lecturer, an Administrative Secretary supported by Technical and Administrative Staff. The full compliments of the officers are as follows:



### **1.9.3. Membership of the Board of SPS**

Membership of the Board shall compose of:

- i. The Dean, School Postgraduate Studies (Chairman)
- ii. The Deputy Dean, School Postgraduate Studies
- iii. Two representatives of Senate who shall be on a Professorial Cadre
- iv. The University Librarian
- v. Representatives of Faculties- One member from each faculty who shall be at least Senior Lecturer with a Ph.D.
- vi. The Director of Academic Planning
- vii. The Director of MIS
- viii. The Secretary of the SPS

#### **1.9.3.1. Functions of the Board**

The Board of Postgraduate Studies is the governing body of the School, and shall on behalf of the Senate perform the following functions and responsibilities for its final approval:

- i. Admission of students for postgraduate study programmes;
- ii. Approval of research proposals for Masters and Ph.D. degrees;
- iii. Approval of Internal and External Examiners;
- iv. Approval of oral examination panels for Masters and Ph.D. students;

- v. Approval of deferment of studies;
- vi. Approval of extension of study period;
- vii. Coordination of all postgraduate programmes in the University;
- viii. Receive each candidate's detailed programme and progress report for the purposes of monitoring the candidate's progress;
- ix. Approval of teaching staff for postgraduate studies and regulate the conduct of postgraduate teaching;
- x. Publish the Postgraduate School Prospectus, titles of Dissertations and Theses accepted for higher degrees and their abstracts, and disseminate other related information on postgraduate matters;
- xi. Make appropriate recommendation to Senate on the following:
  - a. Submissions from Departments through Faculty Postgraduate Committees on minimum qualification for admission, fields of study, duration of programmes and appointment of external moderators, internal and external examiners for oral examination;
  - b. Submissions from Departments through Faculty Postgraduate Committees on postgraduate curricula and examination programmes;
  - c. Extension of study period of registered students beyond the maximum stipulated period;
  - d. Withdrawal of students from postgraduate study programmes.
  - e. Advise Senate on whether some course work done and years of postgraduate studies spent in a recognized institutions outside the University could be accepted towards the completion of requirements for the award of a postgraduate degree of this University;
  - f. Interpret and operate postgraduate regulations, and make annual reports on its work to Senate;
  - g. Students for Postgraduate Scholarships, Fellowships, stipends and other awards.
  - h. Budget necessary for executing the functions of the School, paying particular attention to fellowships, scholarships, visiting lectureships, question papers and answer scripts moderation, supervision, research examination and postgraduate programmes among others;

- i. Amendment/formulation/revision of general regulations governing postgraduate study programmes;
- j. Annual report on students progress and development of postgraduate studies in the University;
- k. Submissions from Departments through Faculty Postgraduate Committees on results of all programmes being coordinated by the School;
- l. Submissions from Departments through Faculty Postgraduate Committees on the award of higher degrees and diplomas to students;
- m. Submissions from Departments through Faculty Postgraduate Committees on the establishment of new postgraduate programmes;
- xiv. Carry out all other matters/responsibilities the Senate may direct/delegate to the Board from time to time.

#### **1.9.3.2. Meetings of the Board**

- i. The Board of Postgraduate Studies shall ordinarily meet once in a month.
- ii. Notice of regular Board meetings shall ordinarily be served at least three working days in advance.
- iii. The Chairman may direct to convene an emergency meeting of the Board for consideration of a single item.
- iv. The quorum for transaction of business in a meeting of the Committee shall be two third of the total membership.

#### **1.9.4. School of Postgraduate Management Committee**

The Management Committee shall be as follows: -

Dean, School of Postgraduate Studies	Chairman
Deputy Dean, School of Postgraduate Studies	Member
Secretary, School of Postgraduate Studies	Secretary

#### **1.9.4.1. Functions of the Committee:**

The School of Postgraduate Studies Management Committee is the principal body responsible for the running of the school, it is responsible to ensure:

- i. The proper implementation of regulations governing postgraduate programmes.
- ii. That the overall administration of postgraduate studies in terms of admission, student records and other requirements are done professionally.
- iii. Carry out any other responsibilities the Board of Postgraduate Studies may delegate to the School from time to time.

#### **1.9.4.2. Meetings of the Committee:**

The Committee meets as at when the need arises.

#### **1.9.5. Faculty Postgraduate Studies Committee**

The SPS should function in all the existing Faculties through their respective postgraduate Committees. The Faculty Postgraduate Coordinator will be responsible for making submissions and recommendations to the SPS Board on behalf of their respective Faculties.

The Faculty Committee shall be as follows: -

- i. The Dean of the faculty as Chairman. If the Dean has no Ph.D., the most senior Head of Department in the faculty with a Ph.D. shall serve as Chairman of the Committee.
- ii. Heads of Departments in the faculty who offer postgraduate programmes.
- iii. All Professors and Associate Professors in the faculty.
- iv. The Deputy Dean of the School of Postgraduate if he/she belongs to the faculty.
- v. Postgraduate Coordinators in all the departments of the faculty.
- vi. Faculty Postgraduate Coordinator who must have a Ph.D. and be at least a Senior Lecturer.



- vii. Faculty Postgraduate Coordinator is to serve as secretary and assisted by the Faculty Officer.

#### **1.9.5.1. Functions of the Committee**

- i. Coordinate all postgraduate programmes of the College/Faculty.
- ii. Recommend postgraduate candidates from Departments to the Board of Postgraduate Studies for admission.
- iii. Recommend external examiners from Departments to the Board of Postgraduate Studies.
- iv. Recommend Panels of examiners for Oral Defense of Dissertation/Thesis.
- v. Recommend course work result from Departments to the Board of Postgraduate Studies.
- vi. Recommend award of Postgraduate degrees/diplomas received from Departments to the Board of Postgraduate Studies.
- vii. Consider Master's and Ph.D. Degrees research proposals received from Departments and make appropriate recommendations to the Board of Postgraduate Studies.
- viii. Recommend new Postgraduate programmes originating from Departments to the Board of Postgraduate Studies.
- ix. Recommend amendment/revision of Postgraduate programmes originating from Departments.
- x. Recommend extension of studies beyond the maximum period to the Board of Postgraduate Studies.
- xi. Carry out any other functions assigned to it by the Board of Postgraduate Studies.

#### **1.9.5.2. Meetings of the Committee**

- i. The Committee shall meet regularly to consider submissions from various Departments of the Colleges/Faculties.
- ii. The quorum for transaction of business in a meeting of the Committee shall be two third of the total membership.

### **1.9.6. Departmental Postgraduate Studies Committee**

The Departmental Postgraduate Coordinator is to be appointed by the Dean of the Faculty or Head of Department if the Dean assigns the duty to the Head of Department. He/she is responsible for advising and making recommendations to the Faculty Postgraduate Studies Committee in respect of admission, registration of Students, field study, examination and related matters. Similarly, he/she should ensure regular attendance of students at the postgraduate research seminars, coordinate and control the quality of postgraduate teaching/research in the Department.

The Committee shall comprise of the following: -

- a. The Head of Department who must be a Ph.D. holder and at least a Senior Lecturer as Chairman otherwise, any staff of the Department with a Ph.D. and not below the rank of a senior Lecturer should serve as the Chairman.
- b. Postgraduate Studies Coordinator who must have a Ph.D.
- c. All Professors and Associated Professors in the Department.
- d. All Lecturers and Supervisors of postgraduate programmes in the Department. But in matters related to Ph.D., only those with Ph.D. should attend.

#### **1.9.6.1. Functions of the Committee**

The Departmental Postgraduate Studies Committee shall as its role: -

- i. Coordinate all postgraduate programmes in the Department.
- ii. Consider and recommend applications for admission and appointment of external examiners to the Senate through the Faculty Postgraduate Committee and Postgraduate School Board.
- iii. Recommend appointment of supervisors for Master's and Ph.D. degree students to the Board of Postgraduate Studies.
- iv. Recommend Panels of Examiners for Oral Defence of dissertation/thesis to the Board of Postgraduate Studies.
- iv. Recommend examination results to the Board of Postgraduate Studies.
- v. Recommend award of Postgraduate degree/diploma to the Board of Postgraduate Studies.
- vi. Recommend new postgraduate programmes as well as amendment/revision of existing programmes to the Board of Postgraduate Studies.

- vii. Submit Academic Status of the postgraduate students to the Postgraduate School at the end of each academic session.
- viii. Consider and approve title of the research work submitted by students.
- ix. Any other related matter which affects field mode of study and other Departmental requirements.

**Note that all submissions to the Board of Postgraduate Studies shall be through the Faculty Postgraduate Committee.**

#### **1.9.6.2. Meetings of the Committee**

- i. The Committee shall meet regularly to consider matters concerning postgraduate programmes in Department.
- ii. The quorum for transaction of business in a meeting of the Committee shall be two third of the total membership.

#### **1.10. Channel of Communication with the School of Postgraduate Studies**

All matters relating to SPS including those from postgraduate students shall be addressed to the Dean of the SPS and shall pass through the Department and Faculty Postgraduate Committees.

## **PART TWO**

### **2.0. PROCEDURE FOR POSTGRADUATE ADMISSION AND REGISTRATION**

#### **2.1. General Regulations Governing Admission to Higher Degree Programmes**

The procedures for admission are as follows:

- (1) Advertisement for postgraduate study application of the university shall be made at least in two national dailies and on the University's website at the end of every academic calendar. This would serve as the beginning of the postgraduate admissions processes of the following year.
- (2) All applications into postgraduate study programmes of the University should be made on the postgraduate study application portal on the official website of the University. The portal should be open for a stipulated period during every admission exercise.
- (3) Applicants may be allowed to choose two programmes in order of preferences in one application.
- (4) There shall be a Faculty Postgraduate Committee in each faculty of the University which shall be chaired by the Dean of the faculty. The committee would deliberate on all matters pertaining to postgraduate programmes of the faculty and make recommendations to the SPS.
- (5) All postgraduate study opportunities shall be made in cognizance of the availability of resources, facilities and personnel in the appropriate departments.
- (6) All admissions into postgraduate programmes shall be made by the SPS on the recommendations of the Faculty Postgraduate Committee.
- (7) Candidates for admission to higher degree programmes shall be graduates of a full-fledged University recognized by the National Universities Commission (NUC) or other Universities/Institutions recognised by the Senate of the University.
- (8) Candidates without any previous higher degrees in the relevant discipline may be admitted only to postgraduate diploma, thereafter may be considered for a Master's programme if they pass with appropriate grade.

(9) Applicants with good grade in the Higher National Diploma (HND) may be considered as in (8) above / overleaf.

(10) Candidates with recognised “Research Higher Degree” in the relevant discipline may be admitted to the M.Phil. or Ph.D. degree programmes as appropriate on the recommendation of the appropriate Faculty Postgraduate Committee.

(11) Candidates shall ensure that official transcripts of their academic records are forwarded to the SPS within a prescribed period.

(12) Before any postgraduate study application shall be considered, the official transcripts of all degrees completed in any university other than the Yusuf Maitama Sule University has to be mailed from the awarding university, and received by the SPS of Yusuf Maitama Sule University. To prevent delays, applicants should make adequate arrangements with their respective institutions to provide transcripts before the stipulated deadline.

## **2.2. Types of Admission**

### **Full-Time Admission**

Full-time admission can be offered only to candidates who satisfy the Postgraduate School that they are not in employment, or that they may be released by their employers to undertake full-time studies. Candidates should be required to supply the university with evidence of release before they are allowed to register for a full-time postgraduate programme.

### **Part-Time Programme**

Candidates may be admitted to part-time programme, if their engagements or choice prevents them to be considered for full-time programmes. Nevertheless, if the candidates are in a formal employment, they have to provide consent letter from their employer.

## **2.3. Admission Processing Guidelines**

The University does not discriminate on the basis of race, sex, age, religion, nationality or ethnic origin, or physically challenged in the admission of students to its postgraduate study programmes. Applications are considered on a competitive basis by the Departmental / Faculty

Admissions Committee which evaluates all available information and selects the best qualified applicants from those whose credentials meet the standards for admission.

Proficiency in reading, writing, speaking and understanding English is required for admission. Letters of recommendation or referee's reports are given very serious consideration. When an applicant fails to provide required documents, (transcripts, etc.), his or her admission chances may suffer in relation to those whose credentials are complete.

Interviews or proficiency tests in the relevant programmes may be required. The relevant Departments in collaboration with the Admission Office of the SPS will arrange such interviews or tests. The Postgraduate School of the University does not entertain deferment of admissions. Any offer of admission not taken up in the particular year it is given, may be considered to have lapsed. The affected candidates may however, reapply in the following academic. (See section 2.11)

#### **2.4. The General Requirements of Programmes**

The minimum total workload expected to be covered for the award of postgraduate qualification of the Yusuf Maitama Sule University shall be:

- (i) A minimum of forty-eight (48) credits will be required for Ph.D. programmes of which thirty (30) credits are from the Master's programme; six (6) credits of two (2) courses from Ph.D. course work and twelve (12) credits from thesis. However, a maximum of nine (9) credits may be offered for course work and seminar.
- (ii) All course work for M.Phil. and Ph.D. shall be taught and examined in the first semester. The second semester shall be devoted to research proposals and seminars.
- (iii) A minimum of thirty (30) credits, including six (6) from a dissertation is required for an academic Master's degree.
- (iv) For Professional Masters Degrees, a minimum of thirty (30) credits including six (6) from project is required.
- (v) All courses shall be examined at the end of the semester in which they are taught. All question papers and marked scripts of taught courses shall be moderated by an external examiner appointed by the Senate.

- (vi) The pass mark for all postgraduate courses shall be 50% or a grade of **C**.
- (vii) A candidate who fails more than one third of the total coursework credits registered for in a session shall be required to withdraw from the programme. A candidate who fails not more than one third of the total credits registered for in a session shall carry over the failed courses.
- (viii) A candidate who has completed all the aspects of a course but for reasons acceptable to the Senate is unable to sit for the examination, shall be graded "incomplete" in the course. He shall sit the examination at the next opportunity. The department may, however, subject to approval of the Senate organize a supplementary or special examination in such circumstances, if it is believed that not doing so would extend the period of graduation beyond the maximum period of study permissible.
- (ix) A candidate who fails to sit for the examination in a course without valid reasons, i.e. reasons acceptable to the Senate, shall be deemed to have failed that course.
- (x) A candidate who fails to register for a programme or absents himself/herself from the semester examinations without reasons acceptable to the Senate shall be required to withdraw from the programme.

## **2.5. False Declaration**

Any candidate found to have falsified credentials shall be asked to withdraw from the University.

## **2.6. Approval of Admission**

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

## **2.7. Offer and Acceptance of Admission**

- (a) Candidates offered admission shall be notified in writing by the Secretary, School of Postgraduate Studies. The list of successful candidates shall be made available on the University's website.

(b) The offer of admission made shall be provisional and individual candidates shall be required to:

(i) Accept the offer of admission in writing on the prescribed forms and pay the prescribed acceptance fees, within the specified deadline; and

(ii) Comply with other conditions that may be contained in the admission letter.

(c) Any provisional offer of admission not accepted as prescribed above, shall be deemed to have lapsed.

## **2.8. Admission Requirements**

### **2.8.1. Postgraduate Diploma Programme**

A candidate seeking admission into a Postgraduate Diploma programme must possess a qualification equivalent to a first degree (at least 3<sup>rd</sup> Class Degree or higher) or a Higher National Diploma (HND) (at least Lower Credit) or its equivalent (provided the University matriculation requirement is satisfied). Such a candidate should have the relevant post-qualification experience as may be prescribed from time to time. However, Ordinary National Diploma (OND) plus professional qualification and Higher Diploma (HD) are not equivalent to HND.

### **2.8.2. Master's Degree Programme**

(a) A candidate seeking admission into the Academic Master's Degree Programme must hold:

i. A minimum of Second Class (Lower Division) Degree of Yusuf Maitama Sule University, or any other recognized University.

ii. Third Class Degree plus a good Postgraduate Diploma at credit level from Yusuf Maitama Sule University, Kano and a minimum CGPA of 3.50 from any other recognized University or institution.

iii. Any other qualifications deemed by the Board of the School of Postgraduate Studies and Senate to be equivalent to (i) or (ii) above.

(b) A candidate seeking admission into a Professional Master's Degree programme must hold:

i. A minimum of Second-Class Lower degree in the relevant area from Yusuf Maitama Sule University, Kano or any other recognized University.



ii. A good Postgraduate Diploma in the relevant area not below classification of Merit from Yusuf Maitama Sule University, Kano or any other recognized University provided the conditions prescribed under the Postgraduate Diploma Programmes above are satisfied.

iii. A minimum of Second-Class Upper Division degree in a non-related area plus relevant professional qualifications obtained after passing a qualifying examination.

iv. Any other qualifications deemed equivalent to the above.

### **2.8.3. Ph.D. and M.Phil. Degree Programmes**

i. A candidate who seeks admission into the degree of the Doctor of Philosophy programme must hold an Academic Master's Degree of Yusuf Maitama Sule University or any other recognized University. The CGPA of the Masters programme should be at least 3.50 on a scale of 0.00 to 5.00. A Ph.D. candidate who satisfies all admission requirements except the CGPA can be considered for admission into M.Phil./Ph.D. provided the CGPA is at least 3.00.

ii. M.Phil. from Yusuf Maitama Sule University, Kano or any other recognized University with a minimum CGPA of 3.00.

iii. Any other qualification deemed equivalent to (i) or (ii) above.

## **2.9. Registration of Fresh Students**

A candidate registering for full-time studies to pursue Ph.D., M.Phil./Ph.D., Master's Degree or Postgraduate Diploma programme must:

i. Present a letter of release from his employer (if employed), indicating that he/she has been released for a period not less than twelve (12) months; and

ii. Sign an undertaking that he/she will remain available to undertake the course of study or research for at least twelve (12) calendar months.

### **2.9.1. Procedure for Registration**

A fresh student shall register in the School of Postgraduate Studies. Registration shall be on the prescribed forms approved by the Board.

The procedure for fresh registration shall consist of the following:

(i) Screening candidate's credentials claimed in the application forms at the School of Postgraduate Studies;

- (ii) Presentation of NYSC Discharge or Exemption Certificate;
- (iii) Payment of prescribed registration fees;
- (iv) Issuance of registration numbers at the School of Postgraduate Studies;
- (v) Registration at the Faculty/Department; and
- (vi) Returning of all completed registration documents to the prescribed offices.

### **2.9.2. Deadline for Registration**

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

### **2.9.3. Concurrent Registration**

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

## **2.10. Renewal of Registration by Returning Students**

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

### **2.11. Suspension of Studies**

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

### **2.12. Change of Mode of Study (or Status).**

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

### **2.13. The Change of Programme or Course of Study**

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

- (a) The candidate is qualified for the new programme.
- (b) The candidate has formally registered with the School of Postgraduate Studies and paid all the fees prescribed for the course of study into which admission was made;

- (c) The Departmental Postgraduate Committee is satisfied that the candidate can benefit from the change and, where applicable, that a suitable supervisor is available; and
- (d) In the case of Postgraduate Diploma and Masters Degrees primarily by coursework, a written examination request for a change in the area of specialization shall be made before registration for fresh students in the particular academic session is closed.

## **2.14. Addition and Dropping of Courses**

1. A student who has completed all the registration formalities may be allowed to add or drop a course provided that the application is made before one quarter of the duration of the course and the add/drop is within the regulations.
2. Applications to add or drop a course shall be on prescribed "Add and Drop Forms" approved by the Board.
3. A student who drops a course without complying with regulation no.2 above shall be deemed to have failed the course and it shall be so reflected in the student's records.
4. The result of any course not registered for nor added on as prescribed in the regulation shall be null and void.

## **2.15. Course Numbering**

- (a) Postgraduate courses shall be numbered as follows:
- |                       |             |
|-----------------------|-------------|
| Postgraduate Diploma: | 7000 - 7999 |
| Masters:              | 8000 - 8999 |
| M.Phil./Ph.D.:        | 9000 – 9999 |
- (b) Long Essays, Projects, Dissertations & Theses shall be numbered as follows:
- |                       |      |
|-----------------------|------|
| Postgraduate Diploma: | 7999 |
| Professional Masters: | 8999 |
| Academic Masters:     | 8999 |
| M.Phil./Ph.D.:        | 9999 |

## **PART THREE**

### **3.0. EXAMINATION RELATED ISSUES**

It is the responsibility of each student to make sure that he/she is registered for the appropriate examination and be sure of the dates, times and venues of the examinations.

#### **3.1. Special Resit Examination**

The following conditions apply for special resit examinations:

- i. Spill-over student of Postgraduate Diplomas and Professional Master's only;
- ii. Student who fail not more than 50% of the course work is eligible;
- iii. Special resit students will be charged specified fee per course of the resit examinations. This amount is subject to review;
- iv. A student failing more than 50% of the course work shall be withdrawn from the programme.

#### **3.2. Qualifying Examinations and Remedial Programmes**

- i. Qualifying examinations and other courses designed to improve the background of the student to pursue higher degree programme may be organised by the departments concerned as the need arises.
- ii. The total workload for remedial courses to be undertaken by a Postgraduate Student shall not be more than 14 credit hours. A student requiring remedial courses exceeding 14 credit hours shall not be admitted into such postgraduate programmes. The student's admission shall remain provisional until he/she passes the prescribed qualifying/remedial examinations with a grade not less than "C" grade.
- iii. Students shall register for remedial courses at the beginning of the first semester of their programmes. The remedial courses are to be handled internally by the Department and the results of the examinations must be submitted to the School of Postgraduate Studies, through the appropriate channels for inclusion in the student's transcript.
- iv. For postgraduate programmes requiring remedial courses exceeding 14 credit hours, the Department concerned should consider drawing up an

appropriate Postgraduate Diploma to take care of the remedial work required by its programmes.

- v. Resit examinations for eligibility students shall take place two (2) weeks after release of end of session examination results. The maximum score for resit is “C” 50-59 marks being the lowest grade.
- vi. A student who makes a grade less than “C” in a remedial course shall be required to withdraw from the programme if, on second attempt, he/she again fails to obtain the required pass-grade.

### **3.3. Teaching Staff for Postgraduate Courses**

All Lecturers that are expected to teach courses for postgraduate programmes should be holders of M.Sc., Ph.D. or its equivalent with relevant teaching experience in a University or Research Centre/Institute. The Board may however, approve other categories of teaching staff on the recommendation of the Department and Faculty Postgraduate committees.

### **3.4. Withdrawal from the Program**

- i. If a student fails Dissertation/Thesis/Project report or course work examination after a second attempt, he/she shall be required to withdraw from the program.
- ii. A Master’s degree or Postgraduate Diploma student who obtained a CGPA of less than 2.50 in coursework examination shall be required to withdraw from the program.
- iii. A student who does not complete his/her programme within the specified maximum period shall be withdrawn from the program unless he/she has sought and obtained extension before the expiration of the maximum time.
- iv. The Departmental Postgraduate Committee may recommend a student to Senate for withdrawal, through the Faculty Postgraduate Committee and the Board of School of Postgraduate Studies, if it considers the student’s research to be unsatisfactory.
- v. A postgraduate student who absents himself/herself from class for a whole semester without acceptable reasons forwarded to the Board of School of Postgraduate Studies shall have his/her candidacy terminated by a decision of the Board and approval by Senate.

### **3.5. Private Studies**

Students of Yusuf Maitama Sule University shall be expected to spend adequate time on a day-to-day basis of about two (2) to three (3) hours in private studies. The university has an adequate library that meets the NUC minimum guidelines and other reading spaces in faculties and departments to encourage students to study in private.

### **3.6. External Examiners**

- i. External examiners shall be appointed for all examinations to moderate draft questions papers and marked answer scripts for all courses.
- ii. External examiners shall be appointed by Senate on the recommendations of the Departmental Postgraduate Committees and Faculty postgraduate committee through the School of Postgraduate Studies Board.
- iii. Each external examiner must be a senior academic by rank in the Professorial Cadre with academic reputation and scholarly work. He/she must have extensive experience of teaching and research in his/her field.
- iv. The Secretary of the School of Postgraduate Studies upon appointment of external examiner(s) issues a letter of appointment which will state duties of the examiner and remunerations.
- v. There shall normally be one external examiner in each major area.
- vi. An external examiner for a course work shall be appointed for a period of two (2) years. He/she is eligible for re-appointment.

#### **3.6.1. Duties of External Examiners**

- i. To moderate question papers and recommend such alterations deemed necessary in order to ensure standards.
- ii. To moderate the marking of examinations scripts for the courses in which he/she is the examiner.
- iii. If present, to attend meetings of the Department's Postgraduate Committee in which issues of the results are discussed.
- iv. To write report on the examinations to the Vice Chancellor and make copies to the Dean School of Postgraduate Studies and Head of Department concerned.
- v. Handle related Academic matters which border on his assignment.

### **3.7. Internal Examiners**

Internal examiners shall be appointed by the Senate on the recommendation of the concerned department and the faculty postgraduate committee, through the Board of the School of Postgraduate Studies, normally from among the staff concerned with teaching the courses being assessed, but subject to satisfying the minimum requirement for teaching postgraduate courses.

#### **3.7.1. Duties of Internal Examiners**

- i. To peruse through the draft copy of the dissertation/thesis and offer expert advice to the candidate.
- ii. To partake in the internal/external oral examinations of the candidate.
- iii. To participate in the assessment of course work.
- iv. To mark answer scripts before moderation by the external examiner.
- v. To invigilate at any examination.
- vi. To perform any other duties appropriate to the examinations.

### **3.8. Chief Examiner**

The Head of each Department is the Chief Examiner and shall be appointed by the Senate on the recommendation of the Department through the School of Postgraduate Studies Board. The chief examiner makes arrangements for the examination of the courses taught in his/her Department and in particular for the preparation, external moderation and security of examination papers. He/she should ensure that results are determined by the Departmental Postgraduate Committee, this is alongside the external examiners' report.

### **3.9. Preparation for Examinations**

The Chief Examiner shall ensure each paper bears an appropriate rank depicting:

- i. Faculty and Department
- ii. Programme of study
- iii. Title of course and course number
- iv. The date on which paper is to be taken (or month if the day is not known when the paper is prepared).



- v. The time or duration of the paper
- vi. The number of questions to be answered and any restriction as to the students' choice.
- vii. Any instructions regarding the use of answer book.
- viii. Any additional materials to be supplied by the Invigilators to candidate.
- ix. The Chief Examiner must ensure that all question papers shall be passed by hand and only between persons directly concerned and in envelopes marked "Strictly Confidential". Where transmission by post to External Examiners is unavailable, drafts should be in double envelopes, the inner carrying a security seal marked "Strictly Confidential" to be opened by (Name). The outer envelope shall not be marked as confidential but shall be strongly sealed and sent as registered post.
- x. The Chief Examiner should ensure proper custody of the sealed packets of question papers for onward handing over to the Faculty Postgraduate Coordinator a week before the examination day.
- xi. The Faculty Postgraduate Coordinator upon completion of the examination exercise should ensure that one copy of each paper is forwarded to the Dean, School of Postgraduate Studies and three (3) copies to the University Librarian.

### **3.10. Procedure for Invigilation**

Heads of Departments and other Senior Academics are assigned as Chief Invigilators. The Chief Invigilators are expected to discharge the following:

- i. To ensure attendance and that all invigilators are present at their respective venues of examination.
- ii. To report cases on examination misconduct.
- iii. To endorse reports on examination malpractice from invigilators for further investigations.
- iv. To ensure smooth conduct of examinations.

#### **3.10.1. Duties of Invigilators**

The invigilators are expected to ensure the followings are done:

- a. To ensure that eligible students are admitted at the examinations venues before the examinations commence.

- b. To collect examinations materials from the designated venues.
- c. To report cases of examinations malpractice to Chief Invigilator.
- d. To submit all examination materials that are collected at the start of the examination to the designated center/venues.

### **3.11. Regulations of the Conduct of Examinations**

- a. On the date of examination, a student is expected to be at the hall or center of the examination at least 15 minutes before the commencement of the examination.
- b. Students are expected to register for the appropriate examination and be sure of the date, time and venues of the examination. They should also be in possession of the respective I.D. Cards.
- c. A student may be permitted by an invigilator to leave the examination hall during the course of examination provided he/she does not carry any authorized or offensive items, and will be accompanied by the security personnel assigned by the invigilator.
- d. No student shall be allowed to leave the examination hall during the first 20 minutes or last 10 minutes until the end of the examination session.
- e. If a student is found to be or is suspected to infringe on the examination regulation, or its conduct, the invigilator shall upon possession of the evidence set modality for penalty to the offender accordingly.
- f. A student must not during examination, directly or indirectly give assistance to any other student or permit him/her to copy from his/her answer script. Such will attract severe penalties to both offenders.
- g. A student is not allowed to take into the examination hall electronic device in his/her possession during the examination session e.g. Cellular/Mobile phones or any electronic notebook, audio visual facilities, paper and written materials are not allowed.
- h. A student shall write his/her examination number (not name), Department and course clearly in the spaces provided for them at the top corner of every answer booklet and each separate sheet of paper provided by the invigilator.
- i. A candidate arriving late shall be admitted up to 20 minutes after the start of the examination, but shall not be allowed extra time. If he/she

arrives more than 20 minutes later but before half of the total duration of the examination had elapsed, the invigilator may at his/her discretion admit him/her if he/she is satisfied with the good reason given by the student.

j. Failure by any student to comply with the lawful instructions given before or during examination will attract penalties.

k. The following are considered as examination misconduct;

i. Leakage of examination question papers in form of having any knowledge or possessing examination questions before the examinations.

ii. Possession of unauthorized materials related to the examinations and likely to be used during the examinations.

iii. Copying from prepared notes or from a script of a colleague during examination.

iv. Giraffing while examination is in session.

v. Impersonation of any type.

vi. Offering assistance or attempt to obtain assistance from co-student during examination.

vii. Consultation to certain literature or unauthorized material by the student.

viii. Physical disturbance while examination is going on.

ix. Assaulting verbally or physically an invigilator by the student.

### **3.12. Procedure for Handling Misconduct on Examination**

The Faculty is expected to set up a Standing Committee of Examination Misconduct and Malpractice which shall handle all cases of examination misconduct and malpractice that emanates during examination sessions and referred to the Dean, School of Postgraduate Studies. The School of Postgraduate studies shall refer all examination malpractice and misconducts to the University Central Standing Committee,

#### **3.12.1. Steps to be Employed on Suspected Examination Misconduct**

i. Any student found to infringe on any of the provisions of the examination rules will be reported to the appropriate authorities for sanctioning.

ii. The Faculty Postgraduate Coordinator will receive the report of such misconduct from the invigilator or related person who shall in turn report

the alleged person to the Dean SPS immediately after the investigations report,

iii. Report of misconduct emanating from examination session will be forwarded to the Dean SPS immediately after formal report.

iv. The Faculty Examination Malpractice Committee shall investigate the alleged misconduct and determine the appropriate penalties to the alleged offender within one week from the date the report is forwarded to it.

v. The report of the Faculty Examination Malpractice Committee will then be forwarded to the University Central Standing Committee on Examination Misconduct for deliberation and final action by the Senate.

### **3.13. Category of Offences and Punishments**

The following are the categories of examination malpractice and leakage offences, as well as the appropriate punishment for the offences.

#### **3.13.1. Category of Offences Punishable by Expulsion from the University**

i. Impersonating another student, or being impersonated by another person at an examination;

ii. Exchanging names and/or numbers on answer booklet/sheets;

iii. Introduction and use of relevant unauthorized material(s) into the examination hall;

iv. Exchange of materials like question papers, containing jottings that are relevant to the ongoing examination in the examination hall;

v. Theft and/or illegal removal of examination answer booklet;

vi. Any kind of mischief likely to hinder the smooth conduct of the examination e.g. causing fire, flooding or engaging in physical violence;

vii. Collaborating with, or copying from, another candidate;

viii. Cheating outside the examination hall, such as in the toilets, hall of residence etc;

ix. An offence that falls under **section 3.13.2** committed by a student who was previously rusticated;

x. Any offence under this section (**3.13.1**) committed by a student of this University in another institution;

xi. Destruction of/ tampering with evidence of candidates including preventing access to electronic devices;

xii. Any other misconduct deemed by the University Committee on Examination Misconduct and Senate to warrant expulsion.

### **3.13.2. Category of Offences Punishable by Rustication**

- i. Facilitating/Abetting/Aiding cheating by another candidate;
- ii. Introduction, but not use, of relevant unauthorized materials to the examination hall;
- iii. Acts of misconduct (such as speaking/conversation during the examination that is likely to disrupt the conduct of the examination;
- iv. An offence in category **3.13.3** committed by a previously warned or rusticated student;
- v. Any offence under this category committed by a student of this University in another institution; and
- vi. Any other misconduct deemed by the University Committee on Examination Misconduct and Senate to warrant rustication.

### **3.13.3. Category of Offences Punishable by Written Warning**

- i. Introduction of unauthorized irrelevant materials into the examination hall;
- ii. Writing on the question paper;
- iii. Any offence under this category (**3.13.3**) committed by a student of this University in another institution; and
- iv. Any other misconduct deemed by the University Committee on Examination Misconduct and Senate to warrant warning.

### **3.14. Involvement of Staff Members in Examination Misconduct**

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

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

### **3.15. Misconduct Related to Thesis, Dissertations, Project Reports and Long Essays**

Students are to observe the universally accepted high standards of academic integrity while writing and in conducting academic research work related to their programmes, as described in these regulations. Deviations from these standards may constitute misconduct which is punishable by the penalties described in section 3.15.1.

#### **3.15.1. Category of Offences and Punishments Relating to Thesis, Dissertation, Project Report and Long Essays**

If the Senate Committee on Academic Ethics establishes that a student has violated the University standards on academic writing outlined, it shall recommend the appropriate punishment to the Senate in line with the following general guidelines. Students punished under categories **3.13.2** and **3.13.3** would, in addition, be graded “**F**” in the final year project.

##### **(a) Offences Punishable by Expulsion**

- i. Submitting long essay, project report, dissertation or thesis already done by someone else;
- ii. Submitting, as long essay, project report, dissertation or thesis, a work submitted earlier for another purpose by the Student or by others at Yusuf Maitama Sule University, Kano or somewhere else;
- iii. Repackaging a whole project/dissertation as his/her own product; and
- iv. Any other offence related to long essay, project report, dissertation or thesis deemed by the Committee to merit expulsion.

##### **(b) Offences Punishable by Rustication**

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

##### **(c) Offences Punishable by Written Warning**

- i. Failure to acknowledge references;
- ii. Faking citations; and

iii. Any other offence related to project report, long essays, dissertations or thesis deemed by the Committee to merit a written warning.

**(d) Offences Punishable by Failure (F) Grade in the Coursework**

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

**3.16. Procedures for Preventing and Dealing with Misconducts**

a. Lecturers and supervisors should guide students on the correct ways of writing project reports, long essay and so on, in line with the guideline. The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.

b. In case a Lecturer/Supervisor suspects a student of gross infringement of the provisions of these regulations, the following procedures should be adopted in treating the case.

i. For an on-going work (such as a project being supervised), the student should be asked to address the problems identified, for example, by having a plagiarized chapter completely re-written or providing missing citations. If the student refuses to rectify the situation, the Lecturer/Supervisor should resort to other actions, as describe below.

ii. If a student submits the final draft of a work (such as a degree project), which infringes the provisions of Section 3.15.1 (B,C and D), he shall be made to re-write it, even if this means registering again in the following Session.

iii. Where the student refuses to re-write the project, or where the Lecturer/Supervisor believes that the student has committed an offence, the student shall be referred to the Faculty Committee on Academic Ethics.

iv. After investigation, the committee shall write a comprehensive report on the case brought before it, clearly indicating its finding, as to the degree of involvement, or otherwise, of the accused student. It shall then submit the report together with all the relevant documents to the Senate Committee on Academic Misconduct with its recommendation on the appropriate punishment to be served on the student if found guilty.

v. The Senate Committee on Academic Misconduct would then review the report of the Faculty Committee on Academic Ethics. Where

necessary, the Committee may conduct further investigations and forward its final recommendations to the Senate.

### **3.17. Right of Appeal on Examination Misconduct Cases**

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

### **3.18. Absence from Coursework and/or Examinations.**

Students are expected to attend their prescribe courses regularly and continuously. A minimum of 75% attendance is required by candidates to be eligible to write an examination. The following explains the situation further:

#### **3.18.1. Concession from Coursework and/or Examination**

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

- a. If a student is absent from the University on medical or other personal grounds. In special circumstances, and for good cause, the Senate may approve the request of a student to be absent from coursework and/or examinations. In both cases, such academic concession will be confined to the period of sick-leave, or leave of absence granted to him/her.



b. Where the absence involves missing the entire coursework or a semester, the student shall be required to complete such coursework or semester at the next available opportunity.

c. Where an examination with or without coursework, is involved, the performance in the affected course will be recorded as **“Incomplete”**, and the credit load will not be counted in the calculation of the students Grade Point Average (GPA) for the semester. The student would have to sit for the examination at the available opportunity and complete the assignments for the course that may be standing. For a graduating student, or in a case where the affected course is being phased out, the Department may recommend to the Senate the completion of an **“Incomplete”** course through the administration of a special examination if such an option is considered necessary and feasible.

### **3.18.2. Concession on Medical Grounds**

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

ii. The late submission of sick leave certificate will only be entertained in an exceptional circumstance. In any case, a student must give the reasons for being absent from the examination not later than 30 days after it is written. No excuse will be accepted after that. Certificates or excuses on medical or other grounds submitted after the publication of examination results can in no circumstances be considered.

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

### **3.19. Maternity Leave**

A female student must submit a medical certificate showing the expected date of delivery not less than six weeks in advance of the date. She can be

granted exemption from coursework for a period of 12 weeks, commencing six weeks before the date of delivery. The postponement of examination, until the next schedule opportunity, will normally be allowed only if the examination occurs within a period beginning six weeks before the expected date of delivery. The School of Postgraduate Studies Board may at its discretion extend this period on receipt of a medical statement indicating exceptional circumstances. Exemption from coursework during maternity leave as above will be permitted only once during the programme of study. If the expected date of delivery interferes considerably with a semester programme, the Department concerned may require the semester's work to be abandoned and taken up at the next available opportunity.

In this guideline, "Sick-leave Certificate" and "Submit" or "Submission" is interpreted as follows:

#### **3.19.1. Sick-Leave Certificate**

- i. If a student fall sick while residence in the University campus or in the Kano Metropolitan, each such leave certificate must be obtained from University Clinic or from the doctor or hospital to whom the student is referred from the University Clinic. In the latter case, the certificate should be on official letter headed form, stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the hospital, as appropriate. Such sick-leave certificate obtained outside the University must be endorsed by the Director of the University Health Services Department.
- ii. If a student falls sick outside Kano Metropolitan or is taken in emergency to a hospital in Kano, he/she must similarly obtain his/her certificate from a Medical Officer employed by the University or by a Government Hospital on an official letter headed form, stamped and counter-signed by the Head of Department or Medical Superintendent in charge of the Hospital, as appropriate.
- iii. If a student falls sick outside Nigeria, he/she must send without delay an official sick-leave certificate to the Director, University Health Services, who may at his discretion refer the certificate for authentication to the Nigerian Diplomatic representative in the country concerned, or to any other appropriate body.

iv. If a student is granted a sick-leave or maternity leave before the examination, and he/she decides to take the examination, the sick-leave or maternity leave shall be withdrawn and he/she will be obliged to take all the examination. Note that all sick leave certificates obtained outside the University must be endorsed by the Director, of the University Health Services Department.

### **3.19.2. Submissions of Sick-Leave Certificate**

i. If the student obtained a sick-leave certificate from the University Clinic as in above, he/she must present it personally or through a messenger without delay to the Head of his Department and obtain an acknowledgement for it.

ii. If the certificate is obtained from a Doctor to whom he/she is referred in Kano (section 3.19.1. i.), it must be presented personally or through a messenger without delay to the Director, University Health Service, and obtain an acknowledgement for it.

iii. If the certificate is obtained as in (section 3.19.2. ii.) it must be sent immediately by messenger or by registered post to the Doctor, the University Health Services and an acknowledgement of the delivery or posting (as appropriate) obtained. If sent by post, a copy must be retained by the student. Meanwhile, the student must endeavour to notify the Head of Department by telephone, or by a messenger, stating his exact address and the number of days of the sick-leave given.

iv. In all cases, the acknowledgement for delivery or the posting of a certificate, and the copy where appropriate, must be retained and produce to the Head of Department if required later.

v. On receipt of a certificate issued by another Doctor, the Director of the University Health Services will notify the Head of the Student's Department. The Director may consider it necessary to send a member of the Health Services Staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. A certificate will not be further considered by the Director if the address given is found to be false.

### **3.20. Procedure for Assessment**

#### **3.20.1. Coursework**

The procedure for determining the total marks (continuous assessment and examination) for a particular course which are to be allotted to the coursework shall be recommended by the Department concerned along with the relevant syllabus to the Board of SPS and the Senate for approval. The proportion approved shall be made known to the students at or before the beginning of the course. Questions set for coursework, and examination guidelines shall be made available to the External Examiner (if any) for inspection.

#### **3.20.2. Examination Papers and Markings**

- i. Each credit should have at least one hour of examination. However, the duration of an examination should not be more than three hours at a single sitting.
- ii. The procedure for making examination script shall be a matter of agreement between the examinations for the course concerned, provided that it conforms to the overall provision of these Regulation. The mark for each course shall be expressed as a percentage. A fractional mark of 0.5 or above should be rounded up to the next whole number, if less than 0.5 it should be dropped.
- iii. Where a candidate is permitted as a special case to take an examination for the first time other than at the end of a semester, his/her performance shall be subject to normal External Examiner's moderation.
- iv. The marks awarded after sitting for an examination in any course earlier graded as incomplete (I), shall be calculated using the continuous assessment mark obtained when the same course was last attended. Those awarded after repeating a course and the examinations, it shall be calculated using the new continuous assessment mark.
- v. Marked scripts shall be kept securely in each Department for at least 24 months after the examination. They may then be destroyed centrally under confidential conditions. No student, person or organisation outside the University except an appointed External Examiner may have access to any marked script. The full records of marks shall be preserved indefinitely.

### 3.21. Grades, Grade Point Averages

- i. The performance of a student in a semester will be reported by the Grade Points Average (GPA), while the overall performance at the end of a session (and/or at any point of his/her study programme) will be reported by the Cumulative Grade Point Average (CGPA).
- ii. The classification of Postgraduate programmes other than Diploma shall be determined by the CGPA, calculated as shown below.

#### 3.21.1. Calculation of GPA and CGPA for all Programmes

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

For All Postgraduate Programmes

Percentage Score	Letter Grade	Grade Point
70 – 100	A	5.0
60 – 69	B	4.0
50 – 59	C	3.0
0 – 49	F	0

The incomplete grade (**I**) is awarded to a student who has completed all the aspects of a course, except the examination, and the Senate is satisfied by his/her reasons for not sitting for the examination (see section 3.18.1 concession from coursework)

- b. The Weighted Grade Point shall be determined for each course by multiplying the grade point obtained in the course by the credit value of the course.
- c. The Grade Point Average (GPA) for a semester is calculated by adding the weighted grade points of all courses taken in the semester and dividing the sum by the total value of the credits of the courses. The credit values of courses graded “Incomplete” are not used in the calculation.
- d. The Cumulative Grade Point Average (CGPA) at any point is calculated by adding all the weighted Grade Points obtain by the student from the time he/she joined the programme up to the time of the calculation, and dividing this sum by the total value of the credits of all

the courses taken over the same period. The credit values of courses graded “Incomplete” are not use in calculations. However, the student must sit for the examination at the next available opportunity or he/she shall be graded “F”.

#### **3.21.1.1. Postgraduate Diploma Classifications**

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

<u>Final CGPA</u>	<u>PGD Class</u>
4.50 – 5.00	Distinction
3.50 – 4.49	Credit
3.00 – 3.49	Merit
0.00 – 2.99	Fail

#### **3.22. Requirement for Graduation**

The graduation requirement for postgraduate programmes of the Yusuf Maitama Sule University shall be as follows:

##### **3.22.1. Postgraduate Diploma**

To qualify for the award of Postgraduate Diploma, a student must fulfil the following conditions:

- a. the programme shall include a minimum of 24 credit units of graduate courses and research project as may be prescribed by the department; a student must have:
- b. passed all courses taken with a minimum score of 50% or letter ‘C’ grade; and
- c. submitted an acceptable project.

##### **3.22.2. Professional Master’s Degree:**

To qualify for the award of a Professional Master’s degree, a student must have:

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

### **3.22.3. Academic Master's Degree:**

To qualify for the award of an Academic Master's Degree a student must have:

- a. obtained a minimum of 30 credits, including six credit from a Dissertation;
- b. Successfully defended the Dissertation before a panel of Examiners (including an External Examiner) and effected all the corrections pointed out by the panel; and
- c. passed all courses taken with a minimum score of 50% or letter 'C' grade or a CGPA of 3.50; and
- d. satisfied all the other requirements.

**3.22.4. M.Phil. Degree:** To qualify for M.Phil. degree, a student must have:

- a. Obtained a minimum of 30 credits from level 8000, 12 credit units from 9000 level credits comprising of six credits from Dissertation.
- b. Passes all the compulsory courses and satisfied all other requirements.

### **3.22.5. Doctor of Philosophy (Ph.D.) Degree:**

To qualify for Doctor of Philosophy (Ph.D.) degree, a student must have:

- a. Obtained a minimum of 48 credits (30 from levels 8000 and 18 from level 9000, including 12 credits from a Thesis);
- b. Successfully defended the thesis before a panel of Examiners (including an External Examiner) and effected all the corrections pointed out by the panel; and
- c. Passed all the compulsory courses and satisfied all other requirements.

In addition to above, the following general guidelines shall also apply:

- i. students are at liberty to combine their required course work with research work; subject to the arrangement of the department concerned.
- ii. course work for Doctorate degree shall be determined by the supervisory committee and communicated through the Dean of the relevant faculty to the School of Postgraduate Studies and Senate for their consideration;
- iii. to qualify for the award of a graduate qualification, a student must obtain at least a 'C' grade in all courses. A student shall be withdrawn from a Masters programme if he obtains a CGPA of less than 1 and Doctorate students with CGPA of less than 2 shall be withdrawn. Masters students with CGPA above the minimum shall be allowed to repeat any course(s) in which they have failed;

- iv. Taught courses will be externally examined. After the Examiners have approved the grades, they will be forwarded to the Departmental Board, the Faculty Board, the Board of School of Postgraduate Studies and Senate for approval;
- v. Senate shall appoint internal and external examiners for a Doctorate thesis upon the recommendation of the Board of the School of Postgraduate Studies and the relevant School Board;
- vi. a candidate pursuing a Masters degree programme may be upgraded to a doctorate status by recommendation of the Faculty Board to the Board of the School of Postgraduate Studies and to Senate for approval. The following conditions must be met before a School Board can recommend a candidate:
- a. the student must have been registered for at least six (6) calendar months.
  - b. successful completion of the coursework with a 'B' grade.
  - c. satisfactory progress report on the research work by a panel of three assessors comprising the candidate's Head of Department, the major supervisor and one person from outside the department. The report of this panel must accompany the faculty's recommendation to School of Postgraduate Studies;
- vii. upgrading, where approved by Senate, shall take effect from the date of the original registration;
- viii. for each graduate student, there shall be a team comprising at least a Senior Lecturer and two minor supervisors, one of who must be outside the candidate's department. This committee shall constitute the project/thesis supervisory committee and it shall have the responsibility of guiding and supervising the student as well as approving all aspects of the project and the thesis before submission to the external examiner;
- ix. all students (graduate and undergraduate) are required to submit theses (in prescribed format) in partial fulfilment of the requirements for graduation in the various degrees for which they have registered;
- x. doctorate thesis shall demonstrate a major research field, and should represent a significant contribution to knowledge;
- xi. there shall be a Board of Examiners for thesis defence by each graduate student. The Board shall comprise at least five members which must include members of the project supervisory committee, the external examiner, who must be someone of at least Senior Lecturer grade, and a representative of the School of Postgraduate Studies who must be an academic with relevant background;



xii. students are required to submit a minimum of three copies of the final draft of the temporarily bound thesis to the examiners. After the thesis defence, the candidate shall then make all necessary corrections and submit four copies of the properly bound thesis with certification by the Board of Examiners to the School of Postgraduate Studies at least two months before the Convocation in which the candidate wants to be presented for the award of the degree; and

xiii. students whose research works are considered to be unsatisfactory by their departments may also be withdrawn with a resolution of the Faculty Board, the Board of the School of Postgraduate Studies and Senate. The period within which the research work shall be adjudged to be unsatisfactory or otherwise shall be 12 months for Masters and 24 months for Doctorate degrees.

#### **3.22.6. Transcript**

Transcript of student awarded Postgraduate Diploma, Masters and Ph.D. Degrees shall show the letter grades and grade point obtained in each course, the GPA for each semester, the CGPA at the end of each session, and the final CGPA.

#### **3.23. Carry-Over Courses**

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

#### **3.24 Probation**

A student whose CGPA is less than 3.0 at the end of a given session shall be placed on probation.

#### **3.25. Withdrawal on Academic Grounds**

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

- i. Failed to earn a GPA of 3.00 while on probation.
- ii. Failure to sit for the entire semester examinations without valid reasons;
- iii. Failing to pass a required carried-over course;

- iv. Failure to attend classes for a period which exceeds 30 consecutive days without valid reason;
- v. Failure to satisfy the stated requirements for the programme within the maximum period allowed by the regulation; and
- vi. Any matter in which the Board of the School of Postgraduate Studies considers withdrawal as appropriate.

### **3.26. Requirement of The Dissertation or Thesis**

- i. A candidate for the degree of Academic Master's, Ph.D. shall be required to submit a written dissertation/thesis, respectively.
- ii. The title of dissertation/thesis should be arrived at only after intensive interactions between the candidate and the assigned Supervisor.
- iii. After these contacts, the candidate shall prepare to defend a detailed proposal before the Departmental Postgraduate Studies Committee. The Department shall report the outcome of the defence to the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies.
- iv. A candidate may only proceed with the research after the Departmental Postgraduate Studied Committee has approved his/her proposal.
- v. A candidate for the degree of Doctor of Philosophy shall be required to present, in addition to his proposal, not less than two seminars in his area of research at various stages to the Departmental Postgraduate Studies Committee. Note that these seminars are not credit earning, but they are mandatory.
- vi. A dissertation/thesis must be written in English or such other language(s) as the Senate may approve. In cases where a thesis/dissertation is permitted to be written in a language other than English, a translation of the title and abstract in English must be provided.
- vii. The dissertation/thesis of a candidate shall consist entirely of his/her own work, and is subject to the following conditions;
- viii. That no substantial part of the dissertation/thesis shall have been presented for a higher degree at this or any other University.
- ix. That all the references of published and unpublished materials used shall be appropriately acknowledged in the prescribed manner.
- x. A dissertation/thesis submitted for the award of degree must be accompanied by an abstract.
- xi. A candidate shall not submit for the award of a degree, a dissertation/thesis on account of which a degree has been previously conferred on him/her in this or any other institution, but shall not be precluded from incorporating reasonable part(s) therefrom provided that he/she shall duly acknowledge in the new dissertation/thesis any material which has been so used.

- xii. A dissertation/thesis must be written in accordance with the provision of these regulations.

### **3.27. Research Proposal**

A research proposal shall be presented not later than the end of the 3<sup>rd</sup> semester from the date of registration. The proposal seminar must be successfully defended before the Departmental Postgraduate Studies Committee. At the end of the seminar, the presentation shall be graded by the members of the Committee as adequate or inadequate. Candidate whose proposals are graded adequate can then proceed with the programme while candidates whose proposals are graded inadequate would be required to improve the quality of their proposals. Any candidate that fails to satisfactorily defend his/her proposal by the end of the 4<sup>th</sup> semester after registration will be asked to withdraw from the programme. This applies to both Masters and full-time Ph.D. candidates. For Master's students, the candidate may be asked to write a long essay and be awarded a postgraduate Diploma. However, for Ph.D. part-time candidates, they are required to successfully defend the proposal not later than the end of the 5<sup>th</sup> semester.

### **3.28. Internal Defence**

Candidates for Academic Master's and Ph.D. must internally defend their dissertation and thesis respectively, internally. The performance of a candidate in the internal defence is to be graded as adequate or inadequate by a panel set up by the Departmental Postgraduate Studies Committee. Any candidate that is unable to successfully internally defend his/her dissertation/thesis internally up to the expiration of his/her registration is to be withdrawn from the programme. The internal defence is not part for the three-mandatory seminar for a Ph.D. Thesis and should be conducted only after a Ph.D. candidate has satisfactorily presented his three-mandatory seminars.

The time allowed for effecting corrections pointed out during internal examinations are as follows:

- |                           |                    |
|---------------------------|--------------------|
| i. Minor Correction       | One month          |
| ii. Major Correction      | up to three months |
| iii. Extensive Correction | up to six months   |

### **3.29. Examination of Theses and Dissertations/**

- i. A candidate for Academic Masters or Ph.D. degree shall be examined by Dissertation/Thesis and where necessary by written examinations provided always that an oral examination both on the material of the dissertation/thesis and on the general knowledge of the field in which the subject of research has been chosen shall form part of the examination.
- ii. Each Department and Faculty Postgraduate Studies Committee shall make recommendations to the Senate through the Board of the School of Postgraduate Studies concerning:
  - a. The appointment of Examiners, provided that each candidate shall be examined by not less than two Examiners, one of whom shall be a person of high academic and/or professional standing (not below the rank of Senior Lecturer) in the field of study from outside the University. It shall be the responsibility of the School of Postgraduate Studies to give official notice to the examiner(s) so appointed.
  - b. The approval of the title in a language other than English shall be given in parenthesis immediately after the original.

#### **3.29.1. Viva-Voce**

1. For every *viva-voce*, there shall be a panel of examiners consisting of at least one internal examiner and one external examiner appointed by the Senate. There shall also be in attendance the supervisor and a representative of the Board of the School of Postgraduate Studies. The Head of Department shall facilitate the administrative aspect of the examination.
2. The examiners must be satisfied that the thesis/dissertation complies with the following conditions:
  - a. It forms a distinctive contribution to knowledge and affords evidence of originality shown either by the discovery of new facts or by the exercise of independent critical reasoning.
  - b. It must be satisfactory as regards literary presentation and the material contained therein must be suitable for publication in whole or in part.
  - c. A report signed by all the examiners and other officers in attendance shall be submitted to the Board of the School of Postgraduate Studies on the prescribed form containing, among others.
    - i. A clear, detailed evaluation of the research;

- ii. A clear assessment of the candidate's knowledge and understanding of this subject, as shown in the thesis/dissertation subsequent examination.
  - iii. An unequivocal declaration to the acceptability or otherwise of the thesis/dissertation as partial fulfilment of the requirements of the degree; and
  - iv. An unequivocal declaration as to the fitness or otherwise for the candidate to receive the degree.
- d. The Examiners may at their discretion recommend to the Board of the School of Postgraduate Studies that the degree be;
- i. Awarded unconditionally;
  - ii. Awarded, subject to minor corrections of the thesis/dissertation being carried out to the maximum period of one month;
  - iii. Awarded, subject to effecting major corrections of the thesis/dissertation being carried out to the satisfaction of both the internal and external Examiners within a maximum period of three months;
  - iv. To be awarded subject to successfully carrying out extensive corrections and re-examination of the Dissertation/Thesis within a maximum period of six months. **OR**
- Not awarded at present, but that the candidate be allowed to resubmit the dissertation/thesis in a revised form within six months, subject to the satisfactory of the external examiner with or without repeating the oral examination; and
- v. Not awarded, i.e. the candidate should be withdrawn.
3. The Board of the School of Postgraduate Studies after receiving the examiner's report shall make appropriate recommendations to the Senate concerning the award of the degree.

### **3.30. Statement of Final Result**

No candidate shall be issued his/her final results unless the Postgraduate School is satisfied that the candidate has completed the clearance procedure.

### **3.31. Effective Date of Award of Degrees/Diplomas**

The effective date of award of Degree/Diploma shall be the date that the Board of School of Postgraduate studies recommends the award to the University Senate.

## **PART FOUR**

### **4.0 GUIDELINES FOR THE PREPARATION AND SUBMISSION OF THESES, DISSERTATIONS, PROJECTS AND LONG ESSAYS FOR HIGHER DEGREES**

#### **4.1. Components of Theses/Dissertations**

The parts of the dissertation/thesis shall consist of the following arrangements with slight variation according to disciplines:

##### **1. Preliminary Pages**

The preliminary pages shall consist of the following:

- (a) Flyleaf
- (b) Title
- (c) Declaration (by Candidate)
- (d) Certification (by Supervisor)
- (e) Approval (by the Examiners)
- (f) Acknowledgements
- (g) Dedication (if any)
- (h) Table of Contents
- (I) Abstract

##### **2. Main Body**

- a. Introduction
- b. Review of Related Literature
- c. Materials and Methods/Methodology
- d. Results / findings
- e. Discussions
- f. Summary, Conclusions and Recommendations.

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

##### **3. Terminal Part**

References

Glossary (if any)

Appendix (if any)

## **4.2. Paper Quality and Size**

The paper shall be a good quality A4 size white paper. However, there is no restriction on the size for drawings, sketches and maps.

## **4.3. Typing Format**

The thesis shall be typed in double space, leaving adequate margins on the four sides of the paper, specifically, 38mm or 1.5 inches on the left-hand side of the paper and 25mm or 1.0 inch on the right, top and bottom of the paper. The font size shall be 12 Times New Roman. The headings of the various part of the thesis shall be typed as follows:

- i. The headings of the major parts of the thesis listed shall all be capitalized and located centrally at the top of the first page of each part. The headings shall not be underlined. However, the headings of the first line shall appear in word as 'CHAPTER' followed by the chapter number in words (e.g. CHAPTER ONE). The chapter title shall appear on the second line and directly below the first e.g. CHAPTER ONE: INTRODUCTION.
- ii. A section heading shall all be capitalized and located at the left-hand side of the text. The section heading shall not be underlined. A section may not necessarily begin at the top of a page. Accordingly, a section heading shall be located where the section falls due. The sections in each chapter may be 'numbered serially in Arabic nuMerals using chapter number as prefix e.g. 3.2. FIELD INVESTIGATION.
- iii. A sub-section heading shall also be located at the left-hand side of the text. However, unlike section headings, only the first letters of the major words of the sub-section heading shall be capitalized. The sub-section headings shall be underlined. Sub-sections in each section may be numbered serially using Arabic numerical, e.g. 3.2.3 Reconnaissance Survey.
- iv. A sub-section heading shall be located on the left 'hand side of the text and shall be underlined. Only the first letter of the first words of the heading shall be capitalized. Sub-subsections shall not be numbered. A new paragraph shall be depicted by a 12.5mm (half inch) deep indentation of the first line.

## **4.4. Pagination**

All pages of the thesis shall be numbered. However, the title page, which is the first page, is counted in the numbering but shall not bear any page number.

Roman numerals shall be used to number the preliminary pages while Arabic numerical shall be used to number the remaining parts of the thesis starting from the first page of introduction (chapter one) and ending with the last page of appendix. The page number shall be typewritten at the center of the bottom of each page (except, of course, at the title page).

## **4.5. Contents of the Various Parts of the Thesis/Dissertation**

### **4.5.1. Preliminary Pages**

**4.5.1.1. Flyleaf** - This shall be blank

**4.5.1.2. Title Page**- This page shall bear the followings:

- i. Approved title of the thesis all capitalized, at the top of the page.
- ii. Full name of the author, surname last, all capitalized followed by the qualification(s) of the author at the time of submission of the thesis, at the center of the page. There shall be the student's registration number.
- iii. Degree for which the thesis is submitted, given in the following words (starting on a fresh line): "A Thesis Submitted to the Department of (Name of the Department), Yusuf Maitama Sule University, Kano in partial fulfilment of the requirements for the award of the degree of.... (In words, all capitalized).
- iv. Month and year of submission at the bottom right-hand corner of the page.

### **4.5.1.3. Declaration Page**

This page shall contain the following statement of declaration by the candidate:

**"I hereby declare that this work is the product of my own research efforts; undertaken under the supervision of (Title and name of supervisor) and has not been presented and will not be presented elsewhere for the award of a degree or certificate. All sources have been duly acknowledged."**

Immediately below the declaration and to the center of the page, the candidate shall append his/her signature, and date. The candidate's full name and registration number, as it appears on the cover of the thesis, shall be typed under the signature.



#### **4.5.1.4. Certification Page**

This page shall bear a signed statement by the candidate's supervisor(s) certifying that the research work and preparation of the thesis were carried out under his/her/their supervision. The format shall be:

**"This is to certify that the research work for this thesis and the subsequent preparation of this thesis by (name of candidate with registration number in parentheses) were carried out under my/our supervision".**

The initials and surname(s), and the Head of the Department submitting the thesis shall appear above their respective signatures.

#### **4.5.1.5. Approval Page**

This page shall bear a statement as follows:

**"I certify that this thesis has been examined and approved for the award of the degree of. .... (Capitalized) in .... (Specify the area of specialization)."**

The statement shall be signed (with their names and dates clearly given) by the following, namely: The External Examiner, Internal Examiner, Supervisor(s), and Head of Department where applicable (or the representative of the Head of Department), and the representative of the Board of the School of Postgraduate Studies.

#### **4.5.1.6. Acknowledgements**

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

#### **4.5.1.7. Dedication (This is optional)**

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

#### **4.5.1.8. List of Abbreviations**

This shall contain a list of all abbreviations used in the thesis.

#### **4.5.1.9. Table of Contents**

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

of the major component parts of the thesis/dissertation shall be as they appear in the text. Only the first letter of all words in the major section headings shall be capitalized. For sub-section headings, only the first letter of the first word shall be capitalized.

#### **4.5.1.10. Abstract**

The abstract shall be a maximum of 700 words, containing the following:

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

### **4.6. Main Body**

#### **4.6.1. Chapter One (Introduction)**

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

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

#### **4.6.2. Chapter Two (Literature Review)**

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

#### **4.6.3. Chapter Three (Materials and Methods/ Methodology)**

i. For laboratory-based research, this chapter shall be titled **Materials and Methods** and shall contain a list of rare/highly specialized materials and a detailed description of the methods employed in the research. The materials section shall include a list of chemicals, reagents, living organisms and other biological materials, apparatuses/gadgets and equipment that are not used routinely in the laboratory. General or routine laboratory materials used in the work shall be given within the context of the description of the methods. Candidates shall comply with current international conventions on nomenclature and the identification of scientific materials in their sub-disciplines.

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

ii. For social sciences or arts-based disciplines, the chapter shall be titled **Methods or Methodology** (or other appropriate terminology). It shall contain a description of the methods and procedures employed in the design and validation of instruments, testing hypotheses, and the statistical analyses of raw data.

iii. Irrespective of the discipline, where the method used was primarily library research or purely theoretical, there need not be a separate chapter on method/methodology. The description of the method can be incorporated into the introduction or literature review chapters as a section.

#### **4.6.4. Chapter Four (Data Analysis/Results/ Findings and Discussions)**

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

##### **4.6.4.1. Results/Findings**

The outcome of the research shall be presented and explained in this section. Significant and novel findings shall be identified. The findings shall be stated in prose and references made to tables, figures or plates in the text where applicable. Details of numerical results shall be given either in the text, in a

tabular form or as graphs or a combination of these. The findings may be presented in the descriptive and analytical modes appropriate to the discipline.

#### **4.6.4.2. Discussions**

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

#### **4.6.5. Chapter Five (Summary, Conclusions and Recommendations)**

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

### **4.7. Terminal Part**

#### **4.7.1. References**

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

#### **4.7.2. Glossary**

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

#### **4.7.3. Appendices**

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

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

## **4.8. Preparation of Tables, Figures and Plates**

### **4.8.1. Tables**

Tables shall be numbered serially in Arabic numerals in the order in which they are mentioned in the text. A table shall have a descriptive heading typed above it, starting from the left-hand side. Only the first letters of the major words of the heading shall be capitalized, e.g. Table 1.1: Land use land cover class and its description. A table heading shall not be underlined. The layout of a table should be simple.

### **4.8.2. Figures**

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

Figures in each chapter shall be numbered serially in Arabic numerals in the order in which they are cited in the text. Each figure shall have a descriptive title, which shall be typed immediately below it. Only the first letters of the major words shall be capitalized, e.g. Figure 1.2: Normalized Difference Vegetation Index, 1993.

### **4.8.3. Plates**

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

## **4.9. Citation of References in the Text**

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

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

Reference shall be cited in the thesis/dissertation by means of the author's surname, followed by the year of publication. If the author's name forms part of a sentence in the text, the year of publication shall be given in parentheses. If the

author's name does not form part of a sentence in the text, both the author's name and year of publication shall be given in parentheses at the end of the sentence or after an appropriate part thereof. Examples:

"In a recent study (Musa, 2002) it was discovered that ... "; "Musa (2003) noted the differences in price "; "In 2004, Musa did another study on population ...".

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

#### **4.9.1. Multiple Authors**

##### **a. Two Authors**

For works by two authors, the name of the two authors shall be cited followed by the year of publication. The names of the authors shall be connected by 'and' but if they are in parentheses, use an "&" (ampersand). Examples: "Jikamshi and Nasir (2011) argued that ... "Corporate taxation remains a major determinant of capital structure (Jikamshi & Nasir, 2011). “

##### **b. Three to Five Authors**

In this case, state all the names of the authors and join the last two names with "and" preceded by a comma. Subsequently, mention the first author, followed by *et al.* (i.e. to be in italics or followed by a dot). However, if all of the in-text reference is in brackets, use an "&" (ampersand) instead of "and". Examples: "Sagir, Dauda, Jack, Hassan and Mahdi (2018) assert that..." "Sagir et al. (2018) identify ... "

##### **c. Six or more Authors**

- Cite only the first author's name, followed by "*et al.*" in-text. However, under list of references, all names shall appear.
- For six to seven authors, mention all the authors' names in the list of references.
- For eight or more authors, mention the first three authors followed by ellipsis (...) and the last author in the list of references.

#### **4.9.2. Anonymous and Pseudonymous Authors**

Many works do not carry the author's name. Such work shall be cited in the text as follows: Editorial opinion of a serial/periodical; the title of the

periodical shall be cited followed by the year of publication, e.g. "Drug abuse cases are on the increase (Journal of Substance Abuse, 2018)."

Articles in a serial/periodical other than editorial opinion. The article shall be cited as "Anonymous" followed by the year of publication, e.g. "The effect of dicoumarol is more severe in vitamin A deficient rats than in normal rats (Anonymous, 1972)." The citation rules for single authors shall apply. For holy books (e.g. the Glorious Qur'an and the Holy Bible), the appropriate chapter's number shall be cited followed by the verse(s) number or range.

#### **4.9.3. Corporate Authors**

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

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

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

Candidates from science-based disciplines may also cite the abbreviated English names of apex professional organizations recognized by UNESCO and other UN agencies, e.g. ICSU, IUPAC, IUB, AOAC, IUPS, etc. but the full names shall be spelt out when listing the references. Anonymous works by federal government agencies may be cited by means of the abbreviations prescribed by law, provided the full names are given or paraphrased in the text, e.g. "The volume of export of cocoa beans by Nigerian seaports has trebled in the last three years (NPA, 1990). "All other corporate bodies that do not fall into these three categories mentioned above shall be cited by their full names. Examples: First citation in the text" (Nigerian Library Association, NLA, 2002)

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

#### **4.9.4. Authors with the Same Surname**

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

#### **4.9.5. Laws and Statutory Instruments**

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

#### **4.9.6. Quotations**

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

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

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

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



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

## **4.10. Listing References**

### **4.10.1. Arrangement**

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

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

### **4.10.2. Typing**

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

Omotehinse, A. O., and Ako, B. D. (2019). The Environmental Implications of the Exploration and Exploitation of Solid Minerals in Nigeria with a Special Focus on Tin in Jos and Coal in Enugu. *Journal of Sustainable Mining*, 18:18-24.

### **4.10.3. Ordering the Content of References**

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

**a. Articles in journals and related periodicals:** the essential elements of a journal article shall be given in the following order:

- i. Author's surname followed by initials,
- ii. Year of publication in parenthesis,
- iii. Title of article,
- iv. Name of periodical in full and italicized,
- v. Volume number of the periodical in Arabic numerical, followed by the issue number, where necessary, in parenthesis.
- vi. Pagination of the article: the first and the last pages. The punctuation and capitalization shall be as in the example below:

Campbell, B. (2012). Corporate Social Responsibility and Development in Africa: Redefining the Roles and Responsibilities of Public and Private Actors in the Mining Sector. *Resources Policy*, 37, 138-143.

For multiple authorship articles, the name of the last two authors shall be connected with "and", e.g. Muhammad, M., Abdullahi, G.A. and Aliyu, S. (2019).

**b. Articles in Newspapers and Magazines.** The elements shall be given in the following order:

- i. Author's surnames followed by initials,
- ii. Year, month and date,
- iii. Title of the articles,
- iv. Name of the newspaper/magazine in full and italicized,
- v. Place of publication in parenthesis if not implied in the name of newspaper/news magazine,
- vi. Pagination.

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

Muhammad, R. (1998). How to Avoid Religious Disturbances and Conflicts in Northern Nigeria. *New Nigeria (Kaduna)*, 17 December, 1998, p.17.

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

- i. Author/editor's/compiler's surname followed by initials;
- ii. Year of publication in parenthesis;
- iii. Full title of the book/pamphlet/report in italics including subtitle exactly as in the original wording punctuation and language;

- iv. Edition, if not the first;
- v. Place of publication (it would be useful to specify town and not country);
- vi. Name of publisher;
- vii. Volume number, if more than one.

Title and number of the series, where applicable, in parenthesis. The punctuation, and capitalization shall be as given in the examples below:

Watts, M. (2008). *Curse of the Black Gold. 50 Years of Oil in the Niger Delta*. New York: Powerhouse Books.

Bright, C. (1991). *Equinox and Sea Tide*. 8<sup>th</sup> Ed., Lagos: Unity Books and Press Limited, (Understanding Geography Series, N0.5).

The citation format given in (i) for multiple authors shall apply. Editors and compilers of books/reports shall be treated in the same way as authors, except that their names shall be followed by the appropriate abbreviation for editor(s) or compilers(s) in parenthesis, e.g. Adoga, G. (ed., 2020); Abdul, P. and Aliyu, S. (eds., 2019); Usman, M. (comp., 2018.); Usman, M. and Bala, U.F. (comp., 2017).

**d. Chapters in Books, Reports or Monographs.** The following order is applicable where only a single chapter or passage of a book, report or Monograph is referred to;

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

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

Lawal, J. (2017). Behavioural Semantics, In: A.B. Garba and S.Babura S. (eds.), *Semantics*. Cambridge: University Press, pp. 120-137.

Miller, B.C. and Miller, J.A. (1972). Approaches to the Mechanism and Control of Chemical Carcinogenesis. In R.C. Clark (ed.),

*Environment and Cancer*. Baltimore, U.S.A.: Williams and Wilkins Company, pp. 5-39.

#### **e. Published and Unpublished Conference Proceedings and Seminars**

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

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

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

- i. Ibrahim, S. (2001, December). Constraints to Pollution Abatement in Nigeria. Seminar. Paper Presented at the Department of Biological Sciences, Bayero University, Kano.
- ii. Ibrahim, S. and Zahradeen, S. A. (2011, October). Bacteriological Evaluation of Some Canned Food Products Sold in Kano Metropolis, Nigeria. Paper presented at the 35<sup>th</sup> Annual Conference of the Nigerian Society for Microbiology. Bayero University, Kano.
- iii. Ibrahim, S., Abdullahi, I. L. and Audu, A. A. (2002, November). Presence of Toxic Algal Species (*Microspora amoena*) at Challawa Waterworks in Kano, Nigeria. In: Proceedings of the First National Conference of Environmental Health Society of Nigeria (EHSON) Held at Ahmadu Bello University Zaria, Nigeria.
- iv. Ibrahim, S. (2008, October). Plankton Population Dynamics in Relation to Physico-chemical Character of Challawa River Basin, Kano, Nigeria. Seminar Paper Presented to the Department of Biological Sciences, Bayero University, Kano in Partial Fulfilment of the Requirements for the

Award of the Degree of Philosophy in Biology (Hydrobiology).

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

- i. Radda and Kurfi's study (as cited in Shema, Malumfashi and Masari, 2009) ....
- ii. Gombrich argues that both art and nature are-needs of the mind (Gombrich, 1983, as cited in Norrington, 1989, p. 22).

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

- i. Shema, I. Malumfashi, I.M. and Masari, A.B. (2009).  
Controlling Juvenile Delinquency in Primary School in Katsina state. *Journal of criminology*, 3(5): 1233-150.
- ii. Norrington, F.G. (1989). *New aesthetics: Life in art*. London: Faber & Faber.

*Record only the work that you have actually seen in the Reference List. Name the author of the idea (and date if known) and give author, date and page number of the book where you read it.*

**g. Unpublished Speeches, Lectures, Seminar Papers, etc.**

The following order shall apply:

- i. Author's name
  - ii. Year
  - iii. Title of speech, lecture or seminar paper in quotation marks
  - iv. Name of the function where the speech or seminar was presented
  - v. Location where the presentation was made (town, not country only)
  - vi. Date, month (abbreviated) and year-of presentation
- Bashir, I.L. (2013). Northern Nigerian Renaissance: "The Humanities in the Re-engineering Agenda". Reception in Honour of Prof. M. Jibril, President of the Nigerian Academy of Letters. Bayero University, Kano, Nigeria. 19 Feb. 2013.
- Dandago, K. I. (2012). "Epistemology and Methodology of Positive and Normative Accounting Research". Department of Accounting Seminar Series. Bayero University, Kano, Nigeria. 31 Oct. 2012.
- Muhamrnad, L.M. (2012). "Taxation of the Informal Sector. Issues and Challenges". Mandatory Professional Training Programme of the

#### **h. Thesis/Dissertation**

**-Unpublished:** The following arrangement shall apply:

- i. Author's name
- ii. Year
- iii. Title in italics
- iv. Publication status of the thesis/dissertation in parentheses.  
(Unpublished Doctoral Thesis/Master's Dissertation)
- v. Name of the Institution
- vi. Location of the institution (town, not country only)

Muhammad, A. Y. (2012). *Economic Analysis of Gum Arabic Markets in Kano State, Nigeria* (Unpublished Doctoral Thesis). Bayero University, Kano, Nigeria.

Abdullahi, A. T. (2012). *Exchange Rate, Money Supply and Price Level in Nigeria: A Vector Autoregressive Analysis* (Unpublished Master's Dissertation). Bayero University, Kano, Nigeria.

**- Electronic:** This may be obtained from the web, an institutional database or a commercial database like the proQuest Dissertation and Theses database. The arrangement shall be as follows:

- i. Author's name
- ii. Year
- iii. Title in italics
- iv. Doctoral Thesis/Master's Dissertation and the name of University if obtained from the web in parentheses
- v. Source: Available from proQuest Dissertations and Theses database followed by the UMI No., which should be in parentheses or Retrieved from the particular **URL** or web address, if obtained from the web or an institutional database.
- vi. The date at which the source is retrieved should be mentioned.

**- From a Commercial Database:**

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

Ibrahim, A.Z. (2013). *Macroeconomic Responses to Oil Price Changes in Nigeria (1970 - 2010)*. Available from ProQuest Dissertation and Thesis database. (UMI No. 31., -22134) 86.

- **From an Institutional Database:**

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

Smith, A. B. (2008). *Foreign Direct Investment and Economic Growth in Nigeria* (Master's Dissertation). Retrieved from <http://www.buk.edu/>

- **From the Web:**

Breaux, K. T. (2004). *The Effect of Program Commitment on the Degree of Participative Congruence and Managerial Performance in a Budgeting Setting* (Doctoral Thesis, Louisiana State University and Agricultural and Mechanical College). Retrieved from [http://etd.isu.edu/docs/available/etd-11062004-081538/unrestricted/Breaux\\_dis.pdf](http://etd.isu.edu/docs/available/etd-11062004-081538/unrestricted/Breaux_dis.pdf)

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

**i. Laws, Statutes and Legal Instruments. The following order shall be used:**

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

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

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

**j. Article in Encyclopaedia and similar works. The following order shall apply:**

- i. Author's name and initial
- ii. Name of publisher
- iii. Title of article
- iv. Title of the whole work
- v. Place of publication (town not country only)
- vi. Year of publication
- vii. Part of the work cited
- viii. Pagination.

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

Omotosho, A. S. (1906). Workshop. In: *Encyclopaedia Yorubana*, Onitsha, Ose Publishers, part1 pp. 220-221.

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

**k. Translator**

The following order shall apply:

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

The following order, punctuation and capitalization shall be as giving in the example below:

Verne, J. (1965). Journey to the centre of the Earth Translated by Robert Baldrick. Harmsworth: Penguin.

**4.11. The Binding and The Cover Page**

**4.11.1. The Binding**

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

**4.11.2. The Cover Page**

- (a) Before the oral defence, on the front cover shall be printed:



- i. The approved title of thesis/dissertation, all capitalized about 25mm (1 inch) from the top.
  - ii. The full names of the candidate as registered with the School of Postgraduate Studies, with surname last, all capitalized, about the middle of the cover. The word "by" should not precede the candidate's name.
  - iii. The degree in view accompanied by the word "thesis" or "dissertation" and year of submission (e.g. Ph.D. Thesis or Dissertation, 2020) at the bottom centre.
  - iv. The accepted format for the abbreviation of degree title, e.g. M.A., M.Sc., M.Phil. and Ph.D. shall be used.
- (b) After a successful oral defence,
- i. The final title of the thesis/dissertation and the full name of the author shall be written on the cover as in (a) (i) and (ii) above except that the colour of the print shall be gold.
  - ii. On the spine of thesis/dissertation shall be printed, also in gold and all capitalized, the author's initial(s), surname, title of degree and year of submission in the order, starting from the lower-end of the thesis/dissertation (with title held vertically).

#### **4.12. Submission**

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

##### **4.12.1. Before the Oral Defence**

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

##### **4.12.2. After the Oral Defence**

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

##### **4.12.3. Submission of the Electronic Form of the Dissertation/Thesis**

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

#### **4.13. The Colour of Theses/Dissertations, Projects/Long Essays**

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

- |      |                       |   |   |   |   |            |
|------|-----------------------|---|---|---|---|------------|
| i.   | Ph.D.                 | - | - | - | - | Black      |
| ii.  | Academic Masters      | - | - | - | - | Green      |
| iii. | Professional Masters- | - | - | - | - | Dark Brown |
| iv.  | Postgraduate Diploma  | - | - | - | - | Yellow     |

## **PART FIVE**

### **5.0. SUPERVISION AND TEACHING OF POSTGRADUATE STUDENTS**

#### **5.1. Appointment and Qualification of Supervisors**

Supervision of Postgraduate students shall be vested on the Departmental Postgraduate Committee. Only staff whose qualifications and area of specialization that encompass the research area of the students shall be assigned the responsibility of supervision.

- a. Unless in exceptional circumstances, each postgraduate candidate shall be supervised as follows.
  - i. Ph.D.- Main Supervisor and one other
  - ii. M.Sc. M.Ed (Acad.)- One Supervisor
  - iii. Professional Masters - One Supervisor
  - iv. Postgraduate Diploma - One supervisor

In cases where a research spreads over clearly different areas of specialty, the appropriate Postgraduate Studies Committee should recommend to the Senate, through the SPS Board after a careful assessment of the research proposal, additional supervisor(s).

- b. In case where there is no staff member with direct qualification to supervise the student, Departmental Postgraduate Committee may request the approval of the Senate, through the Faculty Postgraduate Committee and the Board of the School of Postgraduate Studies, to appoint an academically qualified person in the area from outside the University as the supervisor. A staff member from the relevant Department shall serve as a secondary Supervisor. The external supervisor so appointed shall be paid such honoraria as may be approved by the Senate from time to time.
- c. A person to be considered as the supervisor of a Ph.D. student shall be a holder of a Ph.D. Degree and at least has a minimum of three years postdoctoral experience and, at least of the rank of Senior Lecturer.
- d. A person to be considered as a Lecturer, Supervisor or Advisor of an academic Master's degree student shall hold a Ph.D. Degree or a Master's degree and be at least a Lecturer I.

- e. The minimum qualification required for Postgraduate Diploma and Professional Master's teaching and supervision is Lecturer II with a Master's degree.
- f. Taking into consideration practical experience, professional standing or other relevant factors, a Departmental Postgraduate Committee may recommend, through the Faculty Postgraduate Committee other persons to participate in the teaching or supervision, subject to the approval of the Board of School of Postgraduate Studies and the Senate, prior to the commencement of the Programme.
- g. The name of all persons who shall be involve in the teaching and or supervision of postgraduate programmes must be submitted for the approval of the Senate through the Board of School of Postgraduate Studies at the beginning of each academic session.
- h. A registered master's student shall not teach any postgraduate course or supervise a postgraduate student. A registered Ph.D. student is not allowed to supervise an academic master's student.
- i. A supervisor shall guide a student in his/her studies and keep a record of the student's progress and submit a regular progress report through the Departmental and Faculty Postgraduate Committees to the Board of the School of Postgraduate Studies.

## **5.2. Duties and Responsibility of The Student**

- a. It is mandatory for a student to consult his/her supervisor regularly (not less than once every month). Failure to consult a supervisor for three consecutive months without good cause shall be considered as voluntary withdrawal from the programme.
- b. A form detailing the schedule of visits shall be provided by the School of Postgraduate Studies for students to fill on each visit to a supervisor. The form shall be countersigned by the supervisor and a copy each sent to the Departmental Postgraduate Coordinator and the School of Postgraduate Studies.
- c. No Supervisor shall keep a student's work unattended for more than four (4) weeks. In order to monitor the movement of the written work between the student and supervisor, the School of Postgraduate Studies will provide two forms to be filled jointly by the student and supervisor, one recording the submission of the work by the student and the other one recording the

returned of the work by the supervisor. Each set of forms shall be copied to the Departmental Postgraduate Coordinator and the School Postgraduate Studies.

### **5.3. Change of Supervisor(s)**

a. A student who encounters a genuine problem during the course of supervision and wishes to request for change of Supervisor, shall apply to the School of Postgraduate Studies through the Chairman Departmental and Faculty Postgraduate Committees for appropriate action.

b. The Departmental Postgraduate Committee shall invite the views of the supervisor and the student and, after due consideration, recommendation(s) shall be made through the Faculty Postgraduate Committee and the Board of the School of Postgraduate Studies to the Senate as follows:

- i. A new supervisor be appointed,
- ii. There shall be no change in supervisor,
- iii. An additional supervisor be appointed.

### **5.4. Deferment of Period of Research Work**

A student who encounters a genuine problem (such as a medical problem) during the course of preparing his/her dissertation, thesis or project shall apply for deferment of the work through his/her Head of Department on the recommendation of his/her Supervisor and the Departmental Postgraduate Committee. The Departmental Postgraduate Committee may, thereafter, recommend through the Faculty Postgraduate Committee and the Board of the School of Postgraduate Studies to the Senate, the deferment of the research work for a specific period.

### **5.5. Affiliation, Research and Associateship**

a. Students for either the degree of Masters or Ph.D. may apply for affiliation, research or associateship for a specified period of time, not exceeding one third of the approved minimum period of study in a sister institution on the recommendation of the supervisor and the approval of the Board of the School of Postgraduate Studies and the Senate, provided that:

- i. Such an application may not be made (except in special circumstances) before the student had already spend, at least, one semester on his work.

- ii. Written evidence on the availability of an acceptable level of relevant human and material resources in the target institution shall be provided.
- b. A student from another institution seeking affiliation in a Department, centre or Institution of Yusuf Maitama Sule University, Kano shall file an application through the School of Postgraduate Studies, which shall:
  - i. Forward the application to the appropriate unit;
  - ii. Receive recommendations from such unit for the consideration and approval of the Board of School of Postgraduate Studies and the Senate; and
  - iii. Communicate the outcome of the application to the prospective student.