

INTRODUCTION:

These are the General Regulations Governing Postgraduate Study programmes as approved by the Senate at its 294th meeting held on the 27th of September, 2018

SCHOOL OF POSTGRADUATE STUDIES BOARD AND COMMITTEES

The School of Postgraduate Studies (SPOSTGRADUATES), which is headed by a Dean, shall coordinate the postgraduate study programmes of the University. The management of the School is vested in the Board of Postgraduate Studies. The Board of Postgraduate Studies shall coordinate postgraduate academic activities through College/Faculty and Departmental Postgraduate Committees.

1. BOARD OF POSTGRADUATE STUDIES

(a) Membership

Dean, School of Postgraduate Studies - Chairman
Deputy Deans, School of Postgraduate Studies
Provost/Deans of College/Faculties
Directors of Centres/Units running or coordinating Postgraduate Programmes
Chairman Senate Committee on Course System
One representative each from College/Faculty (not below the rank of Senior Lecturer)
Coordinators of Units in School of Postgraduate
Registrar
University Librarian
Bursar
Secretary, School of Postgraduate Studies - Secretary

(b) Functions and Responsibilities of the Board

The Board shall perform the following functions and responsibilities:

- (i) admission of students for postgraduate study programmes
- (ii) approval of research proposals for Masters and Ph.D degrees
- (iii) approval of Internal & External Examiners
- (iv) approval of course works' results
- (v) approval of oral examination panels for Masters and Ph.D candidates
- (vi) approval of deferment of studies
- (vii) Approval of extension of study period

- (viii) Approval of supervisors for Masters and Ph.D students
- (ix) Coordination of all postgraduate programmes in the University
- (x) Make appropriate recommendations to Senate on the following:
 - (a) award of Postgraduate Diplomas/ Degrees
 - (b) revision/amendment of postgraduate diploma/degree programmes
 - (c) proposal (s) for new postgraduate study programmes
 - (d) extension of study period of registered students beyond the maximum stipulated period
 - (e) withdrawal of students from postgraduate study programmes
 - (f) reactivation of lapsed registration of postgraduate study students
 - (g) determination of minimum qualifications for admission to postgraduate study programmes
 - (h) amendment/ formulation of regulations governing postgraduate study programmes
 - (i) annual revision of the development of postgraduate studies in the University
 - (j) decide on whether some course work done and years of postgraduate studies spent in a recognized institution outside the University could be accepted towards the completion of requirements for the award of a degree in this University; and
 - (k) all other matters, which Senate may direct from time to time.

c) Meeting of the Board

- (i) The Board shall only consider signed submissions accompanied by Minutes of the Faculty Postgraduate Committee.
- (ii) The Board of Postgraduate Studies shall ordinarily meet at least once in a month.
- ii) Notice of regular Board meetings shall ordinarily be served at least seven 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 Board shall be one third of the total membership.

2. SCHOOL OF POSTGRADUATE STUDIES MANAGEMENT COMMITTEE

(a) Membership

The membership of the Management Committee is as follows:

-	Dean, School of Postgraduate Studies	-	Chairman
-	Deputy Dean Arts	-	Member
-	Dean Sciences	-	Member
-	Coordinator Exams and Time table	-	Member
-	Coordinator Distance Learning	-	Member
-	Coordinator Affiliated Colleges	-	Member
-	Secretary School of Postgraduate	-	Secretary

b. Functions/Responsibilities

The School of Postgraduate Studies Management Committee is the principal body responsible for the running of the School. The Committee meets as at when the need arises.

3. COLLEGE/FACULTY POSTGRADUATE STUDIES COMMITTEE

a) Membership

- (i) Provost/Dean - Chairman
- (ii) All Professors of the College/Faculty
- (iii) All Heads of Department of the College/Faculty
- (iv) College/Faculty representatives to the Board of Postgraduate Studies
- (v) Postgraduate Studies Coordinator of each Department of the College/Faculty
- vi. College/Faculty Officer - Secretary.

b Functions of the Committee

The College/Faculty Committee shall have the following functions:

- (i) coordinate all postgraduate study 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 Postgraduate Board
- (iv) recommend panels of examiners for oral defense of dissertation/thesis
- (v) recommend course work results from Departments to the Postgraduate Board.
- (vi) recommend award of Postgraduate diploma /degree received from Departments.
- (vii) consider Masters and Ph.D Degree research proposals received from Departments and make appropriate recommendations to the Postgraduate Board.
- (viii) recommend new Postgraduate study programme(s) originating from Departments.

- ix) recommend amendment/revision of Postgraduate study programme originating from Departments.
- (x) recommend deferment, extension of studies, reinstatement and withdrawal from studies (see appendix 1)
- (xi) carry out any other functions assigned to it by the Postgraduate Board.

c) Meeting of the Committee

- i) The Committee shall meet at least once in a month to consider submissions from various Departments of the College/Faculty.
- ii) The quorum for transaction of business in a meeting of the Committee shall be one third of the total membership.

4. DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEE

a) Membership

- (i) Head of Department - Chairman
- (ii) All Academic staff eligible to participate in postgraduate teaching
- (iii) Departmental Postgraduate Studies Coordinator (ordinarily not below the rank of Senior Lecturer).
- (iv) Departmental Secretary as Secretary to the Committee

b) Functions of the Committee

- (i) Coordinate all postgraduate study programmes in the Department.
- (ii) Consider applications for admission to postgraduate study programmes and make appropriate recommendation through the College/Faculty Postgraduate Studies Committee.
- (iii) Recommend appointment of supervisors for Masters and Ph.D degree students to the Postgraduate Board.
- (iv) Recommend Masters and Ph.D degree research proposals to the Postgraduate Board through the College/Faculty Postgraduate Studies Committee.
- (v) Recommend external examiners to the Postgraduate Board through College/Faculty Postgraduate Committee
- (vi) Recommend panels of examiners for oral defense of Dissertation/Thesis to the Postgraduate Board.
- (vii) Recommend course work results to the Postgraduate Board through College/Faculty Postgraduate Studies Committee.

- (viii) Recommend award of Postgraduate degree/diploma to the Postgraduate Board through the College/Faculty Postgraduate Studies Committee.
- (ix) Recommend new Postgraduate study programmes as well as amendment/revision of existing programmes to the Postgraduate Board through the College/Faculty Postgraduate Studies Committee.
- (x) Submit academic status of the Postgraduate students to the Postgraduate School at the end of each academic session.
- (xi) Recommend deferment, extension of studies, reinstatement and withdrawal from studies (see appendix 1).
- (xii) All submissions to the Postgraduate Board shall be through the Faculty Postgraduate Committee.

5. **GENERAL REGULATIONS GOVERNING POSTGRADUATE STUDY PROGRAMMES**

(i) **CATEGORIES OF POSTGRADUATE STUDY PROGRAMMES**

The following are the postgraduate diploma/ degrees awarded by the University of Maiduguri:

- a) Postgraduate Diploma (POSTGRADUATE D)
- b) Master of Arts (M.A)
- c) Master of Education (M.Ed.)
- d) Master of Library Science (MLS)
- e) Master of Science (M.Sc)
- f) Master of Laws (LLM)
- g) Master of Industrial and Labour Relations (MILR)
- h) Master of Business Administration (MBA)
- i) Master of Public Administration (MPA)
- j) Master of Health Planning and Management (MHPM)
- k) Master of Veterinary Science (M.V.Sc.)
- l) Master of International Relations (MIR)
- m) Master in Nigerian Strategic Studies (MASS)
- n) Master in Disaster Risk Management (MDRM)
- o) Master of Engineering (M.Eng)
- p) Doctor of Philosophy (Ph.D)

- (ii) Format for proposed Curriculum for new Postgraduate programme (see appendix 2)

II ADMISSION REQUIREMENTS

a) Postgraduate Diploma

- (i) A first degree in the relevant/related subject of the University of Maiduguri or any other University recognised by Senate of this University.
- (ii) Higher National Diploma (HND) or any other recognised equivalent qualification in the relevant/related subject with a minimum of lower credit and having acceptable post-qualification experience.
- (iii) A Professional qualification in a related discipline with acceptable post-qualification experience.
- (iv) The Units/Centres/Departments may fix special entry requirement (s) subject to the approval of Senate through the Board of Postgraduate Studies.
- (v) O level requirements for the programmes with a minimum of five (5) relevant credits including English Language and Mathematics.
- (vi) NYSC discharge or exemption certificate (where applicable).

b) Master Degree

- (i) A first degree in the relevant subject, with a minimum of Second Class Honours, of the University of Maiduguri or any other University recognised by Senate of this University.
- (ii) A first degree in Medicine, Dentistry or Veterinary Medicine of the University of Maiduguri or any other University recognised by the Senate of this University.
- (iii) O level requirement for the programmes with a minimum of five (5) relevant credits including English Language and Mathematics.
- (iv) Any other qualification, together with relevant experience, which is deemed to be acceptable to the Board of Postgraduate Studies and Senate of the University of Maiduguri.
- (v) NYSC discharge or exemption certificate.

c. Doctor of Philosophy Degree

- i) A Masters degree/Master of Philosophy degree in the relevant/related subject with a B average grade or **CGPA of 4.0** from the University of Maiduguri or any other University recognized by Senate of this University. Departments may however make a special case for the admission of candidates with lower than B average or CGPA of 4.0.

- (ii) A Bachelor Degree from an approved University with a minimum of Second Class Honours Lower Division.
- (iii) O level requirement for the programmes with a minimum of five (5) relevant credits including English Language and Mathematics.
- (iv) NYSC discharge or exemption certificate.

d. Conversion from Masters to Ph.D

A student pursuing Masters Degree programme in this University may be allowed to advance to Ph.D Degree programme in the same discipline provided that the following requirements are met:

- (i) successful completion of the course work of the Masters programme and obtained a minimum of CGPA of 4.0 (B average)
- (ii) is in his/her third semester of registration and not later than fourth semester
- (iii) completed about 75% of the Masters research work
- (iv) presented a synopsis which clearly reflected the following:
 - (a) statement of the problem
 - (b) the gaps in the literature
 - (c) objectives of the research
 - (d) methodology of the research
 - (e) findings/results
 - (f) potential contribution to knowledge and
 - (g) recommendations
- (v) obtain a comprehensive assessment from his/her supervisor stating clearly the following:
 - a. clear reasons for the recommendations
 - b. student's familiarity with the literature and the specific gaps highlighted in his/her research work
 - c. areas of expansion from the masters programme that may warrant the conversion to Ph.D

e. Submission of application for conversion to Ph.D

- (i) Application forms to be obtained from the Secretary, School of Postgraduate Studies on payment of prescribed fees to the Bursary (Appendix 3).

- (ii) Students shall submit the completed application for conversion form to his/her Department for recommendation to POSTGRADUATE Board through College/Faculty Postgraduate Committee.
- (iii) Supervisor(s) is only allowed to provide his/her own views on the candidate's work, but not to be involved in the recommendation of the Departmental Postgraduate Studies Committee
- (iv) Upon approval of the conversion, the period covered under the Masters programme shall form part of the period for the Ph.D Degree.

f. **Mandatory Students' Progress Report**

(see Appendix 4)

III APPLICATION FOR POSTGRADUATE STUDIES PROGRAMMES

- a) Application forms are obtainable on-line (www.unimaid.edu.ng/postgraduate) and from the School of Postgraduate Studies on payment of appropriate fees to the University Bursary.
- (b) Application for admission shall be twice a year (first and second semesters of each academic session).
- (c) **Guidelines for filling application form:**
 - (i) applicant shall provide all information sought in the form. Application with incomplete information may not be processed.
 - (ii) proposed course of study including area of specialization, if any, should be clearly stated,
 - (iii) referees' recommendations should be sent to the School of Postgraduate Studies separately through its website or along with the application provided that they are sealed in separate envelopes by the referees.
 - (iv) applicants shall ensure that their official transcripts of academic records are forwarded to the School of Postgraduate Studies by their former Universities. Applications without official transcripts of academic record shall not be processed.
 - (v) duly completed application forms should reach the Secretary, School of Postgraduate Studies, on or before the closing date.

- vi) a candidate is allowed to apply for admission to only one diploma /degree programme at a given time.
- vii) A one page proposal on what the applicant intends to do as his/her research in the programme shall accompany the application form.

IV. REGISTRATION

- a) There shall be provision for both full-time and part-time registration (where applicable)
- b) The process of registration shall consist of the following:
 - i) completion of the prescribed forms, obtainable from the Postgraduate School, by the candidate or via online registration portal
 - ii) payment of prescribed fees to the Bursary or through online registration portal;
 - iii) endorsement of course registration by the relevant Heads of Department;
 - iv) submission of completed registration forms to the School of Postgraduate Studies on or before the closing date;
 - v) presentation of Original copies of all credentials at the time of submission of the completed registration form for final registration at the School of Postgraduate Studies.
 - vi) Registration is mandatory for each candidate at the beginning of every academic session to maintain his/her status as a bonafide student of the University of Maiduguri. Failure to register the student shall be deemed to have voluntarily withdrawn.
 - vii) Payment of prescribed fees to shall be to the Bursary or through Online Registration Portal. Below are the new registration Fees for the various programmes:

1. Postgraduate Diploma

✓ New Students	-	N104,000.00
✓ Returning Students	-	N 75,000.00

2. Professional Masters

(MPA/MHPM/MASS/MILR/MIR)

✓ New Students	-	N157,000.00
✓ Returning Students	-	N138,000.00

MBA

✓ New Students	-	N187,000.00
✓ Returning Students	-	N168,000.00

3. Academic Master Degrees

		<u>Arts</u>	<u>Science</u>
	✓ New Students	N92,000.00	N119,000.00
	✓ Returning Students	N72,000.00	N 92,000.00
4.	<u>Doctor of Philosophy (Ph.D)</u>		
		<u>Arts</u>	<u>Science</u>
	✓ New Students	-N136,500.00	N161,500.00
	✓ Returning Students	- N114,500.00	N124,000.00

c) Language Proficiency

i. English is the medium of instruction in the University of Maiduguri. A candidate seeking admission to any of the Postgraduate study programme must have proficiency in spoken and written English.

ii. International applicants from non-English speaking Countries shall tender international English proficiency test results (TOEFL or IELTS at 4.0 score).

d) Dateline for Registration

Returning and new students shall complete all registration formalities before matriculation date for both first and second semester admissions.

e) Renewal of Registration

Students shall renew their registration at the beginning of each session until the completion of their postgraduate degree/diploma programmes within the stipulated period.

f) Late Registration

Late registration commences after the Matriculation date on payment of prescribed fees to the Bursary.

g) Lapsed registration

A candidate's registration shall be deemed to have lapsed if he/she fails to renew his/her registration in any one session. Lapsed registration may be reactivated on payment of a prescribed fee, if the Board of Postgraduate Studies approves such prayer. A registration that has lapsed for more than two years shall not be reactivated. Such a candidate may seek readmission.

h) Addition/Dropping of Courses

A candidate may add/drop courses within one month of his/her registration.

V DURATION OF DIPLOMA/DEGREE PROGRAMMES

(a) Postgraduate Diploma

Postgraduate Diploma programme shall be of two (2) semesters minimum and four (4) semesters maximum duration.

(b) **Non-Dissertation based Masters Degree**

Non-Dissertation based masters degree programmes shall ordinarily be of two (2) semesters minimum duration for full-time and four (4) semesters for part-time candidates. The duration shall not ordinarily exceed four (4) semesters for full-time and six (6) semesters for part-time candidates.

(c) **Dissertation based Masters Degree**

(i) Dissertation based Masters Degree programmes shall ordinarily be of four (4) semesters minimum duration for full-time and six (6) semesters for part-time candidates. The duration shall not exceed six (6) semesters for full-time and eight (8) semesters for part-time candidates.

(d) **Doctoral Degree**

Doctoral Degree programmes shall ordinarily be of six (6) semesters minimum duration for full-time and eight (8) semesters for part-time students. The duration shall not exceed eight (8) semesters for full-time and ten (10) semesters for part-time students.

(e) **Extension of Study Period**

Extension of study period, ordinarily not exceeding two semesters, may be granted by Senate on recommendation of the Board of Postgraduate Studies.

VI PAYMENT OF PRESCRIBED FEES

(a) A student shall be required to pay prescribed fees to the University Bursary for the relevant postgraduate study programme at the beginning of each academic session before he/she is allowed to register.

(b) **Refund of Registration Fees**

A newly registered student willing to withdraw from the postgraduate programme voluntarily may apply for refund of 80% of the fees paid at the time of registration. Such claim shall be made within three months from the last date of registration for new students for that particular session.

VII COURSES AT POSTGRADUATE LEVEL

(a) **Designation of Courses**

There shall be courses numbered . Each number shall ordinarily be prefixed by a three-letter subject code. (e.g. BUD 700)

(b) Course Units

- (i) A course Unit is defined as one lecture/tutorial contact hour per week or three hours laboratory/practical class per week through a semester.
- (ii) Where a course instruction is evaluated in terms of contact hours, such contact hours shall be converted to units in students' permanent record.

(c) Types of Courses

- (i) **Compulsory Courses:** Courses specified by a Department, which a student must take and pass.
- (ii) **Elective Courses:** Courses specified by a Department from which a student shall choose, register and pass in order to make up the required additional units for the award of the Diploma /Degree.
- (iii) **Deficiency Courses:** Department may ask a student to register and pass some deficiency courses, maximum of nine (9) units, for which he/she shall not earn any credit.

VIII. COURSE LECTURER

The following categories of academic staff shall ordinarily participate in teaching courses at the postgraduate level:

- (a) **Lecturer I** (with Ph.D degree) and above who are not pursuing higher degree studies under supervision.
- (b) **Lecturer II** (with Ph.D degree) who has at least one year post-doctoral University teaching experience.
- (c) **Assistant Lecturer** who has at least two years University teaching experience may teach postgraduate diploma courses.
- (d) In special circumstances, other categories of academic staff may teach postgraduate courses if approved by the Postgraduate School on recommendation of the Head of the Department.

IX PROJECT REPORT/ DISSERTATION/THESIS

- (a) The final version of the research work of a student shall be termed as follows:
 - (i) MBA, MPA, MHMP, MILR, **MASS, MIR, PGDNSS, PGDEM, PGDILR** and PGD - Project Report
 - (ii) M.A., MLS, LLM, M.Sc., M.Ed., M.V.Sc. -Dissertation
 - (iii) Ph.D -Thesis

(b) A candidate submitting Dissertation/Thesis shall be orally examined by a panel of examiners approved by the School of Postgraduate Studies. **The approval is subject to receipt of Dissertation/Thesis seminar based reports.**

(c) Project reports shall be examined by the SPGS approved External Examiner.

X. SUPERVISOR

(a) The Department shall assign a student **to not less than two Supervisors within three** (3) months after he/she has completed registration.

(b) In the event of supervision vacuum the Department shall assign supervisors to the affected student with immediate effect.

(c) Supervisors for dissertation and thesis shall not be below the rank of Lecturer I and Senior Lecturer, respectively, provided that they hold a Ph.D degree.

(d) Lecturer II and above shall be eligible to act as Supervisor for Project works.

(e) A postgraduate student shall require prior approval of the School of Postgraduate Studies for change of Supervisor. The proposed change of Supervisor should be initiated by the relevant Head of Department.

(f) A candidate may have co-supervisors from the same Department or any other Department of the University of Maiduguri or any other University provided that prior consent has been obtained from such persons.

(g) Masters and Ph.D students shall have a minimum of two supervisors

(h) Supervisors shall comply with Postgraduates guide on supervision below:

XI GUIDE ON SUPERVISION

(A) Supervisor

Responsibilities

(i) Supervisors shall not ordinarily be allocated more than five (5) Ph.D or Masters students or a combination of both for supervision.

(ii) Supervisors should ensure that the supervision they provide is satisfactory to the University of Maiduguri standard

(iii) Supervisors should be accessible and shall maintain contact with their supervisees at least once in a month.

(iv) Supervisors should provide timely, constructive and effective feedback to their supervisees on their research work and any related matter.

(v) Supervisors should ensure to the best of their abilities that the supervisees are aware of the need to exercise probity and conduct their **research work in**

accordance with research ethical considerations e.g ethical and legal issues associated with the research, avoidance of plagiarism, compliance with intellectual property right, implications of research misconducts and research errors.

(B) Supervisee (research student)

Responsibilities

- (i) Supervisees have the right to expect the supervisor to provide quality supervision.
- (ii) Supervisees are responsible to the supervisor and the University of Maiduguri to abide by the regulations set for proper conduct of research
- (iii) Supervisees have the responsibility of contacting their supervisors at least once in one month

XII COURSE UNIT REQUIREMENTS

(a) Postgraduate study programmes in the University of Maiduguri involve course work and research. Minimum unit requirements for various Degree/Diploma programmes shall be as follows:

Diploma/Degree	Minimum Unit Requirements		
	Course work	Research	Total
POSTGRADUATE DNSS, POSTGRADUATE DEM, POSTGRADUATE DILR and POSTGRADUATE D	24	6	30
MBA, MPA, MHPM, MASS, MIR, MILR	24	6	30
M.A, M.Sc., M.Ed., MLS, LLM, M.V.Sc	24	10	34
Ph.D	20-30	30-40	60

- (b) Departments may increase the minimum unit requirement to a reasonable extent with the approval of the Board of Postgraduate Studies and Senate.
- (c) Research units are compulsory.
- (d) Departments may divide the minimum course unit into compulsory and elective groups.
- (e) A student may repeat a maximum of 50% of the courses during the session following his/her first registration.

XIII GRADING SYSTEM

- (i) The grading system at the postgraduate level shall be as follows:

Marks	Letter Grade	Grade Point	Remarks
70-100	A	5	Pass
60-69	B	4	Pass
50-59	C	3	Pass
Below 50	F	0	Fail

- (ii) Continuous Assessment shall be between 30% to 40% of the total marks for any given course and the end of course examination shall be between 60% and 70% of the total marks.
- (iii) There shall be no resit examination.

XIV COURSE WORK EXAMINATION

- i) Students shall sit for written and /or practical examinations.
- ii) Question papers and results shall be moderated by external examiners.
- (iii) Heads of Department shall be the Chief Examiners.
- (iv) Heads of Department/Chief Examiners shall submit the moderated question papers, in sealed package and the examination time-table to the Secretary, School of Postgraduate Studies not later than seven (7) days before the scheduled date of commencement of the examination. Each sealed package containing question papers shall be clearly labeled indicating the session, semester, course number and title, number of candidates, number of question papers enclosed, date, time and venue of examination.
- (v) The Invigilator of each examination shall collect the question papers and other relevant materials from the Secretary School of Postgraduate Studies, not earlier than 30 minutes before the commencement of the examination.
- (vi) Heads of Department/Chief Examiners shall be responsible for the delivery of question papers and marked answer scripts to the moderator for moderation.
- (vii) Heads of Department/Chief Examiners shall submit the externally moderated results to the School of Postgraduate Studies through the Faculty POSTGRADUATE Committee using appropriate format (**Appendix 5**).
- (viii) Examination for all Postgraduate programmes shall commence within the period and venue as specified by University Examination and Time Table officer.

ix) Examination shall be conducted in two semesters within a session.

XV EXTERNAL EXAMINER

- (i) The Board shall approve the appointment of External Examiners on the recommendation of the relevant Heads of Department through the College/Faculty Postgraduate Studies Committee in the prescribed format (**Appendix 6**). The Secretary, School of Postgraduate Studies shall arrange for the issuance of the appointment letters to the External Examiners.
- (ii) The tenure of an External Examiner shall ordinarily be of three years duration.
- (iii) Heads of Department shall in a special circumstance recommend to School of Postgraduate Studies (SPOSTGRADUATES) for appointment of an External Examiner in peculiar specialization for student.
- (iv) Heads of Department shall arrange transportation and accommodation for External Examiners.
- (v) Heads of Department shall recommend the claims of External Examiners to the Dean, SPOSTGRADUATES for approval and forward same to Bursary.

XVI DEFERMENT OF STUDIES

A new student who has been duly registered may apply to the School of Postgraduate Studies for deferment of studies within three months from the date of registration for a new session. If the prayer for the deferment is granted by the Board of Postgraduate Studies, the applicant shall pay a prescribed deferment fee to the Bursary. Deferment may be granted for one session only.

XVII WITHDRAWAL FROM POSTGRADUATE STUDY PROGRAMME

- (i) If a student fails to make satisfactory progress in his/her studies, the relevant Head of the Department may recommend to the Postgraduate Board through Faculty Postgraduate Committee for his/her withdrawal from the programme. Senate shall take appropriate decision on the recommendation of the Board.
- (ii) A newly registered postgraduate student may voluntarily withdraw from the programme within three months from the date of his/her registration.
- (iii) A student may be regarded as voluntarily withdrawn for non-payment of fees within the period of an academic session.

- (iv) A student's name may be removed from the register if he/she violates such regulations governing discipline within the University as may from time to time being enforce.
- (v.) A student's name, once removed from the register may only be restored with the approval of Senate.
- (vi) A student failing more than 50% of the course registered during the first session of admission shall be withdrawn from the programme.

XVIII RESEARCH PROPOSAL

- (i) Students registered for Masters or Ph.D degree programmes shall ordinarily submit their research proposals for dissertation or thesis to Postgraduate Board through Departmental and Faculty Postgraduate Committees within six (6) months and twelve (12) months, but not later than 12 and 18 months respectively after the first registration for consideration.
- (ii) Departments shall submit ten (10) detailed hard copies and an electronic copy of their students' research proposal and synopsis to the School of Postgraduate Studies.
- (iii) The research proposal and synopsis cover page shall include:

PROPOSED TOPIC (of not more than twenty five (25) words in title case, font 12 Times new Roman).

NAME OF CANDIDATE: (with surname in upper case, font 14 Times new Roman)

REGISTRATION NUMBER: (font 14 Times new Roman)

DEGREE IN VIEW: (font 14 Times new Roman)

SUPERVISOR(S): (font 14 Times new Roman)

DEPARTMENT: (font 14 Times new Roman)

- Use font 14 Times new Roman and bold titles (see appendix 7a)

Detailed Research proposal should include:

- (a). INTRODUCTION with the following sub titles:
 - Background of the Study (Title Case)
 - Statement of the Problem (Title Case)
 - Objectives of the Study (Title Case)
 - Significance of the Study (Title Case)
 - Scope of the Study (Title Case)
- (b) LITERATURE REVIEW

- (c) METHODOLOGY
 - (d) EXPECTED OUTCOME
 - (e) REFERENCES (Adopt College/Faculty/ Departmental referencing style and be consistent).
- (iv) A Master's degree research proposal shall have a maximum of one page synopsis and Ph.D degree research proposal a maximum of a three-page synopsis which shall comply with (**appendix 7b**).
 - (v) A candidate shall obtain prior approval of the Board for any proposed change in respect of an approved research proposal.

XIX RESEARCH - BASED SEMINAR

- (i) A postgraduate student conducting research leading to Dissertation/Thesis shall submit a draft copy of his/her research work before presenting seminar based on the results of the research work.
- (ii) The seminar shall be arranged by the relevant Head of Department on the approval of the School of Postgraduate Studies
- (iii) The Dean, School of Postgraduate Studies shall on the recommendation of the relevant Head of Departments appoint the Postgraduate School Representative (PSGR) from the list of three (3) nominees (who shall not be below the rank of Senior Lecturer).
- (iv) The PSGR shall attend such seminar and submit a report on a prescribed form (Appendix 8) on the performance and overall impression of audience on the student to the Dean SPGS within 48 hours from the date of presentation
- (v) The appointed PSGR for Dissertation/Thesis based seminar shall be the PSGR on the panel of oral examination for the student.
- (vi) In the event of successful presentation of the research-based seminar, the Dean, School of Postgraduate Studies shall inform the student through the HOD to submit his/her draft Dissertation/Thesis to the Postgraduate School for evaluation and oral examination.
- (vii) The Research-based seminar shall be focused on the following:
 - (a) title of Dissertation/Thesis
 - (b) an abstract of 200-300 words
 - (c) a concise introduction to the subject, including the objectives and methodology of the research undertaken
 - (d) Highlights of results and discussions

- (e) conclusions and recommendations
- (f) references

XX. PANEL OF EXAMINERS

- a) A Panel of Examiners shall evaluate the draft Dissertation/Thesis submitted by a student and conduct oral examination where the student shall be required to defend his/her Dissertation/Thesis.

- b) The Head of a Department shall recommend panel (s) of Examiners to the Dean School of Postgraduate Studies immediately after the successful presentation of the research-based seminar by a student for his (Dean) approval. Such recommendation shall contain the following details:
 - (i) Name of Candidate
 - (ii) Registration Number
 - (iii) Title of dissertation/thesis
 - (iv) Panel of Examiners.
 - (v) Date of Examination

- c) Panel of Examiners for Masters degree students shall be composed of minimum of four and maximum of five members.
 - i) Panel of Examiners for Masters degree:
 - ... Head of Department & Chairman
 - ... External Examiner
 - ... Internal Examiner (One Supervisor)
 - ... Internal Examiner (PSGR)
 - ... Internal Examiner (Ordinarily not below the rank of a Senior Lecturer)
 - ii) Panel of Examiners for Ph.D degree
 - Shall be composed of a minimum of five and a maximum of six examiners
 - ...Head of Department & Chairman
 - ...External Examiner
 - ...Internal Examiner (One Supervisor)
 - ...Internal Examiner (one or two competent academic staff of the Department, not below the rank of Senior Lecturer)
 - ...Internal Examiner (PSGR)**

- (iii) If the Head of Department is the Supervisor of the candidate, another member of academic staff of the Department not below the rank of Senior Lecturer shall be recommended by the Head of the Department as Chairman of the Panel.
- (d) Under no circumstance shall the Department conduct oral examination for a student without:
 - (i) submission to Dean School of Postgraduate Studies (SPGS) the Seminar report of the student (Appendix 8).
 - (ii) the corrected draft dissertation/thesis of the student
 - (iii) written approval of the Dean SPGS of the panel of examiners and the date of the oral examiners is conveyed to the concerned Department.

XXI SUBMISSION OF DRAFT DISSERTATION/THESIS

- a) A candidate shall submit his/her loose bound draft Dissertation/Thesis to the School of Postgraduate Studies through the Head of Department after successful presentation of the research - based seminar (Masters Degree dissertation 5/6 and Ph.D degree thesis 6/7 copies depending on the number of members in the panel of examiners.
- b) A draft Dissertation/Thesis shall not be accepted by the School of Postgraduate Studies for evaluation and subsequent oral defence by the candidate unless he/she has:
 - i) passed all prescribed courses;
 - ii) registered for the session of submission of the draft Dissertation/Thesis; and
 - iii) paid the prescribed oral examination fee to the Bursary.

XXII SUBMISSION OF DRAFT PROJECT REPORTS

- a) Students pursuing MBA, MPA, MHPM, MILR, **MIR, MASS** and PGD programmes shall submit their loose draft project reports to the Head of the relevant Department for evaluation **within three (3) months** from the last day of examination for the second semester of the session of graduation.
- b) If a student fails to submit the project report within the period stipulated at (a) above he/she shall register for the subsequent academic session and submit the project within that session.
- c) A draft project report shall not be accepted by the Department unless a candidate has:
 - i) passed all prescribed courses;

- ii) registered for the session of submission of the draft project report; and
- iii) paid the prescribed fees to the Bursary for evaluation of the report.

XXIII. ORAL DEFENSE OF DISSERTATION/THESIS

- (a) A student shall be required to defend his/her Dissertation/Thesis before the Panel of Examiners within three (3) months from the date of submission of the draft.
- (b) The date for the oral defense shall be fixed by the HOD in consultation with the External Examiner.
- (c) Each member of the panel of examiners shall individually score the performance of a candidate using the prescribed form to be provided by SPGS (Appendix 9a).
- (d) The decision of the panel of examiners shall be entered into the three copies of the prescribed forms immediately after the oral examination. The three copies of the prescribed oral examination report form must be signed by all members of the panel of examiners present. Absence of any one of the internal examiners shall not invalidate the oral examination (**Appendix 9b**).
- (e) The oral examination report in triplicate along with the individual's scoring sheets must be submitted to the Dean, School of Postgraduate Studies within **72 hours** of the oral examination (**Appendix 9b**).
- (f) A student who fails an oral defense of his/her Dissertation/Thesis shall not get a second chance, but if however, the panel of examiners are of the opinion that a candidate requires undertaking major modifications of the Dissertation/Thesis, the panel may recommend for a second oral examination to be held within 90 days from the date of the first oral examination. Such student shall not get another chance to defend his/her Dissertation/Thesis.
- (g) Submitted Dissertations/Thesis shall be subjected to anti plagiarism software test which shall not exceed 25% before being allowed to be defended in an oral examination.
- (h) Where the panel of (Oral) examiners recommends a second re-examination of the student, the performance scores for the first Oral examination shall be discarded and the second oral examination performance scores takes precedence
- (i) For avoidance of doubt the following time frame for submission of the corrected Dissertation/ Thesis shall be complied with:
 - i. No corrections - 14 days
 - ii. Minor corrections- 30 days
 - iii. Major corrections- 90 days

- iv. Re-examination - 90-180 days

XXIV CORRECTIONS/MODIFICATIONS OF DISSERTATION/THESIS

A student shall, at the discretion of the Panel of Examiners, be asked to effect the recommended corrections/modifications of the Dissertation/Thesis to the satisfaction of either of the following:

- i). the internal members of the Panel; or
- ii). the chairman of the Panel and the Supervisor; or
- iii). the chairman of the Panel, the External Examiner and the Supervisor.

XXV. SPECIAL ORAL EXAMINATION

Where the Board of Postgraduate Studies and/or Senate has reasons to believe that proper procedure has not been followed by the panel of examiners in conducting the oral examination of a student the Board and/or Senate may order a fresh oral examination to be conducted by a new panel of examiners.

XXVI REDRESS SOUGHT BY STUDENTS

Postgraduate student who feels aggrieved at any stage of the programme may appeal to Senate through the relevant Head of Department and the Dean, School of Postgraduate Studies for redress.

XXVII SUBMISSION OF FINAL VERSION OF DISSERTATION/THESIS

- a) A student shall submit the final version of the Dissertation/Thesis **along with electronic copy** to the School of Postgraduate Studies through the Head of the relevant Department as specified in item xxiii (j)

The submission shall be as follows:

- i) Dissertation: Five hard bound copies with Navy blue cover
- ii) Thesis: Five hard bound copies with red cover

If a student has a co-supervisor he/she would be required to submit one extra copy of Dissertation/Thesis. Accepted copies of the final version of the Dissertation/Thesis shall be distributed as follows:

One copy to the University Library

One copy to the Department

One copy to the Supervisor

One copy to the Student

One copy to the School of Postgraduate Studies.

- b) A student shall obtain his/her own copy of the final version of the Dissertation/Thesis from the Secretary, School of Postgraduate Studies

XXVIII.SUBMISSION OF FINAL VERSION OF PROJECT REPORT

- a) A student shall submit the final version of the project report **along with electronic copy** to the Postgraduate School within 90 days from the last day of examination for the second semester of the year of his/her graduation as follows:
 - i) Five hard-bound copies with black cover for MBA, MPA, MHPM, MILR, **MIR, MASS and MDRM**
 - ii) Five hard bound copies with green cover for POSTGRADUATED.

Accepted copies of final version of the project report shall be distributed as follows:

One copy to the University Library

One copy to the Department

One copy to the Supervisor

One copy to the Candidate

One copy to the School of Postgraduate Studies

- b) A student shall obtain his/her own copies of the final version of the project report from the Secretary, School of Postgraduate Studies.
- c) If a student fails to complete the project at the end of the session, he/she may submit the final version of the report during the following session provided that he/she has registered for that session.

XXIX COMPUTATION OF RESULTS

- a) The Head of a Department shall submit **ten (10) hard copies along with electronic Power Point version** of the computed result of the student to the School of Postgraduate Studies through the College/Faculty Postgraduate Studies Committee using the appropriate Postgraduate School format (**Appendix 10 and 11**) immediately after receiving the final version of the project Report /Dissertation/ Thesis.
- b) One copy of the external assessment form for project report of a candidate must be stapled with one of **the ten (10) hard copies** of the computed results of each of the students.
- c) Required number of final version of the project Report /Dissertation/ Thesis must be submitted to the School of Postgraduate Studies along with the computed results.

XXX AWARD OF DIPLOMA /DEGREE

- a) The computed results shall be considered by the Board of Postgraduate Studies for making appropriate recommendations to Senate.
- b) The School of Postgraduate Studies shall submit the summary of results of the graduating students to Senate for approval.
- c) Student shall be deemed to have been awarded the Diploma/Degree from the date Senate approves such results.
- d) The Dean, School of Postgraduate Studies shall issue notification of the award of Diploma/Degree to students after Senate approves such award.

XXXI. FORMAT AND GUIDE FOR WRITING PROJECT REPORT/ DISSERTATION / THESIS

1. Language

The language to be used shall be English and of British style in terms of spellings etc throughout the project Report/Dissertation/Thesis, except otherwise as approved by the Senate.

2. Components of Project Report/Dissertation/Thesis (Format and Layout)

A project Report/Dissertation/Thesis shall contain the following:

- (i) character and font size: Times new Roman with font size 12
- (ii) the title and text of project report/Dissertation/Thesis shall not be italicized except for scientific names, terms and foreign language
- (iii) headings shall be in bold print
- (iv) footnotes, endnotes and text in tables shall not be less than font size 8
- (v) referencing style: College/Faculty/Department shall adopt a single referencing style (e.g American Psychological Association) APA or Harvard referencing style) and be consistent
- (vi) margins:
 - (a) Top; - 2.5cm
 - (b) Left: - 3.0cm
 - (c) Right: - 1.5cm
 - (d) Bottom - 2.0cm

- (vii) Text shall be justified
 - (viii) Page numbering:
 - (a) Shall be numbered consecutively throughout at the bottom margin and centred.
 - (b) Preliminary pages shall be numbered in lower case, Roman numerals (e.g i,ii,iii etc)
 - (c) Title page shall not be numbered and shall contain University of Maiduguri crest (see appendices 12, 13 and 14)
 - (ix) Size of paper and spacing
 - (a) Size of paper: A4
 - (b) Project Report/Dissertation/Thesis: Double spacing including space between headings and text
 - (c) Footnotes/endnotes: shall be of single spacing
 - (d) Quotations of 25 words and above shall be of single spacing and indented.
 - (x) Title Page
 - Format for Postgraduate Diploma/Masters Report Appendix 12
 - Format for Dissertation Appendix 13
 - Format for Doctor of Philosophy Thesis Appendix 14
3. Table of Contents
- (i) Abstract
 - (ii) Certification
 - Format for Draft Dissertation/Thesis - Appendix 15
 - Format for Final Version of Dissertation/
Thesis after oral - Appendix 16
 - Format for Masters degree/POSTGRADUATED
Project Report - Appendix 17
 - (iii) Declaration
 - (iv) Dedication (if desired)
 - (v) Acknowledgement
 - (vi) Table of Contents (Chapters)
 - (vii) List of Tables/Statutes/Cases (if any)
 - (viii) List of figures (if any)
 - (ix) List of Plates (**if any**)
 - (x) **List of Abbreviations (if any)**

4. Binding
- (a) Cover page (**see appendix 18**)
- (i) The cover shall be lettered in gold using font size 18 (see appendix 18)
- (ii) Spine of cover page shall be lettered in gold using font size 16 and in title case.

XXXII. DEGREES/DIPLOMAS APPROVED BY SENATE

FACULTIES / DEPARTMENT	DEGREE
COLLEGE OF MEDICAL SCIENCES	
Human Anatomy	M.Sc., Ph.D
Medical Rehabilitation (Physiotherapy)	M.Sc.
Human Physiology	M.Sc., Ph.D
AGRICULTURE	
Agricultural Economics	M.Sc., Ph.D
Agricultural Extension	M.Sc., Ph.D
Animal Science	M.Sc., Ph.D
Crop Production	M.Sc., Ph.D
Crop Protection	M.Sc., Ph.D
Soil Science	M.Sc., Ph.D
Fisheries	M.Sc.
Forestry and Wildlife	M.Sc.
ARTS	
Arabic & Islamic Studies	M.A., Ph.D
Visual and Performing Arts	M.A.
English	M.A, Ph.D
History	PGDNSS, MA.S.S , M.A., Ph.D
Languages and Linguistics	M.A, Ph.D
EDUCATION	
Continuing Education and Extension Services	M.Ed., Ph.D
Education	PGDE , M.Ed., Ph.D,
Library and Information Science	MLS, Ph.D
Physical & Health Education	M.Ed., Ph.D
ENGINEERING	
Agricultural & Environmental Engineering	PGD, M.Eng., M.Sc., Ph.D

Food Science & Technology	M.Sc., Ph.D
Chemical Engineering	PGD., M.Eng., Ph.D
Civil & water Resources Engineering	M.Eng.
Computer Engineering	M.Eng.
Mechanical Engineering	PGD, M.Eng., Ph.D
Electrical/Electronic Engineering	M. Eng.
LAW	
Law	LL.M., Ph.D
MANAGEMENT SCIENCES	
Accountancy	PGDA., MTFM, M.Sc. Ph.D
Management	PGD, M.Sc., MBA, Ph.D
Finance	PGD, M.Sc., MBA, Ph.D
Marketing	PGD, M.Sc., MBA, Ph.D
Public Administration	PGD, MPA, MHPM, M.Sc., Ph.D,
PHARMACY	
	M.Sc., Ph.D
SCIENCE	
Biochemistry	M.Sc., Ph.D
Biological Science	M.Sc., Ph.D
Chemistry	PGD., M.Sc., Ph.D
Geology	PGD., M.Sc., Ph.D
Mathematical Sciences	M.Sc., Ph.D
Physics	M.Sc., Ph.D
SOCIAL SCIENCES	
Economics	M.Sc, Ph.D
Geography	PGDEM., M.Sc., Ph.D
Mass Comm	M.Sc., Ph.D
Political Science	PGD., MIR., M.Sc., Ph.D
Sociology and Anthropology	PGDIR., MILR. M.Sc., Ph.D
VETERINARY MEDICINE	
Theriogenology	MVSc., Ph.D
Veterinary Anatomy	MVSc., Ph.D
Veterinary Medicine	MVSc., Ph.D
Veterinary Microbiology	PGDMP., M.Sc., Ph.D,
Veterinary Parasitology and Entomology	PGDMP, MVSc., Ph.D
Veterinary Pathology	MVSc., Ph.D

Veterinary Pharmacology and Toxicology	M.Sc., Ph.D
Veterinary Physiology and Biochemistry	M.Sc., Ph.D
Veterinary Public Health and Preventive Medicine	MVSc., M.Sc., Ph.D
Veterinary Surgery and Radiology	MVSc., Ph.D
Centre for Arid Zone Studies	PGDDS
Centre for Disaster Risk Management	PGD, MDRM
Centre for Nuclear Energy Research and Training	M.Sc.
Centre for Study and Promotion of Cultural Sustainability	M.A, Ph.D
National Water Capacity Building Network Centre	PGD, M.Sc.

XXXIII. SUBMISSION FROM ACADEMIC UNIT TO THE BOARD OF POSTGRADUATE STUDIES

All submissions to the Postgraduate Board should be in two forms:

1. E-copy of the submission to be presented during the meeting of the Board
2. Ten (10) hard copies of the submissions to be distributed to specific members of the Board as follows:
 - a. Dean SPGS
 - b. Secretary SPGS
 - c. DD Arts
 - d. DD Sciences
 - e. Chairman Senate Committee on Course System
 - f. Reviewer 1
 - g. Reviewer 2
 - h. Coordinator Exams and Time Table
 - i. Coordinator Affiliated Colleges
 - j. Coordinator Distance Learning

The Reviewers will depend on where the submissions come from.

All submissions to the Board of SPGS shall conform to the template in Appendices 1- 18

Approved by Senate of the University of Maiduguri at its.....Meeting on.....

UNIVERSITY OF MAIDUGURI
 (FACULTY OF ENGINEERING)
 DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING
 PRAYERS TO SENATE

S/No	ID No	Name	Prayer Detail of Prayer/ date of last registration	No. of Previous Deferment/ Extension with Semester and Session	Recommendation/Endorsement				
					Departmental Postgraduate Committee	College/Facul ty POSTGRAD UATE Committee	Postgraduate Board	Senate	

Signature: Dean.....
 Date:.....

HOD (Signature)
(Not to be typed)

APPENDIX 2

UNIVERSITY OF MAIDUGURI

FACULTY OF.....

DEPARTMENT OF

END OF COURSE (Masters or Ph.D) EXAMINATION RESULTS

Course Title:

Session:.....

Course Code.....

Semester:.....

Unit (s).....

S/No.	ID. No.	Marks Obtained (100%)	Grades				GP	U.GP	Remarks
			A	B	C	F			
1.									
2.									
3.									
4.									
Summary			00	00	02	02		Total = 04	

- NOTE:** 1. Distribution of Grades by courses is not needed
2. The HOD is required to put his/her signature at the top right hand corner of each result

APPENDIX 3

**FORMAT FOR PROPOSED POSTGRADUATE CURRICULUM FOR
NEW POSTGRADUATE PROGRAMME.**

- 1.0 INTRODUCTION
- 2.0 PHILOSOPHY, VISION, MISSION AND OBJECTIVES OF THE PROGRAMME
 - 2.1 Philosophy
.....
 - 2.2 Vision
.....
 - 2.3 Mission
.....
 - 2.4 Objectives
.....
- 3.0 NOMENCLATURE OF THE DIPLOMA/DEGREE
.....
- 4.0 ADMISSION REQUIREMENTS
.....
- 5.0 DURATION OF COURSE/PROGRAMME
 - 5.1 Full time candidates
.....
 - 5.2 Part Time candidates
.....
- 6.0 PROGRAMME STRUCTURE
.....

7.0 PROGRAMME CURRICULUM

7.1 Compulsory courses (if any)

S/No	Course Code	Course title	Unit(s)	semester

7.2 Optional courses (if any)

S/No	Course Code	Course title	Unit(s)	semester

8.0 COURSE CODES, DESCRIPTION AND UNITS

[Should contain the course code, course title and detailed description of the course content and units]

9.0 FACILITIES AND EQUIPMENTS

.....
.....
.....

10.0 LIST OF ACADEMIC STAFF

S/No	Name	Qualification	Rank	Area of Specialization

11.0 ACTION SOUGHT

The Departmental Postgraduate Committee through the Postgraduate Board hereby request the Senate to approve the proposed programme with effect from 20..../20... Academic Session.



APPENDIX 4

UNIVERSITY OF MAIDUGURI
SCHOOL OF POSTGRADUATE STUDIES

APPLICATION FOR CONVERSION FROM MASTERS TO Ph.D
(to be completed and submitted to the Dean, School of Postgraduate Studies through the
College/Faculty Postgraduate Committee)

A. Instructions:

- i. Student is to complete Section A and submit with the research report to the Department.
ii. If recommended, the Department shall be required to present the research report to the College/Faculty Postgraduate Committee for assessment.

B. Instructions for Supervisor:

The main supervisor is to complete section B of the Application Form and submit with the student's research report for conversion to Postgraduate Board through the College/Faculty Postgraduate Studies Committee

Section A (Applicant's Details):

Name:
ID No:.....
Programme:.....
Faculty/Department:.....
Title of Research:.....
.....
.....

Semester [] First Second [] Session []

Supervisor	Name	Faculty/Department
Main		
Co-Supervisor 1		

Section B (Main Supervisor’s Comments/Recommendations):

(Provide a brief summary of student’s work and reasons for recommendations)

.....
.....
.....
.....

Name and Signature

Date

Section C (Endorsement by Faculty/College Postgraduate Committee):

The Committee has met on(date of meeting) and recommends the student’s program of studies be converted from Masters to Ph.D. Attached to the form are Student’s Research Report and Recommendation from the College/Faculty Postgraduate Board Committee.

Endorsed by Chairman faculty/College Postgraduate Studies Committee

Name and Signature

Date

Dean, School of Postgraduate Studies

Signature and Stamp

Date

APPENDIX 5

**GRANT CHART TEMPLATE FOR
THESIS/DESSERTATION WRITING**

S/NO	EVENTS	TIME FRAME	BUDGET	SUBMISSION DATE SUPERVISOR SIGN	COLLECTION DATE STUDENT SIGN
1	INTRODUCTION 1 ST draft 2 nd draft	4-6weeks 1-2 weeks			
2	REVIEW OF RELATED LITIRITURE 1 ST draft 2 nd draft	4- 6 weeks 2-3 weeks			
3	METHODOLOGY 1 ST draft 2 nd draft	2weeks 2weeks			
4	Unit Defence of proposed topic Corrections	2-3 weeks 2 weeks			
5	Departmental defence of proposed topic Corrections	2-3 weeks 2 weeks			
6	Faculty defence of proposed topic Corrections	4-6 weeks 2 weeks			
7	Submission and approval of proposed topic School	4-6 weeks			
	Field work , data analysis and results Chapter 4: First Draft 2 nd draft	2 -6 months 2-3 weeks 2 weeks			
8	Seminar: 1st draft 2 nd draft	1-2 months 2 weeks			

9	Oral examination Corrections	1-3 months 2weeks			
10	Submission of bound to department	2 weeks			

Note:

1. Students should use this Gantt chart template to write their own Gantt chart. Mater's students should ensure that their Gantt Charts covers a period of one year while Ph.D students should spread it over 1 1/2 years – two years.

2. The Gantt Chart should be signed by both students and supervisors as a statement of commitment to ensuring that the students graduate within the stipulated time frame of his/her study

Student's sign: _____ Date: _____

First Supervisor sign: _____ Date: _____

Second Supervisor sign: _____ Date: _____

HOD (Signature)
(Not to be typed)

APPENDIX 6.

PARTICULARS OF THE PROPOSED EXTERNAL EXAMINER

UNIVERSITY OF MAIDUGURI

FACULTY OF.....

DEPARTMENT OF

PROPOSED EXTERNAL EXAMINER FOR Masters or Ph.D in.....

1. Name: Dr. Maina MUSA
2. Date of Birth:
3. Nationality:.....
4. Contact Address:.....
5. Present Institution.....
6. Present Rank/Position:
7. Academic Qualifications (with dates):.....
8. Teaching Experience:.....
9. Administrative Experience:.....
10. Number of Publications:.....
11. Area of Specialization:.....
12. Previous Experience as External Examiner:.....
13. Previous Connection with University of Maiduguri:.....
14. Any Relationship with Students to be Examined:.....

The Department through the Faculty POSTGRADUATE Committee and the Board of Postgraduate Studies prays Senate to approve this a) from..... toAcademic Sessions

APPENDIX 7(a)

**Template for the Cover Page for Synopsis
(Not to be typed)**

PROPOSED TOPIC: Evaluation of Neem (*Azadirachta indica*)
Seed Extracts for Control of Major Insect
Pests of Okra (*Abelmoschus esculentus* L.
Moench)

NAME OF CANDIDATE: Abdulkarim Bode GWOZA

REGISTRATION NUMBER: PGA/00/00/00/00000

DEGREE IN VIEW: M.Sc. (Criminology)

SUPERVISOR(S): Prof. Badole Karatu.....(Sign.)
Dr. Kome Nasani.....(Sign.)

DEPARTMENT: Sociology and Anthropology

Appendix 7(b)

Synopsis

Introduction:

Statement of the Problem:

Objectives of the Study:

The objectives of the study are to:

- i
- ii
- iii
- iv

Significance of the Study:

Scope of the Study:

Methodology:

Expected Outcome:

General Regulations for writing Synopsis:

- No reference should be inserted in the write up
- No paragraphing is allowed
- A maximum of 1 page synopsis for M.Sc. and 3 pages for Ph.D is allowed. Indiscriminate stretching of the text to accommodate bulky write ups will not be allowed
- Title case should be used for the proposed topic and the subtitles in the synopsis
- For the cover page the font type should be Times New Romans and the left column should be bold and font size 14. The right column will not be bolded and it should be Times New Romans with font size 12
- Adequate left and right hand margins are required for cover page as well as synopsis proper.

- In the page after the cover page, the title; ‘Synopsis’ is to be font size 14 while the main text should be Times New Romans and font size 12
- All foreign words and scientific names, (such as botanical names, zoological names, parasites, bacteria, viruses, fungi, kingdom, sub-kingdoms, Phyla, Order, class, Genus, Species) should be italicized and not underlined
- Full stop should not accompany the title on the cover page
- A maximum of 25 words is allowed for the title
- Wrong use of syntax and grammar will not be allowed
- All synopsis submitted to the POSTGRADUATE School must be signed with date against the name of at least one supervisor and by the HOD who must sign at the top right hand side corner of the cover page
- The objectives should be clearly spelt out and each objective must stand on its own
- The objectives should tally with title
- A stem sentence as shown in the template should precede the objective
- On no account should recommendations be included in the objectives
- All synopsis sent to the POSTGRADUATE Board must be accompanied with a detailed proposal



APPENDIX 8

UNIVERSITY OF MAIDUGURI
SCHOOL OF POSTGRADUATE STUDIES
(OFFICE OF THE DEAN)

Ref:.....

Date:.....

RE: REPORT ON POSTGRADUATE STUDENT SEMINAR

(To be completed in duplicate; please type)

Name of Student.....Reg. No.....

Department:.....

Faculty:.....

Supervisor (s).....

Degree/Specialization:.....

Title of Seminar:.....

Topic/Title of Approved Dissertation/Thesis.....

Date of Presentation:..... Time:.....

Assessment of Seminar Paper

1. General Presentation

a) Neatness of Seminar Report
Excellent [] Good [] Poor []

b) Typographical Appeal
Excellent [] Good [] Poor []

2. Execution of Research

a) Definition of Research Problem clarity of objective
Excellent [] Good [] Poor []

b) Review of Pertinent Literature
Excellent [] Good [] Poor []

c) Communication Skill
Excellent [] Good [] Poor []

d) Organization of thought and ideas
Excellent [] Good [] Poor []

e) Richness of references source used
Excellent Good Poor

f) Appropriateness of referencing/foot-noting
Excellent Good Poor

3. **Depth of Analysis**

a) Adequacy and reliability of data/information collected
Excellent Good Poor

b) Appropriateness of tools analysis used
Excellent Good Poor

c) Data Presentation
Excellent Good Poor

d) Adequacy of statistical analysis
Excellent Good Poor

e) Adequacy of interpretation
Excellent Good Poor

f) Validity of deductions of conclusions
Excellent Good Poor

4. **Assessment of Presentation**

a) Quality of presentation
Excellent Good Poor

b) Ability to answer questions
Excellent Good Poor

c) Defence of the finding conclusions
Excellent Good Poor

5. **Academic Contributions**

a) Relevance of Study
Excellent Good Poor

b) Has the candidate done enough work as to be allowed to write up the dissertation/thesis?
Excellent Good Poor

1. General Remarks: 9Please provide a concise report on the overall assessment of the research by the audience). Attach additional papers in necessary.

7. Indicate any corrections/modification suggested for inclusion in the final write-up (you may attach extra sheets)

8. Name of Assessor.....
Department:.....
Faculty/College:.....

Date:.....
Signature of Assessor

Date:.....
Signature of Chairman

Dean's Comment:

-
- Note: Please return the completed report to the Dean School of Postgraduate within 72 hours of the seminar



APPENDIX 9a

UNIVERSITY OF MAIDUGURI
School of Postgraduate Studies
(Office of the Dean)

REF:UM/SPGS/081/VOL/1/(A)

REPORT FORM FOR HIGHER DEGREE ORAL EXAMINATIONS

(To be completed in triplicate)

Name of candidate (Surname).....

(In block letter)

Others:.....

Current Address:.....

Student No:.....Session:.....

Department:.....

Faculty:.....

Name of Sponsor(s):.....

Address of Sponsor(s):.....

Field of Study:.....

Title of dissertation/thesis (in full).....

Date of submission of dissertation/thesis.....

Name of Supervisor(s).....

Date:.....Signature of Candidate:.....

We certify that the student named above has in accordance with the University Regulations completed all the necessary requirements for the award of.....in..... We therefore recommend that he/she be admitted to the Final Oral Examination.

Supervisor
Date:.....

Head of Department
Date:.....

EXAMINERS REPORT CONFIDENTIAL

Name of Candidate:.....

Title of Examination:.....

Date of Oral Examination:.....

Result of written examination (where applicable).....

.....

General Comments by Examiners:

(i) Standard presentation

.....
.....
.....
.....

(ii) Methodology

.....
.....
.....

(iii) Knowledge of field of study demonstrated by candidate:

.....
.....
.....

(iv) Contribution to knowledge arising from the study

.....
.....
.....

(v) Performance of the candidate at the oral examination

.....
.....
.....

(vi) Any other Comments

.....
.....
.....

Recommendation (delete as appropriate)

1. We recommend that the dissertation is without modification and the degree of..... be awarded to the candidate

2. We recommend that the dissertation/thesis be accepted subject to the following modification.....

.....
.....
.....

3. And the degree.....
Be awarded thereafter to:.....

4. We recommend that the dissertation/thesis be rejected in its present form

Signatures

.....
Internal Examiner

.....
External Examiner

.....
Internal Examiner

.....
Date:

.....
Date:

.....
Date:

.....
Chairman of Panel

.....
Supervisor

.....
Date:

.....
Date:

Distribution

Vice-Chancellor
Dean, School of Postgraduate Studies
Head, Department of.....

Oral Examination Assessment Form
Appendix 9(b)

UNIVERSITY OF MAIDUGURI
SCHOOL OF POSTGRADUAT STUDIES
(OFFICE OF THE DEAN)

Ref.UM/SPGS/)81/Vol.I

DATE:.....

Name of Candidate:.....

ID.No:.....

Title of Dissertation/Thesis:.....

.....

.....

.....

Assessment Criteria

	DOCTORAL CANDIDATE	MASTER CANDIDATE	SCORE
Standard of Presentation	10%	10%	
Methodology	15%	15%	
Knowledge of field of Study Demonstrated by Candidate	25%	25%	
Contribution to Knowledge arising from the Study	30%	30%	
Performance at Oral Examination	20%	20%	
Total	100%	100%	

Name of Assessor:.....

Signature:.....

Comments:.....

.....

This should be returned with the full report to the Dean, School of Postgraduate Studies within 48 hours of the Examination.

DEAN'S COMMENT:

.....

.....

.....

.....

APPENDIX 10

UNIVERSITY OF MAIDUGURI

FACULTY OF

DEPARTMENT OF

POSTGRADUATE (Masters or Ph.D) EXAMINATION RESULTS

1. Name of Candidate: Kaka Mbaya KAYODE
2. Registration Number: POSTGRADUATEA/00/00/00/0000
3. Title of Degree:
4. Year of Graduation:
5. Detailed Results:

S/No.	COURSE CODE	COURSE TITLE	UNIT(S) (U)	MARKS OBTAINED (100%)	GRADES	GP	U.GP
1.	CRP 700	Crop Production in Arid Zone	3	70	A	5.0	15
2.	CRP 701	Crop Management and Production	3	60	B	4.0	12
3.	CRP 702	Crop Cultivation Techniques	3	50	C	3.0	09
4.	CRP 703	Crop Bacteria and Parasites	3	70	A	5.0	15
5.	CRP 704	Mycotic Diseases of Crops	3	60	B	4.0	12
6.	CRP 705	Perennial Crop Harvest	3	50	C	3.0	09
TOTAL Units (TU)			18			TOTAL	72

$$\text{CGPA} = \frac{\text{U.GP}}{\text{TU}} = \frac{72}{18} = 4.0$$

6. Certification:

This is to certify that the above named candidate has corrected the Dissertation/ Thesis in accordance with the comments of the Panel of Examiners.

7. Recommendation:

The Panel of Examiners recommended that the candidate be awarded the degree of M.Sc. Crop Science (Crop Physiology and Production).

8. Name and Signature of Head of Department with Date:.....

APPENDIX 11

**UNIVERSITY OF MAIDUGURI
FACULTY OF
DEPARTMENT OF
EXTRACT FROM EXTERNAL EXAMINER'S REPORT**

- 1. Name of Candidate:** Kaka Mbaya KAYODE
- 2. Registration Number:**
- 3. Title of Degree:**
- 4. Title of Dissertation/Thesis:**
- 5. Date of Oral Examination:**
- 6. General Comments by the Panel of Examiners:**
- i Standard of Presentation:.....
 - ii Methodology:.....
 - iii Knowledge of Field of Study Demonstrated by the Candidate:.....
 - iv Contribution to Knowledge Arising from the Study:.....
 - v Performance of the Candidate at the Oral Examination:.....
 - vi Any Other Comment:.....
- 7. Recommendation:** The Panel of Examiners recommended that..... 8.
- Average Score in the Dissertation/Thesis:**.....
- 9. Panel of Examiners:**
- 1. Chairman
 - 2. External Examiner
 - 3..... Internal Examiner (Supervisor)
 - 4..... Internal Examiner
 - 5..... Internal Examiner(POSTGRADUATESR)
- 10. Certification:**.....
- 11.Name and Signature of Head of Department with Date:**.....

Appendix 12



TITLE OF PROJECT REPORT
(Upper Case, Centred, Bold, 12-Point Font Size)
(not to be typed)

By

NAME OF STUDENT
(Upper Case, Centred, Bold, 12-Point Font Size)
(not to be typed)

**PROJECT REPORT SUBMITTED TO THE SCHOOL OF
POSTGRADUATE STUDIES, UNIVERSITY OF MAIDUGURI, IN
PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE
POSTGRADUATE DIPLOMA IN.....(INSERT NAME
OF DIPLOMA)**

YEAR

(Note: The left margin should be at least 4.0cm and the right, top and bottom margins at least 2.5cm)
(not to be typed)

Appendix 13



TITLE OF DISSERTATION
(Upper Case, Centred, Bold, 12-Point Font Size)
(not to be typed)

By

NAME OF STUDENT
(Upper Case, Centred, Bold, 12-Point Font Size)
(not to be typed)

**DISSERTATION SUBMITTED TO THE SCHOOL OF POSTGRADUATE
STUDIES, UNIVERSITY OF MAIDUGURI, IN PARTIAL FULFILLMENT
OF THE REQUIREMENT FOR THE DEGREE OF MASTER
OF..... (INSERT NAME OF SPECIALITY)**

YEAR

(Note: The left margin should be at least 4.0cm and the right, top and bottom
margins at least 2.5cm)
(not to be typed)

Appendix 14



TITLE OF THESIS

(Upper Case, Centred, Bold, 12-Point Font Size)
(not to be typed)

By

NAME OF STUDENT

(Upper Case, Centred, Bold, 12-Point Font Size)
(not to be typed)

**THESIS SUBMITTED TO THE SCHOOL OF POSTGRADUATE STUDIES,
UNIVERSITY OF MAIDUGURI, IN PARTIAL FULFILLMENT FOR THE
REQUIREMENT FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN
.....(INSERT NAME OF SPECIALITY)**

YEAR

(Note: The left margin should be at least 4.0cm and the right, top and bottom margins at least 2.5cm)

APPENDIX 15

Certification page for Dissertation/Thesis before oral defence
(Not to be typed)

CERTIFICATION

We certify that this Dissertation/Thesis entitled
“.....”has been duly presented by
..... (POSTGRADUATEA/00/00/00/0000) of the
Department of, Faculty ofUniversity of
Maiduguri. Copies of the Dissertation/Thesis are submitted for evaluation by
the Panel of Examiners and subsequent oral defence by the candidate.

Supervisor

Signature:.....

Name:.....

Date:.....

Head of Department

Signature:.....

Name:.....

Date:.....

APPENDIX 16

Certification page for Dissertation/Thesis after oral defence
(Not to be typed)

CERTIFICATION

We certify that this Dissertation/Thesis entitled
“.....”has been duly presented by
..... (POSTGRADUATE/00/00/00/0000) of the
Department of, Faculty ofUniversity of
Maiduguri, and has been approved by the Panel of Examiners.

Supervisor

Signature:.....

Name:.....

Date:.....

Head of Department

Signature:.....

Name:.....

Date:.....

Having met the stipulated requirements, the Dissertation/Thesis has been
accepted by the School of Postgraduate Studies.

Signature.....

Name.....

Dean, School of Postgraduate Studies

.....

Date

APPENDIX 17

**Certification page for Project Report
(Not to be typed)**

CERTIFICATION

We certify that this Project Report entitled
“.....” has been duly presented by
..... (PGA/00/00/00/0000) of the Department of
....., Faculty ofUniversity of Maiduguri and
has been approved by the Panel of Examiners.

Supervisor

Signature:.....

Name:.....

Date:.....

Head of Department

Signature:.....

Name:.....

Date:.....

Having met the stipulated requirements, the Project Report has been accepted
by the School of Postgraduate Studies.

Signature:.....

Name:.....

Dean, School of Postgraduate Studies

.....
Date

APPENDIX 18

NAME OF STUDENT
NAME OF DEGREE
YEAR

UNIVERSITY OF MAIDUGURI



**TITLE OF PROJECT
REPORT/DISSERTATION/THESIS**
(Uppercase, centred, bold, 18-point gold -coloured font)

(Not to be typed)

**NAME OF STUDENT
ID NUMBER**
(Uppercase, centred, bold, 18-point gold-coloured font)

(Not to be typed)

[Note: The left, right, top and bottom margins should be at least 4 cm.]

NAME OF DEGREE
(e.g. DOCTOR OF PHILOSOPHY)

UNIVERSITY OF MAIDUGURI

Year
(Centred, bold, 18-point gold-coloured font)
(Not to be typed)