

**NILE UNIVERSITY OF NIGERIA
SCHOOL OF POSTGRADUATE
STUDIES**

REGULATIONS

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Abbreviations

Abbreviations	Explanations
NUN	Nile University of Nigeria
NUC	National Universities Commission
SPS	School of Postgraduate Studies
BSPS	Board of School of Postgraduate Studies
FPC	Faculty Postgraduate Committee
DPC	Departmental Postgraduate Committee
DAP	Director of Academic Planning
PHD	Doctor of Philosophy
PGD	Postgraduate Diploma
HOD	Head of Department
MBA	Master of Business Administration
CGPA	Cumulative Grade Point Average
IP	In Progress
MSC	Master of Science
M.ENG	Master of Engineering
APRP	Academic Programme Review Policy
TOEFL	Test of English as a Foreign Language
IELTS	International English Language Testing System
CELL	Center for Life Long Learning
ACAC	Academic Conduct and Appeals Committee
M.A	Master of Arts
NYSC	National Youths Service Corps
GPA	Grade Point Average
MPA	Master of Public Administration
M.ED	Master of Education
LL.M	Master of Laws

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FOREWORD BY THE VICE CHANCELLOR

It gives me great pleasure to welcome students generally to the Nile University of Nigeria, Abuja; and specifically, to the School of Postgraduate Studies, which is one of the units of the institution. Your choice of this University for your postgraduate studies should be considered a wise decision. Apart from the fact that the Nile University of Nigeria, in its entirety, has been conceived and built on a pragmatic vision as an institution that shall always be abreast of innovations taking place in the field of education. Both the Governing Council and Executive Management Board have resolved to mount the postgraduate programmes that shall enable students upon graduation to be properly tutored and prepared to meet the challenges of their careers. The programmes of the School are therefore dynamic, very relevant and comprehensive enough. In addition, the University has also made sure that facilities for learning are adequately provided and are also student friendly. What is more, the human resources to handle the programmes of study as well as to operate the facilities are qualified, very experienced and competent. The provisions contained in these Policies and Procedures are articulated, furthermore, for the greater benefits of the students and the smooth operation of the institution. It is therefore advisable that students take time to go through the content diligently so as to be very familiar with their rights and obligations. Without mincing words, the essence of the document is simply to guide the students to understand the procedures to follow in order to make their learning and stay in the University pleasant and rewarding. Once again, welcome an ideal setting for learning, research, and the horning of careers.

Prof. Dr. Osman Nuri Aras
Vice Chancellor

MESSAGE FROM THE DEAN

It is an honor for me to join the Vice Chancellor to welcome you to the School of Postgraduate Studies of the Nile University of Nigeria, where learning and teaching have been so synchronized to produce the best results. The School boasts of such strong and combined attributes of realism and dynamism, both of which are encrusted on systemic flexibility. In addition, the School is also happy to assure you of adequate facilities for learning and teaching. It is furthermore endowed with qualified and competent human resources – both Faculty and non-Faculty – that are committed to your mentorship and guidance. These qualities have been synthesized to reflect the content of the Policies and Procedures contained herein. In summary, the content is quite comprehensive and it makes for easy reading and comprehension. It is hereby recommended for your reading pleasure and digestion, as the provisions are surely going to be of assistance and relevance to you throughout your course of study.

Prof. Dr. Kemal Ozden
Dean, School of Postgraduate Studies

NILE UNIVERSITY OF NIGERIA, ABUJA

The School of Postgraduate Studies (SPS)

Policies and Procedures

1. INTRODUCTION

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

2. RESPONSIBILITIES, AUTHORITIES AND ORGANIZATION

2.1 Role of the School of Postgraduate Studies (SPS)

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

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

- 1-Promoting collaborations that create unique opportunities for students' learning, research and discovery;
- 2-Promoting a supportive environment for the postgraduate students' community;
- 3-Providing a voice for postgraduate education in the university's strategic planning and outreach;
- 4-Publishing a current School of Postgraduate Studies student handbook on the Postgraduate School website.

2.2 Postgraduate Programmes within the Nile University of Nigeria

At NUN, all postgraduate programmes shall fall under the supervision of the School of Postgraduate Studies. Furthermore, the School of Postgraduate Studies is responsible for:

- 1-Ensuring that all programmes abide by the Rules and Policies of the School of Postgraduate Studies;
- 2-Ensuring also that there shall be programmes' approval and periodic reviews;
- 3-The maintenance of records of approved postgraduate coursework and approval of substantial changes (if any) to existing postgraduate programmes;
- 4-The approval of add and drop of courses following initial recommendation by the departmental PG Advisor(s);
- 5-The final approval of grade changes following initial recommendation by the lecturer and HOD;
- 6-Regular Diploma and Degree audits;
- 7-Ensuring adherence to the guidelines for formatting projects, thesis and dissertation;
- 8-The certification of all Postgraduate Diplomas and Degrees from Postgraduate Diploma to Doctoral programmes;
- 9-Reviewing students' appeals not resolved within their home Faculties; and
- 10-Developing special processing forms, such as extensions for time.

2.3 Administrative Responsibilities within the Faculty and Departments

- 1-Oversight and administration of the postgraduate programme;
- 2- Recruitment and matriculation of students;
- 3-Recommendation of postgraduate courses for those faculties with in-house curriculum committees, with copies forwarded to the School of Postgraduate Studies to ensure consistent academic standards are being applied across faculties;
- 4-Add and drop of courses approved by the departmental PG Advisor(s) and the HOD before submission to the School of Postgraduate Studies;

- 5-Grade changes (remark, mistakes, etc.) should be recommended by the lecturer, the HOD and the Faculty Board, prior to submission to the School of Postgraduate Studies; and
- 6-Other responsibilities that may be assigned to the HOD by the Dean of the Faculty.
- 7-The postgraduate programmes that currently fall under the auspices of the School of Postgraduate Studies are listed below, along with their home academic units:

2.4 Governance and Administration of the School of Postgraduate Studies

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

- 1-Dean of the School of Postgraduate Studies (hereinafter referred to as the Dean);
- 2-Deputy Deans of the School of Postgraduate Studies;
- 3-Deans of Faculties;
- 4-Faculty representatives; and
- 5-Secretary to the School of Postgraduate Studies.

2.5 Dean of the School of Postgraduate Studies

The Dean of the School of Postgraduate Studies is the chief academic and administrative officer of the School and is appointed by the Vice Chancellor. She/He reports directly to the Vice-Chancellor through the Deputy Vice-Chancellor (Academics). The Dean is responsible for the application of the Rules and Policies of the School and the overall coordination and effectiveness of its Programmes. Acting under the guidance of the Board of the School, the Dean's responsibilities include, but are not limited to:

- 1-Ensuring compliance with all programmes of the School of Postgraduate Studies as per the standards set for admissions regulations and graduation requirements;
- 2-Advancing, developing and promoting awareness of postgraduate education in the university and beyond;
- 3-Overseeing substantial curriculum and curricular revisions of postgraduate programmes, including the recommendation of new degree programmes and substantial course changes as may be appropriate;
- 4-Overseeing the periodic review of established postgraduate programmes independently or in conjunction with accreditation processes;
- 5-Approving revisions to the Rules that update information, resolving ambiguities, promoting clarity, or ensuring compliance with mandates from the NUC. The Dean shall duly inform the Board of such actions taken;
- 6-Promoting cooperative relationships among Faculties and Departments with regard to

the smooth conduct of the programmes;

7-Working in compliance with the mission and vision of the University to ensure that postgraduate education at NUN is consistent with, and supportive of, the goals of the NUN regarding research, education and creative work;

8-Enhancing and supporting a diverse university-wide policy in the recruitment and retention of a high-quality academic staff and the student body;

9-Providing academic support to postgraduate programme Coordinators and HODs;

10-Providing information on internal and external research grants available to support postgraduate students and providing training in the preparation of such applications;

11-Planning and monitoring the School's budget, the allocation of resources and fundraising for the School of Postgraduate Studies;

12-Providing general oversight and supervision of all aspects of the School;

13-Carrying out other duties as may be assigned by the Vice Chancellor.

2.6 Boards and Committees

2.6.1 Board of the School of Postgraduate Studies (BSPS)

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

1-The Dean of the School of Postgraduate Studies (who serves as the Chairman);

2-The Deputy Deans of School of Postgraduate Studies;

3-The Director of Academic Planning;

4-The Deans of the Faculties, Colleges, and Schools with PG Programmes;

5-Faculty representatives from each Faculty mounting postgraduate programmes. The Faculty member(s) who represent(s) a particular Faculty on the Board of the School of Postgraduate Studies is (are) appointed either by the Dean of the Faculty; the Postgraduate Committee of the Faculty; or by a process outlined in the bylaws of the Faculty.

6-University Librarian (no right of voting)

2.6.1.1 Meetings of BSPD

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

School. A Head of Department, Dean of Faculty or any other designated officer shall be in attendance when he or she has a case to present to the Board with the consent of the Dean.

2.6.1.2 Quorum

Quorum for the Board meeting shall be half plus one of the statutory memberships ie the Board shall have a quorum if more than half of the members are present or members present may decide to override the quorum.

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

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

- 1-Reviewing and approving proposals for existing and new postgraduate programmes (including Ph. D; M.Phil.; Master's; MBA; PGD; etc.);
- 2-Providing assistance in reviewing substantial modifications to existing postgraduate programmes;
- 3-Assisting the Dean in academic and strategic planning for the School;
- 4-Approving changes to the School of Postgraduate Studies Rules, when and where necessary;
- 5- Periodically reviewing the services provided by the School and making recommendations for changes;
- 6-Making recommendations to the Vice Chancellor on appeals of decisions made by the Dean (the Dean shall be excused during these discussions);
- 7-Carrying out other duties as may be assigned to the Dean; and
- 8-Recommendation for approval all postgraduate results (Ph.D, M.Phil.; Master's; MBA.; PGD; etc.).

2.6.2 Faculty Postgraduate Committee

Each Faculty with a postgraduate programme within the School shall constitute a Faculty Postgraduate Committee (FPC) or charge an existing committee with similar responsibilities. In general, this committee shall consist of the Heads of Department and the Postgraduate Programme Coordinator within the Faculty that is affiliated with the School. The Chairman of each FPC is the Dean of the Faculty or the Deputy Dean, in the absence of the Dean.

2.6.2.1 Composition of Faculty Postgraduate Committee

- 1-Dean of the Faculty – Chairman;
- 2-Faculty Postgraduate Representative;
- 3-All Heads of Department in the Faculty;
- 4-All Coordinators of Postgraduate Programs, not below the rank of Senior Lecturer and with Ph. D.; and
- 5-Faculty Officer – Secretary. (He/She shall not be a postgraduate student in the same Faculty).

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

- 1-Developing and maintaining rules and policies specific to the postgraduate programmes within the Faculty. Any specific rule adopted by the Faculty must be at least equivalent to and may not be less stringent than the Rules, Policies and/or requirements of the School of Postgraduate Studies, Nile University of Nigeria, Abuja. All Faculty-specific rules must be compiled within a document readily available to Faculty, staff and students and must be forwarded to the Board of the School of Postgraduate Studies for approval;
- 2-Overseeing and reviewing issues related to curricula for the programmes housed within the Faculty (unless the Faculty has a different Faculty committee that evaluates postgraduate curricula);
- 3-Aiding in the development and review of proposals for new and existing postgraduate programmes and courses, either within or offered jointly by their respective Faculty. Such recommendations should be forwarded to the Dean of the School of Postgraduate Studies and Board for approval; and
- 4-Establishing admission standards, academic programme standards, procedures for examinations and requirements for these in conjunction with their constituent postgraduate programmes and in accordance with the Rules and Policies of the School of Postgraduate Studies.

2.6.3 Departmental Postgraduate Committee

Each department with a postgraduate programme within the School shall constitute a Departmental Postgraduate Committee or charge an existing committee with similar responsibilities.

2.6.3.1 Composition of Departmental Postgraduate Committee

This committee shall consist of:

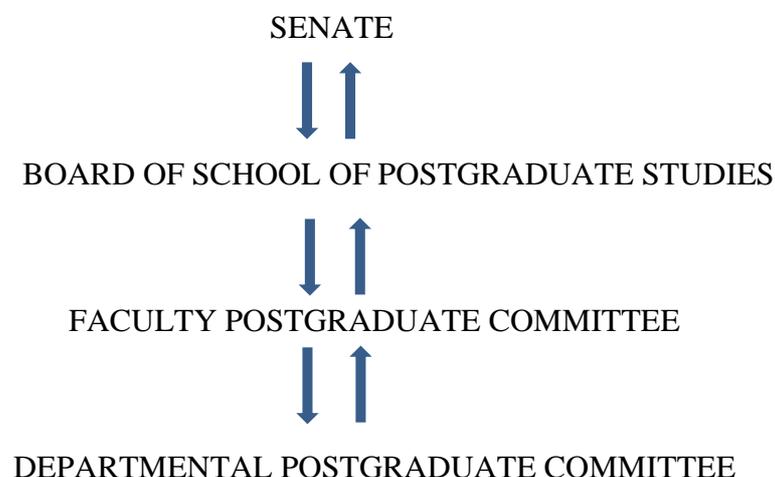
- 1-Head of Department – Chairman
- 2-Postgraduate Programmes Lecturers in the Department one of whom is designated Programme Coordinator
- 3-Secretary – A nominee of the Head of Department

2.6.3.2 Terms of Reference of Departmental Postgraduate Committee

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

- 1-To review postgraduate academic curriculum of the department within the approved guidelines;
- 2-To admit suitable candidate(s) for postgraduate programmes in the Department;
- 3-To ensure, in matters concerning deferment of admission, extension of study, suspension of study, registration of titles of Master's Thesis and Ph.D Dissertation, submission of list of supervisors to the School of Postgraduate Studies, that the School is adequately informed;
- 4-To recommend panels of examiners (Internal & External);
- 5-To ensure prompt processing of the final results of postgraduate students;
- 6-Setting supplementary examinations where deemed necessary or deemed practical;
- 7-To attend to any other matter that may be referred to it by the Board of SPS.

Fig 1: ORGANOGRAM***



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

3. ACADEMIC STAFF

3.1 Qualifications Required for the Academic Staff

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

3.2 Responsibilities of Academic Staff of SPS

- 1-Directing (teaching and assigning grades in) postgraduate courses;
- 2-Serving on and chairing comprehensive and final thesis or dissertation examination committees;
- 3-Serving on academic and administrative SPS's committees;
- 4-Participating in programme activities for the specific programme(s) in which the Academic Staff member is appointed;
- 5-Voting on issues coming before the Postgraduate Academic Staff; and
- 6-Supervising thesis and dissertation researches as a primary supervisor, if so noted on the Postgraduate Faculty appointment form.

3.3 Eligibility to Teach Postgraduate Courses

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

- 1-Teachers with a doctorate degree and with a minimum of one year of teaching and/or research experience at the University level in relevant field of study.
- 2-Holders of Ph.D Degree with a minimum postdoctoral experience of not less than three years shall teach in the PhD programme.
- 3-Teachers with a Master's degree with a considerable research and teaching experience at University level. Such teacher should normally be expected to be at least of Lecturer I status.
- 4-In certain special conditions, other categories of teachers approved by the University Senate on the recommendation of the Board of the School of Postgraduate Studies.

5-Other categories shall include those who should have undergone postgraduate research degree programme of the Nile University of Nigeria or any other University; and are themselves not higher degree candidates under supervision of a staff in the Nile University of Nigeria or any other University.

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

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

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

3.4 Eligibility to Supervise Postgraduate Thesis/Dissertation

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

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

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

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

3.5 Terms of Appointments

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

4. POSTGRADUATE EDUCATION AND RELATED MATTERS

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

4.1. Approval of New Programme

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

4.2 Criteria for Developing and Approving New Degree Granting Postgraduate Programmes

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

4.2.1 That the proposed programme fulfills all the requirements of the School of Postgraduate Studies and the Faculty in which it will be housed;

4.2.2 The employment market for students who will graduate from the new programme;

4.2.3 Any overlap or potential conflict of the proposed programme with an existing postgraduate programme;

4.2.4 That the Department and Faculty are willing to commit sufficient resources (faculty and administrative) to develop and sustain the proposed programme; and

4.2.5 The ability of the programme faculty to supervise student's research in the discipline or programme area.

4.3 Proposal For A New Programme

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

4.4 Reviewing and Revising Existing Programme

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

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

Furthermore, all existing programmes shall undergo review every five years, according to the rules of the University, which is overseen by the DAP in association with the Dean's

Office. (Under special circumstances, programme reviews can be postponed by one year upon approval by the DAP and the Dean, School of Postgraduate Studies.)

4.5 Approving New Areas of Specialization (tracks) in Existing Degree-Granting Programmes

The development of new educational “tracks” or “areas of specialization” within existing approved programmes requires review and approval by the Board. Proposals for new tracks within existing programmes are submitted to the Dean, who forwards the proposal to the Postgraduate School Board for review at its next meeting. The programme’s representatives are expected to present the proposal to the Board for discussion. The Board may either vote to approve the proposal, reject the proposal, or postpone voting pending the review of additional requested materials. Final decision is given by the School’s Board.

4.5.1 Developing and Approving New Postgraduate Courses

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

4.6 Removing Courses That Have Been Discontinued

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

4.7 Approval of Postgraduate Programme and Courses

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

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

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

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

4.8 Advertisement of Postgraduate Programme/Courses

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

4.9 Current Higher Degree and Diploma Programmes at a Glance

Table 1: Programmes Currently Offered in the School

Faculty of Arts and Social Sciences

- PGD International Relations and Diplomacy
- PGD Conflict, Peace and Strategic Studies
- PGD Political Science
- PGD Economics
- M.Sc. International Relations and Diplomacy
- M.Sc. Conflict, Peace and Strategic Studies
- M.Sc. Political Science
- M.Sc. Economics
- M.Sc. Financial Economics
- MFE Financial Economics
- MIR International Relations
- M.A English Studies
- M.Phil. Economics
- M.Phil. International Relations and Diplomacy
- M.Phil. Conflict, Peace and Strategic Studies
- M.Phil. Political Science
- Ph.D. Economics
- Ph.D. International Relations and Diplomacy

- Ph.D. Conflict, peace and Strategic Studies
- Ph.D. Political Science

Faculty of Natural and Applied Sciences

- PGD Biology
- PGD Computer Science
- M.Sc. Biology
- M.Sc. Computer Science
- M.Sc. Industrial Chemistry
- M.Sc. Analytical Chemistry
- M.Sc. Polymer Chemistry
- Ph.D. Computer Science
- Ph.D. Industrial Chemistry

Faculty of Engineering

- PGD Computer Engineering
- PGD Civil Engineering
- PGD Electrical and Electronic Engineering
- PGD Petroleum and Gas Engineering
- M.Eng. Computer Engineering
- M.Eng. Civil Engineering
- M.Eng. Electrical and Electronic Engineering
- M.Eng. Petroleum and Gas Engineering
- Ph.D Electrical and Electronic Engineering

Faculty of Management Sciences

- PGD Accounting
- PGD Management
- M.Sc. Management
- M.Sc. Accounting
- M.Sc. Auditing/Forensic Management
- MAF Accounting and Finance
- Executive Master of Business Administration
- M.Phil. Management
- Ph.D. Management

College of Health Sciences

- MPH Public Health

4.9.1 Postgraduate Admission Requirements

Postgraduate Diploma (PGD)

Candidates seeking for admission into any of the Postgraduate Diploma program in the Nile University of Nigeria must fulfill the following requirements:

- University matriculation of five credits passes including mathematics and English Language.
- Approved Bachelor's degree with at least a third-class division from an approved University.
- Higher National Diploma (HND) with upper credit
- Holders of Higher National Diploma (HND) with lower credit with post qualification experience may be considered for admission.

Masters' Degree (Academic and Professional)

Candidates seeking for admission into an academic master's program in the Nile University of Nigeria must fulfill the following requirements:

- University matriculation of five credits passes including mathematics and English Language.
- Approved bachelor's degree in a relevant discipline with at least a second-class lower division from an approved University
- Approved Postgraduate Diploma (PGD) from a cognate discipline with not less than an upper credit.

Candidates seeking for admission into a professional master's program in the Nile University of Nigeria must fulfill the following requirements:

- University matriculation of five credits passes including Mathematics and English Language.
- Approved bachelor's degree with at least a second lower Class division from any discipline.
- Approved Postgraduate Diploma (PGD) from a cognate discipline with not less than an upper credit.

Master of Philosophy (M.Phil.)

The following shall qualify for Master of Philosophy admission:

- Graduates of Nile University or other recognized Universities who have obtained a good Master's Degree with a minimum CGPA of 3.00 on a 5-point scale shall be required to register for M.Phil/Ph.D. and has to score a CGPA of 3.50 and above on a 5-point scale to proceed for Ph.D. in the proposed area.
- Candidates with a professional master's degree shall be required to do an M.Phil. first in an appropriate discipline before proceeding to the Ph.D. Program.

Doctor of Philosophy (Ph.D.)

Candidates seeking for admission into a Doctor of Philosophy program in the Nile University of Nigeria must fulfill the following requirements:

- University matriculation of five credits passes including mathematics and English Language.
- Approved bachelor's degree in a relevant discipline with at least a second-class lower division from an approved University.
- Approved Master's degree with a CGPA of 3.50 and above appropriate to the proposed areas of study.
- Approved Master of Philosophy Degree in a relevant discipline with a CGPA of 3.50 on a 5-point scale.

4.10 Language Criteria

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

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

5. ADMISSION PROCEDURES

5.1 Application Forms

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

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

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

5.2 Acknowledgement of Applications

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

5.3 Academic Referees' Report

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

5.4 Official Academic Transcripts

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

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

5.5 Types of Admission

5.5.1 Full -Time Admission

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

5.5.2 Part-Time Admission

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

5.6 The Prerogatives of the School of Postgraduate Studies on Admissions

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

5.6.1 Provide the under-listed documents for the perusal of registration officers:

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

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

5.6.3 The underlisted documents must be provided for Departmental registration.

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

5.7 Registration of Postgraduate Candidates

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

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

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

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

- Refuse to register candidates for courses; and
- Refuse to approve courses of study if the Board is satisfied that the available teaching Staff is inadequate under the Regulations.

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

5.8 Late Registration

Ideally, students shall register within the prescribed period.

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

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

5.9 Deferment

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

5.10 Withdrawal of Registration

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

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

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

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

5.11 Expulsion of Students

A student can be expelled, apart from the disciplinary measures specified in Appendix 1 below, on the basis of any of the following:

- Where it is discovered that the student has started another postgraduate programme in a different tertiary institution;
- When a student has contracted contagious disease as may be specified by health authorities in Nigeria;
- When a student has not renewed his/her registration for two successive semesters; and
- When it is clear that a student cannot complete his/her programme within the prescribed number of years by the National Universities Commission (NUC).

6. GENERAL RULES GOVERNING POSTGRADUATE DIPLOMA PROGRAMME

6.1 Application Procedure

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

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

6.2 Eligibility

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

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

6.3 Programme of Study

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

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

6.4 Period of Study

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

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

6.5 Minimum Requirements for the Award of Postgraduate Diploma

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

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

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

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

6.6 PGD Project Exam

In Engineering and Technology; Postgraduate Diploma Project Report: An external examiner shall read and grade the report. The final grade for the project report shall be the average of the separate grades of an internal assessment process and the external examiner's assessment.

In Sciences; The external examiner system shall be used at the end of the Postgraduate Diploma programme to assess the courses and projects. The project shall be subject to oral examination where the student is required to show evidence that the candidate carried out the work and had pertinent knowledge of the subject matter.

In Administration; Postgraduate Diploma Project Report should be subject to moderation by an external examiner.

In Social Sciences: The external examiner system shall be used at the end of the Postgraduate Diploma programme to assess the courses and projects. The project shall be subject to oral examination where the student is required to show evidence that the candidate carried out the work and had pertinent knowledge of the subject matter.

For the departments which are required to do oral exam by BMAS, the exam is administered by External Examiner.

7. GENERAL RULES GOVERNING POSTGRADUATE PROGRAMMES: MASTERS AND DOCTORATE DEGREES

7.1 Grades and Quality of Graduate Work

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

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

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

7.2 Postgraduate Progress Reports

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

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

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

7.3 Academic Probation and Dismissal

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

The student shall have two (2) semesters if they are enrolled as a full-time student, or four (4) semesters if part-time, within which to raise their cumulative grade point average (CGPA), (calculated using postgraduate courses only) to at least 3.00 (or greater if it is so required by the particular programme). The programmes also may impose special conditions on a probationary student in addition to raising their CGPA.

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

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

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

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

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

7.4.1 Academic Honour

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

7.4.2 Academic Grievances

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

7.4.3 Academic Misconduct

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

7.4.4 Master's Degree

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

The student's advisor and Programme Coordinator shall approve the completed application before submission to the School of Postgraduate Studies for final approval and filing. An approved form certifies that a student's coursework is satisfactory and that the programme curriculum described in the Application for Candidacy meets all of the requirements of both the School of Postgraduate Studies as well as the particular Postgraduate Programme and that the student is a candidate for the degree. *Students cannot take their final culminating examination (thesis) if they are on academic probation, i.e., have a GPA that is less than 3.00 for all postgraduate courses taken including any 400-level undergraduate courses that may be required for the graduate degree.*

7.5 Admission to Candidacy: Doctoral Degree

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

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

7.6 Maintaining Postgraduate Studentship or Candidacy

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

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

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

7.7 Thesis/Dissertation Requirements

7.7.1 Master's Thesis

Students who are enrolled in a programme that requires a thesis must undertake their thesis work under the supervision of a thesis advisor, and in some instances, an advisory committee. Masters students who are enrolled in a programme or track that requires a thesis, must register for a minimum of three (3) and a maximum of six (6) hours of thesis work,

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

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

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

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

Masters Thesis Exam

The external examiner system shall be used for Masters programme to assess the courses.

The Thesis for academic Masters shall be defended orally before a panel of internal and external examiners. All projects/theses/dissertation shall be graded as follows:

- External Examiner shall score a total of 60%
- While the other 40% shall be shared between the Supervisor (20%) and the Internal Examiner(s) (20%).

Internal Panel Members are:

HOD

Supervisor, Co- Supervisor

Internal Examiner

Representative of SPS

External Panel Members are:

HOD

Supervisor, Co- Supervisor

Internal Examiner

External Examiner

Representative of SPS

7.7.2. Doctoral Dissertation

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

7.7.2.1 Internal Defence: a Ph.D. degree candidate has 45 days after the internal defence to make all corrections suggested during the defence and return the properly corrected and formatted thesis to the internal examiner.

7.7.2.2 External Defence: The final and formally approved Ph.D. dissertation must be submitted to the School of Postgraduate Studies, with the appropriate supporting documentation, within 60 days of the thesis defence.

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

7.7.3 Ph.D. Dissertation Advisory Committee

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

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

7.7.4 PhD Dissertation Registration

PhD students must register dissertation course in the respective semesters to complete the requirements for the Ph. D. degree.

7.8 Time Line for Completion of Degrees

7.8.1 Master's Degree Time Limit

Master's students, whether enrolled full-time or part-time, have three (3) years from matriculation (the semester of formal admission to the School of Postgraduate Studies) to complete all degree requirements, including the filing of the thesis with the School if the programme requires a thesis. Students who fail to complete the degree in this three-year period are subject to termination from the School of Postgraduate Studies upon the recommendation of the Programme's Coordinator and concurrence of the Dean. For a student to continue beyond the prescribed time limit, the Programme Coordinator must apply to the Dean for an extension and the application shall include:

- Reasons why the programme academic staff believes the student should be allowed to continue in the programme; and
- An anticipated timeline for completion of the degree. Normally, extensions for time to complete the degree are for one year or less, but under *rare* circumstances, a second extension may be requested. The relevant forms can be found on the School's website.

7.8.2 Doctoral Degree Time Limit

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

- Reasons why the programme's academic staff believes the student should be allowed to continue in the programme; and
- The anticipated timeline for completion of the degree. Normally, extensions for time to degree are for one year or less, but under *rare* circumstances, a second extension may be requested. The relevant forms can be found as stated above.

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

7.9 Doctoral Degree Final Examination

PhD students must complete all requirements for the degree including courses, seminars, and dissertation. The dissertation defense is conducted by a committee consisting of the following members:

Internal Panel Members :

HOD

Supervisor, Co- Supervisor

Internal Examiner

Representative of Department Postgraduate Board

Representative of SPS

External Panel Members :

HOD

Supervisor, Co- Supervisor

Internal Examiner

External Examiner

Representative of Department Postgraduate Board

Representative of SPS

7.9.1 Thesis Defence

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

7.9.1.1 The candidates shall be required to defend their thesis orally (viva voce) before a panel of internal and external examiners. Only holders of Ph.D degree of a rank not lower

than Senior Lecturer shall be a members of the Examination Panel. PhD dissertation are not graded.

The result of the examination shall be one of the following outcomes:

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

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

7.9.1.3 A student who fails the thesis defence is subject to immediate withdrawal from the programme on the recommendation of the Postgraduate Programme Coordinator and concurrence of the Dean of School of Postgraduate Studies.

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

7.10 Doctoral Comprehensive Examination

After completing or registering for all programme-required, non-dissertation coursework and concurrent with applying for admission to candidacy, doctoral students must take a comprehensive examination in their respective disciplines. This examination will test a student’s mastery of a broad field of knowledge, not merely the formal coursework that she/he has completed. Comprehensive exam is both written and oral. Written part is 70 %, oral parts is 30 %.

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

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

7.10.3 All members of the committee must be present for the examination, although a minority of members, but not the Chair nor the student, may participate by interactive video. In the event of an *emergency* that prevents *one* (1) academic staff committee member from attending the exam, the exam may proceed with the academic staff members who can attend and the student will schedule a separate meeting with the absent academic staff member at an alternate time.

7.10.4 The examination form shall be signed by the committee and returned to the School of Postgraduate Studies.

The student shall receive votes from the majority of the examination committee members. The passing grade is 60 %.

7.10.5 At the discretion of the Faculty Postgraduate Committee, a student who fails the examination may retake it once. The re-examination shall be in the form designated by the committee and shall be completed within twelve (12) months. The original examination form noting the failure is signed by the committee and returned to the School of Postgraduate

Studies. New examination forms will be generated when the examination is rescheduled. The student will be required to meet registration requirements and be registered during the term in which the repeated examination is taken.

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

7.10.6 Publications

As a condition for graduation:

- All doctoral students in the University are required to publish at least one article in academic journals which shall be recommended by the Departmental Postgraduate Committee before their internal examination. The departments may decide to go beyond the minimum with the approval of Board of the School of Postgraduate Studies. Maximum shall be two publications.
- Academic master students are not required to publish papers unless Departmental Postgraduate Committee deems it necessary. The decision of Departmental Postgraduate Committee shall be approved by the Faculty Board before onward transmission to the Board of the School of Postgraduate Studies. Maximum number of publications required by master's students shall be one.
- PGD, M.Phil. and professional master's students are not required to publish papers as condition for graduation but may be encouraged to do.
- Publication guidelines and criteria shall be prepared by the Departmental Postgraduate Committee and approved by Faculty Board before onward transmission to the Board of the School of Postgraduate Studies.
- This section (publications) of the regulation takes effect from the 2020/2021 academic session intake.

7.11 Transfer Policies

Students who transfer from the other universities shall be unitized with only those courses deemed relevant to the programme which they have already passed prior to their transfer.

The transfer students should have the approval of the postgraduate boards of their respective departments and faculties and the approval of the school of postgraduate studies. All transfer students must meet the admission requirement of the Nile University.

The following also applies to the transfer students.

7.11.1 Good Standing

The transfer students should bear the good standing grades. The table below shows the good standing grades for all departments.

Table 3: Good Standing by Programmes

Good Standing CGPA		
PGD	Masters	PhD
3.00	3.00	4.00

7.11.2 Minimum Residency

Upon completion of programme required course work of Nile University, students will be required to meet the minimum residency period which is shown in the table below.

Table 4: Minimum residency for PGD, Masters and PhD Programmes

Minimum Residency (Semesters)		
PGD	Masters	PhD
1	2	4

7.11.3 Direct Transfer to Thesis/Dissertation

The students who have completed the number of lecture credits of the respective departments of Nile University, in their previous universities can begin directly from their thesis/ dissertation with the recommendation of the postgraduate boards of their respective faculties and approval of the school of postgraduate studies

Nile University shall accept only 3 credits for seminar lectures from home university.

Having met the PhD admission requirement of the Nile University of Nigeria, all PhD transfer students are required to pass the PhD comprehensive exam and dissertation proposal before being admitted to candidacy.

Appendix 1 Disciplinary Measures

Typologies of Infraction and Disciplinary Regulations

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

Table 5: Misconduct and Disciplinary Measures

Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
1. BAD BEHAVIOUR						
a. Acting in a way that is not compatible with being a typical student: anti-social, immoral, unethical and indecent behaviour within the campus or in any kind of programme organized by the University outside the campus.		X	X			
b. Shouting or singing in a loud voice, playing / listening to a musical instrument in the buildings / campus, littering around.	X					
c. Using abusive language and swear words.	X					
d. Chewing gum, talking out loud, talking on the phone at scientific meetings.		X				
e. Carrying out political activities on campus.		X	x			
f. Distributing any illegal / improper handbills; posting posters, banners, etc.		X		x		
g. Religious fanaticism and intolerance.			x	x		
h. Carrying arms/weapons.						X
i. Involvement in cultism.			x			
j. Communicating with outside agencies, governments or organizations for the purpose of soliciting financial sponsorship / aid that may jeopardize the interest of the university.						
k. Preventing staff from carrying out disciplinary investigations.		X	x			
l. Being sentenced with any crime against the government or because of an infamous crime.			x	x		
m. Rape, transgender relationships.						
2. DISRUPTION						
a. Causing distraction or disturbance in lectures, meetings, and / or practicals. Obstructing and disrupting the		X				

	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
	teaching process, the right of teaching and learning directly or indirectly.						
b.	Provoking people to hinder the education process.	X					
c.	Disrupting the smooth-going of education by activities such as illegal meetings, boycotts, etc.			X			
3. VANDALISM / AGGRESSIVENESS							
a.	Taking away, tearing, dirtying, or writing on any formal announcements.		X	X			
b.	Sticking posters on places not designated for this purpose.		X				
c.	Keeping and / or spreading improper materials banned by the administration.		X	X			
d.	False claims, misinforming the administration when required to provide relevant information; insubordination evidenced by refusal to respond to requests by authority.		X	X			
e.	Writing, drawing, carving on the university property.		X	X			
f.	Threatening university staff and students, cursing, slandering their names, insulting and/or attacking them.					X	X
g.	Taking university staff or students out of campus by force, hindering them from doing their duties, or provoking students towards these actions.						X
h.	Assault, physically attacking university staff and students; physical abuse, verbal abuse, threats, intimidation, harassment and coercion.					X	X
i.	Talking unfavourably about the personality of the university administrators alone or as a group, producing publications, provoking students for this kind of activities.					X	X
j.	Trying to enter any restricted area or areas that the student(s) is not allowed to enter for any reason, causing damage at any level.				X	X	
4. IMPROPER DRESSING							
a.	Indecent dressing (please refer to the related article)	X	X				
b.	Dress Code***	X	X	X			
5. BAD HABITS							
a.	Plagiarism.		X	X			
a.	Smoking on campus.			X	X		
b.	Drinking alcohol on campus.				X		X
c.	Participating in any university activity illegal (such as lessons, meetings, seminars, etc.) drunk / having taken alcohol or narcotics.					X	X
d.	Gambling or organizing gambling.		X	X			
e.	Stealing.			X	X	X	X
f.	Using, carrying, selling, trafficking, or keeping narcotics of any kind.					X	X
g.	Selling or trafficking cigarettes, and/or alcohol.						X
h.	Indecent use of internet for pornography, cyber-crime, terrorism, hacking etc.				X	X	X
6. FORGERY							
a.	Letting someone else use his/her official NUN documents, or using someone else's university documents at NUN.				X	X	X
b.	Forgery in general.		X	X	X	X	X
7. ILLEGAL ORGANIZATIONS							
a.	Organizing meetings boycotts, riots, obstructions in order to defame the university; causing his/her family to get involved in the activities.					X	X
b.	Causing discriminations and polarization in terms of language, nationality, colour, religion, and sect.					X	X
c.	Organizing / participating in meetings without university's consent; joining in meetings impersonating the student union representative.		X	X	X	X	X

	Breach	Reprimand & Warning	Denunciation	Rustication (1 week – 1 ,mon.)	Rustication (1 mon. – 1 sem.)	Rustication (1 sem. – 2 sem.)	Expulsion
d.	Keeping any illegal, political / ideological banners, posters, handbills at the university.				X	X	X
e.	Setting up illegal associations.		X		X		
f.	Securing membership with illegal organizations, contributing to their activities, and acting on behalf of them.			X	X		
8. EXAMINATION MALPRACTICE							
a.	Rudeness to invigilator.		X*	X*			
b.	attempting to cheat		X*	X*			
c.	Cheating, organizing cheating				X*	X*	X*
d.	Leaving exam hall without permission.	X*	X*	X*			
e.	Speaking to other candidates.	X*	X*	X*			
f.	Exchanging oral/written communication.	X*	X*	X*			
g.	Possession of unauthorized materials.	X*	X*	X*			
h.	Using inappropriate answer sheet.	X*					
i.	Disruption of the examination.	X*	X*	X*	X*		
j.	Threatening invigilators and examiners.			X*	X*	X*	X*
k.	Use of telephone and other electronic materials in the exam hall for cheating purposes.				X*	X*	X*
l.	Refusal to submit answer booklet.		X*	X*			
m.	Tearing papers off the examination / answer booklet.		X*	X*			
n.	Impersonation.				X*	X*	X*