

USMANU DANFODIYO UNIVERSITY, SOKOTO, NIGERIA
(COLLEGE OF POSTGRADUATE STUDIES)



STUDENTS' GUIDE
ON
REGULATIONS FOR HIGHER DEGREES
AND POSTGRADUATE DIPLOMAS

REVISED 2026

VISITOR AND PRINCIPAL OFFICERS OF THE UNIVERSITY

Visitor

Bola Ahmed Tinubu, GCFR
President, Commander-in-Chief of the Armed Forces of the Federal
Republic of Nigeria.

Chancellor

His Royal Highness, Alaiyeluwa Oba Rilwanu Babatunde Osoolale Aremu
Akiolu I,
Oba of Lagos

Pro-Chancellor and Chairman of Council

Professor Attahiru Muhammadu Jega, OFR

Vice Chancellor

Professor Bashiru Garba, MFR
B.Sc. (Unisok), MSc. (Unijos), PhD. (UDUS), FCSN, FSESN, FICCON,
FRAES, FCAI, FIICA, FCEnt, CChem, MRSC

Deputy Vice Chancellor (Academic)

Professor S. U. Gulumbe
B.Sc. (UDUS), M.Sc. (Ilorin), PhD. (Strathclyde, UK)

Deputy Vice Chancellor (Administration)

Professor Malami Muhammad Maishanu
B.Sc., M.Sc., PhD. (UDUS)

Deputy Vice Chancellor (Research Innovation & Development)

Professor Aliyu Jibril
DVM (UDUS), MSc., (ABU), PhD. (UDUS)

Registrar

Mal. Ahmadu Shehu
BSc. Ed., M. Sc. (UDUS)

Bursar

Mal. Faruku Alkali Koko
BSc., MBA (UDUS)

University Librarian

Dr. Kudirat Abiola Adegoke
BLIS., MLIS. (ABU), PhD. (FUT, Minna)

OFFICERS OF THE COLLEGE OF POSTGRADUATE STUDIES

Provost	Prof. Aliyu Jibril DVM (UDUS), MSc. (ABU), PhD. (UDUS)
Deputy Provost I	Prof. M. G. Liman BSc., MSc. (UDUS), PhD. (UPM)
Deputy Provost II	Prof. M. A. Aleiro B. A. (UNIMAID), MA (UNIJOS), PhD. (GHANA_LEGON)
Secretary	Mrs. Z. B. Ibrahim BSc. (BUK), PGDPA, MPA (UDUS)
Assistant Secretary	Mal. T. D. Abdullahi BA (Prim. Educ), PGDPA (UDUS)
Assistant Registrar (CPGS)	Jazuli Abdullahi Muhammad HND (Kano Poly), BSc. (BUK), PIMC (NIM), M.NIM M.ANUPA
PCS/Secretary to the Provost	Mrs. Rihanat Sule ND (Sokoto State Polytechnic)
Finance Officer	Abdulkadir S. Malami BSc. (UDUS), ANAN
Senior Confidential Secretary	Abdulrashid Musa NDSA, DCL, (AGP) BA, MA, (UDUS)
Principal Executive Officer I	Ali Abdulrahman
Principal Executive Officer II	Mrs. Peninah Onakpa
Senior Executive Officer	Malami Mohammed
Higher Executive Officer	Lawal Ibrahim
Higher Executive Officer	Munir Abubakar
Executive Officer	Abdulkarim Abdullahi
Data Processing Officer	Habibu Hassan
Driver, Office of the Provost	Shehu Garba
Clerical Officer II	Sumayya Umar Dange
Caretaker (Gardener)	Shehu Abubakar
Office Assistant (Sec. CPGS Office)	Mustapha Ibrahim
Gate Keeper	A. M. Achida
Plant Operator/Cleaner	Murtala Musa
Cleaner	Shafi'u Isah

Cleaner
Cleaner
Cleaner
Cleaner
Night Guard
Postal Address:

Website:
Email for inquiries:

Kabiru Abdullahi Baba
Maryam Adamu
Bello Malami
Abubakar Shehu
Shehu Mu'azu
College of Postgraduate Studies,
Usmanu Danfodiyo University,
P.M.B. 2346, Sokoto State, Nigeria
<http://pg.udusok.edu.ng>
pg.inquiries@udusok.edu.ng

PREFACE

This document serves as a vital guide for postgraduate students, detailing the rules and regulations governing postgraduate programmes at the Usmanu Danfodiyo University, Sokoto (UDUS). It outlines the academic regulations and documentation requirements at the College of Postgraduate Studies, Faculty, and Departmental levels, ensuring clarity and consistency in the administration of postgraduate studies.

In addition to its primary audience of postgraduate students, this document is an indispensable resource for prospective students, members of the university community, and the general public seeking information on higher degrees and postgraduate diploma programmes offered by the university.

The need for periodic revision of these regulations is paramount to reflect current academic standards, institutional policies, and global best practices. Thus, at its 148th meeting held on 27th July 2023, the Board of the College of Postgraduate Studies, under the outstanding leadership of the former Provost, Prof. A. S. Abdullahi, established a high-powered committee comprising distinguished and experienced university staff. The committee was tasked with revising the existing Students' Guide on Regulations for Higher Degrees and Postgraduate Diplomas to produce a comprehensive and up-to-date document. Through Prof. Abdullahi's dedication, guidance, and steadfast commitment, the revised guide incorporates all updated components of the College of Postgraduate Studies' academic regulations, presented clearly and concisely to facilitate easy understanding for both current and prospective students as well as other stakeholders.

The committee submitted a draft report, which was reviewed and approved at the Postgraduate Management Committee meeting on 31st December 2024, on behalf of the Board of the College of Postgraduate Studies. The final document was subsequently

presented to the University Senate for ratification and approval through the Academic Planning Committee.

I am confident that these Revised Regulations, when adhered to, will significantly enhance the experience of our postgraduate students and all stakeholders involved in the operations of the College of Postgraduate Studies. By promoting effective and efficient service delivery in line with global best practices, this document will contribute to the continued success and excellence of postgraduate education at UDUS.

On behalf of the Board of the College of Postgraduate Studies, I extend our deepest gratitude to the Vice-Chancellor, Prof. Bashiru Garba, and his management team for their unwavering support and encouragement, which played a pivotal role in bringing this document to fruition.

As the new Provost of the College of Postgraduate Studies, I wish to place on record my sincere appreciation to my predecessor and his team, Prof. A. S. Abdullahi, for their remarkable efforts in leading the review and update of these regulations. His vision and hard work have laid a strong foundation upon which we will continue to build.

Finally, we acknowledge and appreciate the dedication and contributions of all individuals who, directly or indirectly, participated in the revision and publication of this essential document. Their efforts have ensured that this guide remains a reliable resource for the conduct of postgraduate training at the Usmanu Danfodiyo University, Sokoto, for both current and prospective students.

Prof. Aliyu Jibril

Provost, College of Postgraduate Studies

7th April, 2026

CONTENTS

Visitor And Principal Officers Of The University -----	II
Officers Of The College Of Postgraduate Studies-----	III
Interpretation -----	X
1. Establishment Of The College Of Postgraduate Studies -----	1
2. The Board Of The College Of Postgraduate Studies-----	3
3. College Management Committee-----	6
4. Committees Of The Board-----	6
5. Faculty Postgraduate Committee -----	6
6. Departmental Postgraduate Committee -----	7
7. Channel Of Communication With The College Of Postgraduate Studies-----	8
8. Guidelines For Evaluating Departmental Preparedness For Higher Degree Programmes -----	9
9. Format For Presentation Of Postgraduate Programmes -----	10
10. Procedure For Approval Of Postgraduate Programmes -----	11
11. Grants For Postgraduate Programmes-----	11
12. Method Of Application For Postgraduate Admission-----	11
13. Time For Admission-----	12
14. Admission Requirements -----	12
15. Qualifying Examinations And Remedial Courses-----	14
16. Admission And Registration Of Students On Transfer -----	15
17. Admission Into Higher Doctorates -----	15
18. Registration -----	17
19. Adding And Dropping Of Courses -----	18
20. Change Of Department/Programme -----	19
21. Change Of Name(S) -----	19
22. Modes Of Programme-----	19
23. Upgrading Of Registration-----	20
24. Duration Of Programmes And Residency Requirements-----	21
25. Course Unit Requirements-----	23
26. Publication Requirement-----	24
27. Postgraduate Research Work Outside The University -----	25
28. Teachers For Postgraduate Courses -----	25
29. Coursework Examination -----	26
30. Scoring And Grading System -----	27
31. Moderation Of Examinations And Project Reports -----	28
32. Deferment Of Written Examination -----	28

33.	Academic/Examination Misconduct -----	29
34.	Petition Over Grading Of Examination Results And Project Reports -----	33
35.	Repeating Examination Passed With Lower Grades -----	33
36.	Nomenclature For Higher Degree Research Reports -----	33
37.	Proposals For Theses/Dissertations And Project Reports -----	34
38.	Supervisors For Postgraduate Programmes -----	35
39.	Supervisory Committee -----	36
40.	Readiness For The Examination Of Thesis And Dissertation -	39
41.	Appointment And Roles Of Examiners -----	39
42.	Panel Of Assessors/Examiners -----	42
43.	Preparation Of Theses/Dissertations -----	44
44.	Delayed Oral Examination-----	46
45.	Guidelines For Assessment Of Project Report, Dissertation, And Thesis	47
46.	Nullification Of Examination Of Dissertation And Thesis-----	49
47.	Classification Of Postgraduate Diplomas And Higher Degrees	50
48.	Submission Of Final Research Report And Forms -----	50
49.	Statement Of Final Result -----	51
50.	Effective Date Of Award Of Postgraduate Degrees And Diplomas -----	51
51.	Withdrawal From The University -----	52
52.	Affiliation Of Programmes -----	52
53.	Intervention -----	52
	Appendices-----	54
	Appendix I -----	54
	Appendix Iii -----	58
	Appendix V -----	62
	Appendix Vi -----	64
	Appendix Vii -----	66
	Appendix Viii -----	70
	Appendix Ix-----	71
	Appendix X -----	72
	Appendix Xi -----	73
	Appendix Xii -----	74
	Appendix Xiv-----	80
	Appendix Xv -----	83
	Appendix Xvi-----	87

Appendix Xvii----- 90

Appendix Xviii----- 93

Appendix Xix----- 96

Appendix Xx ----- 98

Appendix Xxi-----100

INTERPRETATION

- (i). **Academic Misconduct** refers to any act or behaviour exhibited by a student in the course of his/her programme that is contrary to the Laws and Rules of the University.
- (ii). **Academic Programme** means a programme of the College of Postgraduate Studies of the University which may lead to the award of a Postgraduate degree and diplomas
- (iii). **Admission Number** means a unique number given to a candidate at the point of confirmation of his/her admission.
- (iv). **Applicant** means a person who has applied for admission into a postgraduate programme of the College of Postgraduate Studies. Usmanu Danfodiyo University, Sokoto.
- (v). **Assessment** means an examination conducted for an MPhil/PhD. Dissertation to upgrade to PhD status
- (vi). **An Assessor** refers to an examiner of an MPhil/PhD. Dissertation for upgrade to PhD status.
- (vii). **Coursework** means taught courses other than the research report of a programme of the College of Postgraduate Studies.
- (viii). **A Dissertation** means a research report of an academic Master's Degree programme.
- (ix). **Deferment** means deferring of admission not suspension of admission.
- (x). **Duration of a programme** refers to the number of calendar months earmarked for a programme.
- (xi). **Examination** refers to both written and oral examinations conducted for a student.
- (xii). **Examination Misconduct** refers to any act or

behaviour exhibited by a student in the course of the conduct of an examination which is contrary to the Regulations of the University.

- (xiii). **External Examiner** means an examiner from any institution other than Usmanu Danfodiyo University, Sokoto.
- (xiv). **External Supervisor** refers to a supervisor from a university other than Usmanu Danfodiyo University, Sokoto.
- (xv). **Fresh Student** refers to a student who registers for his/her first session in the University.
- (xvi). **Full-Time Programme** refers to a programme of study which requires the presence of the student on week days.
- (xvii). **Higher doctorate** is an advanced academic degree beyond the level of PhD that is awarded to a candidate in recognition of his/her substantial and sustained contribution to scholarly research.
- (xviii). **Internal Assessor** means an examiner for MPhil/PhD. upgrade examination appointed from within the University.
- (xix). **Internal Examiner** is an academic staff member appointed to review a dissertation or thesis in preparation for the viva voce.
- (xx). **Oral Examination** refers to a physically or virtually interactive examination conducted to assess a Dissertation or Thesis.
- (xxi). **Panel of Examiners** refers to a committee appropriately constituted to conduct an oral examination.
- (xxii). **Part-Time Programme** refers to a structured programme designed to provide flexibility for students who may have other commitments.

- (xxiii). **Professional Programme** refers to a programme designed specifically to develop the knowledge, practical competencies, skills, and credentials needed for a particular profession or industry.
- (xxiv). **Project Report** refers to a research report of a Professional Master's Degree or a Postgraduate Diploma programme.
- (xxv). **Proposal Defence** refers to an oral presentation in which a student formally presents and defends his/her planned research project before a panel.
- (xxvi). **Registration** refers to paying the required fees and completing and submitting all necessary documents to officially begin a programme.
- (xxvii). **Regulation** means the Rules and Regulations that guide postgraduate programmes under the College of Postgraduate Studies as embodied in the "Regulations for Higher Degrees and Postgraduate Diplomas".
- (xxviii). **Research Report** refers to a Project Report, Dissertation, or Thesis of a programme.
- (xxix). **Residency Requirement** refers to the period a student is required to reside in Sokoto for his/her programme.
- (xxx). **Returning Student** refers to a student who had earlier registered for a session and has returned to commence another session.
- (xxxi). **Student** refers to a person who has registered to study a postgraduate programme of Usmanu Danfodiyo University, Sokoto.
- (xxxii). **Supervisor** refers to an academic staff member appointed to guide a postgraduate student in his/her research activities.
- (xxxiii). **Supervisory Committee** refers to a group of academic staff appointed to jointly oversee a student's conduct of a research project.

- (xxxiv). **Suspension** means suspension of study not deferment of admission.
- (xxxv). **The Board** means the Board of the College of Postgraduate Studies of the Usmanu Danfodiyo University, Sokoto.
- (xxxvi). **The College** means the College of Postgraduate Studies of the Usmanu Danfodiyo University, Sokoto.
- (xxxvii). **The Senate** means the Senate of the Usmanu Danfodiyo University, Sokoto.
- (xxxviii). **Thesis** refers to a research report submitted by a student in fulfilment of a PhD programme.
- (xxxix). **The University** means Usmanu Danfodiyo University, Sokoto.
- (xl). **Transfer** means an inter-university, inter-faculty, or inter-department transfer of a student.
- (xli). **Student on Transfer** refers to an individual who was enrolled in a higher-degree programme at a university and who wishes to continue their studies at the Usmanu Danfodiyo University, Sokoto.
- (xlii). **Viva Voce** refers to a physical or virtual interactive oral examination conducted to assess a student's research report.

1. ESTABLISHMENT OF THE COLLEGE OF POSTGRADUATE STUDIES

- (a) In the exercise of the powers conferred on Usmanu Danfodiyo University, Sokoto by Section 9 (1) (a) of the University of Sokoto (now Usmanu Danfodiyo University, Sokoto) Act 1979, there has been established a School of Postgraduate Studies now College of Postgraduate Studies (CPGS) in the University.
- (b) The College shall have the following principal officers:
 - (i). Provost, who shall be the head of the College, appointed by the Senate on the recommendation of the Vice Chancellor. The appointment shall be for an initial term of two years and may be renewed for one additional and final term of two years.
 - (ii). Deputy Provosts who shall be appointed by the Vice Chancellor for an initial term of two years and may be renewed for one additional and final term of two years.
 - (iii). College Secretary, not be below the rank of Deputy Registrar. The Secretary shall be posted by the Registrar and shall be responsible to the Provost for the effective administration of the College.
- (c) The College shall have the following Mission and Vision:
 - (i). Mission Statement: To promote academic excellence through rigorous postgraduate training, quality research, and effective academic governance, thereby contributing to national development and global knowledge advancement.
 - (ii). Vision Statement: To be a leading postgraduate institution in Africa, renowned for producing highly skilled professionals and researchers who drive societal transformation through cutting-edge research, strategic partnerships, and academic leadership.

(d) The College shall have the following Objectives:

- (i). To provide high-quality postgraduate education that fosters original research, critical thinking, and innovation in diverse academic and professional fields.
- (ii). To develop and implement policies, curricula, and programmes that meet national benchmarks and global best practices.
- (iii). To train a new generation of researchers, academics, and professionals capable of solving complex societal problems.
- (iv). To provide postgraduate training opportunities to diverse groups, including underrepresented populations, through flexible and equitable policies.
- (v). To encourage interdisciplinary research and collaboration with other institutions, industries, and international bodies.
- (vi). To align postgraduate programmes with Nigeria's development needs, particularly in health, education, energy, technology, and governance.

(e) The College shall have the following powers:

- (i). To coordinate all postgraduate activities across the University, including admission, teaching, supervision, and examination of postgraduate students.
- (ii). To recommend regulations and policies governing postgraduate studies to the Senate for approval.
- (iii). To monitor Senate-approved postgraduate programmes developed and run by faculties, departments, and academic centres.
- (iv). To recommend candidates for admission and the award of higher degrees and diplomas to the Senate.

- (v). To establish and supervise supervisory committees, panels of examiners, and standards for thesis and dissertation evaluations.
- (vi). To monitor student progress, including registration, suspension, upgrading, withdrawal, and graduation requirements.
- (vii). To preserve and publish academic records and prospectuses, including dissertations and theses and other relevant postgraduate information.
- (viii). To facilitate internal and external collaboration, including affiliations and joint postgraduate programmes with other institutions.
- (ix). To initiate and support reforms, including revision of curriculum and regulations to enhance the quality and relevance of postgraduate education in the University.
- (x). To intervene administratively in postgraduate matters when departmental compliance is inadequate, to safeguard student and institutional interests.

2. THE BOARD OF THE COLLEGE OF POSTGRADUATE STUDIES

(a) Composition of the Board

There shall be a Board of the College of Postgraduate Studies to be composed of the following:

S/No	Designation	Position
(i).	Vice Chancellor	Chairman
(ii).	Provost of the College of Postgraduate Studies	Member (Chairs the Board in the absence of the Vice Chancellor)

- | | | |
|---------|--|---------------|
| (iii). | Deputy Provosts, College of Postgraduate Studies | Members |
| (iv). | Provosts/Deans/Directors of Academic Colleges/Faculties/Schools | Members |
| (v). | University Librarian | Member |
| (vi). | Director of Academic Planning | Member |
| (vii). | Director, Research and Innovation | Member |
| (viii). | Faculty Postgraduate Coordinators | Members |
| (ix). | Chairman, Research & Publication Committee | Member |
| (x). | Directors of Institutes and Centres with approved postgraduate programmes | Members |
| (xi). | Invited Head of Department (to discuss matters relating to their department) | In Attendance |
| (xii). | The Registrar | In Attendance |
| (xiii). | The Bursar | In Attendance |
| (xiv). | The Admission Officer (to discuss matters relating to admission) | In Attendance |
| (xv). | Secretary, College of Postgraduate Studies | Secretary |

(b) Functions of the Board

- (i). The Board of the College of Postgraduate Studies shall meet at least twice in a session. Its quorum shall be one-third of the total membership. It shall:
- (ii). Make recommendations to the Senate on regulations relating to Postgraduate Studies, including conditions for admissions, teaching, examinations, and the award of higher degrees and postgraduate diplomas.
- (iii). Recommend postgraduate programmes, through the Academic Planning Committee, to the Senate.
- (iv). Recommend candidates for admission into the College of Postgraduate Studies to the Senate.

- (v). Coordinate the conduct of postgraduate programmes of the University.
- (vi). Establish criteria for postgraduate supervision in the University.
- (vii). Recommend names of supervisors, forwarded to it by the Faculty PG committee to the Senate for approval.
- (viii). Recommend those who have qualified for the award of higher degrees and other postgraduate qualifications to the Senate for approval.
- (ix). Establish Committees of the Board and elect their members.
- (x). Consider and approve the following:
 - a) confirmation of students' registration
 - b) change of mode of study
 - c) suspension of the programme for reasons other than medical grounds.
- (xi). Consider and recommend for Senate approval the following:
 - a) Change of Department by a student
 - b) Change of degree in view
 - c) Upgrading of registration
 - d) Postgraduate prizes, fellowship awards, research aids, etc.
 - e) Suspension of a programme on medical grounds
- (xii). Receive each student's detailed progress report from the Department for purposes of monitoring progress.
- (xiii). Consider the annual report of the Provost of the College of Postgraduate Studies and submit it to the Vice Chancellor.
- (xiv). Receive from the Provost, College of Postgraduate

Studies, for ratification, reports on matters handled administratively by the PG Management Committee.

- (xv). Prepare and submit an estimate on the growth and requirements of the College of Postgraduate Studies on an annual and long-term basis.
- (xvi). Publish the College of Postgraduate Studies Prospectus, titles of Dissertations, Theses, and their abstracts accepted for higher degrees, and disseminate other related information on Postgraduate matters.
- (xvii). Carry out any other lawful activities in furtherance of its main functions or as may be directed by the Senate.

3. COLLEGE MANAGEMENT COMMITTEE

(a) Membership

- (i). Provost - Chairman
- (ii). Deputy Provosts - Members
- (iii). Secretary - Member/Secretary
- (iv). Any other invited person – In Attendance

(b) Functions

The functions of the Board can be taken by the Postgraduate Management Committee on its behalf.

4. COMMITTEES OF THE BOARD

- (i). The Board of the College of Postgraduate Studies may constitute committees as the need arises.
- (ii). The Board shall determine the terms of reference and quorum of each committee constituted.

5. FACULTY POSTGRADUATE COMMITTEE

(a) Membership

- (i). Dean of Faculty - Chairman

- (ii). Deputy Dean - Member
- (iii). Heads of Department - Members
- (iv). Faculty Postgraduate Coordinator - Member
- (v). Departmental Postgraduate Coordinators - Members
- (vi). Faculty Officer - Secretary

Quorum shall be two-thirds of the total membership

(b) Functions

Consider and recommend the following to the Board of the College of Postgraduate Studies:

- (i). Recommendations for admission from the Departments.
- (ii). Postgraduate examination results.
- (iii). Postgraduate Supervisory Committees.
- (iv). Change of title of research work; and
- (v). Other postgraduate matters that are referred to it by appropriate bodies.

6. DEPARTMENTAL POSTGRADUATE COMMITTEE

(a) Membership

- (i). Head of Department
- (ii). All members of academic staff who are qualified to supervise postgraduate research in the Department.
- (iii). Departmental PG Coordinator –

Quorum shall be two-thirds of the total membership.

(b) Functions:

- (i). Consider matters relating to Postgraduate studies in the Department as stipulated by the Regulations.
- (ii). Consider applications in the first instance and make recommendations on admission and supervision to Senate through the Faculty Postgraduate Committee and the Board of the College of Postgraduate Studies.
- (iii). Recommend the following to the Board of the College of Postgraduate Studies and Senate in respect of any candidate for admission through the Faculty Postgraduate Committee:
 - a) the degree in view;
 - b) field of study (precisely stated);
 - c) the mode of study (full-time or part-time); and
 - d) any other Departmental requirements (e.g., prerequisite courses);
 - e) Consider and approve the title of the research of the student; and
 - f) Any other matter referred to it by appropriate University bodies.
- (iv). Without prejudice to the Regulation, Departments may come up with some rules reflecting their specialty and uniqueness to help students conduct smooth postgraduate studies in their respective Departments. Such specific rules shall be communicated, through the Faculty Postgraduate Committee, to the Provost, College of Postgraduate Studies, for information.

7. CHANNEL OF COMMUNICATION WITH THE COLLEGE OF POSTGRADUATE STUDIES

All correspondence related to postgraduate matters, including those originating from postgraduate students, must be submitted using the appropriate official form. In cases where no form is available, the communication should be electronically typed and addressed to the

Provost, College of Postgraduate Studies, through the Faculty Postgraduate Committee, and the Departmental Postgraduate Committee.

8. GUIDELINES FOR EVALUATING DEPARTMENTAL PREPAREDNESS FOR HIGHER DEGREE PROGRAMMES

For any Department to mount a postgraduate programme, the following guidelines shall be used to evaluate its preparedness:

(a) Postgraduate Programmes

There shall be approved postgraduate programmes for Higher Degree(s) and/or Postgraduate Diplomas.

(b) Quality and Number of Available Staff

A Department must have a sufficient number of staff to satisfy the Senate requirements for adequate teaching and supervision of higher degrees as specified in Sections 28 and 38 of the Regulations.

(c) Adequacy of Accommodation

There shall be two well-equipped postgraduate classrooms for PhD and Master's programmes, with all required IT teaching and electronic learning aids, such as digital data projectors, electronic interactive boards, video conferencing, and internet access.

(d) Availability of Laboratory, Workshop and Library Facilities, and Studios

Where laboratories are a prerequisite, there shall be well-equipped research laboratories. Adequate library facilities shall also be provided within the University, including relevant electronic educational resources.

(e) Visitation

The University Senate reserves the right to send a visitation team to any Department intending to mount a higher degree programme to evaluate its preparedness.

9. FORMAT FOR PRESENTATION OF POSTGRADUATE PROGRAMMES

Postgraduate programmes presented to the Board of the College of Postgraduate Studies by Departments and Faculties shall contain the following:

- (i). Philosophy of the programme
- (ii). Aim and Objectives
- (iii). Admission Requirements
- (iv). Mode of the Study
- (v). Duration of the Study
- (vi). Tuition Fees
- (vii). Career Opportunities
- (viii). Areas of Specialisation
- (ix). Requirements for Graduation
- (x). List of Courses by Semester
- (xi). Descriptions of Courses and Number of Units for each Course
- (xii). Quality and Number of Available Staff
- (xiii). Availability of Space and IT learning and teaching facilities.

10. PROCEDURE FOR APPROVAL OF POSTGRADUATE PROGRAMMES

- (a) Proposed postgraduate programmes and their related curricula shall first be considered by the Departmental Postgraduate Committees, from where they are passed onto the respective Faculty Postgraduate Committees for consideration and recommendation to the Board of the College of Postgraduate Studies. The proposal to be passed to the Board of the College of Postgraduate Studies shall be accompanied by all relevant minutes and signed attendance lists of the meetings at which the proposal was considered.
- (b) The Board of the College of Postgraduate Studies shall then consider the programmes and curricula received from the Faculty Postgraduate Committees and make recommendations thereof to the Academic Planning Committee (APC), which in turn, considers and recommends to the Senate for approval.
- (c) The College of Postgraduate Studies may also, with the assistance of the relevant Departmental and Faculty Postgraduate Committees, design postgraduate programmes. Such programmes shall also be passed to the APC and Senate for consideration and approval

11. GRANTS FOR POSTGRADUATE PROGRAMMES

A Department running postgraduate programmes should, from time to time, be given sufficient funds by the University for the purpose of updating its facilities and other requirements. Similarly, with the approval of the University Management, Departments are encouraged to seek for external grants for postgraduate programmes.

12. METHOD OF APPLICATION FOR POSTGRADUATE ADMISSION

All applications for admission must adhere to the following:

- (a) Application for admission into a course of study leading to a

- higher degree or postgraduate diploma shall be processed online.
- (b) Copies of relevant certificates shall be submitted along with the application as attachments.
 - (c) Confidential reports from three referees of each candidate should be sent online to the Secretary, College of Postgraduate Studies.
 - (d) The candidate shall request his/her former Institution to send his/her academic transcript physically and/or electronically to the Secretary to the College of Postgraduate Studies.
 - (e) All documents submitted are subject to verification.

13. TIME FOR ADMISSION

Admission shall be considered once in an academic session. However, MPhil/PhD and PhD admissions may be considered twice.

14. ADMISSION REQUIREMENTS

- (a) All applicants for postgraduate programmes should be considered for admission provided they have met 'O' Level requirements as at the time they obtained their previous qualification, irrespective of the course.
- (b) In addition to the following requirements, the candidate must satisfy the University's requirements for matriculation.

(a) Postgraduate Diploma

Applicants with the following qualifications, appropriate to the proposed area of study, shall qualify for admission into a Postgraduate Diploma Programme:

- (i). At least a Pass Bachelor's Degree of Usmanu Danfodiyo University, Sokoto, or any other recognized institution.
- (ii). Higher National Diploma (HND) (not HD) of a recognized institution with at least a Lower Credit pass.
- (iii). Any other qualifications which are acceptable to the

Senate of the University.

(b) Master's Degrees (Academic and Professional)

Applicants with the following qualifications, appropriate to the proposed area of study, shall qualify for the Master's Degree admission:

- (i). At least a Second-Class lower Bachelor's degree, or its equivalent, of Usmanu Danfodiyo University, Sokoto, or any other recognized institution.
- (ii). At least a Third or Pass Bachelor's degree plus Postgraduate Diploma (at least Lower Credit pass) of Usmanu Danfodiyo University, Sokoto, or any other recognized institution.
- (iii). A third class degree of Usmanu Danfodiyo University, Sokoto, or any other recognized institution, with 3 years cognate experience.
- (iv). An unclassified Degree with an average of "C" grade or 50%.
- (v). A Higher National Diploma (at least Lower Credit pass) of a recognized institution plus a Postgraduate Diploma (at least Lower Credit pass) of Usmanu Danfodiyo University, Sokoto, or any other recognized institution.
- (vi). Any other qualifications which are acceptable to the Senate of the University.

(c) Master of Philosophy/Doctor of Philosophy (MPhil/PhD) Degree

Without recourse to the undergraduate degree or HND qualification, applicants with the following qualifications, appropriate to the proposed area of study, shall qualify for Master of Philosophy/Doctor of Philosophy Degree admission:

- (i). **Stream A:** Master's Degree (from the same discipline sought) of Usmanu Danfodiyo University, Sokoto, or any other recognised institution, with CGPA less than 3.50 on a 5-point scale or less than 2.80 on a 4-point scale.

- (ii). **Stream B:** Master's Degree (from a cognate discipline) of Usmanu Danfodiyo University, Sokoto, or any other recognised institution, with a minimum CGPA of 3.50 on a 5-point scale or 2.80 on a 4-point scale.
- (iii). Any other qualifications which are acceptable to the Senate of the University.

(d) Doctor of Philosophy (PhD) Degree*

Without recourse to the undergraduate degree or HND qualification, applicants with the following qualifications, appropriate to the proposed area of study, shall qualify for the Doctor of Philosophy Degree admission:

- (i). Master's Degree (academic or Professional) of Usmanu Danfodiyo University, Sokoto, or any other recognised institution, with a CGPA of at least 3.50 on a 5-point scale or 2.80 on a 4-point scale.
- (ii). Master of Philosophy Degree of Usmanu Danfodiyo University, Sokoto, or any other recognised institution.
- (iii). Any other qualifications which are acceptable to the Senate of the University.

For Ph.D Clinical Sciences: applicants with fellowship of the National Post-graduate Medical College of Nigeria (NPMCN) or West African Colleges of Physicians and Surgeons(WACS) shall be offered a minimum duration of 2 years for the programme, while those with Membership or Part 1 will run the full course for PhD programmes.

**Equivalent doctoral degrees, such as the Doctor of Education (Ed.D.), are considered Ph.D.s for the purpose of these regulations and must fulfill all corresponding requirements.*

15. QUALIFYING EXAMINATIONS AND REMEDIAL COURSES

- (a) A qualifying examination and courses thereto, as well as any other courses designed to make up the background of the candidate towards the proper study of a higher Degree, may be

conducted/prescribed by the Department in consultation with the Faculty and College of Postgraduate Studies, as the need arises.

- (b) Where necessary, a candidate who has no background in the English language may be required to present a certificate of proficiency in the English language.

16. ADMISSION AND REGISTRATION OF STUDENTS ON TRANSFER

- (a) A student on transfer may be admitted into the relevant programme, if he/she meets the admission/transfer requirements of the Usmanu Danfodiyo University, Sokoto.
- (b) An official academic transcript or progress report for the programme he/she is pursuing must be sent to the Secretary of the College of Postgraduate Studies.
- (c) The relevant Department, in consultation with the Faculty and College of Postgraduate Studies, must confirm his/her suitability for the transfer.
- (d) The candidate must register and pursue the programme at Usmanu Danfodiyo University, Sokoto, for at least 12 calendar months before graduation.

17. ADMISSION INTO HIGHER DOCTORATES

(a) The Award

A higher doctorate, such as the Doctor of Science (D.Sc.), Doctor of Letters (D.Litt.), Doctor of Laws (LL.D.), Doctor of Engineering (DEng), Doctor of Medicine (MD), Doctor of Education (D.Ed.), may be conferred on a befitting candidate who meets the following requirements:

(b) Requirements

The candidate must be either:

- (i). A graduate of the Usmanu Danfodiyo University, Sokoto, of not less than fifteen years standing from the first Degree or ten years after the first Postgraduate Degree, or

- (ii). A graduate, of an approved University, of not less than fifteen years standing who is in full-time employment as an academic staff of the Usmanu Danfodiyo University, Sokoto, as defined in the Usmanu Danfodiyo University, Sokoto Act, Cap.U14 LFN 2004 and has been so employed for not less than five consecutive years.
- (iii). The candidate must hold a senior academic position such as a professorship or equivalent.
- (iv). The candidate must be nominated by his/her departmental postgraduate committee for the award.
- (v). Three copies of each of the candidate's published work to be considered as evidence for the claim of the Degree must be submitted. Consideration of the candidate's contribution shall be restricted to the publication admissible, and no additional publication(s) shall be accepted after the initial lodgement of the application.
- (vi). Published works shall mean only those publications which have appeared in book form or indexed journals and periodicals and are already available to the general public in catalogues or reference libraries. Proof of papers not yet published is not acceptable. Memoranda or any reports of Government Departments or other organisations which have not been published and released to the general public will likewise not be admissible. Where joint publications are submitted, the candidate shall provide a statement of his/her contribution to the work
- (vii). The research should demonstrate a high degree of originality and should have had a significant impact on the field as evidenced by citations, influence on other researchers, or practical applications of the research.
- (viii). The candidate's work should be widely recognized and respected by their peers. This can be demonstrated through invitations to speak at conferences, awards, honours, and other forms of professional recognition.

- (ix). The quality, originality, and impact of the candidate's work shall be subjected to evaluation by three external assessors who must be experts in the field and two of whom must return a positive verdict in support of the award.

18. REGISTRATION

(a) Fresh Registration

- (i). Admitted candidates must register for courses during the periods specified by the University. Candidates who fail to register within the stipulated period shall forfeit their admission. Students who register late shall pay the approved late registration fees.
- (ii). Any candidate offered admission may register on payment of the appropriate fees and presentation of the original of his/her certificates or other acceptable evidence of qualifications claimed in his/her application.
- (iii). If it is discovered at any point in the course of the programme that the candidate does not possess the qualifications claimed in his/her application or the entry qualifications for the programme, the admission becomes null and void.
- (iv). The University reserves the right to deny registration to any candidate who, in the judgment of the Health Services Department of the University, is suffering from a condition of illness that could be injurious to the health of others.
- (v). Candidates are prohibited from registering for and pursuing more than one programme in the University at once. Any students discovered to have done so shall be withdrawn from both programmes.
- (vi). Without prejudice to item (v) above, a candidate may register for full-time or part-time.
- (vii). A request for deferment of admission shall be submitted to the College of Postgraduate Studies not later than three

months from the beginning of the session in which the admission was offered. In addition, the student must pay a non-refundable deferment fee as approved by the University.

- (viii). A student who withdraws from a programme for any reason is not eligible for refund of registration fees.

(b) Renewal of Registration

- (i). A returning student shall renew his/her registration at the beginning of each academic session by completing and submitting the appropriate forms and paying the appropriate fees.
- (ii). Any student who fails to renew his/her registration within the stipulated period shall be deemed to have forfeited his/her studentship for that session. Such a student shall only be allowed to register at the beginning of the following session after obtaining approval from the Board of the College of Postgraduate Studies.
- (iii). Any student who fails to renew his/her registration for two consecutive sessions is deemed to have formally withdrawn from the programme.
- (iv). Any student who is absent for one or more semesters on medical grounds shall write to the Board of the College of Postgraduate Studies immediately through the channels of communication (refer to item 7) and must submit a medical report from a certified health facility. If he/she fails to comply with this requirement, he/she shall lose their admission/registration.

19. ADDING AND DROPPING OF COURSES

A student wishing to add and/or drop any course(s) for acceptable reasons must:

- (a) Apply by completing “Add and Drop Form” (Form CPGS F01, Appendix I) and submitting it to the Secretary, College of Postgraduate Studies.

- (b) Apply not later than two weeks after the close of the registration.

20. CHANGE OF DEPARTMENT/PROGRAMME

A student wishing to change from one Department/Programme to another shall apply using a “Release/Acceptance Form” (Form CPGS F02, Appendix II) obtainable from the Secretary, College of Postgraduate Studies.

21. CHANGE OF NAME(S)

- (a) The University does not normally approve a change of name, and thus a student should register with the name by which he/she was admitted.
- (b) A complete change of name(s) is especially not allowed by the University.
- (c) If a student must change any part of his/her name(s), an application letter supported by an affidavit and an appropriate advert in a newspaper should be submitted to the Secretary, College of Postgraduate Studies, through the Department and Faculty, for consideration.
- (d) Change of any part of a student’s name in the graduation session is not allowed.

22. MODES OF PROGRAMME

(a) Postgraduate Diploma

A Postgraduate Diploma programme shall be conducted through coursework and research project as outlined in Section (25)(i).

(b) Master’s Degree Programme

A Master’s Degree programme, either Academic or Professional, shall be conducted through coursework and research work as outlined in Section 25.

(c) Master of Philosophy/Doctor of Philosophy (MPhil/PhD)

Degree Programme

- (i). **Stream A:** The programme shall be by taught courses and comprehensive research to be embodied in a dissertation of six (6) credit units.
- (ii). **Stream B:** The programme shall be by taught courses in deficient areas, in addition to the courses in (i) above, and comprehensive research to be embodied in a dissertation of twelve (12) credit units.

(d) PhD Degree Programme

- (i). A PhD Degree programme shall be conducted through comprehensive research to be embodied in a Thesis of sixteen (16) credit units.
- (ii). PhD programmes may have coursework components as recommended by the Department.

(e) Mode of Instruction

Postgraduate instruction shall be by, among others, the following:

- (i). Physical lectures
- (ii). Virtual interaction
- (iii). Experiential learning
- (iv). Seminars & workshops
- (v). Independent/group work
- (vi). Laboratory/field work
- (vii). Research projects

23. UPGRADING OF REGISTRATION

- (a) A student pursuing an academic Master's Degree may be upgraded to an MPhil/PhD or Doctoral status upon recommendation of either of the following:
 - (i). Departmental Postgraduate Committees, or
 - (ii). Panel of Examiners at the point of Oral Examination.
- (b) The following conditions must be met before the recommendation:

- (i). The student must have been registered for a minimum of eighteen (18) and a maximum of thirty (30) calendar months for a full-time programme or a minimum of thirty (30) and a maximum of forty- (40) calendar months for a part-time programme.
- (ii). The student must have successfully completed the coursework with an “A” grade in all the taught courses.
- (iii). For the case outlined in (a)(i) above, the student must receive a satisfactory assessment of his/her ongoing research work, to be evaluated by a panel of assessors defined in Section 42(b).
- (iv). The upgrade, where approved by the Senate, shall take effect from the date of the original registration.

24. DURATION OF PROGRAMMES AND RESIDENCY REQUIREMENTS

(a) Duration

The maximum and minimum duration of Postgraduate programmes shall be:

SN	Programme	Minimum (Months)	Maximum (Months)
(i).	Postgraduate Diploma Programme (Part-time)	12	36
(ii).	Master’s Degree Programme (Academic)	18	48
(iii).	Professional Master’s Degree Programme, Full-time (MBA)	18	48
(iv).	Master’s Degree Programme, Part-time (Professional)	36	72
(v).	Master of Philosophy/Doctor of Philosophy Programme (Full-time)	24	60
(vi).	Master of Philosophy/Doctor of	36	84

	Philosophy Programme (Part-time)		
(vii).	PhD Degree Programme (Full-time)	36	72
(viii).	PhD Degree Programme (Part-time)	60	96

- (ix). Notwithstanding the provision in Section 24(a)(vii), a student may, in exceptional circumstances (a CGPA of 4.5 and above with at least 2 publications in a Q1 journal from the research work), be permitted to graduate one year earlier than the prescribed minimum duration.

(b) Residency Requirement

All registered students must reside in Sokoto for at least twelve (12) calendar months before graduation.

(c) Conversion of Mode of Study

- (i). A student may convert from part-time to full-time and *vice versa*.
- (ii). To apply for the conversion, the student must complete the “Mode of Study Conversion Form” (Form CPGS F03, Appendix III) and submit it to the Secretary, College of Postgraduate Studies.
- (iii). To determine the remaining period of study in the new mode of study, the appropriate conversion formulae (Appendix IV) shall be used.

(d) Suspension of Programme

- (i). Any student wishing to suspend first semester on personal grounds must submit an application to that effect before commencement of the examination. Such a student must pay the prescribed suspension fee.
- (ii). Any student wishing to suspend second semester on personal grounds must submit an application to that effect before the commencement of the examination. Such a student will pay

50% of the registration fees in addition to prescribed suspension fee.

- (iii). Application for the suspension of a session on the same ground must be submitted before the commencement of the first semester examination. Such a student must pay the prescribed suspension fee.
- (iv). In special circumstances, a student may be granted suspension of more than one session, but such a student shall be required to reactivate the registration as determined by the University Senate.
- (v). Suspension on medical grounds may be perpetual and at any time until the student has been clinically certified fit to resume studies. Note that a student whose suspension is on medical grounds shall be required to submit a certified medical report from a government-approved hospital (verified by the Director, Health Services of the University) on a sessional basis, to ensure his/her studentship status.

(e) Deferment of Admission

- (i). Newly admitted students may apply for deferment of admission upon payment of deferment charges.
- (ii). An admission shall not be deferred more than once.

(f) Re-admission

The registration of a student for any postgraduate programme shall lapse if, after the maximum duration of the programme, the student has not completed the programme.

- (i). In cases of such lapse, a student may apply for re-admission through the normal process;
- (ii). Upon re-admission, the previous academic records of the student shall remain valid.

25. COURSE UNIT REQUIREMENTS

The number of units of courses that a student shall be required to register for is as follows:

- (a) The minimum number of course units required for the Postgraduate Diploma and Master's Degree programmes is as follows:
- (i). Postgraduate Diploma: 30 units of taught courses and 6 units of Project Report.
 - (ii). Professional Master's: 30 units of taught courses and 6 units of Project Report.
 - (iii). Academic Master's: 24 units of taught courses and 12 units of Dissertation.
 - (iv). Master of Philosophy/Doctor of Philosophy: 12 units (Stream A) and 24 units (Stream B) of taught courses and 6 units (Stream A) 12 units (Stream B) of Dissertation.
- (b) The maximum number of course units for Postgraduate Diplomas and Master's Programmes is 48.
- (c) A unit of taught course is equivalent to 15 hours of lectures per semester, while a unit of practical is equivalent to 45 hours of laboratory or fieldwork per semester.
- (d) The coursework for PhD, where necessary, shall be determined by the Departmental Postgraduate Committee and recommended to the Senate for approval.
- (e) The number of coursework units for a PhD programme shall be less than required for MPhil/PhD in the same field.
- (f) Academic Master's and MPhil/PhD students must present one (1) seminar paper post-proposal defence in their respective fields at the Faculty/Department level.
- (g) PhD students are required to present at least two (2) seminar papers post-proposal defence in their respective fields at the Department/Faculty level.
- (h) All seminars (MSc, MPhil/PhD, and PhD) shall have a minimum of two (2) credit units and a maximum of four (4) credit units and must be graded.

26. PUBLICATION REQUIREMENT

A PhD student shall publish a minimum of One (1) article from his/her research in a peer reviewed journal published by an institution of higher learning or a professional association before viva voce.

27. POSTGRADUATE RESEARCH WORK OUTSIDE THE UNIVERSITY

- (a) Research work outside the University may be granted if the Board of the College of Postgraduate Studies is satisfied that appropriate facilities and supervision exist at the host institution.
- (b) The student shall apply to the Board of the College of Postgraduate Studies through his/her Supervisory Committee, Departmental and Faculty Postgraduate Committees and submit the following:
 - (i). Progress report on the research work.
 - (ii). Details of the work to be undertaken at the host institution and why it cannot be done in the University.
 - (iii). A formal acceptance of the student by the host institution.
 - (iv). A brief Curriculum Vitae of the student supervisor at the host institution.
 - (v). Evidence of sponsorship for such a trip.
 - (vi). Any commitment required from the University.
- (c) At the end of the visit, the student's supervisor at the host institution is required to submit a comprehensive report on the student's work during his/her stay to the student's Head of Department. The report shall, thereafter, be presented to the Senate through the Dean of Faculty and the Board of the College of Postgraduate Studies.

28. TEACHERS FOR POSTGRADUATE COURSES

Teachers of postgraduate courses should normally be holders of a PhD or equivalent degree, with at least one year of postdoctoral experience in a university, or research centre/institute.

29. COURSEWORK EXAMINATION

(a) Written Examination

- (i). Each Postgraduate Diploma or Master's Degree student shall be examined in all courses he/she registered.
- (ii). Where coursework is prescribed for a PhD student, such courses shall be registered and examined/or moderated as appropriate.
- (iii). Results of the coursework examinations shall be submitted to the Senate through the Board of the College of Postgraduate Studies.

(b) Attendance Requirements

- (i). To qualify for examination, a student must have attended at least 75% of the lectures in that course.
- (ii). In case of default, the student shall be duly informed by the Department of the circumstances of ineligibility to sit for the examination.

(c) Absence from Examination

- (i). Notification of absence from an examination shall be submitted not later than 2 weeks after the date of the examination.
- (ii). Such notification of absence may be entertained in the case of either ill health supported by a certified medical report authenticated by the Director, University Health Services Department, or any other reasons acceptable to the Board of the College of Postgraduate Studies (refer to regulation 32 b).

(d) Period of Examination

All examinations for a semester shall be conducted at the end of the semester in which the courses are taught, as specified by the Senate-approved postgraduate calendar.

(e) Submission of Copies of Question Papers

Not later than two weeks after the examinations, the Department shall submit to the College of Postgraduate Studies two (2) copies of the question papers as moderated by the External Examiner and signed by the Head of Department.

(f) Examination Timetable

Departments shall draw up a semester examination timetable one month before the commencement of the examination. As soon as the timetable is drawn, one copy shall be forwarded by the Head of Department to the College of Postgraduate Studies, through the Dean of the Faculty.

30. SCORING AND GRADING SYSTEM

- (a) The scores for each course shall be made up of 30% or 40% continuous assessment and 70% or 60% examination as may be determined by the Department.
- (b) The pass mark of any postgraduate course shall be at least 50% of the total marks.
- (c) Scoring and grading of courses shall follow the guidelines as indicated in the table below:

Percentage Score	Grade	Grade Point
70 – 100	A	5
60 – 69	B	4
50 – 59	C	3
45 – 49	D	2
40 – 44	E	1
0 – 39	F	0

- (d) To qualify for the award of a Postgraduate Diploma or a postgraduate degree (Master's and PhD), a student must obtain

- at least a “C” grade in all his/her registered courses.
- (e) Where a student has a CGPA of less than 2.50 at the end of his/her coursework, he/she shall be withdrawn.
 - (f) A student with a CGPA of 2.50 and above shall be allowed to repeat the course(s) in which he/she scored below the “C” grade.
 - (g) Where a student takes courses outside his/her Department, the teaching Department shall be responsible for moderating and examining the course.

31. MODERATION OF EXAMINATIONS AND PROJECT REPORTS

- (a) Examination questions must be moderated by an External Examiner before the examination is conducted.
- (b) The External Examiner shall be invited within one month after the second semester examination to moderate both the first and second semester examination scripts as well as the project reports.
- (c) The Head of Department shall submit to the Provost, College of Postgraduate Studies, the final grades awarded for postgraduate courses and project reports within six (6) weeks from the date the External Examiner signed the grades awarded.

32. DEFERMENT OF WRITTEN EXAMINATION

- (a) Where a student is unable to take an examination on account of ill-health, he/she shall, in writing, notify the Provost of the College of Postgraduate Studies through the Head of Department and the Dean of Faculty and shall submit a valid medical certificate not later than one month after the examination.
- (b) Any student who fails to sit for any examination(s) on account of illness, duly certified by a medical authority, or on account of other reasons acceptable to the Senate, may be allowed to re-register the course(s) and sit for the examination(s) as a first attempt.

- (c) Where the candidate fails to take an examination without valid reasons(s) acceptable to the Board of the College of Postgraduate Studies, he/she shall be scored an “F” and be required to re-register the affected course(s) as a second attempt.
- (d) There shall be no resit examination for postgraduate students.

33. ACADEMIC/EXAMINATION MISCONDUCT

- (a) A student who, without a reason acceptable to the Faculty/College/School Academic Misconduct Committee fails to honour its invitation over an alleged academic misconduct on three (3) different occasions shall be expelled from the University.
- (b) A student shall not take into an examination hall/room or have in his possession or make use of, during an examination, any pre-programmed electronic device, book or any other form of scanned, printed or written material on any surface or object or audio recording, whether it contains information relevant to the examination or not except as may be stated in the rubric of the question paper, or as may be specifically authorized to do so.
- (c) Any student found with any item or material described in (ii) above and which item or material contains information relevant to the examination being conducted, shall be liable to expulsion.
- (d) Any student found with any item or material described in (ii) above, but which item or material is not relevant to the examination being conducted, shall be liable to rustication for two semesters or one session.
- (e) Taking a telephone handset (by whatever name called) into an examination hall/room or possession of the same during an examination is strictly prohibited. Any student found to have taken into an examination hall/room or in possession of a telephone handset during an examination shall be liable to rustication for two semesters or one session; provided that the telephone handset was not found to be containing information

relevant to the examination.

- (f) Any student found to have taken into an examination hall/room or in possession, during an examination, of a telephone handset containing information relevant to the examination shall be liable to expulsion.
- (g) Any attempt by any student to suppress, mutilate or destroy (by chewing, swallowing, burning or otherwise concealing) any evidence of examination misconduct shall attract a minimum of rustication for two semesters or one session or a maximum of expulsion from the University.
- (h) Students shall comply with all lawful instructions given by the invigilator(s) and other officers of the University charged with the responsibility of conducting an examination. Refusal to comply with any such instruction shall attract rustication for one semester or one session.
- (i) Any student found, during a particular examination, with an unsigned or unstamped examination card or with an examination card stamped or signed by an unauthorised person shall be liable to rustication for one semester or one session.
- (j) Any student found sitting for a particular examination without his identity card, examination card or any other document considered as a requirement for writing such an examination shall have his examination cancelled.
- (k) Any student found sitting or to have sat for a particular examination in any course not registered by the student shall be liable to rustication for two semesters or one session or a maximum of expulsion from the University.
- (l) Student shall sign the attendance register at the commencement of the examination and at the end while submitting his answer scripts. Failure or refusal to sign the register shall attract cancellation of the student's paper.
- (m) Students shall use only the answer booklets provided by the invigilator. Any student found in possession of any booklet other than that issued by the invigilator shall be liable to

rustication for one semester or one session.

- (n) Any writing on the question paper other than the student's name and admission number shall attract rustication for one semester or one session.
- (o) A student shall not remove out of the examination hall/room or mutilate answer script or any other material or paper supplied, whether used or not, except that he may, with the consent of the invigilator, remove from the examination hall/room, at the end of the examination, the question paper and such other items authorized by the invigilator. Any removal or mutilation of an answer script by a student shall attract rustication for two semesters or one session.
- (p) Until students are allowed to leave the examination room, no copy of any question paper shall be removed from the examination hall/room. Any student who removes any question paper from the examination hall/room before the time students are allowed to leave the examination hall/room shall be liable to rustication for one semester.
- (q) In the event that a student, for good cause, has to leave the examination hall temporarily, he/she shall be accompanied by at least, an invigilator or security staff on duty.
- (r) A student who sits for another or partakes in any series of events in furtherance of having any other person to sit for another or exchanges answer scripts with another person during any examination conducted by this University shall be expelled.
- (s) Giving or accepting any assistance (short of the circumstances described in iii and xvii here in above) from within or outside the examination hall/room, in the course of writing an examination, shall attract rustication for one semester or one session.
- (t) Smoking inside the examination hall/room shall attract rustication for one semester or one session.
- (u) Talking with any other student in the course of the examination without permission of the invigilator shall attract rustication for

one semester or one session.

- (v) Any offer, gift, promise (including inducement of any sort), threat or blackmail to an invigilator, lecturer, examiner, or any other officer connected with an examination, either before or after the examination, shall attract a minimum of rustication for two semesters or a maximum of expulsion.
- (w) Substitution of or alteration of answer scripts by any means after it has been submitted to the invigilator at the end of the examination.
- (x) Gaining access (through whatever means) to answer script(s), marking scheme, records of performance or any such examination document in possession or under the custody of any examiner, lecturer, invigilator or any other officer having anything to do with marking or evaluation or accessing and/or processing the result/performance of student.
- (y) Obtaining, procuring or possessing by any means, a preview of questions prepared for any examination in the University before its due date and time.
- (z) Any similar or ancillary act which the Vice-Chancellor may, from time to time, consider as academic misconduct.
- (aa) Any examination misconduct pursuant to any of the acts listed in xxiii above shall attract a minimum of rustication for two semesters or one session or a maximum of expulsion.
- (bb) Any period of rustication shall count in the computation of the maximum period for completion of a programme of study.
- (cc) Any student found to have facilitated the commission of any academic misconduct shall be liable to a similar punishment as for committing the misconduct.
- (dd) Any misconduct in a continuous assessment test, assignment, tutorial paper, seminar paper or any other form of academic assessment by whatever name called shall be an academic misconduct within the context of these regulations. The relevant provision relating thereto shall therefore be applied.

34. PETITION OVER GRADING OF EXAMINATION RESULTS AND PROJECT REPORTS

- (a) Without prejudice to Section 7 of this Regulation, students aggrieved about the grading of their examination scripts or project reports shall petition directly to the Provost, College of Postgraduate Studies, within two weeks of publication of the results.
- (b) The Provost of the College shall refer such petition to the Dean of the concerned Faculty who will, in turn, refer the petition to the concerned Department for necessary action by having the script(s)/project report(s) re-marked within two weeks and the result(s) submitted to the Provost, College of Postgraduate Studies.
- (c) The Provost of the College shall consider the findings and inform the affected student accordingly. Where the student is dissatisfied with the new result, he/she is at liberty to petition the Provost again, who will then refer the matter to the Board of the College of Postgraduate Studies, which shall consider and recommend to the Postgraduate Grievances Committee to take appropriate action. The Grievances Committee will cause for the re-mark of the script(s)/project(s) report by an External Examiner, after which the Committee will submit its report to the Board of the College of Postgraduate Studies. The Board will recommend as appropriate to the Senate for approval.
- (d) Student petitioning over the grading of their script(s) or project report(s) shall bear the full cost of re-assessment upon approval for the re-assessment/re-marking by the Board of the College of Postgraduate Studies.

35. REPEATING EXAMINATION PASSED WITH LOWER GRADES

A student who passed a course **shall not repeat** such a course for the purpose of obtaining a higher score/grade.

36. NOMENCLATURE FOR HIGHER DEGREE RESEARCH REPORTS

- (a) A PhD degree research report shall be called a Thesis. A Thesis shall be in full or partial fulfilment of the requirements for the award of a PhD degree.
- (b) The research report of an academic Master's degree shall be called a Dissertation. A Dissertation shall be in partial fulfilment of the requirements for the award of a Master's degree.
- (c) The research report of a Postgraduate Diploma/Professional Master's degree shall be called Project Report. A Project Report shall be in partial fulfilment for the award of a Professional Master's Degree and a Postgraduate Diploma.

37. PROPOSALS FOR THESES/DISSERTATIONS AND PROJECT REPORTS

- (a) A full-time PhD student must present and defend his/her research proposal at the Department/Faculty within 24 months of registration. Where the defence was not successful during the first attempt, a second attempt must be made before the expiration of 30 months since the student's first registration.
- (b) A part-time PhD student must present and successfully defend his/her research proposal within 36 months of first registration and before the expiration of 46 months where the first defence was not successful.
- (c) A PhD student who could not successfully defend his/her research proposal in the first and second attempts shall be withdrawn from the programme.
- (d) The defence shall in each case be made before a panel of not less than three assessors, including the Head of Department (as Chairman) and the main supervisor (as a member). Where the Head of Department is the main supervisor, the Dean of the Faculty shall be the Chairman. Members of the academic community shall be allowed to attend the defence.
- (e) The Dean of the Faculty concerned must communicate the membership of the panel to the Provost of the College of Postgraduate Studies at least two weeks before the defence.

- (f) Copies of the PhD proposal successfully defended shall be submitted to the College of Postgraduate Studies. Any proposal written in a language other than English must be accompanied by a summary in English.
- (g) The College of Postgraduate Studies shall be represented at any MPhil/PhD and PhD proposal defence. The CPGS representative must complete and submit “CPGS Representative Report Form” (CPGS F04, Appendix V) to the Provost of the College of Postgraduate Studies within one (1) week after the defence.
- (h) The defence of a proposal for a Dissertation shall be mandatory at the Departmental/Faculty level, as the case may be. A report shall be submitted to the Provost of the College of Postgraduate Studies by the Head of Department/Dean concerned.

38. SUPERVISORS FOR POSTGRADUATE PROGRAMMES

(a) Internal Supervisor

- (i). All Major and Co-supervisors must possess at least the degree that they are involved in supervising.
- (ii). A member of academic staff undergoing postgraduate study is not qualified to supervise a postgraduate student.
- (iii). Only Readers and Professors in the relevant field shall be appointed Major Supervisors for PhD Degrees. However, in special circumstances, a Senior Lecturer may be appointed to supervise a PhD thesis.
- (iv). Only Senior Lecturers and above shall be normally appointed as Major Supervisors for Master’s Degree Dissertations.
- (v). Lecturer I with at least one year of teaching and research experience at university level can be appointed as a co-supervisor for a Dissertation.
- (vi). Project reports shall be supervised by any person who is qualified to teach in the Postgraduate Programmes.

(b) External Supervisor

- (i). Supervisors who have left the University may continue to supervise their students in the capacity of external supervisor, and shall be entitled to honoraria as approved by the University.
- (ii). In cases where a Department lacks sufficient expertise or where benchmark demands, a qualified expert from other university, research institute, or relevant organisation may be engaged as a Major or Co-supervisor, based on mutually acceptable terms.

(c) Supervisor: Student Ratio

The approved supervisor: student ratio for Postgraduate Programmes shall be as follows:

- | | | |
|-----------------------------|---|------|
| (i). Postgraduate Diploma | - | 1:20 |
| (ii). Professional Master's | - | 1:15 |
| (iii). Academic Master's | - | 1:10 |
| (iv). MPhil/PhD | - | 1:5 |
| (v). PhD | - | 1:5 |

A Supervisor may not, at any one time, supervise more than twenty students.

39. SUPERVISORY COMMITTEE

(a) Nomination of Supervisors

- (i). Nomination of supervisory committee for research projects shall be done by the Departmental Postgraduate Committee in line with Section 38 of this Regulation.
- (ii). The “Supervisory Committee Nomination Form” (CGPS F05, Appendix VI) shall be completed and submitted to the College of Postgraduate Studies through the Faculty for consideration and approval of the Provost on behalf of the Chairman, Board of College of Postgraduate Studies.

(b) Composition of the Committee

- (i). There shall be a Supervisory Committee for dissertation and thesis, the composition of which shall be: 3 members for MPhil/PhD and PhD, and 2 members for academic Master's.
- (ii). For MPhil/PhD and PhD, at least one member of the Committee must be from outside the student's Department.
- (iii). In special circumstances, an additional Co-Supervisor may be appointed from outside the University, subject to the approval of the Senate.
- (iv). The Major Supervisor shall be the Chairman of the Committee.
- (v). In the event of any unresolved issue amongst the Supervisors, the decision of the Chairman takes precedence.
- (vi). For PhD Supervision, the Departmental Postgraduate Committee should take into account the students' preferences for supervisors(s) provided there are no conflicts of interest.
- (vii). In case of Postgraduate Diploma and Professional Master's, the Departmental Postgraduate Committee shall appoint one (1) Supervisor.

(c) Functions of the Committee

The Supervisory Committee shall:

- (i). Provide academic guidance by assisting in the planning of the student's research programme, including advising on course selection, research topic, study design, data collection, and the preparation of the Project Report, Dissertation, or Thesis.
- (ii). Engage in regular academic interaction with the student through scheduled meetings to monitor progress and address academic concerns.
- (iii). Monitor and report student progress by submitting

biannual progress reports (CPGS F06, Appendix VII) to the Board of the College of Postgraduate Studies.

- (iv). Recommend changes in registration status, including the upgrading or downgrading of the student's academic status when necessary.
- (v). Assess examination readiness by determining when the student is prepared for oral examination and participating as members of the examination panel.
- (vi). Ensure compliance with ethical standards by guiding the student in obtaining ethical clearance and ensuring adherence to applicable institutional, national, and international research ethics.
- (vii). Facilitate access to research resources by supporting the student in identifying and securing needed facilities, data, funding, or equipment for successful completion of the research.
- (viii). Promote scholarly development by encouraging the student to publish research outputs, present at conferences, and participate in relevant academic networks.
- (ix). Track and support timely completion by helping the student develop a realistic research timeline and monitoring adherence to agreed milestones.
- (x). Provide mentorship and resolve academic issues by ensuring a supportive supervisory relationship and recommending a change of supervisor(s) when necessary.
- (xi). Uphold academic integrity by offering guidance on plagiarism prevention, proper data management, and responsible research conduct.

(d) Change of Supervisor(s)

- (i). Request for change of Supervisor(s) may originate from either the student or the Department.
- (ii). Such requests shall normally be addressed to the Provost,

College of Postgraduate Studies, and routed through the Departmental and Faculty Postgraduate Committees.

- (iii). In a situation where the Supervisor is the Head of Department, the student shall send his/her request to the Chairman, Faculty Postgraduate Committee.
- (iv). Application or request for change of Supervisor shall contain, in detail, the reason for seeking the change.
- (v). In special circumstances, the student may apply for a change of supervisor(s) through the Provost, College of Postgraduate Studies.

40. READINESS FOR THE EXAMINATION OF THESIS AND DISSERTATION

Before the final or upgrade examination of a Dissertation or Thesis, the student shall:

- (a) Complete and submit a duly signed “Student Readiness for Examination of Dissertation/Thesis Form” (CPGS F07, Appendix XII) to the College of Postgraduate Studies.
- (b) Submit certified copies of all receipts of payment of registration fees during the study.
- (c) Submit a plagiarism test report of the dissertation/thesis to the College of Postgraduate Studies.
- (d) In addition, for virtual External Examination, the Department must apply (using CP GS F08, Appendix XIII) to the College of Postgraduate Studies for permission at least three (3) weeks before the examination.

41. APPOINTMENT AND ROLES OF EXAMINERS

(a) Appointment of Internal and External Examiners

- (i). The Departmental Postgraduate Committee shall nominate Internal and External Examiners using “Nomination of Internal and External Examiners for Dissertation/Thesis Form” (CPGS F09, Appendix XIV).

- (ii). The Internal and External Examiners must be competent in the area of research being examined.
- (iii). Internal and External Examiners for a Dissertation shall normally not be below the rank of Senior Lecturer or equivalent.
- (iv). For a PhD Thesis, both the Internal and External Examiners shall have PhD Degrees and be Readers/Professors (or equivalent).
- (v). No former staff member of the Usmanu Danfodiyo University, Sokoto, shall be appointed as an External Examiner in his/her former Department until a minimum of five (5) years has passed since departure from the Department.
- (vi). The External Examiner and the Major Supervisor must not, under any circumstances, be affiliated with the same Department or University.
- (vii). A student shall not, under any circumstances, initiate or maintain direct or indirect communication with the External Examiner before, during, or after the examination process.
- (viii). The Provost shall, on behalf of the Chairman of the Board of the College of Postgraduate Studies, review and either approve or decline the nomination of the Internal and/or External Examiner or Assessor.
- (ix). The College of Postgraduate Studies shall be responsible for issuing appointment letters to External and Internal Assessor/Examiners.

(b) Roles of External Examiner

The external examiner shall:

- (i). Demonstrate expertise, professionalism, objectivity, fairness, and impartiality throughout the examination process.
- (ii). Review the entire dissertation/thesis thoroughly and

critically, assessing the originality, rigor, significance, and scholarly contribution of the research to the discipline.

- (iii). Evaluate whether the thesis meets the standards and criteria for the award of the degree (Master' or PhD), as expected at both national and international levels.
- (iv). Participate in the viva voce, in person or virtually, interact with the candidate to assess his/her understanding and critical thinking, and evaluate their ability to defend the research methodology, findings, and interpretations.
- (v). Provide constructive feedback and identify necessary corrections or revisions to improve the quality of the work.
- (vi). Collaborate with the internal examiner and other panel members to reach a consensus on the examination outcome and contribute to the final recommendation regarding the award of the degree.
- (vii). Complete and submit a formal report (CPGS F10, CPGS F11, CPGS F12/CPGS F13) for onward submission to the College of Postgraduate Studies.
- (viii). Where necessary, be involved in reviewing the corrected version of the dissertation or thesis before final submission.
- (ix). The External Examiner shall serve as the Chairman of the Examination Panel and shall conduct the oral examination in conjunction with other members of the examination panel.

(c) Roles of Internal Examiner

The internal examiner shall:

- (i). Ensure impartial and unbiased judgment throughout the examination process, free from any conflict of interest with the candidate or supervisor.
- (ii). Conduct a thorough evaluation of the thesis to assess its

quality, originality, methodology, and relevance, and ensure it meets the academic standards required for the award of the degree.

- (iii). Participate in the viva voce as a panel member, interact with the candidate to assess his/her ability to defend the work intellectually and critically.
- (iv). Ensure the thesis complies with ethical research standards and adheres to the formatting, referencing, and structural requirements of the College of Postgraduate Studies.
- (v). Engage constructively with the external examiner to discuss differing views and reach a consensus on the examination outcome.
- (vi). Work with the student after the examination to ensure that he/she have implemented all corrections as recommended by the examination panel.

(d) Change of Examiner(s)

- (i). Change of Examiners shall not be entertained after approval.
- (ii). However, if the need arises for a change of an Examiner, approval of the Senate, through the Board of the College of Postgraduate Studies and the Faculty Postgraduate Committee, must be sought.

42. PANEL OF ASSESSORS/EXAMINERS

(a) Examination of Project Report

A Project Report shall be graded by the student's Supervisor and moderated by an External Examiner.

(b) Panel for Academic Masters to MPhil/PhD or PhD Upgrade Assessment

The Panel shall consist of the following:

- (i). Internal Assessor (Chairman).
- (ii). Head of Department

- (iii). Major Supervisor
- (iv). Co-supervisors
- (v). Faculty Representative
- (vi). CPGS Representative

(c) Panel for MPhil/PhD to PhD Upgrade Assessment

The Panel shall consist of the following:

- (i). Internal Assessor (Chairman).
- (ii). External Assessor (to be appointed and to serve as the Chairman of the Panel where there is no suitable Internal Assessor in the University).
- (iii). Head of Department
- (iv). Major Supervisor
- (v). Co-supervisors
- (vi). CPGS Representative

(d) Panel for Dissertation and Thesis Viva Voce

The Panel shall consist of the following:

- (i). External Examiner (Chairman)
- (ii). Internal Examiner
- (iii). Head of Department
- (iv). Major Supervisor
- (v). Co-supervisors
- (vi). CPGS Representative.

- (e) Appointment of CPGS Representative:** The Head of Department shall request the appointment of a College of Postgraduate Studies Representative to the Examination Panel at least two weeks in advance, and the College shall notify the appointed representative at least one week before the examination.

- (f) **Role of CPGS Representative:** The CPGS Representative shall attend the oral examination and submit a report in the prescribed format (CPGS F04, Appendix V) to the College of Postgraduate Studies, within one week of the examination date.

43. PREPARATION OF THESES/DISSERTATIONS

- (a) A Project, Dissertation, or Thesis shall be prepared in accordance with the following specifications:
- (i) Cover page (See Appendix VIII)
 - (ii) Blank leaf/page
 - (iii) Title page (See Appendix IX)
 - (iv) Declaration (See Appendix X)
 - (v) Dedication (Optional)
 - (vi) Certification (See Appendix XI)
 - (vii) Acknowledgements
 - (viii) Table of Contents
 - (ix) List of Plates (if any)
 - (x) List of Figures/Maps/Tables/Diagrams (if any)
 - (xi) Abbreviations/Glossary/Definitions (if any)
 - (xii) Abstract(s)
 - (xiii) Introduction
 - (xiv) Main body of Thesis/Dissertation/Project Report
 - (xv) Summary/Conclusion(s) and Recommendation(s)
 - (xvi) Bibliography/References
 - (xvii) Appendices (if any)
- (b) All pages before the introduction page shall be numbered in Roman numerals. All pages from the beginning of the

- introduction page to the end of the entire Thesis/Dissertation/Project Report, including appendices, if any, shall be numbered in Arabic numerals.
- (c) The language of a Project Report, Dissertation and Thesis shall be the language approved by the Departmental Postgraduate Committee.
 - (d) There shall be an abstract of not more than 360 words for PhD Thesis and 250 words for a Master's Dissertation and project. An English translation of the abstract should be contained in the Thesis/Dissertation where the report is not written in English. The abstract should state the research problem, the methodology, the results, and the conclusion.
 - (e) The APA referencing style shall be the mandatory default for all programmes. Programmes requiring a specialized reference style may adopt one, provided the style receives prior approval from the Board of the College of Postgraduate Studies.
 - (f) The Project, Dissertation, or Thesis shall be typewritten double-spaced on one side of A4-sized paper with margins of 2.5cm at the top, bottom, and right and 3.5cm to the left. The font type shall be Times New Roman, and the font size shall be 12.
 - (g) Research reports shall be prepared as follows:
 - (i). Binding: Art vellum overcast
 - (ii). The colour of the binding cover shall be as follows:
 - a) Doctorate Thesis - Black
 - b) MPhil Dissertation - Dark green
 - c) Academic Master's Dissertation - Light blue
 - d) Professional Master's Project Report - Wine red
 - e) Postgraduate Diploma Project Report - Wine red
 - (h) The cover and title pages shall contain the following (see Appendices VIII and IX) as the case may be.
 - (i) The spine shall contain the following: the degree, discipline, student's name (indicating surname), and the year, all in bold,

5mm to 10mm letters.

- (j) All characters on the cover page and spine shall be printed in gold colour.
- (k) A Project Report, Dissertation, or Thesis shall not contain materials previously presented to any Institution in fulfilment of the requirements of any Degree or professional qualification unless it is duly acknowledged that the materials had been so presented.
- (l) A student may attach to his/her Dissertation or Thesis any relevant materials or independently or jointly published articles. If jointly published, it shall be accompanied by a statement of his/her contribution to the work.

44. DELAYED ORAL EXAMINATION

- (a) If the Departmental Postgraduate Committee has reason to believe that a student's supervisor(s) is/are unduly delaying the viva voce, the Committee may, upon receiving a formal request from the student, complete and submit the "Student Readiness for Examination of Dissertation/Thesis Form" (CPGS F07, Appendix XII) with a written justification for the decision.
- (b) If the Head of Department is the student's Supervisor, the Faculty Postgraduate Committee may, upon receiving a written request from the student, complete and submit form CGPS F07 with a written justification of the decision.
- (c) When action (a) or (b) is taken, the Supervisor(s)/Department must be formally notified in writing.
- (d) Upon receiving the completed and duly signed form CGPS F07 and supporting document, the Board of the College of Postgraduate Studies, shall review the request on its merits and decide whether or not to approve the constitution of a Panel of External Examiners for the student.
- (e) If this course of action is followed, the Head of Department or Dean, as the case may be, shall sign the appropriate forms required for graduation of the student on behalf of the supervisor(s).

45. GUIDELINES FOR ASSESSMENT OF PROJECT REPORT, DISSERTATION, AND THESIS

- (a) A Project Report shall not be orally defended before an external examiner. The supervisor of a project report shall award marks to the report, and such marks shall be moderated by the External Examiner in the same way as for coursework.
- (b) Assessment of a Dissertation for Upgrade from MPhil/PhD to PhD status shall be in two parts as follows:
 - (i). Pre-Viva Voce assessment of the Dissertation by the Internal/External Assessor using “Dissertation/Thesis Assessment Form” (CPGS F10, Appendix XV).
 - (ii). Assessment of the student’s performance during Viva Voce by the Panel of Examiners using “Viva Voce Assessment Form” (CPGS F11, Appendix XVI).
- (c) To qualify for the MPhil/PhD to PhD Upgrade, the student must:
 - (i). Pass all the coursework at least at a “C” grade.
 - (ii). Obtain at least a “B” grade (60 – 69%) in the Dissertation
 - (iii). Obtain at least a “C” grade (50 – 59%) in the Viva Voce.
 - (iv). If a student fails an Upgrade assessment, the Panel may recommend the award of an MPhil Degree if the total score is 50% or higher.
 - (v). If, however, the Panel was chaired by an Internal Assessor, another Panel, to be chaired by an External Examiner, should be constituted to re-examine the student for the award of the MPhil Degree.
- (d) Assessment of Dissertation/Thesis (Master’s/PhD) shall be in two parts as follows:
 - (i). Pre-Viva Voce assessment of the Dissertation/Thesis by the External Examiner using “Dissertation/Thesis Assessment Form” (CPGS F10, Appendix XV). This shall amount to 50% of the total score.
 - (ii). Assessment of the student’s performance during Viva

Voce by the Panel of Examiners using “Viva Voce Assessment Form” (CPGS F11, Appendix XVI). The average score shall amount to 50% of the total score.

- (iii). The sum of (i) and (ii) shall determine the Panel’s verdict on the examination.
- (iv). The overall verdict on the examination shall be as follows:

SN	Score (%)	Verdict
(i).	≥ 70	Pass with very minor corrections that must be effected within one (1) month from the date of the examination.
(ii).	60 – 69	Pass with minor corrections that must be effected within three (3) months from the date of the examination.
(iii).	50 – 59	Pass with major corrections that must be effected within six (6) months from the date of the examination.
(iv).	≤ 50	Fail

- (e) While Dissertation/Thesis shall normally be assessed as outlined in (b) above, the Examiners may also use a practical and/or written examination.
- (f) **For MPhil/PhD Upgrade assessment:** The Panel of Assessors shall complete the “MPhil/PhD Upgrade Report Form” (CPGS F12, Appendix XVII) and attach the scoring forms (CPGS F10 and CGPS F11) for onward submission to the College of Postgraduate Studies.
- (g) **For Master’s and PhD Examination:** The Panel of Examiners shall complete the “Examiners’ Report Form” (CPGS F13, Appendix XVIII) and attach the scoring forms (CPGS F10 and CGPS F11) for onward submission to the College of Postgraduate Studies.

- (h) Any student who fails an external examination shall re-register for at least 12 calendar months, or as recommended by the Panel of Examiners, and thereafter be re-examined. This is without prejudice to Section 24.

(i) Conduct of Virtual Viva Voce Examination:

- (i). Although conducting viva voce physically is preferred, virtual examination may be granted on request.
- (ii). To request for a virtual conduct of viva voce, the Department must complete and submit the “Request for Virtual Conduct of Viva Voce Examination Form” (CPGS F08) for the approval of the College of Postgraduate Studies.
- (iii). Except in exceptional circumstances, the student is required to be physically present at the University’s designated ICT centre.
- (iv). The CPGS Representative, along with all or some members of the Panel of Examiners, must be physically present at the designated ICT centre during the examination.
- (v). The proceedings of a virtual viva voce must be recorded and submitted to the College of Postgraduate Studies.
- (vi). The examination must be held between 8.00 am and 6.00 pm West African Time.

46. NULLIFICATION OF EXAMINATION OF DISSERTATION AND THESIS

- (a) The Board of the College of Postgraduate Studies shall declare an oral examination null and void if it is certified that:
- (i). The examination panel was not properly constituted.
 - (ii). The oral examination was not conducted within the University premises on weekdays. Under special circumstances, however, a Department shall seek and obtain permission from the College of Postgraduate Studies to conduct the examination on a Sunday or a

Public Holiday.

- (iii). The External Examiners and Supervisors were not duly appointed by the Senate or by the Vice-Chancellor on behalf of the Senate.
 - (iv). Where one of the supervisors refuses to participate in the Examination for reasons considered valid by the Board of the College of Postgraduate Studies.
 - (v). Where there is evidence(s) of undue influence on the External Examiner.
- (b) Where the College of Postgraduate Studies decides to nullify an oral examination, the College shall communicate the decision to the Department and the student through the Faculty.
- (c) Where the External Examination is nullified, the College of Postgraduate Studies shall order another oral defence for the student(s).

47. CLASSIFICATION OF POSTGRADUATE DIPLOMAS AND HIGHER DEGREES

- (a) Master's and PhD degrees are not classified.
- (b) Postgraduate Diplomas shall be classified as follows:

Class	CGPA
Distinction	4.50 - 5.00
Upper Credit	3.50 - 4.49
Lower Credit	3.00 - 3.49

48. SUBMISSION OF FINAL RESEARCH REPORT AND FORMS

Upon the completion of a postgraduate programme, the Department shall forward to the College of Postgraduate Studies the following documents:

- (a) Four (4) final hard copies and one electronic copy of the approved Project Report, Dissertation, or Thesis, which shall be distributed as follows:

- (i). One copy for the University Library
- (ii). One copy for the student's Department
- (iii). One copy for the Faculty
- (iv). One copy for the College of Postgraduate Studies

NB: The student shall provide additional copies to his/her supervisors.

(b) Completed and duly signed copies (where applicable) of:

- (i). Dissertation/Thesis Assessment (CPGS F10)
- (ii). Viva Voce Assessment (CPGS F11)
- (iii). Examiners' Report (CPGS F13)
- (iv). Coursework Results (CPGS F14)
- (v). Attestation (CPGS F15).
- (vi). End of Course Clearance Certificate (CPGS F16).

49. STATEMENT OF FINAL RESULT

A Statement of Final Result shall be issued to the student once the College of Postgraduate Studies is satisfied that:

- (a) All registration fees have been fully paid.
- (b) The student has passed all required coursework and assessments.
- (c) All required forms and documentation listed in Section 48 (where applicable) have been duly completed, signed, and submitted.
- (d) All other requirements stipulated in the Postgraduate Regulations for the award of the degree or diploma have been fully met.

50. EFFECTIVE DATE OF AWARD OF POSTGRADUATE DEGREES AND DIPLOMAS

- (a) The date of award of a degree/diploma shall be the date the University Senate approves the result.

51. WITHDRAWAL FROM THE UNIVERSITY

- (a) A postgraduate student who obtains a CGPA of less than 2.50 in coursework examination at the end of the session(s) shall be advised to withdraw from the programme.
- (b) A candidate who does not complete his/her programme within the specified maximum period shall be withdrawn. However, the student may reapply for admission in line with Section 24(f).
- (c) The Departmental Postgraduate Committee may recommend a student to the Senate for withdrawal, through the Faculty Postgraduate Committee and the Board of the College of Postgraduate Studies, if it considers the student's research to be unsatisfactory.
- (d) A postgraduate student who absconds for a whole semester during coursework without acceptable reasons to the Board of the College of Postgraduate Studies shall have his/her studentship terminated by a decision of the Board and approval of the Senate.
- (e) A postgraduate student pursuing a programme where coursework is required who fails to pass all registered courses in not more than two (2) attempts shall be withdrawn from the programme.

52. AFFILIATION OF PROGRAMMES

- (a) The College of Postgraduate Studies, through the relevant organs of the University, may enter into affiliation with other institutions as the need arises with a view to broadening the provision of postgraduate education.
- (b) Such affiliations shall be guided by the terms and conditions and relevant policies of the University.

53. INTERVENTION

- (a) The College of Postgraduate Studies is committed to the strict adherence to the guidelines outlined therein to ensure the successful graduation of all registered students.

- (b) In cases where compliance cannot be met due to commission or omission of the Department, the College of Postgraduate Studies shall step in as a last resort to protect the interest of the Students, Departments, College of Postgraduate Studies, in particular, and the University in general.

APPENDICES

APPENDIX I

USMANU DANFODIYO UNIVERSITY, SOKOTO (COLLEGE OF POSTGRADUATE STUDIES)

Add and Drop Form (CPGS F01)

(To be completed in quintuple for: Student, Department, Faculty, College of Postgraduate Studies, and Directorate of Academic Affairs)

1. Admission Number:
2. Name (Surname first):
3. Former Surname (if any):
4. College/Faculty/School:
5. Department:
6. Level of Course: (Please choose the appropriate level): 700, 800 or 900 level.
7. Number of courses added or dropped:
8. Session:
9. Semester (1 or 2):

ADD			DROP	
Course Code	Credit Unit		Course Code	Credit Unit

10. Previous Total Credit Units Registered:
11. Current Total Credit Units Registered after ADD/DROP:

Signature of Student _____

Date

Signature of Head of Department _____

Date

Signature of Dean of Faculty _____

Date

Signature of the College Secretary _____

Date

APPENDIX II
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Release/Acceptance Form for Change of Department/Programme
(CPGS F02)

(To be completed in quintuple for: Student, Releasing Department, Accepting Department, College of Postgraduate Studies, and Directorate of Academic Affairs)

1. Admission Number:
2. Student's Name (Surname first):
3. Former Surname (if any):
4. (a) Current Programme
(b) Department:
5. (a) Programme being sought:
(b) Department:
6. Reason (s) for the change:
7. Comment(s) by Heads of Department
(a) Releasing Department:
(b) Accepting Department:
8. Recommendation by the Deans
(a) Releasing Faculty:
(b) Accepting Faculty:
9. Recommendation by the Board, College of Postgraduate Studies

Provost, CPGS

Date

10. Approval of Senate

Date

Signature of Student

Date

APPENDIX III
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Mode of Study Conversion Form (CPGS F03)

(To be completed in quintuple for: Student, Department, Faculty, College of Postgraduate Studies, and Directorate of Academic Affairs)

1. Name of Candidate:
2. Admission Number:
3. Department:
4. Faculty:
5. Degree the candidate registered for:
6. Title of Dissertation:
7. Date of first registration:
8. Present Mode of Study:
9. Desired Mode of Study:
10. Period already spent (in months):
11. Part-time equivalent of period spent on full-time (in months):
12. Full-time equivalent of period spent on part-time (in months):
13. New Date of Completion:

Signature of Student

Date

Signature of Major Supervisor

Date

Signature of Head of Department _____

_____ Date

Signature of Dean of Faculty _____

_____ Date

Signature of the College Secretary _____

_____ Date

APPENDIX IV
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Formulae for Conversion from Full-Time to Part-Time Study and Vice-Versa

Change in Status of Registration for Master's Degree Programme

The approved duration of a maximum of 36 calendar months for full-time and 60 calendar months for part-time shall be used for the conversion as expressed in the following formulae:

$$Y = \frac{60}{36} \times X$$

for a conversion from full-time to part-time, and

$$Z = \frac{36}{60} \times X$$

for a conversion from part-time to full-time, where

X = Period already spent (in months)

Y = part-time equivalent of period spent on full-time (in months); and

Z = Full-time equivalent of period spent on part-time (in months)

Change in the Status of Registration for PhD. Degree programme

The approved duration of maximum of 60 calendar months for a full-time PhD. and 84 calendar months for part-time PhD. shall be used for the conversion as expressed in the following formulae:

$$Y = \frac{84}{60} \times X$$

For a conversion

from full-
time to
part-time,
and $Z =$
 $\frac{60}{84} X$

For a conversion from part-time to full-time, where

$X =$ Period already spent (in months)

$Y =$ Part-time equivalent of period spent on full-time (in months), and

$Z =$ Full-time equivalent of period spent on part-time (in months)

APPENDIX V
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

CPGS Representative Report Form (CPGS F04)

*(To be completed in case of PhD Proposal Defence and Viva Voce for
Upgrade, Master's, & PhD)*

1. Date:
2. Venue:
3. Time:
4. Name of Student:
5. Registration No.:
6. Year of First Registration:
7. Title of Proposal/Dissertation/Thesis:
8. Panel of Examiners/Assessors
 - a) External Examiner:
 - b) Internal Examiner:
 - c) Head of Department:
 - d) Major Supervisor:
 - e) Co-Supervisor I:
 - f) Co-Supervisor II:
 - g) CGPS Representative:
9. Highlights of the Examination with details of the corrections to be effected:
 - (i).
 - (ii).

(iii).

10. Time within which corrected copies should be submitted to the Department:
11. Recommendation(s) of the Panel:
12. Any other issue/observation of relevance:
13. Name of the CPGS Representative:
14. Signature of the CPGS Representative:
Date:

APPENDIX VI
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)
Supervisory Committee Nomination Form (CPGS F05)
(To be completed in quadruplet)

Section A: Student Information

Full Name (Surname First):	
Admission Number:	
Department:	
Faculty:	
Programme: (MSc/MPhil/PhD)	
Proposed Title of Research Work:	
Date of First Registration:	

Section B: Proposed Supervisory Committee

Position	Name	Affiliation	Qualifications	Rank
Major Supervisor				
Co-Supervisor I				
Co-Supervisor II				

Section C: Recommendation & Endorsement

1. Departmental Postgraduate Committee

- i. Recommendation:
- ii. Name and Signature of Chairman:
- iii. Date:

2. Faculty Postgraduate Committee

- i. Recommendation:
- ii. Name and Signature of Chairman:
- iii. Date:

3. Board of the College of Postgraduate Studies:

- i. Recommendation:
- ii. Name and Signature of Provost:
- iii. Date:

Distribution

Copies of this form, completed and duly, should be distributed as follows:

- Department (original)
- Faculty
- College of Postgraduate Studies

APPENDIX VII
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Student's Progress Report Form (CPGS F06)

(To be completed in septuple)

Section A: Student Information

Full Name (Surname First):	
Admission Number:	
Department:	
Faculty:	
Programme: (MSc/MPhil/PhD)	
Title of Thesis/Dissertation:	
First Session of Registration:	
Current Session of Registration:	

Section B: Research Progress Summary

1. Objectives of the Work:

- (i).
- (ii).
- (iii).
- (iv).
- (v).

2. Summary of research work completed during this period
(*Describe research activities, experiments, data collection, literature review, etc.*):

3. Key milestones achieved (*tick as appropriate*):

☐ Literature review completed

☐ Proposal approved

☐ Data collection completed

☐ Data analysis completed

☐ Draft thesis submitted

☐ Other (please specify):

4. Problems encountered and how they were addressed:

Section C: Training and Development

5. Workshops, seminars, conferences attended:

6. Skills or techniques learned:

Section D: Plans for Next Reporting Period

7. Outline key activities and goals planned for the next period:

(i).

(ii).

(iii).

(iv).

(v).

Section E: Supervisors' Comments

8. Major Supervisor

(i). Comments on student's progress, attitude, and research quality:

(ii). Recommendation:

☐ Satisfactory progress ☐ Needs improvement ☐ Other
(please specify): _____

(iii). Name: _____ Signature &
Date: _____

9. Co-Supervisor I

(i). Comments on student's progress, attitude, and research quality:

(ii). Recommendation:

☐ Satisfactory progress ☐ Needs improvement ☐ Other
(please specify): _____

(iii). Name: _____ Signature &
Date: _____

10. Co-Supervisor II

(i). Comments on student's progress, attitude, and research quality:

(ii). Recommendation:

☐ Satisfactory progress ☐ Needs improvement ☐ Other
(please specify): _____

(iii). Name: _____ Signature &
Date: _____

Section D: Departmental Comment

11. The Departmental Postgraduate Committee has reviewed the student's progress and notes that:

Head of Department: _____ Signature:

_____ Date: _____

For Official Use Only (*College of Postgraduate Studies*):

Date Received: _____

Received _____ by:

Remarks:

Signature: _____

APPENDIX VIII

COVER PAGE OF A THESIS/DISSERTATION/PROJECT REPORTS

- (i) Approved title of Thesis/Dissertation/Project Report (in capital letters)
- (ii) Name (Surname First):
- (iii) Admission Number (in Bracket):
- (iv) Degree in view:
- (v) Department of Candidate:
- (vi) Month and Year:

APPENDIX IX
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

“Approved Title of Project Report/Dissertation/Thesis”

A Project Report/Dissertation/Thesis Submitted to the
College of Postgraduate Studies,
USMANU DANFODIYO UNIVERSITY, SOKOTO, NIGERIA

In Partial Fulfilment of the Requirements for the Award of the Degree
of
[NAME OF DEGREE]

By

[Name of Candidate]

Adm. No [no bracket]

[Department of Candidate]

(Month and Year)
(of submission of Thesis/Dissertation/Project Report to the College of
Postgraduate Studies)

APPENDIX X

DECLARATION

I, _____ with Admission
Number _____, hereby declare that this
Dissertation/Thesis titled: _____ was written
by me and that it is a product of my own research and to the best of my
knowledge and belief, it has not been presented for the award of any
degree or certificate in this or any other university. All sources used in
this research are specifically and appropriately acknowledged.

APPENDIX XI

CERTIFICATION

This must be signed by the Board of Examiners and shall read as follows: This Thesis/Dissertation by (name of candidate and admission number, indicate surname) has met the requirements for the award of the Degree of Doctor of Philosophy or Master of Arts/Science/Education of the Usmanu Danfodiyo University, Sokoto, and is approved for its contribution to knowledge.

APPENDIX XII
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Student Readiness for Examination of Dissertation/Thesis Form
(CPGS F07)

(To be completed in quadruple)

Section A: Student Information

Full Name (Surname First):	
Admission Number:	
Department:	
Faculty:	
Programme: (MSc/MPhil/PhD)	
Title of Thesis/Dissertation:	
Date of First Registration:	
Date of Last Registration:	

Section B: Readiness Declaration by Student

I hereby declare that I have completed my dissertation/thesis per the guidelines of the College of Postgraduate Studies. I have received feedback from my supervisor(s) and revised my work accordingly. I am now ready to proceed to the examination stage.

Student's Signature: _____

Date: _____

Section C: Confirmation by Supervisors

We confirm that the above-named student has completed the research work under our supervision and has met the academic and procedural requirements for submission and examination of the dissertation/thesis.

Supervisor	Name	Signature & Date
Major Supervisor		
Co-Supervisor I		
Co-Supervisor II		
Co-Supervisor III		

Section D: Departmental Endorsement

This is to confirm that the Departmental Postgraduate Committee has reviewed the dissertation/thesis and found it suitable for examination.

Head of Department: _____ Signature: _____
Date: _____

Section E: Checklist *(to be completed by the Faculty)*

Please tick to confirm that the following documents are attached:

- ☐ Three (3) Soft-bound copies of the Thesis/Dissertation
- ☐ Plagiarism report
- ☐ Copies of Receipts of Payment of Registration Fees

Dean of the Faculty: _____ Signature: _____
Date: _____

For Official Use Only (*College of Postgraduate Studies*):

Date Received: _____

Received _____ by:

Remarks:

Signature: _____

APPENDIX XIII
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Request for Virtual Conduct of Viva Voce Examination Form
(CPGS F08)

Section A: Student Details

S/N	Item	Information
1.	Full Name of Student	
2.	Admission Number	
3.	Department	
4.	Faculty/School/College	
5.	Programme	☐ Master's ☐ MPhil/PhD ☐ PhD
6.	Title of Dissertation/Thesis	
7.	Proposed Date of Viva Voce	
8.	Mode Requested	☐ Fully Virtual ☐ Hybrid (specify who is virtual): _____
9.	Platform to be used (e.g., Zoom, Google Meet)	
10.	Link (if already generated)	

Section B: Justification for Virtual Viva Voce

(Please tick all that apply and attach evidence where necessary)

☐ The External Examiner is unable to attend physically due to distance, security concerns, or scheduling constraints

☐ The student is located off-campus or abroad and cannot be physically present.

☐ Health or safety concerns (please specify):

☐ Travel or visa restrictions.

☐ Other (please specify):

Section C: Confirmation of Technical Readiness and Endorsement

- Department confirms that a stable internet connection and necessary facilities will be provided.
- Recording and security protocols shall be implemented and archived as required by CPGS.

☐ Yes ☐ No

Role	Name	Signature	Date
Major Supervisor			
Head of Department			
Dean of Faculty/College			

Section E: CPGS Use Only

Item	Decision/Remarks
Request Approved	☐ Yes ☐ No
Mode of Viva Approved	☐ Virtual ☐ Hybrid
Date & Time Confirmed	
Remarks	

Approved by:
Provost, College of Postgraduate Studies

Name: _____ Signature: _____
_____ Date: _____

cc:

- i. *Provost of the College of Postgraduate Studies*
- ii. *Dean of the Faculty*
- iii. *Head of Department*
- iv. *Director, ICT*

APPENDIX XIV
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

**Nomination of Internal and External Examiners for
Thesis/Dissertation Form (CPGS F09)**

(To be completed in quadruple by the HOD)

Section A: Student Information

Full Name (Surname First):	
Admission Number:	
Department:	
Faculty:	
Programme: (MSc/MPhil/PhD)	
Title of Thesis/Dissertation:	
Session of First Registration:	
Session of Last Registration:	

Section B: Nominated Examiners

The Department Postgraduate Committee hereby nominates the following for the examination of the above-named student's dissertation/thesis:

Internal Examiner

- (i). Name: _____
- (ii). Rank: _____

- (iii). Area of Specialisation: _____
(iv). Department: _____
(v). Email: _____
(vi). Phone: _____

External Examiner

- (i). Name: _____
(ii). Rank: _____
(iii). Area of Specialisation: _____
(iv). Department: _____
(v). University: _____
(vi). Email: _____

Section C: Declaration by Head of Department (HOD)

I confirm that the above-nominated examiners are qualified and competent in the relevant field of study, and meet the institutional criteria for serving as internal and external examiners. The external examiner is not a current or former collaborator or recent graduate of the student or supervisor.

Name of HOD: _____ Signature: _____
Date: _____

Section D: Recommendation by Dean of Faculty

The nomination is recommended/not recommended for onward transmission to the College of Postgraduate Studies.

Dean's _____ Remarks: _____

Name of Dean: _____ Signature: _____
Date: _____

Section E: Recommendation by the College of Postgraduate Studies

Provost's

Remarks:

Name of Provost: _____ Signature: _____
Date: _____

Section F: Approval by the Vice Chancellor

Vice Chancellor's Remarks:

Signature: _____ Date: _____

APPENDIX XV

USMANU DANFODIYO UNIVERSITY, SOKOTO (COLLEGE OF POSTGRADUATE STUDIES)

Dissertations/Theses Assessment Form (CPGS F10)

(To be completed by Internal/External Assessor/Examiner before Viva Voce)

1. Student's Name:
2. Registration No.:
3. Department:
4. Faculty:
5. Degree in View:

SECTION A: PRELIMINARY PAGES/INTRODUCTION

S/No	Item	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
1	Appropriateness of Title, Abstract, Table of Contents, etc.					
2	Background, Statement of Problem, Hypothesis/ Research Questions, etc.					
3	Significance of Study, Justification					
4	Aim and Objectives of the Study					
	Sub-Total					

SECTION B: LITERATURE REVIEW

S/No	Item	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
1	Adequacy & Focus					
2	Currency and Logical Presentation of Literature					
3	Relevance of Literature					

4	Acknowledgement of Sources					
	Sub-total					

SECTION C: METHODOLOGY

S/No	Item	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
1	Relevant Materials/ Sampling Methods/ Design/and Equivalent					
2	Relevant Techniques Involved in Data Collection, Modelling, Construction, and Equivalent					
3	Relevance and Adequacy of data to the study/ Testing/ Experimentation/and Equivalent					
4	Data Analysis /and Equivalent					
	Sub-total					

SECTION PRESENTATION/INTERPRETATION/DISCUSSION OF RESULTS

S/No	Item	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
1	Presentation of Results					
2	Interpretation of Results					
3	Discussion of Results					
4	Relevance of Results					

	to Title and Objectives					
	Sub-total					

SECTION E: SUMMARY, CONCLUSION, RECOMMENDATIONS AND REFERENCES

S/No	Item	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
1	Summary and Conclusion					
2	Recommendations and Contributions to Knowledge (Patentability/Invention of Work or Development of new Concept/Thinking)					
3	References (Currency, Completeness and Presentation)					
4	Quality of Thesis/Dissertation (Language, Structure, and Literary style)					
	Sub-total					

SECTION F: SUMMARY OF SCORES

		Sub-total
Section A	Preliminary Pages/Introduction	
Section	Literature Review	

B		
Section C	Methodology	
Section D	Presentation/Interpretation/Discussion of Results	
Section E	Summary, Conclusion, Recommendation, and References	
	TOTAL (100%) (for MPhil/PhD Upgrade)	
	TOTAL (50%) (for MSc/PhD Viva Voce)	

NB: For Master's and PhD, multiply the total by 0.5.

ENDORSEMENTS

Prof. /Dr. XXXXXXXXXXXX

Date

External Examiner

APPENDIX XVI
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Viva Voce Assessment Form (CPGS F11)

(To be completed by the Members of the Assessment/Examination Panel)

PERSONAL DETAILS

1. Student's Name (surname first):
2. Registration No.:
3. Department:
4. Faculty:
5. Degree in view:
6. Title of Thesis/Dissertation:

ORAL DEFENCE GRADING POINTS (50%)

SN	Assessment Criteria	Weight (%)	EE	IE	MS	C1	C2	HO	CR
7.	Depth of knowledge, theoretical understanding, and integration of literature	15							
8.	Sound reasoning for methods used, interpretation of findings	10							
9.	Clear statement of novelty, impact, and	7							

	academic value								
10.	Logical, confident, and thoughtful answers; ability to engage in academic dialogue	10							
11.	Clear, structured explanations; confident and professional oral delivery	5							
12.	Coherence, logical flow, and time management	3							
13.	Total	50							
14.	Average (50%) (for MSc/PhD)								
15.	Final Score (100%) (for Upgrade)								

Key: EE = External Examiner; IE = Internal Examiner; MS = Major Supervisor; C1 = Co-Supervisor I; C2 = Co-Supervisor II; HO = Head of Department; CR = CPGS Representative.

ENDORSEMENT

16. Prof. /Dr. XXXXXXXXXXXX

Date

External Examiner

17. Prof. /Dr. XXXXXXXXXXXX
Date
Internal Examiner
18. Prof. /Dr. XXXXXXXXXXXX
Date
Head /Ag. Head of Department
19. Prof. /Dr. XXXXXXXXXXXX
Date
Major Supervisor
20. Prof. /Dr. XXXXXXXXXXXX
Date
Co-Supervisor I
21. Prof. /Dr. XXXXXXXXXXXX
Date
Co-Supervisor II
22. Prof. /Dr. XXXXXXXXXXXX
Date
CPGS School Representative

APPENDIX XVII
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

MPhil/PhD Upgrade Report Form (CPGS F12)

(To be Completed by the Panel of Assessors for MPhil/PhD to PhD Upgrade)

1. Name of Candidate (Surname first):
2. Admission Number:
3. Department:
4. Faculty:
5. Degree the candidate registered for:
6. Degree for which the candidate is being assessed for upgrade:

7. Title of Dissertation:
8. Comment on the Title of the Dissertation:
9. Comment on the standard of presentation of the Dissertation:
10. Comment on the extent and relevance of existing knowledge and acknowledgement of sources:
11. Original contribution(s) (Please itemize):
 - (i).
 - (ii).
 - (iii).
 - (iv).
12. Other qualities of the Dissertation:
13. Comment on the breadth of knowledge of the subject area displayed during oral assessment:

14. Comment on the performance of the candidate in the orals with regard to the field covered by the Dissertation:
15. Performance of the candidate in the orals with respect to original work in the Dissertation:
16. Report on coursework and written examination(s) where applicable:
17. Highlight specific area(s) where further work is needed to raise the standard of the Dissertation:
18. Assessment Scores:
 - (i). Dissertation/Thesis Assessment (100%) =
 - (ii). Viva Voce Assessment (100%) =
19. Recommendation of the Panel:
20. Name and Signature of Assessors
 - (i). Prof. /Dr. XXXXXXXXXXXX
Date
Internal/External Assessor
 - (ii). Prof. /Dr. XXXXXXXXXXXX
Date
Internal Examiner
 - (iii). Prof. /Dr. XXXXXXXXXXXX
Date
Head /Ag. Head of Department
 - (iv). Prof. /Dr. XXXXXXXXXXXX
Date
Major Supervisor

(v). Prof. /Dr. XXXXXXXXXXXX
Date

Co-Supervisor I

(vi). Prof. /Dr. XXXXXXXXXXXX
Date

Co-Supervisor II

(vii). Prof. /Dr. XXXXXXXXXXXX
Date

CPGS School Representative

21. Date of Assessment:

22. Recommendation of the Board of the College of Postgraduate Studies:

The student is hereby ***recommended/not recommended*** for the upgrade from MPhil/PhD to PhD status (Delete as appropriate).

23. Name & Sign. of the Provost
Date

APPENDIX XVIII
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Examiners' Report Form (CPGS F13)

(To be Completed by the Panel of Examiners for MSc and PhD)

1. Name of Candidate (Surname first):
2. Admission Number:
3. Department:
4. Faculty:
5. Degree the candidate registered for:
6. Title of Dissertation:
7. Comment on the Title of the Dissertation:
8. Comment on the standard of presentation of the Dissertation:
9. Comment on the extent and relevance of existing knowledge and acknowledgement of sources:
10. Original contribution(s) (Please itemize):
 - (i).
 - (ii) .
 - (iii) .
 - (iv) .
11. Other qualities of the Dissertation:
12. Comment on the breadth of knowledge of the subject area displayed during oral assessment:
13. Comment on the performance of the candidate in the orals with regard to the field covered by the Dissertation:

14. Performance of the candidate in the orals with respect to original work in the Dissertation:
15. Report on coursework and written examination(s) where applicable:
16. Highlight specific area(s) where further work is needed to raise the standard of the Dissertation:
17. Assessment Scores
 - (i) Dissertation/Thesis Assessment (50%) =
 - (ii) Viva Voce Assessment (50%) =
 - (iii) Total Score (100%) =
18. Recommendation of the Panel:
19. Specify the time within which the corrected copies of the Dissertation/Thesis should be submitted to the Department:
20. Date of Assessment:
21. Name and Signature of Examiners
 - (i). Prof./Dr. XXXXXXXXXXXX
Date
Internal/External Assessor
 - (ii). Prof./Dr. XXXXXXXXXXXX
Date
Internal Examiner
 - (iii). Prof./Dr. XXXXXXXXXXXX
Date
Head/Ag. Head of Department
 - (iv). Prof./Dr. XXXXXXXXXXXX

Date

Major Supervisor

(v). Prof./Dr. XXXXXXXXXXXX

Date

Co-Supervisor I

(vi). Prof./Dr. XXXXXXXXXXXX

Date

Co-Supervisor II

(vii). Prof./Dr. XXXXXXXXXXXX

Date

CPGS School Representative

APPENDIX XIX
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Coursework Results (CPGS F14)

(To be Completed by the Departmental PG Coordinator)

Candidate's Name (Surname first):	
Admission Number:	
Session of First Registration:	
Degree in View:	
Department:	
Faculty:	
Session of Examination:	

COURSE CODE	COURSE TITLE	GRADE	UNIT	GP

Total				

CGPA =

**Name and Signature of
the FPG
Coordinator/Date**

**Name and Signature of
the HOD/Date**

Name and Signature of the Dean/Date

APPENDIX XX
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

Date: ---

The Chairman of Senate
Usmanu Danfodiyo University
Sokoto
Through:
The Provost
College of Postgraduate Studies
Usmanu Danfodiyo University
Sokoto
Through:
The Dean
Faculty of -----
Usmanu Danfodiyo University
Sokoto

Attestation (CPGS F15)

Having gone through the corrected version of the MSc Dissertation/PhD Thesis titled “xxxxxxxxxxxxxxxxxxxxx” by NAME..... (Adm. No: XXXXX), we hereby attest that all corrections have been effected as instructed by the Panel that conducted the oral examination on DATE XXXXX.

.....

.....

NAME

Date

Internal Examiner

.....

NAME

Major Supervisor

.....

Date

.....

NAME

Co-Supervisor I

.....

Date

.....

NAME

Co-Supervisor II

.....

Date

.....

NAME

Head of Department

.....

Date

APPENDIX XXI
USMANU DANFODIYO UNIVERSITY, SOKOTO
(COLLEGE OF POSTGRADUATE STUDIES)

End of Course Clearance Certificate (CPGS F16)

1. Name:
2. Adm. No.:
3. Session:
4. Faculty:
5. Department:
6. LIBRARY
 - a) This is to certify that the above student has lost/not lost or damaged/not damaged any library property
 - b) Value of lost/damaged property:
 - c) Name & Sign.:
Date:
7. DEPARTMENT
 - a) This is to certify that the above-named student has lost/not lost or damaged/not damaged any Department's property.
 - b) Value of lost/damaged property:
 - c) Name & Sign. of HOD:
Date:
8. FACULTY
 - a) This is to certify that the above-named student has lost/not lost/damaged/not damaged any Faculty's property.
 - b) Value of lost/damaged property:

- c) Name & Sign. of Dean:
Date:

9. CLINIC

- a) This is to certify that the above-named student has lost/not lost/damaged/not damaged any Clinic's property.
- b) Value of lost/damaged property:
- c) Name & Sign. of Director:
Date:

10. HALLS OF RESIDENCE (where applicable).

- a) This is to certify that the above-named student has lost/not lost/damaged/not damaged any hostel's property.
- b) Value of lost/damaged property:
- c) Name & Sign. of Hall Administrator:
Date:

11. SPORTS (where applicable).

- a) This is to certify that the above-named student has not withheld/withheld, lost/not lost/damaged/not damaged any sports equipment.
- b) Value of lost/damaged equipment:
- c) Name & Sign. of Coach:
Date:

12. CASHIER/ACCOUNTANT STUDENTS' AFFAIRS.

- a) This is to certify that the above-named student has/does not have outstanding fees against him/her.
- b) Amount outstanding:
- c) Name & Sign. of Cashier:

13. SECRETARY, CPGS:

- a) This is to certify that the above-named student has

paid/not paid his/her registration fees.

b) Amount outstanding:

c) Name & Sign. of Secretary:

Date: