



THE POSTGRADUATE COLLEGE
UNIVERSITY OF IBADAN
IBADAN, NIGERIA



POLICIES AND REGULATIONS GOVERNING HIGHER DEGREES IN THE UNIVERSITY OF IBADAN, NIGERIA

REVISED EDITION



**POLICIES AND REGULATIONS GOVERNING
HIGHER DEGREES IN THE
UNIVERSITY OF IBADAN, NIGERIA**



Published by



The Postgraduate College
University of Ibadan
Ibadan, Nigeria

E-mail : postgraduate@mail.ui.edu.ng
Website: <http://www.postgraduatecollege.ui.edu.ng>

First Published: 2014
Revised Edition: 2016 & 2021

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ISBN : 978-978-50949-0-7

Printed by
Royalbird Ventures
+234(0) 803 3255 586
talk2royalbirdventure@gmail.com

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FOREWORD

The Board of Postgraduate Studies, University of Ibadan, inaugurated about five decades ago has organically evolved and transmuted into The Postgraduate School. Following recommendations from Senate of the University, the School was later upgraded to become a full-fledged College by the University Governing Council in 2018.

Like any progressive institution, The Postgraduate College, University of Ibadan continues to ensure that its operations align with global best practices with a view to repositioning it for holistic development. One of the ways it achieves this and fulfils its mandate as the flagship of postgraduate education in Nigeria is ensuring that the regulations governing its practices are subjected to revision from time to time. It is in the light of the foregoing that The Postgraduate College, University of Ibadan ensures that all prospective and current postgraduate students, postgraduate teachers and supervisors, internal and external examiners, and the general public, get acquainted with the rules and regulations governing her programmes and operations.

Past editions of regulations governing higher degrees in the University of Ibadan were approved by the Senate at its various meetings. Following the last (2016) edition, a number of new developments, provisions, rules and policies have been approved by Board of The Postgraduate College and the University Senate, which need to be incorporated into the extant regulations. This latest (2020) edition addresses such new changes.

To this end, this publication is a comprehensive and all-encompassing document containing updated version of the regulations governing higher degree and diploma programmes in the University of Ibadan, with wide range implications for curriculum development, appointment of supervisors and the conduct of examinations, among other landmark changes. There is no doubt this document has been enriched by the contributions from the respective organs of the University. We have also benefited from experience from the best practices from other parts of the world.

Special thanks go to members of an ad-hoc committee put together under the chairmanship of the immediate past Ag Deputy Provost (Academic) – Dr K. M. Samuel – who collated this revised edition. They are Dr Oyeduntan A.

Adediran, former Sub Dean (Sciences), Postgraduate School; Drs A. J. Fasunla and A. Tella, two former Sub Deans (Postgraduate) of Faculties of Clinical Sciences and Education, respectively; and Mrs Benedicta O. Akpanuko (Committees Officer) supported by Mr S. F. Osundeko.

It is my hope that this publication, as it is with earlier editions, will serve as a useful guide towards understanding the operations of The Postgraduate College, University of Ibadan for all our registered and prospective students, as well as interested persons.

Professor J. O. Babalola, FRSC, FAS
Provost,
The Postgraduate College,
University of Ibadan, Nigeria
June, 2021.





INTRODUCTION

The University of Ibadan was founded in 1948 as a College of the University of London with 104 students spread among three Faculties: Arts, Science and Medicine. It became an autonomous, degree-granting institution in 1962. Today, the University has a total enrolment of over 26,000 students shared among 17 different faculties: Arts, Science, Basic Medical Sciences, Clinical Sciences, Agriculture, The Social Sciences, Education, Veterinary Medicine, Technology, Pharmacy, Law, Public Health, Dentistry, Economics and Management Sciences, Renewable Natural Resources, Environmental Design and Management, and Multidisciplinary Studies and University of Ibadan School of Business, and two institutes: Institute of African Studies and Institute of Education. Opportunity exists for interested candidates to run programmes on Open Distance Learning mode, where applicable. About 50% of the enrolment is made up of postgraduate students.

The first postgraduate degree of the University was awarded in 1952 when it was still a University College under the scheme of the special relationship with the University of London. By 1962, when the University College transformed into the independent University of Ibadan, there were 64 students registered for higher degrees, some of whom decided to transfer registration to the University of Ibadan. In order to administer the higher degree programmes, the Senate of the University of Ibadan created the Higher Degrees Committee on 28 January, 1963, that was charged with the responsibility of considering recommendations from the Faculty Boards on matters relating to the pursuit of higher degrees at the university.

As time went on and the number of higher degrees students increased, it was found that the cumbersome procedure involved in processing postgraduate matters from Faculty Board of Studies through Faculty Boards to the Higher Degrees Committee and, finally, to Senate was delaying recommendations, which often took as long as a year to get to Senate. As a result of recommendations from the Faculty Board and the Higher Degrees Committee, Senate in 1970 established the Board of the Postgraduate Studies to replace the Higher Degrees Committee. The new Board was given the power to exercise its own initiative in the development of postgraduate work in the university.

In the 1975/76 session, the Federal Military Government through the National Universities Commission designated University of Ibadan a centre of



excellence for postgraduate enrolment in order to cater for the academic staff requirements of the newly-established universities and other national and international obligations. On June 28, 1976, Senate approved the reorganisation of the Board of Postgraduate Studies and upgraded it in status to the School of Postgraduate Studies. It later became The Postgraduate School on 29 May, 1978 and on the recommendation of the Senate (Senate Paper No. 6449 of 3 August 2018) was upgraded to the status of the college by the University Governing Council on 5 October, 2018. At present, The College has about fifteen thousand registered postgraduate students in the university.

The Postgraduate College, as presently structured, comprises postgraduate teachers based in the University departments and their inputs into the decision-making process of the college made through their respective Deans and Sub-Deans (Postgraduate) of Faculties Representatives, and the Heads of Departments who are the Chief Examiners of departmental postgraduate examinations.

The management of the Postgraduate College is vested in the Board of the Postgraduate College and the Executive Committee, both bodies being statutorily headed by the Provost. The structure and philosophy behind the establishment of the Postgraduate College by Senate evolved over the years after a series of deliberations by many committees set up both at Faculties and the Postgraduate College levels. The structure essentially makes the College a central coordinating body which acts on behalf of Senate to streamline and harmonise University postgraduate regulations and programmes in addition to ensuring the maintenance of excellence in postgraduate training and research across the faculties in the University. Furthermore, the Postgraduate College is actively involved in the initiation and development of new relevant inter-faculty postgraduate programmes and in the active search for sources of funding and support for the enlarged postgraduate programmes that makes the University very relevant to its environment.

Since its establishment, thirteen Deans and the first Provost have headed the school (now college). They have made it a policy not only to improve the infrastructure of the Postgraduate College but also to improve the quality of the postgraduate teachers and students through training and award of scholarships. Over the years the following activities had been embarked upon in order to achieve this policy:



- The multidisciplinary research discourse, in which senior academics within and outside the university are invited to speak on topics in their fields of research. The Discourse is meant to emphasise the inter-relationship between different disciplines. As at January 2020, seventy-eight topics have been discussed on this platform.
- Publication of abstracts of theses and dissertations produced at Ibadan which are widely distributed to universities, industry and the larger society.
- The UI Postgraduate College scholarship scheme was introduced to enable research students with outstanding potentials to undertake Ph.D. in the University of Ibadan.
- UI Postgraduate College Teaching and Research Assistantship scheme was established to empower postgraduate students.
- UI Postgraduate College Financial Aid for International Students.
- UI Postgraduate College Scholarship scheme for postgraduate students living with physical disabilities.
- Overseas Conference grant scheme for postgraduate teachers.
- Local Conference grant scheme for postgraduate students.
- Funding support for academic journals, Central Research Laboratory, Office of International Programmes and Research Management Office.
- Organisation of Workshops and seminars on various aspects of Research Methodologies & Research Management.
- Appointment of retired academics as doctoral supervisors and postgraduate teachers.
- Postgraduate College counterpart funding support for the purchase of large equipment by Departments for postgraduate training and research.

MANAGEMENT OF THE POSTGRADUATE COLLEGE

The management of the Postgraduate College is vested in the Board, while the day-to-day administration is entrusted to the Provost.

The Board

The Board is the highest decision-making organ of the College. The statutory Chair of the Board is the Provost. Other members include the Deputy Provost (Administration), Deputy Provost (Academic), University Librarian, all Deans of Faculties/Schools and Directors of Academic Institutes, all Heads of Departments, and all Sub-Deans (Postgraduate) based in the respective Faculties/Schools and Institutes, The Deputy Registrar (Admissions and



General Administration), who doubles as the Secretary to the Board of the Postgraduate College, and the Deputy Registrar (Examinations and Records).

The Board of the Postgraduate College has direct jurisdiction over the following:

- Admission and registration of postgraduate students
- Examination matters, including conduct and approval of all postgraduate examination results, approval of recommendations on the appointment of Examiners for Master, Doctor of Medicine and Doctor of Philosophy degree examinations, approval of examiners' joint reports, and certification of correction of theses/dissertations.
- Assessments of candidates for Doctor of Science, Doctor of Letters and Doctor of Laws.
- Finance and financial matters, including making recommendations to the University Council on postgraduate revenue allocation formula.

The Sub-Committees of the Board include the following:

1. The Executive Committee

The Executive Committee is headed by the Provost of the Postgraduate College. Membership of the Committee comprises the Deputy Provost (Administration), Deputy Provost (Academic), all Deans of Faculties/Schools and Directors of Academic Institutes, all Sub-Deans (Postgraduate) based in the respective Faculties/Schools and Institutes, The Deputy Registrar (Admissions and General Administration), who doubles as the Secretary to the Committee, and the Deputy Registrar (Examinations and Records). The statutory functions of the Committee are approval of requests for:

- Appointment of examiners for M.Phil., M.D., Ph.D. examinations
- Appointment of assessors for D.Sc., D.Litt. and LLD degrees
- Remuneration of examiners/assessors for postgraduate examinations
- Registration of title of M.Phil. dissertations and M.D./Ph.D. theses
- Conversion of registration from M.Phil./Ph.D. to Ph.D.
- Exemption from courses
- Suspension/reactivation/extension of registration

The Committee meets every month throughout the academic session.

2. Curriculum Committee

Membership of the Committee comprises the Deputy Provost (Academic) of the Postgraduate College (Chair), Deputy Provost (Administration) of the



Postgraduate College, all Sub-Deans (Postgraduate) of Faculties/Schools and Academic Institutes, The Deputy Registrar (Admissions and General Administration), who doubles as the Secretary to the Committee, and the Deputy Registrar (Examinations and Records) as well as Provost of the Postgraduate College (in attendance). The Committee meets every other month throughout the academic session.

This Committee is responsible for the following:

- Scrutinising of postgraduate curricula (new proposals or revisions) for recommendation to the Board of the Postgraduate College
- Scrutinising of proposed postgraduate programmes for recommendation to the Board of the Postgraduate College
- Drawing up guidelines for the award of postgraduate travel grants
- Administration of all scholarship schemes for postgraduate students

3. Finance Committee

Just as in every other academic unit of the University, the Postgraduate College has a Finance Committee whose duty is to ensure prudent management of the College's finances. Membership of the Committee comprises:

- i. The Provost – Chair
- ii. Deputy Provost (Administration)
- iii. Deputy Provost (Academic)
- iv. Representatives of the six zones to which the various Faculties in the University and College of Medicine have been divided
- v. Deputy Bursar of the Postgraduate College
- vi. The Deputy Registrar (Admissions and General Administration), who doubles as the Secretary to the Committee
- vii. The Deputy Registrar (Examinations and Records)

The Terms of Reference of the Committee are:

- To prepare estimates for the annual budget of the Postgraduate College, subject to its approval
- To meet at least once a month to monitor the implementation of the operating budget, including the disbursement of all incomes and approved purchases of materials and equipment.



- To enforce existing limit beyond which the Provost shall not incur expenditure without its concurrency.
- To obtain periodic reports on on-going research projects from recipients of Postgraduate College research grants
- To exercise control over the property of the College and
- To submit a report to the Board of the Postgraduate College at the end of each session with a copy forwarded to the Vice-Chancellor.

iv. Business Committee

This committee is responsible for previewing all documents for Curriculum and Executive committees, and the Board. The committee, which shall have the Deputy Provost (Academic) as the chair, will have its membership determined from time to time.





ADMINISTRATION OF THE POSTGRADUATE COLLEGE

As earlier noted, the day to day administration of the Postgraduate College is vested in the Provost who is supported by Deputy Provost (Administration), Deputy Provost (Academic), Deputy Registrar (Admissions and General Administration), Deputy Registrar (Examinations and Records), Deputy Bursar and the following seven Sectional Heads:

- Admissions Officer
- Examinations Officer
- Records Officer
- Committees Officer
- Finance Officer
- Resident Auditor
- ICT Head

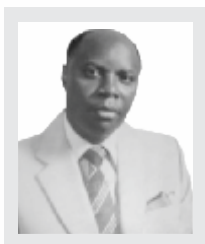
The Provost

The Provostship of the Postgraduate College is an elective position of a single tenure of four years. Election is conducted by the Board of the College and the result is usually presented to Senate for noting and Council for ratification. Between 1978 and 2018 the School has had thirteen Deans. These are:

- Professor A. I. I. Ette, Department of Physics (1976 – 1978)
- Prof M. J. C. Echeruo, Department of English (1978 – 1980)
- Prof B. L. Fetuga, Department of Animal Science (1980 – 1984)
- Prof. E. O. Ogunba, Department of English (1984- 1986)
- Prof. A. O. Kuku, Department of Mathematics (1986- 1990)
- Prof. A. F. Ogunrinade, Department of Veterinary Microbiology & Parasitology (1990 – 1994)
- Prof. E. O. Lucas, Department of Agronomy (1994 – 1998)
- Prof. B. O. Fagbemi, Department of Veterinary Microbiology & Parasitology (1998 – 2002)
- Prof. A. I. Olayinka, Department of Geology (2002 – 2006)
- Prof. L. Popoola, Department of Forest Resources Management (2006 – 2010)
- Prof. A. O. Olorunnisola, Department of Agricultural & Environmental Engineering (2010 - 2014).
- Prof. A. A. Aderinto, Department of Sociology (2014 - 2017)
- Prof. J. O. Babalola, Department of Chemistry (2017 – 15 October, 2018)



Deans, Postgraduate School, University of Ibadan



1st Dean, Professor A. I. I. Ette
(1976 - 1978)



2nd Dean, Professor M. J. C. Echeruo
(1978 - 1980)



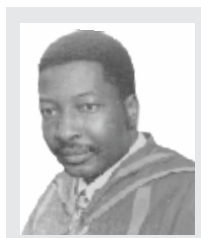
3rd Dean, Professor B. L. Fetuga
(1980 - 1984)



4th Dean, Professor E. O. Ogunba
(1984 - 1986)



5th Dean, Professor A. O. Kuku
(1986 - 1990)



6th Dean, Professor A. F. Ogunrinade
(1990 - 1994)



7th Dean, Professor E. O. Lucas
(1994 - 1998)



8th Dean, Professor B. O. Fagbemi
(1998 - 2002)



9th Dean, Professor A. I. Olayinka
(2002 - 2006)



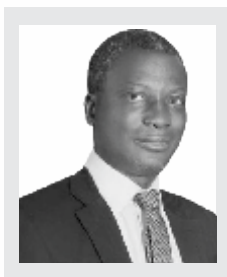
10th Dean, Professor L. Popoola
(2006 - 2010)



11th Dean, Professor A. O. Olorunnisola
(2010 - 2014)



12th Dean, Professor A. A. Aderinto
(2014 - 2017)



Professor J. O. Babalola:
13th Dean (2017 - 2018) and First Provost
(2018 to date)

Prof. J. O. Babalola became the pioneer Provost of the Postgraduate College with effect from 16 October, 2018.

The duties of the Provost of the Postgraduate College include:

- Presiding over the Board, Executive and Finance Committees of the College
- Be in attendance and present all matters pertaining to the Postgraduate College to the University Governing Council



- Presenting all matters pertaining to the Postgraduate College to Senate and other statutory committees/boards within the University
- Attending meetings to which Provosts and Deans belong
- Presenting Postgraduate students for the award of Diploma and other higher degrees at convocation ceremonies
- Supervising activities in the various sections of the College
- Handling routine, day-to-day matters relating to postgraduate training and education
- Providing overall leadership for the College

Sub Dean

Since 1995, the Dean of the then Postgraduate School was assisted in his duties by a Sub-Dean so as to ensure realisation of desired growth and proper functioning of activities of the School. Between 1995 and 2010, the School had the following seven Sub-Deans:

- Dr. B. O. Fagbemi, Department of Veterinary Microbiology & Parasitology (1995 – 1997)
- Dr. C. O. Onocha, Institute of Education (1997 – 1999)
- Dr. A. I. Olayinka, Department of Geology (1999 – 2001)
- Dr. L. Popoola, Department of Forest Resources Management (2001 – 2003)
- Dr. V. O. Taiwo, Department of Veterinary Pathology (2003 – 2005)
- Dr. V. O. Adetiminrin, Department of Agronomy (2005 – 2007)
- Prof. A. O. Olorunnisola, Department of Agricultural & Environmental Engineering (2007-2010).

By 2010, the Postgraduate School had grown numerically in terms of applicants, admitted and registered students, as well as the scope of its activities. For instance, several new postgraduate programmes were mounted culminating in an astronomical growth in postgraduate student population. The School placed greater emphasis on quality assurance in all its academic and professional degree programmes, warranting stricter monitoring activities. It also developed its own electronic payment gateway to facilitate admission and registration of students. These positive developments impacted significantly on the duties of the Sub-Dean. It then became obvious that a single individual could not continue to handle the myriad of duties. The Board, therefore, approved and recommended to the Senate a proposal for two Sub-Deans. Senate, in its wisdom in June 2010, approved the following



designations and associated duties for the two offices: Sub-Dean (Sciences) and Sub-Dean (Arts and Humanities). The pioneer occupants of the two offices, Drs. J.O. Babalola of the Department of Chemistry and A.A. Aderinto of the Department of Sociology, respectively assumed duty on 01 August, 2010.

Sub-Dean (Sciences)

- Coordination of ICT activities (overseeing the Data Processing Unit, Cyber Cafe, software development and deployment, etc)
- Coordination of procurement activities/store requisitioning
- Overseeing grounds and facilities maintenance
- Coordination of Internally Generated Revenue and staff welfare activities
- Coordination of ‘The Flagship’ the PG School Radio Programme on Diamond FM 101.1 which is expected to be expanded
- Chairing one of the break-out sessions of the Executive Committee meetings
- Any other duty assigned by the Dean

Sub-Dean (Arts & Humanities)

- Chairman, Curriculum Committee
- Coordination of admission and registration activities – liaison with MIS on matriculation and hall allocation to new students, monitoring progress of students registered for research degrees (e.g., signing progress report forms, issuing warnings to students whose progress is unsatisfactory, etc), signing approval forms for Ph.D. oral defence, etc.
- Coordination of Interdisciplinary Discourses, Seminars, Workshops and Conferences
- Coordination of the publication of PG School materials – Synopsis of Abstracts, Titles of Ph.D. thesis, prospectus, Interdisciplinary Discourses, and other occasional publications
- Coordination of PG School Scholarship/Teaching & Research Assistantship Scheme –programme advertisement, selection process, supervision of Scholars/TAs, etc.
- Coordination of PG School Awards e.g., the Best Ph.D. Thesis Award Competition, Publications from Ph.D. Thesis Award, etc.



- Chairing the one of the break-out sessions of the Executive Committee meetings
- Any other duty assigned by the Dean

The following persons have served as the Sub-Deans:

Sub-Dean (Sciences)

- Dr. J.O. Babalola, Department of Chemistry (2010-2014)
- Dr Oyeduntan A. Adediran, Department of Veterinary Microbiology & Parasitology (2014-2018)
- Dr A. S. O. Ogunjuyigbe, Department of Electrical and Electronics (August, 2018 - October, 2018)

Sub-Dean (Arts & Humanities)

- Dr A. A. Aderinto [Sub-Dean (Arts & Humanities): 2010-2012], Department of Sociology
- Dr A. I. Alarape, Department of Psychology (2012-2016)
- Dr K. O. Kester, Department of Adult Education (2016-2018)
- Dr K. M. Samuel, Institute of African Studies (August, 2018 – October, 2018)

Deputy Provosts

The Office of the Deputy Provost was created in 2018 to replace the office of the Sub-Dean of the Postgraduate School which had been in place since 1995 in realisation of the modest growth in the functions and activities of the College. By October, 2018 when the School was upgraded to a College status, the office of the Sub Dean (Sciences) was redesignated as Deputy Provost (Administration), while that of the Sub Dean (Arts and Humanities) became Deputy Provost (Academic).

The pioneer Deputy Provost (Administration) is Professor A. S. O. Ogunjuyigbe, and Deputy Provost (Academic) is Dr K. M. Samuel. The Board of the Postgraduate College elected Professor Arinpe G. Adejumo as Deputy Provost (Academic) on February 1, 2021 following the expiration of Dr Samuel's term.

In addition, two Deputy Registrars were appointed to replace the Deputy Registrar/Secretary to the School. The offices are Deputy Registrar (Admissions & General Administration) and Deputy Registrar (Examinations & Records).



Deputy Registrar (Admissions & General Administration)

The following are the duties and responsibilities of the Deputy Registrar (Admissions and General Administration) of the Postgraduate College:

- Assisting the Provost in the day to day administration of the College
- Serving as Secretary to the Board of the Postgraduate College, Executive Committee and Finance Sub Committee of the College.
- Advertisement of existing and new programmes, admissions, registration and matriculation
- Signing of all postgraduate students' admission letters
- General correspondence
- Interpretation and implementation of existing Postgraduate College regulations
- Assisting the Deputy Provost (Academic) in the preparation and publication of the Postgraduate College Annual Report and other publications
- Assisting in the preparation of the draft estimate for the College
- Participation in the arrangements for the Foundation Day Ceremonies
- Supervision and co-ordination of Staff of Admissions Office and Committees Office
- Overseeing staff welfare and discipline
- Any other duties as may be assigned from time to time by the Provost of the Postgraduate College or the Registrar

Deputy Registrar (Examinations & Records)

The following are the duties and responsibilities of the Deputy Registrar (Examination and Records) of the Postgraduate College:

- Assisting the Provost in the day to day administration of the College
- Serving as Secretary to the Curriculum Committee and Student Welfare and Scholarship Panel of the Postgraduate College
- Overseeing the registration of students and the keeping of student records at the Postgraduate level
- Responsible for matters relating to higher degree examination, including Theses and Dissertations
- Responsible for notification of Examination results to candidates
- Participation in the arrangements for the Foundation Day Ceremonies
- Supervision and co-ordination of Examinations and Records Offices in the College
- Any other duties as may be assigned from time to time by the Provost of the Postgraduate College or the Registrar



Also, a Deputy Bursar was appointed for the College.

The following are the duties and responsibilities of the Deputy Bursar of the Postgraduate College:

- Rendering of Financial Accounts and Reports on monthly, quarterly and yearly basis to the Board, Bursar, Provost and Finance Committee of the Postgraduate College.
- Management and Control of Postgraduate College Funds
- Monitoring of Revenue Generation both for Students Tuition/ School Fees and other General Revenue Collection
- Monitoring of Expenditure to ensure reduction in fund leakages and reduction of liabilities
- Preparation of Annual Budgets in consultation with the Provost
- Safeguarding the Assets of the Postgraduate College
- Personnel Management vide staff appraisal work, supervision and job assignment
- Representing the Bursar on a number of Committees
- Any other duties that may be assigned by the Bursar and the Provost

Admissions Officer

The Admissions Officer and the staff in Admissions Office have the delegated responsibilities from the Deputy Registrar (Admissions and General Administration) to handle the following:

- Collation of information from Academic Units on new or modified programmes for inclusion in the annual advertisement relating to all the Higher Degree, Diploma/Certificate courses in the Postgraduate College
- Preparation of the advertisement for postgraduate degree programmes in due consultation with the Departments
- Obtaining references and transcripts in respect of candidates applying for admission.
- Preparation of application forms and other necessary documents for the scheduled admission meetings in the various Faculties
- Scheduling of and attendance at scheduled admission meetings in the various Faculties
- Preparation of admission letters for the signature of the Deputy Registrar (Admissions and General Administration)
- Clearance of admitted candidates for registration



- Preparation of the statistics of admissions for the postgraduate College Bulletin and Annual Report
- Any other duties as assigned by the Provost and the Deputy Registrar (Admissions and General Administration)

Examinations Officer

The Examinations Officer and the staff in Examinations Office have the delegated responsibilities from the Deputy Registrar (Examinations and Records) to handle the following:

- Receiving and processing of M.Phil. dissertations and M.D./Ph.D. draft theses for onward transmission to approved examiners
- Logistic arrangements for M.Phil. and M.D./Ph.D. oral examinations
- Confirmation and verification of results
- Processing of all higher degree results for Senate approval
- Distribution of bound copies of dissertations and theses to students, Departments and the Central Library
- Preparation of list of graduands for convocation
- Issuance of notification of results
- Preparation of list of graduands for certificate preparation
- Any other duties as assigned by the Provost and the Deputy Registrar (Examinations and Records)

Records Officer

The Records Section of the Postgraduate College deals with keeping of students' records both past and present. The Records Officer and the staff in Records Office have the delegated responsibilities from the Deputy Registrar (Examinations and Records) to handle the following:

- Collection, processing and storage of all postgraduate students' registration forms
- Keeping an up-to-date record on all registered postgraduate students
- Supplying requisite information on all registered postgraduate students on demand
- Preparing and vetting students' transcripts
- Any other duties as assigned by the Provost and the Deputy Registrar (Examinations and Records)



Committees Officer

The Committees Officer and the staff in the Committees Office have the delegated responsibilities from the two Deputy Registrars in the Postgraduate College to handle the following in consultation with the Provost/Deputy Provosts:

- Preparing schedule of Board, Executive and Curriculum Committee meetings
- Sending out notices of meetings
- Calling for papers for meetings
- Preparation of agenda for meetings
- Collation of papers for meetings
- Taking minutes at meetings of Board and various Committees (Curriculum, Finance, Planning & Review as well as assigned ad-hoc Committees and developing the minutes
- Taking action on various decisions of the Board, and statutory as well as assigned ad-hoc Committees of the Postgraduate College
- Any other duties assigned

Finance Officer

The Office of the Finance Officer is under the supervision of the Deputy Bursar. The duties are as follows:

- Preparation of Financial Reports
- Supervision of fee Remittance to Departments/Faculties
- Ensuring proper record keeping
- Ensuring the completion of payment through Management Approval
- Preparation of Annual Budgets in consultation with the Deputy Bursar
- Tracking of fees from payment platform to Treasury Single Account (TSA)
- Supervision of staff and other activities as directed by the Deputy Bursar
- Any other duties assigned

Resident Auditor

The Audit Unit is an outpost of the Audit Department of the University. The Resident Auditor is, therefore, the representative of the Director of Audit Department in the Postgraduate College. It is the manifest duty of the Resident



Auditor and staff of the Unit to ascertain the following:

- The adequacy of the internal controls put in place by the Management of the Postgraduate College
- Compliance with such controls.
- The amount realised from the sales of application forms and school fees
- The amount realised by the College from internally generated revenue and whether they are duly lodged as and when due
- If there were variations in the amount realised from internally generated funds and the amount lodged
- Ascertain the amount expended from various accounts
- Any other duty as assigned by the Provost, Deputy Provosts, Deputy Registrars and Deputy Bursar

Information & Communication Technology (ICT) Unit

The modern-day Postgraduate education is ICT driven. The unit, formerly known as Data Processing Unit (DPU), was therefore set up to address the information and communication technology needs such as:

- Management of the new admission and registration software On-line registration by all higher degree students
- Maintenance of Local Area Network (LAN)
- Providing technical support for staff of the Postgraduate College and postgraduate students
- Processing of postgraduate students' data for matriculation number and Hall of Residence allocation by the MIS Unit of the University
- Maintenance of all computer hardware in the Postgraduate College
- Development and management of all software in the Postgraduate College
- Regular training of the Postgraduate College Staff on computer operations
- Updating the Postgraduate College website from time to time
- Any other duties assigned

The DPU was upgraded to a full-fledged ICT Unit headed by a Network Administrator in 2012 and is the hub of admission and registration activities in the Postgraduate College. The Unit is under the supervision of the Deputy Provost (Administration).



Apart from the afore-mentioned sections, the Postgraduate College also has other Units which were created in recent years to address emerging challenges. These include:

Information Office

This office, previously known as the Desk Office, was created in 2007. The Information Officer is charged with the responsibility of


- Attending to inquiries from applicants and students physically and via telephone/email.
- Handling complaints related to both application and registration procedures.
- Maintenance of the FAQs facility on the website of the Postgraduate College
- Providing general information on the Postgraduate College activities.

The Office is currently under the supervision of the Deputy Provost (Administration) and the Admissions Officer.

The Cyber Cafe

The cyber cafe is one of the ‘business arms of the Postgraduate College. It was established in 2003 to cater to the internet access needs of postgraduate students and staff of the University. It has remained one of the sources of internally generated revenue for the College. The cafe is currently being overseen by the Deputy Provost (Administration).





**GENERAL REGULATIONS GOVERNING
THE STUDIES AND AWARD OF
HIGHER DEGREES AND POSTGRADUATE
DIPLOMAS OF THE UNIVERSITY
OF IBADAN**



INTRODUCTION

1. The Postgraduate College is empowered by University of Ibadan Senate to enforce minimum requirements and maintain standards of Postgraduate Studies in the University, and to co-ordinate postgraduate programmes of its various Faculties.
2. The individual Faculties, Schools, Institutes and Departments shall be responsible for the smooth operation of postgraduate programmes.
3. The Board of the Postgraduate College shall execute policies relating to Postgraduate Studies and associated research.
4. Each Faculty, School, Institute or Department may, in consistence with these regulations, make further regulations for the detailed organisation of Postgraduate work and research, subject to approval by Senate.
5. Matters requiring approval by Senate from the various Departments shall first be considered by the Departmental Postgraduate Committee, Faculty Postgraduate Committee and the Board of the Postgraduate College and, if approved, shall be recommended to Senate.
6. All Postgraduate programmes shall consist of course work and/or research (project, thesis or dissertation).
7. Registration for Postgraduate Studies in the University shall involve the following:
 - a. Application by the prospective student.
 - b. Qualifying examinations/interviews as appropriate.
 - c. Provisional admission by the Postgraduate College.
 - d. Registration by students.
 - e. Matriculation and Orientation.

1. ADMISSION

(i) General

(a) Candidates for admission to a higher degree programme shall normally be graduates of the University of Ibadan or of other Universities/Institutions recognised by Senate. All candidates must satisfy the minimum Matriculation requirements of the University of Ibadan. Admission shall be made by the Postgraduate College on the recommendation of the appropriate Faculty Postgraduate Committee. ***Neither the Postgraduate College nor the Faculty/Department shall be obliged to give reasons for rejecting the candidature of any applicant for postgraduate studies.***



- (b) All candidates without any previous higher degrees in the relevant disciplines shall be admitted only to the Degree of Master or the Professional Degree of Master.
- (c) Special consideration may be given to candidates who obtained their first degree not less than 20 years from the time of seeking admission to any postgraduate programmes. Such candidates must have been found to possess special skills or abilities and professionally or academically engaged during the period of 20 years.
- (d) Candidates with recognised Higher Degrees assessed to be at least equal to the degree of Master of the University of Ibadan may be admitted to the M.Phil./Ph.D. (Master of Philosophy/Doctor of Philosophy) degree programme, on the recommendation of the appropriate Faculty Postgraduate Committee. An assessment for conversion to Ph.D. or M.Phil. shall be made after two semesters of full-time registration or after three semesters of part-time registration. Such an assessment shall be made by a panel set up by the Faculty Postgraduate Committee on the recommendation of the student's Department.
- (e) All applicants for the Postgraduate Diploma, Degree of Master and Professional degree of Master are required to take the Test of Proficiency in English Language. A minimum score of 40 percent must be attained before applicants could be eligible for shortlisting by the admitting Departments, Schools or Institutes.
- (f) Departments, Schools or Institutes may administer additional screening test(s) before final selection of recommended candidates.

(ii) Modes of Admission

(a) Full-Time Admission

Full-time admission can be offered only to candidates who satisfy the Postgraduate College that they are not in employment, or that they have been released by their employers to undertake full-time studies. Candidates found to have made a false declaration in this respect shall be asked to withdraw from the University.



(b) Part-Time Admission

Candidates may be admitted to part-time registration, if they are staff of the university or can satisfy the Postgraduate College that facilities for their work as part-time students are adequate. Candidates applying for part-time registration may be asked to show evidence of release by their employers.

(c) Admission as Occasional Students

Candidates who satisfy the minimum entry requirements for a higher degree programme and are recommended by the Faculty Postgraduate Committee may be admitted as occasional students, but shall not be awarded a degree of the University of Ibadan. This type of admission is also open to candidates registered for higher degrees of other Universities recognised by Senate.

(d) Distance Learning Mode

Candidates may be admitted on Distance Learning mode if they satisfy the Postgraduate College that they are computer literate and have requisite resources and facilities to sustain effective learning.

2. REGISTRATION

(i) Procedure for Registration

All candidates shall register for the programme for which they are admitted. Registration by Proxy is not allowed except for medical reasons in which case express permission of the Postgraduate College must be sought. The process of registration shall consist of the following:

- (a) Payment of tuition and other fees as prescribed by Senate from time to time.
- (b) The candidate's completion of the prescribed forms available on the online registration platform of the Postgraduate College.
- (c) A student shall be deemed to have fully registered only after:
 - Completion of the required verification/screening (1st year only).
 - Payment of prescribed fees (except where the candidate is exempted/on scholarship or where the payment is waived).
 - Completion of course registration forms online as advised by the



Departments/Faculties/Schools/Institutes and the Postgraduate College.

- Printed copies of completed registration documents submitted to the Departments and Faculties/Institutes/Schools

Violation of the registration regulations shall attract a penalty fee as determined by ThePostgraduate College.

(ii) Deadline for Registration

In the case of fresh students, all registration formalities shall be completed not later than one week before matriculation day. Date of matriculation is fixed every session. All other candidates shall normally complete their registration formalities within three weeks of the beginning of the first semester.

(iii) Renewal of Registration

Candidates shall renew their registration at the beginning of each session until the completion of their diploma programme/higher degree. For M.Phil./Ph.D. students, this shall involve submission to the Postgraduate College of a satisfactory Annual Progress Report duly signed by the Supervisor, the Head of Department, the Dean or Sub-Dean (Postgraduate) of the Faculty and the Deputy Provost (Academic) of the Postgraduate College.

(iv) Suspension of Registration

A candidate may be allowed, for good reasons, to suspend his/her registration for a year, in the first instance, on the recommendation of his/her Faculty Postgraduate Committee, through his/her Head of Department. Candidates applying for such suspension of registration shall complete prescribed forms obtainable from the Postgraduate College online platform and pay a suspension fee. Suspension for an additional year, if approved, shall attract another fee. The maximum period allowed for suspension of registration shall normally be two years. Suspension of registration cannot be made retrospectively except in exceptional cases. Amount of fees will be as specified by the Postgraduate College. Suspension of registration implies that candidates shall pay the prescribed, non-refundable fee ONLY for the session being suspended. This does not guarantee approval.



(v) Reactivation of Suspended Registration

Suspended registration can be reactivated on completion of prescribed forms from the Postgraduate College online platform and payment of reactivation fees as prescribed by the Postgraduate College.

(vi) Lapsed Registration

A candidate's registration shall be deemed to have lapsed on the following grounds:

- (a) Failure to renew registration in any one session.
- (b) Failure to present oneself for examination at the expiration of the approved maximum period.
- (c) Inability to complete the requirements for the degree within the approved maximum period.

(vii) Reactivation of Lapsed Registration

Fees as prescribed from time to time by the Postgraduate College shall be paid per session to reactivate a registration that has lapsed owing to failure to renew registration. A registration that has lapsed in this way for two sessions shall not be reactivated. The student concerned may seek readmission. The consequences of lapsed registration arising from failure to complete the programme within the approved maximum period are the same.

(viii) Concurrent Registration for Two Degrees

No student shall be allowed to register concurrently for two higher degrees of the University.

(ix) Addition/Deletion of Courses

An application for addition/deletion shall attract a fee as prescribed by the Postgraduate College. Addition/deletion of courses after six weeks of commencement of the semester in which the course(s) is (are) taught shall not be entertained.

3. MATRICULATION

All new postgraduate students who are not alumni of the University of Ibadan are formally admitted to the University at Matriculation. At this



ceremony, new students must take the Matriculation Oath and sign the register of matriculated students of the University at the Postgraduate College. Nobody can claim to be a student of this University until he/she has duly completed all matriculation formalities. Matriculation numbers are usually provided in the office of the Deputy Registrar (Senate, Admissions and Affiliated Institutions) for fresh students from other Universities prior to matriculation.

4. COURSES

(i) Designation of Courses

There shall be course numbered 701-upwards each of which shall be prefixed by a three-letter subject code, or such other system of numbering as may be approved by the Board of Postgraduate College.

(ii) Course Units

- (a) All candidates shall be required to register for and take an approved combination of courses at the 700 level and, if necessary, at the 800 level. Courses shall be evaluated in terms of course units with a maximum of four units for any one course, except for the Master's Project, which shall carry six units.
- (b) A course unit is currently defined as one Lecture/Tutorial contact hour per week, two hours of seminar or three hours of laboratory/practical class per week through a semester of 15 weeks; or an equivalent amount of other assigned study or practical experience, or any combination of these.
- (c) Where courses of instruction are evaluated in terms of contact hours, such contact hours shall be converted to units in students' and other permanent records.
- (d) Appropriate pre-requisite and/or concurrent requirements may be prescribed for courses.
- (e) 700 courses shall be moderated by External Examiners. 800 level courses shall not be moderated by External Examiners but shall form part of the assessment for conversion in the case of M.Phil./Ph.D. candidates.



(iii) Types of Course Enrolment

The following standard terminologies shall be used:

(a) Compulsory

Courses specified by a Department which a student must take and pass.

(b) Required

Courses specified by a Department which a student must take but not necessarily pass. However, the minimum acceptable level of performance is 30%, below which the course will have to be re-registered for and be re-examined at the next opportunity.

(c) Elective

Courses specified by a Department from which a student can choose in order to make up the required additional units for the award of the degree.

(d) Pre-requisite

A course which must be taken and passed prior to taking another specified course.

(e) Concurrent

Specified courses which must be taken within the same semester.

(iv) Remedial Courses

(a) Candidates may be required by their Departments to take remedial or other such relevant courses which may be at the undergraduate level. Grades earned in such courses shall not be used in calculating a student's final grade, but shall be recorded in the candidate's transcript and permanent record.

(a) Candidates may be required to demonstrate proficiency in a relevant language or languages other than English.

(v) Registration for Courses Outside the Department

A candidate registered by their departments shall not take more than 40% of the total number of units required for that degree outside the Department.



(vi) Withdrawal from Courses

Candidates may be allowed to withdraw from a course, on completion of prescribed forms obtainable from the Postgraduate College, within the first six weeks of the semester in which the course is taught.

(vii) Transfer of Credits

Transfer of credits for coursework from other Departments/Programmes and Universities shall be allowed only on the prior approval of the Department, Faculty Postgraduate Committee and the Board of the Postgraduate College. The transfer of credits shall be allowed only in respect of course work. The maximum number of units a candidate may be allowed to transfer shall be determined from time to time by the Board of the Postgraduate College in consultation with the department concerned.

(viii) Course Examination

(a) Candidates shall normally be required to take examinations in all courses for which they are registered at the end of the semester in which the courses are completed. The pass mark shall be 40%. A candidate cannot withdraw from examination without informing the Head of Department within a period of seven days from the commencement of the examination. Failure for which the Postgraduate College shall impose a prescribed penalty fee before the candidate is allowed to re-register and sit for the examination at the next opportunity. Each case shall be considered on its own merit.

(b) Examination results in each course recorded as percentage marks shall be interpreted as follows:

0-39	=	E	(Fail)
40-49	=	D	(Pass)
50-59	=	C	(Good)
60-69	=	B	(Very Good)
70-100	=	A	(Excellent)

Candidates shall be credited with the number of course units assigned to the courses which they have passed.



- (c) A student who fails in any compulsory course, including Master degree project, or does not attain the specified minimum score in a required course shall re-register for the course (or project) and be re-examined at the next opportunity.

(ix) Course Requirements for Additional Master Degree

In registering for the academic or professional degree of Master, a candidate shall not be credited with any unit of courses passed in an earlier postgraduate programme of the University. When the need arises, the candidate shall register for other courses within or outside the department to fulfill the requirements.

(x) Course Teachers/Research Supervisors

(a) Postgraduate Teachers

Only the following categories of staff may teach postgraduate courses:

- (i) Lecturers of the rank of Lecturer Grade One and above who are not pursuing higher degree studies under supervision.
- (ii) Lecturer of the rank of Lecturer Grade Two who have at least one year post-doctoral university teaching experience.
- (iii) In special circumstances, other categories of academic staff, professionals in public or private practice approved by the Postgraduate College on the recommendation of the appropriate Faculty Postgraduate Committee.

(b) Postgraduate Supervisors

Only the following categories of staff may supervise postgraduate students:

- (i) Lecturers who have M.Phil., M.P.H. (by dissertation), M.D. or Ph.D. degree or professional postgraduate fellowship, in the relevant discipline can supervise candidates at Masters levels.
- (ii) Lecturers who have a minimum of three years post-doctoral research/teaching experience can supervise candidates for M.Phil, M.D. and Ph.D.



- (iii) Lecturers without M.D. or Ph.D. but of Professorial cadre shall be eligible to supervise candidates at M.Phil., M.D. and Ph.D. levels provided that such a lecturer is not pursuing higher studies.
- (iv) A waiver may, however, be granted by the Board of the Postgraduate College on the recommendation of the appropriate Faculty Postgraduate Committee in respect of a postgraduate teacher/supervisor who wants to pursue a postgraduate programme in the University.

(c) Modes of Supervision

- (i) A candidate for the degree of M.Phil., M.D. or Ph.D. shall have one supervisor or two co-supervisors, or a supervisory committee headed by a chairperson who shall be the main supervisor.
- (ii) Qualified staff of other universities or research institutions, as approved by the Postgraduate College on the recommendation of the candidate's Departmental Postgraduate Committee may serve as co-supervisor, provided that the other co-supervisor is on the staff of the relevant Department.

(d) Admission Quota

There shall be a limit on the number of students that can be supervised by a lecturer or professor:

- (i) A Supervisor shall not have more than six full-time research students equivalent at M.Phil., M.Phil./Ph.D. M.D. and Ph.D. level. For the purpose of this regulation, one full-time research student is equivalent to 1½ part-time research students. Every joint supervision shall be regarded as equivalent to one half, while the Chairman of a Supervisory Committee shall be regarded as carrying one full supervision load in each case.
- (ii) In addition, a supervisor shall not be allocated more than six students on a Master's programme.
- (iii) For any Department/Unit running only Postgraduate programme(s), the maximum number of Master's students that a lecturer is allowed to supervise is 1½ times the maximum number



permitted for Department/Unit running both undergraduate and postgraduate programmes.

- (iv) No lecturer is under any obligation to supervise the maximum recommended number of postgraduate students.
- (v) Where a lecturer intends to exceed the quota stipulated by regulation, he/she should make an application in writing, through the Head of Department, to the Executive Committee of the Postgraduate College.
- (vi) While recommending applicants for admission into the various Postgraduate programmes, each Department/Unit should take cognisance of how many lecturers would be available to teach and supervise the students if admitted. In particular, the name of the supervisor for each prospective research student should be indicated on the admission list. This would be a guide as to the quota for each Department/Unit.

(e) Duties of Supervisor

Among their other duties, Supervisors shall be expected to:

- Be conversant with the student's registration status;
- Be in a position to effectively guide the student's programme to a successful end within the allowable period of time.
- Advise and give guidance on the overall planning of the student's course work and research/project, and be readily available to the student for consultation at regular intervals throughout the duration of the programme.
- Complete a required section in academic progress reports (in the case of M.Phil., M.Phil./Ph.D., M.D. and Ph.D. students) to the Postgraduate College. The format for such reports shall be provided by the Postgraduate College.
- Inform the Postgraduate College through the Departmental and the Faculty Postgraduate Committees if and when compelled by prolonged absence (more than six months), illness or otherwise to



either relinquish his/her supervisory role, or nominate a co-supervisor.

- Initiate action, through the Department and the Faculty Postgraduate Committee in keeping the Postgraduate College informed, if, at any time the student's health, behaviour or work deteriorates or if his/her circumstances change in such a way as to adversely affect the postgraduate programme.
- In the case of the death of a supervisor, the Head of Department shall convey a meeting of the Departmental Postgraduate Committee to consider and re-assign all his/her candidates to suitable supervisors in consultation with the concerned students.

5. SUBMISSION AND ASSESSMENT OF PROJECT REPORTS DISSERTATIONS/THESIS

(i) Project Report/Dissertation/Thesis Requirements:

- (a) All academic Master degree candidates shall be required to submit a research project report, while Professional Master degree candidates may be exempted. Candidates for M.Phil. degree shall be required to submit a *dissertation*, while those for M.D./Ph.D. degree shall be required to submit a *thesis*.
- (b) A candidate shall seek the approval of the Postgraduate College for registration of the title of his/her **dissertation or thesis** (not more than 23 words). No application shall be entertained until after at least five semesters of full-time registration or seven semesters of part-time registration (or pro-rata combination of full time and part time registration) in the case of the M.D./Ph.D., and after three semesters of full-time registration or five semesters of part-time registration (or pro-rata combination of full time and part time registration) in the case of M.Phil. The application will be made on the prescribed form with a one-page abstract of the dissertation/thesis not exceeding 500 words, attached. The abstract shall contain no more than five keywords.

The abstract is expected to be a very short version of the thesis/dissertation. It is expected to summarise the report, i.e. to briefly state the problem, the



method(s) used to study the problem, the principal data and conclusion(s)/recommendation(s).

- Title: The title should be as brief as possible. It should, however, be succinct and descriptive of the study conducted, and must not exceed 23 words.
- **Structure: It shall contain four paragraphs of not more than 500 words:**
 - **Paragraph 1:** Brief introduction: Including justification (stating the gap in knowledge to be filled) and objectives of the study, preferably not more than four to five sentences.
 - **Paragraph 2:** Methodology: Brief description of how the study was conducted. It must be as detailed as possible, indicating, where applicable, the standard methods employed. It should be written using technical language in a flowing style and sequential order. The Statistical technique employed should be indicated, where applicable.
 - **Paragraph 3:** Results and Discussion: Findings of the study should be presented in the same order in which the methodology is written. Results should be presented, not just as a listing of data but with inferences, where applicable.
 - **Paragraph 4:** Conclusion and recommendation: Deductions from the cogent findings of the study. There should be no sweeping statements. The conclusion should be directly related to the findings of the study; useful recommendations may also be made.
- The 3 – 5 keywords should be supplied at the end of the abstract. The word count should also be indicated.
- Times New Roman Font size 12 should be used.
- There should be 1" (25mm) margin on both sides of the paper.



- A4 paper only is acceptable.
 - There should be single line spacing within paragraphs and double line spacing in between paragraphs.
 - All lines within the abstract should be numbered for ease of reference.
 - **For Science and Social Science-based disciplines:**
 - Only S.I. units are allowed.
 - Measurements should normally be to one-decimal place unless in exceptional cases.
 - Every test/experiment mentioned in the 2nd paragraph must be accounted for in the 3rd paragraph, and vice versa.
 - **For Arts and Humanities**
 - Disciplinary peculiarities shall be respected.
- (c) One copy of the draft dissertation or thesis must be presented to the Faculty Postgraduate Committee before an abstract can be considered for registration of title of thesis/dissertation.
- (d) A registration of title of a dissertation/thesis not examined within six months after approval by the Postgraduate College shall be deemed to have lapsed and must be re-presented for registration.
- (ii) Guidelines on Writing Project Reports, Dissertations and Theses**
- (a) Project Report/Dissertation/Thesis shall be prepared in accordance with the appropriate format and other particulars approved by the Postgraduate College. They shall be the work of candidate done under supervision and shall not include unacknowledged material(s) which has/have been published elsewhere or submitted for a higher degree of any University.



- (b) The Language of a Project Report or Dissertation or Thesis shall be English or any other language approved by the Postgraduate College, on the recommendation of the appropriate Faculty Postgraduate Committee. However, materials in Languages other than that in which the Project Report/Dissertation/Thesis is written may be incorporated.
- (c) The Research Project Report/Dissertation/Thesis should be typed with 1.5 line spacing using Times New Roman with font size 12. Paper should be of good quality not less than 80g/m². Size of paper in typescript should be A4, approximately 21.0cm x 29.7cm, except for drawings and maps, on which no restriction is placed. A margin of 3.7cm is to be left on the left hand side and 2.5cm for other margins except the top of the first page of each new chapter, which should be 5.0cm above the headings. Only one side of the paper should be used.
- (d) All Project Reports/Dissertations/Theses submitted for oral examinations shall be subjected to an antiplagiarism test. A dissertation/thesis including its references shall not exceed a similarity index of 24%, while excluding references shall not exceed 15%.
- (e) A copy of the dissertation and thesis to be submitted for oral examination shall be subjected to a depth test. Only certified theses/dissertations shall be allowed to proceed to the oral examination stage.
- (f) When the candidate's dissertation/thesis is ready for examination, six copies of the duly certified dissertation/thesis shall be produced by the candidate, in soft/temporary binding, one of which shall be submitted through the Department to the Postgraduate College according to the prescribed procedure.
- (g) An oral examination is possible only upon the receipt by the Postgraduate College of all examiners' reports, at least, three of which must be positive, including that of the External Examiner.
- (h) An oral examination may be conducted not less than two weeks upon formal request by the Department to the Provost of the Postgraduate College.



- (i) Corrected copies of a successfully defended dissertation/thesis shall be submitted to the University library for production of final/hard bound versions at prescribed fees. The prescribed shade of green is National Green (Colour code 0-010). It is to be noted that the overall in presentation of the dissertation/thesis must conform to Postgraduate College standards, details of which are in the Postgraduate College's guidelines for preparing theses and dissertations. Such conformity must be certified by a designated officer.

(iii) Submission of Dissertation and Thesis

The deadline for the final submission of the successful dissertation/thesis to the Postgraduate College for degrees to be conferred in November shall be the 30th of September of the same year. Five/six hard copies of the successful dissertation/thesis suitably bound in hard green cover, in addition to three virus-free electronic copies (in compact disks) shall be submitted to the Postgraduate College. Three hard and three virus-free electronic copies shall become the property of the University of Ibadan. Of these, two hard copies and one electronic copy, one hard copy and one electronic copy shall be deposited in the University Library, the Department and the Postgraduate College, respectively. The fourth set of one hard and one electronic copy shall be sent to the main supervisor and the fifth set shall be returned to the candidate.

6. FINALASSESSMENT

(i) General

- (a) Final assessment for all higher degrees shall be undertaken only when all courses and project/dissertation/thesis requirements for the degree have been fulfilled and certified by the supervisors.
- (b) The final assessment for all higher degree research projects shall include an oral examination. In the case of the M.Phil., and M.D./Ph.D. and without prejudice to the result of the examination as a whole, an oral examination shall only be conducted if in the view of the External Examiner, the Internal/External Examiner and any other examiner, the candidate's submission merits oral examination.
- (c) For the Degree of Master, an oral examination (compulsory for Academic and Optional for Professional Master's) shall be arranged by the appropriate Department and shall involve external examiners. The



performance in the oral examination shall constitute 30% of the score for the project.

- (d) The Chairman of the Board of Examiners shall submit to the Provost of the Postgraduate College the final assessment report duly signed by all the examiners on the approved form not later than seven days after the completion of the oral examination except that where the examiners cannot agree on a recommendation and are, therefore, unable to submit a joint report, individual examiners may submit separate reports to the Provost of the Postgraduate College, through the Dean of the Faculty, who shall have no discretion on the matter. Where minor corrections are recommended by the Board of Examiners, certification to this effect has to be done within three months from the date of the oral examination. There shall be no extension of this period. Failure to submit within the stipulated period shall be construed as an indication that the corrections are major and the thesis shall, therefore, require re-examination whose cost shall be borne by the Department. The effective date of the award of the degree shall be the date of Certification of the corrections by the designated examiners.
 - (e) In cases where the examiners are unable to agree on a joint report as indicated in (d) above, the Board of the Postgraduate College shall exercise its discretion to seek the opinion of an assessor or assessors from outside the University. Under no circumstances shall this function of the Board be delegated.
 - (f) The Sub-Deans (Postgraduate) in the Faculties shall represent the Board at the oral examination of all candidates for the M.Phil., and M.D./Ph.D. degrees. However, the Provost of the Postgraduate College (or his/her representative) reserves the right to attend or supervise an oral examination.
- (ii) Referred or Rejected Dissertation/Thesis**
- (a) Where a dissertation/thesis submitted for a higher degree is referred, a revised version shall be submitted for re-examination not earlier than three months but not later than six months after the original examination. Here, re-examination means that all examiners must read through, assess and submit a report on the revised dissertation/thesis. They shall take part in a second oral examination of the



dissertation/thesis, if the original joint examiners' report has not specifically ruled out a second oral examination. In exceptional cases, an extension of not more than three months may be granted by the Board on the recommendation of the relevant Faculty Postgraduate Committee.

- (b) Where a dissertation/thesis is rejected, a revised thesis may not be submitted for re-examination, including an oral examination, until after a minimum period of six months. However, this re-submission must be done not later than 18 months after the first examination, failing which no degree will be awarded.
 - (c) A dissertation submitted for the M.Phil. degree shall not be recommended for the award of the Ph.D. degree. Similarly, a project report submitted for the degree of Master (M.A., M.Sc., M.Ed., M.L.S. etc.) may not be re-submitted for the M.Phil. degree. However, a candidate whose thesis is rejected for the Ph.D. degree may apply in writing to the Provost to rewrite it for consideration for the M.Phil. degree within three months. If the application is granted, a panel of examiners specifically appointed for that examination shall examine the dissertation in the usual way.
 - (d) An amendment to the approved title of dissertation/thesis shall constitute a revision. A panel of examiners may not recommend an amendment of title without at the same time referring the dissertation/thesis.
- (iii) Award of Higher Degrees**
- (a) Bound dissertations/theses for degrees to be conferred in November should reach the office of Deputy Registrar (Examinations and Records) Postgraduate College by September 30. Late submissions can only be accepted during the following 10 days and upon the payment of a late submission fee as shall be fixed by the Postgraduate College.
 - (b) Any other additional requests to reactivate a degree application will be accepted only upon payment of a reactivation fee as prescribed by the Postgraduate College.
 - (c) No degree can be awarded until all tuition requirements and unpaid University bills have been settled.



- (d) The Award of higher degrees to candidates who have satisfied all the requirements for such degrees, including the prescribed period of study, shall be approved by Senate, on the recommendation of the Board of the Postgraduate College.
- (iv) Request for Academic Transcript
The Postgraduate College sends transcripts to institutions and establishments where they are needed, at the request of the student. Requests are to be made on the prescribed forms obtainable from the College portal. Each request attracts a fee as prescribed by the Postgraduate College.
- (v) Approval of Departmental and Faculty Requirements
Specific Departmental and Faculty requirements, additional to or consequent on these General Regulations shall not be binding unless approved by Senate on the recommendations of the Board of the Postgraduate College.

7. STAFF AND STUDENT GRIEVANCES

All grievances of staff and students shall be referred to the Departmental Postgraduate Committee, the Faculty Postgraduate Committee and if not resolved, the Executive Committee and/or the Board of the Postgraduate College. Violation of this protocol is unacceptable.

Where unresolved conflicts in supervision hinder the timely completion of any research or examination of candidate, the Provost of Postgraduate College shall:

- (a) In consultation with the relevant Head of Department and Dean of the Faculty appoint another Supervisor or;
- (b) In consultation with the relevant Dean and Head of Department arrange for and cause the examination to take place.

8. RESEARCH MISCONDUCT

Research Misconduct at different stages (proposing, conducting or reporting research), is unethical and unacceptable. All postgraduate students and teachers are expected to be familiar and comply with the



University of Ibadan Ethics Policy. Engaging in any form of unethical practice shall be viewed as a disciplinary matter.

Procedure for Handling Research Misconduct

- a. On the receipt of a complaint or allegation of research misconduct, the Provost of the Postgraduate College shall set up a Committee to consider the allegation and determine its veracity based on the information and/or material(s) available:
 - (i) The conduct that is central to the substance of the allegation(s), if proven would amount to research misconduct; and
 - (ii) A prima facie case of research misconduct exists.
- b. Where (i) and (ii) apply, the Provost of the Postgraduate College shall report the allegation(s) through the Board of the Postgraduate College to the Students' Disciplinary Committee.
- c. If conditions (a) and/or (b) above are not satisfied, the Provost of the Postgraduate College, in dismissing the allegation(s), shall inform the Board of the Postgraduate College and the individual(s) who is/are the subject(s) of the allegation, accordingly.

9. INTELLECTUAL PROPERTY RIGHTS

Intellectual Property under this regulation refers to all forms of intellectual property rights (in any jurisdiction) whether arising under legislation or general law, including, without limitation, all rights resulting from intellectual activity, resource, findings, and innovations in the industrial, scientific, commercial, literary or artistic fields, and also includes the right to apply for registration of these rights. All postgraduate students and teachers are expected to be familiar and comply with the University of Ibadan Intellectual Property Policy available on the web site of the University.

10. AVAILABILITY OF VARIOUS FORMS

There are various forms in the Postgraduate College for different purposes:



Title

Acceptance of Offer of Admission

Course Registration

Renewal of Registration

Change of Faculty/Programme

Permission to Undertake Field Work/Survey-Locally

Permission to Undertake Field Work/Survey-abroad

Renewal of Scholarship

Conferment of the degree of Master

Conferment of M.Phil./M.D./Ph.D. Degree

Examiners Joint Report on M. Phil. Dissertation

Examiners Joint Report on M.D./Ph.D. Thesis

Change of Supervisor/Appointment of Additional Supervisor

Extension of Period of Registration

Change of Mode of Study

Extension of period of Study Abroad

Application for Industrial Training Placement

Application for Local Conference Grant

Application for Teaching and Research Assistantship Award Competition

Claim form for External Examiners for Higher Degree

Claim form for Internal Examiners

Clearance Form

Collection of Certificate form

External Examiner's Accommodation Claim form

Guidelines for Preparing Examiners' Joint Report

Honorarium form for Retired Academic Supervisors

Neuro Aids Research Training Programme

Oral Examiners' Processing Form

Ph.D Supervision Form Claim Form

Postdoctoral Research Fellowship

Postgraduate College Scholarship/Teaching & Research Assistantship Claim Form

Annual Progress Report

Reactivation of Lapsed and Suspended Registration

Request for Approval to Conduct Oral Examination

Request for M.Phil./Ph.D Conversion Examination

Request for Notification of Result form

Suspension of Registration

Undertaking Letter for Presentation of Original Certificate




Registration of Title of Thesis/Dissertation
Conversion of Registration from M.Phil./Ph.D to Ph.D
Certification of Correction of Thesis/Dissertation
Request for Approval for Appointment of Examiners
Addition/Deletion of course

or/and as may be introduced from time to time by the Postgraduate College

These forms, available on the Postgraduate College website, are to be filled when the need arises. Appropriate signatures of authorities reflected on the forms must be obtained before the forms are returned to the Postgraduate College for further action.





REGULATIONS FOR SPECIFIC
CERTIFICATES/DIPLOMAS AND
HIGHER DEGREES OF THE
UNIVERSITY



1. GENERAL REGULATIONS GOVERNING POSTGRADUATE CERTIFICATE AND DIPLOMA PROGRAMMES

(i) Admission and Duration

(a) Candidates for admission to Postgraduate Certificate and Diploma Programmes shall normally be graduates of the University of Ibadan or of other institutions recognised by Senate. Admission shall be made by the Postgraduate College on the recommendation of the appropriate Department and Faculty Postgraduate Committees. The duration of each programme shall be as approved by the Board of the Postgraduate College, except a programme of study of less than six months duration, which shall not be designed as a Diploma Programme. Certificate programmes must be of at least three months duration.

(b) Candidates may be admitted to part-time registration if:

(i) the regulations for the particular programme permit it; and

(ii) the candidates are on the academic staff of the University or can satisfy the Postgraduate College that facilities for their work as part-time or Distance Mode students are adequate.

(c) Candidates registered for the higher degrees of this University may be required to take courses at the Diploma and Certificate levels for such higher degrees. The admission of such candidates in these courses shall be subject to Regulation (i)(d) below.

(d) A candidate registered for a higher degree of the University of Ibadan shall not, during the period of the registration, be eligible for the award of a Certificate or Diploma of the University of Ibadan.

(ii) Certificate and Diploma Programmes

(a) Formal instruction course work shall be an integral part of Postgraduate Certificate and Diploma Programmes in the University.

(b) Candidates for Postgraduate Diplomas may be required to undertake a project and submit a project report.



(iii) Registration

- (a) Candidates shall normally complete their registration formalities within three weeks the beginning of the first semester.
- (b) Candidates shall renew their registration at the beginning of each session until the completion of their programme.

(iv) Duration

- (a) A Diploma programme shall normally last two semesters from the date of first registration in the case of full-time registration and not less than four semesters in the case of part-time registration.
- (b) A candidate's registration shall normally lapse if he/she has not completed the Diploma or Certificate programme after spending twice the minimum time required for the programme.
- (c) However, an extension of not more than two semesters may be granted upon the recommendation of the relevant Faculty Postgraduate Committee.

(v) Designation of Courses

Candidate shall register only for courses at the 700 level, each of which shall be prefixed by a three- letter subject code.

- (a) All students shall be required to register for and take an approved combination of courses. Courses shall be evaluated in terms of course units or contact hours.
- (b) A course unit is currently defined as one lecture or tutorial contact hour per week; or three hours of laboratory practical class per week through a semester. Thus, one unit is equivalent to 15 lecture or tutorial contact hours or 45 laboratory practical contact hours. A unit would also be other equivalent amounts of assigned study or practical experience or any combination of these.
- (c) An approved combination of courses shall include a list of courses specified as compulsory by the Department and/or Faculty.



- (d) Appropriate pre-requisite, concurrent and elective courses may be prescribed for the programme.

(vi) Course and Project Load

- (a) Full-time candidates for Certificate programmes shall be required to register for a minimum of 12 units and a maximum of 24 units. This requirement is subject to a minimum duration of the programme.
- (b) Full-time candidates for Diploma programmes shall be required to register for a minimum of 24 units and a maximum of 30 units. This requirement is subject to a minimum duration of the programme.
- (c) Part-time students shall be required to register in any session or one-calendar year for not more than 60% of the approved minimum course requirements of the programme.

(vii) Other Requirements

- (a) Candidates may be required by their departments to take remedial or other relevant courses. Grades earned in such courses may not be used in computing a student's final grades but will be recorded in the candidate's transcript and permanent record.

(viii) Course Teachers

Lecturers registered for postgraduate certificate and diploma programmes shall not be permitted to teach courses under those same programmes.

(ix) Project Reports

- (a) Project Reports, where they are required, shall be the original work of candidates and shall not include unacknowledged material(s) submitted for a higher degree or diploma of any University.
- (b) The language of the report shall be English, except that material(s) in other languages may be incorporated, as the subject-matter of the work



may dictate.

- (c) Project reports shall be prepared in accordance with the appropriate format and other particulars approved by the Postgraduate College.
- (d) Candidates shall submit five copies of the report, suitably bound, to the heads of their respective departments. One copy shall be returned to the candidate at the end of the examination.
- (e) The project should be typed with 1.5 line spacing using Times New Roman with font size 12. Paper should be of good quality not less than 80g/m². Size of paper in typescript should be A4, approximately 21.0cm x 29.7cm, except for drawings and maps, on which no restriction is placed. A margin of 3.7cm is to be left on the left hand side and 2.5cm for other margins except the top of the first page of each new chapter, which should be 5.0cm above the headings. Only one side of the paper should be used.

(x) Board of Examiners

Subject to General Regulations of the University for the conduct of examinations, there shall be a Board of Examiners for all Postgraduate Certificate and Diploma Examinations comprising the Head of Department as Chairman, all the Lecturers teaching postgraduate courses in the Department, and an External Examiner.

(xi) Course Examination

- (a) Candidates shall be required to take examinations in all prescribed courses at the end of the semesters in which the courses are completed, or at other approved times.
- (b) Candidates shall be credited with the courses (or) the number of course units assigned to the courses, which they have passed.
- (c) There shall be no re-sit examinations in any postgraduate course.
- (d) A student who fails in any compulsory course or fails to meet the specified acceptable level of performance in a required course shall be required to re-register for the course and be re-examined at the



appropriate time (see Regulation A.4 (vii)).

(xii) Final Assessment

- (a) Final Assessment shall be undertaken only when all the course and/or project requirements for the Certificate/Diploma have been fulfilled.
- (b) In case of conflict, the Board of the Postgraduate College shall have power to determine the result of all final assessment examinations, and shall, if it thinks it fit, seek the opinion of an assessor.

(xiii) Award of Certificates and Diploma

The award of Certificates or Diplomas to candidates, who have satisfied all the requirements, including the prescribed period of study, shall be approved by Senate on the recommendation of the Board of the Postgraduate College.

(xiv) Approval of Departmental and Faculty Requirements

Specific Departmental and Faculty Requirements, additional to or consequent on these General Regulations shall not be binding unless approved by Senate on the recommendation of the Board of the Postgraduate College.

2. GENERAL REGULATIONS GOVERNING THE PROFESSIONAL MASTER DEGREE PROGRAMMES

(i) Designation and Duration

- (a) A higher degree programme designed to enable candidates attain a high level of competence in appropriate and specific professional disciplines shall be provided. It shall consist of course work and/or a project, and shall be designated by appropriate letters approved by Senate for each programme.
- (b) The degree programme shall normally last not less than three semesters from the date of first registration. The actual minimum duration for each particular degree programme shall be determined by the Postgraduate College on the recommendation of the appropriate Faculty Postgraduate Committee. For the Distance learning mode, the minimum duration shall be not less than five semesters and not more than ten semesters.



- (c) Each student shall renew his/her registration at the beginning of each new session.
- (d) A candidate's registration shall normally lapse, if being a full-time student, he/she has not fulfilled the requirements for the award of the degree after s/he has completed twice the minimum number of semesters prescribed for his/her particular degree programme. A part-time student's registration shall normally lapse if s/he does not fulfil the requirements after completing three times the minimum number of semesters prescribed for his/her particular degree programme for full-time study.

This regulation also applies to the Distance Learning mode.

(ii) General Requirements

The General Regulations governing higher degree programmes shall apply except as follows:

(a) General Registration

A candidate who does not have a first degree may be admitted to the Professional Degree of Master if he/she has a professional qualification approved by the Postgraduate College on the recommendation of the appropriate Faculty Postgraduate Committee. A list of approved professional qualifications shall form part of the approved Departmental/Faculty Regulations for the Professional Degree of Master.

(b) Final Assessment

- I. For professional Master degree programmes in which candidates are required to prepare and submit Research Project Reports, a departmental panel consisting of the internal examiners, with the Head of Department as Chairman, shall constitute the Board of Examiners for the Professional Degree of Master. An External Examiner appointed by the Postgraduate College on the recommendation of the Faculty Postgraduate Committee shall also be a member of the Board of Examiners.



3. GENERAL REGULATIONS GOVERNING ACADEMIC MASTER DEGREE PROGRAMMES

(i) Designation and Duration

- (a) A higher degree programme lasting a minimum of three semesters full-time and five semesters part-time shall be provided. The letters M.A., M.Sc., M.Ed., LL.M., M.L.S., etc. shall denote it as appropriate.
- (b) Each student shall renew his/her registration at the beginning of each new session.
- (c) A candidate shall be asked to withdraw if he/she has not fulfilled the requirements for the award of the degree after five semesters of full-time, or six semesters of part-time, registration or an equivalent period, pro-rata for a combination of a part-time and full-time registrations. In exceptional cases, an extension of no more than one semester may be granted on the recommendation of the relevant Faculty Postgraduate Committee.
- (d) A student who had earlier been asked to withdraw for reasons other than (c) above, may seek re-admission as a fresh student into the course, provided the withdrawal was not predicated on criminal grounds. However, an offer of re-admission is at the discretion of the concerned Departmental and Faculty Postgraduate Committees, and the Board of the Postgraduate College.
- (e) Courses previously taken and passed prior to re-admission may be credited to the candidate if the examination was conducted not more than five sessions and where the curriculum for the programme has not been revised.

(ii) General Requirements

The general regulations governing higher degree programmes shall apply except as follows:

Course and Project Load

- (a) Candidate shall register only for courses at the 700 level, each of which shall be prefixed by a three-letter subject code.



- (b) Full-time students shall be required to register for a minimum of 30 units and a maximum of 45 (including project). The project shall carry 6 units. Courses taken shall be computed and a total number of 30 units shall be required for the award of the degree for the candidate. Seminar presentation is compulsory for the academic master degree programme. Departments may assign a unit value not exceeding 2 units for Seminar.
- (c) Part-time students shall be required to register in any one academic session for not more than 60% of the minimum number of units of courses approved for their Departments for full-time students.

(iii) Remedial Courses

Candidates may be required by their departments to take remedial courses at lower levels. Grades earned in such courses shall not be used in computing a student's final grades but will be used by the Department concerned to determine the candidate's ability to cope with the programme and shall be recorded in the candidate's transcript and permanent record.

(iv) Final Assessment

- (i) A Departmental Panel consisting of the Internal Examiners, with the Head of Department as Chairman, shall examine candidates for the Degree of Master.
- (ii) One or more External Examiners appointed by the Postgraduate College on the recommendation of the Faculty Postgraduate Committee shall also be members(s) of the Panel of Examiners.
- (iii) The External Examiner(s) shall be involved in the oral examination.
- (iv) No External Examiner shall examine more than 25 candidates at any examination in a session.
- (v) No External Examiner shall examine more than three areas of specialisation.



(vi) External Examiner(s) shall forward a full report of the conduct of the examination to the Provost of the Postgraduate College.

(v) Award of Higher Degrees

For candidates admitted from the 2011/2012 academic session onwards, the Cumulative Grade Point Average (CGPA) system shall be used for the computation of academic Master degree results. Candidates, who having satisfied all requirements for the Degree of Master and are eligible, could be recommended to proceed to the degree of M.Phil., M.Phil./Ph.D. or Ph.D. In this respect, the following guidelines will apply:

Weighted Score (%)	CGPA	Remarks
40 – 49.9	1.0 – 2.9	Terminal Master
50 – 54.9	3.0 – 3.9	M.Phil.
55 – 59.9	4.0 - 4.9	M.Phil./Ph.D.
60 and above	5.0 and above	Ph.D.

4. GENERAL REGULATIONS GOVERNING MASTER OF PHILOSOPHY (M.Phil.) DEGREE PROGRAMMES

(I) Designation and Duration

- (a) A higher degree programme which shall consist of approved course work and research shall be provided. It shall be designated by the letter M.Phil.
- (b) The duration of the M.Phil. programme shall be a minimum of three semesters from the date of first registration for the degree.
- (c) A period of study and research originally approved for the Ph.D. degree may, following the M.Phil./Ph.D. assessment, be accepted as part of the period of study required for the M.Phil. degree.
- (d) A candidate's registration shall normally lapse if he/she has not fulfilled



the requirements for the award of the degree after six semesters of full-time or eight semesters of part-time registration (or an equivalent period, pro-rata, for a combination of part-time and full-time registration).

- (e) An extension of not more than two semesters may, however, be granted on the recommendation of the Faculty Postgraduate Committee. If the requirements for the award of a degree are still not met after the extension, the candidate shall be required to withdraw from the programme.
- (f) A student who is a member of a research team may use part of the data generated by the team to write his/her dissertation provided that neither the dissertation nor the final research report infringes on any copyright provisions.
- (g) Where the student is a member of a research team and the dissertation incorporates the result of the team's work, the nature and extent of the candidate's contribution to the work and those of his/her colleagues must be fully indicated. The candidate's dissertation shall not incorporate more than 30% of the team's work. Pursuant to this regulation, where such incorporation has taken place, report on the team's work shall be deposited with the Deputy Provost (Academic) of the Postgraduate College.
- (h) Each M.Phil. student shall present at least two Seminars during the course of his/her programme of study. The first seminar shall be presented at the research proposal stage and the second shortly before the registration of title of dissertation.

(ii) General Requirements

The General Regulations governing higher degree programmes shall apply:

(a) Admission:

A candidate who holds the academic Master degree (e.g., M.A., M.Sc.,



M.Ed., MLS, LLM, etc) of this University or equivalent degrees of other recognised institutions may be considered for admission to the M.Phil., M.Phil./Ph.D. on a strong recommendation from the appropriate Departments and Faculties and the approval of the Postgraduate College.

(b) Course Load

Candidates registered for the degree of M.Phil., particularly those admitted directly into the programme, shall be required to pass a minimum of nine units but not more than 15 units at the 700 and/or 800 level.

(c) Remedial Courses

Candidates may be required by their Departments to take remedial courses at 700 level. Grades earned in such courses shall be recorded in the candidate's transcript and permanent record.

(d) Final Assessment

On the recommendation of the Departmental and Faculty Postgraduate Committees, the Postgraduate College shall appoint a Panel of Examiners for each candidate, which shall also conduct the oral examination for the M.Phil. degree as follows:

i. Head of Department as Chairman.

ii. The Supervisors (or another internal examiner appointed by the Departmental Postgraduate Committee if the Head of Department is also the supervisor).

iii. One Internal Examiner who shall be from a related discipline outside the Department.

iv. One External Examiner, who shall be of at least the grade of Senior Lecturer.

(e) Constraints on M.Phil. Candidates

It is to be noted that a candidate registered for the M.Phil. programme must obtain the degree before applying for admission into the Ph.D. programme.



5. GENERAL REGULATIONS GOVERNING DOCTOR OF MEDICINE (M.D.) DEGREE PROGRAMMES

(i) Designation

A higher degree designated by the letters M.D. shall be provided for in the College of Medicine and shall be awarded on the basis of a thesis and an oral examination.

(ii) General Requirements

The General Requirements governing higher degrees shall apply, with the following modifications:

(a) Admission

(I) Candidates for admission to the degree of M.D. must have obtained the degree of Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery of any University recognised by the Medical and Dental Council of Nigeria and the University of Ibadan Senate, and be confirmed staff of these Universities or their affiliated institutions.

(ii) Candidates must either have obtained a primary medical degree of a College of Medicine from a recognised institution and be eligible for full registration with the Medical and Dental Council of Nigeria. In every case, to be eligible for the degree of M.D., a candidate must have a minimum of three years post-medical/dental professional qualification (M.B., B.S./BDS/MBChB) experience which shall include one year of professional experience in the specialty area of the intended study.

(b) Registration

(i) A candidate shall be admitted to one of the Departments of the College of Medicine and be registered as a candidate of that Department.

(ii) When applying for registration for the degree, the candidate shall provide evidence in writing that he/she had sought advice from a Senior University Teacher in Medicine/Dentistry of the University (a Senior Lecturer with a M.D. or Ph.D. or a Reader/Professor) in the field covered by the subject of the proposed thesis. Such a teacher, who will



be his/her Advisor must be acceptable to the Faculty Postgraduate Committee, Postgraduate Committee of the College of Medicine and the Board of the Postgraduate College.

(c) Registration of Thesis Title

A candidate shall not apply for registration of title of thesis until he/she has been registered for the degree for at least five semesters for Full-time study and seven semesters for Part-time study.

(d) Thesis Requirements

(i) A thesis for the degree of M.D. shall embody either clinical observations and laboratory findings or experimental research work with clinical applications. It shall be the original work of the candidate making significant contribution to knowledge in or understanding of the field of study; contain materials worthy of publications and every candidate shall be required to submit, with the thesis, a signed declaration that it is his/her own work. The scope of the thesis shall be what might reasonably be expected after three years of Full-time study.

(ii) Where the candidate is a member of a research team and the thesis incorporates the result of the team's work, the nature and extent of the candidate's contribution to the work and those of his/her colleagues must be fully indicated in the form of a declaration which will accompany the thesis when submitted for examination. The Postgraduate College reserves the right to seek confirmation from any appropriate sources regarding any claims made in pursuant to this regulation.

(e) Duration of Programme and Lapsed Registration

(i) Regulations governing duration of programme and lapsed registration in respect of Ph.D. shall apply.

(ii) At the beginning of each session subsequent to initial registration, each M.D. candidate shall be required to submit a satisfactory 100-word progress report duly endorsed by the Advisor/Co-Advisor/Advisory committee as a condition for renewal of



registration.

(f) Final Assessment

- (I) A candidate can only be examined by the sixth semesters after the date of first registration for the Full-time and eighth semester for Part-time study.
- (ii) On the recommendations of the Department and, Faculty Postgraduate Committees, the Postgraduate College shall appoint a Panel of Examiners for each candidate comprising:
- The Head of Department (Chairman).
 - The Advisor(s) (or another Internal Examiner if the Head of Department is also the Advisor).
 - Two Internal Examiners one of whom shall be from outside the Department unless otherwise approved by the Postgraduate College.
 - One External Examiner, who is of at least the rank of a Senior Lecturer.

6. GENERAL REGULATIONS GOVERNING DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE PROGRAMMES

(i) Designation and Duration

- (a) A higher degree programme which may consist of approved course work and advanced research shall be provided, and shall be designated by the letter Ph.D.
- (b) (i) For Master degree holders, the programme shall normally last not less than six semesters from the date of the first registration for the Ph.D. degree in the case of Full-time registration and not less than eight semesters of part-time registration.
- (ii) For M.Phil. and MPH (by dissertation) degree holders, the programme shall not be less than four semesters from the date of the first registration for the Ph.D. degree in the case of full-time registration and not less than six semesters of Part-time registration PROVIDED that the candidate continues on the same



research topic. Otherwise regulation b(i) applies.

- (iii) Holders of MPH (by dissertation) degrees who are going into new programmes shall go through M.Phil./Ph.D.
- (c) A candidate's registration shall lapse if he/she has not fulfilled the requirements for the award of the degree after ten semesters of Full-time or fourteen semesters of Part-time registration (or an equivalent period, pro-rata for a combination of Part-time and Full-time registration).
- (d) However, an extension of not more than two semesters may be granted on the strong recommendation of the Departmental and Faculty Postgraduate Committees. Failure to meet the requirements within the period of extension shall result in the withdrawal of the candidate from the programme.
- (e) A student who is a member of a research team may use part of the data generated by the team to write his/her thesis provided that neither the thesis nor the final research report infringes on any copyright provisions.
- (f) Where the student is a member of a research team and the thesis incorporates the result of the team's work, the nature and extent of the candidate's contribution to the work and those of his/her colleagues must be fully indicated. The candidate's thesis shall not incorporate more than 30% of the team's work. Pursuant to this regulation, where such incorporation has taken place, report on the team's work shall be deposited with the Deputy Provost (Academic) of the Postgraduate College.
- (g) Each Ph.D. student shall present at least two seminars during the course of his/her programme of study. The first seminar shall be presented at the research proposal stage and the second shortly before the registration of title of thesis.

(ii) General Requirements

The following are eligible for admission to the Doctor of Philosophy degree programme of the University of Ibadan.

- (a) A candidate admitted to the academic degree of Master of the University



of Ibadan who obtains a weighted average mark of at least 60% or a CGPA of at least 5.0 in the course work and project, and is so recommended by his/her Department and Faculty Postgraduate Committees, may proceed directly to the Ph.D. programme, provided that the candidate remains in the same Department; otherwise the candidate shall be considered for M.Phil./Ph.D. However, a candidate who obtained a weighted average of between 55.0 and 59.9% or a CGPA of between 4.0 and 4.9 and seeks to transfer to another Department for M.Phil./Ph.D. programme may be admitted for same. He/she must register for and obtain pass marks in selected 700 level courses as may be prescribed by the admitting Department, as well as a compulsory course: Oral Examination for Postgraduate Conversion (PGC 800), which must be orally defended before a panel of examiners. The scores obtained must be used in the computation of the average score for M.Phil./Ph.D. conversion. The same rule applies regarding candidates who graduated from other universities.

- (b) A candidate admitted to the degree of Master of University of Ibadan who obtains a weighted average mark of 55.0-59.9% or a CGPA of between 4.0 and 4.9 may be offered provisional admission to the M.Phil./Ph.D. degree. Such candidates shall be assessed within three semesters of full-time registration and four semesters of part-time registration for the M.Phil./Ph.D. to Ph.D. conversion. The assessment shall be done by a panel comprising the Head of Department (Chairman), the Supervisor(s), the Department's Postgraduate Coordinator, an Internal/External assessor from a related discipline in another Department, the Faculty's Sub-Dean (Postgraduate) and a representative of the Provost of the Postgraduate College.
- (c) Master degree graduates from other Universities seeking admission to Ph.D. Programmes may be provisionally admitted for only M.Phil./Ph.D., on the strong recommendation of the appropriate Departmental and Faculty Committees and the approval of the Postgraduate College, provided:
 - (i) the Master degree is comparable to the University of Ibadan degree of Master;
 - (ii) the candidate's performance is judged to be equivalent to a weighted average mark of 55.0-59.9% or a CGPA of between 4.0 and 4.9 required for University of Ibadan graduate; and
 - (iii) the appropriate Department confirms the availability of a



supervisor.

- (d) The assessment in (b) above shall be internal and shall not involve an external examiner. It shall be based on the candidate's performance in prescribed courses, progress report on his/her research and an oral examination.
- (e) The weighted average mark of 55.0-59.9% or CGPA of between 4.0 and 4.9 shall be obtained from scores of prescribed courses taken and the mark on the progress report on the candidate's research project and the oral examination.
- (f) A candidate admitted for M.Phil. will not be allowed to convert to Ph.D. degree until after the award of M.Phil. when he/she shall seek fresh admission to the latter degree.

(iii) General Regulation

Candidates may be required to take advanced courses at the 800 level. The 800 level courses should not exceed a maximum of 18 units and shall normally include but may not be limited to courses on advanced research method, data management and analysis and research proposal writing. Departments may also prescribe some 700 level courses for candidates if necessary. However, the programme structure shall be such as to allow students to undertake course work and research concurrently and graduate with the minimum stipulated duration.

(iv) Final Assessment

On the recommendation of the Faculty Postgraduate Committee, the Postgraduate College shall appoint a Panel of Examiners for each candidate, comprising:

- I. The Head of Department (Chairman).
- ii. The Supervisor(s) (or another Internal Examiner appointed by the Departmental Postgraduate Committee, if the Head of Department is also the Supervisor).
- iii. One Internal Examiner from a related discipline outside the Department on the recommendation of the relevant Departmental and Faculty Postgraduate Committees.



- iv. One External Examiner, who shall be of at least of the rank of a Senior Lecturer.

Approval of the Postgraduate College shall be sort for the conduct of an oral examination at least two weeks in advance using the appropriate form obtainable from the Postgraduate College website.

(v) Interpretation of Results

In deciding the outcome of the assessment of the M.Phil./Ph.D. to Ph.D. conversion examination, the following guidelines will be adopted:

Weighted Score (%)	CGPA	Remarks:
39.9 and below	less than 1.0	Withdraw from the programme
40.0 – 59.9	1.0 - 4.9	Eligible to proceed to M.Phil.
60.0 and above	5.0 and above	Eligible to proceed to Ph.D.

7. GENERAL REGULATIONS GOVERNING DOCTOR OF SCIENCE (D.Sc.), DOCTOR OF LETTERS (D.Litt.) AND DOCTOR OF LAWS (LL.D.) DEGREE PROGRAMMES

(i) Designation

The degrees of Doctor of Science (D.Sc.), Doctor of Letters (D.Litt.), and Doctor of Laws (LL.D.) shall only be conferred upon candidates who are proven to be of distinction by some original contribution to the advancement of learning in the Science, Arts, and Law, respectively, and are known in the world of learning to be authorities in their particular field(s).

(ii) General Requirements

The General Regulations governing higher degrees shall apply, except as follows:

(a) Admission



(i) A graduate of the University of Ibadan or of other Universities recognised by Senate of not less than 15 years standing from his/her first degree or 10 years from his/her first postgraduate degree may be considered for admission into the Doctor of Science, Doctor of Letters, or Doctor of Laws.

(b) Application

(i) A candidate shall make his/her application in the prescribed form to the Postgraduate College. In his/her application, the candidate shall state to which Faculty of the University of Ibadan he/she considers the subject of his/her original contribution to the advancement of Science, Letters or Laws properly belongs. The candidate shall also state in what subject or subjects he wishes to base his claim for a degree.

(ii) The candidate shall submit three copies of each published works which he/she wishes to be considered as evidence for his/her qualification for the degree. Consideration of candidate's contributions, which shall be restricted to the publications, will be initiated after the initial lodgement of the application. No unpublished works or reviews by the candidate shall be considered and should therefore not be submitted.

(c) Assessment

(i) The Provost of the Postgraduate College, in consultation with the Postgraduate Committee of the appropriate Faculty, shall appoint three assessors from within Nigeria to report on a preliminary basis on the candidate's publications.

(ii) The recommendations of the Faculty Postgraduate Committee together with the preliminary reports shall be considered by the Executive Committee of the Postgraduate College which shall either:

- Accept the application and the reports, and proceed to appoint a panel of referees for a final assessment, or
- Reject the application and the reports, and communicate same accordingly to the Board of the Postgraduate College, or
- Accept the application and reject the reports on specified ground(s) and communicate same to the Board of the Postgraduate College.

(iii) In the case of ii (a) above, the Executive Committee of the Postgraduate



College shall, after appropriate consultations, appoint three referees at least one of whom shall be external. However, if the candidate is a member of staff of the University of Ibadan or its associated institutions at least two of the referees must be external. Referees shall be internationally distinguished scholars in the candidate's field of choice and at least one of them must hold a D.Sc., D.Litt. or LL.D. of a recognised University.

- (iv) The referees shall be asked individually to submit reports of their assessment of the candidate's work and of his/her status as an authority in his/her particular field or fields on a standard form which each referee shall receive from the Postgraduate College.
- (v) For the Executive Committee to recommend the award of the degree, at least two referees' report, including at least one from an external assessor, should be positive.
- (vi) The final decision is then taken by the Board of the Postgraduate College after considering the recommendation of the Executive Committee of the College.

C. FINANCIAL AID TO POSTGRADUATE STUDENTS

1. THE UNIVERSITY OF IBADAN POSTGRADUATE COLLEGE SCHOLARSHIP SCHEME

In year 2003, the then Postgraduate School, University of Ibadan established a scholarship scheme for highly qualified students of Nigerian nationality registered for the degree of Doctor of Philosophy in the University of Ibadan.

The scholarship scheme is intended to encourage students with outstanding potentials to pursue Full-time research leading to a doctoral degree of the University of Ibadan. Only one award was made for each Faculty per academic session at inception. The scheme has however been revised to accommodate more eligible candidates.

Eligibility

To be eligible for the University of Ibadan Postgraduate College



Scholarship, candidates are expected to be holders of good honours degrees (minimum of Second Class Upper division or equivalent) of any University recognised by the Senate of the University of Ibadan, and Master degrees of the University of Ibadan. A student who obtained a minimum weighted average of 60% (5.0 CGPA of the 7-point grading system) at the academic Master degree of the University of Ibadan, and is recommended by his/her Head of Department, is eligible to apply for the award.

Screening Procedure

The application form, obtainable from the Postgraduate College website, shall be completed and forwarded by applicants to the Postgraduate College through the Faculty Postgraduate Committee. Applications received shall be screened and graded by a Committee set up by the Postgraduate College for the purpose. The Postgraduate College Management shall determine the cut off grade and also carry out selection for the award through an interview process by a panel to be set up for the purpose. Equitable spread of the award in the disciplines shall be ensured on the basis of merit. When the award is made, the recipient shall be designated as “University of Ibadan Postgraduate College Scholar”. The Scholar will be required to give formal service to the Postgraduate College and Department/Institute/School as Demonstrator or Teaching Assistant.

The Scholarship is tenable for one academic session in the first instance. Extension shall be made only upon the receipt by the Provost, Postgraduate College of evidence of a satisfactory progress report on the candidate by his/her Supervisor and Head of Department. The total period for the award shall not exceed three academic sessions.

The value of each award includes waiver of tuition, other approved Postgraduate College-related fees and a monthly stipend.

Candidates who are already under another scholarship scheme or paid employment are not eligible to apply.



2. THE UNIVERSITY OF IBADAN POSTGRADUATE COLLEGE SPECIAL SCHOLARSHIP SCHEME

A Special category of the University of Ibadan Postgraduate College Scholars was created by the Board of the Postgraduate College in 2018 for candidates with the maximum obtainable CGPA, (7.0 at present), in their Academic Master degree. The Faculty/Institute/School of such candidates shall present them for noting and pronouncement by the Board of Postgraduate College. The award, which shall be automatic is designated as “The University of Ibadan Postgraduate College Special Scholar”.

The Scholarship is tenable for one academic session in the first instance. Extension shall be made only upon the receipt by the Provost, Postgraduate College of evidence of a satisfactory progress report on the candidate by his/her Supervisor and Head of Department. The total period for the award shall not exceed three academic sessions.

The value of each award includes waiver of all fees by the Postgraduate College and a monthly stipend.

The scholar will be required to give formal service to the Postgraduate College and his/her Department/Institute/School as Demonstrator or Teaching Assistant.

Candidates who are already under another scholarship scheme or paid employment are not eligible to apply.

3. THE UNIVERSITY OF IBADAN POSTGRADUATE COLLEGE TEACHING AND RESEARCH ASSISTANTSHIP SCHEME

The Postgraduate College, University of Ibadan, established a Teaching and research Assistantship Scheme in year 2004. The Assistantships are intended to encourage students with outstanding potentials to pursue full-time research leading to a doctoral degree of the University of Ibadan.



Eligibility

To be eligible, candidates are expected to be holders of good honours degrees (minimum of Second Class Lower division or equivalent) of any University recognised by the Senate of the University of Ibadan, and Master degrees of the University of Ibadan. A student who obtained a minimum weighted average of 60% (5.0 CGPA of the 7-point grading system) at the academic Master degree of the University of Ibadan, and is recommended by his/her Head of Department, is eligible to apply for the award. Application form, obtainable from the Postgraduate College website, shall be completed and forwarded by interested applicants to the Postgraduate College through the Faculty Postgraduate Committee.

Screening Procedure

Applications received shall be screened and graded by a Committee set up by the Postgraduate College for the purpose. The Postgraduate College Management shall determine the cut off grade and also carry out selection for the award through an interview process by a panel to be set up for the purpose. Equitable spread of the award in the disciplines shall be ensured on the basis of merit.

If the award is made, the recipient shall be designated a “University of Ibadan Postgraduate College Teaching and Research Assistant”. He/she will be required to give formal service to the Postgraduate College and his/her Department/Institute/School as Demonstrator or Teaching Assistant.

The Assistantships are tenable for one academic session in the first instance. Extension shall be made only upon the receipt by the Provost, Postgraduate College of evidence of a satisfactory progress report on the candidate by his/her Supervisor and Head of Department. The total period for the award shall not exceed three academic sessions.

Award

The value of each award shall be a monthly stipend as approved by the Postgraduate College.

Candidates who are already under another scholarship scheme or paid employment are not eligible to apply.



4. FINANCIAL AID SCHEME FOR INTERNATIONAL STUDENTS

Beginning from the 2011/2012 academic session, the Postgraduate College commenced the implementation of a Financial Aid Scheme for International Students.

Objectives

The Financial Aid Scheme was designed to assist academically sound international students who have been admitted for full-time higher degree programmes in the University of Ibadan. The essence of the scheme is to promote cultural diversity in the University. Through the financial aid scheme, support is offered to scholars at Master's and Ph.D. levels interested in charting new research directions or advancing on-going research in any academic discipline within the University of Ibadan.

The award involves payment of the same tuition and all other fees in Naira as Nigerian students. The award is tenable for a maximum of three semesters for Master's degree students and a period of one academic session for Ph.D. students, in the first instance, renewable for up to another two academic sessions. Annual renewal of award for Ph.D. students is subject to receipt of positive evaluation reports by the Provost, Postgraduate College from the candidate's supervisor and the Head of Department at the end of each academic session.

Eligibility

To be eligible, candidates are expected to be non-Nigerians already admitted and registered for Full-time higher degree studies in the University of Ibadan. They must be holders of good honours degrees (minimum of Second Class, Upper division or equivalent for Master's students). Ph.D. student applicants must, in addition, possess Master degrees (minimum of 60.0% overall weighted average score/5.0 CGPA out of seven-point or equivalent) of any University recognised by the Senate of the University of Ibadan, in any academic discipline.

In 2018, Senate of the University of Ibadan approved non-Nigerians legally resident for not less than three years to be eligible for this award. Applicants should be holders of honours degrees (minimum of Second Class Lower division or equivalent for Master's students).



Candidates who are already under another scholarship scheme or paid employment are not eligible to apply.

5. SCHOLARSHIP FOR POSTGRADUATE STUDENTS LIVING WITH PHYSICAL DISABILITIES

Beginning from the 2011/2012 academic session, the Postgraduate College, commenced the implementation of a scholarship scheme for postgraduate students living with physical disabilities.

Objectives

The Scholarship Scheme is designed to assist academically sound postgraduate students living with physical disability who have been admitted into the various higher degree programmes of the University of Ibadan. The essence of the scheme is to promote the welfare of this category of special students in line with global best practices. Through the scholarship aid scheme, support is offered to enable such scholars complete their Master's or M.D/Ph.D. programmes in any academic discipline within the University of Ibadan.

The award involves waiver of tuition and all other Postgraduate College-related fees, and carries a monthly stipend subject to review by the Postgraduate College from time to time. The award is tenable for a maximum of three semesters for Master's degree students and a period of one academic session, in the first instance, renewable for up to another two academic sessions for M.D./Ph.D. students. Annual renewal of award for M.D./Ph.D. students is subject to receipt of positive evaluation reports by the Postgraduate College from the candidate's supervisor and the Head of Department at the end of each academic session.

Eligibility

To be eligible, candidates are expected to have been medically certified as suffering from a form of physical disability (e.g., blindness, deafness, paralysis, etc) and must have been admitted and registered for higher degree studies in the University of Ibadan. They must be holders of good honours degrees (minimum of Second Class Upper division or



equivalent for Master's students). M.D./Ph.D. student applicants must, in addition, possess Master degrees (minimum of 60.0% overall weighted average score/5.0 CGPA or equivalent) of any University recognised by Senate of the University of Ibadan, in any academic discipline.

Candidates who are already under another scholarship scheme or paid employment are not eligible to apply.

Application Requirements for all Scholarship Schemes

Candidates wishing to be considered for the award of a Scholarship are requested to submit the following documents:

- (a) **An Application form** obtainable from the website of Postgraduate College and duly completed by the applicant and endorsed by the Head of Department and Dean of Faculty.
- (b) **A detailed Curriculum Vitae**
- (c) **Copies of certificates** obtained by candidates.
- (d) **Research Proposal/Project Summary** of between 5 and 10 pages must be submitted **by M.D./Ph.D. student applicants only**. This should provide a clear statement of the objective of the work to be carried out or that is already being undertaken, its justification, the significance of the study vis-à-vis the existing literature, the methodology, and the expected output. Candidates are strongly encouraged to indicate the original contributions which they hope their study will make to knowledge.
- (e) **Candidate's Commitment Letter:** A one-page letter from the applicant affirming his/her readiness to submit a report of between 5,000 and 10,000 words as the outcome of the research carried out with the scholarship award.

Selection Process: All applications received will be reviewed by a Selection Committee. Only short-listed candidates will be invited for a selection interview.

Deadline for the Receipt of Applications: All applications should be received in the Provost's Office, The Postgraduate College within three weeks from the date of announcement.



6. LOCAL CONFERENCE GRANT FOR POSTGRADUATE STUDENTS

Beginning from the 2011/2012 academic session, the Postgraduate College, commenced the implementation of a Conference Grant Scheme for Postgraduate Students.

Objectives

The Conference Scheme is designed to promote the culture of conference attendance amongst postgraduate students of the University of Ibadan. Through this scheme, support is offered to Master and M.D./Ph.D. students in any academic discipline in the University to attend at least one conference before their graduation.

The award involves a cash grant, the value of which is subject to review from time to time by the Postgraduate College, to cover part of the cost of attending a conference in Nigeria. The award is subject to receipt of positive recommendations by the Postgraduate College from the candidate's supervisor, the Head of Department and the Dean of Faculty/School/Director of Institute.

Eligibility

To be eligible, candidates must be registered for the current session in which an application is being made. A student may not benefit more than once from this scheme throughout his/her degree programme.

Requirements for Application

Candidates wishing to be considered for this award are requested to submit the following documents:

- (a) An Application form obtainable from the web site of Postgraduate College duly completed by the applicant and endorsed by the Supervisor, Head of Department and Dean of Faculty.
- (b) A copy of the official letter of invitation to the conference.
- (c) A copy of signed registration form for the current session.



- (d) A copy of the abstract(s) of the paper(s) accepted for presentation and the letter(s) of acceptance.

Selection Process: All applications received will be reviewed by a Selection Committee. Only successful candidates shall be contacted.

Deadline for the Receipt of Applications: All applications should be received in the Provost's Office, The Postgraduate College within eight weeks from the beginning of every semester.

7. UNIVERSITY OF IBADAN POSTGRADUATE COLLEGE INTERNATIONAL CONFERENCE TRAVEL GRANTS FOR M.D./PH.D. STUDENTS

(i) **Introduction and Justification**

In the recent decades, academics and university administrators all over the world have realised the fact that to have effective and internationally relevant postgraduate study, especially at the doctoral level, international travels for high-level academic conferences, workshops and engagements are essential. This is particularly so as single onsite/on-campus doctoral studies are considered partial and internationally uncompetitive. Generally, such degrees are seen and recognised as too local while the capacities of such doctoral products are usually considered to have missed a critical component of the degree which could only be gained through attendance of international conferences and workshops. This proposal was informed by the large number of Ph.D. students in soliciting for such support in the last decade.

International conferences and workshops provide veritable platforms and contexts for the needed global scholarship, international networks and cross-border knowledge groups. Within these platforms, not only the students benefit, but also the home university where the study was originally initiated. The university will become visible and recognised internationally at the highest level for maximum impact. Besides, the university will be recognised as a competitive knowledge base. International conferences and workshops are also excellent ways of getting needed intellectual ventilation and inspiration and are important avenues for learning new and cutting edge perspectives on the research issues.



(ii) Eligibility

The grant shall only be available to registered M.D./Ph.D. students. Application shall be made upon completion of a prescribed form for the purpose. Application shall be considered throughout the session. Only international conferences and workshops relevant to the applicant's thesis shall be supported. Letters of Applications for Travel Grant are to be written to the Provost of the Postgraduate College through the applicant's supervisor(s) and Head of Department. No recipient will be allowed to receive the award more than once during his/her doctoral programme. Approval must be sought and obtained by an applicant. Retroactive application(s) after attendance of conference shall not be entertained.

(iii) Grant Sum:

Successful applicants shall only be awarded a sum ranging from N100,000 to N150,000 only, depending on the location of the conference. Only ten of such awards, fairly distributed across departments and faculties/schools/institutes in the university, shall be made. The awards will, however, be on very competitive and merit bases. It is important to emphasise that the grant is intended for travel only.

8. AWARD FOR THE BEST THESES:

In 2006/2007 session, the Board of the Postgraduate College approved the establishment of an annual award for three best theses. Screening of eligible theses shall commence from various departments and recommendations made through the various faculties/institutes/schools to the Postgraduate College.

The cash value of the award shall be three hundred thousand Naira (N300,000.00) for the 1st best, two hundred thousand Naira (N200,000.00) for the 2nd best, and one hundred thousand Naira (N100,000.00) for the 3rd best. In addition, a letter of commendation and a plaque will be given to the 1st best.

Starting from the 2019/2020 session, the following criteria were approved for shortlisting eligible candidates at faculty level:

- a) The candidate should have a minimum of two journal publications



- within the duration of the M.D./Ph.D. programme
- b) The papers submitted should either have been published or accepted for publication
 - c) The papers must have been accepted or published in reputable peer reviewed indexed journal
 - d) The papers are to be further subjected to internal assessment by the Postgraduate College
 - e) Eligible candidates should have at least average score of 3/5 per paper as stated in the University guidelines for promotion of academic staff. After the publications meet the above criteria, then the thesis will be assessed.
 - f) Furthermore, a team of assessors to be set up by the Postgraduate College spreading across areas of specialisation to assess the candidates' theses using the following guidelines:
 - i) Novelty quality or originality and writing style (0-25 points)
 - ii) Contribution to knowledge in the field (0-25 points)
 - iii) Societal impact in terms of relevance (0-25 points)
 - iv) Language (clarity, line of argument, evidence-based, literature search, flow of thought and coherence) (0-25 points).

9. OTHER NON-UNIVERSITY SUPPORT

The Postgraduate College also encourages and supports postgraduate students who may seek to apply for scholarships, bursaries, grants and other financial aids from any other bodies. These may include:

- (a) Federal Government Scholarship and Bursaries.
- (b) Both the Federal and some State Governments operate students' revolving loan schemes.
- (c) State Government Scholarships and Bursaries
- (d) Corporate Bodies' Scholarships and Awards
- (e) Foreign Governments' Scholarships.
- (f) Private Individual's Scholarships

10. THE UNIVERSITY OF IBADAN POSTGRADUATE COLLEGE POST-DOCTORAL FELLOWSHIP

In 2018/2019 academic session, the Postgraduate College saw a need for the establishment of a post-doctoral fellowship programme to promote research mentorship and awarded the first fellowship. The fellowship, which shall be awarded in collaboration with any seasoned, reputable and interested senior researchers within the university, shall have its requirements determined by the senior researcher and the Postgraduate College.



D. CHANGE OF NAMES BY STUDENTS

1. All students should graduate with the names by which they were admitted to the University.
2. Only female students may, as a result of change in marital status, and with acceptable documentary proof, be allowed to change their names.
3. For the avoidance of doubt, no change of name by any male student will be recognised by the University.





E. FINANCIAL REGULATIONS
SCHEDULE OF FEES PAYABLE BY POSTGRADUATE STUDENTS

No.	ITEMS
	Registration tuition
	Transaction charge
	Examination fee
	Medical fee
	Matriculation fee
	I.D. Card
	Sports
	Caution Deposit
	Faculty Registration (i) Academic (ii) Professional
	Departmental Registration (Major), including Faculty of Law, Institutes and Schools (i) Academic (ii) Professional
	Departmental Registration (Minor)
	Faculty Prospectus
	Library Registration
	Supervision fee
	University Graduation fee (payable once during any programme)
	Portal Access Fees (Postgraduate College website)
	Examination Fees: (i) M.Phil./M.D./Ph.D. (ii) Diploma/Masters
	Postgraduate College Development Fee (payable once during any programme)
	Postgraduate College Publications
	Bench fees for Laboratory-based programmes: M.Phil./M.D./Ph.D. Master
	Students Welfare Insurance Scheme
	U. I. Development Fee
	Verification of O ^{''} Level results for nonUI graduates
	Re-activation Fees for Suspension of Registration
	Re-activation Fee for Lapsed Registration
	Late Registration Penalty
	Postgraduate College Graduation Levy
	University ICT Fee
	Other fees as prescribed by the Postgraduate College or Senate from time to time

Note:

- (a) University Tuition Fees should be paid in total either prior to or on date of registration. No student will be allowed to resume studies until such payment has been made. Other penalties for failing to pay the fees will be specified by the Postgraduate College from time to time.
- (b) Foreign students are usually admitted only into full-time registration. In every special circumstance, a request for part-time registration may be considered.

REVIEW OF FEES

The University reserves the right to alter fees without previous notice.

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ISBN: 978-978-50949-0-7

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