



# **OBAFEMI AWOLOWO UNIVERSITY**

**ILE-IFE, NIGERIA**

**THE POSTGRADUATE COLLEGE**

## **REGULATIONS GOVERNING POSTGRADUATE STUDIES**

(Revised Regulations Approved by Senate  
at its Meeting on 8th May, 2025.

Effective from this date)

**8th May, 2025**



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## **ACKNOWLEDGMENTS**

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**PART I:**

**OBJECTIVES OF  
POSTGRADUATE STUDIES**

**A. Objectives**

1. The main objective of postgraduate studies in this University is to further develop in graduate students the spirit of enquiry through training in research in an atmosphere of intellectual independence and individual creativity combined with a strong sense of group cooperation. In the pursuit of this objective, teachers and students constitute a single team in a well-defined and purposeful endeavour.
2. In pursuance of this objective is the fostering, through instruction, of a deeper understanding of elementary concepts and an increasing ability to apply fundamental ideas to new problems. Postgraduate students must, therefore, be made to realise quite early that their intellectual growth and subsequent success are directly related to the depth of their command of basic principles. Hence, although graduate studies are usually associated with a high degree of specialization, such specialization is or must be secondary to extending mental horizons, producing new orientations, and developing a depth of understanding.
3. Within the context of the above general objectives, postgraduate studies in the Obafemi Awolowo University must pursue two particular objectives which will be both academic and practical in orientation, thus, it must seek to:

- (a) provide facilities for training in research for those whose future careers will be in teaching and research at University level, and for those who may have to operate in research and development situations in the public or private sectors, e.g. in government, commercial and industrial concerns; and
- (b) provide both short and long-term training facilities aimed at improving and up-grading the existing and potential high-level manpower needed for planning, executing and reviewing national development plans.

**B. Programme Implications**

1. The fulfillment of these general and special objectives will call for the provision of a wide variety of programmes of postgraduate training which may be classified broadly into:
  - (a) long-term research-oriented courses of study and training; and
  - (b) Courses of shorter duration and of practical orientation.
2. The research-oriented postgraduate programmes will lead to the research degrees of M.A., M.Sc., M.Phil., Ph.D., while others may lead to non-thesis degrees such as LL.M, M.P.A., M.B.A., MPH, MIR, DPH, MILR, MES, MQS, MREM, MAB, M.ID, M.F.A., M.A., M.Ed., and M.TECH, MMP, MPS, MLGS, M.GIS, M.Clin. Psychol., DBA, DPA, M.D.
3. Apart from serving specific ends, the various diploma courses may also serve to enable students to pursue the main subjects of their first degree at some depth, extend their range beyond the boundaries of their first degree, or veer into entirely new fields.

**C. Responsibilities of the Board of the Postgraduate College (in accordance with Statute 28)**

1. The Board shall have the responsibility of considering and approving the following on behalf of Senate, provided that such cases shall be duly reported to Senate:
  - (a) admission to postgraduate programmes;
  - (b) thesis titles and appointments of university and external examiners;
  - (c) coursework examination results;
  - (d) panels of examiners for Ph.D. qualifying examination;
  - (e) results of Ph.D. qualifying examination;
  - (f) extension of studentship;
  - (g) deferment of admission;
  - (h) minimum periods of professional attachment or internships;
  - (i) minimum attendance requirements for coursework;
  - (j) award of postgraduate fellowships;
  - (k) approval of teaching staff for postgraduate studies; and
  - (l) all such other responsibilities as Senate may delegate to the College from time to time.
  
2. The Board shall, after due consideration, recommend to Senate the following:
  - (a) approval of regulations or amendments to them for postgraduate studies;
  - (b) approval of postgraduate diploma or higher degree programmes or amendments to them;
  - (c) approval of postgraduate diploma or higher degree course or amendments to them;
  - (d) approval of the award of diploma and higher degrees of the university;

- (e) approval of minimum educational qualifications for admission into programmes; and
- (f) all such other responsibilities as Senate may direct from time to time.

**PART II:**

**DIPLOMAS AND HIGHER  
DEGREES OFFERED**

**1. Diplomas and Higher Degrees**

The University offers Postgraduate Diplomas, Masters with Research Thesis, Masters with Long Essay, Doctor of Philosophy, Doctor of Medicine, Doctor of Business Administration and Doctor of Public Administration.

**2. Additional Higher Degrees and Diplomas**

The University may offer additional higher degrees and Postgraduate diplomas, as and when required on the recommendation of the Board of Postgraduate College for the approval of Senate.

**3. Titles of Diplomas and Higher Degrees**

The titles of diplomas and higher degrees offered by Departments/Faculties in the University are in accordance with the following principles:

- (i) The naming of the actual diploma or higher degree, e.g. M.A., M.Ed., M.Sc.Ed., M.A.Ed., DPH, MREM, MIR, M.LGS, MAG, MQS, MILR, MMP, MES, LL.M, M.Tech, MPS, MAB, M.Sc., M.P.A., M.B.A., M.D, MGIS, M.Clinical Psychol. MPH, M.Phil., Ph.D., DBA, DPA.

- (ii) The naming of the Department/Faculty and the naming of specific specialisation within a Department/Faculty to which candidates have been admitted.

**PART III:**  
**REGULATIONS GOVERNING**  
**DIPLOMAS AND HIGHER DEGREES**

**SECTION 1: POSTGRADUATE DIPLOMAS**

**Regulation 1: Method of Application**

- (i) Application for courses of study leading to postgraduate diplomas in the University must be on a prescribed form to the Secretary, Postgraduate College of the University.
- (ii) No person shall be admitted to a postgraduate course unless the application has been approved by the Board of the Postgraduate College (hereinafter referred to as the Board) on behalf of Senate and on the recommendation of the appropriate Faculty Postgraduate Committee (hereinafter called Faculty Committee) and Departmental Postgraduate Committee.
- (iii) Every applicant shall furnish with the application, evidence of a certified pre-university academic certificate (NECO, GCE, WAEC, SSCE etc.), transcript and letter(s) of reference from previous university or Polytechnic teacher(s) stating that the applicant is qualified to undertake advanced study and research, and has satisfactory knowledge of the language required for such study, and any other relevant documents as may be required by the Postgraduate College.
- (iv) Photocopies of original documents must be submitted to the relevant Department and the Postgraduate College.

### **Regulation 2: Eligibility**

- (i) An applicant for admission to a course of study leading to a postgraduate diploma of the University shall be:
  - (a) a graduate of Obafemi Awolowo University; or
  - (b) a graduate of any other approved university.
- (ii) In cases where Regulation 2(i) above has been breached, any admission purported to have been offered shall become null and void and of no effect.
- (iii) Notwithstanding Regulation 2(i) above, a Faculty may require an applicant, as condition for admission:
  - (a) to undergo such tests as may be prescribed by the department(s) concerned; and /or
  - (b) to take and pass such other prerequisite or concurrent course(s) as shall be prescribed.
- (iv) The results of such tests and examinations taken under Regulation 2(iii) shall be approved by the Board.

### **Regulation 3: Programmes of Study**

- (i) The programme of study for each diploma course shall be as approved by Senate on the recommendation of the Board.
- (ii) Candidates may be required to undergo a minimum period of professional attachment or internship during the course as shall be approved by Senate on the recommendation of the Board.

### **Regulation 4: Period of Study**

- (i) No diploma programme shall be less than two semesters in duration.
- (ii) In cases where part-time or long vacation diploma programmes have been approved by Senate, such diploma programmes shall not be less than four long vacations.

### **Regulation 5: Schemes of Examination**

- (i) Examinations in the prescribed courses, which shall be taken at the periods approved by Senate, shall be by means of written papers which shall not be less than 2 hours in duration.
- (ii) No candidate shall be permitted to sit for the prescribed examination(s) unless such a candidate shall have:
  - (a) appropriately registered for the course(s) leading to the examination(s);
  - (b) satisfied the required minimum coursework attendance of 75%; and
  - (c) satisfactorily completed all other approved University, Faculty or Departmental requirements for the programme of study.
- (iii) In courses where project(s), practical or term paper(s) are required, grades obtained by each candidate in any of the above shall form part of the total grade in the course. The final grade in the course however shall be based on the particular weighting before the written examination and coursework assessment applicable to the particular Faculty.
- (iv) Required project reports or long essays shall be graded in the same manner as applied to written coursework examinations.
- (v) The results of the Diploma examinations for each semester during the academic year shall be submitted by the appropriate Faculty Committee following the stipulated format for the approval of the Board for the semester concerned.
- (vi) Issues of examination conduct and malpractice for postgraduate students shall be as stipulated in the University's Code of Conduct for Postgraduate Students.

**Regulation 6: Board of Examiners**

- (i) For each Postgraduate Diploma, there shall be a Board of Examiners consisting of the Head of the Department who shall be Chief Examiner and the examiner(s) for each course.
- (ii) The list of members of the Board of Examiners for each Department, as in Regulation 6(i) above, shall be approved by the Board on the recommendation of the appropriate Faculty Committee at the beginning of each academic session.

**Regulation 7: Minimum Requirements for the Award of  
Postgraduate Diplomas and Degrees**

- (i) Every candidate shall obtain a grade which is not less than 50% (C) in any written examination and a weighted average which is not less than 50% (C) in any semester of coursework.
- (ii) No postgraduate student shall fail (i.e. score less than 50% C) in more than two courses in one or two consecutive semesters.
- (iii) If a student fails one or two courses in one or two consecutive semesters, the student shall repeat those courses.
- (iv) If a student fails any one of the repeated courses, the student shall be asked to withdraw.
- (v) If a student fails more than two courses in one or two consecutive semesters, the student shall be asked to withdraw.
- (vi) Where a candidate has been absent with good cause approved by Senate, the candidate shall be allowed to take the examination at the next available opportunity without penalty.

## SECTION 2: MASTER'S DEGREES

### **Regulation 8: Types of Master's Degree**

In consonance with the objectives of the University there shall be two types of Master's Degree, namely:

- (i) Master's degree by coursework, written examination and project report or long essay: LL.M., M.A. (History) M.Ed., M.Sc. (Architecture), M.B.A, MFA, MIR, M.P.A, DPH., MREM, ML.GDS, MQS, MILR, MMP, MES, MPS, MAB, M.Tech. MEM, MPGeoscience, M.GEG, MPGeophysics, M.GIS, M.D, M.Clinical Psychol.
- (ii) There shall be Master's degree by coursework, written examination and research thesis: M.A., M.Sc., M.Phil.

### **Regulation 9: Method of Application**

- (i) Application for courses leading to the award of Master's degree as in Regulation 8(i) and (ii) above shall be made on a prescribed form to the Secretary, Postgraduate College of the University.
- (ii) No one shall be admitted to a course unless the application has been approved by the Board on behalf of Senate and on the recommendation of the appropriate Faculty and Departmental Committees.
- (iii) Every applicant shall furnish with the application, evidence of a certified academic pre-university certificate (NECO, GCE, WAEC, SSCE etc.), transcript and letter(s) of reference from previous university teacher(s) stating that the applicant is qualified to undertake advanced study and research, and has satisfactory knowledge of the language required for such study.

- (iv) Every applicant for M.A., M.Sc. or M.Phil programme shall submit with the application a research proposal of not more than 3 pages.
- (v) Photocopies of original documents must be submitted to relevant departments and the Postgraduate College.

**Regulation 10: Eligibility**

- (i) An applicant for admission to the Master's degree course under Regulation 9 (i) above shall be:
  - (a) a graduate of the Obafemi Awolowo University;
  - (b) a graduate of any other approved university; or
  - (c) a person who holds a recognised qualification approved by the Senate of this University.
- (ii) An applicant for the Master's degree programme under Regulation 10 (i) (a) and (b) above shall, normally, possess not lower than a Second Class (Lower Division) Honours degree (or equivalent de-classified degree) in a relevant area to be eligible for admission. Candidates of the Obafemi Awolowo University or any other approved university with a 3rd Class Honours degree who have obtained relevant postgraduate diploma may be considered under certain conditions as stipulated in Regulation 10 (vi) below.
- (iii) Notwithstanding Regulations 10(i) and (ii) above, applicants with Higher National Diploma with a Postgraduate Diploma of OAU in relevant academic disciplines from any approved Polytechnic or University may be considered for Master's degree by research or long essay, as appropriate.
- (iv) Notwithstanding Regulations 10(i), (ii) and (iii) above, medical doctors and dentists applying for Master's degree programmes at Obafemi Awolowo University, shall have the following qualifications:

- (a) MBChB/MBBS/BChD/BDS or equivalent for M.Sc. and MPH programmes.
  - (b) MBChB/MBBS/BChD/BDS or equivalent with diplomate in anaesthesia, family medicine, ophthalmology or other diplomate in medicine/dentistry and/or evidence of commencing residency program less than Part 1 in approved teaching hospital (Physician in training of the National Postgraduate Medical College or West African College of Physicians or West African College of Surgeons or equivalent) for M.Sc. and MPH programmes.
- (v) Before a candidate is offered admission under Regulation 10 (i) (b) & (c) above, the qualifications must, in the first instance, have been considered and recommended by the appropriate Departmental and Faculty Postgraduate Committees to the Board for approval on behalf of Senate.
- (vi) Notwithstanding Regulation 10 (i)(a)-(c) above, a Faculty may require an applicant, as a condition for admission: to pass test(s) as may be prescribed by the department concerned with the proposed work; and/or to take such other pre-requisite or concurrent course(s) and pass such examination(s) as shall be prescribed.
- (vii) A breach of Regulation 10 (vi) above shall render any admission purportedly to have been offered null and void and of no effect.

### **Regulation 11: Programmes of Study**

- (i) The programmes of study for each Master's degree course shall be as approved by Senate on the recommendation of the Faculty Committee through the Board.
- (ii) Candidates, in certain circumstances, may be required to

undergo and complete satisfactorily a minimum period of professional attachment or internship during the course or part of the programme of study as shall be approved by Senate on the recommendation of the Faculty Committee through the Board.

- (iii) Candidates shall be required, as directed, to prepare project reports, long essays or research theses. Topics for research theses must be approved by the Board, on the recommendation of the Faculty Postgraduate Committee.
- (iv) A candidate can change from one programme to the other if such request emanates from the Department, is processed through the Faculty Postgraduate Committee, and approved by the Postgraduate Board.

#### **Regulation 12(a): Period of Study**

- (i) Every candidate for the Master's programme specified under Regulation 8(i) must pursue a full-time course of study and professional or research training in the University for a period of not less than two semesters.
- (ii) Candidates who are on the Master's research programme, including the Master of Philosophy, as specified in Regulation 8(ii) shall be required to complete all requirements for the award of the degree including satisfactory submission and oral defence of the Master's thesis not more than four semesters after first registration.
- (iii) Such requirements in 12(a) (ii) shall include coursework and presentation of at least two seminars on their research before the oral examination.
- (iv) Candidates who breach the provisions of Regulation 12(a) (i) and (ii) above shall have their studentship terminated.
- (v) In special circumstances, applications for extension of period of study to complete all requirements for the award of

the degree shall be made through the appropriate Faculty Postgraduate Committee for the approval of the Board provided that the:

- (a) candidate has an approved thesis title; and
- (b) candidate must have applied within the last semester of the regular duration of the course.

However, the extension shall not extend beyond two additional semesters of studentship after which the studentship shall lapse.

- (vi) Candidates for the Master's degree e.g. M.A., M.Ed., M.Sc.Ed., M.A.Ed., DPH, MREM, MIR, M.LGS, MAG, MQS, MILR, MMP, MES, LL.M, M.Tech., MPS, MAB, M.Sc., M.Phil. M.P.A., or M.B.A, whose studentship is due to lapse shall be warned in writing at least one semester before the expiration of their studentship.

#### **Regulation 12(b): Recognition of Partial Study Elsewhere**

- (i) A candidate may, with the approval of Senate as recommended by the Board, be permitted to spend part of the required period of study in another university for the Master's degree of Obafemi Awolowo University provided the Board is satisfied that this is advisable and it is in the interest of the study.
- (ii) No candidate shall be permitted to take coursework elsewhere unless the Board is satisfied that such courses are comparable to those approved for the Department by Senate.
- (iii) No candidate shall be permitted to prosecute part of the research work elsewhere unless the Board is satisfied that adequate research facilities are available for the candidate's work and that supervision will be effective throughout the period.

- (iv) The award of the Master's degree of Obafemi Awolowo University to such a candidate under Regulation 12(b) (iii) above shall also be subject to:
  - (a) the Board being satisfied with the title and original detailed plan of study before it is embarked upon;
  - (b) the Board being ultimately responsible for the approval of the Supervisor on the recommendation of the Faculty Postgraduate Committee; and
  - (c) the candidate meeting the other requirements beside the presentation and successful oral defence of the thesis.

**Regulation 12(c): Modalities for Partial Study Elsewhere**

- (i) The application for the programme must be initiated by the candidate, by filling an appropriate form which shall be approved by the Postgraduate College Board on behalf of the University Senate.
- (ii) Candidates are required to state explicitly the reasons for embarking on the programme and such reasons must be acceptable to the Postgraduate College Board.
- (iii) The work done by the candidate will be the property of the Obafemi Awolowo University.
- (iv) The final award of Degree will be done by the Obafemi Awolowo University.

**Regulation 12(d): Requirements for the Split-site Programme**

To qualify for the split-site programme, a candidate

- (i) who is pursuing the coursework outside Obafemi Awolowo University must register for the semester(s) to be spent outside the university;
- (ii) must have obtained approval for the programme from the Board and Leave of Absence for the period from the College;

- (iii) who is conducting part of his/her research work outside Obafemi Awolowo University must have successfully completed the coursework; and
- (iv) must have obtained approval of Thesis Title and Appointment of University and External Examiners Form from the Postgraduate College Board.

**Regulation 12(e): Arrangement for Research Supervision**

- (I) The candidate's Department will recommend to the Postgraduate College appropriate arrangements for supervision, including nature and frequency of contacts with the candidate's supervisor in Obafemi Awolowo University.
- (ii) Supervision of candidates while outside the country may be conducted by e-mail, fax, telephone or video conferencing and any other appropriate virtual method.
- (iii) The external supervisor may attend the candidate's final oral examination at no cost to Obafemi Awolowo University.

**Regulation 13(a): Schemes of Examination**

- (i) Examinations in the prescribed courses which shall be taken at the period approved by Senate shall be by means of written papers which shall not be less than 2 hours in duration.
- (ii) No candidate shall be permitted to sit for the prescribed examination(s) unless such a candidate shall have satisfied the provisions of Regulation 5(ii) (a)-(c).
- (iii) Course examinations shall be held at official University examination periods or as may be determined by the Postgraduate College Board and the provisions of Regulation 5(iii) and (iv) above shall apply where necessary.
- (iv) The thesis for the research Master's degree programme shall be examined as prescribed under Regulation 16 below.

- (v) The results of the Master's coursework examinations for each semester during the academic year shall be submitted by the appropriate Faculty Postgraduate Committee using the stipulated format for the approval of the Postgraduate College Board for the semester concerned.
- (vi) A candidate who fails an examination leading to the award of a degree shall not be permitted to re-apply for admission to the same degree programme.
- (vii) A candidate whose studentship has been terminated twice for any reason (failure or extended stay) shall not be permitted to apply a third time to OAU.
- (viii) The Provost, upon request, can issue to a Master's candidate, a transcript of coursework results approved by the Postgraduate Board, on payment of the prescribed fee.

**Regulation 13(b): Board of Examiners**

- (i) For each Master's degree, there shall be a Board of Examiners consisting of the Head of the Department who shall be Chief Examiner and the examiners that are qualified to teach postgraduate courses.
- (ii) The list of members of the Board of Examiners for each Department, as in Regulation 13b(i) above, shall be approved by the Postgraduate College Board on the recommendation of the appropriate Faculty Postgraduate Committee at the beginning of each academic session.

**Regulation 14: Approval of Thesis Title Supervisor(s),  
University and External Examiners**

- (i) Candidates required to submit theses as part of the requirements for the award of the research Master's degree, shall:
  - (a) be assigned to supervisors by their departments; and

- (b) write detailed proposals for the consideration of the appropriate Departmental and Faculty Committees and approval of the Postgraduate College Board not later than the end of the second semester of registration.
- (ii) Upon the candidate's compliance with Regulation 14(i) (a) above, the Departmental Postgraduate Committee will complete the required section of the form for the registration of the title of the proposed research and list of supervisors, University and external examiners and process through the Faculty Postgraduate Committee for the approval of the Board.
- (iii) There shall be a Panel of Examiners for the examination of each research thesis.
- (iv) The Panel shall be composed of:
  - (a) The Head of Department who will be Chief Examiner and Chairman of the Panel of Examiners;
  - (b) The candidate's supervisor(s);
  - (c) One member from a related department; and
  - (d) One external examiner who shall not be below the rank of Senior Lecturer to be nominated by the Departmental Postgraduate Committee through the Faculty Postgraduate Committee
- (v) An Approved title of thesis and the Panel of Examiners cannot be changed without the approval of the Postgraduate College Board.
- (vi) Any breach of Regulation 14(v) shall render the examination thereof null and void.

**Regulation 15: Standard and Presentation of Thesis**

- (i) In accordance with Regulation 14 (iv) (b) above, a thesis shall be prepared under the direction of (a) supervisor(s)

nominated by the Departmental Postgraduate Committee for the approval of the Board.

- (ii) Project report, long essay or research thesis shall be prepared by each candidate according to the specific standard approved by the Board on the recommendation of the Faculty Postgraduate Committee.
- (iii) The thesis must be a connected piece of work which may comprise a series of chapters on related topics, provided that these are accompanied by an adequate explanation of their relationship to each other and to the wider context of the subject. The thesis, if already published in part or whole, shall be submitted in the published form.
- (iv) Where a thesis or part thereof has been published or is to be published, there shall be a statement indicating that the content of the publication is in partial fulfillment of a higher degree of Obafemi Awolowo University.
- (v) A candidate may not include in the thesis any material presented in fulfillment of the requirements for any other degree or professional qualification in this or another university.
- (vi) A thesis must be the candidate's original contribution to knowledge or to practice in the candidate's field.
- (vii) Every thesis shall normally be written in English. In cases where the thesis is permitted to be written in a language other than English (e.g. in the African and foreign languages) an English version of the abstract shall also be provided.
- (viii) A thesis must be accompanied by a separate copy of abstract comprising not more than 500 words indicating not more than five keywords, the name of the supervisor(s) and number of pages.

### **Regulation 16: Examination of the Thesis**

- (i) The Head of Department shall, not less than three weeks before the examination of the thesis, notify the Secretary of the Postgraduate College in writing, stating the full title of thesis and date of approval of same using the approved format.
- (ii) The examination of a thesis shall be conducted
  - (a) at a specified venue or virtually by the Panel of Examiners as approved in Regulation 14(iii) & (iv); during official hours (8am-4.00pm).
  - (b) If there is any genuine reason to conduct an oral examination after 4:00pm, approval must be obtained from the Postgraduate College.
- (iii) The examination of the candidate's thesis must be oral. However, in exceptional cases, the candidate may additionally be required to take a written examination. Such examinations shall focus on the subject of the thesis and the general field of knowledge to which the subject belongs.
- (iv) The examiners shall complete a report on the candidate's performance on the prescribed form at the venue of the examination. Not later than 2 working days after the examination, the Chief Examiner shall submit a copy of the duly completed Examiner's Report form and individual Examiner's Confidential Report to the Secretary of the Postgraduate College.
- (v) If the examiners are unable to reach a joint decision, the Chief Examiner shall within the time stipulated under Regulation 16(iv) above communicate such impasse to the Secretary, Postgraduate College and also present the report to the Faculty Postgraduate Committee which shall consider it and make appropriate recommendations to the Board of the College.

- (vi) Notwithstanding the provision of Regulation 16(v) above, the Board may take any other steps it may deem fit and necessary in accordance with Regulation 30(vi) - (x) below.

**Regulation 17: Processing of the Report of the Panel of Examiners**

- (i) Notwithstanding the outcome of the examination, the Chief Examiner shall process the report of the examination through the Faculty Postgraduate Committee which shall forward the same to the Board of the Postgraduate College as stipulated in Regulation 30(i) – (v) below.
- (ii) In the case of successful candidates, the report shall be processed along with one soft cover copy of the thesis for the approval of the Postgraduate College Board.
- (iii) Three hard cover copies of the approved thesis shall be submitted for further processing after the approval of the Postgraduate College Board.

**Regulation 18: Format of the Thesis**

- (i) The bound thesis shall conform with the prescribed Guidelines for Writing Theses for Higher Degrees of the University.
- (ii) In particular, the following specifications should be complied with:
- (a) All copies shall be in double spaced typescript on one side of the paper only.
- (b) The size of the paper shall be A4 except for drawings and maps for which there may not be a restriction.
- (c) The margin on each sheet shall not be less than 18mm on the left-hand side, 13mm on the right, 25mm at the top, and 13mm at the bottom;
- (d) There shall be a title page showing:

- The title of the work
  - The author's name in full with surname last and registration number
  - Qualification(s) already obtained
  - The Department; Faculty, Postgraduate College and University
  - The degree
  - The year of approval by Senate.
- (e) The thesis shall contain all or some of the following materials arranged in the following order:
- Title
  - Authorisation to Copy (duly signed)
  - Certification by Supervisor, Head of Department and Provost of Postgraduate College (duly signed)
  - Acknowledgments
  - Table of Contents
  - List of Tables
  - List of Figures
  - List of Plates
  - Abstract
  - Introduction
  - Literature Review
  - Methodology
  - Results and Discussion
  - Summary, Conclusion and Recommendations
  - References/ Bibliography
  - Glossary (if any)
  - Appendix A (Raw Data)
  - Appendix B (Published papers by the author in support of the thesis)

- (f) The colour of binding shall be black.
- (g) The title and names on the cover shall be in gold letters with surname last and other names in full.
- (h) Candidate's name (with initials preceding surname), title of the degree and year of award on the spine of the thesis from left to right.

**Regulation 19: Minimum Requirements for the Award of  
Master's Degree**

- (i) A candidate shall be required to satisfy the provisions of Regulation 7(i) & (ii) above.
- (ii) In partial fulfillment of the requirements for the award of the degree, the requirements in Regulation 16(i)-(vi) above shall have been satisfactorily completed by the appropriate Faculty Postgraduate Committee.

### **SECTION 3: DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE**

#### **Regulation 20: Method of Application**

- (i) Application for courses of study leading to the award of the Doctor of Philosophy (Ph.D.) degree shall be made on the prescribed form to the Secretary, Postgraduate College.
- (ii) No one shall be admitted to a course unless the application has been recommended by the appropriate Departmental and Faculty Postgraduate Committees and approved by the Board on behalf of Senate.
- (iii) Every applicant shall furnish with the application satisfactory evidence in the form of a certified academic transcript from the previous university and letters of reference from the previous university teachers, that the candidate is qualified to undertake advanced study and research, and has satisfactory knowledge of the language required for such study.
- (iv) Every applicant shall submit with the application a research proposal of not more than 5 pages.
- (v) Photocopies of original documents must be submitted to relevant departments and the Postgraduate College.
- (vi) The Faculty or Department may require, subject to approval by the Board, additional conditions for admission, e.g. an interview or a screening test.

#### **Regulation 21: Eligibility for Ph.D.**

An applicant for admission to the Ph.D. programme under Regulation 20 above shall be:

- (i) a graduate of Obafemi Awolowo University or any other approved university who possesses a Master's Degree with

- research thesis in a relevant area of study and a weighted coursework average which shall not be less than 60%(B).
- (ii) a graduate of Obafemi Awolowo University or any other approved university who possesses a Master's degree in a relevant area of study with a minimum weighted coursework average of 50%(C), and a Master of Philosophy degree in a related area.
  - (iii) For medical doctors and dentists, the following shall hold:
    - (a) MBChB/MBBS/BChD/BDS or equivalent with Part 1 and above in residency programme in an approved teaching hospital (Physician in training of the National Postgraduate Medical College or West African College of Physicians or West African College of Surgeons or equivalent) with MSc/MPH of the university.
    - (b) MBChB/MBBS/BChD/BDS or equivalent with Part 2 Final programme completed residency in an approved teaching hospital (Fellowship of the National Postgraduate Medical College or West African College of Physicians or West African College of Surgeons or equivalent).

**Regulation 22: Transfer from M.Phil. to Ph.D.**

- (i) A candidate who has been registered for the degree of Master of Philosophy (M.Phil.) programme for not less than two semesters and not more than four semesters who, in the course of the work, has shown exceptional ability, may be transferred to Doctor of Philosophy (Ph.D.) degree programme subject to the following conditions:
  - (a) the candidate has completed the coursework requirements for the M.Phil. degree with a weighted average of not less than 60% (B) in not less than 75% of courses registered for;

- (b) the candidate submits to the Board a detailed plan of research adjudged suitable as a basis for the thesis for the Ph.D. degree;
  - (c) the candidate submits a detailed report of research work done to date or any other material published or unpublished arising from such work;
  - (d) the candidate submits to and passes an oral transfer examination on the subject of the research plan and general topics related to the field of study; and
  - (e) the candidate had a prior thesis by research Master's degree of this or a recognised university before being admitted for the M.Phil. programme.
- (ii) The Panel for oral transfer examination shall be composed of:
- (a) the Head of Department as Chief Examiner;
  - (b) the supervisor(s);
  - (c) one other member of staff from the Department;
  - (d) another one from the Faculty;
  - (e) one from outside the Faculty; and
  - (f) a representative of the Postgraduate College Board.
- (iii) Recommendation for the appointment of the Panel of Examiners at the candidate's oral transfer examination shall be made to the Postgraduate College Board at least one calendar month before the date of such an examination.
- (iv) Members of the oral transfer examination shall normally, have some knowledge of the general area of the candidate's field of proposed study.
- (v) Candidate shall present Departmental/ Faculty seminar on the study before the conversion examination which shall include a propositional abstract outlining introduction, methodology and statement of research problem (gaps(s) to be filled).

- (vi) Candidate shall submit, to the Department, not less than four weeks before the conversion examination, a detailed research proposal and a comprehensive bibliography on the area of specialization, theory and methodology.
- (vii) The Chief Examiner shall immediately notify the Postgraduate College and circulate the proposal to other members of the Panel not less than two weeks before the examination.
- (viii) The Examination shall be oral or both oral and written.
- (ix) Recommendations for transfer from the Master of Philosophy degree to the Doctoral programme shall be made on a prescribed transfer form including the candidate's coursework grades, detailed plan of research, and details of performance at the oral transfer examination with the examiners; names and signature.
- (x) The oral transfer examination shall be considered as Ph.D. Qualifying Examination for successful candidates. However, a candidate who fails the oral transfer examination shall continue with the M.Phil. programme.
- (xi) A thesis to be approved for the degree of Master of Doctor of Philosophy shall be an original work of the candidate

### **Regulation 23: Programmes of Study and Research**

- (i) The programmes of study for the Ph.D. degree shall be as specified and approved by Senate on the recommendation of the appropriate Faculty Committee through the Board.
- (ii) Candidates, in special circumstances, may be required to undergo, and complete satisfactorily, a minimum period of professional/technical attachment or internship during the course as part of the programme of study as shall be approved by Senate on the recommendation of the Faculty Committee through the Board.

- (iii) A compulsory central methods course, coordinated by the Postgraduate College, will be offered to and passed by each Ph.D student in the first year of their programme irrespective of the nature of programme (with or without coursework) provided in the candidate's faculty.
- (iv) Candidates who successfully passed conversion from M.Phil. to Ph.D. examination are expected to complete other mandatory requirements for their respective Ph.D. programmes.

**Regulation 24: Period of Study**

- (i) The minimum period of study for the Ph.D. degree shall be not less than six semesters for full time study for candidates admitted with a Master's degree while part-time study shall not be less than eight semesters.
- (ii) Not less than four semesters for full-time study for candidates admitted with Master of Philosophy degree while part-time study shall not less than six semester.
- (iii) No candidate shall be granted part-time registration unless he/she has successfully completed coursework and the Board is satisfied that supervision will be effective throughout the period of studentship.
- (iv) Application shall be made not later than the end of the regular period of studentship, that is, 6th and 8th semesters for full-time and part-time students respectively, through the Departmental Postgraduate Committee to the appropriate Faculty Committee for the approval of the Board for extension of period of study save that the extension shall not exceed two additional semesters after which studentship shall lapse.
- (v) The studentship of a Ph.D. candidate shall lapse if after spending a total of eight semesters of full-time study or ten

semesters of part-time study, he/she has not been presented for the final and required Ph.D. thesis examination.

- (vi) A Ph.D. candidate whose studentship is due to lapse shall be warned in writing at least 2 semesters before the expiration of studentship and at the end of such an expiration.

### **Regulation 25(a): Recognition of Partial Study Elsewhere**

- (i) A candidate may, with the approval of Senate as recommended by the Board, be permitted to spend part of the required period of study in another university for the Ph.D. degree of Obafemi Awolowo University provided the Board is satisfied that this is advisable and it is in the interest of the study.
- (ii) No candidate shall be permitted to take coursework elsewhere unless the Board is satisfied that such courses are comparable to those approved for the Department by Senate.
- (ii) No candidate shall be permitted to prosecute part of the research work elsewhere unless the Board is satisfied that adequate research facilities are available for the candidate's work and that supervision will be effective throughout the period.
- (iii) The award of the Ph.D. degree of Obafemi Awolowo University to such a candidate shall also be subject to:
  - (a) the Board being satisfied with the title and original detailed plan of study before it is embarked upon;
  - (b) the Board being ultimately responsible for the approval of the Supervisor on the recommendation of the Faculty Postgraduate Committee; and
  - (c) the candidate meeting the other requirements beside the presentation and successful oral defence of the thesis.
- (v) The Board may waive the requirement for coursework or parts of it with respect to Ph.D. candidates from other

universities, on the recommendation of the appropriate Faculty Committee, provided the Board is satisfied that:

- (a) the course or courses being waived are equivalent in depth and scope to those of Obafemi Awolowo University;
- (b) the candidate has performed satisfactorily in them.

**Regulation 25(b): Modalities for Partial Study Elsewhere**

- (i) The application for the programme must be initiated by the candidate, by filling an appropriate form which shall be approved by the Postgraduate College Board on behalf of the University Senate.
- (ii) Candidates are required to state explicitly the reasons for embarking on the programme and such reasons must be acceptable to the Postgraduate College Board.
- (iii) The work done by the candidate will be the property of the Obafemi Awolowo University.
- (iv) The final award of Degree will be done by the Obafemi Awolowo University.

**Regulation 25(c): Requirements for the Split-site Programme**

To qualify for the split-site programme, a candidate

- (i) who is pursuing the coursework outside Obafemi Awolowo University must register for the semester(s) to be spent outside the university;
- (ii) must have obtained approval of the programme from the Board and Leave of Absence for the period from the College;
- (iii) who is conducting part of his/her research work outside Obafemi Awolowo University must have successfully completed the coursework; and
- (iv) must have obtained approval of Thesis Title and

Appointment of University and External Examiners Form from the Postgraduate College Board.

**Regulation 25(d): Arrangement for Research Supervision**

- (i) The candidate's Department will recommend to the Postgraduate College appropriate arrangements for supervision, including nature and frequency of contacts with the candidate's supervisor in Obafemi Awolowo University.
- (ii) Supervision of candidates while outside the country may be conducted by e-mail, fax, telephone or video conferencing and any other appropriate virtual method.
- (iii) The external supervisor may attend the candidate's final oral examination at no cost to Obafemi Awolowo University.

**Regulation 26(a): Schemes of Examination**

- (i) Examinations in the prescribed courses which shall be taken at the period approved by Senate, shall be by means of written papers which shall not be less than 2 hours in duration.
- (ii) No candidate shall be permitted to sit for the prescribed examination(s) unless such a candidate shall have satisfied the provisions of Regulation 5(ii) (a)-(c) above.
- (iii) Course examinations shall be held at official University examination periods or as may be determined by the Postgraduate College Board and the provisions of Regulation 5(iii) above.
- (iv) The results of the Ph.D coursework examinations for each semester during the academic year shall be submitted by the appropriate Faculty Postgraduate Committee using the stipulated format for the approval of the Board for the semester concerned.

- (v) The Provost, upon request, can issue a transcript to a Ph.D. candidate for approved coursework results by the Postgraduate Board to a Ph.D candidate on payment of the prescribed fee.
- (vi) The thesis for the Ph.D. degree programme shall be examined as prescribed under Regulation 16 above.
- (vii) There shall be a qualifying examination with the form and details stated in Regulation 28 below.

**Regulation 26(b): Board of Examiners**

- (I) Where applicable, there shall be a Board of Examiners consisting of the Head of the Department who shall be Chief Examiner and the examiner(s) that are qualified to teach postgraduate courses.
- (ii) The list of members of the Board of Examiners for each Department, as in Regulation 26b(i) above, shall be approved by the Postgraduate College Board on the recommendation of the appropriate Faculty Postgraduate Committee at the beginning of each academic session.

**Regulation 27: Minimum Requirements for the Award of Ph.D.**

To fulfill the requirements for the award of Ph.D.

- (a) (i) Every candidate shall obtain a grade which is not less than 50% (C) in any written examination and a weighted average which is not less than 50% (C) in any semester of coursework.
- (ii) No postgraduate student shall fail (i.e. score less than 50% (C) in more than two courses in one or two consecutive semesters.
- (iii) If a student fails one or two courses in one or two consecutive semesters, the student shall repeat those courses.

- (iv) If a student fails any one of the repeated courses, the student shall be asked to withdraw.
  - (v) If a student fails more than two courses in one or two consecutive semesters, the student shall be asked to withdraw.
  - (vi) Where a candidate has been absent with good cause approved by Senate, the candidate shall be allowed to take the examination at the next available opportunity without penalty.
- (b) In partial fulfillment of the requirements for the award of the degree, the requirements in Regulation 16(i)-(vi) above shall have been satisfactorily completed by the appropriate Faculty Postgraduate Committee.
- (c) A candidate who fails an examination leading to the award of a degree shall not be permitted to re-apply for admission to the same degree programme.

**Regulation 28: Ph.D. Qualifying Examination**

- (i) All candidates for the Ph.D. degree shall, after completing the coursework (where it is required), be required to pass a qualifying examination, not later than four semesters after first registration for full-time students and not later than five semesters after first registration for part-time students, the manner and details of which are as follows:
- (a) Candidates shall present a Departmental / Faculty seminar on the study before the qualifying examination which shall include a publicised abstract outlining introduction, methodology and the gap to be filled;
  - (b) Candidates shall submit, to the Department, not less than four weeks before the qualifying examination, a detailed research proposal and a comprehensive bibliography on the area of specialisation, theory and methods;

- (c) The Chief Examiner shall immediately notify the Postgraduate College and circulate the proposal to other members of the Panel not less than two weeks before the examination.
- (d) The examination shall be oral and/or written.
- (ii) The Panel of Examiners for the qualifying examination shall be composed of:
  - the Head of Department as Chief Examiner;
  - the supervisor(s);
  - one member of the Department or Faculty;
  - another member of the Faculty but not from the Candidate's Department
  - one from outside the Faculty; and one representative of the Postgraduate College
- (iii) Report of the qualifying examination shall be in accordance with Regulation 17(i).  
(Notwithstanding the outcome of the examination, the Chief Examiner shall process the report of the examination through the Faculty Postgraduate Committee, which shall forward the same to the Board of the Postgraduate College within one week).
- (iv) A candidate who fails to satisfy the requirements of a qualifying examination may be allowed by the Board, on the recommendation of the Faculty Committee, to repeat the examination once duly not later than a semester after the first attempt. A candidate who falls into this category shall pay to the Postgraduate College the amount required for the conduct of such examination.
- (v) If a Ph.D. candidate fails to take the qualifying examination by the end of the prescribed period, that is, the sixth semester for full time and eighth semester for part-time programmes, the studentship of such a candidate shall lapse.

**Regulation 29: Approval of the Ph.D. Thesis Title,  
Supervisor(s), University and External  
Examiners**

- (i) Not later than one semester after passing the qualifying examination, a Ph.D. candidate shall submit the title of his research for approval by the Board on the recommendation of the Faculty Postgraduate Committee.
- (ii) In the application for approval, the student shall state the specific objectives of the research, a statement of the research problem, expected contribution to knowledge, and method to be adopted for the conduct of the research as prescribed in the form.
- (iii) Once approved, thesis titles can only be changed with the permission of the Board on the recommendation of the Faculty Postgraduate Committee.
- (iv) A candidate who fails to submit his/her thesis title at the appropriate time may not be entitled to extension of period of study.
- (v) The Panel of Examiners for a Ph.D. candidate shall be:
  - The Head of Department as Chief Examiner;
  - The candidate's supervisor(s);
  - One member from a related department to be nominated by the Faculty;
  - A Postgraduate College Board Representative to be nominated by the Board; and
  - One external examiner who shall normally not be below the rank of Senior Lecturer to be nominated by the Departmental Postgraduate Committee through the Faculty Postgraduate Committee for consideration and approval by the Postgraduate Board.

**Regulation 30: Evaluation of Thesis and the Candidate's Performance**

- (i) If the candidate satisfies the examiners in the oral examination and the thesis is acceptable to the examiners without any revision, the Chief Examiner shall then, not later than one (1) week from the date of the oral examination, process the result to the Postgraduate College through the Faculty Postgraduate Committee. This will be captioned (Option 8a).
- (ii) If the candidate satisfies the examiners in the oral examination and the thesis is acceptable to the examiners subject to minor editorial amendments (mainly typographical), such amendments shall be carried out within a period not exceeding three (3) weeks to the satisfaction of the Chief Examiner and the Supervisor(s) and be certified by them on the appropriate form. The Chief Examiner shall then, not later than two (2) weeks from the date of the candidate's submission, process the result to the Postgraduate College through the Faculty Postgraduate Committee. This will be captioned (Option 8b(i)).
- (iii) If the candidate satisfies the examiners in the oral examination and the thesis is acceptable to the examiners subject to major editorial amendments (extensive language editing, inadequate references), such amendments shall be carried out within a period not exceeding six (6) weeks to the satisfaction of the Chief Examiner, the Supervisor(s) and the University Examiner(s) and be certified by them on the appropriate form. The Chief Examiner shall then not later than two (2) weeks from the date of the candidate's submission, process the result to the Postgraduate College through the Faculty Postgraduate Committee. (This will be captioned Option 8b(ii)).

- (iv) If the candidate satisfies the examiners in the oral examination but the thesis is unacceptable to the examiners in its present form due to the need for structural or major amendments such as re-writing some portions of the thesis, the candidate shall not require re-examination. However, the structural or major amendments shall be carried out within a period not exceeding twelve (12) weeks to the satisfaction of all the Internal and External Examiners and be certified by all the examiners on the appropriate form. The Chief Examiner shall then not later than two (2) weeks after certification, process the result to the Postgraduate College through the Faculty Postgraduate Committee. This will be captioned Option 8c.
- (v) If the thesis is satisfactory but the candidate fails to satisfy the examiners in the oral and/or written examination, the candidate may be recalled for a second oral/or written examination after a further period of study not exceeding one semester from the date of the examination and only after approval of same by the Board on the recommendation of the Faculty Postgraduate Committee. However, the examination cannot be repeated more than once. A candidate who falls into this category shall pay to the Postgraduate College the amount required for the conduct of the examination. This will be captioned Option 8d.
- (vi) A thesis considered inadequate or unworthy of the award of the degree, shall not be re-submitted for re-examination in a revised and improved form unless after prior approval of the Board of Postgraduate College on the recommendation of the Faculty Postgraduate Committee. The candidate shall therefore be re-examined in accordance with Regulation 16 (ii) & (iii). Such a re-examination shall be done within a period not exceeding two semesters from the date of the first

oral examination. However, the re-examination cannot be repeated more than once. A candidate who falls into this category shall pay to the Postgraduate College the amount required for the conduct of the examination. This will be captioned Option 8e.

- (vii) A candidate whose thesis is rejected in its entirety by the examiners shall be deemed to have failed the examination and shall not be awarded the degree. This will be captioned Option 8f (i).
- (viii) A candidate who presents a thesis which in part or full is discovered not to be his original work shall be deemed to have failed and shall not be qualified for the degree. Similarly a candidate who presents a thesis which is discovered at any stage to partially or wholly contain falsified data or material shall not qualify for the degree. This will be captioned Option 8f(ii).

### **Regulation 31: Format of the Ph.D. Thesis**

A thesis submitted for the Ph.D. degree shall be in conformity with the provisions of Regulation 18(i) to (iii) above.

### **Regulation 32: Standard and Presentation of the Thesis**

In addition to Regulation 15(i), (iii) – (viii) above,

- (i) Research for the degree of Doctor of Philosophy (Ph.D.) is meant to include theoretical, analytical and experimental investigation with a view to furthering knowledge and or understanding in the proposed field of study.
- (ii) A candidate may, however, submit for the approval of the Board through the Faculty Committee a proposal for a critical survey of existing method and knowledge, the systematisation and logical exposition of which may be

considered as a contribution to knowledge in the field surveyed.

- (iii) A thesis to be approved for the degree of Master or Doctor of Philosophy shall be an original work of the candidate displaying competence in the field of study combined with the exercise of critical judgment, and containing material worthy of publication as definite contribution to knowledge. It must also be satisfactory as regards literary presentation.

**Regulation 33: Processing of the Report of the Panel of Examiners**

The provisions of Regulation 17(i) to (iii) shall apply to Ph.D. candidates seeking to submit their theses for the approval of the Board.

## **PART IV:**

### **GENERAL REGULATIONS**

#### **Regulation 34: Change of Course**

Candidates admitted to the Diploma, Masters and Ph.D. programmes under Regulations 8(i) & (ii) and 21 may be allowed to apply for change of course, provided the following requirements are complied with:

#### **(a) Inter-Departmental Change of Course**

Inter-departmental change of course shall be effected by asking the candidate to write an application stating the reasons for change of course to the Head of the proposed Department through the current Head of Department.

- (i) The proposed Head of Department shall after consultation with the Departmental Postgraduate Committee indicate acceptance or otherwise. Where acceptance is indicated, the Head of the proposed Department shall identify where necessary all remedial courses to be taken as well as possible extension of time to complete the remedial courses.
- (ii) All relevant papers shall be collated by the Head of the proposed Department and forwarded to the Board of the Postgraduate College through the Faculty Postgraduate Committee for determination.
- (iii) Usually such changes can only be effected within two (2) semesters for Master's and three (3) semesters for Ph.D candidates.

**(b) Inter-Faculty Change of Course**

Candidates requesting for inter-Faculty change of courses shall be directed to re-apply afresh for admission in the normal way to the proposed Faculty.

**(c) Change of Programme**

Candidates requesting for a change of programme within the Department must do so through the Department to the Faculty Postgraduate Committee and the Board within one semester of first registration.

**Regulation 35: Admission of Members of Staff to Postgraduate Studies**

A full-time member of the academic, administrative or technical staff of the University may be admitted to the postgraduate diploma or higher degree programme in accordance with the regulations in force at the time of the admission exercise, subject to the following additional requirements:

- (i) A member of staff willing to pursue postgraduate studies shall be released by an appropriate Department through the Dean of the Faculty (on behalf of the Faculty Review Panel)/Registrar in the prescribed manner.
- (ii) The Dean/Registrar must indicate the type of release granted (full-time, part-time or day release).
- (iii) In releasing a member of staff for postgraduate studies, the Dean of the Faculty/Registrar shall consider the relevance of the certificate, diploma or higher degree programme to the functions that the member of staff is expected to perform and the overall development of the Department.
- (iv) A member of staff whose studentship has been terminated and who desires to start the programme afresh shall be required to fund the programme by paying school fees and all other approved fees by the Postgraduate College. However, if

studentship has been terminated twice, Reg. 13a (vii) above shall apply.

- (v) Where a person who has been a student under this regulation ceases to be a member of staff of the University, such a person shall apply to the Board to determine the condition(s) of continuance of the studentship.
- (vi) The Board shall, on the recommendation of the appropriate Faculty Postgraduate Committee, prescribe the conditions for continuance of the studentship of such candidates.

### **Regulation 36: Registration of Postgraduate Students**

- (i) The name of an applicant who has been admitted for the postgraduate studies shall be registered in the Postgraduate College.
- (ii) Each Faculty and Department shall be required to keep an up-to-date register of postgraduate students in the Faculty or Department as appropriate.
- (iii) Registration of postgraduate students shall be on the prescribed form approved by the Board and shall normally be required at the beginning of each semester during the candidate's period of studentship, provided that:
  - (a) Only candidates with authentic letters of admission from the Board shall be eligible to be so registered;
  - (b) Candidates whose studentship has expired under the Regulations shall not be entitled to register unless they have been granted extension as appropriate by the Board.
  - (c) The period of studentship shall include the period after the oral examination (where required) up to the time of Board approval of the results.
  - (d) Late registration shall be entertained only on the fulfillment by candidates of conditions approved by the Board;

- (e) Penalty for breaching Regulation 36(iii) (a-d) above shall result in the termination of studentship or the imposition of fines as may be determined by the Postgraduate College Board.
  - (f) If there is a need for reapplication, such candidates must pay all outstanding fees before such can be considered by the Board.
- (iv) Every postgraduate student shall register for the appropriate courses in a given semester under the following conditions:
- (a) Students shall normally complete registration for courses within two weeks after the commencement of a semester.
  - (b) Late registration will attract an initial penalty of N5,000 for all categories of students (newly admitted, returning and staff) for the first month after the expiration of regular registration and N10,000 for the second month. Registration shall close for all students thereafter.
  - © A student may not withdraw from a registered course after five weeks into the semester without the approval of the Provost. However, no approval will be given by the Provost two weeks or less before any examination.
  - (d) A student who withdraws after five weeks without the approval of the Provost before examination shall be deemed to have failed the course.
  - (e) A student who fails to sit for more than two courses at the end of a semester without approval shall be deemed to have withdrawn from the programme.

**Regulation 37: Progress Report**

- (i) The Board shall prescribe the form and design of the progress report(s) as required in Regulation 37(i) & (ii).
- (ii) Every student must submit a report outlining the progress made in each semester by filling the appropriate form duly

endorsed by the supervisor(s), the Head of the Department and the Faculty Postgraduate Committee Chairman to the Postgraduate College.

- (iii) Each Department shall be required to keep a progress report every semester on each candidate.

### **Regulation 38: Maintaining Postgraduate Studentship**

- (i) To maintain studentship for any diploma or higher degree of the University, a student shall have been duly registered as prescribed under Regulation 36(iii) and (iv).
- (ii) There shall be satisfactory progress report(s) on each student in respect of the coursework or the research study on the recommendation of the supervisor(s) through the appropriate Faculty Committee and as approved by the Board.
- (iii) Penalty for breaching Regulation 38(i) and (ii) above shall result in the termination of studentship and withdrawal from the University.
- (iv) Non-registration for two consecutive semesters shall automatically lead to termination of studentship.

### **Regulation 39: General Regulations Governing Courses Leading to Award of Diploma or Degree**

- (i) To be eligible for admission to a postgraduate diploma or degree in any one of the Faculties of the University, a candidate must have:
  - (a) Satisfied the requirements for admission to the University.
  - (b) Satisfied, in addition, the Faculty or Departmental requirements for entry into the approved postgraduate course of study relating to the programme.

- (c) Followed the approved course of study for the prescribed period;
  - (d) Passed the required examinations set out in the detailed programme regulations.
  - (e) Paid all prescribed fees as and when required; and
  - (f) Complied with such other regulations and requirements as may be prescribed.
- (ii) Approved courses in the curricula for the examinations under these regulations and the number of papers in each subject are those approved by the Postgraduate College and Senate. Approved courses shall also include such lectures, tutorials, seminars, laboratory classes or field work, as are prescribed by the Departmental or Faculty regulations, and such written work as the Department concerned shall require
- (iii) A candidate shall not be deemed to have followed any approved course of study unless the Head of Department (the Dean of the Faculty) concerned certifies that his attendance and performance have been satisfactory.
- (iv) A candidate whose work or progress is considered unsatisfactory, may be required by Senate, on the recommendation of Postgraduate College Board to withdraw from the University or to repeat any part of his course before admission to an examination. Failure in an examination, may be regarded as evidence of unsatisfactory progress.
- (v) The duration of a course of study for any programme shall normally be as approved by Senate. A student may be permitted to extend the period of study prescribed for a programme on the grounds of absence from the University or inability to sit for the examinations on ground of ill-health or for other reasons approved by Senate.

**Regulation 40: Eligibility to Teach and Examine Postgraduate Courses**

- (i) Only the following categories of staff shall, normally be permitted to teach postgraduate courses:
  - (a) Lecturers with a doctorate degree and with a minimum of one year of teaching and/or research experience at the university level.
  - (b) However, only Senior Lecturers and above, with a Ph.D. are eligible to teach Ph.D. candidates.
  - (c) In special circumstances, other categories of teachers approved by the Senate on the recommendation of the Board.
- (ii) In accordance with Regulation 39(i) above, each Faculty Committee, on the recommendation of the appropriate Department, shall submit for approval of the Board at the beginning of each academic session a list of eligible members of staff qualified to teach postgraduate courses.
- (iii) The Board, for just cause under Regulations 39(i) and (ii) above, may:
  - (a) Refuse to register candidates for courses; and
  - (b) Refuse to approve courses of study, if the Board is satisfied that the available teaching staff is inadequate under the Regulations

**Regulation 41: Eligibility to Supervise Postgraduate Thesis**

Only the following categories of staff shall, normally be permitted to supervise postgraduate projects, long essays and research theses:

- (i) Lecturers of the rank of Lecturer Grade I and above who have themselves successfully undergone doctoral postgraduate programmes of this or any other approved university.
- (ii) Master's by research theses, Master's by coursework projects

and Postgraduate Diploma essays/reports shall be supervised by at least a Lecturer Grade I with Ph.D or Research Fellow Grade I with Ph. D, whereas the Ph.D. thesis shall be supervised by Senior Lecturers and above (with Ph. D).

- (iii) In special circumstances, other categories of staff approved by the Board on the recommendation of the appropriate Faculty Postgraduate Committee shall be permitted to supervise postgraduate programmes.

### **Regulation 42: Regulations for the Award of Postgraduate Degrees**

#### **(i) Student Workload**

- (a) Work is defined in terms of Course Units  
(b) One Unit represents one hour of lecture or one hour of tutorial, or 2-4 hours of practical work per week throughout a semester.  
(c) All courses shall run for one semester or a full session of two semesters.

#### **(ii) Codification of Courses**

Senate approved course codes for postgraduate programmes starting from 2019/2020 session are as prescribed as follows:

- |                           |   |     |
|---------------------------|---|-----|
| (a) Postgraduate Diplomas | - | 700 |
| (b) Masters               | - | 800 |
| (c) Ph.D.                 | - | 900 |

#### **(iii) Requirements for the Award of a Degree**

To be eligible for the award of a postgraduate degree, a candidate must satisfactorily complete the minimum number of Units prescribed for the programme. He/she must, in addition, complete successfully, all compulsory courses and the general electives as well as Long Essay or Research Thesis for the degree as prescribed. The

course cannot be counted twice (e.g. from repeat) in computation of the minimum number of Units.

**(iv) Voluntary Withdrawal from Course or Programme**

A student may not withdraw from a registered course after five weeks into the semester without the approval of the Provost. However, no approval will be given by the Provost two weeks or less before any examination.

A student who withdraws after five weeks without the approval of the Provost before examination shall be deemed to have failed the course.

A student who fails to sit for more than two courses at the end of a semester without approval shall be deemed to have withdrawn from the programme.

**(v) Incomplete Grade**

When, for valid reasons (e.g. medical), a student is unable to complete all the prescribed requirements for a course in which he/she is formally enrolled, he/she may, on the recommendation of the Department, be awarded an “Incomplete Grade” (I). Such Incomplete Grade will normally be removed when the Department certifies that all prescribed requirements have been met.

**(vi) Measurement of Performance**

Performance in course shall be measured in terms of the results of prescribed theory and practical examinations and/or assessment of such essays, seminars, practical exercises and report prescribed for each course.

**(vii) Level of Performance**

- (a) A candidate shall be recorded as having attained in a course a level of achievement grade as follows:

- A = 70-100%
- B = 60-69%
- C = 50 -59%
- F = Less than 50%
- W = Withdrawal

(b) The overall performance of each candidate during an entire session shall be determined using the weighted average obtained by cumulating marks in respect of each course registered, for all courses taken during a particular semester.

(ix) **Final Assessment and Awards**

- (a) The performance of candidates in all examinations may be moderated in such a manner as approved by the Board on behalf of Senate.
- (b) The final results of candidates for the award of a degree shall be published by the Registrar after they have been approved by the Senate.
- (c) A student may repeat only those courses in which he/she obtained a grade 'F'. The grade earned for a repeated course will be recorded and used in computing the weighted point average in the usual way.

**Regulation 43: Leave of Absence**

- (i) Two categories of students should be considered for leave of absence namely, students already in the University and students seeking deferment after matriculation.
- (ii) The conditions under which these students could be granted leave of absence should include financial, medical, late receipts of admission letters, compassionate, domestic or for public assignments, or for any other reasons approved by the Senate.
- (iii) The deferment should normally be for one semester for Departments admitting either Harmattan and Rain

Semesters and for one session for all professional and other sessional programmes and that resumption thereafter should normally be the following Semester.

- (iv) In the case of those seeking leave of absence for financial reason or domestic reasons or public assignments, the period of break should not be longer than two semesters per request, subject to a maximum of two (2) requests.
- (v) Leave of Absence on medical grounds should not normally be longer than three (3) years per request subject to a maximum of two (2) requests.

**Regulation 44: Roles and Appointment of Research Supervisors for Master's and Doctor of Philosophy Candidates**

- (i) Each candidate for the Master's degree by coursework and research shall have one or more supervisor(s) nominated by the Departmental Postgraduate Committee and approved by the Board on the recommendation of the Faculty Postgraduate Committee.
- (ii) Where there is more than one supervisor, one of them shall be designated the co-supervisor.
- (iii) The supervisor(s) shall guide, advise and train the candidate as appropriate in the methods of research and the writing of the thesis.
- (iv) In exceptional cases, where a student is dissatisfied with the supervisor(s) approved by the Board of Postgraduate College on behalf of Senate, the student shall report in writing to the Head of Department, who after due interaction with the supervisor(s), shall consult the Departmental Postgraduate Committee. A copy of such report shall be sent to the Chairman, Faculty Postgraduate Committee. Where the Head of Department is also the

Supervisor, the student shall report in writing to the Chairman, Faculty Postgraduate Committee.

- (iv) In cases where change of supervisor is advisable, the Departmental Postgraduate Committee shall recommend another supervisor (taking into cognizance the area of research of the candidate) to the Faculty Postgraduate Committee for transmission to the Board of the Postgraduate College. The recommendation shall contain detailed reasons for the change. Where the supervisor had not yet been approved by the Board, on behalf of Senate the request for change shall be determined at the Departmental Postgraduate Committee level.

#### **Regulations 45: Approval of Postgraduate Programmes and/or Courses**

- (i) Approval of postgraduate diploma and higher degree programmes shall be by the Senate on the recommendation of the Board
- (ii) No postgraduate diploma and higher degree programme, or amendment to a programme, shall be advertised and/or offered in the University unless the same has been approved by Senate on the recommendation of the Board.
- (iii) No postgraduate course or amendment to an existing course shall be offered in the University unless the same has been approved by Senate on the recommendation of the Board.
- (iv) Codification of postgraduate courses shall be as follows:

Postgraduate Diploma	–	700
Professional and Academic Masters	–	800
Doctorate	–	900
- (v) Infringement of Regulation 42(i)-(iii) above shall render such programmes or course(s) null and void and of no effect,

irrespective of when the infringement is detected for purpose of the award of the ensuing diploma or higher degree.

**Regulation 46: Advertisement of Postgraduate Programmes and/or Courses**

- (i) Approved postgraduate programmes and /or courses shall be advertised publicly at least once in each academic session in the manner and at the time to be prescribed from time to time, as approved by the Board.
- (ii) The non-advertisement of an approved programme or course shall not be sufficient grounds for non-consideration of admission into such a programme or course for the appropriate semester.

**Regulation 47: Offer of Postgraduate Admission**

- (i) There shall be an admission exercise held twice a year (Harmattan and Rain Semesters) into most postgraduate programmes and/or courses at times to be prescribed.
- (ii) Letters of offer of admission shall be issued to successful candidates at the beginning of each semester.
- (iii) Notwithstanding the admission exercises provided for in Regulation 44(i) above, a Faculty may, with the approval of the Board offer admission only once a year as is considered feasible.
- (iv) The Board may, on the recommendation of the appropriate Faculty Committee, offer postgraduate admission to qualified candidates on fellowships, field work and research attachments.
- (v) No candidate shall pursue simultaneously two postgraduate programmes of this University.
- (vi) Any breach of Regulation 44(v) shall lead to forfeiture of studentship in both programmes.

## **PART V:**

### **SUPERVISION**

#### **Regulation 48a: Role of Research Supervisors**

- (i) Supervisors should be accessible, engage in self-development, and support students' academic and emotional well-being.
- (ii) Provide early and clear guidance about time frames and conditions for graduation.
- (iii) Implement clear expectations for timely feedback and structured work plans.
- (iv) Encourage students to get involved in academic activities such as reference talks, invited talks, webinars etc.
- (v) Help students access grants, funding and networking opportunities.
- (vi) Offer advisory systems, student colloquia, and counselling services for student
- (vii) Avoid ethical infractions such as exploitation, bias, and inadequate feedbacks from supervisees.

#### **Regulation 48b: Role of Students**

- (i) Every student shall be guided by ethics governing academic norms with respect to methods, procedures and perspectives required for analyzing complex problems and issues.
- (ii) Accept guidance and direction from supervisor(s)
- (iii) Engage in research activities early

- (iv) Stay focused on the goal of the research and on the completion of postgraduate training.
- (v) Inform the Supervisor(s), the Head of Department and the Provost of any event(s) that may impact on academic process.

**Regulation 49: Interactions of Students with Supervisors and Vice-Versa**

- (i) Students shall have regular access to their supervisor(s) from inception.
- (ii) Newly qualified supervisors of PGD, Masters and Ph.D. students shall undergo an induction prior to supervision.
- (iii) There shall be no conflict of interest with respect to relationships between supervisors and their students.
- (iv) In exceptional cases, where a supervisor/student is dissatisfied with the student/supervisor as approved by the Board of Postgraduate College on behalf of Senate, the supervisor/student shall report to the Head of Department, who thereafter shall consult the Departmental Postgraduate Committee and the Chairman, Faculty Postgraduate Committee with recommendations made to the Postgraduate College Board.
- (v) Provision of effective supervision shall be made by the Department if a supervisor will be away for more than one semester.
- (vi) There shall be no inducement or gratification by the student to the supervisor or Department and vice-versa.

**Regulations 50: Institutional Support and Infrastructure**

- (i) Provision of adequate research infrastructure, including laboratories, internet access, and academic journals

- (ii) Source financial support for postgraduate students, including scholarships and funding for travel/ conferences.
- (iii) Develop a stable power supply and connectivity to facilitate research.
- (iv) Facilitate international collaboration and student exchange programs.
- (v) Provide access to plagiarism detection tools (e.g. Turnitin) for students and supervisors.
- (vi) Promote originality, innovation and integrity in data collection and academic writing.
- (vii) Provide health and wellness support for both students and supervisors, including sponsored leave and counselling services.
- (viii) Foster mutual respect and understanding between supervisors and supervisees.
- (ix) Establish a postgraduate unit dedicated to tracking graduate employability.

## **PART VI:**

### **POLICY ON PLAGIARISM**

Plagiarism is the act of using other people's words or ideas without appropriate acknowledgement(s). Examples of plagiarism are:

1. Verbatim copying
2. Changing a few words
3. Direct quotations without using opening and closing inverted commas
4. Lifting of portions of work consulted without due acknowledgement
5. Paraphrasing without structural adjustments.

#### **Regulation 51: Expectations from Students and Supervisors on Plagiarism**

- (i) Supervisors should ensure that students are aware of issues surrounding plagiarism and the consequences.
- (ii) Students must undertake and pass the anti-plagiarism test prior to the commencement of their study in Obafemi Awolowo University, Ile-Ife.
- (iii) Students are expected to adhere to stipulated similarity index as determined by the College Board.
- (iv) Students are expected to attach similarity index to their theses drafts before submission for oral examination.
- (v) Students' theses shall contain a page on declaration of awareness of plagiarism and its consequences.

- (vi) Any infringement of the anti-plagiarism policy shall attract such disciplinary measures as stipulated in Reg. 30(viii) of these Regulations.

**The Postgraduate College  
Obafemi Awolowo University  
Ile-Ife, Nigeria**

8<sup>th</sup> May, 2025



**Obafemi Awolowo University,  
Ile-Ife, Nigeria**