

## **SUMMARY OF GENERAL NUC REGULATIONS FOR POSTGRADUATE PROGRAMMES IN NIGERIAN UNIVERSITIES:**

### **A. FACULTY OF ARTS/HUMANITIES PROGRAMMES:**

#### **1. Recognised Levels of Postgraduate Programmes:**

A postgraduate programme of studies shall be designed by an individual university leading to the award of a postgraduate qualification. All postgraduate programmes offered in Nigerian universities are hereby streamlined into:

i) ***Postgraduate Diploma***

Postgraduate Diploma Programme: Postgraduate diploma programmes shall include coursework with externally moderated examinations and long essays or research projects reports. Such programmes may be full-time or part-time.

ii) ***Masters Degree Programmes:*** All masters degree programmes shall have coursework with written examinations which shall be externally moderated. These programmes may be part-time or full-time but shall involve a research dissertation and an oral defence of such a project.

iii) ***Doctor of Philosophy Degree (Ph.D) Programmes:*** All Ph.D degree programmes shall have coursework with written examinations that involve external moderation and a research thesis that involves oral defence and requires the participation of an external examiner. Credit units earned on coursework during a Masters degree programme may be credited towards a Ph.D degree.

Note: All Universities shall seek and receive approval for all postgraduate degree and diploma programmes from the National Universities Commission before establishing same.

#### **2. Admission Requirements:**

The entry requirements to postgraduate programmes shall be as follows:

##### ***Postgraduate Diploma***

i) A graduate from a recognized University or a person with a qualification adjudged to be equivalent to a first degree may be admitted provided the university matriculation requirement is satisfied. A holder of a minimum of upper credit in the Higher National Diploma from recognized institutions may also be admitted provided the university matriculation requirement is satisfied.

ii) ***Masters Degree:***

A candidate with a first degree from a recognized University with minimum of a second-class lower division may be admitted provided the university matriculation requirement is satisfied.

A candidate with a good postgraduate diploma from a recognized university may also be admitted to a Master's Degree programme provided the University matriculation requirement is satisfied. The candidate is also required to pass a qualifying entrance examination.

iii) ***Doctor of Philosophy (Ph. D) degree:***

- a) A candidate with a good Masters degree which includes coursework and research thesis from a recognized university may be admitted provided the university matriculation requirement is satisfied.

**3. Mandatory Duration of Programmes**

A common and uniform duration for the programme for all universities, making allowance for minor individual university variation shall be adopted as follows:

i) ***Postgraduate Diploma Programme:***

- a) Full-time Diploma: Minimum of two (2) semesters and a maximum of four (4) semesters.
- b) Part-time Diploma: Minimum of four (4) semesters and a maximum of six (6) semesters.

ii) ***Masters Degree Programme:***

- a) Full-time: Minimum of three (3) semesters and a maximum of six (6) semesters.
- b) Part-time: Minimum of four (4) semesters and a maximum of eight (8) semesters.

iii) ***Ph.D Programme:***

- a) Full-time: Minimum of four (4) semesters and a maximum of ten (10) semesters.
- b) Part-time: Minimum of six (6) semesters and a maximum of fourteen (14) semesters.

**4. Staffing Requirements**

Teachers of postgraduate courses should normally be holders of a Ph. D with at least one-year post-doctoral experience in a university or research institute. In special circumstances, other categories of teachers may be approved by the Board of the School of Postgraduate Studies on the recommendations of the Faculty Postgraduate Committee. All such lecturers must not be registered postgraduate students.

## **5. Requirements for Students Supervision**

Subject to individual university peculiarities, requirement for supervision of postgraduate students shall be as follows:

- a) A Supervisory Committee shall consist of one and two supervisors for each postgraduate student on the Master's and the doctoral degree programmes, respectively. One of the supervisors shall be designated the main supervisor.
- b) All lecturers qualified to teach postgraduate courses and who are not registered postgraduate students shall be eligible to supervise Masters degree programmes. For the Ph. D, supervisors must have a Ph. D degree and be of a rank not lower than senior lecturer and must not be registered postgraduate students.
- c) A supervisor shall guide a student in his studies and keep a record of the candidate's progress and submit an annual progress report through the Dean to the Board of Postgraduate Studies.
- d) A supervisor may be changed where and when necessary subject to the approval of the Board of Postgraduate Studies.
- e) Where a student spends part or all of his required courses in another institution, the external supervisor shall only be required to submit a written report on the candidate at the end of the programme. Such a supervisor shall not normally be required to participate in the oral examination of the candidate.

## **6. Workload for Postgraduate Programmes**

Definition: A unit of workload consists of one hour lecture per week for 15 weeks (one semester): OR A 3–6-hour laboratory/studio/practical class per week for 15 weeks (one semester).

- a) No course shall carry less than 3 credit units
- b) A Postgraduate Diploma project report shall carry a minimum of a 4-credit unit.
- c) A Master's thesis shall carry a minimum of 6 credit units
- d) A Ph. D thesis shall carry a minimum of 9 credit units

Furthermore, the overall workload shall not be less than the following:

- f) Postgraduate diploma shall carry a minimum of 24 credit units.
- g) Masters' degree shall carry a minimum work load of 30 credit units
- h) Ph.D – A minimum workload of 18 credit units of which 9 credit units are for the thesis, 30 credit units for the Master's programme or coursework and 6 credit units for seminars.

## **7. Examinations:**

- a) For all postgraduate coursework, the minimum pass score shall be 50%; continuous assessment shall constitute 30-40% of the examination for each course
- b) Any student who fails in any course, shall repeat such a course;
- c) Any student whose CGPA falls below 2.50 after the second semester is deemed to have failed and shall be withdrawn from the programme.
- d) Scoring and grading of courses shall be as follows:

Marks	Letter Grades	Grade Points
70 and above	A	5
60-69	B	4
50-59	C	3
45-49	D	2
40-44	E	1
0-39	F	0

## **8. Thesis or Dissertation**

A panel of examiners shall be composed to orally assess a thesis or dissertation according to individual university characteristics, but the examination shall, in the least, be guided by the following:

- i) ***Postgraduate Diploma Project Report:*** An external examiner shall read and grade the report. The final grade for the project report shall be a mean of the separate grades of an internal assessment process and the external examiner's assessment.

- ii) ***Master's Dissertation (Minimum):***

- a) Head of Department (Chief Examiner)
    - b) Supervisor
    - c) One member outside the Department or
    - d) A Representative of the Board of the School of PG Studies
    - e) External Examiner

All Masters degree programmes, including such professional ones as MBA, MPA, MIR etc, shall be subject to external examination and moderation.

- iii) ***Ph.D Thesis (Minimum):***

- a) Head of Department (Chief Examiner and Chair)
    - b) Supervisor
    - c) Co-Supervisor
    - d) One member from a related Department within the Faculty who holds a Ph.D degree and is not below the rank of a Senior Lecturer.

- e) A Representative of the School of PG Studies.

## **B. FACULTY OF ADMINISTRATION/MANAGEMENT SCIENCES**

### **1. Course Coding**

For the uniformity of course codes, the following should be adhered to:

PGD \_\_\_\_\_ 700 Level

Masters \_\_\_\_\_ 800 Level

Ph.D. \_\_\_\_\_ 900 Level

### **2. Admission Requirements**

#### ***(i) Postgraduate Diploma Programmes:***

Provided the matriculation requirements are satisfied;

- a) Five credit passes including English Language and Mathematics at the 'O' level.
- b) Relevant Bachelor's Degrees not lower than third Class Division from recognized Universities.
- c) Bachelors Degrees with at least second-class lower Division in areas not related to Administration may be considered.
- d) Higher National Diploma at upper credit level.
- e) Relevant professional qualifications.

#### ***(ii) Master's Degree:***

Provided the University's matriculation requirements are satisfied;

- a) Degree in relevant area from a recognized University with minimum of second-class lower division may be admitted provided the university matriculation requirements are satisfied.
- b) A postgraduate diploma at upper credit level in relevant area from a recognized university.

#### ***(iii) Doctor of Philosophy (Ph.D.) Degree:***

Provided that the university matriculation requirements are satisfied;

Relevant Master's degree with at least an average of B grade (60%) which includes coursework and research thesis from a recognized university.

### **3. Duration**

A common and uniform duration for the programme for all universities, making allowance for minor individual university variation shall be adopted as follows:

#### ***(i) Postgraduate Diploma Programmes (PGD):***

- a) Full-time Diploma: Minimum of two (2) semesters and a maximum of four (4) semesters.
- b) Part-time Diploma: Minimum of four (4) semesters and a maximum of six (6) semesters

#### ***(ii) Master's Degree Programmes:***

- a) Full-time: A Minimum of four (4) semesters and a maximum of six (6) semesters
- b) Part-time: A minimum of six (6) semesters and a maximum of eight (8) semesters.

#### ***(iii) Ph.D. Programme:***

- a) Full-time: A Minimum of six (6) semesters, a maximum of ten (10) semesters.

- b) Part-time: A minimum of Ten (10) semesters and a maximum of twelve (12) semesters.
- c) For extension beyond the specified maximum period, a special permission of the Postgraduate Board shall be required.

#### **4. Staffing Requirements**

Teachers of postgraduate courses should be holders of Ph.D. Degrees with at least one-year post-doctoral experience in a university or research institute. In special circumstances, other categories of teachers may be approved by the Postgraduate School Board on the recommendations of the Faculty Postgraduate Committee. All such lecturers must not be registered postgraduate students.

#### **5. Requirements for Students Supervision**

The requirement for supervision of postgraduate students shall be as follows:

- i) A Supervisory Committee shall consist of a minimum of 1 and a maximum of 2 supervisors for each postgraduate student on the master's programme and a minimum of 2 and maximum of 3 for doctoral degree programmes. One of the supervisors shall be designated the main supervisor and chairman, supervisory committee; and others, co-supervisors.
- ii) All lecturers qualified to teach postgraduate courses and who are not registered postgraduate students shall be eligible to supervise Masters degree candidates. For the Ph.D., supervisors must be of a rank not lower than senior lecturer and must not be registered postgraduate students.
- iii) A supervisor shall guide a student in his studies and keep a record of the candidate's progress and submit a regular progress report through the established channels to the Postgraduate School Board.
- iv) A supervisor may be changed where and when necessary subject to the approval of the Postgraduate School Board.

#### **6. Workload for Postgraduate Programmes**

A unit of workload consists of one hour lecture per week for 15 weeks (one semester).

- a) No course shall carry less than 2 credit units.
- b) A Postgraduate Diploma shall have a minimum of 28 credits units of workload broken into 24 credit units of course work and 4 credit units of project report.
- c) A Masters Degree programme shall have a minimum of 36 credit units of workload broken into 30 credit units of course work and 6 credit units of dissertation/thesis.
- d) i) A Ph.D. Degree programme shall have a minimum workload of 30 credit units broken into 18 credit units of course work and 12 credit units of dissertation/thesis.
- ii) A Ph.D. Student from other recognized universities shall be allowed a credit transfer of not more than 18 credit units passed with a minimum of B grade at the Masters Degree level.

## **7. Examinations:**

- a) For all postgraduate coursework, the minimum pass score shall be 50%; continuous assessment shall constitute 30% of the examination for each course.
- b) To be in good standing, a student must in each semester have a Cumulative Grade Point Average (CGPA) of not less than 2.40.
- c) A student whose Cumulative Grade Point Average is below 2.40 at the end of a particular year of study, shall be placed on probation for one academic session.

Scoring and grading of courses shall be as follows:

Marks	Letter Grades	Grade Points
70 and above	A	5
60 – 69	B	4
50- 59	C	3
Below 50	F	0

## **2. Thesis /Dissertation**

A panel of examiners shall be constituted to assess a thesis or dissertation according to individual university characteristics, but the examination shall at least, be guided by the following:

- i) ***Postgraduate Diploma Project Report*** should be subject to moderation by an external examiner.

### ***ii) Master's Thesis/Dissertation:***

Panel of Examiners comprising:

- a) Head of Department (Chief Examiner)
- b) External Examiner (Chairman, Panel of Examiners)
- c) Supervisors
- d) Representative of Postgraduate School

All Master's degree programmes, including such professional ones as MBA, MPA, MILR etc., shall be subject to external oral examination and moderation.

### ***iii) Ph.D. Thesis***

Panel of Examiners comprising:

- a) Head of Department (Chief Examiner).
- b) External Examiner (Chairman, Panel of Examiners).
- c) Supervisors.
- d) One other member who is not below the rank of a Senior Lecturer with PhD from a related Department within the University to be appointed by the Department subject to the approval of Postgraduate School.
- e) A Representative of the Postgraduate School Board.

## **Domain of Programmes**

All postgraduate programmes shall be domiciled in the relevant Departments of the Faculty of Administration/ Management Sciences.

## **C. FACULTY OF NATURAL AND APPLIED SCIENCES**

### **1. Postgraduate Diploma Programmes:**

#### **a) Basic Admission Requirements:**

The criteria for admission into the PGD programme will be as follows:

- i) All candidates must have five credit passes including English, Mathematics and two other relevant science subjects at 'O' Level.
- ii) Candidates with Bachelor's degree from an approved university must obtain a minimum of pass degree in the relevant science discipline.
- iii) Holders of HND in relevant programmes from approved institutions with a minimum of Upper Credit may also be considered for admission.

#### **b) Duration of Programme:**

- i) Full-time Postgraduate Diploma programme shall run for a minimum of two semesters and a maximum of four semesters.
- ii) The Part-time Postgraduate Programme shall run for a minimum of four semesters and a maximum of six semesters.

#### **c) Requirements for Graduation:**

A candidate must have fulfilled the following conditions to be awarded the Postgraduate Diploma:

A candidate must pass a minimum of 28 credit units, made up as follows:

- 15 credit units in core courses.
- 9 credit units in elective courses
- 4 compulsory credit units of Research Projects.

#### **d) Domain of the Programme:**

The Postgraduate Programme shall be domiciled in the relevant academic department or faculty depending on the university.

#### **e) Course Evaluation:**

In the Postgraduate Diploma Programmes, assessment of students' achievements shall be based on:

- i) Course Examination
- ii) Term papers/Seminars;
- iii) Other assignments;

Continuous assessment shall be done through essays, tests, term papers, tutorial exercises, quizzes and homework. Scores from continuous assessments shall be 30% of the final marks.

***Examinations, Grading Procedure & Results:***

(i) ***Examinations:***

a) In addition to continuous assessment, final examination shall be given for every course at the end of every semester.

The total scores obtainable for every course which include continuous assessment and final examination is 100%.

Continuous Assessment	30%
Final Examination	70%
Total	100%

b) Each course shall normally be completed and examined at the end of the semester in which it is offered.

The minimum pass mark in any course shall be 50%. Each course shall be graded out of a maximum of 100 marks and assigned appropriate Grade Point Equivalent as in the following table:

Credit Units	% Scores	Letter Grades	Grade Points (GP)	Average (GPA)
Vary according to contact hours assigned to each course per week per semester, and according to load carried by students.	70 – 100	A	5	Derived by multiplying I and IV and dividing by Total Credit Units
	60 – 69	B	4	
	50 – 59	C	3	
	0 – 49	F	0	

***Postgraduate Diploma Classification:***

The determination of the Postgraduate Diploma shall be based on the Cumulative Grade Point Average (CGPA) earned at the end of the programme.

**CUMULATIVE GRADE**

4.50 – 5.00

3.50 – 4.49

3.00 – 3.49

below 3.00

**CLASS OF DIPLOMA**

Distinction

Credit

Pass

Fail

### **Academic and Professional Master's Degree Programmes**

Academic Masters Programmes qualify candidates for higher degrees while professional programmes are terminal.

#### ***Academic and Professional Master's Degree Programmes: Basic Admission Requirements:***

The criteria for admission into the Masters Programme (M.Sc.) will be as follows:

All candidates must have five credit passes including English, Mathematics and two other relevant science subjects at 'O' Level.

- (b) Candidates with Bachelor's degrees from an approved university must obtain a minimum of second-class lower division with a CGPA of 3.0/5.0 for an academic programme.
- (c) Candidates with at least a third-class degree or HND and university PGD with CGPA of 3.0/5.0 may be considered for admission into academic Master's degree programmes.

#### ***Professional Master's Degree Programmes: Basic Admission Requirements:***

- (a) Candidates for professional Master's degree programmes must obtain a minimum of second-class lower division.
- (b) Candidates with university degree in third class or HND plus a university PGD at credit level pass, (i.e., CGPA of 3.0/5.0) or 50% on weighted percentage average may be considered for admission into professional Master's degree programmes.
- iii) All candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem-solving potentials.

#### **Expected Duration of Programme:**

- i) A full time Academic Master's Programme should run for a minimum of 3 semesters and a maximum of 5 semesters while a full time Professional Master's programme should also run for a minimum of 3 semesters and a maximum of 5 semesters.
- ii) Part-time Academic Master's programmes should run for a minimum of 5 semesters and a maximum of 8 semesters while part time Professional Master's programme should run for a minimum of 5 semesters and a maximum of 7 semesters.
- iii) For extension beyond the specified maximum period a special permission of Senate shall be required.

#### **Requirements for Graduation:**

To be awarded a Master's degree, a candidate must pass a minimum of 30 credit units made up as follows:

- Core courses of 24 credit units, including the general courses, projects and seminars.
- Elective courses of 6 credit units
- A student shall present at least one seminar, submit and defend a Thesis proposal. A student for Professional Master's degree

programme shall present a project report and a seminar which may be defended.

- A student for an Academic Master's degree programme shall carry out research in a relevant area of specialization and submit an acceptable thesis (six credit units compulsory) which must be defended before a panel of external and internal examiners

**Domain of the Programme:**

The Masters programme shall be domiciled in the relevant academic Department. All Masters programmes of the universities should be domiciled in the department. Non-academic institutes and units should not be permitted to run Masters programmes.

**Course Evaluation:**

- i) In the Masters programmes, assessment of students' achievements should be based on:
  - i) Course Examination
  - ii) Continuous assessment: Term papers/Seminars;
  - iii) Other assignments.
- ii) *Continuous Assessment:*  
Continuous assessment shall be done through essays, tests, term papers, tutorial exercises, quizzes and homeworks.  
Scores from continuous assessment shall be 30% of the final marks for courses.

**Examinations, Grading Procedure & Results:**

- i) **Examinations:**
  - a) In addition to continuous assessment, a final examination shall be given for every course at the end of every semester.
  - b) The total scores obtainable for every course shall be 100% as follows:

Continuous Assessment	30%
Final Examination	70%
Total	100%

Each course shall normally be completed and examined at the end of the semester in which it is offered.

ii) ***Pass Mark:***

The minimum pass mark in any course/thesis shall be 50%

Each course shall be graded out of a maximum of 100 marks and assigned appropriate Grade Point Equivalent as in the following table:

<b>Credit Units</b>	<b>% Scores</b>	<b>Letter Grades</b>	<b>Grade Points (GP)</b>
Vary according to contact hours assigned to each course per week per semester, and according to load carried by students.	70 – 100	A	5
	60 - 69	B	4
	50 - 59	C	3
	Below 50	F	0

***External Examiner System:***

The external examiner system shall be used for Masters programme to assess the courses. The Thesis for academic Masters shall be defended orally before a panel of internal and external examiners. All theses should be graded.

***Supervision:***

Only holders of Ph.D. degree with a minimum of one-year Postdoctoral experience shall supervise Master's thesis.

**Doctor of Philosophy (Ph.D.) Programmes:**

a) ***Basic Admission Requirements for Doctoral Programmes:***

Candidates for Ph.D. admission must satisfy the following conditions:

- i) Candidates must have five credit passes including English, Mathematics and two other relevant science subjects at 'O' Level.
- ii) Candidates with Bachelor's degree from an approved university must obtain a minimum of second-class lower division with a CGPA of 3.0/5.0.
- iii) Candidates must have Academic Master's degree in relevant areas with a CGPA of 4.0/5.0 and thesis score not lower than 60% (B).
- i) Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem-solving potentials.
- c) ***Duration of Programme:***
  - i) A full time Doctoral programme shall run for a minimum of 6 semesters and a maximum of 8 semesters.

- ii) Part-time Doctoral programmes shall run for a minimum of 8 semesters and a maximum of 10 semesters.
- iii) For extension beyond the specified maximum period a special permission of Senate shall be required.

d) ***Requirements for Graduation:***  
 Doctorate (Ph.D.) programmes should primarily be by Research. However, Departmental Postgraduate Committee may prescribe some courses of not more than 12 credit units to be taken by the candidates. A Doctoral (Ph. D) Thesis of 12 credit units **MUST** be defended before a Panel of Internal and External Examiners.

- A student shall present at least two seminars, submit and defend a thesis proposal.
- A student shall carry out research in a relevant area of specialization and submit an acceptable thesis.

e) ***Domain of the Programme:***  
 The doctoral programme shall be domiciled in the relevant academic Department.

**Course Evaluation (Where Applicable)**

- i) In the doctoral programmes, assessment of students' achievements should be based on:
  - i) Course Examination
  - ii) Term papers/Seminars;
  - iii) Other assignments;

(i) ***Examinations:***

- a) In addition to continuous assessment, final examination shall be given for every course at the end of every semester.
- b) The total scores obtainable for every course shall be 100% as follows:  

Continuous Assessment	30%
Final Examination	70%
Total	100%

Each course shall normally be completed and examined at the end of the semester in which it is offered.

ii) ***Pass Mark:***

The minimum pass mark in any course and thesis shall be 60%.

Each course shall be graded out of a maximum of 100 marks and assigned appropriate Grade Point Equivalent as in the following table:

<b>Credit Units</b>	<b>Scores</b>	<b>Letter Grades</b>	<b>Grade Points (GP)</b>
Vary according to contact hours assigned to each course per week per semester, and according to load carried by students.	70 – 100	A	5
	60 - 69	B	4
	50 - 59	C	3
	0-49	F	0

***External Examiner System:***

The external examiner system shall be used at the end of the doctoral programme to assess the courses and thesis.

The thesis **must** be defended orally before a panel of internal and external examiners.

**Teaching And Supervision**

Holders of Ph.D. Degree with a minimum Postdoctoral experience of not less than three years may teach in the Ph.D. programme.

However, only holders of Ph.D. degree of a rank not lower than Senior Lecturer may supervise a doctoral thesis. For supervision of thesis, the ratio shall be 1:5

## **D. FACULTY OF SOCIAL SCIENCE PROGRAMMES**

### ***1. Postgraduate Diploma Programmes (PGD)***

#### ***a. Basic Admission Requirements for PGD Programmes:***

The criteria for admission into the PGD programme will be as follows:

Matriculation requirement of individual University which must be five (5) o-level credits including English Language with either of the following:

- i. A candidate with at least 3<sup>rd</sup> class degree in a related field
- ii. HND holders with a minimum of Upper Credit from recognized institution may also be considered.

#### ***b. Duration of Programme:***

- i) Full-Time PGD shall run for a minimum of two (2) Semesters and a maximum of four (4) Semesters.
- ii) The Part-time shall run for a minimum of four (4) semesters and a maximum of six (6) semesters.

#### ***c. Requirements for Graduation:***

A candidate must have fulfilled the following conditions to be awarded the Postgraduate Diploma:

The candidates must pass a minimum of 30 credits Units made of the following:

- ◆ 15 Units of Core Courses
- ◆ 9 Units of electives Courses
- ◆ 6 Units Project.

#### ***d. Domiciliation of the Programme:***

The Postgraduate diploma programme shall be domiciled in the relevant Department or Faculty depending on the University. Institutes can also award Postgraduate Diploma (PGD).

#### ***Course Evaluation:***

In the Postgraduate Diploma Programmes, assessment of students' achievements shall be based on:

#### ***e. Course Examination:***

Continuous Assessment, which shall be through essays, tests, term papers, tutorial exercises, quizzes homework and attendance at seminars.

In addition to continuous assessment, final examination shall be given for every course at the end of every semester. The total scores obtain in continuous assessment and final examination in every course is 100%. The breakdown shall be as follows:

Continuous Assessment	30%
Final Examination	70%
Total	100%

- Each course shall normally be completed and examined at the end of the semester in which it is offered.

The minimum pass mark in any course shall be 50%.

The external examiner system shall be used at the end of the Postgraduate Diploma programme to assess the courses and projects.

The external examiner must be at least a Senior Lecturer with Ph. D in the discipline.

The project shall be subject to oral examination where the student is required to show evidence that he/she carried out the work and had pertinent knowledge of the subject matter.

***Postgraduate Diploma Classification:***

The determination of the PGD class shall be based on the Cumulative Grade Point Average (CGPA) earned at the end of the programme.

Distinction.....	4.50	- 5.00
Upper Credit.....	4.00	- 4.49
Lower Credit.....	3.50	- 3.99
Merit.....	3.00	- 3.49
Fail.....	0.00	- 2.99

**2. Academic Masters Programme**

a) ***Basic Admission Requirements for Masters Programme:***

The criteria for admission into M.Sc. programme will be as follows:

- i) Matriculation requirement of individual universities which must be five (5) O-level credits including English.
- ii) Candidates with at least 2<sup>nd</sup> Class honours Lower Division Bachelor's degree from an approved University.
- iii) Candidates with a PGD at credit level pass (i.e. 3.5)

b) ***Duration of Programme:***

- i) A full time Master's Programme should run for a minimum of 4 semesters and a maximum of 6 semesters.
- ii) Part-time Master's programmes should run for a minimum of 6 semesters and a maximum of 8 semesters.
- iii) For extension beyond the specified maximum period, special permission of the Board of School of Postgraduate Studies shall be required.

c) ***Requirements for Graduation:***

To be awarded a Master's Degree candidate must obtain a minimum of 33 credit units made up as follows:

- Core courses of 15 credit units.
- Elective courses of 9 credit units.
- A student shall carry out research in any areas of specialization in his/her discipline and submit an acceptable dissertation of 6 credit units.
- A student shall present at least one seminar of 3 credit units.

***d. Domain of the Masters Programme:***

All Masters Programmes should be domiciled in the Department/Faculty of the Universities.

**e. Course Evaluation**

In the Masters Programmes, assessment of students' performance shall be based on:

- Course Examinations
- Term Papers/Seminars
- Other assignments

***Continuous Assessment:***

Continuous assessment shall be through essays, tests, term papers, tutorial exercises, quizzes and take-home assessment. Scores from continuous assessment shall not be more than 30% of the final marks for courses which are primarily theoretical.

***Examinations:***

In addition to continuous assessment, a final examination shall be given for every course at the end of every semester. The total scores obtainable for every course shall be 100% as follows:

Continuous Assessment	30%
Final Examination	70%
Total	100%

Each course shall normally be completed and examined at the end of the semester in which it is offered.

The minimum pass mark in any course/thesis shall be 50%.

<b>Credit Units (a)</b>	<b>% Scores (b)</b>	<b>Letter Grades (c)</b>	<b>Grade Points (GP) (d)</b>	<b>Average (GPA) (e)</b>
Vary according to contact hours assigned to each course per week per semester, and according to load carried by students.	70 – 100 60 -69 50 – 59 45 – 49 40 – 44	A B C D F	5 4 3 2 1	Derived by multiplying (a) and (d) and dividing by Total Credit Units.

***External Examiner System:***

The external examiner system shall be used at the end of the Masters programme to assess courses and thesis. The thesis shall be defended orally before a panel of internal and external examiners and score awarded.

The teaching staff shall have a Ph. D Degree with at least one-year postdoctoral university teaching experience. Only holders of Ph. D degree with a minimum of one-year Postdoctoral experience shall supervise Master's Degree Thesis.

***3. Doctorate (Ph. D) Programme***

a) ***Basic Admission Requirements for Doctoral Programme:***

**All candidates must:**

- i) Meet the matriculation requirements of individual universities, including a credit pass in English Language at o-level.
- ii) Possess a Bachelors (Hons.) degree from an approved university with a minimum of Second Class Honours (Lower Division) in the relevant discipline.
- iii) Possess Master's degree with a CGPA of at least 3.5 on a 5.0-point scale.
- ii) Demonstrate adequate intellectual capacity, maturity and effective decision making and problem-solving potentials.

b) ***Duration of Programme:***

- i) A full-time Doctoral programme shall run for a minimum of six (6) semesters and a maximum of ten (10) semesters.
- ii) A part-time Doctoral programme shall run for a minimum of eight (8) semesters and maximum of twelve (12) semesters.
- iii) For extension beyond the specified maximum period, a special permission of the Board of Postgraduate Studies shall be required.

c) ***Requirements for Graduation:***

Doctorate (Ph. D) Programmes should primarily consist of: course work (12 units); Seminars (6 units); and Thesis (12 units).

d) ***Domain of the Doctoral Programmes:***

The Doctoral programmes shall be domiciled in the relevant Department.

e) ***Course Evaluation:***

Assessment of students in doctoral programmes shall be based on:

- a) Work/Examination
- b) Term papers and Seminars

***Examinations:***

In addition to continuous assessment, final examination shall be conducted in every course at the end of every semester. The total score obtainable for every course shall be 100% as follows:

Continuous Assessment	30%
Final Examination	70%
Total	100%.

***Pass Mark:***

The minimum pass mark in any course and thesis shall be 50%.

<b>Credit Units (a)</b>	<b>% Scores (b)</b>	<b>Letter Grades (c)</b>	<b>Grade Points (GP) (d)</b>	<b>Average (GPA) (e)</b>
Vary according to contact hours assigned to each course per week per semester, and according to load carried by students.	70 – 100	A	5	Derived by multiplying (a) and (d) and dividing by Total Credit Units.
	60 -69	B	4	
	50 – 59	C	3	
	45 – 49	D	2	
	40 – 44	F	1	

***External Examiners:***

The External Examiners system shall be used at the end of the Doctoral programme to assess the thesis. The candidates shall be required to defend their thesis orally (viva voce) before a panel of internal and external examiners. Only holders of Ph. D degree of a rank not lower than Senior Lecturer shall be members of the Examination Panel

***Supervision and Teaching:***

Holders of Ph.D. Degree may teach in the Ph. D Programme. However, only holders of Ph.D. degree of a rank not lower than Senior Lecturer may supervise a doctoral thesis. A qualified academic staff cannot supervise more than five (5) Ph. D candidate in an academic session.

## **E. FACULTY OF EDUCATION PROGRAMMES**

Though this document serves as a guide, universities that run postgraduate programmes in Education discipline in Nigerian Universities are not expected to go below these minimum requirements.

The benchmark statements contained herein describe the minimum requirements each university is to attain. Individual university may modify them provided it does not go below the minimum benchmarks for the following:

1. Postgraduate Diploma Programme, PGD.
2. Master's Degree in Education, M.Ed
3. Doctor of Philosophy in Education, Ph.D.

### **1. PGD**

#### **Admission Requirements for PGD**

Basic Admission Requirements for Postgraduate Diploma Programmes:

The criteria for admission into the PGDE programmes will be as follows:

- a) All candidates must have a first degree not lower than second class lower from a recognized University in relevant teaching subjects;
- b) A Higher National Diploma (HND) with Education in any of the teaching subjects obtained at credit level may be considered for admission provided the University's matriculation requirements are satisfied;
- c) A Higher National Diploma (HND) without Education obtained at credit level with a 3year relevant post-qualification experience may be considered for admission.
- d) Candidates with third class degree in Education may be considered for admission in their areas of specialization.
- e) Candidates with 3rd class degree in areas other than Education may be considered after 3 years relevant post-graduation experience.
- f) The university matriculation requirements must be satisfied.

### **Duration of Programme**

- (a) The Full-time PGDE programmes should run for a minimum of two semesters (one academic session) or a maximum of four semesters (two academic sessions).
- (b) The Part-time should run for a minimum of four academic semesters or a maximum of six academic semesters
- (c) For extension beyond the maximum period, a special permission of the University Senate shall be required.

## **Requirements for PGD Graduation**

A candidate must fulfil the following conditions to be awarded the Postgraduate Diploma in Education:

<b>S/N</b>	<b>Requirements</b>	<b>Units</b>
1.	Pass 11 (eleven) core courses of 2 credit units each	22
2.	Undertake a three-month practical teaching	4
3.	project in the area of specialization/teaching Subject	4
4	<b>Total: 30</b>	<b>30</b>

## **Domain of the PGD Programme**

The Postgraduate Diploma programmes in education shall be domiciled in the Faculty of Education.

## **PGD Students Enrolment**

Enrolment shall be subject to the carrying capacity of the Department but not more than 20% of the undergraduate enrolment of the Department.

Postgraduate students in education must maintain certain status determined by their academic performances at the end of each semester examination. Students of Post-graduate Diploma in Education must at the end of the session have a Cumulative Grade Point Average (CGPA) of not less than 2.50 to be able to stay on the programme where:

A = 5 - 70+

B = 4 - 60 – 69

C = 3 - 50 – 59

D = 2 - 45 – 49

E = 1 - 40 – 44

F = 0 - below 40.

Any score below 50% shall be regarded as a failed course.

## **Academic Staff**

### *(a) Teacher Student Ratio:*

For postgraduate Diploma in Education, the teacher-student ratio shall be 1:20.

### *(b) Academic Staff Work-Load:*

With a minimum of 12 credits for students per semester; staff should have a maximum of 9 hours per week for lectures, tutorials, and supervision of projects.

### *Staffing:*

There should be a minimum of five full-time academic staff on ground for the programme. At least 75% of the staff teaching Postgraduate Diploma Programmes should have doctoral degrees.

### *Classification of Diploma:*

The class of Diploma shall be determined by the Cumulative Grade Point Average (CGPA) earned at the end of the programme for all Postgraduate Diplomas in Education as shown below:

### *CGPA Class of Diploma:*

4.50-5.00 Distinction

3.50-4.49 Credit

3.00-3.49 Merit.

## **2. MASTERS DEGREE IN EDUCATION PROGRAMMES**

### ***Admission Requirements***

Candidates for the Master's Degree in Education must have one of the following:

- (a) A good first-degree honour in Education with a minimum of second-class lower division.
- (b) A good first-degree honour in other disciplines with a minimum of 2nd class lower division plus Postgraduate Diploma in Education from a recognized University obtained at credit level.
- (c) Third class honours degree in Education plus Post Graduate Diploma in Education at credit level.
- (d) HND with PGDE at credit level
- (e) In all cases, candidates may be expected to undergo a selection process involving tests and /or interviews.
- (f) Evidence that they meet the matriculation requirements of the University of their choice. Evidence of NYSC discharge certificate or exemption/exclusion certificate is required.

### ***Duration of Programme***

- (a) The Full-time Master's degree in education shall run for a minimum of four semesters and a maximum of six semesters.
- (b) The Part-time programme shall run for a minimum of six semesters and a maximum of eight semesters.
- (c) For extension beyond the maximum period, a special permission of the University Senate shall be required.

### ***Requirements for Graduation***

To qualify for the award of Master's degree in Education, a candidate must pass a minimum of 30 credit units including all electives and compulsory courses as follows:

#### ***Credit Units***

Core and Electives (chosen from the areas of specializations) courses =24

Research Project of 6 credit units in the area of specialization = 6

**Total: 30**

### ***Domain of the Programme***

All Master's Degree programmes in Education shall be domiciled in the Faculty of Education within the relevant Departments.

### ***Student Enrolment***

Enrolment shall be subject to the carrying capacity of the Department.

### **3. DOCTOR OF PHILOSOPHY (PhD) IN EDUCATION PROGRAMMES**

#### **Admission Requirements for Doctor of Philosophy in Education (Ph.D.)**

The criteria for admission into the Ph.D. programmes in Education shall be as follows:

- (a) All candidates must have a Master's degree in any relevant area of specialization in Education with a minimum CGPA of 4.0 or 60%.
- (b) Holders of M.Phil. Degree in Education.
- (c) In all cases, candidates may be expected to undergo a selection process involving tests and /or interviews.
- (d) The university matriculation requirements must be satisfied.

#### ***Duration of Programme***

- (a) The Full-time Ph.D. programme in Education should run for a minimum of Six (6) semesters or a maximum of Ten (10) semesters.
- (b) The Part-time programme should run for a minimum of Eight (8) semesters, and a maximum of Twelve (12) semesters.
- (c) For extension beyond the maximum period, a special permission of the University senate shall be required.

#### ***Requirements for Graduation***

A candidate must have fulfilled the following conditions to be awarded a Ph.D. degree in Education.

- (a) Pass a minimum of 40 Credit Units, including all the courses as follows:

3 Core Courses of 3 credits units each = 9

A minimum of 4 courses of 3 credits units each in the areas of specialization =21

Ph.D. thesis of 10 credit units = 10

#### ***Total = 40***

- (b) A candidate is entitled to a waiver of 12 credit units from the Masters degrees courses, provided those courses are judged to be identical and at the same depth to those offered by the given University, as may be decided by the Postgraduate Committee.
- c. To proceed to Ph.D. candidacy, a candidate must pass a comprehensive upgrading examination at a minimum score of CGPA of 4.0 or 60%.
- (d) A candidate who after two attempts fails a comprehensive examination shall be asked to withdraw.

***Ph.D. Degree Core Courses***

- a. EDU 901 Advanced Research Methods = 3
- b. EDU 902 Advanced Educational Statistics =3
- c. EDU 903 Information and Communication Technology = 3
- d. EDU 999 Ph.D. Thesis= 10.

## **Programme Requirements for Postgraduate Programmes in Education (PGD, Master. & PhD):**

### ***Registration Procedure***

- a. Registration of courses for the semester shall normally be completed by students not later than two weeks after the start of the semester. A student cannot withdraw from a course five weeks after commencement of lectures without permission from the Head of Department. A student who withdraws after this time or who fails to sit for the final examination without reasons acceptable to the University Senate shall be deemed to have failed that course.
- (b) All graduate students in education must maintain certain status determined by their academic performances at the end of each semester examination as follows:
  - (i) Students of Post-graduate Diploma in Education must at the end of each session have a Cumulative Grade Point Average (CGPA) of not less than 2.50;
  - (ii) Students of Master's degree in Education must at the end of each session have a Cumulative Grade Point Average (CGPA) of not less than 3.0; and
  - (iii) Ph.D. Students in Education must have a Cumulative Grade point Average (CGPA) of not less than 4.00.

### **Requirements for Students Supervision**

The requirements for supervision of postgraduate students shall be as follows:

- (a) Supervisory committee shall consist of one (1) supervisor for each Masters student and two (2) for Doctoral students. One of the supervisors shall be designated the main supervisor and the other co-supervisor.
- (b) All lecturers qualified to teach postgraduate courses and who are not registered postgraduate students shall be eligible to supervise Master's degree programmes. The Ph.D. supervisors must be Ph.D. holders and of a rank not lower than Senior Lecturer and must not be registered postgraduate students.
- (c) A supervisor shall guide a student in his or her studies and keep a record of the candidate's progress and submit a regular progress report through the HOD to the

Faculty Postgraduate Board for onward transmission to the Postgraduate School.

(d) A supervisor may be changed where and when necessary, subject to the approval of the Board of Postgraduate Studies, upon the recommendation of the Department and Faculty.

***Course Evaluation***

(a) Attainment levels:

In the Education postgraduate programmes, assessment of student's achievements should be based on:

- (i) Examination
- (ii) Term papers
- (iii) Oral presentations and problem-solving exercises
- (iv) Assignments
- (v) Group project
- (vi) PGD, M.Ed., Ph.D.; Project/ Dissertations/Thesis

(b) Continuous assessment shall be done through essays, tests, term papers, tutorial exercises, quizzes and home works.

(i) Continuous assessment scores shall constitute 40% of the final marks

(ii) Final examination scores shall constitute 60% of the total marks.

(c) All postgraduate written examination shall last for a minimum of three (3) hours.

(d) The minimum pass mark in any course shall be 50%, which shall otherwise be graded "C".