UNIVERSITY OF ILORIN, ILORIN, NIGERIA

POSTGRADUATE HANDBOOK

Published by
THE POSTGRADUATE SCHOOL

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Deputy Vice-Chancellor, (Management Sciences)

Deputy Vice-Chancellor, (Research, Training and Innovation)

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University Librarian

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Vice-Chancellor's Remarks

Dean's Remarks

Over a longtime, the Postgraduate School has been inundated with questions from both students and staff on issues bordering on the processes and procedures relating to Postgraduate programmes: This includes Admission procedures, registration, change of mode of Study, Semester examinations etc. Also, there has been noticeable discrepancies in almost all the operations, this was why, the board decided at its 211 meeting of 28th August 2013 directed that a standard format for writing dissertation and thesis be established.

The Postgraduate School has compiled a compendium which will serve as a resource for use by students, lecturers and other stakeholders on issues bordering on the postgraduate programs in the University of Ilorin. The handbook is a compendium which directs and guide both students and supervisors on what, how when and where of postgraduate programmes in the University.

This handbook is a double-edged sword that presents all the available approved mode of operations of the Postgraduate School in relation to postgraduate programs, including; generic time line, admission procedures, the rights of students and those of teachers and examinations both written and oral. The other edge presents guidelines for writing theses and dissertations and other guides toward timely completion of programmes. In the history of postgraduate school, University of Ilorin, this is the first time a compendium of this nature is developed.

The need for the book is in keeping with the best practice in institution of higher learning having regard to the fact that administration of PGS serves all the faculties and departments in the University, with enormous activities to contend with. With this book, both students and lecturers are saved the pains of asking questions regarding the rules and regulations guiding the operations of Postgraduate programmes in the University.

The handbook is unique in the sense that it has incorporated solutions to issues that may be hindering students' performance and progress that may be parts of factors causing unnecessary delay for students to graduate. It is also unique as it presents the University of Ilorin thesis writing pattern which is in line with world class university practices.

The preparation of the handbook was the product of hard work and perseverance of the members of the Postgraduate Board, the leadership of Postgraduate School, starting from Prof. C.O. Bewaji (retired), Prof. B.O. Yusuf, Prof. S.A. Bolu. I also wish to recognize the *Guidelines for Writing Thesis and Dissertation Committee* under the leadership of Prof. W.O. Issa and the *Handbook Committee* under the leadership of Dr. L.A. Azeez. I wish to thank Prof. S.T. Babatunde and Dr. Mahfouz Adedimeji who took their time to edit the initial drafts and all members of the Postgraduate School Board.

November, 2020

R.A. Bello (Ph.D.)
Professor of Economics
Dean of Postgraduate

Previous Deans of the Postgraduate School

Prof. M. O. Olofinboba   -   November, 1976 – April, 1981

Prof. T. O. Aro   -   November, 1981 – April, 1986

Prof. M. O. Fawole   -   September 1, 1986 – July 31, 1991

Prof. M. A. Ibiejugba   -   August 1, 1991 – July 31, 1995

Prof. A. A. Adesiyun   -   August 1, 1995 – July 31, 1999

Prof. I. A. Awogun   -   August 1, 1999 – July 31, 2001

Prof. I. A. Morakinyo   -   August 1, 2001 – July 31, 2005

Prof. J. A. Gbadeyan   -   August 1, 2005 – July 31, 2009

Prof. I. O. Abimbola   -   August 1, 2009 – July 31, 2011

Prof. C. O. Bewaji   -   August 1, 2011 – July 31, 2015

Prof. B. O. Yusuf   -   August 1, 2015 – July 31, 2017

Prof. S. A. Bolu   -   August 1, 2017 – July 31, 2019

PART ONE

SECTION I: GENERAL INFORMATION ABOUT THE UNIVERSITY OF ILORIN

1.1   Historical Note about the University of Ilorin

The University of Ilorin is one of the institutions of higher learning established by a decree of the Federal Military Government in August, 1975. This step was taken to provide more opportunities for Nigerians aspiring to acquire University education and to generate relevant high-level man-power for its developing economy. The University of Ilorin is located in the ancient city of Ilorin, about 300 kilometers from Lagos and 500 kilometers from Abuja, the Federal Capital City. Ilorin, the capital of Kwara State, is strategically located at the geographical and cultural confluence of the North and South and can be described as a gateway city.

The University commenced as an affiliated College of the University of Ibadan in September 1975 at the Mini Campus. Following an entrance examination, 200 foundation students were admitted into residence on Saturday, October 23, 1975 and academic activities commenced on Monday, October 25, 1975 with the foundation Faculties of Arts, Education and Science. On October 1, 1977, the University College Ilorin, attained a full autonomous status of a University and has since then been developing by leaps and bounds. The student population of 200 in 1975 had increased to more than 41,000 in the 2019/2020 academic session. Up till January 1982, the University carried out its academic programmes, involving the Faculties of Arts, Science, Education, Engineering and Technology, Business and Social Sciences and Pre-Clinical aspect of the Health Sciences on the Mini Campus. The completion of the Faculty blocks for Natural Sciences and Engineering, as well as eight blocks of students' accommodation or hostels by December 1981 made it possible for the actual movement of over 1,000 Science-oriented students to the Main Campus to pursue their various academic programmes.

The University currently has 15 Faculties namely: Agriculture, Arts, Basic Medical Sciences, Communication & Information Sciences, Clinical Sciences, Education, Engineering & Technology, Environmental Sciences, Law, Management Sciences, Social Sciences, Physical Sciences, Life Sciences, Pharmaceutical Sciences and Veterinary Medicine with more than 65 Academic Departments. All the Faculties run postgraduate programmes at various levels ranging from Postgraduate Diploma, Master to Ph.D. programmes. The duration of the postgraduate programmes ranges from two to six academic years, depending on programme and discipline as approved by the Senate of the University and the National Universities Commission (NUC).

1.2   University Regulations

There are general University regulations concerning undergraduate and postgraduate students, which are encoded in the Student Handbook. Students are expected to get the Handbook and read it thoroughly in order to be well guided throughout their sojourn in the

University of Ilorin. Generally, the regulations relate to attendance of lectures (and seminars for Postgraduate Studies; students must have not less than 75% attendance of lectures, otherwise they will not be allowed to sit the examination for that course), personal conduct, examinations and neglect of academic obligations among others.

SECTION II: GENERAL INFORMATION ABOUT THE POSTGRADUATE SCHOOL

2.1 Historical Note about the University of Ilorin Postgraduate School

The Postgraduate School (PG School) was established in 1976 with Prof. M.O. Olofinboba as the pioneer Dean of the School. The School is the hub of postgraduate studies and programmes at the University of Ilorin. The PG School started with two students in the Faculty of Science in October 1977. It is a clearing house through which all processes of Postgraduate Studies in all Faculties and Departments pass through for scrutiny and approval with the main purpose of enhancing quality assurance and control.

The School is headed by a Dean, who oversees the running of the School and drives all the processes that go through it. He is assisted by a Secretary, two Sub-Deans, who are usually the appointees of the Dean, and a number of administrative staff. The Dean of the School is usually elected by the Senate of the University for a two-year term, renewable for another term. The membership of the Board of the Postgraduate School includes:

a. Dean of PG School   -   Chairman
b. The University Librarian
c. Two Senate Representatives
d. One Representative from each Faculty that offers a PG Programme
e. Sub-Deans of the PG School
f. Secretary of the PG School   -   Secretary

The Board meets every third Wednesday of the month to scrutinise documents and papers from various Faculties and Departments, and to initiate and discuss policies that will enhance the process of achieving the objectives of the School. The Board has several Sub-committees such as the Registration of Ph.D. Titles (Abstract) Sub-committee, Master Degree Results Checking Sub-committee and the Curriculum Sub-committee. All the Sub-committees of the Board report back to the Board at plenary, where issues and recommendations from the various Sub-committees are discussed and final decisions taken unanimously. The School and its Board, therefore, are responsible for driving and administering programmes of study leading to the award of Postgraduate Diploma, Master and Doctor of Philosophy (Ph.D.) degrees as approved by the Senate of the University.

2.2   Organogram for Dealing with Postgraduate Matters

<div align="center">

Senate of the University of Ilorin

Board of Postgraduate School

Faculty Postgraduate Committee

Departmental Postgraduate Committee

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2.3   General Functions of the Postgraduate School

The terms of reference of the Board of the PG School has approved by the Senate include the following:

1. To consider and decide on recommendations from Faculty Boards relating to:
    i.   admission and registration of students for higher degrees and Postgraduate Diplomas;
    ii.   approval of general fields of study and nomination of supervisors;
    iii.   approval of titles of theses and dissertations relating to M.Phil./Ph.D.;
    iv.   approval of the appointment of internal and external examiners;
    v.   report the decisions of the Board from time-to-time to Senate for ratification;
    vi.   recommend to Senate, on the advice of Faculty Board, candidates for the award of higher degrees or postgraduate diplomas;
    vii.   advise on the interpretation of the regulations governing higher degrees and postgraduate diploma courses in the University;
    viii.   collate the teaching programmes, available courses and examinations for PG students, including the publication of examination time-table;
    ix.   undertake the publication of:
            - Prospectus of PG Studies and
            - Annual Reports of PG work including Titles and Abstracts of Theses and Dissertations accepted for higher degrees; and
    x.   review from time-to-time, the wider objectives of PG studies and training in the University in the light of development here and elsewhere and make recommendations to Senate.
2. To promote PG research and training in the University.

3. To review annually and report to Senate on the development of PG studies in the University.

2.4 Activities of the Postgraduate School

In order to achieve an effective and efficient service delivery, as well as create a platform for constant interaction with the PG students, the PG School has designated the administrative staff of the School as Faculty Desk Officers. All students are expected to take advantage of this unique arrangement for counselling and resolution of any problem encountered. The attention of the Secretary or Dean is drawn to issues that cannot be readily resolved by the Faculty Desk Officers.

The activities of the PG School include the following:
(a) PG School Board Meeting
(b) Registration of New and Returning Students
(c) Matriculation Exercise
(d) Change of Mode of Study
(e) Extension of Studies
(f) Suspension of Studies
(g) Re-activation of Studies
(h) Processing of Add and Drop
(i) Registration of Ph.D. Titles
(j) Protocol Defence for M.Phil./Ph.D. to Ph.D.
(k) Conversion from M.Phil./Ph.D. to Ph.D.
(l) Processing of Final Clearance
(m) Processing of Results and Issuance of Certificate
(n) Processing of Transcript

The activities of the PG School highlighted above are described in detail as follows:

2.4.1 Postgraduate School Board Meeting

The PG School Board meets monthly to assist in fast tracking the processing of results to Senate, approval of *Registration of Titles*, processing of new programmes for approval and initiation of policies to enhance PG studies.

2.4.2 Registration of New and Returning Students

The new and returning students log-on to the PG portal for an on-line registration to fill their course registration forms in order to provide all the information requested by the PG School. At the School, files are opened for fresh students by the Faculty Desk Officers, where photocopies of their documents are filed. Similarly, another file is opened for students in their respective Departments. In addition, students are

expected to consult the PG IT Officer on any portal-related problems they might encounter in the process of registration. The School monitors students' records from admission into the University up to their graduation.

2.4.3 Matriculation Exercise

The PG School ensures that students whose registration has been approved by the University Senate are issued matriculation numbers. Alumni are not issued fresh matriculation numbers because fresh numbers are issued only to those who have never attended the University of Ilorin.

2.4.4 Change of Mode of Study

All letters of approval/disapproval by the PG School Board are written from the PG School to students desiring to change their mode of study from Full-time to Part-time and vice-versa.

2.4.5 Extension of Studies

Students pick up the *Extension of Studies Form* at the PG School when it is obvious that they cannot complete their programme within the approved minimum period required for the programme being undertaken. The letters of approval/disapproval by the PG Board are written from the PG School to students who have made such requests.

2.4.6 Suspension of Studies

Students pick the *Suspension of Studies Form* from the PG School when they need time off from the programme that had been registered for, due to one reason or the other, e.g. ill health. The School processes application form to the Board for approval after which a letter of approval or otherwise is issued to the applicants.

2.4.7 Re-Activation of Studies

Students pick up a *Re-activation of Studies Form* from the PG School when the earlier approved suspension of studies elapses. Approval of the Board will be communicated to the students to enable them reactivate their portal for registration.

2.4.8 Add and Drop Form

Students pick up the *Add and Drop Form* at the PG School from their Faculty Desk Officers when they are interested in adding a course not earlier registered for, or dropping a course earlier registered for. The Form is processed to the IT Office for necessary action.

2.4.9 Registration of Ph.D. Title

The Faculty PG Committee considers *Abstracts* for Registration of Ph.D. Title and then forwards them to the PG School for consideration. At the PG School, the *Abstracts* are thoroughly scrutinized by the *Abstract Committee* of the Board, who then presents their findings and recommendations to the Board in plenary for reconsideration and approval. The Board of the PG School, through a letter from the School, conveys to students the approval of their Ph.D. Titles after the student must have effected the corrections noted by the Board on the *Abstracts* submitted. Such students are then expected to be orally examined by a Panel of Examiners within 3 months of approval of the *Registration of Title*. **Such students must also have made the full payment of school fees before they can be allowed to sit their Oral Examinations**.

2.4.10 Protocol Defence for M.Phil./Ph.D. to Ph.D.

The PG School Board examines the results of the *Protocol Defence* sent to it from the Department after it might have been considered by the Faculty PG Committee. A letter conveying the decision of the PG School Board to the student is issued by the School.

2.4.11 Conversion from M.Phil./Ph.D. To Ph.D. Programmes

The Board of the PG School, through a letter from the PG School, conveys to students the approval of their successful presentation of the *Research Protocols for Conversion* from M.Phil./Ph.D. to full Ph.D. programme after thorough examination of the results presented by the Faculty Examination Board.

2.4.12 Final Clearance

At the completion of studies, students are expected to commence their *Final Clearance* by obtaining the necessary forms from the PG School. The forms are:

    a. Fees Form
    b. General Clearance Form
    c. Programme Evaluation Form
    d. Photo Card Form
    e. Processing of Results Form

These Forms can also be filled online as they can be accessed digitally from the PG School's domain on the University's Portal. All duly signed forms are sent to the students' respective Departments to aid the processing of their results.

While coming for the *Notification of Result*, students are expected to come with their original *Clearance* and *Fees Form*. Students are also expected to come with the identity card issued to them during the period of the studies.

2.4.13 Processing of Results and Issuance of Certificate

At the completion of all academic studies and payment of all school charges, the fully endorsed *Clearance Forms* and results are processed from the various Departmental PG Committees to the PG School Board through the Faculty PG Committees.

The PG School Board will, in turn, process the results to the Senate of the University through the Business Committee of Senate (BCoS). After approval of results by Senate, *Notification of Result* would be released immediately to all successful students who may wish to collect them. *Notification of Results* shall not be issued to any student for any reason until after approval by the Senate of the University. The PG School also ensures prompt release of *Certificates* for a particular academic session during the Convocation Ceremonies of such session.

Meanwhile, the issuance of certificates continues for students who could not pick theirs during the Convocation Ceremony. The distribution is done through a designated Desk Officer in the PG School or as may be directed by the University Authority.

2.4.14 Processing of Transcript

The PG School oversees the prompt processing of transcripts to individuals that demand them. The School also verifies the authenticity of all PG Certificates issued by the University, when requested from within and/or outside the country.

2.5 Generic Timeline for Academic Activities at the Postgraduate School

1. Notice of end of Academic Session to all Departments - 1st Week of September
2. Postgraduate School Board Meeting - 3rd Week in September
3. Screening of Freshers - First 3 Working Days in October
4. Registration of Freshers and Returning Students - First 2 weeks of October
5. Late Registration for Freshers and Returning Students - Last 2 weeks of October
6. Postgraduate School Board Meeting - 3rd Week in October
7. 15 weeks of Harmattan Semester Lectures - Starting from 2nd Week in October
8. Orientation Exercise for Freshers - Last Week in October
9. Assessment of Add and Drop Form - First Week in November
10. Postgraduate School Board Meeting and Consideration of List of Registered Students (Freshers and Returning Students) - 3rd Week in November

11. Allocation of Matriculation Numbers after Senate approval of the list of Freshers -
$\qquad$ 1st Week in December
12. Processing of Suspension of Studies - $\qquad$ 2nd Week in December
13. Postgraduate School Board Meeting - $\qquad$ 3rd Week in December
14. Postgraduate School Board Meeting - $\qquad$ 3rd Week in January
15. Harmattan Semester Examinations - $\qquad$ 3rd Week in January - 2nd Week in February
16. 15 weeks of Rain Semester Lectures - $\qquad$ Starting from 3rd Week in February
17. Postgraduate School Board Meeting - $\qquad$ 3rd Week in February
18. Postgraduate School Annual Lecture - $\qquad$ 1st Week in March
19. Postgraduate School Board Meeting - $\qquad$ 3rd Week in March
20. Advertisement for Postgraduate programmes - $\qquad$ 1st Week in April
21. Postgraduate School Board Meeting - $\qquad$ 3rd Week in April
22. Advertisement to close after 6 Weeks - $\qquad$ 2nd Week in May
23. Postgraduate School Board Meeting - $\qquad$ 3rd Week in May
24. Applicants to submit printed copies of the application forms with credentials not later than 2 weeks after closure of online application - $\qquad$ Latest by last Week in May
25. Immediately the submission of application forms closes, 2 weeks is allotted to screen hard copies for eligibility before sending to the Departments - $\qquad$ First 2 Weeks in June
26. Processing of screened application forms to the Departments - $\qquad$ 3rd Week in June
27. Rain Semester Examinations - $\qquad$ 2nd Week in June - 1st Week in July
28. Postgraduate School Board Meeting - $\qquad$ 3rd Week in June
29. Qualifying Examinations - $\qquad$ 1st Saturday in July
30. Postgraduate School Board Meeting - $\qquad$ 3rd Week in July
31. Departments and Faculties to conclude admissions - $\qquad$ Latest by 2nd Week in August
32. Postgraduate School Board Meeting to consider admission recommendation lists from the Departments and Faculties - $\qquad$ 3rd Week of August
33. Publication of recommended & approved candidates - $\qquad$ 2nd Week of September
34. Postgraduate School Board Meeting - $\qquad$ 3rd Week in September
35. Submission of list of returning students to the PG School (in a designed Template of the PG School) - $\qquad$ Last Week in September

SECTION III: THE ADMINISTRATIVE SYSTEM OF POSTGRADUATE STUDIES

3.1 Overview of the Administrative System

PG Studies in the University of Ilorin is run and administered by the PG School and its Board, in conjunction with the Departmental PG Committees and Faculty PG Committees. While the PG School and its Board serve as the hub or central administrative unit (with its roles, structure and activities described in Section II), the Departmental and Faculty PG Committees serve as the auxiliary or supporting units for the administration of PG studies.

3.2   Faculty Postgraduate Committee

The Faculty PG Committee oversees the general running of PG studies in each Faculty that has PG programmes. The membership of the Faculty PG Committee as approved by Senate includes:

a. Dean of Faculty   - Chairman
b. Faculty Representative on the Board of PG School   - Vice-Chairman
c. All Heads and Ag. Heads of Department in the Faculty offering PG Studies.
d. Other Professors and Readers in the Faculty
e. Departmental PG Programmes Coordinators
f. Director, Institute of Education (Faculty of Education)
g. Director, Centre for Peace and Strategic Studies (Faculty of Arts)
h. Director, Ilorin Business School (Faculties of Social Sciences and Management Sciences, and any other relevant Faculties)
i. Faculty Officer   - Secretary

The Dean of the Faculty is usually the Chairman of the Committee, but the Dean can delegate the position to the Faculty Representative at the PG School Board. Thus, the representative of the Faculty at the PG School Board is a *de jure* Deputy Dean when it comes to PG matters at the Faculty. The Committee is expected to meet every month, but the Dean or the Committee's Chairman can call for special meetings as circumstances might demand. The *Terms of Reference* of the Committee, as approved by Senate, are that the Committee shall:

i. on behalf of the Faculty Board, be responsible for all PG matters in the Faculty;
ii. consider all matters from Departmental PG Committee and make appropriate recommendations to the Board of PG School;
iii. recommend Titles of Dissertations in the case of terminal M.Phil./Ph.D. and Ph.D. Thesis to the Board of PG School;
iv. approve Titles of Project Reports and report same to the Board of PG School for ratification; and
v. consider and make appropriate recommendations to the Board of PG School on any other matter, either initiated by it or referred to it by the Board of PG School.

3.3   Faculty Postgraduate Representative

The Faculty PG Representative at the PG School Board is the *de jure* Deputy Dean, when it comes to PG matters at the Faculty level.

3.4 Departmental Postgraduate Committee

The Departmental PG Committee is the grassroots organ in the administration of PG studies at the University of Ilorin. It is made up of all senior academic staff from Lecturer 1 status, who are teaching courses or supervising dissertations or theses at the PG level. The Chairman of the Committee is statutorily the Head of Department. The Departmental PG Coordinator is a key member of the Committee. It is statutory that the Departmental PG Committee meet, at least, once in a month to feed the Faculty PG Committee, which should meet in the 1st week of the month because the papers the Committee considers at its monthly meeting must get to the PG Board by the 2nd week of the month. The main functions of the Departmental PG Committee include:

   i.   overseeing the running of all matters relating to PG studies at the Departments;
   ii.   examining all documents that are being processed to the PG School through the Faculty PG Committee;
   iii.   approving coursework results, Protocol and Ph.D. defence results that are to be processed to the PG School through the Faculty PG Committee;
   iv.   approving Master degree results before they are processed to the PG School through the Faculty PG Committee;
   v.   reviewing applications for PG admission and making appropriate recommendations to the PG School through the Faculty PG Committee; and
   vi.   initiating policies and general guidelines that are necessary for administering PG programmes in the Department.

3.5 Departmental Postgraduate Coordinator

The PG Coordinator in the Department that is running PG programmes is an important officer in the running or administration of PG programmes. He/she is usually selected/appointed by the Head of Department to act on his/her behalf to coordinate all matters relating to PG studies. Statutorily, he/she must be on a cadre not less than Senior Lecturer. He/she is responsible to the Head of Department, and he/she could be removed by the same Head of Department if he/she sees the need to do so for the purpose of making changes that will enhance the running of PG studies in the Department. The main functions of the PG Coordinator include:

   i.   advising PG students on all matters relating to PG process, including registration, examinations, suspension of studies, change of mode of studies, supervision and funding opportunities;
   ii.   organising and conducting all examinations for coursework;
   iii.   organising Oral Examinations and defence for protocols, dissertations and theses;
   iv.   preparing results of coursework examinations, and particularly preparing final results of Master and Ph.D. degrees for the Departmental PG Committee's approval;

v.   preparing Protocol results for processing to the PG School through the Faculty PG Committee;

vi.   processing Ph.D. theses (in conjunction with the Head of Department) for Oral Examination, including recommendation of External Examiners or setting up of Panels for examinations;

vii.   partaking, as a member of the Panel, in the Oral Examination of Ph.D. theses;

viii.   liaising with the Head of Department and getting his/her approval on all matters concerning PG studies in the Department; and

ix.   carrying out any other functions that might be assigned to him/her by the Head of Department.

SECTION IV: ADMISSION AND REGISTRATION

4.1   Admission Requirements and Procedure

In line with the NUC Benchmark for Minimum Academic Standard (BMAS), which was approved by the Senate of the University in 2015, candidates seeking admission into any PG programme at the University of Ilorin must fulfil the following general requirements in addition to the specific requirements for specific programmes in various Departments:

i.   possess five (5) O/Level Credit pass in at least five subjects that must compulsorily include English Language and Mathematics irrespective of the course of study (Arts/Humanities or Sciences);

ii.   NYSC discharge/exemption certificate issued not beyond September 30th of the year it bears.

4.1.1   Postgraduate Diploma

i.   At least a Third Class Degree in a related field
ii.   HND holders with a minimum of Upper Credit from recognised institutions may also be considered.

4.1.2   Master Degree Programmes

i.   A First Degree in any recognised university with a grade not lower than Second Class Lower Division (2:2).

4.1.3   Doctor of Philosophy (Ph.D.) Degree Programmes

i.   A Master degree from any recognised university with at least 60% or CGPA not less than 4.00 on a 5-point scale, or at least 3.50 on a 4-point scale.

NOTE: **NYSC discharge/exemption certificate is compulsory to qualify for admission into Postgraduate Diploma and Master Programmes at the University of Ilorin. The date of issuance of the Certificate, as approved by Senate, should not be beyond September 30th of the year admission is sought.**

Besides, all applicants to PG programmes at the University must write a qualifying examination/interview, for Postgraduate Diploma and Master Degrees, or partake in an interactive/interview session for Ph.D.. Candidates that will qualify for admission into any Master degree programme must obtain not less than **55%** in the qualifying examination, while those that will qualify for recommendation for Ph.D. admission must obtain not less than **60%** in the interactive or interview session. Graduates of the University of Ilorin with First Class or Second Class, Upper Division are, however, exempted from the qualifying examination for admission into Master degree programmes.

4.2   Admission Procedure

Admission for Postgraduate Diploma, Master and Doctoral Degree programmes is done once in a year. PG academic calendar at the University of Ilorin runs between 2nd of October, when newly admitted students register for the session, till the 30th of September, when all academic activities for the session are expected to end.

Advertisement for admission into PG programmes is usually published in a national daily as well as in the University Bulletin in the first week of April of every year.

Applicants are given up to six weeks to complete the online application for admission, and are expected to submit printed copies of the *Application Forms* to the PG School with copies of their credentials and other supporting documents such as transcript and references, not later than 2 weeks after the closure of the online application.

Within two weeks after closure of the Application exercise, the PG School screens applicants' documents for eligibility after which it sends the documents to the various Departments.

Qualifying examination and/or Interactive/Interview session for Master degree programmes and Doctoral degree programmes, respectively, come up on the first Saturday of July, and by the 2nd week of August, Departments and Faculties are expected to conclude the Admission exercise and make recommendations to the PG School.

The PG School Board usually meets specially to consider the recommendations from Departments and Faculties for approval or amendments.

The Dean of the PG School gets approval of the Vice-Chancellor to publish the names of successful applicants, whose recommendations for admission are already approved by the PG School Board.

By the 2nd week of September, all successful candidates begin to get notifications that they have been offered provisional admission into the specific PG programmes they applied for.

They are expected to accept the offer within two weeks after receiving the notifications with the payment of an Acceptance Fee that gives them the guarantee that they are on their way to becoming PG students of the University of Ilorin.

4.3   Registration

The PG academic calendar at the University of Ilorin begins on the 2nd of October of every academic year. Thus, registration of newly admitted students begins with a screening exercise, which is carried out centrally at the PG School.

The screening exercise entails physical appearance of successful candidates who have been offered admission into any of the PG programmes at the University. During screening, candidates are expected to present the original copies of their credentials for verification. This is necessary, given the penchant of many applicants for deliberately or inadvertently submitting wrong credentials during their online application. It is also necessary in order to enforce Senate decision on the currency of the NYSC certificates of the candidates.

The central screening exercise is held for a whole week, where all the Desk Officers for the Faculties are pooled together in a hall for the duration of the screening, although candidates are still allowed to come for the screening subsequently with the individual Desk Officers of their respective Faculties in their offices.

A penultimate screening exercise has also been institutionalised to re-verify students' credentials before graduation. After the central screening exercise, the Portal is opened for both new and returning students to begin their registration exercise, which is exclusively online. Payment of Tuition Fees, which will, of course, enable the registration process, will also be paid online.

Students are expected to meet their PG Coordinators to advise them on the nature and process of the coursework for their programmes. Usually, the online registration is opened for two weeks. Nevertheless, students are given additional two weeks beyond the prescribed period/deadline for late registration. Late registration, however, shall always attract payment of Late Registration Fees, as may be determined by Senate.

Any student, who fails to complete his or her registration exercise within the deadline for registration and the second window of opportunity, will have to apply for Suspension of Studies. Such application will be countenanced only if the student gives cogent reason(s) for failing to register within the prescribed period/deadline.

After the online registration, students are required to print out hard copies of their registration forms, which must be submitted for the signature of the Head of Department and the Dean. Such hard copies must also be submitted for filing at the PG School and at the Departments.

There will also be allowance for *Add and Drop*, a window of opportunity through which students can add a particular course they failed to register earlier, or remove a particular course they had earlier mistakenly or inadvertently registered, or which they think they should discontinue with. Permission for this opportunity must be sought from the Secretary of the Postgraduate School. Permission will be granted on the grounds of illness or other serious personal plausible reasons.

Names of students, who successfully registered, will be compiled as the List of Registered Students that shall be approved by Senate alongside the list of registered undergraduate students for the session. After registration, a fully registered student might withdraw his or her registration without any penalty, and without any refund of his or her tuition fees.

4.4   Matriculation

The Postgraduate School will issue Matriculation Numbers to the students whose registrations have been approved by the Senate of the University. Old matriculants, who are products of the University of Ilorin at one time or the other, are not issued fresh Matriculation Numbers. Students shall sign the Matriculation Dummy in order to authenticate numbers that shall be assigned to each of them.

SECTION V: DURATION OF POSTGRADUATE PROGRAMMES

5.1 Duration of Study

Postgraduate Diploma

i. The Full-time Postgraduate Diploma Programme shall run for a minimum duration of twelve (12) months and maximum of twenty-four (24) months.
ii. The Part-time Postgraduate Diploma Programme shall run for a minimum duration of twenty-four (24) months and maximum of thirty-six (36) months.

Master Degree Programmes

i. The Full-time Academic Master Degree Programme shall run for a minimum duration of eighteen (18) months and maximum of twenty-four (24) months.
ii. The Part-time Academic Master Degree Programme shall run for a minimum duration of thirty-six (36) months and maximum of forty-eight (48) months.

Doctor of Philosophy (Ph.D.) Degree Programmes

i. The Full-time Doctor of Philosophy Degree Programme shall run for a minimum duration of thirty-six (36) months and maximum of sixty (60) months.
ii. The Part-time Doctor of Philosophy Degree Programme shall run for a minimum duration of forty-eight (48) months and maximum of seventy-two (72) months.

Students who cannot complete their studies within these prescribed periods shall be allowed to apply for two extension periods of six months each, which may be approved by the Board of the Postgraduate School (on the advice of both the Department and the Faculty). Students, who still cannot complete their studies even within the approved extended period, shall be automatically logged out of the University Portal. This means studentship status of such students had expired, and they will not be able to continue or complete their studies. Students, who wish to continue their studies, will have to re-apply afresh for another admission.

Students shall apply for extension through their Heads of Departments and Deans of their Faculties, who may give recommendations for the consideration of the applications. The Secretary of the Postgraduate School shall communicate to applicants the approval of their applications by the Board through a letter, which must accompany their final result whenever it is processed to the Postgraduate School.

5.2 Change of Mode of Studies

Students may be allowed to apply, through their Heads of Departments and Deans, for a change of the mode of their studies from Full-time to Part-time. Cogent reasons must be given to support the application. Approval for the change of the mode of studies shall be granted by the PG School Board on the recommendations of the Heads of Department and Deans of the applicants, and the Secretary of the PG School shall convey the decision of the Board to the applicants in good time. ***In addition, Change of Mode of Study can only be granted within the first 12 months of commencement of study for Full-time students and within the first 24 months of commencement of study for Part-time students.***

5.3 Suspension of Studies

Students who are not able to continue their studies at any point in time shall be permitted to suspend their studies temporarily after their application for such suspension might have been approved by the PG School Board. The Board might approve such application on grounds of cogent reason(s) and on the recommendations of the students' Heads of Departments and Deans and in line with the University rules.

SECTION VI: FEES, SCHOLARSHIPS AND ASSISTANTSHIPS

6.1 Fees

There are sundry fees that students running PG studies are expected to pay. These fees include:
- Admission Acceptance
- Tuition
- Late Registration
- Change of Mode of Studies
- Suspension of Studies
- Extension of Studies
- Hostel Accommodation (Voluntary)
- Departmental Fees
- Convocation
- Request for Transcript

Any other form of payment outside the aforementioned areas, services or processes should be discountenanced or queried. Specifically, students are not to be charged any payment for coursework examination, Oral Examination of theses and dissertations, workshops or seminars because the University already provides for them. Such charges should be rejected by students in their entirety.

6.2   Scholarships and Staff Development

Staff members of the University that are offered admission for higher degrees are entitled to Staff Development Allowance, which affords them stipends for Tuition Fees and sustenance. Postgraduate students, who are not staff members of the University, shall have the opportunity of accessing scholarships for their studies from their Departments and supervisors that have pools of research grants. Besides, there are many other scholarship opportunities from various international research agencies that students can explore to their advantage.

6.3   Teaching and Research Assistants

Departments may provide for the award of Research and Teaching Assistantships to a carefully selected number of deserving students, who could be of great assistance to their Departments and supervisors. The University is, indeed, coming up with a framework of policy that will provide automatic teaching and research assistantship to many postgraduate students for the purpose of enhancing mentorship, which is now a cardinal strategic priority of the University. Postgraduate Coordinators shall advise students appropriately on how to access and gain scholarships and teaching/research assistantship for their studies.

SECTION VII: COURSE CODES, WEIGHTING AND GRADING

7.1   Course Codes

In line with the NUC Benchmark for Minimum Academic Standards (BMAS) for PG programmes in Nigerian universities, the approved codes for courses under the three levels of PG programmes are as follows;
   i.   Postgraduate Diploma courses shall carry the 700-code numbers i.e., 700 – 799;
   ii.   Master degree courses shall carry 800-code numbers i.e., 800 – 899; and
   iii. Doctoral degree courses shall carry 900-code numbers i.e., 900 – 999.

7.2   Weighting

All 800 and 900 level courses shall have between 1 and 4 credit units assigned to them, except dissertation and thesis which shall be 6 credit units.

7.3   Grading System

Pass Mark and Grade Points: The minimum pass mark in any course/thesis at Postgraduate Level shall be 50%. Grading of courses shall be done by a combination of percentage marks and letter grades translated into a graduated system of Grade Point Equivalents (GPE). For the purpose of determining a student's standing at the end of every semester, the Grade Point Average (GPA) system shall be used. The GPA is computed by

dividing the total number of credit points (TCP) by the total number of units (TNU) for all the courses taken in the semester. The credit point for a course is computed by multiplying the number of units for the course by the Grade Point Equivalent of the marks scored in the course. (See Sample 1)

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)
Vary according to contact hours assigned to each course per week per semester, and according to load carried by the students.	70 – 100	A	5
	60 - 69	B	4
	50 - 59	C	3
	Below 50	F	0

At the University of Ilorin, Final Results for postgraduate studies are calculated in percentages. A Master student who intends to pursue his studies to a Ph.D. level must have a Ph.D. grade of 60% or above. The implication is that any student with less than 60% CGPA at the Master level will not be qualified to pursue a Ph.D. degree at the University of Ilorin. A score less than 60% can, however, qualify a student for either the M.Phil. or the M.Phil./Ph.D. Degree programme at the University.

To calculate your results, you multiply whatever might be your raw score in a course by its credit unit to give a weighted score for the course. You will then add all the weighted scores for all the courses you offered and divide the outcome by the total of the credit units you offered to give you the average weighted score or your percentage score. **An example of a result template is presented on Page 25**.

Matriculation Number: **Sex:**

Date of First Registration: **Mode of Study:** Full-time

Department: Mass Communication   **Faculty:** Communication and Information Sciences

Degree in View: M.Sc. Mass Communication   **Year of Graduation:**

(a) Course Code	(b) Course Title	(c) Course Status	(d) No. of Credits	(e) Scores Obtained	(f) Weighted Score (dxe)	(g) Average Weighted Score (sum of 'f' divided by sum of 'd')
MAC 801	Communication Theory	C	3	50	150	
MAC 802	Communication for Development	C	2	50	100	
MAC 803	Advance Communication Research Methods	C	3	63	189	$\underline{2363}$
MAC 804	Contemporary Issues in Mass Communication and Cultural Studies	C	2	61	122	38
MAC 805	Sociology of the Media	C	2	60	120	= 62.18%
MAC 806	Bibliography of Mass Comm.	C	1	60	60	
MAC 807	Multimedia Training for Media Practices	C	2	65	130	
MAC 815	Creative Workshop in Advertising	C	3	70	210	
MAC 816	Advertising and Society	C	2	51	102	
MAC 818	New Development In Advert. Strategy Planning and Implementation	C	3	74	222	
MAC 819	Corporate Public Relation	C	3	58	174	
MAC 821	PR. And Democracy	C	2	64	128	
MAC 822	Environment of Public Relations	C	2	64	128	
MAC 823	Issues in Globalization and Global Comm.	O	2	69	138	
MAC 898	Research Project	C	6	65	390	
Total Credits Offered (TCO):			38			
Total Credits Used (TCU):			38			
Total Weighted Score (TWS):					2363	

KEY: C = Compulsory Courses; R = Required Courses; O = Optional Courses

* = No. of Credit(s) not used for Computation

Name: Name: Name:

………………………………   ……………………………………   ….………………………

  Chief Examiner   Supervisor & Internal Examiner   External Examiner

  Signature & Date   Signature & Date   Signature & Date

Recommendation of the Departmental Postgraduate Committee
Name:

_____
Head of Department's Signature & Date

Recommendation of the Faculty Postgraduate Committee
Name:

_____
Dean's Signature & Date

Decision of the Postgraduate School:
_____
Name, signature of Dean, Postgraduate School & Date

SECTION VIII: STRUCTURE OF MASTER DEGREE PROGRAMMES

8.1   Course work

In line with the NUC Benchmark Minimum Academic Standards (BMAS) for PG programmes in Nigerian universities, all Master programmes in the University are taught courses and will, therefore, run a Coursework on a modularised system for the first 12 months or first academic session of the programme. Credit units are attached to every course. One credit unit is equivalent to one hour per week, per semester of 15 weeks of lectures and tutorials.

Therefore, to be awarded a Master Degree, students must obtain a minimum of 30 credit units made up of not less than 15 credit units of Compulsory or Core courses; not more than 9 credit units of Elective courses and 6 units for Dissertation. Programmes differ in terms of what could be the maximum units of coursework to take. Students need to seek advice on this from their respective Postgraduate Coordinators. Students should acquaint themselves with the PG Prospectus in addition to the advice from the PG Coordinators. Nevertheless, the Postgraduate School encourages that the maximum units to be taken under all programmes, except professional Masters like MBA, MPA etc., should not be more than 40 units.

All courses under the coursework must either be Compulsory/Core (C) or Elective (E). There are no more Required (R) or Optional (O) courses under the NUC BMAS for PG programmes in Nigerian universities.

Students are expected to duly register for all the courses they must take under their respective Coursework. In line with the BMAS's regulation, students shall normally complete registration for courses for the semester not later than two weeks after the commencement of the semester.

> A student cannot withdraw from a course after five weeks of lectures in a given semester without obtaining permission from the Dean of PG School, otherwise, shall be deemed to have failed the course.
>
> A student cannot register less than two courses in a given semester without cogent reasons. Otherwise, such student shall be deemed to have withdrawn voluntarily from the programme.

8.2   Examination

Assessment of students' performance on the Coursework shall be based on course examination in addition with Term Papers/Seminars presentations and other assignments.

The course examination is not a review of courses taken in the coursework, but an essential means of assessing students' overall competency and readiness to continue with the study.

Examinations shall be done at the end of each semester in the academic calendar. Each course shall, therefore, normally be completed and examined at the end of the semester in which it is offered.

Continuous Assessment shall be through essays, tests, term papers, tutorial exercises, quizzes and take-home assessments; and its scores shall not be more than 30% of the final marks for courses which are primarily theoretical. It could be 40% for courses that have practical elements. The total score obtainable for every course shall be 100%; comprising 30% (or 40%) of Continuous Assessment and 70% or 60% for Final Examination.

The minimum Pass Mark in any course, and even in Dissertation, shall be 50%. Therefore, any student who scores less than 50% in any course shall be deemed to have failed the course. In order to be eligible for examination in a particular course, a student shall have attended a minimum of 75% of the total period of formal instructions after five (5) weeks.

All other regulations regarding the conduct of examinations at the University of Ilorin shall apply to all PG examinations, too. Such regulations relate to invigilation, examination malpractices, make-up examinations and absence from examinations.

Results of examinations shall be uploaded into Students' Portals two weeks after examinations, just like the general practice for the undergraduate students. Students are, therefore, enjoined to check their portals two weeks after examinations in order to view their results.

8.3   Dissertation

Dissertation is an important aspect of the Master degree programme. Just like the thesis for the Ph.D. programme, it marks the completion of the Master degree programme. The second part of the 18-month period for the programme, which is usually the second session or last six months of the programme, is dedicated to writing the dissertation.

Although it is called a Dissertation, it is by no means different from the Ph.D. thesis in terms of process and significance, except that it is shorter in number of pages and carries 6 credit units. Dissertations must be written and presented in line with the guidelines provided in the Template for Writing Thesis/Dissertation approved by the Senate of the University of Ilorin. (Appendix A).

8.4   Supervision

The recommendation of students for admission shall come to the Postgraduate School for approval with the supervisor(s) assigned to each of the students recommended for admission. In other words, as soon as students are admitted for their programmes, they are expected to know their supervisors.

Postgraduate Coordinators are expected to assign/allocate students to their supervisors in conjunction with their Heads of Departments. Allocation of supervisors is done in line with the regulations of the Postgraduate School. The regulations are:

i.   Students must be allocated to supervisors on the basis of the areas of specialisation of each supervisor or areas of interests of students;

ii.   All supervisors of Master dissertations shall hold a Ph.D. degree except in some exceptional cases, and should not be less than Lecturer I in academic rank;

iii.   Supervisors shall have specialisation and/or deep knowledge in the areas of research interests of students that are assigned to them;

iv.   Students shall be allocated to available supervisors who have expertise in students' areas of interests on the basis of the carrying capacity of the supervisors; and

v.   No supervisor shall have more than 8 supervisees at a particular time. This is because a Professor shall not have more than 60 points, translating to a combination of 8 Master and Ph.D. supervisees. Similarly, a supervisor, at the level of Senior Lecturer or Lecturer 1, shall not have more than a cumulative of 40 points, translating to 6 supervisees in assortment of Master and Ph.Ds. Supervision of Master Dissertations attracts 6 points while Ph.D. supervision attracts 8 points.

The primary function of supervisors is to guide students from the start of their studies to the completion stage, offering advice and suggestions as their research evolves and maintaining regular contact through supervisory meetings and tutorials.

Just like the Ph.D. students, Master degree students are entitled to quality supervision. Students are, therefore, enjoined to demand for quality supervision from their supervisors. ***Details of supervision process and students' rights are highlighted under the Structure for Ph.D. Degree Programmes.***

8.5   Seminars

Seminars for Master degree vary from programmes to programmes and from Departments to Departments. The common practice, however, is that Master degree students shall have two seminars before the completion of their dissertations. The first one shall be the Pre-field seminar, which should be the presentation of their first three chapters, and the second one shall be the Post-field seminar, which shall be the presentation of their fieldwork report. The two seminars shall be capped by the Oral Defence of their dissertations before an External Examiner.

8.6   Examination of Dissertations and Results

The External Examiner shall be the last Examiner of the dissertation and all other taught courses. He/she is, therefore, expected to examine the results of each student as he/she scrutinises each student's dissertation and interrogates each of the students individually on the contents and structure of their dissertations. Statutorily, he/she must sign each student's result spread sheet (as shown in Sample 1) on or before the 30th of September, which marks the end of the PG academic session.

The External Examiner shall be supported by the Head of Department and PG Coordinator on the day he comes for the final examination. Meanwhile, Departments could have different arrangements with which they could carry out the statutory final assessment by the External Examiners. In whichever way it is carried out, the External Examiner has the right to amend any part of the dissertation, and could recommend that a dissertation should be re-written or corrected substantially or minimally. He/she could refuse to append his or her signature on any student's result whose dissertation is not satisfactory to him or her.

The Board of Examiners of the Department must meet to review and approve External Examiner's evaluation. Thus, the Head of Department, who is the Chairman of the Board, must also append his/her signature on the students' results to indicate that the Board met for the review and approval of the result. The Faculty PG Committee must also examine the results in order to recommend their approval to the PG School which ratifies the Faculty's recommendation and prepares the results for the Business Committee of Senate that will also scrutinise the results before Senate's final approval.

8.7   Order of Signing the Final Master Result

The final Master result of the students shall be signed and dated in the following order:

    i.   Supervisor & Internal Examiner
   ii.   Chief Examiner
  iii.   External Examiner
  iv.   Head of Department on behalf of Departmental Postgraduate Committee
   v.   Dean of The Faculty on behalf of Faculty Postgraduate Committee
  vi.   Dean of Postgraduate School on behalf of Board of Postgraduate School

The implication of this order is that the date of endorsement of any officer up on the list cannot be earlier than that of an officer down on the list and vice versa. For example, if the External Examiner dated his/her signature as 08/08/2020, then the Chief Examiner cannot date his/her own signature as 09/08/2020. The date must come before that of the External Examiner. By extension, the date signed by the Dean of the Faculty shall be the earliest before the result is brought to the Postgraduate School. The last officer to sign and date the result will be the Dean of the Postgraduate School.

SECTION IX: STRUCTURE OF Ph.D. DEGREE PROGRAMMES

9.1   Coursework

In line with the BMAS for PG programmes in Nigerian universities, all Ph.D. programmes shall have Coursework of not more than 12 credit units in addition to a Seminar of not less than 4 units and the Thesis carrying not less than 12 units. Without prejudice to slight variations across Departments, Ph.D. students shall complete not less than 19 credit units in total before they can graduate.

Courses that were taken at M.Sc. level could be moved to the Ph.D. level for a candidate based on the evidence that the candidate has taken and passed the courses. The Coursework is so important to every Ph.D. programme that the Postgraduate School shall not approve the Final Report of the Oral Examination of any Ph.D. student except the transcript/results of the Coursework is attached with the Report.

The overall aim of the Coursework is to prepare the students theoretically and methodologically for designing and executing an independent and original research on which they shall write their theses. It is, therefore, through the Coursework that the programme shall achieve its objectives of broadening students' knowledge on the social, philosophical, critical and methodological issues in their areas of research.

The Coursework shall run for the first academic year or 12 calendar months of the duration of Ph.D. programmes. An academic year consists of two semesters. Each semester normally comprises 15 weeks of teaching and two weeks of examinations. Since Ph.D. also runs on a modular system, students shall be required to register at every academic year throughout the minimum 36 months or three years of their studies.

9.2   Examination

Depending on the arrangements of the Department that is running a Ph.D. programme, there shall be a/an (comprehensive) examination of the Coursework at the end of each semester of the academic year/session in which the Coursework is taken or at the end of the first academic session. Assessment of students in doctoral programmes shall be based on Coursework/Examination, Term Papers and Seminar presentations.

The total score obtainable for every course shall also be 100%, and the minimum pass mark in any course and the thesis shall be 50%. Thus, any Ph.D. student that scores less than 50% in any of the course he/she registered for shall be deemed to have failed the course. Depending on the variations in the structure of the Ph.D. programmes in different Departments, a Ph.D. student that fails any course in his/her Coursework shall not be allowed to proceed or begin his or her research work until he/she passes the course.

A student shall be considered to have failed the entire Coursework if he/she scores less than 50% in more than two courses in his/her Coursework. In this case, the student shall be given another opportunity to re-write the examination of the Coursework. He/she shall be advised to withdraw from the programme if he/she fails the Coursework for the second time.

All regulations guiding the conduct of examinations for Master and undergraduate degrees programmes shall apply to the Ph.D. as well. Results of examination for the Ph.D. Coursework shall also be uploaded onto the students' portals two weeks after the examination to enable them view their results on time.

9.3   Thesis

The thesis is the most important element or symbol of Ph.D. programmes, because it is the primary measurement index for awarding the Ph.D. Degree. It is the report of the research conducted in the students' area of expertise, and it is expected to be of publishable quality that will advance knowledge in students' fields.

The thesis shall have a maximum of 100,000 words and a minimum of 80,000 words and shall draw upon a wide variety of theoretical and methodological approaches. The last year of study is expected to be entirely devoted to writing up the thesis.

After students might have successfully presented their Research Protocol at the end of the first year, they are expected to concentrate on collecting their data on the field throughout their second year and writing up the thesis by the third year.

The thesis must be written under the direction and guidance of the students' supervisor(s). Writing the thesis should be completed within the last one year of study. The template for writing and presenting the thesis (Research Report) is presented in Appendix A of this Handbook.

The research that shall culminate into a thesis, which will be examined for awarding the Ph.D. degree, shall follow the following procedures and requirements:

i.   Presenting and passing a Protocol, at least, by the end of the first academic year of the Ph.D. programme;
ii.   Getting approval for ethical consideration from the Ethical Committee of the University;
iii. Presenting at least two Seminars before the Registration of Title;
iv.   Registration of Titles at the expiration of the minimum duration of studies;
v.   Presenting and Defending the thesis before a panel of examiners in an Oral Examination;
vi.   Effecting necessary corrections, as might have been pointed out by the Panel of Examiners;

vii. Presenting the Report of the Oral Examination to the PG School Board for consideration;

viii. Presentation of the considered Report to the Business Committee of Senate (BCoS) for further consideration;

ix. Recommendation of the considered results to Senate for approval; and

x. Making necessary clearance for graduation.

9.4 Protocol

At the end of the first year, immediately after the completion of the coursework, students shall present a Seminar as a defence of a mandatory Research Protocol. The Protocol is expected to be a full presentation of what we can call a Proposal for the students' intended research. It must therefore consist of three chapters namely:

i. Introduction (comprising Background, Problem Statement, Objectives, Research Questions/Hypotheses, Significance, Rationale, Operational Definition of Terms);

ii. Literature Review (an appraisal of pertinent and relevant extant literature on the topic of research); and

iii. Methodology (Method, Population, Sample Size, Sampling Procedure, Data Collection Technique and Procedure, Data Collection Instrument(s), with its reliability and validity test, and Method of Data Analysis).

The Report of the Protocol must also contain the Timeline for the research in form of a Gantt chart and the proposed budget for the research.

Essentially, too, it must contain Ethical Review Letter, which must have been obtained through a process from the University Ethical Review Committee, before the approved report could be sent to the Postgraduate School Board for approval.

The Protocol Report must be presented before a Panel that shall be constituted by the PG Coordinator with the approval of the Head of Department. The Panel must comprise the following:

i. the Head of Department;

ii. an External Internal Examiner, who must be appointed from a Department related to the topic of research to be examined;

iii. an Internal Examiner from the Department, who must be appointed within the Department;

iv. the Supervisor; as well as

v. the Departmental PG Programmes Coordinator.

The Panel members shall examine the Report that must be presented to an audience from within and outside the Department, and they will grade the Report and presentation with a

Research Protocol Evaluation Form (below is a sample of the Form), which the PG Coordinator will then process to the PG School.

The Board of the PG School shall also examine the grading and shall not approve the Evaluation Form if the calculations therein are not correct or it is not accompanied by an Ethical Review Letter, the Budget and the Timeline.

So, the Protocol Report is like a Proposal for the research. It should be produced with the guidance of the student's supervisor(s). Within a week of submitting the Proposal to the Postgraduate tutor, a Viva Voce (Oral) Examination of the Report will be conducted by the Panel as constituted by the PG Coordinator with the approval of the Head of Department. The purpose of the Oral Examination is to examine and accept or reject the Research Proposal for immediate progress to fieldwork. An example of the *Evaluation Form for Doctoral Research Protocol* is presented on Page 34.

UNIVERSITY OF ILORIN, ILORIN, NIGERIA

THE POSTGRADUATE SCHOOL

EVALUATION FORM FOR DOCTORAL RESEARCH PROTOCOL

Part A – General Information

1. Date of Meeting: …………………………………………………….......

2. Surname of Candidate: ….…………………………………………............

(in block letters)

3. Other Names in Full:………………………………………………………

4. Matriculation Number:………………………………………………………

5.   Date of First Registration:………………………………………………..

6. Faculty:………………………………………………………………..

7. Department:……………………………………………………………..

8. Degree in View:…………………………………………………………

9. Mode of Study:……………………………………………………………

10. Name(s) of Supervisor(s):……….…………………………………………

11. Proposed Title of Thesis:..…………………………………………………..

   ……………………………………………………………………….

   ……………………………………………………………………

PART B – Protocol Assessment

Excellent = 4; Very Good = 3; Good = 2; Poor = 1; Very Poor = 0

Numbering	Items	Score	Comments (if any)
1.	**Project Title**		
	• Appropriate (Well written)		
	• Essential elements of project/study reflected		
	• Title is not more than 18 words		
2.	**Background/Introduction**		
	• Establishes the context of the study		
	• Based on literature/experience/expressed need/expert opinion		
3.	**Problem Statement**		
	• Problem/Rationale/Justification well stated		
	• Researchable		
	• Indicates knowledge gap		
	• Appropriate		
4.	**Research Aims/Objective/Purpose**		
	• Clearly stated		
	• Scope and scale appropriate for the study and class of degree		
	• Consistent with problem/rationale/ justification		
	• Study is feasible		

Numbering	Items	Score	Comments (if any)
5.	**Contributions and Significance of the Study**		
	• Unique contribution to the field as doctoral study stated		
	• Expected outcomes are stated		
	• Benefits and beneficiaries identified		
6.	**Literature Review**		
	• Sufficiently comprehensive for the proposal		
	• Addresses problems/Rationale/Justification identified		
	• Relevant sources used		
	• Adopts critical approach to the review (presence of researcher's voice)		
	• Demonstrates appropriate understanding of models, Paradigms and theories in the domain		
	• Well-presented/Appraised		
	• Citations are appropriate		
	• Presentation is logical and coherent		
7.	**Research Methodology**		
	• Appropriate to the research problem		
	• Can accomplish research		

Numbering	Items	Score	Comments (if any)
	objectives		
	• Locates study in a particular paradigm		
	• Methods are appropriate to the chosen paradigm		
	• Sampling procedure adequate		
	• Data management plan appropriate to type of variables		
	• Ethical approval included where applicable		
8.	**Plan for Dissemination of Findings**		
	• Plan for dissemination included		
	• Key stakeholders identified		
9.	**Time-line**		
	• Included and detailed		
	• Logical in sequence		
	• Feasible for the proposed project/study		
10.	**Budget**		
	• Relevant cost items indicated		
	• Sources of funding indicated		
11.	**Technical Quality**		
	• Impersonal and scientific language used		
	• Appropriate style		
	• Grammatical accuracy (grammar,		

Numbering	Items	Score	Comments (if any)
	spelling and punctuation)		
	• Approved referencing style used		
	• 1:1 correspondence between citations in the text and references compiled		
	• Tables, graphs, figures and models appropriate and properly composed, where applicable		
12.	**Supervision**		
	• Supervisor(s) indicated		
	• Protocol endorsed by the Supervisor(s), Departmental PG Coordinator and Head of Department		
	• Supervisor(s) has/have the expertise		
	Total Point Obtained		

PART C – Final Assessment

We have examined the above-named candidate for the ……………………

………………………………………………………………………………………. of the University of Ilorin and based on his/her Research Protocol, we hereby recommend*

    (a) Approved. No further amendment is required before processing to the Postgraduate School.**(Score = 168 – 192)**

    (b) Approved, subject to minor amendments. Candidate to submit corrected Research Protocol to Departmental PG Coordinator for processing to the Postgraduate School
    (Score = 120 – 167)

    (c) Not approved. Major corrections required and Research Protocol to be represented to the Departmental Postgraduate Committee. **(Score = 96 – 119)**
    (d) Rejected. Candidate to develop a different Research Protocol to defend before the Departmental Postgraduate Committee. **(Score = 48 – 95)**

***Please tick, sign and date the appropriate option chosen*

| Name | Signature | Date |

1. ……………………………………… …………………………… ……………..
   Relevant Internal/External Examiner

2. ……………………………………… …………………………… ……………..
   Head of Department and Chief Internal Examiner

3 ……………………………………. ……………………………………. …………
   Relevant Internal Examiner within the Department

4 ………………………………………… ……………………………………. …………………
   Supervisor & Internal Examiner
5 ……………………………………. ……………………………………. …………
   Departmental Postgraduate Programmes Coordinator

9.5   Ethical Approval

The University of Ilorin places great priority on the ethics of research, bearing in mind that there are many ethical issues that will definitely arise from the conduct of any research with any method. Such issues might include, but not limited to, the use of minors/children as respondents, involvement of sensitive issues, use of animal or human blood, anonymity, confidentiality, copyrights, plagiarism, etc. ***Therefore, you are expected to obtain ethical approval for the conduct of your research.***

The approval is expected to go with the Evaluation Form of your Research Protocol to the Postgraduate School Board, without which the evaluation will not be approved to give you the go-ahead to go to the field for your study.

The process of obtaining the Ethical Approval letter is as follows:

  i.   You will apply to the Department Ethical Review Committee, which will process your application to the Faculty Ethical Review Committee.
  ii.   The Chairman of the Faculty Ethical Review Committee will then process your application to the University Ethical Review Committee, where he represents the Faculty.
  iii. The University Ethical Review Committee sits monthly, and at its meetings, it examines applications that are processed to it for approval.
  iv.   Once your application is approved, you will be issued an approval letter, which must be processed with your Protocol Evaluation Form and a copy of your Protocol Report to the Postgraduate School.

You must make sure that the title in your Protocol Report tallies with the title in the Ethical Review Letter you are given. You are expected to get the letter from your Departmental PG Coordinator. The Application Form for the Ethical Approval Letter is presented on Page 41 and 42.

UNIVERSITY OF ILORIN

UNIVERSITY ETHICAL REVIEW COMMITTEE (UERC)

CHECK LIST FOR SUBMISSION OF RESEARCH PROPOSALS

Name of Researcher:……………………………….I.D. No:……………..
Department/Faculty:……………………………………………………………
Research Title:
……………………………………………………………………………………
……………………………………………………………………………………
……………………………………………………………………………………

1. Recommendation Letter from FERC

    Yes ☐ No ☐

    1a. Format of Table:

S/N	NAME	MATRIC NO/ STAFF NO.	DEPARTMENT	RESEARCH TITLE	CATEGORY	REMARK

2. Research Proposal

    Yes ☐ No ☐

    Format of Proposal Cover Page:
    ⇒ Name of Address of the Researcher/Principal Investigator
    ⇒ Telephone Number
    ⇒ E-mail Address
    ⇒ Title of the Proposal
    ⇒ Degree in View
    ⇒ Names and Address(es) of the supervisor(s)
    ⇒ Source of Funding:…………… Amount (if any):…………….
    ⇒ Expected Date of Completion

3. Soft Copy (CD) of the Proposal

    Yes ☐ No ☐

UNIVERSITY OF ILORIN

UNIVERSITY ETHICAL REVIEW COMMITTEE

POSTGRADUATE RESEARCH PROPOSAL ETHICAL REVIEW FORM

Bio Data

Name:…………………………………………… Matric. No:…………………………
     (First Name)   (Surname)

Status (delete as applicable): PGD/ M. Sc./ M.Phil.

E-Mail Address:……………………………………………………………………………

Contact Address:……………………………………………………………........................

……………………………………………………………………………………………..

Mobile No: Department:

Faculty: Date:

Title of Research Project:…………………………………………………….

…………………………………………………………………………………………………

……………………………………………………………………………………………..

1. Research Aim and Objectives (Please provide details in not more than 150 words)

2. Literature Review (Not more than 200 words)

3. Research Methodology (Please provide brief information on Research Subject/Research Design and Treatments, Data Collection and Analysis. This should not be more than 250 words).

4. Please provide a brief explanation on how you have addressed ethical issues arising from your Research Design.

Signature:…………………………………

Researcher / Student…………………………………..   Date:………………………

Supervisor I…………………………………………   Date……………………….

Supervisor II…………………………………………..   Date……………………….

Departmental Ethical Research Rep…………………....   Date……………………….

HOD' Signature …………………………………………....   Date……………………….

Official Use

Date Received:…………………   Date of FERC Review:…………………………

Chairman FERC Comment / Decision:……………………………………………………

……………………………………………………………………………………………..

……………………………………………………………………………………………..

Chairman FERC's Signature:…………………   Date:……………..

Dean's Signature:………………………………   Date:…………….

9.6   Seminars

Irrespective of the differences from one Department to the other, Seminars are an integral part of the Ph.D. programme. Apart from the protocol presentation, students shall present not less than two seminars before they can apply for the registration of titles. The topic or title of the seminars could relate to the final title of the thesis to be registered but must not be totally the same.

Usually, students shall present chunks of the main focus of research they are investigating in their research work. The titles of the two or three seminars presented by students, including the dates they are presented, shall be documented clearly on the Registration of Titles Form.

9.7   Registration of Title of Ph.D. Thesis

After you might have finished writing up your thesis and you are ready for Oral Examination (viva), you will need to register the title of your research. *Registration of Title* demands that you present the final title of your work and an *Abstract* to the Board of the Postgraduate School that will examine the title and the *Abstract* for approval.

The PG School shall formally inform you, through a letter, of the approval of the Board. The implication of the approval of the title is that you can no longer change or amend the title, unless the External Examiner suggests the need to do so. If the title is amended by the External Examiner on the day of Viva, there is a need for the Department to accompany the Examiner's Report with a letter stating why there was a need to change or amend the title. Without the letter, the Board shall not approve the Examiner's Report.

In examining the *Registration of Title*, the Board of the PG School critically scrutinises the title and the *Abstract* of the research. The Board has the right to reject, step down, step down for executive approval, give full approval, or approve with minor corrections the *Abstract* and/or the Title. The Board also has the right to change, amend, add to or remove from the components of the Title and *Abstract* as it deems necessary.

The reason the Board is usually very serious with the examination of the Title and *Abstract* is because they (Title and *Abstract*) are the window to the main thesis. The title and abstract are also published in the *Book of Abstracts* of the Postgraduate School apart from being published on the University website. So, the Board tries every time it examines a title registration to ensure that the Title and *Abstract* comply with research or academic standards.

The Board also considers very critically, if a student that submits a Title for Registration is ripe for Oral Examination by looking at the date of registration. Students must use the minimum of his/her study period before they can present their Registration of Title, and if a student by his or her date of first registration has not spent up to his/her study period, his or

her Registration of Title shall be stepped down and be represented to the Board when he or she has spent the minimum of his/her study period.

In order to determine whether or not a student is ripe, the Board expects the PG Coordinator to process the Registration of Title to the PG School with an attachment of the student's Letter of Admission as well as the transcript or the result of his or her (comprehensive) examination or coursework.

Note that in a situation where the approved title is not defended within 90 days of the approval, the Registration of Title must be re-validated by representing copies as done in the earlier submission.

9.8   Submitting an Abstract for the PG Board

Below is an example of an *Abstract* and an illustration of what it should contain/entail to get the Board's approval:

The *Abstract* must be divided into four paragraphs with single line spacing.

   i.   Paragraph One should contain the Introduction (Background of the Study, Statement of the Problem and objectives of the Study. The objectives should be itemised in Roman Figures);
   ii.   Paragraph Two should contain the Methodology;
   iii. Paragraph Three should contain the findings; to be itemised in Roman Figures; while
   iv.   Paragraph Four should contain the Conclusion and the main Recommendations.

An example of the *Registration of Title Form* and the *Abstract* which the Department will process to the PG School is on Page 46 and 47.

UNIVERSITY OF ILORIN, ILORIN NIGERIA
POSTGRADUATE SCHOOL
REGISTRATION OF TITLE OF Ph.D. THESIS
(To be completed in Quadruplicate)

1. **Name of Candidate:………………………………………………………….**
2. **Matriculation Number:………………………………………………………..**
3. **Department:…………………………………………………………………..**
4. **Faculty:……………………………………………………………………**
5. **Mode of Study: ………………………………………………………………….**
6. **Degree in View:…………………………………………………………………**
7. **Date of First Registration:……………………………………………………….**
8. **Proposed Title of Thesis:**
9. **Seminar(s) given (with dates):**
   (i)
   (ii)
   (iii)

   Note: a Ph.D. degree candidate must have given, at least, two Seminars before presenting for the Registration of Title

10. **Confirmation of item 9 above by Faculty Representative on the Board of Postgraduate School:**
    I hereby confirm that the papers above have been presented.

    Name:…………………………………Signature: ………………….. Date:…………

11. **Supervisor's Recommendation**: Recommended for Registration

    Name:………………………………… Signature: ………………….. Date:…………

12. **Comments of the Head of Department:**

    Name:………………………………… Signature: ………………….. Date:…………

13. **Remarks by the Departmental Postgraduate Committee:**

    Name:………………………………… Signature: ………………….. Date:…………

14. **Comments by the Faculty Postgraduate Committee:**

    Dean of Faculty (Chairman):

    Name:………………………………… Signature ……………………Date…………..

15. **Dean of Postgraduate School:**

    Name: Prof. R.A. Bello…………………..Signature…………………..Date……………

Note: ABSTRACT OF THE THESIS, WHICH SHOULD NOT BE MORE THAN 500 WORDS, MUST BE ATTACHED.

ABSTRACT

In recent times, advancement in technology has penetrated areas of library functions, especially the establishment of electronic library (e-library) system that has become common place in Nigeria. Studies have shown a low level of users' satisfaction with these resources, a trend considered inimical to the foundational requirements of library services provision in general. It is against this background that this study examined the influence of users' demographic characteristics, computer-self-efficacy and perceptions on users' satisfaction with e-libraries in Northern Nigerian universities. The objectives were to: (i) examine the perceived computer self-efficacy of users with e-libraries in Northern Nigerian universities; (ii) identify e-resources available and their usefulness; (iii) examine users' perception on e-libraries; (v) determine the information needs of users; (vi) ascertain the extent to which users are satisfied with e-libraries; and (vii) identify the challenges against satisfaction with e-libraries.

The study adopted the survey research of the descriptive type. Eight universities with e-libraries in Northern Nigeria were purposively selected for the study with 7,028 users as the population from which 1,406 was randomly sampled. The research adopted questionnaire and interview to collect the data. The questionnaire was validated by experts. Nine research questions and six hypotheses were answered and tested, respectively. The data collected were analyzed using descriptive statistics. Hypotheses one and two were tested with t-test while Spearman Rank-Order correlation was used to test hypotheses three - six.

The findings of the study were that:
(i)   majority of respondents (93.6%) can successfully turn-on and shut-down computers; 95% could start and exit a computer programme; 92.2% could use 'search' command to locate files; 55% could not move files from a hard drive to a USB drive, 67.5% could install computer software programme;
(ii)   only 16 of the 22 e-resources were available (full-text databases (68%), e-journals (73%), e-books (81.9), CD-ROMs (50%), e-theses/dissertations (46.3%), online library catalogues (76.2%), and online dictionaries (47%);
(iii)   users' perceptions towards e-libraries was low as majority disagreed with availability of adequate e-resources (75.5%), up-to-date information resources (62%), fast retrieval of information (69.1%), and access to e-resources (80%);
(iv)   users were not satisfied with training on the use of e-libraries (72.2%), network connectivity (73%), number of computer terminals (75.2%), seating capacity (80%), e-resources (61.2%); and
(v)   there was negative correlation between age and user-satisfaction $r(951) = -0.154$, p <000, negative correlation between users' level of study and satisfaction with e-library ($r(951) = -0.097$, $p < 0.003$); positive correlation between age and the satisfaction with e-library, ($r(951) = 0.164$, p > 0.000); positive correlation between perceptions and satisfaction with e-library (r(951) = 0.334, $p < 0.000$).

The study concluded that although users' demographic characteristics, computer self-efficacy and perceptions influenced their satisfaction with e-libraries, users generally have low satisfaction with the available resources in the e-libraries. The study recommended a clear e-library policy, considering the demography, computer self-efficacy and perceptions of the users in ensuring adequate service delivery. Also university authorities should have alternative and more reliable power supply.

Word Count: 487

Please note that the *"Word Count"* is only needed on the *Abstract* that accompanies the *Registration of Title Form*. It should not be part of the Abstract in the final thesis.

9.9 Oral Examination (Thesis Defense)

Oral defence of thesis completes the requirements for the Ph.D. studies. Students are, therefore, expected to submit their thesis for defence at the end of the last year of their maximum period of study, except an extension has been requested and approved by the Postgraduate School. Preparation and process of the examination follows the stages below:

i. After the *Registration of Title* of a student is approved and communicated to the Department, the Department shall send a hard copy and soft copy of the student's thesis to the Postgraduate School for plagiarism test;

ii. The student must pass the test with not less than 80% originality. If the student passes the plagiarism test, the Head of Department shall recommend names for the Panel of Examiners for the Oral Examination to the PG School, which will officially constitute the Panel through a letter to each of the members;

iii. The Panel of Examiners shall essentially include: The Head of Department, who will be the Chairman, an External Examiner, Internal External (from a related Department), Supervisor (who shall be in attendance without partaking in examining or grading his/her student) and the Departmental Postgraduate Coordinator;

iv. The Head of Department shall choose and recommend any expert or renowned scholar on the thesis to be examined from any University outside the University of Ilorin as the External Examiner to the PG School with a good consultation with the Supervisor of the thesis to be examined;

v. After constituting the Panel of Examiners, and having successfully tested for plagiarism, the PG School shall send a hard copy of the thesis to the External Examiner through the courier service. The PG School, with its re-engineering of this process, sends out the thesis as soon as it receives it from the Department and upon its passing the plagiarism test;

vi. When the thesis is sent out to the External Examiner, the implication is that the Examiners are requested to give a *prima facie* look at the thesis and confirm within two weeks whether or not the thesis has sufficient merit for the Oral Examination to be conducted;

vii. So, in the letter to the Examiners, they are usually enjoined to send a copy of the Pre-assessment Form back to the PG School. This is to enable the Examiners inform the PG School on whether or not the thesis is examinable and also to inform the School of an appointed date for the Oral Examination. **The PG School then informs the Department on the appointed date of the Examination.**

viii. External Examiners are always enjoined to fix the date of the examination for which they are appointed to be after two weeks of submitting the Pre-assessment Form and which should be at least two weeks away from the *prima facie* submission. The two weeks window is given so as to enable the PG School prepare the logistics for the Examination.

ix.   The defence will be organised for students at a time not later than six months after they might have formally submitted their theses.

9.10   Conduct of the Examination

On the appointed date, the PG School would have provided the necessary logistics for the smooth conduct of the examination. Usually, at the University of Ilorin, the defence is an open one, meaning that a good number of people will be allowed to witness the process.

The examination, which is coordinated by the Chairman (HoD), is done strictly by the External Examiner, but other members of the Panel are also entitled to probe and examine the candidate. Although the supervisor of the thesis is a member of the Panel of Examiners, he is not entitled at all, to talk, defend, guide his supervisee or grade the supervisee except on the request of the External Examiner for some clarification (s).

While the Examiners withdraw into a close session to take their decision on the examination, the audience can discuss the thesis and performance of the student, and the Supervisor, at this juncture, can contribute and make some clarifications.

In the case of when either the Head of Department or the Departmental PG Coordinator, who are statutory members of the Panel, is the supervisor of the thesis, he/she will have to be replaced by another faculty member of the Department. For example, if the Head of Department is the supervisor of the thesis being examined, he/she will step down as the Chairman of the Panel, and another faculty member will replace him for that moment as the Head of Department and Chairman of the Panel of Examiners. Same goes for the PG Coordinator who will have to relinquish the position of the PG Coordinator for the purpose of the Oral defence and act only as the supervisor of the candidate.

The conduct of the examination is supervised by the Sub-Dean (Academics) of the Postgraduate School and one or two other members of staff of the School, to include the Desk Officer of the Faculty so concerned. They are to coordinate the deliberation on the verdict of the Examiners and also to coordinate the paperwork for the Examiner's Report.

9.11   Final Grading of Ph.D. Oral Examination

Having examined and evaluated the student, the final grading of the student's performance can fall into any of the following five options, namely:

a.   That the candidate be awarded the degree. **(Excellent: When the candidate's total mark falls between 175 – 200). The candidate needs not do any corrections, and can submit the final copy of his or her thesis the following day).**

b.   That the candidate be awarded the degree, subject to minor corrections to be made to the satisfaction of the Internal Examiners only**. (Very Good: When the candidate's total mark falls between 125 – 174). The candidate must complete the corrections within 3 months of the examination, but not beyond. If the**

corrections are not done within three months, the examination must be re-conducted).

c. That the candidate be awarded the degree, subject to minor corrections to be made to the satisfaction of both the External and Internal Examiners. **(Good: When the candidate's total mark falls between 100 – 124). The candidate must complete the corrections within 6 to 12 months, and the Certification Page must include the signature of the External Examiner).**

d. That the candidate be referred in the examination. **(Poor: When the candidate's total mark falls between 50 – 99). This implies that the candidate must represent the thesis all over.**

e. That the candidate should not be awarded the degree. **(Very Poor: When the candidate's total mark falls between 0 – 49). This imploies that the candidate has no option of representing the thesis all over and has to leave the University without the degree.**

Note that students are not expected to pay a Kobo for the Oral Examination; as it is fully funded or financed by the University, through the Postgraduate School.

Note also that the Oral Examination is a solemn and serious engagement whose outcome cannot be predicted. Therefore, students are not supposed to turn it into a celebration until after the result is known and announced. In concrete terms, students are not expected to bring in any food and drink for celebration on the examination day.

The Examiner's Report will be submitted to the Postgraduate School Board for ratification or approval, immediately after the correction is completed. Therefore, it is expected that the Report must be accompanied by the Certification Page that will include the signatures of the members of the Examination Panel, who must have certified that the corrections were thoroughly and properly made.

Any Thesis Title that is not defended within 90 days after its approval must be re-submitted to the Postgraduate School for re-validation before the Examination can take place.

Each of the options a – e above has its required period of time for corrections to be made. Failure to keep to the time shall require that the Examination be repeated at the expense of either the Department or student, as the case may be.

A sample of the Certification Page is presented on Page 51.

CERTIFICATION

We, the undersigned (Internal and External Examiner), hereby certify that ………………
(Matriculation Number) has satisfactorily effected all the necessary corrections pointed out to
him/her during the Oral Examination of his/her thesis
entitled ………………………………………… held on …………….. and recommend that
he/she be awarded the degree of Doctor of Philosophy in Mass Communication.

NAME   **SIGNATURE**   **DATE**

Dr. A. L. Azeez   …………………   ....
Head of Department and Chief Examiner

Professor R. A. Bello   …………………..   ………………
Other Internal Examiner from related
(Department in the University (Name of Dept: Economics)

Professor R. G. Jimoh   …………………..   ………………
Supervisor & Internal Examiner

Dr. O. A. Laaro   ……………………..   ………………
Departmental Postgraduate
Programmes Coordinator and Internal
Examiner

If the student requested for an extension of his minimum period of study or he/she changed his/her mode of study before the final Oral Examination, he/she must attach the evidence of the PG School's approval of all the requests, with the Examiners' Report, otherwise the Report will not be approved or ratified. Besides, the student must also attach his/her Fees Form to ensure that the student does not short-change or owe the University.

A sample of the Examiners' Report is presented on Page 53.

UNIVERSITY OF ILORIN, ILORIN, NIGERIA

Form PGS 9/2011

THE POSTGRADUATE SCHOOL

EXAMINERS' REPORT FOR THE DEGREE OF Ph.D./M.D.

Part A – General Information

1. Surname of Candidate:………………………………………………………

    (in block letters)

2. Other Names in Full: …………………………………………………………

3. Matriculation Number:…………………………………………………………

4. Faculty: ………………………………………………………………………….

5. Department: ……………………………………………………………………

6. Degree in View: ………………………………………………………………

7. Date of First Registration (dd/mm/yyyy): …………………………………

8. Extension with Date(s) (Attach Letters of Approval): …………………………………...…

    …………………………………………………………………………………………

9. Title of Thesis:…………………………………………………………………

    …………………………………………………………………………

    …………………………………………………………………………

PART B – COURSE WORK (if applicable)

10. Results:………………………………………………………………………………
11. Remarks: …………………………………………………………………………………
………
……………………………………………………………………………………
……………………………………………………………………………………

PART C – Thesis Evaluation

Excellent = 4; Very Good = 3; Good = 2; Poor = 1; Very Poor = 0

Numbering	Criteria	Score	Comments(if any)
A	**Abstract**		
	• Appropriate (Well written)		
B	**Formulation/Statement of the Problem(s)/ Rationale/Justification**		
	• Well written		
C	**Research Goal/Hypotheses/Questions**		
	• Well stated		
	• Relevant		
D	**Aim(s)/Objective(s)/Purpose(s)**		
	• Clear		
	• Relevant		
	• Achievable		
E	**Review of Related Literature**		
	• Relevant		
	• Current		
	• Authoritative Sources		
	• Correct Interpretation		

	• Critical Appraisal of the Literature		
	• Appropriate Theoretical Postulation/Conceptual Framework		
	• Logical Organization		
F	**Methodology**		
	• Logically derived from Objectives		
	• Appropriate Choice of Design		
	• Relevant Research Instrument(s)		
	• Relevant Method of Data Collection		
G	**Results**		
	• Accurate Data Analysis		
	• Accurate Interpretation of Analyzed Data		
	• Findings Well Identified/ Engineering Design Considerations		
H	**Discussion and Conclusion**		
	• Clear discussion		
	• Logical comments		
	• Discussion Connected to the Reviewed Literature		
	• Proper Conclusion drawn		
	• Conclusions substantiated		
	• Contributions to Knowledge		
	• Implications for Scholarship Identified		
I	**Recommendations**		
	• Relevance to the Significance/Rationale of the Study		
	• Relevance to Research Findings		
	• Suggestions for Further Research (relevance to the limitations/scope of the study)		

J	**Structure, Language and Style of Thesis**		
	• Logical Organization of Ideas		
	• Correct Grammar		
	• Scientific/Academic Style		
	• Clarity of Ideas		
K	**Referencing/Bibliographic Style**		
	• Appropriate Citations within the Text		
	• Correspondence of Citations within Text with		
	• Consistency of Referencing Style		
L	**Originality, Creativity and Publishability**		
	• Responsibility for Statement		
	• Problem solving/Value adding Contributions		
	• Publishability		
	Sub-Total for Part C		

General Comments

(a) The thesis has sufficient merit for the Oral Examination to be conducted.

(b) The thesis, in its present form, does not have sufficient merit for the Oral Examination to be conducted.

*Please cross out whichever is NOT applicable

Name of Examiner:………………………………………………………………………

Signature:…………………………………………………………………………………

Date:………………………………………………………………………………………

PART D – Oral Presentation/Defence of Thesis

Excellent = 4; Very Good = 3; Good = 2; Poor = 1; Very Poor = 0

Numbering	Criteria	Score	Comments (if any)
A	**Communication Skills/Language of Expression**		
	• Clear		
	• Fluent/Articulate		
B	**Knowledge of the Subject Matter/Thesis**		
	• Adequate		
	• Relevant		
C	**Ability to Answer Questions from the Panel**		
	• Adequate		
D	**Personality Disposition**		
	• Comportment		
	• Confidence		
	• Enthusiasm		
	• Appearance/Dressing		
	Sub-Total for Part D		

	Total (Parts C & D)		

PART E – Recommendation

General Remarks

Based on the content of the thesis and performance of the candidate during the Oral Examination, the Panel of Examiners recommends that ……………………………. (Matriculation Number) be awarded the degree of Doctor of Philosophy in Mass Communication, subject to effecting minor corrections pointed out to him during the Oral Examination, to be made to satisfaction of Internal Examiners only.

Examiners' Recommendation

We have examined the above-named candidate for the degree of ……………………………. of the University of Ilorin and based on his/her thesis, we hereby recommend*

   a. that the candidate be awarded the degree. **(Excellent = 175 – 200)**
   b. that the candidate be awarded the degree, subject to minor corrections to be made to the satisfaction of the Internal Examiners only.**(Very Good = 125 – 174)**
   c. that the candidate be awarded the degree, subject to minor corrections to be made to the satisfaction of both the External and the Internal Examiners. **(Good = 100 – 124)**
   d. that the candidate be referred in the examination. **(Poor = 50 – 99)**
   e. that the candidate should not be awarded the degree. **(Very Poor = 0 – 49)**

(Please, with a straight line, delete whichever is not applicable and the External Examiner should sign with date on the left margin against the option chosen)

	Name	Signature	Date

1. ………………………………..……………… …………………………………
   External Examiner

2. …………………………………………………... …………………………….....
   Head of Department and Chief
   Examiner

3. …………………………………………………... ……………..……………..
   Other Internal Examiner from a
    related Department in the University
   (Name of Dept………………………………)

4. …………………………………………………... ……………..……………..
   Supervisor & Internal Examiner

5. ………………………………………………… …………………………….
   Departmental Postgraduate Programmes
   Coordinator and Internal Examiner

9.12   Clearance for Graduation

Immediately Senate approves the Examiner's Report or Master Results, as recommended by the PG School and BCOS, students shall begin their Final Clearance. They shall be cleared at the Department, Faculty, and, essentially, at the Bursary. Sometimes, it is advisable students begin their clearance as their papers are being processed to Senate for approval. Documents needed for the clearance are as listed in Section 2.4.12

SECTION X: SUNDRY ISSUES

10.1   Who Can Teach On and Supervise Postgraduate Programmes

Senate at its 154th meeting held on Thursday, 4th July, 2002, approved the following criteria for staff eligibility to teach and supervise in the Postgraduate Programmes:

i.   Teaching in the Master Degree Programme:
   (a)   Master degree holder, who is not less than Lecturer Grade I in rank.
   (b)   Ph.D. degree Holder.
ii.   Supervision in the Master degree project:
   (a)   Master degree holder who is not less than Senior Lecturer in rank.
   (b)   Ph.D. degree Holder who is not less than Lecturer Grade I in rank.
iii.   Teaching in Ph.D. Degree Programme
   Ph.D. degree holder, who is not less than the rank of Lecturer Grade I
iv.   Supervision in the Ph.D. degree Thesis
   (a)   A Professor
   (b)   Ph.D. degree holder not less than the rank of Senior Lecturer
v.   Special Dispensation for Postgraduate Teaching
   Special dispensation may be considered for the professional programmes. Request for such special dispensation shall be made to the Vice-Chancellor through the Board of Postgraduate School.
vi.   In all the cases above, a Master degree holder, who is pursuing a higher degree, shall not be eligible to supervise at the Master or Ph.D. degree levels.

10.2   Progress and Course Plan

Students must make reasonable progress in their studies. Therefore, a student on Full-time study must successfully complete his/her Ph. D. programme by submitting his/her thesis at exactly the end of the maximum period of study period, except if he/she has formally requested and got approval from the Postgraduate School for an Extension of the Study. The Extension must not be more than one year in all for two times and for a six month period in each of the time.

A student who does not complete his or her Ph.D. programme within the maximum period of study and without an approval for an extension, will be deemed to have voluntarily withdrawn or be asked to withdraw from the study.

In obtaining an extension over the maximum period of study, students shall write a formal request to the Dean of the Postgraduate School through the supervisor, the HoD and the Dean of the Faculty.

In order to ensure that students make reasonable progress in their studies, they will be required to submit an Annual Progress Report (apart from the Log Book the University made compulsory for both the students and supervisors, which will be given at the end of each year of study) that must be signed by their supervisors to the Postgraduate School through the Postgraduate Coordinator and the Head of the Department. It is also to ensure that supervisors give necessary support and guidance to their supervisees in order to help them make acceptable progress in their studies.

Students can use the Self-Assessment Questionnaire below to make his/her Annual Report. The supervisor will have to submit a combination of Supervisors' Questionnaire and Annual Review Report to make his/her comments about the progress of his/her supervisees. An example of the Students' Self-Assessment Questionnaire is presented on Page 61. The Supervisors' Questionnaire is presented on Page 63, while the Annual Progress Review of Research Students is presented on Page 65.

STUDENT'S SELF ASSESSMNET QUESTIONNAIRE

(A)   BIODATA
1.   Name in Full: ………………………………………………………………………….
                            (Surname first and in capitals)
2.   Matriculation Number: ………………………………………………………………..
3.   Date of Birth: ……………………………………………………………….........
4.   Department: …………………………………………………………………………..
5.   Faculty: …………………………………………………………………………………
6.   Degree in View: (e.g. M.Sc. Physiology): …………………………………………..
7.   Mode of Study: (a) Full-time (   )   Part-time (   )
      (a)   Date of First Registration (specific): ……...…………………………………
      (b)   Date of Last Registration: …………………………………………………
      (c)   Expected Date of Completion: ………………………………………………..
      (d)   Date(s) of Suspension of Studies (where applicable): ………………………….
8.   Number of Semester completed so far
      (a)   Postgraduate Diploma: ………………………….. Semesters
      (b)   Master: ……………………………………………… Semesters
      (c)   M.Phil./Ph.D.: ……………………………………… Semesters
      (d)   Ph.D.: ……………………………………………… Semesters
9.   Area of Specialisation: ………………………………………………………………..
10.   (a) Title of
       Research: …………………………………………………………………………
       ……………………………………………………………………………………………
       ……………………………………………………………………………………………
       …………………………………………………………………………………………
       (i) Proposed (   )   (ii) Registered (   )
11.   (a)   Student's Functional Phone Number: ………………………………………
       (b)   Student's Functional E-mail
       Address: …………………………………………….……………..
12.   What is your relationship with your Supervisor(s)?
       (a)   Cordial   (   )
       (b)   Normal   (   )
       (c)   Strained   (   )
       (d)   Hostile   (   )

(B)   EVALUATION

13.   Which of the following aspects of your programme are in progress or have been completed?
       (tick appropriate boxes in both columns)

		(a) Completed	(b) In Progress
(i)	Field Work	( )	( )
(ii)	Laboratory Experiments	( )	( )
(iii)	Protocol Defense	( )	( )
(iv)	Departmental Seminar	( )	( )
(v)	Data Analysis	( )	( )
(vi)	First Draft of Thesis/Project	( )	( )

       (vii)   Others (Please
Specify) …………………………………………………………………………………………
………………………………………………………………………………………………………
……

(viii)	Course-Work ……………… Units Passed	( )	( )
(ix)	Literature Review	( )	( )

14.   What are the challenges impeding the smooth progress of your programme?
       (Tick as many boxes as are appropriate)

   (a)   ( ) I have to combine my programme with full-time employment
   (b)   ( ) Interaction with my supervisor is less than satisfactory
   (c)   ( ) Library and other resources required for my work are not available
   (d)   ( ) I need more funds
   (e)   Others Please
       specify: ……………………………………………………………………………………
       ………
       …………………………………………………………………………………………………
       …………………………………………………………………………………………………
       …………………………………..

15.   How do you think the Postgraduate School can assist you in alleviating the problems ticked
       in (13)? ………………………………………………………………………………
       …………………………………………………………………………………………………
       …………………………………………………………………………………………………
       …………………………………..

       Name of Supervisor: ……………………………………………………..
       Student's Signature and Date: ……………………………………………………..

SUPERVISOR'S QUESTIONNAIRE
(To be completed by Student's Supervisor)

1. Student's Name: …………………………………………………………………..
2. I have been supervising him/her since: …………………………………………..
3. He/She has completed or is engaged in the following aspects of his/her programme (Tick appropriate boxes in both columns)

		(a) Completed	(b) In Progress
i)	Course-Work ……………… Units Passed	( )	( )
ii)	Literature Review	( )	( )
iii)	Field Work	( )	( )
iv)	Laboratory Experiments	( )	( )
v)	Protocol Defense	( )	( )
vi)	Departmental Seminar	( )	( )
vii)	Data Analysis	( )	( )
viii)	First Draft of Thesis/Project	( )	( )

   ix)   Others (Please
   Specify) …………………………………………………………………………
   …………………………………………………………………………………………
   ……

4. Which of the following best summarizes the student's performance?
    (a)   Satisfactory   ( )
    (b)   Less than satisfactory progress   ( )
    (c)   Unsatisfactory progress   ( )

5. If your evaluation of the student's performance suggest that his/her progress has been less than satisfactory, can you please suggest possible reasons?
    (a)   The student is not devoting sufficient time to the programme   ( )
    (b)   The necessary resources for the student's work are not available   ( )
    (c)   The research needs important inputs from:
          i. Other departments/units within the University   ( )
          ii. Outside the University   ( )
    (d)   The orientation of the student's work has changed beyond his/her interest and/or competence   ( )
    (e)   The student's financial resources appear inadequate to cope with the research   ( )
    (f)   Others please
          specify: …………………………………………………………………….
          …………………………………………………………………………………………
          ……………..

6.	Please suggest how best the student can be assisted in the above-ticked problem(s): ……………………………………………………………………………………………

…..

……………………………………………………………………………………………

……………………………………………………………………………………………

……………………………………………………………………………………………

…………………………………………………………

7.	If the student's work continues at this rate, how long might it take to complete the research programme?

(a) …………………………………………………………………… Months

(b) …………………………………………………………………… Don't know

16.	What is your relationship with your supervisee?

(a)	Cordial	( )

(b)	Normal	( )

(c)	Strained	( )

(d)	Hostile	( )

Name of Supervisor:	…………………………………………………..

Signature and Date:	…………………………………………………..

SOURCE: Postgraduate School

ANNUAL PROGRESS REVIEW OF RESEARCH STUDENTS

Name of Student	
Matriculation Nos.	
Name of Supervisor/S	
How Many Formal Supervision Sessions Have Been Undertaken Since the Last Review?	
How Would You Describe the Student's Progress – Since the Last Review	Very Satisfactory [ ] Satisfactory [ ] Average [ ] Unsatisfactory [ ] Very unsatisfactory [ ]
Please Comment on the Student's Progress in Terms of: a) **data collection** b) **written work submitted** c) **Other relevant matters** d) **Participation in research culture**	
Any Further Comments/ Observations **(especially if the student is a scholarship recipient)**	

10.3   Rights and Obligations of Postgraduate Students

10.3.1 Rights of a Postgraduate Student:

As a PG student, you are entitled to the following:

  i.   be offered a wide variety of research training;
  ii.   receive qualified and regular supervision;
  iii. be introduced to researchers and to the research performed at the Department;
  iv.   pastoral support, provided by your supervisor and the PG Coordinator;
  v.   develop a personal portfolio; and
  vi.   attend any conference that you would consider useful to your academic development, as long as there is supervisor approval and funding to cover your expenses.

10.3.2 Obligations of a Postgraduate Student:

As a PG student, you are expected to:

  i.   approach your supervisor;
  ii.   design your own training;
  iii. participate in the academic activities of the Department;
  iv.   respect the Academic Conventions and University Code of Conduct.
  v.   If you have any problems, the following steps are to be followed:
        a. discuss it with your supervisor;
        b. discuss it with a mentor, confidentially;
        c. discuss it with your Postgraduate Coordinator;
        d. contact the Student Counseling Service; and
        e. finally, contact the PG School
  vi.   make relevant progress so that the University allows you to continue with your Ph.D. programme. Such progress is evaluated on a yearly basis, but you should make an assessment of your own course with your supervisors every semester. You are encouraged to keep a record of all your research training and meetings, with evidence.

PART TWO

GUIDELINES FOR WRITING THESIS AND DISSERTATION

The Senate of the University of Ilorin at its 279th (Special) meeting, held on Tuesday, 10th September, 2019 considered and approved the following guidelines for writing Ph.D. Thesis and Dissertations by Postgraduate Students:

THESIS/DISSERTATION TEMPLATE

SECTION I: GENERAL INFORMATION

1.1 Format for Writing M.Phil./Ph.D., and Ph.D. Research Protocols

The Board of Postgraduate School, at its 211th meeting held on Wednesday, 28th August, 2013, observed discrepancies in some of the M.Phil./Ph.D., and Ph.D. Research Protocols forwarded to it for consideration. In this regard, the Board directed that the standard format for writing M.Phil./Ph.D. and Ph.D. Research Protocols should have the following components:

i. Title page showing the Research Title, Full Name of the candidate, Matriculation Number, Name of the Dissertation or Thesis Supervisor, Name of Department, Name of Faculty, Name of University and Date of Submission.

ii. Certification Page should be endorsed and dated by the Supervisor, Co-Supervisor, (where applicable), Postgraduate Coordinator, Head of Department, Internal/External Examiner and the External Examiner.

iii. Table of Contents should indicate the itemization of the following:

    a. Introduction
    b. Statement of the Problem
    c. Aim/Purpose and Objectives
    d. Significance of the Study
    e. Review of Related Literature
    f. Methodology
    g. Timeline in Gantt Chart
    h. Budget
    i. References (University of Ilorin Format)

iv. The Research Protocols should be prepared in soft bound form.

v. Departments should forward thirty-five (35) copies of the Report of the Oral Examinations of the M.Phil./Ph. D. and Ph. D. Research Protocol within a month of the Oral examinations to the Postgraduate School.

vi.   One soft copy of the Research Protocol, two soft bound copies of the same Research Protocol and 35 copies of the Report should also be forwarded to the Postgraduate School for its consideration and approval.

1.2   Conversion of Registration from M. Phil./Ph. D. to Ph. D.

In further clarification of Conversion from M.Phil./Ph.D. to Ph.D., the Board of the Postgraduate School, at its 209th meeting held on Wednesday, June 26, 2013, directed that Conversion from the M.Phil./Ph.D. to Ph.D. would be made after the presentation of a second Seminar, the first being the Research Protocol, which should be done before the end of the second semester of the first year of entry. The student is expected to score not less than 60% in both Seminars before the Conversion can be made. Failure to complete and deliver the Seminars within the given timeline implies that the student will not proceed beyond the M. Phil. Programme.

1.3   Structure for Dissertation or Thesis Preparation

Dissertation or Thesis consists of the Preliminaries and the Main Body pages.

1.3.1   Preliminary Pages

i.   Half Title Page
ii.   Declaration
iii.   Title Page
iv.   Certification
v.   Dedication
vi.   Acknowledgements
vii.   Table of Contents
viii.   List of Cases (Where Applicable)
ix.   List of Figures (Where Applicable)
x.   List of Plates (Where Applicable)
xi.   List of Statutes/Treaties/Model Law (Where Applicable)
xii.   List of Tables (Where Applicable)
xiii.   Abbreviations and Acronyms (Where Applicable)
xiv.   Glossary and Notations (Where Applicable)
xv.   Abstract

1.3.2   Main Body

Chapter One: Introduction
Chapter Two: Review of Related Literature
Chapter Three: Methodology and Data Analysis or Materials and Methods
Chapter Four: Results and Discussion of the Findings

Chapter Five: Summary, Conclusion and Recommendations
Contributions to Knowledge
References/Bibliography
Appendices

SECTION II: PRELIMINARIES

2.1   Cover Page

The Cover Page is a blanket covering for the Dissertation or Thesis.

Title of Work:
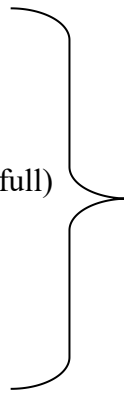
Name of Author: All Centralized in upper

    Surname first (All names should be written in full)   case using font size 18,

Matriculation Number in Parenthesis   Times New Roman

Date: Month and Year at the bottom, centre

See Sample A on Page 72.

INFLUENCE OF SOCIO-DEMOGRAPHIC VARIABLES ON HIGH BLOOD PRESSURE AMONG MARKET WOMEN IN KWARA STATE, NIGERIA

MUSA, AFOLABI EMEKA

(00/11AD001)

AUGUST, 2020

2.2   Title Page

The first page of the Dissertation or Thesis is the Title Page. The title must be a concise abstract of the Dissertation or Thesis, specifically describing the study undertaken. It should be devoid of irrelevant articles and not more than 18 words. Hyphenated words are counted as one word while scientific names in italics are counted separately. No full stop (period) should appear at the end of the Title Page.

Details of the Title Page are as follows:

- title of the dissertation or thesis (to appear in upper case and bold in Font size 18);
- author's name (font size 16, all bold and in upper case, surname first separated from the other names by a comma);
- matriculation number, to be written immediately below the name (in parenthesis font size 16);
- author's previous degrees, the awarding university and year (font size 12, upper case);
- a statement of the requirements being met by the dissertation or thesis (font size 12, upper case), which should include the name of the Department and Faculty (font size 12, upper case);
- the month and year the degree is awarded (font size 14, bold, upper case);
- all font types should be Times New Roman; and
- no full stop (period) should appear on the title page.

See Sample B on Page 74.

SAMPLE B

INFLUENCE OF SOCIO-DEMOGRAPHIC VARIABLES ON HIGH BLOOD PRESSURE AMONG MARKET WOMEN IN KWARA STATE, NIGERIA

MUSA, AFOLABI EMEKA

(00/11AD001)

B.Sc. (ABU) 2010, M.Sc. (Ilorin) 2014

A THESIS SUBMITTED TO THE
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE, FACULTY OF
COMMUNICATION AND INFORMATION SCIENCES, UNIVERSITY OF ILORIN, ILORIN,
NIGERIA,
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF THE
DEGREE OF DOCTOR OF PHILOSOPHY (Ph. D.) IN
LIBRARY AND INFORMATION SCIENCE

APRIL, 2020

2.3   Certification Page

This certifies that this dissertation or thesis has been read and approved as meeting the requirements of the Department for the award of the degree-in-view.

Certification – (upper case, bold, centralized and font size 14)
Text should be in block paragraph– (font size 12, Times New Roman)
The order of the signatories (Font Size 12, Times New Roman, and Bold) should be as follows:

- a. Supervisor
- b. Co-supervisor (Where applicable)
- c. Postgraduate Coordinator
- d. Head of Department
- e. Internal/External Examiner (For Ph.D. Only)
- f. External Examiner

See Sample C on Page 76.

CERTIFICATION

This is to certify that this thesis has been read and approved as meeting the requirements of the Department of Statistics, University of Ilorin, Ilorin, Nigeria, for the Award of Doctor of Philosophy (Ph.D.) degree in Statistics.

_____   _____

Dr. A. O. Babatunde   Date
(Supervisor)

_____   _____

Dr. Felicia T. Nwachukwu   Date
(Co-Supervisor)

_____   _____

Dr. T. O. Babadare   Date
(Postgraduate Coordinator)

_____   _____

Prof. S. Z. Atioro   Date
(Head of Department)

_____   _____

Prof. B. A. Adeola   Date
(Internal/External Examiner)

_____   _____

Prof. M. T. Bisi   Date
(External Examiner)

2.4   Dedication Page

The student may wish to dedicate the study to an individual, who must have endeared himself or herself to the student. The content of the Dedication is a matter of personal choice.

Dedication – (font size 14, upper case, centralized)

Text – (font size 12, sentence case and in block)

See Sample D on Page 78.

SAMPLE D

DEDICATION

This research is dedicated to the Almighty God.

2.5   Declaration Page

The student shall reaffirm his authorship by stating in clear and unambiguous language that the dissertation or thesis is a record of his own, neither presented nor accepted in any previous application for a higher degree, and that all sources of information have been specifically acknowledged. The Ethical Approval given by the University of Ilorin Ethical Review Committee should also be stated.

In writing the Declaration, the surname should come last, in upper case. (font size 12, sentence case)

See Sample E on Page 80.

SAMPLE E

DECLARATION

I, Afolabi Emeka MUSA, a Ph.D. student in the Department of Statistics, University of Ilorin, Ilorin, hereby declare that this thesis, entitled "Influence of Socio-demographic Variables on High Blood Pressure among Market Women in Kwara State, Nigeria", submitted by me is based on my actual and original work. Any materials obtained from other sources or work done by any other persons or institutions have been duly acknowledged. In addition, the research has been approved by the University of Ilorin Ethical Review Committee.

--   ----------------------
    Afolabi Emeka MUSA   Date

        (00/11AD001)

2.6   Acknowledgements

This is an appreciation expressed to individuals and/or groups, who have offered significant assistance or made an impact in the process of carrying out the research. The student should normally acknowledge in the following order: Almighty Being, Supervisor(s), other members of the departmental staff, beginning with the Head of Department, family members and others.

Acknowledgements should not be more than two pages and should be presented in block paragraphs. (font size 12, sentence case)

SAMPLE F

ACKNOWLEDGEMENTS

Glory be to God Almighty for He is the Author of wisdom, knowledge and understanding Who has made it possible for me to obtain yet another degree.

I am profoundly grateful to my supervisor, an erudite scholar, Professor M.T. Yakubu, for his intellectual stimulation, valuable suggestions and availability at all times, despite his tight schedules at Al-Hikmah University Ilorin, where he is presently on sabbatical leave. He will forever be remembered for his contributions towards the successful completion of this research.

I am grateful to the Ag. Head of Department, Dr. R.O. Arise for his words of encouragement during the course of this programme. My appreciation goes to other lecturers in the Department of Biochemistry, University of Ilorin, especially Profs. M.A. Akanji, H.O.B. Oloyede, C.O. Bewaji, (Mrs.) S.O. Malomo, (Mrs.) E.A. Balogun, and (Mrs.) A.T. Oladiji as well as Drs. J.O. Adebayo, M.O. Nafiu, M.O. Salawu, A. Igunnu, A.L. Quadri, and (Mrs.) Oyegoke, for their contributions.

I am greatly indebted to my parents, Mr. S.A. Adams and Mrs. M.G. Adams, for their moral and financial support throughout the period of this research and for leading me into intellectual pursuit by giving me education, which is the best legacy.

Special thanks go to my fathers and uncles, especially Professors J. O. Atteh, F. E. Ologe, O. A. Mokuolu, for their love, concern and words of encouragement during this study. My deep appreciation goes to my uncle, Mr. Toyin Alex Adams and my elder brother, Mr. S.O. Adams, for their moral support and concern shown towards me during the programme. My elder sister, Mrs. H.A. Adams-Ajayi, my younger ones, Olaoluwa and Johnson as well as my in-laws: Mr. T.S. Ajayi and Mrs. Oyinlade Adams are appreciated for their words of encouragement. Special thanks to Mr. Emmanuel Olorunniyi and Barr. Olabisi Adams-Olorunniyi, for accommodating me throughout this programme. I will never forget the rare hospitality they have given me. May God bless both of them.

Also, my appreciation goes to the Head, Department of Biochemistry, Bingham University, Prof. O. Ladeji, for giving me leverage to use the departmental laboratory. I cannot but appreciate my colleagues at Department of Biochemistry, Bingham University including Messrs, O.S. Okere, R.J. Ojo and G.O. Anyanwu, Mrs. U.D. Ejike and J.O. Sangodele, whose various contributions led to the successful completion of this work. In addition, I must not forget to thank the entire laboratory staff of Biochemistry Department, Bingham University; Mr. Raymond Jonathan, Mrs. Victoria Aluko, Mrs. Scholastica Onyedum and Mrs. Beatrice Akawu for explaining some laboratory procedures to me during my bench work. Many thanks to Dr. Bamidele J. Okoli of Chemistry Department, Bingham University for his rare show of concern.

2.7   Table of Contents

The Table of Contents contains headings and sub-headings with their corresponding page numbers in the body of the dissertation or thesis. The contents of the table should be listed as they appear in the body of the dissertation or thesis.

See Sample G on Page 85.

SAMPLE G

TABLE OF CONTENTS

NB: The above Sample G is only for the Preliminary Pages.

2.8   List of Tables

All tables and figures in the body of the dissertation or thesis should be titled and listed here with their corresponding page numbers.

For the tables, the following features are necessary:

i.   They shall be self-explanatory.

ii.   They shall be numbered according to the chapter wherein they appear. (Tables in Chapter One should be numbered as Table 1.1; 1.2; 1.3, etc.)

iii.   They shall be appropriately titled, using initial cap and bold characters. Table numbers should be separated from the table titles with a colon.

iv.   Table titles shall appear on top of the tables.

v.   Footnotes shall be as minimal as possible.

vi.   As much as possible, tables shall not spill to the next page. If unavoidable, it shall be logically broken and numbered; using alphabets like Tables 1.1a, 1.1b, etc.

vii.   Each table shall be on a separate page, with its interpretation as close as possible to it.

viii.   Tables sourced from other studies shall be properly cited, immediately under them. (e.g. Source: Name (year)). However, if the table is constructed by the researcher, there will be no need for citing.

ix.   Vertical grid lines shall not be used in tables. For the horizontal grid, only three lines are required.

See Samples H and I (as shall appear on the Table of Contents) on Pages 87 and 88.

Table 4.2: Effect of Aqueous Leaf Extract of *M. indica* on Castor Oil-induced Diarrhoeal in Rats

Parameters/dose	Water	Plant extract (mg/kg body weight)			Loperamide (mg/kg body weight)
	0	**25**	**50**	**100**	**2.0**
Onset time (mins)	76 ± 10.02^a	151 ± 7.46^c	177 ± 11.19^b	> longest time the experiment lasted	181 ± 8.12^b
Total number of feces	8.00 ± 0.07^a	4.50 ± 0.07^d	3.34 ± 0.25^c	2.50 ± 0.08^b	3.02 ± 0.13^c
Number of wet feces	6.00 ± 0.03^a	3.00 ± 0.10^c	2.70 ± 0.18^b	Nil	2.50 ± 0.05^b
Fresh weight of feces (g)	2.74 ± 0.05^a	2.25 ± 0.03^c	1.43 ± 0.07^b	Nil	1.41 ± 0.02^b
Water content of feces (mL)	2.10 ± 0.00^a	1.53 ± 0.02^d	0.75 ± 0.01^c	Nil	0.69 ± 0.02^b
Inhibition of defecation (%)	0	50	55	100	58.33
Small intestine Na^+ - K^+ ATPase activity (µmol Pi / mg protein / hour)	890.53 ± 17.85^a	1097.45 ± 18.30^c	1253.75 ± 16.11^b	1402.11 ± 13.41^d	1274.22 ± 11.32^b

Values are mean of 5 replicates ± SEM, values carrying different superscript across the rows for each parameter are significantly ($P < 0.05$) different.

Source: Yakubu and Salimon (2015)

SAMPLE I

LIST OF TABLES

2.9   List of Figures

For figures, the following features are necessary:

i.   They should be self-explanatory.

ii.   They should be numbered according to the chapters wherein they appear. e.g. Figures in Chapter One should be numbered as Figure 1.1; 1.2, etc.

iii.   They should be appropriately titled, using initial cap and boldened. Figure numbers should be separated from Figure titles with a colon.

iv.   Figure titles should appear beneath the figures.

v.   Footnotes should be as minimal as possible, where applicable.

vi.   Each figure should be on a separate page, with its interpretation as close as possible to it.

NB: Figures sourced from other studies should be properly cited, immediately under them. (e.g. Source: Name (year)).

Sample J
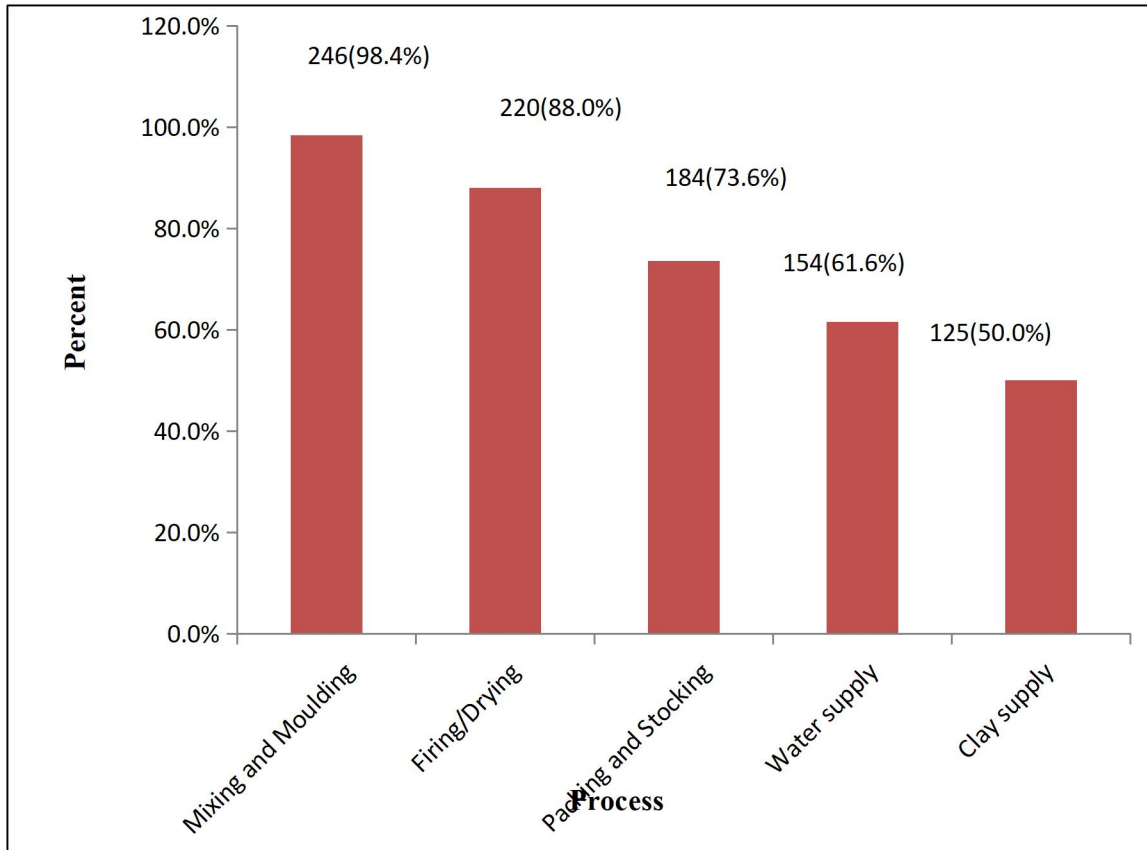
Figure 4.1: Processes of Work Involved in Pottery Making

2.10   Abbreviations and Acronyms

This section must provide a list of all Abbreviations and Acronyms used in the body of the dissertation or thesis in the alphabetical order.

See Sample K on Page 92.

SAMPLE K

ABBREVIATIONS AND ACRONYMS

AIDS	Acquired Immunodeficiency Syndrome
ALP	Alkaline Phosphatase
Edu.	Education
Ltd.	Limited
NEMA	National Emergency Management Agency
OPEC	Organisation of Petroleum Exporting Countries
Tech.	Technology

2.11   Abstract

An abstract is a concise summary of the entire dissertation or thesis, to which meticulous attention must be paid. *It shall not be more than 500 words*, using single-space lines. *It is expected to contain 4 paragraphs in block form; using font size 12, Times New Roman* with the following:

Paragraph One: Statement of the Problem and Objectives (itemise Objectives; using Roman numerals in prose)
Paragraph Two: Methodology
Paragraph Three: Findings – (itemised in Roman numerals)
Paragraph Four: Conclusion and Recommendations

Abstracts in languages other than English shall be translated. The Abstract approved by the Board of Postgraduate School shall be the same as the final one in the thesis. Word Count that normally accompanies the Registration of Title is not applicable here.

See Sample L on Page 94.

SAMPLE L

ABSTRACT

In recent times, advancement in technology has penetrated areas of library functions, especially the establishment of electronic library (e-library) system that has become common place in Nigeria. Studies have shown a low level of users' satisfaction with these resources, a trend considered inimical to the foundational requirements of library services provision in general. It is against this background that this study examined the influence of users' demographic characteristics, computer-self-efficacy and perceptions on users' satisfaction with e-libraries in Northern Nigerian universities. The objectives were to: (i) examine the perceived computer self-efficacy of users with e-libraries in Northern Nigerian universities; (ii) identify e-resources available and their usefulness; (iii) examine users' perception on e-libraries; (v) determine the information needs of users; (vi) ascertain the extent to which users are satisfied with e-libraries; and (vii) identify the challenges against satisfaction with e-libraries.

The study adopted the survey research of the descriptive type. Eight universities with e-libraries in Northern Nigeria were purposively selected for the study with 7,028 users as the population from which 1,406 was randomly sampled. The research adopted questionnaire and interview to collect the data. The questionnaire was validated by experts. Nine research questions and six hypotheses were answered and tested, respectively. The data collected were analyzed using descriptive statistics. Hypotheses one and two were tested with t-test while Spearman Rank-Order correlation was used to test hypotheses three - six.

The findings of the study were that:
  (i)   majority of respondents (93.6%) can successfully turn-on and shut-down computers; 95% could start and exit a computer programme; 92.2% could use 'search' command to locate files; 55% could not move files from a hard drive to a USB drive, 67.5% could install computer software programme;
  (ii) only 16 of the 22 e-resources were available (full-text databases (68%), e-journals (73%), e-books (81.9), CD-ROMs (50%), e-theses/dissertations (46.3%), online library catalogues (76.2%), and online dictionaries (47%);
  (iii) users' perceptions towards e-libraries was low as majority disagreed with availability of adequate e-resources (75.5%), up-to-date information resources (62%), fast retrieval of information (69.1%), and access to e-resources (80%);
  (iv) users were not satisfied with training on the use of e-libraries (72.2%), network connectivity (73%), number of computer terminals (75.2%), seating capacity (80%), e-resources (61.2%); and
  (v)   there was negative correlation between age and user-satisfaction $r(951) = -0.154$, p <000, negative correlation between users' level of study and satisfaction with e-library ($r(951) = -0.097$, $p < 0.003$); positive correlation between age and the satisfaction with e-library, ($r(951) = 0.164$, p > 0.000); positive correlation between perceptions and satisfaction with e-library ($r(951) = 0.334$, $p < 0.000$).

The study concluded that although users' demographic characteristics, computer self-efficacy and perceptions influenced their satisfaction with e-libraries, users generally have low satisfaction with the available resources in the e-libraries. The study recommended a clear e-library policy, considering the demography, computer self-efficacy and perceptions of the users in ensuring

adequate service delivery. Also university authorities should have alternative and more reliable power supply.

SECTION III: MAIN BODY

3.1 Structure of the Main Body of the Dissertation or Thesis

The content in the structure of the main body of the dissertation or thesis may vary from one subject and discipline to another. In any case, the structure is expected to be in the following order:

Chapter One: Introduction

The Introduction clearly outlines the general nature of the investigation, previous investigations by other researchers and the extent of investigation being proposed. The Introduction foregrounds the research problem.

Chapter Two: Review of Related Literature

Current knowledge and information pertinent to the scope and content of the research should be reviewed. This section is expected to provide sufficient background information to the study.

Chapter Three: Materials and Methods or Methodology

This chapter is expected to present the materials and methods or the methodology, study design, population, sample and sampling technique as well as the instruments and procedure for data collection employed in the conduct of the research. These contents may however vary from discipline to discipline.

Chapter Four: Data Presentation and Discussion

This segment presents the data and their interpretations. Discussion of the Findings should be in line with the stated objectives and probable logical reasons should be adduced for results obtained. Theoretical implications and practical applications of the findings should be stated and the findings compared with previously related studies, particularly those contained in the review earlier presented in Chapter Two of the dissertation or thesis.

Chapter Five: Summary, Conclusion and Recommendations

Summary: This section of the Chapter presents the results of the study in a sentence or two each corresponding to the stated objectives; devoid of repeating the findings. These shall be presented in itemised, Roman numerals.

Conclusion: The Conclusion shall be presented in form of an affirmative statement derived from the findings of the study, in a paragraph or two, at most.

Recommendations: Recommendations, which should be in tandem with the findings of the study, shall be presented in a smart and executable form. It shall be presented in itemised Roman numerals. Recommendations made shall be derived from the findings.

Contributions to Knowledge and Suggestions for Future Research (Should be part of the last Chapter**)**

Contribution to Knowledge: This unnumbered part of the last chapter should enumerate those gaps that the research has been able to fill. This could be from the theoretical or conceptual perspective as well as tangible results from the research.

Suggestions for Further Research: Since most studies reveal more problems than they solve, a list of suggestions and/or theories for future research should be included. These are logical inferences from the study, which would be valuable for future researchers, who may wish to carry on with this or similar aspect of the investigation. This unnumbered part of the last chapter should, therefore, suggest areas for future research directions.

SAMPLE M

TABLE OF CONTENTS

CHAPTER ONE: INTRODUCTION

CHAPTER TWO: REVIEW OF RELATED LITERATURE

CHAPTER THREE: MATERIALS AND METHODS or METHODOLOGY

CHAPTER FOUR: DATA PRESENTATION / RESULTS AND DISCUSSION OF THE FINDINGS

CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS

NB: The sub-headings within the chapters in this outline can be varied along disciplines.

SECTION IV: OTHER ISSUES

4.1 Checklist

i.   Master/M.Phil. Dissertation shall be in quarto (8.5''x10'') size; except for drawings, maps, etc., where the size is not applicable.

ii.   Ph.D. Thesis shall be in A4 size; except for drawings, maps, etc., where the size is not applicable.

iii.   Quality of the paper shall be 80gsm.

iv.   Illustrations and Photographs: The quality of illustrations and photographs in the dissertation or thesis shall be readable and of very high quality. Items from the source shall be of the same quality as the quality of other illustration in the dissertation or thesis. Photographs should be of good finishing.

v.   Measurements: Only one side of the paper shall be used with a margin of 3.9cm/1.54 inches on the left hand, 2.3cm / 0.91 inch for other margins; except the top of the front page of each new chapter, which shall be 5.0cm / 1.97 inches above the headings

vi.   Blank Sheet (Fly Leaf) and Half-title Page should not be paginated.

vii.   Hard Cover shall have the following features: Title of Dissertation/Thesis, Name, Matriculation Number and Date (centralized, font size 12, Times New Roman)

viii.   Half-title page shall have the following features : Title of Dissertation/Thesis (upper case, font size 14, bold), Name arrangement, Matriculation Number, Month and Year.

ix.   Times New Roman shall be used for all textual presentations with the following font sizes: Chapter Titles – 14, all upper case and bold, centralised; Chapter Sub-headings – 12, initial caps, left aligned; Footnotes and Endnotes – 10.

x.   All Preliminary Pages shall be numbered in Roman numeral. The Title Page shall be regarded as Roman numeral One (i), but the number shall not appear on it.

xi.   Beginning from the first chapter in the Main Body of the Dissertation / or Thesis, pagination shall be done with Arabic numerals with "1" appearing at the bottom centre of each page.

xii.   The Chapter Number shall be in words. e.g. CHAPTER ONE and not CHAPTER 1.

xiii.   Headings containing scientific names of plants and animals or non-English words should be italicized, as applicable.

xiv.   All in-text quotations shall be in single (1.0) line spacing while the Main Body of the presentation will be in double (2.0) line spacing.

xv.   When the number of quoted words is more than 50, the quotation shall be indented on both sides of the page. Where a verbatim quotation is made, the specific page number shall be indicated, using lower case p. i.e. p.45.

xvi.   Under no circumstance shall an indented quotation carry the quotation marks. When a part or parts of a quotation is omitted, it shall be indicated with the use of ellipsis, i.e. three symbolic periods (…). Indenting shall be done using the tab.

xvii.   All textual presentations in the Dissertation or Thesis shall be in block paragraphing.

xviii.   British spellings shall be adopted throughout.

xix.   The spine of the bound Dissertation or Thesis shall contain the following: The degree (Ph.D.) on the extreme left with the name of the student (e.g. MUSA, A.E.), followed by the year on the extreme right.

Ph.D.	**MUSA, A. E.**	**2017**

xx.   The letterings on the Hard Cover shall be written in gold, all in upper case, Name in the middle with Matriculation Number immediately, in parenthesis, after the name. The Month and the Year shall be at the bottom centre of the cover.

xxi.   Colour Code shall be as follows:

Postgraduate Diploma Project	-	Navy Blue
Dissertation (Master and M.Phil.)	-	Green
Thesis	-	Black

SECTION V: REFERENCING STYLE

5.1 University of Ilorin Referencing Style (UILRS)

5.1.1 General Rules

1. Author (Year) In-text Citation shall be adopted.
2. Reference listing shall be in alphabetical order by first author's surname.
3. The first author's name shall be aligned to the left margin, while the subsequent line(s) shall be indented with a single tab.
4. This shall be followed by the year of publication in parenthesis (2018).
5. The "ampersand" (&) shall be used to connect the last author in a group of authors, instead of "and".
6. The title must follow exactly as it appears on the original document; except that the initial letter of the title only shall be capitalized.
7. The name of a single author shall start with surname and a coma thereafter, followed by the initials, with a full stop and then the year in parenthesis. e.g.
   For single author referencing:

   Dada, M. S. (2018)

   For multiple authors referencing:

   Issa, A. O., Olowoleni, F. M., Yakubu, M. T., & Aderibigbe, S. A. (2018)
8. 1.5 spacing shall be used to separate one reference from the other.
9. Single line spacing shall be used for a reference running to more than one line.
10. Where reference is made to a month in the year, it shall be written in full. e.g. **September** instead of **Sept.**
11. Numbering style of In-text Citation shall be adopted, where applicable.
12. Where used, Bibliography shall be compiled instead of the References using numbering style of In-text Citation, where applicable.
13. Whatever form of In-text Citation adopted, the Reference/Bibliography listing shall conform to the UILRS strictly.

5.1.2 Book Referencing

1. The name of the book shall be written in italics and in initial case, which shall end with a period.
2. The edition statement shall be written in figure and letters in superscript (2nd, 3rd 4th). Abbreviation for the word edition shall be Edn. E.g. 2nd Edn.
3. For edited work, the word edition shall be written as Edt.
4. Where there is more than one publication town, the more/most popular of the listed shall be picked.
5. Colon (:) shall be used to distinguish between the publisher and place of publication (e.g. Lagos: Macmillan Publisher)

6. The page number shall immediately follow this; ending with a period. E.g.

Alex, G. (2017). *Introduction to Advanced Microbiology: Concepts, Principle and Procedures.* 2nd Edn. Benin: Macmillan Publisher, 32.

7. In a reference where there are more than 5 authors, *et.al* shall be used.
NB: However, the full names of all the authors should be in the text at the first mention while the first mentioned author, followed by *et al* shall be used subsequently. E.g.
Yakubu, Dada, Olowoleni, Aderibigbe, and Issa (2017) defined a thesis as …
8. Other subsequent citation of the same source shall be presented as:
Yakubu *et al* (2017).
9. Under the Reference List, this shall appear as:

Yakubu, M. T., Dada, M. S., Olowoleni, F. M., Aderibigbe, S. A. & Issa, A. O. (2017).

10. For a Chapter Contribution in an edited book, the Reference shall be presented in the following order: Surname(s) and initial(s) of the contributor(s), year of publication, title of the chapter contributed, followed by <u>In</u> and then the title of the edited book, running pages of the contributed chapter, in parenthesis), the name(s) of editor(s), place of publication and the publisher. E.g.

Yakubu, M. T., Dada, M. S., Olowoleni, F. M., Aderibigbe, S. A. & Issa, A. O. (2017). E-library and information services for the transformation of tertiary education in Nigeria. <u>In</u>   *Provision of Library and Information Services to Users in the Era of Globalisation* (pp. 313-325). A.O. Issa, K.N. Igwe & C.P. Uzuegbu (Eds.). Lagos, Waltodanny Visual Concept Publishers.

11. When citing a secondary source, this shall be treated the same way as a chapter contribution in a book.
12. For Conference Proceedings, the Reference shall be presented in the following order: Surname(s) and initial(s) of the author(s), year of publication, title of the paper contributed, followed by <u>In</u> and then the title of the edited Proceeding, running pages of the contributed paper, in parenthesis, the name(s) of editor(s), place of publication and the publisher.
Igwe, K. N., Bello, L. A., Ahmed, A. O., Issa, A. O., & Ahmed, Y. O. (2015). Enhancing information literacy instruction in the era of multi-media technologies in Nigerian tertiary institutions. *Proceedings of the International Conference of School of Science Technology and Technology*. (pp. 138-145). R.O. Okwori (Ed.). Minna, Okezzy Publishers.

NB: The second and other lines of the Reference List shall be indented with a tab under the fifth letter of the first line.

5.1.3. Journal References

1. Only the first letter of a journal article title shall be in capital letters, except it is a proper noun and botanical names (Sentence case)
2. The title shall be ended with a full stop/period/dot.
3. The journal title shall appear in italics and in initial case and shall end with a comma.
4. Journal volume and issue numbers (e.g. volume 15, issue no 3) shall be written as 5(3), and end with a comma. This shall be followed by the running page numbers. e.g.

   Peter, S.T. (2017). Management of records in the judiciary of South-western States of Nigeria. *The Information Manager*, 11(1&2), 45-55.

5. If electronic, added information shall include the site and date of retrieval (e.g. Accessed on 31 Jan. 2017 from: http://www.smslive247.com.)
   NB: the URL address shall be without underline, and not italicized but ended with a full stop.
6. The date of access shall be included (e.g. Accessed on 31 Jan. 2015).
   Where there is a DOI (digital object identifier) address, this shall take precedence over a URL address.

5.1.4. Unpublished Thesis and Dissertation

1. The surname, initials and year of publication. Title of the thesis or dissertation. The title shall be italicized, and ended with a full stop. This will be followed by 'Unpublished M.Sc. Dissertation' or 'Unpublished Ph.D. Thesis', as the case may be. The last part shall indicate the department, university, and country. E.g.

   Ambali, O. Y. (2017). Analysis of international trade performance of the Nigerian fish market. *Unpublished Ph.D. Thesis*. Department of Agricultural Economics and Farm Management, University of Ilorin, Nigeria.

5.1.5 Newspaper and Magazine References

1. Author, (year, day month) title of article (written normally in sentence case) the name of the newspaper should be italicized, and initial case, which will end with a comma and the page number of the newspaper without p as it is written in the newspaper, single page number.
2. Treat a weekly newspaper as a magazine. E.g.

Nathan, U.P. (2018, 27 December). Psychology of spiritual symbolism. *Daily Sun,* 45, 48.