

PART III: GENERAL REGULATIONS

Article 35: Change of Course

Candidates admitted to the Postgraduate Diploma, Master's, and Ph.D. programmes under the regulations above may be allowed to apply for change of course, provided the following requirements are complied with:

i. Inter-Departmental Change of Course

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

- (a) The proposed Head of Department shall after consultation with his Departmental Postgraduate Committee indicate acceptance or otherwise. Where acceptance is indicated, the Head of the proposed Department shall identify, where necessary, all remedial courses to be taken as well as possible extension of time to complete the remedial.
- (b) All relevant papers shall be collated by the Head of the proposed Department and forwarded to the Board of the College of Postgraduate Studies through the School Postgraduate Committee for determination.
- (c) Usually such changes can only be effected within semester for Masters and Ph.D.
- (d) Candidates requesting for inter-faculty change of courses may be directed to re-apply afresh for admission in the normal way to the proposed School in cases of complexities.

ii) Change of Programme

Candidates requesting for a change of programme within the Department must go through the department to the School Postgraduate Committee and the Board within one semester of first registration.

Change of Mode of study

A student can only be allowed to change his/her mode of study once during his/her course of study.

Deferment

Upon receiving admission letter, students are permitted to differ admission by completing registration process which of course includes payment of a semesters school fees.

CLASS LOAD

- i. Regular Module/Elongated Module
- ii. The course load for regular students per semester is 10 credits for PhD students and 20 credits for Master degree students.
- iii. The course load for students on elongated module per semester is 7 credits for PhD students and 14 credits for masters' degree students.
- iv. Students are expected to complete and pass all coursework before presenting their pre-field or post-field, especially those in the PhD programme.

Article 36: Admissions of Members of Staff to Postgraduate Studies

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

- i) Such a member of staff willing to avail himself/herself of the opportunity to pursue postgraduate studies shall be released by an appropriate Dean of the School (upon the approval of such request by the University authority)

- ii) The Director for human resources must indicate the type of release granted (Regular Module condition or Elongated Module condition). Such release should be such that give the staff the required time to fulfill his/her deadline requirement
- iii) In releasing a member of staff for postgraduate studies, the Dean of the School/DHR shall consider the relevance of the Diploma or higher degree Programme to the functions that the member of staff is expected to perform and the overall development of the Department.
- iv) Where a person who has been a student under this regulation ceases to be a member of staff of the University, he shall apply to the Board to determine the condition(s) of continuance of his studentship.
- v) The Board shall, on the recommendation of the appropriate School Postgraduate Committee, prescribed the conditions for continuance of the studentship of such candidates.

Article 37: Registration of Postgraduate Students

- i) The name of an applicant who has been admitted for postgraduate studies shall be registered in the College of Postgraduate Studies.
- ii) Each School and Department shall be required to keep an up-to-date Register of Postgraduate Students in the School or Department as appropriate.
- iii) Registration of Postgraduate students shall be on the prescribed form approved by the Board and shall normally be required at the beginning of each semester during the candidate's period of studentship, provided that:
 - (a) only candidates with authentic letters of admission from the Board shall be eligible to be so registered.
 - (b) candidates whose studentships have expired under the regulations shall not be entitled to registration unless they have been granted extensions as appropriate by the Board.
 - (c) the period of studentship shall include the period after the oral examination (where required) up to the time of Board approval of the results;
 - (d) late registration shall be entertained only on the fulfillment by candidates of conditions approved by the Board;
 - (e) penalty for breaching Article 37(iii) (a-c) above shall be the termination of studentship or the imposition of fines in cases of late registration in respect of Article 37 (iii) above.

Article 38: Progress Reports

- i) Each School and Department shall be required to keep an annual progress report on each candidate showing dates of admission, registration for courses; completion of courses, registration of title of thesis; names of supervisors, University and External Examiners; final oral thesis examination, and award of diploma or degree.
- ii) Such progress reports on candidates shall be remitted to the Board by each School at the end of each session.
- iii) The Board shall prescribe the form and design of the progress report(s) as required in Regulation 38 (i) & (ii)

Article 39: Maintaining Postgraduate Studentship

To maintain studentship for any diploma or higher degree of the University, a student shall have been duly registered as prescribed under Article 37(iii) (a-d).

There shall be satisfactory progress report(s) on each student in respect of the coursework or the research study on the recommendation of the supervisor(s)

Penalty for breaching Article 39 (i) and (ii) above shall be the termination of studentship and withdrawal from the University.

Non-registration for two consecutive semesters shall automatically lead to termination of studentship.

Article 40: Eligibility to Teach and Examine Postgraduate Courses

- i) Only the following categories of staff shall, normally, be permitted to teach postgraduate courses:
 - (a) Teachers with a doctorate degree and with a minimum of one year of teaching and research experience at the University level.

- (b) Teachers with a Master's degree with at least five years teaching and research experience at the University level who are not below Lecturer I status for Masters level
- (c) Teachers who are themselves not higher degree candidates under supervision in the University.
- ii) In special circumstances, other categories of teachers approved by the Senate on the recommendation of the Board;
- iii) In accordance with Article 40(i) above, each School Committee on the recommendation of the appropriate Department, shall submit for approval of the Board at the beginning of each academic session a list of eligible members of staff qualified to teach postgraduate courses;
- iv) The Board for just cause under Article 40 (i) – (iii) above, may
 - (a) refuse to register candidates for courses and
 - (b) refuse to approve courses of study, if the Board is satisfied that the available teaching staff is inadequate under the Article.

Article 41: Eligibility to Supervise Postgraduate Thesis

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

- i) teachers of the rank of Lecturer 1 and above who:
 - (a) have themselves successfully undergone postgraduate research degree programme of this or any other University, and
 - (b) are themselves not higher degree candidates under supervision in this or any other University.
- ii) Ph.D. thesis shall be supervised by Senior Lecturers and above who themselves are Ph.D. holders
- iii) In special cases, other categories of staff approved by the Board on the recommendation of the appropriate School Committee.

Article 42: Role and Appointment of Research Supervisors for Master's, and Doctor of Philosophy (Ph.D.) Candidates

- i) Each candidate for the Master's degree by coursework and research shall have one or more Supervisors nominated by the Departmental Postgraduate Committee and approved by the Board on the recommendation of the School Postgraduate committee. The Supervisor(s) shall guide and advise the candidate as appropriate and train him in the method of research and the writing of the thesis.
- ii) Where there is more than one supervisor, others shall be designated the co-supervisor(s). The chief supervisor shall be required to prepare, at the end of each session after completion of coursework, a report on each student upon which the Board will be able to determine the studentship of the candidate.
- iii) Every student must submit to his supervisor(s) when called upon to do so, a report outlining the progress in his research during the period.
- iv) In exceptional cases, where a student is dissatisfied with his supervisor(s) approved by the Board of College of Postgraduate Studies on behalf of Senate, the student shall report in writing to the Head of Department, who after due interaction with the supervisor(s), shall consult the Departmental Postgraduate Committee. A copy of such report shall be sent to the Chairman, School Postgraduate Committee.

In cases where change of Supervisor is advisable, the Department Postgraduate Committee shall recommend another supervisor (taking into cognizance the area of research of the candidate) to the School Postgraduate Committee for transmission to the Board of the Postgraduate College. The recommendation shall contain reasons for the change.

Article 43: Approval of Postgraduate Programmes and/or Courses

- i) Approval of Postgraduate diploma and higher degree programmes shall be by the Senate on the recommendation of the Board.
- ii) No Postgraduate diploma, and higher degree programmes, or amendments to existing courses shall be offered in the University unless the same has been approved by Senate on the recommendation of the Board.

- iii) No Postgraduate course(s), or amendments to existing course(s), shall be offered in the University unless the same has been approved by Senate on the recommendation of the Board.
- iv) Infringement of the above article 43 (i) to (iii) shall render such programmes or courses null and void and of no effect, irrespective of when the infringement is detected, for purpose of the award of the ensuing diploma or higher degree.

Article 44: Advertisement of Postgraduate Programmes and/or Courses

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

Article 45: Offer of Postgraduate Admission

- i) There shall be admission exercise held as the need arises and on schedule in a year into postgraduate programmes and/or courses at times to be prescribed in line with approved modules.
- ii) Letters of offer of admission shall normally be made to successful candidates in the month preceding the session except for late admission as voted by the relevant bodies.
- iii) Notwithstanding the admission exercise provided for in Article 45 (i) above, a School may, with the approval of the Board offer admissions as many times in a year as is approved by current regulations.
- iv) The Board may, on the recommendation of the appropriate School Committee, offer postgraduate admission to qualified candidates on fellowships, field work and research attachments.
- v) Any breach of article 45(v) shall lead to forfeiture of studentship in both programmes.

Article 46: Transfer of Credit from an External PG Program

- i) Students wishing to transfer to Babcock University College of Postgraduate Studies from another accredited University must fulfill the following conditions:
- ii) Partial academic transcripts of studies taken elsewhere must be requested and forwarded to CPGS by the University for evaluation.
- iii) Though the accepted credits will appear on the BU CPGS transcript of record, they will not enter into the GPA calculation but they can be counted towards degree requirements.
- iv) A maximum of eight credits comparable to BU CPGS courses at the graduate level (not previously used toward a graduate degree or another degree) may be transferred into a master's program. A maximum of fifteen credits, satisfying the aforementioned condition may be transferred into a doctoral program
- v) If a transfer student requests a transcript from Babcock University before he graduates, credits from previous institutions attended will not be listed on the transcript.

Article 47: Mode of Course Lesson Delivery

- i) *Lecture-based courses.* All non-seminar courses are considered to be lecture-based courses, in which the faculty member assumes the primary responsibility for delivery of course content. Lecture-based courses require a minimum of 15 contact hours per credit, in addition to a period for the final examination. Students are expected to complete all non-contact course requirements (for example, readings, research, and project preparation) in the amount of a minimum of 3 hours outside of class for every contact hour.
- ii) *Seminar courses.* Seminar courses are those in which the instructor serves primarily as guide and facilitator, and the students are those primarily responsible for presenting course content, based on in-depth research. Class sessions typically consist of one or more student presentations followed by discussion and critique by members of the class, guided and moderated by the instructor. Seminar courses require a minimum of 15 contact hours per credit, in addition to a period for the final examination or other culminating class activity. Students are expected to complete all non-contact course requirements (for example, readings, research, and project preparation) in the amount of a minimum of 5 hours outside of class for every contact hour.