



ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI
SCHOOL OF POSTGRADUATE STUDIES

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REGULATIONS GOVERNING HIGHER DEGREES
AND
POSTGRADUATE DIPLOMAS

2018

REGULATIONS GOVERNING HIGHER DEGREES AND POSTGRADUATE DIPLOMAS

1. ESTABLISHMENT OF THE SCHOOL OF POSTGRADUATE STUDIES (SPGS)

- a. Following the National Universities Commission's formal approval for the establishment of the SPGS in Abubakar Tafawa Balewa University, Senate directed that the functions of the Postgraduate Committee, which included enforcing minimum requirements and maintaining standards for Postgraduate studies in the University, be taken over by the SPGS.

All Postgraduate matters from the various Faculties shall be channelled through the SPGS which shall make appropriate recommendations to Senate through the Senate Business Committee (SBC).

2. STRUCTURE OF THE BOARD OF SCHOOL OF POSTGRADUATE STUDIES

There shall be a Board of SPGS, which shall consist of the following members:

Dean of SPGS	-	Chairman
Deputy Dean of SPGS	-	Member
Deans of each Faculty	-	Member
Dean Students Affairs	-	Member
University Librarian	-	Member
Director, Academic Planning & Quality Assurance	-	Member
Director, Directorate of Information & Communication Technology	-	Member
Director, Directorate of Human Resource Development	-	Member
Faculty SPGS Coordinators	-	Member
Secretary, SPGS	-	Secretary

3. STRUCTURE OF THE FACULTY POSTGRADUATE STUDIES COMMITTEE

There shall be in each Faculty, a Faculty's Postgraduate Committee which shall be chaired by the Dean and which shall consist of Deputy Dean, all Heads of Departments, all Professors in the faculty, all Departmental PG coordinators, Faculty SPGS Coordinators, Faculty officer /Faculty SPGS Coordinator as Secretary.

4. STRUCTURE OF THE DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEE

The Department Postgraduate Committee, to be headed by the Head of Department, shall consist of all those lecturers who are qualified to participate in postgraduate teaching.

5. FUNCTIONS OF THE SCHOOL OF POSTGRADUATE STUDIES

The functions of the SPGS shall include:

- a. Coordinating all the postgraduate programme of studies in the University, such as postgraduate planning, admission, registration and examination.

- b. Maintenance of postgraduate academic standards,
- c. Monitoring and evaluating the progress of postgraduate studies in the University and submission of an annual report to Senate.

6. FUNCTIONS OF THE FACULTY'S POSTGRADUATE COMMITTEE

The Faculty Postgraduate Studies Committee shall:

- a. Consider recommendations from the Departmental Postgraduate Studies Committee and make recommendations to the Board of SPGS. The Dean of Faculty shall then report to the Faculty Board of Studies, and
- b. Regulate postgraduate studies in the Faculty in accordance with general guidelines approved by the Board of SPGS.

7. FUNCTIONS OF THE DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEE

The Programme Postgraduate Committee shall:

Make recommendations to the Senate through Faculty Postgraduate Studies Committee and the Board of SPGS on the following:

- (i) Postgraduate curricula,
- (ii) Postgraduate admissions of suitable candidates,
- (iii) Degree in view and field of study,
- (iv) Appointment of supervisors, selection of research titles, and extension or cancellation of registration of postgraduate students.
- (v) Appointment of examiners,
- (vi) Postgraduate examination, consideration of results and award of higher degrees, and Initiate action on any postgraduate matter referred to it by the Faculty's Postgraduate Committee or the Board of SPGS.

8. FUNCTIONS OF THE BOARD OF SPGS

The functions of the Board of SPGS shall be:

- a. To regulate the conduct of postgraduate teaching and research
- b. To regulate the conduct of postgraduate examination and to receive from faculties, postgraduate examination results for onward transmission to Senate.
- c. To receive other recommendations from faculties on matters like postgraduate curricula, admission, registration, extensions, supervision, examination and award of degrees, and make appropriate recommendations to Senate.
- d. To regulate academic priorities and coordinate postgraduate work of the University.

- e. To recommend postgraduate programmes, fields and subjects of study through the Academic Planning Committee to the Senate and to foster the development of multi-disciplinary postgraduate work.
- f. To establish criteria for postgraduate supervision in the University.
- g. To prepare and submit budget estimates for postgraduate studies on an annual basis as well as on a long-term basis.
- h. To prepare annual reports for submission to the Senate.
- i. To prepare advertisement of all approved postgraduate programmes of the University.
- j. To establish Committees of the Board and elect their members
- k. To make rules and regulations for the effective day-to-day running of the SPGS subject to approval of the Senate.
- l. To recommend periodically to Senate, a comprehensive review of the general regulations, progress and development of postgraduate studies of the University, and
- m. To deal with any other matter referred to it by Senate or the Vice-Chancellor.

9. ADMISSION REQUIREMENTS

The following are eligible to apply for admission into the various postgraduate programmes of the University.

a. Postgraduate Diploma (PGD)

- (i) All candidates must meet the matriculation requirements including a credit pass in English Language and Mathematics at the O' level.
- (ii) Graduates of Abubakar Tafawa Balewa University or other recognized Universities with at least Third Class Honours Degree.
- (iii) HND holders with a minimum of credit level pass from recognized institutions.
- (iv) Holders of any other qualifications together with relevant field experience as deemed acceptable to the University.

b. Master Degree

- (i) All candidates must meet the matriculation requirements including a credit pass in English Language and Mathematics at the O' level.
- (ii) Graduates of Abubakar Tafawa Balewa University who have obtained the approved first degree with at least Second Class Honours (Lower Division).
- (iii) candidates with approved University Honours Degree (CGPA of 3.00 and above on a scale of 5.00 point) or CGPA of 2.40 – 2.99 inclusive plus three years post graduation.

- (iv) Candidates with third class honours degree plus five years post graduation.
- (v) Appropriate Postgraduate Diploma of the Abubakar Tafawa Balewa University or other recognized Universities with at least a credit level pass.
- (vi) Candidates whose degrees are unclassified with an average of C or above
- (vii) Candidates who possess Higher National Diploma with at least a credit pass from recognized institutions and at least a credit pass of Postgraduate Diploma of Abubakar Tafawa Balewa University in the relevant areas.
- (viii) Candidates may be required to sit for a qualifying examination either before approval of registration or at an appropriate stage of their course work or research.

c. Master of Philosophy (M. Phil) and Masters by Research Degrees

- (i) Graduates of Abubakar Tafawa Balewa University or other recognized Institutions who have obtained the approved first degree with at least Second Class Honours (Upper Division)
- (ii) A good Second Class Honours Degree plus a considerable relevant industrial experience.

d. Doctor of Philosophy (PhD) Degree

- (i) All candidates must meet the matriculation requirements including a credit pass in English Language and Mathematics at the O' level.
- (ii) Graduates of Abubakar Tafawa Balewa University who hold Masters Degree appropriate for the proposed areas of study
- (iii) Graduates of other recognized Universities who hold Master Degrees with a GPA of at least 3.50 on a scale of 5.00
- (iv) Candidates for the PhD programme may be required to pass a qualifying examination and/or undergo a probationary period not exceeding 12 calendar months.

10. METHOD OF APPLICATION

- a. The SPGS of Abubakar Tafawa Balewa University is interested in educating individuals who have shown by their past academic accomplishments, a high level of intellectual development. To protect its scholarship and character standards, the University reserves the right to deny admission to any candidate at any time for any reason deemed sufficient by the University to warrant such action
- b. Applicants for admission into postgraduate programmes should follow the following method of application:

- i) Application forms for admission into programmes leading to higher degrees or postgraduate diploma should be accessed online from the website of the SPGS on payment of the prescribed application fee. Completed application forms, together with copies of relevant certificates, should be uploaded via the link provided on the website of the SPGS. It is the responsibility of the candidate to ensure that the 3 referees and his/her former institution send the confidential reports and academic transcripts directly to the Secretary, SPGS. Departments shall shortlist and download the list of candidates which shall subsequently be considered by Departments' and Faculty's postgraduate studies committees before being forwarded to the Board of SPGS.
- ii) Candidates for regular Postgraduate Diploma and Masters Degree Programmes will be considered for admission once in an academic session, while PhD and research candidates will be considered twice in a session (at the beginning of the first and second semesters).
- iii) Applications for the first semester postgraduate admission should reach the SPGS before the closing date of submission normally advertised on the website of SPGS.
- iv) Submissions on admissions from Departments shall be considered normally alongside other matters during meetings of the Board of SPGS.
- v) Any request by candidates for change of programme of study, degree in view field of study, etc, shall be done through filling of the appropriate form downloaded from the website of SPGS must reach the Secretary SPGS within the approved period.

11. QUALIFYING EXAMINATIONS AND REMEDIAL COURSES

Whenever necessary, a candidate may be required to sit for a qualifying examination either before approval of his/her registration or at an appropriate stage of the course work or research. Similarly, remedial courses designed to make up the background of the candidate towards the proper study of a higher degree may be organized for the candidate.

The total work load for remedial courses to be offered by a postgraduate student should not exceed 20 credit units. Candidates requiring remedial courses exceeding 20-credit units shall not be admitted into the respective postgraduate programme of study. Rather, the Faculty concerned shall draw up an appropriate postgraduate diploma to take care of the remedial work (non-credit courses) required before admitting such candidates. The candidate's admission shall remain provisional until he/she passes the prescribed qualifying/remedial examinations with at least a C grade.

Candidates shall register for the remedial courses at the beginning of the first year of their admission. The results of the remedial examination shall be submitted to the SPGS for inclusion in the candidate's transcripts but not for computing his/her GPA

A candidate who fails to obtain a grade of C or above in a remedial course shall be required to withdraw from the programme if on a second attempt he/she fails to obtain the required pass grade.

12. REGISTRATION

- a. Upon acceptance of the offer of provisional admission, each candidate must register for courses during the official registration period, normally at the beginning of the session. Candidates who register late shall pay the approved late registration fee.
- b. Candidates offered admission may register on payment of appropriate fees and production of the originals of the certificates claimed in their applications. Payment of fees and certificate clearance involve all candidates irrespective of their employers and which institution they had graduated from, respectively. If it is discovered at any point of the course of studies that the candidate does not possess either the entry qualification for the course of study or the qualifications claimed in the application form, the candidate will be withdrawn.
- c. The candidate's broad field of research shall be required for the purpose of registration in the first instance. The specific title of research shall, however, be made available to the SPGS and Senate by the candidate's Department during or after course work.
- d. Registration materials can be downloaded by both new and returning students during the registration period.
- e. Students entering the University for the first time and those returning after an absence of one or more semesters must complete the medical forms after undergoing a medical examination. Failure to submit the forms on time may result in the student registering during the late registration period thereby paying the prescribed late registration fee.
- f. The University reserves the right to deny registration to any prospective student who in the judgment of the officials of the Medical Centre, is suffering from a condition of illness that would be inimical to the health of others.
- g. A postgraduate student may register for and prosecute only one postgraduate programme of the University at any one given time.
- h. New Postgraduate Diploma and Masters candidates shall register not later than one month from the commencement of the first semester of the academic session. The offer will lapse if the candidate fails to register by this deadline.
- i. Only new PhD and research candidates may be allowed to register at the commencement of either semesters but in any case not later than one month from the beginning of the semester.
- j. A candidate may register on either a full-time basis or part-time basis

- k. A full-time candidate engaged in any work other than an advanced study must submit the details of such work through the Department and Faculty Postgraduate Studies Committees to the Board of SPGS which shall recommend to Senate the minimum period to be prescribed for the candidate's study. Where a candidate is engaged in work other than advanced study for more than 18 hours in a week, or is engaged in full employment, he/she shall register as a part-time candidate.

13. RENEWAL OF REGISTRATION

In order to remain bona fide postgraduate students, candidates shall renew their registration with the SPGS at the beginning of each session until the University Senate has awarded them the higher degree. The appropriate registration forms must be completed and submitted to the SPGS and the appropriate session's fees paid.

Any postgraduate student who fails to renew his/her registration within the prescribed period (normally within the first four weeks of the session inclusive of late registration period) shall be deemed to have forfeited the course for that session and shall not be allowed to register again until the beginning of the next session if the delay in registration was in good course.

Any postgraduate student who fails to renew his/her registration for two consecutive sessions will have his/her course of study deemed to have formally lapsed and his/her files will be closed finally.

14. ADMISSIONS AND REGISTRATION OF TRANSFER CANDIDATES

- a. Any person who has been enrolled for a higher degree in a University other than Abubakar Tafawa Balewa University, irrespective of course load or whether credit was earned or not, is designated a transfer candidate. The Secretary, SPGS, must receive official transcripts from the former institutions before any action can be taken on the candidate's application. Transcripts delivered in person or sent to the University by the candidate will not be accepted. To qualify for admission on a transfer basis, the candidate must have been in good standing at his/her previous institutions i.e. he/she must have met the Abubakar Tafawa Balewa University's conditions for the degree in view.
- b. A transfer candidate to Abubakar Tafawa Balewa University must have been registered in the University for a minimum period of 12 calendar months before being examined on his/her thesis.

15. DEFERMENT OF ADMISSION/CHANGE OF PROGRAMME

- a. A request for deferment of admission shall be submitted to the SPGS not later than three months from the beginning of the session in which the candidate has registered. The candidate shall be charged 50% of the session's tuition fees which shall serve as a non-refundable deferment fee.
- b. A candidate wishing to change from one Programme to another shall complete, as necessary, a Release/Acceptance Form, obtainable from the SPGS website. Such a request may not, however, be granted.

16. TRANSFER FROM MASTER TO DOCTORAL REGISTRATION

Candidates recommended by their faculties for up-grading from Master to Doctoral registration must have met the following requirements:

- a. The candidate shall have been registered for at least eighteen (18) calendar months, and at most twenty four (24) calendar months if full-time, or for at least thirty (30) calendar months and not more than forty (40) calendar months, if part-time.
- b. The candidate shall have successfully completed the prescribed course work with an average CGPA of 4.50 out of 5.0.
- c. The candidate must also present evidence of outstanding research in the form of a written report giving:
 - i) A full account and discussion of the research undertaken during the relevant period, and
 - ii) An appropriate review of the relevant literature.
- d. There shall be a satisfactory progress report on the research work by a panel of at least three assessors approved by the senate and comprising the candidate's major supervisor, one staff member of the relevant Department and a third person appointed from outside the Department (but not necessarily external to the University).
- e. Recommendation from the Faculty Postgraduate Studies Committee to the Board of SPGS and Senate must be accompanied by the report of the assessors as well as any other documents considered relevant in supporting the transfer.
- f. The effective date of the transfer shall be the date on which Senate approves the recommendation, providing that the minimum period required by the relevant section of the regulation for Doctoral candidates shall apply. In this regard, the period of registration for the Doctoral degree shall take effect from the date of the original (Masters) registration.

17. DURATION OF POSTGRADUATE PROGRAMMES

- a. After registration, full-time Postgraduate Diploma candidates shall pursue the programme for not less than two semesters and not more than four semesters. For part-time candidates, minimum and maximum period for completing Postgraduate Diploma Programmes shall be 4 and 8 semesters respectively.
- b. After registration, every full-time candidate for the Master degree shall normally pursue the programme for not less than eighteen (18) calendar months and not more than thirty six (36) calendar months before being examined for the degree.
- c. However, in exceptional circumstances and on the recommendation of the appropriate Faculty Postgraduate Studies Committee and the Board of SPGS, Senate may grant an extension of time totalling not more than twelve (12) calendar months.

- d. Full-time Master students who fail to complete their degrees within the period of forty eight (48) calendar months shall be considered withdrawn from the programmes.
- e. After registration, every part-time candidate for the Master degree shall pursue the programme for not less than twenty four (24) calendar months and not more than sixty (60) calendar months before being examined for the degree.

However, in exceptional circumstances and on the recommendation of the appropriate Faculty Postgraduate Studies Committee and the Board of SPGS, Senate may grant an extension of time totalling not more than twelve (12) calendar months.
- g. Part-time Master students who fail to complete their degrees within the total period of seventy two (72) calendar months shall be considered withdrawn from the programmes.
- h. After registration, full-time candidates for the degree of Master of Philosophy (M. Phil) shall pursue the programme for not less than twenty-four calendar months and not more than forty-eight calendar months before being examined.
- i. After registration, each part-time candidate for the degree of M. Phil shall pursue the programme for not less than 36 calendar months and not more than 60 calendar months before being examined.
- j. At the expiration of 48 and 60 calendar months for full-time and part-time M. Phil candidates respectively, Senate may in exceptional circumstances, and on the recommendation of the appropriate Faculty Postgraduate Studies Committee and Board of SPGS extend the period of registration by not more than 12 calendar months for both full-time and part-time M. Phil candidates.
- k. Full-time and part-time M. Phil candidates who fail to complete their degrees within the total period of 60 and 72 calendar months shall be withdrawn from the programme.
- l. After registration, each full-time candidate for the degree of PhD shall pursue the programme for not less than twenty four (24) calendar months and not more than sixty (60) calendar months before being examined for the degree.
- m. Where a full-time candidate for the degree of PhD transfers from the status of registered Masters student under paragraph 16, the effective date for the transfer shall be the original registration for the Masters degree, provided that such a candidate does not submit himself/herself for final examination in less than thirty six (36) calendar months altogether.
- n. After registration, each part-time candidate for the degree of PhD shall pursue the programme for not less than thirty six (36) calendar months, nor more than eighty four (84) calendar months, before being examined.
- o. Where a part-time candidate for the degree of PhD has transferred from the status of a registered Master student under paragraph 16, the effective date

for the transfer shall be the original registration for the Masters degree, provided such a candidate does not submit himself/herself for final examination in less than forty-eight (48) calendar months altogether.

- p. At the expiration of the period of 60 and 84 calendar months for full-time and part-time candidates respectively, Senate may, in exceptional circumstances, and on the recommendation of the Faculty Postgraduate Studies Committee and the Board of SPGS, extend the period of registration by not more than a total of twelve (12) calendar months for both full-time and part-time PhD candidates, respectively.
- q. Full-time and part-time PhD candidates who fail to complete their studies within the period of 72 and 96 calendar months respectively shall be considered withdrawn from the programme.

18. EXTENSION OF REGISTRATION

Candidates may apply for extension not later than 3 calendar months before the expiration of their current registration. When the registration lapses, the candidate will be considered withdrawn.

19. MODE OF STUDY FOR POSTGRADUATE PROGRAMMES

- a. Postgraduate diploma programmes shall be conducted through course work which should be examined through written papers, and research work which should be presented in form of a project report.
- b. Master degree programmes may be conducted through one of the following ways:
 - i) Through course work which shall be examined in written papers and research work which shall be presented in form of a project report where the course work constitutes not less than two-thirds of the total credit hours.
 - ii) By research work to be presented in a thesis together with a course work to be examined in written papers where research constitutes not less than two thirds of the total credit hours.
 - iii) By research work to be embodied in a dissertation.
- c. The PhD degree programme shall be conducted by comprehensive research to be embodied in a dissertation.

20. NOMENCLATURE FOR POSTGRADUATE RESEARCH REPORTS

- a. Postgraduate diploma research report and Master degree research report in a mode of study as in 19 (b) (i) where course work predominates over research and the research does not need to be orally defended before an external examiner shall be called a **PROJECT REPORT**.
- b. The Master degree research report arising from the mode of study as in 19(b) (ii) and (iii) where research predominates over course work and is orally defended shall be called a **THESIS**.

- c. The PhD degree research report shall be called a **DISSERTATION**

21. SEMESTER STRUCTURE

The Postgraduate programmes in the University shall be structured in semesters. The course components for each semester shall be taught during the semester and examination in them conducted within the last four weeks of the semester.

22. CREDIT REQUIREMENTS

- a. The Faculty Board shall, on the recommendation of the appropriate Department, prescribe a course of study and/or research for each candidate.
- b. Each candidate shall normally be expected to pass all prescribed written examinations before presenting his/her project report/thesis for examination.
- c. Each Faculty shall propose which of its courses are compulsory or optional/elective.
- d. Course work, which will be examined and graded, shall be mandatory at Masters level except in the case of Masters by research and M. Phil where course work will be desirable. To graduate a master candidate shall satisfactorily complete a minimum of 26 course work credit units.

23. SCORING AND GRADING SYSTEM

- a. Written examination for course work shall be conducted in accordance with the following procedures:
 - (i) Departmental Boards shall appoint the time and place for all written examinations and inform the SPGS at least one month before the date of examination.
 - (ii) Continuous assessment marks shall be included in the total examination marks and shall account for 30-50% of the aggregate marks in a course.
 - (iii) Candidates who fail more than 50% of all the credit units taken within one academic year shall be required to withdraw from the Postgraduate Programmes for which they are registered.
 - (iv) Candidates who fail a repeat course shall be required to withdraw from the postgraduate programmes for which they are registered.
- c. The pass mark for all written master and Ph.D examinations shall be 50% while PGD is 45%. The grading system applicable to all Faculties shall be as follows:

Table 23(b-i) Grading System for Masters and Ph.D

MARKS AWARDED(%)	LETTER GRADE	GPA	EQUIVALENT
70 and above	A	5.00	Excellent
60 - 69	B	4.00	Good
50 - 59	C	3.00	Pass
Less than 50	F	Under 3.00	Fail

Table 23(b-ii) Grading System for PGD

MARKS AWARDED (%)	LETTER GRADE	GPA
70 and above	A	5.00
60 - 69	B	4.00
50 - 59	C	3.00
45 – 49	D	2.00
Less than 45	F	0.00

- c. Transfer of credits for course work from other Universities shall be allowed only on the prior approval of the Faculty Postgraduate Studies Committee, Board of SPGS and Senate. In all cases, the appropriate Faculty Postgraduate Studies Committee shall determine whether or not any special written examinations are necessary in respect of the transferring candidates. The transfer of credits shall be allowed only in respect of course work. Except where an exemption has been approved by the Board of SPGS and Senate, all written examinations shall be externally moderated.
- d. No Postgraduate candidate shall proceed to the project stage of the programme without having completed a substantial part of the course work requirement, comprehensive examination (where applicable) and successfully defended his/her research/project proposal.

24. TEACHING AND SUPERVISION OF POSTGRADUATE PROGRAMMES

- a. Teaching staff not below the rank of Lecturer II shall be assigned to teach and supervise Postgraduate Diploma students.
- b. Academic staff that hold PhD degree and are of the rank of Lecturer I and above shall be eligible to teach and supervise master students. In special circumstances, other categories of academic staff approved by the Board of SPGS on the recommendation of the appropriate Faculty Postgraduate Studies Committee of Studies may also be eligible to teach but not to supervise.
- c. Normally, not less than two (2) supervisors shall be appointed to constitute a supervisory committee for each postgraduate candidate; one of the supervisors, normally the major supervisor, shall be designated the Chairman.
- d. The major supervisor must normally possess the degree for which his/her candidate is registered, unless the supervisor has attained the position of a professor.
- e. Supervisors for Doctoral candidates must be people of the rank of Senior Lecturer/Senior Research Fellow or above.
- f. Irrespective of his/her academic position, a staff member of the University who is himself/herself a postgraduate candidate cannot serve as a supervisor.
- g. Normally, each supervisor shall be required to supervise not more than five (5) postgraduate candidates unless he has demonstrated high turnover rate.

- h. Among their other duties, supervisors, at the invitation of the Chairman, shall:
 - i) be conversant with the nature of the student's registration status so as to effectively guide his/her studies to a successful end within the allowable period of time.
 - ii) Advise and give guidance on the overall planning of the student's course work and research/project, and make themselves available to the student for consultation at regular intervals throughout the duration of the programme.
 - iii) Submit written reports to the SPGS through the Faculty Postgraduate Studies Committee, at the end of each semester of each year on the progress of the student(s) being supervised. The SPGS shall provide the format for such periodic progress reports.
 - iv) Inform the SPGS, through the Department and the Faculty Postgraduate Studies Committees if and when any member of the supervisory committee is compelled by absence, illness or otherwise to relinquish his/her supervisory role; and
 - v) Initiate action through the Department and the Faculty Postgraduate Studies Committees in keeping the SPGS informed, if at any time the student's health, behaviour or work deteriorate or if his/her circumstances change in such a way as to adversely affect the Postgraduate Programme.
 - vi) The Head of Department must at all-time take full responsibility for ensuring the competency of supervisors.

25. PROCEDURE FOR APPOINTING SUPERVISORS

- a. Nomination for supervision of higher degrees shall be submitted on the prescribed form obtainable from the Secretary, SPGS. Completed forms for higher degree supervision containing the full particulars of the prospective supervisors shall be submitted to the SPGS through the appropriate Department and Faculty Postgraduate Studies Committees.
- b. The Chairman of the Supervisory Committee shall normally be an expert in the candidate's proposed field of specialization.
- c. Supervisors shall be appointed by the relevant Department from the teaching/research staff of the University. Where it is necessary to use expertise external to Abubakar Tafawa Balewa University for student supervision, at least one member of the Supervisory Committee must be a staff of the relevant Department.
- d. The appointment of supervisors is subject to approval by the relevant Faculty Postgraduate Studies Committee, Board of SPGS and Senate.

26. MODE OF EXAMINING HIGHER DEGREES

a. Master Degree by Course work and Research

Masters thesis/project report shall consist of the candidate's own original work and formulation, subject to the following conditions:

- (i) That reference to published and/or unpublished works should be made within reasonable limits and appropriately acknowledged in the body of the thesis/project report.
- (ii) That the formulation and subject matter of the thesis/project report shall not have been presented for a higher degree at this or any other University.

Candidates for regular Masters Degree shall be examined by:

- (i) Written examinations on course work and at least two satisfactory seminars.
- (ii) An examination on the thesis by a panel of external and internal examiners including an oral defense.
- (iii) An internal oral defence of the project report, followed by its external moderation.

b. Master Degree by Research:

Candidates for Masters degree by research shall be required to present at least 3 satisfactory seminars, with at least one seminar being presented each Semester until the thesis is successfully defended.

c. M.Phil Degree

Candidates for M. Phil degree shall be required to present a minimum of 4 satisfactory seminars, with at least one seminar being presented each Semester until the thesis is successfully defended.

d. Ph.D Degree

Candidates for PhD degree shall be examined by:

- (i) Presentation of at least four satisfactory seminars, with at least one seminar being presented each Semester until the candidates defend their dissertation.
- (ii) An examination on the thesis before a panel of external and internal examiners based on the material of the dissertation as well as the general knowledge of the field in which the subject for research has been chosen.

The dissertation shall consist of the candidate's own original work and must comply with the following conditions:

- a. It must form a distinct contribution to knowledge and afford evidence of originality shown by the discovery of new facts, techniques, or by the exercise of independent critical power.

- b. It must be satisfactory as regards to literary presentation and must comply with the guidelines for the preparation of dissertation.
- c. It must not have formed part of a dissertation presented for higher degree at this or any other university.

27. ELIGIBILITY TO SIT FOR EXAMINATION

At the end of every semester, there shall be a written examination in each of the courses taught. To qualify for the examination, the student must have attended at least 75% of the lectures in that course.

28. COURSE WORK EXAMINATION

- a. Courses are defined as those programme units whose grades are required by the regulation to be submitted to the SPGS for the computation of the final grade point average of a candidate.
- b. Any course constituting part of the candidate's proper postgraduate study shall be approved by the Senate, taught and examined with an appropriate external examiner.

29. PERIOD OF EXAMINATION

- a. All course work written examinations for a semester shall be conducted within the last four weeks of the semester in which the courses are taught.
- b. Masters and PhD theses shall be orally examined by a panel of external and internal examiners at any time of the year.

30. ABSENCE FROM EXAMINATION

Notification of absence from an examination shall be submitted to the SPGS within one month from the date of the examination. Only genuine cases of ill-health that are supported by authenticated medical reports will be entertained.

31. EXAMINATION TIME-TABLE

Departments shall draw up a semester course work examination time-table one month prior to the commencement of the examinations and forward one copy of the time-table to the SPGS.

32. ATTENDANCE OF CLASSES AND EXAMINATIONS

For all candidates who have registered for taught courses, project reports and dissertation, attendance at classes, seminars and examinations is mandatory.

33. RESIT AND DEFERMENT OF EXAMINATION

- a. There shall be no supplementary examinations for postgraduate students.
- b. Any candidate referred in course-work/project report/thesis shall re-register for it, run it for at least one full semester or as may be recommended by the examiners, and thereafter be examined in it again.
- c. Any candidate who fails to sit for any examination on account of illness duly certified by a medical authority or on account of other valid reasons approved

by the Board of SPGS may be allowed to sit for the examination as first attempt at the next opportunity when the examination is due.

- d. Where a candidate is prevented from taking an examination by ill-health, he/she shall notify the Dean of SPGS through the Head of Department and Dean of Faculty and shall submit a valid medical certificate within one month of the examination.
- e. Where the candidate fails to take the examination without valid reasons approved by the Board of SPGS, he/she shall be required to re-register the affected course and take the examination at the next opportunity as a second and final attempt.

34. APPOINTMENT OF INTERNAL EXAMINERS

- a. Teaching staff that hold PhD and are not below the rank of Lecturer I shall normally be appointed internal examiners for Masters Degrees provided that the area of specialization of the internal examiner relates to the field of study of the candidate.
- b. Readers and Professors in the related disciplines shall be appointed internal examiners for the PhD degree. For other teaching staff to be so appointed, they must possess PhD degree in the areas related to the candidate's dissertation.
- c. The Departmental Postgraduate Studies Committee may nominate a qualified internal examiner from another Department based on the relevance of the examiner's field to the subject area to be examined.
- d. Internal examiners shall be approved by Senate at least four (4) weeks prior to the date of the examination.

35. APPOINTMENT OF EXTERNAL EXAMINERS

- a. Any external examiner to be appointed for Masters and PhD degrees shall be competent in the area of work/ research and shall normally not be below the rank of Reader in a recognized University. In appointing external examiners, the SPGS and Senate will depend on proper guidance of the Department to ensure that those to be appointed are sufficiently knowledgeable in the candidate's area of specialization.
- b. The external examiner shall moderate and countersign all Postgraduate questions and results. He shall read the course work scripts and moderate the grades awarded by the internal examiners. He shall also read and grade each dissertation.
- c. The external examiner shall conduct the oral examination of thesis in collaboration with the internal examiners.
- d. Where the candidate takes courses outside his parent Department, the external examiner of the teaching Department shall moderate and examine the candidate in the particular course. The result shall be submitted to the

SPGS and copied to the candidate's Department for the purpose of computing the candidate's GPA.

36. PANEL OF EXAMINERS

a. Project Report

The examiners for project reports shall consist of the external examiner and the internal examiners comprising of the Supervisor of the Project and the Head of Department as the Chief Examiner. The examiners shall be signatories to the Examiners' Report on project report examination. No oral examination shall be arranged for on the project report. The supervisor of the project report shall award a mark to the project and such marks should be moderated by the External Examiner as for the course work scripts.

b. Thesis Orals

- (i) For the oral examination of a candidate who submits a thesis for Masters degree or for PhD degree, the Departmental Postgraduate Studies Committee shall recommend to Senate through the Faculty's Postgraduate Studies Committee and Board of SPGS, the appointment of a minimum of 5 examiners. One of which shall be the Dean of the Faculty, one of the examiners shall be external to the University and another shall be the main supervisor, while the others shall be internal. The Head of Department shall be the Chairman of the panel if he is not the major supervisor.
- (ii) The Departmental Postgraduate Studies Committee shall select those staff members who are most familiar with the higher degree research being examined as internal examiners. The internal and external examiners shall be signatories to the Masters and PhD oral examination results.
- (iii) Each member of the panel shall have the right to score a candidate using the prescribed score sheet and the final score shall be the average of the total scores.
- (iv) The decision of the panel of examiners shall be entered into the prescribed form for reporting the outcome of the oral examination. All members shall sign the form immediately in their respective columns. Clear statement must be made on the relevant sections of the form. Phrases such as good, adequate, excellent, poor etc. are not acceptable.
- (v) Apart from his role as an internal examiner, the representative of the SPGS in every panel is to ensure that the oral examination is conducted fairly and in accordance with the rules specified.
- (vi) The SPGS representative shall liaise with the Chairman of the Panel and Dean of the Faculty and submit a full report of the oral examination to the Dean of SPGS within 48 hours of the examination.
- (vii) At the end of each oral examination, the Examiners shall in particular, jointly recommend clearly whether or not, in their opinion, the work is

of merit to justify the award of the relevant higher degree, or whether the candidate should be required to re-submit all or part of the work for re-examination. Where there is a disagreement, the external examiner's opinion shall prevail.

Within three (3) calendar months after each oral examination, the Head of Department shall present to Senate, through the Faculty Board and the SPGS, the result of the examination.

A candidate who is required to re-submit a project report/thesis/dissertation shall be required to present himself/herself for re-examination as determined by the Examiners within a period of three (3) calendar months for minor corrections or twelve (12) calendar months for major corrections.

The Dean of the SPGS shall append his signature to the appropriate number of completed project report/thesis/dissertation and sign the certification of Award only after Senate has approved the results of the oral examination.

37. APPROVAL OF TITLES OF PROJECT REPORT/THESIS

- a. A candidate shall register his preliminary title within 6 months after registration for both Masters and PhD degrees. For the registration and approval of title of a project report/thesis, a candidate must first develop a minimum of 2 to 3 page Pre-proposal/synopsis on the subject of research which should initially be considered and approved by the respective Departmental and Faculty Postgraduate Studies Committees. Thereafter, the recommended title of project report/thesis/dissertation should be forwarded to the Board of SPGS for consideration and approval.
- b. The number of words in the title of the thesis, project or dissertation report shall not exceed twenty.
- c. For a title to be approved, the synopsis shall have been signed by the candidate's supervisor, Head of Department and Dean of the Faculty. 5 copies of the synopsis should be sent to the Dean of SPGS.
- d. The approved synopsis/proposal, to be deposited with the Dean, SPGS, should consist of:
 - i) Proposed title/topic.
 - ii) Name of candidate and date of registration.
 - iii) Name of supervisor(s).
 - iv) Name of Department.
 - v) Introduction.
 - vi) Objectives.
 - vii) Brief survey of pertinent literature.
 - viii) Plan of work and methodology.
 - ix) Anticipated outcome/results.
 - x) References.

38. PROPOSALS FOR THESIS/PROJECT REPORT

- a. The research topic of the thesis/project report shall be approved by the relevant Departmental Postgraduate Studies Committee and Faculty Postgraduate Studies Committee as well the Board of SPGS before the end of 1st Semester of the candidate's first session.
- b. A full-time PhD or masters by research or M.Phil. candidate shall present and defend his/her research proposal not later than 6 months from the date of his first registration. Where the defence was not successful in the first instance, a second and final successful attempt shall be made before the expiration of 12 months since the candidate's first registration. Such a candidate who could not successfully defend his/her research proposal in the first and second attempts shall be asked to withdraw from the Programme.
- c. Part-time PhD or masters by research or M.Phil. candidates shall present and successfully defend their research proposals not earlier than 6 months and not later than twelve months of their first registration and before the expiration of 18 months where the first defence was not successful.
- d. The defence shall in each case be made before a panel of not less than three assessors constituted by the Faculty concerned. At least one member of the panel must come from outside the Department. The Dean of the Faculty shall communicate the membership of the panel to the Dean of SPGS at least two weeks before the defence.
- e. The panel shall submit a written report to the Head of Department of the candidate stating whether or not the defence has been successful within forty eight hours after the defence has taken place. The Dean of the Faculty shall receive the result from the Head of Department and forward same to the Dean, SPGS within 72 hours of the defence.

39.1 READINESS OF PROJECT REPORT/THESIS FOR EXAMINATION

At least 8 weeks but not more than 12 weeks prior to the oral examination, a candidate shall collect and complete appropriate form from the SPGS. The completed form containing the following information should be returned to the Secretary, SPGS:

- a. A certification by the Bursar that the candidate has satisfied the financial regulation of the University on payment of fees. Candidates should not be allowed to enter for an examination if they have outstanding fees to be paid.
- b. A certification by the candidate's supervisors, Head of Department and the Dean of Faculty, attesting that:
 - i) The candidate is ready for examination, having successfully completed the course work examination and/or research work requirements of his/her Department and;
 - ii) The project /thesis/ dissertation report conforms to ALL conditions stipulated in the approved guidelines for the preparation of dissertation/ thesis/project report.

- c. A statement by the supervisors certifying that the candidate has completed the minimum period of study for the degree.
- d. The date the candidate submitted his/her dissertation/thesis/project report for examination.
- e. At least four (4) loose-bound copies of the dissertation/thesis/project report which has been prepared according to all conditions stipulated in the approved guidelines for its preparation should be submitted for onward transmission to the examiners along with the form.

39.2 PUBLICATION OF RESEARCH FINDINGS

The Senate has approved the publication (s) of research findings of postgraduate students (master and Ph.D degree only) as a requirement before graduation.

The publication(s) can come from either the review of the subject area or the research work.

a. Number of Publication(s)

- i. Minimum of one publication for master degree.
- ii. Minimum of two publications for Ph. D degree

b. Publication Outlets.

- i. The paper(s) are required to be published in any of the following outlets.
- ii. 'Genuine' open access medium.
- iii. Journals listed and active in SCOPUS database.
- iv. Journals rated as Q1 and Q2.
- v. African Journals online.
- vi. Proceedings of academic conferences.
- vii. Society Journals

c. Submission of Publication(s)

The publication(s) is/are to accompany the completed readiness form to be submitted to the school of postgraduate studies.

d. Effective date

- i. New intakes (Master and Ph. D degree students) for the 2017/2018 academic session and thereafter.
- ii. Optional for on-going master and Ph. D degree students. They should be encouraged to publish their research findings.

40. GUIDELINES FOR EXAMINERS OF THESES/DISSERTATION FOR HIGHER DEGREE

Examiners should be guided by the following points when assessing theses/dissertation:

a. Standard of Presentation

Has the thesis been presented in accordance with the format of the SPGS as illustrated?

- i) Title page
- ii) Certification page
- iii) Dedication
- iv) Acknowledgements
- v) Abstract page
- vi) Table of Contents
- vii) List of Tables
- viii) List of Figures
- ix) Referencing

b. Introduction

- Background of the Study
- Statement of the Problem
- Research Questions (in any)
- Hypotheses (if any)
- Scope
- Significance
- Objectives of the Research

c. Literature Review

- Is the review adequate, systematic and critical?
- Does the problem of study emerge clearly from the review of literature?
- Does the review of literature indicate the use of appropriate references?

d. Materials and Methods/ Research Methodology

- Is the methodology relevant to the field of study?
- Is the design of experiment(s) adequate?
- Has the research instrument been validated and the reliability (if applicable) tested?
- Has the candidate used statistics, and are they appropriate to the level and nature of research?
- if the candidate has not generated statistical hypotheses, has he

advanced worthwhile research questions to justify research at his level?

e. Knowledge of Field of Study Demonstrated by the Candidate

- How broadly and deeply has the candidate studied the problem?
- Is there coherence in the approach?

f. Contribution to knowledge arising from the Study

- Has the candidate collected sufficient data for the study?
- Are the tables presented according to the prescribed format?
- The specific nature of the contribution which the thesis/dissertation makes to knowledge in the discipline. Give examples.

g. Performance of the Candidate at the Oral Examination

- Are the answers of the candidate relevant to the questions put by the examiners?
- Has the candidate attempted to defend what could obviously not be defended-such as errors of fact, language, inferences etc.?
- Is the candidate being defensive, aggressive, elusive or vague in his answers or is he precise and confident?
- Is the candidate resistant to suggestions from examiners?
- Has the candidate been able to defend what he has written in his or her thesis/ dissertation?

h. Deficiencies/General Comments

- Details of any deficiencies, errors, gaps or other matters which require attending to before the thesis/dissertation can be represented for examination.
- Details of other minor errors for correction such as typographical and spelling errors to be corrected before the thesis can be finally acceptable.
- General Comments.

41. ASSESSMENT OF THESIS/DISSERTATION

	Description	Master Degree	PhD Degree
1	Standard of presentation	10	10
2	Methodology	20	20
3	Knowledge of field of study demonstrated	25	25
4	Contribution to knowledge arising from the study	25	25
5	Performance at oral examination	20	20
Total		100	100

42. DEPOSITION OF QUESTION PAPERS AND COPIES OF PROJECT REPORT/THESIS/DISSERTATION

- a. Within two weeks of finishing every semester examination, the Department shall send to the Dean of SPGS, soft copies of each question paper.
- b. For each approved project report/thesis/dissertation, the Department shall forward five (5) copies to the SPGS for distribution to the University Library, Department, SPGS, Major Supervisor and candidate respectively. The report of the Examiners and a certification from the Internal Examiners attesting that the candidate has amended or corrected the project report or thesis as required by the examiners shall accompany the project report/thesis/dissertation.

43. SUBMISSION OF MODERATED EXAMINATION RESULTS

a. Course work and Project Report

The Head of Department through the Dean of the Faculty shall submit to the Dean, SPGS the final grades awarded for any postgraduate courses and project report not later than two weeks from the date the External Examiner has signed the grades awarded.

b. Thesis

The Head of Department through the Dean of Faculty shall forward the report of the oral examination of a thesis to the Dean of SPGS within 72 hours of the examination.

44. EFFECTIVE DATE OF AWARD OF HIGHER DEGREE

The effective date of award of the degree is the date Senate approves the result.

45. NOTIFICATION OF RESULTS

Candidates shall be notified of their results only after the SPGS, on the advice of the Bursar and Head of Department, certifies that they are not indebted to the University financially.

46. REPETITION OF POSTGRADUATE PROGRAMME

Postgraduate candidates who make a GPA of between 2.00 and 3.00 shall be allowed, on application, to repeat the programme they have registered for.

47. REPETITION OF COURSES PASSED WITH LOW GRADES

Candidates who passed postgraduate courses shall not be allowed to repeat such courses for the purpose of obtaining higher grades.

48. NULLIFICATION OF AN EXAMINATION

The Board of SPGS shall declare an oral examination null and void once:

- a. The examination panel was not properly constituted.
- b. Due notice was not given to the candidate.

- c. The external or internal examiners were not duly appointed by Senate.
- d. The major supervisor did not participate in the examination without valid reasons.

Where the Board decides to nullify an examination, the SPGS shall communicate the decision to the candidate, Department and Faculty concerned.

49. DELAYED EXAMINATION OF RESEARCH WORK

Where the examination involves a dissertation, thesis or project report and the Head of Department has reason to believe that the candidate's supervisor(s) is/are unduly delaying the examination, the Head of Department, as Chairman of the Departmental Postgraduate Studies Committee may, on application to him on a prescribed form obtainable from the SPGS by the candidate, provide such certificate as in Regulation 39 and inform the supervisors of their action in writing. In submitting this certificate to the SPGS, the Head of Department must also submit a full explanation for the action he had taken.

Where the Head of Department is the defaulting Supervisor, the Dean of Faculty may on application to him in writing by the candidate, provide the required certification and inform the Head of Department of his/her action in writing. In submitting this certificate to the SPGS, the Dean of Faculty must submit full explanation for the action he has taken.

50. CHANNEL OF COMMUNICATION TO THE SPGS

All matters on postgraduate studies, or those originating from postgraduate students and addressed to the Dean of SPGS, shall pass through the Department and Faculty Postgraduate Studies Committees. Matters shall first be discussed by the Departmental Postgraduate Studies Committee, whose recommendations with the ACCOMPANYING MINUTES, shall be forwarded to the Dean of the Faculty by the Head of Department for consideration of the Faculty Postgraduate Studies Committee. The recommendations of the Faculty Postgraduate Studies Committee, together with the minutes of its meeting shall be forwarded to the Dean of SPGS by the Dean of Faculty. SUBMISSIONS WITHOUT THE ACCOMPANYING MINUTES OF THE DELIBERATIONS OF THE DEPARTMENT POSTGRADUATE COMMITTEE AND FACULTY'S POSTGRADUATE COMMITTEE SHALL NOT BE ACCEPTED.

51. CONVERSION FROM FULL-TIME TO PART-TIME AND VICE-VERSA

- a. Subject to the approval of Senate, Postgraduate candidates may transfer from full-time to part-time or vice versa. On approval of the transfer, the period of registration shall be calculated using the following formulas:

(i) Master Degree Registration:

$5/3 X$ for full-time to part-time

$3/5 X$ for part-time to full-time

ii) Doctorate Degree Registration:

7/5 X for full-time to part-time

5/7 X for part-time to full-time

Where X denotes the period already spent.

- b. In addition to other requirements, candidates for part-time postgraduate registration must also comply with the following conditions:
 - i) Part-time candidates on full employment must present their employer's written permission to undertake the course.
 - ii) Each candidate must present evidence to the effect that sufficient time is at his/her disposal to undertake the course to completion.
- c. For the purpose of these Regulations, members of staff of Abubakar Tafawa Balewa University who wish to read for higher degree shall be regarded as part-time candidates, except those who are either Graduate Assistants or who hold study fellowships.

52. WITHDRAWAL AND TERMINATION OF CANDIDACY FOR HIGHER DEGREE

- a. Subject to regulation 17 (a,b,e,h,i,l,n), a candidate who does not complete his programme within the specified maximum period shall be withdrawn from the programme unless he/she has sought and obtained extension as shown in regulation 18 before the expiration of the maximum time.
- b. A candidate whose research work is considered to be unsatisfactory by his Department may also be withdrawn with a resolution of the Faculty Postgraduate Studies, the Board of SPGS and Senate. The period within which the research work would be judged to be unsatisfactory or otherwise would be 12 months for Postgraduate Diploma, 12 months for Masters, and 18 months for Ph.D.
- c. A candidate who fails a project report/thesis/dissertation or course work examination shall be required to withdraw from the University without further conditions, if on the second attempt he/she fails the examination again.
- d. A student's name may be removed from the register for non-payment of fees, or for failure to observe such regulations governing discipline within the University as may be in force.
- e. A postgraduate candidate who makes a final GPA of less than 3.00 shall be required to withdraw from the Programme.
- f. A postgraduate candidate who is absent from class for a whole semester without a reason acceptable to the SPGS shall have his candidacy terminated by a decision of the Board of the SPGS, and approved by the Senate.
- g. Any postgraduate candidate found cheating in an examination or engaged in any other examination malpractice shall be required to withdraw from the

University.

53. REVIEW OF EXAMINATION SCRIPTS/PROJECT REPORT

- a. Candidates aggrieved about the grading of their examination scripts or project report shall, in the first instance, petition straight to the Dean, SPGS, through the Head of Department and Dean of Faculty. The Dean of SPGS shall refer such petition to the Dean of the Faculty for necessary action by the Faculty Postgraduate Studies Committee.
- b. The action of the Faculty Postgraduate Studies Committee shall be sent to Senate through the Board SPGS. Any re-assessment of the script or project report shall involve an external examiner.
- c. Candidates applying for a review of their scripts or project report shall be required to pay a prescribed fee of not less than Five Thousand Naira (5000.00) per paper.
- d. Review of scripts or project report shall be handled in the same way as normal results are approved.

54. DUTIES AND RESPONSIBILITIES OF POSTGRADUATE STUDENTS

- a. It is mandatory for postgraduate students to consult their supervisors regularly (at least two times every month). Failure to consult a supervisor for 6 consecutive weeks without good cause shall be considered as voluntary withdrawal from the programme.
- b. A form detailing schedule of visits shall be provided by the SPGS for students to fill on each visit to a supervisor. The supervisor shall sign the form and a copy shall be sent to the Head of Department, Dean of Faculty and the Dean, SPGS.
- c. No supervisor shall keep a student's piece of work unattended for more than 4 weeks. In order to monitor the movement of piece of written work between students and supervisors, the SPGS will provide two forms to be filled jointly by the student and the supervisor, one recording the submission of the piece of work by the student and the other recording the return of the piece of work by the supervisor. Each set of forms shall be copied to the Dean of Faculty and Dean, SPGS.

55. GUIDELINES FOR EVALUATING DEPARTMENTS' PREPAREDNESS FOR HIGHER DEGREE PROGRAMMES

For any Department to start a Postgraduate Programme, the following guidelines will be used to evaluate its preparedness for postgraduate studies:

a. Quality and Number of Available Staff

It must have sufficient number of staff to satisfy the NUC BMAS for postgraduate courses/ senate requirements for adequate teaching and supervision of higher degrees. The approved supervisor: student ratio for postgraduate supervision shall

be one supervisor to ten Master's students on project report option or one supervisor to six Masters students on thesis option or one supervisor to three PhD students. Student staff ratio for postgraduate diploma programmes shall not be more than 20 students to one supervisor.

b. Adequacy of Accommodation

There shall be a well-furnished postgraduate classroom.

c. Availability of Laboratory and Library Facilities

Where laboratories are a pre-requisite, there must be a certificate of reasonable adequacy of laboratory research provided by the Department.

d. Postgraduate Programme

There shall be a Postgraduate programme for the Higher Degree(s) and/or Postgraduate Diploma prepared according to the specifications shown in Regulation 56.

e. The Abubakar Tafawa Balewa University Senate reserves the right to send a visitation to any Department wanting to mount a higher degree programme to evaluate its preparedness.

56. PROCEDURE FOR APPROVAL OF POSTGRADUATE PROGRAMMES

- a. Proposed Postgraduate Programmes and the related curricula shall first be considered by the Programme Postgraduate Studies Committee from where they are passed to the respective Faculty Postgraduate Studies Committee and Faculty Board for consideration and recommendation to the Board of SPGS.
- b. The Board of the SPGS shall consider programmes and curricula received from the Faculty Boards of studies in accordance with Regulation 56(a) and make recommendations thereof to the Academic Planning Committee (APC) when it is satisfied that the programmes have met all the conditions prescribed by this University for postgraduate studies.
- c. The SPGS may also with the assistance of the relevant Department design postgraduate programmes. Such programmes will equally be passed to the APC and Senate for consideration and approval.

57. FUNDING SUPPORT FOR POSTGRADUATE PROGRAMMES

A Department running postgraduate programmes should from time to time be given sufficient fund by the University for the purpose of updating its facilities.

58. FORMAT FOR PRESENTING POSTGRADUATE PROGRAMMES

Departments and Faculties with postgraduate programmes shall be guided by the following in preparing their postgraduate programmes for the approval of Senate.

Postgraduate programmes should contain the following elements:

- Philosophy, objectives and scope of the programme
- Entry requirements for each programme

- Mode of study for each programme
- Duration of the programme
- Employment opportunities
- Areas of specialization
- Stress areas (appropriately numbered) for project report/thesis.
- In the case of Master and Postgraduate Diploma, list of courses to be offered per semester numbered according to the stress areas together with the credit units for each course.
- Course contents and credit units for each course. The Departments and Faculties shall address each of the above items in accordance with SPGS Regulations. Thirty copies of the proposed postgraduate programme which has been considered by the Department and Faculty's Postgraduate Committees shall be submitted to the Dean, SPGS for the consideration of the Board of SPGS and for onward transmission to the Senate through the Academic Planning Committee.

The template below should be used when preparing proposal for postgraduate program

1.	FACULTY State the name of the Faculty housing Department e.g Faculty of Nuclear Science
2.	DEPATRMENT State the name of the Department housing the Programme, e.g. Department of Nuclear Physics
3.	PROGRAMME PhD/M.Sc/Mtech/MBA/PGD in Quantum Physics
4.	PHILOSOPHY Clearly stated and in line with the overall mission and vision of the University
5.	OBJECTIVES Comprehensively listed and achievable
6.	SCOPE Within the constraints of time and resources available to the Department
7.	ENTRY REQUIREMENTS In line with minimum matriculation and postgraduate studies requirements
8.	MODE OF STUDY Must be stated clearly the arrangements in the Department in terms of lectures, exams and seminar/oral defence
9.	REQUIREMENTS FOR GRADUATION In terms total number of credits/units required in core courses and electives where applicable
10.	AREAS OF SPECIALIZATION Stated clearly and distinct from others

	DISSERTATION STRESS AREAS
11.	Structure and format in accordance with the provision of part A of SPGS guidelines
	COURSES STRUCTURE:
12.	To be offered per semester numbered according to the stress areas together with the credit units for each course presented in tabular form
	COURSE CONTENTS & CREDIT UNITS
13.	Description provided for each course items in accordance with SPGS Guidelines/ NUC BMAS
	COURSE EVALUATION PROCESS
14.	<ul style="list-style-type: none"> i. Course Examination, ii. Continuous assessment/Term paper/seminar paper, Other assignments iii. Grading system
	DISPLAY OF RESULTS
15.	Timing of release of result after Senate approval
	ETHICAL CONSIDERATIONS
16.	<ul style="list-style-type: none"> i. Issues of Copyright violation, use of anti-plagiarism mechanism, etc ii. Proper usage and disposal of research and teaching materials in accordance with global environmental protection standards.
	FACILITIES:
17.	Staff offices, lecture rooms, theatres, labs, library, equipment, etc.
	STAFF:
18.	Teaching and non-teaching with their ranks
	CHARACTER & LEARNING OUTCOMES
19.	<ul style="list-style-type: none"> i. Moral, emotional & industriousness ii. Sense of social & ethical responsibility iii. Inclusive knowledge & skills in the specialised area iv. Effective Communication capabilities v. Broader global perspective for solving problems at community, national and international levels.
20.	EMPLOYMENT OPPORTUNITIES

59. CATEGORIES OF CHANGES AND DIVISION OF FUNCTIONS RELATING TO POSTGRADUATE PROGRAMMES

Changes may be affected in a Postgraduate student's programme of study as may be recommended to Senate by the Departmental Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee and the Board of SPGS. Provided that Senate is informed accordingly, minor matters may terminate at Faculty and SPGS levels as the case may be.

a. Matters to Terminate at Faculty Level with Information passed to SPGS

- (i) Certification that thesis complies with Abubakar Tafawa Balewa University format.

- (ii) Certifying that part-time candidates have at least 20 hours per week available for postgraduate work.
- (iii) Checking of qualifications claimed by candidates.
- (iv) Six-monthly progress report on candidates from Supervisory Committee through the Dean of the Faculty.

b. Matters to terminate at SPGS Level with Information passed to Senate

- (i) Registration of candidates given provisional admission (including checking of qualifications of candidates by the Secretary, SPGS and reporting discrepancies to the Faculty). In case the provisional admission is not confirmed and the candidate would be required to withdraw, Senate would need to approve the withdrawal.
- (ii) Change from full-time to part-time and vice-versa.
- (iii) Normal and Exceptional extensions of period of registration within the provisions of the regulation.
- iv) Change of internal supervisors/examiners.
- v) Approval of field of study in case of M.Sc. and topic of research for Ph.D.
- vi) Suspension of postgraduate programme.
- vii) Change of field of study within the same Department.

c. Matters for Senate's Consideration

- (i) Approval of Postgraduate admissions.
- (ii) Approval of Internal and External Examiners.
- (iii) Approval of Title of Thesis.
- (iv) Approval of Appointment of Supervisors.
- (v) Approval of Upgrading from Masters to Ph.D.
- (vi) Approval of New and Revised Programmes.
- (vii) Approval of Examination Results.
- (viii) Approval of Change of Programme.
- (ix) Approval of Change of Degree in View.
- (x) Approval of Extension of period of Registration.
- (xi) Approval of Postgraduate Prizes, Scholarship, Research aid, Fellowships, etc.
- (xii) Consideration of Withdrawals.

60. GUIDELINES FOR THE PREPARATION OF DISSERTATION/THESIS/PROJECT REPORT

All dissertations, theses and project reports, which must be written in English, should conform to the following guidelines:

a. Organizational Sequence

TITLE PAGE

DECLARATION

CERTIFICATION

ACKNOWLEDGMENTS

ABSTRACT

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF PLATES

LIST OF APPENDICES

ABBREVIATIONS, DEFINITIONS AND SYMBOLS

CHAPTER ONE: INTRODUCTION

CHAPTER TWO: LITERATURE REVIEW

CHAPTER THREE: MATERIALS AND METHODS/RESEARCH METHODOLOGY

CHAPTER FOUR: RESULTS AND DISCUSSION /DATA PRESENTATION AND ANALYSIS

CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS

REFERENCES

APPENDICES (if any)

GLOSSARY

LIST OF PUBLICATIONS

b. Cover page

The cover page of the project/ thesis/dissertation should contain only the title, candidate's name and date of submission.

Your title here in capital (Font Size-14)

Your Official Name (Surname First) (Font size-12)
Without Reg. No.
(as in ATBU record)



Month, Year

See Sample:

3.5 cm

2.5 cm

**APPLICATION OF COMPUTATIONAL INTELLIGENCE
TECHNIQUES TO NIGERIAN GRID SYSTEM SECURITY
ENHANCEMENT USING FACTS DEVICES AND LOAD SHEDDING
SCHEMES (Font size-14)**

2.0 cm

ADO, JOHN SULE



APRIL, 2014

2.5 cm

c. Title Page

The title of the project report/thesis/dissertation should appear on the top side of the title page typed in capital letters. This should be followed by the word 'By' and the candidate's name, underneath which should appear the admission number of the candidate in parenthesis. The name should be written such that the surname comes first separated by a comma and then the other names. The name should be followed by a statement by the candidate indicating the nature of the write-up, where it is to be submitted and for what purpose. Such a statement should read as follows: A project report/thesis submitted to the School of Postgraduate Studies, Abubakar Tafawa Balewa University, Bauchi in Partial Fulfilment of the requirements for the award of the degree of The Department and Faculty from where the research was conducted should be written towards the bottom of the title page. Date of submission (month and year of external oral defence) of the project report/thesis should be at the bottom of the page as:

Your title here in capital (Font Size-14)

By

**Your Official Name (Surname First) (Font Size-12)
With Reg. No.
(as in ATBU record)**

Dissertation/Thesis

Submitted to the School of Postgraduate Studies, Abubakar Tafawa Balewa University, Bauchi, in Partial Fulfillment of the Requirements for the Award of
(degree being earned in all capital letters, as shown in examples below)

**DOCTOR OF PHILOSOPHY, DOCTOR OF EDUCATION, MASTER OF
ENGINEERING OR MASTER OF SCIENCE Degree**

**Name of your department (example: Department of Electrical and Electronics
Engineering)**

**Name of your faculty (example: Faculty of Engineering and Engineering
Technology)**

3.5 cm

See Sample:

2.5 cm

**APPLICATION OF COMPUTATIONAL INTELLIGENCE
TECHNIQUES TO NIGERIAN GRID SYSTEM SECURITY
ENHANCEMENT USING FACTS DEVICES AND LOAD SHEDDING
SCHEMES (Font size-14)**

2.0 cm

By

**ADO, JOHN SULE
PGS/2010-2011/2020356
(Font size-12)**

**A DISSERTATION /THESIS SUBMITTED TO THE SCHOOL OF
POSTGRADUATE STUDIES, ABUBAKAR TAFAWA BALEWA UNIVERSITY,
BAUCHI IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE
AWARD OF THE DEGREE OF MASTER OF/ DOCTOR OFIN**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
FACULTY OF ENGINEERING AND ENGINEERING TECHNOLOGY
(Font size-12)**

JULY, 2018 (Font size-12)

2.5 cm

I hereby declare that this dissertation/thesis/project report was written by me and it is a record of my own research work. It has not been presented before in any previous application for a higher degree. References made to published literature have been duly acknowledged.

----- Date-----
Name of student (In full)

The above declaration is confirmed.

----- Date-----
Title and Name of Chairman, Supervisory Committee
Chairman, Supervisory Committee

d. Certification

This project report/thesis entitledmeets the regulations governing the award of the degree of Doctor of Philosophy/Master of Engineering/Master of Science of Abubakar Tafawa Balewa University, Bauchi, and is approved for its contribution to knowledge and literary presentation.

----- Date:-----
Title and Name of Chairman, Supervisory Committee
Chairman, Supervisor y Committee

----- Date:-----
Title and Name of Member, Supervisory Committee
Member, Supervisory Committee

----- Date:-----
Title and Name of Member, Supervisory Committee
Member, Supervisory Committee

----- Date:-----
Title and Name of Head of Department
HOD, Name of department

----- Date:-----
Title and Name of Dean of SPGS
Dean, School of Postgraduate Studies

e. Acknowledgements

There is need to acknowledge peoples contribution, advices, encouragements and support during the course of your program.

f. Dedication

This is optional. You can dedicate this work to your love ones.

g. Abstract

This should be short, not exceeding 450 words. It should contain a brief background of the work, the aims, materials and methods, major findings, and recommendations.

h. Table of Contents

The table of contents should contain an outline of the preliminary pages, chapters and their sub-headings and corresponding pages (where they appear). The table should be in single line spacing with a single line space in between major headings as follows as illustrated below.

TABLE OF CONTENTS

TITLE PAGE.....i

DECLARATION.....ii

CERTIFICATION.....iii

ACKNOWLEDGEMENTS.....iv

ABSTRACT.....v

TABLE OF CONTENTS.....vi

LIST OF TABLES.....vii

LIST OF FIGURES.....viii

LIST OF PLATES.....ix

LIST OF APPENDICES.....x

ABBREVIATIONS, DEFINITIONS, SYMBOLS.....xi

CHAPTER ONE: INTRODUCTION

1.1 Background of the Study.....1

1.2

1.3

CHAPTER TWO: LITERATURE REVIEW

2.1

2.2

2.3

CHAPTER THREE: MATERIALS AND METHODS / RESEARCH METHODOLOGY

3.1
3.2
3.2.1
3.2.2

CHAPTER FOUR: RESULTS AND DISCUSSIONS/DATA PRESENTATION AND ANALYSIS

4.1
4.2
4.3

CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.1
5.2
5.3

REFERENCES.....
APPENDICES.....
GLOSSARY.....
LIST OF PUBLICATIONS

i. Chapter One

Introduction

Introduction should start with an attention-arresting statement. It should contain the background of the study, statement of the problem or problem statement, Aim and objectives of the study, significant of the study, scope of the study, research methodology and outline of the Thesis/Dissertation. That is

1.0 INTRODUCTION

- 1.1 Background of the Study
- 1.2 Statement of the Problem
- 1.3 Aim and Objectives of the Study
- 1.4 Significance of the Study
- 1.5 Scope of the Study
- 1.6 Research Methodology
- 1.7 Outline of Thesis/Dissertation

j. Chapter Two

Literature Review

A literature review should contain information on previous work relevant to the topic, and their implications for the study. Students should try as much as possible to have up-to-date information on the topic. Research publications of not more than ten years should be consulted. This chapter should start with introduction and end with research gap as sub titles. For example as shown below.

2.0 LITERATURE REVIEW

- 2.1 Introduction

- 2.2 Conceptual Review
- 2.3 Theoretical Review
- 2.4 Empirical Review
- 2.5
- 2.6
- 2.7 Research Gap

k. Chapter Three

Materials and Methods/Research Methodology

This chapter should describe the Research Methodology or Experimental Procedure or Design. Depending on the nature of the study, the chapter should contain detailed information on the following:

a) Materials and Methods

- i) Introduction
- ii) Study area/Study site
- iii) Materials used/
- iv) Experimental design
- v) Laboratory work
- vi) Sampling technique(s)
- vii) Statistical analysis

b) Research Methodology

- i) Introduction
- ii) Research Design
- iii) Population of the Study
- iv) Sampling Design
- v) Sample Size
- vi) Sampling Technique
- vii) Methods of Data Collection
- viii) Data Collection Instrument
- ix) Instrument Reliability and Validity
- x) Methods of Data Analysis

l. Chapter Four

Results and Discussions/Data Presentation & Analysis

This chapter should contain only the findings of the research. Results should be presented in tables, figures and plates where necessary. A brief description of the result is necessary. Discuss the results with reference to published data. Show how the aims of the research have been achieved. Analysis of data obtained is carried out including development of models using the results. Table, figure or plate to be discussed should be as close as possible within the text. This chapter should begin with the introduction as sub title

n. Chapter Five

Summary, Conclusion and Recommendations

Summarize your work in one or two paragraphs. Conclude your findings and make recommendations, if necessary. Contribution to Knowledge

REFERENCES

APPENDICES

GLOSSARY

LIST OF PUBLICATIONS

1.1 LANGUAGE AND STYLE

- a. The project report/thesis/dissertation must be written in English.
- b. Great care should be taken to make the project report/thesis/dissertation a scholarly contribution to knowledge, including language and accuracy of expression. A project report/thesis/dissertation must be accurate, its language precise, formal and objective. Expression should be in the third person.
- c. Proper attention should be paid to such skills as correct spelling, punctuation, sentence structure, capitalization and proper use of italics.

1.2 TYPING INSTRUCTIONS

a. **Paper size**

Use A4 paper (21.0 x 29.7 cm)

b. **Typing**

The following points should be noted:

- i) Type on one side only.
- ii) Use double spacing throughout the text except for indented quotations, references and footnotes which should be typed in single spacing. In cases where tables cannot fit into these requirements, appropriate adjustments may be made. In the list of references, single spacing should be used between the lines of a reference. Use double spacing to separate any two different references.
- iii) The beginning of paragraphs should be indented for paragraphing format, otherwise a line should be inserted between paragraphs when using block system of writing.
- iv) Provide adequate margins of 2.5cm at the top and bottom, 2.0 cm at the right and 3.5 cm at the left of every page.
- v) Try not to break words at the end of lines, justify your typing throughout. Use the typeface: 12 pt Times New Roman.

c. **Margins**

Margin requirements are 3.5 cm” left margins, 2.5 cm” for bottom and top while 2.0 cm” for right margins. 3.5 cm” left margin is recommended for screw & post bindings.

d. **Footnotes**

Keep footnotes, elaboration of concepts, etc. in footnotes to a minimum. As much as possible, such items should be integrated into the text where relevant. Footnotes should be presented at the end of the relevant Chapter and numbered consecutively or at the foot of the relevant pages. Whichever of the two methods is adopted should be consistently presented. Font size of footnotes should be 8 pt Times New Roman and single line spacing

e. **Quotation**

- i) A quotation comprising fewer than fifty words should be integrated into the text, using double quotation marks at the beginning and end of the quotation.

- ii) Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks.

Example:

Sambo (2017) uses double quotation marks around "anomalous Zeeman affect". You must now use single quotation marks around 'anomalous Zeeman affect' when quoting Sambo (2017), thus:

Sambo (2017) found that 'the 'anomalous Zeeman effect', which had been previously verified experimentally as consisting of numerous spectral lines reduced to only three lines under the influence of strong magnetic fields."

- iii) For a quotation over fifty words long, indent in typescript 1.5cm from the left-hand margin. No quotation marks are necessary for indented passages.

Example:

The "anomalous Zeeman effect", which had been verified in previous experiments as consisting of numerous atomic spectral lines, is due to the coupling between orbital angular momentum and spin of the electron. However, when atoms were subjected to strong magnetic fields, the result is the decoupling of orbital and spin angular momenta, leading to only three spectral lines, a result explainable without the concept of electron spin.

f. Headings

A maximum of five-tier system should be adopted for the headings in the text. The headings for the dissertation, thesis and project report using all five levels of heading would be formatted as follows:

First Level:	CENTERED, UPPERCASE HEADING
Second Level:	Flush Left, Initial Capital for the Key Words Heading (Normal Title Case)
Third Level:	Flush left, first letter capital heading (Normal sentence case)
Fourth Level:	<i>Flush Left, Italicized Initial Capital for the Key Words Heading (Italicized sentence case)</i>
Fifth Level:	<i>Flush Left, italicized first letter capital heading (Italicized sentence case)</i>

For example:

CHAPTER THREE

3.0 MATERIALS AND METHODS/RESEARCH METHODOLOGY

3.1 Introduction

3.2 External Validation

3.3 Methods of Solution

3.3.1 Particle swarm optimization (PSO)

3.3.1.1 Convergence Criterion Technique

3.3.1.1.2 Local minima points

Arabic numerals should be used appropriately to number the headings which should also be bolded.

1.3 TABLES, FIGURES AND PLATES

a. Tables and Table Titles, Notes, and Rules

- (i) Tables are numbered consecutively in the order they are first mentioned in the text and are identified by the word 'Table' and its Arabic numeral. Single-space each table. Place the thesis page number in the bottom centre of every page of a table.
- ii) Type the word Table and its Arabic numeral flush left at the top of the table. Begin the table title (in single-space) flush left, capitalizing the initial letters of the key words. Each table should have a clear and self-explanatory title.
- iii) Centre column heads and subheads over the appropriate columns within the table, capitalizing only the initial of the first word of each heading.
- iv) Use single-space for all notes at the end of the table flush left
- v) Separate the table title from the headings, the headings from the body, and the body from the table notes using horizontal rules. Place rules in the body of the table only if necessary to clarify divisions. Do not use vertical rules.

Tables should be so constructed that they could be read and understood without reference to the text of the thesis. A table should therefore be simple, presenting only one general kind of data or relationship. A good table should contribute to the progress of analysis and valid generalization of findings inherent in the original data.

Tables should be inserted immediately after the paragraph in which they have been mentioned for the first time. Tables based on data other than those collected directly from the investigation and/or very long tables should normally be inserted as Appendices at the end of the thesis.

Larger tables typed length-wise along the page, should have their captions at the free end of the bound copy. All tables should be discussed within the text, hyperlinks them with the text.

See sample below:

Table 1: Existing Nigerian Power Generating Stations

S/N	Power Station	State	Type	Project	Installed Capacity (MW)	Average Availability (MW)
1	Kainji	Niger	Hydro	PHCN	760.00	412.55
2	Jebba	Niger	Hydro	PHCN	578.40	431.83
3	Shiroro	Niger	Hydro	PHCN	600.00	390.21
4	Egbin	Lagos	S.T.	PHCN	1,320.00	819.55
5	Ajaokuta	Kogi	S. T.	IPP	110.00	Nil
6	A.E.S. (Gas)	Lagos	G. T.	IPP	302.00	208.2
7	Sapele	Delta	S. T.	PHCN	720.00	125.17
8	Okpai (Agip)	Delta	G. T.	IPP	480.00	441.57
9	Afam I-IV	Rivers	G. T	PHCN	516.00	21.56
10	Delta	Delta	G. T.	NIPP	900.00	342.95
11	Geregu	Kogi	S.T.	NIPP	414.00	208.69
12	Omoku	Rivers	G. T.	NIPP	150.00	80.18
13	Omotosho	Ondo	G. T	NIPP	335.00	118.93
14	Trans-Amadi	Rivers	G. T.	NIPP	100.00	32.63
15	Ibom	Akwa-Ibom	G. T.	IPP	155.00	82.89
16	Olorunshogo	Ogun	G. T.	NIPP	335.00	60.13
Total					8,425.40	4,212.70

Source: PHCN Report (2010)

b. Figures and Plates

Figures include graphs, charts, drawings, diagrams, maps and some kind of computer print-outs. The term “Figure” thus refers to any type of graphic illustration other than a table. Figures should be clear, elegant and simple to interpret. Arabic numerals should be used in numbering figures. Mounted illustrations such as photographs are usually referred to as Plates. The recommended practice is to use Roman numerals to identify plates: e.g. plates III, plate V, etc. do not put the captions on the figures or plates themselves but print them below. Begin each caption flush left, and type the word *Figure*, followed by the appropriate number and a period, all in italics.

Avoid the use of such superfluous phrases as “Graph showing...” Or “Map illustration...” and the like. Large figures may either be neatly folded or photographically reduced to the required size. If the system of folding is selected, a large figure should be so folded as to facilitate ease of reference to it. In using photographic reduction technique, it should be noted that such reductions may cause distortion or relationships.

See sample below:

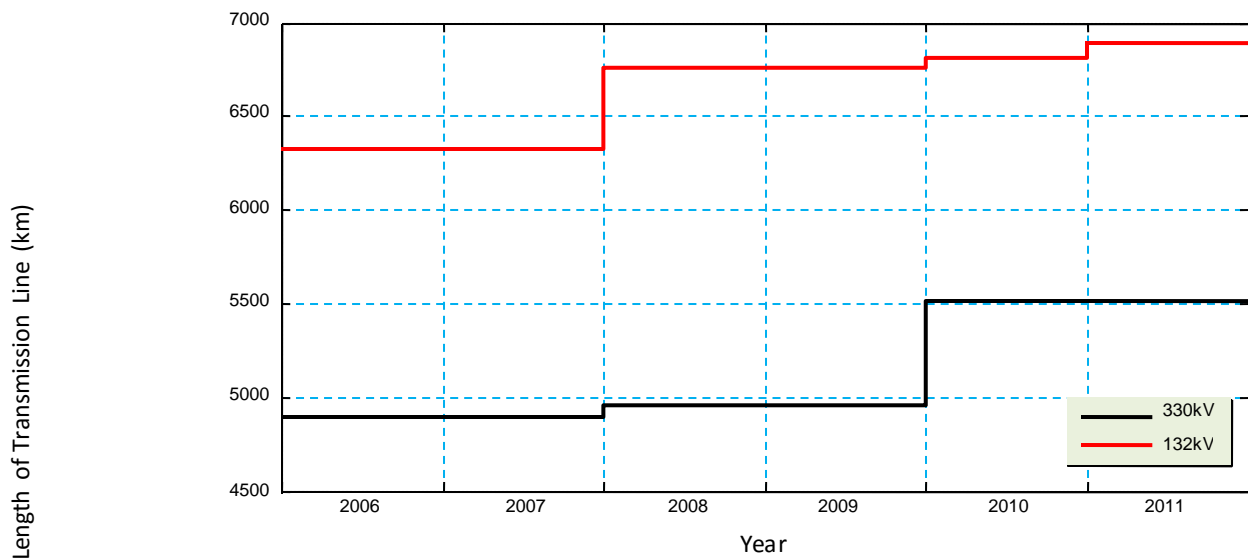


Figure 2: Length of Transmission Line for 132kV and 330kV
Source: TCN Annual Report (2011)

c. Data Presentation

The data used in drawing graphs and charts may be given as appendices.

1.4 NUMERICALS AND UNITS

- In the descriptive text, numerals are usually spelt out if under 10, except when they denote a unit of measurement. All other numbers should appear in Arabic numerals. Insert comma in numerals over 1,000 or space out as recommended by the International System of Units. Use “first”, not “1st”; “2nd”, etc
- Dates should take the form of 10 March, 2015 and not 10th March 2015 i.e. omit “th”. Decades should be referred to without the apostrophe e.g. 2015s, 2005s, 1995s and not 1985’s, 1975’s or 1965’s.
- If you choose to use the percentage sign %, do not mix with spelt figures or vice-versa.
- Units of measurements should be spelt out when appearing alone in the text, but abbreviated according to standard abbreviations when used in Tables and Figures and when qualified by numbers.
- Metric units should be used.

1.5 OPERATIONAL DEFINITIONS/NOMENCLATURE

a. Definitions

Define significant terms that are:

- Specific to the field in which the study is being conducted
- Have every-day language counterparts with which might be confused; and
- Are related substantively or methodologically to your thesis

Such terms should be listed and defined carefully in the introductory chapter in order to provide readers with the common frame of reference you had writing the theses

b. Nomenclature

(i) Organisms (Scientific names should be italicized if type-set)

At their first mention, species names should be in full and backed with authorities in accordance with the appropriate international rules of nomenclature. For example

Aphis Craccivorakock. Echinochloacolona (L) Link., etc. Common names should be defined by the full Latin names at the first mention: e.g. maize (*Zea mays* L.) The names of the authorities should not be given subsequently. Taxa above the rank of genus should be spelt with the first letter in capital and not underlined; e.g. Aphididae, Homoptera, etc. In the case of fungi, if two names are commonly used, the perfect state name should be given with the imperfect state name in bracket e.g., *Mycosphaerellaarachidis* Deighton (*Gerosporaarachidicola* hori).

(ii) Pesticides and Drugs

Common names of pesticides and drugs that have been accepted by either the International Organization for Standardization or British Standard Institution be used wherever possible. If necessary, proprietary names may be given in brackets. e.g. benomyl (Benlate F. Dupont Ltd., U.S.A). Where there is no accepted common name, the proprietary name (spelt with initial capital letter) or code number may be used, with the name of the manufacturer given in brackets. Chemical names of all pesticides and drugs mentioned in the text should be given in an appendix.

1.6 ABBREVIATIONS

- a. Explain all acronyms and abbreviations. A term to be abbreviated must, on its first appearance, be spelt out completely and followed immediately by its abbreviation in parenthesis. Thereafter, the abbreviation may be used in the text without further explanation.

Example:

Auger Electron Spectroscopy (AES) has become a versatile method for studying atoms, molecules, solids and surfaces. Due to its high surface sensitivity, AES is used as routine method in surface science and analysis research. Abbreviations in Figure or Table must always be explained in the figure caption or Table note. An abbreviation that is used in several Figures or Tables must be explained in each Figure or Table in which the abbreviation is used.

b. Latin Abbreviation

Use standard Latin abbreviations only in parenthetical material. In non-parenthetical materials, use the English translation of the Latin terms

Examples:

Latin Abbreviation

cf
e.g.
etc
i.e.
viz
vs.

English Translation

compare
For example
and so forth
that is
namely
versus, against

Exceptions:

Use the abbreviation “vs.” (for “versus”) in reference and text citations. In the reference text, use the Latin abbreviation et al., which means “and others”, in non-parenthetical as well as parenthetical material. Note that where the abbreviation et al. is written in italics type-face, it should not be underlined.

63. REFERENCES**a. The list of References**

The list of References should be arranged alphabetically on authors’ names and chronologically for each author. If an author’s name in the list is also mentioned with co-authors, the following order should be used:

Publications by the same author(s) in the same year should be listed as (1990a), (1990b) etc. The reference style is the American Psychological Association as described below.

b. In-Text Citation**i) One Work by One Author**

- Haruna (2014) compared power loss reduction
- In a study of power loss reduction (Haruna, 2014)

ii) One work by multiple authors

- Bakare and Aliyu (2013) . . .
- transformation of nitrate to protein-nitrogen (Danwanka&Fagam, 2015).
If the authors are three and above, their surnames must be written in first appearance in the text the subsequently followed by et al as shown below.
- Adamuet *al.* (2012) reported. . .
- affected by additive genes (El-Nafatyet *al.*,2012).

Groups of Authors

The names of groups that serve as authors (e.g. corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter.

First text

World Health Organization [WHO] (2017)

Subsequent text

(WHO, 2017)

Works with no author

Anonymous (2015)

(Anonymous, 2015)

Authors with the same surname

Haruna, M. S (2017) &Haruna, Y. S. (2017)

Personal communication

Jiya, J. D. (personal communication April 20, 2017)

(Dutse, A. Y. personal communication January 6, 2015)

- c. **Book References:** References to books, brochures and book chapters are given as follows:

If one author:

Garba, I. H. (2017). **Species Evolution: The Role of Chromosome Change.** Cambridge. Cambridge University Press.

Abdulazeez, M. A. (2015). **Source Book on Nuclear Energy.** John Wiley and Sons, New York, pp. 450-750

If two authors:

Shuaibu, B. & Deba, A. A. (2016). **Science Education in Nigeria.** Heinemann Educational Books (Nig.) Ltd. Pp. 121-130

Group of authors (government agency) as publishers

Nigerian National Petroleum Corporation (2017). **The Role of Inspectorate Division of the NNPC as Guardian of the Nigerian Oil Industry.**

Edited Book

Abrahams, W. [Ed.] (2015). **Plant and Society.** New Delhi; Prentice Hall of India Private Limited.

Book revised edition

Dodge, H. F. (2000). *Sampling Inspection Tables: Single and Double Sampling* (Rev. ed.) New York, John Wiley

Encyclopaedia or Dictionary

Besancon, R. M. (Ed.) (2015). *The Encyclopaedia of Physics.* (3rded.). New York.

Article or chapter in an edited book, two authors

Magaji, A. (2017). The Mathematician in Engineering Practice. In M. B. Abbott & J. A. Cunge (Eds.); *Engineering Applications of Computational Hydraulics vol 1 (pp 1- 10).* London, Pitman Advanced Publishing

Report from a University

Bobzom, S. J. (2013). *Industrial Attachment at Europharm Laboratories, Jos.* (Tech. Rep. No 1). Abubakar Tafawa Balewa University, Bauchi.

- d. **Journal References: These should be written in the following format:**

(i) Journal article, one author

Sani, A. (2012). Liberation of Neutrons in the Fission of Uranium. *International Journal of Chemistry and Physics of Fission.* 20, 178-195.

(ii) Journal article, two authors

Abdul, S. D. & Winti, M. (2016). Genetically Modified Plants for Crop Improvement. *Science.* 244, 1293-1299.

(iii) Journal article three to six authors

Charles, S., Robert, T. & William, G. (2014).Effect of Zinc Deficiency on Hydrogenase Activity Nutrient Uptake inRice.*Agronomy Journal* 80. 882 – 885.

(iv) Journal article more than six authors

Abba, K., Musa, B., John, C., Stone, V. Sunday, P., Zubairu, S. *et al.* (2015). Effect of Zinc on Growth of Soybeans.*Indian Journal of Plant Physiology* 33. (3), 50- 58.

(v) Journal article in press

Coke, J. S. & Arnold, D. (in press): Interpreting, Correcting and Predicting the Toxic Concentrations in Water. *Journal of Environmental Science Technology*.

(vi) Journal supplement

Leslie, D. S., William, A.A. & Rose, B. (2017).The New Ways of Health Care and the Uses of Supplements in Recovery.*Journal of Nutrition Research* 18 (Suppl.2), 9 -15.

(vii) Periodicals published annually

Adenuga, P. N. (2014). Strength Evaluation of Concrete Pours with Additives in a Hot Environment. *Sixth Annual Report*,pp 29 – 30.

(viii) Abstract as original source

Bitrus, S., Sani, G., Saddiq, M. & Musa, Y. (2015). Response of Cattle Plasma to Large Oral Doses of Vitamin A. [Abstract].*Journal of Animal Science Abstract*, 66, 30.

e. Technical and Research Reports

(i) Report available from government printing office

National Institute of Primary Health. (2017). *Training in Health Care Strategies*. (DHS publication No. 10 – 350).Canada Government Printing Office.

(ii) Report from a University

Bobzom, S. J. (2013). *Industrial Attachment at Europharm Laboratories, Jos*. (Tech. Rep. No 1).Abubakar Tafawa Balewa University, Bauchi.

(iii) Proceedings of a meeting or symposia

Scheff, H. &Rian, T. Y. (2016).*A Motivational Approach to Progress: Integration in Elevation*. In Z. Purushotan (Ed.), *Moscow symposium on Motivation*Vol 15 Perspectives on motivation (pp 301 – 421).Moscow Press.

(iv) Unpublished contribution to a symposium

Lichstein, K. L., Johnson, R. S., Wormeck, & Childers, C.K. (2017, June).Relaxation Therapy for Polypharmacy Use in Elderly Insomniacs.In T. L Rosenthal (Chair), *Reducing Medication in Geriatric*

Populations. Symposium conducted at the meeting of the First International Congress of Behavioural Medicine. Uppsala, Sweden.

- (iv) Unpublished paper presented at a meeting
Aboaba, E.E. & Mustapha, A. A. (2016 November). *Palm Fruit Motar as a Light Weight Structural Material for Low Cost Housing*. Paper presented at the meeting of the Nigerian Society of Engineers on the Use of Local Materials in Industries, Uyo, Akwa-Ibom, Nigeria.

- (v) Poster session
Ball, I. O. & Rugby, T. S. (2013). *Characteristics of Reinforcing Fibre: Software Applications*. Poster session presented at the annual meeting of the society for scholarly publishing, London, U. K.

f Doctoral Dissertations and Master's Theses

- (i) Doctoral dissertation abstracted in Dissertation Abstract (DAI) and obtained from UMI
Bower, D. L. (2013). Employee Assistant Programmes Supervisory Referrals: Characteristics of Referring and Non-referring Supervisors. *Dissertation Abstract International* 54 (01) 534B (UMI No. 931540).
- (ii) Doctoral dissertation abstracted in DAI and obtained from the University
Mouldi, E. E. (2015). Tensile Strength of Concrete Affected by Uniformly Distributed and Closely Spaced Short Lengths of Wire Reinforcements. (Doctoral dissertation, Lincolns University, 2015). *Dissertation Abstract International*, 201, 1007.
- (iii) Unpublished doctoral dissertation
Cook, D. J. (1999). *Short uniaxially loaded 'bamboo' reinforced column*. Unpublished doctoral dissertation, University of Nigeria, Nsukka.
- (iv) Unpublished Master's thesis
Haruna, Y. S. (2004). Comparison of Economic Load Dispatch using Genetic Algorithm and Classical Optimization Method. Unpublished M.Eng. Thesis, Abubakar Tafawa Balewa University, Bauchi-Nigeria.

Note: For published master's thesis use the format for doctoral dissertations and replace DAI with MAI.

- (v) Unpublished manuscript not submitted for publication
Buba, M. J. (2005). *Applications and Acceptance of Various Materials for Local Construction*. Unpublished manuscript.
- (vi) Manuscript in progress or submitted for publication but not yet accepted
Suleiman, S. B. 2004). A two-stage Technique for in Vitro Digestion of Forage crop.

Note: Do not give the name of the journal or publisher to which the manuscript has been submitted.

- (vii) Unpublished raw data from study, untitled work
Khuri, A. T. &Connell, J. M. (2013). [Auditory Response Latencies in Rodent's Auditory Cortex]. Unpublished raw data.

Note: Do not italicize the topic, use brackets to indicate that the material is in a description of content, not a title.

g Electronic Media

- (i) Internet article based on a print source
Musa, D. M. &Aliyu, B. B. (2015). Role of Reference Elements in the Selection of Resources.[Electronic version]. *Journal of Bibliography Research*, 20 18 – 35.
- (ii) Article in an internet-only journal
Johnson, C. D. (2003, Feb 16). Cultivating Positive Emotions to Optimize Health.*Prevention &Treatment*.3, Article 001a. Retrieved November 17, 2003, from:http://journal.apa.org/prevention/volume_3/pre_0030001a.html
- (iii) Chapter or section in an internet document.
Stone, B. M. (2012, August, 7). The Development and Application of Vegetable Fibre Composites Outside Africa (Chap. 2). Retrieved September 21, 2004; from: <http://www.baston.org/library/low-Income/two:html>
- (iv) Document available on University, Programme or Department website
Bappah, A. S. (2017). *Technology and Education: Bright Ideas in Bright Settings: Choosing Past and Imagining Education Futures*. Retrieved August, 20, 2017, from Abubakar Tafawa Balewa University, Faculty of Technology Education website: <http://www.fte.atbu/publications/papers/brightideas/.html>
- (v) Paper presented at a virtual conference
Murray, R. T. & Stroud, K. K. (2016). *A comparison of Technical Operator Trust in Humans Versus Machines*. Paper presented at the cyb Erg 96 Virtual conference. Retrieve May 8, 2017, from: <http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan>
- (vi) Daily newspaper article, electronic version available by search
Dilly, O. S. (2017, March, 10). Realities and Emotion,How do People Cope? *The Daily Times*. Retrieved November 18, 2017, from: <http://www.tdtimes.com>
- (vii) Computer software
Owens, M. E. (2014). The Interactive Interface (version 4.0) [Electronic software]. Westminster, CA:Psytek Services.
- (viii) Computer software and manual available on University website

Becker, N. L. (2013). Statistical Software for Matrix Analysis [Computer software and manual]. Retrieved March 20, 2017, from: <http://www.atbu.bh/school/academics/becker/matrix-e.htm>

Link to American Psychological Association (APA) style website for further information: <http://www.apastyle.org/>

64. SUBMISSION OF PROJECT REPORT/THESIS/DISSERTATION FOR EXAMINATION

At least three loose-bound copies of the candidate's project report/thesis/dissertation should be submitted for forwarding to the examiners when the supervisor, the Head of Department and the Dean of the Faculty have certified to the Dean, SPGS in writing that the project report/thesis/dissertation conforms to all the conditions stipulated in these guidelines.

65. BINDING

- a. Project reports/thesis/dissertation should be permanently bound only after the oral Examination and making all necessary corrections and alterations.
- b. The spine of each project report/thesis/dissertation should be lettered boldly in gold to indicate the name of the candidate and the title degree (abbreviation if necessary), month and year.
- c. Master thesis and project report should be in black colour while PhD dissertation in Maroon colour,
- d. The title, name of the candidate, month and year of graduation should appear boldly in upper case letters on the front page

66. NUMBER OF COPIES

Five (5) bound copies of the approved project report/thesis/dissertation should be submitted to the Head of Department and to be deposited as follows:

- (a) SPGS
- (b) University Library
- (c) Department
- (d) Chairman Supervisory Committee
- (e) Other members of Supervisory Committee
- (f) Candidate

67. ABSTRACT

Five copies of the Abstract not exceeding three hundred words in length and electronic copy of the report/thesis/dissertation should be submitted with the appropriate copies of the project report/thesis/dissertation to the Head of Department for onward transmission to the Dean, SPGS.

68. TABLE OF CONTENTS

The headings in the project report/thesis should be arranged according to the scheme in the Table of Contents as shown below:

TABLE OF CONTENTS

Title Page.....i
Declaration.....ii
Certification.....iii
Acknowledgements.....iv
Abstract.....v
Table of Contents.....vi
List of Tables.....vii
List of Figures.....viii
List of Plates.....ix
List of Appendices.....x
Abbreviations, Definitions, Symbols.....xi

CHAPTER ONE

1.0 INTRODUCTION
1.2
1.3
1.2
1.3
1.4

CHAPTER TWO

2.0 LITERATURE REVIEW
2.4
2.5
2.6

CHAPTER THREE

3.0 MATERIALS AND METHODS/RESEARCH METHODOLOGY
3.3
3.4
3.4.1
3.4.2

CHAPTER FOUR

4.0 RESULTS

CHAPTER FIVE

5.0 DISCUSSION

CHAPTER SIX

6.0 SUMMARY, CONCLUSION AND RECOMMENDATION

REFERENCES.....

APPENDICES.....

GLOSSARY.....

Note: *For Master thesis, the Results and Discussion may be combined under one heading if found necessary. This is also applicable to programmes having five chapters in dissertations*

69. SPECIAL APPROVAL TO UNDERTAKE POSTGRADUATE WORK OUTSIDE THIS UNIVERSITY

When Senate is satisfied that the appropriate facilities and supervision exist else-where, it may grant a special approval that part of a candidate's work be undertaken outside the University.

The student who has proven need for such external training shall submit an application to the Board of the SPGS on a prescribed form through his Supervisor, Head of Department and Dean of Faculty. The application must contain detail information on the present state of the student's postgraduate work, what aspect of his work will be undertaken in the external institution and why the Department cannot handle the work in this University.

The Department must show evidence of formal acceptance of the candidate by the outside institution, and of the willingness of such institution to supervise the candidate's work. The Department will be expected to submit a written brief for an outside supervisor whose credentials if possible, should be presented to the Board for scrutiny. The Department shall submit information on the source of sponsorship for such trips, including any commitment to the Faculty.

At the end of the student's visit, his supervisor in the institution must submit a comprehensive report on the student's work during his stay, through the student's Head of Department and Dean of Faculty and the Board of SPGS which body will present the report to Senate.

70. ADMISSION INTO HIGHER DOCTORATES

- a. The degrees of Doctor of Science (D.Sc.), Doctor of Letters (D.Litt.) and Doctor of Law (LL.D) shall be conferred upon candidates who have distinctively made some original contributions to the advancement of sciences, learning and law thereby distinguishing themselves as authorities in their particular field or fields.
- b. The following may be admitted as candidates for the degree of Doctor of Science, Doctor of Letters, and Doctor of Law:
 - i) A graduate of the Abubakar Tafawa Balewa University, Bauchi of not less than fifteen years standing from the first degree (i.e. Bachelor's degree or M.B.B.S.) or ten years after first postgraduate degree.

- ii) A graduate of not than fifteen years standing of an approved University who is in full-time employment as an academic staff of the Abubakar Tafawa Balewa University and has been so employed for not less than five consecutive years.
- c. A candidate shall make the application in the prescribed form to Senate through the SPGS, stating to which Faculty of the Abubakar Tafawa Balewa University, Bauchi he/she considers the original contribution to the advancement of Science, Letters or Law properly belong. The candidate shall also state in what subject or subjects he/she wishes to base claim for the D.Sc, D/Lit. and LL.D.
- d. The candidate shall submit three copies of each published work which he/she wishes to be considered as evidence for the claim of the degree. Consideration of the candidate's contribution shall be restricted to the publications submitted. No additional publication will be accepted after the initial lodgement of the application.
- e. Published work shall mean only those publications which have appeared in print in bound form or in learned journals and periodicals and are already available to the general public in catalogues or reference libraries. Proof of papers not yet published is not acceptable. Memoranda or any reports of Government Departments or other organizations which have not been published and released to the general public will likewise not be submitted. Where joint publications are submitted the candidate shall provide a statement of his/her own contribution to the work.
- f. The conferment of the degree shall be after a successful assessment by three External Assessors.

75. AVAILABLE POSTGRADUATE COURSES

The following Postgraduate Programmes are available at Doctor of Philosophy (PhD), Master of Science (MSc) Master of Education (M.Ed.), Master of Engineering (M.Eng.), Master of Technology (M.Tech.), Master in Business Administration (MBA), Master of Business & Entrepreneurship Development, Master of Health Management, Master of Banking & Finance, Master of Accounting and Finance and Postgraduate Diploma (PGD) levels as the case may be. All postgraduate courses can be found from this link:

http://atbu.edu.ng:8080/pgadmissions/list_of_courses

CERTIFICATION OF AWARD BY SENATE

ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI



THIS THESIS SUBMITTED BY

WAS ACCEPTED IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
DEGREE OF

OF THIS UNIVERSITY

THE DATE OF AWARD IS: _____

DEAN, SPGS _____ DATE: _____

PART B

Courses Curricula