COMMISSION FOR HIGHER EDUCATION

GUIDELINES

FOR

PREPARING REGULATIONS FOR DOCTORAL DEGREE PROGRAMMES
1.0 Interpretation of Terms/Key words

In these Guidelines unless the context otherwise requires

“academic staff” means members of the teaching staff of a university;

“academic year” means a continuous period of teaching examination and study organised in a full year mode, semester mode and quarter mode and extending over not less than thirty calendar weeks;

“compensation” means the practice of awarding a pass mark in respect of a failed course by reason of a candidate having passed other courses offered in the same curriculum or programmes of study;

“course” means a single unit of study in a curriculum or programme of study;

“curriculum” means an organised programme of study for a given degree, diploma or certificate awards incorporating all matters such as academic staff requirement, duration of academic programmes, admission requirements, programme content requirements and assessment process requirements;

“department” means an academic division into which a faculty is divided for purposes of teaching, examinations and administration;

“faculty” means an academic division so designated or established under the instruments constituting a university and it may also mean academic members of staff;

“institute” means an organisation founded for a particular work such as education, promotion of arts or scientific research;

“lecture hour” means a period of time equivalent to one hour and representing one such continuous hour in lecture form, two in a tutorial session, three in a laboratory practical or practicum and five in farm or similar practice;
“Programme of study” means the prescribed syllabus that students must be taught at each key stage;

“re-sit examination” means an examination taken again by a candidate who has not been successful in a previous attempt;

“school” means a faculty or a cluster of departments specializing in a particular subject area;

“supplementary examination” means the practice of re-examining a candidate who was not successful in a previous attempt.

“syllabus” means a full description of the content of each course offered in a given programme of study;

2.0 Scope

2.1 These guidelines are applicable to all chartered universities who wish to lodge new Doctoral Degree programmes based on:

a) Either coursework, examination and project;

b) Or, coursework, examination and thesis, and where the half to two-thirds of the programme duration is devoted to the thesis;

c) Or, thesis only under specified circumstances to be stated by the university and for such a period as stipulated in the university regulations.

2.2 For a University to qualify to offer doctorate degree programmes they should have been offering a relevant Masters programme and successfully graduated at least three cohorts.

The guidelines herein indicate the basic information that should be included in the Regulations.

3.0 General Information

3.1 Vision of the University.

3.2 Mission of the University.
3.3 **Philosophy** of the University.

*The Vision, Mission and Philosophy should be as stated in an Act of Parliament, Legal Notice or a Charter that establishes the University or in the University’s Strategic Plan or Master Plan, whichever is current.*

### 4.0 Academic Resources

#### 4.1 Physical Facilities

A brief description of the physical facilities that will support the doctoral degree programme. These should include but are not limited to:

a) Information resources (including library);

b) Laboratories;

c) Studios;

d) Workshops;

e) Tuition farms/land; and

f) Lecture/Tutorial/Seminar/Office/ Meeting rooms.

#### 4.2 Equipment

A brief description of equipment available for use for the doctoral degree programme irrespective of its location. These include:

a) Laboratory equipment;

b) Studio equipment; and

c) Incinerators.

#### 4.3 Academic Staff

A list of staff available for the Doctoral programme, including:

a) Teaching staff;

b) Technical staff;
c) Library staff.

Details of staff qualifications, experience and involvement in postgraduate studies, mode of engagement (part-time or full time), rank in the university (full professor, associate) professor etc to be appended to the checklist (verification list).

4.4 Graduate programme(s) offered by the University
A list of graduate programme(s) offered by the university indicating:

a) Form (Full time or part-time);

b) Mode of study (Modular, Sandwich or Open and Distance Learning); and

d) Duration of each programme (Minimum and maximum)

4.5 University Academic Organization
The University should show the organization of its academic programmes, indicating where they are offered, namely: whether in faculty, school, institute, centre or such other structure.

5.0 The Regulations

The regulations should cover and not be limited to the following areas:

5.1 The Curriculum Programme

5.1.1 The underlying philosophy of the curriculum, which should be consistent with Institutional Philosophy

5.1.2 Title of the programme offered:

a) Spell out the specific objectives for the programme.

b) List of courses offered for the programme.
   i) Lecture hours/course units/credit hours (as the case may be), for each indicating core courses, to be taken by a student taking a given course;
ii) Elective courses (giving details of load as above);
iii) Other courses which may be taken to meet graduation requirements (giving details of load as above);
iv) Total lecture hours/course unit/credit hours required for graduation.

5.2 Eligibility for Registration
These should include:
   a) Admission requirements specifying;
      i) Relevant Master’s degree from a recognized institution; or
      ii) A candidate registered for a relevant Master’s degree and whose registration has been upgraded (pertinent documents indicating how this is done in the university to be given).

   b) Medium of instruction / Language requirements;

   c) Requirements for submission of applications; and

   d) Guidelines for processing of applications.

5.3 Structure of Programmes
   a) Coursework, examination and project

   b) Coursework, examination and thesis; and

   c) Thesis only.

5.4 Form and Duration of study
   a) Form (Full-time / Part-time).

   b) Duration (Minimum / Maximum).

5.5 Student Assessment

A brief description of the mode and the process of assessment to cover but not limited to the following:

   a) **Coursework, Examination and Project**
      i) Continuous assessment to include practicals, assignments and/or research papers;
ii) Examinations (written and/or oral, and grading system); and
iii) Dissertation/Project Report.

b) **Coursework, Examination and Thesis**
   i) Continuous assessment to include practicals, assignments, research papers and/or project reports;
   ii) Examinations (written and/or oral, and grading system); and
   iii) Thesis.

c) **Thesis Only**
   i) Records of student-supervisor(s) interactions;
   ii) Research progress reports;
   iii) Seminar presentation on research progress; and
   iv) Thesis.

5.6 **Conduct of Studies and Supervision**

This section should cover but not limited to the following:

a) Student(s)’ rights, responsibilities and obligations;

b) Appointment of supervisors;

c) Role and responsibilities of supervisors;

d) Role and responsibilities of Dean/Director of the Faculty/School/Institute, Centre;

e) Role and responsibilities of the Director/Dean of Postgraduate School/Board;

f) Conditions for change of registration status;

g) Conditions for change of supervisors; and

h) Submission and evaluation of Candidate’s progress reports.

5.7 **Examination Regulations**

a) **Coursework, Examination and Project**

   This should cover but not limited to the following:
i) Types of examinations and their weighting;
ii) Mode of examining;
iii) Examination malpractices;
iv) Disciplinary action (Such as termination of registration or deregistration);
v) Selection of project supervisors; and
vi) Project defense requirements.

b) **Coursework, Examination and Thesis**
   This should include:
i) Types of examinations and their weighting;
ii) Mode of examining;
iii) Examination malpractices;
iv) Disciplinary action (Such as termination of registration or deregistration);
v) Regulations governing research proposal submission;
vi) Steps in proposal evaluation for candidate’s registration;
vii Selection of supervisors;
viii) Selection of examiners;
ix) Selection of viva-voce panel;
x) Conduct of thesis defense /oral examinations; and
xi) Re-examination of revised thesis.

c) **Thesis Only**
   This should cover but not be limited to the following:
i) Regulations governing research proposal submission;
ii) Steps in proposal evaluation for candidate’s admission;
iii) Selection of supervisors;
iv) Selection of examiners;
v) Selection of viva-voce panel;
vi) Conduct of thesis defense /oral examinations; and
vii) Re-examination of revised thesis.

5.8 **Conflict Resolution Mechanisms**
a) Description of malpractices;

b) Disciplinary procedures;
c) Appeal procedures; and

d) Communication channels.

6.0 Appendices

Appendix 1: Details of Academic Staff
List of academic staff (teaching staff, technical staff, library staff) indicating but not limited to:

a) Academic qualifications, where and when obtained;

b) Experience (Teaching, Research and Supervision);

c) Professional experience (Consultancy, Relevant Community Service);

d) Mode of engagement (full-time or part-time);

e) Rank in the university (full professor, Associate professor, chief technician, senior librarian); and

f) Relevant publications and patents.


The regulations should cover but not limited to:

a) Form;

b) Content;

c) Length;

d) Binding requirements; and

e) Submission requirements.

Disclaimer:

The Commission for Higher Education reserves the right to amend the content of these guidelines without notice. Institutions should obtain the latest edition from the Commission.