

**COMMISSION FOR HIGHER EDUCATION**

**GUIDELINES**

**FOR**

**PREPARING REGULATIONS FOR DOCTORAL  
DEGREE PROGRAMMES**

# **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);
- c) 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.

### **Appendix 2: Regulations for Preparation and Submission of Project Report, Dissertation, and Thesis**

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.***