



UNIVERSITY OF MEDICAL SCIENCES

LAJE ROAD, ONDO

THE POSTGRADUATE SCHOOL

SUMMARY OF POSTGRADUATE STUDENTS' INFORMATION

1. Signing the code of conduct/ethics form on the day of Matriculation is compulsory for all admitted postgraduate (PG) students
2. All formal communication with the PG School (by students) shall be through the Faculty Deans, Postgraduate Sub-Deans and HoDs as appropriate.
3. Students are advised to discuss appropriately with their HoDs and Sub-Deans on matters to be requested or communicated to the Postgraduate School
4. All Students' communication should be in writing, and bears student full name, signature, matriculation number and phone number
5. Semester registration and payment of the required semester / annual school fee is compulsory for all PG Students. Deadlines for these will not be extended
6. Failure to register for 2 semesters will amount to automatic loss of studentship
7. Submission of annual progress report is compulsory for all students, and this must be duly signed and processed to the Postgraduate School
8. All requests for leave of absence, deferment of semesters/session etc. must be accompanied with valid reasons and evidence of payment of School fees
9. Attendance at Matriculation ceremony, the twice annual Postgraduate Discourse programme, and PG Colloquium is/are mandatory for all students
10. Attendance at class lectures, etc. as appropriate is compulsory for all students
11. Failure in a compulsory/required course indicate that you're doing it again at the next available opportunity. This requires you to re-register for the failed course and pay appropriate fees. All payments should be to the University account via the Bursary & receipted, and not to any individual account
12. Sick leave certificates from outside the University must be verified and authenticated by the Medical Director of UNIMED Health Center, and it is the duty of the student to process this authentication
13. Your studentship ends with clearance and signing out from the PG School
14. Requests from Students should be made on time, retrospective requests are not encouraged
15. Familiarize yourself with the PG Calendar, the PG Handbook, PG forms, your programme curriculum, semester courses and other documents, some of which are available at the Department and the PG School website