



POSTGRADUATE SCHOOL

**UNIVERSITY OF MEDICAL SCIENCES
LAJE ROAD ONDO CITY, ONDO STATE, NIGERIA**

POSTGRADUATE STUDENTS' HANDBOOK

APRIL 2022

PRINCIPAL OFFICERS OF THE UNIVERSITY

| | | |
|--|---|--------|
| Vice Chancellor | Prof. Adesegun Olayiwola B.Sc., MBChB, MPH, FWACP. PhD | Fatusi |
| Deputy Vice-Chancellor (Academic) | Prof. Roseangela I. Nwuba, B.Sc., M.Sc., PhD | |
| Deputy Vice-Chancellor (Administration & Clinical Services) | Prof. Adolphus O. Loto BDS,FWACS | |
| Registrar | Dr. W. J. Ekundayo B.Ed., MPA, MBA, PhD | |
| Bursar | Mr. M.S.O Shittu, B.Sc., M.Sc., FICAN, FCA | |
| Acting Librarian | Mr. F.J. Folorunso CLN, M.LIS(Ib), B.LIS(IB) | |

OFFICERS AND STAFF OF THE POSTGRADUATE SCHOOL

| | |
|--------------------------|-----------------------------------|
| Prof. J. A. Ademokoya | Dean, Postgraduate School |
| Dr. E. S. Uhunmwangho | Vice-Dean, Postgraduate School |
| Mrs. Helen. A. Atunwa | DR/Secretary, Postgraduate School |
| Mrs. Ikeoluwa T. Oyolola | Administrative Officer I |
| Miss Mercy N. Nsah | Personal Secretary I |
| Mr. S. T. Oladokun | ICT Officer |

NATIONAL ANTHEM

Arise O compatriots
Nigeria's call obey
To serve our fatherland
With love and strength and faith
The labour of our heroes past,
Shall never be in vain
To serve with heart and might
One nation bound in freedom, peace and unity.

Oh God of creation,
Direct our noble cause
Guide our leaders right
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where peace and justice shall reign

NATIONAL PLEDGE

I pledge to Nigeria my country
To be faithful, loyal and honest
To serve Nigeria with all my strength
To defend her unity
And uphold her honour and glory
So help me God

UNIMED ANTHEM

Creating to pursue excellence
For research and with care to all
To achieve the best in health sciences
Build our nation change the world

Touching lives and making impact
in the nation is our goal
Touching lives and making impact
is how we will grow
UNIMED UNIMED giving all for a better tomorrow
UNIMED UNIMED better health for greater Nation

Pathway to a healthy nation
Frontiers in medical innovation
And a benchmark in health education
Step by step in one accord

Touching lives and making impact
in the nation is our goal
Touching lives and making impact
is how we will grow
UNIMED UNIMED giving all for a better tomorrow
UNIMED UNIMED better health for greater Nation

ONDO STATE ANTHEM

Ise wa fun ile wa

Fun Ile ibi wa

Ka gbee ga

Ka gbee ga

Ka gbee ga fun aye ri

Igbagbo wa nipe bati beru la bomo ka sise

Ka sise

Ka sise ka jo la

Isokan ati ominira

Ni ke je ka maa lepa

Tesiwaju fopo ire ati ohun to dara

Omo Oodua dide bo si ipo eto re

Iwo ni imole gbogbo Adulawo

Table of Contents

| | |
|---|---------|
| Title..... | 1 |
| Principal Officers of the University..... | 2 |
| Officers of the Postgraduate School..... | 2 |
| National Anthem and Pledge..... | 3 |
| Ondo State Anthem..... | 4 |
| Table of Content..... | 5 |
| Forward..... | 6 |
| Preface..... | 7 |
| History of Postgraduate School..... | 8 |
| University Mission and Vision..... | 9 |
| Organogram of PG School..... | 9 |
| Channel of Communication..... | 9 |
| Chapter 1 (Administration of PG School)..... | 10-13 |
| Chapter 2 (Admission Registration and Studentship matters)..... | 14-17 |
| Chapter 3 (Examination related matters)..... | 18-19 |
| Chapter 4 (Format for writing Dissertation and Thesis)..... | 20-23 |
| Chapter 5 (Students' Grievances and Disciplinary matters)..... | 23-25 |
| Chapter 6 (Course Titles and Descriptions)..... | 26-283 |
| Faculty of Basic Medical Sciences..... | 26-43 |
| Faculty of Basic Clinical Sciences..... | 44-77 |
| Faculty of Clinical Sciences..... | 78-116 |
| Faculty of Dental Sciences..... | 117-151 |
| Faculty of Nursing Sciences..... | 151-160 |
| School of Public Health..... | 161-182 |
| Faculty of Sciences..... | 183-283 |

FOREWARD

In December 2014, a new star – University of Medical Sciences (UNIMED), Ondo – appeared in the firmament of the Nigerian tertiary education system! Proudly Nigeria’s first specialized Medical and Health Sciences University, UNIMED has, indeed, been blazing the trail and redefining the landscape of medical and health sciences education. With our eyes firmly fixed on our mission of providing “*integrated education and research of exceptional quality in all health-related sciences*”, UNIMED has become the university with the largest collection of medical and health-related courses and fast approaching our dream as a “one-stop” institution for all medical and health sciences training programmes- the first ever in Nigeria. The 2021 ranking of the National Universities Commission validates the courageous vision and efforts of the institution as the third-highest ranked specialized university in Nigeria and the best ranked of the growing number of specialized medical and health sciences universities. Truly, we can beat our chest as the “The First and the Best”.

Yet we are not at our destination and we will not rest on our oars till we achieve the great vision of our founding fathers “to be a thriving medical and health sciences University, locally, national and internationally recognized for excellence and innovation. “One of the next dimensions of our development agenda is the full realization of quality postgraduate education. As Stefan Collini posits in his book, “What are Universities for?, the University is a “knowledge and human-resource industry” that specializes in two kinds of product – high-quality multi-skilled units of human capacity” and “commercially relevant, cutting-edge new knowledge in user-friendly packages of printed materials”. We recognize the primacy of postgraduate education in expanding the frontiers of knowledge and advancing human development, and we are intentional about the type of postgraduate education we intend to run. We intend that our programme will serve as an intellectual hub for cultivating innovative ideas, advancing basic and applied, and shaping evidence-based policies geared at positively transforming our nation and world. Thus, as an institution, postgraduate education provides us with a great platform to increasingly accomplish our agenda of “*Touching lives, and making impacts*”, as our University anthem states. Thus, our desire is not to produce people with higher “paper degrees” and theoretical knowledge. Rather, through our postgraduate education, we aim to expand our horizon in the production of highly skilled and creatively-minded health scientists and health professionals with the ability to significantly contribute to national and global development through sound, credible, and ethical research and scientific endeavours.

Dating back to the days of the pioneer Vice-Chancellor, Prof Friday Okonofua *FAS, FAAS*, who established the Postgraduate School, UNIMED has held the dream of establishing postgraduate programmes dear to its heart. Building on the foundation inherited, we have invested significantly towards ensuring a sound implementation framework for postgraduate education and fashioning out the programmes. I am glad that these efforts are now yielding the desired fruits. Our School of Public Health, the first full-fledged School of Public Health in Nigeria, kicked the ball rolling with the commencement of its postgraduate diploma programme in 2021. Our first set of students for Masters of Public Health commenced lectures in May 2022. Students in our various M.Sc. and doctorate programmes will soon be joining them, shortly. Our Institute of Advanced Clinical Science Education has also virtually completed the development of the curricula for the PhD degree in several fields of Medicine and Dentistry, which are aimed at addressing the yawning gap in Nigeria’s medical education field. I am confident that our postgraduate programmes will all be operated in line with our overarching philosophy of “excellence or nothing”. No doubt, our postgraduate programmes will bear the classical mark of the “*UNIMED advantage*”: providing high-quality education that responds positively to the global dynamics of the 21st Century educational and development landscape, and operates in a steady environment of uninterrupted academic sessions, thereby ensuring timely graduation of high-impact graduates.

Professor Adesegun O. Fatusi
Vice-Chancellor

PREFACE

University of Medical Sciences (UNIMED) Ondo City, Nigeria is fast becoming renowned as the first and a fast-growing Nigerian specialized University of Medical and Health Sciences. Her impressive records in floating the highest number of medical and health related courses and running an uninterrupted academic calendar since her inception in 2015, just to mention few, are very heartwarming to many who treasure quality, continuity and prospectiveness.

The University's Postgraduate School (UNIMED-PG School) has its mandate well cut out from its advent-extend, expand and explore. To **extend** the laudable achievements which UNIMED has attained at the undergraduate level to the postgraduate level, **expand** the UNIMED horizon to larger frontiers of learning and **explore**, through higher education and intensified research activities, the possibility of producing the needed interventions for meeting human health challenges.

The UNIMED Postgraduate School is very promising with her prospects for uninterrupted academic calendar, dedicated and experienced lecturers, robust academic programmes and excellent opportunities for profession enhancement, career progression and study satisfaction.

Typical of a specialized health and allied sciences university, the UNIMED Postgraduate School runs programmes/courses conceived from pragmatic and realistic view of the 21st century health education, medical research and professional best-practice needs. The School offers a variety of vibrant and modern programmes/courses in Medicine, Basic Medical and Clinical Sciences, Public Health and Allied Health Sciences. The new 2022/2023 academic session is expected to commence this October with additional programmes/courses such as Nursing, Mathematics, Master of Science in Health Law and Policy and Postgraduate Certificate and Diploma and Master of Science in Health Profession and Biomedical Education.

One certain fact with the UNIMED Postgraduate School is her resolve to keep on extending, expanding and exploring in her bid to create more room for excellence in education, research and care for all. It is my pleasure therefore to welcome you to a Postgraduate School that is posed to touch life and make impact on humanity.

Professor Julius Abiola Ademokoya Mnae, Fnae, Fimc

Dean, UNIMED Postgraduate School

September, 2022.

HISTORY OF THE POSTGRADUATE SCHOOL

The University of Medical Sciences (UNIMED) Ondo City Nigeria, is a specialised University established by the Ondo State Government in April, 2015. It is the first of its kind devoted to the Medical Sciences in Nigeria and, indeed in the West Africa sub-region.

The University of Medical Sciences Ondo, was set up to correct the deficiencies in human resources development of the health sector in Nigeria and as an attempt to enable it meet the world standards.

The University is driven by the passion for excellence with great emphasis on Health Sciences disciplines.

Its primary objectives are to;

- prepare students for leading professional roles in all disciplines in the health sector in Nigeria and globally;
- offer the best tertiary health care (including preventive and curative care) for all forms of diseases, disabilities and deformities that are prevalent in Nigeria specifically, and throughout the African region broadly;
- promote research and creative work for transforming and improving the health of Nigerians and the world at large;
- develop human and physical resources of the University to some of the best attainable standards in the world; and
- promote the health and social well-being of Nigerians through engagement, outreach services and public education.

Pursuant to the above, the University which admitted its first set of students in the 2015/2016 academic year, graduated its first set in the 2019/2020 academic session.

Bouyed with the success of laying a solid foundation for the university, the university decided to widen the scope of academic knowledge in the Health Sciences by proposing a Postgraduate School.

This will come after the graduation of its first set of students. This is to further its course of excellence in teaching, research, creative health activities and service to the state, society and the world at large.

Without doubt, UNIMED has lived up to expectations and has become a University of medical excellence as well as an academic destination of choice for students, scholar and researchers in the Allied Health Sciences within a short time.

As part of its vision and mission in terms of having access to quality health care through competent healthy professionals trained in a global institution that is second to none. The Senate of the UNIMED approved the establishment of the Postgraduate School in 2019. The School admitted its first set of postgraduate diploma students in public health in 2020/2021 session. In 2021/2022 session, the school admitted its first master and Phd students in public health, sciences and basic medical sciences programmes.

Postgraduate training occupies an important place in the advancement of teaching and research. It is the wish of the university to give priority to issues of admission and to scholarships to excellent graduate of UNIMED.

The Postgraduate School at UNIMED will continue to focus on promotion of research and creative work for transforming and improving the health of Nigerians and the world at large.

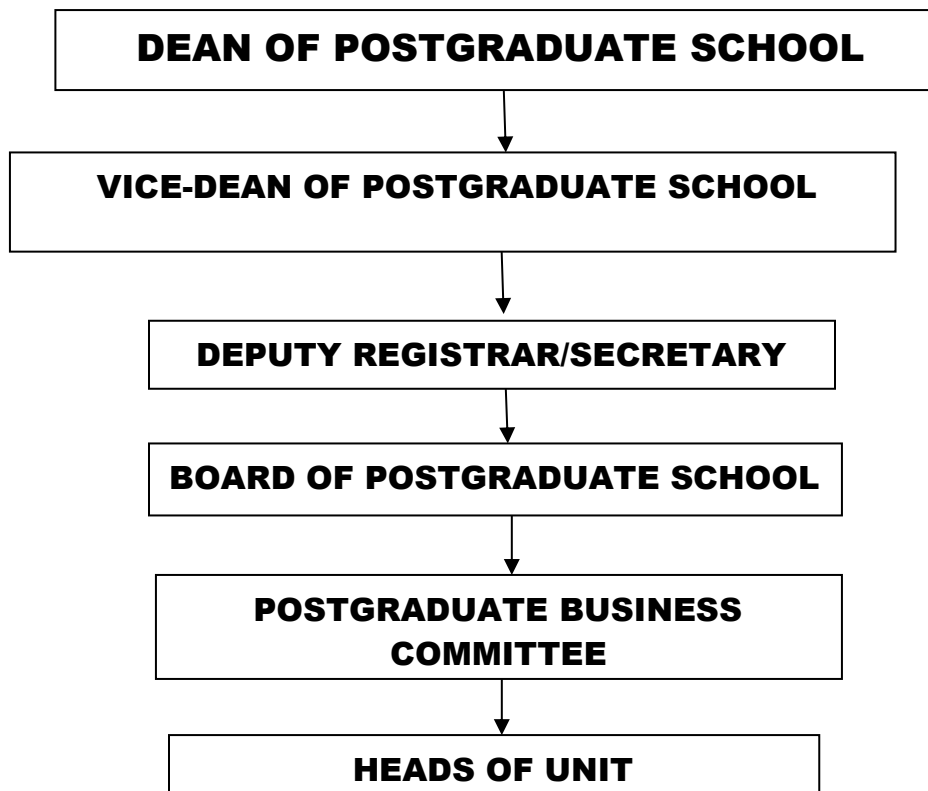
MISSION OF THE UNIVERSITY

The Mission of the University of Medical Sciences, (UNIMED) is to provide exceptional quality and comprehensive health care, integrated education and research in all health-related sciences, to expand access to compassionate and high-quality health care for under-served population and to lead the scientific pathway for reducing the burden of disease in our areas of operation.

VISION OF THE UNIVERSITY

The vision of the University of Medical Sciences, Ondo is to be a thriving medical School and health Sciences University, locally, nationally and internationally recognized for excellence and innovation in health education and research, and for ability to translate research findings for the improvement of health in communities with high burden of diseases.

ORGANOGRAM FOR THE MANAGEMENT OF THE UNIMED POSTGRADUATE SCHOOL

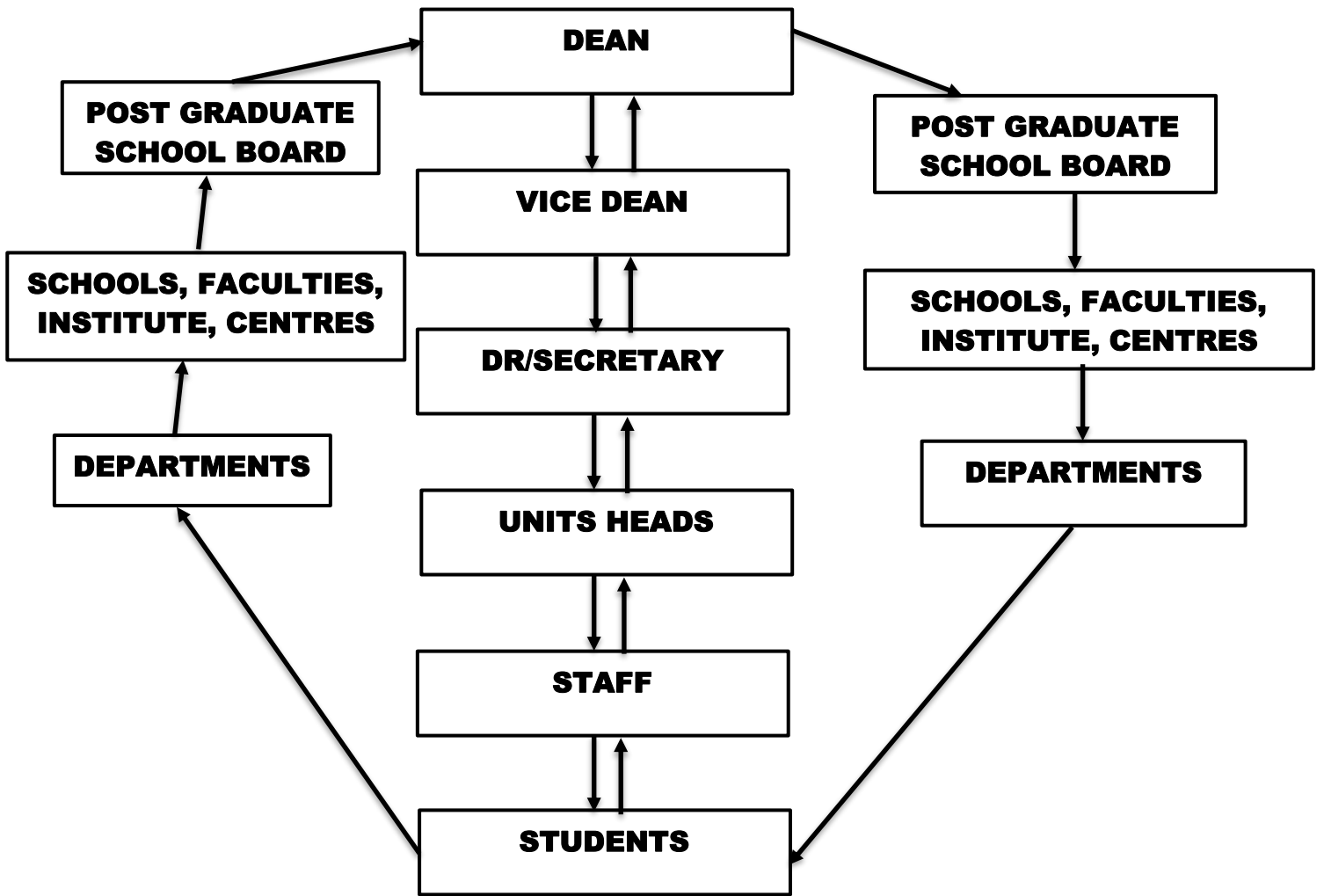


CHANNEL OF COMMUNICATION IN THE ADMINISTRATION OF THE POSTGRADUATE SCHOOL

All matters concerning Postgraduate Studies are addressed to the Dean of Postgraduate School from the Departmental Postgraduate Committee and HOD through the School/Faculty Representative and Dean.

The Postgraduate School also employs the following communication in its administrative processes.

POST GRADUATE SCHOOL COMMUNICATION CHANNEL



CHAPTER ONE

ADMINISTRATION OF THE POSTGRADUATE SCHOOL

COMMITTEE SYSTEMS IN ADMINISTRATION OF THE POSTGRADUATE SCHOOL

The following are Committees involved in the administration of the Postgraduate School.

Sub-Committee of the Board of Postgraduate School

1. The Executive Committee

The Executive Committee's membership and terms of reference are as follows: -

Membership

Dean of Postgraduate School

Vice-Dean Postgraduate School

Deans of Faculties

Directors of Academic Institutes

Sub-Deans Postgraduate School in the respective Faculties and Institutes

The Deputy Registrar/Secretary of the Postgraduate School serves as the Secretary

Terms of Reference

- i. Appointment of examiners for M.Phil., Ph. D, D.Sc/D.Litt. examinations
- ii. Approval of remuneration of examiners for postgraduate examinations
- iii. Registration of title of M.Phil. dissertations and Ph. D theses
- iv. Conversion of registration from M.Phil./Ph. D to Ph. D
- v. Permission for exemption from courses
- vi. Suspension/reactivation/extension of registration

The Committee meets every other month throughout the academic session.

2. Finance Committee

Just as in every other academic unit of the University, the Postgraduate School has a Finance Committee whose duty is to ensure prudent management of the school's finances. The Membership and Terms of Reference of the Committee are:

Membership

- i. The Deputy Vice-Chancellor (Academic) – Chairman
- ii. Dean of the Postgraduate School
- iii. Vice-Dean of the Postgraduate School
- iv. Representatives of the various Faculties in the University

Terms of Reference

- i. Prepares estimate for the annual budget of the Postgraduate School, subject to its approval
- ii. Meets at least once a month to monitor the implementation of the operating budget, including the disbursement of all incomes approved purchases of materials, equipment and any other important financial issues.
- iii. Enforces existing limit beyond which the Dean shall not incur expenditure without its concurrency.
- iv. Obtains periodic reports on on-going research projects from recipients of the Postgraduate School research grants
- v. Exercises control over the property of the school, and
- vi. Submits a report to the Board of the Postgraduate School at the end of each semester with a copy forwarded to the Vice-Chancellor.

3. Admissions Committee

The Postgraduate School has Admissions Committee whose duty is to handle admission process into the Postgraduate programme. The Membership and Terms of Reference of the Committee are as follows:

Membership

Deputy Vice-Chancellor, Academic (Chairman)

Dean of Postgraduate School

Vice-Dean of Postgraduate School

Postgraduate School Administrative Staff

All Deans/Directors of Faculties/Institutes

All Postgraduate Sub-Deans of Faculties/Institutes

Postgraduate Admission Officers

Terms of Reference are to:

- i. consider and advise the Board on recommendations from various Departments on postgraduate admission;
- ii. consider and make appropriate recommendations to the Board on deferment of admission;
- iii. handle requests for reactivation, extension of time on programme of study;
- iv. advise the Board from time to time on issues bordering on postgraduate admissions in the University and
- v. Any other functions as may be identified by the Board.

4. Postgraduate School Curriculum Committee

The membership and terms of reference of the committee are as follows:

Membership

Vice-Dean of Postgraduate School (Chairman)
All Deans/Academic Directors of Faculties/Institutes/Centres
All Sub-Deans Postgraduate, Faculties/Institutes/Centres
Representatives of Senate Curriculum Committee
Representatives of Academic Planning

Terms of Reference are to:

- i. examine and advise appropriately on postgraduate curricula submitted by Departments in the University;
- ii. consider proposals for amendment of postgraduate courses, introduction of new programme and advise the Board of postgraduate programme in the University;
- iii. recommend to the Board, desired change in the academic structure of postgraduate programme in the University;
- iv. consider any other matter that may be referred to, on the development of academic programme and to keep these under constant review.

The Committee meets every other month throughout the academic session.

5. Ad-Hoc Committee on Endowment, Finance, Grant, Linkages and Fellowship

The membership and terms of reference of the committee are as follows:

Membership

Deputy Vice-Chancellor, Academic (Chairman)
Dean of Postgraduate School
Vice-Dean, Postgraduate School
Representatives of Advancement, Investments & Consults
Representatives of Bursary
Representatives of Academic Planning

Representatives of Centre for Research and Development
Selected Deans

Terms of Reference are to:

- i. identify the areas of need of Postgraduate School
- ii. identify sources of assistance in cash or kind;
- iii. make recommendations to the Dean of Postgraduate School whenever necessary on (i) and (ii).
- iv. handle preparation of budgets and monitoring of the finance activities of the school.
- v. source for and identify both national and international opportunities for academic linkages, research, fellowships and grants.
- vi. handle the development of Memorandum of Understanding (MOU) between the Postgraduate School and other national/international institutes, industries, non-governmental organizations and so on.
- vii. to handle all matters on scholarship.
- viii. Any other functions as it may be identified by the Board.

6. Committee on Accreditation of Postgraduate programme

The membership and terms of reference of the committee are as follows:

Membership

Under Dean's Leadership Discretion

Terms of Reference are to:

- i. make necessary preparation in order to ensure full accreditation of all postgraduate programme in the University.
- ii. carry out mock accreditation for all postgraduate programme in the University.
- iii. make other necessary recommendations to Senate via the Board of Postgraduate School.

7. Postgraduate Students' Examination and Time-Table Committee

The membership and terms of reference of the committee are as follows:

Membership

Vice-Dean, Postgraduate School

Sub-Deans in each Faculties/Institutes

Terms of Reference are to:

- i. consider and advise the Board on all issues relating to examinations for each semester
- ii. consider and advice the Board on matters relating to Examination Time-Table for each semester
- iii. review the existing regulations from time to time for appropriate recommendations to the postgraduate Board.
- iv. Any other functions as may be identified by the Postgraduate School Board.

CHAPTER TWO

ADMISSION, REGISTRATION AND STUDENTSHIP MATTERS

1. ADMISSION PROCESSES

2. REGISTRATION PROCEDURE AT THE POSTGRADUATE SCHOOL

Candidates who have been issued with letters of admission for registration shall register first at the Postgraduate School presenting the following documents:

1. Admission letter
2. Original Certificates for verification
3. NYSC discharge Certificate
4. Evidence of payment of prescribed fees
5. Student information form
6. Student medical examination form
7. Course registration form

The Candidate shall submit photocopies of receipt to the Secretary, Postgraduate School and in turn obtain student information forms and course registration forms.

Every student is expected on first registration to sign the University register for postgraduate students at the Postgraduate School.

3. REGISTRATION PROCEDURE IN THE DEPARTMENT

A Candidate duly registered in the Postgraduate School shall proceed to the Department where his or her choice of programme is domiciled for briefing by the Head of Department and then proceed to register courses in the Department. He/she shall present for registration:-

1. Admission Letter
2. Evidence of registration at the Postgraduate School
3. Evidence of payment of all dues
4. Original Certificates for verification
5. NYSC discharge/exemption Certificate
6. Student Medical Examination Form
7. Course registration Form
8. Information Form

4. LATE REGISTRATION

Late registration begins after a month of resumption for the first semester and candidate's forms will be accepted only with the permission of the Dean, Postgraduate School and on the payment of the prescribed penalty fees of ten thousand naira only. The window for late registration shall be two weeks, after which candidate will forfeit the admission.

5. DEFERMENT OF REGISTRATION

An offer of the admission not taken up in the particular year it is given, will normally be considered to have lapsed. The affected candidates may however reapply in the following academic year, if they are still interested in their respective programmes of study. Such applications will be considered afresh along with other new ones.

In exceptional cases a candidate may be allowed for good reasons to defer registration for a year on the recommendation of his/her Faculty Postgraduate Studies Committee through the Departmental Postgraduate Studies Committee.

Applicants for such deferment shall complete the prescribed form obtainable from the Postgraduate School on payment of a prescribed deferment fee of ten thousand naira only. The maximum time allowed for deferment shall be normally one year.

6. MAINTAINING POSTGRADUATE STUDENTSHIP

To maintain studentship for any higher degree of the University, a student shall have been duly registered as prescribed in this handbook.

There shall be satisfactory progress report(s) on each student in respect of the coursework of the research study on the recommendation of the supervisor(s) through the appropriate faculty/school Committee and as approved by the Board.

7. PENALTY FOR BREACHING THE ABOVE REQUIREMENTS

Non registration for one semester except by Senate approval shall automatically lead to termination of studentship.

PERIOD OF STUDY FOR Ph.D/MD PROGRAMME

- i. The Minimum period of study for the Ph.D/M.D degree shall be 36 calendar months for full time and a minimum of 48 Calendar months for Part Time study.
- ii. The Studentship of a Ph.D/M.D Candidate shall lapse if he/she has not presented himself/herself for final and required Ph.D thesis examination after 54 months for full time and 72 months for Part Time.

A Ph.D/M.D Candidate who is granted an extension shall be notified in writing at the end of the extension period that his/her studentship have lapsed.

PERIOD OF STUDY FOR MASTER’S PROGRAMME

- i.** Every Candidate for the Master Programme shall pursue a full time course of study and professional research training in the University for a period of not less than 12 Calendar months.
- ii.** Candidates who are on the Master research programme including the Master of Philosophy degree shall be required to complete all the requirements for the award of the degree including satisfactory submission and oral defence of Master thesis. This should not be more than one and half times the normal duration of the programme.
- iii.** In special circumstances, application for extension of period of study to complete all requirements for the award of the degree shall be made through the appropriate Postgraduate Committee for approval of the Board save that the extension shall not extend beyond two additional semesters of studentship after which the studentship shall lapse.

GRADUATION REQUIREMENTS:

1. Master of Science (M.Sc.)

Candidate must register, complete and pass a minimum of 36 credit units and a supervised project/thesis (6 credit units); all which amounts to 42 credit units. The Department shall then compute the results and recommend same for Senate approval through the Faculty Postgraduate Board and Postgraduate School Board.

2. Master of Philosophy (M.Phil.)

Candidate must register, complete and pass the elective courses required (where applicable), one of which must be directly related to the candidate’s proposed area of research (project/thesis). The candidates are also expected to carry out original research projects, which must be supervised by approved postgraduate lecturers and must successfully defend same in accordance with the Postgraduate School regulations. Candidate must also present a Departmental seminar in which he/she must earn a minimum of 60%. The candidate must interact with at least two internal examiners appointed by the Departmental Postgraduate Board and knowledgeable in the area of research; based also on the recommendations received. The Department shall then compute the results and recommend same for Senate approval through the Faculty Postgraduate Board and Postgraduate School Board.

3. Doctor of Philosophy (Ph. D/M. D)

All candidates are expected to carry out original research projects supervised by approved postgraduate lecturers and successfully defend same in accordance with Postgraduate school regulations. Candidates that are not M. Sc graduates of the University of Medical Sciences, Ondo City, are expected to register, complete and pass, at least two elective courses and must align with the proposed areas of research. Prior to final Thesis defense, all Ph. D candidates must have also presented three graded research seminars and two research result updates.

The Department shall then compute the results and recommend same for Senate approval through the Faculty Postgraduate Board and Postgraduate School Board.

CHAPTER THREE

EXAMINATION RELATED MATTERS

- i. Examinations in the prescribed courses which shall be taken at the periods approved by Senate by means of written papers which shall not be less than two (2) hours in duration.
- ii. No candidate shall be permitted to sit for the prescribed examination(s) unless such a candidate has:
 - a. appropriately registered for the course(s) leading to the examination.
 - b. satisfied the minimum attendance of 75% required at courses, and
 - c. satisfactorily completed all other approved University requirements for the programme of studies.
- iii. In courses where project report(s)/practical or term papers are required, grades obtained by each candidate in any of the above may form part of his total grade. The final grade in the course however shall be based on the particular weighting before the written examination and coursework assessment applicable to the particular Faculty.
- iv. Required project reports or Long Essays shall be graded in the same manner as with written course work examinations.

EVALUATION OF STUDENTS' PERFORMANCES IN A COURSE

A student's performance in a course is usually evaluated based on continuous assessment and an end of semester examinations. The continuous assessment is a significant component of the assessment of a student's performance in a course. It usually constitute not less than 30% of the final score awarded. Each course shall normally be examined at the end of the semester in which it was offered. Student's performance in each course is recorded in letter grade based on a four point letter grade system derived from the student's percentage score in the course. (see table I)

Table I.

Interpretation of Grades

| Score % | Letter Grade | Grade Point |
|----------|--------------|-------------|
| 70 – 100 | A | 5 |
| 60 - 69 | B | 4 |
| 50 – 59 | C | 3 |
| 0 – 49 | F | 0 |

The performance is weighted by multiplying number of credits allocated to the course by the grade point obtained by the student. This gives the weighted grade point. The Grade Point Average (GPA)

and the Cumulative Grade Point Average (CGPA) systems are the yardsticks for evaluating students performances from semester to semester and from session to session.

Grade Point Average (GPA) is the mean (average) of the weighted Grade Points earned by the student in courses taken during the semester of study. At the end of each semester (1st&2nd) scores for all courses that are taken by student are assembled. The corresponding grade point earned (0 to 5) is multiplied by the Credit Unit allocated to the Courses. The number of Units allocated to each course is summed to get the total number of Units (TNU) for which the students had registered usually between 15 and 24 Units per semester. The Grade point Average is calculated by dividing the total credit points (sum of grade points earned) by the total number of units (sum of Units allocated to the courses taken in the semester). The GPA is calculated to two decimal places.

The Cumulative Grade Points Average (CGPA) is the up to date mean average of the grade point earned by the student in a programme of study. It captures all courses taken by the student in the semesters that had been completed (current and previous semesters).

It is an indication of the students overall performance at any point in the training programme. The CGPA is the yardstick used to determine the progress/academic status of a student in the degree programme. It is also used to determine the class of degree a student is awarded at the end of the programme.

CHAPTER FOUR

FORMAT FOR WRITING DISSERTATION AND THESIS

ii. THE PRELIMINARY PAGES

- i. Cover Page
- ii. Approval Page
- iii. Title Page
- iv. Certification
- v. Dedication
- vi. Acknowledgements
- vii. Table of Contents
- viii. Abstract
- ix. List of Tables
- x. List of Figures
- xi. List of Plates

iii. THE COVER OF THE THESIS

The colour shall remain deep Navy blue for both Master and Ph.D thesis. The titles of thesis shall be written in full capital letters including biological names in full (discuss colour of cover page).

iiii. APPROVAL PAGE

There shall be blank page which should be stamped, signed and dated by the Secretary of Postgraduate School after a thesis has been approved by Senate and before distribution to appropriate places.

iv. TITLE PAGE

The title of the thesis and name of the candidate shall be written on the cover. The candidate's previous degree (s) and matriculation number shall come under the name.

On the same page, under the name, the following shall also be written.

“A thesis in the Department of..... submitted to the Postgraduate School as part of the requirements for the award ofin..... of the University of Medical Sciences, Ondo, Nigeria

IV. DECLARATION BY THE STUDENT

This work was carried out by me and has not been presented elsewhere for the award of a degree, or any other purpose.

Candidate Name.....

Signature.....Date.....

Ivi. CERTIFICATION BY THE SUPERVISOR (S):

I certify that this work has been carried out by Dr/Mr/Mrs/Miss..... in the Department ofunder my supervision

Supervisor's Name:.....

Signature.....Date.....

Supervisor's Name:.....

Signature.....Date.....

Supervisor's Name:.....

Signature.....Date.....

i. ACKNOWLEDGMENT

ii. DEDICATION

iii. ABSTRACT

iv. TABLE OF CONTENTS

v. LIST OF TABLES

vi. LIST OF FIGURES

vii. LIST OF PLATES

2. BODY OF THE THESIS

The body of the thesis could be presented in either of these two ways:

The first model which would have General Introduction, General Literature Review followed by presentation of experiments in article form, followed by General Discussion, Conclusion, Recommendations, References and Appendices.

In the second model, there would be:-

- i. Introduction
- ii. Literature Review
- iii. Research Methodology
- iv. Results

- v. Discussions
- vi. Conclusions and Recommendations
- vii. References
- viii. Appendix

3. WRITING OF REFERENCES

References within the body of thesis shall follow a chronological order (Vancouver).

Titles of journals shall be written in full with volume, issue and page numbers. For online articles, the Digital Optical Identifier and date of access must be stated.

For articles from books, the following should be stated:

- i. Name of the author and year of Publication.
- ii. Title of the book
- iii. Edition
- iv. Publisher of the book
- v. Major town of the Publisher.

For edited books or proceedings, the order shall be as follows:

- i. Name of the author and year of Publication
- ii. Title of the article
- iii. Proceedings of.....
- iv. Edition
- v. Name of the Publisher
- vi. Major town of the Publisher

Referencing shall be double-spaced and indentation shall be four (4) letters from the name of the author.

4. REGULATION ON TIME FRAME FOR THE SUBMISSION OF CORRECTED/BOUND VERSION OF STUDENT’S THESIS

4i. Recommendation (a): “ Thesis is approved without correction”

The candidate for whom this recommendation is returned shall be expected to submit the bound version of the thesis within four (4) weeks after the date of the examination, failing which the candidate shall pay penalty fee of twenty thousand Naira (₦20,000) Only.

4ii. Recommendation (b): Thesis approved subject to verification of corrections pointed out during the examination by internal examiner and Chief examiner

The candidate is expected to submit the corrected/bound version of the thesis within six (6) weeks after the date of the examination. However, if this submission should extend beyond six (6) weeks, he/she shall pay a penalty fee of Twenty Five thousand Naira (25,000).

4iii. Recommendation (c): Thesis is approved subject to verification by External Examiner of corrections pointed out during the examination. A corrected/bound version shall be submitted by the student to the Department within six (6) months. The Department shall submit same to the External Examiner for final verification immediately, and any case not later than four (4) weeks. In case a student fails to meet the six months deadline, he/she shall pay a penalty fee of Twenty Five thousand Naira (₦25,000) Only.

4iv. Recommendation (d): “Thesis is not approved and candidate should do additional work and/or re-write and be re-examined.” A candidate for which this recommendation is returned shall be expected to re-write, submit his/her bound thesis within 12 months and pay additional school fees for the session into which his studentship is extended before being re-examined.

4v. Recommendation (e): Thesis is not approved because of its poor quality and/or validity

NOTE: A student who refuses to submit the bound version at the expiration of the time stipulated above (without genuine reasons already communicated to the Postgraduate School) will be given an additional period equivalent to the period earlier given subject to the payment of another fine of Twenty Five thousand Naira, (₦25,000) after which the examination becomes invalid.

APPOINTMENT AND ROLES OF RESEARCH SUPERVISORS FOR MASTERS AND DOCTOR OF PHILOSOPHY (Ph.D)

- i. Each Candidate for the Masters degree by course work or research shall have one or more supervisors nominated by the Departmental Postgraduate Committee and approved by the Board on the recommendation of the Faculty Postgraduate Committee.
- ii. The supervisor shall guide and advise the Candidate as appropriate and train him in the methods of research and writing of the thesis.
- iii. Every student must submit to his Supervisor(s) when called upon to do so, report outlines of the progress in his research during the period.

CHAPTER FIVE
STUDENTS' GRIEVANCES AND DISCIPLINARY MATTERS

1. ACADEMIC MISCONDUCT/EXAMINATION MALPRACTICES

Examination malpractices or academic misconducts shall attract appropriate sanctions. Academic misconduct includes the following:

- i. Cheating in examinations, tests, assignments, term paper etc.. Cheating includes copying from another student's work or allowing another student to copy from one's own work, consultation with any unauthorised person during examination or test.
- ii. Impersonating another student or being impersonated.
- iii. Plagiarism i.e use of other people's ideas, writings, test, assignment, term paper or projects as if it is yours.
- iv. Buying, stealing or illegally possessing examination questions.
- v. Falsifying examination records or results to gain admission into the University.
- vi. Faking sickness or submitting false medical certificate.
- vii. Causing commotion at examination Centres, harassing or intimidating students and staff at examination venues.

2. PROCEDURE FOR ADJUDICATION IN CASES OF ACADEMIC MISCONDUCT/EXAMINATION MALPRACTICES

- i. Disciplinary powers as it relates to all postgraduate students of the University shall be vested in the Senate.
- ii. The Dean of Postgraduate School shall appoint a Committee on Examination malpractice to conduct hearings and make recommendations to the Senate (i.e. Vice-Chancellor).
- iii. The Committee on completion of its investigation shall submit a report to the Vice-Chancellor
- iv. The Vice-Chancellor may refer the report to Senate through the Registrar
- iii. Senate's final decision on the report of the Committee on Examination malpractice shall be conveyed to the student by the Registrar as soon as possible.

3. PROCEDURE FOR RESOLVING STUDENTS PETITION ON ACADEMIC PROGRAMME.

i. The Dean and Head of Department shall ensure that at all times, teaching staff maintain the proper teacher/students relationship, so that no student may have any ground for claiming or behaving that he/she is being victimised or unfairly treated.

ii. Students who believe that their academic rights have been infringed upon or they have been unjustly treated with respect to their academic programme are entitled to a fair and impartial consideration of their cases. They should do this to effect a solution by the following:

1. Present the case to the lecturers concerned
2. Discuss the problem with the Head of Department and the Dean of Faculty .
3. If necessary, submit the matter to the Dean of Postgraduate School.
4. If agreement is not reached at this level, finally ask for the review of the case by the Vice Chancellor.

The Vice Chancellor may set up an Ad-hoc Committee to advise on resolution of the matter.

CHAPTER SIX

COURSE TITLE AND DESCRIPTION.

FACULTY OF BASIC MEDICAL SCIENCES.

M.Sc Anatomy with options for specialization

MPhil & M. Phil/Ph. D

Ph. D Anatomy

MSc Biochemistry with options for specialization

MPhil & M. Phil/Ph. D

PGD Biochemistry

PhD Biochemistry

MSc Physiology with options for specialization

MPhil & M. Phil/Ph. D

PhD Physiology

FACULTY OF BASIC CLINICAL SCIENCES

MSc Anatomic Pathology

PhD Anatomic Pathology

MSc Chemical Pathology

PhD Chemical Pathology

MSc Clinical Pharmacology and Therapeutics

PhD Clinical Pharmacology and Therapeutics

MSc Haematology

PhD Haematology

MSc Medical Microbiology

PhD Medical Microbiology

FACULTY OF CLINICAL SCIENCE

MSc Human Reproduction (Obstetrics and Gynaecology)

PhD Human Reproduction (Obstetrics and Gynaecology)

MSc Internal Medicine

PhD Internal Medicine

MSc Paediatrics

PhD Paediatrics

MSc Radiology

Phd Radiology

MSc Surgical Sciences

PhD Surgical Sciences

FACULTY OF DENTAL SCIENCES

MSc Dental Public Health

PhD Dental Public Health
MSc Oral and Maxillofacial Surgery
PhD Oral and Maxillofacial Surgery
MSc Oral Biology and Oral Pathology
PhD Oral Biology and Oral Pathology

MSc Paediatric Dentistry
PhD Paediatric Dentistry
MSc Prosthodontics
PhD Prosthodontics

FACULTY OF NURSING

PGD Nursing
PGD Nursing Education

SCHOOL OF PUBLIC HEALTH

PGD Public Health
PGD Health Statistics
PGD Environmental Health Safety and Management
PGD Data Science & Health Informatics
MSc Public Health
MPhil Public Health
DrPH PUBLIC HEALTH
DrPH (Core Public Health)
DrPH (Community Health)
PhD Public Health

FACULTY OF SCIENCE

M.Sc. Animal and Environmental Biology (Molecular Parasitology)
M.Sc. Animal and Environmental Biology (Genetics and Biotechnology)
M.Sc. Animal and Environmental Biology (Environmental Biology and Toxicology)
Ph.D. Animal and Environmental Biology
M. Sc. Medical Microbiology
M. Sc. Food/Industrial Microbiology
M. Sc. Environmental Microbiology
Ph.D. Microbiology
M. Sc. Phytomedicine
M. Sc. Genetics Option
M. Sc. Plant Physiology
M. Sc. Plant Ecology
MSc Biosystematics/ Taxonomy
M. Sc. Plant Pathology

M. Sc Medicinal and Organic Chemistry
M. Sc Analytical and Forensic Chemistry
M. Sc Analytical and Environmental Chemistry

M. Sc Physical and Computational Chemistry
M. Sc Industrial Chemistry
M. Sc Geochemistry
MSc Industrial and Environmental Sciences

M. Sc Environmental Pollution Control and Management

M. Sc Food and Pharmaceutical Chemistry
M. Sc Industrial and Environmental Health and Safety

PGD Chemistry

PGD Industrial Chemistry

PGD Industrial and Environmental Sciences

PGD Environmental Pollution Control and Management

PGD Food and Pharmaceutical Sciences

PGD Industrial and Environmental Health Safety

PGD Petroleum Geoscience and Environmental Conservation

M.Sc Mathematics (Numerical Analysis, Mathematical Biology, Fluid Dynamics Analytical and Dynamics Option)

Ph. D Mathematics

M.Sc PHYSICS (Energy Physics, Geophysics, Medical Physics and Environmental Physics)

CENTRE FOR HEALTH PROFESSIONS AND BIOMEDICAL EDUCATION

1. Postgraduate Certificate (PG Cert.)
2. Postgraduate Diploma (PG Dip.)
 - i. Biomedical Education
 - ii. Health Professions Education
 - iii. Medical Education
3. M.Sc. in Health Professions and Biomedical Education
 - i. Biomedical Education
 - ii. Health Professions Education
 - iii. Medical Education

INSTITUTE OF ADVANCE CLINICAL SCIENCES EDUCATION

Master's degree in Health Law and Policy