

- v) The **BSGS** may at its own discretion invite other persons to attend any of its meetings in an advisory capacity. Such persons shall be listed "in attendance" and shall not have the power to vote.

3.0 GRADUATE FACULTY

All members of full time academic staff who teach graduate courses or supervise graduate research constitute the "Graduate Faculty". Heads of teaching departments must submit to the Chairman, Board School of Graduate Studies Committee, through their respective Deans, lists of their Graduate Faculty which shall be in the schools' approved supervisors register in compliance with these regulations. These lists shall be updated from time to time and at the beginning of every academic year.

3.1 Membership of the Graduate Faculty

Membership of the Graduate Faculty (**GF**) shall normally comprise the following:

- i) Professors.
- ii) Associate Professors.
- iii) Senior Lecturers.
- iv) Lecturers who are Ph.D holders
- v) Holders of M.Med, MDS, Clinical Fellowships or equivalent

3.2. Functions of the Graduate Faculty

Functions of the Graduate Faculty (**GF**) shall normally include the following

- i) Teaching graduate programmes in their areas of expertise on a regular and continuous basis.
- ii) Supervision of graduate students' theses.
- iii) Serving as academic mentors & advisors to graduate students.
- iv) Serving on examination panels for graduate students.
- v) Holding School consultative meetings where necessary
- vi) Coordinating and promoting graduate research activities within the University.

4.0 SCHOOL GRADUATE STUDIES COMMITTEE

There shall be a School Graduate Studies Committee (**SGSC**) in each School to be in-charge of all graduate matters in the School with respect to admission, teaching, supervision, examination and certification.

4.1 Membership of SGSC

Membership of the (**SGSC**) shall normally comprise the following:

- i) All Chairpersons of Departmental Graduate Studies Committees in that School.
- ii) One representative of the Graduate Faculty from each Department.
- iii) The Dean of the school or his/her representative.
- iv) A Chairperson who shall be appointed by the Dean of the school.

- v) The **BSGS** representative
- vi) One representative of graduate students in the School.

Note: The registration of the Student Representative must remain valid during the academic year in which the student is a representative.

4.2 Functions of SGSC

The School Graduate Studies Committee (**SGSC**) is responsible to the **Board School of Graduate Studies (BSGS)**. The School Graduate Studies Committee through the School of Graduate Studies shall:

- i) Recommend to **BSGS** all graduate academic programmes in the School.
- ii) Recommend to **BSGS** all candidates for admission to graduate programmes.
- iii) Recommend to **BSGS** the appointment of Supervisors, Internal
- iv) Examiners and External Examiners and the other members of the Board of Examiners.
- v) Recommend to **BSGS** candidates for the award of scholarships, fellowships and grants.
- vi) Communicate to **BSGS** problems facing graduate students in their School.
- vii) Recommend to **BSGS** the award of graduate degrees and diplomas to postgraduate students in their School.
- viii) Carry out any other functions assigned to it by **BSGS**.

Note: When the **SGSC** is discussing examination matters, the Chairperson of the **SGSC** shall ask the students' representatives to step out.

5.0 DEPARTMENTAL GRADUATE STUDIES COMMITTEE

All departments are required to constitute a Departmental Graduate Studies Committee (**DGSC**) that will be responsible for all graduate programmes and activities in the Department.

5.1 Membership of DGSC

Membership of the Departmental Graduate Studies Committee (**DGSC**) shall normally comprise the following:

- i) The Head of Department or Division.
- ii) All teaching staff in the department who are designated members of Graduate Faculty.
- iii) A Chairperson, who shall normally not be the Head of Department, and who shall be appointed by the Head of Department.

Note: The Chairperson of the **DGSC** shall normally be at least Senior Lecturer.

At the beginning of every academic year, all heads of teaching departments shall submit to the Board School of Graduate studies, through their respective Deans, names of members of their Departmental Graduate Studies Committees.