

- 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.

5.2 Functions of DGSC

The Departmental Graduate Studies Committee shall:

- i) Initiate and co-ordinate graduate programmes in the Department.
- ii) Collaborate, whenever necessary, with other Departments in the School and in the University in running inter-disciplinary postgraduate programmes.
- i) Consider applications for graduate admissions and make recommendations to the School Graduate Studies Committee.
- ii) Vet and approve research concepts and topics
- iii) Recommend the appointment of Supervisors, Internal Examiners and External Examiners to the School Graduate Studies Committee.
- iv) Carry out any other functions assigned to it by the School Graduate Studies Committee.

6.0 APPLICATIONS AND ADMISSIONS FOR GRADUATE STUDIES

6.1 Processing of Applications

- i) Advertisements for graduate studies shall be done at least twice a year by the Dean, School of Graduate Studies in consultation with the Deans of Schools and in collaboration with the Deputy Vice Chancellor (Academics, Research & Extension) before the beginning of an academic year.
- ii) Three sets of application forms for graduate studies shall be issued to the applicant or downloaded from the University website.
- v) Completed application forms, plus copies of high school certificates, degree certificates, official degree transcripts and any other relevant testimonials shall be submitted to the Dean of relevant teaching School with requisite application fee receipts who will record all the forms for statistical and monitoring purposes.
- vi) The Dean of the relevant teaching School will then forward the application forms to the Head of the Department concerned for short-listing. The Chairperson of the **DGSC** shall acknowledge receipt of the application forms.
- vii) Three sets of application forms shall be received by the **DGSC** for short listing. One copy shall be submitted to the Dean School of Graduate Studies after short listing.
- viii) The short list of applicants, together with minutes of the **DGSC** meeting, shall be forwarded to the Dean of the teaching School who will forward the same to the School Graduate Studies Committee (**SGSC**).
- ix) The **SGSC** will process and send shortlists together with minutes to **SGS**.
- x) The Board School of Graduate Studies shall scrutinize all short lists of applicants for graduate studies and make appropriate recommendations to the Senate for approval.