

Postgraduate College and Research Methodology

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Mandate

- Proper and efficient superintendence and management of all facets of postgraduate work in the University.
- Evolution of academic structure and programmes that will provide needed and necessary focus with the potential of propelling postgraduate studies to the proper position as the primal component of the academic and intellectual function of our University

Tasks

1. Maintain a tradition of excellence in postgraduate research and scholarship
2. Ensure provision of up-to-date facilities
3. Develop in graduate students the spirit of enquiry through training in research in an atmosphere of intellectual dependence and individual creativity
4. Foster through a proper instruction, a deeper understanding of elementary and advanced concepts as well as the ability to apply fundamental and analytical minds to new problems.
5. Guarantee that both teachers and students constitute a single team in a well-defined and purposeful endeavour.

PG Board

- The Provost Postgraduate College- Chairman
- Four Senate representatives (this includes the Provost)
- Chairmen, Faculties Postgraduate Committees
- University Librarian
- One representative from each faculty who must be a member of FPC appointed by the Senate on the recommendation of the Faculty. Such a person must not be less than a Senior Lecturer
- The Secretary Postgraduate College is the Secretary to the Board.

Functions of the Board

1. To consider and decide on recommendations from faculty boards relating to application for admission to courses for higher degrees.
2. Registration of students
3. Approval of fields of study
4. Approval of thesis/dissertation title
5. Approval of the appointment of Internal and External Examiners.

Functions of the Board (Cont'd)

7. To review periodically the regulations governing the award of higher degrees and to advise on the interpretations of such regulations
8. To publish the prospectus of postgraduate studies and the annual report of PG work including titles and abstracts of thesis/dissertations accepted for higher degrees.

Functions of the Board (Cont'd)

9. The board has its ultimate responsibility to Senate
10. For effective and efficient discharge of its responsibilities, the board functions through two standing committees
 - i. The admission and scholarship committee (ASC)
 - ii. The academic and research committee (ARC)

Functions of ASC

1. Periodic review of admission requirements for the various programmes sponsored by the postgraduate college.
2. Annual determination of various admission quota for various programmes based on proper assessment of capabilities of the various units to effectively prosecute such programmes.
3. Bi-annual admission exercise on behalf of and for approval by the board.

Functions of ASC (Cont'd)

4. Determination of criteria for the award of postgraduate scholarship and the recommendation for the award of such.
5. Any other functions delegated by the board from time to time.
6. The Deputy Provost, Postgraduate College is the chairman of ASC while other members include 1 representative from each faculty postgraduate committee.

Functions of ARC

- Review of academic programmes as submitted through the faculty postgraduate committee by department.
- Review, when necessary, of regulations as they pertain to postgraduate work.
- Recommendation for the approval of the board for worthy persons as lecturer in the Ife Lecture Series (sponsored by the PG college)

TABLE 1: ADMINISTRATIVE FORMS USED BY THE COLLEGE

FORM	TITLES	USES	STAGE
A	Thesis Title and Appointment of University Examiners	Approval of: 1. Thesis title 2. Panel of Examiners for Oral Examinations	Ph.D. After Ph.D. Qualifying Exam. Masters at end of 1 st Semester
B	Annual Progress Report	To present progress report on the candidate	At the end of the Session
C	Annual Progress Report for recipient of University Postgraduate Fellowship	To present progress report of performance of Postgraduate Fellowship Student	At the end of every year of fellowship
D	Notification of Oral examination of Thesis	For the scheduling of Oral Examination date and checking	To be submitted not later than two (2) weeks to the date of Oral Examination
E	Examiners Confidential Report	To present recommendation for the award of degree	After the Oral Examination.

F	Certification of satisfactory amendments to Thesis	It serves as evidence that amendments pointed out at the Oral have been made.	To accompany form E for the award of degree.
G	Recommendation for the approval of panel of Examiners for Ph.D. Qualifying Examination	To approve the panel of Examiners for Ph.D. qualifying Examination	At least six (6) weeks before the date of the Examination
I	Ph.D. qualifying Examination – Examiners’ Report	To report the result of the Ph.D. qualifying Examination	After the Ph.D. qualifying Examination
J	Transfer from M.Phil to Ph.D. Programme – examiner’s report	To report the result of the Examination for transfer from M.Phil to Ph.D.	After the transfer examination
K	Application for Extension of studentship	To extend the time to finish Postgraduate Programme work	At the end of the existing studentship
L	Application for change of examiners	To change one or more examiners already approved by the board of Postgraduate college	Not later than two (2) weeks before the examination for which the panel was approved

M	Change of mode of study	To change the mode of study from full time to part	Anytime during the period of the programme
N	Application for research grant	To be completed by Supervisor and candidate for research grant	After Ph.D. qualifying examination
P	Admission of Applicants to Ph.D. programme under exceptional case	To request admission and scholarship	During the Admission exercise
Q	Individual Examiner's Confidential Report	To solicit each examiner's view on the suitability of the thesis for examination	For the oral examination

Postgraduate Study Programme Milestones and Deadlines

1. Masters – Four Semesters
2. Doctor of Philosophy (Full Time) –Six Semesters
3. Doctor of Philosophy (Part Time) – Eight Semesters

Research Methodology

1. Basic and/or Applied Research
2. Statement of Problems to be given priority
3. Criteria for selecting a research topic
 - (i) Relevance to the problem
 - (ii) Avoidance of duplication
 - (iii) Feasibility
 - (iv) Cost effectiveness
4. Objectives

Objectives

Objectives of a research work summarize what is to be achieved by the study.

Objectives should be closely related to the statement of the problem.

If an objective states what is to be accomplished by the study in such general terms it is called a general objective.

It is possible to break down the general objective into smaller logically connected parts known as specific objectives.

How to State the Objectives

- They should be phrased in such a way that they focus on what the study is attempting to solve.
- The objectives should be realistic and feasible to achieve.
- They are clearly phrased in operational terms
- They must be stated using action verbs that are specific enough to be measured.

Objectives (Cont'd)

- After formulating your objectives for the research ask the following questions
 - (i) Do the objectives deal with all the research problem in a logical way?
 - (ii) Are the objectives clearly phrased?
 - (iii) Are the objectives defined in operational terms and realistic

Methodology

- Methodology should express both problem and the factors influencing it in so called variable or characteristics that are measurable
- Methodology should address the objectives
 - (i) Independent variables
 - (ii) Dependent variables
- Experimental Design (Replication and precision required)
 - (i) Experiment
 - (ii) Observational studies
 - (iii) Survey

Methodology (Cont'd)

- How will data be obtained
- Modification or improvement of existing technique
- Development of entirely new method
- Correlation of data from experiment and theory
- Are facilities available for the work?
- Interpretation of data / Statistical analysis
- Forms of data presentation (Tables or Figures)

Literature Review

- Researcher normally builds his research upon the knowledge accumulated by previous researchers.
- It will assist the researcher in establishing the extent of the frontier of knowledge in his area of research
- Assists in determining the most appropriate methodology for the research in view
- Helps in avoiding unintentional duplication of previous studies.

Abstract

- This is the condensed form of the whole report presented in four paragraphs
- There are four components of an abstract as approved by the PG board
 - i. Introduction/Background
 - ii. Methodology
 - iii. Results
 - iv. Conclusion

Literature Citing and Listing

- Importance of Citing is to acknowledge the source(s) of information and to provide the reader an opportunity to access the information
- Author and Year method
- Alphabetical listing with hanging indention
- Do the above in conformity with PG guideline