**CATALOGUE OF SPGS FORMS**

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| **CODE** | **TITLE** | **DESCRIPTION** |
| SPGS Form 001 | Stages of Progression of Postgraduate Students | Indicates the stages the full time and part time students are to pass through in their PGD, Master, and PhD programmes. Should serve as a self-check for students and their departments. |
| SPGS Form 002 | Postgraduate Application Form | The application form for admission into any postgraduate programme |
| SPGS Form 003 | Referee’s Confidential Report on a Candidate for Admission to Higher Degree Study | For the referee’s confidential report on the PG candidate |
| SPGS Form 004 | Registration Form (Biodata) | PG Student’s registration form which should provide all information about his/her family, home address, sponsor’s information, qualifications and certificates, as well as mode of study (part/full time) |
| SPGS Form 005 | Registration of Courses (Initial) | The first course registration form on admission, and covers the chosen courses for the first and second semesters of the PG programme |
| SPGS Form 006 | ID Card Application Form | To be filled before the student can be issued the UNIZIK PG ID card. |
| SPGS Form 007 | Student’s Medical Report | Made up of two section: (a) Student’s report on his/her health condition and (b) a health examination report from the university Medical Centre. |
| SPGS Form 008 | Registration of Courses (Subsequent Years) | To be filled by student on completion of the first academic session (Does not matter whether courses failed in the first academic session are carried over into the next academic sessions) |
| SPGS Form 009 | Students’ Lecture Attendance Register | Record of student’s attendance to lectures; to be used in calculating the minimum attendance requirement of 75% |

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| SPGS Form 010 | Deferment of Programme | For PG students who wish to defer their programmes at ANY point AFTER admission. |
| SPGS Form 011 | Resumption of Programme | For any student who wishes to resume a deferred programme |
| SPGS Form 012 | Add and Drop Form | For any student who wishes to drop and already chosen course and replace it with another; provided it does not exceed the maximum credit permitted. |
| SPGS Form 013 | Application for Change of Department | For any student who wishes to change from his department on admission to a new/different department. |
| SPGS Form 014 | Application for Change of Area of Specialization | For a change from a student’s area of specialization on admission to a new/different area of specilization. |
| SPGS Form 015 | Application for Change of Mode of Study | For a change of mode of study from Part Time to Full Time mode or the reverse. |
| SPGS Form 016 | Application for Change of Supervisor | To be used when the student wishes to be have a different supervisor from the supervisor assigned on admission. |
| SPGS Form 017 | Application for Addition of Supervisor | The need for this arises when a student or the department wishes to have an additional supervisor added to the student’s initial supervisors on admission. |
| SPGS Form 018 | Student’s Annual Report (Course Work) | To be completed at the end of each academic year as self-check for the student and as a control for the department.  Needed for registration in the next academic session. |
| SPGS Form 019 | Supervision Progress Report | For all PG supervisors (PGD, Master, PhD) for a monthly record of the Aspects of the Research Work treated at each meeting with the supervisee. The supervisee writes the outcome of the meeting, while both supervisor and supervisee are to sign. |
| SPGS Form 020 | Student’s Annual Report (Supervision) | A yearly summary of the interaction between the supervisor and supervisee; to be drawn from SPGS Form 017. Indicates the different chapters of the project covered, objectives achieved, and the number of interactions on each chapter. |

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| SPGS Form 021 | Student’s Fee Status | To be presented by the student at the beginning of every academic session and at the presentation of any request to the PG School. |
| SPGS Form 022A | Thesis Completion Form | To be completed after the student has passed all prescribed courses, done the internal defence, and made all the necessary corrections. |
| SPGS Form 022B | Dissertation Completion Form | To be completed after the student has passed all prescribed courses, done the internal defence, and made all the necessary corrections. |
| SPGS Form 023 | Student’s Fee Clearance Form | Is issued to the student on presentation of SPGS Form 020 |
| SPGS Form 024 | Students’ Exams Attendance Register | For written examination attendance |
| SPGS Form 025 | Semester Results Form | To be used by the lecture for the submission of the results of a course taught within a semester. |
| SPGS Form 026 | Student’s Course Work Result | For the record and calculation of all the student’s courses, grades, and CGPA. |
| SPGS Form 027 | SPGS Examination Staff Attendance Register | For the record of staff attendance at PG Oral Examinations |
| SPGS Form 028 | Forwarding of PG Proposal | For the forwarding of PG Proposals to members of the Departmental PG Committee. |
| SPGS Form 028A | Brief on the Rubric for PG Proposals | The explanationsof the rubrics to be used for the scoring of PG examinations for oral and projects/thesis/dissertation. |
| SPGS Form 028B | Rubric for PG Proposals | The rubric to be used for the scoring of PG proposals for oral and projects/thesis/dissertation. |
| SPGS Form 028B | Evaluation of PG Proposal |  |
| SPGS Form 029 | Forwarding of Thesis for Internal Defence | To be used by the department to forward projects/thesis/dissertations to internal readers. |
| SPGS Form 030 | Faculty Internal Defence Report | For comprehensive reports of the Internal Examiners on the Faculty Internal Defence |
| SPGS Form 031 | Faculty Internal Defence Evaluation | To be used to summarise the suggested corrections made on the thesis/dissertation |
| SPGS Form 032A | Application for Approval of Title of Dissertation 1  (To be handled at the departmental level and submitted to the **Faculty Vetting Committee**) | For initial formulation of the PhD Synopsis. Subject to the corrections of the Faculty Synopsis Committee. Only when approved for submission to the PG School by ***the Faculty Vetting Committee*** can it be converted to SPGS Form 032B. |
| SPGS Form 032B | Application for Approval of Title of Dissertation | To be used for the submission of a synopsis that is to be submitted to the PG School. |
| SPGS Form 033 | Forwarding of Thesis for Final Defence | To be used to forward copies of thesis/dissertation to the External Examiner who is to fill and return the form three weeks before the proposed examination date. |
| SPGS Form 034A | Application to Present PGD Student for Final Examination | To be used by the department for forwarding PGD students’ for Final Examination. |
| SPGS Form 034B | Application to Present Master’s Student(s) for Final Examination | To be used by the department for forwarding Master’s Degree students for Final Examination. |
| SPGS Form 034C | Application to Present PhD Student(s) for Final Examination | To be used by the department for forwarding PhD students for Final Examination. |
| SPGS Form 035A | Brief on the Rubric for PG Examination | Explanation of the rubric (SPGS Form 035A), which is to guide the Examiner in the evaluation of a thesis/dissertation. |
| SPGS Form 035B | Rubric for Thesis/Dissertation | To be used for the evaluation of a thesis/dissertation. |
| SPGS Form 036A | PGD Final Examination Report (*Viva Voce*) | For a report on the Final Examination of a PGD Student |
| SPGS Form 036B | MASTER’S Final Examination Report (*Viva Voce*) | For the External Examiner’s report on the Final Examination of a Master’s Degree student. |
| SPGS Form 036C | PHD Final Examination Report (*Viva Voce*) | For the External Examiner’s report on the Final Examination of a PhD candidate. |
| SPGS Form 037 | Submission of Final PG Results | To be used by departments when submitting the collated final results (the scores on thesis/dissertation and course works) of PG students candidate to the PG School. |
| SPGS Form 038 | Student’s Final Result | For the Final Result of an individual PG student. |
| SPGS Form 039 | Application for Teaching of PG Courses | For lecturers applying to be permitted to teach PG courses. |
| SPGS Form 040 | Application for Supervision of Postgraduate Research | For lecturers applying to be permitted to supervise postgraduate research (PGD, Master, or PhD as applicable). |
| SPGS Form 041 | Teaching Honorarium Claims Form  (For One Course Only) | To be attached by the lecturer to the Semester Result of the course submitted to the PG School. |

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| SPGS Form 042 | Supervision Honorarium Claims Form | To be submitted for claims for on-going or completed supervision. |
| SPGS Form 043 | Request for Statement of Result and Student Copy Transcript | To be used by the student to request for his/her *Statement of Result* and a *Student Copy Transcript* |
| SPGS Form 044 | Request For Transcript | For student that wants his/her result sent to another institution or organization |
| SPGS Form 045 | Request for Certificate | A request by the student for his/her certificate. |
| SPGS Form 046A | Departmental PG Co-ordinator’s Annual Report – PGD | To be used by the Departmental PG Coordinator for the Annual Report on departmental PGD Programme |
| SPGS Form 046B | Departmental PG Co-ordinator’s Annual Report – Masters | To be used by the Departmental PG Coordinator for the Annual Report on departmental Master’s Programme |
| SPGS Form 046C | Departmental PG Co-ordinator’s Annual Report – PhD | To be used by the Departmental PG Coordinator for the Annual Report on departmental PhD Programme |
| SPGS Form 047 | Faculty PG Sub-Dean’s Annual Report | To be used by the Departmental PG Coordinator for the Annual Report on hi/her Faculty PG Programme |
| SPGS Form 048 | PG Student Programme Status Report | To be used for a comprehensive examination of the status of a PG student. |
| SPGS Form 049 | Application for Extension of Duration | For student who has exceeded the maximum time limit of programme. |
| SPGS Form 050 | Reactivation of Unauthorised Withdrawal | For a student who withdrew from programme without permission from PG School. |
| SPGS Form 051 | Notice of Postgraduate Defence | To be used by departments for the notification of PG Defence |
| SPGS Form 052 | Mileage Claim for External Examination |  |
| SPGS Form 053 | Application for Proposal and Internal Defence (Departmental and Faculty). | To be completed by the student |
| SPGS Form 054 | Notice for Presentation of proposal/Internal Departmental Defence | To be completed by the Head of Department or Departmental PG Coordinator |
| SPGS Form 055 | Proposal/Internal Defence Report | To be submitted by the HOD/PG Coordinator |
| SPGS Form 056 | Notice for Presentation of Faculty Internal Defence | To be completed by the Faculty PG Sub-Dean |
| SPGS Form 057 | Request for Fund for Entertainment | To be completed by the HOD/Departmental PG Co-ordinator |
| SPGS Form 058 | Honoraria for PG Proposal Defence | To be completed by the HOD/Departmental PG Co-ordinator |
| SPGS Form 059 | Honoraria for PG Departmental Internal Defence | To be completed by the HOD/Departmental PG Co-ordinator |
| SPGS Form 060 | Honoraria for PG Faculty Internal Defence | To be completed by the Faculty PG Sub-Dean |
| SPGS Form 061 | Honoraria for PG Final Defence | To be completed by the Faculty PG Sub-Dean |
| SPGS Form 062 | Internal Examiner’s Honorarium Claim for Final Defence | To be completed by the Internal Examiner |
| SPGS Form 063 | External Examiner’s Claim Form |  |
| SPGS Form 064 | Application for Tuition rebate |  |
| SPGS Form 065 | Application for Staff development Grant | To be completed by Staff |
| SPGS Form 066 | External Examiners Claim Form |  |
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