

# **NATIONAL UNIVERSITIES COMMISSION**

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## **MANUAL OF ACCREDITATION PROCEDURES FOR ACADEMIC PROGRAMMES IN NIGERIAN UNIVERSITIES (MAP)**

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**MARCH,2012**

**NATIONAL UNIVERSITIES  
COMMISSION**

**MANUAL OF ACCREDITATION PROCEDURES FOR ACADEMIC  
PROGRAMMES IN NIGERIAN UNIVERSITIES (MAP)**

**NATIONAL UNIVERSITIES  
COMMISSION**

*For the*  
**ACCREDITATION OF DEGREE  
PROGRAMMES OFERED IN NIGERIAN  
UNIVERSITIES**

**NUC/SSF**

Aja Nwachukwu House, Maitama District,  
Plot 430 Aguiyi-Ironsi Street,  
P.M.B. 237, Garki G.P.O., Abuja –Nigeria

September 2012

**NATIONAL UNIVERSITIES COMMISSION**

**SELF-STUDYFORM**

**For The Accreditation of Degree Programmes Offered in Nigerian Universities**

.....  
**Name of University Submitting Form**

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**CONFIDENTIALITY OF INFORMATION**

The information supplied in this Form is solely for the confidential use of the National Universities Commission and its authorized agents.

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**Date Formis completed.....**

## NATIONAL UNIVERSITIES COMMISSION

### NOTES FOR COMPLETING SELF-STUDY FORM NUC/SSF

The Form consists of Two sections-A and B. Section A is to be completed in respect of the University; Section B is to be completed in respect of the programme for which accreditation is being sought.

Attach to the completed Form the following:

- (a) The curriculum and syllabus of the programme for which accreditation is sought;
- (b) Current time-table/schedule of classes offered in all the years of the programme. This should include the names of the lecturers/instructors, number of periods and subjects taught by each.
- (c) Past question papers of the examinations taken during the final year of the first degree programme during the past three years. This should be one paper per course per semester.

Universities that have not graduated students from the programme to be accredited should attach past questions papers of the annual (semester) examinations in lieu of paragraph 2 (c) above.

Twelve (12No) completed Forms and Twelve (12No) copies of each item listed in paragraph 2 above in respect of each programme to be accredited should be forwarded to:

**The Executive Secretary,  
National Universities Commission,  
Aja Nwachukwu House,  
Maitama District,  
Plot 430 Aguiyi-Ironsi Street,  
P.M.B. 237, Garki G.P.O.,  
Abuja-Nigeria.**

# **NATIONAL UNIVERSITIES COMMISSION**

## **SECTION A**

### **GENERAL INFORMATION ON UNIVERSITY**

**THE UNIVERSITY AND CHIEF EXECUTIVE**

1. Name and address of the University.....  
.....  
.....

**Telephone** .....

2. Date Founded.....

3. Name and address of the Proprietor of the University:

.....  
.....

**Telephone NO.: Office** .....

**Home:**.....

4. Has the University been established pursuant to a Federal Law (Decree) or State Law (Edict)?

.....  
.....

5. If answer to item 4 above is 'Yes', attach a photocopy of the Law / Edict as the case may be.

.....  
.....  
.....

6. If answer to 4 is 'No', explain steps which are being taken by the proprietor of the University not established pursuant to a law to meet the requirement.

.....  
.....  
.....  
.....

7. Name and Qualification of Vice-Chancellor.....

.....  
.....  
.....

**Telephone NO.: Office** .....

**Home:**.....

## **ORGANISATION, ADMINISTRATION AND CONTROL**

### **8. Ownership and Control**

Describe below the ownership and system of control of the University.

The description should also include the membership and role of the governing council and senate/Academic board/board of studies.



## **9. Organization and Administration**

Describe below the major components of the University; how the components are administratively linked together, attach the current organizational structure in relation to the programme to be accredited (use graphical illustration and additional sheet if necessary).

**10. Philosophy and Objectives of the Universities**

Briefly state the Philosophy and Objectives of the University

## **11. Utility Services**

Describe the availability of utility services such as water, light, etc. provided by itself or Municipal utilities.

Are municipal utility services –water and power supply available?

Is the University's power supply joined to the national grid?

Or does the University generate its own electricity?

If so, how much does this cost annually?

And for how long is the generator switched on daily?

Has the University a stand by generator?

Is water supply provided by the Municipal Water Board, from University boreholes or through water tankers?

If water and power supplies are generated by the University, what is being done to obtain supplies from municipal sources?

## **CURRICULUM**

### **12. Process of Curriculum Design**

Briefly explain the basis for and process of curriculum development for the Degree Programmes offered by the University.

Does the curriculum in use by the University meet the requirements of the National Policy on Education, the Minimum Academic Standards laid down by the NUC?

### **13. Updating Curricula of Programmes**

Explain briefly the provision made by the University for updating the curriculum of each programme offered-for example ,staff industrial training ;programme advisory committee ,use of part-time professional, staff development programmes, curriculum review committee, advisory committee etc.

## **PHYSICAL FACILITIES**

Only physical facilities that are common to the whole University are covered under this heading. Physical facilities in the Department where the programme to be accredited is offered are dealt with in paragraph 49-53.

### **14. The Central Library**

(a) Name of highest officer in-charge of the main library.....

(b) Designation..... (c)

Salary Grade Level.....

### **15. Useable floor area in m<sup>2</sup>**

**16. Student population served.....**

**17. Sitting Capacity.....**

**18. Library opening and closing hours.....**

### **19. Lending Policy**

**19.1 For academic staff.....**

**19.2 For students .....**

List all books, journals and related facilities for:

(1) General reading

(2) General education

(3) Degree programmes

(4) Programme to be accredited.

## **20. Acquisition Policy**

Indicate how the Library is organized to effectively cope with its smooth administration and use (include organization chart).

## **21. Professional Services Offered by the Library**

Describe briefly the services offered by the library including deliberate efforts made to ensure maximum use of the library by both staff and students. Also services rendered to new students to be able to use the library effectively and to enable them obtain materials from other libraries in the environment and within Nigeria.



**Table 1:** Budgetary Allocation and expenditure on Library Services

**22.** Indicate below the budgetary allocations, the number of books/ periodicals, other library materials and the actual expenditure on library services for the last three years.

Details of Expenditure	.....(1)				.....(2)			
	Total Financial Provision ₦	Actual Expenditure ₦	% of Total Financial Provision	Units Acquired	Total Financial Provision ₦	Actual Expenditure ₦	% of Total Financial Provision	Units Acquired
1. Total Allocation (Library Services)								
2. Staff Salaries and Allowances								
3. Books								
4. Periodicals								
5. Professional Journals								
6. Audio-Visual Aids								
7. Miscellaneous Expenditure								
8. Cost of Materials directly related to Programmed to be accredited:								
Books								
Periodicals								
Professional Journals								
Audio-Visual Aids								
Others								
Miscellaneous Expenditure								
<b>Total</b>								

**Table:(Cont'd)**

.....(3)			
<b>Total Financial Provision</b>	<b>Actual Expenditure</b>	<b>%of Total Financial Provision</b>	<b>Units Acquired</b>
<b>₦</b>		<b>₦</b>	<b>₦</b>

### **Teaching Accommodation**

23. See Section B

### **Staff and Student Housing**

24. State University s policy on residential accommodation for:
  - (a) Teaching and Administrative Staff
  - (b) Students

25. **Table 2: Accommodation of Teaching and Administrative Staff and Students**

Supply information as indicated in the tables below:

(a) Teaching and Administrative Staff

No .Living On Campus	No .Living Off-Campus	No .of Staff of the Department Whose programmes to be Accredited Living On-Campus	Monthly Rent Payable by Staff

(b) Students

No. Living On Campus	No. Living Off-Campus	No. of Staff of the Department Whose programmed is to be Accredited Living On-Campus	Boarding Fee Payable by a Student per Session

26. **Facilities for Sports and Recreation**

List on/off- campus facilities for sports and recreation available for regular use by students and staff.

27. **Health Facilities**

Describe the health care delivery system maintained by the University or other facilities for the benefit of both staff and students.

## **STAFFING**

### **28. Recruitment, Retention, Dismissal and Welfare**

Briefly describe the University's policy on staff recruitment, promotion, retention, dismissal, termination and welfare. Also discuss the main highlights of the University's staff working conditions-attach a copy of the current written conditions of service (if any). Have the conditions of service assisted the University in recruiting and training the caliber of teaching and administrative staff with particular emphasis on the programme to be accredited?

29. **Staff Development Programme**

Describe any scheme of staff development by the University for upgrading and updating academic and other staff in specialized fields they are teaching and if this privilege is extended to all Departments including the Department offering the programme to be accredited.

Indicate budgetary allocation for staff development programme and the number of teaching and support staff that have benefited from staff development programme within the last three years and the type of programme, e.g. conference, seminar, short-courses, undergraduate and post graduate courses.

## **STUDENT ADMISSION AND GRADUATION POLICY**

### **30. Admission, Retention and Graduation Policy**

**ADMISSION:** see relevant section of the Minimum Academic Standards document.

State the University's policy on admission-admission requirement to the programmes, and other factors which influence the selection of students. Also state if there is any policy on advanced placement of students. For example, exemption from certain courses already completed in another University or programme.



31. **Probation, Expulsion, Withdrawals**

State University's policy on probation, withdrawals and Expulsion of Students.  
Attach, if any, Hand book issued to students on this subject.

**32. Grading System and Requirements for Graduation in each programme**

Describe the grading system used in the evaluation of students and the requirement for graduation in a degree programme. Also explain how repeats in final examinations are handled.

33. **Table 3: Enrolment-Graduation Data**

33.1 Supply in the table below the undergraduate enrolment statistics for the last three years for the programme/sub-discipline/discipline to be accredited.

(b) Full Time Enrolment

Academic Year	Title of Programme/ Sub-discipline	ENROLMENT					
		100 Level	200 Level	300 Level	400 Level	500 Level	600 Level

(b) Part-Time Enrolment

Academic Year	Title of Programme/ Sub-discipline Discipline	ENROLMENT					
		100 Level	200 Level	300 Level	400 Level	500 Level	600 Level

**33.2** Supply in the table below, the graduate output in the programme/sub-discipline/discipline in the last three years.

(c) Graduate Output-Full Time

Academic Year	Title of Programme/ Sub-discipline Discipline	GRADUATIONOUTPUT					
		1 <sup>st</sup> Class	2 <sup>nd</sup> Class Upper	2 <sup>nd</sup> Class Lower	3 <sup>rd</sup> Class	Pass	Remarks (%Pass)

**Note:** For unclassified degrees, please list under “Pass”

(d) Graduate Output-Part Time

Academic Year	Title of Programme/ Sub-discipline Discipline	GRADUATIONOUTPUT					
		1 <sup>st</sup> Class	2 <sup>nd</sup> Class Upper	2 <sup>nd</sup> Class Lower	3 <sup>rd</sup> Class	Pass	Remarks (%Pass)

**Note:** For unclassified degrees, please list under“ Pass”

**34. Harmonization of Part-Time and Full-Time programme**

Describe briefly the administrative and academic procedure adopted to harmonize the requirements for graduation in part-time and full-time programmes.

**35. Student Guidance and Counseling**

Does The University Have A Student Counselor?

State what influence the services of the counselor has on the student choices of career and their general well being with particular reference to the programme/sub-discipline/discipline to be accredited.





# **NATIONAL UNIVERSITIES COMMISSION**

## **SECTION B**

**THE PROGRAMME/SUB-DISCIPLINE/DISCIPLINE**

**TO BE ACCREDITED**

**SECTION B**

**PROGRAMME/SUB-DISCIPLINE/DISCIPLINE TO BE ACCREDITED**

**36.** Title of programme/sub-discipline/discipline to be accredited:

.....  
.....

**TYPE OF ACCREDITATION REQUIRED:**

**37.** Indicate below the type of accreditation

Please tick (✓) one

37.1 Initial Accreditation \_\_\_\_\_

37.2 Re-accreditation \_\_\_\_\_

**38.** Has any NUC Accreditation Panel visited your University to determine if the Programme/sub-discipline/discipline can be accredited?

Please tick (✓) one

Yes	No
_____	_____
_____	_____

**39.** If answer to item 33 is YES, please attach to the completed Form a photo copy of main decision and recommendations of the Commission.

**40.** Name of Faculty/School/College in which the programme/sub-discipline/discipline to be accredited is offered:

.....

**40.1 Name of Department**.....

**41. Date of Establishment of Department**.....

**42. Name and Qualification (s) of Dean of Faculty/or Provost/Dean of College/School:**

**43. Name and qualification (s) of Head of Department offering the programme to be accredited**

.....  
.....

**44. HISTORY OF THE PROGRAMME/SUB-DISCIPLINE/DISCIPLINE**

Write below, a brief history of the development of the programme/sub-discipline/Discipline to be accredited.

## **ADMINISTRATION IN GENERAL OF PROGRAMME / SUB- DISCIPLINE/DISCIPLINE**

- 45.** Describe how the programme/ sub-discipline /discipline is administered. Use separate sheets. The description should highlight the following:

### **45.1 Personnel Administration**

- (a) Organization structure (Use charts if necessary)
- (b) How staff are involved in the decision-making process and in general administration.
- (c) Policy and practice on staff development
- (d) Staff promotion

### **45.2 Student's Welfare**

- (a) Handling of academic grievances
- (b) Student academic advising

### **45.3 Examination**

- (a) Setting, conduct, evaluation schemes, moderation schemes –internal and external for degree examinations and the issuance of results.

### **45.4 Academic Atmosphere**

- (a) Any policy adopted and practiced by the College/School/Faculty/Department in pursuit of academic standards and maintenance of academic atmosphere.





**47. Table 4: Programme/Sub-Discipline/Discipline Work load by students**

Complete the table below: Arrange per semester if possible.

Grouping	Course No/Level	Course/Subject	Pre-requisite	Contact Hours/Week			Total Week Load
				Lecture	Tutorial	Practical	
(a) General Studies Course, e.g. .Humanities, Communication and Soc.Sciences	For Example GST101	Use of English					
(b) Core/Compulsory Courses							
(c) Electives/Optional Courses							

**48. Table 5: Programme /Sub-Discipline/Discipline Work load by Staff**

Complete the table below: Arrange per semester if possible.

Grouping	Course No./Level	No .of Students Taught	Course/Subject	Pre-requisite	Staff Contact Hours			Weekly Contact Hours
					Lecture	Tutorial	Practical	



**49. Table 6: Teaching Staff Turnover: Summary of teaching staff Turnover for the programme/Sub-Discipline/Discipline to be accredited**

Complete the table below

Staff Category/Designation	No .On Payroll	Salary Scale/- Step	No. of Resignations or Dismissals in the preceding three years	Reasons for Resignation or Dismissal
Professor				
Reader/Associate Prof.				
Senior Lecturer				
Lecturers				
Assistant Lecturer				
Others				

**50. Table7: Personal Data for Staff Teaching All Courses of the Programme/Sub-Discipline/Discipline to be accredited**

Supply the information in the table. Use additional sheets with the headings given below.

**Note:** Take 3 hours of laboratory/Clinical Practical's as 1 lecture full time (F/T)

Name of Staff	Rank/Designation Salary Scale, date of first appointment	F/T	Qualification, dates Obtained and specialization, membership of professional association and number of publications	Post Qualification Work/Teaching experience and date, post held and the organization	Course/ Subjects Taught	Teaching Load/ Lecture Hours/Week	Other responsibilities/interest in curricular and extracurricular activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**51. Table 8: Laboratory Staff**

Complete the table below in respect of laboratory staff available for the various laboratories used for teaching the Programme/Sub-discipline/Discipline

<b>Name</b>	<b>Rank/Designation Date of First Appointment</b>	<b>Qualifications, Dates Obtained Membership of Professional Association</b>	<b>Duties Performed/Courses Taught</b>

**52. Table 9:** Administrative Non-teaching Staff Disposition in the College/School/Faculty/Department where programme/Sub-discipline/Discipline to be Accredited is Offered.

Supply the information in the table below:

Use additional sheets, if necessary

Name of Staff	Rank/ Designation Salary Scale and Date of appointment	Qualification and Dates Obtained	Post Qualification Work Experience	Remarks

**53. Staff Appraisal:** Appraise the entire academic staff of the programme/Sub-Discipline/discipline

- (a) Adequacy in number, qualification and experience (State average student to Staff ratio)
- (b) Effectiveness of lecturers
- (c) Professional achievements

**54. Table 10: Facilities Available to the College/School/Faculty/ Department Offering Programme /Sub- Discipline/Discipline to be Accredited**

**Complete the table shown below.**

Type of Facility	No. Available	Average area of room/studio etc in sq.	No. of students each room can accommodate	No. of rooms jointly used with other Departments	Expansion Programme (if any)			Total Facility that will be available to Department when expansion work is complete(B+F)
					Additional facility	Year Stated	Year of completion	
A	B	C	D	E	F	G		
Example ,lecture room	10	50	50	6	3	1998	2003	13
1. Lecture Room								
2. Lecture Theatre								
3. Assembly/ Exams Hall								
4. Laboratories								
5. Workshops								
6. Studios								
7. Library								
8. Office Accommodation								
9. Others(Specify)								

**55. Laboratories**

Describe the various laboratories available for teaching the programme. Indicate, if the laboratories belong to the Department or shared with other Departments. List the equipment in each laboratory using the table in APPENDIX1 of this Form

56. **Clinics/Studios**

Describe the types of clinics/studios, if any, available for the programme, indicating if they are specific to the Department or shared with other Departments.

List the equipment etc, in each clinic/studio using the table in APPENDIX 1 of this Form.



**57. Office Accommodation for Staff**

Comment on the office accommodation situation for academic staff, stating the size of accommodation, list of furniture items and how many lecturers share the rooms.

**58. Appraisal of Facilities**

Appraise the existing facilities in terms of quality and quantity for current and projected enrolment period.

**59. Table 11: College/School/Faculty/Department Finances: Recurrent Income and Expenditure**

Complete the Table shown below for the College/School/Faculty/Department in the three years preceding the one in which the programme to be accredited is offered.

Sources of funds	Academic Year			Cost Category	Year .....		Year.....		Year.....	
	..... ..... Amount in N	..... ..... Amount in	..... ..... Amount in		Provision	Actual Expenditure	Provision	Actual Expenditure	Provision	Actual Expenditure
University's Budgetary Allocation to the College/School /Faculty				1. Staff Salaries 2. Staff Development 3. Library Materials 4. Laboratory Equipment 5. Studio Equipment						
Consultancy				6. Office/ Classroom Furniture						
Voluntary Public support				7. Maintenance						
Seminar Fees				8. Supplies/ Training Consumables						
Tuition fees Where Applicable				9. Vehicles Maintenance						
Others(Specify)				10. Utility Services 11. Research						
Total				12. Others(Specify)						

**60. Table 12: Capital Funds: Provision and Expenditure**

Complete the Table shown below for the four years preceding the one in which the accreditation is being undertaken

Category	Year.....		Year.....		Year.....		Year.....	
	Provision	Expenditure	Provision	Expenditure	Provision	Expenditure	Provision	Expenditure
1. Expansion to Physical Facilities								
a. Classroom Lecturer Theatre								
b. Laboratory/ Workshop Studio								
2. Machines and Equipment								
3. Others (Specify)								

**61. Assets and Liabilities**

State below the current Assets and Liabilities of the College/School/Faculty /Department.

**62. Financial Appraisal**

**Appraise the adequacy of the operating Funds for the College/School/Faculty/Department**

**For recurrent expenditure also indicate the expenditure per annum per student**

**63. Appraisal of Standard of Degree Examination**

Appraisal of Standard of Examination based

on:

- (a) Adequacy of coverage of the syllabus content
- (b) Quality of students' answers to the various questions
- (c) Quality of practical work, continuous assessment and degree projects
- (d) students' readiness for the level of manpower he/she is being trained for
- (e) external moderation scheme

**64. Table13: Employer’sRatingofGraduatesofProgramme/Sub-Discipline/Disciplinetobeaccredited**

Complete the Table below for 10graduates of Programme/Sub-discipline to be accredited for each of the three years preceding the Accreditation visit

No.	Year of Graduation	Name of Graduates	Programme	Name of employers or Universities attended by Graduates	Appointment	Summary of Employer’s Remark

**65. Table 14: List of Principal Tools, Machines, Instruments and Equipment Available**

Complete the table below in respect of the above.  
Use separate sheets with the same headings if necessary

Name of Laboratory/Clinic/Studio

.....

Item No.	Description of Items	Quality in Stock (Usable items only)	Remarks
<p><b>Total cost of usable items available at the time of completing questionnaires</b></p>			



Name of officer completing the Form:

.....  
.....  
.....

**Rank:**

.....  
.....  
.....

**Signature.....**

**Date.....**

NATIONAL UNIVERSITIES COMMISSION

PROGRAMME EVALUATION FORM  
(UNDERGRADUATE PROGRAMMES)

**Name of University**

.....  
.....

**Title of Programme**

.....  
.....

Date of Visit:      From.....      To.....

**CONFIDENTIALITY OF THE REPORT**

This form is to be completed by each Accreditation  
Panel Member. Information contained in this report  
is strictly for the use of the National Universities  
Commission and its authorized agents only.

.....  
Name and Signature of the Assessor

## **NOTES FOR COMPLETING THE PROGRAMME EVALUATION FORM NUC/PEF**

1. Relevant sections of this form are to be completed by scoring, followed by written comments. In the case of a programme with more than one option, sections of the form dealing with the curriculum, physical facilities, books, journals, staff and soon should be completed for each option.
2. Written comments should be precise and to the point. Additional sheets may be used if the space provided in the form is inadequate to make all the important observations being highlighted by the Panel.
3. This form, Programme Evaluation Form (NUC/PEF), should be completed by each Panel member and used to prepare a Statement of Facts Report.
4. The Statement of Facts Report {Accreditation Panel Report Form (NUC/APRF)} will be discussed and signed by the Vice-Chancellor and his team and the Panel members at the end-of-visit de-briefing.
5. The Statement of Facts Report with comments and recommendations of the panel on the programme to be accredited and each of the individual panel member's completed programme evaluation form should be handed over to the National Universities Commission's representative, at the end of the accreditation visit.
6. The Accreditation Panel Report Form (APRF) should be completed and signed by all panel members. The confidentiality of the status of the programme/sub-discipline/discipline for which accreditation is sought should be maintained.
7. The report has six components:
  - a. Academic Matters-
    - i) The Programme Philosophy and objectives
    - ii) The Curriculum
    - iii) Admission Requirements
    - v) Academic Regulations
    - v) Course Evaluation
    - vi) Students' Course Evaluation
    - vii) External Examiners System
  - b. Staffing
    - i) Teaching Staff
    - ii) Non-Teaching Staff

- iii) Head of Department/Discipline/Sub-discipline
  - iv) Staff Development
- c. Physical Facilities
  - i) Laboratory/Clinic/Studio Facilities (area per student) and Equipment
  - ii)i Classroom facilities and Equipment
  - ii)i Office Accommodation (area per staff) and Equipment
  - v) Safety and Environmental Sanitation
- d. Library-Books, journals and other resource materials for the programme including e-learning facilities
- e. Funding-Financing of programme by the university
- f. Employers' Rating of Graduates

## 1.0 ACADEMIC MATTERS

### 1.1 PHILOSOPHY AND OBJECTIVES OF THE PROGRAMME

Programme philosophy and objectives should clearly state the type of graduate the programme is designed to produce and the general directional statements of the knowledge and skills the graduates of the programme should be able to perform in relation to the philosophy, goal and objectives of the institution

Panel members are to assess that the programme philosophy and objectives are:

	<u>Maximum Score</u>
(a) Clearly defined and similar to those laid down in the Minimum Academic Standards for the programme.	1
(b) Not well stated/Not in line with those laid down in the Minimum Academic Standards for the programme	0
Score Awarded	=====

**Comments:** Do the philosophy and objectives provide adequate direction for the lecturers to enable them produce the caliber of graduates required in the particular area? Indicate how well the programme is achieving the institution's philosophy, goals and objectives.

## 1.2 THE CURRICULUM

The curriculum of a programme is the totality of the experiences that are offered by the institution to achieve the philosophy, goal and objectives of the type and level of education. Specifically for the degree programme, the curriculum should give the student total education that equips him with knowledge and professional skills to practice his chosen field at the appropriate level. The curriculum and structure of the programme should be assessed against the stipulations in the Minimum Academic Standards as follows:

	<u>Maximum Score</u>
(a) Adequate for the degree programme and therefore, adequately preparing the students for their chosen profession/ discipline.	2
(b) Fairly adequate for the degree programme and not adequately preparing the students for their chosen Profession/ discipline	1
(c) Not adequate for the degree programme and in adequate for preparing the students for their chosen Profession / discipline	0
Score Awarded	=====

**Comments:** Indicate in adequacies that should be remedied in order to improve the curriculum content and the structure of the programme philosophy and objectives.

### 1.3 ADMISSION REQUIREMENTS IN TO THE PROGRAMME

All students admitted in to the programme are expected to meet the NUC Minimum Academic Standards requirements for admission.

	<u>Maximum Score</u>
(a) All students enrolled in the programme to be accredited Meet the admission requirements.	2
(b) At least 80% of the candidates meet the admission requirements.	1
(c) Less than 80% of the candidates enrolled in the programme meet the admission requirements.	0
Score Awarded	=====

**Comments:** List the names of students currently enrolled in the programme who did not meet the admission requirements and against each name, state the deficiencies in the admission requirements in relation to those laid down for the programme.

#### 1.4 ACADEMIC REGULATIONS

There should be academic regulations in the students hand book which should include rules and regulations governing the conduct of semester and final examinations, the grading system, penalties for examination malpractices, requirements for graduation, etc. These should be well publicized and strictly adhered to.

Academic regulations are:	<u>Maximum Score</u>
(a) Available, quite clear, are in use and well Publicized to students	2
(b) Available, not clear, But in use and well Publicized to students	1
(c) Not available	0
Score Awarded	=====

**Comments:** Where academic regulations exist, panel members should confirm that they are being judiciously applied and that students are aware of them. Briefly state the impression of panel members on the degree of student's awareness of these regulations. Ask students if they have copies of the regulations. Ask a sample of students, at different levels of the programme, details of the regulations for examination malpractice. Obtain evidence of its use by requesting from the records of Senate on examination malpractice in the programme during the four years preceding the accreditation exercise.





## 1.5 STANDARD OF TESTS AND EXAMINATIONS

It is expected that tests and examinations for a programme shall be of good standard, quality and spread relevant to the curriculum.

	<u>Maximum Score</u>
(a) Very good standard and quality and adequately Cover the curriculum	3
(b) Good standard and quality and fairly cover the curriculum	2
(c) Average in standard and quality but adequately cover the curriculum	1
(d) Below average in standard and do not adequately cover the curriculum	0
Score Awarded	=====

**Comments:** To be based on review of past examinations and tests, continuous assessment and panel's opinion on clarity of questions set for degree (if any) examinations for the past three years, relevance to syllabus at the appropriate level and the quality of students' answer scripts. Highlight factors that may improve the quality of students' performance.

## 1.6 EVALUATION OF STUDENTS' WORK

Evaluation plays an important role in the teaching and learning process. To be consistent in the grading of students' work, the grading of continuous assessment, course work, projects, examinations, and marking schemes should be used. Double marking is advantageous.

Panel members should assess if:

	<u>Maximum Score</u>
(a) Marking schemes exist, are well developed and the grading of projects, continuous assessment, course work and Examination scripts is consistent	2
(b) Marking schemes exist, are fairly well developed and the grading of projects, continuous assessment, course work and Examination scripts is fairly consistent	1
(c) Marking schemes do not exist, and the grading of projects, continuous assessment, course work and examination scripts is Poor and inconsistent	0
Score Awarded	=====

**Comments:** Panel members should comment on the clarity and adequacy of marking schemes and the standard of grading students' work. If necessary, make suggestions for improvement or in support of the existing evaluation scheme.

## 1.7 PRACTICAL WORK/ DEGREE PROJECT

The ultimate test of the quality of man power produced from a programme is meeting the minimum level of competency expected from their level of training for their chosen profession/discipline. All degree programmes must include adequate tutorial / practical work and final course / degree project(s).

Standard of practical / tutorial work/ degree project/ essays is of

	<u>Maximum Score</u>
(a) Good quality	2
(b) Fairly good quality	1
(c) Poor quality	0
Score Awarded	=====

**Comments:** Panel members are to comment if standard of practical work/ degree project is **adequate for the skill level** for the student, and where necessary to highlight deficiencies and how they can be corrected.

Panel members are to note that in a programme where practical work is not done, this parameter would not count, and therefore, should not be scored.

## 1.8

### STUDENTS' COURSE EVALUATION

For an effective evaluation of the teaching/learning process in the university, it is necessary for the students to assess:

- (i) The relevance and adequacy of the courses to their chosen profession/discipline;
- (ii) The delivery of the content in terms of lecture/tutorial/practical;
- (iii) The adequacy of available learning materials, e.g. books, journals, equipment, consumables etc; and
- (iv) The adequacy of physical facilities, e.g. class room space, lecture theatre, laboratories, clinics, studios, etc

The panel members should discuss with a sample of students, where student evaluation form does not exist, in order to ascertain if in the students' opinion:

	<u>Maximum Score</u>
(a) The course content, learning materials, course delivery, physical facilities are adequate	2
(b) The course content, learning materials, course delivery, physical facilities are fairly adequate	1
(c) The course content, learning materials, course delivery, physical facilities are not adequate	0
Score Awarded	=====

**Comments:** There must be evidence of evaluation of the programme by the students and panel members should comment on the deficiencies highlighted by the students.

## 1.9 EXTERNAL EXAMINERS SYSTEM

External examiners are necessary to help the University obtain input on how well the University is meeting the National Standards laid down for the level of certification. External examiners should therefore be qualified persons who can make judgment on the standard of work with regard to the type and level of man power to be produced.

External examiners should therefore be used in the final year of the degree programme to assess final year courses and projects and to certify the overall performance of the graduating students as well as the quality of facilities and teaching. For the professional programmes, the use of external examiners for only the major subjects is considered adequate.

	<u>Maximum Score</u>
(a) External examiners system exists, employs <b><u>qualified</u></b> assessors , is very effective and The work done is of good standard;	2
(b) External examiners system exists, employs fairly qualified assessors, is fairly effective and Of fairly good standard;	1
(c) External examiners system exists, but the quality of assessors employed in the scheme is poor and the scheme Is not effective OR external examiners System does not exist.	0
Score Awarded	=====

**Comments:** Panel members should comment on the quality of the external examiners report vis-à-vis their general impressions of standard of work and of instruction.

## 2.0 STAFFING

### 2.1 ACADEMIC STAFF

The adequacy of teaching staff may be determined by the extent to which they meet the provisions of the MAS in respect of:

- (a) The staff/ student ratio:
- (b) The staff mix by rank,
- (c) The competence of teaching staff, and
- (d) Qualifications of the teachings taff.

**(a) Staff/ Student Ratio:**

- (i) Actual number of academic staff .....
- (ii) Actual number of students .....
- (iii) Actual Teacher to Student Ratio .....

Maximum  
Score

- i) The actual staff/ student ratio complies  
With the NUC guidelines 8
  
- ii) The ratio provides for less than  
70% but more than 60% of the  
Teaching staff need 6
  
- iii) The ratio provides for less than  
60% but more than 50% of the  
Teaching staff need 4
  
- iv) The ratio provides for less than  
50% of the teaching staff need 0

Score Awarded =====

**b) Staff Mix by Rank**

The staff structure for academic staff is expected to be 20:35:45 for Professors/Readers: Senior Lecturers: Lecturer I and below, respectively. The existing staff structure For academic staff for The programme

	<u>Maximum Score</u>
i) Consistent with the NUC guidelines in All three categories;	5
ii) Follows the NUC guidelines in one Category only;	3
iii) Does not meet the NUC guidelines in any of the Categories.	0
Score Awarded	=====

**Comments:** Panel members should note that values for each category in the Staff Mix can only be approximated by maximum of plus or minus 2 (i.e.  $x \pm 2$ ).



c) **Qualifications of the Teaching Staff**

All academic staff should ideally be Ph.D.holders.

	<u>Maxim Score</u>
Of the existing teaching staff:	
i) 70% or more have a Ph.D	7
ii) Less than 70% but More than 60% have a Ph.D	4
iii) Less than 60% but more than 50% have a Ph.D	2
iv) Less than 50% have a Ph.D	0
Score Awarded	=====

**d) Competence of Teaching Staff**

Observation through sitting-in  
At lectures, tutorials,  
laboratories, or  
workshops/studios/clinic sessions  
indicate that the teaching staff  
are:

	<u>Maximum Score</u>
i) Competent	1
ii) Not competent	0
Score Awarded	=====

**Comments:** Where observation through sitting-in at lectures, tutorials, and laboratory/ workshop sessions is not attainable, this component should not be applicable.

**2.2 ADMINISTRATION OF COLLEGE / SCHOOL/ FACULTY / DEPARTMENT**

In assessing the administration of the College/ School/ Faculty/ Department, it should be noted that a good head performs his leadership role with mutual concern with policies affecting the staff and students in the College/ School/ Faculty/ Department. He should be a specialist in the field and should have considerable experience in educational administration. Some of his responsibilities include the maintenance of the facilities for staff and students, administration, conducting examinations, scheduling of staff and interpretation of the rules and regulations of the College/ School/ Faculty/ Department to members of the profession and the public.

The administration of College/ School/ Faculty/ Department is:

	<u>Maximum Score</u>
(a) Run by a qualified academic (Senior Lecturer and above) and very effective and efficient	3
(b) Run by a qualified academic(Senior Lecturer and above) and fairly efficient	1
(b) Run by an in experienced academic and generally ineffective and in	0
Score Awarded	=====

**Comments:** Panel members should give their impression on the *espritdecorps* among staff and the effectiveness of the administrative and academic leadership

## 2.3

### NON-TEACHING STAFF

These are the support staff that are required for the proper running of the laboratories, clinics/studios etc. and administration. Panel members should assess the equality and number of the staff in relation to their adequacy in providing the needed support. All laboratories/clinics/studios/workshops should have Technicians/Technical Officers/Technologists to run them in addition to the lower cadre of technical staff. There should be qualified Secretaries/ICT compliant staff to perform administrative duties.

For the programme for which accreditation is sought, the non-teaching staff should be assessed against the NUC guidelines as follows:

	<u>Maximum Score</u>
(a) Adequate in number and quality	3
(b) Not adequate in number but of good quality	2
(c) Inadequate in number and of poor quality	0
Score Awarded	=====

**Comments:** Panel members should confirm the number of non-teaching staff on ground with those listed in the Self-Study Form (NUC/SSF). List additional staff required, if necessary, and their qualifications. Indicate superfluous staff, if any.

2.4

**STAFF DEVELOPMENT PROGRAMME**

Any improvement in the teacher, through schemes of staff development, improves the curriculum and the quality of teaching that the student receives. Staff development programmes are intended to upgrade and update staff competencies; this is achieved through their attendance of seminars, industrial attachments, degree and higher degree courses.

	<u>Maximum Score</u>
(a) Staff development programme exists, and at least 70% of the teaching staff of the department have benefited from it in the past five years (Ph.D programme, Conferences, Workshops and Seminars)	5
(b) Staff development programme exist and 60-69% of the teaching Staff of the department have benefited From it in the past five years	3
(c) Staff development programme exists and 50-59% of the teaching Staffs of the department have benefited From it in the past five years	1
(d) Below 50% of the teaching staff of the department have benefited from it or no staff development Programme exists	0
Score Awarded	=====

**Comments:**

List names of staff of the Department that have benefited from staff development programme in the past five years. State the type of staff development programme the present teaching staff will require to make them more responsive. \*\*Where a list is not provided, the programmes should not be Awarded any points.

### **3.0 PHYSICAL FACILITIES FOR THE PROGRAMME**

#### **3.1 LABORATORIES/CLINICS/STUDIOS FOR THE PROGRAMME**

Professional skills necessary to practice a discipline can be acquired first and foremost from the institutional facilities that are designed and equipped to stimulate the practice of the profession. It should therefore be adequate in size, well equipped with suitable machinery, tools and equipment – (safe, well maintained and suitably laid out). The minimum size of the existing laboratories, clinics and studios should not be less than those contained in the NUC Minimum Academic Standards document.

##### 3.1.1 Space

The space in the existing laboratories is:

	<u>Maximum Score</u>
i) Adequate and meets the provisions of the MAS on space standard by 70% or more;	4
ii) Fairly adequate and meets more than 60% but less than 70% of the prescribed NUC space standards	2
iii) Meets more than 50% but less than 60% of the NUC space Standards;	1
iv) Meets less than 50% of prescribed Space requirements	0
Score Awarded	=====

### 3.1.2 Equipment

The laboratory equipment inspected meet the MAS specifications (in quality, quantity and functionality) up to:

	<u>Maximum Score</u>
i) 70% or more	7
ii) 60% but less than 70%	4
iii) 50% but less than 60%	2
iv) Less than 50%	0
Score Awarded	=====

#### **Comments:**

Panel members are to confirm the actual equipment available in the laboratories/clinics/studios and their functionality with those listed in the Self-Study Form, their use for teaching the programme, safety and management.

Panel members should note that where university inscription marks are not made on the equipment, the programme should not be awarded any points.

Also, Panel members should list the additional equipment not available which are required to teach the programme.

### 3.2 CLASS ROOMS/ LECTURE THEATRES

The sizes of classrooms/lecture theatres should not be smaller than those specified in the NUC space standards. There should be adequate chairs and tables to seat all the students in the class rooms and basic facilities should form the basis of the evaluation.

#### 3.2.1 Space

Classroom space available meets  
the space standards  
Specified in the MAS by:

	<u>Maximum Score</u>
i) 70% or more	5
ii) 60% but less than 70%	3
iii) 50% but less than 60%	1
iv) Less than 50%	0
Score Awarded	=====



### 3.2.2 Equipment

Compare the available equipment and furniture in the classrooms with those specified in the MAS for the programme. The equipment and furniture are:

	<u>Maximum Score</u>
i) Adequate and well maintained	3
ii) Adequate but not well maintained/ Slightly inadequate but well maintained	1
iii) Inadequate and not well maintained	0
Score Awarded	=====

**Comments:** State actual number of class rooms available for teaching the programme/sub-discipline/discipline in relation to those listed in the Self-Study form and NUC list of equipment, for the programme.

If sharing classroom with other departments, please indicate so.

### 3.3 OFFICE ACCOMMODATION

Lecturers require adequate offices where they can counsel students, prepare materials for teaching and mark students' work. Such offices should be well ventilated and furnished with basic items of furniture and storage. In the case of the sciences, the staff should have adequate office/ research laboratory space as stipulated in the NUC guidelines.

Maximum  
Score

**Staff Offices are:**

(a) Adequate in space and well equipped	5
(b) Slightly inadequate in space but well equipped	3
(c) Adequate in space But ill-equipped OR inadequate in space but well equipped	1
(d) Inadequate in space and ill-equipped	0
Score Awarded	=====

**Comments:** Panel members to indicate their general impression on office accommodation and their adequacy relative to the number of staff in the Department

### 3.4 SAFETY AND ENVIRONMENTAL SANITATION OF TEACHING FACILITIES

A good institution should have a clean environment and buildings should be safe and comply with Federal, State and Local Government Laws relating to safety, fire hazards, etc. All building should have functional toilets, fire extinguishers, fire buckets with sand and water and all staff and student should have some knowledge on how to operate all fire equipment. Panel members should check to ascertain that these requirements are being complied with.

Maximum  
Score

Teaching facilities for the programme and the environment are:

- |  |   |
|--|---|
| (a) Safe, comply with all Federal State and Local Government Laws relating to fire and environmental sanitation n including adequate and functional toilet facilities                | 3 |
| (b) Reasonably safe, comply with most Federal, State and Local Government Laws relating to fire and environmental sanitation including fairly adequate functional toilet facilities. | 2 |
| (c) Unsafe, violate Federal, State and Local Government Laws relating To fire and environmental sanitation including toilet facilities   | 0 |

Score Awarded =====

**Comments:** Panel members to comment on the general safety and sanitation of the College/School/Faculty/Department offering the programme to be accredited.

## 4.1 LIBRARY

### Books, Journals & Other Resource Materials Available in Central/Department Library for the Programme

The importance of books, journals and other resource materials in the Library of a University can not be over emphasized. Availability of local and foreign journals for the programme serves as a means of updating text books and the curriculum. There should be adequate e-library facilities in the University.

## 4.2 Physical Library

### 4.2.1 Holdings: Number and Quality

Maximum  
Score

Library books, journals and other facilities are:

- |   |   |
|---|---|
| (a) Adequate in number and of good quality        | 6 |
| (b) Fairly adequate in number and of good quality | 3 |
| (c) Inadequate in number but of good quality      | 1 |
| (e) Inadequate in number and of poor quality      | 0 |

Score Awarded

=====

#### 4.2.2 Currency of Holdings

Library holdings are:

	<u>Maximum Score</u>
(a) Very current for both books and journals	4
(b) Very current for books but fairly current For journals or vice versa	3
(c) Fairly current for books and journals	2
(d) Current for books but not current for journals or vice versa	1
(e) Not current at all for both books and journals	0

Score Awarded

=====

### 4.3 E-LIBRARY

#### 4.3.1 Subscription to e-Books and e-Journals

Relevant to the programme, the Library has:

	<u>Maximum Score</u>
(a) Subscription to adequate number of Very current e-books and e-journals	5
(b) Subscription to fairly adequate number Of e-books and e-journals	3
(c) Subscription to current e-books but not To current e-journals or vice versa	1
(d) No subscription to e-books and e-journals	0
Score Awarded	=====

#### 4.2.1 Available Computers in the Library for Staff and Students

Computers in the Library for Staff and Students are:

	<u>Maximum Score</u>
(a) Very adequate (1computer to 5students)	3
(b) Adequate (1computer to7 Students)	2
(c) Fairly Adequate(1computer to8 students)	1
(d) Not adequate (any other higher ratio)	0
Score Awarded	=====

**Comment:** Staff should have their own computers.

## 5.0 FUNDING

Funding of the programme is very important. Firstly, in establishing the programme, and secondly, in meeting its annual recurrent expenditure such as the payment of staff salaries, the maintenance of the facilities, and the purchase of consumable materials for use in workshops, laboratories and classrooms.

Financing of the programme for which accreditation is required is:

	<u>Maximum Score</u>
(a) Very adequate	3
(b) Adequate	2
(c) Fairly adequate	1
(d) Not adequate	0

Score Awarded =====

**Comments:** Confirm that the direct funds allocated to the programme in the past three years are as shown in the Self-Study Form.

**6.1 EMPLOYERS' RATING OF GRADUATES**

**6.2 UNIVERSITIES THAT HAVE GRADUATED STUDENTS**

	<u>Maximum Score</u>
Graduates' performances on the job are:	
(a) Very good	2
(b) Average	1
(c) Below average	0
Score Awarded	=====

**6.3 UNIVERSITIES THAT HAVE NOT GRADUATED STUDENTS**

Students' performances during supervised industrial and other similar experience are:

	<u>Maximum Score</u>
(a) Very good	2
(b) Average	1
(c) Below average	0
Score Awarded	=====

**COMMENT:** Skip the item that is not applicable. If no employers' rating for graduates is available, the panel should please say so and should not, in such circumstances, reflect any score in this column. Therefore, base the score and comments on the reports of the students' supervised industrial experience and students' course practical work, etc.



