



NATIONAL UNIVERSITIES COMMISSION

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

MARCH, 2012

NATIONAL UNIVERSITIES COMMISSION

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INTRODUCTION

Section 10 of Decree No. 16 of 1985 and which was incorporated as Section 4(m) of the NUC Amendment Decree No. 49 of 1988 empowers the National Universities Commission to lay down minimum standards for the Universities in the Federation and to accredit their degrees and other academic awards after obtaining prior approval therefore through the Honourable Minister of Education from the President, Commander-in-Chief of the Armed Forces; provided that the accreditation of degree and other academic awards shall be in accordance with such guidelines as may be laid down and approved by the Commission from time to time.

In order to comply with the provisions of the Decree, the National Universities Commission has through the use of experts from the Universities and comments from the Universities prepared the Minimum Academic Standards Report in respect of 13 disciplines currently being taught in Nigerian Universities. These are: Administration, Management and Management Technology; Agriculture, Forestry, Fisheries and Home Economics; Arts; Dentistry; Education; Engineering and Technology; Environmental Sciences; Law, Medicine, Nursing, Physiotherapy, Physiology, and Anatomy; Pharmaceutical Sciences, Sciences; Social Sciences, and Veterinary Medicine. These Reports were submitted to the Federal Military Government on 26th May, 1989 and were all approved in July, 1989.

The approval of Minimum Academic Standards Reports meant that the National Universities Commission should begin arrangements to embark on the accreditation of all degree programmes in Nigerian Universities. In this regard, the Commission worked out the modalities and procedure for the accreditation exercise. The outcome of this was the preparation of a Manual describing the modalities and procedure for the accreditation exercise, and designing Forms that will be utilized during the exercise. These Forms are:

- (a) Self-Study Form (NUC/SSF);
- (b) Programme Evaluation Form (NUC/PEF)
- (c) Accreditation Panel Report Form (NUC/APRF);
- (d) Accreditation Re-Visitation Form (NUC/ARVF).

This publication is the Manual attached to which are the Forms that are required for the Accreditation Exercise.

It is important to urge the Universities to study the Manuel and Forms along with the relevant Minimum Academic Standards Reports so as to get themselves adequately prepared for the visits of the Accreditation Panels. It is my hope that this Manual and Forms as well as the Minimum Academic Standards Reports would contribute immensely to upgrading and maintaining the quality of University education in Nigeria. To do this however, all hands must be on deck and the National Universities Commission expects no less from all academic staff as well as University administrators. I pray that we shall succeed. We must! We owe this to the Nation.

Professor Julius A. Okojie
Executive Secretary

NATIONAL UNIVERSITIES COMMISSION

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

1.0 LEGAL BASIS FOR ACCREDITATION

The legal basis for Accreditation of Academic Programmes in Universities is derived from Decree NO. 16 of 1985. Section 10 of the Decree as amended and incorporated in Section 4(m) of National Universities Commission Amendment Decree No. 49 of 1988 empowers the Commission:

“To lay down minimum standards for all Universities in the Federation and to accredit their degrees and other academic awards after obtaining prior approval therefore through the Minister from the President, Commander-in-Chief of the Armed forces; provided that the accreditation of degrees and other academic awards shall be in accordance with such guidelines as may be laid down and approved by the Commission from time to time.”

2.0 DEFINITION OF ACCREDITATION

The accreditation of degree and other academic programmes by the National Universities Commission (hereafter referred to as the Commission) means a system for recognizing educational institutions (Universities and programmes offered in these institutions) for a level of performance, integrity and quality which entitles them to the confidence of the educational community, the public they serve and employers of labour.

3.0 OBJECTIVES OF ACCREDITATION

The objectives of accreditation of academic programmes in Nigerian Universities are to:

- (a) Ensure that at least the provisions of the Minimum Academic Standards document are attained, maintained and enhanced;

- (b) Assure employers and other members of the community that Nigerian graduates of all academic programmes have attained an acceptable level of competency in their areas of specialization; and
- (c) Certify to the international community that the programmes offered in Nigerian Universities are of high standards and their graduates are adequate for employment and for further studies.

4.0 THE ACCREDITATION EXERCISE

(a) Coverage Of Accreditation Exercise

Accreditation Exercise shall initially cover all undergraduate degree programmes being taught in all Nigerian Universities. At a later date the modalities for accrediting postgraduate programmes shall be worked out by the National Universities Commission.

(b) Existing Academic Programmes

All existing undergraduate degree programmes in all Nigerian Universities shall come under the National Universities Commission Accreditation Exercise starting March 1990.

(c) New Universities

The Commission shall advise Government on the desirability or otherwise of the establishment of new Universities after due and thorough consideration of the proposals. The initial accreditation exercise for new Universities and new academic programmes shall commence three academic sessions after approval has been granted.

(d) New Academic Units/Faculties/ Colleges/Schools/Departments/ Programmes

The Commission shall consider and approve new academic units, departments and programmes after all the laid-down guidelines have been complied with bearing in mind the National interest and manpower needs.

(e) **Status of Accreditation**

The status of Accreditation are as follows:

i. Full Accreditation

This shall be granted to any degree or other academic programme that has satisfied the Minimum Academic Standards (MACS). Full Accreditation shall be granted for a period of six (6) academic sessions with a mid-term appraisal after three years. After the six academic sessions, there shall be a Re-accreditation visit.

ii. Interim Accreditation

This shall be granted to any degree or other academic programme that has minor deficiencies that must be rectified within a stipulated period. Interim Accreditation shall be granted for a period of not more than two (2) academic sessions.

iii. Denied Accreditation

Denied Accreditation shall apply to any degree or other academic programme which has failed to satisfy the approved Minimum Academic Standards (MACS). Request for Re-visit for the purpose of Accreditation shall come from the University concerned.

5.0 APPOINTMENT OF MEMBERS OF ACCREDITATION PANEL

(a) Ad-hoc Accreditation Panel

The Commission shall appoint on the recommendation of the Accreditation Committee, an Ad-hoc Accreditation Panel for each degree programme or discipline or sub-discipline being taught in the Nigerian Universities.

(b) Composition Of Ad-Hoc Accreditation Panel

The membership of each Panel shall consist of a Chairman and four other persons from the academic, professional association, regulatory boards/councils, industry and employers Association in the programme/discipline/sub-discipline area to be accredited. In addition each panel shall be serviced by a staff of the National Universities Commission Secretariat.

(c) Chairman of Ad-hoc Accreditation Panel

The Chairman of the Panel shall be an experienced Professor of repute in the programme/discipline/sub-discipline area.

(d) Briefing of Members of Ad-Hoc Accreditation Panel

All members of Ad-hoc Accreditation Panels shall be at a briefing-session on the objectives and process of Accreditation of Academic Programmes. The briefing-session shall be for one day at a venue to be decided by the National Universities Commission.

6.0 THE CONDUCT OF ACCREDITATION EXERCISE

(a) Notification of Universities for Accreditation

- (i) The Commission shall give at least three (3) months notice to the concerned University of an Accreditation visit for the particular programme, discipline or sub-discipline.
- (ii) The Commission shall send at the time of the notice, a Self-Study Form for completion by the University.
- (iii) The University shall complete the return within two (2) months twelve copies of the Self-Study Form in respect of each programme/discipline/sub-discipline to be accredited.
- (iv) On receipt of the completed form, the Commission shall constitute an Ad-hoc Accreditation Panel in accordance with paragraph 5(b) of this Manual and fix a date for the Accreditation Visit. Such a date so fixed shall be communicated to the University concerned and to all members of the Panel but without a mention of the University involved.
- (v) A copy of the completed Self-Study Form (NUC/SSF) and a Programme Evaluation Form (NUC/PEF) shall be sent to each member of the Panel at least two (2) weeks before the date of the Accreditation Visit.
- (vi) The Accreditation Visit shall be for a maximum of three (3) working days.

(b) Activities of the Accreditation Panel

- (i) The objectives of the Panel's Visit to the University are:
To determine if the particular programme, discipline or sub-discipline to be accredited in the University has in

all respect met the approved Minimum Academic Standards and to confirm or otherwise the statements of the fact supplied by the University in the completed Self-Study Form (NUC/SSF).

- (ii) The Panel shall hold such discussions with officials of the University that would enable each member of the Panel complete the Programme Evaluation Form (NUC/PEF).
- (iii) The Panel shall prepare a Statement of Facts Report for discussion with relevant officials of the University on the last day of the Visit during the End-of-Visit Interview. The Form should contain the following aspects of the Final Report:
 - ❖ The philosophy and objectives of the University and how these are being achieved;
 - ❖ The philosophy and objectives of the programme and if they were being achieved;
 - ❖ The observations of the individuals or Panel members on each item of the accreditation criteria contained in the Self-Study Form and Programme Evaluation Form;
 - ❖ The strengths and weaknesses of the Programme/Sub-discipline/Discipline.
- (iv) The Statement of Facts Report shall be signed by the members of the Panel and endorsed by the Head of Department/Dean of the Faculty and the Vice-Chancellor.
- (v) The Panel shall submit an Accreditation Panel Report Form (NUC/APRF) to reach the Executive Secretary of the National Universities Commission not later than 14 days after the visit.
- (vi) The Executive Secretary shall present the Statement of Facts Report and the Accreditation Panel Report Form (NUC/APRF) to

the Accreditation Committee which then makes a recommendation on the Accreditation Status of that programme, discipline or sub -discipline to the Commission for approval.

7.0 IMPLICATIONS OF ACCREDITATION STATUS

- (a) When an Academic Programme is denied Accreditation, the Commission shall inform in writing the Vice-Chancellor of the University concerned stating the reasons for denying the programme Accreditation and the steps to be taken to bring the programme up to the Minimum Academic Standards required for Accreditation.
- (b) When this decision is communicated, the University shall cease to admit students into such a programme with effect from the next admission exercise. The proprietors shall also be advised to stop funding the programme.
- (c) the Commission shall also inform the general public and such relevant bodies as Joint Admission and Matriculation Board, National Youth Service Corps, Civil Service Commission, Nigerian Employers Consultative Association (NECA), relevant professional regulatory body, Nigerian Students Loans Board, Nationals Directorate of Employment (NDE), and the various Federal and States Scholarship Boards about the denied Accreditation.
- (d) Programmes granted Interim Accreditation which fail to rectify the identified deficiencies within the stipulated maximum period of two academic sessions shall automatically convert to the status of Denied Accreditation at the end of the period.
- (e) During the period of Interim Accreditation, Universities may continue to admit students into the programme(s) affected.

- (f) Any student that graduates within 2 years after the programme would have been granted Interim or Denied Accreditation, should not be denied recognition of his/her certificate.

8.0 **CRITERIA FOR ACCREDITING A DEGREE PROGRAMME**

(a) Philosophy and Objectives of the Programme to be Accredited

There shall be evidence that the programme to be accredited has clearly defined philosophy and objectives.

Panel members will judge the quality of the programmes in terms of the efforts being made by the University to achieve the stated philosophy and objectives of the programme. The minimum expected will be similar to those laid down in the NUC approved Minimum Academic Standards (MACS) for the programme.

(b) Curriculum

The curriculum of the programme to be accredited should be adequate to prepare practitioners at an appropriate level in the particular field. It should include adequate theoretical knowledge and skills to fulfill the requirements for specific job objectives, and to equip the graduates with adequate communication skills (written and oral) and a sound knowledge of the social, political and economic environment in which the graduate shall live, work and make useful contributions as citizens.

The Panel will require evidence that the curriculum of the programme to be accredited meets the above requirements. The minimum expected will be those prescribed in the NUC, Minimum Academic Standard (MACS). In addition, panel members will

ascertain that the general atmosphere in the University indicates that the curriculum requirements were being met.

The correctness of the above statement will be defended before the Accrediting Panel members with documentary evidence of individual course content, textbooks for the course, students' work, lecture notes and descriptive materials and annual external examiners' reports of final examinations for three years preceding the visit.

(c) Teaching Staff Quantity and Quality

The Teaching staff adequacy in numbers, competence and the standard of instruction that it maintains in all subject areas that provide instruction to the student will be taken into consideration. Generally, the teaching staff determines the adequacy of the programme as instructional goal and objectives are achieved only to the level of competence and vision of the teaching staff.

The overall competence of the teaching staff may be judged by such factors as:

- i. The level of academic/profession training;
- ii. Their cognate teaching experience and professional work;
- iii. The diversity of their background;

- iv. The extent of which they further their own education in relevant programmes that are offered in the College/School/Faculty/Department;
- v. The degree of their participation in professional association/societies;

- vi. The existence of staff development programme for the improvement of the teaching force and curriculum;
- vii. Good working conditions to attract and retain staff of high quality, for example, living accommodation, etc;
- viii. A reasonable teaching load in hours per week, which should not be less than the stipulations in the Minimum Academic Standards (MACS).

(d) Students Admission, Retention and Graduation

The University should have policies on admission, retention, withdrawals, expulsion and graduation of students clearly spelt out in its annual Calendar of students handbook. There shall be evidence that these policies are properly explained and widely publicized for the information of all students either seeking admission or already enrolled in the University. For admission into any of the degree programmes, the minimum qualification expected shall be I line with existing National Policy on Admission to Nigerian Universities. For graduation, candidates should have fulfilled the minimum requirements for the award of a degree which include a satisfactory completion of a minimum practical, core/compulsory and elective courses stipulated in MACS.

(e) Standards of Degree Examination

In general, the University should have rules and regulations governing degree examinations and awards. These rules and regulations should be carefully explained to students on enrolment and widely publicized.

The standard of examination leading to the award of degree shall appropriate for the level of programme and adequate coverage of the

syllabus. The sources of information to Panel members, on this matter, will include: degree final examinations past question papers, homework problems, coursework, projects and external examiners/moderators' reports for the three years preceding the visit. Also to be made available to members is a report of students' supervised industrial experience schemes, teaching practice where applicable, etc.

(f) Financial Support

There should be adequate financial support to the University and to the department where the programme to be accredited is offered as a measure of dedication to the philosophy and objectives of the programme, and as predictors of continuing quality in education and evidence of programme stability.

(g) Physical Facilities

There shall be adequate physical facilities classrooms, laboratories, studios, workshops and tools, instruments machines, equipment and provision for updating the physical facilities and for expandable supplies to give students proper learning experiences essential to achieving their educational philosophy and objectives.

The accreditation Panel will require evidence that adequate physical facilities exist and that they were being used to educate the student in various aspects of skills or in the techniques of applied design, construction, operation and production processes in technology based programmes respectively.

(h) Administration of Department

The effect on productivity of sound administrative policy and effective leadership cannot be over-emphasized. A capable staff can be more effective if he performs his function in an atmosphere of good relationship with the administration. Administrators should perform their leadership role with mutual concern with policies that affect teaching and support staff and students of the department. The roles of the administrator in the department include selection and supervision of students; teaching and other staff members, the operation of the facilities for staff and students, conduct of examinations and interpretation of the department to members of the profession and to the public.

There should be evidence to Panel members that in performing these functions, the administrator seeks advice from the teaching staff, staff committees and other staff where necessary.

(i) Employers' Rating of Graduates

As evidence of meeting the philosophy and objectives of the programme, the Accreditation Panel will require a displayed employers' satisfaction that graduates of the programme are performing well at their various levels of employment. The evidence should be the result of a survey of the graduates' employers to ascertain that there is a rating of satisfactory performance of the graduates in their chosen fields. Where a University has not graduated any student from the programme to be accredited, employers' rating of the students course practical work/projects in the programme may be assessed by Panel members in lieu of employers' rating of graduates.

9.0 REQUEST FOR RE-VISITATION

a. A Programme Denied Accreditation

A programme which is denied accreditation on first visitation shall be subjected to a full accreditation visitation whenever the University concerned considers the Programme ready for accreditation. The request for Re-Visitation shall come from the University concerned. The University will therefore be requested to complete the Self-Study Form (NUC/SSF).

b. A Programme Granted Interim Accreditation

A University which wishes a programme already granted Interim Accreditation Re-visited within the stipulated period shall inform the Commission in writing. Upon receipt of such a request, the Commission shall send the Accreditation Re-Visitation Form (NUC/ARVF) to the University for completion. The University shall complete and return eight (8) copies of the Form to the Commission, which shall then send, wherever possible, at least two members of the original ad-hoc Panel and servicing staff of the NUC Secretariat to Re-Visit the Programme. The purpose of the Re-Visitation exercise is to ascertain if the minor deficiencies identified in an earlier visitation had been rectified and if other criteria for accreditation found to have been met during an earlier visit are still being maintained or improved upon to enhance the quality of the programme. For the Accreditation Re-Visitation Form, see appendix G.



NATIONAL UNIVERSITIES COMMISSION

for the
**ACCREDITATION OF DEGREE PROGRAMMES
OFFERED 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-STUDY FORM

For The Accreditation of Degree Programmes Offered in Nigerian Universities

.....
Name of University Submitting Form

CONFIDENTIALITY OF INFORMATION

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

Date Form is 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 (12 No) completed Forms and Twelve (12 No) 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.

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.....
.....

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. Organisation 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 standby 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 m²

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 Programme to be accredited:								
Books								
Periodicals								
Professional Journals								
Audio-Visual Aids								
Others								
Miscellaneous Expenditure								
Total								

Table: (Cont'd)

.....(3)			
Total Financial Provision	Actual Expenditure	% of Total Financial Provision	Units Acquired
₦		₦	₦

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 programme is 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 programme 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 postgraduate 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, Handbook 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 requirements for graduation in a degree programme. Also explain how repeats in final examination 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	GRADUATION OUTPUT					
		1 st Class	2 nd Class Upper	2 nd Class Lower	3 rd 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	GRADUATION OUTPUT					
		1 st Class	2 nd Class Upper	2 nd Class Lower	3 rd 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 procedures 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 required

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 photocopy of main decision and recommendations of the Commission.

40. Name of Faculty/School/College in which the programme/sub-dicipline/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.

46. ACADEMIC CONTENT: Existing Curriculum for the Programme/
Sub-Discipline/Discipline

41. Attach to this Form, the complete and current prospectus which should include:

(a) Programme Title:

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(b) **Programme/Sub-Discipline/Discipline Philosophy and Objectives**

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(d) Programme/Sub-discipline/Discipline Structure to include period of formal studies in the Universities Industrial training planned visit and projects:

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(e) **Course content specifications/syllabus of all courses in the Programme/Sub-Discipline/Discipline:**

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(f) **Attach a list of Titles of Degree projects, if any, carried out by the students in the Programme/Sub-Discipline/Discipline in the last three years**

47. Table 4: Programme/Sub-Discipline/Discipline Workload 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 GST 101	Use of English					
(b) Core/Compulsory Courses							
(c) Electives/Optional Courses							

48. Table 5: Programme/Sub-Discipline/Discipline Workload 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 preceeding three years	Reasons for Resignation or Dismissal
Professor				
Reader/Associate Prof.				
Senior Lecturer				
Lecturer I				
Assistant Lecturer				
Others				

50. Table 7: 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 Practicals 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 extra curricular 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

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

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 First Appointment	Qualification and Dates Obtained	Post Qualificatin 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	H	
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 APPENDIX 1 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 ₦ Amount in ₦ Amount in ₦		Provision	Actual Expenditure	Provision	Actual Expenditure	Provision	Actual Expenditure
University's Budgetary Allocation to the College/School/Faculty Department				1. Staff Salaries						
Consultancy				2. Staff Development						
Voluntary public support				3. Library Materials						
Seminar Fees				4. Laboratory Equipment						
Tuition fees where Applicable				5. Studio Equipment						
Others (Specify)				6. Office/Classroom Furniture						
				7. Maintenance						
				8. Supplies/Training Consumables						
				9. Vehicles Maintenance						
				10. Utility Services						
				11. Research						
				12. Others (Specify)						
Total				Total						

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 Labilities

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. Table 13: Employer’s Rating of Graduates of Programme/Sub-Discipline/Discipline to be accredited

Complete the Table below for 10 graduates 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

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

Name of officer completing the Form:

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Rank:

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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 so on 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
 - iv) 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) Classroom facilities and
Equipment
 - iii) Office Accommodation (area
per staff) and Equipment
 - iv) 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 calibre 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 inadequate for preparing the students for their chosen profession/discipline	0
Score Awarded	=====

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

1.3 ADMISSION REQUIREMENTS INTO THE PROGRAMME

All students admitted into 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 handbook 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 students 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 manpower 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. classroom 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 manpower 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 <u>qualified</u> 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 teaching staff.

(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>Maximum 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 inexperienced academic and generally ineffective and inefficient	0

Score Awarded =====

Comments: Panel members should give their impression on the *esprit de corps* 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 quality 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 exists 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 staff of the department have benefited from it in the past five years	1
(d) Below 50% of the teaching staff of the department have benefitted 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 programme 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 CLASSROOMS/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 classrooms 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 classrooms 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 or inappropriate | 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 buildings should have functional toilets, fire extinguishers, fire buckets with sand and water and all staff and students 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 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.

4.0 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 cannot be overemphasized. Availability of local and foreign journals for the programme serves as a means of updating textbooks and the curriculum. There should be adequate e-library facilities in the University.

4.1 Physical Library

4.1.1 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

=====

4.1.2 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

=====

4.2 e-LIBRARY

4.2.1 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 (1 computer to 5 students)	3
(b) Adequate (1 computer to 7 Students)	2
(c) Fairly Adequate (1 computer to 8 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.

6.0 EMPLOYERS' RATING OF GRADUATES

6.1 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	=====

6.2 UNIVERSITIES THAT HAVE NOT GRADUATED STUDENTS

Students' performance 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.

NATIONAL UNIVERSITIES COMMISSION

ACCREDITATION PANEL REPORT FORM
(UNDERGRADUATE PROGRAMMES)

1. Name of University

2. Department/Faculty/School/College of the Programme seeking Accreditation
.....

3. Programme for which accreditation is being sought
.....

4. Date of the Accreditation Visit: From
To.....

5. Summary of Panel's Findings:
(a) Philosophy and objectives of the Programme
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(b) The Curriculum

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(c) Admission Requirements

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(d) Academic Regulations

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(e) Course Evaluation

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(f) Students' Course Evaluation

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(g) External Examiner's System

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(h) Staffing (Teaching, Non-Teaching, Head of Department and Staff Development)

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- (i) Physical Facilities (Laboratories and Classrooms etc.,
Equipment, and Safety and Environment Sanitation)

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(j) Library Books, Journals and other Resource Materials including e-library

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(k) Financing (Income, Recurrent and Capital Expenditure)

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6. Panel Members' Names, Signatures and Date

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

(10)

7. University’s comments on the findings of the panel.

(By Vice Chancellor or Representative)

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8. Vice-Chancellor's, Dean's and HOD's Names, Signatures and Date

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)
- (9)

9. SUMMARY OF SCORES

(To be completed by Accreditation Panel members after the end-of-visit de-briefing)

	MAXIMUM	ACTUAL	% SCORE
1.0 ACADEMIC CONTENT			
1.1 Philosophy and Objectives	1		
1.2 Curriculum	2		
1.3 Admissions	2		
1.4 Academic Regulations	2		
1.5 Tests and Examinations	3		
1.6 Evaluation of Students' Work	2		
1.7 Practical/Projects Work	2		
1.8 Student Course Evaluation	2		
1.9 External Examination System	2		
	18		%
2.0 STAFFING			
2.1 Teaching Staff			
2.1.1 Staff/Student Ratio	8		
2.1.2 Staff Mix by Rank	5		
2.1.3 Qualifications	7		
2.1.4 Competence	1		
2.2 Administration	3		
2.3 Non-Teaching Staff	3		
2.4 Staff Development	5		
	32		%
3.0 PHYSICAL FACILITIES			
3.1 Laboratories, etc.			
3.1.1 Space	4		
3.1.2 Equipment	7		
3.2 Classrooms			
3.2.1 Space	5		
3.2.2 Equipment	3		
3.3 Office Accommodation	5		
3.4 Safety and Environment	3		
	27		%
4.0 LIBRARY			
4.1 Physical			
4.1.1 Holdings	6		
4.1.2 Currency	4		
4.2 Electronic			
4.2.1 e-books/e-journals	5		
4.2.2 Adequacy of PCs	3		
	18		%
5.0 FUNDING	3		
6.0 EMPLOYERS' RATING	2		
TOTAL SCORE	100		%

**RECOMMENDATION OF THE PANEL ON THE ACCREDITATION STATUS
TO BE ACCORDED THE PROGRAMME.**

(To be completed by Accreditation Panel members after the end-of-visit de-briefing)

Please tick (✓) only one option and enter total score within the line provided.

(a) Full Accreditation

Total Score required for this status is 70% and above, and a minimum score of 70% in each of the Academic Content, Staffing, Physical Facilities and Library Facilities.

Please highlight below the minor deficiencies to be rectified.

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(b) Interim Accreditation

Total Score required for this is 60% to 69%. In the case where a programme scores a total above 70% but has less than 70% in any one of the Academic Content, Staffing, Physical Facilities and Library Facilities, then Interim Accreditation is awarded.

Please highlight below the minor deficiencies to be rectified.

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(c) Denied Accreditation

Total Score required for this is 59% and below.

Please highlight below the major deficiencies identified.

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Chairman's:

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Name

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Signature

NATIONAL UNIVERSITIES COMMISSION

ACCREDITATION RE-VISITATION FORM

FORM NUC/ARVF

NATIONAL UNIVERSITIES COMMISSION

FORM NUC/ARVF

ACCREDITATION RE-VISITATION FORM

To be completed in respect of Programmes/Disciplines/Sub-Disciplines granted Interim Accreditation Status in the Universities.

.....
Name of University

CONFIDENTIALITY OF INFORMATION

The information supplied in this Form or by other means related to it is solely for the confidential use of National Universities Commission and its authorized agents.

Date Form is submitted

NATIONAL UNIVERSITIES COMMISSION

NUC/ARVF

ACCREDITATION RE-VISITATION FORM

Name of University

Programme/Sub-discipline/Discipline

.....

Name and Designation of Officer completing Form

.....

College/School/Faculty/Department in which Programme is offered

.....

Programme deficiencies as identified by initial NUC Accreditation Panel	State clearly each deficiency remedial action already taken. Use additional sheets if necessary.	Re-visitation Panel's observations and recommendations

NATIONAL UNIVERSITIES COMMISSION

NUC/ARVF

Name of University

Programme/Sub-discipline/Discipline

Programme/Sub-Discipline/ Discipline deficiencies as identified by initial NUC Accreditation Panel	State clearly each deficiency remedial action already taken. Use additional sheets if necessary.	Re-visitation Panel's observations and recommendations

NATIONAL UNIVERSITIES COMMISSION

NUC/ARVF

Name of University

Programme/Sub-discipline/Discipline

Programme deficiencies as identified by initial NUC Accreditation Panel	State clearly each deficiency remedial action already taken. Use additional sheets if necessary.	Re-visitation Panel's observations and recommendations

Name and signature of panel members (including date).

(1)

(2)

(3)

(4)

(5)

Name and signature of the Vice Chancellor and University Stamp (including date)

Summary of Report and Final recommendations by the Re-visitation Panel Members

(a) Summary

(b) Comments

(c) Recommendations

Name and signature of panel members (including date).

(1)

(2)

(3)

(4)

(5)