

**BAZE UNIVERSITY ABUJA**  
**FACULTY OF MANAGEMENT AND SOCIAL SCIENCES**  
**DEPARTMENT OF BUSINESS MANAGEMENT**



**HANDBOOK**  
**FOR UNDERGRADUATE STUDENTS**  
**OF BUSINESS MANAGEMENT**

**REVISED AND UPDATED**  
**2016**

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## **1.0 Introduction**

Business Management programme at Baze University is a four year degree programme. The design of the curriculum in Business Management is guided by our mission statement, which is: “to provide our students with the best pre-professional undergraduate management education”.

The programme is intended to provide students with a comprehensive understanding of topics relating to business management, finance, economics, marketing, business law, business ethics, financial management, accounting, leadership development and human resources management.

Furthermore, the business management programme is designed to equip students with essential business management skills and knowledge to analyse data, improve financial decisions, make better development plans and better predictions about the future, deal with challenges and take advantage of opportunities. The programme is also designed to instill the sense of ethical behaviour at all times as members of a family, work group and the global community.

## **1.2 Brief History of the Department**

The Department of Business Management, Baze University, Abuja, is one of the academic departments that makes up the Faculty of Management and Social Sciences. The Department was established, consequent upon earlier approval by the National Universities Commission for the commencement of the programme, to train and develop adequate skilled human resource in the area of professional management. Since its inception the department

has embarked on teaching and research activities that focus on both local and international management issues. The departmental courses are designed to produce graduates who would fit into a broad spectrum of job roles in the private and public sectors, as well as being able to create jobs. Courses are offered in the disciplines of Management, Marketing, Accounting, Economics and Finance. Our courses are designed to help students develop the quantitative, analytical, and critical skills necessary to succeed as managers in careers across all sectors

From its inception, the Department of Business Management at BAZE University has strived to provide a high quality management education in an environment that encourages the development of analytical, critical and creative skills needed to succeed in today's dynamic world, both in industry and government. The Department prides itself on the high quality of research and teaching by its staff across various areas of management who draw from their practical experience in both industry and academia.

The design of the curriculum in Business Management is guided by our mission statement, which is "To provide our students with the best undergraduate management education".

The Department's goals include among others the advancement of management practices as a science by developing the use of effective technical skills in our students. These skills ensure our students possess grounded understanding of management and social cohesion leveraging on the achievement of higher level of efficiency in management of business and public entities. It is expected that our management degree programme will cater to the academic interests of diverse students with the intention of turning out professional managers capable of handling business challenges in a dynamic global environment, and produce socially responsible and creative entrepreneurs. The Department's student intake will undoubtedly continue to expand judging from the number of new admission figures received from JAMB's (Joint Admissions and matriculations Board) office which has shown a steady increase.

### **1.3 The Philosophy of the Programme**

The Philosophy underlying the development of the academic programme of Business Management at Baze University is to train and develop adequate skilled human resource professionals in the field of business management.

The aim of the programme is to produce confident graduates who would fit into a broad spectrum of job roles in the private and public sectors as well as being able to create jobs.

The graduates of this programme will possess both theoretical and practical knowledge of business management and related fields as well as soft skills needed to succeed in a diverse global environment. They will also learn to appreciate the significance of ethics in both personal and public life.

### **1.4 The Aims and Objectives of the Department**

The aims and objectives of the Department of Management are to:

- i. Provide the best possible and qualitative professional education and training in the area of management that would enable promising and determined young men and women to build their careers as managers in both the public and private sectors of the economy.
- ii. Establish close relationships and co-operation with the private and public sectors, as well as with other institutions of higher learning, locally and internationally.
- iii. Provide students with a broad and well balanced knowledge of Management theories and methods.
- iv. Provide students with requisite knowledge background and skills with which they can proceed to further their studies in special areas of Management or multi-disciplinary areas involving Management.
- v. Provide students a sound foundation not only in management, but also in economics, marketing, accounting and finance, as well as relevant areas of statistics and the social sciences, to help them to develop a complete understanding of the practices of management

#### 1.4 List of Academic Staff in the Department

| S/n | Name                         | Academic Qualifications   | Rank                  | Comment/<br>Remarks |
|-----|------------------------------|---|-----------------------|---------------------|
| 1   | Prof. Ayuba A. Aminu PhD     | PhD,2006 – Management Studies<br><br>MBA, 1990 – Business Administration<br><br>BSc, 1986 – Business Management         | Visiting              |                     |
| 2   | Prof. Azubuike Sonny Nwankwo | PhD, 1990 – Marketing and Entrepreneurship<br><br>MBA, 1985 – Marketing<br>BSC,1981 – Management Studies                | Visiting              |                     |
| 3   | Hamilton, Donald Ibama       | PhD, 2003 – Business Policy<br><br>MBA,1992 – Business Administration<br><br>BSc, 1987 - Management                     | Visiting              |                     |
| 4   | Dr. Helen Jekelle            | PhD,1986 - Management Science<br><br>MSc,1983 - Industrial Relation and Personnel Management<br><br>BSc,1977- Sociology | FT<br>Senior Lecturer | HOD                 |
| 5   | Amin Hindu Jibril            | PhD,2010 – Management<br><br>MSc,2003 – Business  | FT                    |                     |

|   |                      |   |                          |  |
|---|----------------------|---|--------------------------|--|
|   |                      | Management (Marketing)<br>BSc,1997 - Business Management (Marketing)                              | Senior Lecturer          |  |
| 6 | Dr. Nuhu Gado Dogara | PhD,2013 – Management<br>MBA,1985 – Business Administration<br>BSc,1981 - Business Administration | Visiting Senior Lecturer |  |
| 7 | Basil Okoli          | MBA,1984 - Finance<br>BSc,1981 – Marketing  | FT Lecturer 1            |  |
| 8 | Anthony Igbokwe      | PhD,2007 – Business Management<br>MBA,2003 - Business Management<br>BSc,2002- Business Management | FT Lecturer 1            |  |
| 9 | Hadiza Lawal         | MSc,2013 – Finance and Development<br>BSc,2012 - Finance  | FT Assistant Lecturer    |  |

### 1.6 List of Non-academic Staff in the Department

| S/n | Name         | Academic Qualifications | Rank            |
|-----|--------------|-------------------------|-----------------|
|     |              |                         |                 |
|     | Chioma Nedeh | BA Foreign Languages    | Dept. Secretary |
|     |              |                         |                 |

## **2.0 Principles of admission**

- (i) Every programme is guided by specific admissions regulations (programme-specific regulations) drawn up in accordance with these regulations and with regard to relevant policies of NUC and University Senate, which are agreed through the validation process. Such programme specific-regulations are set out below.
- (ii) The university will admit students to its programmes on the basis of the following principles:
  - a) Reasonable expectation that the applicant will fulfil the objectives of the course and achieve the standard required for the award.
  - b) The University's requirements for admission into the programme leading to a particular award.
  - c) Equality of opportunity for all applicants.
- (iii) The University will abide by the requirements of NUC and JAMB guidelines with respect to admissions into Nigerian Universities. Particular attention is drawn to the University's Admission Policy and any relevant pronouncements that may be made from time to time.
- (iv) The purpose of this framework is to define and describe the policies, regulations and procedures that guide the admission, progression and the qualifications awarded by Baze University.

## **2.1 Types of Admission**

Candidates are admitted into the degree programme of Baze University in any of the following three ways:

- i. The University Tertiary Matriculation Examination (UTME)
- ii. Direct Entry
- iii. Inter-University Transfer

## **2.2 Admission Requirements by Type of Admission**

### **A. Unified Tertiary Matriculation Examination (UTME)**

For a candidate to gain admission into Baze University for a degree programme, as with any Nigerian university, he/she must have passed a minimum of five credits (O'



Level) in relevant subjects including English and Mathematics in Senior Secondary Certificate Examination (SSCE) or its equivalent at not more than two sittings.

## **B. Direct Entry Admission (DE)**

Candidates with two A level passes (graded A-E) at the Advanced Level in one or more relevant subjects of the intended programme may undertake the three-year degree programme into 200-level. This is in addition to the minimum of five credits O' Level passes in relevant subjects including English Language and Mathematics.

Table 1 presents the summary of admission requirements into various academic programmes of Baze University categorized by programme and mode of entry.

## **C. Inter-University Transfer**

A student from another university or equivalent overseas institution may wish to transfer to Baze University under Inter University Transfer arrangement for a variety of reasons. Essentially, these may border on personal challenges or other defensible causes such as security, circumstances of parents or, financial burden in the case of overseas students. Regardless of the circumstances, the following are the guidelines for prospective transfer students on how to apply for inter-school transfer from their university to Baze University.

There shall be established Senate Committee on Admissions with responsibility for Inter-University Transfers. The committee shall be composed of the following members:

- Director, Academic Planning as Chairman,
- Admissions Officer
- Representative of Deans of Faculties of relevant disciplines
- Heads of Department of relevant disciplines

## **D. Guidelines for Inter University Transfer**

- a) Applications for admission by transfer shall be addressed to the Chairman, Senate Committee on Admission and submitted to the Admissions Office for presentation to Senate Committee on Admission for consideration.

- b) Application forms for transfer into Baze University shall be obtained from Admission Department and Students affairs without payment of fees.
- c) Transfer candidates shall possess the minimum Baze University and Departmental entry requirements prior to entry into the university from where they are seeking transfer.
- d) The candidate must not be out of school for more than one session.
- e) Transfer students shall make a minimum cumulative grade point average of 2.00 on a 4.00-point scale to qualify for consideration.
- f) Transfer students must not be admitted beyond 200 level of a 4 year programme and 300 level for a 5 year programme.
- g) Transfer students can only apply to programmes related (or same) as the one they are studying in their former university or start afresh in a new programme.
- h) Transfer students must have good moral record in their former university and must not have any record of involvement in cultism or some other campus vices.
- i) Application should be accompanied by certified student's transcript, and will subject to verification by the Senate Committee on Admission from the university from where transfer is being sought.
- j) All applications for Inter–University Transfer into any academic session should be received on or before the commencement of a new semester.
- k) All recommendations for admission by transfer from Faculty shall be submitted to the Admissions Office for collation and presentation to Senate Committee for consideration
- l) If any irregularity is discovered in the papers presented by the student(s), such student(s) shall be withdrawn from the university.

**TABLE 1: SPECIFIC REQUIREMENTS FOR ADMISSION INTO BAZE UNIVERSITY**

| <b>FACULTY/COURSE</b> | <b>DIRECT ENTRY</b> | <b>O' LEVEL</b> | <b>UTME SUBJECTS</b> |
|-----------------------|---------------------|-----------------|----------------------|
|-----------------------|---------------------|-----------------|----------------------|

|                                  |  |   |  |
|----------------------------------|--|---|--|
| <b>B.Sc. Business Management</b> | Two 'A' level passes including economics | Five SSCE credit passes including English Language, Mathematics and Economics | Mathematics, Economics and any other social subject. |
|----------------------------------|--|---|--|

### **2.3 Modular Framework**

- i. Baze University operates the Course Unit system in accordance with NUC Regulations. The regulation starts with the premise that qualifications should be awarded on the basis of outcomes and attainment during specific years of study.
- ii. The framework covers all undergraduate taught programmes delivered in Baze University.
- iii. A programme leading an Honours degree shall comprise courses to the minimum value of 120 credits for four (4) year programmes and 150 credits for 5 year programmes.
- iv. Every full time student should be required to register for a minimum of 15 credit units per semester and a maximum of 24 credit units except for students on field experience/industrial attachment or spill over students.
- v. The module requirement for each programme is as specified by the department and/or faculty handbook.

### **2.4 Student's Change of Programme**

#### **2.4.1 Change of Degree Programme**

- i. Change of Degree Programme applies to undergraduate students who are currently attending Baze University and wish to change to a different programme in the

university. A student wishing to move to a new programme of study should discuss the possibility with his/her Academic Advisor, Head of Department, and Dean of the Faculty, in that order.

- ii.** With an agreement in principle, the student will then formally apply to the Department/Faculty responsible for the programme to which he or she seeks move to. Whether or not the student is permitted to change into another programme depends on a number of factors, including:
  - ❖ A satisfactory attendance record in the old programme.
  - ❖ Capacity in the receiving programme.
  - ❖ Agreement to the change from both the current programme of study to the new programme.
- iii.** If both departments agree to the change, the student can then request a change of programme form from his/her Faculty. Both the releasing and accepting Faculty must complete and sign the change of programme form before the student can enroll into the new programme.

## **2.4.2 Academic Requirements for Change of Course**

When a student transfers to a new programme, it is expected that he/she will complete its full academic requirements. It is up to the student to take note of any advice given to him/her during discussions about the change of programme transfer. The student's new Faculty will give a written statement of any academic catch up. However, if there are any specific gaps in learning outcomes, the student may be asked to take a small amount of extra modules or forego an elective to complete a specified module. The student is not permitted to repeat any module he/she has previously taken and passed.

## **2.5 Credit Transfer**

It may be possible, with the permission of the Dean of the Faculty concerned, to allow some of the credits the student has previously gained to be transferred. The receiving Faculty will make a decision as to whether the modules the student has already taken meet the learning outcomes of his/her new programme.

### **2.5.1 Terms and conditions of Transfer into New Programme**

Furthermore, either Faculty may require the student to pass some or all of the examinations or assessments as a condition of the transfer. During this period, the student will continue to be subject to the normal conditions of attendance in the University.

### **2.5.2 General guidelines for Programme Transfer**

- i.** Withdrawn candidates on poor academic standing from a faculty or programme are allowed to benefit from such transfer.
- ii.** Transfer from Science to management or social science programme and will only be allowed if the O level and JAMB requirements are fulfilled.
- iii.** The minimum CGPA for inter-university transfer is 1.00
- iv.** Candidates must satisfy the University minimum entry requirements for admission.
- v.** Intra-Faculty transfers are allowed.

## **2.6 Student Advisory Services**

Each student is assigned an academic advisor by the department who will:

- i. Help him/ her with the academic issues.
- ii. Carry out the registration procedure.
- iii. Report to the Head of Department about the academic situation of the student.

## **2.7 Student Semester Registration**

Each student must register and pay the appropriate tuition at the beginning of each semester according to the registration process in operation during that semester.

### **2.7.1 Registration Procedure**

- i The registration process includes getting copies of relevant document signed and submitted to all relevant places as may be advertised by the University, Faculties and Departments.
- ii Returning students must complete the registration process within the specified time limit for the semester.
- iii A returning student who fails to complete the registration process within the specified period approved for registration shall be deemed to be registering late and shall pay a late registration fee as may be prescribed by the University from time to time.
- iv A returning student who fails to register within the first quarter of the commencement of the semester shall not be allowed to register. Such a student shall be deemed to have withdrawn unless s(he) provides an acceptable reason to the Senate, in which case s(h)e can be considered for suspension of studies.
- v A fresh student must complete the registration process within the specified time limit for the semester. Failure to complete the process at this time shall attract a late registration fee or forfeiture of admission.
- vi The registry and Faculties shall ensure that the registration process is completed on time, that the process is clearly explained and publicized to the students, and that

staff members involved in the exercise maintain effective office hours so that the students could see them without hindrance.

## **2.8 Minimum And Maximum Credit Load**

The minimum credit load is 15 credit units per semester and a maximum of 24, except in exceptional circumstances, such as:

- i. Students on industrial training, internship, etc., where such an exercise lasts for a semester and its credit load is less than 15.
- ii. Spill-over students requiring less than 15 credits in a semester
- iii. Students with many carry over courses in one semester.

## **2.9 Registering For Modules**

- i. Modules are to be registered for by students sequentially. Thus a student must register for level 2 modules before registering for level 3 modules. Moreover, when registering, a student shall first enter lower level modules (failed, or not taken earlier) before entering higher level ones.
- ii. If a student has failed modules in a previous semester and registration of the failed modules will lead to a combined credit load to exceed the maximum of 24, then the student shall not be allowed to register for the higher level modules.
- iii. If a student fails a required module (s)he must register it as a carry-over in the subsequent semester(s) until the module is cleared.
- iv. A student shall not repeat any module that (s)he has passed, irrespective of the passing grade.
- v. If a student has failed a module either core, elective or optional and the module has been discontinued, then the student must register for an appropriate replacement module so long as he or she has not satisfied the minimum credit required for graduation. A student must consult a programme coordinator in order to decide on the appropriate substitute.

### **2.10 The Add/Drop Procedure**

- i.** Registered students may make minor changes in the modules registered for by adding or dropping some modules at the beginning of the semester.
- ii.** The procedure and conditions for the add/drop are as follows:
- iii.** Interested students shall collect the add drop form from the registry.
- iv.** The student must discuss the proposed changes with the programme coordinator.
- v.** The changes need endorsement of all concerned departments and faculties.
- vi.** The changes in registration must be in line with the following: the registration conditions set in 2.8 to 2.9 above; the requirements for minimum and maximum credit loads in a semester and the regulations of the Faculties, departments and students programme of study.
- vii.** The process must be completed within the semester registration period set by the University.
- viii.** A student can neither add nor drop a module after the close of registration period.

### **2.11 Earning Credit And Absence In Examinations**

- i.** A student cannot earn credit in any module (S) he has not registered for through the normal registration process, or the add/drop process. Thus, if a student sits for an examination for any module for which (s) he is not registered, the results of such an examination shall be cancelled.
- ii.** The results of all the modules registered by a student (except those dropped through the add/drop process) shall be reported. A student who registers for a module but fails to sit for its examination without valid reasons shall be deemed to have failed the module. Thus, a grade of 'F' shall be reported for such a student in the module. However, it shall be reported that the student was absent in the examination, so (s) he can be aware of the reason for the failure.



## **2.12 Defferal**

This means that a student is allowed to interrupt their programme of study for a given period of time, normally a semester. Defferal is usually on medical, psychological, or personal/financial grounds, in short, anything which may be seen to have a negative effect on student performance and progress.

### **2.12.1 Deferral Procedure**

- i.** Any student who is contemplating suspending their programme must first discuss this though with their programme coordinator. And is only advised for good reason.
  
- ii.** Students may not defer a programme of study after the semester registration period unless on emergency grounds.
  
- iii.** The student must put in the request to the Registrar by filling a programme deferment form and attaching to this form any relevant document to support students' request.
  
- iv.** In a case where the student has registered for the semester and an emergency has not been proven, a student may lose partial or full tuition paid for the semester.
  
- v.** The decision to grant a deferment is at the discretion of the Registrar and will be communicated to the student in writing.
  
- vi.** Conditions may be imposed on the student before re-entry is permitted.
  
- vii.** There may also need to be changes to the student's programme of studies following return from suspension and these will also have to be included in any agreement to suspension.
  
- viii.** When a student is ready to apply for re-entry, they must write to the Registrar in accordance with the letter, providing any required evidence of fitness to return.

## **Student Assessment Regulations**

### **3.0 Continuous Assessment (CA)**

#### **3.1 Definition of coursework**

The term “coursework” or “assessed coursework” relates to: essays, assignments, in-class tests, laboratory tests, projects, dissertations, practical work, presentations, viva voce examinations, placement or field trip reports, designs, theses, artefacts, digital photographic media, and computer based analysis. This is not an exhaustive list.

#### **3.2 In-class tests**

- i.** In-class tests are a form of assessment that normally takes place in class time and are used to assess one part of a course syllabus. The “In-class tests” should not normally be scheduled to take place during the University examination periods as detailed in the University Calendar.
- ii.** In-class tests should be scheduled during the teaching slot for the course, and should not exceed the normal duration of the teaching slot. It should normally be one hour long and must not be longer than two hours.
- iii.** Where an in-class test takes the form of an unseen paper, the course Lecturer(s) should inform the Examination Office of the date and time of in-class tests so that appropriate arrangement could be made for the invigilation of the test.

#### **3.3 Submission of coursework**

- i.** It is the student’s responsibility to ensure that coursework is submitted by the published deadline and in accordance with the published system. Students must check with the Course Lecturer in advance of the deadline if they are not sure of the correct procedure for the submission of coursework.
- ii.** Students must keep a copy of all written or electronic coursework submitted for assessment and should form the habit of taking regular backup of their course work to avoid disappointments that may arise due to computer system corruption.
- iii.** In situations where the Course lecturer requires the students to submit their work through text matching software, such as Turnitin, the work of any student that fails to comply may not be marked.

- iv. Where a student does not meet the deadline for the submission of course work, a penalty for late submission may be imposed.

### **3.4 Late submission of coursework**

- i. If students submit coursework late but within 24 hours of the published deadline, the work will be marked and will have ten percentage points of the overall available marks deducted, to a minimum of the pass mark (45% at undergraduate level, 50% at postgraduate level). For example, if a student who submits his or her work late scores a mark of 70%, the mark will be reduced to 60% as a penalty for late submission.
- ii. If students submit coursework more than 24 hours after the specified deadline, a mark of zero will be awarded for the work in question.
- iii. Penalties for late submission of coursework do not apply if a claim of mitigating circumstances has been accepted through the Mitigating Circumstances process

### **3.5 Network Failure**

- i. In the event of major disruption to the University Network System, which results in it not being accessible for significant periods on the submission deadline date, the submission deadline will be amended to the next working day on which the University Network System becomes available. Confirmation that major disruption has taken place will be provided by Information Technology (IT) Department to the Faculty Officer.
- ii. For electronic submissions, failure of a network and/or broadband access other than the University Network System (e.g. at home or work) will not be accepted as a reason for non-submission.

### **3.6 Return of coursework (Feedback)**

- i. Coursework will be returned to students within a reasonable time and with sufficient guidance in the form of written feedback and provisional marks to enable them to monitor their academic performance. 9

**Note:** All marks will remain provisional until formally agreed by the Faculty and departmental Examination Boards.

## **4.0 Examinations: regulations for students, staff and invigilators**

### **4.1 Definition of examinations**

- i. An examination is defined as a formal, time-limited, written or practical assessment, which is scheduled during the University examination period, with invigilation provided, or approved by the Senate.
- ii. Examinations may take a number of forms:

#### **4.1.1 Closed**

Students are not permitted to bring any notes or other supporting material into the examination except where it is permitted by the instructions on the paper to use specified types of calculators or drawing instruments.

#### **4.1.2 Restricted**

Students are allowed to use certain limited specified materials, such as references or texts, all of which will be specified in the instructions on the paper.

#### **4.1.3 Open**

- i. Students are allowed to bring in any materials, including their own notes. Such examinations must be specified as open examinations at the head of the paper. Open examinations cannot take place in the same room as other examinations.  
**Note:** The open examination is usually restricted to classroom test.
- ii. Where courses include assessment(s) by examination, students will be advised by the Course Lecturer of the form of examination (i.e. closed, restricted or open).
- iii. In the case of restricted examinations, where students are permitted to bring into the examination room their own texts (such as a case study) these will normally be provided in advance by the University. Students must be advised in advance of an examination, which texts are acceptable. All texts must be checked by the invigilator(s) prior to the start of the examination, to confirm they conform to the specification and do not contain unauthorized material, or annotations.

## **4.2 Timing and location**

- i. Examinations will only be held during the designated periods published in the University Calendar.
- ii. In very special cases, examinations may be held outside the Baze University premises.
- iii. Where one course is studied by different student groups, any identical examination must be taken simultaneously.
- iv. Examinations of different durations may not normally be scheduled in the same room.

## **4.3 Use of calculators, dictionaries, reference books and equipment in examinations**

- i. Students should be clearly advised by the Course Lecturer what equipment is, or is not allowed, to be taken into the examination room in advance of the examination. Where the use of calculators, specified reference books, or other equipment is permitted in the examination, this shall be supplied and clearly stated in the Examination Questions Submission form of the examination paper. The type of calculator, title of book(s), or type of other equipment shall be clearly defined. This will be supplied by the Examination and Records Registry.
- ii. Where a student is granted individual examination arrangements (see Section 6.3: Individual examination and assessment arrangements) arising from a special need such as dyslexia, the use of a dictionary (English or approved language) or other equipment may be permitted, where appropriate. All dictionaries and equipment must be approved in advance, according to standard procedures for the approval of individual assessment arrangements. Dictionaries must not contain any technical data of potential use to the student.

## **4.4 Examination timetable**

### **4.4.1 Student's responsibilities**

- i. It is the responsibility of each individual student to ensure they have checked the provisional timetable for examinations in relation to all courses for which they are registered, and in the case of difficulty, to make representations through their heads

of department to the Registry concerned by the deadline date published on the timetable. It may be necessary for students to sit more than one examination on any one day. Such considerations shall not normally be valid grounds for a review of the timetable.

- ii. As much as possible, formal assessment/examinations (and in-class tests) will not be scheduled on the dates noted as "Religious Observance" within the Baze University Calendar. However, if they have to be, students who profess a faith may inform their Registry of the clash. This must be done within ten working days of the publication of the provisional timetable for examinations. All reasonable efforts will be made to move the formal assessment/examination to another time, but in cases where this is not possible, students will be offered a deferral to the next available opportunity. In the case of in-class tests students should approach their Course Lecturer directly so that other arrangements may be made.

#### **4.5 Publication of the final examination timetable**

##### **4.5.1 Student's responsibility**

- i. The final timetable may include changes from the provisional timetable. It is the responsibility of each individual student to ensure that (s)he checks the final examination timetable in relation to all courses for which (s)he has registered. Information about the examination timetable will not be disclosed by telephone.
- ii. A student who does not obtain 75% lecture attendance in any given course or who has not completed enrolment, or is in debt to the University prior to the date for submission of the final piece of coursework, or the date of the first examination, whichever is the earlier, is not eligible to sit any examination(s).

## **4.6 Examination organization**

### **4.6.1 Student's responsibilities before the examination**

- i.** Every student must bring his/her Baze University identity (ID) card to examinations and display it on their desk during the examination.
- ii.** Students may enter examination rooms only when permitted to do so by the invigilator and must follow the invigilator's instructions at all times.
- iii.** Students may at the discretion of the invigilator be admitted to the examination room up to 30 minutes after the start of the examination, provided no student has left the room, but not thereafter. No additional time will be given for any student arriving after the start of the examination.
- iv.** Students must leave all personal effects except those required for, or authorized in connection with an examination in the place indicated by the Invigilator. All mobile telephones, alarm watches, or similar devices must be switched off. No food or drink is permitted in the examination room other than small items of confectionery, or medicines on prescription and a small bottle of water.
- v.** If a student discovers (s)he has unauthorized materials, including stationery, notes, or equipment not permitted in the rubric of the examination paper (s)he must draw this to the attention of the invigilator immediately by raising his or her hand.
- vi.** Before the examination commences students should check that they have the correct examination question paper, stationery, materials, aids and equipment.
- vii.** Students must not commence writing, other than to complete identification details on the answer book, until the start of the examination is announced by the Invigilator.
- viii.** Breach of any of the regulations in this section by a student, including failure to follow the directions of an invigilator, may be an examination offence (see Section 6.5.6).

## **4.7 During the examination**

### **4.7.1 Student's responsibilities during the examination**

- i.** When instructed, students must read the instructions on the question paper and answer booklet.
- ii.** Students must remain silent and in their seats for the duration of the examination. If a student wishes to attract the invigilator's attention they should do so by raising a hand.
- iii.** Students must remain in their seats throughout the examination and if given permission to leave the examination room temporarily, they must be accompanied by an invigilator (or nominee) at all times. Any student who leaves the examination room without the permission of an invigilator will be deemed to have withdrawn from the examination and will not be re-admitted to the room.
- iv.** No student may leave the examination during the first 30 minutes, or the last 30 minutes of the scheduled examination, other than on the instructions of an invigilator.
- v.** Students may only use the official stationery provided. Any rough work may be done on the answer booklet. A student found in possession of, or having completed work on, any other stationery, will be liable for investigation for a suspected examination offence (academic misconduct).
- vi.** Under no circumstances should a student remove an answer booklet, examination question paper, or rough work from an examination room.
- vii.** While in the examination room, students shall not read, or otherwise apprise themselves of the work of other students.
- viii.** During the examination students shall not communicate in any way with any person other than an invigilator. To attempt to do so constitutes academic misconduct.
- ix.** Students must not disturb, or distract other students in any way. A student who in the opinion of the invigilator causes an unreasonable disturbance, and continues to do so after warning, shall be required to leave the examination room and will not be re-admitted.



- x. A student who wishes to leave the examination room early must first attract the attention of an invigilator and have their answer booklet collected. Such a student should take care not to disturb other students when leaving and must observe examination rules until out of the room.
- xi. A student whose answer booklet has been collected will not be re-admitted to the examination room.
- xii. Any student who leaves the examination room without the permission of an invigilator will be deemed to have withdrawn from the examination and will not be re-admitted.
- xiii. When the end of the examination is announced by the invigilator, students must stop writing.
- xiv. At the end of the examination students must remain seated and silent until all answer booklets have been collected, counted and until dismissed by the invigilator. Not to do so constitutes academic misconduct.

Note: Breach of any of these regulations constitutes an examination offence and will be reported under the University's breach of assessment regulations

#### **4.8 Procedures in the event of an emergency building evacuation**

- i. For the purpose of these regulations, an examination shall be deemed to have started when students have begun to read the examination question papers.
- ii. Where at the designated time of starting an examination, the building in which it was due to be held is closed as a result of an emergency building evacuation, the examination will normally start 15 minutes after the building has been re-opened.

#### **4.9 An evacuation occurring before the examination has started**

##### **4.9.1 Student's responsibility**

- i. If an alarm sounds, students must leave their examination answer booklets, rough work and examination question papers and evacuate the room quickly and quietly. Under no circumstances should a student remove an answer booklet, rough work or an examination paper from the examination room.
- ii. It is the responsibility of the student to ensure they are present at the time when the building is re-opened. No students shall (re)enter the examination room until authorized to do so by the chief invigilator.
- iii. If an examination is re-scheduled it is the responsibility of the student to ascertain the revised schedule and to be present at the designated time and place for the examination.

#### **4.10 An evacuation occurring after the examination has started**

In the event of an emergency evacuation of the examination room (e.g. when the alarm sounds) any examination, which has already started, shall be terminated.

##### **4.10.1 Student's responsibility**

- i. If an alarm sounds, students must leave their examination answer booklets, rough work and examination question papers and evacuate the room quickly and quietly. Under no circumstances should a student remove an answer booklet, rough work or an examination paper from the examination room.
- ii. When the building is re-opened, students must not under any circumstances re-enter any examination room unless and until all answer booklets have been collected from the room by an invigilator and they are instructed to re-enter the building by the senior invigilator.
- iii. Where an examination has been terminated as a result of an emergency evacuation, it is the responsibility of the students to secure information on what alternative form of assessment, if any, is to be required in relation to that subject area, and to present themselves for assessment on the due date. Information will be available from the Registry.

## **4.11 Procedures in the event of severe disruption to public transport or national emergency situation**

### **4.11.1 Student's responsibility**

- i. It is the responsibility of each student to find out when and where the examination will take place after the disruption of the originally scheduled examination;
- ii. It remains the responsibility of the students to be present at the examination room in good time. Students are expected to make such arrangements as may be necessary to ensure that they arrive on time. If students are likely to be affected by any transport disruption, they are advised to investigate immediately alternative travel arrangements, or opportunities for temporary accommodation near the examination location. Students should bear in mind that disruption to public transport inevitably puts pressure on other forms of transport services too, and are advised to allow more time for their journeys irrespective of their mode of travel.
- iii. Staff marking examination question papers will not make allowances for students' shortage of time, or any other effects of disruption. Faculty and departmental Examination Boards have discretion to consider mitigating circumstances, which may include missing all or part of an examination due to disruption to public transport. It is the responsibility of any student affected to submit a mitigating circumstances claim to the relevant Registry at the earliest available opportunity.

## **5.0 INDIVIDUAL EXAMINATION AND ASSESSMENT ARRANGEMENTS**

### **5.1 Individual examination and assessment arrangements**

- i. Individual arrangements for examinations or assessments may be made for disabled students or students with long-term medical conditions which would affect their ability to undertake the proposed examination or assessment.
- ii. Individual arrangements may include:
  - a) Additional time for an examination or coursework;

- b) the provision of sheltered facilities, such as a room for individual students, or a separate room with other students also requiring additional time (including facilities off-site where a student has exceptional difficulties in sitting an examination);
- c) The completion of work other than in handwriting;
- d) The provision of the question paper in an alternative form or of an alternative mode of assessment;
- e) The use of tape, Braille or other facilities, or the employment of an amanuensis and/or reader.

iii. The purpose of an individual arrangement shall be to compensate for the restrictions imposed by the disability or medical condition, without impairing the validity of the assessment/examination and without giving unfair advantage relative to other students.

## **5.2 Procedures for making a request for Individual examination and assessment.**

### **5.2.1 Students' responsibilities**

- i. It is a student's responsibility to notify the University of his or her requirements for support in assessment at the earliest possible opportunity. The University cannot accept responsibility for problems in assessment in cases where a student has chosen not to, or failed to, notify it of their requirements. Retrospective requests for alternative assessment arrangements, or for additional opportunities to sit for assessments, cannot be considered.
- ii. Disabled students, or students with SpLD (dyslexia (difficulty in reading), dyspraxia (difficulty in remembering), and dyscalculia (difficulty in making arithmetical calculations), should inform the Academic Registrar on entry to their course, so that arrangements can be made to accommodate their requirements for alternative assessments and/or individual examination arrangements.
- iii. 5.148 Students with a short term or temporary conditions (e.g. a broken limb or other injury) may apply directly to the Academic Registrar, or nominee, for individual examination or assessment arrangements. In all cases such applications must be submitted to the Registry at least six weeks before the relevant examination or assessment. For the purposes of these regulations, 'short term' or 'temporary' shall be

defined as a condition that is only expected to affect assessment in the semester to which the claim refers.

- iv. In considering claims for short-term or temporary conditions, the Academic Registrar, or nominee, will undertake whatever consultation is deemed necessary in arriving at a decision on the claim.

### **5.3 Specific Learning Difficulties (SpLDs) (dyslexia, dyspraxia, dyscalculia)**

- i. Students with SpLDs may either elect to undertake their written examinations with an additional time allowance of 15 minutes per hour, in a separate room with other students' also requiring additional time, and access to a Standard English dictionary (or approved foreign language dictionary). Alternatively, students with SpLDs may elect to take their examinations in a computer laboratory set aside for this purpose, with an additional time allowance of 15 minutes per hour.
- ii. The examination answer booklets of all students with SpLDs will be identified with a sticker to alert markers to the need to consult the marker's guidelines.
- iii. Students with SpLDs are permitted to use a personal tinted overlay where required in examinations and in-class tests.

### **5.4 Chronic or long-term conditions**

Students with a disability or long term, complex or chronic condition can seek a reasonable adjustment, which means they need not comply with University standard mitigating circumstance procedures. Reasonable adjustment includes not being required to submit repeat mitigating circumstances claims, additional time in examinations, or alternative assessments. Students should register with their Advisers and Head of Departments.

### **5.5 International students: examinations in other countries**

- i. Baze University may permit students to sit for examinations outside Nigeria, in cases where:

- a) an international student who has completed his/her course is required to complete a deferral or referral examination in order to graduate; or
  - b) a student is required to undertake a period of residence abroad as part of his/her course (or on an approved Exchange) and this period of residence coincides with the University examination period.
- ii.** Any student seeking to take an examination overseas must apply formally, to the Registrar for individual assessment arrangements based on special circumstances. In such cases, if the proposal is agreed, an appropriate Nigerian Consul Office will normally be asked to conduct the examination and any costs incurred must be borne by the student.

## **5.6 Viva voce examinations**

### **5.6.1 Definition of viva voce examinations**

- i.** A viva voce (meaning, by word of mouth as opposed to writing) examination is an oral examination, typically for an academic qualification, that assesses skills and knowledge.
- ii.** A viva voce examination may be used in conjunction with other forms of assessment to determine an overall mark for a course. Where used for summative assessment, provisions for viva voce examinations must be detailed in the validated course pro-forma, be subject to a marking scheme and be applicable to the whole cohort.
- iii.** Viva voce examinations can only be used to determine a final classification where there is a professional and statutory body (PSB) requirement to do so as in the case with medicine.

### **5.6.2 Procedures**

- i.** A viva voce examination should be conducted by at least two subject specialists prior to the Faculty and departmental Examination Boards. In order to ensure transparency a record of discussions must be made. An External Examiner may see a sample of the

written records of discussion, be given access to a video/audio recording, or attend a sample of the viva voce examinations.

- ii. 5.163 It is the student's responsibility to ensure they are available for a viva voce examination on the date agreed with the Course Lecturer. Failure to attend without a valid mitigating circumstances claim will be treated as non-attendance.
- iii. 5.164 Where a student is aware in advance that they will not be able to attend, the student should liaise with the examiners to try and establish an alternative date. If no agreement can be made it is a student's responsibility to submit a claim of mitigating circumstances.
- iv. A viva voce examination should take place in term time, or during the allocated re-assessment week, unless otherwise agreed by all parties.

### **5.6.3 Cases of mitigating circumstances**

A viva voce examination may be conducted as an alternative or additional assessment where very exceptional reasons for poor performance have been established and a valid claim of mitigating circumstances has been accepted. The Vice-Chancellor & Dean of Faculty, or nominee, and the Academic Registrar, or nominee, shall liaise to determine the suitability of such a request.

## **ACADEMIC MISCONDUCT**

### **6.0 Introduction**

Academic misconduct includes any form of cheating which directly or indirectly falsifies the ability of the student. It includes all fraudulent activities such as plagiarism collusion, impersonation and the use of inadmissible material(s) (including any material that breached confidentiality, or that is downloaded from electronic sources).

Academic misconduct applies to any form of assessment including coursework, in-class tests and examinations and covers every form of Examination Irregularity, Misconduct or Malpractice.

## **6.1 Irregularity**

Irregularity shall be deemed to have occurred if the candidate sits for the examination for which (s)he is not eligible, as the case may occur when the candidate:

- a) Does not register for a course
- b) Does not satisfy the attendance requirement of 75%; and
- c) Has not complied with any other requirement(s) prescribed by Senate, Faculty or Department.

## **6.2 Sanction**

Any candidate whose position is irregular as identified under the heading shall not be allowed to sit for the examination. Where the irregularity is discovered after the candidate might have sat for the examination, such paper(s) done under irregular conditions shall be nullified.

## **6.3 Misconduct**

Misconduct shall be deemed to have occurred under the following instances:

- a) Failure to observe silence. The only permissible way of attracting the attention of the invigilator is by candidate raising his/her hand.
- b) Smoking in the examination hall or rooms when examination is in progress
- c) Acts of insubordination or insolence to the invigilator(s)
- d) Fighting in the examination hall; and
- e) Any Act(s) of commission or omission that may negatively affect the smooth conduct of the examination.

## **6.4 Sanction**

All cases of misconduct shall attract a written warning issued by the Dean and copied to the Registrar. Candidates guilty of (b) shall in addition have their cases referred to Student's Disciplinary Committee.



## **6.5 Malpractice**

- i. Examination Malpractice shall be deemed to have occurred under the following circumstances:
  - a) Any act of omission which contravenes any of the provisions of section 3(2) of the miscellaneous offences decree of 1984;
  - b) Any unlawful attempts, acts, omissions, successful or unsuccessful, directed at obtaining pre-knowledge of examination question(s) or influencing the markings of scripts or award of marks by the University or external examiner;
  - c) Any attempts, successful or unsuccessful, to impersonate a candidate in any University examination.
  
- ii. The following shall constitute impersonation:
  - a) Writing examination for another candidate.
  - b) The exchange of examination numbers or answer scripts/sheets.
  - c) The intentional use of someone else's examination number.

## **6.6 Plagiarism**

- i. **Plagiarism** is an assessment offence and is not permitted in the University. Plagiarism is the submission for assessment of someone else's work (written, visual or oral). Plagiarism may involve the unattributed use of another person's work, ideas, opinions, theory, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person's actual spoken or written words, or paraphrases of another person's spoken or written words without due acknowledgement, and passing them off as one's own
  
- ii. Students are not allowed to re-present any assessment already submitted for one course *as if for the first time* for another course. **Double counting** of assessed work is not normally allowed. If submitting work previously included in another assessment the student should attribute the section of text from the earlier work. In

assessing such work markers may take into account work that is deemed not to be original.

## **6.7 Collusion**

- i. Collusion** is defined as the submission of work, assignment or examination produced in complicity with another person(s), which is based on the assessment of individual work. Such complicity with another person(s) is intended to defraud or gain an unfair advantage. Students are not allowed to include unauthorized members in student teams conducting group work assignments and students may not lend their work which has been submitted for assessment to another student;  
Note: Every student should treat his/her academic work as his/her own property and should protect such work. Students should ensure that electronic copies of their work are stored securely and cannot be copied or stolen by another person.
- ii.** It is the student's responsibility to ensure (s) he has understood the definition of assessment offences. If a student is unclear about any aspect of plagiarism they should in the first instance contact their Course Lecturer in good time, prior to the submission of coursework.
- iii.** For the purpose of this regulation, 'examination' includes both written and oral examinations, and course tests. 'Assessed coursework' includes coursework, essays, assignments, in-class tests, laboratory tests, projects, dissertations, practical work, presentations, placements, or field trip reports, designs, theses, artifacts, digital photographic media, and computer-based analyses, etc.

## **6.8 Cheating within the examination**

Cheating within the examination hall involves:

- i.** Copying, or attempting to copy, the work of another student, whether by looking at what they have written, or are writing, or by asking them for information, in whatever form. Copying from one another/exchanging answer sheets.

Bringing in prepared answers, copying from textbooks, notebooks,

- ii.** laboratory specimens and any other instructional aids smuggled into the examination hall.

- iii. Collaborating with lecturer/invigilator where it involves provision of oral/written answers to a student in the examination hall.
- iv. Oral/written communication between and amongst students.
- v. Bringing in prepared answers written on any part of the body
- vi. Refusal to stop writing at the end of an examination
- vii. Removing (an) examination answer booklet(s) (whether completed or not) from an examination room.
- viii. Impersonation. Being party to any arrangement whereby a person other than the student fraudulently represents, or intends to represent, the student at an examination.
- ix. Failing to comply with the instructions of an invigilator or any other instructions published on the examination answer booklet or examination question paper.

### **6.9 Cheating outside the examination hall**

- i. Cheating outside the examination hall involves:
  - a) Colluding with a member of staff to modify or on his own initiative modify students' scores, answer scripts or mark sheet.
  - b) Colluding with a member of staff in order to submit a new answer script as a substitute for original script after an examination.
  - c) Writing of project, laboratory or field reports on behalf of a student by staff.
  - d) Soliciting for help after examination.
  - e) Secretly breaking into a staff office or departmental office in order to obtain question papers, answer scripts or mark sheets or to substitute a fresh script for the original script.

- a) Refusal to cooperate the investigation panel in the investigation of examination malpractice.
- g) Obtaining, or attempting to obtain, access to examination papers prior to the start of the examination.
- ii.** The introduction and/or use in an examination room of books, notes, papers or devices of any kind other than those specifically permitted in the rubric of the paper. This includes, for example, the use of a memory calculator where the rubric provides for an ordinary calculator, and the use of any paper other than official examination stationery supplied by the University.
- iii.** The reproduction in examination conditions of material originally produced by another person or persons, without acknowledgement, in such a way that the work could be assumed to be the student's own.
- iv.** The unauthorized and unattributed use of work produced by another student, or the use of any published material in such a way as to indicate the student is the original author.
- v.** Behaving in a manner likely to prejudice the academic performance of another student(s).
- vi.** Offering a bribe, or inducement to any member of staff of the University, or any external invigilator or examiner, connected with the examinations or assessment.
- vii.** Any attempt to misrepresent a student's record of achievement, such as results published on-line, student course profiles, student transcripts, Diploma Supplements or Award Certificates, is an offence within these regulations.

### **6.10 Procedures in the event of suspected academic misconduct**

- i.** Please refer to the procedures set out in regulations in the event of academic misconduct during an examination(s).

- ii. Suspected academic misconduct in relation to coursework can be dealt with through one, or more of the following procedures according to the severity, the proportion of the course mark allocated to the work in question, and whether or not the academic misconduct is a first offence:
  - a) By the internal examiner in consultation with the designated Student Casework Administrator and Course Lecturer
  - b) By a panel convened on behalf of the relevant Students Disciplinary Committee
  - c) By a University level Committee of Investigation
- iii. Where the academic misconduct is not a first offence, and/or where it is considered to be of a serious nature, and/or where it is in relation to a piece of work which contributes greater than 30% of a course mark, the academic misconduct must be dealt with in accordance with Stage 2, or Stage 3.

### **6.11 Sanctions for examination malpractices**

- i. Categories of offences which attract expulsion from the University are:
  - a) Impersonation at Examination
  - b) Exchange of answer sheets or any material such as question papers containing jottings relevant to the ongoing examination.
  - c) Introduction and use of relevant unauthorized materials in the examination hall
  - d) Illegal removal of examination script.
  - e) Any kind of mischief that is likely to hinder the smooth conduct of the examination such as physical violence, flooding, fire, etc.
  - f) Cheating outside the hall e.g. in the toilet.
  - g) Collaboration with or copying from another candidate
  - h) Any offence, which falls under category 5.9.2 and 5.9.3 committed by a student previously rusticated.
- ii. Category of offences that invites a maximum of one year rustication:
  - a) Facilitating/abetting cheating
  - b) Introduction of relevant unauthorized materials to the examination hall even if not used.

- c) Act of misconduct such as speaking / conversing during examination.
- d) An offence of category 5.9.3 committed by a previously warned student
- e) Any other malpractice(s) deemed by the Examination Malpractice Committee to warrant rustication

**iii.** Category of offences which invites warning:

- a) Introduction of unauthorized, relevant material to examination hall.
- b) Writing on question paper.
- c) Any other malpractice(s) deemed by the Examination Malpractice Committee to warrant rustication.

## **6.12 Appeals**

- i.** A student may only appeal against a decision taken at any stage of the procedures on the basis that:
  - a) There is new evidence which was not previously available and which has a direct bearing on the case against the student;
  - b) There has been material procedural irregularity in the conduct of the examination and/or the assessment offences procedures; or
  - c) There has been procedural unfairness in the conduct of the examination and assessment offences procedures.

In such cases, the student should submit their appeal (together with any new evidence) to the Registrar normally within 10 working days of the date of the decision being appealed. The Academic Registrar will evaluate the appeal (and any new evidence) in the light of the record of the case to date and, where appropriate, convene (or reconvene) a Committee of Investigation.

- ii.** If following an evaluation of the appeal the Academic Registrar deems it inappropriate to convene, or reconvene a Committee of Investigation, this decision will constitute the final stage of the appeals process and a Completion of Procedures letter will be issued to the student. Following the completion of the University's internal procedures, the student may be eligible to apply to the Office of the Independent Adjudicator (OIA) for an external review of the appeal.

## **6.13 Mitigating Circumstances (MCs)**

- i. Students are expected to plan their work, so they can attend all lectures and meet assessment deadlines at the same time as other obligations which they may have both inside and outside the University. The mitigating circumstances process should only be used by students who experience significant, unforeseen disruptions to their studies in circumstances over which they had no control.

### **6.13.1 Definition of mitigating circumstances**

- i. Mitigating circumstances are defined as serious unforeseen, unpreventable circumstances that significantly disrupt a student's ability to undertake assessment.

### **6.13.2 Student responsibilities**

- i. It is the student's responsibility to ensure (s)he has read and understood the assessment regulations and to seek further information and guidance from the student's Personal Tutor and/or the Registry. A student's misinterpretation or lack of awareness of these regulations will not be considered a valid reason for non-compliance.

### **6.13.3 Grounds for submitting mitigating circumstances**

- i. A mitigating circumstances claim should be submitted if valid detrimental circumstances result in:
  - a) the late or non-submission of coursework; or
  - b) non-participation in assessment and/or non-attendance of examination(s).
- ii. The University operates a 'fit to sit' policy which means that when a student submits his or her coursework or sits for an examination and/or in-class test, it is believed that the student deems himself / herself fit to do so. Therefore the University does not normally consider claims of performance affected. A mitigating circumstances claim cannot normally then be considered for poor performance within the assessment(s). It is the responsibility of the student to determine if (s)he is fit to participate in

assessment or if a mitigating circumstances claim should be submitted for non-participation.

- iii. Where a student is unfit to make reasonable judgement on his / her ability to undertake assessment, due to mental illness or other exceptional circumstances, or is taken ill during an examination, a mitigating circumstances claim may be submitted where this can be supported by original medical evidence.
- iv. When students apply for non-submission and/or non-attendance they must indicate in their statement that their claim is for 'performance affected'. Where such a claim is accepted, the student will be offered the opportunity to re-attempt the assessment(s) in question without penalty. The original attempt during which the mitigating circumstances occurred will be discounted.

#### **6.14 Procedure for submitting a Claim for Mitigating Circumstances**

- v. Students must submit a mitigating circumstances claim in writing to the Registry through their Head of Department at the earliest available opportunity. Such claims should normally be submitted within one month of the circumstances occurring and all claims must be supported by original documentary evidence.
- vi. It is the student's responsibility to ensure all relevant information and supporting documentary evidence is made available to the Registry. Students should be aware that discussing their circumstances with staff does not constitute a submission of a mitigating circumstances claim. Students must keep a copy of the submitted claim and evidence.

#### **6.15 Timescale for submission of mitigating circumstances claims**

- vi. Students should submit claims as close as possible to the time when the difficult circumstances occurred and normally within one month of the mitigating circumstances occurring.
- vii. Late claims will not normally be considered, other than in highly exceptional circumstances, where the problems encountered by the student justify the lateness of the claim as well as the claim itself.



## **6.16 Absolute conditions for acceptance of claims**

- i.** For a mitigating circumstances claim to be accepted all of the following absolute conditions must be met, with the exception of claims relating to students' participation in religious pilgrimages. A student must produce independent documentary evidence to show that the circumstances:
  - a) Were unforeseen;
  - b) Were out of their control and could not have been prevented;
  - c) Relate directly to the timing of the assessment affected; and
  - d) Meet the relevant specific conditions relating to documentary evidence
- ii.** It is the student's responsibility to ensure that their application meets all of the absolute conditions above.

### **6.16.1 Independent documentary evidence**

- i.** In all cases, claims must be substantiated by original independent documentary evidence. This must be an official document e.g. a letter signed on official headed paper, and must include the dates during which the circumstances applied. In the case of evidence relating to medical conditions, this must take the form of a medical certificate or doctor's letter that is either obtained at the time of the illness or evidence that makes it clear that the student was unwell at the time. The certificate should state the time and duration of the illness and include a clear medical opinion.
- ii.** A note from the doctor indicating that the student told them they were unwell will not normally be accepted; and self-certification cannot be accepted.
- iii.** Copies of documentary evidence, other than officially certified copies of death certificates, will not be accepted. If a student needs an original document for another purpose, they must bring both the original and the copy into the Registry so that the copy can formally be authenticated.

- iv. A student may seek a supporting statement from their Personal Tutor (or other suitably qualified member of University staff), in order to help them to articulate his or her claim, if that individual is aware of the circumstances and their effects, although this cannot, in itself, constitute independent documentary evidence.
- v. Documentary evidence must be presented in English and, where required, translations must be provided using an authorized translator.
- vi. Evidence sent by fax does not constitute submission of evidence. : If documentation is faxed, the decision of Mitigating Circumstances Panel members will not be confirmed until the original documentation has been submitted and received.
- vii. The University reserves the right to check the authenticity of all documentation submitted as part of a mitigating circumstances claim. Any student who submits documentation that is not authentic will be investigated in accordance with the Student Disciplinary Procedure and may be liable to criminal charges.

## **7.0 MARKING, REMARKING, EXAMINATION AND ASSESSMENT ARRANGEMENTS**

### **7.1 Introduction**

- i. Marking is the process of assessing a piece of work, submitted or presented by a student, against agreed marking criteria and mark/grade descriptors to arrive at the award of a numerical score or grade for that piece of work.
- ii. Moderation is the process of reviewing the marks awarded to a full set of assessed work to provide assurance that assessment criteria have been applied appropriately and consistently.
- iii. External scrutiny is the process of providing external assurance, by way of the external examiner system, that academic standards are appropriate and comparable with the sector, and that the assessment process has been conducted fairly, consistently and in accordance with published policies and regulations.

### **7.2 Remarking**

- i. When a student feels very strongly that scores awarded to him in any given course, (s)he may request for his or her scripts to be remarked.

- ii. The student requesting for a remark shall write to the Academic Registrar through his or her HOD and the Dean of his or her faculty and shall be required to pay the remarking fees as approved by the Senate.
- iii. On the receipt of the application for a remark, the Academic registrar shall call for the student's script(s) and the Dean of the Faculty shall arrange for another staff who is an expert in that area to remark the student script(s) using the original marking scheme.
- iv. The remark score shall replace the score originally awarded to the student

### **7.3 Assessment Arrangement**

#### **7.3.1 Student's responsibilities**

- i. It is a student's responsibility to ensure that (s)he:
  - a) registers for the correct courses by the published deadline in the University Calendar;
  - b) is eligible for assessment, or reassessment in accordance with the appropriate undergraduate or postgraduate course units specific regulations; and
  - c) applies for change of course , if necessary, by the published deadline in the University Calendar.

#### **7.4 General Course assessment regulations**

- i. A student, who has not fully completed enrolment or is in financial debt to the University, is not eligible to undertake any course assessment. Any student, who has not fully completed the University enrolment before the deadline for registration, shall not be assessed.
- ii. Baze University shall publish relevant information for every course leading to a specified award. The details shall include:
  - a) intended learning outcomes;

- b) type, timing and content of assessment for each aspect of the course;
  - c) weighting of each element of assessment;
  - d) arrangements for the submission of coursework, submission deadlines and the return of both marked work and feedback;
  - e) Conditions for progression to the next stage of the course;
  - f) requirements for the award of qualification(s);
  - g) decisions open to the Faculty and departmental Examination Boards where the student fails any part of the course;
  - h) action(s) to be taken where failure was due to illness or other mitigating circumstances considered as valid within University regulations.
- iii.** Course assessment regulations must be consistent with both the assessment regulations of the University and with the regulations of NUC and any external validating or Professional, Statutory and Regulatory Body (PSRB) such as COREN, CLE ANAN, which recognizes or accredits the course.
  - iv.** Where there is a conflict between the University assessment regulations and those of a PSRB, accrediting a qualifying award of that body, the regulations of the external accreditation body will take precedence.
  - v.** Where there is conflict between the course assessment regulations and those of the University, the University regulations will take precedence, except where the variance has been formally approved by the Academic Registrar through validation, review or the major modifications process.
  - vi.** Assessment regulations relating to the course must be published and made available to students at the beginning of each academic session in the course handbook.

- vii.** Changes to course assessment regulations may only be made in accordance with the procedures set out in the Baze University Policies, Procedures and Regulations Handbook. Any change that may significantly affect the progress or future assessment of students already registered, must be carried out only after appropriate consultation with the students, in the semester prior to the change being introduced.
- viii.** Assessment must be appropriate to the subject being studied, the mode of learning and to the students taking the course or courses, and must be marked and moderated by competent and impartial examiners, against published marking schemes (assessment criteria and methods), which enable them to assess students fairly and consistently.

### **7.5 Failure and Reassessment: General Requirements**

- i.** Course assessment regulations must specify which elements and how many elements of assessment must be passed for attainment of an award and make provision for a student to make good any initial failure.
- ii.** Students will not be permitted to improve upon a mark or grade above the pass level required for the course or award.
- iv.** Where a particular course is no longer offered and/or it is not practicable for students to be reassessed in the same elements or an alternative course(s), the Faculty and Departmental Examination Boards may at its discretion, make special arrangements as it deems appropriate.

### **7.6 Mitigating circumstances**

- i.** The University recognizes that some students may at certain times during their studies experience unforeseen and unpreventable circumstances that prevent them from completing elements of assessment.

## 8.0 REGULATIONS FOR SEMESTER RESULTS

### 8.1 Determining semester results

- i. Semester grades are calculated as Grade point average (GPA) on the basis of:

A = 4

B = 3

C = 2

D = 1

F = 0

- ii. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are derived from the actual percentage scores obtained in a given course as shown below:

| <b>Letter grade</b> | <b>% Score</b>   | <b>Grade Point</b> |
|---------------------|------------------|--------------------|
| A                   | 70% - 100%       | 4.0                |
| B                   | 60% - 69%        | 3.0                |
| C                   | 50% - 59%        | 2.0                |
| D                   | 45% – 49%        | 1.0                |
| F                   | 0 – 44%          | 0.0                |
| I                   | Incomplete       | -                  |
| CP                  | Compensated Pass | 0.0                |

- iii. CGPA is on a scale of 4.0, all degree Classifications and honors conform to the grading system as shown above.

**Example:**

| (i)         | (ii)         | (iii)         | (iv)         | (v)         | (vi)                     |
|-------------|--------------|---------------|--------------|-------------|--------------------------|
| Course Code | Credit Units | Mark Obtained | Letter Grade | Grade Point | Credit Points (ii) x (v) |
| GEC208      | 3            | 75            | A            | 4           | 12                       |
| GEC210      | 3            | 45            | D            | 1           | 3                        |
| GEC202      | 3            | 63            | B            | 3           | 9                        |
| GEC211      | 3            | 52            | C            | 2           | 6                        |
|             | TLU = 12     |               |              |             | TCP = 30                 |

$$\text{GPA} = (\text{TCP}) / (\text{TLU}) = 30/12 = 2.5$$

To count the Cumulative Grade Point Average (CGPA) for the two semesters, we proceed as follows:

$$\begin{aligned} \text{CGPD} &= (\text{Sum of TCPs}) / (\text{Sum of TLUs}) = (\text{CTCP}) / (\text{CTLU}) \\ &= (30 + 30) / (15 + 12) = 60/27 = 2.22\text{--} \end{aligned}$$

**8.2 Grade system**

- i. The grades A, B, C, D and F equate to the following performance levels:

A – Exceptional work that demonstrates the student’s perfect understanding of the subject.

B – Above average work that represents a very good understanding of the subject

C – Represents average work that demonstrates an adequate understanding of the subject

D – Below average work considered passable but also demonstrates gaps in knowledge of the subject

F – Less than passable work that shows significant shortcomings in the students understanding of the subject.

I – The student has not completed all components of the course for a genuine reason and as such has NOT proven understanding of the course

CP – The credits for the course has been compensated

### **8.3 Course Outcome/Decision**

- i.** The overall decision on a student's performance in a course shall be as follows:
  - i) Pass, which means that the student has satisfied the mandate of the course.
  - ii) RM, which means that the student is required to retake the course.
  
- ii.** The minimum module pass mark of 45% or GP 1.0 is required for graduation in degree programmes.
  
- iii.** A weighted Grade point shall be determined for the performance of each course by multiplying the GP obtained in the course by the credit load of the course excluding any 'incomplete' grade.
  
- iv.** A GPA shall be calculated for a semester by adding up the weighted GPs obtained in all the modules taken in the semester and dividing the sum by the total value of the credits of all the modules, excluding any incomplete grades.
  
- v.** Failure in any module shall be recorded as such and can only be redeemed by retaking and passing the module and all its components (attendance, continuous assessments and examinations) at the next available opportunity subject to the conditions for withdrawal and probation. In such a case, students will be credited with the full marks earned, but both the initial GP and the retake GP count towards the CGPA.



- vi.** A student who is absent from any examination without proven cause shall be deemed to have failed the module and a GP of 0.0 will be recorded. All rules guarding failed modules shall apply in such a case.
  
  - vii.** Where the results of a student are corrected after approval by Senate (such as confirming that a student reported absent had sat for and passed the examination), the corrected result shall be reflected in the semester the modules were taken and the normal approval process shall be followed to get the corrected results approved and recorded in all concerned units.
- vii** A student who is absent from any examination on genuine and proven grounds whose claims of mitigating circumstances have been approved shall be awarded a grade of 'I - Incomplete'. This allows the student to retake the module as a first attempt. The GP from the initial attempt is not computed towards the GPA of the student.

#### **8.4 Publishing Semester Results**

- i.** After the Faculty Board has decided on the recommendation to be made to the Senate as in (section on Academic boards) the examination office may publish the results to the students as provisional examination results subject to approval by senate.
  
- ii.** The students shall be notified of their results through their students' portal and their university assigned email addresses. The statement of results sent to the students must indicate student name, student registration number and must be clearly marked "This is Not a Transcript".
  
- iii.** After the Senate has approved the results, the Registrar may notify students that have been determined to be eligible for probation or withdrawal from the University.
  
- iv.** All students' status will also be published at this time.

### **9.0 STUDENT PROGRESSION GUIDELINES FOR DEGREE PROGRAMMES**

## **9.1 GENERAL REGULATION ON STUDENT PROGRESSION**

### **9.1.1 Principles of progression rules**

- i) The Cumulative Grade Point Average (CGPA) should be used as a guide for assessing students for withdrawal and probation taking into account the minimum CGPA of 1.0 required for graduation.
- ii) Subject to the conditions for withdrawal and probation, a student may be allowed to repeat the failed course(s) at the next available opportunity, provided that the total number of credit units carried during that semester does not exceed 24, and the Grade Points earned at all attempts shall count towards the CGPA.
- iii) Probation is a status granted to a student whose academic performance falls below an acceptable standard. A student whose Cumulative Grade Point Average is below 1.0 at the end of a particular year of study, earns a period of probation for one academic session.
- iv) A candidate whose Cumulative Grade Point Average is below 1.0 at the end of a particular period of probation should be required to withdraw from the University. However, where a student has demonstrated early poor performance with CGPA of less than 1.0 in the first and second semesters of 100Level, the student should be advised to withdraw from the programme.

### **9.1.2 Students Progress and Pre-requisites**

Where pre-requisites courses are available students shall be properly informed and guided by the Department and their advisers.

These pre-requisites modules are expected to run at different levels e.g. 100l modules being a pre-requisite for a 200l module. The pre-requisites should not be between semesters at the same level.

## **9.2 These regulations, unless the context otherwise admits:**

- i. All references to teaching period in this policy shall mean semester.

Academic status is the classification of the students' academic progress in

- i. their studies at any one point in time, based on the students' academic performance at the end of the previous teaching period in which they were enrolled.
- ii. The classifications possible are:
  - o **Good standing:** this applies to students who have just begun their programme at Baze University and/or their academic performance in the most recent teaching period is satisfactory.
  - o **Probation:** is the academic status assigned to students whose most recent teaching period marks at the end of the semester are less than satisfactory in the courses they enrolled in.

Where the student's CGPA falls below 1.0 at the end of the academic session, he or she can only maintain this status for one academic session after which he/she is withdrawn from the programme.

- o **Academic exclusion:** this refers to when a student is not permitted to continue on their current academic programme or transfer to a programme with the same inherent requirements, due to unsatisfactory performance or having insufficient time remaining to complete the programme within the maximum time to complete.
  - o **Withdrawal:** this is the academic status assigned to a student who has performed unsatisfactorily after being placed on probation and/or academic exclusion and is terminated from the university.
- iii. **Core course:** a course which is mandatory or core in order to complete the prescribed requirements of the academic programme.
  - iv. **Maximum Time to Complete:** is the maximum time that a student is allowed to remain in a programme. A student shall not exceed an additional 50% of the normal duration of the programme. As such a 4-year programme must be completed within 6 (six) years and a direct entry student (student with prior certification admitted into 200 level) must not exceed 4½ years.
  - v. **Satisfactory Academic Progress:** this means that a student has achieved module results in each teaching period that are equal to or better than the University's minimum academic standards as set out in this policy, and where

applicable, has met the conditions placed on the approval for the student to continue in the programme.

### **9.3 Students' responsibilities**

- i. The University has the following expectations:
  - a. Students must acquaint themselves with University policies and procedures relevant to their enrollment and programme of study, including the relevant Award Requirements for their programme, the most up to date module outlines for modules they are enrolled in, and any other requirements relevant to their specific modules or programme.
  - b. Students must make genuine attempts to progress academically by meeting expectations associated with attendance, module assessment requirements and by taking responsibility for their academic performance.
  - c. While it is hoped that students will want to exceed the University's expectations and excel in their studies, students are expected to at least achieve minimum academic standards in each teaching period in order to maintain satisfactory academic performance.
  - d. Students who believe that their personal circumstances may impact on their ability to meet the University's expectations on probation progress, are advised to seek advice and take action as early as possible.
  - e. Students must keep themselves apprised of their academic progress and they have a responsibility of ensuring the completeness of their academic records.

### **9.4 Expectation When Carrying Over a Module**

- i. Unless granted an exemption by the Dean of Faculty, a student who retakes a course must:
  - a. not have achieved a passing grade in the course in a previous attempt;
  - b. participate in the learning experiences provided for the course; and
  - c. meet all the examination, assessment and attendance requirements for the course.

### **9.5 University General Courses**

In line with the National Universities Commission (NUC) guidelines, Baze University has some university wide courses which are designed as General Studies Courses. These courses are compulsory, and all students, irrespective of Department, must take and pass them. All the courses carry 2 credit units. Students can take these courses in the course of their programme. Majority of the courses are taken during the first year. Below are the courses with codes (reflecting departments where they are domiciled and the credit weight).

| <b>Course Code</b> | <b>Course Title</b>                     | <b>Units</b> |
|--------------------|---|--------------|
| GST IOI            | Use of English I                        | 2            |
| GST102             | History OF Ideas, Science and Society 1 | 2            |
| POL 101            | Nigerian peoples & Culture              | 2            |
| GST 104            | Use of English 2                        | 2            |
| GST 105            | History of Ideas, Science and Society 2 | 2            |
| COM 101            | Introduction to Computing               | 3            |
| BUS 101            | Introduction to Business                | 3            |
| MTH101             | Basic Mathematics                       | 3            |

**GST 101: Use of English 1 (2 Units)**

Effective communication and writing in English, Language skills, writing of essay answers, Comprehension, Sentence construction, Outlines and paragraphs, Collection and organization of materials and logical presentation, Punctuation.

**GST102: History of Ideas, Science and Society 1 (2 Units)**

The aim of the module is to provide the students an introduction to the history of social thought, of science and ideas, and to give them an insight into some of the global historical events that have shaped the world we live in .our focus is on the 20<sup>th</sup> century , especially on changes that took place politically, socially culturally, and economically across this period. Topics include Ancient Greece, Economies of ancient world, The Theory of Colonialism 1&11;

Revolution1- English Civil War; Revolution 11- America and France, Industrial Revolution; Darwinism; Marxism and what is Literature?

**GST104: Use of English 2 (2 Units)** Logical presentation of papers, Phonetics, Instruction on lexis, Art of public speaking and oral communication, Figures of speech, Précis, Report writing.

**GST 105: History of Ideas, Science and Society 2 (2 Units)**

The aim of this course is to give a brief introduction to the history of social and political thought, of science and ideas, and to give an insight into some of the important global historical events that have shaped the world that we live in today;. indeed, a continuation of the topics explored in GEN102. Our principal focus will be on key changes that have taken place politically, socially, culturally and economically across the period of 1900 to the present period. Issues concerning the development and impact of technology and science will be explored along with politics and geography and fallout from conflicts and colonialism. The development of cinema; The Russian Revolution, The Great Depression, Einstein, Post-colonialism and Post-modernism; The end of History; Feminism, and Nigerian Culture and Society.

**COM101: Introduction to Computing (Use of library) (3 Units)**

Brief history of) libraries, Library and education, University libraries and other types of libraries, Study skills (reference services). Types of library materials, using library resources including e-learning, e-materials; etc, Understanding library catalogues (card, OPAC, etc) and classification, Copyright and its implications, Database resources, Bibliographic citations and referencing. Development of modern ICT, Hardware technology Software technology, Input devices, Storage devices, Output devices, Communication and internet services, Word processing skills (typing, etc).

**BUS101: Introduction to Business (3 Units)**

The aim of this is to introduce students to key themes and issues in the study of business and management. Students will be exposed to various dimensions of the environment in which business operates and will be exposed to the major functional areas of business, including marketing strategy, finance, and people and organisations.

**MTH101: Basic Mathematics (3 Units)** : The module aims to introduce students to basic mathematical topics useful in their different courses of study. Students will learn basic statistical tools useful for data collection. The students will gain insight into number system, the concept of sets, solving equations as well as different techniques available. The module will equip students with useful methods of solving and approaching mathematical problems.

### 9.5.1 Definition of Terms

**Core/Compulsory Course:** A course which every student must compulsorily take and pass in any particular programme at a particular level of study.

**Required Course:** A course that you take at a level of study and must be passed before graduation.

**Elective Course:** A course that students take within or outside the faculty. Students may graduate without passing the course provided the minimum credit unit for the course had been attained.

**Optional Course:** A course which students can take based on interest and may count towards the minimum credit unit required for graduation.

**Pre-requisite Course:** A course which student must take and pass before taking a particular course at a higher level.

| <b>Code</b> | <b>Module Title and Level 100</b> | <b>Credit unit</b> | <b>Status</b> | <b>Remarks</b> |
|-------------|-----------------------------------|--------------------|---------------|----------------|
| MTH101      | Basic Mathematics                 | 3                  | Prerequisite  | Compulsory     |
| GEN101      | Use of English 1                  | 2                  | Prerequisite  | Compulsory     |
| BUS 101     | Introduction to Business          | 3                  | Prerequisite  | Compulsory     |
| GEN 104     | Use of English 2                  | 2                  | Prerequisite  | Compulsory     |
| <b>Code</b> | <b>Module title and Level 200</b> | <b>Credit</b>      | <b>Status</b> | <b>Remarks</b> |

|             |                                     | <b>Unit</b>        |               |                |
|-------------|-------------------------------------|--------------------|---------------|----------------|
| BUS 201     | Principles of Management            | 3                  | Prerequisite  | Compulsory     |
| BUS 202     | Introduction to Business Statistics | 3                  | Prerequisite  | Compulsory     |
| PSY 111     | Introduction to Psychology          | 3                  | Prerequisite  | Compulsory     |
| <b>Code</b> | <b>Module title and Level 300</b>   | <b>Credit Unit</b> | <b>Status</b> | <b>Remarks</b> |
| BUS 303     | Organisational Behaviour            | 3                  | Prerequisite  | Compulsory     |
| BUS 304     | Human Resource Management           | 3                  | Prerequisite  | Compulsory     |

**Minimum Credit Load Per Semester:** The Minimum credit load per semester is 15.

## 9.6 Department of Business Management Courses

### UNDERGRADUATE COURSES CURRENTLY BEING OFFERED

The business management programme effectively begins in the student's second year. For direct entry students, their first year and first semester begins at the 200 level.

#### Semester 1

##### 100 LEVEL

| <b>Code</b> | <b>Module Title</b>                            | <b>Credit unit</b> | <b>Status</b> | <b>Remarks</b> |
|-------------|--|--------------------|---------------|----------------|
| LAW 101     | Introduction to Law                            | 3                  | Core          | Compulsory     |
| POL 101     | Nigerian Peoples & Culture                     | 2                  | Core          | Compulsory     |
| GST102      | History of Ideas, Science, and Society1        | 2                  | Core          | Compulsory     |
| GST103      | Basic Mathematics                              | 3                  | Core          | Compulsory     |
| GST101      | Use of English 1                               | 2                  | Core          | Compulsory     |
| BUS 101     | Introduction to Business                       | 3                  | Core          | Compulsory     |
| ACC 111     | Intro. to Financial Accounting and Reporting 1 | <b>3</b>           | Core          | Compulsory     |
| Total       |  | <b>18</b>          |               |                |



## Semester 2

### 100 Level

| Code    | Module title                                     | Credit Unit | Status | Remarks    |
|---------|--|-------------|--------|------------|
| COM101  | Introduction to Computing                        | 2           | Core   | Compulsory |
| GST104  | Use of English 2                                 | 2           | Core   | Compulsory |
| GST105  | History of Ideas, Science and Society 2          | 2           | Core   | Compulsory |
| BUS 102 | Introduction of Business 2                       | 3           | Core   | Compulsory |
| SOC109  | Peace Studies and Conflict Resolution            | 2           | Core   | Compulsory |
| PSY 111 | Introduction to Psychology                       | 3           | Core   | Compulsory |
| ACC 122 | Introduction of Financial Accounting & Reporting | 3           | Core   | Compulsory |
| Total   |  | <b>17</b>   |        |            |

### End of Level 100

## Semester 1

### 200 Level

| Code   | Module title                        | Credit unit | Status | Remarks  |
|--------|-------------------------------------|-------------|--------|----------|
| BUS201 | Principles of Marketing             | 3           | Core   | Required |
| ECO201 | Introduction to Microeconomics      | 3           | Core   | Required |
| BUS202 | Introduction to Business Statistics | 3           | Core   | Required |
| GST201 | Entrepreneurship Studies 1          | 2           | Core   | Required |
| ACC203 | Costing                             | 3           | Core   | Required |
| SOC213 | Social Change                       | <b>3</b>    | Core   | Required |

|        |                        |           |      |          |
|--------|------------------------|-----------|------|----------|
| PUB217 | Elements of Government | <b>3</b>  | Core | Required |
| Total  |                        | <b>20</b> |      |          |

### Semester 2

#### 200 Level

| <b>Code</b> | <b>Module title</b>                  | <b>Credit unit</b> | <b>Status</b> | <b>Remarks</b> |
|-------------|--------------------------------------|--------------------|---------------|----------------|
| ECO 202     | Introduction to Macroeconomics       | 3                  | Core          | Required       |
| BUS 202     | Introduction to Business Statistics  | 3                  | Core          | Required       |
| GST 202     | Entrepreneurship Studies 2           | 2                  | Core          | Required       |
| BUS 206     | Principles of Management             | 3                  | Core          | Required       |
| BAF 208     | Introduction to Finance              | <b>3</b>           | Core          | Required       |
| PSY 214     | Industrial/Organizational Psychology | 3                  | Core          | Required       |
| Total       |                                      | <b>17</b>          |               |                |

#### End of Level 200

### Semester 1

#### 300 Level

| <b>Code</b> | <b>Module title</b>            | <b>Credit unit</b> | <b>Status</b> | <b>Remarks</b> |
|-------------|--------------------------------|--------------------|---------------|----------------|
| BUS303      | Organisational Behaviour       | 3                  | Required      |                |
| BUS301      | Business Communication         | 3                  | Required      |                |
| BUS 302     | Research Methodology           | 3                  | Required      |                |
| ACC307      | Corporate Financial Management | 3                  | Required      |                |

|         |                               |           |          |  |
|---------|-------------------------------|-----------|----------|--|
| ACC303  | Management Accounting 1       | 3         | Required |  |
| BUS 305 | Leadership skills Development | 3         | Required |  |
| BUS307  | Production Management         | 3         | Required |  |
| Total   |                               | <b>21</b> |          |  |

## Semester 2

### 300 Level

| Code    | Module title                   | Credit unit | Status   | Remarks |
|---------|--------------------------------|-------------|----------|---------|
| BUS304  | Human Resource Management      | 3           | Required |         |
| BUS306  | Management Theory              | 3           | Required |         |
| BUS 310 | Industrial Relations           | 3           | Required |         |
| BUS308  | Management Information Systems | 3           | Required |         |
| BUS305  | Leadership                     | 3           | Required |         |
| IRD326  | Human Rights and Social Change | 3           | Required |         |
| ACC 311 | Management Accounting 2        | 3           | Required |         |
| Total   |                                | <b>21</b>   |          |         |

### End of level 300

## Semester 1

### 400 Level

| Code   | Module title                   | Credit unit | Status | Remarks |
|--------|--------------------------------|-------------|--------|---------|
| BUS401 | Analysis of Business Decisions | 3           | Core   |         |

|         |                        |           |          |  |
|---------|------------------------|-----------|----------|--|
| BUS 406 | Corporate Planning     | 3         | Core     |  |
| ECO401  | Labour Economics       | 3         | Core     |  |
| PRO405  | Research Project 1     | 3         | Core     |  |
| BUS403  | Business Policy 1      | 3         | Core     |  |
| LAW404  | Business Law           | 3         | Required |  |
| BUS405  | International Business | 3         | Core     |  |
| Total   |                        | <b>21</b> |          |  |

## Semester 2

### 400 Level

| Code   | Module title                  | Credit unit | Status | Remarks |
|--------|-------------------------------|-------------|--------|---------|
| BUS402 | Business Ethics& CSR          | 3           | Core   |         |
| BUS413 | Business Policy 2             | 3           | Core   |         |
| BUS404 | Comparative Management        | 3           | Core   |         |
| BUS407 | Advanced Management Theory    | 3           | Core   |         |
| ECO406 | International Trade & Finance | 3           | Core   |         |
| PRO415 | Research Project 2            | 3           | Core   |         |
| Total  |                               | <b>18</b>   |        |         |

### End of Level 400

| SEMESTER   | TOTAL UNITS | MINIMUM REQUIRED |
|------------|-------------|------------------|
| Semester 1 | 18          | 15               |
| Semester 2 | 17          | 15               |

|              |            |            |
|--------------|------------|------------|
| Semester 3   | 20         | 15         |
| Semester 4   | 17         | 15         |
| Semester 5   | 21         | 15         |
| Semester 6   | 21         | 15         |
| Semester 7   | 21         | 15         |
| Semester 8   | 18         | 15         |
| <b>TOTAL</b> | <b>153</b> | <b>120</b> |

**Total units offered for the eight semesters is 153**

## **9.7 DESCRIPTION OF UNDERGRADUATE COURSES IN THE MANAGEMENT PROGRAMME**

### **GST. 101: Use of English 1 (2 Units)**

As described in the University General Studies Section of this Handbook.

### **GST 102: History of Ideas, Science, and Society 1(2 Units)**

As described in the University General Studies Section of this Handbook

### **MTH 101: Basic Mathematics (3 Units)**

As described in the University General Studies section of this Handbook

### **GST 104: Use of English 2.(2 Units)**

As described in the University General studies section of this Handbook

### **GST 105: History of Ideas, Science and Society 2 (2 Units)**

As described in the University General Studies section of this Handbook

**COM 101: Introduction to Computing (2 Units)**

As described in the University General Studies section of this Handbook.

**BUS 101: Introduction to Business (3 Units)**

The Scope of business; the Character of business from social, legal and economic perspectives. Forms of ownership, organisation and Management. Marketing, Production, Finance and Accounting Functions, Government and Business. The Social responsibility of business. International business. Problems of Nigerian business enterprises.

**BUS 201: Principles of Management (3 Units)**

Basic concepts in management; management principles; functions of the manager; planning and organization; span of control, departmentalization, line and staff authority; staffing; selection of managers; appraisal of managers; development and training of managers; direction and leading; motivation; leadership, communication, controlling, the system and process of controlling special control techniques; recent development of control process; the Nigeria environment problems; transferability of the management system.

**BUS 202: Introduction to Business Statistics (Analysis of Business Data): (3 Units)**

Nature of Statistics; Statistical Inquiries; Forms and Design. The Role of Statistics; Basic Concepts of Statistics; Discrete and Continuous Variable, Functional Relationships, Sources of Data; Measures of Central Tendency, Measures of Dispersion, Moments , Skewness and Kurtosis, Elementary Probability Distribution, Normal Binomial, Poisson and Hyper-geometric, Elementary Sampling Theory, Estimation Theory, Students Distribution, Statistical Decision Theory, Tests of Hypothesis for Small and Large Samples, Chi-square Distribution and Test

of Goodness of Fit; Linear Regression; Correlation Theory, Index, Numbers, Time Series and Analysis of Time Series.

**BUS 203: Principles of Marketing (3 Units )**

The aim of this course is to introduce students to Marketing as a business function. It will cover definitions of marketing both the narrow and broader definitions, the evolution of marketing as a discipline of its own outside sales; the marketing mixes or elements of marketing- product, price, place or distribution, and promotion. The additional three Ps- people, process and physical evidence will be mentioned. The environment of marketing, marketing strategy and marketing research will be covered.

**GST 201: Entrepreneurship 1 (2 Units)** Introduction to entrepreneurship and new venture creation; Entrepreneurship in theory and practice; The opportunity, Forms of business, Staffing, Marketing and the new venture; Determining capital requirements, Raising capital; Financial planning and management; Starting a new business, Feasibility studies; Innovation; Legal Issues; Insurance and environmental considerations. Possible business opportunities in Nigeria.

**BUS 301: Business Communication (3 Units )**

The module covers brief treatment of the meaning of communication generally, the elements of communication and the process that include planning and organizing business letters, memos, CVs, etc; Listening as a form of communication, organizing meetings and other internal communications will be treated as well as business communication tools and their uses.

**BUS 302: Research Methodology ( 3 Units )**

Methods of Data Collection: Participant observation, the questionnaire, records – advantages and shortcomings of each method of data collection. Questionnaire design: Content,

wording; open and pre-coded questions; pre-testing and pilot surveys. Interviewing: the ethics of social enquiry; the interviewer and the respondents; the problem of rapport and non-response. The use of Projective Techniques: Socio-metric techniques in the study of small groups, scaling methods; introduction to experimental design. Data processing: editing, coding and the problem of categorisation. Tabulation: Manual and machine tabulation – the use of computer packages. Analysis: Interpretation and presentation of results – the research proposal and the research report.

### **BUS 303: Organisational Behaviour( 3 Units)**

The major objective of this module is to provide students with the knowledge base that will enhance their understanding of human behavior in organizational setting. The main thesis of organizational behavior and why behave the way they do at work as well as current issues in workplace management of people for improved productivity will form areas of focus. Topics to be covered include: Fundamental concepts of organization behavior, individual and group behavior in organizations; Foundations of Employee Motivation;, Group Dynamics, Organisation Power and Politics, Organisational Conflicts and Negotiation, Interpersonal Organisational Communications and Organisational Culture.

### **BUS 304: Human Resource Management ( 3 Units )**

Evolution of personnel Management Function. The Role and responsibilities of Personnel Management in an Organisation. Man-power planning: Job analysis and description; Manpower Forecasting; Manpower Inventory; Recruitment and Selection Methods; Employee Appraisal and Compensation, Career Planning, Management Development and Training, Labour Legislation: Employee records Maintenance. Human Behaviour: Perception, Learning and Motivation. Theories of Personality: Attitude Formation, Group Dynamics: Factors affecting Group Performance: Group Decision Making and Conflict Resolution; Informal



Groups, Leadership Styles and Their Effect on Performance, Strategies for Organisational Development and Growth.

### **BUS 305: Leadership ( 3 Units )**

The module is designed to introduce students to what it takes to be a successful leader. Students will learn what leadership is all about and why leadership is important. Students will be exposed to major theories of leadership and role of leadership in motivating employees for improved performance and achievement of greater business success. Sources of power within organizations and the tactics leaders use to influence followers; effective leadership of teams; the role of charismatic and transformational leadership in bringing about successful organizational change will be treated.

### **BUS 306: Management Theory ( 3 Units )**

Concepts of theory in the physical and social sciences. Levels of theory. The features of theory in management. Links between management theories and management models. Practice of management conduct as a test of good management theory. Existing difficulties of developing useful management theories in Nigeria and other developing countries. Theories of management, e.g. the scientific management movement, the human relations movement, the systems movement, and the managerial behavioural movement, Theory X and Theory Y. The Grid approach, Participative models. Management by objectives, Quantitative and behavioural control models, Testing specific theories and models in Nigeria. Criteria for locating bad management practices, and ideas of how better management theories may be introduced to particular Nigerian organizations.

### **BUS 307: Production Management (3 Units )**

Modern Production Environment: Classification of production systems; Product structure and Bill of materials; Demand forecasting; Aggregate planning; Master scheduling for High Volume Production; Operations sequencing and balancing; Planning and scheduling – Decision rules and effectiveness criteria. Maintenance planning and control.

### **BUS 308: Management Information System ( 3 Units )**

Introduction to, and Fundamentals of Data Processing –brief history and conventional data processing methods; Manual methods and mechanized methods. Classification of systems and their relative merits. Closed loop and open loop systems: effect on time-lag; the total system approach and objectives; total systems and subsystems. Data processing and Management Information Systems (MIS).The organization of MIS including the use of mechanical and electronic accounting machines, flow charting and the principles of systems design and documentation. Managerial uses of the information output as a basis for developing criteria and systems. Information needs of management and design of MIS. Computer and Data Processing – evolution of the Computer and the Computer system Input, output and central processing unit. Hardware and Software, Introduction to common Computer Programming languages used in business (COBOL, FORTRAN, SPSS etc.)Electronic, Data Processing (EDP) methods; batch processing, real-time processing and the management of EDP. Business Systems hierarchical structure of organisations; the sub-optimisation issue.

### **GST 202: Entrepreneurship 2 (2 Units)**

Introduction to entrepreneurship and new venture creation; Entrepreneurship in theory and practice; The opportunity, Forms of business, Staffing, Marketing and the new venture; Determining capital requirements, Raising capital; Financial planning and management; Starting a new business, Feasibility studies; Innovation; Legal Issues; Insurance and environmental considerations. Possible business opportunities in Nigeria.

### **BUS 401: Analysis of Business Decisions ( 3 Units )**

The aim of the module is to familiarize students with basic frameworks, principles, concepts and techniques of strategic management and prepare them to be able to apply them in organizations. Strategic management focuses on the concept of strategy formulation and

implementation by exploring the nature and functions of general management. The course serves to develop skills for strategic thinking and analysis, leadership, communication and teamwork. Topics to be covered include: nature of strategic management, concepts and principles of strategic management, strategy formulation, internal, external environment of firms.

### **BUS 402: Business Ethics & CSR (3 Units)**

Definitions and examples of CSR. Social audits: What they are and how to do them; Definition of Ethics and Alternative Ethical Systems. Examples of codes of Ethics; "Applied Ethics" Approach(Davis 1977) to ethical challenges. The course offers an introduction into the concept of values, morality, consumer rights, and corporate social responsibility. It will help students improve their ability to make ethical decisions in business by providing them with a framework they can use to identify, analyse and resolve ethical issues in business decision making. Issues such as conflicts between personal values and organizational goals; the role of sustainability in business strategy; and the importance of stakeholder relationships, corporate governance and the development of ethics programs and ethical culture in an organization will be discussed.

### **BUS 403: Business Policy 1( 3 Units )**

Concepts of strategy in relation to business, Corporations, and Management. Linkage between organization and their environments. Concepts of policies, decision-making, business objectives, performance criteria, structure, and managerial behaviours. Practice in calculating simple financial and economic indices from business data and other accounting information. Learning the behavioural implications of courses of action. Analyzing a firm's opportunities and threats, strengths and weaknesses. Selecting strategies and structures of public liability companies from their published annual reports.

### **BUS 404: Business Policy 2( 3 Units )**

Developing clear business objectives, setting clear strategies and policies, and presenting structures that are capable of being used in implementing chosen strategies. Organic Business functions of marketing, production, finance, and personnel in Nigeria. Management process of corporate planning. Budgeting and control, business performance appraisal, managing by objectives, motivating group and individual efforts, and generally relating an organization to the changes taking place in its environment. Predicting the dynamic environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the role of employee and managerial behaviour in success or failure of strategy implementation. Integrated analysis. Recent developments affecting the strategy formulation and implementation processes of firms in Nigeria.

#### **BUS 404: Comparative Management (3 Units )**

The comparative approach to Management and Administration. Elements of Management and Administration. The skill of Management in private and public sectors. The military administrator, the civil servant, the manager, as interchangeable experts. Constraints of organizational setting on the management of group activities. Profiles of Nigerian executives that have moved from public to private sectors, and vice versa. The use of management consultants and management contracts in streamlining the operation of Nigerian public entities. Theories of comparative administration. Theories of Comparative Management. Constraints imposed on managerial discretion in public corporations. A human resources management model that meets the needs of private and public sectors, Selected problems in Comparative Management and Administration. Motivating personnel. Controlling and rewarding performance, training and developing staff, introducing change, and modifying employee behaviour. The Change-agent role of Nigerian professionals in undertaking comparative management and administration responsibility.

#### **BUS 405: International Business ( 3 Units)**

Introduction: The concept of International Business, Classical Trade Theory: Introduction, Mercantilism and Nation Building, Free Trade (Theory of Absolute Advantage), Theory of comparative advantage, The Assumptions of classical Trade Theory, Modern Trade Theory: Factor Proportions and Factor Intensity, Offer Curves – Reciprocal Demand and Supply, Dynamic Factors. Changing the Basis of Trade, Terms of Trade Measures, and The Effects of Tariff; International Finance: Balance of Payments Accounting – Credits, Debits, and Current Account, Balance of Payment Accounting – The Financing Accounts, National Income, Prices and Trade Balance, The Foreign Exchange Markets, Relatively Fixed Rate System. The Gold and Gold Exchange standard. International Business Environments.

### **BUS 406: Corporate Planning(3 Units)**

The concept and theory of planning, Strategic planning, Environmental study and analysis, Technological forecasting, Socio-Political forecasting, Industry analysis, planning tasks and techniques, Operational planning and the resource allocation processes, Organisation for planning, Organisational and behavioural planner, Managing corporate planning process.

### **BUS 407: Advanced Management Theory (3 Units)**

Overview of System approach and Methodology, Data processing System Design, Management Information system. Human factors; Man-machine systems, Organisational Design method, Training, Cybernetics, Concepts of feedback and feed forward Control system: Cybernetics and organisations Cyberfiter.

### **PRO 405 & 415 Research Project (6 Units)**

Developing students' skill in analyzing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant Administration and Management Studies. Students would present a research-based report of not less than 50 pages at the end of session.

**ACC 111: Introduction To Financial Accounting and Reporting 1 (3 Units)**

Distinction between capital and revenue expenditure and income; The concept of depreciation (methods and application); incomplete records and single entry book keeping, Correction of errors, Accounting of non-trading organizations; Control accounts and bank reconciliation statements. Introduction to auditing and taxation; introduction to public and business finance ; Relationship of of accounting information and management information system of an organization; Further consideration of final accounts of sole proprietors; adjustments to final accounts( creation of reserves and provisions); control accounts and self-balancing ledgers; Bank transactions and reconciliation statement; Integrated accounts; Departmental accounts.

**ACC 122: Introduction to Financial Accounting and Reporting 2 (3 Units)**

Company accounts: Formation, issue and redemption of Shares and debentures, final accounts, merging and amalgamation, absorption etc, including statutory requirements of company accounts in respect of each area. Advanced partnership accounts: Admission, retirement and dissolution, change of interest, including the treatment of goodwill on admission/retirement. Conversion of partnerships to Limited companies, amalgamation of partnerships. Departmental and branch accounts: (Home and foreign branches). Introduction to interpretation of accounts and financial statement analysis - Funds flow statements

**ACC 203: Costing ( 3 Units )**

Nature, Scope and Functions of Management and Cost Accounting. The Principles underlying the preparation and presentation of Cost Accounts for various types of business. The Different Meanings of "Cost": Viz: Historical Costs, Standard Cost, Marginal Cost, Average Cost etc. Cost Unit and Cost Centres. The Elements of Cost and Classification of Costs. Cost Accounting for Material, labour, Over-heads and Equipment: Job and Process of Cost Accounting, Elements of Marginal Costing, Standard Costing and Budgetary Control. Double

Entry Accounts for Cost Control. Nature and Uses of Accounting Ratio. Elementary Break-even Analysis, Current Problems and Issues.

**ECO 201: Economic Theory 1 (Micro)(3 Units)**

Analytical tools and Models of Microeconomics; Methodology of Economic Science; Theory of Consumer Behaviour and Demand; Theory of Production and Cost Theories of the firm under perfect, Imperfect, Monopolistic, and Oligopolistic Competition. Theory of Employment and Distribution in perfectly and imperfectly competitive markets; Linear programming and the Theory of the Firm.

**ECO 202: Economic Theory 2 (Macro) (3 Units)**

National Income Determination; The Public Sector in the National Economy; Macroeconomic policy objectives and instruments; Introduction to Money and Banking; Introduction to Economic Growth and Development; Trade Politics WITH Particular reference to Nigeria.

**BAF 208: Introduction to Finance (3 Units)**

Nature and scope of Finance. Goals of the firm, Finance and related Disciplines. The Role of Financial Managers, Finance Decisions and Risk Return Trade- off; Finance in the Organisation Structure of the Firm; Basic forms of Business Organisation; Sources of Business Finance; Introduction of Financial Analysis; Profit planning; Financial Forecasting, and Introduction to Working Capital Management.

**LAW 404 : Business Law ( 3 Units)**

The Nigerian Legal system. Sources of Nigerian Law; Hierarchy of Nigerian court; Commercial Arbitration, Law of Contracts ;Commercial Contracts; Commercial Relations between Persons; Unfair Competition; Passing off and 'Trade Libel', Company Law; Introduction to Company Law, Powers and Functions of Directors, Introduction to Taxation Laws.

**ECO 401: Labour Economics ( 3 Units )**

Nature of labour problems in Developing Countries, Labour Force, Definition and Concepts, Determinations of sizes and Composition of Labour Force; Concepts of Unemployment; Industrial and Occupational Distribution of Labour Force. The informal Sector and the modern sector, Labour Market Theories, Economics of Wage Determination. Features of Nigerian Labour Market, Manpower Development.

**NB: Students should seek advice on course registration from the Departmental Registration Officer.**

### **9.8 External Examiners**

At the end of each academic session, the 400 Level results and projects shall be moderated by an external examiner. The primary role of the external examiner is to provide assurance that the standard of Baze University Department of Management degree is comparable to that of other national and internationally recognized degree awarding institutions. The external examiner will also ensure that the assessment process has been fairly conducted in accordance with university regulations. The external examiner would be required to have up-to-date knowledge and experience of the Nigerian tertiary educational system and of the discipline of Management in particular. Since Baze University has chosen to align itself with the United Kingdom's Academic Infrastructure as part of its principal points of external reference, external examiners will be required as much as possible to be experienced in and have up to date knowledge of the British higher education system. The external examiners shall serve for a term of two (2) academic sessions subject to renewal for only one term.

### **9.9 Dress**

1. Students are required to dress modestly, covering the upper and lower body. Students (of all genders) are expected to dress decently covering vital parts of the body (from the neck down to the feet)
2. No wearing of slippers or palms in the school areas except in the hostels
3. No wearing of dark and large eye glasses
4. No wearing of mini-skirts, spaghetti sleeves, sleeveless dress and Bikinis for ladies



5. No wearing of bushy facial hairs for men
6. No tattooing of any kind for both men and women
7. Men should wear suits, shirts and ties, or complete traditional dress
8. No wearing of trousers for ladies
9. Ladies should wear skirts and blouse, suits, or complete traditional attire
10. No heavy make-up for ladies

appeals are to be directed to the Vice Chancellor.

**NB:**

**(i) Students are expected to familiarize themselves with the contents of this Handbook and that of Baze University, where additional information and more details of Baze University's rules and procedures have been enumerated.**

**(ii) Always endeavour to check the Departmental Notice Board daily.**

**(iii) Keep the Department posted on relevant information concerning your studies and wellbeing within the Department and Baze University.**