



Students' Handbook

BSc Computer Science

Baze University, Abuja

British Style and British Quality

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Foreword

The department of Computer Science, Baze University, Abuja, was established under the faculty of Computing and Applied Sciences, in 2010/2011 Academic Session with a foundation student population of 23 students at the 100 level. Since then the population of the Department has grown to the present level of over 100 students. The Department has successfully graduated two sets of students.

Computer Science has been and continues to be a very important field of study that has contributed tremendously to the rapid socio-economic development of many countries. If Nigeria, as a developing country must bridge the gap between her and the developed countries, there is an urgent need to pay great attention to exploitation of Computing Science and Technology. This is where the department of Computer Science seeks to contribute her quota to the building of the much need human capacity in this area.

The Department of Computer Science seeks to create and maintain an excellent academic environment that would promote very high academic standards by adhering very strictly to very high quality research and teaching. We, in Computer Science Department, Baze University, insist on publications in highly rated international journals and we engage our students in projects that seek to address problems in industry.

In order to ensure that the Computer Science Department of Baze University remains one of the best in Nigeria and Africa, the Management of the University has provided the department with the state-of-the-art facilities, tools and texts that would help both staff and students to perform at their best.

We have also put in place a mentorship scheme in the department so that every student is properly guided and tutored to ensure that (s)he performs optimally. The members of staff of Computer Science department are very friendly and always ready and willing to assist you with your academic work.

Students are advised to study the Students Handbook in order to acquaint themselves with what is expected of them and the provisions that have been put in place to assist them perform well.

I therefore wish to welcome you to the Department of Computer Science and to wish you a very fruitful and successful academic career.

Dr. Moses Obioma Ubaru, MNCS, MCPN.
Head of Department,
Computer Science Department

1.0 GENERAL POLICIES, REGULATIONS AND PROCEDURES FOR ADMISSIONS

1.1 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.

1.2 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

1.3 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.

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:

- Vice-Chancellor as Chairman,
- Director, Academic Planning
- 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.

1.4 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. 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.
- iv. The module requirement for each programme is as specified by the department and/or faculty handbook.

1.5 Students' Change of Programme

1.5.1 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 enrol into the new programme.

1.5.2 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.

1.5.3 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.

1.5.4 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.

1.5.5 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.

1.6 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.

2.0 STUDENTS' 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.

2.1 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.

2.2 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.

2.3 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.

2.4 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 1.9 to 1.13 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.

2.5 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.

2.6 Deferral

This means that a student is allowed to interrupt their programme of study for a given period of time, normally a semester. Deferral 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.

2.6.1 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.

3.0 STUDENTS' CONTINUOUS ASSESSMENT (CA) REGULATIONS

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 one 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.

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 Concept of 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 Student's 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.** 5.161 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.

6.0 ACADEMIC MISCONDUCT

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.
- ii. Bringing in prepared answers, copying from textbooks, notebooks, 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

- 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.

7.1 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.

7.2 Assessment Arrangement

7.2.1 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.

7.3 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.

7.4 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.

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:

Letter grade	% Score	Grade Point
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	-

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

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

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.
- iii. All students' status will also be published at this time.

9.0 STUDENT PROGRESSION GUIDELINE FOR DEGREE PROGRAMME

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.

These regulations, unless the context otherwise admits:

- i. All references to teaching period in this policy shall mean semester.
- ii. Academic status is the classification of the students' academic progress in 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.
- iii. The classifications possible are:
 - **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.
 - **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.
 - **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.
 - **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.
- iv. **Core course:** a course which is mandatory or core in order to complete the prescribed requirements of the academic programme.
- v. **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.

- vi. **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.

9.1.3 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.

9.2 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.

10.0 PHILOSOPHY, AIMS AND OBJECTIVES OF THE DEGREE PROGRAMME IN COMPUTER SCIENCE

The purpose, aims and objectives of the bachelors honours degree programme in Computer Science include:

- To develop in students the confidence and the ability to engage responsibly and productively in the Computing industry at whatever level they propose to take their careers.
- To equip graduates of the programme with the theoretical and technical knowledge of Computer Science, sound practical and algorithmic skills, an appreciation of the importance of computing in society, business, medicine, education, industry and government, and an understanding of the social, legal and ethical aspects of computing.
- To develop in students a wide range of transferable skills including analytic and synthetic reasoning, problem solving, individual and team working, project and time management, and verbal and written communication skills.
- To provide students with the knowledge and skills set for further studies in computer science or multi-disciplinary studies involving Computer Science.

The programme is organized into four levels, 100 through 400. Level 100 provides a general background in computing, science and society as well as training in learning and communication skills. Level 200 develops fundamental knowledge and skills in Computer Science.

At level 400 students take three core modules, namely Project Management & Ethics, Research Methods and Major Project, as well as compulsory modules reflecting their specialization and can choose from a set of electives to complete their programme.

A module (British) is equivalent to a course (Nigeria). Students take between 4 to 6 modules/courses per semester, ensuring they satisfy BMAS Science 2007 (at least 15 units) and British Universities requirements (60 credits).

10.1 Entrance Requirements

UTME entry into Level 100 requires 5 credit passes in no more than two sittings in SSCE (or equivalent) including English, Mathematics and Physics.

Direct entry into Level 200 requires two A Level passes including Mathematics or credit passes at NCE or OND plus 5 credit passes at SSCE (including English language, Mathematics and Physics).

10.2 Career Opportunities

Graduates of this Department will be prepared for careers in Computer Science, Software Engineering, Information Technology, and Information Systems Management. Some job titles we expect you to hold on successful completion of your degree programme include: Systems Analyst, Programmer, Web Developer, Software Engineer, IT Project Manager, IT manager, and IT Director. You may also decide to pursue M.Sc. and Ph.D degrees.

10.3 Programme Structure

The department of Computer Science offers a 4 year degree programme for OTME candidates, and a 3 year degree programme for Direct-Entry candidates. There are two semesters of formal University studies in each academic session. At the 300 level, each student is expected to go for a 6 months Students Industrial Work Experience Scheme (SIWES), after completion of the first semester courses. At the end of the SIWES industrial attachment, the student is required to submit a written report on what (s)he has learnt in the industry and is also required to present and defend the report. At 400 level, students undertake a major project in any field of interest in Computer Science besides the usual prescribed courses.

10.4 Programme Duration

A student in the Computer Science Department shall normally complete the programme in eight (8) semesters. However, students with carryover may be allowed to continue for a total of twelve (12) semesters and still qualify for a degree provided (s)he maintains a CGPA of 1.50 and above.

Any student who is unable to complete the programme in twelve (12) semesters may be allowed to continue for an additional two (2) semesters.

10.5 Semester Duration

A minimum of twelve (12) weeks shall normally be reserved for teaching, excluding public holidays and semester breaks. One (1) to three (3) weeks are reserved for examinations after the teaching period.

10.6 Requirements for Graduation

For a candidate to be eligible for graduation and the award of a degree of Bachelor of Science in Computer Science, the candidate must have successfully completed all the prescribed courses as contained in this programme curriculum, and must attain the following:

- i. A pass grade in Supervised Industrial Work Experience Scheme (SIWES);
- ii. A minimum CGPA of 1.50;
- iii. A minimum of 120 credit units (in line with NUC BMAS)
- iv. A pass grade in all prescribed core courses of the programme;
- v. A student may take some elective courses to meet the graduation requirement.

11.0 Registration of Courses

11.1 Core Courses:

Every student is expected to register all departmental core courses as well as GST (General studies) courses as prescribed by the University.

11.2 Elective Courses:

In addition to the **core courses**, a student is expected to register **elective courses** in order to meet the minimum number of units required for graduation. The elective courses are courses which the student chooses according to his/her interest and on the advice or guidance of his/her course adviser. It is advisable that the student passes the elective courses registered as these will form part of the results computation.

11.3 Pre-requisites:

A pre-requisite course is one which must be taken and passed before the student can register for a more advanced course.

11.4 Work load

In any given semester, a student shall be allowed to register a minimum of 15 units and a maximum of 24 units.

A course that carries 3 units for instance, implies a 2 hours of lecture and 3 hours of practical / Tutorial per week.

12.0 Scoring and Grading System

(i) Credit Units	(ii) Percentile Scores	(iii) Letter Grades	(iv) Grade Points (GP)	(v) Cumulative Grade Point Average(CGPA)	(vi) Cumulative Grade Point Average (CGPA)	(vii) Class of degree
Vary according to contact hours assigned to each course per week per semester and according to student workload	70 - 100	A	4	Derived by multiplying (i) and (iv) and Dividing by Total Credit Units	3.50 – 4.00	First Class
	60 - 69	B	3		3.00 – 3.49	2 nd Class Upper
	50 - 59	C	2		2.00 – 2.99	2 nd Class Lower
	45 - 49	D	1		1.00 – 1.99	Third Class
	0 - 44	F	0		0 – 1.00	Fail

12.1 Computation of GPA and CGPA

Each student is expected to be able to calculate his/her Grade Point Average (GPA) at the end of each semester and the Cumulative Grade Point Average (CGPA) at the end of two or more semesters or sessions.

The course unit system is a system whereby programmes are designed with courses which are weighted and classified into various levels for students in the institution of higher learning. Courses are assigned units depending on the volume of work required to complete the course and this includes lectures, tutorials, practical. The courses can be taken at any level by any student provided there are no (constraints) prerequisites for these courses. For instance, a part I student can offer a course at any level provided the student has the prerequisites required for the course, while a Part IV student can still offer a part I course if such a student so desires. However it is generally desirable that lower level core courses are taken and passed before proceeding to high level ones.

The system allows a student to spread his programme evenly over the semesters provided such a student keeps to the rules and regulations of the system. For instance there are minimum and maximum numbers of units a student can register for in a semester. Every semester is as important as the other. A wise student is encouraged to attempt a reasonable number of units (s)he can cope with to ensure a qualitative performance.

Apart from the end of semester examination, there are continuous assessments during each semester. These tests and the end of the semester examination make up the set of semester examinations for each course.

The following sections explain the procedure for computing the Grade Point Average (**GPA**) for each set of semester examinations and for upgrading the computations to obtain the Cumulative Grade Point Average (**CGPA**) at any point in time during each student's course of study.

It is strongly advised that every student should learn how to compute (and actually do compute his own) GPA and CGPA. Computing and keeping a record of the CGPA enables the student to be fully aware of what effort he must put in to remain in the University or to graduate in a desired class. This is the only way the student can guard and monitor the quality of his efforts.

There is no Resit Examination in Nigerian Universities. Therefore any course failed has to be repeated when it is available and must be passed before graduation. Students are strongly advised to consult with their course advisers or tutors before registering for courses, and on other academic problems that they may have. It is necessary to first understand and be thoroughly familiar with certain terminologies and abbreviations that are commonly used in the computation of Grade Point Average. These are defined as follows:

12.1.1 Student Workload:

This is defined in terms of courses units. One unit represents one hour of lecture or one hour of Tutorial or 3 hours of practical work per week throughout a semester. Thus for example, a course in which there are 2 hours of lectures and 1 hour of Tutorial per week is a 3-unit course. Similarly, a course in which there are 2 hours of lecture 1 hour of Tutorial and 3 hours of practical per week is a 4- unit course.

12.1.2 Total Load Units (TLU):

This is the total number of course units registered by a student in a particular semester. It is the summation of the load Units on all Courses carried during the semester. For example, a student who is carrying 6 courses of 3 units each has a **TLU** of 18 for that semester.

12.1.3 Cumulative Load Units (CLU):

This is the summation of Total Load units over all the semesters from the beginning to date. A student who is prone to repeating courses will finish (if he does not drop out) with a higher **CLU** than his non- repeating colleague and will most likely require a longer time to complete requirements for the award of Degrees.

12.1.4 Level of Performance Rating (Credit Points per unit):

This is the rating of grades obtained in terms of credit points per load unit. The rating used is as follows:

Grading:

% Score	Letter Grade	Grade Point (GP)
70 - 100	A	4
60 - 69	B	3
50 - 59	C	2
45 - 49	D	1
0 - 44	F	0

Based on the above, a student who obtained a grade of 'A' in a 3-unit course has scored **12** Credit points, and one who obtained a grade of C in that course has scored **6** Credit points.

12.1.5 Total Credit Points (TCP):

Total Credit Point (TCP) is the sum of the products of the course units and rating in each course, for the entire semester period. For example, consider a student who took four courses of 3-units each. Let's say the grade obtained in the four courses were C, B, F, and D respectively. The **TCP** of this study is obtained as follows:

$$\text{TCP} = (3 \times 2) + (3 \times 3) + (3 \times 0) + (3 \times 1) = \mathbf{18}.$$

12.1.6 Cumulative Total Credit Points (CTCP):

Cumulative Total Credit Point (**CTCP**) is the summation of Total credit points (**TCPs**) over all semesters from beginning to date.

12.1.7 Total Load Units [TLU].

Total Load Units [TLU] is the sum of all credit loads for the semester.

12.1.8 Cumulative Total Load Units (CTLU):

Cumulative Total Load Units (**CTLU**) is the summation of Total Load Units (**TLUs**) over all semesters from beginning to date.

12.1.9 Grade Point Average (GPA):

Grade Point Average (GPA) is the total credit points [TCP] divided by the total load units [TLU].

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

For example, consider the student whose scores are:

A, C, B, F, and D in five 3-units courses.

His **TCP** is $= (3 \times 4) + (3 \times 2) + (3 \times 3) + (3 \times 0) + (3 \times 1) = \mathbf{30}$ as explained earlier on, and of course, his **TLU** is **15**. [i.e. 5 courses at 3 units each, for the semester].

The highest GPA that can be earned is **4.0** and that is when a student has earned a grade of 'A' in every course during the semester. The lowest GPA obtainable is **0.0** and this would happen if the student has "F" all round during the semester.

12.1.10 Cumulative Grade Point Average [CGPA]:

This is not the summation of GPAs for all semesters. Rather, it is the summation of **TCPs** for all semesters, divided by the summation of **TLUs** for the said semesters. Like the GPA, CGPA, obtainable ranges from 0 to 4.

12.1.11 Withdrawal from the University

A student, whose **CGPA** falls below 1.0 at the end of a particular academic year of study, shall be placed on probation for one academic session. If the student fails to achieve a CGPA of at least 1.0 at the end of the probation period, (s)he shall 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 100 level, the student may be advised to seek transfer into another programme in the University.

12.1.12 Final Assessment and Class of Degree:

A student who has satisfactorily completed all requirements for the degree with CGPA of not less than 1.0 may be awarded an Honour degree as follows:

Final CGPA	CLASS DEGREE
3.50 – 4.00	1 st Class
3.00 – 3.49	2 nd Class Upper (2.1)
2.00 – 2.99	2 nd Class Lower (2.2)
1.00 – 1.99	3 rd class
0 – 1.00	Fail

CGPA calculation is on all courses, but excluding Special Electives.

Example 1: Extract of a student’s performance at 100 level 1st semester

(i)	(ii)	(iii)	(iv)	(v)	(vi)
Course Code	Credit Units	Mark obtained	Letter Grade	Grade Point	Credit Points (ii) x (v)
COM 101	3	65	B	3	9
COM 103	3	45	D	1	3
GEN 101	3	55	C	2	6
CHM 101	3	34	F	0	0
MTH101	3	72	A	4	12
	TLU = 15				TCP = 30

$$\text{GPA} = (\text{TCP}) / (\text{TLU}) = 30/15 = 2.0$$

Example 2: Extract of the same student’s performance at 100 level 2nd semester

(i)	(ii)	(iii)	(iv)	(v)	(vi)
Course Code	Credit Units	Mark obtained	Letter Grade	Grade Point	Credit Points (ii) x (v)
COM 102	3	75	A	4	12
COM 104	3	45	D	1	3
PHY 102	3	63	B	3	9
BIO 102	3	52	C	2	6
	TLU = 12				TCP = 30

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

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

$$\text{CGPA} = (\text{Sum of TCPs}) / (\text{Sum of TLUs}) = (\text{CTCP}) / (\text{CTLU})$$

$$= (30 + 30) / (15 + 12) = 60 / 27 = 2.2$$

12.1.13 Release of Examination Results.

The Registrar shall publish the results of the students for the award of the B.Sc. Computer Science degree after Senate shall have approved them. Students are required to check the semester and final examination results online.

13.0 Examiner System

13.1 Internal Examiner

There shall be a board of Internal Examiners whose duty shall be to ensure that course contents have been adequately covered and questions are in line with what has been taught.

13.2 External Examiner

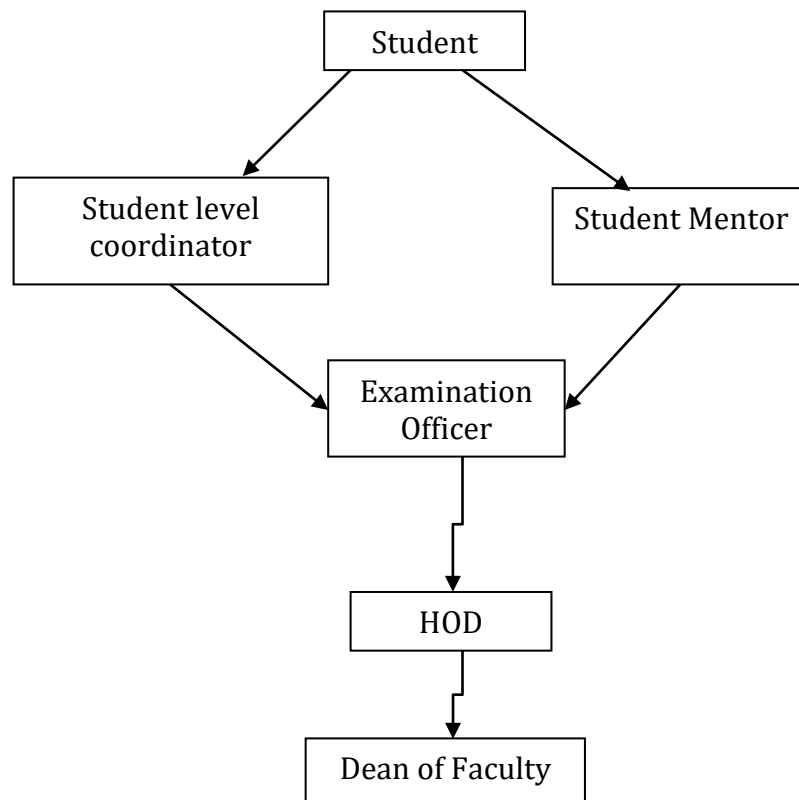
External Examiners shall be appointed only for the final year of the undergraduate programme to assess the final year courses and projects, and to certify that the overall performance of the graduating students as well as the quality of the facilities, teaching and questions meet international standards. The Department is privileged to have two External Examiners – One from Britain and One from Nigeria.

14. Industrial Training Rating and Assessment

All students taking any degree in the sciences must undergo a minimum of six months Industrial training which carries 6 credit units. Students under the Students Industrial Work Experience Scheme (SIWES) are assessed using the log book, a report and a seminar presentation.

15. Procedure for resolving issues within the department.

A student is expected to channel issues that affect him/her through his / her course level coordinator or the Academic student adviser or mentor. If the level coordinator or the mentor is unable to handle the issue, the student shall forward the matter to the Examination Officer if it is academic related or the Head of department. Where it is not possible to resolve the matter through the above channels, the matter shall be reported to the Dean of the Faculty.



16. Course Structure for B.Sc. Computer Science

Programme by Level and Semester

Level 100

Semester I			Semester II		
Code	Title	Units	Code	Title	Units
MTH101	Basic Mathematics	3	MTH103	Geometry	3
MTH102	Calculus	3	BUS101	Introduction to Business	3
PHY101	General Physics I	2	PHY102	General Physics II	2
PHY107	Practical Physics 1	1	PHY 108	Practical Physics 2	1
COM111	Intro. to Problem Solving	3	COM112	Intro. to Computer Science	3
BIO101	General Biology 1	2	CHM101	General Chemistry 1	2
BIO 107	Practical Biology 1	1	CHM 197	Practical Chemistry 1	1
GEN101	Use of English I	3	GEN104	Use of English II	3
GEN102	History of Ideas, Sci. & Soc. I	2	GEN105	History of Ideas, Sci. & Soc. II	2
GEN106	Use of Library & ICT	2	GEN110	Introduction to French	2
	Sub-Total	22		Sub-Total	22

A minimum of 44 Credit Units at 100 level

Pre-requisites: There are no prerequisites.

Specialization requirements: There are no individual specialization requirements.

Level 200

Semester I			Semester II		
Code	Title	Units	Code	Title	Units
COM201	Programming I	3	COM205	Programming II	3
COM211	Computer Architecture I	3	COM212	Computer Architecture II	3
COM203	Scripting Languages	3	COM207	Introduction to Algorithms	3
PHY201	Electronics	3	COM208	Introduction to WWW	3
MTH203	Discrete Mathematics	3	COM210	Systems Engineering	3
MTH204	Linear Algebra 1	3	COM217	Data Structures	3
STA204	Statistics for Computing & Applied Sciences	3	GST 222	Peace Studies and Conflict Resolution	2
GEN201	Entrepreneurship	2			
			Additional 3 units from:		
			MTH205	Linear Algebra II	3
			MTH206	Numerical Analysis I	3
		23			23

A minimum of 46 Credit Units at 200 level

Pre-requisites: COM201 is prerequisite for COM205 and COM207; MTH203 is prerequisite for COM207; COM211 is prerequisite for COM212.

Specialization requirements: There are no individual specialization requirements.

Level 300

CS, SE, and IT

Semester I			Semester II		
Code	Title	Units	Code	Title	Units
COM304	Databases	3	COM336	Industrial Training (SIWES)	6
COM306	Operating Systems	3			
COM307	Systems Analysis and Design	3			
COM308	Web Programming	3			
COM313	Application Programming	3			
COM321	Computer Networks	3			
COM334	Numerical Analysis 2	3			
	Sub-Total	21			
	One additional course from the following:				
COM301	Further Algorithms	2			
COM305	Business Computing	2			
COM309	Semantic Web	3			
COM310	E-Commerce	2			
COM323	Introduction to Operations Research	2			
COM331	Requirement Engineering	2			
COM399	Intro' to Artificial Intelligence	2			
	TOTAL	23			6

A maximum of 29 Credit Units at 300 level

Prerequisites: COM321 is prerequisite for COM404.

COM313 - Application Programming has three flavours – (Application programming with C#, Application programming with Java and Application programming with Basic)

Specialization requirements:

Students specializing in CS take one additional course from:
COM301, COM309, COM311 and COM399

Students specializing in SE take one additional course from:
COM301, COM309, COM310 and COM399

Students specializing in IT take one additional course from:
COM305, COM309, COM310 and COM323

ISM Option

Students specializing in ISM take the following courses:

COM305, COM310, COM312, COM307, COM313, COM316, COM31, COM321, and COM323.

Level 400

Level 400: Computer Science

Semester I			Semester II		
Code	Title	Units	Code	Title	Units
COM401	Project Man. & Ethical Issues	3	COM403	Major Project	6
COM402	Research Methods	3	COM404	Data Comms and Networks	3
COM405	Software Engineering	3	COM432	Software Quality & Testing	3
COM421	Prog. Lang. & Compilers	3			
	Sub-Total	12		Sub-Total	12
Additional 6 units (Two electives) from:			Additional 6 units (Two electives) from:		
COM411	Interaction Design	3	COM412	Comp. and Network Security	3
COM423	Computer Graphics & Vis.	3	COM413	Forensic Computing	3
COM433	Human Computer Interface	2	COM422	Advanced Comp. Architecture	3
COM442	Enterprise Architecture	3	COM424	Artificial Intelligence	3
LAW451	Information Tech Law	3			
	Total	18		Total	18

A minimum of 36 Credit Units at 400 level

Pre-requisitess: COM401 and COM402 are pre-requisites for COM403

Specialization requirements:

Students on all specializations take: COM401, COM402, COM403, COM404, COM405, COM421 and COM432

Students on CS take in addition two electives from:
COM411, COM412, COM423, COM424, COM422 and COM433

Students on SE take in addition two electives each semester from:
COM411, COM412, COM413, COM423, and COM424 and COM422

Students on IT take in addition, two electives each semester from:
COM411, COM412, COM413, COM424, and COM442,

Students on ISM take in addition, two electives each semester from:
COM411, COM412, COM424 and COM442

17.0 Module Descriptions

Level 100

COM 111: INTRODUCTION TO PROBLEM SOLVING: (3 Units)

Introduction to problem solving, problem solving strategies, problem reduction strategies, executing instructions in a sequence, making selections between alternate actions, repeating actions multiple times, introduction to algorithms, concepts and properties of algorithms, the role of algorithms in the problem solving process, the role of algorithms in computer science.

COM 112: INTRODUCTION TO COMPUTER SCIENCE: (3 Units)

Introduction to Computer Science, computer science and information technology, the special role of algorithms in computer science, computer systems, computer architecture and operating systems, computer networking, the Internet and the WWW, databases and applications, algorithms and algorithmic thinking, programming languages, the components of a programming language and their relation to application development, artificial Intelligence, ethical aspects of computing, privacy and security of information.

Level 200

COM 201 PROGRAMMING I: (3 Units)

Introduction to programming, object-oriented programming, simple and complex data types, variables, assignment statements, methods, graphical user interfaces, sequence and selection, errors and exception handling, arrays and iteration.

COM 203 SCRIPTING LANGUAGES: (3 Units)

Introduction to scripting languages, features, characteristics, and benefits of scripting languages, introduction to python, running python programs, conditionals and operators, while and for loops, the range function, flow control within loops, defining functions, return values, local variables, scope, Strings, collection data types, tuples, lists, dictionaries, advanced functions, exception handling, python modules, basic file operations, classes, cgi programming.

COM 205 PROGRAMMING II: (3 Units)

Enhanced programming concepts, further graphics user interface design, static classes, further errors and exceptions, arrays and iteration, introduction to collections, file input and output, applications.

COM 207 INTRODUCTION TO ALGORITHMS: (3 Units)

Fundamental algorithms, analysis techniques, efficiency of algorithms, discover and design of algorithms, basic data structures, hash tables, greedy algorithms, divide-and-conquer, sequential versus recursive algorithms, sorting algorithms, search algorithms, graph search, shortest path.

COM 208 INTRODUCTION TO THE WWW: (3 Units)

Internet and WWW, technology components and systems underpinning the exploitation of the Internet and the WWW for E-Business and E-Commerce, Web design principles,

web browsers and web servers, client-side and server-side, HTTP, URL, HTML and XML, javascript, cascading style sheets (CSS), web authoring tools.

COM 210 SYSTEMS ENGINEERING: (2 Units)

Systems as sets of interacting components, environmental, household and biological systems, computer systems, components of computer systems, component interfaces and integration, exemplars including business computer systems, desktop computers, laptops, tablets, mobile phones, systems maintenance and repair.

COM 211 COMPUTER ARCHITECTURE I: (3 Units)

Digital Logic Design Fundamentals; The basic building blocks, Logic expressions and minimization techniques (Boolean algebra and Karnaugh Maps) , Sum of Product forms. Register transfer notation, Physical considerations. Data representation, and number bases, Fixed and Floating point number systems. Introduction to Memory systems organization and architecture.

COM 212 COMPUTER ARCHITECTURE II: (3 Units)

Memory system: The operation and general characteristics of memory (Technology-magnetic recording semi-conductor memory, coupled devices, magnetic bubble). Instruction Set Architectures – Instruction formats and Memory addressing with Simple Assembly Language Programming examples. Memory hierarchy, and virtual memory. Decoding of Instructions -Hardware control versus Micro-programmed control. Input / Output control methods (Programmed I/O, Interrupt driven I/O, Memory mapped I/O and DMA). Introduction to the concept of fault tolerant computing.

COM 215 BASIC PROGRAMMING: (3 Units)

Introduction to Basic programming, visual basic, VB.net, the .Net framework, data types, loops and control structures, functions and sub procedures, Microsoft SQL basics, MS SQL and MS Access, advantages of MS SQL, connecting to the database with the enterprise manager, creating databases, creating tables, entering and displaying data, the use of data set, exception handling, navigating a database, menus, classes and modules in VB.net, multi document interfaces (MDIs).

COM 217 DATA STRUCTURES : (3 Units)

FUNDAMENTALS OF DATA STRUCTURES: Primitive types, Arrays, Records Strings and String processing, Data representation in memory, Stack and Heap allocation, Queues, TREES; Implementation Strategies for stack, queues, trees. Run time Storage management; Pointers and References, linked structures.

Level 300

COM 301 FURTHER ALGORITHMS: (2 Units)

The concepts of algorithm, role of abstraction in algorithm design, design and analysis of algorithms, divide and conquer algorithms including sorting and convex hull, greedy algorithms including job sequencing, shortest path and spanning trees, dynamic programming including knapsack and travelling salesman problem.

COM 302 REQUIREMENTS ENGINEERING: (3 Units)

Introduction to requirements engineering, requirements engineering processes, requirements planning and elicitation, software feasibility study and risk analysis, requirement modeling and analysis, software validation and documentation, communicating requirements and agreeing, software (requirements engineering) evolution and architecture, inconsistency and uncertainty in requirements engineering, managing change in software development, use of formal methods in requirements engineering.

COM 304 DATABASES: (3 Units)

Introduction to information systems, introduction to databases, data models, relational database model, data modeling with ER diagrams, translating business rules to ER diagrams, advanced ER modeling, normalizing database designs, introduction to SQL, interacting with databases through the web, web database applications, PHP and MySQL, database administration and security, ethics.

COM 305 BUSINESS COMPUTING: (2 Units)

The computer driven business organization, computers in business, the IT infrastructure, business process and the role/services of the IT department, IT service organization and management, project management, application maintenance, application development methodologies, review of data modeling, databases, business intelligence, decision support, data warehouse, storage subsystem, authentication and authorization, encryption, security and process/access control, statutory compliance, license management, IP management, malware prevention, backups and disaster recovery, securing the computing infrastructure, the Web phenomenon, introduction to XML.

COM 306 OPERATING SYSTEMS: (3 Units)

Introduction to operating systems, core concepts of operating systems, types of operating systems, kernels, processes and threads, concurrency and synchronization, deadlocks and preventions, resource management – memory, storage units, file systems and CPU time.

COM 307 SYSTEMS ANALYSIS AND DESIGN: (3 Units)

Introduction to information systems, challenges in information systems development, software development process, requirements capture, fact gathering techniques, requirements documentation, object orientation in system analysis and design, unified modeling language (UML) syntax and concept, data modeling, data flow diagrams, activity diagrams, sequence diagrams, object/class diagrams and use-cases, system design, structure charts, form designs, security, automated tools for design, CASE (Computer Aided Software Engineering) tools.

Include Business Process Re-Engineering, Business Process Optimization, Information System Analysis and Mobile Computing, Functional Business Process Descriptions

COM 308 WEB PROGRAMMING: (3 Units)

Web architecture, web application design concepts, data access technologies, local and remote data stores, building an ASP.Net website, server-side ASP.NET programming technologies and the C# language, programming ASP.Net pages, databases in ASP.net pages.

COM 309 SEMANTIC WEB: (3 Units)

Introduction to semantic web, XML basics, RDF , RDF schema language, SPARQL, infrastructure, matching patterns, constructing SPARQL queries, adding information using SPARQL update, advanced SPARQL, introduction to basic OWL, logic and inference, rules.

COM 310 E-COMMERCE: (2 Units)

Overview of e-commerce, e-market place mechanisms & tools, retailing in electronic commerce, customer behaviour, internet marketing and advertising, b2b e-commerce, e-supply chain, collaborative commerce and corporate portal, innovative e-commerce systems (e-government, e-learning and c2c e-commerce), e-commerce fraud and security, mobile computing and commerce, the Web 2.0 environment and social network.

COM 313 APPLICATION PROGRAMMING: (3 Units)

The Java application development environment (SDK, Eclipse IDE, API, Version Control), installation, configuration, validation and debugging, the Java API, Java console application development, collections/generics and file I/O, the graphical user interface, RDBMS database access, introduction to advanced topics in Java, object serialization and persistence, application configuration, basic cryptography and secured hashing algorithms, JUnit, introduction to application packaging and deployment, overview of application development using the Java EE.

COM316 DATA ANALYSIS & DATA MINING: (3 Units)

Business intelligence overview, models, processes, and tools, data, data analysis and data warehousing, introduction to data mining, data mining and analysis services, data mining tools, classification, regression, clustering, association, sequence analysis, building reports, data tables, pivot tables and charts, statistical inference, time series forecasting.

COM 317 BUSINESS INFORMATION SYSTEMS: (3 Units)

The role of information in an organization, the types of information used in an organization, centralized and decentralized information sources, information systems in support of business processes, management information systems, databases, database management systems, data representation and modeling, data update and querying through SQL, data presentation, document management systems.

COM 321 COMPUTER NETWORKS : (3 Units)

Data and communication networking: introduction to networks, Internet and TCP/IP, OSI reference model, network devices, network topologies, explain the network standards (IEEE 802 Standards), signal transmission medium – Guided (Twisted, Coaxial and Coaxial) and unguided. Transmission impairment, the concept of Packet Switching, Modulation and Multiplexing (TDM, CDM and FDM)

COM 323 INTRODUCTION TO OPERATIONS RESEARCH: (2 Units)

The nature of Operations Research, allocation problems, inventory problems, replacement, maintenance and Reliability problems. Dynamics programming, sequencing and coordination.

COM 331 REQUIREMENTS ENGINEERING: (2 Units)

Introduction to requirements engineering, requirements engineering processes, requirements planning and elicitation, software feasibility study and risk analysis, requirement modeling and analysis, software validation and documentation, communicating requirements and agreeing, software (requirements engineering) evolution and architecture, inconsistency and uncertainty in requirements engineering, managing change in software development, use of formal methods in requirements engineering.

COM 334 NUMERICAL ANALYSIS: (3 Units)

Operational Research, Numerical Computation, Graphical Computation, Modelling and Simulation, High Performance Computing.

COM 336 INDUSTRIAL TRAINING: (6 Units)

Students will undertake a period of training in an industrial environment. They will both gain experience of working in such an environment and are also expected to contribute to the promotion of Computing and Information Technology in the environment. The students will be assessed on a job book, a report and a seminar.

COM 399 INTRODUCTION TO ARTIFICIAL INTELLIGENCE: (2 Units)

Introduction to artificial intelligence; understanding natural languages, knowledge representation, expert systems, pattern recognition, and the language LISP.

Level 400

COM 401 PROJECT MANAGEMENT & ETHICS: (3 Units)

Introduction to systems (software engineering) project management, unique characteristics and attributes of systems projects, the software “chronic crisis”, systems project management methods, approaches and models, the adaptive agile methods, PRINCE2 process-driven method, MBASE win-win Spiral method, the Rational Unified Process (RUP), project scope and project time management, project network diagrams, estimating activity resources, Gantt charts, critical path method, the PERT framework, cost estimating process, project tracking, control and quality management, the ISO Standards (ISO 9000), human resource management, formal and informal methods for effective communication, project risk management, project closing and closeout, configuration management, international project management, outsourcing of systems projects, ethics, the fundamental ethical norms, the moral dimensions of the Information Age, copyright, intellectual property, licensing, the Open Source initiative, computer crime, types of computer crimes, accountability, privacy, censorship of the Internet.

COM 402 RESEARCH METHODS: (3 Units)

Meaning, characteristics and evaluation of academic research, how to generate, develop and refine ideas into fully-fledged project proposals, introduction to research methods, types of research method, design and creation research, action research and case studies, the research onions, research papers, survey and review papers, literature reviews, conducting a literature review, referencing sources, finding sources, data generation methods and analysis, interviews, questionnaires, observation, document review, data analysis, defining experiments, planning, conducting experiments, experimental designs, research ethics, rights and responsibilities, project definition, project description and project plan, skills and materials resources, project reports.

COM 403 MAJOR PROJECT: (6 Units)

Students undertake the design, implementation, testing, installation and evaluation of an individual Computing development or research project, following defined project management procedures, reporting weekly on progress, problems and problem resolutions, reviewing plans, timescales, and resources; students complete a logbook, final project report, project presentation, a conference-level paper, and present results/findings to an academic panel and to their peers.

COM 404 DATA COMMUNICATIONS AND NETWORKING: (3 Units)

Computer networks, Internet Protocol(IP) addressing, Sub-netting, routing and routed protocols (RIP, OSPF, EIGRP, BGP, NAT, PPP Authentication, DHCP), switching technologies(VLANs, Trunking), network design, introduction to network security, Virtual Private Network (VPN), Multiprotocol label switch (MPLS) wireless networks, client and server architecture, Network maintenance.

COM 405 SOFTWARE ENGINEERING: (3 Units)

Introduction to Software and software engineering, software development processes, development models, generic models, prescriptive models, the unified process, personal and team models, agile development, software specification, software design, software Implementation, quality assurance, validation versus verification, software evolution,

software outsourcing, open source software engineering and component-based development.

COM 411 INTERACTION DESIGN: (3 Units)

Interaction design (ID) defined, relationship between ID, HCI and other fields, the process of interaction design, interaction design principles, implementation models and mental models, data gathering, establishing requirements, low-fidelity and high-fidelity prototyping, using scenarios in design, generating storyboards from scenarios, interaction styles, interfaces and interface types, command-based (CLI), WIMP, GUI, and emerging interaction styles, selecting the proper interaction style and devices, implementation-centric, metaphoric and idiomatic interfaces, principles and building blocks of visual interface design, visual interface design for handhelds and other devices, common visual design elements, characteristics of graphical and Web user interfaces, evaluation, usability and usability testing.

COM 412 COMPUTER & NETWORK SECURITY: (3 Units)

Security basics, cryptography, computer security, systems security: general principles, OS security, access control, security policies (“trusted computing”), programming language security: buffer overflows, input validation errors, viruses and worms, network security, identity, PKI, authentication and key exchange protocols, password and biometric authentication, anonymity and pseudo-anonymity, privacy, real-world protocols (IPSec/SSL), attacks on network infrastructure (routing, DNS, DDoS), wireless security, database security, Web security, other topics (spam, ...).

COM 413 FORENSIC COMPUTING: (3 Units)

Introduction to forensic computing, understanding information, graphic and archive file formats, IT systems concepts, PC hardware and inside the box, backing store devices and disk drives, disk geometry, the file system, search and seizure, computer examination, the AGPO good practice guide, treatment of PCs, treatment of electronic organizers, live system analysis, network forensics, legal issues, looking ahead.

COM 421 PROGRAMMING LANGUAGES AND COMPILERS: (3 Units)

Introduction to programming languages, compilers and interpreters, abstract machines, programming language grammar and syntax, compilers, the compilation process, parsing, semantics, pragmatics, implementation, expressiveness of programming languages, data structures, memory management, control structures, structured programming, recursion, subprograms, higher-order functions, exceptions, data abstraction, object-oriented, functional and logic programming paradigms, historical perspective.

COM 422 ADVANCED COMPUTER ARCHITECTURES: (3 Units)

Introduction to distributed computing systems, distributed system models, enabling technologies, computer clusters, virtual machines and virtualization, the cloud, cloud platform architecture, cloud programming, grid computing, resource management, peer-to-peer computing, overlay networks, warehouse scale computing, Web services.

COM 423 COMPUTER GRAPHICS & VISUALIZATION: (3 Units)

Introduction to graphics & visualization, basic computer graphics, basic line drawing, antialiasing & clipping, 2D/3D transformations, projections and viewing transforms,

culling & hidden-surface elimination, geometric modeling, illumination, shadowing, texturing, ray tracing, animation, visualization, model representation, color, geometric modeling, scene management, visualization principles, scientific visualization.

COM 424 ARTIFICIAL INTELLIGENCE: (3 Units)

Propositional and predicate logic, logic programming with Prolog, search, uninformed and heuristic search, games, problem solving, reasoning under uncertainty, expert systems, belief networks, machine learning, neural networks, reinforcement learning, Q-learning, machine intelligence, outlook.

COM 432 SOFTWARE QUALITY AND TESTING: (3 Units)

The nature of quality, quality and reliability, total quality management, quality in organizations, specification, design, development and conformance quality, software product quality, functional and white box standpoints, fostering a quality culture, software verification, walkthroughs, inspections and audits, validation, the basics of testing, test case design, the testing environment, product testing, software reliability, software disasters, process quality, new developments in software quality and assurance, standards. Basic Functional Security and Compliance Testing.

COM 433 HUMAN-COMPUTER INTERFACE: (2 Units)

Foundation of Human Computer Interface, Principles of GUI, GUI toolkits; Human-centred Software Evaluation and Development; GUI design and programming

COM 442 ENTERPRISE ARCHITECTURE: (3 Units)

Overview of enterprise architecture, structure and culture of enterprises, developing an enterprise architecture, implementation methodology, analysis and document framework, components and artifacts of an enterprise architecture, developing architecture views, enterprise architecture development plans, investment planning and project management, using an enterprise architecture, the role of security and privacy, future trends in enterprise architecture.

18.0 List of Staff members in the department

18.1 List of Academic staff of Computer Science Department.

S/N	NAME	STATUS	RANK
1.	Dr. Peter Ogedebe	F/T	Associate Professor
2.	Prof Obiniyi Afolayan Ayodele	P/T	Professor
3	Dr. Sylvanus Ehikoya	F/T	Associate Professor
4.	Prof Daniel Irowa Okunbor	P/T	Professor
5.	Dr Moses Ubaru	F/T	Senior Lecturer
6.	Dr. Bolaji Samson Bolarinwa	F/T	Senior Lecturer
7.	Dr. Arthur Ume	F/T	Senior Lecturer
8.	Dr. Godfrey Ekata	F/T	Senior Lecturer
9.	Dr. Uppin Chandrasekhar	F/T	Senior Lecturer
10.	Dr. Okpala Mmaduabuchi Ejikeme	F/T	Lecturer 1
11.	Dr. Olisah Chollette Chiazor	F/T	Lecturer 1
12.	Dr. Yusuf Abdulrahman Sambo	F/T	Lecturer 1
13.	Morolake Lawrence	P/T	Lecturer 2
14.	Charles Isah Saidu	F/T	Lecturer 2
15.	Esther Omonayin	F/T	Assistant Lecturer
16.	Sabiu, Maikore Fatima Baba	F/T	Assistant Lecturer

18.2 List of Technical staff of Computer Science Department.

S/N	NAME	STATUS	RANK
1.	Mr Kvac Essien-Udoh	F/T	Senior Technician
2.	Mr Julius Makinde	F/T	Senior Technician
3	Mr. Jamilu Awwalu	F/T	Junior Technician
4.	Babaginda Babaji Abdullahi	F/T	Junior Technician

18.3 List of Administrative staff of Computer Science Department.

S/N	NAME	STATUS	RANK
1.	Adishetu Elizabeth Ani	F/T	Secretary
2.	Raphael Kadiri	F/T	Administrative Officer
3.	Binta Ibrahim	F/T	Administrative Officer