

BAZE UNIVERSITY ABUJA

**FACULTY OF MANAGEMENT AND SOCIAL SCIENCES
DEPARTMENT OF GOVERNMENT AND PUBLIC
ADMINISTRATION**



**HANDBOOK
FOR UNDERGRADUATE STUDENTS**

**2015/2016
ACADEMIC SESSION**

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1.0 INTRODUCTION

Public Administration is one of the disciplines in the social sciences. The subject matter of Social Science is man and his behaviour in society. It involves the study of human behaviour, the environment and its elements, and the interaction among these. Its knowledge and approach are inevitable for improving the quality of human life. The various disciplines in the Social Science study human behaviour from their special standpoint. Other disciplines include and are not limited to Psychology, Geography, Mass Communication, International Relations, Tourism Studies, Demography & Social Statistics, Political Science and Economics. Being a dynamic area of study which evolves with changes in physical and human situations, new areas or disciplines emerging include: Tourism Studies, Demography & Social Statistics, International Relations, Criminology and Security Studies, Peace Studies and Conflict Resolution.

Brief History of the Department

The Department of Public Administration, Baze University, Abuja, was established in 2013 consequent upon earlier approval by the National Universities Commission for the commencement of the program. The Department of Public Administration is one of the academic departments that make up the Faculty of Management and Social Sciences. The Department was established in order to train and develop adequate skilled human resource in the area of professional management. It immediately embarked on teaching and research activities that focused on both local and foreign sociological issues. The departmental courses are designed to produce graduates who would fit into a broad spectrum of jobs in the civil service (Federal, State and Local), the parastatals, para-military organizations (e.g. Police, Customs, Prisons, Immigrations, and Road Safety Corps.), tertiary institutions, research institutes, private corporations, local and international agencies. The Department has students presently in 100 - 400 Levels. The Department's student intake will undoubtedly continue to expand in number judging from the number of new admissions figures received from JAMB's (Joint Admissions and matriculations Board) office which have shown steady increase.

Philosophy of the Programme

The philosophy of the Department is to impart functional and problem solving oriented knowledge relevant to Nigerian and African social reality as well as international communities. The Philosophy underlying the Public Administration Degree of Baze University is, therefore, to produce a crop of graduates equipped with appropriate knowledge and skills to make their contribution to the development of Nigeria, Africa and the global community, having been exposed to a broad foundation of knowledge in the field of social sciences in general and in the various sub-fields of Public Administration in particular.

The Aims and Objectives of the Department

The aims and objectives of the Department of Public Administration include to:

- i. To provide the best possible and qualitative professional education and training in the area of management that would enable promising and determined young men and women to build their careers as managers in both the public and private sectors of the economy.
- ii. To produce graduates who are socially responsible, knowledgeable and highly skilled in public administration.
- iii. To equip business executives with up-to-date knowledge in public administration as well as further develop their relevant professional skills and attitudes.
- iv. To explore and expand the frontiers of knowledge through teaching, research and publication.
- v. To establish close relationship and co-operation with the private and public sectors, as well as with other institutions of higher learning, locally and internationally.
- vi. Provide students with broad and well balanced knowledge of public administration techniques.
- vii. Equip students with critical Management skills involved in planning, structuring, controlling and leading an organization
- viii. Provide a framework for understanding issues involved in managing and being managed as well as useful competencies for public, private or self- employment.

- ix. Introduce students to the systems view of organisations by examining organisations as part of a context, including, but not limited to environment, strategy, structure, culture, tasks, people and outputs and how managerial decisions are made in any one of these domains affect decisions in each of the others.
- x. Provide students with requisite knowledge backgrounds and skills with which they can proceed to further their studies in special areas of Public Administration or multi-disciplinary areas involving Management.
- xi. Expose students to the core concepts, techniques and practices of management and organisations in the context of complex, dynamic, changing and globalizing business world.
- xii. Be familiar with the major functions of management and how these functions relate to successful management.

List of Academic Staff in the Department

S/N	Name	Academic Qualifications	Specialization	Rank
1.	Prof. Sam Amdii	B.Sc, M.Sc, PGDE, Ph.D	Public Policy & Admin.	Professor
2.	Prof. Mohammed Wader	B.Sc, M.PA, Ph.D	Political Science	Professor
3.	Dr. Abdulhamid, Ozohu-Suleiman	B.A. M.Sc., Ph.D,	Public Administration & Policy Analysis	Asso. Prof.
4.	Dr. Okafor C. Onwuagana	B.Sc. MBA, Ph.D	Public Admin.	Senior Lecturer /HOD
5.	Dr. Mutiullah A. Olasupo	B.Sc. M.Sc, PGDE,Ph.D	Policy Analysis & Administration	Senior Lecturer
6.	Dr. Philip Oyadiran	B.Sc. M.Sc, Ph.D	Public Administration	Senior Lecturer
7.	Dr. Chukwuemeka Okafor	B.Sc. M.Sc, Ph.D	Public Admin.	Lecturer I
8.	Dr. Solomon B. Adekunle	B.Sc. M.Sc, PGDE, Ph.D	Public Administration & Policy Analysis	Lecturer II
9.	Mr. Fidelis, Moses Alokpa	BSc. MSc	Public Administration & Policy Analysis	Assistant Lecturer

List of Non-academic Staff in the Department

S/n	Name	Academic Qualifications	Rank
1.	Awatif Abdullahi	BSc. PGDE, MSc	Administrative Officer
2.	Abdulsalam Idris	International Diploma in ICT	IT Staff

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.

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

C. Inter-University Transfer

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

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

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

D. Guidelines for Inter University Transfer

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

- l) If any irregularity is discovered in the papers presented by the student(s), such student(s) shall be withdrawn from the university.

TABLE 1: SPECIFIC REQUIREMENTS FOR ADMISSION INTO THE DEPARTMENT OF GOVERNMENT AND PUBLIC ADMINISTRATION

SN	Course	Direct Entry Admission (DE)	O' Level	UTME Subjects
1.	BSc. Government and Public Admin.	Two 'A' level passes in Government and one other social science subjects.	Five SSCE credit passes including English Language, Government or History and at least a pass in Mathematics.	Three Arts or social science subjects.

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. A programme leading an Honours degree shall comprise courses to the minimum value of 120 credits for four (4) year programmes and 150 credits for 5 year programmes.
- iv. Every full time student should be required to register for a minimum of 15 credit units per semester and a maximum of 24 credit units except for students on field experience/industrial attachment or spill over students.
- v. The module requirement for each programme is as specified by the department and/or faculty handbook.

1.5 Student's 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.

STUDENT SEMESTER REGISTRATION

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

2.1 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.

3.1 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.

3.2 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.

3.3 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.

3.4 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.

STUDENT ASSESSMENT REGULATIONS

3.0 Continuous Assessment (CA)

3.1 Definition of coursework

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

3.2 In-class tests

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

3.3 Submission of coursework

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

3.4 Late submission of coursework

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

3.5 Network Failure

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

3.6 Return of coursework (Feedback)

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

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

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.

INDIVIDUAL EXAMINATION AND ASSESSMENT ARRANGEMENTS

5.1 Individual examination and assessment arrangements

- i. Individual arrangements for examinations or assessments may be made for disabled students or students with long-term medical conditions which would affect their ability to undertake the proposed examination or assessment.
- ii. Individual arrangements may include:
 - a) Additional time for an examination or coursework;
 - b) the provision of sheltered facilities, such as a room for individual students, or a separate room with other students also requiring additional time (including facilities off-site where a student has exceptional difficulties in sitting an examination);
 - c) The completion of work other than in handwriting;
 - d) The provision of the question paper in an alternative form or of an alternative mode of assessment;
 - e) The use of tape, Braille or other facilities, or the employment of an amanuensis and/or reader.
- iii. The purpose of an individual arrangement shall be to compensate for the restrictions imposed by the disability or medical condition, without impairing the validity of the assessment/examination and without giving unfair advantage relative to other students.

5.2 Procedures for making a request for Individual examination and assessment

5.2.1 Students' responsibilities

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

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

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

- iii. Students with SpLDs are permitted to use a personal tinted overlay where required in examinations and in-class tests.

5.4 Chronic or long-term conditions

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

5.5 International students: examinations in other countries

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

5.6 Viva voce examinations

5.6.1 Definition of viva voce examinations

- i. A viva voce (meaning, by word of mouth as opposed to writing) examination is an oral examination, typically for an academic qualification, that assesses skills and knowledge.
- ii. A viva voce examination may be used in conjunction with other forms of assessment to determine an overall mark for a course. Where used for summative assessment,

provisions for viva voce examinations must be detailed in the validated course proforma, 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.

ACADEMIC MISCONDUCT

6.0 Introduction

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

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

6.1 Irregularity

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

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

6.2 Sanction

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

6.3 Misconduct

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

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

6.4 Sanction

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

6.5 Malpractice

- i. Examination Malpractice shall be deemed to have occurred under the following circumstances:
 - a) Any act of omission which contravenes any of the provisions of section 3(2) of the miscellaneous offences decree of 1984;
 - b) Any unlawful attempts, acts, omissions, successful or unsuccessful, directed at obtaining pre-knowledge of examination question(s) or influencing the markings of scripts or award of marks by the University or external examiner;
 - c) Any attempts, successful or unsuccessful, to impersonate a candidate in any University examination.

- ii. The following shall constitute impersonation:
 - a) Writing examination for another candidate.
 - b) The exchange of examination numbers or answer scripts/sheets.
 - c) The intentional use of someone else's examination number.

6.6 Plagiarism

- i. **Plagiarism** is an assessment offence and is not permitted in the University. Plagiarism is the submission for assessment of someone else's work (written, visual or oral). Plagiarism may involve the unattributed use of another person's work, ideas, opinions, theory, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person's actual spoken or written words, or paraphrases of another person's spoken or written words without due acknowledgement, and passing them off as one's own

- ii. Students are not allowed to re-present any assessment already submitted for one course *as if for the first time* for another course. **Double counting** of assessed work is not normally allowed. If submitting work previously included in another assessment

the student should attribute the section of text from the earlier work. In assessing such work markers may take into account work that is deemed not to be original.

6.7 Collusion

- i. **Collusion** is defined as the submission of work, assignment or examination produced in complicity with another person(s), which is based on the assessment of individual work. Such complicity with another person(s) is intended to defraud or gain an unfair advantage. Students are not allowed to include unauthorized members in student teams conducting group work assignments and students may not lend their work which has been submitted for assessment to another student;

Note: Every student should treat his/her academic work as his/her own property and should protect such work. Students should ensure that electronic copies of their work are stored securely and cannot be copied or stolen by another person.

- ii. It is the student's responsibility to ensure (s) he has understood the definition of assessment offences. If a student is unclear about any aspect of plagiarism they should in the first instance contact their Course Lecturer in good time, prior to the submission of coursework.
- iii. For the purpose of this regulation, 'examination' includes both written and oral examinations, and course tests. 'Assessed coursework' includes coursework, essays, assignments, in-class tests, laboratory tests, projects, dissertations, practical work, presentations, placements, or field trip reports, designs, theses, artifacts, digital photographic media, and computer-based analyses, etc.

6.8 Cheating within the examination

Cheating within the examination hall involves:

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

- g. 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.
- h. 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.
- i. 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.
- j. Behaving in a manner likely to prejudice the academic performance of another student(s).
- k. 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.
- l. 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.

MARKING, REMARKING, EXAMINATION AND ASSESSMENT ARRANGEMENTS

7.0 Introduction

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

7.1 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.

7.5 Mitigating circumstances

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

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:

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

Example:

(i)	(ii)	(iii)	(iv)	(v)	(vi)
Course Code	Credit Units	Mark Obtained	Letter Grade	Grade Point	Credit Points (ii) x (v)
PUB 214	3	75	A	4	12
PUB 215	3	45	D	1	3
PUB 216	3	63	B	3	9
PUB 218	3	52	C	2	6
	TCU = 12				TCP = 30

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

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

$$\begin{aligned}\text{CGPA} &= (\text{Sum of TCPs}) / (\text{Sum of TCUs}) = (\text{CTCP}) / (\text{CTCU}) \\ &= (30 + 30) / (15 + 12) = 60/27 = 2.22\end{aligned}$$

- iii. CGPA is on a scale of 4.0, 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

CP – The credits for the course has been compensated

8.3 Course Outcome/Decision

- i.** The overall decision on a student's performance in a course shall be as follows:
 - i)** Pass, which means that the student has satisfied the mandate of the course.
 - ii)** RM, which means that the student is required to retake the course.

- ii.** The minimum module pass mark of 45% or GP 1.0 is required for graduation in degree programmes.

- iii.** A weighted Grade point shall be determined for the performance of each course by multiplying the GP obtained in the course by the credit load of the course excluding any 'incomplete' grade.

- iv.** A GPA shall be calculated for a semester by adding up the weighted GPs obtained in all the modules taken in the semester and dividing the sum by the total value of the credits of all the modules, excluding any incomplete grades.

- v.** Failure in any module shall be recorded as such and can only be redeemed by retaking and passing the module and all its components (attendance, continuous assessments and examinations) at the next available opportunity subject to the conditions for withdrawal and probation. In such a case, students will be credited with the full marks earned, but both the initial GP and the retake GP count towards the CGPA.

- vi.** A student who is absent from any examination without proven cause shall be deemed to have failed the module and a GP of 0.0 will be recorded. All rules guarding failed modules shall apply in such a case.

- vii.** Where the results of a student are corrected after approval by Senate (such as confirming that a student reported absent had sat for and passed the examination), the corrected result shall be reflected in the semester the modules were taken and the normal approval process shall be followed to get the corrected results approved and recorded in all concerned units.

- viii.** 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.

STUDENT PROGRESSION GUIDELINES FOR DEGREE PROGRAMMES

9.1 GENERAL REGULATION ON STUDENT PROGRESSION

9.1.1 Principles of progression rules

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

- iv) A candidate whose Cumulative Grade Point Average is below 1.0 at the end of a particular period of probation should be required to withdraw from the University. However, where a student has demonstrated early poor performance with CGPA of less than 1.0 in the first and second semesters of 100Level, the student should be advised to withdraw from the programme.

9.1.2 Students Progress and Pre-requisites

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

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

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 Evaluation

10.1 Techniques of Student Assessment - All courses taken are evaluated and final grades given. Students' performance shall be assessed through: a) Written examination; and b) Continuous assessment. Students' performance will be assessed through a written examination at the end of the semester during which the course is taught. In addition, a system of continuous assessment will be used. The written examination will normally be on the basis of not less than one hour, and not more than one-half hours for each ten hours of lecture. In any case, the time allowed for any written paper, will not exceed three hours.

For continuous assessment exercise, any one or all of intra-term examinations, exercises, assignments, presentations and/or term papers may be used. Methods will be specified at the beginning of the course. For each continuous assessment exercise, a weight of not more than 40% of total score available for continuous assessment will be obtainable. For the purpose of computing the final grade scored in a course by a student, all the grades scored in the continuous assessment shall constitute not more than 40% and not less than 30% while the end of a semester examination will account for the balance.

10.1.1 External Examiners' System

Management lecturers will be appointed as external examiners. External Examination is a continuous process and for at least to the final degree examination. This serves as a guarantee that the standard fixed and established would be maintained.

10.1.2 Students' Evaluation of Courses

Student's evaluation of courses could be in two modes: (i) Focus group discussion with 400 level or Year 4 students discussion at the end of the final or 8th Trimester examination; and (ii) Administration of questionnaire to assess staff delivery, regularity, punctuality, staff student relationship, and course relevance. This exercise could also be carried out in the course of the programme.

11.0 COURSE STRUCTURE OF DEPARTMENTAL COURSES

11.1 University General Courses

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

Course Code	Course Title	Credits
PUB 101	Introduction to Public Administration	3
GST 211	History of Ideas, Science and Society 1	2
LAW 101	Introduction to Law	3

COM 112	Introduction to Computer	2
GST 103	Basic Mathematics	2
IRD 111	Introduction to Political Science	3
GST 111	Use of English I	2
GST 123	Introduction to French	2
PSY 111	Introduction to Psychology	3
GST 122	Use of English II	2
COM 101	Introduction to Computing	2
SOC 101	Introduction to Sociology	3
GST 211	History of Ideas, Science and Society II	2
IRD 203	Introduction to French II	2

GEN 111: Use of English (2 Credits) Effective communication and writing in English, Language skills, writing of essay answers, Comprehension, Sentence construction, Outlines and paragraphs, Collection and organization of materials and logical presentation, Punctuation.

GST 113: Nigerian Peoples and Culture (2 Credits) Study of Nigerian history, culture and arts in pre-colonial times, Nigerian's perception of his world, Culture areas of Nigeria and their characteristics, Evolution of Nigeria as a political unit, Indigene/settler phenomenon, Concepts of trade, Economic self-reliance, Social justice, Individual and national development, Norms and values, Negative attitudes and conducts (cultism and related vices), Re-orientation of moral Environmental problems.

GEN 211: History of Ideas, Science and Society (2 Credits)

The aim of this course is to give you a brief introduction to the history of social and political thought, of science and ideas, and to give you an insight into some of the important global historical events that have shaped the world that we live in today.

COM 101: Introduction to computing (3 Credits)

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

GST 122: Use of English II (2 Credits) Logical presentation of papers, Phonetics, Instruction on lexis, Art of public speaking and oral communication, Figures of speech, Precis, Report writing.

GST 123: Communication in French (2 Credits) Introduction to French, Alphabets and numeric for effective communication (written and oral), Conjugation and simple sentence construction based on communication approach, Sentence construction, Comprehension and reading of simple texts.

OR

GST 203: Communication in Arabic (2 Credits) Introduction to Arabic alphabets and writing systems, Elementary conversational drills, Basic reading skills, Sentence construction in Arabic.

GST 222: Peace Studies and Conflict Resolution (3 Credits)

Basic Concepts in peace studies and conflict resolution, Peace as vehicle of unity and development, Conflict issues, Types of conflict, e. g. Ethnic/religious/political/economic conflicts, Root causes of conflicts and violence in Africa, Indigene/settler phenomenon, Peace - building, Management of conflict and security. Elements of peace studies and conflict resolution, Developing a culture of peace, Peace mediation and peace-keeping, Alternative Dispute Resolution (ADR). Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations, etc.

GST 223: Entrepreneurship Studies 1 (3 Credits) Introduction to entrepreneurship and new venture creation; Entrepreneurship in theory and practice; The opportunity, Forms of business, Staffing, Marketing and the new venture; Determining capital requirements, Raising capital; Financial planning and management; Starting a new business, Feasibility studies; Innovation; Legal Issues; Insurance and environmental considerations. Possible business opportunities in Nigeria.

GST 212: Entrepreneurship Studies II (3 Credits) Some of the ventures to be focused upon include the following: 1. Soap/Detergent, Tooth brushes and Tooth paste making 2. Photography 3. Brick, nails, screws making 4. Dyeing/Textile blocks paste making 5. Rope making 6. Plumbing 7. Vulcanising 8. Brewing 9. Glassware production/Ceramic, production 10. Paper production 11. Water treatment/Conditioning/Packaging 12. Food processing/packaging/preservation 13. Metal working/Fabrication - Steel and aluminum door and windows 14. Training industry 3. Vegetable oil/and Salt extractions 16. Fisheries/Aquaculture 17. Refrigeration/Air conditioning 18. Plastic making 19. Farming (crop) 20. Domestic Electrical wiring 21. Radio/TV repairs 22. Carving 23. Weaving 24. Brick laying/making 25. Bakery 26. Tailoring 27. Iron welding 28. Building drawing 29. Carpentry 30. Leather tanning 31. Interior decoration 32. Printing 33. Animal husbandry (Poultry, Piggery, Goat etc) 34. Metal Craft - Blacksmith, Tinsmith etc 35. Sanitary wares 36. Vehicle maintenance 37. Bookkeeping.

11.2 Definition of Terms

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

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

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

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

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

Minimum Credit Load Per Semester. The Minimum credit load per semester is 3.

12.0 DEPARTMENT OF PUBLIC ADMINISTRATION COURSES

Undergraduate Courses Currently on Offer

Public Administration programme effectively begins in the student's second year. For direct entry students, their first year and first trimester begins at the 200 level.

UNDERGRADUATE COURSES CURRENTLY ON OFFER

Apart from the Introduction to Public Administration (I and II), the Government and Public Administration programme effectively begins in the students' second year. However, students are expected to pass all general courses in Year 1 or the 100 level. For Direct entry students, their first trimester begins at the 200 level.

1st Semester Year One (100 Level)

Code	Course Title	Type	Units
PUB 101	Introduction to Public Administration	Core	3

GST 211	History of Ideas, Science and Society 1	Required	2
LAW 101	Introduction to Law	Required	3
GEN 103	Basic Mathematics	Required	3
IRD 111	Introduction to Political Science	Required	3
GST 111	Use of English I	Required	2
GST 123	Introduction to French	Required	2
	Total		19

2nd Semester Year One (100 level)

100 Level	Course Title	Type	Units
PUB 121	Introduction to Public Administration II	Core	3
PSY 111	Introduction to Psychology	Required	2
GST 122	Use of English II	Required	2
COM 101	Introduction to Computing	Required	3
SOC 101	Introduction to Sociology	Required	3
GST 211	History of Ideas, Science and Society II	Required	2
IRD 203	Introduction to French II	Required	2
	Total		17

End of first session

1st Semester: Year Two (200 Level) Direct Entry students begin here)

200 Level	Course Title	Type	Units
PUB 214	Theories and Practice of Planning	Core	3
PUB 215	Office Management	Core	3
PUB 216	Administrative Behaviour	Core	3
PUB 217	Elements of Government	Core	3
PUB 218	Introduction to Local Government	Core	3

GST 222	Peace Studies and Conflict Resolution	Required	2
GST 113	Nigeria's People and Culture	Required	2
GST 223	Entrepreneurial Skills	Required	2
			21

2nd Semester: Year Two (200 Level)

200 Level	Course Title	Type	Units
PUB 224	Administrative Control and Accountability in the Public Sector	Core	3
PUB 225	Manpower Planning and Development	Core	3
PUB 226	Inter-Governmental Relations	Core	3
PUB 227	Administrative Thought	Core	3
PUB 228	Introduction to Comparative Politics	Core	3
PUB 229	Nigerian Government and Politics	Core	3
GST 212	Entrepreneurship Studies	Required	2
			20

End of Second Session

1st Semester: Year Three (300 Level)

300 Level	Course Title	Type	Unit
PUB 313	Organization and Administrative Theory	Core	3
PUB 314	Development Administration	Core	3
PUB 315	Nigerian Local Government	Core	3
PUB 316	Management Techniques in Administration	Core	3
PUB 317	Personnel Administration	Core	3
PUB 318	Leadership in Organization	Core	3
	Total		18

2nd Semester: Year Three (300 Level)

Code	Course Title	Type	Unit
PUB 320	Democratic Studies	Core	3
PUB 321	Traditional Administrative System in Nigeria	Core	3
BUS 302	Research Methodology	Required	3
PUB 323	Labour Management Relations in the Public Sector	Core	3
PUB 324	Current Issues in Government and Public Administration	Core	3
PUB 325	Budgetary process in Nig.	Core	3
PUB 328	Administrative Law	Core	3
	Total		21

1st Semester: Year Three (400 Level)

Code	Module title	Type	Unit
PUB 411	Public Financial Management	Core	3
PUB 412	Comparative Public Administration	Core	3
PUB 413	Strategic Management in the Public Sector	Elective	3
PUB 414	E-Governance and Administration	Elective	3
PUB 417	Rural and Community Development	Core	3
PUB 418	International Administration	Core	3
PRO 441	Research Project	Core	3
			21

2nd Semester: Year Four (400 Level)

Code	Module title	Type	Unit
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PUB 421	Public Policy Making and Analysis	Core	3
PUB 423	Social and Welfare Administration in Nigeria	Elective	3
PUB 424	Public Enterprises Management	Core	3
PUB 426	Urban Administration in Nigeria	Elective	3
PUB 427	Tax and Revenue Administration in Nigeria Local Government	Core	3
PRO 442	Research Project	Core	3
	Total		18
	G/TOTAL		155

GST 211: HISTORY AND PHILOSOPHY OF SCIENCE

Students will learn in this course about Man - his origin and nature, Man and his cosmic environment, Scientific methodology, Science and technology in the society and service of man, Renewable and non-renewable resources - man and his energy resources, Environmental effects of chemical plastics, Textiles, Wastes and other material, Chemical and radiochemical hazards. Introduction to the various areas of science and technology and Elements of environmental studies shall also be taught.

GST 103: MATHEMATICS

The course focuses on Mathematics and Symbolic Logic; Inductive and Deductive Systems; Concepts of Sets; Mappings and Transformation; Introduction to Complex Numbers; Introduction to Vectors: Matrix and Determinants. Discrete and Continuous Variables; The Straight Line in Various Forms; The Circle; Trigonometric Functions; Logarithmic Functions;

Exponential functions Maxima, Minima and Points of Inflection; Integral Calculus; Integration by Substitution and By-Parts: Expansion of Algebraic Functions; - Simple Sequences and Series.

COM 101: INTRODUCTION TO COMPUTER

Students are expected to learn the History and Development of Computer Technology. The Why and How of Computers, Computer Types: Analog, Digital, and Hybrid. Central Preparation Equipment: Key punch, Sorter etc. Data Transmission, Nature, Speed and Error Detection. Data Capture and Validation including Error Detection. Systems Analysis and Design. The Programming Process: problem definition, flow charting and decision table.

GST 111: USE OF ENGLISH I

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

SOC 101: INTRODUCTION TO SOCIOLOGY

This course focuses on Introduction, analysis and description of social structure and the dynamics of human society. Field of management and other social sciences. Presentation of basic concepts and principles of management, clearly and illustratively to make these become part of the student's working vocabulary and critical tools for identifying and understanding the workings of society.

PUB 101: INTRODUCTION TO PUBLIC ADMINISTRATION I

This course examines the Constitutional Background to Public Administration; Nature of Public Administration; Similarities and Differences between Public and private Administration, Functions of Public Administration, schools or conceptual approaches to the study of Public Administration.

PUB 121: INTRODUCTION TO PUBLIC ADMINISTRATION II

This course deals with some theoretical issues such as: Nature of Public Administration; Similarities and Differences between Public and Private Administration, Functions of Public Administration, Schools or Conceptual Approaches to the study of Public Administration; the Goal Model, System Model, Decision-Making Model, the Classical Model, Human Relations Model, Sociological Model, Classifications or Typologies of Organisations. Bureaucracy - Nature, Strengths and Weaknesses, Features of Ideal type Bureaucracy, Functions, Public Administration in National Development – Growth and Development, Reforms of the Civil Service, Changing Role of Socio-Economic and Political Transformation. International Public Administration and its Relationship with Domestic Public Administration.

GST 122: USE OF ENGLISH II

This course expose students to Logical presentation of papers, Phonetics, Instruction on lexis, Art of public speaking and oral communication, Figures of speech, Precis, Report writing.

PUB 214: THEORY AND PRACTICE OF PLANNING

The central purpose of this course is to examine Planning, its meaning and nature, basic features of planning, various approaches and theories of planning. Socialist and capitalist planning, factors that determine the choice and success of planning. Manpower and strategic planning and annual plans.

PUB 215: OFFICE MANAGEMENT

The central purpose of this course is to examine the office and the organization, the essentials of office training in basic skills and new techniques. It starts by asking questions about the World Bank and the place of office within it. Each of the skills needed by the students is then discussed in logical order; with emphasis on improving practical ability. Other topics in this course include: Communication (verbal and written), stationery and equipment handling and

management. Mails and money, methods of payment. Product/operations, sales and marketing, purchasing, account, personnel and pay roll management, Office services, getting and keeping an office job.

PUB 216: ADMINISTRATIVE BEHAVIOUR

The central purpose of this course is to examine the Concept of Administrative Behaviours, Decision Making and Organization, some problems of Administrative theory, facts and values in decision making, rationality of administrative organization, the relevance of information technology to organizational design, selected preparations, the birth of an organization, problems of organizational design, personality development, organizational change, frustration, stress, conflict and leadership.

PUB 217: ELEMENTS OF GOVERNMENT

This course introduces students to background discussion of key concepts in Government. Topics to be discussed include: Political Science, Politics, Science of Politics, State, Nation, Society, Constitution and Constitutionalism. Others include separation of Power Bureaucracy. Political Parties, Election and International Organizations.

PUB 218: INTRODUCTION TO LOCAL GOVERNMENT ADMINISTRATION

This course is aimed at introducing students to the broad concept of Local Government, Administrative Institutions and processes. Areas to be covered include the meaning, types and functions of Local Government, significance and role of Local Government. The legal status of Local Government, Local Government autonomy and finance. Others include Local Government functions such as promoting grass root participation, mass mobilization and community development, typologies of Local Government system and the philosophical bases for Local Government

SOC 203: NIGERIAN PEOPLES AND CULTURE

This course exposes students to the Study of Nigerian history, culture and arts in pre-colonial times, Nigerian's perception of his world, Culture areas of Nigeria and their characteristics, Evolution of Nigeria as a political unit, Indigene/settler phenomenon, Concepts of trade, Economic self-reliance, Social justice, Individual and national development, Norms and values, Negative attitudes and conducts (cultism and related vices), and Re-orientation of moral Environmental problems.

SOC 209: PEACE STUDIES AND CONFLICT RESOLUTION

PUB 224: ADMINISTRATIVE ETHICS, ACCOUNTABILITY AND CONTROL

This course deals with the basic principles of ethics for public administration in the context of new public governance and discusses their impacts on different administration imperatives which in turn act as the determinants of ethics in public administration. It will also focus on the importance of ethics in new governance practices (privatization, decentralization, bureaucratization, devolution of budgets etc.,) with reference to the different worlds' of ethical principles, the infrastructure of public sector ethics, international norms and international legislation, democratic standards, conflict of interest, corruption and code of conduct for public officials.

PUB 225: MANPOWER PLANNING AND DEVELOPMENT

Manpower planning and development issues are central to this course. The place of training, recruitment, selection, placement and promotion, in human resources planning will be fully analyzed.

PUB 226: INTERGOVERNMENTAL RELATIONS (IGR)

The central purpose of this course is to examine Federalism and IGR, theories and Approaches to Federalism and IGR, Historical Development of the Nigeria system; Regulatory federalism: the changing roles of Federal, State and Local governments; Intergovernmental Politics and Actors: The Legislative, Executive, Judiciary, Bureaucracy and Interest Groups; Politics and

Actors: The Legislative Executive, Judiciary, Bureaucracy and Interest Groups; Political aspects of IGR: Bureaucracy, Politics and Public Policy; Fiscal Federalism and Financing: The Assignment of Expenditure Responsibilities and Revenue Rights - Sole and Concurrent Responsibilities, Taxes and other sources of Revenue, and vertical Imbalance and Horizontal Disparities; The Future of IGR: Reforming Bureaucracy, Intergovernmental Programmes, Policy making and Implementation.

PUB 227: ADMINISTRATIVE THOUGHT

This course revolves around the evolution of management thought and the contribution of the following selected management thinkers: F.W. Taylor's principles of scientific management, Henri Fayol's focus on the job of the executive, Weberian Bureaucratic model, Gulick&Urwick's functions of the chief executive, Elton Mayor's human relations approach to organizational dynamics, Mary Parker Follet's radical views on the philosophy and processes of administrative system, Chris Argri's integration of the individual and the organization, Herbert. Simon's analysis of administrative behaviour and Fred Rigg's sociological approach to administration.

PUB 228: INTRODUCTION TO COMPARATIVE POLITICS

This course is designed for undergraduate students in Government and Public Administration to introduce them to fundamental concept used by political scientists to study the process and outcomes of politics in a variety of country setting. The course aim is to illustrate the rich diversity of political life, to show available institutional alternatives, to explain differences in processes and policies outcomes. Comparison assists explanation and answer questions such as; why some countries enjoy stable democracy and not others? Why do many democracies have Prime Ministers instead of Presidents? Finally, special reference is made to examine the comparison in Nigerian political landscape.

PUB 229: NIGERIAN GOVERNMENT AND POLITICS

The course is designed to introduce the students to the basic issues and Contending paradigms to the study of Nigerian government and politics; the colonial formation of the Nigerian State;

independence politics; federalism; national integration; military in politics; democracy in Nigeria. Like in other parts of Africa, state formation in Nigeria followed the emergence of modern states in Europe. However, colonialism played a key role in state formation in Nigeria. The course is also structured to help the students to fully grasp colonial politics in Nigeria and its influence on post-colonial government and politics. A focus on key issues such as federalism, national integration, military in politics, and democratization, will acquaint the students with the frills associated with political governance in Nigeria and how these frills could be resolved.

GST 212: ENTREPRENEURSHIP STUDIES 1

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

PUB 313: NIGERIA LOCAL GOVERNMENT

The course examines the history of the development of Local Government in Nigeria from colonial era to the present day. The nature of Local Government Administration, the 1976 Local Government reforms, the Dasuki report and contemporary changes in the Local Government system of Administration, and subsequent reforms/reviews.

PUB 314: DEVELOPMENT ADMINISTRATION

This course focuses on the Meaning and nature of Development Administration, Ecology of Development Administration, relationship between Development Administration and Public Administration. Theories of Development Administration. Meaning and nature of Underdevelopment, Specific problems of less developed countries (LDCS). National cultures and political and administrative systems. The giving of development assistance, types of foreign

aids. Problems of working with aid givers, problems of the transfer and administrative capability from one country to another, Political and administrative development. Unilateral and Multilateral approaches. The role of the innovators and Development Planning. Sources of financing development programmes and the role of the state in development planning, indicators of development and bureaucracy and national development.

PUB 316: MANAGEMENT TECHNIQUE IN ADMINISTRATION

This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used in carrying out these functions. It is intended to prepare the student on how to hold management responsibilities in any organization or enterprise. Specific topics include basic philosophy of administrative management, communication network, planning, decision making, organizing, leading, controlling, innovating, management techniques, values and cycle of management process. Also, the course intend to instill in the student the process of gaining extensive practical experience in problem solving and decision-making through the use of the essential management philosophies and techniques required to administer human, financial and physical resources and achieve organizational objectives.

PUB 317: PERSONNEL ADMINISTRATION

In this course, students will be exposed to Personnel Management Principles, Approaches of Personnel Management, Line and Staff Organization structure, Personnel Policies. Employment Procedures and Processes. Advancement: training and executive development; compensation; job evaluation Systems, Incentive Systems. Job analysis, Manpower Planning, safety and health programmes and Employee Services Programmes. Employee Integration need pattern: Motivation, processing grievances and Communication process.

PUB 318: LEADERSHIP IN ORGANISATION

This course provides students with a basic understanding of leadership theory and practice across multiple levels of analysis as well as multiple fields of practice, particularly focusing on

leading an organization. While a good deal of leadership research has focused on the individual leader, theorists and practitioners have recognized the critical and unique role that the organization as a unit of analysis plays in leadership and overall success. The course demystifies definitional confusion among researchers of leadership and discusses a number of influential leadership theories, including theories that emphasize the importance of traits, behaviors, contingency, attribution, and symbolism. While discussing the importance of leadership in organization, leadership and Management should be critically compared. One of the most ubiquitous and effective frameworks for enhancing organizational leadership shall be discussed by given attention to the importance of the clinical paradigm in leadership research.

PUB 319: ORGANIZATION AND ADMINISTRATIVE THEORY

This course examines the Origins, structure and management of organization. Formal and Informal organizations. The impact of Informal norms on formal organization, organization theories, coordination, efficiency, retrenchment and growth. Motivation, Leadership, communication and dynamics of change in organization. The concept of Administration, its emergence, complexity and maintenance, efficiency in Public Administration, Politics and Administration dichotomy. Decentralization, de-concentration and devolution, delegation, conflict resolution, strategies, leadership and innovation, and communication skills.

PUB 320: DEMOCRATIC STUDIES

This course examines the concept of democracy; Political theories of Democracy; analysis of Processes and Institutions of Democracy; Democracy and Democratic Dynamics in Nigeria; Electoral Participation and Procedures in Nigeria; Trends, Problems and Prospects; human Rights and Democracy; and also National/Global Context of Democracy.

PUB 321: TRADITIONAL ADMINISTRATIVE SYSTEM IN NIGERIA

This course focuses on early history of Nigeria, Nok culture in Delta, Migration and formation of Centralized Institutions. Hausa states; Kanem-Borno; Yoruba States, Benin etc. Administration in those states. Formation of Acapahellous Groups - East and West of the Niger, Delta, North and South of the Benue and also the Administrations within these groups.

BUS 302: RESEARCH METHODOLOGY

This module teaches students the skills of scientific investigation, information gathering, analysis and interpretation in dealing with business and organizational behavior problems in Nigeria; the art of problem identification and analysis, data gathering, analysis and report writing; the problems and prospects of business research in a seller's market like Nigeria.

PUB 323: LABOUR - MANAGEMENT RELATIONS

This course deals with the interacting relations between labor and management in public and private enterprises, with case studies from African countries. In this course, emphasis shall be given to legal aspects, trade unionization, trade union recognition, employers' organization, collective bargaining, labour disputes, dispute settlement, personnel management, workers participation

PUB 324: CURRENT ISSUES IN PUBLIC ADMINISTRATION

This course is designed to prepare students on to update their knowledge on current and significant issues in public administration. The course focuses on existing theories and practices, with emphasis given to new and emerging topics in the field of government and public administration. Topics include current issues of Public Administration and Public Policy especially leadership, health care governance, education, environment, demographics, performance management and accountability shall be critically reviewed in this course.

PUB 325: BUDGETARY PROCESS IN NIGERIA

This course examines the general purpose of budgeting and types of budgets; Comparative budgetary systems; Nigeria, U.K., U.S.A., or Russia, General aspects of public expenditure, causes of increasing government expenditure, classification of public expenditure, fiscal policy, the problem and its element economic public debt and economic policy, Obstacle to effective revenue mobilization and management planning, programming budgeting system. Budgeting, local government revenue and finance.

PUB 328: ADMINISTRATIVE LAW

This course examines Administrative processes, Purposes of Government; Separation of Powers; Legislation, Delegated Legislation, Redress of Grievances, Public Corporations; Discretionary Powers and Case Studies.

PUB 411: PUBLIC FINANCIAL MANAGEMENT

Environmental and Distinguishing Characteristics of Government and Institutional Accounting: State and Local Government Organization for Financial Management; Special Methods of Accounting within the Legal and Financial Constraints for; Local Government Hospitals and state-owned Companies; Planning in the Public Sector; Planning; Programming, Budgeting, Accounting and the Budget Process;

PUB 412: COMPARITIVE PUBLIC ADMINISTRATION

This course help students understand the Concepts and Evolution of comparative Public Administration; Cross-national study of Public Administration both on emergent and Developed States, Structures and Functions of Bureaucracies in these states.

PUB 413: STRATEGIC MANAGEMENT IN THE PUBLIC SECTOR

The course exposes students to the Concept of Strategic Management, features of Strategic Management and relevance of Strategic Management to the Public Sector. Other issues include

the process of Strategic Management and Public sector response as well as the challenges facing the management of public sector strategically.

PUB 414: E-GOVERNANCE AND ADMINISTRATION

This course is designed to familiarize students with the approaches to e-governance; five stages of e-governance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. It examines the three fold classification of e-governance; e-governance as government to government, government to business and government to citizens. Online service delivery, in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information communication management. It further examines obstacles to e-governance and strategies for overcoming the barriers.

PUB 417: RURAL AND COMMUNITY DEVELOPMENT

This course examines the meaning and definition of some concepts like, Development, Rural Area, Rural Development, and Community Development. Theories of rural and community development, approaches to rural and community development, processes and practices of community development. Mobilization and strategies for community development. The role of community development in National programmes in countries like Tanzania, Ivory Coast and Sudan. Rural development programmes in Nigeria: DFRRRI, Better life for rural women, People's Bank, Operations Feed the Nation, FEAP, NAPEP etc.

PUB 418: INTERNATIONAL ADMINISTRATION

The concept of International Administration is defined. The Structure and Functions of international Administration are examined. Other Items include the relationships between International administration and national administrations case study of UN and AU challenges.

PUB 421: PUBLIC POLICY MAKING AND ANALYSIS

This course deals with Nature and complexity of public policy making, Implementation and Evaluation. Evolution and ecology. Theories of public policy. 'Basic concepts like; plan policy, programme, project, actors and stakeholders, policy arena etc. are defined and illustrated. The main body of the course is divided into two sections. Section 1 covers the theoretical aspect of the course including the following; policy cycle, agenda setting in policy formulation, formal and informal ways of generating policy and relevant ideas. Section 2 covers policy implementation, analysis and evaluation and some case studies.

PUB 423: SOCIAL AND WELFARE ADMINISTRATION IN NIGERIA

This course examines the Nature and development of social policy in the context of changing Nigerian social conditions and of the Impact upon family and group Organization. Welfare policies and Social services: criminology, Policies and Problems in Education, Housing, Health, Provision of Food.

PUB 424: PUBLIC ENTERPRISE MANAGEMENT

This course focuses on the Objectives and Classification of Public Enterprises in Nigeria. Organization and Problems; Performance Measurement and Control; Capital Structure and Funding, Relationship between State and Federal Parastatals: Detailed consideration of commissioned reports on Parastatals, Privatization and commercialization of public enterprise.

PUB 426: URBAN ADMINISTRATION IN NIGERIA

This course examines the Concept and theories of Urbanization, Evolution of Urban Centres in Nigeria, Rural-Urban Migration: Implication for Economic Development, Community and Urban Development, Problems of Urban Centre Administration, Urbanization and its hazards, Urban Systems, Emergency Management in Nigeria and the Security problems of Urban Centres in Nigeria.

PUB 427: TAX AND REVENUE ADMINISTRATIVE SYSTEM

This is a study of the problems of tax and revenue collection in Nigeria. An examination of the approaches in tackling these programmes with particular reference to other countries. The roles of governmental officials (commissioners or ministers of finance, supervisory councilors of finance) in revenue generation and strategies for increasing revenue sources of the nation.

PRO 441 & 442: RESEARCH PROJECT (PROPOSAL)

This module requires students to design and carryout an original pieces of management research of their own choice under the supervision of a lecturer.