

DEPARTMENT OF PUBLIC ADMINISTRATION



FACULTY OF MANAGEMENT SCIENCES
BAYERO UNIVERSITY, KANO-NIGERIA

UNDERGRADUATE
STUDENT HANDBOOK 2021

BAYERO UNIVERSITY, KANO-NIGERIA



**DEPARTMENT OF PUBLIC ADMINISTRATION,
FACULTY OF MANAGEMENT SCIENCES
UNDERGRADUATE STUDENT HANDBOOK
2021**



PUBLIC ADMINISTRATION

**B.Sc PUBLIC ADMINISTRATION
Undergraduate Student Handbook
2021**

**PUBLISHED BY THE DEPARTMENT OF PUBLIC
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@ Department of Public Administration, Faculty of Management
Sciences, Bayero University, Kano, Nigeria.

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BAYERO UNIVERSITY CREST

The University Crest is designed in the shape of a traditional wooden slate, rectangular in shape with the four corners slightly slanted. Set in the slate are the crescent and the star. Inscribed in the star (in Arabic scripts) is the name of the University.



The Crescent
(Symbol & Unit
of Time)

Jamiatu Bayero bi Kano (Bayero University,
Kano)

The Star
(Guiding Light)

Motto: WA FAWQA KULLI DHI ILMIN ALIM
i.e. "... and over every possessor of
knowledge, there is one more learned.
" Q12:76

The University Colour

Turquoise Blue

University Vision

To lead in research and education in Africa

University Mission

Committed to addressing African developmental challenges through cutting-edge research, knowledge transfer and training of high quality graduates.



STUDENT'S PERSONAL INFORMATION

Name:.....

Registration No:.....

Department:.....

Programme:.....

Year of Study:.....

Date of Birth:.....

State of Origin:.....

Nationality:.....

GSM No:.....

Email:.....

Residential Address:.....

.....

.....

UNIVERSITY HELP GSM NUMBERS

S/No.	POSITION	GSM
1.	Security Division	08095212221
2.	OIC New Campus	08036560145
3.	OIC Old Campus	08036934426
4.	OIC Outpost	08095212222
5.	Duty Room (Security Division)	08095210652, 08094086938
6.	Ambulance	08034167320
7.	Clinic (Old Campus)	08065464814
8.	Clinic (New Campus)	08107596175
9.	Fire Service Rijiyar Zaki	064-895002

STUDENT AFFAIRS DIVISION

S/No.	POSITION	GSM
1.	Dean	08099478490
2.	Deputy Dean (New Campus)	08140199374
3.	Deputy Dean (New Campus)	08035370070
4.	Deputy Dean (Female)	08023016029
5.	Guidance and Counselling Unit	08109280119
6.	Secretary Student Affairs	08037333738
7.	NYSC Liaison Officer	08065457676
8.	Welfare Officer	08032557062
9.	ID Card Operations	08036179082
10.	Personal Secretary to the Dean	08035982719

LIST OF PAST AND PRESENT VICE-CHANCELLORS

S/No.	POSITION	YEAR
1.	Dr. Mahmud Tukur	1975 to 1977
2.	Prof. J.O.C. Ezeilo (Deceased)	1977 to 1978
3.	Prof. H. I. Umar	1979 to 1986
4.	Prof. Dandatti Abdulkadir	1986 to 1990
5.	Prof. Muhd Sani Zaharaddeen	1990 to 1995
6.	Prof. Bello Bako Dambatta	1995 to 1999
7.	Prof. Musa Abdullahi (Deceased)	1999 to 2004
8.	Prof. Danjuma A. Maiwada (Acting)	2004 to 2005
9.	Prof. Attahiru M. Jega	2005 to 2010
10.	Prof. Abubakar Adamu Rasheed	2010 to 2016
11.	Prof. Muhammad Yahuza Bello	2016 to 2020
12.	Prof. Sagir Adamu Abbas	2020 to Date

PRINCIPAL OFFICERS OF THE UNIVERSITY

VICE-CHANCELLOR

Professor Sagir Adamu Abbas
FMAN, B.Sc., M.Ed. (BUK), Ph.D. (ABU)

DEPUTY VICE-CHANCELLOR (ACADEMICS)

Prof. Sani Mohammed Gumel
B.Sc. (ABU), M.Sc., PhD (BUK), PGDE (FCEK), FCSN, FPIN,
FTRAN, FCAI, MICCON, MTRCN

DEPUTY VICE-CHANCELLOR (MANAGEMENT SERVICES)

Prof. Mahmoud U. Sani
MBBS, PhD, FACP, FACC, FESC, FRCP Ed.

DEPUTY VICE-CHANCELLOR (RESEARCH & DEVELOPMENT)

Prof. Abdullahi Sule-Kano
B.Sc., M.Sc., PhD, MloD, MNPSA

REGISTRAR

Jamil Ahmad Salim, B.A., PGDPPA, MBCL (BUK)

UNIVERSITY LIBRARIAN

Dr. Musa A. Auyo, B.A. (BUK), MLS (ABU), PhD (BUK)

UNIVERSITY BURSAR

Dr. Suleiman Mohammed Bello, B.Sc., MBA (BUK), PhD. (UUM
Malaysia), CNA

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MESSAGE FROM THE HEAD OF DEPARTMENT

Fellow Students

You are welcome to the Department of Public Administration. We hope you have come with a clear vision of what you want to achieve during your stay in the department. You can be rest assured that staffs in the department are ready and willing to foster your mission through regular lecture attendance periodic assignments and open door policy of listening to your needs and addressing them appropriately.

Do feel free to enquire on anything you do not understand and stay safe.

Dr. Saidu Ahmad Dukawa
Head of Department

SECTION ONE

ABOUT THE DEPARTMENT

The Department of Public Administration was created in April, 2018. It was created out of the Department of Political Science which has been in existence since 1975. The Bayero University College was then affiliated to Ahmadu Bello University, Zaria and degrees were awarded by the parent university until 1979 when full-fledged University status was attained. Before the creation of the Department of Public Administration, Department of Political Science has been offering B.Sc. Public Administration from 2012/2013 academic session up till 2017/2018 session when the programme was transferred to the newly established Department of Public Administration. At the inception of the Department, the B.Sc. Public Administration has about 500 students. The Department currently has 18 academic staff, out of which 2 are professors. Four other Professors are supporting the Department as Adjunct Staff.

SECTION TWO

VISION, MISSION, PHILOSOPHY AND OBJECTIVES OF THE PROGRAMME

VISION OF THE DEPARTMENT

To lead in education, research and training in Public Administration in Africa, through producing high quality graduates with broadened intellectual exposure to address problems and add value to societal progress and development.

MISSION OF THE DEPARTMENT

Committed to developing students' skills in critical thinking and analysis, logical reasoning and research methodologies and broaden their expertise in the functional areas of Public Administration to enable the make effective inputs in the formulation and implementation of public policy and enhance the contributions of Public Administration to sustainable development.

PHILOSOPHY OF THE B.Sc. PUBLIC ADMINISTRATION PROGRAMME

The philosophy of the programme is to produce highly skilled professional administrators for the public, private and international organisations; and also to produce personnel that is competent to manage complex relations in the ever changing bureaucracy and growing business environment.

Objective

The B.Sc degree in Public Administration is aimed at:

- Ø Equipping students with knowledge and skills to enable them to function effectively in the rapidly changing public administration environment;
- Ø Providing the students with knowledge required for understanding and analysing public policy and its implications;

- Ø Producing students who are capable of applying appropriate administrative principles and techniques to problem-solving in the Nigerian environment and the world at large;
- Ø Producing administrators who are equipped with relevant ICT knowledge and skills; and
- Ø Producing administrators with entrepreneurial and leadership skills as agents for development.

Learning Outcomes:
Regime of Subject Knowledge

The product of this programme should be competent in decision making process and be able to translate policy into action programme and be knowledgeable in comparative public administration inter-governmental relations.

SECTION THREE

B.Sc. PUBLIC ADMINISTRATION ADMISSION REQUIREMENTS

UTME Entry Mode

Candidates expected to be admitted for BSc Public

Administration should fulfil the following requirements:

- (i) The four (4) year degree programme (B.Sc. Public Administration) is designed for candidates with at least the five (5) ordinary level credits (including English Language, Mathematics, Government, Economics any other social science or art subject from not more than two sittings in the O'Level nationally recognized examination.
- (ii) Candidates must also obtain at least 190 points in the Unified Tertiary Matriculation Examinations (UTME) of JAMB (Joint Admissions and Matriculation Board). This however is subject to modification by the University Central Admission Committee. At JAMB Examination, candidates must write Economics, Government or History, English Language and any other social science or art subject.

Direct Entry Mode

Below are the Direct Entry requirements for B.Sc Public

Administration

- (i) Candidates with three (3) Advanced level passes in the relevant subjects may be admitted into the second year (200 Level) of the programme.

The total points that would qualify such candidates for the 200 Level admission is a minimum of 10 points. Such candidates must satisfy the English Language & Mathematics requirements.

- (ii) Holders of National Diploma and Higher National Diploma in Public Administration, Local Government Administration, Political Science, Human Resource Management, Office Management and other relevant courses from recognized institutions may be considered for 200 Level admission, if they have at least credit grade and have satisfied the English and mathematics requirement.
- (iii) In all cases, candidates for admission into the programme (B.Sc. Public Administration) must satisfy the general regulations governing admission into the University.

SECTION FOUR

B.Sc. PUBLIC ADMINISTRATION REGISTRATION REQUIREMENTS

COURSE STRUCTURE

LEVEL 100

All students offering B.Sc. Public Administration programme must earn a maximum of 38 credits and a minimum of 36 credits in level I. These include university and faculty based courses.

LEVEL 100		FIRST SEMESTER	
Course Code	Course Title	Credits	Status
PAD 1301	Introduction to Public Administration	3	Core
PAD 1302	Elements of Government	3	Core
PAD 1303	Individual, Group and Society	3	Core
PAD 1303	Introduction to Accounting for Public Administration	3	Core
SOC 1200	Introduction to Sociology	2	Core
GSP 1201	Use of English	2	Core
FMS 1201	Introduction to Management Science Methods	2	Core
	Total	18	

LEVEL 100		SECOND SEMESTER	
Course Code	Course Title	Credits	Status
PAD 1305	Basic Concepts in Public Administration	3	Core
PAD 1306	Islamic Administrative Institutions	3	Core
PAD 1307	Introduction to International Relations	3	Core
SOC 1204	Introduction to Psychology	2	Core
PAD 1309	Principles of Law	3	Core
GSP 1202	Use of Library, Study Skills and ICT	2	Core
FMS 1202	Maths for Management Sciences	2	Core
	Total	18	

LEVEL 200

In accordance with the university regulations, a student must earn a maximum of 42 Credits and minimum of 34 Credits in Level II. However, Direct Entry Students must register GSP 2201 to make their minimum credits to be 36.

LEVEL 200	FIRST SEMESTER		
Course Code	Course Title	Credits	Status
PAD 2301	Elements of Public Administration	3	Core
PAD 2302	Nigerian Government and Administration	3	Core
PAD 2203	Industrial and Organizational Psychology	2	Core
PAD 2204	Introduction to Political Science	2	Core
PAD 2205	Elements of Business Administration	2	Core
GSP 2205	Logic & Philosophy	2	Core
GSP 2201	Use of English (DE student only)	2	Core
Total		16	
ELECTIVE/OPTIONAL COURSES (CHOOSE ONE)			
PAD 2206	Descriptive Statistics for Public Administration	2	
ECO 2301	Introduction to Micro Economics	3	
Total		5	

LEVEL 200	SECOND SEMESTER		
Course Code	Course Title	Credits	Status
PAD 2307	Economic and Social Development	3	Core
PAD 2308	Organizational Theory and Behavior	3	Core
PAD 2209	International Administration	2	Core
PAD 2210	Theories of Public Administration	2	Core
GSP 2203	Science, Technology & Society	2	Core
GSP 2206	Peace Studies, Conflict Resolution	2	Core
FMS 2201	Basic Computer	2	Core
Total		16	

ELECTIVE/OPTIONAL COURSES			
PAD 2211	Inferential Statistics for Public Administration	2	
ECO 2212	Introduction to Financial Accounting	2	
ECO 2302	Introduction to Macro Economics	3	
Total		7	

LEVEL 300

In Level III, the student is required to satisfy a maximum of 40 Credits and a minimum of 34 Credits from core and elective/optional courses.

LEVEL 300		FIRST SEMESTER	
Course Code	Course Title	Credits	Status
PAD 3314	Research Method	3	Core
PAD 3315	Administrative Theory	3	Core
PAD 3316	Public Personnel Management	3	Core
PAD 3220	Traditional Administrative System in Nigeria	2	Core
EEP 3201	Entrepreneurship and Innovation	2	Core
FMS 3301	Ethics in Management Sciences	3	Core
Total		16	

ELECTIVE/OPTIONAL COURSES (CHOOSE ANY 2)			
Course Code	Course Title	Credits	Status
PAD 3218	Nigerian Economy I	2	
PAD 3219	Comparative Local Government	2	
PAD 3317	E-Governance	3	
PAD 3221	Decision Making Theories	2	
Total		9	

LEVEL 300		SECOND SEMESTER	
Course Code	Course Title	Credits	Status
PAD 3320	Project Analysis and Management	3	Core
PAD 3323	Administrative Behavior	3	Core
PAD 3324	Development Administration	3	Core
PAD 3325	Administrative Law	3	Core
FMS 3201	Computer Applications	2	Core
Total		14	

ELECTIVE/OPTIONAL COURSES (CHOOSE ANY 1)			
PAD 3226	Nigerian Economy II	2	
PAD 3227	Gender Studies	2	
PAD 3228	International Relations	2	
	Total	6	

LEVEL 400

In Level IV, a student is required to earn a maximum of 40 credits and a minimum of 39 credits hours from core courses, research project and elective/optional courses.

LEVEL 400		FIRST SEMESTER	
Course Code	Course Title	Credits	Status
PAD 4312	Theory and Practice of Planning	3	Core
PAD 4313	Public Financial Management	3	Core
PAD 4314	Public Policy Analysis & Evaluation	3	Core
PAD 4317	Social & Welfare Administration	3	Core
PAD 4316	Comparative Public Administration	3	Core
EEP 4201	Venture Creation and Growth	2	Core
	Total	17	
ELECTIVES/OPTIONAL COURSES (CHOOSE ONE)			
Course Code	Course Title	Credits	Status
PAD 4315	Issues in Development	2	
PAD 4218	Conflict Management	2	
PAD 4219	Islamic Administrative Ethics	2	
	Total	6	

LEVEL 400	SECOND SEMESTER		
Course Code	Course Title	Credits	Status
PAD 4320	Intergovernmental Relations	3	Core
PAD 4321	Workshops in Public Administration	3	Core
PAD 4322	Public Enterprise Management	3	Core
PAD 4600	Research Project	3	Core
PAD 4325	Democratic Studies	3	Core
Total		18	
ELECTIVES/OPTIONAL COURSES (CHOOSE ONE)			
Course Code	Course Title	Credits	Status
PAD 4223	Civil Society Organization	2	
PAD 4224	Rural and Community Development	2	
Total		4	

SUMMARY OF TOTAL MINIMUM CREDIT UNIT REQUIRED

Upon Admission into B.Sc Public Administration Program, a student is required to:

- i. Earn a minimum of 143 credit hours to earn the degree if admitted on the basis of UTME; and
- ii. Earn a minimum of 109 credit hours if admitted on Direct Entry (DE) basis

LEVEL	UTME	DE	TOTAL
100	36	-	36
200	34	36	34 or 36
300	34	34	34
400	39	39	39
Total	143	109	

GRADUATION REQUIREMENT

- i. Minimum number of earned Credit Hours for graduation is 143 for UTME and 109 for DE
- ii. Minimum number of years for graduation is three years for DE and four years for UTME
- iii. Minimum CGPA for Graduation is 1.5 points
- iv. Any other requirement that may be specified by the Department, Faculty and Senate

COURSE REGISTRATION

- (i) Courses are to be registered for by students sequentially. Thus, a student must register for Level II courses before registering for Level III courses. Moreover, when registering, a student shall first enter lower level courses (failed, or not taken, earlier) before entering higher level ones, subject to the Provision of 4.20 of GEAR.
- (ii) If a student fails a required course, he must register for it as a “carry-over” in all subsequent sessions until the course is cleared, except where prevented by industrial/field/internship and similar attachments lasting for a whole semester, subject to the Provision of 4.20 of GEAR.
- (iii) A student shall not repeat any course that he has passed, irrespective of the passing grade.
- (iv) A student needs not to register for a failed elective/options course, provided the credits requirements for the particular level of the programme are satisfied. If the credit requirements are not satisfied, another course may be substituted for a failed non-required course, provided it is in line with departmental and faculty regulations.

THE ADD/DROP PROCEDURE

Registered students may make minor changes in the courses registered for (by adding and/or dropping some courses) at the beginning of the second semester.

The procedure and conditions for the add/drop process is as follows:

- (i) Interested students shall collect the Drop/Add Form from the Directorate of Examinations, Admissions and Records (DEAR) after paying the appropriate fees at Bursary/designated banks.
- (ii) The student shall discuss the proposed changes with his Level Coordinator to ensure that the changes are in order.
- (iii) The changes need the endorsement of all concerned departments and faculties.
- (iv) The changes in registration must be in line with the following: the registration conditions stipulated in sections 4.17 to 4.21 of GEAR; the requirements for minimum and maximum number of credits per semester and session; and regulations of the University, the Faculty, Department and programme.
- (v) The Add/Drop process (including returning the forms to all relevant units) must be completed within three weeks of the commencement of lectures in the semester the period stipulated by the Senate.
- (vi) A student can neither add nor drop a course when more than 25% of it has been covered.

SECTION FIVE

B.Sc. PUBLIC ADMINISTRATION COURSE CONTENTS

COURSE DESCRIPTIONS

Level - One First Semester

PAD1301: Introduction to Public Administration (3 Credit Units)

Nature of Public Administration; similarities and differences between Public and Private Administration; functions of Public Administration; its complexity and dynamics, its emergence as a field of study, then identify key concepts relevant to the discipline of Public Administration, such as coordination, communication, delegation of authority, departmentalization, motivation etc. Schools or conceptual approaches to the study of Public Administration. Reform of the Civil Service. International Public Administration and its relationship with domestic Public Administration.

PAD1302 – Elements of Government

This course is to introduce students to the basic concepts and terms of government such as Power, Authority, Political Culture, political Socialization, Nationalism, National-state, Rights obligation, consent, Influence, Development, under-development among others. It will also attempt to emphasize the issue of political discourse, practice and the language and method of politics.

PAD1303 Individual, Group and Society

Peer, groups and social institutions are treated. Population and ecology will also be looked at; while social differentiation and social inequality will be explored. The course changes its focus to collective behaviour and social problems.

PAD1304 –Introduction to Accounting for Public Administration

The objective of this course is to enable students to understand the legal frameworks and the financial authorities used in the public sector and to describe the accounting concepts and various professional pronouncements on government accounting.

Students are expected to identify the various revenue inflows to the federation Account and consolidated revenue fund, their differing characteristics and interaction with each other. Meaning of Public sector accounting; objectives of Public Sector accounting; users of Public Sector accounting information, concepts and principles applicable to public sector accounting and finance; bases of public sector accounting.

SOC 1200-Introduction to Sociology

The course involves meaning and methods of sociology, social organization and culture. Social stratification and socialization are also important. The course also contains conformity and social control social deviance etc.

GSP1201 – Use of English

Effective communication and writing, study skills, language skills, writing of essay answer, instruction on Lexis, sentence construction outlines and paragraphs. Collection and organization of materials and logical presentation; punctuation and logical presentation of papers, use of library, phonetics, are of public speaking and oral communication.

PAD1305 – Basic Concepts in Public Administration

This course will introduce students to; meaning of Public Administration, nature of Public Administration, similarities and differences between public and private administration, functions of public and private administration, classification or typologies of organization, bureaucracy, civil service, growth and development of public and private administration in Nigeria.

PAD1306 – Islamic Administrative Institutions

This course is designed to introduce students to the administrative institutions of the Islamic/Muslim polity; the social and constitutional structure of the Islamic state; the evolution of the caliphate administrative and judicial institutions in an Islamic/Muslim State.

PAD1307 – Introduction to International Relations

This course will introduce students to; the scope of international relations, the major pattern and trends in twentieth century world politics, relations among national; the instruments of promoting national and super-national interest; determination of national interest; control of international disputes, theories of international relations.

SOC1204 – Introduction to Psychology

This course is designed to equip students with the basic concepts, principles ideas, theories and issues of psychology for them to have good grip of human behaviours as they interact with human beings in their day to day affairs. Definitions of Psychology; Psychology as an academic discipline; Schools of thoughts or perspectives of psychology; Methods of studying human behaviours; Branches of psychology; Psychology and other social sciences; Aims of psychology; Development of behaviour; Perception; Personality development; Learning process; Human memory; Human emotions; Process of attitude formation.

PAD1309 – Principles of Law

This course seeks to introduce the students to the basic concepts of law, its nature, sources, functions and importance to public administration. At the end of course, the students should be able to define and appreciate the concepts and sources of law using the various schools of legal jurisprudence. The students should also be able to appreciate the significance of law in modern public administration and account for the historical development of Nigerian judiciary, the courts, types and hierarchy of courts and the various personnel and their positions in the hierarchy of courts. The students should be able to identify and discuss the rudiments of constitutional law, fundamental rights provisions, liability for torts and defences to tortuous liability etc.

GSP1202 – Use of Library, Study Skills and ICT

Effective communication and writing in English language skills, writing of essay answers, comprehensive, sentence construction. Outlines and paragraphs, collection and organization of materials and logical presentations, punctuations, etc.

FMS1201 – Introduction to Management Science Method

It introduces students to the disciplines and fields of studies in the management science. It contains studying the importance/relevance of different disciplines that made-up management science. The course also proves how scientific the field of management science is, the nature of scientific enquiring in the discipline. It also involves the role of statistics and basic concepts in statistics for management sciences.

FMS1202 Maths for Management Sciences

Introduction of students to the procedure of statistical summarization of social science, information with specific emphasis on frequency distribution, tables, graphs and basic inferential statistics. Discrete and continuous variables, functional relationships, sources of data, methods of collecting primary data, presentation of statistical data.\

LEVEL 200

PAD2301 Elements of 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. The goal model, system model, decision-making model, the classical model, human relations model, sociological model, classification or typologies of organisations. Bureaucracy-Nature, strengths and weaknesses, features of ideal type Bureaucracy. Reform of the Civil Service. International Public Administration and its relationship with domestic Public Administration.

PAD2302 – Nigerian Government and Administration

The major objective of this course is to acquaint students with the major colonial and post-colonial political, constitutional and administrative development in Nigeria. At the end of the study, the students would have been better informed of the reason for the impact of colonialism on the political and administrative development in Nigeria. In addition, the students are expected to have been more enlightened on the pattern of organization of governmental institutions in terms of their composition, structure, functions and the relationships between and among them. This is expected to lead the students to the identification of the different systems of government. Not only that, the students are expected to have a better understanding of the origin, structure, functions and landmark reforms of the civil service as well as the issue of public accountability at the end of the study. The course examines; British conquest and colonial administration of Nigeria; political and constitutional development in Nigeria; Federalism in Nigeria; Origin, Structure and functions of the civil service; composition and functions of other executive agencies; the relationship between the civil service, the legislature and the judiciary; the electoral process in Nigeria and the civil service reforms and public accountability.

PAD2203 – Industrial and Organizational Psychology

Philosophical basis of psychology, the growth of scientific psychology, schools of psychology. Theologies of personality. The measurement of personality, situation determination of behaviour, psychotic behaviour, conducts disorders. Neurotic behaviour, attitude to change, behavioural differences and diagnostic groups. Psychotherapy, influence of culture on behaviour, basic psychological processes in learning, motivation, remembering and forgetting, fields and careers in psychology in Nigeria.

PAD2204 – Introduction to Political Science

This course should explore constitution, government, power, authority, order, legitimacy and political development. Political culture. Political socialisation, political recruitment, political mobilization, political communication, ideology, and sovereignty should be treated. Treatment of a selected political thinkers, political institutions, and the role of the military in African politics. International relations with particular reference to Third World countries and developed nations. The course introduces the student to Political Science. The student of administration needs to understand concepts and issues in politics generate to the under political environment in which must operate. It is expected that at the end of this course students will be comfortable with both concepts in political science and politics generally: Meaning and Scope of Political Sciences; Concepts in Political Science; Government; Ideology; Political Parties; State.

PAD2205 – Elements of Business Administration

The scope of business; the character of Business form social , legal and economic perspectives. Forms of ownership, organization and management. Marketing, production, finance and accounting function, government and business. The social responsibility of Business, international bus9iness, problems of Nigerian business enterprises.

GSP2201 – Use of English

Effective Communication and writing, Study skills Language skills; Writing of essay answer, Instruction on Lexis; Sentence construction, outlines and paragraphs; Collection and organisation of materials and logical presentation; Punctuation and logical presentation of papers; Use of library; phonetics, art of public speaking and oral communication.

GSP2205 -Logic and Philosophy

A brief survey of the main branches of philosophy. Symbolic logic: special symbols in symbolic logic-conjunction, negation, affirmation, disjunction, equivalence and conditional statements. Laws of thought. The methods of deduction using rules of inference and bio-conditionals. Quantification theory.

PAD2206 – Descriptive Statistics for Public Administration

This explores methods collecting, presenting and analysis data. Topics to be treated includes measures of central tendencies. Dispersion, skewness, expectations and decisions. Elementary probability theory, probability distractionsampling and sampling distributions.

ECO2301 - Introduction to Micro Economics

This is an interesting aspect of economics that studies individual consumes and markets. Basically, it is concerned with analysing the incentives created by governmental policies; developing ways to analyse the influence of groups, it is a way of thinking in a logical sequence, and with a set of tools, it provides insight into an endless menu of issues. Even though the issues raised above are primarily micro, they equally have macro consideration. Students are expose to related definitions and concepts; the price mechanism and its operational principles. The idea of specialization and exchange as well as theory of utility (consumer behaviour). Production patterns, cost concept as well as the market mechanisms. The course examines the following: Introduction, thus: Economic System; Theory of Consumer Behaviour; Theory of Production and Production Function.

PAD2307 – Economic and Social Development

Classical and contemporary theories of development should be explored. Development planning and implementations, general aspect of economic growth, general aspects of social change with emphasis on the Nigerian experience. It will therefore consists of ; exposing students to development dynamics; ;exploring various theories of development, classical, neo-0classical and modern; examining the linkage between economic growth and development; making students appreciate the linkage between the stage of Nigerians growth and development with historical/colonial circumstances; examining the Nigerian social setting and the inherent characteristics that require changes and demonstrating the students rationale behind the processes of national development plan and implementation.

PAD2308 – Organizational Theory and Behaviour

The course is concerned with the relevance of organization to human existence, types of organizations, theories such as classical, new-classical and systems approaches to the understanding of organization will be examined. Formal and informal organization, organizational behaviour, factors responsible for certain patterns of behaviour in an organizational etc.

PAD2209 – International Administration

General introduction, concepts and definitions; structure and functions of international organization; types and nature of international organization; nature of administration of international institutions such as UNO, ECOWAS, SADC, ECAS etc international administration and development; the role of MDGs, SDGs, the concept of Governance in International Context etc.

PAD2210 – Theories of Public Administration

The major objective of this course is to acquaint students with the evolutionary process of administrative organization and theories from the classical through neo-classical to the modern theories.

GSP2203 – Science, Technology and Society

Man-his origin and nature; man and his cosmic environment; science methodology science and technology in the society and in the service of man; renewable and non-renewable resources – man and his energy resources. Environmental effects of chemicals, plastics, textiles and wastes and other materials; chemical and radio-chemical hazards. Introduction to various areas of science and technology.

GSP2206 – Peace Studies and Conflict Resolution

Basic concepts of peace studies and conflicts resolution, peace as vehicle of unity and development, conflicts issues, types of conflicts, root causes of conflicts and violence in Africa, indigene/settler phenomenon, peace-building, management of conflicts and security, element of peace studies and conflicts resolution, developing of culture of peace, peace mediation and peace-keeping, Alternative Dispute Resolution, (ADR), dialogue/arbitration in conflicts resolution, role of international organisation in conflicts resolution, e.g ECOWAS, A.U, United Nations, etc.

FMS2201 – Basic Computer

Meaning of Computer; Historical development of computer, functions of computer, classification of computers by; type (analog,, digital and hybrid) purpose (Desktop, Laptop, embedded etc) and size (mainframe, mini-computers and Micro-computer); Advantages and disadvantages; Hard and software; Data transmission and Networking systems; Data capture and control; Basic principles of computer files, data processing system and computer programming etc.

PAD2211 – Inferential Statistics for Public Administration

Elementary sampling theory. Types of hypotheses for small and large samples.(Chi-square distribution and test of goodness of fit. Analysis of variance. Linear regression and correlation. Calculation of index numbers. Time series and analysis of time series.

PAD2212 – Introduction to Financial Accounting

The objective of this course is to introduce students to the principles of financial accounting, the various users of financial information and their information needs. Students are also introducing into ledgers and subsidiary books.

ECO2302 - Introduction to Macro Economics

Students are exposing to the basic concepts of macro-economic measurements; national income determinants and functions; theories of consumption; capital and investment principles as well as national and international demands concepts. The course examines the following viz: Definition of macroeconomics by different philosophers; National income accounting; Calculation of national income; Keynes and classical theory; The consumption function; The concept of multiplier and Public finance.

LEVEL 300

PAD3314 – Research Methods

Introduction to research, the concept of research, types of research and reasons of conducting scientific research in public administration. Public administration as a science; relationship between public administration and management sciences. Method of presenting, analysis and interpretation of data; statistical summarization of information with emphasis on univariate and Vicariate, e.g frequency distribution; tables graphs; statistics; research proposal; research report; statistics in social science research.

PAD3315 Administrative Theory

Origin, structure and management of organizations; Formal and Informal organizations. The impact on Informal norms in formal organization; Organization theories; Co-ordination, Efficiency, Retrenchment and growth, Motivation, Leadership, Communication and dynamics of change in organization will be examined.

PAD3316 Public Personnel Management

The course emphasizes the human element in Public Organization as the most vital resource. When appropriately managed its results in optimum corporate productivity and hence the satisfaction of citizen's needs. Staffing in public organization such as Recruitment, Selection, Placement, Motivation, training, Promotion, Remuneration, Supervision, Appraisal, Industrial Relations, collective bargaining Disengagement etc., through which personnel are managed and examined.

PAD3217 – E – Governance

The objectives of the course are to enable the student understand the concept of and appreciate the use of ICT in Public Sector management. Also they identify barriers to the effective use of ICT in governance and politics that will promote the use of ICT in governance. The course examines the following, thus: definitions, development and functions of ICT; benefits and opportunities of ICT in public sector management; Recent ICT developments and opportunities in the public sector; e.g. the Internet, Electronic Service Delivery (ESD), Workflow system knowledge management, and Enterprise Resource Planning (ERP); Barriers to ICT applications in the public sector; and Policies to promote the use of ICT in the public sector.

EPP 3201 – Entrepreneurship and Innovation

This course is an introductory course for studying Entrepreneur for the first time. The design and flow of the course are aimed at creating awareness, providing the knowledge and skills that are important to achieving success in all human endeavours.

PAD3218 – Nigerian Economy I

Overview of the composition of Nigerian resources. The National output, its composition and distribution. Population. Manpower and entrepreneurship. Role of Agriculture in Nigerian Economy. Extractive industry. manufacturing industrial sector. Analysis of development in the pre-colonial and post-colonial periods with regards to development of economic and social organization. Role of commercial banking and international trade in the context of Nigeria's economic development. Growth of income, employment, wages and prices. Public development institutions.

PAD3219 – Comparative Local Government

The History of local government in Nigeria: pre-colonial, colonial and post-colonial periods. Comparative study of local governments in the world, its impact on Africa particularly Nigeria. Determinants of the size of local governments, structural arrangement. Sources and management of local government revenues. Role of local governments in National development, inter-governmental relations. The objectives of this course is to enable students to understand the: The meaning of local government; Origin of local government; Origin of modern local government; Role of local government in national development; Local government in Nigeria; History/Evolution of Local Government in Nigeria; Reasons for creating local government; Structure of Local Government; Functions of Local Government; Sources of Local Government Finance; Control of Local Government; Problem of Local Government; Local Government Reforms; Local Government in Britain; Local Government in USA; Local Government in France; Local Government in Japan; Local Government in South Africa; Local Government in Ghana etc. Their creation, functions, structure, sources of finance, control and autonomy (comparative study).

PAD3320 – Traditional Administrative System in Nigeria

This course is concerned with traditional and administrative institutions of Nigeria. The structure and functions of these institutions and their roles in stabilizing the traditional societies will be investigated. It involves studying the centralized Hausa traditional administrative system, the Yoruba semi-centralized traditional administrative system, and lastly the Igbo decentralized system. Indirect Rule system, the importance of integrating traditional administration in Modern society, the place of traditional institutions in modern administration is also examined.

PAD3221- Decision Making Theories

Differences between a policy and a decision; classical decision making models. The group model and the elite/mass models; rational – comprehensive model, incremental model and mixed scanning; measuring qualities of a decision; modern decision making techniques; cost benefit analysis, cost effectiveness analysis (C.E.A.); zero bases budgeting (Z.B.B.) and planning programming budgeting system (P.P.B.S.).

PAD3322– Project Analysis and Management

Project appraisal and selection criteria for project choice, preliminary studies, market studies and demand analysis (for consumer, intermediate and capital goods). Technical analysis and feasibility studies, project planning and control techniques and project implementation problems in Nigerian context. Tenders, contracting sub-contracting and project maintenance; establishment of organisation and procedures for the implementation and procedure of projects.

PAD3323 – Administrative Behavior

Authority rationality in the administration behaviour. Role concept, power, decision-making, leadership, communication, motivation and public policy analysis should be treated.

PAD3324 Development Administration

Concept and content of development, Issues in Development Administration; the economy and Development Administration,; problems of public enterprises; agriculture, Industrialization, urban growth and problems of urbanization; development planning and strategies of development,; administrative issue in developing economies.

PAD3325- Administrative Law

Administrative process, Purpose of government; Separation of powers; Legislation; Delegated legislation; Redress of grievances; Public corporations; Discretionary powers; Case studies.

FMS3201 – Computer Applications

Use of Basic Computer Applications such as Word Processing (Microsoft Word), Data Manipulations (Microsoft Excel), Data Base Management (Microsoft Access), Mails Correspondence (Microsoft Outlook), Presentations (Microsoft Power Point). The internet; meaning, historical development, uses of the internet in commerce, mails, marketing, education, social networking, internet telephony, short messages etc.

Safeguards for malicious software such as containment and recoveries technology, use of anti-virus software etc. Application of in academic researches use of analytical softwares such as Statistical Packages for Social Sciences (SPSS), Minitab, Stata etc. Introduction to customized/professional softwares such as Banking softwares, accounting softwares, Meteorological/Observatory softwares etc.

PAD3226- Nigerian Economy II

Concern with services such as private and public sectors development planning, foreign trade, employment problem in Nigerian, Nigeria economic growth and development etc.

PAD3227 – Gender Studies

This course will examine the social, political and economic aspects of gender relations and their relations to the development process. The course will also provide an introduction to tools of gender analysis which are used to influence policy decisions as well as gender – based barriers to the participation of woken in devilmnt. It includes areas such as; introduction to the social construction of Gender, introduction to t concept of development; women and development,; mainstreaming gender in development policy, economic political and social context of gender discriminations, women, work and the global economy, education and equal opportunity; globalization and economic restructuring, tool and framework of gender analysis and gender planning.

PAD3228– International Relations

The international environment plays an important role in engendering or hampering the functions of public administrators. This is largely as a result of increased globalization and improved contacts across boundaries of nation-states. In these global villages, the public administration students' needs to be conversant with the factors and forces that shapes national and international activity. The course contain topics such as; introduction, basic concepts, methodology of international analysis, foreign aid, international law and international organizations. Balance of power, diplomacy and elements of foreign policy, non-alignment and unipolarity are treated. Structure and functions of UNO, Commonwealth of Nations, ECOWAS and position of Nigeria in these international and regional organizations.

LEVEL FOUR

PAD4312 – Theory and Practice of Planning

The meaning and types of planning; the planning process; strategies of planning; planning techniques; planning and budgeting; administrative obstacles to planning. Theories of planning; the philosophy and ideology of national development planning. Development Planning in Nigeria.

PAD4313 Public Financial Management

The course deals with theory of public finance and administration, principles and practice of state, federal and local government, analytical and institutional problem facing state, federal and local governments as they raise revenue and make expenditure and budgeting, public debt and fiscal policy administration.

PAD4314 Public Policy Analysis and Evaluation

The meaning of policy; tools and techniques of public policy; approaches to policy analysis; theories of decision-making; policy-making environment; model of public choice – planning and the policy process; analyzing policy impacts; program evaluation; implementation of policy-making machinery; tools for making-decision; effective policy-making in Nigeria; analysis of policy field, such as foreign policy, education, welfare, housing, health crime control etc; economic policy, Federal and State agricultural policy; role of institutions in policy process transparency and expenditure control; the Due Process Policy); fiscal policy and international relations; planning, programming and budgeting system (PPBS).

PAD4215 – Issues in Development

The course examines national endowments, population problems, and human resource problems in Nigeria, issues in underdevelopment of the agricultural sector, agricultural policy, industrialization problems and policies are also discussed. Unemployment and efforts towards job creation, corruption and its manifestation are analysed. Others are assessment of the achievement of the Millennium Development Goals (MGDs), new partnership for Africa's development (NEPAD) and the National Economic Empowerment and Development Strategy (NEEDs) in Nigeria.

PAD4316 - Comparative Public Administration

Concepts and the 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.

EPP4201 – Venture Creation and Growth

This course is an introductory course for studying Entrepreneur for the first time. The design and flow of the course are aimed at creating awareness, providing the knowledge and skills that are important to achieving success in all human endeavours.

PAD4317 Social and Welfare Administration in Nigeria

Nature and development of social policy in the context of changing Nigerian social conditions and its impact upon family and group organizations. Welfare policies and social services like criminology, policies and problems in education, housing, health, provision of food and so on will be examined.

PAD4218 – Conflict Management

The aim of the course is to acquaint students with the meanings, nature, causes, types, dimensions and effects of conflicts. The theories of conflict shall also be critically examined. The strategies for conflict management will be identified and X-rayed. The efficacy of the strategies will be examined within the context of organisational, and national, international arena.

PAD4219- Islamic Administrative Ethics

Professional code of morality which guide official responsibility in the civil service. Hence works ethics, standard, attitudes, values, morality, professionalism, accountability, honesty, patience, courtesy, fairness, commitment, social equity and so on as they guide the behaviour of a public servant for efficient and effectiveness service are examined from the Islamic perspectives.

PAD4320- Inter-Governmental Relations

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: 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.

PAD4321 - Workshops in Public Administration

The course deals with administrative process in legislation; office and materials management; application of the scientific management, human relations, bureaucratic model and the principles/ approaches in the civil service. The civil service rule and the Government Order (G.O); evaluation reports of various commissions on the civil service; cabinet procedures in civil and military regimes; civil service reforms.

PAD4322 Public Enterprise Management

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 commissioned reports on parastatals; Privatization and commercialization of public enterprise.

PAD4600 Research Project

Project essay should be based on students' understanding of policies and administration of public and private institutions and should not exceed 20,000 words.

PAD4325 Democratic Studies

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; National / Global Context of Democracy, Developing Techniques for the Empowerment of Constituencies; Parameters which Constrain Collective Institutions and the State

SECTION SIX

COMPUTATION OF GPA & CGPA

INTRODUCTION

The Department has the policy of issuing statements of results to its students or their sponsors at the end of each Academic Session. This is a clear show of accountability on the part of the Department. Sponsors (parents, employers or scholarship boards) or students themselves could approach their level coordinators for their statement of results, when the results are approved by the University Senate. The statement of result is issued in letter grades. It is however surprising that, when results are made available to the students, some of them do not seem to understand how the result were arrived at, because they do not understand the computation of the results. This section is therefore meant to teach students the computation of GPA and CGPA to help them understand how to verify their results whenever they are made available to them by their respective level coordinators.

Grading of Courses

Grading of courses shall be done by a combination of percentage marks and letter grades translated into a graduated system of Grade Point as shown in Table below:

Grade Point System

Mark %	Letter Grade	Grade Point
70 - 100	A	5
60 - 69	B	4
50 - 59	C	3
45 - 49	D	2
0 - 44	F	0

In order to determine the Weighted Grade point for the performance of a student in a course unit, multiply the Grade point obtained in the course unit by the credit load of the course unit. Do the same for the entire course units offered in the semester. Now, you can find the GPA for the semester by adding up all the Weighted Grade Points obtained in the above calculation, and dividing the sum by the total value of the credit loads of the entire course units offered in the semester.

One can use the course unit's code number to determine the credit loads. In essence, the first number in the code is denoting the level year of study in which the course unit is offered; and the second number in the code denotes the credit load of the course unit. For example, PAD 3316 mean a level III course unit, carrying 3 credit loads.

Let us demonstrate. the above calculation with the result of a level 1 student of Accounting whose scores for a semester were as follows: PAD 1301 – 56%; PAD 1303 – 51%; PAD 1301 58%; PAD 1203 – 34%; PAD 1205 – 55%; PAD 1201 – 48%; GSP 1201 – 60%; FMS 1201 – 71%. The GPA for the semester will be calculated as follows:

COURSE WEIGHTED	SCORE UNIT	LETTER GRADE	GRADE POINT	CREDIT LOAD
PAD 1301	56%	C	3	3
PAD 1303	51%	C	3	3
PAD 1301	58%	C	3	3
PAD 1303	34%	F	0	2
PAD 1205	55%	C	3	2
PAD 1201	48%	D	2	2
GSP 1201	60%	B	4	2
FMS 1201	71%	A	5	2
			19	55

NOTE: Weighted grade point = Grade Point x Credit Load.
Therefore, GPA for the semester = $55/19 = 2.89$ approximately.

1.0 is the cut off CGPA for Probation and Withdrawal (on second Probation).

CALCULATION OF CGPA

As is the case with GPA, many students are yet to understand the calculation of CGPA, that is, cumulative Grade Point Average. The CGPA is NOT the average of the GPA for two semesters or for any number of semesters. CGPA is calculated by adding the weighted Grade Points obtained in ALL the course Units offered right from the first semester of level one up to the end of a given session (or up to a point in a student's program) and dividing the sum by the total value of the credit loads of ALL the course Units offered by the students, right from level one.

In other words, all the course Units taken by the student, right from her/his very first semester in the University to the present time are listed down, the way we did above while computing GPA, then the weighted grade points of these course Units are found (i.e. grade points x credit loads) and summed up. Finally the credit loads of these entire course Units are summed up and used to divide the sum of the weighted grade points. The result will be the CGPA.

One can also use your GPAs to find your CGPA. But this, of course, depends on your knowledge of the respective GPAs for all the semesters you have spent in the University. This can be done by multiplying each semester's GPA by the total credit loads taken for the semester. The results of these multiplications are added together and the sum arrived at is divided by the sum of credit loads taken for all the semesters.

INCOMPLETE GRADING

- 1) A Weighted Grade Point shall be determined for the performance in each course by multiplying the Grade Point obtained in the course by the Credit load of the course, except that all incomplete courses shall be ignored.
- 2) A Grade Point Average (GPA) shall be calculated for a semester by adding up the weighted Grade Points obtained in all the courses offered in the semester and dividing the sum by the total value of the credits of all the courses, except those graded as Incomplete.
- 3) A Cumulative Grade Point Average (CGPA) shall be calculated by adding the Weighted Grade Points obtained in all the courses offered by the student in all the semesters up to the end of a given session (or up to a particular point in a student's programme) and dividing the sum by the total value of the credits of all the courses registered by the student in all semesters, ignoring credits of courses graded 'Incomplete'.
 - a. GPA and CGPA shall be rounded to two places of decimal. A value of 0.005 or higher shall cause the number in the second decimal place to be increased by one, while a value of less than 0.005 shall be discarded.
 - b. To qualify for the award of Bachelor's degree, a student must:
 - i) Obtain a minimum of credits as outlined in the table under course structure above;
 - ii) Pass all compulsory courses in the particular programme, department and faculty.
 - iii) Pass all relevant compulsory General Studies and Entrepreneurship Programme courses for his/her degree programme, as may be set by Senate from time to time.
 - iv) Satisfy all relevant departmental and faculty requirements for the programme.

COLLECTION OF SEMESTER STATEMENT OF RESULTS

Student should ensure that they collect their semester's statement of results from their level coordinators, once results are approved by the Senate. Students are expected to report any complain arising from the result to their Level Coordinators in good time for rectification.

Degree Classifications

Classes of degree are to be awarded depending on the cumulative GPA obtained. The classes of degrees that may be awarded are First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division), Third Class Honours and Pass.

Table 1.2 Degree Classification

CGPA	Class of Degree
4.50 – 5.00	First Class Honours
3.50 – 4.49	Upper Second Class Honours
2.40 – 3.49	Lower Second Class Honours
1.50 – 2.39	Third Class Honours
1.00 – 1.49	Pass

Probation

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 1.00 at the end of a particular year of study, earns a period of probation for one academic session.

Withdrawal

A candidate whose Cumulative Grade Point Average is below 1.00 at the end of a particular period of probation should be required to withdraw from the University. Where possible, consideration may be given to a student withdrawn from a programme of study for transfer to any other programme within the same university. Subject to the conditions for withdrawal and probation, a student may be allowed to repeat the failed course Unit(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.

Evaluation

Modes of Student Assessment

All courses taken must be evaluated and a final grade given at the end of the semester. To arrive at the final grade, the evaluation must be a continuous process consisting of some or all of the following where applicable:

- (i) **Continuous Assessment:** it shall be done through essays and tests. Scores from Continuous Assessment shall normally constitute 40 per cent of the full marks for courses which are primarily theoretical.
- (ii) **Examinations:** in addition to continuous assessment final examination should normally be given for every course at the end of each Semester. All courses shall be graded out of a maximum of 100 marks comprising:

Final Examination:	60%
Continuous Assessment:	40%
Total	100%

SECTION SEVEN

EXAMINATION REGULATIONS

CHIEF EXAMINER

The examinations in any course shall be conducted by the Chief Examiner. The Head of Department is the Chief Examiner for the Department. The duties of a Chief Examiner shall be generally to make arrangements for the examinations in the courses taught in his Department and in particular for the preparation and security of examination papers and for the marking and the determination of results by the Department Panel of Examiners. He carries responsibility, together with the External Examiners where any are appointed, for the standard of the examination papers.

The Chief Examiner may require any internal examiner to carry out any or all, of the following duties:

- (a) To participate in assessment of coursework,
- (b) To prepare and sign draft question papers.
- (c) To mark answer scripts, before moderation by the External Examiner, where that is required.
- (d) To be present and accessible in the University's academic buildings during the sitting of any examination paper for which they have prepared questions.
- (e) To attend meetings of the Departmental Panel of Examiners.
- (f) To invigilate at any examination.
- (g) To perform any other duties appropriate to the examination.

EXTERNAL EXAMINER

- a. External Examiner(s) shall be appointed for all degree examinations to moderate draft question papers for all levels and to moderate the scripts for final year courses as well as final year projects.
- b. Each session, External Examiner(s) shall be appointed by the Senate on the recommendations of the Faculty Boards. Each External Examiner must be a person of high professional standing.

(S)He must have had extensive experience of teaching and examination in his/her field and will usually be a member of the academic staff of another University. When an External Examiner is recommended to the relevant Faculty Board and to Senate, his/her degrees, relevant professional qualifications, rank and current University or other appointment shall be stated, together with information concerning any previous connection with Bayero University, Kano.

- c. There shall normally be one External Examiner in each programme in which a degree is awarded. However, Faculty Boards and Senate may consider cases made by Departments for the appointment of additional External Examiners.
- d. Each External Examiner shall be, appointed for a period covering six consecutive semesters, or for a period not exceeding ten semesters if his/her appointment is interrupted involving a maximum of three separate appointments.
- e. An External Examiner may be eligible for a reappointment provided at least six consecutive, semesters have elapsed since the expiration of his/her last appointment.
- f. Staff of the University and members of the Governing Council shall not serve as External Examiners. Any person who previously taught in the University shall not be appointed as External Examiner if any student taught by him/her at any time is a candidate in the examinations concerned.

The duties of an External Examiner shall be:

- (a) To moderate draft question papers for all levels and to recommend such alterations as he may think fit in order to ensure the maintenance of a good standard.

- (b) If possible, to be present in the University during the period of examinations and to conduct or participate in. practical, or oral examinations and practical teaching tests.
- (c) To moderate the marking of examination scripts of the final year courses for which (s) he is examiner at the end of the session.
- (d) If present in the University, to attend meetings of the Departmental Panel of Examiners and to approve and certify the mark list in any course examined by him and where possible the relevant overall pass list or lists.
- (e) If present in the University, to attend the meeting or meetings of the Departmental Board of Examiners.
- (f) To submit a written report to the Vice-Chancellor at the end of each session. With a copy to the Chief Examiner concerned on the following matters:
 - i. The standard of the examinations questions;
 - ii. The standard of marking by the Internal Examiners;
 - iii. The standard of project or coursework;
 - iv. The pass list and honours classification; and
 - v. Any other relevant comments he may wish to make.
- (g) In the event of a disagreement between External and Internal Examiners, not resolvable by consultation, separate reports shall be made by Chief and External Examiners to the Board of Examiners which shall take appropriate action to arrive at a decision.
- (h) An External Examiner shall be remunerated at rates to be agreed by Senate from time to time.

SECURITY OF EXAMINATION MATERIALS

- a. Question papers for examinations shall be set at approved time.
- b. All question papers shall be signed by the Chief Examiner, at least one of the University Examiner concerned, and where there is an External Examiner, by the External Examiner as well.
- c. It shall be the duty of all examiners to ensure strict scrutiny and security of question papers, examination scripts, marks, and other examination materials at all times.
- d. In particular, there shall be proper documentation and chain of custody when answer scripts are passed from one person to another.
- e. All answer scripts shall be marked within Kano Metropolis and no examiner shall take the scripts outside this area for whatever reason.

PREPARATION OF AND SECURITY OF EXAMINATION MATERIALS

- a. Question papers for examinations shall be set at approved time.
- b. All question papers shall be signed by the Chief Examiner, at least one of the University Examiner concerned, and where there is an External Examiner, by the External Examiner as well.
- c. It shall be the duty of all examiners to ensure strict scrutiny and security of question papers, examination scripts, marks, and other examination materials at all times.
- d. The Chief Examiner shall ensure that each paper bears an appropriate rubric showing:
 - i. Faculty and Department
 - ii. Programme of study
 - iii. Course code and course title
 - iv. The date on which the paper is to be taken (or month, if the day is not known when the paper is prepared)
 - v. The times or duration of the paper.
 - vi. The number of questions to be answered and any restrictions as to choice.

- vii. Any instructions regarding the use of answer booklets
 - viii. Any additional materials to be supplied by the Invigilator to candidates.
- e. Where possible, draft papers shall be passed by hand and only between persons directly concerned and in envelopes marked "Strictly Confidential". Where transmission by post (say to External Examiners) is unavoidable, drafts shall be in double envelopes, the inner carrying a security seal and marked "Strictly Confidential to be opened only by (name)". The outer envelope shall not be marked as confidential but shall be strongly sealed and sent "by registered post. Where draft question papers have to be sent electronically, the files shall be password protected and the password shall be communicated over a secure, but different medium of communication.
- f. The Chief Examiner shall arrange for examination papers to be duplicated in secure conditions, ensuring that no unauthorized person has access to them and that all spare copies, stencils, etc, are destroyed. Sealed packets of papers shall be marked to show the Faculty, Department, course by title and code, level and date of the examination (if known) and the number of copies,
- g. The Chief Examiner shall be responsible for ensuring that the sealed packets of question papers, clearly marked as described, are handed to the Examinations Officer before the examination,
- h. After the examinations have been held, the Examinations Officer concerned shall send three copies of each question paper to the University Librarian. Copies shall also be placed in faculty and departmental libraries where they exist.
- i. In particular, there shall be proper documentation and chain of custody when answer scripts are passed from one person to another.

All answer scripts shall be marked within Kano Metropolis and no examiner shall take the scripts outside this area for whatever reason.

DEPARTMENTAL EXAMINATIONS OFFICER

- a. Departmental Examinations Officer shall be appointed by the Head of Department. He shall be remunerated at a rate to be agreed by the Senate from time to time,
- b. Examination Rooms:**
 - (a) An area of at least 1.8 square metres per candidate, should, if possible, be allowed in the room. The room should have only one usable entrance during the examination, but adequate ventilation should be ensured.
 - (b) There should be not less than one invigilator for each 50 candidates. At least one of the invigilators should normally be a teacher of the students sitting the examination and thus able to identify candidates. In addition one of the invigilators should be designated as Senior Invigilator.
 - (c) The Central Examinations Committee may inspect and decide upon the suitability of any room proposed for use in examinations
- c. The Examinations Officer, in consultation with the Head of Department, shall appoint:
 - (a) Invigilators for each examination room, to whom he shall make available a copy of these Regulations.
 - (b) Examination Attendants, so that in any room where there are male students at least one of the attendants is a man, and where there are female students at least one is a woman. „
 - (c) The persons specified in sub-paragraph (a) and (b) shall be:
 - i. Full-time University staff
 - ii. Subject to the instructions of the Invigilator or Senior Invigilator

- d. The Examinations Officer shall perform the following functions, among others:
- (a) Ordering and control of Examination materials for the Department;
 - (b) Preparation of examination timetables -and arranging the examinations venues (including the provision of all items required therein);
 - (c) Collection of sealed packets of question papers and their distribution to invigilators;
 - (d) Provision of receipt forms for examination scripts and any other matter in accordance with instructions issued by the Dean and the Registrar.
 - (e) Giving appropriate instructions to the Invigilators. In particular he shall ensure that sealed packets of question papers are handed over to Invigilators not less than 20 minutes before the scheduled times of commencement of examinations.
 - (f) He should be available throughout the period of each examination, oversee the conduct of all examinations, and report to the Chief Examiner, the Dean and the Registrar on any case of illness, disturbance or irregularity in the conduct of the examinations. He shall however recognize the Invigilator as responsible for procedure within the room during the conduct of an examination.
 - (g) After each examination the Examination Officer shall receive the completed answer scripts from the Invigilator in charge and issue a receipt, of which both persons shall keep a copy. He will also collect all unused examination materials as well as any reports and exhibits pertaining to examination malpractice.

He will then convey the completed answer scripts to the appropriate course lecturer who will sign a receipt of which both persons will keep a copy.

- (h) The Examinations Officer shall announce the time and venue(s) fixed for any examination at least two weeks before the commencement of the examinations. No backward change of time shall be made after the final timetable has been displayed, unless where it becomes absolutely unavoidable.
- (i) The Examinations Officer shall liaise with the Faculty Examination Officer, present and reconcile draft examinations timetable of his/her Department with those of other Departments and share examination venues with other Departments.

IDENTIFICATION OF STUDENTS FOR EXAMINATIONS

Invigilators should NOT allow any student into the examination room without first producing his or her Identity Card. In order to avoid cheating in the examination room by way of copying all invigilators should search students' shoes, tissue papers, purses, dresses and pockets. In order to avoid impersonation during the examination all invigilators should ensure that the identify number on the answer book and attendance slip is the same as the one of the Identity card; the photograph on the Identity Card should also be the same as the student writing the examination.

The Chief Invigilator assigned to each examination room shall be there at least 15 minutes before the commencement of the examination. The other invigilators shall be in the rooms assigned to them not later than thirty minutes before the commencement of the examination and shall ensure that the rooms are ready for the use of candidates.

The internal arrangements in each examination room prior to the commencement of the examination shall be the responsibility of the Chief Invigilator. Not earlier than 30 minutes before the commencement of the examination, the Chief Invigilator shall collect from the Registrar in his office or his representative the Secretary, school of postgraduate studies the following:

- a. Question papers for the particular examination session;
- b. Attendance sheets for the particular examination period in each room in triplicate to be signed by the students and invigilators, (the attendance sheets shall contain the examination numbers and not the names of the candidates).
- c. Answer booklets for the examination.

It shall be the duty of Chief Examiner in the subject to arrange for one of the examiners in the paper to be present for the first thirty minutes of the examination to clarify any doubts, in connection with the question papers. In case of doubts, reference should be made to the Chief Examiner in the subject. At the close of the examination, candidates shall be asked to hand over their answer scripts to the invigilators and not to leave them on the desks for invigilators to collect.

DUTIES OF AN INVIGILATOR

Only academic staff shall serve as invigilators and their duties include the following:

- (i) To arrive at the examination room at least 15 minutes before the examination and ensure that it is correctly laid out with desks, chairs, answer booklets, any other material required for the paper. He should see that there are spare answer booklets, etc, and that a clock is visible to all candidates. He should ensure that books or papers (if any) left near desks are removed.
- (ii) To receive from the Departmental Examinations Officer the sealed packet of question papers and to open it in the presence of the candidates, 10 minutes before the examination begins and check the number of copies to ensure availability of required materials.

- (iii) To admit all candidates ten minutes before the examination is to commence. Before starting the examinations he should ensure that candidates are fully informed of any special instructions relevant to the examination, and are reminded to fill their attendance register. He writes the time (as shown by local clock) of starting and finishing the examination on a board.
- (iv) To exercise continuous vigilance over the behaviour of candidates and at intervals check the desks of candidates for the presence of unauthorized materials. Conversation between invigilators, etc, should be kept to a strict minimum during an examination.
- (v) After the examination has begun, to direct the attendants to check that no books, etc, have been hidden in toilet areas.
- (vi) To notify the Departmental Examinations Officer promptly of any case of illness or irregularity in the conduct of examinations or of a lack of any materials.
- (vii) If any student is found to be, or is suspected of infringing the provisions of Part 9 of GEAR or in any way cheating or disturbing the conduct of the examination, the Invigilator shall take possession of any relevant evidence, fill the relevant form, obtain statement(s) from the student(s) concerned by giving him/her the relevant form to fill and/or make them sign exhibit and report to the Faculty Examinations Officer immediately. The student(s) concerned shall be allowed to continue with the examinations provided no disturbances are caused.
- (viii) The Departmental Examinations Officer shall report all cases of suspected examination malpractice to the Faculty Examinations Officer who in turns report to the Dean. The Dean shall cause preliminary investigations to be made to assemble exhibits, conduct interviews, give the accused a chance to defend themselves, and obtain statements from all concerned, and forward the report (including exhibits and other relevant documents)

- to the Senate Standing Committee on Examination Malpractices within one month of completion of the examinations. The Committee will investigate the case further and report to Senate, recommending the action to be taken,
- (ix) To announce the time to the candidates 15 minutes before the end of the examination, and to observe strictly the prescribed duration of the examination.
 - (x) Ten minutes before the end of the examination, to arrange for candidates to be prevented from leaving.
 - (xi) On completion of the examination, to ensure that each candidate's script(s), together with unused scripts, etc, are collected from his desk before permitting any candidate to leave his place. Also to double check the number of answer scripts, bearing in mind the number of candidates present and the fact that the work of one candidate may spread over more than one answer script.
 - (xii) After the examination, to hand the scripts, attendance register, examinations malpractice reports and exhibits (if any) and unused examination materials to the Faculty/Departmental Examinations Officer, obtaining a receipt for the relevant number of scripts.
 - (xiii) The Invigilator, or Senior/Chief Invigilator if there is more than one, is personally responsible for ensuring strict observance of all conditions prescribed in Parts 7 and 8 of GEAR, and for preserving secrecy and security of examination materials, including the completed answer scripts, while in his charge. He is in control of procedure in the examination room throughout the period of the examination and no person may enter the room or make announcements to candidates without his prior approval.

DISCIPLINE DURING EXAMINATIONS

- (i) It shall be the responsibility of each student to make sure that (s)he is registered for the appropriate examinations and be sure of the dates, times and places of the examinations for which he is registered; also to ensure that he is in possession of any identity document prescribed for the examinations.

- (ii) The appropriate University unit shall ensure that identity documents are available to students at least two weeks before each examination.
- (iii) Each candidate should be at the examination venue at least ten minutes before the advertised time of the examination. He is required to supply his own writing and drawing instruments. He is also required to supply any other examination aids of which the provision is prescribed in the rubric of the question paper, and announced to candidates in advance, as being his own responsibility.
- (iv) A student shall bring his/her identity document to each examination and display it in a prominent position on his/her desk.
- (v) Any book, paper, document- examination aid (except as may be provided for in the rubric of the question paper and announced to the candidates in advance) handbag or briefcase which is brought to the examination room must be deposited at the Invigilator's desk, or a place designated for the purpose, before the start of the examination. In no circumstances must it be placed on or near any candidate's writing desk.
- (vi) Each student shall sign in by completing a line on the attendance register - writing his/ her registration number, name, answer booklet number and department and then signing. Students should be advised to note their serial number and attendance register number (in case there are more than one registers) for the ease of signing out.
- (vii) Each student shall also sign out after submitting his/her answer script by signing the appropriate column of the attendance register.
- (viii) A student shall write his/her examination number, but not his/her name, distinctly on the cover and on every page of the answer booklet- as well as on any extra sheets used.

- (ix) The use of scrap paper, question paper, toilet tissue, etc, for rough work is not permitted. All rough work must be done in answer booklets and crossed neatly through, or in supplementary answer sheets which must be submitted to the Invigilator.
- (x) A candidate arriving late shall be admitted up to thirty minutes after the start of the examination, but he shall not be allowed extra time. If he arrives more than thirty minutes late but before one half of the total duration of the examination has elapsed, the Invigilator may at his discretion admit him if he is satisfied that the candidate has good reason for his lateness, and provided that no candidate has already left. No candidate shall be admitted after half the duration of the examination has elapsed. The Invigilator, shall report on all those admitted late to the Faculty Examinations Officer who shall inform the Chief Examiner, The Chief Examiner shall recommend to the Board of Examiners whether to accept the student's paper or not.
- (ix) A student may be permitted by the Invigilator to leave the examination room during the course of an examination provided that:-
 - (a) No student shall normally be allowed to leave during the first thirty minutes or the last ten minutes of the examination.
 - (b) A student leaving must sign out and hand his script to the Invigilator before leaving if he does not intend to return.
 - c. A student who leaves the examination room shall not be re- admitted unless throughout the period of his absence he has been continually under the supervision of an invigilator or Examination Attendant.

- (xii) No student shall speak to any other student or, except as essential, to the Invigilator or make any noise or disturbance during the examination. Smoking is not permitted in the Examination hall during any examination. A student must not directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his papers. Similarly a student must not directly or indirectly accept assistance from any other student or use any other student's papers.
- (xiii) A student shall not use a handset in the examination hall for any purpose; ***and doing so is an offence***. All handsets shall be switched off and be out of sight.
- (xiv) A student is responsible for protecting his work so that it is not exposed to other students.
- (xv) Any student accused of involvement in examination malpractice should fill in the prescribed form giving his/her own version of events. A student that fails to fill me form is denying him/herself an important opportunity.
- (xvi) At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather his scripts together. He shall men remain at his desk until all candidates scripts have been collected, and he has been given permission by the Invigilator to leave. It shall be the candidate's responsibility to ensure that his/her answer scripts are collected by a University official in the examination room before he/she leaves.
- (xvii) Except for the printed question paper, a student may not remove from the examination room or mutilate any paper or other materials supplied.

EXAMINATION ACCOMMODATION

All University examinations shall be held in rooms designated by the Examinations Committee. The rooms shall be prepared as follows:

- I. Seating for candidates shall be so arranged so as to eliminate the cases of malpractices;

- ii. Each candidate shall be assign a desk by the Examiner/invigilator and the candidate shall be required to use that desk unless he/she is given special permission to change it;
- iii. The Dean of the Faculty shall supply to the invigilator (as defined below) at each examination room the following materials
- :iv. Answer booklets and other approved writing materials e.g. drawing paper, square ruled paper and graph paper when necessary.

EARNING CREDIT AND ABSENCE IN EXAMINATIONS

- (I) A student cannot earn a credit in any course he has not duly registered for through the normal registration process, or the Add/Drop process. Thus, if a student sits for an examination for any course for which he did is not registered, the result of such an examination shall be cancelled.
- (ii) The results of all the courses registered by a student (except those dropped through the add/drop process) shall be reported. A student who registers for a course but fails to sit for its examination without valid reasons shall be deemed to have failed the course. Thus, a grade of 'F' shall be reported for such a student in the course. However, it shall be reported that the student was absent in the examination, so that he can be aware of the reason for the failure.
 - I. For travels outside the country, a student shall apply to the Dean of Students Affairs through his/her Head of Department attaching all supporting documents. The Dean of Students Affairs shall, on behalf of, the Vice-Chancellor, treat all such applications on their own merit and communicate the decision to the student, the Head of Department and Dean of Faculty.
 - ii. A student may be permitted to travel out of the country for religious reasons not more than once during his/her programme of study.

- iii. Where the absence involves absence from examinations, and/or more than 25% of coursework, copies of the approval letter shall be attached to the submission to Senate requesting 'Incomplete' grading or suspension of studies for the student.
- c. Dispensation from coursework and/or examinations may be granted to a student who is absent from the University on medical or other pertinent grounds. In special circumstances, and for good cause, the Senate may approve the request of a student to be absent from coursework and/or examinations. In both cases, such academic concession will be confined to the period of sick-leave, or leave of absence granted to him/her.
- d. Where only an examination is involved, the performance in the affected course will be recorded as 'Incomplete' and the credit load will not be counted in the calculation of the student's Grade Point Average (GPA) for the semester or the Cumulative Grade Point Average (CGPA) . The student will write the examination when next available. For a student requiring only such 'Incomplete' course(s) to graduate, or in a case where the affected course is being phased out, a faculty may recommend to Senate the completion of "incomplete" course(s) through the administration of special examination(s) if such an option is considered feasible.
- e. Where course work for substantial part of the semester is involved the Faculty Board shall recommend "Suspension of Studies" for the student. The student shall be required to take the courses afresh (but not as carryovers) undertake alternative ones (if permitted by the regulations) on his/her return. No GPA shall be computed for a semester where the student is on suspension of studies. However, if the suspension is only for one semester, performance in the other semester shall be used in computing the Cumulative Grade Point Average (CGPA).

- f. Where a student takes certificated sick-leave, and in all cases where he falls ill during or within a period of up to 3 days before an examination, he must obtain a sick-leave certificate within 24 hours of the commencement of his absence. If he attends an examination during a period of authorized sick leave no subsequent appeal for consideration of failure in the examination will be entertained.

TIMELY APPLICATION/SUBMISSION OF DOCUMENTS

- a. Students are to apply for excuse from coursework and/or examination on time clearly indicating the grounds for the application and attaching any supporting document(s). Late submission of sick-leave certificates or other appropriate documents will be entertained only in exceptional circumstances. However, applications for excuses on medical or other grounds submitted after the publication of examination results or more than 30 days after the last examination paper in the semester was taken (whichever comes first) shall not be considered.
- b. An absence for a period which exceeds 30 consecutive days, or 30 days plus the duration of any official vacation which intervenes, will normally be permitted only on medical or other pertinent grounds. If an application with appropriate sick leave certificate or other supporting document is not submitted before the end of this period, the student will be regarded by Senate as having withdrawn voluntarily from the University.

MATERNITY LEAVE

- c. A female student must submit a medical certificate, showing the expected date of delivery (EDD) not less than 6 weeks in advance of the date, and can be granted dispensation from coursework for a period of 12 weeks, commencing 16 weeks before the (EDD). Incomplete grade will normally be awarded only if the examination occurs within a period beginning six weeks before the expected date of delivery and ending nine weeks after the actual date of delivery.

A Faculty Board may, at its discretion, extend this period on receipt of all medical statement indicating exceptional circumstances. If the expected date of delivery interferes with-a substantial part of the semester's coursework, the department concerned shall recommend suspension of studies for the student.

- d. According to the Regulations the term "Sick-leave certificate" and "Submit "or "Submission" will be interpreted as follows:
- i. Sick – Leave Certificate
 - a) If a student falls sick while resident in the University campus or in the Kano Metropolitan Area, each sick leave certificate must be obtained from the University Clinic or from a reputable hospital. In the latter case the certificate should be on official headed form stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the Hospital, as appropriate.
 - b) If a student falls sick outside the Kano Area or is taken in emergency to a hospital in Kano, he must similarly obtain his certificate from a Medical Officer employed by a University or by a Government Hospital on an official headed form stamped and counter-signed by the Head of Department or Medical Superintendent in charge' of the - Hospital, as appropriate.
 - c) If a student falls sick outside Nigeria, he must send, without delay, an official sick-leave certificate to the Director, University Health Services, who may at his discretion, refer the certificate for authentication to the Nigerian Diplomatic representative in the country concerned, or to any other appropriate body.

- d) If a student is granted a sick-leave or maternity leave before the examination and if he/she decides to take the examinations, the sick leave or maternity leave shall be withdrawn and (s)he will be obliged to take all the examinations.

ii. Submission

- a) If the student obtains a sick-leave certificate from the University Clinic, (s)he must present it personally or through a messenger without delay to the Dean of his/her Faculty and obtain a receipt for it.
- b) If the certificate is obtained from another hospital it must be presented personally or through a messenger without delay to the Director, University Health Services, and a receipt obtained for it.
- c) If the certificate is obtained as in paragraph 10.8(b) it must be sent immediately by messenger or by registered post to the Director University Health Service and a receipt of delivery or posting (as appropriate) obtained. If sent by post, the student must retain a copy. The student must meanwhile endeavour to notify the Dean by telephone, telegram or by messenger, stating his exact address, and the number of days of sick-leave given.
- e. In all cases the receipt for delivery or posting of a certificate, and the copy where appropriate, must be retained and produced to the Dean if required later.
- b. On receipt of a certificate issued by another doctor, the Director University Health Services will notify the Dean of the student's Faculty. The Director may consider it necessary to send a member of the Health Services Staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. The Director will not further consider a certificate if the address given is found to be false.

Disputed Cases

i. Disputed cases will normally be referred for advice to a reputable consultant. In certain cases, reference would be made to a Medical Panel composed by the Vice-Chancellor.

PROCEDURE FOR ASSESSMENT

- a. The proportion of the total marks for a particular course to be allocated to Continuous Assessment (CA) shall be recommended by the Department concerned along with the relevant syllabus, to the Faculty Board and Senate for approval. The proportion approved shall be made known to the students at or before the beginning of the course. Questions set for CA and the marks obtained shall be made available to the External Examiner (if any) for inspection.
- b. The continuous assessment shall account for between 30% and 40% of the total marks for a taught course, while the end-of-semester examination shall account for 60% to 70%, unless approved otherwise by Senate.
- c. A student repeating a failed course loses the CA obtained when the course was taken previously. Thus, such a student must repeat all aspects of the course.
- d. The CA marks for a course graded 'Incomplete' shall be carried forward and added to the examination marks obtained by the student when (s) he completes the course.
- e. The continuous assessment shall account for between 30% and 40% of the total marks for a taught course, while the end-of-semester examination shall account for 60% to 70%, unless approved otherwise by Senate.
- f. A student repeating a failed course loses the CA obtained when the course was taken previously. Thus, such a student must repeat all aspects of the course.
- g. The CA marks for a course graded 'Incomplete' shall be carried forward and added to the examination marks obtained by the student when (s) he completes the course.

EXAMINATIONS

- a) Each credit should have a minimum of 45 minutes and a maximum of one hour of examination. However, the duration of the examination of any course should not be less than one hour and not more than three hours.
- b) The procedure for marking of examination scripts shall be a matter for agreement between the examiners for the course concerned. The mark for each course shall be expressed as a percentage. A fractional mark of 0.5% or above should be rounded up to the next whole number, and one less than 0.5% should be dropped. The pass mark shall be 40%.

MODERATION BY EXTERNAL EXAMINER

- a) Draft question papers for courses at all levels of a degree programme are subject to moderation by the External Examiner. However, only the marked scripts for final year courses are to be moderated by the External Examiner.
- b) Where a student could complete his/her degree requirements during the first semester, the following procedure shall be adopted to assess his/her scripts for final year courses.
 1. After marking by the course lecturer(s), the scripts shall be internally moderated.
 2. In case of disagreement between the course lecturer(s) and the internal moderator that could not be resolved through consultation, the matter shall be referred to the Departmental Board of Examiners which shall take appropriate action to arrive at a decision.
 3. Where a candidate is permitted as a special case to take an examination other than the end of a semester, the draft question paper(s) and his performance shall be subject to normal moderation.

CUSTODY OF MARKED SCRIPTS

- a) Marked scripts shall be kept securely in each Department for at least 24 months after the examination. Thereafter they shall be transferred to Registry Department where they shall be kept until all the students who have sat for the examination might have graduated.
- b) The scripts may then be destroyed centrally under confidential conditions.
- c) No student and no person or organization outside the University except an appointed External Examiner may have access to any marked scripts.

Full records of marks shall be preserved indefinitely

SECTION EIGHT

ACADEMIC MISCONDUCT

EXAMINATION MISCONDUCT AND LEAKAGES

Candidates for any examination in the University are to conduct themselves properly in and around the examination halls as explained in Part 10 of GEAR. Deviations from these proper conducts may constitute examination misconducts, which warrants are punishable by the penalties described below.

MISCONDUCT IN EXAMINATION HALL VICINITY, HOSTELS AND OTHER INSTITUTIONS

- (i) For the purpose of Section 20.2 of GEAR the vicinity of an examination hall is considered to be part of the examination hall. Thus, any student caught with unauthorized materials or writing in the vicinity of the examination hall (after the student has seen the question paper) shall be treated as if the materials are found on him/her in the examination hall. Similarly, any student caught cheating engaging in any form of examination misconduct in any way in students' hostels or other areas shall be appropriately treated.
- (ii) For the purpose of part 20.3 of GEAR, any student of the University who commits a misconduct punishable under this part in any other institution will be treated as if he has committed such a misconduct in the University, and shall therefore be liable for any appropriate punishment penalty.
- (iii) Cases of examination misconduct discovered during the marking of the examination scripts are also subject to appropriate investigations and further necessary action.

PROCEDURE FOR INVESTIGATING EXAMINATION MISCONDUCT AND LEAKAGES

If any student is found to be, or is suspected of, infringing the provisions of Part 10 of GEAR in any way cheating committing any act to gain undue advantage or disturbing the conduct of an examination,

the Invigilator shall take possession of any relevant evidence, fill the relevant form, obtain statement(s) from the student(s) concerned by giving him/her/them the relevant forms to fill and/or make them sign exhibits.

- (ii) A student accused suspected of involvement in examination misconduct shall be allowed to continue with the examinations provided no disturbances are caused. He/she shall sign any exhibits collected from him/her and be given the opportunity to state his own version of events by completing the appropriate form.
- (iii) After the examination, the invigilator shall submit his report(s), the form(s) completed by the students and all exhibits and other documents on all examination misconduct cases to the Faculty Examinations Officer.
- (iv) Upon receipt of any case of examination misconduct, the Faculty Examinations Officer shall report to the Dean, who shall set up a committee to investigate the case further.
- (v) The Faculty Committee on Examinations Misconduct shall invite all students suspected of involvement to defend themselves of the suspicion. A widely publicized notice on notice-boards which gives the names and registration numbers of the students being invited as well as the date, time and venue of the Committee's deliberations shall serve as enough evidence of invitation, but invitation letters may also be sent to individual students. Students that fail to honour the first invitation shall be given a second chance.
- (vi) A student suspected of involvement in examination misconduct should defend himself before the Faculty Investigative Committee set up by the Dean.
- (vii) After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating its findings, as to the degree of involvement, or otherwise, of each suspected. It shall submit the report together with all relevant documents to the Senate Committee on Examination Misconduct and Leakages.

- (viii) After going through the reports of the Faculty Committees on Examination Misconduct and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate penalty to any student found to be guilty.
- (ix) A staff member who reports a case of examination misconduct shall not sit on a Faculty or Senate Examination Misconduct Committee when the Committee is considering the case.
- (x) If the question paper for an examination that is yet to take place is suspected as having been leaked, the Chief Examiner shall immediately:
 - (a) Withdraw the paper and cause another one to be set in its stead, even if this means shifting the examination date and/or time forward;
 - (b) Report the matter to the Dean who shall further direct the Faculty Committee on Examination Misconduct to investigate the case as a matter of urgency.
- (xi) If the question paper for an examination that has already taken place is suspected as having been leaked, the Chief Examiner shall immediately:
 - a) Report the matter to the Dean who shall further direct the Faculty Committee on Examination Misconduct to investigate the case as a matter of utmost urgency.
 - b) Report to the Vice-Chancellor who is the Chairman of Senate.
- xii) If the Faculty Committee confirms that a paper that was already taken has indeed leaked, the Dean shall cause the paper to be cancelled and another one set in its place. The Dean shall brief the Vice-Chancellor about the case.

CATEGORIES OF MISCONDUCTS AND PUNISHMENTS / PENALTIES

The following are the categories of examination misconduct and leakage misconducts, as well as the appropriate punishments penalties for the misconducts.

A. CATEGORY OF MISCONDUCTS PUNISHABLE BY EXPULSION FROM THE UNIVERSITY

- (i) Impersonating another student, or being impersonated by another person at an examination.
- (ii) Exchanging names and/or numbers on answer scripts/sheets.
- (iii) Introduction and use of relevant unauthorized material(s) into the examination hall.
- (iv) Exchange of materials (such as question papers, examination cards, etc.) containing jottings that are relevant to the on-going examination in the examination hall.
- (v) Theft and/or illegal removal of examination scripts.
- (vi) Dishonest removal of examination scripts and/or materials within the examination hall.
- (vii) Illegal removal of examination scripts and/or materials out of the examination hall exceeding 10 minutes after the completion of examination.
- (viii) Any kind of mischief likely to hinder the smooth conduct of the examination. For example causing fire, flooding, or engaging in physical violence.
- (ix) Collaborating with, or copying from, another candidate.
- (x) Cheating outside the examination hall, such as in toilets, hall of residence, etc.
- (xi) A misconduct that falls under category B committed by a student who was previously rusticated.
- (xii) Using mobile phones and other ICT devices to access voice or text messages, documents, materials from the Internet, etc., during examinations.
- (xiii) Any misconduct under this category committed by a student of this University in another institution.
- (xiv) Destruction of, or tampering with, evidence by candidates – including preventing access to electronic devices.
- (xv) Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant expulsion.

B. CATEGORY OF MISCONDUCTS PUNISHABLE BY RUSTICATION

- (i) Facilitating/Abetting/Aiding cheating by another candidate.
- (ii) Introduction, but not use, of relevant unauthorized materials to the examination hall.
- (iii) Using mobile phones and other ICT devices in the examination hall for things unrelated to the on-going examination.
- (iv) Acts of misconduct (such as speaking, conversation, etc.) during the examination that is likely to disrupt the conduct of the examination.
- (v) Illegal removal of examination scripts and/or other materials not exceeding ten (10) minutes after the completion of the examination.
- (vi) Destruction of examination material(s) during examination.
- (vii) A misconduct in category C committed by a previously warned or rusticated student.
- (viii) Any misconduct under this category committed by a student of this University in another institution.
- (ix) Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant rustication.

C. CATEGORY OF MISCONDUCTS PUNISHABLE BY WRITTEN WARNING

- (i) Introduction of unauthorized irrelevant materials into the examination hall.
- (ii) Writing on the question paper.
- (iii) Failure to switch off mobile phones and other ICT devices, and/or failure to keep them out of sight.
- (iv) Being in possession of mobile phone or unauthorized ICT devices during examination.
- (v) Speaking/communicating to another candidate during examination.
- (vi) Sitting in an examination for a course the candidate did not register for.
- (vii) Any misconduct under this category committed by a student of this University in another institution.

- (viii) Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant warning.

INVOLVEMENT OF STAFF MEMBERS

- (i) Involvement of staff members in examination misconduct and/or leakage cases could take any of the following forms (among others):
- (a) Failure to report and/or covering up of cases of examination misconduct.
 - (b) Intervening on behalf of students involved in examination misconduct.
 - (c) Encouraging examination misconduct or leakage by such acts as careless handling of examination materials or invigilation.
 - (d) Aiding and abetting examination misconduct.
 - (e) Leakage of examination questions, or question papers.
 - (f) Unlawful alteration of examination results or marks.
- (ii) If a Faculty Committee on Examination Misconduct establishes a prima facie case against a staff member, the Dean shall, immediately upon the receipt of the Committee's report, write to the Registrar and copy the Vice-Chancellor giving details of the degree of involvement of each of the staff members so suspected.
- (iii) Upon receipt of the report from the Dean, the Registrar shall advise the Vice-Chancellor on the appropriate action(s) to be taken against such staff members.

MISCONDUCTS RELATED TO PROJECTS AND ESSAYS

- (i) Students are to observe the universally accepted high standards of academic integrity while writing any work related to their programmes as described in Part 19 of GEAR. Deviations from these high standards may constitute misconducts that are warrant punishable by the penalties described in GEAR below Procedures for Preventing and Dealing with the Misconducts:
- (a) Lecturers and supervisors should try their utmost best to guide students on the correct ways of writing projects, essays, and so on, that are in line with Part 19 of GEAR.

- (b) The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.
- (ii) In case a lecturer/supervisor suspects a student of gross infringements on the provisions of Part 19 of GEAR, the following procedures should be adopted in treating the case.
 - (a) For an on-going work (such as a project being supervised), the student should be asked to address the problem identified. For example, having a plagiarized chapter completely re-written or providing missing citations. If the student refuses to rectify the situation, the lecturer/supervisor should resort to other actions as described below.
 - (b) If a student submits work that is part of a course (such as an essay, term paper, assignment, etc.) which infringes the provision of Part 19 of GEAR, the lecturer should impose a penalty that corresponds to the degree of the misconduct. For example, a score of zero could be given for papers simply downloaded from the Internet, for resubmitting the work of another student in the previous years, for direct copy from books or journals, etc. On the other hand, the penalty might be minor if the misconduct is only failure to cite some of the sources of information. At any rate, the lecturer should be able to defend his actions with clear evidence of the infringement.
 - (c) If a student submits the final draft of a work that is a course on its own (such as a degree project) which infringes the provisions of Part 19 of GEAR, he should be made to rewrite it, even if this means registering again in the following session.
 - (d) Where the student refuses to re-write the project, or where the lecturer/supervisor believes that the student has committed a misconduct, the student shall be referred to the Faculty Committee on Academic Ethics.
 - (e) After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating its findings, as to the degree of involvement, or otherwise, of each suspect. It shall submit the report together with all relevant documents to the Senate Committee on Academic Ethics.

- (f) After going through the reports of the Faculty Committees on Academic Ethics and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate penalty to any student found to be guilty.

CATEGORIES OF MISCONDUCTS AND PUNISHMENTS

If the Senate Committee on Academic Ethics establishes that a student has violated the University standards on academic writing outlined in Part 19 of GEAR, it shall recommend appropriate penalty to the Senate in line with the following general guidelines. Students punished under categories D. and E of GEAR would, in addition be graded 'F' in the final year project.

A. MISCONDUCTS PUNISHABLE BY EXPULSION

- (i) Submitting a final year project that was done by someone else.
- (ii) Submitting, as final year project, a work submitted earlier for another purpose (by him/ herself or by others, at the University or somewhere else).
- (iii) Repackaging a whole project as his own product.
- (iv) Any other Misconduct related to final year project deemed by the Committee to merit expulsion.

B. MISCONDUCTS PUNISHABLE BY RUSTICATION

- (i) Substantial plagiarism of the work (s) of others in final year projects.
- (ii) Fabrication or intentional misrepresentation of data, experimental results, analysis, etc., used in final year projects.
- (iii) Intentional sabotage of the final year project (or part thereof) of other students.
- (iv) Any other Misconduct related to final year project deemed by the Committee to merit rustication.

C. MISCONDUCTS PUNISHABLE BY WRITTEN WARNING

- (i) Failure to credit source(s) in final year projects.
- (ii) Faking of citations in final year projects.

- (iii) Submitting a report written by someone else for SIWES, Internship, Teaching Practice and other courses where such reports form substantial part of the assessment.
- (iv) Submitting, as SIWES/Internship/Teaching Practice report, a work submitted earlier for another purpose (by him/herself or by others, at the University or somewhere else).
- (v) Repackaging a whole report as his own product.
- (vi) Substantial plagiarism of the work of others in SIWES/Internship and other reports.
- (vii) Fabrication or intentional misrepresentation of data, experimental results, analysis, etc used in SIWES/Internship/Teaching Practice and other similar reports.
- (viii) Any other misconduct related to final year project or reports deemed by the Committee to merit a written warning.

D. MISCONDUCTS PUNISHABLE BY FAILURE IN THE COURSE

Any of the misconducts in categories D and E of GEAR committed by a student in respect of homework, assignment, and other aspects of the continuous assessment of a course would lead to an 'F' grade in the course.

RIGHT OF APPEAL

- (i) Any student suspected of involvement in examination misconduct, leakage of question papers or misconduct related to academic writings has a right to fair hearing. Indeed, a number of the proceeding provisions are meant to guarantee that. However, refusal/failure by a student to fill the appropriate form giving his own version of events, or to appear before a Faculty Committee should not be viewed as denial of such rights.
- (ii) Any student punished by Senate for involvement in examination misconduct, leakage or other academic misconduct may appeal directly to Senate indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for Senate to reconsider its earlier decision on him/her.

- (iii) Upon receipt of an appeal from a student punished for involvement in examination misconduct, leakage or other academic misconducts, Senate or its Chairman, shall refer it to the Senate Appeal Committee on Academic Misconduct. The Committee shall consider each appeal on its own merit; depending on the grounds of the appeal and any supporting document provided by the appellant and make appropriate recommendations to Senate.

WITHDRAWAL

Withdrawal from the University shall be recommended by the Faculty Board to the Senate on any of the following grounds:

- (i) Failure to register within the time set by Senate for registration.
- (ii) Failure to obtain a CGPA of at least 1.00 after a probation period.
- (iii)
 - a. A failure rate so great that, at the point of consideration, the student would not be able to graduate within the remaining time available to him/her even if he is to register for, and pass, the maximum number of credits allowed by the regulations in each of the sessions available to him/her (for example if a student has only a maximum of two sessions to earn 90 credits and but he can register for only 40 credits per session).
 - b. A failure rate so great that, at point of consideration even with "A" in the remaining course(s) a student cannot be able to go out of his second probation.
 - c. Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds (section 11.3 of GEAR).
 - d. Failure to complete the stated requirements for the award of a degree within the maximum number of semesters laid down for the programme (Section 12.17 of GEAR).
 - e. Failure to sit for the entire semester examinations without any admissible reason.
 - f. Failure to satisfy any other Faculty Regulation, subject to section 1.8 of GEAR.
- (iv) If a student is required to withdraw from the University, he may seek fresh admission into the University through the normal admission process. However, if he is admitted, he cannot transfer/claim any credits earned in the programme from which he was withdrawn, except as explained in section 18.30 of GEAR.

SECTION NINE STAFF PROFILE

S/N	Name	Rank	Date of 1st Appt.	Salary Scale Class	Qualifications & Institutions Attended	Area of Research Interest	Gender	State	Nationality	Status
1.	Shehu Dalhatu	Professor	Aug., 1985	7/10	B.A Pub.Admin., (ABU), MPA P/A, Ph.D. Pol.Sci. (BUK)	Public Administration & Policy Science	Male	Kaduna	Nigerian	Permanent Staff
2.	Fatima Oyine Ibrahim	Professor	Oct., 1987	7/10	B.A Pub.Admin (ABU); PGDM, MBA, M.Sc., Ph.D. Pol.Sci. (BUK).	Public Admin., Public Finance & Public Policy	Female	Kogi	Nigerian	Permanent Staff
3.	Aisha Abdu-Ismail	Professor	Feb. 1993	7/10	B.Sc., M.Sc., Ph.D. Pol.Sci. (BUK)	Public Policy, Islamic Political Thought & Institutions	Female	Kano	Nigerian	Adjunct Staff
4.	Kamilu Sani Fagge	Professor	May, 1980	7/10	B.Sc. Pol.Sci., (ABU), MPA., MPA/A, PGD (JS) (BUK), Ph.D. (Pittsburgh, USA)	Int'l Relations, Int'l Security, Public Administration & Public Policy	Male	Kano	Nigerian	Adjunct Staff
5.	Abdullahi Maikano Madaki	Senior Lecturer		7/5	B.Sc. M.Sc. Ph.D.	Sociology	Male	Kano	Nigerian	Adjunct Staff
6.	Sa'idu Ahmad Dukawa	Senior Lecturer	Feb., 2013	5/10	B.Sc.(ABU), M.Sc. (Uni-Jos), Ph.D. Pol.Sci. (BUK)	Islamic Political Thought, Public Policy Analysis and Governance	Male	Kano	Nigerian	Contract Staff

S/N	Name	Rank	Date of 1st Appt.	Salary Scale Uass	Qualifications & Institutions Attended	Area of Research Interest	Gender	State	Nationality	Status
7.	Ibrahim Buraji	Senior Lecturer	May 12, 2015	5/6	B.Sc., M.Sc., Ph.D (Pol.Sci.) Uni Jos	Political Economy, International Relations and Public Admin.	Male	Kano	Nigerian	Part-Time Staff
8.	Abdullahi Yahuza Zainawa	Senior Lecturer	April, 2012	5/3	B.Sc., (Pol.Sci.) BUK; M.Sc; Ph.D. (Pol.Sci.) ABU	Research Methods, International Relations & Political Theory	Male	Kano	Nigerian	Adjunct Staff
9.	Abdul'aziz Sani Zango	Senior Lecturer	Sept., 2011	5/3	B.Sc., PGDE, M.Sc.(BUK), Ph.D Pol.Sci. BUK	Political Economy, Int'l Relations & Public Admin.	Male	Kano	Nigerian	Adjunct Staff
10.	Abubakar Tabiu	Senior Lecturer	Dec., 2019	5/2	B.Sc. Public Admin (UDUS); M.Sc. Public Admin (ABU), Ph.D (UUM)	Human Resource Management	Male	Jigawa	Nigerian	Permanent Staff
11.	Usman Abbo	Lecturer I	Nov., 2019	4/2	B.Sc., M.Sc., Ph.D (P/Admin.) UUM	Public Policy Analysis	Male	Taraba	Nigerian	Permanent Staff
12.	Sale Mari Maina	Lecturer I	Oct. 2015	4/1	B.ScPol.Sci (BUK), M.Sc. Pol. Sc (ABU); Ph.D. Pol.Sci. BUK	Political Science, Public Administration & International Relation	Male	Borno	Nigerian	Permanent Staff
13.	Hafsat Yahaya Yakasai	Lecturer I	Sept., 2011	4/1	B.Sc., M.Sc., (BUK); Ph.D. (In view)	Political Economy and Public Administration	Female	Kano	Nigerian	Permanent Staff

S/N	Name	Rank	Date of 1st Appt.	Salary Scale Uass	Qualifications & Institutions Attended	Area of Research Interest	Gender	State	Nationality	Status
14.	Abubakar Sallihu	Lecturer II	April, 2012	3/2	B.Sc.Pol.Sci. (BUK); M.Sc BUK; PhD. (In view)	Political Science & Public Administration	Male	Kaduna	Nigerian	Permanent Staff
15.	Ibrahim Saleh Maitala	Lecturer I	July, 2015	4/1	B.Sc., M.Sc; PhD. (Pol.Sc./Int'l Rel.) In View	International Relations and Public Policy	Male	Platue	Nigerian	Permanent Staff
16.	Umar Abdulkadir Umar	Lecturer II	19 Nov. 2018	3/1	B.Sc., M.Sc (Public Admin.); PhD. BUK (In view)	Human Resource Mgt; Public Finance & Public Policy	Male	Kano	Nigerian	Permanent Staff
17.	Umar Uthman Mohammed	Lecturer II	19 Nov., 2019	3/1	B.Sc., M.Sc ; PhD. (Public Admin) ABU	Human Resource Mgt. & Personnel Management; Public Admin. and Public Policy Analysis.	Male	Kaduna	Nigerian	Permanent Staff
18.	Aisha Balarabe	Assistant Lecturer	Nov. 2019	2/2	B.Sc. Public Admin (ABU); M.Sc (BUK)	Public Administration & Public Policy	Female	Gombe	Nigerian	Permanent Staff

LIST OF NON-ACADEMIC STAFF

S/N	Name	Rank	Date of 1st Appt.	Salary Scale Uass	Full-Time/Tenure/ Permanent, Sabbatical, Adjunct, Part-Time/ Visiting	Area of Research Interest	Gender	State	Nationality	Status
1.	Muhammad Alhaji Idris	Chief Typist	14/07/ 1994	8/9	Full-Time	GCE Cert., 1989; Civil Service Exams (50 WPM) 1999 Kano Poly; CSC Con Sect II 2018, Kano Poly; ND (Office Tech. & Mgt.) Kano-Poly, 2021; HND (In-view)	Male	Jigawa	Nigerian	Permanent Staff
2.	Dayyaba Isma'il	Executive Officer (Admin.)	04/2/ 2019	6/1	Full-Time	SSCE Cert. 2005; NCE Cert., 2010	Female	Kano	Nigerian	Permanent Staff
3.	Jamilu Abdullahi	Cleaner/ Messenger	16/09/ 2015	3/3	Full-Time	SSCE Cert. 2015	Male	Katsina	Nigerian	Permanent Staff



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