

**NNAMDI AZIKIWE
UNIVERSITY**

**GENERAL AND ACADEMIC
REGULATIONS**

**NNAMDI AZIKIWE UNIVERSITY
AWKA**

**GENERAL AND ACADEMIC
REGULATIONS**

SEVENTH EDITION 2021

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By the Authority of the Senate**

**NNAMDI AZIKIWE UNIVERSITY
P.M.B. 5025,
AWKA**

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3RD EDITION 2008
4TH EDITION 2011
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FOREWORD

Nnamdi Azikiwe University came into being as an offshoot of the defunct Anambra State University of Technology (ASUTECH). ASUTECH which was established through Law No 7 of 30th July, 1980 by the Government of the old Anambra State operated as a multi-campus University, with campuses at Abakaliki, Enugu, Awka and Nnewi. In 1991, following the split of the old Anambra State into Anambra and Enugu States, the Awka and Nnewi campuses of the former ASUTECH were constituents of Nnamdi Azikiwe University by the Anambra State Edict No. 5 of November, 26 1991. Nnamdi Azikiwe University was taken over by the Federal Government by Decree No. 34 of July 15, 1992 (Now Nnamdi Azikiwe University Act CAP No 139 LFN 2004). The enabling law of the University empowers the Senate to, *inter alia*, make provisions for:

- a) The establishment, organization and control of Campuses, Colleges, Faculties, Departments, Schools, Institutes and other teaching and research units of the University and allocation of responsibility for different branches of learning;
- b) The organization and control of courses of study at the University and of examinations held in conjunction with those courses, including the appointment of examiners both internal and external;
- c) The award of degrees and such other qualifications as may be prescribed in conjunction with examinations held as aforesaid.

Pursuant to the foregoing, the University Senate makes regulations for the purpose of discharging its functions. These regulations are embodied in the General and Academic Regulations to guide staff and students.

This 7th Edition has captured the relevant changes in the University in the past five years.

Professor Charles O. Esimone, FAS
Vice Chancellor
June, 2021

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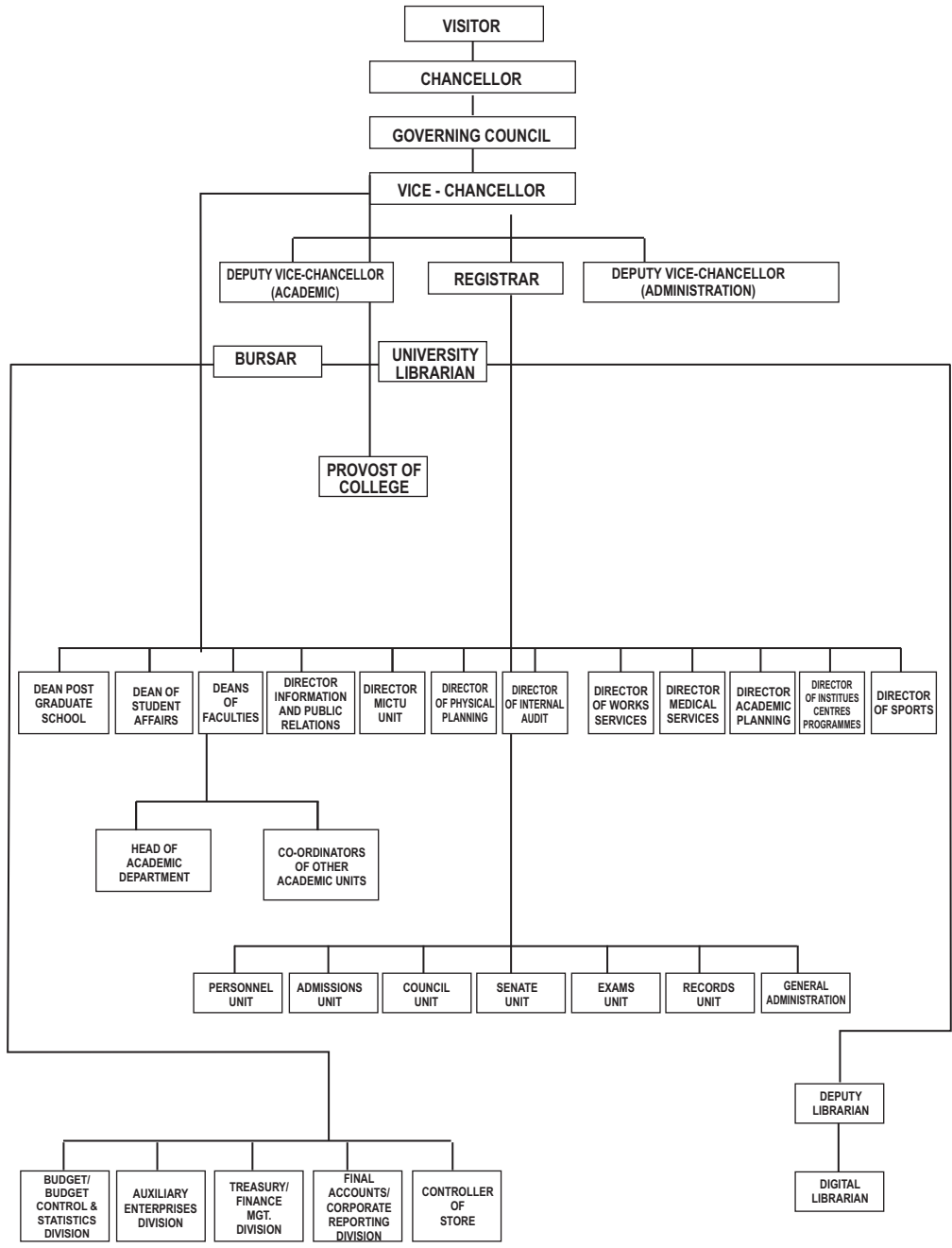
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FIG. 1 NNAMDI AZIKIWE UNIVERSITY, AWKA ORGANIZATIONAL STRUCTURE



PRINCIPAL OFFICERS OF THE UNIVERSITY

CHANCELLOR

His Majesty, Da Jacob Gyang Buba, the Gbong Gwon Jos

PRO-CHANCELLOR

Prof Sulyman Alege Kuranga

VICE-CHANCELLOR

Prof Charles O. Esimone, FAS

FPSN, FNAPharm, FAvH (Germany)
B.Pharm., M.Pharm., PhD (Nig), MIPAN (Nig)

DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

Prof Joseph Ikechebelu

MBBS(Nig.), FWACS, FICS, FMAS, B.Endo.

DEPUTY VICE-CHANCELLOR (ACADEMIC)

Prof Fredrick J.C. Odibo

BSc, MSc, PhD (Nig.), FAvH, FNSM

REGISTRAR

Barr. Philomena Iwara Okoye

LL.B, B.L

BURSAR

Mrs. Joy N. Ojukwu

CAN, BSc, MBA, MIFE, MABS

UNIVERSITY LIBRARIAN

Dr (Mrs) Stella Ngozi Anasi

CHAPTER 1**GENERAL REGULATIONS****1.1 Mission of the University**

Nnamdi Azikiwe University is founded on the philosophy that knowledge should be propagated and disseminated to individuals without let or hindrance and that teaching and research would be focused primarily at providing the needs of the Nigerian society and mankind generally.

The Rt Hon, Dr. Nnamdi Azikiwe, after whom the University is named, stands out clearly in the history of University education in Nigeria and indeed in Africa. In the discharge of its mission, the University shall live up to the ideals of this renowned statesman, by making University education pragmatic, and using it to forge unity among the various communities in Nigeria.

The mission of the University is, thus, to use teaching, research, and public service to solve societal problems. In the process of learning, students would be oriented to use their education in the solution of practical problems confronting them and the Nigerian society. It is hoped that the graduates of the University will be able to use their knowledge to lift the society off its problems in science, technology, the utilization of human, and material resources, and in the development of culture and the environment. To achieve these goals, develop the large pool of qualified secondary school graduands, and harness the resources in the high caliber manpower in the environment of the University, the University will be conventional in scope and outlook, covering wide areas of learning and research. Overall, the mission of the University is to produce graduates with the following attributes:

- a) broad spectrum of knowledge with specialization in a discipline;
- b) logical reasoning;
- c) oral and written communication skills and ability;
- d) numeracy, and computer literacy
- e) high ethical standards in personal and professional life;
- f) high sense of responsibility;
- g) self confidence;
- h) self-employability;.
- I) ability to translate knowledge into-practice.

It is hoped and expected that when the above mission has been achieved, the graduate of the University will be disciplined in behavior, excellent in knowledge, and self-reliant in his profession and occupation in life, in keeping with the Motto of the University, which is *Discipline, Self Reliance and Excellence*.

1.2 Organisational Structure

The University's activities are carried out by its academic, administrative and professional staff working through the units as structured in the organogram shown in Fig 1. The functionaries use the physical faculties, and are guided by the laws, statutes, and rules and regulations provided by Government and the relevant authorities of the University.

3 Academic Programmes

The Faculties, Departments, Degrees and Programmes of the University are presented in table 1.

Table I: Academic Programmes in the University

FACULTY	DEPARTMENT	DEGREE	OPTIONS
Agriculture	i. Crop Science & Horticulture	B. Agric	Crop Science and Horticulture
	ii. Agricultural Economics & Extension	B. Agric	Agric Economics & Extension
	iii. Food Science & Technology	B.Sc	Food Science & Technology
	iv. Animal Science	B. Agric	Animal Science
	v. Soil Science and Land Resources Management	B. Agric	Soil Science & Land Resources Mgt.
	vi. Forestry and Wildlife	B. Forestry & Wildlife Mgt.	Forestry and Wildlife Mgt.
	vii. Fisheries & Aquaculture Mgt.	B. Aquaculture & Fisheries	Aquacultural and Fisheries Mgt.
Arts	i. Igbo, African and Asian Studies	B.A	a. Chinese Studies b. Igbo Language
	ii. English Language & Literature	B.A	English Language & Literature
	iii. History and International Studies	B.A	History and International Studies
	iv. Linguistics	B.A	Linguistics
	v. Modern European Languages	B.A	French
	vi. Philosophy	B.A	Philosophy
	vii. Religion & Human Relations	B.A	Religion & Human Relations
	viii. Theatre Arts and Film Studies	B.A	Theatre Arts
	ix. Chinese Studies	B.A	Chinese Studies
Basic Medical Sciences	i. Anatomy	B.Sc	Anatomy
	ii. Physiology	B.Sc	Human Physiology
Biosciences	i. Applied Biochemistry	B.Sc	Applied Biochemistry
	ii. Applied Microbiology and Brewing	B.Sc	Applied Microbiology and Brewing
	iii. Botany	B.Sc	Botany

FACULTY	DEPARTMENT	DEGREE	OPTIONS
Education	i. Adult and Continuing Education	B.Sc (Ed) B.Sc (Ed) B.Sc (Ed) B.Sc (Ed) B.Sc (Ed)	a. Accounting b. Economics c. Marketing d. Mass Communication e. Political Science
	ii. Early Childhood & Primary Education	B.Ed.	Early Childhood & Primary Education
	iii. Educational Foundations	B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.)	a. Education/English b. Education/Fine & Applied Arts c. Education/History d. French e. Igbo f. Music g. Religion h. Political Science i. Economics
	iv. Educational Management & Policy	B.Sc (Ed.) B.Sc (Ed.) B.Sc (Ed.) B.Sc (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.A (Ed.) B.Sc (Ed.) B.Sc (Ed.) B.Sc (Ed.) B.Sc (Ed.) B.Sc (Ed.) B.Sc (Ed.)	a. Economics b. Geography c. Health Education d. Political Science e. Computer Science f. English Language g. Religious Knowledge h. History i. Music j. African & Asian Studies (Igbo) k. Accountancy l. Business Administration m. Cooperative Econ. & Mgt. n. Entrepreneurship
	v. Guidance & Counselling	B.Sc (Ed.) B.Sc (Ed.) B.Sc (Ed.)	a. Political Science b. Economics c. Health Science d. Biology

	vi. Human Kinetics and Health Education	B.Sc (Ed.)	a. Health Education b. Human Kinetics
	vii. Library & Information Science	B.LIS	Bachelor of Library & Information Science
	viii. Science Education	B.Sc (Ed.)	a. Biology b. Chemistry c. Computer Science d. Integrated Science e. Mathematics f. Physics
	ix. Vocational Education	B.Sc (Ed.) B.Sc (Ed.)	Business Education Programme a. Accounting b. Commerce and Co-operative c. Secretarial Technology Technical Education a. Building & Wood Work Technology b. Electrical & Electronic Technology c. Auto-Mechanical Technology
Engineering	i. Agricultural & Bio-Resources Engineering	B.Eng.	Agricultural & Bio-resources Engineering
	ii. Chemical Engineering	B.Eng.	Chemical Engineering
	iii. Civil Engineering	B.Eng.	Civil Engineering
	iv. Electrical Engineering	B.Eng.	Electrical Engineering
	v. Electronic & Computer Engineering	B.Eng.	Electronic & Computer Engineering
	vi. Industrial & Production Engineering	B.Eng.	Industrial & Production Engineering
	vii. Mechanical Engineering	B.Eng.	Mechanical Engineering
	viii. Metallurgical & Materials Engineering	B.Eng.	Metallurgical & Materials Engineering
	ix. Polymer & Textile Engineering	B.Eng.	Polymer & Textile Engineering
Environmental Sciences	i. Architecture	B.Sc.	Architecture
	ii. Building	B.Sc.	Building
	iii. Environmental Management	B.Sc.	Environmental Management
	iv. Estate Management	B.Sc.	Estate Management
	v. Fine & Applied Arts	B.A.	Fine & Applied Arts
	vi. Geography & Meteorology	B.Sc.	Geography & Meteorology
	vii. Quantity Surveying	B.Sc.	Quantity Surveying
	viii. Surveying & Geoinformatics	B.Sc.	Surveying & Geoinformatics

Health Sciences & Technology	i. Medical Laboratory Sciences	B.MLS	Medical Laboratory Sciences
	ii. Medical Rehabilitation (Physiotherapy)	B.MR (PT)	Physiotherapy
	iii. Nursing Science	B.NSc.	Nursing Science
	iv. Radiography	B.Sc.	Radiography
	v. Environmental Health Science	B.Sc.	Environmental Health Science
Law		LL.B.	Law
Management Sciences	i. Accountancy	B.Sc.	Accountancy
	ii. Banking & Finance	B.Sc.	Banking & Finance
	iii. Business Administration	B.Sc.	Business Administration
	iv. Co-operative Economics & Management	B.Sc.	Co-operative Economics & Management
	v. Marketing	B.Sc.	Marketing
	vi. Public Administration	B.Sc.	Public Administration
	vii. Entrepreneurship Studies	B.Sc.	Entrepreneurship Studies
Medicine		MB, BS	Medicine
Pharmaceutical Sciences	Pharmacy	B.Pharm/Pharm.D	Pharmacy
Physical Sciences	i. Computer Science	B.Sc.	Computer Science
	ii. Geological Sciences	B.Sc.	i) Geology ii) Geophysics
	iii. Mathematics	B.Sc.	Mathematics
	iv. Physics & Industrial Physics	B.Sc.	Physics & Industrial Physics
	v. Pure & Industrial Chemistry	B.Sc.	Pure & Industrial Chemistry
	vi. Statistics	B.Sc.	Statistics
Social Sciences	vii. Economics	B.Sc.	Economics
	viii. Mass Communication	B.Sc.	Mass Communication
	ix. Psychology	B.Sc.	Psychology
	x. Sociology/Anthropology	B.Sc.	Sociology/Anthropology

1.4 Structure of Academic Programmes**1.4.1 Minimum Academic Standards**

- a) Every academic programme is designed to:
- I. meet the minimum standards stipulated by the National Universities Commission in terms of entry requirements, content, organization, delivery and duration of courses,
 - ii. provide the students with broad-based education and proficiency in information and communication technology (CT) -between 10% and 20% of the total credits shall be drawn from two (2) faculties outside the student's Faculty,
 - iii. provide a minimum of 40% practical content in the science and technology disciplines;
 - iv. expose the students to experience in industry and/or professional practice through the National Students' Industrial Work Experience Scheme (SIWES), supervised teaching practice, and excursions;
 - v. provide students with training in independent analytic and synthetic reasoning through individual final year projects which aim at integrating the various facets of the students' programmes. The typical project which may be purely experimental, a design or fabrication is assessed via a written report/thesis followed by an oral defense of the report/thesis;
 - vi. provide adequate room for extra-curricular activities such as sports etc;
- b) Every part-time programme, however delivered, shall last for 15% of the period of its full-time counterpart. See Table 1.
- c) The time limit for the completion of any programme shall not be longer than 150% of the prescribed duration for the programme.

1.4.2 Academic Advising

- I. Every new student shall, upon completion of registration, be assigned to an academic adviser who shall be lecturer in his Department and who shall provide the student with assistance on academic matters as well as with personal counseling.
- ii. A student shall normally have the same academic adviser for the duration of his programme (for the sake of continuity) except in compelling circumstances where change may be necessary.
- iii. Student academic advising shall be complemented with Student Counselling Service provided on a University-wide basis.

CHAPTER 2

ADMISSION

2.1 Introduction

All applicants for admission into Nnamdi Azikiwe University and its affiliate institutions shall have attained the age of 16 (sixteen) years by the first of October of the year of admission,

2.2 Admission into Regular Undergraduate Programmes

2.2.1 Admission Through the Universities Matriculation Examination (UME)

Applicants who have sat for the University Matriculation Examination (UME) may be admitted into the first year degree Programme if:

- I. they attain the approved UME minimum score and satisfy the University assessment in the post UME screening,
- ii. by the first of October of the year of admission they possess at least one of the following qualifications.

The Senior Secondary School Certificate (SSC) or the General Certificate of Education (Ordinary level) or equivalent certificate with credit level passes in at least five subjects, including English Language obtained in not more than two (2) sittings;

- the Teachers Grade Two Certificate with credit or merit passes in at least five subjects, including English Language in not more than two (2) sittings;
- iii. they satisfy the Faculty/Departmental entry requirements for the programmes of their choice as approved by Senate.

Note: *October/November GCE/NECO obtained in the year of admission shall not be accepted for registration*

2.2.2 Admission by Direct Entry

Applicants for admission by direct entry shall:

- I. meet the requirements in 2.2.1 (ii) and (iii) above;
 - ii. possess at least one of the following qualifications.:
- at least two (2) subjects passed at the Advanced or Principal Level of GCE/HSC or three subject passes at Joint Universities Preliminary Examination Board (JUPEB) Examination obtained at not more than one (I) sitting.
 - pass at the credit/merit level in at least two major subjects in the NCE;
 - a minimum of a upper credit pass at the ND or Nnamdi Azikiwe University
 - Diploma in the relevant discipline;
 - a university first degree or HND or its equivalent;

- any other qualification acceptable to Senate.

2.2.3 Admission from Pre-Science Programme

Offer of admission shall be made to those candidates who have successfully completed the Nnamdi Azikiwe University Pre-Science programme and who:

- I. possess the Senior Secondary Certificate or the General Certificate of Education (Ordinary level) or equivalent certificate with passes at credit level in at least five subjects obtained in not more than two (2) sittings and including at least two science subjects chosen from Agricultural Science/Biology, Chemistry, Further Mathematics, Health Science, Home Economics/Home Management, Physics or any such science subjects(s) acceptable to Senate.
- ii. pass the final examination in the Pre-Science programme with at least 200 marks and attain the approved UME minimum score for the University for that year.
- iii. have paid all the prescribed fees of the Pre-Science Unit.

2.2.4 Admission by Inter-Departmental Transfer

- i. No transfer shall be allowed into the first or final year of any programme.
- ii. *Transfer into the Faculties of Law, Medicine and Pharmaceutical Sciences shall be allowed after (I) academic session.*
- iii. Applicants for transfer into the Faculty of Law, Medicine and Pharmaceutical Sciences must have a CGPA of not less than 4.00 and must pass all the requisite 100 level courses for the programmes they wish to transfer to.
- iv. Applicants for transfer into the Faculty of Health Sciences must have a CGPA of not less than 3.5.0.
- v. Any student who has any course outstanding shall not be qualified for a transfer even if his CGPA is above the required minimum.
- vi. Transfers other than those described above may not be permitted except when one is asked to change department on account of poor academic standing.
- vii. Approved transfer attracts a transfer fee of one hundred thousand naira only (N100,000.00).
- viii. For staff children the transfer fee is fifty thousand naira only (N50,000.00).
- ix. For all transfers a candidate shall:
 - apply through the Registrar on the prescribed form enclosing photocopies of qualifying certificate(s), and certified statements of results for all semesters spent so far;
 - meet the admission requirements applicable to the year of study of the programme into which he seeks transfer;
 - satisfy the Faculty/Department transfer requirements;

- earn waiver for only those relevant courses passed in his former Department;
 - the remaining courses that did not earn waivers shall appear in the official academic record of the student but shall not be taken into account in determining his final CGPA;
 - collect from the Admissions Office a transfer letter stating the new programme, the approved year of study, and the course for which waivers had been granted;
- xi. All completed transfer forms shall be processed by the Faculty Board and the Departmental Board involved in the transfer, to determine appropriate programme of study, waivers, and year of study.
- xii. All transfer cases shall be presented to the Admissions Committee of Senate for consideration and approval.
- xii. On approval of the transfer, the Registrar shall convey the approval to the candidate.

2.2.5 Deferment of Admission

- i. Candidates to be considered for deferment of admission shall be only those candidates admitted through UTME or Direct Entry, CEP and sandwich programmes.
- ii. All such candidates must have completed the registration formalities and paid the prescribed school fees for the session.
- ii. Application for deferment of admission shall be made to the Registrar through the Dean of Faculty, through the Head of Department and shall be made within the first two(2) weeks of the session.
- iv. All such applications shall be presented to Senate for approval.
- v. The Registrar shall convey Senate approval to the candidate.
- vi. Deferment shall be for a period of one academic year.

2.3 Admissions into Part-Time Programmes

Any candidate seeking admission into any of the part-time programmes of this University shall apply to the respective units by obtaining and completing the necessary forms following instructions stipulated on the advertisement for the programme..

2.3.1 The Continuing Education Programme (CEP)

All applicants for admission into the CEP are expected to:

- i. complete and submit to this University an application admission form for admission.
- ii. pass the University Pre-Admission Examination
- iii. satisfy either 2.2.1 (i) & (ii) or 2.2.2

2.3.2 The Sandwich Programme

All applicants for admission into the Sandwich Programme shall:

- i. complete and return to this University an application form for admission specifying the discipline into which admission is sought.
- ii. possess the same qualifications as for the regular programme.

2.4 Admission into The Diploma Programme

All applicants for admission into the Diploma Programme shall:

- i. complete and return to this university an application form for admission specifying the discipline into which admission is sought
- ii. possess the same qualifications as for the regular programme.

2.5 The Pre-Science Programme

Nnamdi Azikiwe University operates a Pre-Science programme for science based courses. All applicants for admission into the programme must:

- i. complete and submit to this University, an application form for admission obtained from the Pre-Science Unit.
- ii. possess the Senior Secondary School Certificate or the General Certificate of Education (Ordinary Level) or equivalent certificate with passes as credit level in at least five (5) subjects obtained in one or two (2) sittings and including at least two science subjects chosen from Agricultural Science/Biology, Chemistry, Further Mathematics, Health Science, Home Economics/Home Management, Physics or any such science subjects(s) acceptable to Senate.

2.6 Joint Universities Preliminary Examination Board (JUPEB)

JUPEB Examinations provide an alternative platform for gaining admission into various universities within and outside Nigeria. The Board examines in 19 basic subjects, which are requirements for admission into various courses in the university

system. The JUPEB Syllabus contains a syllabus for each of the 19 JUPEB subjects. Each has been carefully designed by seasoned and sound scholars from various universities, to embrace the Nigerian and international curricula with a view to building foundational knowledge, systematic development, and practical acquisition and application of basic skills for students. Consequently, every syllabus inspires an average student to develop a sustainable drive and passion for learning.

The JUPEB curriculum is structured to provide a robust academic base for admission seeking candidates for them to cope conveniently with the competitive selection process associated with Direct Entry admissions globally. Each syllabus is structured into four unit courses (e.g. BIO 001, 002, 003, 004); two to be taught in the 1st semester and two in the 2nd semester. The curriculum is flexible such that candidates have a broad range of combinations from the 19 subjects to satisfy the undergraduate course requirements. It is mandatory for each candidate to take three (3) of these subjects relevant to the undergraduate programme desired.

Of particular note is that admission with JUPEB certificates into tertiary institutions has a major advantage over other modes of entry into the 200 level academic programmes because candidates take the final examinations after exposure to a world-class, intensive and comprehensive curriculum for a minimum of one academic session.

For the foundation, Diploma or JUPEB programme run by universities using this JUPEB syllabus, it is the responsibility of each to admit, instruct, prepare and present its own candidates for the JUPEB examinations. A certificate of performance is issued to every candidate after approval of the results by the Academic and Governing Boards of JUPEB.

Structures of the Examinations

The JUPEB examinations consist of two papers for candidates in the Sciences, French, Music and Visual Arts while candidates in the Arts & Humanities, Management and Social Sciences take only one paper. For all candidates, paper I has two sections, Section A with 50 Multiple Choice Items and Section B containing eight (8) Essay Items. For those with two papers, Paper I is a Practical Skills Examination in the relevant subjects.

Subjects With Practical Papers

A candidate for each of these subjects takes Paper I and II:

- Agricultural Science
- French
- Biology
- Music
- Chemistry

- Visual arts
- Mathematics
- Physics

Subjects Without Practical Papers

A candidate for each of these subjects takes only Paper:

- Christian Religious Studies
- History
- Igbo
- Islamic Religious Studies
- Literature-in-English
- Yoruba
- Accounting
- Business Studies
- Economics
- Geography
- Government

2.7 Certificate Programmes

2.7.4 HSK Certificate Programme of the Confucius Institute

The Confucius Institute at Nnamdi Azikiwe University does not run any degree programme. It rather runs a Chinese language programme called HSK certificate programme. HSK stands for Hanyu Shuiping Kaoshi (Chinese Proficiency Examinations). The certificate programme is divided into six levels, namely HSK 1, HSK 2, HSK 3, HSK 4, HSK 5 and HSK 6. HSK 1, HSK 2 and HSK 3 constitute the basic levels; HSK 3, HSK 4 and HSK 5 constitute the intermediate level; HSK 6 constitutes the advanced level. HSK examinations are organized by the Confucius Institute Headquarters (Hanban), Beijing and administered by the Confucius Institute at Nnamdi Azikiwe University. Examinations are also graded by Hanban. HSK certificates are valid for only two years. Expired certificates may not be accepted for teaching employment and Chinese scholarships. HSK 5 passed at a good grade is, in the main, required scholarships and teaching employment. Holders of HSK 6 certificate may be exempted from the scholarship interview and recommended preferentially for the scholarship. There are one-semester scholarship, one year scholarship, four-year bachelor's degree scholarship, two-year master's degree scholarship and four-year doctoral scholarship. Others are short programmes that may last a few days or a few weeks or a few months.

2.7.1i Admissions**a. Period**

Admission to the HSK certificate programme normally takes place three times in a year namely, March, June and December.

b. Requirements and Student Mix

No any academic qualification is required for admission to the HSK certificate programme, hence HSK students include university staff and students, primary school pupils, secondary school students, secondary school leavers (Jambites), job seekers, professionals such as bankers and engineers, traders, artisans, market women, policemen, soldiers, the clergy, etc. Many of the students are secondary school leavers (Jambites). Nnamdi Azikiwe University students combine the HSK programme with their respective degree programmes.

2.7.1 ii Duration of Study

The students are expected to complete the basic levels (HSK I-HSK 3) within the space of one year. After completing the basic levels, the students are required to renew their studentship to be eligible for admission to the intermediate levels (HSK 4-HSK 5). Most students can complete the programme within the space of three years. Renewal of studentship may be waived for admission to HSK 6. To ensure quality, the teaching staff of the Confucius Institute may require the students to pass some placement examinations to be eligible for admission to the next HSK class. The students are strongly advised to not skip levels since skipping can jeopardize their chance of winning a Hanban scholarship. HSK levels may be divided into Class A, Class B and Class C. Lecture hours are arranged by the class teachers to suit their convenience and workload. Lecture frequency is determined by the size and availability of the teaching staff.

2.7.1 iii Affiliates

The Confucius Institute at Nnamdi Azikiwe University, Awka currently has six affiliates, namely the Confucius Classroom (CC) at the Federal Polytechnic, Oke; the Confucius Classroom at Enugu State College of Education (Technical), Enugu; the Chinese Cultural Centre in Abuja; the Confucius Teaching Point (CTP) at Unizik High School; the Confucius Teaching Point at Unizik Primary School; and the Confucius Teaching Point at the Federal College of Agriculture, Ishiagu. Ebonyi State.

2.7.1 iv Relationship with the Chinese Studies Department and Unizik Business School

The Confucius Institute supplies 97% of the teaching staff of the Chinese

Studies department. It also supplies the teaching staff for the Chinese language and Chinese business courses at Unizik Business School.

2.7.1 v Educational and Cultural Exchange Programmes

Every year, the Confucius Institute organizes a number of partially-funded educational and cultural tours in China for staff and students of Nnamdi Azikiwe University as well as heads of primary and secondary schools from different parts of the country.

2.7.1 vi Training Centres

The Confucius Institute at Nnamdi Azikiwe hosts the Chinese Cultural Experience Centre, Centre for Chinese Language Training Centre in Nigeria and Chinese Language Translation Base. It is also the headquarters of the Chinese Alumni Association of Nigeria.

2.7.1 vii HSK Examination Centre

The Institute is one of the three HSK examination centres in Nigeria. Examination candidates come from the affiliates (excepting the Chinese Cultural Centre in Abuja) as well as the Chinese Language Centre at Imo State University, Owerri.

2.7.2 Chike Okoli Centre for Entrepreneurial Studies (COCES)

The Centre runs a 2-year knowledge and skill-based Diploma programme, Certificate in Business and Vocational Skill (CBVS) Programme and Short Term Certificate Courses.

2.7.3 Diploma in Entrepreneurship

This is a 2-year knowledge and skill-based programme that provides a more robust curriculum aimed at training graduates of diverse disciplines to be confident in starting up new ventures or managing existing businesses. The Diploma in Entrepreneurship course-work is designed in such a way as to promote knowledge and skills impartation.

2.7.3i Structure of the Programme

The course work consist of core courses and also courses in general studies. The core courses are those of Entrepreneurship Education. The students will also run some vocational/technical skills acquisition courses during the programme. The second semester of year-two will be practical industrial training based on the skills learnt, writing and presentation of I.T. reports and business plan to a panel of examiners.

2.7.3 ii Entry Requirement:

Five credit passes at O'level which must include a credit pass in English language and Mathematics in not more than two sittings.

2.7.3 iii Duration:

The Diploma Programme runs for minimum of two academic sessions and a maximum of three academic sessions.

2.7.4 Certificate in Business and Vocational Skill(CBVS) Programme

This is a knowledge cum skill-based programme designed for persons with innate potential that could be tapped through exposure to some entrepreneurial training and mentoring. The programme hopes to instigate entrepreneurial thinking and behaviour among course participants by exposing them to classroom lectures and practice-oriented sessions. After classroom work, the course participant will be transferred to the business skills incubation unit of COCES for actualization of specific business plan and later graduates into the world as a practicing entrepreneur.

2.7.4i. Entry Qualification:

At least five O'level passes including English language and Mathematics.

2.7.4ii Duration:

Certificate Programme runs for minimum of six months and a maximum of one year.

2.7.5 Short Term Trade/Vocational Skills Programme

The Centre runs short-term Certificate Courses for practising Business men and women, artisans and entrepreneurs who may desire to learn specific skills in Business Management and practice. The programme is open to Business people, traders, civil servants, retirees and those who are about to retire, undergraduates, fresh graduates and unemployed people. The programme is centered on job creation and self-employment.

2.7.5 I Duration

Three (3) to six (6) months (depending on the students' performance)

2.7.5 ii Admission Requirements

The two programmes above are open to those with reasonable level of literacy and numeracy. Holders of any of the following certificates will have an added advantage.

- a. First School Leaving Certificate
- b. Junior Secondary School Certificate;
- c. Senior Secondary School Certificate;
- d. NABTEB Certificate;
- e. TCII Certificate etc.

CHAPTER 3**REGISTRATION OF STUDENTS****STUDENTS REGISTRATION GUIDELINES****NEW STUDENTS****3.1 Acceptance and ICT Fees**

New students are expected to generate Remita Retrieval Reference (RRR) for the Acceptance and ICT fees, and Use the RRR Number to make the payments in any bank via alternative A or B below:

Alternative A (Via University ICT Center Channel)

- I. After payments have been made at the bank, proceed to Nnamdi Azikiwe University ICT Center, located at the University Digital Library to kick start the registration process.
- ii. log onto the Portal Web Interface to perform the following operations:
 - a. Confirm Acceptance and ICT fee payments
 - b. You can also regenerate RRR numbers (Acceptance and ICT fee) in case the one on this slip becomes invalid as RRR numbers expire in about 1-2 weeks
- iii. Qualified Instructors will be available to guide you properly

Alternative B (Via NAU Mobile App Channel)

- i. A student with an android device can download and install the **NAU Mobile** from **Google Play Store**
- ii. After payments have been made at the bank, log on to the Mobile App (**NAU Mobile**) to perform the following operations:
 - a. Confirm Acceptance and ICT fee payments
 - b. You can also regenerate RRR numbers (Acceptance and ICT fee) in case the one on this slip becomes invalid as RRR numbers expire
- iv. Default Sign-in Credentials are:
 - (a) Username: UTME Registration Number
 - (b) Password: password

3.2 Students Verification

- I. New students are to undergo verification at the University ICT Center in the university digital library on schedule for your verification
- ii. Students are to adhere strictly to appointed time and date as failure to do so will attract severe penalties.

-
- iii. At this point, the verifications listed below will be carried out and students will know their status:
 - a. O'Level Result Verification Status
 - b. Local Government Identification Status
 - c. Jamb Biometric Verification Status
 - iv. A student who fails O'level, local government and JAMB biometric verifications will have to write to the Vice Chancellor through the Deputy Vice Chancellor (Academic). The university after concluding its investigations may decide to withdraw the admission or pardon the student.

3.3 Biometrics Capturing

New students having passed the verification will proceed for biometric capturing. This exercise is important, and any student who fails to present himself/herself for capturing is not a valid student.

3.4 Physical Clearance

After biometric capturing, new students are to proceed to the Admissions Office in the University Administrative Block B with the underlisted documents for their physical clearance:

- I. Birth Certificate/Baptismal Certificate
- ii. Online WAEC Result Printout
- iii. Admission Status Slip
- iv. Original Jamb Result Slip
- v. Original Jamb Admission Letter
- ii. Local Government Identification Certificate
- vii. Secondary School Testimonial

A student who fails to undergo physical clearance before the start of first semester examinations will not have the University Matriculation Number (Registration Number) and as such is not a valid student of the University. A student who fails to undergo physical clearance before the end of first semester shall pay appropriate penalty fees. A student who fails to undergo physical clearance by the end of first semester shall lose his/her admission.

3.5 School Fees Payment for New Students

New students after undergoing physical clearance will proceed to generate RRR for their school fees via the understated channels:

Alternative B (Via NAU Mobile App Channel)

- a. Log in again with mobile application, click on the Course Registration button.
- b. Click on Register course button
- c. A list of courses you are meant to register will appear
- d. Check the courses you are expected to register and click on submit button
- e. NOTE: Contact your ICT Officer or your Course Representative or Your Head of Department to obtain the list of courses you are required to offer for the session

OLD STUDENTS**3.8 School Fees Payment for Old Students**

Old students are expected to generate RRR for their school fees and pay on or before 3 weeks after resumption. Generation of RRR can be done via the understated channels:

Alternative A (Via University ICT Center Channel)

- I. Proceed to the NAU ICT Center at the University Digital Library
- ii. Log on to the Portal Web Interface school registration number and password
 - a. Click on **GENERATE PAYMENT RRR** button
 - b. Click on **GENERATE SCHOOL FEES RRR** button
 - c. Print out the RRR Slip or copy out the RRR number
 - d. Proceed to any bank of your choice located anywhere to make payment

Alternative B (Via NAU Mobile App Channel)

- a. Log into the mobile application, click on the **GENERATE PAYMENT RRR** button to get the RRR for the payment.
- b. Click on **GENERATE SCHOOL FEES RRR** button
- c. Screenshot or Copy out RRR number
- d. Use the RRR NUMBER to make payment at any bank of your choice nationwide

After generation of RRR and payment of school fees, students are to login into the mobile app to confirm their payment.

3.9 Course Registration for Old Students

All old students are expected to register their courses online before the commencement of semester's examinations. Any student who fails to register his/her courses will not be able to participate in the examinations.

Any course registered, must be written. A student who registers a course and fails to write the examination, will carry the course over.

Any student who fails to register his/her courses online, and ends up sitting for

Alternative A (Via University ICT Center Channel)

- I. Proceed to the NAU ICT Center at the University Digital Library
- ii. Log on to the Portal Web Interface using the default sign-in credentials shown in (Step I) above to perform the following operations.
 - a. Click on **GENERATE PAYMENT RRR** button
 - b. Click on **GENERATE SCHOOL FEES RRR** button
 - c. Printout the RRR Slip or copy out the RRR number
 - d. Proceed to any bank of your choice located anywhere to make payment

Alternative B (Via NAU Mobile App Channel)

- a. Log into the mobile application, click on the **GENERATE PAYMENT RRR** button to get the RRR for the payment.
- b. Click on **GENERATE SCHOOL FEES RRR** button
- c. Screenshot or Copy out RRR number
- d. Use the RRR NUMBER to make payment at any bank of your choice nationwide

3.6 Registration Number Generation

After payment of school fees, students should proceed to the ICT Center at the Digital Library to print out their Registration Number.

3.7 Course Registration for New Students

All newly admitted students are expected to register their courses online before the commencement of semester's examinations. Any student who fails to register his/her courses will not be able to participate in the examinations. Any course registered, must be written. A student who registers a course and fails to write the examination, will carry the course over. Course registration can be carried out via the channels below:

Alternative A (Via University ICT Center Channel)

- i. Come to the NAU ICT Center at the University Digital Library
- ii. Log on to the Portal Web Interface using your UNIZIK Registration Number and your password to perform the following operations
 - a. Click on Course Registration button
 - b. Click on Register Course button
 - c. A list of courses you are meant to register will appear/li>
 - d. Check the courses you are expected to register and click on submit button
 - e. NOTE: Contact your ICT officer, or your Course Rep or Your HOD to get the list of courses you are to offer this session

the examinations will not have results for those courses, and any result in the hard copy must be online. Therefore, any result in the hard copy not obtained online is not a valid result and will not be used to compute the Final Cumulative Grade Point Average (FCGPA) for the student.

Course registration can be carried out via the channels below: Alternative A (Via University ICT Center Channel)

- iii. Come to the NAU ICT Center at the University Digital Library
- iv. Log on to the Portal Web Interface using your UNIZIK Registration Number and your password to perform the following operations:
 - a. Click on Course Registration button
 - b. Click on Register Course button
 - c. A list of courses you are meant to register will appear
 - d. Check the courses you are expected to register and click on submit button
 - e. NOTE: Contact your ICT officer, or your Course Rep or Your HOD to obtain the list of courses you are to offer for the session

Alternative B (Via NAU Mobile App Channel)

- f. **Log in again with mobile application, click on the Course Registration button.**
- g. Click on Register course button
- h. A list of courses you are meant to register will appear
- i. Check the courses you are expected to register and click on submit button
- i. NOTE: Contact your ICT officer, or your Course Rep or Your HOD to get the list of courses you are to offer this session

3.10 Registration Guidelines for Sandwich Students

1. Go to Utility to generate RRR for acceptance and biometric fee
2. Proceed to bank to make the payment
3. Go back to Utility to confirm the payment
4. Your e-Clearance form will be printed for you.
5. Proceed to admission office in Block B of the Admin Block for physical clearance
6. After which you go back to ICT Center in Utility to generate RRR for school fees
7. Go to bank and make the payment, go back to utility to confirm the payment.
8. Your Registration Number will be issued to you.

3.11 Registration Guidelines for newly admitted and old CEP students

The following constitutes the steps for registration:

- a. **Biometric Capturing**
 - I. Log on to the Portal Web Interface using your UNIZIK Registration Number

- and your candidates for Pre-Admission Examination must appear physically for Biometric Data Capturing at the CEP ICT Unit Registration Centre at the Utility Building (Upstairs)
- ii. Failure to appear for Biometric Capturing automatically disqualifies a candidate from participating in the Pre-Admission Examination.
 - iii. All screened and qualified candidates should attend a compulsory crash training/mock test at the University Digital Library.
 - iv. The Pre-Admission Examination is computer-based.
- b. Acceptance and ICT Fees**
- i. Admitted candidates from the conducted Pre-Admission Examination are expected to generate Remita Retrieval Reference (RRR) for payment of Acceptance and ICT fees all the CEP ICT Unit Registration Centre at the Utility Building (Upstairs); thereafter, they should use the RRR number to make the payments in any bank in the campus.
 - ii. Each candidate should after payment return to CEP ICT Unit Registration Centre at the Utility Building (Upstairs) for confirmation and printing of e-clearance form.
- c. Physical Clearance**
- After the payment of acceptance fee, each candidate should proceed to CEP Admissions' Sub-Unit (within CEP General Office) in the Utility Building for physical clearance with the following:
- i. Evidence of acceptance fee payment (original bank printout and deposit slip)
 - ii. Admission status slip
 - iii. e-clearance form
 - iv. Photocopy of CEP Application Form
 - v. Biometric identity card from CEP ICT Unit Registration Centre
 - vi. Online O'level result print-out
 - vii. Secondary school testimonial

A student who fails to undergo physical clearance before the start of first semester examinations will not have the University Matriculation Number (Registration Number) and as such is not a valid student of the University. A student who fails to undergo physical clearance before the end of first semester shall pay appropriate penalty fees. A student who fails to undergo physical clearance by the end of first semester shall lose his/her admission.

d. Online Clearance

After physical clearance, an online clearance is undergone by each candidate at CEP General Office to enable him/her to pay development levy.

e. Development Levy Payment

After physical clearance, candidates should proceed to generate RRR for their development levies payment through these channels:

- i. Proceed to the CEP ICT Centre at Utility Building (upstairs) to generate RRR for payment of development levy.
- ii. Go to any bank within the campus to pay, and thereafter
- iii. Return to CEP ICT Centre at Utility Building (upstairs) for confirmation of payment and print out registration number
- iv. Late payment of yearly development levy after the end of second semester attracts late payment fine.
- v. For the late payment of development levy, students are expected to generate separate RRR fee at the CEP ICT Centre at Utility /building (upstairs) for the payment of the late payment fine.
- vi. Old CEP students are expected to generate RRR for their development levy payment before the commencement of the first semester examinations as no student (whether old or new) is admitted into examinations halls without an evidence of payment of development levy.

f. Collection and Return of Files

When all the payments have been made, each candidate is expected to come to CEP Records Sub-Unit for collection of four (4) files and other registration materials.

On completion and proper arrangement of all required materials given to him/her in the file, the candidate should proceed to the office of the Deputy Registrar, CEP for the signing of course registration form by the latter on behalf of the Director, CEP. The student should then;

- i. proceed to Unizik Medical Service for medical examination and signing of the forms.
- ii. return one file to CEP Records Sub-Unit
- iii. take one file to his/her Faculty office
- iv. take one file to his/her Department and
- v. take one file to university's Records Unit (Administrative Building Block A)

g. Admission Letters

On final completion of all the processes above, the candidate will be issued an Admission Letter by the CEP Admissions Sub-Unit and qualifies to be addressed as a CEP student.

CHAPTER 4**GUIDELINES ON COURSE CREDIT SYSTEM****4.1 Introduction**

Nnamdi Azikiwe University operates the course credit system in all Faculties except in Medicine.

4.2 Course Credits**4.2.1 Course**

A course shall be defined as a collection of topics in given subject area(s) taught over a specific period of time at the end of which students are examined and on the basis of which they earn credits.

4.2.2 Credits/Credit Units

- i. Credit units are weights assigned to each course as a measure of the work done in that course. They are used as a measure of course weighting and also as an indicator of student's work load.
- ii. As a measure of course weighting, a credit unit consists of number earned by a student for satisfactorily completing the course.
- iii. As an indicator of student's work load, a credit unit consists of specified number of student-staff contact hours per semester.
- iv. A credit unit as in (ii) above is defined in the following equipment:
 - one hour of lecture or tutorial
 - three hours of laboratory, field work, workshop, clinical/studio practice or stadium sporting activity.
 - six hours of teaching practice.
 - one week of industrial attachment

4.2.3 Semester

The academic session comprises two semesters of eighteen (18) weeks each, made up as follows:

- | | | | |
|---|-------------------|---|---------------------------|
| - | Registration | - | 1 week(1st Semester only) |
| - | Lectures/Revision | - | 4weeks |
| - | Examination | - | 3weeks |

Continuing Education Programme (CEP) runs in tandem with regular programme.

For the sandwich programme, long vacation contact lasts for eight (8) weeks while the Easter contact lasts for four (4) weeks.

4.3 Work Load

To ensure that no programme falls short of the approved minimum academic standards of a given discipline, some ranges of work load are defined for staff and for students.

4.3.1 Work Load for Full-time Lecturers

The work load for each academe staff depends on his rank and his involvement in administrative duties.

- I. Full-time lecturers' work load distribution shall be as shown in table2:

Table2: Full time Lecturers' Workload

POST/RANK OF STAFF	CREDITS	
	Minimum	Maximum
Vice-Chancellor	0	3
Deputy VC/Provost	0	3
Dean/Director	4	6
HOD/Coordinator	6	8
Prof/Reader, Snr Lecturer	8	10
Others	10	12

- I. No lecturer shall normally carry more than 4 (four) courses or twelve (12) credits whichever is less.

4.3.2 Work Load for Students

- i. The total work load required for any given degree shall be the same for part time as full-time
- ii. Every full-time student shall register for not less than fifteen (15) credit units and not more than twenty-four (24) credit units per semester except for students on field experience/industrial attachment or as provided in (iv) below.
- iii. However, a final year student shall be allowed to register twenty eight (28) credit units per semester provided that it would enable him clear all his outstanding courses. Otherwise he shall comply with 4.3.2 (ii)
- iv. Every part-time student shall register for not less than ten (10) credit units and not more than fourteen (14) credit units per semester
- v. Notwithstanding 4.3.2(ii) and (i), a final year student, who has exceeded the

minimum number of years allowed for his programme (4.4), may register for less than the minimum credit units allowed for a semester but not more than the maximum.

- vi. Attendance at all lectures, practicals, clinics etc is required, but a minimum attendance of 75% is compulsory. Attendance shall be calculated by the Department from the Students' Class Attendance Register submitted by the course lecturer.
- vii. A student who registers without approval for more than his maximum approved credit units for a semester shall forfeit the grade(s) made in those course(s) listed beyond the approved credit unit (as listed in the Course Registration Form) provided carryover courses are counted first.
- viii. Any score(s) and grade(s) made for unregistered or unapproved course(s) shall be forfeited.
- ix. No student on SIWES Training or Teaching Practice shall be allowed to write any examinations for that semester.
- x. Any score(s) and grade(s) obtained during the semester a student is on SIWES Training or Teaching Practice shall be forfeited.
- xi. A student who has more than ten (10) credit units outstanding up to semester preceding the semester of training shall not be eligible to participate in the SIWES until he/she has remedied his/her academic record.

4.4 Duration of Academic Programmes

The duration of academic programme from the date of first registration in the University are as stated in Table 3.

- I. All cases of inter-faculty transfer shall be treated as Direct Entry for the purpose of determining the maximum duration of academic programme.
- ii. For the avoidance of doubt, the approved periods of absence from the University shall normally be excluded in calculating the maximum duration of academic programme.
- iii. Except for 4.4(i), extension under any circumstances shall not be entertained.

Table 3: Duration of Academic Programme (in years)

Programme	Full Time		Part Time	
	Minimum	Maximum	Minimum	Maximum
Agriculture				
Engineering				
Environmental Sciences (except Architecture)	5(4)	7½(6)	-	-
Health Science and Technology				
Law				
Pharmacy (B.Pharm)				
Medicine	6(5)	9(7½)	-	-
Pharmacy (PharmD)				
Others	4(3)	6(4½)	6(5)	9(7½)

4.5 Coding of Courses

- I. All the courses of this University are uniquely coded to show at a glance the Department or the Sub-Department offering the course, the level (ie the year of study) within the approved full-time programme, the semester in which the course is taught. and the subject area.
- ii. Each course code comprises two parts: a three-letter pre-fix and a three digit number.

- iii. The pre-fix which is approved by the Senate uniquely describes the Department or the Sub-Department offering the course.
- iv. The first digit of the three-digit number indicates the year of study in which the course is taught. This ranges from one (I) to six (6).
- v. The second digit refers to the subject area within the course. This number ranges from zero (0) to nine (9).
- vi. The third digit is odd or even for the first or second semester respectively.

4.6 Grading System

- i. The mark obtained in each course is made up of continuous assessment of 30% and an end-of-semester examination of 70%.
- ii. For courses with laboratory aspects, the continuous assessment shall comprise 15% labs and 15% tests.
- iii. Continuous assessment comprises any of;
 - a. at least three tests, quizzes or assignments
 - b. term paper, exhibition, field trip
 - c. assessment in workshop/laboratory/studio/clinics
 - d. any combination as may be applicable to the discipline.
- iv. Marks from continuous assessment shall be submitted to the Head of the Department at least two weeks before the start of the semester examinations.
- v. End-of-semester's examinations shall be conducted for the course registered in that semester except in the Faculty of Medicine where the professional examinations are given whenever they are due.

SECTION 4.6.6 – 4.8.2, 4.9(a)(vii) and 4.9(b) SHALL NOT APPLY TO THE FACULTY OF MEDICINE YET

4.6.1 Grade Point (GP)

The mark scored in each course (continuous assessment score plus end-of-semester examination score) has an equivalent letter grade of F to A, and each letter grade has a corresponding numerical value of 0.00 to 5.00 called a GRADE POINT as in Table 4.

Table 4: GRADING SYSTEM

MARKS	LETTER GRADES	GRADE POINT	FINAL CGPA	CLASS OF DEGREE
70-100	A	5.00	4.50-5.00	1st Class
60-69	B	4.00	3.50-4.49	2nd Class Upper
50-59	C	3.00	2.40-3.49	2nd Class Lower
45-49	D	2.00	1.50-2.39	3rd Class
40-44	E	1.00	1.00-1.49	Pass
0-39	F	0.00	0.00-0.99	Fail

4.6.2 Grade Point Average (GPA)

- i. The academic performance of a student in any semester shall be measured with the **Grade Point Average (GPA)**, the maximum value of which is 5.00, and the minimum 0.00.
- ii. **Quality Point (QP):** The Product of the Credit Unit and Grade Point of each course defines the **Quality Point** for that course.
- iii. **The Grade Point Average (GPA)** defines the academic performance of the student in a semester. It is obtained by dividing the **Total Quality Points (TQP)** by the **Total Credit Units (TCU)** for all the courses registered in that semester. That is, for that semester.

$$\text{GPA} = \frac{\sum(\text{TQP})}{\sum(\text{TCU})}$$

4.6.3 The Cumulative Grade Point Average (CGPA)

- i. The **Cumulative Grade Point Average (CGPA)** is the measure of the student's overall academic performance at any given point in his programme.
- ii. CGPA is normally computed at the end of each semester as an up-to-date weighted mean of the grade points, where the weights are the course credit units.

- iii. The Grade Points earned at all end of semester examination shall count towards the CGPA in (iv) below.
- iv. To compute the CGPA the Total Quality Point (TQP) is divided by the Total Credits Units (TCU) for all courses registered/repeated so far in the programme.

$$CGPA = \frac{\sum_{i=1}^{n} (TQP)}{\sum_{i=1}^{n} (TCU)}$$

Where i= 1 is the first year and n is the n-th year of the programme. This is detailed in Table 5 for a student

4.6.4 Final Cumulative Grade Point Average(FCGPA)

- I. The FCGPA is calculated at the end of a student's academic programme to determine the degree he/she shall be awarded.
- ii. To compute the FCGPA, the total quality points earned by the student during his/her study is divided by the total credit units carried throughout the duration of the study.

The Final Cumulative Grade Point Average (FCGPA) calculated at the end of a student's academic programme shall determine the class of degree he/she shall be awarded.

TABLE 5: CGPA CALCULATION

	TQP	TCP	CGPA
YEAR I	a_1	b_1	a_1/b_1
YEAR I	a_2	b_2	$(a_1+a_2)/(b_1+b_2)$
YEAR III	a^3	b^3	$(a_1+a_2+a_3)/(b_1+b_2+b_3)$
YEAR IV	a_4	b_4	$(a_1+a_2+a_3+a_4)/(b_1+b_2+b_3+b_4)$
YEAR V	a_5	b_5	$(a_1+a_2+a_3+a_4+a_5)/(b_1+b_2+b_3+b_4+b_5)$
YEAR n	a_n	b_n	$(a_1+a_2+a_3+a_4+a_5+...+a_n)/(b_1+b_2+b_3+b_4+b_5+...+b_n)$

4.7 Academic Standing

There shall be only two classes of students: student in good academic standing, and student on academic probation. (See Table 6).

4.7.1 Good Academic Standing

- I. A cumulative grade point average (CGA) of at least 1.00 shall place a student in good academic standing.

4.7.2 Academic Probation

- i. A student whose CGPA lies between 0.60 and 0.99 shall be placed on academic probation in the following session.
- ii. Such a student shall either:
re-register and repeat the failed courses and any other course(s), subject to maximum of fifteen(15) credits or:
transfer to another programme (following the guideline in 2.2.5)

- iii. A student who had withdrawn voluntarily may be considered for re-admission on application to Senate.
- iv. Voluntary withdrawal shall be for a period of one (1) academic session at any one time, renewable on request for one more session only

4.8.4 Withdrawal from the University on Health Grounds

- I. A student shall be allowed to withdraw from the University on health grounds if the recommendation for such withdrawal by a medical officer is authenticated by the University Director of Medical Services.
- ii. On production of a medical certificate of fitness authenticated by the Director of Medical Services, such a candidate shall be considered for re-admission only by Senate.
- iii. A student who has withdrawn on health grounds shall retain all the grades made in the courses he has taken before his withdrawal.

4.8.5 Withdrawal from the University for Disciplinary Reasons

- I. The Senate shall order a student to withdraw from the University on disciplinary ground such as forgery, fraud, examination misconduct, membership of secret cults etc.
- ii. A student required to withdraw from the University for disciplinary reasons shall neither be issued with a transcript nor be considered for admission into any of the University's programmes, for any job or contract with the University.
- iii. The particulars of such a student shall be circulated to all other Nigerian Universities and published in Nigerian dailies.

4.8.6 Unauthorized Withdrawal from the University

- I. A student of the University who fails to register without prior authorization by the appropriate authority shall be deemed to have ceased to be a student of the University for that session.
- ii. A student who leaves the University as in (i) above for more than two (2) or more sessions shall apply for re-admission through JAMB.

4.9 Qualification for Award of Degrees

- a) For a candidate to qualify for an award of a degree of the Nnamdi Azikiwe University, he must have:
 - I. been deemed to be of good behaviour;
 - ii. met the admission requirements for his year of admission;
 - iii. submitted the original certificate(s) or certified statement(s) of result from the awarding body for all examinations that qualified him for admission into the University;

TABLE 6: SUMMARY OF ACADEMIC STANDING

CGPA	EFFECT	CGPA	EFFECT
1.00 -5.00	Good Academic Standing		
0.60- 0.99	Repeat		
	the Year		Withdraw from University
	OR		
	Change		
	Department		
0.00 - 0.59	Withdraw from University		Poor Academic Standing

4.8 Withdrawals by Students**4.8.1 Withdrawal from the Department/Faculty on Academic Grounds**

A student may transfer out of his present Department/Faculty on academic grounds if his CGPA falls between 0.60 and 0.99

4.8.2 Withdrawal From the University on Academic Grounds

- i. A student shall be required to withdraw from the University on academic grounds at the end of each session if:
 - his CGPA is below 0.60
 - his CGPA is below 1.00 while on probation
 - he has spent more than 150% of the minimum time required for his programme as in 4.4 for reasons other than ill-health.
- ii. A student who has withdrawn from the University on academic grounds shall apply for re-admission through JAMB.

4.8.3 Voluntary Withdrawal

- I. A student of the University may withdraw voluntarily at any time on completion of a voluntary withdrawal form and on the approval of Senate.
- ii. A student granted voluntary withdrawal shall retain all the grades he made in the courses he has taken so far.

- iv. spent the minimum period required for his programme;
- v. spent a minimum of two (2) years as a bona fide student of this University;
- vi. registered for, and passed all the courses stipulated for his programme; and passed all other courses duly registered

On no condition shall any course whether a core course or elective course be waived for any student;

- vii. scored a minimum Final Cumulative Grade Point Average (FCGPA) of 1.00;
- viii. without prejudice to section 4.9 a(vi) above, all inter/intra Faculty transfer students would be required to pass all the courses stipulated for the new programme. Such students are therefore, not required to meet the course requirements for their former programme.
- ix. cleared all his indebtedness to the University
- x. met all Faculty/Departmental requirements for an award of the degree
- xi. complies with such other requirements prescribed by the Senate.

b) Notwithstanding 4.9(a) above:

- i. Only one (I) degree shall be awarded for each study period spent in this University.
- ii. The First Class Degree shall be awarded only if the course of study is completed within the minimum prescribed period for that programme (as in 4.4) except for an extension occasioned by ill health and certified as in 5.1.
- iii. An aegrotat degree shall, on application (from the Head of Department through the Dean) to Senate be awarded to a student who has met all the conditions in 4.9 (a) above but could not write his last semester examinations due to ill health and certified as in 5.1(vi).

CHAPTER 5

EXAMINATIONS

5.1 Introduction

- i. Nnamdi Azikiwe University operates the course credit system with an examination administered at the end of each course work which is usually at the end of each of the two semesters in an academic session.
- ii. No special degree examination shall be conducted for the award of degree, hence each semester examination is important and every student is required to sit an examination in each course he registered for at the beginning of the session
- iii. This University is first and foremost a teaching and research institution; all other functions of the University ranking well below this function. To any University worthy of a good name or desirous of achieving one, a healthy, reliable and well-run examination process is a sine qua non.
- iv. All examinations are centrally organized but administered by individual Faculties.
- v. Any student who misses a chance to sit an examination on the published date and time but has a valid reason like illness, for missing it, shall submit a medical certificate to the Vice Chancellor, through his Head of Department, within two (2) weeks from the date of examination, or of discharge from the hospital, whichever is later.
- vi. Only if the medical certificate is authenticated by the University Director of Medical Services, shall the student be allowed to sit the examination without penalty in the next examination in that course. No special or private examination shall be arranged for such a student.
- vii. Such permission shall be communicated in writing by the Registrar, upon approval by the Vice-Chancellor and copied to the Dean of the Faculty and the Head of Department.
- viii. Students who do not appear in an examination for an inexplicable or invalid reason shall be deemed to have failed that course and shall be awarded "F" in that course.
- ix. Any student who fails a course shall re-register for it the next time it is offered alongside other courses of that semester provided he does not exceed his maximum credit load per semester; else he may drop some new courses as directed by his academic adviser.

5.2 Conduct of Examinations

- I. All examinations will be centrally organized but administered on Faculty basis, involving the following committees and boards: University Senate, Timetable and Classroom Space Committee, University Senate Examination

- Committee, Faculty Board of Examiners, Faculty Examinations Committee, and Departmental Board of Examiners.
- ii. All Heads of Department shall prepare class albums in triplicate copies for use in admitting students into examination halls.

5.3 Composition of the Committees and Boards

5.3.1 University Senate Timetable and Classroom Space Committee

- i. Chairman
- ii. Two(2) representatives of Senate
- ii, One(1) representative of each Faculty
- i. Vice-Chancellor's representative
- v. Registrar as Secretary

5.3.2 University Senate Examinations Committee

a) Examination Misconduct Panel

- i. Chairman
- ii. Four(4) Members of Senate
- iii. Faculty Officer as Secretary

b) Examination Monitoring Team

Members to be appointed by the Vice -Chancellor

5.3.3 Faculty Board of Examination

- i. Dean of Faculty as Chairman
- ii. All Heads of Departments of the Faculty
- iii. All Senior Lecturers and above
- iv. All Course Lecturers(in attendance)
- v. Faculty Examinations Officers
- vi. Faculty Officer

5.3.4 Faculty Examinations Committee

- i. Faculty Examinations Officer as Chairman
- ii. The Department Examination Officers (each of whom shall normally be of the rank of Senior Lecturer and above)
- ii. Faculty Officer as Secretary

5.3.5 Departmental Board of Examiners

- i. Head of Department as Chairman
- ii,. Not less than two (2) and not more than six (6) other members comprising the most senior academic members of the Department representing the different specialties in the Department.
- iii. The Departmental Examination Officer as Secretary.

5.4 Functions of the Committees and Boards**5.4.1 University Senate Timetable and Classroom Space Committee**

- I. To draw up general University lectures, and examination timetables for only the Inter Faculty courses with matching schedules of invigilators for the examinations. These shall be done early enough to enable the Faculties prepare their lecture timetables at least two (2) weeks before the beginning of any semester, and also for the Faculty Examinations Committee to publish their examination timetable at least four (4) weeks ahead of the semester's examinations.
- ii. To deal with the allocation of classroom spaces in relation to the timetables for lectures and examinations
- iii. To allocate classroom spaces for lectures and examinations to the Faculty Examinations Committees for inter-Faculty courses.
- iv. In dealing with (ii) to ensure that
 - There shall be minimum of two (2) invigilators per examination hall and a minimum of one (1) invigilator per twenty-five (25) students unless it is impossible;
 - no two(2) candidates writing the same examination be allowed to sit next to each other unless it is impossible
- v. To ensure that alterations to the examination timetables and invigilation schedules shall only be made by the Chairman of the University Senate Timetable and Classroom Spaces Committee with approval of the Vice-Chancellor.
- vi. To undertake such other matters as may be referred to it by the Senate or the Vice-Chancellor

5.4.2 University Senate Examination Committee

- i. Examination Misconduct Panel shall be established for each Faculty. Quorum is Chairman plus two members.
- ii. The Panel shall start sitting from the first day of examination until a week after examinations are completed. Defaulting students must appear within this period
- iii. The Panel shall under normal circumstances dispose of all cases of examination misconduct brought before it, before the commencement of the next session
- iv. To undertake such other matters as may be referred to it by the Senate or the Vice-Chancellor

5.4.3 Faculty Board of Examiners

- i. To approve the Faculty examination results.
- ii. To deal with any other matters referred to it by the Senate or the Vice-Chancellor

5.4.4 Faculty Examinations Committee

- i. To make, through the Faculty examinations Officer, in consultation with the Departmental Head and the Dean-requisition for examination material(s) at least, a month before the commencement of examinations.
- ii. To oversee the entire examination process in the Faculty for both the inter- and intra-Faculty courses.
- iii. To monitor the implementation of the invigilation schedules for both the inter and intra-Faculty examinations involving the Faculty
- iv. To co-ordinate the conduct of all examinations in the Faculty.
- v. To prepare an end-of-examination report for the Dean of the Faculty.
- vi. To liaise with the Examinations Monitor(s) of the Faculty.
- vii. To undertake such other matters as may be referred to it by the Dean of the Faculty.

5.4.5 Departmental Board of Examiners

- i. To moderate all question papers of the Department.
- ii. To approve the Department examination results (with the course lecturers in attendance).
- iii. To advise the Head of Department on the appointment of external examiners.
- iv. To undertake such other matters as may be referred to it by the Dean of the Faculty.

5.5 Instruction to Academic Staff**5.5.1 Production of Question Papers**

- i. Each course lecturer shall submit to his Head of Department at least ten (10) questions to cover the scheme in each course he teaches not later than four (4) weeks from the beginning of each semester.
- ii. Any special materials such as graph papers, drawing sheets, and tables required for any examination shall be clearly indicated or attached.
- iii. The Head of Department shall forward all the questions submitted to him to the Departmental Board of Examiners for moderation at least two (2) weeks before the beginning of the examinations.
- iv. No written examination shall last for less than two(2) hours or more than three (3) hours except for multiple choice questions (MCQ) where OMR (Optical Mark Reading must be used. MCO is mandatory for classes greater than five hundred (500).
- v. The Head of Department shall be responsible for the security and reproduction of question papers of the Department.

5.5.2 Handling of Answer Scripts and Examination Results

- I. Continuous Assessment marks shall be submitted to the Head of Department at least two(2)weeks before the start of examinations.

- ii. The course lecturer/coordinator shall collect the packaged answer scripts from the Chief Invigilator at the end of the examination.
- iii. If the course lecturer/coordinator is not available at the end of the examination, the Chief Invigilator shall deliver the packaged answer scripts to the Head of the Department offering the course.
- iv. It is the responsibility of the course lecturer/coordinator to collect the answer scripts from the Chief Invigilator at the examination hall within one (1) hour of the end of examination.
- v. The marks obtained for each course in an examination shall be recorded by the course lecturer (or the course co-coordinator) in a spread sheet application such as MS Excel. See Appendix I
- vi. The students' Registration Numbers only, shall be entered serially and the corresponding names in full with no abbreviations in Excel Data sheet. Not more than three (3) names of each student shall be entered.
- vii. The course lecturer/coordinator shall prepare five (5) copies of (v) above for departmental courses and six (6) copies for service courses,
- viii. The signed score sheets together with marked answer scripts and the marking scheme for the course shall be submitted by the course lecturer/coordinator to the Head of Department at most two (2) weeks from the end of examinations.
- ix. Under no circumstances shall the Head of Department accept score sheets without the answer scripts and the marking scheme.
- x. The Head of Department shall present the result to the Departmental Board of Examiners for moderation and approval not later than three (3) weeks from the end of the examinations.
- xi. The Head of Department shall, within two (2) working days, countersign and distribute the approved result sheets of service courses as follows:
 - Head of the serviced Department
 - Course lecturer/coordinator
 - Deputy Registrar (Exams)
 - MICTU
- xii. The Head of Department shall forward to the Dean of the Faculty all score sheets duly countersigned, the composite result sheets (made out for each class) also in Excel Data sheet as per Appendix II and the minutes of the Departmental Boards of Examiners not later than four (4) weeks from the end of the examinations.
- xiii. The Faculty Board of Examiners shall meet at most five (5) weeks after the examinations to consider the examination results.
- xiv. On the approval of the results by the Faculty Board of Examiners, the Dean of the Faculty shall within two (2) working days countersign the composite result sheets that are then distributed as follows:
 - one copy of each score sheet and composite result sheet, together with the minutes of the meeting of the Faculty Board of Examiners to the Head of

- Department;
- one copy of each score sheet and the composite result to the Deputy Registrar (Exams);
- one copy of each score sheet and composite result sheet (soft and hard copies) to the Management and Information & Communications Technology Unit (MICTU);
- one copy of each score sheet and composite sheet to the Dean of the Faculty; one copy of the score sheet to the Course Lecturer/Coordinator through the Head of Department;
- xv. The Senate shall meet to consider and approve semester examinations results at most one (1) month after the examinations.
- xvi. Students are to access their results by logging on to the University website www.nauportal.com at most one (1) month after Senate approval.
- xvii. The answer scripts and the marking schemes shall be preserved for at least three (3) years by the Head of Department and a further seven (7) years by the University Records Center.

5.6 Instructions to Invigilators

The Invigilators shall:

- i. arrive at least thirty (30) minutes before the start of any examination and sign the Invigilators' Attendance Register.
- ii. ensure that all the seats are in order and that no pieces of papers are left on the floor.
- iii. allow the students to enter the examination hall with only permissible writing materials which shall include current identity card, pens, pencils, calculators (not programmable), rulers and erasers.
- iv. allocate seats to students and ensure that they are well spaced out.
- v. distribute answer booklets, and advise students to write their particulars strictly as required on those booklets and on additional sheets if used.
- vi. cause each student to sign the Student Examination Attendance Register at the start of examination, and after submitting his/her answer script.
- vii. distribute the question papers face down and placed under the answer booklet.
- viii. instruct the students to write only their Registration Numbers on the question papers. No other writings or workings are allowed on the question papers.
- ix. make all announcements at the start of the examination, and as much as possible shall not disturb the candidates during examinations.
- x. no GSM phones must be taken into the examination hall.
- xi. not allow any student to either leave the examination hall within the first thirty (30) minutes of the examination or to enter the hall thirty (30) minutes after the examination has started.
- xii. not allow or assist the students to exchange or borrow any material whatsoever during the examination.

- xiii. collect the answer scripts from the students from their seats, and shall not allow any student to bring his answer scripts to the invigilator.
- xiv. promptly document on the prescribed Examination Misconduct Form for any case of suspected examination misconduct (See Appendix III). The student(s) involved shall complete the form before they can continue with the examination. Failure of the student to do so, shall be documented by the invigilator on the Examination Misconduct Report Form.
- xv. not be engaged in any other work such as marking scripts, reading newspapers or other materials not relevant to the examination, or engage in any other activities that may distract attention from invigilation.
- xvi. not leave the examination hall without prior permission from the Chief Invigilator
- xvii. not remove or use the answer booklet for personal work. Examination booklets are intended for no other purpose than the writing of examinations.

The Chief Invigilator shall:

- i. Warn the students not to tear off any piece of paper either from their question papers or from the answer booklets,
- ii. note the time when all students must have received the answer booklets and the question papers, and allow the students to start,
- iii. package the completed Examination Misconduct Report Form along with the relevant answer script(s) and any supporting material(s) in a separate envelope, the Student Examination Attendance Register(s) and the Invigilators Attendance Register(s) for the Faculty Examination Officer who shall within one (1) working day submit same to the Dean of the Faculty,
- iv. at the end of the examination, make the Invigilators Attendance Register available for the invigilator to sign out,
- v. hand over the packaged answer scripts to the course lecturer/coordinator at the end of each examination,
- vi. account fully for all examination materials supplied to him for each examination not later than one (1) working day after the examination.

5.7 Instructions to Students

5.7.1 Qualification to Sit Examinations

Candidates for each examination are only those students:

- i. who were duly registered for the course as required by the University registration regulations,
- ii. who have attained a minimum of 75% attendance at lectures/lab/clinics,
- ii. whose registration numbers appear on the official examination list for the course,
- iv. who are not on SIWES Training or Teaching Practice,
- v. whose photographs appear on the Department Class Album.

- vi. who have been duly authenticated by the NAU Biometric verification App

5.7.2 Conduct at Examinations

Candidates for each examination are required to comply with the following regulations:

- i. All candidates shall arrive at the designated examination hall thirty (30) minutes before the scheduled time.
- ii. No candidate shall enter the hall unless he has been identified in the class album, or other identity process authorized for the time being by the University
- iii. When asked, a candidate shall enter the examination hall with;
 - Current Identity Card
 - Pen(s), Pencil(s)
 - Calculator (but not a programmable type)
 - Ruler and
 - Any other materials (tables, graph paper, drawing sheet etc) that may be permitted by the Chief Invigilator.
- iv. No candidate shall have any other material in his possession, even a private letter, while inside the examination hall.
- v. No cell phone shall be allowed inside the examination hall.
- vi. The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for himself/herself nor refuse a seat assigned to him/her by the invigilator.
- vii. Any invigilator reserves the right to inspect caps, head ties and sun glasses on the candidates.
- viii. No candidate shall be allowed to either enter the examination hall thirty (30) minutes after the examination has started or leave the hall within the first thirty (30) minutes of the examination.
- ix. No candidate shall be permitted to borrow or lend any material such as ruler, calculator, pen, pencil, eraser etc during an examination.
- x. Candidates are not allowed to tear any paper from either the question papers or answer booklets for any purpose including rough work. Any such work must be done on the answer booklet and be cancelled by the candidate before submitting the answer booklet. No rough work is permitted on the question paper, on the desk, palm or anywhere else.
- xi. No candidate shall leave his/her seat during an examination unless authorized by the invigilator.
- xii. Candidates wishing to draw the attention of the invigilators to any particular issue shall do so by raising their hands and not by rising from their seats, or by making sounds of any sort.
- xiii. All candidates, within the first five (5) minutes of examination, shall write

- their Registration Numbers on both the Question Papers and the Answer scripts. Nothing else shall be written on the question paper.
- xiv. No alteration or cancellation is allowed in the students's registration number. If any mistake is made the Chief Invigilator shall witness and initial the correction immediately it is made.
 - xv. Candidates shall ensure that they enter the question numbers attempted in the appropriate columns on the front cover of the answer scripts.
 - xvi. Every candidate shall sign the Students Examination Attendance Register at the start of each examination
 - xvii. On submission of the answer script after the examination, each candidate shall sign off on the Students Examination Attendance Register.

For the avoidance of doubt. every student is responsible for the proper return of his examination script in the examination hall.

- xvii. Smoking, eating or drinking (except water) is prohibited in the examination hall.

5.8 Examination Misconduct

Any departure either by staff or student from laid down examination regulations constitutes examination misconduct. Examination misconduct should, therefore, be considered for staff as well as for students in and outside the examination hall.

5.8.1 Examination Misconduct Detected in the Examination Hall

- i. Every alleged case of examination misconduct arising during an examination shall be recorded on the prescribed Examination Misconduct Report Form (See Appendix III) filled in duplicate.
- ii. The Examination Misconduct Report Form shall be completed before the student involved is allowed to continue with the examination. The student's examination time shall not be extended.
- iii. An allegation of a case of examination misconduct shall not constitute enough grounds for a student not to be allowed to complete writing the examination except where his/her continued presence within the examination hall endangers peace and good order.
- iv. The Chief Invigilator shall package the completed Examination Misconduct Report Forms along with the relevant answer scripts and any supporting materials, in a separate envelope for the Faculty Examinations Officer.
- v. The Faculty Examination Officer shall collect all cases of examination misconduct at the end of each examination, make a record of them and promptly submit them to the Chairman of the Examination Misconduct Panel for the Faculty through the Dean of the Faculty who may retain the duplicate copy(only) of each Examination Misconduct Report form.

- vi. On no account shall a report on an alleged case of examination misconduct be delayed for more than one (1) working day in the custody of any forwarding officer.
- vii. Only the Dean, the Examination Monitor or Examination Misconduct Panel is empowered to treat examination misconduct cases and so no other officer shall either investigate a case or delay its forwarding process.

5.8.2 Examination Misconduct Detected Outside the Hall

- i. Any suspected case of examination misconduct detected outside the examination hall shall be promptly reported in writing through the Head of Department to the Dean of the Faculty who shall forward the case to the Chairman of the Faculty Examination Misconduct Panel within one (1) working day of the receipt of the report.
- ii. The Examination Misconduct Panel shall dispose of such cases before the next semester examinations.

5.8.3 Penalties for Examination Misconduct by Staff

The following misconduct shall be visited with corresponding penalties subject to the provisions of Act N0 34: Nnamdi Azikiwe University Act 1992,

a) Dismissal Offences

- i. Unauthorized handling of examination questions.
- ii. Assisting a student in answering examination question(s)
- iii. Alteration of approved examination result(s).
- iv. Victimization of student(s) through examination marks.
- v. Award of marks for unmarked examination/quiz scripts.
- vi. Conviction in two offences in No (b) below.

b) Demote by One Rank Offences

- i. Failure to adhere to the relevant marking scheme.
- ii. Failure to return examination answer scripts along with the score sheets and the marking scheme.
- iii. Administering special/private examination.
- iv. Failure to report suspected examination misconduct cases.
- v. Partiality in handling examination misconduct cases.
- vi. Conviction in two (2) offences in No (c) below.

c) Withdrawal of one Month Salary Offences

- i. Absence from invigilation.
- ii. Failure to submit examination questions as required.
- ii. Late submission of examination results
- iv. Non-compliance with examination timetable.

- v. Interference in the investigation of examination misconduct case.
 - vi. Misuse of examination booklet.
 - vii. Conviction in two (2) offences in No(d) below.
- d) Withhold 50% of Monthly Salary Offences**
- i. Lateness to invigilation.
 - ii. Abandonment of invigilation
 - iii. Discussion/issuance of unapproved examination results.
 - iv. Premature destruction/poor storage of examination answer scripts or marking schemes.
 - v. Any delay in forwarding of an examination misconduct case.
 - vi. Failure to collect answer scripts immediately after the examination.
 - vii. Conviction in two(2) offences in No(e) below.
- e) Withhold 10% of Monthly Salary Offences**
- i. Assisting/permitting a student to borrow in the examination hall.
 - ii. Engaging in activities not relevant to examination during invigilation e.g. reading, chatting etc.
 - iii. Failure to convene a meeting of the Board of Examiners.
 - iv. Failure to publish approved provisional results.

5.8.4 Penalties for Examination Misconducts by Students

Here are some misconduct with corresponding penalties as approved by Senate (Table 7). The list is not exhaustive and Senate reserves the right to amend it from time to time.

The effective date for punishment for examination or other misconduct shall be as decided by the Senate approval. The student retains all grades scored prior to the date of Senate approval.

A student who wishes to resume his studies after suspension must apply to Senate for permission to do so and timeously,

Table: 7 Examination Misconducts and their Corresponding Penalties

S/N	Nature of Offence	Penalty
1	Impersonation	Suspension for 3 years for both students for first offenders
2	Forged receipts(s) documents	Suspension for 3 years and hand over to police
3	Collaborative copying	Suspend for 1 year
4	Unauthorized material(s)	Suspend for 2 years
5	Exchange of answer booklets/written material(s)	Suspend for 2 years
6	Refusal to hand over suspected incriminating material(s)	Suspend for 2 years
7	Destruction of suspected incriminating material(s)	Suspend for 2 years
8	Mutilation of or use of fake Registration Number	a) Suspend for 1 year for mutilation of Registration number b) Suspend for 3 years for use of fake Registration Number
9	Battery/Assault occasioning harm or fighting an invigilator	Suspension for 3 years and should present an apology letter
10	Presentation of false identity card	Suspend for 2 years
11	Possession of unauthorized materials relevant to exams	Suspend for 2 years
12	Smuggling of question paper out of the exam hall	Suspend for 3 years
13	Smuggling of answer script into or out of the exam hall	Suspend for 3 years
14	Conviction in two or more misconduct offences	The punishments shall be cumulative subject to maximum of three (3) years
15	Refusal to appear before the panel after three invitations	Apply the punishment for the offence for which the candidate failed to appear for trial

S/N	Nature of Offence	Penalty
16	A student who is found guilty of committing for a second time any of the offences that attract 3 years suspension	Expulsion
17	A student who is found guilty of committing for a second time any of the offences that attract 1 year or two years suspension	Suspend again
18	Refusal to sign the examination misconduct form	Suspend for two years
19	Failure to return an answer script	Repeat the Year
20	Talking to another student during an examination	Award an "F"
21	Looking into another student's answer script	Award an "F"
22	Unruly behaviour to the invigilator or any other examination officer	Award an "F"
23	Borrowing or lending of any material in the examination hall	Award an "F"
24	Writing before the start of the examination	Loss between 5 and 20 marks
25	Writing after the call for stop of examination	Loss between 5 and 20 marks
26	Writing things other than the registration number on the question paper	Loss between 5 and 20 marks

5.9 Petitions on Examination**5.9.1 Student Petition Against marks Awarded**

A student might be aggrieved at the mark awarded to him/her at the end of an examination in a course.

- I. It is the right and not a privilege of the student to seek re-marking of his answer script not later than the end of the semester following the examination.
- ii. No petition for re-mark shall be entertained in respect of examinations where Optical Mark Reader (OMR) or Computer Based Test (CBT) is used.
- iii. To initiate this exercise, the student shall pay the prescribed fee of fifty thousand naira (N50,000.00) for non professional examinations and one hundred thousand naira (N100,000.00) for professional examinations such as MBBS, Medical Laboratory Science, Nursing, Medical Rehabilitation, Radiography, Pharmacy, Architecture etc at the Bursary and attach a copy of the receipt for such payment to a petition addressed to the Vice-Chancellor requesting that his scripts be re-marked.
- iv. The Vice-Chancellor shall request from the Dean of the Faculty concerned the following materials relevant to the course in question:
 - all the answer scripts
 - the question paper
 - the marking scheme
 - the Score Sheet for the class
- v. The Vice-Chancellor, in addition to the petitioner's script, shall make a random selection of six (6) scripts as follows:
 - two scripts, one tending towards the highest score and the other tending towards the lowest score;
 - two scripts, one each bearing a mark immediately above and immediately below the petitioner's mark;
 - any other scripts.
- vi. The Vice-Chancellor shall arrange a re-mark of the selected scripts using an external assessor.
- vii. If the differences in marks for all the re-marked scripts are less than 5% then the petition fails and the case is closed.
- viii. If the difference in marks is minus 5% or less for the petitioner then
 - the petitioner is awarded the new mark
 - the petition fails
 - the petitioner's case is closed without prejudice to (x) below.
- ix. If the difference in marks is plus 5% or more for only the petitioner, then the petition succeeds and:
 - the petitioner is awarded new mark;
 - the petition fee is refunded;
 - a possible case of victimization shall be investigated and if established,

- appropriate disciplinary measures are applied.
- x. If the differences in marks are 5% or more for two (2) or more of the marked scripts then:
 - if the petitioner is one of the above cases; his petition succeeds, he is awarded the new mark and his petition fee is refunded
 - if the petitioner is not one of the above cases, his petition fails and his case is closed.
 - all the scripts shall be re-marked
 - a case of unmarked examination scripts or failure to adhere to the marking scheme(s) shall be investigated and if established, appropriate disciplinary measures are applied.
 - xi. The Vice-Chancellor shall endeavor to dispose of the matter in the shortest possible time.

5.9.2 Staff Petitions on Examination

Every academic staff has the right to petition the Vice-Chancellor through the Head of Department and the Dean of his Faculty on any perceived unfair treatment/bad handling in connection with any aspect of the examination in this University; an advance copy shall be dispatched to the Vice-Chancellor.

- i. The Head of Department shall within two (2) working days forward the petition to the Dean of Faculty.
- ii. The Dean of Faculty shall within five (5) working days of its submission forward the petition to the Vice-Chancellor.
- iii. The Vice-Chancellor shall endeavour to dispose of the matter in the shortest possible time in order not to delay the publication of the students' results.

5.10 External Examiners

5.10.1 Introduction

The External Examiner performs a most important quality control function in the University's examination process.

- i. The External Examiner ensures that the University's avowed academic standards are duly reflected in the quality of question papers and the marking schemes, and students' projects.
- ii. The External Examiner shall submit an independent report to the Vice-Chancellor at the end of each external examination exercise.

5.10.2 Appointment

- I. The External Examiner shall be a senior academic of a rank not below a senior lecturer and shall be external to the University. If in industry or in professional practice, he shall have attained such a senior academic rank prior to leaving

- University service. In any event, he shall possess evidence of academic currency in his field.
- ii. The appointment of an external examiner shall be in accordance with the following processes:
 - a. For each field of study in each Department, the Head of Department shall, in consultation with the Departmental Board of Examiners propose two (2) persons, one (1) of whom is an alternate examiner to the Faculty Board, along with their curriculum vitae.
 - b. The Faculty Board shall consider these nominations and make recommendations to the Senate which shall consider these and then make the appointment.
 - c. Nothing in the aforesaid procedure shall be construed to be at variance with Act 34 Nnamdi Azikiwe University Act 1992, as it concerns the Vice-Chancellor on the removal of examiners.
 - iii. The External Examiner's term of appointment shall be year by year for a maximum of three (3) years after which he shall not be eligible for appointment until a period of three (3) years has elapsed from the end of his last appointment unless otherwise authorized by Senate.

CHAPTER 6**EXAMINATIONS FOR THE MBBS DEGREE****6.1: General Regulations**

- (i) The University examination regulations for staff and for students will apply to all scheduled Faculty examinations, The scheduled Faculty examination are:
- 2nd, 3rd, 4th and 5th MBBS examinations.
- (ii) The mark obtained in any subject of the professional examination shall be earned from continuous assessment and the examination, Continuous assessment shall constitute thirty percent (30%) and the professional examination the remaining seventy percent (70%).
- (iii) The pass mark in each subject for all professional examinations is fifty percent (50%)
- (iv) The result for each subject shall be expressed as Pass or Fail but Distinction may be awarded for 70 (seventy) percent or above in any subject; provided the candidate passes all the subjects of the particular professional examination in the first attempt.
- (v) The marks obtained in the constituent courses of a subject in any professional examination shall be pooled so as to give one score for the subject. A student therefore fails or passes a subject. A student who fails, does the second examination or repeats a whole subject rather than its constituent courses after payment of the prescribed fee.
- (vi) Each Department shall conduct a fresh continuous assessment before every second examination.
- (vii) The mark obtained in any subject after the second examination shall consist of the score from a fresh continuous assessment plus the mark obtained in the second examination, graded over seventy percent (70%)
- (viii) External Examiners shall be involved in all professional examinations.
- (ix) A pass in the clinical is mandatory for a pass in clinical subjects.
- (x) To qualify to sit an examination in any subject a candidate must score at least seventy-five percent (75%) attendance at both lectures and practical/clinics in that subjects.
- (xi) A candidate who fails to meet the minimum seventy-five percent (75%) attendance in any subject shall be deemed to have failed the Professional Examination. A subsequent attempt shall be regarded as a second attempt of the Professional Examination.
- (xii) The Professional Examinations Board shall meet not more than twenty-four (24) hours after each professional examination to approve the results produced by the Departmental Examinations Board.
- (xiii) The results of each professional examination shall be published

- provisionally by the Dean not more than twenty-four (24) hours after the meeting of the Professional Examinations Board.
- (xiv) The Faculty Board of Examiners shall meet at most one (1) week after the Professional Examinations Board has approved the results to:
- Verify that the examination regulations were applied
 - Recommend the result to the Senate for approval
- (xv) The Dean shall forward the results to the Academic Board with one (1) week of the Faculty Board of Examiners' approval.
- (xvi) A candidate must pass one Professional Examination to qualify to attempt the next Professional Examination.
- (xvii) The Faculty Board of Examinations shall meet not more than twenty four (24) hours after each Professional Examination to:
- Verify that the examination regulations were applied.
 - Approve the results produced by the Departmental Examination Board
 - Recommend the results to the Senate for approval.
- (xviii) The results of the Professional Examination shall be published provisionally by the Dean not more than twenty four (24) hours after the meeting of the Faculty Board of Examination.
- (xix) The Dean shall forward the results to the College Academic Board within one (1) week of the Faculty Board approval without prejudice to xii above.

Section 6.2 Faculty Examinations

Section 6.2.1 First Faculty Examination Premed

The subjects of the First Faculty Examination shall be General Studies, Biology, Chemistry, Physics, Mathematics, Statistics and Computer Science. The pass mark for each course shall be forty percent (40%). The students are expected to pass each registered course.

- i. To qualify to proceed to the preclinical course (at Nnewi), a premed student must pass all core courses at ONE sitting. However, a student who fails only General Studies (GS) may be allowed to proceed with the class but must re-sit and pass the GS course(s) before the second MBBS examinations.
- ii. For the avoidance of doubt, core courses are the subjects of Biology, Physics and Chemistry.
- iii. Failure in one of the other courses will lead to a repeat of the first year while failure in more than one course will require withdrawal from the programme.
- iv. A student who fails to meet item 6.2.1 (i), (ii) and (iii) must withdraw from the programme.

6.3 Professional Examinations

6.3.1 First Professional Examinations (2nd MBBS).

In line with the University regulations, the Departments where the courses are domiciled shall develop the curriculum based on NUC minimum standard and in line with Medical and Dental Council of Nigeria Guideline on Minimum Standard of Medical and Dental Education in Nigeria (Red Book).

The Examination shall be held after three (3) semester instructions. The Faculty of Basic Medical Sciences having duly completed the enunciated 2nd MBBS programme shall conduct the Examinations. The provisional Result of the examination after due consideration by the Faculty of Basic Medical Science Examiners Board for the 2nd MBBS shall be published by the Dean of the Faculty of Basic Medical Science who shall duly present the same to the Vice Chancellor for onward presentation to the Senate for consideration and approval.

Failure in one or two of the subjects at 1st attempt.

Re-sit (2nd Exam) Examination in the failed subject(s) in three months. Continue with introductory clinical courses.

Failure in any of the subjects at the 2nd Examination

Discontinue the introductory Clinical Courses Join the class immediately below.
JCIB

Failure in all the three subjects (but scoring 40% and above in at least one subject)

Join the class immediately below. JCIB

Failure in all the three subjects with a score of less than 40% in each of the subject at the 1st attempt.

Withdraw from the programme

(No candidate can join the class immediately below more than once).

A candidate must pass the 2nd MBBS Examination after a maximum of four (4) attempts - subjects to a maximum duration of six semesters otherwise he/she withdraws from the programme.

Section 6.3.2 Second Professional Examination (3rd MBBS)

- i. Failure in one or both subjects - Take second examination for the subject(s) in three months. Continue with the 4th MBBS Clinical courses/posting.
- ii. Failure in one or both subject(s) at the second examination - Join class immediately below (JCIB). Discontinue the 4th MBBS Clinical courses/posting.
- iii. Afer JCIB
- a. Failure in one or both subject(s) -Take second examination for the subject(s)in three months.
- Failure in one or both subject(s) at the second examination - Withdraw from the programme.

Section 6.3.3 Third Professional Examination (4th MBBS)

First Paragraph- The subjects of the examination shall be Obstetrics & Gynaecology and Paediatrics.

- i. For the 4th MBBS examination, a candidate continues to re-sit only failed subject(s).
- ii. Failure in any/both subject(s) at the second examination, Join class immediately below and continue with the MBBS programme leading to the next 4th MBBS only in the failed subject(s).
- iii. Failure in any/both subject(s) at the 4th MBBS examination as in (ii) above - re-sit the failed subject(s) in three months.
- iv. Failure in any/both subject(s) at the 4th MBBS as in(ii) above. candidate shall be subjected to a minimum of 12 calendar months of supervised posting in the department(s) before approval by the departmental board to take examination in the subject(s) in the next 4th MBBS examination.
- v. Failure in (iv) above, candidate shall be allowed to take examination in the subject(s) in the next 4th MBBS examination.
- vi. Failure in (v) above, candidate shall be subjected to another minimum of 12 calendar months of supervised tutelage in the department(s) before approval by the departmental board to take examination in the subject(s) in the

- next 4th MBBS examination.
- vii. Items v and vi above shall apply until the candidate passes all the subjects of the 4th MBBS examination.
 - viii. A candidate must have passed ALL subjects of the 4th MBBS examination before proceeding to the 5th MBBS examination.

Section 6.3.4 Fourth Professional Examination (5th MBBS)

- I. For the 5th MBBS examination, a candidate continues to take examination only in the failed subject(s).
- ii. Failure in the second examination, Join the Class Immediately Below, but continue with the MBBS programme leading to the main 5th MBBS examination only in the failed subject(s)
- iii. Failure in the main 5th MBBS examination as in (ii) above -take second examination for the failed subject(s) in three months.
- iv. Failure in the second examination as in (iii) above, candidate shall be subjected to a minimum of 12 calendar months of supervised posting in the department before approval by the departmental board to take examination in the subject(s) in the next 5th MBBS examination.
- v. Failure in any of the subject(s) as in (iv) above, candidate shall take the examination in the next 5th MBBS examination.
- vi. Failure in any subject(s) as in (v) above, candidate shall be subjected to another minimum of 12 calendar months supervised tutelage in the department before approval by the departmental board to take examination in the subject(s) in the next 5th MBBS examination.
- vii. Items v and vi above shall apply until the candidate passes all the subjects of the 5th MBBS examination.
- viii. A candidate must pass ALL the subjects of the 5th MBBS before he is deemed to have graduated from Medicine and eligible to be awarded the MBBS degree.

CHAPTER 7**EXAMINATIONS FOR THE FACULTY OF HEALTH
SCIENCES & TECHNOLOGY****7.1 General Regulations**

- i. First year students in the Faculty of Health Sciences and Technology must all pass their courses at the Awka campus before proceeding to the Nnewi campus for the second year.
- ii. The Faculty also operates the course credit system and students write examinations at the end of each semester. However, for the graduates to register and practice as professionals, they must pass the Professional Examinations organized by the appropriate Board/Council for the Department.
- iii. The University examinations regulations for staff and for students shall apply to all scheduled Faculty Professional Examinations.
- iv. 500 Level students are expected to carry out an independent research study, write up and submit projects which shall be assessed and forms part of the requirement for the award of the Bachelor's degree.
- v. The assessment of performance in each of the courses in the Professional Examinations shall comprise
 - a. continuous assessment {with a maximum score of thirty percent (30%); essay questions;
 - b. multiple choice questions;
 - c. practical examination, continuous assessments shall constitute a maximum of thirty percent (30%) and the rest a maximum score of seventy percent(70%).
- vi. Each examination includes written papers, practical/clinical and orals.
- vii. Pass in the examination shall be a score of at least fifty percent (50%) for both practicals/Clinicals and written.
- viii. Failure in either the practicals/clinical or written is regarded as failure in the examination.
- ix. External Examiners shall be involved in all the professional examinations.
- x. A representative of the Registrar of the regulatory Board/Council shall be present in all the examinations.

7.2 Department of Medical Laboratory Science

The Professional Examinations for the Bachelor of Medical Laboratory Science (BMLS) is regulated by the Medical Laboratory Science Council of Nigeria.

7.2.1 First Professional Examination

- I. The First Professional Examination shall be held at the onset of the first semester of the 500 Level.
- ii. A student who fails this examination shall be allowed to re-take it at the next available opportunity which is normally at the end of the first semester of the 500 Level.

7.2.2 Second Professional Examination

- i. The second Professional Examination shall be held at the end of the second semester of the 500 Level.
- ii. A student who fails this examination shall be allowed to re-take it at the next available opportunity until his studentship expires.

7.3 Department of Nursing Science

The Professional Examinations for the Bachelor of Nursing Science (B.NSc.) is regulated by the Nursing Midwifery Council of Nigeria

7.3.1 Pre-Professional Examination

- i. The Pre-Professional Examination for General Nursing shall be held during the end of the first semester of the 400 Level
- ii. The Pre-Professional Examination for Midwifery shall be held during the first semester of the 500 Level
- iii. A student must pass the Pre-Professional Examination before he can sit for the next Professional Examination.

7.3.2 First Professional Examinations

- I. The First Professional Examination for General Nursing shall be held during the second semester, normally in May, of the 400 Level
- ii. The First Professional Examination for Midwifery shall be held at the end of the first semester, normally in March, of the 500 Level
- iii. A student who fails any of the First Professional Examinations is allowed two more chances to pass the examination.
- iv. Failure in the third attempt of any of the First Professional Examinations shall attract withdrawal from further attempts. Such a student is not qualified to sit for the final semester examinations.
- v. After graduation the students shall sit for the Public Health Nursing Examination regulated by the West African Health Examination Board, WAHEB, which is held normally in May of every year.

7.4 Department of Radiography & Radiological Sciences

The Professional Examination for the Bachelor of Radiography (B.Sc. RAD) is regulated by the Radiographer's Registration Board of Nigeria (RRBN).

- i. The Professional Examination shall be held at the end of the second semester of the 500Level.
- ii. To qualify for the examination the student must satisfy the professional requirement in 1000 radio diagnostic examinations specified in his log books and must not have any outstanding course.
- iii. Pass mark is 40%.

7.5 Department of Medical Rehabilitation/Physiotherapy

The Professional Examinations for the Bachelor of Medical Rehabilitation, B.M.R. (PT), is regulated by the Medical Rehabilitation Therapist Board.

- i. Professional Examinations shall be held as follows:
 - a. at the end of the second semester of the 300Level
 - b. at the end of the first semester of the 400 Level
 - c. at the end of the first semester of the 500 Level
 - d. at the end of the second semester of the 500 Level,
- ii. A student who fails any of the professional examinations shall be allowed to repeat it in the next academic session.

CHAPTER 8**EXAMINATIONS FOR THE FACULTY OF
PHARMACEUTICAL SCIENCES****8.1 Professional Examinations**

There shall be four professional examinations namely:

- i. First professional examinations
- ii. Second professional examinations
- in. Third professional examinations
- iv. Fourth professional examinations

The students shall be assessed for these four professional examinations in their second, third, fourth and fifth years for UME students or in their first, second, third and fourth years for Direct Entry candidates, respectively.

8.1.1 First Professional Examinations

The first professional examinations shall comprise of five papers. Each paper shall be constituted of courses as stipulated below:

PAPER 1: HUMAN PHYSIOLOGY & ANATOMY comprising of:

- PCO211: Human Gross Anatomy/Neuroanatomy
- PCO212: Human Genetic Anatomy/Histology
- PCO 213: Introduction to Human Physiology
- PCO 214: Introduction to Human Physiology II
- PCO 215: General Principles of Physiology
- PCO 216: General Practical Human Physiology
- PCO217: Practical Human Anatomy/Histology

PAPER 2: PHARMACY PRACTICE comprising of:

- PTE203: Pharmaceutical Calculations
- PTE 242: Introduction to Pharmaceutics
- PTE 244: Practical Pharmaceutics (Dispensing)
- PCL201: Introduction to Pharmacy Practice

**PAPER 3: BASIC PHARMACEUTICAL MICROBIOLOGY &
BIOCHEMISTRY** comprising of:

- PMB 281 : Introductory Pharmaceutical Microbiology
- PMB 283. Practical Pharmaceutical Microbiology
- PMB 205: Introduction to Biochemistry
- PMB202: Practical Introductory Biochemistry

PAPER 4: PHARMACOGNOSY & TRADITIONAL MEDICINE

comprising of:

- PCG 221: Introductory Pharmacognosy
- PCG 222: Indigenous Medicinal Plants
- PCG 224: Practical Pharmacognosy

PAPER 5: INTRODUCTORY PHARMACEUTICAL CHEMISTRY

comprising of:

- PMC 231: General Pharmaceutical & Inorganic Chemistry
- PMC 232: General Physical, Organic & Radio Chemistry
- PMC 234. Practical Pharmaceutical Physical Chemistry

Candidates that fail three or more professional papers shall repeat the year without an option of a re-sit examination. Candidates that fail one or two professional paper (s) shall have opportunity to write a re-sit exam for the course (s) failed. Any such candidate who fails to pass any of the professional courses shall repeat the year, A repeat student who fails to satisfy the examiners in the professional exams shall be required to withdraw from the Faculty.

8.1.2 Second Professional Examinations

The second professional examinations shall comprise of six papers. Each paper shall be constituted of courses as stipulated below:

PAPER 1: PHARMACEUTICS & PHARMACEUTICAL TECHNOLOGY

comprised of:

- PTE 341 : Physical Pharmaceutics
- PTE 342: Unit operations
- PTE 343: Practical Physical Pharmaceutics
- PTE 344: Practical Unit Operations and Disperse Systems

PAPER 2: NATURAL PRODUCTS comprised of:

- PCG 321: Natural Products
- PCG 323: Practical Pharmacognosy II

PAPER 3: PHARMACEUTICAL CHEMISTRY comprised of:

- PMC 331 Pharmaceutical Organic Chemistry
- PMC 332. Pharmaceutical Analysis I
- PMC 334: Practical Pharmaceutical Qualitative Analysis

PAPER 4: PHARMACY ADMINISTRATION & BIOPHARMACEUTICS

comprised of:

- PCL 371 Pharmacy Administration & Entrepreneurial Skills

PCL 362: Bio Pharmaceutics & Pharmacokinetics

PCL 364: Health Psychology

PAPER 5: PHARMACOLOGY comprised of:

PCO 351: Principles of Pharmacology

PCO 352: Pharmacology of Cardiovascular and Central Nervous Systems

PCO 353: Pharmacology of Peripheral Nervous & GIT Systems

PCO 354: Practical Pharmacology I

PAPER 6: STERILE PRODUCTS TECHNOLOGY & BIOTECHNOLOGY

comprised of:

PMB 381: Sterile Products Technology

PMB 383: Practical Pharmaceutical Microbiology II

PMB 382: Pharmaceutical Biotechnology I

PMB 384: Practical Sterile Product Technology

Candidates that fail four or more professional papers shall repeat the year without an option of a re-sit examination. Candidates that fail one, two or three professional paper(s) shall have opportunity to write a re-sit exam for the course(s) failed. Any such candidate who fails to pass any of the professional courses shall repeat the year. A repeat student who fails to satisfy the examiners in the professional shall be required to withdraw from the Faculty.

8.1.3 Third Professional Examinations

The third professional examinations shall comprise of six papers. Each paper shall be constituted of courses as stipulated below:

PAPER I: PHARMACOLOGY & TOXICOLOGY comprised of:

PCO 451 : Chemotherapy

PCO 452: Pharmacology of Endocrine and Respiratory Systems

PCO 453: Practical Pharmacology II

PAPER 2: CLINICAL PHARMACY, ETHICS & JURISPRUDENCE

comprised of:

PCL 471: Pharmacy Ethics & Jurisprudence

PCL 461: Pathology for Pharmacy Students

PCL 462: Introduction to Clinical Pharmacy & Pharmaceutical Care

PCL 464: Supply Chain Management of Pharmaceutical and other Health Commodities

PAPER 3: PHARMACEUTICS & PHARMACEUTICAL TECHNOLOGY

comprised of:

- PTE 441: Tablet & Capsule Technology
- PTE 443: Practical Tablet & Capsule Technology
- PTE 444: Advanced Dispensing
- PTE 446: Practical Advanced Dispensing

PAPER 4: PHYTOEVALUATION AND PHYTOANALYSIS comprised of:

- PCG 421: Phytoevaluation and Phytoanalysis
- PCG 422: Practical Phytoevaluation and Phytoanalysis

PAPER 5: PHARMACEUTICAL CHEMISTRY & ANALYSIS comprised of:

- PMC 434: Instrumental Methods in Pharmaceutical Analysis
- PMC 432: Medical Chemistry
- PMC 433: Practical Pharmaceutical Analysis
- PMC 434: Practical Pharmaceutical Synthesis

PAPER 6: PHARMACEUTICAL MICROBIOLOGY

- PMB 481: Antimicrobial Drugs
- PMB 482: Basic Pharmaceutical Biotechnology and Immunology
- PM 483: Practical Antimicrobial Drugs Evaluations
- PMB 484: Practical Introductory Pharmaceutical Biotechnology

Candidates that fail four or more professional papers shall repeat the year without an option of a re-sit examination. Candidates that fail one, two or three professional papers shall have opportunity to write a re-sit exam for the course (s) failed. Any such candidate who fails to pass any of the professional courses shall repeat the year. A repeat student who fails to satisfy the examiners in the professional exams shall be allowed to repeat for yet another year. Failure to satisfy the examiners after this second repeat attempt shall lead to the withdrawal of such a student from the programme.

8.1.4 Fourth Professional Examinations

The fourth professional examinations shall comprise of five papers. Each paper shall be constituted of courses as stipulated below:

PAPER 1: PHARMACEUTICAL MICROBIOLOGY & BIOTECHNOLOGY comprised of:

- PMB 581: Clinical Applications of Pharmaceutical Microbiology
- PMB 582: Pharmaceutical Biotechnology

PAPER 2: PHARMACOGNOSY & TRADITIONAL MEDICINE

PCG 521: Herbal, Complementary & Alternative Medicines

PAPER 3: PHARMACOLOGY comprised of:

PCO 551: Screening Methods in Pharmacology

PCO 552: Veterinary Pharmacy and Agrochemicals

PCO 553: Toxicology

PAPER 4: MEDICINAL CHEMISTRY comprised of:

PMC531: Pharmaceutical Analysis and Good Laboratory Principles

PMC 532: Medicinal Chemistry, Drug Design and Development

PAPER 5: THERAPEUTICS AND CLINICAL CLERKSHIP comprised of:

PCL 561: Pathophysiology & Pharmacotherapeutics

PCL 562: Drug information, Literature Evaluation & Communication Skills

PCL 563: Clinical Pharmacokinetics & Clinical Safety Evaluations

PCL 564: Clinical Pharmacy Clerkship

PCL 566: Drug Administration & Patient Medication Assessment

PCL 571: Pharmacy Administration and Management

PAPER 6: PHARMACEUTICS AND PHARMACEUTICAL TECHNOLOGY

PTE 541: Pharmaceutical Evaluation of Dosage Forms and Novel Drug Delivery Systems

PTE 542: Industrial Pharmacy and Process Validation

Candidates that fail four or more professional papers shall repeat the year without an option of a re-sit examination. Candidates that fail one, two or three professional papers shall have opportunity to write a re-sit exam for the course(s) failed. Any such candidate who fails to pass any of the professional courses shall repeat the year. Without prejudice to the provisions above, no student shall spend more than eight (8) or seven (7) academic sessions in the 5 year (UTME) or 4 year (DE) programmes respectively.

8.2 Academic Progress Policy**100 level**

- I. At the end of the first year (for UTME candidates), students are expected to pass all the first year core courses (Physics, Chemistry, Biology, Zoology and Mathematics). The minimum pass mark shall be 40%. Students that fail any of the core courses shall repeat the year. Such students shall re-register

- the entire failed course (s) and other courses in order to carry between 15 and 24 credit units.
2. Students that fail any non-core course (such as GSS and CSC) shall re-register the courses failed in subsequent years up to the 500 level provided that not more than 3 credit units shall be carried over by the student in a semester. A student who has more than 4 credit units per semester outstanding shall repeat the first year. Such students shall re-register all the failed courses and other courses in order to carry between 15 and 24 credit units.
 3. Candidates from related disciplines in Nnamdi Azikiwe University who wish to transfer to Pharmacy shall have passed all the first year Pharmacy courses and in addition MUST have satisfied the UTME subject combination requirement and scored a minimum GPA of 4.0. Acceptance into the Pharmacy programme is however also subject to available spaces.

200 level - 500 level

1. As from the 200 Level, progress from one level to the next shall primarily be based on the overall performance of the candidate in the various professional examinations as stipulated under section 3.11 above.
2. Additionally, a minimum CGPA of 2.50 may be required to progress from one level to another
3. The pass mark for all courses from the first professional class shall be 50%, except in Dispensing and Pharmacy Jurisprudence, which shall be 60%. All courses registered must be passed. Students eligible for re-sit examinations as stipulated under section 3.11 shall be required to re-take the failed courses only. No professional course (s) shall be carried over from one level to another.
4. Non-professional courses may be carried over to the next class, provided that the total credit unit per semester does not exceed 24 units.

APPENDIX 1
NNAMDI AZIKIWE UNIVERSITY, AWKA
FACULTY OF ENGINEERING
DEPARTMENT OF CHEMICAL ENGINEERING
OFFICIAL GRADE REPORT SHEET

COURSE TITLE:
COURSE CODE:
CREDIT UNIT:
SESSION:
SEMESTER:

S/N	NAME OF STUDENT	REG. NO.	IN COURSE ASSESSMENT	EXAM SCORE	TOTAL	GRADE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
NAME OF EXAMINER:				SUMMARY:		
						%

NAME OF EXAMINER: SIGNATURE & DATE: NAME OF HOD: SIGNATURE & DATE:	SUMMARY:	
	A ($\geq 70\%$)	%
	B (60-69%)	%
	C (50-59%)	%
	D (45-49%)	%
	E (40-44%)	%
		%
	Total	100%

NNAMDI AZIKIWE UNIVERSITY, AWKA
FACULTY OF ENGINEERING
DEPARTMENT OF MET/MAT ENGINEERING
COMPOSITE RESULT SHEET

APPENDIX II

YEAR: 200 LEVEL SEMESTER: FIRST SESSION: 2006/2007

S/N	NAME OF STUDENT	COURSES AND THEIR UNITS		COURSES		PREVIOUS		CUMULATIVE		REMARKS
		REG. NO.	CREDIT	TEU	TOP	TEU	TOP	TEU	TOP	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
NAME & SIGNATURE OF DEAN		DATE		NAME & SIGNATURE OF HOD				DATE		

Note: PREVIOUS means immediate past semester;
CUMULATIVE means sum of TCU or TQP from Semester 1 to current semester;
REMARKS: number of failed courses to be indicated as XF/YF, where X=Total number of failed courses in the current semester, Y=Total number of outstanding courses and XF+YF = Total number of outstanding courses.
 For the final semester of the final year, class of degree is indicated in the **REMARKS** column.

APPENDIX III

**NNAMDI AZIKIWE UNIVERSITY, AWKA
 EXAMINATION MISCONDUCT REPORT FORM
 (to be completed in duplicate)**

The Reporting Officer	
From: The Invigilator	To: The Chairman, Examinations Committee
Name:	Through: The Dean,
Date:	Faculty of
SECTION A: <i>(To be completed by the Invigilator)</i>	
Student's Name:	Reg. Number:
Department:	Course Code:
Exam Hall:	Date:
Other student(s) involved: (complete one form for each student)	
I. Name:	Reg. No. Dept:
ii. Name:	Reg. No. Dept:
iii. Name:	Reg. No. Dept:
DETAILS: Find below a report of an alleged examination misconduct committed by the above student(s):	
.....	
.....	
.....	
.....	
.....	
Offending Materia(s) impounded and attached to the script. <i>(Please described):</i>	
.....	
.....	
(Reporting Officer's Signature & Date)	
SECTION B: <i>(To be completed by the student before he can continue writing)</i>	
<u>STUDENT'S UNDERSTANDING</u>	

APPENDIX IV

**NNAMDI AZIKIWE UNIVERSITY, AWKA
ADD / DROP FORM**

Name: **Reg. No:**

Department: **Year of Study:**

Session: **Semester:** **Date:**

COURSES DROPPED			COURSES ADDED		
Code	Title	Credit	Code	Title	Credit
CREDITS REGISTERED			CREDITS REGISTERED		
CREDITS DROPPED			CREDITS ADDED		
REMAINING CREDITS			CREDITS FOR THE YEAR		

.....
Student's Signature:

Approved by: Endorsed by:

i) Academic Adviser:

ii) Head of Department:

Signature: **Signature:**

Name:..... **Name:**

Date: **Date:**