

# **BAYERO UNIVERSITY, KANO**



**GENERAL EXAMINATIONS AND  
ACADEMIC REGULATIONS (GEAR)  
FOR FIRST DEGREE PROGRAMMES**

---

**WITH EFFECT FROM 2018/2019 SESSION**

---

**FIFTH EDITION  
REVISED AND UPDATED 2018**



*Network Graphics*

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**(d) Sa'adatu Rimi College of Education, Kumbotso, Kano**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Arts (Education/Arabic)	8	12
Bachelor of Arts (Education/English)	8	12
Bachelor of Arts (Education/Islamic Studies)	8	12
Bachelor of Science (Education/Biology)	8	12
Bachelor of Science (Education/Geography)	8	12
Bachelor of Science (Education/Human Kinetics)	8	12

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## Affiliated Colleges

### (a) Federal College of Education, Katsina

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Arts (Education/Arabic)	8	12
Bachelor of Arts (Education/English)	8	12
Bachelor of Arts (Education/Islamic Studies)	8	12
Bachelor of Science (Education/Biology)	8	12
Bachelor of Science (Education/Chemistry)	8	12
Bachelor of Science (Education/Mathematics)	8	12
Bachelor of Science (Education/Physics)	8	12
Bachelor of Science (Education/PHE)	8	12

### (b) Jigawa State College of Education, Gumel

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Arts (Education/English)	8	12
Bachelor of Arts (Education/Hausa)	8	12
Bachelor of Arts (Education/Islamic Studies)	8	12
Bachelor of Science (Education/Agricultural Science)	8	12
Bachelor of Science (Education/Biology)	8	12
Bachelor of Science (Education/Chemistry)	8	12

### (c) Kwara State College of Arabic and Islamic Legal Studies, Ilorin

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Arts (Arabic)	8	12
Bachelor of Arts (Islamic Studies)	8	12

Bachelor of Science (Education/Economics)	10	14
Bachelor of Science (Education/Geography)	10	14
Bachelor of Science (Education/Mathematics)	10	14
Bachelor of Science (Health Education)	10	14
Bachelor of Science (Geography)	10	14
Bachelor of Science (Mathematics)	10	14
Bachelor Nursing Science)	10	14
Bachelor of Science (Accounting)	10	14
Bachelor of Science (Banking and Finance)	10	14
Bachelor of Science (Business Administration)	10	14
Bachelor of Science (Criminology and Security Studies)	10	14
Bachelor of Science (Economics)	10	14
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### Faculty of Social Sciences

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Economics)	8	12
Bachelor of Science (Political Science)	8	12
Bachelor of Science (Sociology)	8	12
Bachelor of Science (Criminology)	8	12
Bachelor of Science (International Relations)	8	12

### Faculty of Management Sciences

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Accounting)	8	12
Bachelor of Science (Business Administration)	8	12
Bachelor of Science (Entrepreneurship Studies)	8	12
Bachelor of Science (Banking and Finance)	8	12
Bachelor of Science (Public Administration)	8	12

### School of Continuing Education

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Arts (Arabic)	10	14
Bachelor of Arts (English)	10	14
Bachelor of Arts (Hausa)	10	14
Bachelor of Arts (Islamic Studies)	10	14
Bachelor of Arts (Education/Arabic)	10	14
Bachelor of Arts (Education/English)	10	14
Bachelor of Arts (Education/Hausa)	10	14
Bachelor of Arts (Education/Islamic Studies)	10	14
Bachelor of Science (Library & Information Science)	10	14
Bachelor of Arts (Adult Education)	10	14

**(c) Faculty of Basic Medical Sciences**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Anatomy)	8	12
Bachelor of Science (Biochemistry)	8	12
Bachelor of Science (Physiology)	8	12
Bachelor of Science (Nutrition & Dietetics)	8	12

**(d) Faculty of Dentistry**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Dental Surgery	12	22

**Faculty of Life Sciences**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Applied Biology)	8	12
Bachelor of Science (Botany)	8	12
Bachelor of Science (Microbiology)	8	12
Bachelor of Science (Zoology)	8	12

**Faculty of Physical Sciences**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Chemistry)	8	12
Bachelor of Science (Physics with Electronics)	8	12
Bachelor of Science (Industrial Chemistry)	8	12
Bachelor of Science (Mathematics)	8	12
Bachelor of Science (Physics)	8	12
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## FOREWARD

This Fifth Edition of the General Examinations and Academic Regulations (GEAR) governing the conduct of first degree programmes was approved by the Bayero University Senate at its 367th meeting held on Wednesday, 26th September, 2018 and comes into effect by 2018/2019 academic session.

This edition of the regulations has taken into account a number of changes introduced since the Fourth Edition was approved by the Senate. It has adopted the reversed decision of the National Universities Commission (NUC) that the classification of degrees shall now terminate at Pass degree instead of Third Class degree. This has accordingly resulted in a number of changes. These include bringing down the pass mark of courses (except for the College of Health Sciences) from 45% to 40% and also bringing down the cut-off CGPA points for Probation and Withdrawal from 1.50 to 1.00.

A number of additional degree programmes have been introduced since the production of the last version of the regulations. Also established are a number of new academic units, colleges, faculties and departments. Some other units have also been reorganized and regrouped. Some of these (such as the establishment of College of Natural and Pharmaceutical Sciences) have bearings on the regulations. All these changes have been appropriately reflected in this version of the regulations.

The importance of regulations in the smooth and efficient running of any organization cannot be over-emphasized.

The General Examinations and Academic Regulations (GEAR) is designed to explain some of the expectations and academic norms, Bayero University places on undergraduate students as they pursue their studies at the University.

### Faculty of Law

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Laws	10	14

### Faculty of Pharmaceutical Sciences

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Doctor of Pharmacy	12	22

### College of Health Sciences

#### (a) Faculty of Clinical Sciences

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Medicine, Bachelor of Surgery	12	22

#### (b) Faculty of Allied Health Sciences

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Physiotherapy	10	18
Bachelor of Radiography	10	18
Bachelor of Medical Laboratory Sciences	10	18
Bachelor of Nursing Science	10	18
Doctor of Optometry	12	22

Bachelor of Arts (Education/Islamic Studies)	8	12
Bachelor of Arts Education (Special Education)	8	12
Bachelor of Arts (Library & Information Science)	8	12
Bachelor of Science (Education/Biology)	8	12
Bachelor of Science (Education/Chemistry)	8	12
Bachelor of Science (Education/Mathematics)	8	12
Bachelor of Science (Education/Physics)	8	12
Bachelor of Science (Library & Information Science)	8	12
Bachelor of Science (Physical Education)	8	12
Bachelor of Science (Health Education)	8	12
Bachelor of Education (Technical)	8	12
Bachelor of Science (Education/Agriculture)	8	12
Bachelor of Science (Education/Geography)	8	12

#### **Faculty of Engineering**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Engineering (Agricultural Engineering)	10	14
Bachelor of Engineering (Civil Engineering)	10	14
Bachelor of Engineering (Computer Engineering)	10	14
Bachelor of Engineering (Electrical Engineering)	10	14
Bachelor of Engineering (Mechanical Engineering)	10	14
Bachelor of Engineering (Mechatronics Engineering)	10	14
Bachelor of Engineering (Telecommunication Engineering)	10	14
Bachelor of Engineering (Chemical Engineering)	10	14
Bachelor of Engineering (Petroleum Engineering)	10	14

All students are therefore expected not only to read and comply with the general examination regulations in order to allow the University to provide a study environment devoid of examination misconduct, but to also be familiar with the provisions of this book as quickly as possible because it provides answers to many of the questions the students may wish to ask about examinations and academic regulations.

Students will be informed of any changes introduced as they occur. It should, however, be noted that any circular or Senate decision giving further details or explanations to the provisions of this General Examinations and Academic Regulations, hereto form part of the handbook, and are equally binding.

These regulations cover a whole spectrum, from matriculation to convocation. Examinations and academic regulations are also meant to ensure that the institution maintains an acceptable academic standard. Failure to ensure this would lead to low assessment of the certificates issued by such an institution.

The *Students' Handbook*, produced and distributed by the Students' Affairs Division explains other general (especially non-academic) norms and expectations, such as dress code, conditions for residing in halls of residence and the like.

I therefore urge all students to carefully study, understand and abide by these guidelines and regulations.

***Fatima Binta Mohammed, FIICAN***  
**REGISTRAR**

**Faculty of Communication**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Mass Communication)	8	12
Bachelor of Science (Information & Media Studies)	8	12
Bachelor of Arts (Theatre & Performing Arts)	8	12

**Faculty of Earth and Environmental Sciences**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Architecture)	8	12
Bachelor of Science (Environmental Management)	8	12
Bachelor of Science (Estate Management)	8	12
Bachelor of Science (Geography)	8	12
Bachelor of Science (Quantity Surveying)	8	12
Bachelor of Science (Urban and Regional Planning)	10	14
Bachelor of Science (Geology)	8	12

**Faculty of Education**

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Arts (Education/Arabic)	8	12
Bachelor of Science (Education/Economics)	8	12
Bachelor of Arts (Education/English)	8	12
Bachelor of Arts (Education/French)	8	12
Bachelor of Arts (Education/Hausa)	8	12
Bachelor of Science (Education/Geography)	8	12
Bachelor of Arts (Education/History)	8	12

Some faculties also offer “Combined Honours” degrees in two subjects. The titles of such degrees are usually B. A (A/B), or B. Sc (A/B), where A and B are the two combined subjects.

#### Faculty of Agriculture

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Agriculture	10	14
Bachelor of Science (Agricultural Extension)	5	8
Bachelor of Science (Food Science & Technology)	10	14
Bachelor of Science (Fisheries& Aquaculture)	10	14
Bachelor of Science (Forestry& Wildlife Management)	10	14

#### Faculty of Arts and Islamic Studies:

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Arts (Arabic)	8	12
Bachelor of Arts (English)	8	12
Bachelor of Arts (French)	8	12
Bachelor of Arts (Hausa)	8	12
Bachelor of Arts (History)	8	12
Bachelor of Arts (Islamic Studies)	8	12
Bachelor of Arts (Linguistics)	8	12

#### Faculty of Computer Science and Information Technology

<i>Nomenclature</i>	<i>Duration (Semesters)</i>	
	<i>Normal</i>	<i>Maximum</i>
Bachelor of Science (Computer Science)	8	12
Bachelor of Science (Software Engineering)	8	12
Bachelor of Science (Information Technology)	8	12
Bachelor of Science (Cyber Security)	8	12

## PART 1: PRELIMINARIES

### Citation

1.1 These regulations may be cited as the Bayero University General Examinations and Academic Regulations (GEAR) for First Degree programmes.

### Operation of the Regulations

1.2 These regulations shall apply to all admissions, registrations, examinations, coursework and related matters on all programmes of study leading to the award of first degrees by Bayero University, Kano, with effect from the **2018/2019** session.

### Operational Definitions

1.3 In these Regulations:

- (a) “The University” or “University” means Bayero University, Kano, unless the context indicates otherwise.
- (b) “Governing Council” The Governing Council of the University is policy making and supervisory body of the University as defined in the law establishing the University and subsequent amendments to that Law.
- (c) “SBC” stand for Senate Business Committee.
- (d) “Course” is a self-contained element of teaching, study or other prescribed academic activity finally assessed and reported to the Board of Examiners by a single mark. It may consist entirely of lectures, laboratory, seminar, essay, field or project work, or any combination of these. There shall be a uniform coding system for the course comprising three letters and four digits, as explained in 4.11 to 4.14 below.
- (e) “Programme” means any group of courses appropriate in the context, e.g. “the B.A. programme”, “**B.** Physiotherapy programme”.

- (f) “Subject” means a group of one or more courses, appropriate within the context, taught by a particular Department or sub-department.
- (g) “Credit”: One weekly contact hour or equivalent per semester is one credit or a course of 15 lectures is valued at one credit. Other teaching methods are evaluated by reference to these norms. Faculty Boards evaluate such methods.
- (h) “Session” means an academic year of two semesters as determined by the Senate.
- (i) “Semester” means a period of 15 teaching and examination weeks, or as determined by the Senate.
- (j) “Faculty” “Faculty Board” and “Dean” carry the meanings given to them in the Schedules of the **Act establishing the University**. The Faculty Boards, subject to the final authority of the Senate, carry responsibility for programmes of study and examinations for degrees in their respective faculties.
- (k) “Examination” means a formal test by written, oral or practical means held at an appointed time and place. (Notwithstanding this definition, conventional phrases such as “examination regulations;” “examination results”, etc., shall be understood within the context.)
- (l) “Continuous Assessment” means any item of work required from students for assessment during a course or programme other than formal examination.
- (m) “Examiner” means a person participating in the process of assessment of candidates by coursework and formal examination.
- (n) “Degree” means the qualification awarded following successful completion of a programme of study normally covering **six** or

writings has a right to fair hearing. Indeed, a number of the proceeding provisions are meant to guarantee that. However, refusal/failure by a student to fill the appropriate form giving his own version of events or to appear before a Faculty Committee should not be viewed as denial of such rights.

20.26 Any student punished by Senate for involvement in examination misconduct, leakage or other academic misconduct may appeal directly to Senate indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for Senate to reconsider its earlier decision on him/her.

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

## **PART 21: SCHEDULE OF DEGREE PROGRAMMES**

The following are the approved degree programmes run in the various faculties in the University, as well as in colleges with Senate-approved affiliation, as of the 2018/2019 Session. The nomenclature, normal and maximum durations (for candidates entering at Level I) of each programme are also indicated. The duration is reduced by two semesters for candidates entering at Level II, and by four semesters for candidates entering at Level III. Each programme is listed only under the faculty awarding the degree. The list is subject to change as Senate approves the introduction of new programmes and/or the phasing out of existing ones. The nomenclature and placement of each programme are also subject to changes, as Senate may deem appropriate from time to time.

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

**C. *Misconducts Punishable by Written Warning***

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

**D. *Misconducts Punishable by Failure in the Course***

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

**Right of Appeal**

20.25 Any student suspected of involvement in examination misconduct, leakage of question papers or misconduct related to academic

more semesters and carrying one of the titles shown in the Part 20 of these Regulations.

- (o) “Incomplete **grading, (I)**” means the assessment of a course the formal examination of which is not written under the permission of Senate as specified in section 12.4 of these Regulations.
- (p) “Special Sit/Re-sit Examination” means a student who is unable to sit for an examination(s) on a valid reason or for good cause; the University Senate may at its discretion grant special sit/re-sit examination to the candidate as the case may be.
- (q) “Probation” means a warning status accorded a student whose CGPA is less than 1.00. The probation period is usually one academic session (two semesters) during which the student is expected to improve and raise his CGPA to at least 1.00, otherwise **he** shall be withdrawn from the University.
- (r) “Misconduct” in these Regulations refers to a specific act of wrong-doing or improper behaviour which can be investigated and proved.
- (s) “Rustication” for a non-final year student means staying away from academic work for the period **approved** by Senate. For a final year student, “Rustication” means cancelling the work of the semester(s) in which the Misconduct occurred, and registering afresh in a new semester/session. As rustication is a **penalty**, the period of rustication counts in determining the student’s maximum period of stay at the University.
- (t) “Withdrawal”, which is usually on academic grounds, means terminating the student’s programme of study. Withdrawn students are free to reapply for fresh admission into the University using the usual JAMB channel. If readmitted, such students cannot use any credits earned in the previous programmes from which they were withdrawn.

- (u) “Expulsion”, which is usually the result of misconduct, also means terminating the student’s programme of study. An expelled student is **permanently** disqualified from admission into any programme in the University. If he applies and is admitted due to oversight, Senate would expel him/her again as soon as the case is discovered. Senate shall withdraw any qualification conferred on any previously expelled student.
- (v) i. “Suspension of Studies” means a period approved by Senate (based on an application by the student with appropriate supporting documents **where applicable**) for the student to be away from the University. It is given for a maximum of one session in the first instance, but could be renewed (on application) for one more session only. The period of suspension of studies does not count in determining the maximum period of stay at the University by the concerned student.
  - ii. Application for suspension of studies on financial grounds shall only be entertained within the period allowed for registration by the University.
  - iii. Application for suspension of studies on other grounds acceptable to the University Senate is allowed not later than one month to examination.
  - iv. There would be no suspension of studies for newly admitted students in the first semester.
- (w) “Required/Core Course”: A course is said to be a required/core course in a programme if a student cannot graduate from the programme without taking and passing the course.
- (x) “Elective/Optional/Non-core Course”: A course is said to fall under this category within a programme if a student can graduate from the programme without necessarily passing the course. It should, however, be noted that in addition to passing all core courses, a student may be required to pass a number of elective

misconduct, the student shall be referred to the Faculty Committee on Academic Ethics.

- (e) After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating its findings, as to the degree of involvement, or otherwise, of each suspect. It shall submit the report together with all relevant documents to the Senate Committee on Academic Ethics.
- (f) After going through the reports of the Faculty Committees on Academic Ethics and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate penalty to any student found to be guilty.

#### ***Categories of Misconducts and Punishments***

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

#### ***A. Misconducts Punishable by Expulsion***

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

#### ***B. Misconducts Punishable by Rustication***

- i. Substantial plagiarism of the work (s) of others in final year projects.

### ***Procedures for Preventing and Dealing with the Misconducts***

- 20.22 Lecturers and supervisors should try their utmost best to guide students on the correct ways of writing projects, essays, and so on, that are in line with Part 19 of these Regulations. The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.
- 20.23 In case a lecturer/supervisor suspects a student of gross infringements on the provisions of Part 19 of these regulations, the following procedures should be adopted in treating the case.
- (a) For an on-going work (such as a project being supervised), the student should be asked to address the problem identified. For example, having a plagiarised chapter completely re-written or providing missing citations. If the student refuses to rectify the situation, the lecturer/supervisor should resort to other actions as described below.
  - (b) If a student submits work that is part of a course (such as an essay, term paper, assignment, etc.) which infringes the provision of Part 19, the lecturer should impose a penalty that corresponds to the degree of the misconduct. For example, a score of zero could be given for papers simply downloaded from the Internet, for re-submitting the work of another student in the previous years, for direct copy from books or journals, etc. On the other hand, the penalty might be minor if the misconduct is only failure to cite some of the sources of information. At any rate, the lecturer should be able to defend his actions with clear evidence of the infringement.
  - (c) If a student submits the final draft of a work that is a course on its own (such as a degree project) which infringes the provisions of Part 19, he should be made to re-write it, even if this means registering again in the following session.
  - (d) Where the student refuses to re-write the project, or where the lecturer/supervisor believes that the student has committed

courses in order to satisfy the minimum credit requirements of a programme.

- (y) “Prerequisite” refers to a course that must be passed before another specified course is taken. Thus, Course A is said to be a prerequisite to Course B if a student cannot register for Course B until he has taken and passed Course A.
- (z) “Co-requisite” refers to a course that must be taken before or concurrently with another specified course. Thus, Course A is said to be a co-requisite to Course B if Course B can only be taken together with, or after, Course A has been taken.
- (aa) “Spill-over Year” refers to a year outside the normal period for a programme, but still within the permissible maximum duration. First degree programmes (except some in the College of Health Sciences) have two spill-over years.
- (bb) “**Final Spill-over**” refers to the last permissible year outside the normal period required. For example “Spill-over Year Two” is the final opportunity for most undergraduate programmes.
- (cc) “Concessional Pass, CP” is an opportunity given by Senate to **final spill-over** students to graduate, provided they have satisfied all graduation requirements except in only one course and they failed the said course with a minimum score of **35%** in the **final spill-over**. CP does not apply to the programmes in **Faculties of Allied Health Sciences, Law, Dentistry, Clinical Sciences and Pharmaceutical Sciences**.
- (dd) “Kano Metropolis” Includes the city centre (Kano municipal) and other seven local governments that converged and surrounds it. The other seven local governments are Nassarawa, Gwale, Kumbotso, Ungwaggo, Dala, Tarauni and Fagge.
- (ee) “He or His” refers to male or female gender unless the context indicates otherwise.



### **Assessment of Performance**

1.4 The overall process of assessment of a candidate's performance in a course or programme may consist of formal examination, continuous assessment (as defined in 1.3(i) and (j)), or a combination of both, as governed by Part 12 of these Regulations.

### **Admission into Examination**

1.5 **To** be admitted into an examination, a student must have been registered for the relevant course, and must satisfy any University and Faculty requirements regarding attendance, performance of assignments connected with the course taught and payment of **approved** fees.

1.6 A student must have at least a 75% attendance record in order to be eligible to sit for an examination in a course. This provision can only be implemented **if the Department is satisfied that proper attendance record has been kept.**

### **Frequency of Examinations**

1.7 Except as may be approved by Senate, examinations shall be held at the end of each semester, at times and places specified by the Faculty Board, subject to any directives given by the Senate.

### **Faculty and Departmental Regulations**

1.8 Supplementary Regulations may be made by any Faculty or Departmental Board for examinations conducted under its jurisdiction.

- ii. Where a Faculty or Departmental regulation is inconsistent with these regulations, the particular Faculty or Departmental regulation becomes void to the extent of **its** inconsistency. Such supplementary regulations shall be reported to Senate for noting or ratification.
- iii. Where a Faculty regulation is inconsistent with a Departmental regulation for a department within the Faculty, the Departmental regulation becomes void to the extent of the inconsistency.

- vi. Any misconduct under this category committed by a student of this University in another institution.
- vii. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant warning.

### ***Involvement of Staff Members***

20.18 Involvement of staff members in examination misconduct and/or leakage cases could take any of the following forms (among others):

- (a) Failure to report and/or covering up of cases of examination misconduct.
- (b) Intervening on behalf of students involved in examination misconduct.
- (c) Encouraging examination misconduct or leakage by such acts as careless handling of examination materials or invigilation.
- (d) Aiding and abetting examination misconduct.
- (e) Leakage of examination questions, or question papers.
- (f) Unlawful alteration of examination results or marks.

20.19 If a Faculty Committee on Examination Misconduct establishes a *prima facie* case against a staff member, the Dean shall, immediately upon the receipt of the Committee's report, write to the Registrar and copy the Vice-Chancellor giving details of the degree of involvement of each of the staff members so suspected.

20.20 Upon receipt of the report from the Dean, the Registrar shall advise the Vice-Chancellor on the appropriate action(s) to be taken against such staff members.

### **Misconducts Related to Projects, Essays, etc.**

20.21 Students are to observe the universally accepted high standards of academic integrity while writing any work related to their programmes as described in Part 19 of these Regulations. Deviations from these high standards may constitute misconducts that warrant penalties described in these Regulations.

- xiii. Destruction of, or tempering with, evidence by candidates – including preventing access to electronic devices.
- xiv. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant expulsion.

***B. Category of Misconducts Punishable by Rustication***

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

***C. Category of Misconducts Punishable by Written Warning***

- i. Introduction of unauthorised irrelevant materials into the examination hall.
- ii. Writing on the question paper.
- iii. Being in possession of mobile phone or unauthorised ICT devices during examination.
- iv. Speaking/communicating to another candidate during examination.
- v. Sitting in an examination for a course the candidate did not register for.

- iv. Where the regulations of two or more faculties/departments from which a student is taking courses are in conflict, those of his mother faculty/department shall prevail.

**Exceptions for College of Health Sciences and Pharmaceutical Sciences Programmes**

- 1.9 The aspects of the general regulations pertaining to grading, assessment, withdrawal and readmission do not apply to some programmes in the College of Health Sciences and Pharmaceutical Sciences due to the nature of such programmes. Part 18 of these regulations covers the peculiarities for such programmes in the College and the Faculty.

**PART 2: ADMISSION REQUIREMENTS**

- 2.1 Candidates for admission into Bayero University, Kano must satisfy the general admission requirements of the University, as well as the special entry requirements for the Faculty, Department and programme into which admission is sought.
- 2.2 In addition, all candidates for admission into Bayero University, Kano, must be at least sixteen (16) years old, except for part-time degree programmes where the minimum age is twenty five (25) years.

**Level I (UTME) Admissions**

- 2.3 The following are the general entry requirements for admission into first degree programmes through the Unified Tertiary Matriculation Examination (UTME).
- (a) An applicant must write the UTME (conducted nationally by the Joint Admission and Matriculation Board, JAMB) and obtain an acceptable score for the programme applied for, as may be set by Senate from time to time.
  - (b) An applicant may also be required to sit for Post-UTME screening examinations conducted by the University and obtain an

acceptable score for the programme applied for, as may be set by Senate from time to time.

- (c) In addition to obtaining acceptable scores in UTME and Post-UTME, a candidate must also hold at least one of the following qualifications, with credit passes in English Language and in at least four other subjects relevant to the programme applied for, obtained in not more than two sittings:
- i. Senior School Certificate (SSC) from the West African Examinations Council (WAEC) or the National Examinations Council (NECO)
  - ii. General Certificate of Education Ordinary Level (GCE O/Level)
  - iii. Grade II Teachers Certificate.
  - iv. Senior Islamic School Certificate (SISC).
  - v. Higher Islamic School Certificate (HISC)
  - vi. National Technical Certificate (NTC) from the National Business and Technical Examinations Board (NABTEB).
  - vii. National Board for Arabic and Islamic Studies (NBAIS) Certificate
  - viii. Any other qualification deemed equivalent to any of the above by Senate.
- (d) A credit in Mathematics is required for all Science-based programmes, programmes in the Faculty of Management Sciences, and for BSc Economics.
- (e) A credit in English Literature is required for LLB, B.A English, B.A (Ed) English and B.A Theatre and Performing Arts programmes.

#### **Level II (Direct Entry) Admissions**

2.4 The following are the general entry requirements for admission into first degree programmes through the Direct Entry (DE).

- (a) An applicant must apply through the Joint Admission and Matriculation Board, (JAMB).

#### ***Categories of Misconducts and Penalties***

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

##### ***A. Category of Misconducts Punishable by Expulsion from the University***

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

- indicating its findings, as to the degree of involvement, or otherwise, of each suspected. It shall submit the report together with all relevant documents to the Senate Committee on Examination Misconduct and Leakages.
- 20.12 After going through the reports of the Faculty Committees on Examination Misconduct and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate penalty to any student found to be guilty.
- 20.13 A staff member who reports a case of examination misconduct shall not sit on a Faculty or Senate Examination Misconduct Committee when the Committee is considering the case.
- 20.14 If the question paper for an examination that is yet to take place is suspected as having been leaked, the Chief Examiner shall immediately:
- (a) Withdraw the paper and cause another one to be set in its stead, even if this means shifting the examination date and/or time forward;
  - (b) Report the matter to the Dean who shall further direct the Faculty Committee on Examination Misconduct to investigate the case as a matter of urgency.
- 20.15 If the question paper for an examination that has already taken place is suspected as having been leaked, the Chief Examiner shall immediately:
- (a) Report the matter to the Dean who shall further direct the Faculty Committee on Examination Misconduct to investigate the case as a matter of utmost urgency.
  - (b) Report to the Vice-Chancellor who is the Chairman of Senate.
- 20.16 If the Faculty Committee confirms that a paper that was already taken has indeed leaked, the Dean shall cause the paper to be cancelled and another one set in its place. The Dean shall brief the Vice-Chancellor about the case.
- (b) Candidates for admission into some programmes may also be required to sit for and pass a screening examination.
  - (c) A candidate must hold at least one of the qualifications listed in 2.3 (c), with a minimum of three credit passes obtained in not more than two sittings, including credits in English Language and at least two other subjects relevant to the programme applied for.
  - (d) In addition, a candidate must also hold at least one of the following qualifications obtained from an institution recognized to run them:
    - i. A National Diploma in the relevant subject area with a minimum classification of Upper Credit/Credit from Polytechnics, Monotechnics (programmes must be accredited by National Board for Technical Education, NBTE) Colleges of Education, and Colleges for Legal Studies.
    - ii. Two-year Ordinary Diploma from Bayero University and its affiliated institutions in the relevant subject area.
    - iii. One-year Advanced Diploma from Bayero University and its affiliated institutions with a minimum classification of merit, plus an Ordinary or National diploma.
    - iv. General Certificate of Education Advanced Level (GCE A/Level) with credit passes in at least two subjects.
    - v. The National Certificate of Education (NCE).
    - vi. The Interim Joint Matriculation Board (IJMB) Certificate.
    - vii. Any other qualification deemed equivalent to these by Senate.
  - (e) A credit in Mathematics is required for all Science-based programmes, programmes in the Faculty of Management Sciences, and BSc Economics.
  - (f) A credit in English Literature is required for LLB, B.A English, B.A (Ed) English and B.A Theatre and Performing Arts programmes.

### **Special Degree Admissions**

2.5 Admissions into first degree programmes usually come under sections 2.3 and 2.4 of these Regulations. The only exception is in the Faculty of Agriculture, where holders of the Higher National Diploma (HND) qualification in Agriculture or related areas can be considered for admission into Year III of the five-year Agricultural Extension programme degree. The following are the minimum admission requirements for such special admissions:

- (a) A candidate must hold at least one of the qualifications listed in 2.3 (c), with credit passes in English Language, Mathematics and any three subjects from among Chemistry, Physics, Biology/Agricultural Science, Geography, Animal Husbandry and Fisheries. Applicants who remedy deficiencies in these subjects in a recognized Pre-ND programme are exempted from this requirement.
- (b) In addition, candidates must also possess Ordinary National Diploma (OND) and HND in a relevant area of Agriculture, with a minimum classification of Lower Credit in the HND.
- (c) Candidates should also possess a minimum of four years post-HND field experience in extension work and be nominated by their sponsors.
- (d) For SAFE programme, candidate must present letter of release from employers at the point of screening.

### **Inter-University Transfer**

2.6 In exceptional cases, candidates may be considered for transfer from other universities into Bayero University to continue their degree studies. The following guidelines shall be adopted in processing applications for inter-university transfers:

- (a) Application forms for transfer into the University shall be obtained from the Registry on the payment of prescribed fees.
- (b) Candidates seeking transfer shall possess the minimum entry requirements into Bayero University (as indicated in 2.3 and 2.4)

### ***Procedure for Investigating Examination Misconduct and Leakages***

20.5 If any student is found to be, or is suspected of, infringing the provisions of Part 10 of these Regulations, committing any act to gain undue advantage or disturbing the conduct of an examination, the Invigilator shall take possession of any relevant evidence, fill the relevant form, obtain statement(s) from the student(s) concerned by giving him/her/them the relevant forms to fill and/or make them sign exhibits.

20.6 A student suspected of involvement in examination misconduct shall be allowed to continue with the examinations provided no disturbances are caused. He/she shall sign any exhibits collected from him/her and be given the opportunity to state his own version of events by completing the appropriate form.

20.7 After the examination, the invigilator shall submit his report(s), the form(s) completed by the students and all exhibits and other documents on all examination misconduct cases to the Faculty Examinations Officer.

20.8 Upon receipt of any case of examination misconduct, the Faculty Examinations Officer shall report to the Dean, who shall set up a committee to investigate the case further.

20.9 The Faculty Committee on Examinations Misconduct shall invite all students suspected of involvement to defend themselves of the suspicion. A widely publicised notice on notice-boards which gives the names and registration numbers of the students being invited as well as the date, time and venue of the Committee's deliberations shall serve as enough evidence of invitation, but invitation letters may also be sent to individual students. Students that fail to honour the first invitation shall be given a second chance.

20.10 A student suspected of involvement in examination misconduct should defend himself before the Faculty Investigative Committee set up by the Dean.

20.11 After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly

- (g) Even though some forms of discussions and exchange of ideas may be in order, students shall not collaborate in any work meant to be done individually.
- (h) A student will be held responsible for any work he submits bearing his name. Such a student will be held responsible for any wrongs discovered within such work submitted in his name.

## **PART 20: ACADEMIC MISCONDUCT**

### **Examination Misconduct and Leakages**

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

#### ***Misconduct in Examination Hall Vicinity, Hostels and Other Institutions***

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

prior to their admission into the University from where they are seeking the transfer.

- (c) Applicants seeking the transfer must be currently enrolled in the university from where they are seeking the transfer.
- (d) The applicants must be in good academic standing in their current university. Specifically, an applicant's CGPA should be at least 2.40 on a scale of 0.00 to 5.00.
- (e) The programme for which the applicant seeks to transfer into must be similar to the one he is pursuing at the current university.
- (f) There must be valid reasons for the transfer (with appropriate supporting documents), which clearly make a case for studying at Bayero University, rather than continuing in the current university.
- (g) There shall be no transfer to the first, or final, year of study of any programme.
- (h) If the transfer is approved, the credits earned in the previous university shall be transferred to the programme at Bayero University, Kano. Similarly, the number of years spent in the previous university counts in determining the student's period of stay at Bayero University.
- (i) There shall be no transfer into College of Health Sciences and Pharmaceutical Sciences with the exception of programmes in Faculty of Basic Medical Sciences, and some programmes in the Faculty of Allied Health Sciences.

### **Prohibition of Admission/Transfer Deferment**

2.7 A student admitted/transferred into the University in a particular academic year cannot defer the admission/transfer to another year.

### **Prohibition of Change of Name and Date of Birth**

2.8 A student shall only use the name and date of birth with which he is admitted/transferred into the University and which appears on the qualifications used to secure the admission/transfer. This name and

date of birth shall be used in all certificates and transcripts, respectively to be issued by the University.

### **Intra-Faculty Transfer**

2.9 The Senate does not allow for transfer from one faculty to another. However, students could be allowed to change programmes and/or departments within a faculty, subject to any guidelines drawn by the faculty concerned. Without prejudice to the faculty guidelines, the following general guidelines shall be used in assessing applications for change of department/programme within a faculty:

- (a) Students wishing to change from one programme/department to another must complete the appropriate form obtainable from the Directorate of Examinations, Admissions and Records (DEAR) after paying the appropriate fees at the Bursary.
- (b) Copies of the results of all examinations taken by the student shall be attached to the completed form. The reason(s) for seeking the transfer should also be clearly stated.
- (c) The applicant must have spent at least a year in his current programme and must possess the minimum qualification for the proposed programme.
- (d) The Heads of the concerned Departments (current and proposed) shall comment on the appropriateness or otherwise of the proposed transfer.
- (e) If the concerned heads of department approve the transfer, the Dean shall endorse it and communicate such to DEAR for appropriate actions.
- (f) All the credits earned by a transferred student in the previous programme shall be transferred to the new programme. The student may, however, be required to take additional courses from previous levels, depending on the requirements of the new programme. Similarly, the period spent in the previous programme shall be counted in determining the time the student has spent in the University.

assignments, and any other work required for any degree programme, or course. Such standards include, but are not limited to, the following.

- (a) A student shall not submit the work of others as his own work.
- (b) A student shall not submit any work submitted earlier for another purpose (either by him/herself or by others; either at the University or elsewhere) in order to satisfy the requirement for a course or programme.
- (c) A student must cite appropriate sources of his ideas, facts, etc. In particular, the following require citation by a student:
  - (i) Direct and indirect quotations, as well as paraphrasing and summaries.
  - (ii) Opinions, theories, principles, ideas, critical methods, and so on that were formulated by someone else.
  - (iii) Data and evidence that are not collected by the student as primary data.
  - (iv) Figures, graphs, tables, charts, photographs, drawings, illustrations, etc., not created by the student.
  - (v) Research sources that were gathered by someone else.
  - (vi) Ideas, materials, information and so on collected from online sources.
- (d) A student shall not *plagiarise* any works by others, be they in books, journals, over the World Wide Web, and so on. As a general rule, direct use of three or more words from someone else must be enclosed in quotation marks (“ ”) with the source appropriately indicated.
- (e) A student shall not fabricate, nor misrepresent data, results of experiments or analysis, sources of information, and so on.
- (f) A student shall not sabotage the work of others. Examples include deliberate destruction, damaging or stealing of another student's project, experiment, computer program, etc.

- e. Students who failed to qualify for the main examination as a result of failure to meet the minimum eligibility requirement shall not be allowed to write the re-sit examination.

**Readmission of Withdrawn Students from College of Health Sciences (with exception of Faculty of Basic Medical Sciences) and Faculty of Pharmaceutical Sciences**

- 18.29 If a student is required to withdraw from the College on any ground other than 18.19 (b), (c), (d) and 18.27 (b) of these Regulations, he may seek fresh admission into another programme within the University through the normal admission process. However, if he is admitted, he cannot transfer/claim any credits earned in the programme from which he was withdrawn.
- 18.30 A student withdrawn from the College on grounds 18.19 (b), (c), (d) or 18.27 (b) above, may be considered for absorption into any appropriate programme in another science-based Faculty (within or outside the College). If withdrawn after Level I, the Level I CGPA must be 2.00 or higher.
- 18.31 If such absorption is approved, the student's Level I result shall be unbundled into courses (not subjects), with CGPA computed and all failed courses repeated. The student may also be required to carry over failed Level I courses and/or take additional ones based on the programme into which he is absorbed.
- 18.32 If the absorption is into a faculty outside the College, the absorbed student shall be treated as if he was admitted on Direct Entry for the purpose of determining his period of stay at the University.
- 18.33 Where the absorption is into a faculty within the College all relevant courses passed by the student shall be taken into account in determining his placement.

**PART 19: GUIDELINES ON ACADEMIC WRITING**

- 19.1 All students of the University shall maintain the highest academic integrity when writing projects, reports, essays, term papers,

- (g) A student cannot enjoy more than one intra-faculty transfer during the period of his/ her studies in the University.

**Level II Part Time (Direct Entry) Admissions**

- 2.10 The following are the general entry requirements for admission into first degree part time programmes through the Direct Entry (DE).
  - (a) Candidates are to apply through JAMB.
  - (b) Candidates shall possess a recognized Advanced Level qualification(s) in an area relevant to the programme of choice. Such qualification(s) include(s) National Diploma (ND), Nigeria Certificate of Education (NCE), Interim Joint Matriculation Board (IJMB with minimum of 6 points), Nursing Certificate, Diploma in Health Education, Diploma in Community Health, Diploma in Environmental Health, General Certificate of Education (GCE) 'A' Level and any other equivalent and relevant qualification(s).
  - (c) Candidates shall possess a minimum of five 'O' Level Credits in relevant subject, including English Language.
  - (d) Candidates shall be 25 years and above.
  - (e) A credit in Mathematics is required for admission into B. Sc Accounting, B. Sc Business Administration, B. Sc Mathematics, B. Sc (Ed) Mathematics and B. Sc (Ed) Economics. While credits in English Language, Mathematics, Biology, Chemistry and Physics are required for admission into B. Nursing Science and B. Sc. Health Education.

**PART 3: ENTRY QUALIFICATION IRREGULARITIES**

- 3.1 All qualifications used by students to gain admission into the University shall be subject to verification. To offset the verification costs, all new students shall be charged 'Verification Fees' (as determined by Senate from time to time) to be paid as part of the initial registration fees.
- 3.2 Students **shall** be required to provide valid scratch cards/**equivalent technology** for verifying examinations results online.



3.3 Where the verification process indicates discrepancies between the qualification presented by the student and the official one obtained by the University, the matter shall be referred to the Senate Committee on Students' **Entry** Qualification Irregularities.

#### **Procedure for Investigating Entry Qualification Irregularities**

3.4 The Committee shall request the affected student to explain the discrepancies. If the student owns up to the alteration or fails to offer any explanation, he shall be punished in accordance with 3.6 to 3.8 below.

3.5 If the student denies the alteration and/or claims that the result presented was the one given to him/her by the institution, the result presented by the student shall be taken to the institution for their written comments:

- (a) If the institution confirms that the discrepancy in the result was due to an error on their part, they should put that in writing, and the letter must be signed by the Principal of the School and counter-signed by the Permanent Secretary of the Ministry of Education of the State where the school is located, or the Permanent Secretary, Federal Ministry of Education for Federal Government Colleges, as the case may be.
- (b) If the institution denies issuing the falsified result to the student, it shall be assumed that the falsification was done by the student.

#### **Punishments for Falsification of Entry Qualifications**

3.6 Where it is established that the student falsified his entry qualification, the student shall be expelled from the University. This is irrespective of whether the falsification has affected the student's chances of gaining admission into the University, or not.

3.7 Where it is established that the student faked his entry qualification, the student shall be expelled from the University. This is irrespective of whether the falsification has affected the student's chances of gaining admission into the University, or not

- (d) Failure to pass a level that has been repeated.
- (e) Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds (Section 11.3)
- (f) Failure to complete the stated requirements for the award of a degree within the maximum duration laid down for the programme (18.16).
- (g) Failure to sit for the entire semester examinations without any valid reasons.

#### **18.28 Re-sit Examination and Duration of the revision classes in the College of Health Sciences and Faculty of Pharmaceutical Sciences**

- a. There shall be revision classes which should be conducted for a period between 2-6 weeks (with exception of final MBBS examination **re-sit** which is 12 weeks).
- b. A student **re-sitting** a particular subject is entitled to a new Continuous Assessment which contributes 50% of the Continuous Assessment for the re-sit examination. The other 50% is carried over from the Continuous Assessment of the sit examination
- c. Student who writes re-sit examinations will not get a score greater than 50 percent (except as in D) irrespective of the original score they obtained from the examination.
- d. Students who were unable to write the main examination as a result of illness, pregnancy or other valid reasons that are not within their control (established in accordance to standard university protocol) shall be allowed to write at next available examination which may be re-sit examination. Re-sit examination in this case will be regarded as main examination (special SIT) and hence the score obtained will be awarded. In case a student fails a special sit examination; special re-sit examination will be prepared if qualified for based on the regulation governing **re-sit** examination.

failing the **re-sit** examination. A candidate who failed his last attempt is recommended for elimination by the council. A student who failed to pass Council Examinations will be allowed to graduate but will have no license to practice as a nurse in Nigeria.

#### 18.26 Professional Examinations in Department of Optometry

(I) First professional examination will be taken in 300 levels. The examination will consist of 3 papers

Paper I: Primary Care Optometry (General Optometry, General pharmacology, general pathology)

Paper II: Optics (Physiological Optics, Physical Optics, Geometrical Optics)

Paper III: Basic Health Sciences (General anatomy, General Physiology, General histology, Biochemistry)

(II) Candidates who fail any paper are eligible to re-sit the paper. A student who failed a **re-sit** paper will automatically repeat 300level.

(III) Any repeating student who failed professional exam is eligible for a **re-sit**. If the student fails the **re-sit** he will be asked to withdraw from the program

(IV) Only those who emerge successful after the 300L professional examination are qualified to be indexed by the Board

#### *Withdrawal from the Programmes*

18.27 The Faculty Board shall recommend to Senate the withdrawal of candidates from these other programmes on any of the following grounds:

- (a) Failure to register within the time set by Senate for registration.
- (b) Failure to pass two or more of the four major Level I subjects.
- (c) Failing more than one half ( $\frac{1}{2}$ ) of the credits registered at Level II or higher in the programmes.

3.8 Where it is established that the falsification of the qualification is due to an error on the part of the school attended by the student (3.5 (a)) and the falsification has affected the student's chances of gaining admission into the University and if:

- a. The University is able to discover the deficiency before the student's graduation; the student shall be withdrawn from the University.
- b. The University is not able to discover the deficiency until after student's graduation, the students shall be allowed to remedy the deficiency and be given his statement of result on compassionate grounds.

3.9 Where it is established that the falsification of the qualification is due to an error on the part of the school attended by the student (3.5 (a)) and the falsification has not affected the student's chances of gaining admission into the University, the student shall be exonerated.

3.10 Where the student performs any other irregularity, the Senate Committee on Entry Qualifications Irregularities shall make recommendation to Senate for his expulsion, withdrawal, rustication, or any other punishment as is deemed most appropriate.

#### **PART 4: REGISTRATION**

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

4.2 The registration process also involves getting copies of relevant documents signed and submitted to all relevant offices as may be advertised by the University, faculties and departments.

4.3 Returning students must complete the registration process within two weeks from the commencement date of registration.

4.4 A returning student who fails to complete the registration process within the two-week period approved for registration shall be deemed

to be registering late and shall pay a late registration fee as may be prescribed by the University from time to time.

- 4.5 A returning student who fails to register within four weeks of commencement of the registration exercise shall not be allowed to register. Such a student shall be deemed to have withdrawn, unless he provides a reason acceptable to the Senate, in which case he can be considered for suspension of studies.
- 4.6 Newly admitted students must complete the registration process within two weeks from the date of closure of the central registration. Failure to complete the process within this time shall attract late registration fee charges, or forfeiture of the admission.
- 4.7 Provosts of Colleges, Deans of Faculties and Heads of Departments shall ensure that the registration process is completed on time. The process shall be clearly explained and publicised to the students, and that all staff members involved in the exercise shall maintain effective office hours so that students could be attended to without hindrance.
- 4.8 Registration fees are non-refundable.
- 4.9 Students on attachment abroad in a particular session shall only register with the host institution.

#### **Minimum and Maximum Credit Loads**

- 4.10 The minimum credit load is 12 per semester and 30 per session, except in exceptional circumstances, such as:
  - (a) Students on industrial/field attachment, internship, teaching practice, etc., where such an exercise lasts for a semester and its credit load is less than 12 and/or where the sessional credit load is less than 30 credits.
  - (b) Spill-over students requiring less than 12 credits in a semester and/or less than 30 credits in a session to graduate.
  - (c) Students with many carry-over courses in one semester.
- 4.11 Where the minimum credit requirement for a programme is more than 30 per session, the minimum credits for students of such a programme shall be that higher number. Thus, each student should work out the

## **18.24 Professional Examinations in Department of Medical Radiography**

### **(A) First Professional Examination**

- (i) Radiography students are to sit for the first professional examination at the end of 300 levels.
- (ii) There is no **re-sit** examination, thus student that fails professional examination will repeat clinical posting for the entire session, before qualifying for the examination
- (iii) A student who fails professional examination for the second time will be recommended for withdrawal from the program

### **(B) Final Professional Examination**

Radiography students are to sit for the Final professional examination at the end of 500 levels subject to the following regulations

- (i) To qualify for the examination, a student must pass all the courses registered
- (ii) A student who fails in the first sitting of final professional examination will repeat clinical posting for the entire session, before qualifying for the another examination
- (iii) A student who fails professional examination for the second time will be recommended for withdrawal from the program

## **18.25 Professional Examinations in Department of Nursing Science**

- (i) The First professional Nursing and Midwifery Council Examination (Registered Nurse) shall be conducted at 400 Level.
- (ii) Second and third professional Nursing and Midwifery Council Examination (Registered Midwife) taken 500 Level are optional
- (iii) The first professional examination consist of papers I, II and III that candidates must pass. A student who failed one or two papers will be allowed to re-sit and will also be granted a last attempt on

- (i) GSP courses though are requirements for graduation, however are not determinant for progression to the next level.

### **18.21 Professional Examinations in the Faculty of Allied Health Sciences.**

- a. A candidate must have 85% attendance to be eligible to participate in all professional examinations
- b. The minimum Pass mark for professional examinations is 50%. Scores less than 50% for clinical examinations shall not be upgraded by faculty board of examiners

### **18.22 Professional Examinations in Department of Medical Laboratory Sciences.**

- (i) First and final professional examination shall be conducted at Level 400 and Level 500 respectively.
- (ii) A student who failed a professional examination shall repeat the failed component of clinical posting in the next session. There is no **re-sit** for failed clinical examination in Medical Laboratory Science

### **18.23 Professional Examinations in Department of Physiotherapy**

- (a) First professional is conducted at 400 levels and will cover Clinical Rotation of 1<sup>st</sup> and 2<sup>nd</sup> semester (physiotherapy in medical cases, physiotherapy in surgical cases and ICU)
- (b) Final Professional examination is conducted at 500 level and will cover Clinical Rotation of 1<sup>st</sup> semester (paediatrics physiotherapy /physiotherapy in Obstetrics and Gynaecology/ and physiotherapy in medical and surgical conditions) and 2<sup>st</sup> semester (Radiology and Psychiatry postings Community physiotherapy outreach Clinical Seminar presentation)
- (c) **(iii)** There is no **re-sit** for failed clinical examination in Physiotherapy

exact number of credits to be registered in conjunction with his Level Coordinator.

- 4.12 The maximum number of credits a student can register for in any session is the minimum credit requirement for his programme and level, plus **eight credits**. Thus, if the Level III requirement for a programme is 35 credits, then the maximum number of credits a Level III student of such a programme can register for is 43 (i.e. 35 + 8).

### **Courses and Course Numbering**

- 4.13 Each course taught in the University is identified by a unique course code/number made up of three letters followed by four digits. The three letters depend on the faculty, department or sub-department offering such a course, while the digits are explained below.
- 4.14 The first digit reflects the level of the course. Level I degree courses start with 1, Level II with 2 and so on. Courses start from 1 to 4, or 1 to 5, or 1 to 6, depending on the duration of the degree programme.
- 4.15 The second digit indicates the credit value of the course.
- 4.16 The last two digits are used by the department to identify the course – with some departments assigning specific meaning to one of the two digits (such as the course area, or the semester the course is offered). Thus, CHM3221 is a Level III Chemistry course of two credits in the area of polymer chemistry, while LAW1301 is a Level I Law course of three credits offered in the first semester.

### **Course Registration**

- 4.17 Courses are to be registered for by students sequentially. Thus, a student must register for Level II courses before registering for Level III courses. Moreover, when registering, a student shall first enter lower level courses (failed, or not taken, earlier) before entering higher level ones, subject to the Provision of 4.20 of these Regulations.
- 4.18 If a student fails a required course, he must register for it as a “carry-over” in all subsequent sessions until the course is cleared, except

where prevented by industrial/field/internship and similar attachments lasting for a whole semester, subject to the Provision of 4.20 of these Regulations.

- 4.19 A student shall not repeat any course that he has passed, irrespective of the passing grade.
- 4.20 A student needs not to register for a failed elective/options course, provided the credits requirements for the particular level of the programme are satisfied. If the credit requirements are not satisfied, another course may be substituted for a failed non-required course, provided it is in line with departmental and faculty regulations.

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

- 4.21 Registered students may make minor changes in the courses registered for (by adding and/or dropping some courses) at the beginning of the second semester.
- 4.22 The procedure and conditions for the add/drop process are as follows:
- (a) Interested students shall collect the Drop/Add Form from the Directorate of Examinations, Admissions and Records (DEAR) after paying the appropriate fees at Bursary/designated banks.
  - (b) The student shall discuss the proposed changes with his Level Coordinator to ensure that the changes are in order.
  - (c) The changes need the endorsement of all concerned departments and faculties.
  - (d) The changes in registration must be in line with the following: the registration conditions stipulated in sections 4.17 to 4.21; the requirements for minimum and maximum number of credits per semester and session; and regulations of the University, the Faculty, Department and programme.
  - (e) The Add/Drop process (including returning the forms to all relevant units) must be completed within the period stipulated by the Senate.
  - (f) A student can neither add nor drop a course when more than 25% of it has been covered.

- (d) Where a student is required to repeat a Level that has been already repeated.
- (e) Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds (Section 11.3)
- (f) Failure to complete the stated requirements for the award of a degree within the maximum number of semesters laid down for the programme (18.16).
- (g) Failure to sit for the entire semester or professional examinations without any admissible reason.

### **Programmes in the Faculties of Allied Health Sciences and Pharmaceutical Sciences**

- 18.20 The following are the regulations for Level II and beyond
- (a) To progress to any level beyond Level II, a student must pass all the courses of the previous level.
  - (b) A student who fails not more than one quarter ( $\leq \frac{1}{4}$ ) of his credits shall **re-sit** the failed courses.
  - (c) A student who fails the re-sit examinations in any course shall repeat the level, subject to (f) and (g) of these Regulations.
  - (d) A student who fails more than one quarter ( $\frac{1}{4}$ ), but not more than one half ( $\leq \frac{1}{2}$ ) of the credits shall repeat the level, subject to (f) and (g).
  - (e) A repeating student shall repeat all courses irrespective of the previous grade.
  - (f) A student who fails more than one half ( $\frac{1}{2}$ ) of the credits shall be required to withdraw from the programme.
  - (g) A student can repeat a level at most once, subject to (g).
  - (h) The maximum duration for each of the programmes is nine (9) years with the exception of Optometry and Pharm. D which is (11) years.

- (c) It may also be necessary to indicate that students who will not be allowed to write examinations following failure to meet this eligibility criterion should be notified at-least 2 weeks to the examinations
- (d) BDS programme have 6 professional examinations. The first three are domiciled with the Faculty of Clinical Sciences and are regarded as first MBBS professional exam, second MBBS professional exam and third MBBS professional exam while the next three are domiciled in the Faculty of Dentistry are regarded as first BDS professional exam, second BDS professional exam and third BDS professional exam.

#### **18.18 EXTERNAL EXAMINER**

- (a) There shall normally be one external examiner for every 50 students taking a Professional Examination whose main function is to review question papers and make recommendations on the standards for consideration in subsequent examinations, in addition to what has been stipulated in Part 5 of these Regulations.
- (b) Where examination has more than one component as is the case with pathology in the Faculty of Clinical Sciences and Medical Laboratory Sciences in the Faculty of Allied Health Sciences more than one External Examiner should be appointed even if the number of students is less than 50.

#### ***Withdrawal from the Programmes***

- 18.19 The College Academic Board shall recommend to Senate the withdrawal of candidates from the MBBS and BDS programmes on any of the following grounds:
- (a) Failure to register within the time set by Senate for registration.
  - (b) Failing two or more of the four major Level I subjects.
  - (c) Failing all the subjects of the First or Second Professional Examinations for MBBS and BDS.

#### **Earning Credit and Absence in Examinations**

- 4.23 A student cannot earn a credit in any course he has not duly registered for through the normal registration process, or the Add/Drop process. Thus, if a student sits for an examination for any course for which he did not register, the result of such an examination shall be cancelled.
- 4.24 The results of all the courses registered by a student (except those dropped through the add/drop process) shall be reported. A student who registers for a course but fails to sit for its examination without valid reasons shall be deemed to have failed the course. Thus, a grade of 'F' shall be reported for such a student in the course. However, it shall be reported that the student was absent in the examination, so that he can be aware of the reason for the failure.
- 4.25 Where the results of a student are corrected after approval by Senate (such as confirming that a student reported absent had sat for and passed the examination), the corrected result shall be reflected in the semester the courses were taken, and the normal approval process shall be followed to get the corrected results approved and recorded in all concerned units.

#### **General Studies and Entrepreneurship Programmes Courses**

- 4.26 In order to satisfy the requirements for the award of a degree, an undergraduate student must register for, and pass all required departmental courses as well as the prescribed courses of the General Studies Programme (GSP) and Entrepreneurship Education Programme (EEP). The prescribed courses, which are subject to change by the Senate, are as follows:
  - (a) GSP1201/GSP2201 (Use of English) for all degree students admitted into Level I and Level II;
  - (b) GPS1202/GSP2202 (Use of Library, Study Skills and ICT) for all degree students admitted into Level I and Level II;
  - (c) GSP2203 (Science, Technology and Society) for all non-science based students– usually taken in Level II;

- (d)GSP2204 (Foundation of Nigerian Culture Governance and Economy) for all science -based degree students – usually taken in Level II;
- (e)GSP2205 (Philosophy and Logic) for all degree students – usually taken in Level II;
- (f) GSP2206 (Peace Studies and Conflict Resolution) for all degree students – usually taken in Level II;
- (g)EEP3201 (Entrepreneurship and Innovation) for all students of the University, usually taken in Level III or IV.
- (h)EEP4201 (Business Creation and Growth) for all students of the University, usually taken in Level IV.
- (i) Students admitted into Level III of the Agricultural Extension programme (See 2.7) are to take the appropriate Level II GSP courses taken by students from the Faculty of Agriculture.

## **PART 5: APPOINTMENT AND DUTIES OF EXAMINERS**

5.1 The examinations in any course shall be conducted by:

- (a) A Chief Examiner
- (b) Internal Examiners; and
- (c) One or more External Examiners where appropriate.

### **Chief Examiners**

5.2 The Head of Department is the Chief Examiner in the Department while the Deans and the Provosts are the Chief Examiners of the Faculty and College, respectively.

5.3 The duties of a Chief Examiner shall be generally to make arrangements for the examinations in the courses taught in his Department and in particular for the preparation and security of examination papers and for the marking and the determination of results by the Departmental Board of Examiners as prescribed in section13.1 of these Regulations. He carries responsibility, together

- (a)To earn the MBBS or BDS degree, a candidate must pass all the subjects of the respective final Professional Examination.
- (b)A candidate who fails in one or more subjects in the final Professional Examination shall take the re-sit examination in the failed subject(s) after such period as may be set by the College Academic Board.
- (c)A candidate who fails the re-sit examination in any of the subjects shall be required to repeat the subjects by undergoing the appropriate courses of instruction in the subjects and then presenting him/herself again for examinations in the next available examination. This, however, is subject to 18.16 (b), below.

### ***Maximum Duration of the Programmes***

18.16 The maximum duration of the MBBS and BDS programmes is 11 years, subject to the following limitations.

- (a)Not more than five years shall be spent at Pre-Clinical Level (Levels I to III).
- (b)Not more than six years shall be spent at Clinical Level (Levels IV to VI).
- (c)Not more than two years shall be spent at any of Levels II to VI.
- (d)However, in exceptional circumstances, the Senate may determine the outcome of the candidate withdrawn after exhausting the maximum duration following the recommendations of the College Academic Board.

## **18.17 CLINICAL EXAMINATIONS IN THE COLLEGE OF HEALTH SCIENCES**

- (a) A student in the clinical years must have at-least 85% attendance.
- (b) The attendance eligibility criterion should be clearly spelt out to include attendance to laboratory and clinical activities like clinics, ward rounds and theatre sessions as well as completion of procedures outlined in the clinical log books.

### ***Third and Fourth (and Fifth for BDS) Professional Examinations***

18.14 MBBS and BDS candidates are to sit for the Third and Fourth Professional Examinations at the end of Levels IV and V, respectively; while BDS candidates are to sit for the Third, Fourth and Fifth Professional Examinations over the same period. The following are the regulations for the examinations.

- (a) To proceed to Level V, a candidate must pass both subjects of the Third Professional Examination.
- (b) To proceed to Level VI, an MBBS candidate must pass both subjects of the Fourth Professional Examination, while a BDS candidate must pass all the subjects of the Fourth and Fifth Professional Examinations.
- (c) A student who fails one or both subjects at any of the examinations shall take a re-sit examination in the failed subject(s) after such period as may be set by the College Academic Board.
- (d) Subject to the provisions of 18.16 (b), a student who fails one or more subjects at a re-sit examination shall repeat the subjects by undergoing the appropriate courses of instruction,
- (e) All BDS students must obtain a pass mark in level 400 continuous assessments in both Medicine and Surgery (M1 & S1).
- (f) That failure in each of the courses in 18.14 (e) shall not amount for a student to repeat the year but a pass mark must be obtained in each of the courses before graduation.
- (g) That if a student failed either of the course(s) in 18.14 (e), she/he can return to attempt it with the next class until it is passed or until the student exhausted maximum period of stay in the University.

### ***Final Professional Examinations***

18.15 The Fifth Professional Examination is the final examination of the MBBS while the sixth is the final one for BDS programmes. The examinations are covered by the following regulations.

with the External Examiners where any are appointed, for the standard of the examination papers.

### **Internal Examiners**

- 5.4 Internal Examiners shall be appointed by the Senate on the recommendation of the relevant Faculty Board, normally from among the staff concerned with teaching the course or courses being assessed. Staff shall not be appointed as examiners before 18 months have elapsed since their own final first degree examination, but may participate in the process of assessment under the supervision of an appointed examiner and with the approval of the Chief Examiner.
- 5.5 The Chief Examiner may require any internal examiner to carry out any, or all, of the following duties:-
  - (a) To participate in assessment of coursework.
  - (b) To prepare and sign draft question papers.
  - (c) To mark answer scripts, before moderation by the External Examiner, where that is required.
  - (d) To be present and accessible in the University's academic buildings during the sitting of any examination paper for which they have prepared questions.
  - (e) To attend meetings of the Departmental Board of Examiners.
  - (f) To invigilate at any examination.
  - (g) To perform any other duties appropriate to the examination.

### **External Examiner**

- 5.6 External Examiners shall be appointed for all degree examinations to moderate draft question papers for all levels and the scripts for final year courses as well as final year projects/theses.
- 5.7 Each session, External Examiners shall be appointed by the Senate on the recommendations of the Faculty Boards. Each External Examiner must be a person of high professional standing. He must have had extensive experience of teaching and examination in his field and will usually be a member of the academic staff of another University. When an External Examiner is recommended to the



relevant Faculty Board and to Senate, his degrees, relevant professional qualifications, rank and current University or other appointment shall be stated, together with information concerning any previous connection with Bayero University, Kano.

5.8 There shall normally be one External Examiner in each programme in which a degree is awarded. However, Faculty Boards and Senate may consider cases made by Departments for the appointment of additional External Examiners.

(b) (a) Each External Examiner shall be appointed for a period covering four consecutive semesters. An External Examiner may be eligible for a reappointment provided at least four consecutive semesters have elapsed since the expiration of his last appointment.

5.9 Staff of the University and members of the Governing Council shall not serve as External Examiners. Any person who previously taught in the University shall not be appointed as External Examiner if any student taught by him/her at any time is a candidate in the examinations concerned.

5.10 The duties of an External Examiner shall be:-

- (a) To moderate draft question papers for all levels and to recommend such alterations as he may think fit in order to ensure the maintenance of a good standard.
- (b) If possible, to be present at the University during the period of examinations and to conduct or participate in practical, clinical or oral examinations and practical teaching tests.
- (c) To moderate the marking of examination scripts of the final year courses for which he is examiner at the end of the session.
- (d) If present in the University, to attend meetings of the Departmental Board of Examiners and to approve and certify the mark list in any course examined by him and where possible, the relevant overall pass list or lists.
- (e) If present in the University, to attend the meeting or meetings of the Faculty Board of Examiners.

MBBS or BDS candidate who passes the Fifth Professional Examination at the first attempt and obtains a minimum of four (4) Distinctions, including at least one Distinction in a clinical subject.

### **MBBS and BDS Programmes**

18.12 The following regulations pertain to the conduct of the Bachelor of Medicine Bachelor of Surgery (MBBS) and the Bachelor of Dental Surgery (BDS) programmes.

### ***First and Second Professional Examinations***

18.13 MBBS and BDS students are to sit for the First and Second Professional Examinations at the end of Levels II and III, respectively. The following are the regulations governing these examinations.

- (a) To progress to Level III, a student must pass all the subjects examined in the First Professional Examination.
- (b) To progress to Level IV, a student must pass all the subjects examined in the Second Professional Examination.
- (c) A student who fails all the subjects of the First or Second Professional Examination shall be required to withdraw from the programme.
- (d) A student who fails three subjects of the First or Second Professional Examination shall be required to repeat the year, subject to 18.16 (a).
- (e) A student who fails one or two subjects in the First or Second Professional Examination shall re-sit the examinations for the failed subjects within such period as may be set by the College Academic Board.
- (f) A student who fails a re-sit examination shall repeat the year, subject to 18.16 (b), below.
- (g) To remain in the programme, a candidate must pass the Second Professional Examination within four years of entering Level II.

<i>Mark/Score</i>	<i>Grade</i>	<i>Classification</i>
70% and above	A	Distinction
60 – 69%	B	Credit
50 – 59%	C	Pass
00 – 49%	F	Fail

However, a student who has a re-sit in another subject at the level, or who is required to repeat the year does not earn a distinction.

- 18.7 A score of 50% (C, Pass) shall be recorded for any student who passes a course at a re-sit examination.

### **Subject and Sessional Assessments**

- 18.8 All the major Level I courses are to be assessed on subject basis by combining the marks of all the courses in a subject area and finding their weighted average, with the credit values of courses serving as their weights. Thus, single marks are to be reported for Biology, Chemistry, Physics and Mathematics.
- 18.9 Students in the College are to be assessed on sessional basis. Thus, first and second semester examinations (where applicable) are combined in determining the marks in any subject. Similarly, professional examinations (where applicable) are conducted on sessional basis.

### **Progression to Level II**

- 18.10 To progress from Level I to II in any programme in the College of Health Sciences (other than Faculty of Basic Medical Science) and Faculty of Pharmaceutical Sciences, a student must pass all four major Level I subjects (Biology, Chemistry, Physics and Mathematics). However, any Level I GSP course not passed is to be carried over.

### **Unclassified Degrees**

- 18.11 Degrees awarded by the College of Health Sciences shall not be classified. However, the Honours award shall be given to an

- (f) To submit a written report to the Vice-Chancellor (on the template approved by Senate) at the end of each session,–and copy same to the Chief Examiner concerned, on the following matters:-

- i. Standard of the examinations questions;
- ii. Availability and use of marking scheme;
- iii. Standard of marking by the Internal Examiners;
- iv. Standard of project or coursework;
- v. Pass list and honours classification;
- vi. Clear report on any change in the raw marks; and
- vii. Any other relevant comments he may wish to make.

- 5.11 In the event of a disagreement between External and Internal Examiners, not resolvable by consultation, separate reports shall be made by Chief and External Examiners to the Board of Examiners which shall take appropriate action on the matter.
- 5.12 An External Examiner shall be remunerated at rates to be agreed by Senate from time to time.

### **Security of Examination Materials**

- 5.13 It shall be the duty of all examiners to ensure strict scrutiny and security of question papers, examination scripts, marks, and other examination materials at all times.
- 5.14 In particular, there shall be proper documentation and chain of custody when answer scripts are passed from one person to another.
- 5.15 All answer scripts shall be marked within Kano Metropolis and no examiner shall take the scripts outside this area for whatever reason.

### **PART 6: PREPARATION OF EXAMINATION PAPERS**

- 6.1 The Chief Examiner shall ensure that each question paper bears an appropriate rubric showing the following:-
- (a) University logo
  - (b) Faculty and Department

- (c) Programme of study
  - (d) Course code and course title
  - (e) Date on which the paper is to be taken (or month, if the day is not known when the paper is prepared)
  - (f) Time or duration of the paper.
  - (g) Number of questions to be answered and any restrictions as to choice.
  - (h) Any instructions regarding the use of answer booklets
  - (i) Any additional materials to be supplied by the Invigilator to candidates.
- 6.2 Where possible, draft question papers shall be passed by hand and only between persons directly concerned and in envelopes marked “Strictly Confidential”. Where transmission by post (say to External Examiners) is unavoidable, drafts shall be in double envelopes, the inner carrying a security seal and marked “Strictly Confidential to be opened only by (name)”. The outer envelope shall not be marked as confidential but shall be strongly sealed and sent by registered post. Where draft question papers have to be sent electronically, the files shall be password protected and the password shall be communicated over a secure, but different medium of communication.
- 6.3 The Chief Examiner shall arrange for question papers to be duplicated in secure conditions, ensuring that no unauthorized person has access to them and that all spare copies, stencils, etc., are destroyed. Sealed packets of papers shall be marked to show the Faculty, Department, course by title and code, level and date of the examination (if known) and the number of copies
- 6.4 The Chief Examiner shall be responsible for ensuring that the sealed packets of question papers, clearly marked as described in section 6.3 of these Regulations, are handed to the Faculty Examinations Officer before the examination date.
- 6.5 After the examinations have been held, the Faculty Examinations Officer concerned shall send three copies of each question paper to

- 18.2 The regulations in this part apply to all other programmes in the College. They supplement or replace appropriate parts of the general regulations, as the case may be.

#### **College Examinations Officer**

- 18.3 (a) There shall a College Examinations Officer (CEO), who shall be responsible for coordinating examinations in the College.  
 (b) It shall be the duty of the faculty examination officers to conduct relevant examinations in their respective faculties.

#### **Duties of College Examinations Officer**

- 18.4 a) Ensuring adequate planning and smooth running of College academic activities (Especially examinations, orientations, induction ceremonies, etc.).  
 b) Record keeping and archiving of all examination results of inter-faculty programme.  
 c) Securing of lecture and examination venues.  
 d) Other duties related to the conduct of academic scheduling and examinations, etc.

#### **Pass Mark and Grading**

- 18.5 Except for Level I, B. Sc Programmes in the faculty of Basic Medical Sciences, and GSP courses, the pass mark for all courses in the College of Health Sciences and Faculty of Pharmaceutical Sciences shall be 50%. Fractional marks are to be rounded to the nearest whole number. In addition to an overall score of 50%, a candidate must also score a minimum of 50% in the clinical component of all clinical subject examinations.
- 18.6 Courses for Level II and higher levels are to be graded and classified as follows:

(c) The records of the student's progress through the programme indicate beyond reasonable doubt that under normal circumstances, he would have been awarded the degree.

17.2 If a Chief Examiner has reason to believe that a student may, if he applies, be deemed eligible for an aegrotat award, then the Chief Examiner shall submit to the Board of Examiners evidence relating to section 17.1 of these Regulation and the Board of Examiners shall assess this evidence and report to the Faculty Board.

17.3 An application by a student or, if he is incapacitated, by a person acting on his behalf, must be submitted to the Dean of the Faculty as soon as possible and normally not later than 30 days from the last examination paper written in the course. The Dean shall cause such enquiries as may appear necessary to be made to determine whether the student was prevented from successfully completing the final examinations by serious illness or other cause, and he shall submit the evidence to the Faculty Board.

17.4 The Faculty Board shall thereupon consider all of the evidence submitted to it in accordance with section 17.1 to 17.3 and make recommendations to the Senate whether or not to make an aegrotat award. The decision of the Senate shall be final.

17.5 An aegrotat degree shall be unclassified.

17.6 A holder of an aegrotat degree shall not be permitted to re-enter for the same examinations.

## **PART 18: COLLEGE OF HEALTH SCIENCES AND FACULTY OF PHARMACEUTICAL SCIENCES REGULATIONS**

### **Exceptions to the General University Regulations**

18.1 The general regulations discussed in other parts of this document apply to the BSc Biochemistry, B. Sc Anatomy, B. Sc Physiology and B. Sc. Nutrition and Dietetics programmes run in the College of Health Sciences.

the University Librarian. Copies shall also be placed in faculty and departmental libraries where they exist.

## **PART 7: EXAMINATIONS OFFICERS**

7.1 College Examinations Officers shall be appointed by the College Boards, Faculty Examination Officers and Assistant Faculty Examinations Officers shall be appointed by the Faculty Boards, and Departmental Examinations Officers shall be appointed by the Departments. The College, Faculty and Departmental Examination Officers shall be remunerated at rates to be agreed by Senate from time to time.

### **7.2 Examination Venues**

(a) An area of at least 1.8 square metres per candidate should, if possible, be allowed in the venues. The venue should have only one usable entrance during the examination, but adequate ventilation should be ensured.

(b) There should be not less than one invigilator for each 50 candidates. At least one of the invigilators should normally be a course lecturer of the students sitting for the examination and thus able to identify candidates. In addition one of the invigilators should be designated as Senior Invigilator.

(c) The Central Scheduling and Examinations Timetable Committee may inspect and decide upon the suitability of any venue proposed for use in examinations

7.3 Each Faculty Examinations Officer, in consultation with the Departments and Departmental Examinations Officers concerned, shall appoint:

(a) Invigilators for each Faculty examination venue, to whom he shall make available a copy of these Regulations.

(b) Examination Attendants, so that in any venue where there are male students at least one of the attendants shall be a male, and where there are female students at least one shall be a female.

- (c) The persons specified in sub-section (a) and (b) shall be
  - i. Fulltime University staff
  - ii. Subject to the instructions of the Invigilator or Senior Invigilator

7.4 A Faculty Examinations Officer shall perform the following functions, among others:

- (a) Ordering and control of Examination materials for the Faculty;
- (b) Preparation of examination timetables and arranging the examinations venues (including the provision of all items required therein);
- (c) Collection of sealed packets of question papers and distribution to invigilators;
- (d) Provision of receipt forms for examination scripts and any other matter in accordance with instructions issued by the Dean and the Registrar.
- (e) Giving appropriate instructions to the Invigilators. In particular he shall ensure that sealed packets of question papers are handed to Invigilators not less than 20 minutes before the scheduled times of commencement of examinations.
- (f) He should be available throughout the period of each examination oversee the conduct of all examinations, and report to the Chief Examiner, the Dean and the Registrar on any case of illness, disturbance or irregularity in the conduct of the examinations. He shall however recognize the Invigilator as responsible for procedure within the venue during the conduct of an examination.

7.5 After each examination the Faculty Examinations Officer shall receive the answer scripts from the Invigilator in charge and issue a receipt, of which both persons shall keep a copy. He will also collect all unused examination materials as well as any reports and exhibits pertaining to examination misconduct. He will ensure that the Departmental Examination Officer collects the answer scripts immediately and sign a receipt of which both officers will keep a copy.

- (c) i) A failure rate so great that, at the point of consideration, the student would not be able to graduate within the remaining time available to him/her even if he is to register for, and pass, the maximum number of credits allowed by the regulations in each of the sessions available to him/her. [For example if a student has only a maximum of two sessions to earn 90 credits but he can register for only 40 credits per session.]
- ii) A failure rate so great that, at point of consideration even with "A" in the remaining course(s) a student cannot be able to go out of his second probation.
- (d) Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds (section 11.3 of these Regulations)
- (e) Failure to complete the stated requirements for the award of a degree within the maximum number of semesters laid down for the programme (Regulation 12.17)
- (f) Failure to sit for the entire semester examinations without any admissible reason.
- (g) Failure to satisfy any other Faculty Regulation, subject to section 1.8 of these Regulations.

16.2 If a student is required to withdraw from the University, he may seek fresh admission into the University through the normal admission process. However, if he is admitted, he cannot transfer/claim any credits earned in the programme from which he was withdrawn, except as explained in section 18.30 of these Regulations.

## **PART 17: AEGROTAT DEGREES**

17.1 An aegrotat degree may be awarded to a student if he applies for it and if the Senate is satisfied that:

- (a) The student has successfully completed the relevant programme of study except for the final examinations;
- (b) The student was prevented from successfully completing the final examinations by valid cause; and

performance) shall be issued to each student by the Departments. Each report must be signed by the Head of the relevant Department.

- 14.4 Transcripts of examinations results shall be signed and stamped by Deans of Faculties and countersigned by the Registrar or his representative and shall be in such form as may be approved from time to time. Numerical marks in individual courses shall not be given but letter grades and other variables specified in section 12.12 shall be shown.
- 14.5 One copy of a transcript showing grades obtained will be given on request to a candidate on completion of his programme of studies. Such copy of the transcript cannot be used for official purposes, and this shall be so indicated on the copy. Further copies will be issued subsequently, but sent directly to institutions, on request and on payment of a prescribed fee to the University. Each page must be individually signed and stamped.
- 14.6 Certificates of the award of degrees approved by the Senate shall be sealed with the Seal of the University and signed by the Vice-Chancellor and the Registrar.

#### **PART 15: PROBATION**

- 15.1 A student whose CGPA is less than 1.00 at the end of any session shall be placed on academic probation for one session to enable him/her up-grade his CGPA to at least 1.00. Such a student shall be informed of his status in writing by the Faculty and copies of the letter should be sent to the Registrar and the Department.

#### **PART 16: WITHDRAWAL**

- 16.1 Withdrawal from the University shall be recommended by the Faculty Boards to the Senate on any of the following grounds:
- (a) Failure to register within the time set by Senate for registration.
  - (b) Failure to obtain a CGPA of at least 1.00 after a probation period.

- 7.6 The Examinations Officer shall publicise within the Faculty or Faculties concerned the time and venue(s) fixed for any examination at least two weeks before the commencement of the examinations. No backward change of time shall be made after the final timetable has been displayed, unless where it becomes absolutely unavoidable, in which case the change must equally be publicised immediately.
- 7.7 The Examinations Officer shall attend all meetings of the Central Scheduling and Examinations Timetable Committee, present and reconcile draft examinations timetable of his faculty with those of other faculties, and share examination venues with other faculties.
- 7.8 The Faculty Examinations Officer shall report all cases of suspected examination misconduct to the Dean. The Dean shall cause preliminary investigations to be made to assemble exhibits, conduct interviews, give the suspect a chance to defend themselves, and obtain statements from all concerned, and forward the report (including exhibits and other relevant documents) to the Senate Standing Committee on Examination Misconducts within one month of completion of the examinations. The Committee will investigate the case further and report to Senate, recommending the action to be taken

#### **PART 8: DEPARTMENTAL EXAMINATIONS OFFICER**

Departmental Examinations Officer shall perform the following functions:

- (a) To assist the head of department in preparing lecture time table at the beginning of each semester
- (b) Assist the Head of Department in preparing departmental examination timetable and invigilation schedule at the end of each semester
- (c) Collect results from servicing department within the Faculty and from Faculty Examinations Officer for in the case of results coming from other servicing faculties and forward same to the Level Coordinator;

- (d) Prepare and present departmental results at the Faculty Board of Examiners meeting in the format approved by the University Senate;
- (e) Report all cases of examination misconduct to the faculty examination misconduct committee immediately;
- (f) Liaise with faculty examinations officer in handling all cases of result verification
- (g) Liaise with Level Coordinator to properly guide students on general University examinations regulations;
- (h) The duty of the Departmental Examination Officer to collect the scripts from the Faculty Examination Office.

## **PART 9: INVIGILATION PROCEDURES**

### **Duties of an Invigilator**

- 9.1 Only academic staff members and technologists attached to academic units shall serve as examination invigilators.
- 9.2 The Invigilator shall ensure that:
  - (a) To collect from the Faculty Examinations Officer, the sealed packet of question papers;
  - (b) The examination venue is correctly laid out with desks, chairs, answer booklets and any other material(s) required for the paper;
  - (c) He arrives at the examination venue at least 30 minutes before the examination and a functional clock is visible to all candidates;
  - (d) Spare answer booklets, attendance sheets, examination misconduct form, etc., are available;
  - (e) That any books or papers left near desks are removed;
  - (f) Sealed packet of question papers are opened in the presence of the candidates 10 minutes before the examination begins, and check it for number of copies and the availability of required materials;
- 9.3 Before starting the examinations, he should ensure that candidates are fully informed of any special instructions relevant to the examination, and are reminded to fill their attendance register. He writes the time

- 13.12 The Chairman of the Senate may, in exceptional circumstances, give administrative approval of examination results on behalf of the Senate (especially after the consideration of such results by the SBC). Such administrative approvals shall be ratified by the Senate at its next sitting.
- 13.13 The Senate shall cause any suspected breach of these Regulations, or any improper procedures, to be investigated, and shall take appropriate steps to penalize any person or persons found to be at fault, as detailed in Part 20 of these Regulations.

## **PART 14: NOTIFICATION OF EXAMINATIONS RESULTS**

- 14.1 (a) No results of examinations may normally be announced until after they have been approved by SBC or Senate, as the case may be. However, the Chairman of the Senate may give approval in advance for the earlier announcement of results on a provisional basis and subject to Senate ratification, to be made in case where special urgency exists.
  - (b) The results of semester examinations for all levels should be released after the approval of the Senate or SBC, as the case may be.
- 14.2 (a) Unless otherwise approved in advance by the Senate, written statements of first semester results shall not be issued to a student or other unauthorized person.
  - (b) At other times Deans and Heads of Departments may make known to students, either verbally or by posting lists in a public place within the University area, the SBC/ Senate approved summary of the results as well as the letter grades which they have obtained in their courses. These grades shall be determined as in section 12.12 of these Regulations.
- 14.3 After the Senate has approved the results of an examination, a report of each session's performance (except the final "classified"

The Faculty awarding the degree shall be responsible for arranging for the Board to meet.

- 13.5 Results in General Studies and Entrepreneurship Programmes shall be determined by the Academic Board of the School of General and Entrepreneurship Studies, subject to the approval of the SBC and the Senate, and shall be transmitted as early as possible to the candidates' Departments for inclusion in the departmental results.

#### **Faculty Boards**

- 13.6 There shall be Faculty Board in each Faculty with the following duties:
- (a) To consider the full results and appropriate recommendations submitted by Departmental Boards of Examiners and recommends same to the Senate, through the SBC, for approval.
  - (b) To inform the Senate, through the SBC, of any observations made by the members and/or External Examiners.
  - (c) To exercise the duties of Departmental Board of Examiners [13.2 (a)] in respect of faculty-based courses.
- 13.7 As per University Statutes, Faculty Boards and Faculty Boards of Examiners may, for just cause, adjust examination results within a range of  $\pm 2$  marks.

#### **Senate and Senate Business Committee (SBC)**

- 13.8 All examination results require the approval of the Senate and the decision of the Senate shall be final.
- 13.9 The SBC shall serve as a vetting and clearinghouse of Senate on all examination results and other recommendations.
- 13.10 All examination results other than the results of final year and spill-over students terminate at SBC except that probations, withdrawals and similar cases require Senate approval, irrespective of the level of the students concerned.
- 13.11 Results of all final year and spill-over students require Senate's approval.

(as shown by local time) of starting and finishing the examination on a board.

- 9.4 To exercise continuous vigilance over the behaviour of candidates and at intervals check the desks of candidates for the presence of unauthorized materials. Conversation between invigilators, etc., should be kept to a strict minimum during an examination.
- 9.5 After the examination has begun, to direct the attendants to check that no books, etc, have been hidden in toilet areas.
- 9.6 To notify the Faculty Examinations Officer promptly of any case of illness, irregularity in the conduct of examinations or of lack of any materials.
- 9.7 If any student is found to be, or is suspected of, infringing the provisions of Part 10 of these Regulations or in any way cheating or disturbing the conduct of the examination, the Invigilator shall take possession of any relevant evidence, fill in the relevant form, obtain statement(s) from the student(s) concerned by giving him/her the relevant form to fill and/or make them sign exhibit and report to the Faculty Examinations Officer immediately. The student(s) concerned shall be allowed to continue with the examinations provided no disturbances are caused.
- 9.8 To announce the time to the candidates 15 minutes before the end of the examination, and to observe strictly the prescribed duration of the examination.
- 9.9 To prevent the candidates from leaving ten minutes before the end of the examination.
- 9.10 On completion of the examination, to ensure that each candidate's script(s), together with unused scripts, etc, are collected from his desk before permitting any candidate to leave his place. Also to double check the number of answer scripts, bearing in mind the number of candidates present and the fact that the work of one candidate may spread over more than one answer script.
- 9.11 After the examination, to hand over the scripts, attendance register, examinations misconduct reports and exhibits (if any) and unused



examination materials to the Faculty Examinations Officer, obtaining a receipt for the number of scripts and other relevant materials as prescribed in section 7.5 of these Regulations.

- 9.12 The Invigilator, or Senior Invigilator if there is more than one, is personally responsible for ensuring strict observance of all conditions prescribed in parts 7 and 9 of these Regulations, and for preserving secrecy and security of examination materials, including the completed answer scripts, while in his charge. He is in control of procedure in the examination room throughout the period of the examination and no person may enter the room or make announcements to candidates without his prior approval.

#### **PART 10: DISCIPLINE DURING EXAMINATIONS**

- 10.1 It shall be the responsibility of each student to make sure that he is registered for the appropriate examinations and be sure of the dates, times and places of the examinations. To ensure that he is in possession of any identity document prescribed for the examinations.
- 10.2 The appropriate University unit shall ensure that identity documents are available to students at least two weeks before each examination.
- 10.3 Each candidate should be at the examination room at least ten minutes before the advertised time of the examination. He/she is required to supply his own writing and drawing instruments. He/she is also required to supply any other examination aids of which the provision is prescribed in the rubric of the question paper, and announced to candidates in advance, as being his own responsibility.
- 10.4 A student shall bring his identity document to each examination and display it in a prominent position on his desk.
- 10.5 A candidate must show his full face when asked to do so by the invigilator for the purpose of identification.
- 10.6 A candidate must show both ears when asked to do so by the invigilator.
- 10.7 Any book, paper, document, examination aid (except as may be provided for in the rubric of the question paper and announced to the

- 13.2 The duties of a Departmental Board of Examiners, where applicable, shall be:

- (a) To make a detailed study of the marks for the course(s) concerned and hence, to determine the pass and failure lists and the classification of degrees; also to transmit these with appropriate recommendation on each candidate to the Faculty Board for approval.
- (b) To inform the Faculty Board of any observations made by the members and/or by an External Examiner.

#### **Faculty Board of Examiners**

- 13.3 The Board of each Faculty offering degrees shall constitute one or more Boards of Examiners for the courses taught by the Faculty. A Board of Examiner shall comprise the Chief Examiners, Internal Examiners and External Examiners for the courses examined, and the Dean or his Deputy. In their absence, other member of the Faculty nominated by the Faculty Board shall be the Chairman of the Board of Examiners.

However, if candidates have also been examined in a course taught by a department outside the Faculty, the Board of Examiners shall include the Chief and (if available) the External Examiners for that course, together with such other internal examiners as that Chief Examiner may nominate to attend.

This provision shall apply to candidates for the B.A. (Education), B.Sc. (Education) and B.Ed. (Technical), among others.

- 13.4 In the case of candidates offering main subjects from two different Faculties in a Combined Honours programme, the Board of Examiners shall consist of all the Chief Internal and (if available) External Examiners for the two main subjects. For any subsidiary subjects concerned, the appropriate Chief Examiner, together with any Internal Examiners whom he may nominate, shall be included.

### **Degree Classifications**

12.15 Degree classes will be designated with reference to the final CGPA as follows:

<i>Final CGPA</i>	<i>Degree Class</i>
4.50 – 5.00	First Class Honours
3.50 – 4.49	Upper Second Class Honours
2.40 – 3.49	Lower Second Class Honours
1.50 – 2.39	Third Class Honours
1.00 – 1.49	Pass
0.00 – 0.99	No degree awarded

12.16 The transcripts of students awarded Degrees shall show the letter grades, grade points and weighted grade point obtained in each course, the GPA for each Semester and the final CGPA as explained in section 12.12 of these Regulations.

12.17 The period of study of any student for a degree shall not exceed by more than four semesters the normal number of semesters laid down for it.

### **PART 13: FUNCTIONS OF BOARDS OF EXAMINERS, FACULTY BOARDS, SENATE BUSINESS COMMITTEE (SBC) AND SENATE IN DETERMINING EXAMINATION RESULTS**

#### **Departmental Boards of Examiners**

13.1 There shall be constituted a Departmental Board of Examiners, where applicable, to consider the marks obtained by candidates in the courses taught by that Department. The Chief Examiner shall be the Chairman of the Panel. External Examiners, if present in the University and all Internal Examiners who are concerned with the teaching and/or assessment of the courses or who are nominated by the Chief Examiner shall be entitled to sit on the Panel. The final mark list for the courses shall be submitted in the name of the Panel, and shall be certified by the Chief Examiner and by the External Examiner if present.

candidates in advance), handbag or briefcase which is brought to the examination venue must be deposited at the Invigilator's desk, or a place designated for that purpose, before the start of the examination. In no circumstances must it be placed on or near a candidate's writing desk.

10.8 Each student shall sign in by completing a line on the attendance register— writing his registration number, name, answer booklet number and department and then signing. Students should be advised to note their serial number and attendance register number (in case there are more than one registers) for ease of signing out.

10.9 Each student shall also sign out after submitting his answer script by signing the appropriate column of the attendance register.

10.10 A student shall write his examination number, but not his name, distinctly on the cover and on every page of the answer booklet, as well as on any extra sheets used.

10.11 The use of scrap paper, question paper, tissue paper, etc, for rough work is not permitted. All rough work must be done in answer booklets and crossed neatly through, or in supplementary answer sheets which must be submitted to the Invigilator.

10.12 A candidate arriving late shall be admitted up to thirty minutes after the start of the examination, but he shall not be allowed extra time. If he arrives more than thirty minutes late but before one-half of the total duration of the examination has elapsed, the Invigilator may at his discretion admit him/her if he is satisfied that the candidate has good reason for his lateness, and provided that no candidate has already left. No candidate shall be admitted after half the duration of the examination has elapsed. The Invigilator shall report on all those admitted late to the Faculty Examinations Officer who shall inform the Faculty Chief Examiner. The Chief Examiner shall recommend to the Board of Examiners whether to accept the student's paper or not.

- 10.13 A student may be permitted by the Invigilator to leave the examination venue during the course of an examination provided that:-
- (a) No student shall normally be allowed to leave during the first thirty minutes or the last ten minutes of the examination.
  - (b) A student leaving must sign out and hand-over his script to the Invigilator before leaving if he does not intend to return.
  - (c) A student who leaves the examination venue shall not be re-admitted unless throughout the period of his absence he has been continually under the supervision of an invigilator or Examination Attendant.
- 10.14 No student shall speak to any other student or, except as essential, to the Invigilator or make any noise or disturbance during the examination. Smoking is not permitted in the Examination hall during any examination.
- 10.15 A student must not directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his papers. Similarly a student must not directly or indirectly accept assistance from any other student or use any other student's papers.
- 10.16 Introduction of unauthorised ICT devices such as mobile phones into the examination venue is totally banned.
- 10.17 A student is responsible for protecting his work so that it is not exposed to other students.
- 10.18 Any student suspected of involvement in examination misconduct should fill in the prescribed form giving his own version of events. A student that fails to fill the form is denying him/herself an important opportunity.
- 10.19 At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather hiscripts together. He/she shall then remain at his desk until all candidates' scripts have been collected, and he has been given permission by the Invigilator to leave. It shall be the candidate's responsibility to ensure that his

- credits of all the courses registered by the student in all semesters, ignoring credits of courses graded 'Incomplete'.
- (e) GPA and CGPA shall be rounded to two places of decimal. A value of 0.005 or higher shall cause the number in the second decimal place to be increased by one, while a value of less than 0.005 shall be discarded.
- 12.13 To qualify for the award of Bachelor's degree, but subject to 12.17 of these Regulations, a student must:
- (a) Obtain a minimum of 120 credits (30 credits from each level) except in the Faculties of Law and Engineering where the minimum is 150 credits (30 credits from each level); or the minimum set by his programme, department, or faculty if higher than this. The minimum credits for the SIWES years of some programmes may be less than 30 (see 4.8 (a)).
  - (b) Pass all compulsory courses in the particular programme, department and faculty.
  - (c) Pass all relevant compulsory General Studies and Entrepreneurship Programme courses for his degree programme, as may be set by Senate from time to time.
  - (d) Satisfy all relevant departmental and faculty requirements for the programme.

#### **Concessional Pass**

- 12.14 A last chance spill-over student (except degree students in the Faculties of Allied Health Sciences, Law, Dentistry, Clinical Sciences and Pharmaceutical Sciences.) who has satisfied all the graduation requirements except in one course, and who has scored 35% or more in the said course shall be given a Concessional Pass (CP) in the affected course and be allowed to graduate. The score in the course is retained, a grade of 'CP' is given, and the grade point of zero is retained. However, the course is treated as if it has been passed in order to allow the student to graduate.

### Classification of Degrees

- 12.11 (a) The performance of a student in a semester will be reported by the Grade Point Average (GPA) while the overall performance at the end of a session (and/or at any point in his study programme) will be reported by the Cumulative Grade Point Average (CGPA).
- (b) The classification of a degree shall be determined by the final CGPA as shown below.

### Calculations of GPA and CGPA

- 12.12 (a) Letter Grades and Grade Points shall be derived from the actual percentage score obtained in a given course as follows:

<i>Percent Score</i>	<i>Letter Grade</i>	<i>Grade Point</i>
70 – 100	A	5
60 – 69	B	4
50 – 59	C	3
45 – 49	D	2
40 – 44	E	1
00 – 39	F	0
Incomplete	I	-
Absent	ABS	0

- (b) A Weighted Grade Point shall be determined for the performance in each course by multiplying the Grade Point obtained in the course by the Credit load of the course, except that all incomplete courses shall be ignored.
- (c) A Grade Point Average (GPA) shall be calculated for a semester by adding up the weighted Grade Points obtained in all the courses offered in the semester and dividing the sum by the total value of the credits of all the courses, except those graded as Incomplete.
- (d) A Cumulative Grade Point Average (CGPA) shall be calculated by adding the Weighted Grade Points obtained in all the courses offered by the student in all the semesters up to the end of a given session (or up to a particular point in a student's programme) and dividing the sum by the total value of the

answer scripts are collected by a University official in the examination venue before he leaves.

- 10.20 Except for the printed question paper, a student shall not remove from the examination venue or mutilate any paper or other materials supplied.

### PART 11: ABSENCE FROM COURSEWORK AND/OR EXAMINATIONS

- 11.1 Students are expected to attend their registered courses regularly and continuously. The University is under no obligation to repeat coursework or examinations for whatever reason. No degree, except an *aegrotat* degree as described in Part 17 of these Regulations, will be awarded unless the candidate passes all formal examinations concerned.
- 11.2 A student planning to be away from the University when the University is in session shall submit a written application at least two weeks before the planned trip day so that the application could be processed and replied to before the planned trip.
- (a) For travels within the country, a student shall apply to the Dean of his faculty through his Head of Department, attaching all supporting documents. Such applications are to be treated by the Dean on their merit, with the decision communicated to the student, his Head of Department and course lecturers.
- (b) For travels outside the country, a student shall apply to the Dean of Students Affairs through his Head of Department attaching all supporting documents. The Dean of Students Affairs shall, on behalf of the Vice-Chancellor, treat all such applications on their own merit and communicate the decision to the student, the Head of Department and Dean of Faculty.
- (c) A student may be permitted to travel out of the country for religious reasons not more than once during his programme of study.
- (d) Where the absence involves absence from examinations and/or more than 25% of coursework, copies of the approval letter shall

be attached to the submission to Senate requesting for 'Incomplete' grading or suspension of studies for the student.

- 11.3 (a) Dispensation from coursework and/or examinations may be granted to a student who is absent from the University on medical or other pertinent grounds. In special circumstances, and for good cause, the Senate may approve the request of a student to be absent from coursework and/or examinations. In both cases, such academic concession will be confined to the period of sick-leave, or leave of absence granted to him/her, subject to section 11.3 (b) and (c).
- (b) Where only an examination is involved, the performance in the affected course will be recorded as 'Incomplete' and the credit load will not be counted in the calculation of the student's Grade Point Average (GPA) for the semester or the Cumulative Grade Point Average (CGPA) [Part 12]. The student will write the examination when next available. For a student requiring only such 'Incomplete' course(s) to graduate, or in a case where the affected course is being phased out, a faculty may recommend to Senate the completion of "incomplete" course(s) through the administration of special examination(s) if such an option is considered feasible.
- (c) Where coursework for substantial part of the semester is involved, the Faculty Board shall recommend "Suspension of Studies" for the student. The student shall be required to take the courses afresh (but not as carry-overs), or undertake alternative ones (if permitted by the regulations) on his return. No GPA shall be computed for a semester where the student is on suspension of studies. However, if the suspension is only for one semester, performance in the other semester shall be used in computing the Cumulative Grade Point Average (CGPA) [Part 12].

11.4 Where a student takes certificated sick-leave, and in all cases where he falls ill during or within a period of up to 3 days before an examination, he must obtain a sick-leave certificate within 24 hours of

### **Moderation by External Examiner**

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

### **Custody of Marked Scripts**

- 12.10 (a) Marked scripts shall be kept securely in each Department for at least 24 months after the examination. Thereafter, they shall be transferred to Registry Department where they shall be kept until all the students who have sat for the examination might have graduated. The scripts may then be destroyed centrally under confidential conditions. No student and no person or organization outside the University except an appointed External Examiner may have access to any marked scripts. Full records of marks shall be preserved indefinitely.
- (b) Departments servicing others should give departments being served marked answer scripts, results and attendance sheets after marking.

approved shall be made known to the students at or before the beginning of the course. Questions set for CA and the marks obtained shall be made available to the External Examiner (if any) for inspection.

- 12.2 The continuous assessment shall account for between 30% and 40% of the total marks for a taught course, while the end-of-semester examination shall account for 60% to 70%, unless approved otherwise by Senate.
- 12.3 A student repeating a failed course loses the CA obtained when the course was taken previously. Thus, such a student must repeat all aspects of the course.
- 12.4 The CA marks for a course graded 'Incomplete' shall be carried forward and added to the examination marks obtained by the student when he completes the course.
- 12.5 CA must be conducted before semester examinations.

### **Examinations**

- 12.6 (a) Each credit should have a minimum of 45 minutes and a maximum of one hour of examination. However, the duration of the examination of any course should not be less than one hour, and no more than three hours, except for students with special needs, in which case additional 30 minutes is allowed.
- (b) The procedure for marking of examination scripts shall be a matter for agreement between the examiners for the course concerned. The mark for each course shall be expressed as a percentage. A fractional mark of 0.5% or above should be rounded up to the next whole number, and one less than 0.5% should be dropped. The pass mark shall be 45%. This provision does not apply to programmes with peculiarities as may be approved by Senate.
- (c) Where a student is unable to complete project in time for good cause, he shall be given a chance to complete the project after registration.

the commencement of his absence. If he attends an examination during a period of authorized sick leave, no subsequent appeal for consideration of failure in the examination will be entertained.

### **Timely Application/Submission of Documents**

- 11.5 Students are to apply for excuse from coursework and/or examination on time, clearly indicating the grounds for the application and attaching any supporting document(s). Late submission of sick-leave certificates or other appropriate documents (see Section 11.8 (e) to (i)) will be entertained only in exceptional circumstances. However, applications for excuses on medical or other grounds submitted after the publication of examination results or more than 30 days after the last examination paper in the semester was taken (whichever comes first) shall not be considered.
- 11.6 An absence for a period which exceeds 30 consecutive days, or 30 days plus the duration of any official vacation which intervenes, will normally be permitted only on medical or other pertinent grounds. If an application with appropriate sick leave certificate or other supporting document is not submitted before the end of this period, the student will be regarded by Senate as having withdrawn voluntarily from the University.

### **Maternity Leave**

- 11.7 A female student must submit a medical certificate, showing the Expected Date of Delivery (EDD), not less than 6 weeks in advance of the date, and can be granted dispensation from coursework for a period of 16 weeks commencing 6 weeks before the EDD. Incomplete grade will normally be awarded only if the examination occurs within a period beginning six weeks before the expected date of delivery and ending nine weeks after the actual date of delivery. A Faculty Board may, at its discretion, extend this period on receipt of a medical statement indicating exceptional circumstances. If the EDD interferes with a substantial part of the semester's coursework, the department concerned shall recommend suspension of studies for the student.

11.8 In the provisions of the regulations 11.2 to 11.6, the term “Sick-leave certificate” and “Submit” or “Submission” will be interpreted as follows:-

#### **Sick Leave Certificate**

- (a) If a student falls sick while resident in the University campus or in the Kano Metropolis, each sick leave certificate must be obtained from the University Clinic or from a reputable hospital. In the latter case the certificate should be on official headed form stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the Hospital, as appropriate.
- (b) If a student falls sick outside the Kano Metropolis, or is taken on emergency to a hospital in Kano, he must similarly obtain his certificate from the Director, University Health Centre or by a reputable hospital on an official headed form stamped and counter-signed by the Head of Department or Medical Superintendent in charge of the Hospital, as appropriate.
- (c) If a student falls sick outside Nigeria, he must send, without delay, an official sick-leave certificate to the Director, University Health Centre, who may at his discretion refer the certificate for authentication to the Nigerian Diplomatic representative in the country concerned, or to any other appropriate body.
- (d) If a student is granted a sick-leave or maternity leave before the examination and if he decides to take the examinations, the sick leave or maternity leave shall be withdrawn and he will be obliged to take all the examinations.

#### **Submission**

- (e) If the student obtains a sick-leave certificate from the University Clinic as in section 11.8(a) of these Regulations, he must present it personally or by-proxy without delay to the Dean of his Faculty and obtain a receipt for it.
- (f) If the certificate is obtained from another hospital (section 11.8 (a) of these Regulations), it must be presented personally or by proxy

without delay to the Director, University Health Centre, and a receipt obtained for it.

- (g) If the certificate is obtained as in section 11.8 (b) of these Regulations, it must be sent immediately by proxy or by registered post or any other electronic means to the Director University Health Centre and a receipt of delivery or posting (as appropriate) obtained. If sent by post, the student must retain a copy. The student must meanwhile endeavour to notify the Dean by telephone, telegram or by messenger, stating his exact address, and the number of days of sick-leave given.
- (h) In all cases the receipt for delivery or posting of a certificate, and the copy where appropriate, must be retained and produced to the Dean if required later.
- (i) On receipt of a certificate issued by another doctor, the Director University Health Centre will notify the Dean of the student's Faculty. The Director may consider it necessary to send a member of the Health Services Staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. The Director will not further consider a certificate if the address given is found to be false.

#### **Disputed Cases**

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

## **PART 12: PROCEDURES FOR ASSESSMENT**

#### **Continuous Assessment**

12.1 The proportion of the total marks for a particular course to be allocated to Continuous Assessment (CA) shall be recommended by the Department concerned along with the relevant syllabus, to the Faculty Board and Senate for approval. The proportion