

BAYERO UNIVERSITY, KANO NIGERIA



Student Handbook

Published by
Student Affairs Division
Office of the Vice-Chancellor

ISBN: 978-8203-01-9

Bayero University, Kano reserves the right to change the schedule of fees, rules and regulations in this handbook. However, changes made shall be communicated to students, and such changes shall be reflected in the subsequent editions of the handbook.

ISBN: 978-8203-01-9

**Student Affairs Division
Office of the Vice-Chancellor
Bayero University, Kano**

STUDENT'S PERSONAL INFORMATION

Name: _____

Date of Birth: _____

Registration No.: _____

Programme: _____

Department: _____

Level: _____

State of Origin: _____

Nationality: _____

GSM No.: _____

IMPORTANT ADDRESSES

(New Campus)

Bayero University
P.M.B 3011, Kano Nigeria
Tel: 064-66602123
Fax: 064- 665904
WWW/BUK.edu.ng
E-mail: vc@BUK.edu.ng
BUKvc@yahoo.com
registrar@buk.edu.ng

(Old Campus)

Bayero University
P.M.B 3011, Kano Nigeria

College of Health Science, Bayero University
Aminu Kano Teaching Hospital
PMB 3452, Zaria Road, Kano

Institute of Continuing Education (ICE), Dala
Aminu Kano Way, Kano

Department of Psychiatry
Dawanau, Kano-Katsina Road, Kano

Aminu Kano Centre for Democratic Research and Training, Mambayya
House

No 57-58 Kofar Ruwa Road Gwamaja,
Bayero University P.M.B 3011, Kano-Nigeria
Tel: 064-639400
Fax 064 639429
E-mail cdrat2001@yahoo.com

UNIVERSITY HELP LINES

| S/No. | Position | GSM |
|--------------|-------------------------------|-------------|
| 1. | Security Division | 08095212221 |
| 2. | OIC New Campus | 08095210665 |
| 3. | OIC Old Campus | 08095210641 |
| 4. | OIC Outpost | 08095212222 |
| 5. | Duty Room (Security Division) | 08095210652 |
| 6. | Ambulance | 08034167320 |
| 7. | Clinic (Old Campus) | 08099493225 |
| 8. | Clinic (New Campus) | 08033923398 |
| 9. | Fire Service (R/Zaki) | 064895002 |

STUDENT AFFAIRS DIVISION

| S/No. | Rank | GSM Number |
|--------------|--------------------------------|-------------------|
| 1. | Dean | 08099478490 |
| 2. | Deputy Dean (New Campus) | |
| 3. | Deputy Dean (Old Campus) | |
| 4. | Deputy Dean (Female) | 08036527172 |
| 5. | Guidance and Counselling Head | 08109280119 |
| 6. | Secretary Student Affairs | 08033591273 |
| 7. | NYSC Liaison Office | 08030538009 |
| 8. | Welfare Officer | 08067796652 |
| 9. | Personal Secretary to the Dean | 08135507141 |



WELFARE BOARD

| S/No. | Name | Rank | GSM Number |
|--------------|-----------------------|-------------|-------------------|
| 1. | Prof. Shmsuddeen Umar | Chairman | 08036303262 |
| 2. | Dr. Maryam Liman | Member | 08140199374 |
| 3. | | Member | 07081690386 |
| 4. | | Member | 08033976393 |
| 5. | | Member | 08033923398 |
| 6. | | Member | 08035877524 |
| 7. | | Member | 08039641210 |
| 8. | | Member | 07034528864 |
| 9. | | Member | 08033299854 |
| 10. | | Member | 08037874545 |
| 11. | | Member | 08036781338 |
| 12. | | Member | 07033344847 |
| 13. | Ilyasu Habeeb | Secretary | 08067796652 |

HALL ADMINISTRATION

| S/No. | Rank | GSM Number |
|--------------|--------------------------------|-------------------|
| 1. | AKTH Male Section | 08028447639 |
| 2. | Dangote Hall | 07066807770 |
| 3. | Dantata Hall | 08060002826 |
| 4. | Gambo Sawaba Hall | 08037686284 |
| 5. | Hasiya Bayero | 08035782519 |
| 6. | Idris Garba & El-Kanemi | 08064034613 |
| 7. | Male Block (F,G,H,J & K) O/C | 07030333653 |
| 8. | Male Block (M,N,R & L) O/C | 08036882258 |
| 9. | Nana Hall A to S | 08035740500 |
| 10. | Nana Hall P an Q | 09058692783 |
| 11. | Ramat Hall | 07030353625 |
| 12. | Sa'adu Zungur Hall | 08038498856 |
| 13. | School of Continuing Education | 07061328510 |
| 14. | Stella Adedavor Hall AKTH | 08037749823 |
| 15. | Umar Musa Yaradua Hall | 08038040542 |



HALL SUPERVISORS

| S/No. | Hall | GSM Number |
|--------------|--|-------------------|
| 1. | Nana Hall | 08039400648 |
| 2. | Nana Hall | 08175501837 |
| 3. | AKTH | 08036863132 |
| 4. | AKTH | 08060002826 |
| 5. | AKTH | 08068297218 |
| 6. | Hasiya | 08069323673 |
| 7. | Hasiya | 08034969978 |
| 8. | Ramat | 07036074361 |
| 9. | Ramat | 08038001944 |
| 10. | SCE | 08133398175 |
| 11. | SCE | 08033454570 |
| 12. | Dangote/Dantata | 08068077099 |
| 13. | Sa'adau Zungur A,B and C | 07061328634 |
| 14. | Sa'adau Zungur A,B and C | 07037855244 |
| 15. | Male Blocks F,G,H,J and L (Old Campus) | 07032771750 |
| 16. | Male Blocks F,G,H,J and L (Old Campus) | 08090962597 |
| 17. | Male Blocks M,N,P,Q and R (Old Campus) | 08063988882 |
| 18. | Male Blocks M,N,P,Q and R (Old Campus) | 08069611246 |
| 19. | El-Kanemi and Idris Garba | 08035925163 |
| 20. | El-Kanemi and Idris Garba | 08060015288 |
| 21. | ETF, Aliko Dangote & Dantata | 08153720128 |
| 22. | Physiotherapy, Dala | 08079977840 |



MAINTENANCE SERVICES

| S/No. | Rank | GSM Number |
|------------------------------|--------------|-------------------|
| Electricians | | |
| 1. | Electrian 1 | 08085542177 |
| 2. | Electrian 2 | 08065882335 |
| 3. | Electrian 3 | 07041930680 |
| 4. | Electrian 4 | 08033404948 |
| 5. | Electrian 5 | 08030739168 |
| 6. | Electrian 6 | 08062613955 |
| 7. | Electrian 7 | 08094460697 |
| 8. | Electrian 8 | 08029015841 |
| 9. | Electrian 9 | 08033737028 |
| 10. | Electrian 10 | 08037046484 |
| 11. | Electrian 11 | 08035860647 |
| 12. | Electrian 12 | 08099290135 |
| 13. | Electrian 13 | 08056520535 |
| Plumbers | | |
| 14. | Plumber 1 | 08059704855 |
| 15. | Plumber 2 | 08069128896 |
| 16. | Plumber 3 | 08033602663 |
| 17. | Plumber 4 | 08103015645 |
| Water Tankers Drivers | | |
| 18. | Driver 1 | 08056011856 |
| 19. | Driver 2 | 08022301636 |
| 7. | Driver 3 | 08082801970 |

STUDENT UNION EXECUTIVES

| S/No. | Rank |
|--------------|---------------------|
| 1. | President |
| 2. | Vice President |
| 3. | Secretary General |
| 4. | Financial Secretary |
| 5. | Treasurer |
| 6. | Welfare Officer |
| 7. | Sales Director |
| 8. | Food Director |
| 9. | Sports Director |
| 10. | P.R.O. |
| 11. | Social Director |

STUDENT UNION REPRESENTATIVES

| S/No. | Rank |
|-------|-------------------------------------|
| 1. | Speaker (Senator) |
| 2. | Parliamentary Secretary (Senator) |
| 3. | Deputy Speaker (Senator) |
| 4. | Deputy Parliamentary Sec. (Senator) |
| 5. | Senator , Education |
| 6. | Senator , Education |
| 7. | Senator , Education |
| 8. | Senator , Education |
| 9. | Senator , Education |
| 10. | Senator , Education |
| 11. | Senator , Education |
| 12. | Senator , Education |
| 13. | Senator , Education |
| 14. | Senator , Education |
| 15. | Senator, S.M.S. |
| 16. | Senator, S.M.S. |
| 17. | Senator, S.M.S. |
| 18. | Senator, S.M.S. |
| 19. | Senator, S.M.S. |
| 20. | Senator, S.M.S. |
| 21. | Senator, S.M.S. |
| 22. | Senator, S.M.S. |
| 23. | Senator, S.M.S. |
| 24. | Senator, LAW |
| 25. | Senator, LAW |
| 26. | Senator, LAW |
| 27. | Senator, FAIS |
| 28. | Senator, FAIS |
| 29. | Senator, FAIS |
| 30. | Senator, FAIS |

| | |
|-----|----------------------|
| 31. | Senator, Science |
| 32. | Senator, Science |
| 33. | Senator, Science |
| 34. | Senator, Science |
| 35. | Senator, Science |
| 36. | Senator, Science |
| 37. | Senator, Science |
| 38. | Senator, Science |
| 39. | Senator, Medicine |
| 40. | Senator, Medicine |
| 41. | Senator, Medicine |
| 42. | Senator, Medicine |
| 43. | Senator, Medicine |
| 44. | Senator , Agric. |
| 45. | Senator, Agric. |
| 46. | Senator , Agric. |
| 47. | Senator , Agric. |
| 48. | Senator , Agric. |
| 49. | Senator, Engineering |
| 50. | Senator, Engineering |
| 51. | Senator, Engineering |
| 52. | Senator, Engineering |

CONDITIONS FOR RESIDENCY

1. Hall administrators and their staff are in-charge of administering and managing students' hall of residence, and therefore all complaints and cases of disagreement must first be reported to them.
2. Request for bed space shall be by application, and successful applicants shall be issued with hostel payment slip (H.P.S) to make payment at designated banks.
3. Allocation of bed space shall be done after payments and the return of the evidence of payment to hall administrator on first come, first serve basis.
4. Successful applicants must be checked in to the halls by the hall administrators or their staff, as inventory of facilities shall be taken and residency conditions signed.
5. The University shall not be held responsible for electricity outage from Power Holding Company of Nigeria (P.H.C.N.) it may however, on the daily basis provide 2 - 3 hours of electricity with generator.
6. The University shall not be held responsible for water shortage but it will endeavour to exploit other means of water supply such as the use of water tankers to augment the supply to the halls.
7. Squatting, leasing, subletting, exchange and trading of bed space are strictly prohibited.
8. The use of any electrical appliances require the approval of the hall administrators, however, appliances such as electric cooker, deep freezer and boiling rings are strictly prohibited.
9. The use of amplified music sets and organizing mini party are not allowed.
10. Tempering with electrical installations and fittings is strictly prohibited.
11. Littering and indiscriminate disposal of dirty water and other pollutants that are harmful to the residents and general hygiene of the environment are strictly forbidden.
12. All other misconduct and prohibitions forbidden by the University and those listed in the students' handbook shall not be condoned in the hall.

13. Inventory must be taken when students are checking out of the hall and these shall be done by the hall administrator or his staff, as students who fail to comply shall be charged the current price of damaged or missing items in the room.
14. Residents are expected to vacate the hall during semester breaks as regular services such as clearing of refuse, supply of electricity with generator may be discontinued, equally all students must vacate the hall a week after the completion of the last paper of the second semester examination.
15. Students willing to stay behind outside the stipulated period of residency must apply as individual to the University and the University reserves the right to determine the amount to be paid and conditions of residency.

Violation of any of these conditions shall be punished with immediate ejection from the hall without refund and violator shall be barred from applying and/or getting allocation in any of the University halls. Some of these violation may require a student to be arraigned before the Student Disciplinary Committee (SDC) for appropriate action.

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THE UNIVERSITY CREST

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

Jami'atu Bayero Kano (Bayero University, Kano)



(Symbol & Unit Time)
Jami'atu Bayero Bi Kano
Bayero University, Kano

The Star
(Guiding Light)
The star carries the motto

Motto
“*Wa Fawqa Kulli Dhi Ilmin' Alim*” (“...And over every possessor of
Knowledge, there is one more learned.”)

The University Colour
Turquoise Blue

ACADEMIC AND OFFICIAL COSTUME

1. Visitor

Robe: Robe of sea blue silk with an open front, which is adorned with gleaming yellow velvet lining. Distinctive features include:

1. A coat of arms and the university crest on the right and the left of the open front.
2. A coat of Arms on the panel at the back.
3. University Crest on each of the sleeves.

Hat: Made of sea blue silk, girdled with tassels tied with a gold-coloured silk cord.

Hood: None

2. Chancellor

Robe: Robe of sea blue silk, with an open front, which is adorned with gleaming yellow velvet lining. Distinctive features include:

1. University Crest on the right and left on the open front lining.
2. University Crest on each of the sleeves
3. One large Crest star on the top panel at the back

Hat: Same as the Visitor's

Hood: None

3. Pro-Chancellor and Chairman of Council:

Robe: Robe of sea blue silk with an open front, which is adorned with gleaming yellow velvet lining. Distinctive features include:

1. One University Crest on the right and left of the open front
2. One small Crest Star on the top of the back panel.

Hat: Same as the Visitor's

Hood: None

4. Vice-Chancellor:

Robe: Robe of sea blue silk with an open front, which is adorned with gleaming yellow velvet lining. Distinctive features include:

1. One University Crest each on the right and left of the open front, respectively.
2. One small Crest Star on the back panel.

Hat: Same as the Visitor's

Hood: None

5. Registrar:

Robe: Robe of sea blue silk with an open front, which is adorned with gleaming yellow velvet lining. Distinctive features include: One University Crest each on the left lining of the open front.

Hat: Same as the Visitor's

Hood: None

6. Honorary Degrees:

Robe: Robe of sea blue silk with an open front, which is adorned with gleaming yellow velvet lining. Distinctive features include: One University Crest each on the left lining of the open front.

Hood: Blue with golden colour trimming.

Hat: Same as the Visitor's

7. PhDs:

Robe Robe of coffee colour silk. The same for all Faculties with an open front adorned with broad gleaming lining.

Hoods: Reflect the Faculty colour

- | | | |
|----|--|----------------------|
| 1. | Faculty of Arts and Islamic Studies: | Red |
| 2. | Faculty of Education: | Gold |
| 3. | Faculty of Sciences: | Lilac (Light Purple) |
| 4. | Faculty of Social and Management Sciences: | Yellow |
| 5. | Faculty of Law: | Black |

- | | | |
|-----|--|-------------------|
| 6. | Faculty of Engineering: | Purple |
| 7. | Faculty of Medicine: | White |
| 8. | Faculty of Agriculture: | Dark Green |
| 9. | Faculty of Dentistry: | Milk Cream |
| 10. | Faculty of Computer Sci. & Info. Technology: | Orange |
| 11. | Faculty of Earth & Environmental Sci.: | Dark Brown |
| 12. | Faculty of Allied Health Science: | Dark Ash (Cement) |
| 13. | Faculty of Clinical Sciences: | White |
| 14. | Faculty of Basic Medical Sciences: | Light Ash |
| 15. | Faculty of Mass Communications & Media Stu.: | Not yet decided |

Hat: Black for all Faculties

8. Masters:

Robe: Same as PhDs but with narrow lining at the open front

Hood: The same as PhDs

Hat: Black, University Crest shaped an top with a tassel shape for all Faculties.

9. Bachelors:

Robe: Made of sea Blue Princetta material with 2 1/2" facing and small gathered yoke worn 18" from the ground

Hat: Made of Sea Blue Princetta with University Crest shape top with a tassel

Hood: Full shape made of Sea Blue Princetta with rounded cape faced inside 4" and outside 1/2" of silk. Crawl of hood back and stitched down

10. Undergraduates:

Robe: Made of Sea Blue Princetta material with 2 1/2" facing and small gathered yoke worn 18" from the ground

Hat: Made of Sea Blue Princetta, University Crest shaped top with a tassel.

Hood: None

Colour of Hoods: Reflects the faculty colour

| | | |
|--------------------------|---|-------------|
| Arts and Islamic Studies | - | Red |
| Education | - | Gold |
| Law | - | Light Green |

| | | |
|--------------------------------|---|----------------------|
| Science | - | Lilac (light purple) |
| Social and Management Sciences | - | Yellow |
| Engineering | - | Pink |
| Medicine | - | White |
| Agriculture | - | Dark Green |
| Dentistry | - | Yet to be chosen |

**THE VISITOR AND PRINCIPAL OFFICERS OF THE
UNIVERSITY**

VISITOR

General Muhammadu Buhari (rtd), GCFR
President, Commander-in-Chief of the Armed Forces of the Federal
Republic of Nigeria

CHANCELLOR

His Royal Majesty King Alfred Papaprieye Diete-Spiff; Seriyai II
The Amayanabo of Twon-Brass

PRO-CHANCELLOR AND CHAIRMAN OF COUNCIL

Alhaji (Dr.) Mahmud Yayale Ahmed, CFR
Ajiyan Katagum

VICE-CHANCELLOR

Professor Muhammad Yahuza Bello B.Sc., M.Sc.(BUK), Ph.D.
(Arkansas)

DEPUTY VICE-CHANCELLOR (ACADEMICS)

Professor Sagir A. Abas, B.Sc (Ed), M.Ed (BUK), PhD (ABU)

DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

Professor Adamu I. Tanko, B.Sc, M.Sc, PhD (BUK)

REGISTRAR

Hajiya Fatima Binta Mohammed, mni, B.A.(Ed), MPPA (BUK)

LIBRARIAN

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

BURSAR

Alhaji Buhari Musa Isa, BSC. (UniBen), PGD (ABU), MBA (BUK),
ANAN

List of Past and Present Vice-Chancellors

| SN | Name | Year |
|-----------|-----------------------------------|--------------|
| 1. | Dr. Mahmud Tukur | 1975 to 1977 |
| 2. | Prof. J.O.C. Ezeilo (Deceased) | 1977 to 1978 |
| 3. | Prof. H.I. Umar | 1979 to 1986 |
| 4. | Prof. Dandatti Abdulkadir | 1986 to 1990 |
| 5. | Prof. Muhammed Sani Zahradeen | 1990 to 1995 |
| 6. | Prof. Bello Bako Dambatta | 1995 to 1999 |
| 7. | Prof. Musa Abdullahi (Deceased) | 1999 to 2004 |
| 8. | Prof. Danjuma A. Maiwada (Acting) | 2004 to 2005 |
| 9. | Prof. Attahiru M. Jega | 2005 to 2010 |
| 10. | Prof. Abubakar Adamu Rasheed | 2010 to 2016 |
| 11. | Prof. Muhammad Yahuza Bello | 2016 to date |

List of Past and Present Registrars

| SN | Name | Year |
|-----------|---|--------------|
| 1. | Alh. Mohammad Auwal Ibrahim (Acting) | 1975 to 1976 |
| 2. | Mal. Y.A. Ibrahim | 1976 to 1995 |
| 3. | Alh. Ibrahim Abdulhamid | 1995 to 1998 |
| 4. | Alh. Faruk Muhammad Yanganau | 1998 to 2008 |
| 5. | Mrs. Habiba A. Adeiza (Acting) | 2008 to 2010 |
| 6. | Alh. Sani Ibrahim Amin | 2010 to 2016 |

| | | |
|----|------------------------------|--------------|
| 7. | Hajiya Fatima Binta Mohammed | 2016 to date |
|----|------------------------------|--------------|

List of Past and Present Bursars

| SN | Name | Year |
|-----|-----------------------------|--------------|
| 1. | Mr. I.B. Abodunrin (Acting) | 1976 to 1980 |
| 2. | M. Munka (Acting) | 1980 to 1981 |
| 3. | Mr. V.A. Umoru | 1982 to 1996 |
| 4. | Mal. Ali Dawakin Kudu | 1996 to 2000 |
| 5. | A. M. Haruna (Acting) | 2000 to 2001 |
| 6. | Alh. Abdu Gimba | 2001 to 2010 |
| 7. | Alh. A.O. Zubairu (Acting) | 2010 to 2011 |
| 8. | Alh. Sule Popoola (Acting) | 2011 to 2013 |
| 9. | Alh. Buhari Musa | 2013 to 2016 |
| 10. | | |

List of Past and Present University Librarians

| SN | Name | Year |
|----|-----------------------------|--------------|
| 1. | Dr. A. Mohammed. (Deceased) | 1979 to 1978 |
| 2. | Dr. Halil I. Sa'id | 1978 to 1993 |
| 3. | Mal. M.A. Sadiq | 1993 to 2000 |
| 4. | Mal. M.H. K/Naisa (Acting) | 2000 to 2001 |
| 5. | Musbahu Na'iyia Katsina | 2001 to 2010 |
| 6. | Prof. Lukman Diso | 2011 to 2016 |
| 7. | Dr Musa Auyo | |

List of Past and Present Deans of Student Affairs

| SN | Name | Year |
|----|--------------------------------|--------------|
| 1. | Prof. Ali Na'ibi Suwaid | 1991 to 1993 |
| 2. | Dr. Bawa Hassan Gusau | 1993 to 1998 |
| 3. | Dr. Sammani Sani | 1998 to 1999 |
| 4. | Prof. M.D. Suleiman | 1999 to 2003 |
| 5. | Prof. Muhammad Ibrahim Yakasai | 2003 to 2005 |
| 6. | Prof. Shehu Dalhatu | 2005 to 2009 |

| | | |
|----|---------------------------|--------------|
| 7. | Prof. Muhammed O. Bhadmus | 2009 to 2014 |
| 8. | Prof. Ismaila M. Zango | 2014 to date |

DEANS OF FACULTIES AND DIRECTORS OF UNITS

| | |
|---|-------------------------------|
| Provost, College of Health Sciences | Professor Abdulrazak G. Habib |
| Dean, Postgraduate Studies | Prof. Muhammad Yakasai |
| Dean, Faculty of Agriculture | Professor I.R. Muhammad |
| Dean, Faculty of Arts & Islamic Studies | Professor Jibrin H. Yola |
| Dean, Faculty of Education | |
| Dean, Faculty of Law | |
| Dean, Faculty of Bio-Medical Science | Professor Atiku M. Kano |
| Dean, Faculty of Clinical Science | Professor Ibrahim A. Yakasai |
| Dean, Faculty of Allied Health Science | |
| Dean, Faculty of Science | Professor Bala Sidi Aliyu |
| Dean, Faculty of Social & Mgt. Sciences | Professor Bashir Tijjani |
| Dean, Faculty of Earth & Environmental Sciences | Dr. Abdullahi A. Suleiman |
| Dean, Faculty of Communications | |
| Dean, Faculty of Engineering | Dr. Abubakar B. Aliyu |
| Dean, Faculty of Dentistry | Professor R.A. Adebola |
| Dean, FCSIT | Dr. Jaafar Zubairu Maitama |
| Dean, Faculty of Pharmaceutical Sci. | Dr. Bashir A.Z. Chedi |
| Dean, Student Affairs Division | Professor Ismaila M. Zango |
| Director, Centre for the Study of Nigerian Languages | Professor Sammani Sani |
| Director, School of General and Entrepreneurial Studies | Professor Auwalu H. Arzai |
| Director of Health Services | Dr Mariya Waziri |
| Director of Academic Planning | Professor Bala Sidi Aliyu |
| Director, Centre for Information Technology | Professor Muhammad Ajiya |
| Director, School of Continuing Education (SCE) | Prof. Salisu Shehu |
| Director CAER & T | Professor Murtala Sabo Sagagi |
| Director, Physical Planning Unit | |
| Director, D.R.I.P. | Professor Abdullahi Sule Kano |
| Director, Centre for Qur'anic Studies | Prof. Ibrahim Muhammad |

| | |
|--|----------------------------|
| Director, Aminu Kano Centre for Democratic Research & Training, Mambayya House | Professor Haruna Wakili |
| Director, IIIB & F | |
| Director, CDA | Professor Jibrin M. Jibrin |
| Director, CBR | Professor A.H. Arzai |
| Director, C.I.D.R. | Professor Zubairu Iliyasu |
| Director, C.G.S. | Professor Aisha A. Ismail |
| Director, C.I.C.I.D. | Dr. Bashir Aliyu Umar |
| Director, C.R.E.R. | Dr. Nasir Fagge Isa |
| Director, A.M.R. | |
| Director, MSD | Mal. Bashir Dan'Umma |
| Director, Security Division | |
| Chair, Consultancy Services | |
| Director of Sports | |
| Director of Advancement Office | |
| Director, DEAR | |
| Director, Public Affairs | Mal. Ahmad Shehu |
| Director, Establishment Matters | Mal. Jamilu Salim |
| Director, General Administration | Mal. Mijinyawa Sabo |

HEADS OF DEPARTMENT

| | |
|----------------------------|--|
| Dr. B. F. Muhammad | Department of Animal Sciences |
| Dr. M. I. Daneji | Department of Agric. Economics and Extension |
| Prof. A. M. Hussaini | Department of Agronomy |
| Dr. Jibrin Muhammad Jibrin | Department of Soil Science |
| Dr. A.U. Yusuf | Department of Crop Protection |
| Dr. Yahaya S. Imam | Department of Arabic |
| Prof. Sadiya S. Daura | Department of English and Literary Studies |
| Prof. Bashir Sambo | Department of Modern Languages |
| Professor M.O. Bhadmus | Department of Theatre & Film Studies |
| Dr. I. K. AbdulSalam | Department of History |

| | |
|-----------------------------|--|
| Dr. Ibrahim M. Maibushira | Department of Islamic Studies |
| Dr. Aliyu Mu'azu | Department of Nigerian Languages |
| Prof. Mukhtar A. Yusuf | Department of Linguistics |
| Dr. Bala Zakari | Department of Adult Education and Community Services |
| Prof. Talatu Musa Garba | Department of Education |
| Dr. Garba Shu'aibu | Department of Science & Technical Education |
| Dr. Abdullahi Ibrahim Darki | Department of Physical and Health Education |
| Dr. U. G. Gama | Department of Library & Information Science |
| Dr. Gaji F. Dantata | Department of Special Education |
| Prof. Aminu Kabir | Department of Private and Commercial Law |
| Dr. Mamman L. Yusufari | Department of Islamic Law |
| Aisha Haruna Warshu | Department of Public Law |
| Dr. M.G. Taura | Department of Anatomy |
| Dr. M.A. Salim | Department of Physiology |
| Dr. Rufa'i A. Yusuf | Department of Physiotherapy |
| Dr. Musa Aliyu | Department of Pharmacology |
| Dr. Azeez Atanda | Department of Microbiology and Parasitology |
| Dr. Ibrahim S. Adamu | Department of Obstetrics and Gynecology |
| Dr. Akinwale Efunkoya | Department of Oral Restorative |
| Dr. Idris S. Kazaure | Department of Radiology |
| Dr Sani A. Aji | Department of Surgery |
| Dr Muhammad U. Sani | Department of Medicine |
| Dr. Alhassan Datti | Department of Anesthesiology |
| Dr. Dayyabu G. Gwarzo | Department of Pediatrics |
| Dr. Shehu Sale | Department of Psychiatry |
| Dr. Zubairu Iliyasu | Department of Community Medicine |
| Dr. Isa Yahaya Adagir | Department of Chemical Pathology |
| Dr. E. S. Kolo | Department of Otorhinolaryngology |

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|-----------------------------|--|
| Prof. Sagir Ahmed | Department of Hematology |
| Prof. Abdu Lawan | Department of Ophthalmology |
| Dr. A. T. Atanda | Department of Dental and Maxillo-facial |
| Dr. Sani Malami | Department of Pathology |
| Dr. M.S. Mijinyawa | Department of Nursing |
| Dr. M.Y. Gwarzo | Department of Medical & Laboratory Science |
| Prof. Akintade Dare | Department of Radiography |
| Prof. Hafizu Abubakar | Department of Biochemistry |
| Dr. Ibrahim Lawal Abdullahi | Department of Applied Biology |
| Professor T. I. Oyeyi | Department of Applied Zoology |
| Dr. N. T. Dabo | Department of Microbiology |
| Professor F. B. Mukhtar | Department of Plant Science |
| Dr. Mukhtar Kurawa | Department of Chemistry |
| Dr. Muhammad Sale | Department of Physics |
| Prof. Aisha Halliru | Department of Mathematical Sciences |
| Prof. Bashir Tijjani | Department of Accounting |
| Dr. Abdul Jafar Bambale | Department of Business Administration |
| Dr. Mustapha Muktar | Department of Economics |
| Prof. Adamu I. Tanko | Department of Geography |
| Prof. Aisha A. Ismail | Department of Political Science |
| Dr. Maikano Madaki | Department of Sociology |
| Dr. Balarabe Maikaba | Department of Mass Communications |
| Dr. Salisu DanAzumi | Department of Civil Engineering |
| Dr. Muhammad Ajiya | Department of Electrical Engineering |
| Engr. A.B. Aliyu | Department of Mechanical Engineering |
| Dr. M.A. Ali | Department of Agricultural Engineering |
| Dr. Abdulsamad Umar Jibia | Department of Mechatronics |

**DIRECTORATE OF EXAMINATIONS, ADMISSIONS AND
RECORDS**

| S/N | NAME | POSITION |
|------------|-----------------------------|-----------------|
| 1 | Hajiya Amina Umar Abdullahi | Director |
| 2 | | |



PROFESSOR MUHAMMAD YAHUZA BELLO
VICE CHANCELLOR BAYERO UNIVERSITY KANO

The Vice-Chancellor

Professor Muhammad Yahuza Bello

MESSAGE FROM THE VICE-CHANCELLOR

It is my singular honour and privilege to welcome you all to our great institution, Bayero University, Kano. You are lucky to be admitted into one of the best and highly regarded universities in the nation. Bayero University is one of the only eight Nigerian universities that scored 'A' grade in the only institutional accreditation exercise conducted by the national Universities Commission (NUC). It is the only university in the Northwest, geopolitical zone with 'A' grade. Our facilities are adjudged to be second to none. The University is in one of the most cosmopolitan universities in Nigeria. Bayero University takes pride in the national and international spreads of its staff and students populations. Each states of the Federation (including FCT) is represented in our student and staff populations. We also have students from 14 African, Asian and South American countries, and staff members from other part of the world. You have entered a great institution at a time it is transforming to become even greater.

As you go through Bayero University in the next three to six years (depending on your programmes and mode of entry), I urge you to ensure that the university also goes through you. By this I mean that you should inculcate the tradition and cultures of the University. To do this, you need to pay special attention to the following:

- a) ***Rules and Regulations:*** This induction exercise initiates you into the Bayero University family, it qualifies you for all the privileges enjoyed by the members of the family. As the saying goes, to whom much is given, much is expected. In particular, membership of the family binds you to the family's rules and regulations. Three documents define these rules and regulations. As the name implies, the General Examination and Academic Regulations (GEAR) covers the rules on your academic pursuit. The Directorate of Examinations, Admission and Records (DEAR). The Students' Handbook, produced and distributed by the Student Affairs Division, explains other general (especially non-academic) norms and

expectations, such as dress codes. You should also familiarized yourself with such regulations in order to know what is expected of you and what you should expect from other members of the BUK family.

The University Governing Council has recently approved Code of Ethics for all members of the University community. The Codes Set the ground rules for all members of the university community to interact ethically and decently with one another and with the wider community they serve. You will be provided with copies for your guidance.



Registrar
Hajiya Fatima Bintu Mohammed, mni
B.A (Ed), MPPA (BUK)

PHILOSOPHY AND CORE VALUES

Abdullahi Bayero College was reconstituted into a University College on 1st October, 1975 and into a University in October 1977. The philosophy of the University says that the University shall:

The philosophy and cardinal principles of Bayero University, Kano is consistent with the traditions and character, it acquired during its years of existence as a college. Briefly, the University is to pay due respect to human values. It is to:

be rooted in its community and act as a symbol of the spirit of its community, the guardian of its morals and the formulator of its hopes and aspirations. Therefore, it shall cultivate a distinct tradition and character that reflect those essential values and nuances that give the host community its identity. The university shall ensure respect for human values, as accepted by the host community, safeguard the objectives of a united, fair and just nation and promote the universality of knowledge and pursuit of academic excellence.

The following values shall guide the work performance of the university:

- i) Commitment, Competence, Team work and Self-motivation;
- ii) Efficiency, Initiative, Hard Work, Productivity and Sacrifice;
- iii) Integrity and Honesty;
- iv) Loyalty and Sincerity;
- v) Excellent Professional service;

- vi) Client (Students, government and other stakeholders) Satisfaction;
- vii) Gender Consciousness and Sensitivity;
- viii) Due Process, Accountability and Transparency;
- ix) Innovativeness and Positive Change;
- x) Staff Empowerment;
- xi) Good Corporate Governance;

In pursuing its aims and objectives, the University will be constantly guided by the requirements of the national plans, manpower needs and sheer physical and environmental factors.

VISION

Bayero University shall be a world-class university in Africa, renowned for its excellence in teaching and research, and the quality of its products.

MISSION

To provide world-class academic and professional training, community services and conduct research for the advancement of the society.

To produce high quality human resource with the requisite skills for the development of the host community, the nation and humanity.



**His Royal Highness
The Late Alhaji Abdulahi Bayero (1926-1953)
The Emir of Kano after whom the University was named**

5.5.2 A HISTORY OF BAYERO UNIVERSITY, KANO

The nucleus of Bayero University came into being in January 1960 when Ahmadu Bello College was established and located at the School for Arabic Studies (close to the Palace of the Emir of Kano). The then Principal of the School for Arabic Studies, late Dr. Aliyu Abubakar, was also in charge of the College Section, comprising Islamic History, Hausa and English Literature. In October 1962, the first university to be established in Northern Nigeria, Ahmadu Bello University, was founded in Zaria. It was named after the late Sir Ahmadu Bello, Sarkin Kano of Sokoto, who was Premier of Northern Nigeria from 1954 to 1966. This made a change of name for Ahmadu Bello College in Kano necessary to avoid confusion. Thus, in the same year, Ahmadu Bello College was renamed Abdullahi Bayero, the Emir who ruled Kano from 1927 to 1953. In the same year that the College was renamed, a new Principal, Alhaji, later, Professor S.A.S. Galadanci, was appointed to head both the School of Arabic Studies and the Abdullahi Bayero College section.

In January 1964, the College moved to a temporary site at the old Kano Airport Hotel with its first set of ten students given admission for a B.A. degree programme of Ahmadu Bello University. They started their lectures on 1st February, 1964. The College also got its first Provost in the person of Professor Abdalla El-Tayib, a Sudanese. Abdullahi Bayero College (ABC/ABU) graduated its first set of students in July 1966. There were ten of them and they had their convocation in November 1966. From 1966 to 1980, this institution, which was a Faculty of Ahmadu Bello University, Zaria presented graduating students to Ahmadu Bello University.

With the departure of Professor El-Tayib in 1966, Alhaji Hamidu Alkali was appointed as the second Provost. He assumed duty in September 1966. Alhaji Hamidu Alkali was appointed Provost and Dean, Faculty of Arts and Islamic Studies, established in 1964 and he remained in office until November 1969. His years at ABC/ABU coincided with the Nigerian civil war years. However, it was also a period for the development of the first phase of ABC's permanent site (now called Old Campus).

At the time of Alhaji Hamidu Alkali's arrival, the Library complex, which up to 1999 was the main library of the University, was at the foundation level. He supervised the building of the library and those of the other buildings, such as the first kitchen (Kitchen I), the first female hostel, accommodating forty students (now occupied by a branch of the Mainstreet Bank), and a generator house. The funds for these came from the British Colonial Government grant for Higher education in Nigeria.

When the civil war started in July 1967, the ABC temporary site at old Kano Airport Hotel (at the time it was the main Kano Airport) became a military target for the Biafran Air force because of the location of some Russian-made MIG Fighters of the Federal Air force in the vicinity of the old Airport. A home-made bomb was dropped around the area towards the end of 1967. The college was however not affected. By the first quarter of 1968 the civil war intensified and there were in Kano many wounded Federal soldiers from the war front. At a very short notice, the ABC, ABU Zaria was ordered by the military authorities to move out of the old Airport Hotel to give room for the facilities to be turned into a military hospital. Therefore, Abdullahi Bayero College moved to its permanent site in March 1968. The British high Commissioner in Nigeria, Sir David Hunt, commissioned the Library complex on 26th April, 1969. The permanent site is located at the western outskirts of the Kano city walls in the vicinity of Kabuga and Dukawuya gates on the Kano-Gwarzo Road.

It was also during this phase in the development of Abdullahi Bayero College that a maintenance unit of the ABU Estate Department was established. It was to look after the new buildings and the senior staff houses, AB1 to AB20, that had been constructed between 1959 and 1961 by the northern Nigerian Government as part of the extension of Kano, Nassarawa Government Reservation Area. The fencing of the College land area of about 600 acres also started. Alhaji Hamidu Alkali was transferred to ABU Zaria in November 1969 as Director, Institute of Education. Professor S.A.S. Galadanci, who held the post until he was appointed as the Vice-Chancellor of the University of Sokoto in 1975, succeeded him.

Abdullahi Bayero College entered its second phase of development during the tenure of Professor S.A.S. Galadanci. The buildings for the Faculties

of Arts and Islamic Studies and Education were built during his tenure. Likewise, the first male student hostel, together with a larger female student hostel, was constructed. The Kano State Government, under the late Governor Audu Bako, contributed a lot towards the physical development of the College, especially in the area of student accommodation.

In 1975, Abdullahi Bayero College was raised to the status of a University College with the right to award degrees on behalf of Ahmadu Bello University. The institution adopted the new name of Bayero University College. Its first principal was Dr. Mahmud Tukur, who formally took over in September 1975. The University College also got separate Governing Council headed by Professor S.O. Biobaku.

In 1977, the Federal Government of Nigeria made all the University Colleges in the country full-fledged universities. Thus, Bayero University College dropped “Abdullahi” and “College” and became simply Bayero University. The Principal of the College, Dr. Mahmud Tukur, became the first Vice-Chancellor. Dr. Tukur together with a dedicated team shouldered the responsibility of establishing the foundation of a university.

5.5.3 THE DEVELOPMENT OF THE UNIVERSITY

The first phase of the development of Bayero University was vigorously undertaken during the time of Dr. Tukur’s administration. He clearly established the norms, procedures and structure for the Faculties of Education (1975); School of Management Sciences (1975) renamed Social and Management Sciences (1977); Science (1975) and Law (1977). All the planning for the establishment of the Faculty of Technology (1978) were completed by 1977 just before Dr. Tukur left the University.

The Department of Preliminary Studies was upgraded to the School of General Studies (1978). The school is now the General Studies Unit. It formerly provided pre-degree courses to enable students to qualify for various degree courses. This, however, has been discontinued with the introduction of the 4-year degree system in 1989/1990, consequent upon

the introduction of the 6-3-3-4 system of education in Nigeria. The school has since 1990 conducted for all undergraduates of the university the course – General Studies. This is a national requirement for the award of a degree irrespective of the course an undergraduate is registered for.

The Estate Department, together with the physical Planning Unit, was established in 1977 and a Director of Works was appointed. The Health Services Department, which started as a clinic under ABU-Zaria in 1967, became an independent Department when BUK became a full-fledged university in 1975. The University Nursery and Primary Schools also took off in 1974 and 1975 respectively. The Primary School, which was initially established in 1969 by the then Local Education Authority L.E.A., Kano was handed over to the University in 1974.

The Development of the new permanent site of the University took off in earnest. A ten thousand-acre piece of land, five kilometers out of Kano, on the Kano – Gwarzo Road, was acquired. The difficult and sensitive task of demarcating farmlands and computing compensation and payment to the right people were all carried out. In October 1977, Dr. Tukur left Bayero University and was succeeded in 1978 by Professor J.O.C. Ezeilo, who was transferred from the University of Nigeria, Nsukka. Professor Ezeilo spent the remaining one-year of his full term as Vice-Chancellor of University of Nigeria, Nsukka at Bayero University, Kano.

Professor H.I. Umar (1979 – 1986) succeeded Professor Ezeilo and handled the second phase of the development of the permanent site of Bayero University. By 1986, the core buildings of the new site of the University had been completed. These include the academic and administrative buildings, the student hostels, junior and senior staff quarters, the access roads and the Business Center. The Library building had also reached an advanced stage.

The computer Center (changed in January 2004 to the Centre for Information Technology) was established in 1980 in the premises of the Faculty of Science. In January 2004, the Centre moved to a permanent site on the New Campus whose construction was facilitated by a grant from the MacArthur Foundation. The University movement to the new

site did not take place until the tenure of Professor Dandatti Abdulkadir (1986 – 1990), who succeeded Professor Umar. Professor Abdulkadir's tenure saw the movement of the University to its permanent site (called the New Site). The Vice-Chancellor also moved into the new Vice-Chancellor's Lodge on the new site. A large number of students also moved into the new hostels. This ushered in the systems of commuting between the new and old campuses of the University, which both students and lecturers had to adopt.

Professor M.S. Zahraddeen succeeded Professor Abdulkadir in 1990. The physical and academic development of the University continued steadily. The Management Information System (MIS) Unit was established in 1994. In this year, BUK and other sister Federal Universities in Nigeria were mandated by the National Universities Commission (NUC) to establish an MIS Unit in the Vice-Chancellor's office with the objective of generating necessary information about individual universities for the planning of Higher Education in the country.

During this period, 1990 – 1995, the following physical developments were started: the Students' Centre, the Twin Theatre and the conversion of Kitchen I (Old Campus) into a lecture hall. Professor Zahraddeen initiated the ceremony, marking 30 years of the establishment of Bayero University, with a book written for this historical landmark entitled *Building the Citadel: Thirty Years of University Education in Kano, 1964-1994*. Professor Bello Bako Danbatta succeeded Professor Sani Zahraddeen as the Vice-Chancellor (1995-1999). The construction, for the first time, of a perimeter wall around the Old Campus started. This important project gave the University a sense of security and also served as a check on the increasing encroachment on University land. The construction of a large overhead water reservoir at the old campus by the Petroleum Trust Fund (PTF) helped to improve the water supply situation on the campus.

On 4th August, 1999, Professor Musa Abdullahi succeeded Professor Danbatta as the Vice-Chancellor. The period 1999-2004 recorded a number of important developments. The Centre for Democratic Research and Training, Mambayya House, was established in 2002. The Education

Tax Fund (ETF) constructed the perimeter wall on the side bordering Gwarzo Road of the New Campus. In November 2003, the Vice Chancellor approved and commissioned the project for the revised edition of “Building the Citadel”, under the title: *Consolidating the Citadel: Bayero University, Kano, 1994-2004*. The table below is a summary of the establishment of faculties, centers and units, and where they are located on the two campuses of the university.

Professor Attahiru Muhammad Jega was the Vice Chancellor from 2005 to 2010. His tenure recorded a number of physical developments across the two campuses. In the New Campus, the following physical facilities were established:

Convocation Square, Physical Planning Development and Maintenance Services (PPD & MS) (Now, Maintenance Services Development (MSD)), School of Postgraduate Studies Permanent Site, Electrical Engineering Department, Student Service Complex, Faculty of Agric Building, the C.I.T Theatre, West African University Games (WAUG) Secretariat, Dean’s Office Faculty of Social and Management Sciences, International Institute of Islamic Banking and Finance Office (IIIBF) and Two Hockey and Football Pitches. In the Old Campus, 500 Capacity Lecture Theatre, Twins 500 Capacity Lecture Theatre, One Hockey and Football Playing Pitch.

Professor Jega was succeeded by Professor Abubakar Adamu Rasheed from 2010 to date. The period of his administration as a Vice-Chancellor, Bayero University, Kano witnessed tremendous success in infrastructural and academic development.

In the area of physical development, over 51 structures have been added to the existing ones. These included Lecture Theatres, Office Complexes, Faculty Buildings, Laboratories, etc. In the area of academic development, new programmes were initiated, approved by NUC and commenced. The programmes cut across, Humanities, Social Sciences, Engineering, Medical Sciences, etc. Due to the expansion of academic programmes in the Faculty of Medicine, the Faculty metamorphosed into School of Health Sciences with four Faculties.

Furthermore, research centres were approved which included Centre for Infectious Diseases, Centre for Advanced Medical Research, Centre for Qur'anic Sciences, Centre for Renewable Energy, Centre for Technology Research, Centre for Social, Economic and Population Research.

Additional students' Halls of Residence were constructed, 2 in the New Campus, 1 in the Old Campus and 1 in Aminu Kano Teaching Hospital (AKTH). Also there was the general rehabilitation of the entire Students' Halls of Residence in the Old Campus and New Campus.

Regarding staff development many academic staff were sponsored to pursue higher degrees in various fields. Additionally, many academic staff whose papers were accepted for presentation at seminars and conferences within and outside Nigeria were sponsored accordingly. The University extended similar attention to non-academic staff of the University.

During the reign of Prof. Abubakar Adamu Rasheed the University became more internationalised by signing MoUs with sister universities and other academic institutions around the world. Furthermore, the University organised many international conferences which were well attended.

Prof. Abubakar Adamu Rasheed brought a lot of labour harmony and stability by being transparent, accountable and inclusive. He also paid serious attention to staff welfare.

| S/N | Faculty/Centre/Unit | Date of Establishment | Campus |
|-----|--|-----------------------|-----------|
| 1 | Arts and Islamic Studies (FAIS) | 1964 | New |
| 2 | Education | 1975 | New |
| 3 | Social and Management Sciences (SMS) | 1975 | New |
| 4 | Engineering | 1978 | New |
| 5 | Agriculture | 2002 | New |
| 6 | Centre for Information Technology (formerly Computer Centre) | 1980 | New |
| 7 | Staff Secondary School | 1985 | Old |
| 8 | Management Information System (MIS) | 1994 | New |
| 9 | Library (Main) | 1964 | New |
| 10 | Nursery Annex | | New |
| 11 | Primary School Annex | | New |
| 12 | Health Services Annex | 1982 | New |
| 13 | Security Main Office | | New |
| 14 | Guest House Annex | 1993 | New |
| 15 | Student Centre | 1994 | New |
| 16 | Science | 1975 | Old |
| 17 | Law | 1977 | Old |
| 18 | Medicine | 1986 | Old |
| 19 | School of Postgraduate Studies | 1989 | New |
| 20 | Library (Data Centre) | 1964 | Old & New |
| 21 | Centre for the Study of Nigerian Languages and Folklore | 1969 | Old |
| 22 | General Studies Unit | 1978 | Old |
| 23 | Estate (works) department | 1964 | Old |
| 24 | Health Services | 1967 | Old |
| 25 | Primary School | 1969 | Old |
| 26 | Nursery | 1980 | Old |
| 27 | Guest House | 1984 | Old |

| | | | |
|----|---|------|-----------|
| 28 | Consultancy Services Unit (Bayero Consults) | 1985 | Old |
| 29 | Security Unit | 1975 | Old & New |
| 30 | Centre for Democratic Research and Training. | 2000 | Kano City |
| 31 | Faculty of Dentistry | 2011 | AKTH |
| 32 | SERVICOM | 2010 | Old |
| 33 | Institute for Continuing Education (ICE) | 2011 | Dala |
| 34 | CAER & T | 2011 | New |
| 35 | Centre for Qur'anic Studies | 2013 | New |
| 36 | Centre for Dry Land Agriculture | 2012 | New |
| 37 | Centre for Biotechnology Research | 2013 | Old |
| 38 | Directorate Research Innovations and Partnerships | 2013 | New |
| 39 | College of Health Sciences | 2014 | AKTH |
| 40 | Faculty of Biomedical Sciences | 2014 | Old |
| 41 | Faculty of Allied Health Sciences | 2014 | AKTH |
| 42 | Faculty of Clinical Sciences | 2014 | AKTH |
| 43 | Faculty of Mass Communications & Media Studies | 2014 | New |
| 44 | Faculty of Earth & Environmental Sciences | 2014 | New |
| 45 | Faculty of Pharmacy | 2015 | AKTH |

Bayero University, which started in 1964 as a College and a Faculty of Ahmadu Bello University, has developed in the last five decades into a full fledged University with thirteen Faculties and six Centres located on its two campuses and outside. Three Provosts and ten Vice-Chancellors who headed the institution to date (2012), together with staff (both academic and non academic) and students, laid the foundation and consolidated the physical and academic development of the University into one of the most respected universities in Nigeria today.

1.3 **AUTHORITIES OF THE UNIVERSITY**

The University Authorities are Officers of the Council, the Senate, Faculty Boards and the Congregation.

5.5.4 The Council

The Council is the governing body responsible for the general management of the University. Membership consists of representatives of the Federal Government, the Senate, Congregation and other Federal Government nominees outside the academic community.

ii. The Senate

The Senate is generally responsible for the academic affairs of the University. Membership consists of the Vice-Chancellor, Deputy Vice-Chancellor Academics, the Deputy Vice-Chancellor (Administration), Dean(s) of Faculties/Student Affairs, Directors of Centres and institutes, all Professors holding established chairs, all Heads of Department, the Director of the General Studies Unit and Academic Planning Unit and the University Librarian. The congregation is also represented on the Senate.

iii. Faculty Boards/the Board of General Studies Unit

There are 9 Faculties and General Studies Unit, namely: Faculty of Agriculture, Faculty of Arts and Islamic Studies, Faculty of Education, Faculty of Law, Faculty of Medicine, Faculty of Science, Faculty of Social and Management Sciences, Faculty of Engineering, Faculty of Dentistry and the General Studies Unit. All the Faculties and G.S.U. have a Board, which is made up of all academic staff of each Faculty, the Vice-Chancellor and the Deputy Vice-Chancellors.

The Faculty Boards/Board of General Studies Unit takes decisions on the academic affairs of the Faculties/G.S.U and makes recommendations to the Senate.

iv. The Congregation

The Congregation consists of all the members of the academic staff and all members of administrative, professional and technical staff holding

degrees conferred by recognized universities or other equivalent qualifications recognized by the Senate.

1.5 THE ORGANIZATION OF THE ADMINISTRATION

The University Central Administration is made up of the Vice-Chancellor's Office, the Registry Department and the Bursary Department.

5.5.5 The Vice-Chancellor's Office This is headed by the Vice-Chancellor.

ii. The Student Affairs Division The Division, headed by the Dean, is under the Vice-Chancellor's Office. It is responsible for the administration of non-academic affairs of students in the University.

iii. Development Office It is headed by a Director and is responsible for Alumni and fund raising activities of the university.

iv. Information, Public Relations and Protocol It is headed by a principal assistant registrar and is responsible for the public relation matters of the university.

v. Directorate of Academic Planning It is headed by a Director and is responsible for various statistics and accreditation matters of the university.

vi. Security Division It is headed by a Director and deals with the security of lives and properties of the university community.

vii. Strategic Planning Unit It is headed by a Director and is responsible for the strategic planning matters of the university.

ix. Registry Department The Registry is headed by the Registrar, who is the Chief Administrator of the University and responsible to the Vice-Chancellor for all the administrative matters of the University. The Registry is organized as follows:

x. Registrar's Office The Registrar's Office is the secretariat for the Council, the Senate, Congregation and Convocation. The office has the following divisions:

- a) **The Directorate of Examinations, Admissions and Records:** is responsible for the arrangement of admission of students into the University and the organization of entrance, semester and examinations.
- b) **The Directorate of Establishment Matters:** deals with the recruitment and placement of both Junior and Senior Staff.
- c) **The Publications and Documentation Division:** deals with University publications and ceremonies.
- d) **The Housing & Passages Office:** deals with allocation of staff houses and arrangement for tickets, travel permits and passports for senior staff.

xi. The Bursary Department The Bursary is responsible for the administration of all financial matters in the University. It is headed by the Bursar and has among other sections, a student section, which handles students Accounts (fees and charges paid by students).

SERVICOM

The primary function of the SERVICOM Unit is to improve the service delivery and capacity of the ministry and extra-ministerial offices/parastatals. The Servicom Unit of the University is headed by the Nodal officer and assisted by the following:

1. Charter desk officer
2. Customer care/complaints desk officer
3. Service implementation desk officer

The Functions of the Unit

The Functions of the Servicom include:

1. Production, monitoring of the performance and review of the Servicom within the University.
2. Managing the University customer relations policy, including providing opportunities for customer feedback on their services.
3. Instituting a complaints procedure, including a grievance and redress mechanism.
4. Ensure the improvement of service delivery in the University through Servicom compliance.
5. Investigate reasons for poor/excellent service delivery in the University.
6. Contribute to business improvement plans of the University.
7. Serves as a liaison office between the University and the Servicom Headquarters, Abuja.
8. Ensure the periodic review of University Charter.
9. The ability to analyse all complaints and customer feedback and report issues to management relevant to addressing the causes of service failure.
10. Advocacy and change management skills to ensure other officers and management to resolve justified complaints and address the causes of complaints to ensure improved service delivery over time.
11. To investigate and analyse complaints by customers to ascertain and differentiate the complaints about service delivery.
12. To keep record of all complaints, comments, compliments and suggestions by customers.

2. **SERVICE DEPARTMENTS**

5.5.6 UNIVERSITY HEALTH SERVICES: The Director of Health heads the University Health Services (U.H.S) department. Members of staff include Medical Officers, Para-medical staff and others.

1. **Student Registration:** Each registered student is entitled to free medical attention at the University Clinic. This free medical attention is also extended to the wives and children of male students only.

- The cost of any medical treatment received from any outside health facility/ organization is the responsibility of the student.

Each student should present his identity card to the card man whenever the student attends the clinic. In certain cases, the card man may demand the identity card of the student to clear doubts. If anybody uses someone's card, the card will be confiscated and such a person will not be treated in the clinic.

Any student who gives his card to another person for the purpose of receiving treatment at the clinic will have to pay a fine of one hundred Naira (₦100.00) before the card is released.

At the start of each Session, the student Record Clerk Office (U.H.S) will distribute a form to be filled by the student in which he will show the names and the dates of birth of his wife and children. If any change in these pieces of information takes place during the course of the session, it should be brought to the notice of the card man for the purpose of updating the records. The student shall produce passport size photographs, one of himself, one of his wife and one each of his children. The medical service shall be given to every student as long as he remains enrolled with the University. New students are expected to have completed their medical questionnaire forms before reporting on campus. They are to be verified by the University's doctor.

- **A student who falls ill outside the University and is admitted into hospital must inform the Director of Health Services within 48 hours of hospitalization and should report to him on discharge with a detailed medical report signed by the medical director of the institution.**
2. **Vaccination and Immunization against Communicable Diseases:** This can be given in the Antenatal clinic and the International Centre of Vaccination and Immunization of the health department, where

international certificates are issued. When available, campaigns of mass vaccination on immunization are carried out when the need arises.

3. **Public Health Education:**

- a) Periodic circulars dealing with the current health problems are regularly issued during the academic year.
- b) Complaints about defective sanitation should be reported to the Hall Administrator who then will take appropriate action.

Shifts

Full Scale Services

| | |
|---------------------|----------------------|
| Mondays – Thursdays | 7.30 a.m to 3.30 p.m |
| Fridays | 7.30 a.m to 1.00 p.m |

Emergency Services

- i. This covers the period from the end of one full-scale service to the beginning of the next on both Old and New Campus Clinics. At the Old Campus Clinic, there is a resident doctor who attends to emergency cases from 3.30 p.m to 9.00 p.m on Mondays – Fridays. On Weekends and Public Holidays, this doctor attends to cases between 10.00 a.m to 12.00 Noon and then from 4.00 p.m to 9.00 p.m.

At all other times, doctors on call could be invited BY THE STAFF ON DUTY to attend to emergency cases at both the Old and New Campus Clinics.

- ii. All students reporting sick after the full-scale services should call with their clinic cards at the clinic and not at the residence of the medical officer on duty, who would be summoned when necessary.

4. **Antenatal Clinic** is available during the normal hour of full-scale service.
5. **Paid Services**

Eye glasses: This is not the responsibility of the university.

Dental Services: Dental services are not free. The University does not take responsibility of dental services for students. The rates for the services offered are available at the clinic.

6. **Sick Bay:** The Sick Bay is capable of admitting a few patients at a time for observation up to 72 hours. Thereafter, the patient is discharged, cured or referred to a bigger Hospital for further management.
7. **New Campus Clinic:** This attends to the needs of staff and students that live and work or study on the New Campus.
8. **Warning against Dangerous Drugs Decree 20, 1984:** The Special Tribunal (Miscellaneous Offences Decree 20, 1984) was amended by the Armed Forces Ruling Council (AFRC) and the decree as amended has 20 years imprisonment for drug (cocaine or other similar drugs) traffickers, transporters and exporters. Those found in possession would get 14 years, while those found selling, users and smokers would get between 10 and 20 years imprisonment.
9. **Tobacco Smoking (Control) Decree No.20 of 1990:** The Decree makes it an offence for any person to engage or continue to engage in tobacco smoking in some specific places, such as educational institutions, offices, public transportation, cinema, theatre or stadium, lifts and medical establishments (hospitals, clinic, etc).

2.2 THE UNIVERSITY LIBRARY SERVICES

2.2.1 Opening Hours:

| | | |
|---------------------------|---|----------------------|
| 1. During Session: | : | 8.00 a.m – 10.00 p.m |
| Mondays – Fridays | : | 8.00 a.m – 1.30 p.m |
| Saturdays | : | 7.30 a.m – 1.30 p.m |
| Sundays | : | (No borrowing) |

5.5.7 During Vacation

| | | |
|-------------------|---|---------------------|
| Mondays – Fridays | : | 8.00 a.m – 6.30 p.m |
| Saturdays | : | Closed |
| Sundays | : | Closed |

3. One month before and during examination

| | |
|----------------------|---------------------|
| Saturdays – Sundays: | 8.00 a.m – 6.00 p.m |
|----------------------|---------------------|

5.5.8 LIBRARY RULES AND REGULATIONS

1. Students and senior staff of the University may use the library. However, the University Librarian can give permission to others to use the library subject to the approval of the Library Committee.
2. No person shall be allowed to borrow any book or any other material until they have been properly checked out.
3. The following materials are for use in the library only: reference books, fine art books with plates, books on temporary reserve, manuscripts, rare books, micro films, current and bound volumes of journals and government documents.
4. It is very serious offence to remove or damage any part of a book or periodical.
5. On leaving the library, all library users must surrender their books and papers to the library officials at the entrance for inspection.

6. Library users must not attempt to put books back on the shelves. Once taken off the shelves, the books should be left on the tables.
7. Senior staff may borrow books for a period of one month and students and others 14 days.
8. Fines are levied on all overdue books at the rate of 10 kobo per day. Books that are recalled are charged at the rate of 10 kobo per day from 72 hours after the date on which the notice is sent. Books on reserve that are not returned within 2 hours attract a fine of 50 kobo per hour.
9. Failure to return books or other materials to the library within the stipulated time could lead to suspension from using the library. This means total exclusion from entering the library.
10. Students are allowed to borrow 5 books at a time, while teaching staff are allowed up to 15.
11. Admission of students into the library is granted only on the production of an identity card. No student will be allowed into the library without his card.
12. No brief case or handbags are allowed in the library.
13. Smoking, eating, drinking, spitting and group discussions are prohibited in the library.
14. Animals must not be taken into the library.
15. Children under 8, unless escorted by an adult, are not allowed into the library.
16. Silence must be observed in and around the library at all times.
17. Reading tables and chairs must not be moved from their positions.
18. Library users should not reserve seats in the library. Another person can use any seat not physically occupied.
19. Library users are advised to take away their belongings and books whenever they are leaving the library.
20. The University Librarian may suspend any person from using the library for neglect of these rules subject to his reporting such action to the next meeting of the Library Committee.

5.5.9 The Documents Centre (formerly the Graduate Research Unit)
The Centre's collection has been concentrated so far in six main areas:

- i) Photocopies of the manuscripts books written in Arabic by the founder of the Sokoto Caliphate and by other Nigerian authors.
- ii) The dissertations and papers presented at seminars and conferences;
- iii) Copies of inaccessible books and articles.
- iv) Extensive microfilm of Colonial Officer records (C.O. 466) relating to Northern Nigeria and soil data files also photocopied. It is proposed in future to extend the collection into areas useful to other Faculties of the University.

2.2.4 Branch Libraries

- 1. Law Library:** The Law collection is housed at the building occupied by the Law Faculty.
- 2. Medical Library:** The Medical Library has been moved to the Teaching Hospital. However, the pre-Medical collection is housed at the Faculty of Medicine building complex.
- 3. Science Library (formally Old Campus Library):** Now takes care of Science students.
- 4. Mambayya Library:** The Mambayya Library has collections on Social Sciences, History, Hausa and the Archival Collections of Malam Aminu Kano, Prof. Ibrahim Yaro Yahaya and Malam Lawan Dambazau.
- 5. Engineering Library:** It is located at the New Campus in the Faculty of Engineering.
- 6. Agricultural Library:** The Agricultural Library is located at the New Campus in the Faculty of Agriculture.
- 7. I.C.E. Library:** It is located at the Institute for Continuing Education along Aminu Kano Way.

NB: Readers using branch libraries are free to use facilities of the main library. The main University Library maintains a union catalogue of all the books located at different units of the library system.

Bayero University Press: The Bindery Unit was upgraded to the Bayero University Press. The Unit was set up to provide auxiliary services to the University Library and other departments of the University. Thus, a part from binding books and journals for the University Library, the unit also serves the faculties and departments, as well as non-university organizations like the Kano State Library. Furthermore, students' dissertations and postgraduate theses are also bound in the Bindery at reasonable charges. In addition, the Bindery has a printing section, which undertakes small-scale printing work.

5.5.10 CENTRE FOR INFORMATION TECHNOLOGY (C.I.T.)

The Centre for Information Technology was established over two decades ago with the aim of providing computing services to the University. These services range from consulting and training to the provision of computing facilities to the entire University community and the society at large.

Quite early after the establishment of Bayero University Kano in 1976, the need was felt for a Computer Centre that would provide computing services to the entire University Community. The University Senate, therefore, set up a Computer Committee that was charged with the responsibility of establishing a Computer Centre and advising the Senate on all matters related to the use of computers in the University.

While this committee worked towards the setting up of the Computer Centre, a special arrangement with Ahmadu Bello University Zaria allowed members of staff of Bayero University, Kano to use the Computer facilities at Ahmadu Bello University Computer Centre (a CYBER 72 of the CDC 6600 family.) Eventually in 1980, a VAX 11/780 mini computer was installed at the Bayero University, Kano Computer Centre. At that time, it was an expensive state-of-the-art machine that only a few other American and European Universities could afford.

The machine came with accessories, such as a TE16 tape drive, 2 RMO3 disk drives with 67 MB capacity, 15 remote terminals, 1 line printer and 2 character printers. As time went on, a few other accessories were added and a 55 KVA generator and a large Uninterruptible Power Supply (UPS) system were purchased.

The VAX system came with the VMS operating system and some software packages for common applications, such as word processing and spreadsheet analysis. It also came with compilers for programming languages, such as BASIC, COBOL and FORTRAN, as well as SPSS, a statistical package.

Over the years, the VAX system became increasingly difficult to upgrade and maintain.

Maintenance costs were outrageously expensive and the maintenance service was not satisfactory at all. The fact that the consultant that maintained the Computer Centre was in Lagos made matters much worse. The machine frequently broke down and each time it became more un-operational, it took time to repair. In 1987, it became unserviceable. A number of trade-in options were explored, but in the end, none was considered viable.

While the Centre was facing the challenges of maintaining the VAX system, rapid developments in computer technology were taking place. This was especially in the area of microcomputers, where smaller but more powerful machines were quickly replacing the bigger minicomputers and mainframes. The single user nature of microcomputers and their declining cost meant that computer usage no longer needed to be centralized as Departments and other units could have their own computing facilities.

World wide, these developments were changing the roles of university computer centre but it took a long time for the Bayero University Computer Centre to adjust. Eventually, the Centre began this process of adjustment by commencing with the procurement of microcomputers. At about the same time, other Departments and units also started to acquire their own systems.

The history of the Centre took a turn for the better in September 1999, when the then new Vice-Chancellor, Professor Musa Abdullahi (upon assumption of office), had the vision that Bayero University deserved a befitting Computing Centre. This was due to his realization of the growing importance of computer and information & communications technology (ICT) and the fact that universities are catalysts of change. Thus, before the end of 1999, he had a new building for the Centre – to be located on the New Campus – designed and costed, awaiting the availability of funds.

Subsequently, the University was able to get a grant of \$220,000 from the John D. and Catherine T. MacArthur Foundation of Chicago USA (later termed the planning grant) meant to address some urgent needs of the University. One of such needs was the provision of more computing

facilities, as the few micro-computers at the Centre were grossly inadequate. Part of the grant was, therefore, used for 'computer enhancement', whereby additional computers were purchased and placed at the Centre on the Old Campus and many others were placed in the New Campus Annex of the Centre located in the Library Complex. This was to provide computing facilities to members of the University community on both campuses.

THE BUILDING AND THE NEW NAME

When the MacArthur Foundation later requested the University Management to submit a proposal for a more substantial grant, the Computer Centre building and ICT featured prominently in the proposal submitted to the Foundation in 2000. Even though the Foundation did not normally support capital projects, it went out of its way to finance 50% of the Centre's structural works, especially since that enabled the University to source the other 50%. Thus, the Centre is jointly financed by the University and the MacArthur Foundation.

The former Computer Centre was renamed Centre for Information Technology (CIT) because of the new roles and challenges it has to face. The new Centre is not just for the provision of computing resources to the University community, but also for the provision of all necessary facilities for ICT. Thus, it is serving as the nerve centre of the University's IT projects. For this reason, the University VSAT is located at the Centre.

The Centre is also the nucleus of all University's computer and communications networks. For example, the other four campuses of the University are linked to the University network through the Centre.



Center for Information Technology (CIT)

THE FUNCTIONS OF THE CENTRE FOR INFORMATION TECHNOLOGY

The Centre for Information Technology has a pivotal role to play in promoting the academic and research programmes undertaken by the University. As the Information Technology (IT) revolution rapidly unfolds, this role is likely to become even more important.

The primary functions of the Centre for Information Technology are as follows:

- a. To provide computing facilities for every interested member of the University community.
- b. To provide professional advice and guidance in the use of computers.
- c. To provide advanced resources for special applications, such as research projects.
- d. Online application (Processing of Part-Time degree and Postgraduate applications).

- e. Post-UTME examination (Marking answer scripts).
- f. Online registration (Processing registration records).
- g. Academic records/Students personal data (Collection and storage of student data, including examination results and the production of academic transcripts).
- h. Marking the General Studies Programme (GSP) examination scripts using the OMR machine.

USE OF EQUIPMENT

Students are encouraged to make the best use of the facilities in both Campuses to enhance their academic pursuits. They are, however, advised to do so with care and seek support from the lab assistants in charge of the labs.

THE DIRECTORATE OF EXAMINATIONS, ADMISSIONS AND RECORDS

GENERAL EXAMINATIONS AND ACADEMIC REGULATIONS (GEAR) FOR FIRST DEGREE PROGRAMMES (FOURTH EDITION, REVISED AND UPDATED, 2014)

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 2013/2014 session.

Operational Definitions

1.3 In these Regulations:

- (a) “The University” or “University” means Bayero University, Kano, unless the context indicates otherwise.
- (b) “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.
- (c) “Programme” means any group of courses appropriate in the context, e.g. “the B.A. programme”, “the Physiotherapy programme”.

- (d) “Subject” means a group of one or more courses, appropriate within the context, taught by a particular Department or sub-department.
- (e) “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.
- (f) “Session” means an academic year of two semesters as determined by the Senate.
- (g) “Semester” means a period of 15 teaching weeks or as determined by the Senate.
- (h) “Faculty” “Faculty Board” and “Dean” carry the meanings given to them in the Schedules of the University Degree. 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.
- (i) “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.)
- (j) “Continuous Assessment” means any item of work required from students for assessment during a course or programme other than formal examination.
- (k) “Examiner” means a person participating in the process of assessment of candidates by coursework and formal examination.
- (l) “Degree” means the qualification awarded following successful completion of a programme of study normally covering eight or more semesters and carrying one of the titles shown in the Part 20 of these Regulations.

- (m) “Incomplete grade, (I)” means the assessment of a course the formal examination of which is not written under the permission of Senate as specified in section 7.2(c) of these regulations.
- (n) “Probation” means a warning status accorded a student whose CGPA is less than 1.50. The probation period is usually one academic session (two semesters) during which the student is expected to improve and raise his/her CGPA to at least 1.50, otherwise (s)he shall be withdrawn from the University.
- (o) “Rustication” for a non-final year student means staying away from academic work for the period indicated by Senate. For a final year student, “Rustication” means cancelling the work of the semester(s) in which the offence occurred, and registering afresh in a new semester/session. As rustication is a punishment, the period of rustication counts in determining the student’s maximum period of stay at the University.
- (p) “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, except for those who come under section 17.19.
- (q) “Expulsion”, which is usually the result of a misconduct, also means terminating the student’s programme of study. An expelled student is forever disqualified from admission into any programme in the University. If (s)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.
- (r) “Suspension of Studies” means a period approved by Senate (based on an application by the student with appropriate supporting documents) 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.

- (s) “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.
- (t) “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 courses in order to satisfy the minimum credit requirements of a programme.
- (u) “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 (s)he has taken and passed Course A.
- (v) “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.
- (w) “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.
- (x) “Last Chance” refers to the last permissible year outside the normal period required. For example “Spill-over Year Two” is the last chance for most undergraduate programmes.
- (y) “Concessional Pass, CP” is an opportunity given by Senate to last chance 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 30% in the last chance

year. CP does not apply to the programmes in Faculty of Law and some programmes in the College of Health Sciences.

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 11.

Admission into Examination

- 1.5 In order 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, the performance of assignments connected with the course taught, and the payment of 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 College, Faculty, or Departmental Board for examinations conducted under its jurisdiction.
 - (a) Where a College, Faculty or Departmental regulation is inconsistent with these regulations, the particular College, Faculty or Departmental regulation becomes void to the extent of the inconsistency.
 - (b) Where a College regulation is inconsistent with a Faculty or Departmental regulation for a faculty or department within the College, the Faculty or Departmental regulation becomes void to the extent of the inconsistency.

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

Exceptions for College of Health 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 due to the nature of such programmes. Part 17 of these regulations covers the peculiarities for such programmes in the College.

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.

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. Any other qualification deemed equivalent to any of the above by Senate.
- (d) A credit in Mathematics is required for all Science-based programmes, as well as for the following programmes: Accounting, Banking and Finance, Business Administration, Economics, and Entrepreneurship.
- (e) A credit in English Literature is required for the LLB programme.

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).
- (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 five 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. Two-year (ordinary/national) diploma in the relevant subject area with a minimum classification of Merit/Lower Credit.

- ii. Two-year (ordinary/national) diploma plus one-year advanced diploma in the relevant subject area.
 - iii. General Certificate of Education Advanced Level (GCE A/Level) with credit passes in at least two subjects.
 - iv. The National Certificate of Education (NCE).
 - v. The Interim Joint Matriculation Board (IJMB) Certificate.
 - vi. Any other qualification deemed equivalent to these by Senate.
- (f) A credit in Mathematics is required for all Science-based programmes, as well as for the following programmes: Accounting, Banking and Finance, Business Administration, Economics, Entrepreneurship.
- (e) A credit in English Literature is required for the LLB programme.

Special Degree Admissions

2.5 Admissions into first degree programmes usually come under sections 2.3 and 2.4 above. 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 of subjects from among Chemistry, Physics, Biology/Agricultural Science and Geography. 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 the 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.

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 above) 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 the applicant seeks to transfer into must be similar to the one (s)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) All inter-university transfer cases require Senate's approval.
- (i) 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.

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

2.8 A student shall only use the name with which (s)he is admitted/transferred into the University and which appears on the qualifications used to secure the admission/transfer. This name shall be used in all certificates 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 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/her current programme and must possess the minimum qualification for the proposed programme.
- (d) The heads of all the departments concerned (current and proposed) shall comment on the appropriateness or otherwise of the proposed transfer.
- (e) If all 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.

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

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 may also be required to provide valid scratch cards 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 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, (s)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.
- (b) If the institution denies issuing the falsified result to the student, it shall be assumed that the falsification was effected by the student.

Punishments for Falsification of Entry Qualifications

- 3.6 Where it is established that the student falsified his/her 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 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, the student shall be withdrawn from the University.
- 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 not affected the student's chances of gaining admission into the University, the student shall be exonerated.

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 includes getting copies of relevant documents signed and submitted to all relevant places as may be advertised by the University, faculties and departments.
- 4.3 Returning students must complete the registration process within two weeks from the date registration starts.
- 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 (s)he provides a reason acceptable to the Senate, in which case (s)he can be considered for suspension of studies.
- 4.6 A fresh student must complete the registration process within two weeks of the close of the central registration of new students. 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, that the process is clearly explained and publicised to the students, and that all staff members involved in the exercise maintain effective office hours so that students could see them without hindrance.

Minimum and Maximum Credit Loads

- 4.8 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.
- 4.9 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 exact number of credits to be registered in conjunction with his/her Level Coordinator.
- 4.10 The maximum number of credits a student can register for in any session is the minimum credit requirement for his/her level, plus eight. 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

- 4.11 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.

- 4.12 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 with 1 to 4, or 1 to 5, or 1 to 6, depending on the duration of the degree programme.
- 4.13 The second digit indicates the credit value of the course.
- 4.14 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.

Registering for Courses

- 4.15 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 4.18 below.
- 4.16 If a student fails a required course, (s)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 a whole semester, subject to 4.18, below.
- 4.17 A student shall not repeat any course that (s)he has passed, irrespective of the passing grade.
- 4.18 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 this is in line with departmental and faculty regulations.

The Add/Drop Procedure

- 4.19 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.
- 4.20 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/her 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 set in 4.15 to 4.19 above; 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 Drop/Add process (including returning the forms to all relevant units) must be completed within three weeks of the commencement of lectures in the semester.
- (f) A student can neither add, nor drop, a course when more than 25% of it has been covered.

Earning Credit and Absence in Examinations

- 4.21 A student cannot earn a credit in any course (s)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 (s)he is not registered, the result of such an examination shall be cancelled.
- 4.22 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 (s)he can be aware of the reason for the failure.
- 4.23 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 Courses

4.24 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 Programme (EEP). The prescribed courses, which are subject to change by Senate, are as follows as of now:

- (a) GSP1401 (Use of English) for all degree students admitted into Level I;
- (b) GPS2401 (Use of English) for all degree students admitted into Level II;
- (c) GSP2222 (Peace Studies and Conflict Resolution) for all degree students – usually taken in Level II;
- (d) GSP2201 (Foundation of Nigerian Culture) for all science- and social science-based degree students – usually taken in Level II;
- (e) GSP2202 (Nigerian Government and Economy) for all arts- and science-based degree students – usually taken in Level II;
- (f) GSP2203 (Science, Technology and Society) for all arts- and social science-based 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 A Chief Examiner, normally being the Head of Department concerned, shall be appointed by the Senate on the recommendation of the relevant Faculty Board.
- 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 Department Panel of Examiners as prescribed in paragraph 12.1. He carries responsibility, together 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 responsibility 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 Panels 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 to moderate 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. (S)He must have had extensive experience of teaching and examination in his/her field and will usually be a member of the academic staff of another University. When an External Examiner is recommended to the relevant Faculty Board and to Senate, his/her degrees, relevant professional qualifications, rank and current University or other appointment shall be stated, together with information concerning any previous connection with Bayero University, Kano.
- 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.
- 5.9 (a) Each External Examiner shall be appointed for a period covering six consecutive semesters, or for a period not exceeding ten semesters if his/her appointment is interrupted, involving a maximum of three separate appointments
- (b) An External Examiner may be eligible for a reappointment provided at least six consecutive semesters have elapsed since the expiration of his/her last appointment.
- 5.10 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.
- 5.11 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 attend 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 (s)he is examiner at the end of the session.
- (d) If present in the University, to attend meetings of the Departmental Panel of Examiners and to approve and certify the

mark list in any course examined by him and where possible, the relevant overall pass list or lists.

- (e) If present in the University, to attend the meeting or meetings of the Faculty Board of Examiners.
- (f) To submit a written report to the Vice-Chancellor at the end of each session, with a copy to the Chief Examiner concerned, on the following matters:-
 - i. The standard of the examinations questions;
 - ii. The standard of marking by the Internal Examiners;
 - iii. The standard of project or coursework;
 - iv. The pass list and honours classification; and
 - v. Any other relevant comments he may wish to make.

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

Security of Examination Materials

- 5.14 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.
- 5.15 In particular, there shall be proper documentation and chain of custody when answer scripts are passed from one person to another.
- 5.16 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 paper bears an appropriate rubric showing:-
 - (a) Faculty and Department
 - (b) Programme of study
 - (c) Course code and course title

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

PART 7: FACULTY EXAMINATION OFFICERS

- 7.1 Faculty Examinations Officers and Assistant Faculty Examinations Officers shall be appointed by the Faculty Boards while Departmental Examinations Officers shall be appointed by the Departments. They shall be remunerated at rates to be agreed by Senate from time to time.
- 7.2 Examination Rooms
- (a) An area of at least 1.8 square metres per candidate should, if possible, be allowed in the room. The room should have only one usable entrance during the examination, but adequate ventilation should be ensured.
 - (b) There should be not less than one invigilator for each 50 candidates. At least one of the invigilators should normally be a teacher of the students sitting the examination and thus able to identify candidates. In addition one of the invigilators should be designated as Senior Invigilator.
 - (c) The Central Examinations Committee may inspect and decide upon the suitability of any room proposed for use in examinations
- 7.3 Each Faculty Examinations Officer, in consultation with the Departments and Departmental Examinations Officers concerned, shall appoint:-
- (a) Invigilators for each Faculty examination room, to whom he shall make available a copy of these Regulations.
 - (b) Examination Attendants, so that in any room where there are male students at least one of the attendants is a man, and where there are female students at least one is a woman.
 - (c) The persons specified in sub-paragraph (b) and (c) 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 their distribution to invigilators;
 - (d) Provision of receipt forms for examination scripts and any other matter in accordance with instructions issued by the Dean and the Registrar.
 - (e) Giving appropriate instructions to the Invigilators. In particular he shall ensure that sealed packets of question papers are handed to Invigilators not less than 20 minutes before the scheduled times of commencement of examinations.
 - (f) He should be available throughout the period of each examination oversee the conduct of all examinations, and report to the Chief Examiner, the Dean and the Registrar on any case of illness, disturbance or irregularity in the conduct of the examinations. He shall however recognize the Invigilator as responsible for procedure within the room during the conduct of an examination.
- 7.5 After each examination the Faculty Examination Officer shall receive the completed answer scripts from the Invigilator in charge and issue a receipt, of which both persons shall keep a copy. He will also collect all unused examination materials as well as any reports and exhibits pertaining to examination misconduct. He will then convey the completed answer scripts to the appropriate Departmental Examination Officer who will sign a receipt of which both persons will keep a copy.
- 7.6 The Examinations Officer shall announce 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.
- 7.7 The Examinations Officer shall attend all meetings of the Central Examinations Committee, present and reconcile draft examinations timetable of his/her faculty with those of other faculties, and share examination venues with other faculties.

PART 8: INVIGILATION PROCEDURES

Duties of an Invigilator

8.1 Only academic staff members and technologists attached to academic units shall serve as examination invigilators.

The duties of an invigilator are as follows:-

8.2 To arrive at the examination room at least 15 minutes before the examination and ensure that it is correctly laid out with desks, chairs, answer booklets, any other material required for the paper. He should see that there are spare answer booklets, etc, and that a clock is visible to all candidates. He should ensure that any books or papers left near desks are removed.

8.3 To receive from the Faculty Examinations Officer the sealed packet of question papers and to open it in the presence of the candidates, 10 minutes before the examination begins and check it for number of copies and the availability of required materials.

8.4 To admit all candidates ten minutes before the examination is to commence. Before starting the examinations he should ensure that candidates are fully informed of any special instructions relevant to the examination, and are reminded to fill their attendance register. He writes the time (as shown by local clock) of starting and finishing the examination on a board.

8.5 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.

8.6 After the examination has begun, to direct the attendants to check that no books, etc, have been hidden in toilet areas.

8.7 To notify the Faculty Examinations Officer promptly of any case of illness or irregularity in the conduct of examinations or of a lack of any materials.

8.8 If any student is found to be, or is suspected of, infringing the provisions of Part 9 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 the relevant form, obtain statement(s) from the student(s) concerned by giving him 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.

- 8.9 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 accused a chance to defend themselves, and obtain statements from all concerned, and forward the report (including exhibits and other relevant documents) to the Senate Standing Committee on Examination 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.
- 8.10 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.
- 8.11 Ten minutes before the end of the examination, to arrange for candidates to be prevented from leaving.
- 8.12 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.
- 8.13 After the examination, to hand the scripts, attendance register, examinations malpractice reports and exhibits (if any) and unused examination materials to the Faculty Examinations Officer, obtaining a receipt for the relevant number of scripts as prescribed in Part7.5.
- 8.14 The Invigilator, or Senior Invigilator if there is more than one, is personally responsible for ensuring strict observance of all conditions prescribed in Parts7 and 8 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 9: DISCIPLINE DURING EXAMINATIONS

- 9.1 It shall be the responsibility of each student to make sure that (s)he is registered for the appropriate examinations and be sure of the dates, times and places of the examinations for which he is registered; also to ensure that he is in possession of any identity document prescribed for the examinations.
- 9.2 The appropriate University unit shall ensure that identity documents are available to students at least two weeks before each examination.
- 9.3 Each candidate should be at the examination room at least ten minutes before the advertised time of the examination. He is required to supply his own writing and drawing instruments. He is also required to supply any other examination aids of which the provision is prescribed in the rubric of the question paper, and announced to candidates in advance, as being his own responsibility.
- 9.4 A student shall bring his/her identity document to each examination and display it in a prominent position on his/her desk.
- 9.5 A candidate must show his/her full face when asked to do so by the invigilator for the purpose of identification.
- 9.6 A candidate must show both ears when asked to do so by the invigilator.
- 9.7 Any book, paper, document, examination aid (except as may be provided for in the rubric of the question paper and announced to the candidates in advance), handbag or briefcase which is brought to the examination room must be deposited at the Invigilator's desk, or a place designated for the purpose, before the start of the examination. In no circumstances must it be placed on or near a candidate's writing desk.
- 9.8 Each student shall sign in by completing a line on the attendance register– writing his/her registration number, name, answer booklet number and department and then signing. Students should be advised to note their serial number and attendance register number (in case there are more than one registers) for the ease of signing out.
- 9.9 Each student shall also sign out after submitting his/her answer script by signing the appropriate column of the attendance register.

- 9.10 A student shall write his/her examination number, but not his/her name, distinctly on the cover and on every page of the answer booklet, as well as on any extra sheets used.
- 9.11 The use of scrap paper, question paper, toilet tissue, etc, for rough work is not permitted. All rough work must be done in answer booklets and crossed neatly through, or in supplementary answer sheets which must be submitted to the Invigilator.
- 9.12 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 if he is satisfied that the candidate has good reason for his lateness, and provided that no candidate has already left. No candidate shall be admitted after half the duration of the examination has elapsed. The Invigilator shall report on all those admitted late to the Faculty Examinations Officer who shall inform the Chief Examiner. The Chief Examiner shall recommend to the Board of Examiners whether to accept the student's paper or not.
- 9.13 A student may be permitted by the Invigilator to leave the examination room during the course of an examination provided that:-
- (a) No student shall normally be allowed to leave during the first thirty minutes or the last ten minutes of the examination.
 - (b) A student leaving must sign out and hand his script to the Invigilator before leaving if he does not intend to return.
 - (c) A student who leaves the examination room shall not be re-admitted unless throughout the period of his absence he has been continually under the supervision of an invigilator or Examination Attendant.
- 9.14 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.
- 9.15 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.

- 9.16 A student shall not take a mobile phone or any other unauthorized ICT device into the examination hall; and doing so is a very serious offence.
- 9.17 A student is responsible for protecting his work so that it is not exposed to other students.
- 9.18 Any student accused of involvement in examination misconduct should fill in the prescribed form giving his/her own version of events. A student that fails to fill the form is denying him/herself an important opportunity.
- 9.19 At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather his scripts together. He shall 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/her answer scripts are collected by a University official in the examination room before he/she leaves.
- 9.20 Except for the printed question paper, a student may not remove from the examination room or mutilate any paper or other materials supplied.

PART 10: ABSENCE FROM COURSEWORK AND/OR EXAMINATIONS

- 10.1 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 aerostat degree as described in Part 16 of these Regulations, will be awarded unless the candidate passes all formal examinations concerned.
- 10.2 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 travel day so that the application could be processed and replied to before the planned travel.
- (a) For travels within the country, a student shall apply to the Dean of his/her faculty through his/her 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/her Head of Department and course lecturers.
- (b) For travels outside the country, a student shall apply to the Dean of Students Affairs through his/her Head of Department attaching all supporting documents. The Dean of Students Affairs shall, on behalf of the Vice-Chancellor, treat all such applications on their own merit and communicate the decision to the student, the Head of Department and Dean of Faculty.**
 - (c) A student may be permitted to travel out of the country for religious reasons not more than once during his/her 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.**
- 10.3 (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.
- (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 11]. 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/her return. No GPA shall be computed for a semester where the student is on suspension of studies. However, if the suspension is only for one semester, performance in the other semester shall be used in computing the Cumulative Grade Point Average (CGPA) [Part 11].

- 10.4 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 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

- 10.5 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 10.8 (e) to (i) below) 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.
- 10.6 An absence for a period that 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

- 10.7 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 12 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 expected date of delivery interferes with a substantial part of the semester's coursework, the department concerned shall recommend suspension of studies for the student.
- 10.8 In Regulations 10.2 to 10.6 above 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 Metropolitan Area, each sick leave certificate must be obtained from the University Clinic or from a reputable hospital. In the latter case the certificate should be on official headed form stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the Hospital, as appropriate.
- (b) If a student falls sick outside the Kano Area, or is taken in emergency to a hospital in Kano, he must similarly obtain his certificate from a Medical Officer employed by a University or by a Government Hospital on an official headed form stamped and counter-signed by the Head of Department or Medical Superintendent in charge of the Hospital, as appropriate.
- (c) If a student falls sick outside Nigeria, he must send, without delay, an official sick-leave certificate to the Director, University Health Services, who may at his discretion refer the certificate for authentication to the Nigerian Diplomatic representative in the country concerned, or to any other appropriate body.

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

Submission

- (e) If the student obtains a sick-leave certificate from the University Clinic as in paragraph 10.8(a) above, (s)he must present it personally or through a messenger without delay to the Dean of his/her Faculty and obtain a receipt for it.
- (f) If the certificate is obtained from another hospital (paragraph 10.8(a)), it must be presented personally or through a messenger without delay to the Director, University Health Services, and a receipt obtained for it.
- (g) If the certificate is obtained as in paragraph (b), above, it must be sent immediately by messenger or by registered post to the Director University Health Service and a receipt of delivery or posting (as appropriate) obtained. If sent by post, a copy must be retained by the student. 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 Services will notify the Dean of the student's Faculty. The Director may consider it necessary to send a member of the Health Services Staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. A certificate will not be further considered by the Director if the address given is found to be false.

Disputed Cases

- 10.9 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 11: PROCEDURES FOR ASSESSMENT

Continuous Assessment

- 11.1 The proportion of the total marks for a particular course which are to be allocated to continuous assessment (CA) shall be recommended by the Department concerned along with the relevant syllabus, to the Faculty Board and Senate for approval. The proportion approved shall be made known to the students at or before the beginning of the course. Questions set for CA and the marks obtained shall be made available to the External Examiner (if any) for inspection.
- 11.2 The continuous assessment shall account for between 20% and 40% of the total marks for a taught course, while the end-of-semester examination shall account for 60% to 80%, unless approved otherwise by Senate.
- 11.3 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.
- 11.4 The CA marks for a course graded 'Incomplete' shall be carried forward and added to the examination marks obtained by the student when (s)he completes the course.

Examinations

- 11.5 (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 nor more than three hours.
- (b) The procedure for marking of examination scripts shall be a matter for agreement between the examiners for the course concerned. The mark for each course shall be expressed as a percentage. A fractional mark of 0.5% or above should be

rounded up to the next whole number, and one less than 0.5% should be dropped. The pass mark shall be 45%.

Moderation by External Examiner

- 11.6 Draft question papers for courses at all levels of a degree programme are subject to moderation by the External Examiner. However, only the marked scripts for final year courses are to be moderated by the External Examiner.
- 11.7 Where a student could complete his/her degree requirements during the first semester, the following procedure shall be adopted to assess his/her scripts for final year courses.
 - (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.
- 11.8 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

- 11.9 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.

Classification of Degrees

- 11.10 (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

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

| <i>Per cent 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 |
| 00 – 44 | F | 0 |
| Incomplete | I | - |

- (a) 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.
- (b) 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.
- (c) A Cumulative Grade Point Average (CGPA) shall be calculated by adding the Weighted Grade Points obtained in all the courses offered by the student in all the semesters up to the end of a given session (or up to a particular point in a student's programme) and dividing the sum by the total value of the credits of all the courses registered by the student in all semesters, ignoring credits of courses graded 'Incomplete'.
- (b) 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.

11.12 To qualify for the award of Bachelor's degree, but subject to 11.16 below, a student must:

- (a) Obtain a minimum of 120 credits (30 credits from each level) except in the Faculty of Law and Engineering where the minimum is 150 credits (30 credits from each level); or the minimum set by his/her 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/her 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

11.13 A last chance spill-over student (except degree students in the Faculties of Law and Medicine) who has satisfied all the graduation requirements except in one course, and who has scored 30% 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.

The Classifications

11.14 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 |
| 0.00 – 1.49 | No degree awarded |

11.15 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 paragraph 11.11.

- 11.16 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 12: FUNCTIONS OF BOARDS OF EXAMINERS, SBC AND SENATE

Departmental Boards of Examiners

- 12.1 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.
- 12.2 The duties of a Departmental Board of Examiners, where applicable, shall be:
- (a) To make a detailed study of the marks for the course 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

- 12.3 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, in his 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 Examiner 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.

- 12.4 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. The Faculty awarding the degree shall be responsible for arranging for the Board to meet.
- 12.5 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 Senate Business Committee and Senate, and shall be transmitted as early as possible to the candidates' Departments for inclusion in the departmental results.

Faculty Boards

- 12.6 The duties of Faculty Board shall be:
 - (a) To consider and approve the full results submitted by Departmental Boards of Examiners and appropriate recommendations and transmit them to Senate, through the Senate Business Committee (SBC), for approval.
 - (b) To inform the Senate, through SBC, of any observations made by the members and/or External Examiners.
 - (c) To exercise the duties of Departmental Board of Examiners [12.2 (a)] in respect of faculty-based courses.
- 12.7 As per University Statutes, Faculty Boards and Faculty Boards of Examiners may, for just cause, adjust examination results within a range of ± 2 marks.

Senate and Senate Business Committee

- 12.8 All examination results require the approval of the Senate and the decision of the Senate shall be final.
- 12.9 The Senate Business Committee (SBC) shall serve as a vetting and clearinghouse of Senate on all examinations results.
- 12.10 All examinations results other than the results of final year and spill-over students terminate at SBC (as mandated by Senate), except that probations, withdrawals and similar cases require Senate approval, irrespective of the level of the students concerned.
- 12.11 Results of all final year and spill-over students require Senate's approval.
- 12.12 The Chairman of Senate may, in exceptional circumstances, give administrative approval of examination results on behalf of Senate (especially after the consideration of such results by SBC). Such administrative approvals shall be ratified by Senate at its next sitting.
- 12.13 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 Part19 of these regulations.

PART 13: NOTIFICATION OF EXAMINATIONS RESULTS

- 13.1 (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 approval, 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.
- 13.2 (a)Unless otherwise approved in advance by 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 paragraph 11.11.

- 13.3 After the Senate has approved the results of an examination, a report of each session's performance (except the final "classified" performance) shall be issued to each student by the Departments. Each report must be signed by the Head of the relevant Department.
- 13.4 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 Paragraph 11.11 shall be shown.
- 13.5 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.
- 13.6 Certificates of the award of degrees approved by the Senate shall be sealed with the Common seal of the University and signed by the Vice-Chancellor and the Registrar.

PART 14: PROBATION

- 14.1 A student whose CGPA is less than 1.50 at the end of any session shall be placed on academic probation for one session to enable him/her up-grade his/her CGPA to at least 1.50. 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 15: WITHDRAWAL

- 15.1 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 1.50 after a probation period.

- (c) 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 (s)he is to register for, and pass, the maximum number of credits allowed by the regulations in each of the sessions available to him/her. [For example if a student has only a maximum of two sessions to earn 90 credits and (s)he can register for only 40 credits per session.]
 - (d) Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds (Part10.3)
 - (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 11.16)
 - (f) Failure to sit for the entire semester examinations without any admissible reason.
 - (g) Failure to satisfy any other Faculty Regulation subject to 1.8.
- 15.2 If a student is required to withdraw from the University, (s)he may seek fresh admission into the University through the normal admission process. However, if (s)he is admitted, (s)he cannot transfer/claim any credits earned in the programme from which (s)he was withdrawn, except as explained in 17.19 below.

PART 16: AEGROTAT DEGREES

- 16.1 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
 - (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.
- 16.2 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 Paragraph 16.1 and the Board of Examiners shall assess this evidence and report to the Faculty Board.

- 16.3 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.
- 16.4 The Faculty Board shall thereupon consider all of the evidence submitted to it in accordance with paragraph 16.1 to 16.3 and make recommendations to the Senate whether or not to make an aegrotat award. The decision of the Senate shall be final.
- 16.5 An aegrotat degree shall be unclassified.
- 16.6 A holder of an aegrotat degree shall not be permitted to re-enter for the same examinations.

PART 17: COLLEGE OF HEALTH SCIENCES REGULATIONS

Exceptions to the General University Regulations

- 17.1 The general regulations discussed in other parts of this document apply to the BSc Biochemistry, BSc Anatomy, and BSc Physiology programmes run in the College of Health Sciences.
- 17.2 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

- 17.3 (a) There shall be 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 (including MBBS and BDS) in their respective faculties.

Pass Mark and Grading

- 17.4 Except for Level I and GSP courses, the pass mark for all courses in the College of Health 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 section of all clinical subject examinations.

- 17.5 Courses for Level II and higher levels are to be graded and classified as follows:

| <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 resit in another subject at the level, or who is required to repeat the year does not earn a distinction.

- 17.6 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

- 17.7 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.
- 17.8 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.

Progressing to Level II

- 17.9 To progress from Level I to II in any programme in the College, 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

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

17.11 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

17.12 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 17.15 (a), below.
- (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 17.15 (b), below.
- (g) To remain in the programme, a candidate must pass the Second Professional Examination within four years of entering Level II.

Third and Fourth (and Fifth for BDS) Professional Examinations

17.13 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 MMBS 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) A student who fails one or more subjects at a re-sit examination shall repeat the year, subject to 17.15 (b), below.

Final Professional Examinations

17.14 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.

- (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 17.15 (b), below.

Maximum Duration of the Programmes

17.15 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.

Withdrawal from the Programmes

- 17.16 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 any of the four major Level I subjects.
 - (c) Failing all the subjects of the First or Second Professional Examinations.
 - (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 10.4)
 - (f) Failure to complete the stated requirements for the award of a degree within the maximum number of semesters laid down for the programme (17.15).
 - (g) Failure to sit for the entire semester or professional examinations without any admissible reason.

Other Programmes in the College

- 17.17 The following are the regulations for Level II and beyond for other programmes in the College (i.e. programmes other than MBBS, BDS, BSc Biochemistry, BSc Anatomy, and BSc Physiology):
- (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 ($\leq 1/4$) of his/her credits shall resit the failed courses.
 - (c) A student who fails the resit examinations in any course shall repeat the level, subject to (f) and (g) below.

- (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) below.
- (e) A student who fails more than one half ($> \frac{1}{2}$) of the credits shall be required to withdraw from the programme.
- (f) A student can repeat a level at most once, subject to (g), below.
- (g) The maximum duration for each of the programmes is nine (9) years.

Withdrawal from the Programmes

17.18 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 any 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.
- (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 10.4)
- (f) Failure to complete the stated requirements for the award of a degree within the maximum duration laid down for the programme (17.17 (g)).
- (g) Failure to sit for the entire semester examinations without any valid reasons.

Readmission of Withdrawn Students

17.19 If a student is required to withdraw from the College on any ground other than 17.16 (b), (c), (d) and 17.18 (b) above, (s)he may seek fresh admission into another programme within the University through the normal admission process. However, if (s)he is admitted, (s)he cannot transfer/claim any credits earned in the programme from which (s)he was withdrawn.

17.20 A student withdrawn from the College on grounds 17.16 (b), (c), (d) or 17.18 (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.

- 17.21 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 (s)he is absorbed.
- 17.22 If the absorption is into a faculty outside the College, the absorbed student shall be treated as if (s)he was admitted on Direct Entry for the purpose of determining his/her period of stay at the University.
- 17.23 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/her placement.

PART 18: GUIDELINES ON ACADEMIC WRITING

- 18.1 All students of the University shall maintain the highest academic integrity when writing projects, reports, essays, term papers, assignments, and any other work required for any degree programme, or course. Such standards include, but are not limited to, the following.
- 18.2 A student shall not submit the work of others as his/her own work.
- 18.3 A student shall not submit any work submitted earlier for another purpose (either by him/herself or by others; either at the University or somewhere else) in order to satisfy the requirement for a course or programme.
- 18.4 A student must cite appropriate sources of his/her ideas, facts, etc. In particular, the following require citation by a student:
 - (a) Direct and indirect quotations, as well as paraphrasing and summaries.
 - (b) Opinions, theories, principles, ideas, critical methods, and so on that were formulated by someone else.
 - (c) Data and evidence that are not collected by the student as primary data.

- (d) Figures, graphs, tables, charts, photographs, drawings, illustrations, etc not created by the student.
 - (e) Research sources that were gathered by someone else.
 - (f) Ideas, materials, information and so on collected from online sources.
- 18.5 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.
- 18.6 A student shall not fabricate, nor misrepresent data, results of experiments or analysis, sources of information, and so on.
- 18.7 A student shall not sabotage the work of others. Examples include deliberate destruction, damaging or stealing of another student’s project, experiment or computer program.
- 18.8 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.
- 18.9 A student will be held responsible for any work (s)he submits bearing his/her name. Such a student will be held responsible for any wrongs discovered within such work submitted in his/her name.

PART 19: ACADEMIC MISCONDUCT

Examination Misconduct and Leakages

- 19.1 Candidates for any examination in the University are to conduct themselves properly in and around the examination halls as explained in Part 9 of these regulations. Deviations from these proper conducts may constitute examination misconducts, which are punishable by the penalties described below.

Misconduct in Examination Hall Vicinity, Hostels and Other Institutions

- 19.2 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 caught cheating in any way in students' hostels or other areas shall be appropriately treated.
- 19.3 For the purpose of this part, any student of the University who commits an offence punishable under this part in any other institution will be treated as if he/she has committed such an offence in the University, and shall therefore be liable for any appropriate punishment.
- 19.4 Examination misconduct cases discovered during the marking of the examination scripts are also subject to appropriate investigations and further necessary action.

Procedure for Investigating Examination Misconduct and Leakages

- 19.5 If any student is found to be, or is suspected of, infringing the provisions of Part 9 of these Regulations or in any way cheating 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.
- 19.6 A student accused of involvement in examination misconduct shall be allowed to continue with the examinations provided no disturbances are caused. (S)He shall sign any exhibits collected from him/her and give his/her own version of events by completing the appropriate form.
- 19.7 After the examination, the invigilator shall submit his/her 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.

- 19.8 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.
- 19.9 The Faculty Committee on Examinations Misconduct shall invite all students accused of involvement to defend themselves of the accusations. 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.
- 19.10 A student accused of involvement in examination misconduct should defend himself before the Faculty Investigative Committee set up by the Dean.
- 19.11 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 accused. It shall submit the report together with all relevant documents to the Senate Committee on Examination Misconduct and Leakages.
- 19.12 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 punishment to any student found to be guilty.
- 19.13 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.
- 19.14 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.

- 19.15 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.
- 19.16 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.

Categories of Offences and Punishments

- 19.17 The following are the categories of examination misconduct and leakage offences, as well as the appropriate punishments for the offences.

A. Category of Offences 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) containing jottings that are relevant to the on-going examination in the examination hall.
- v. Theft and/or illegal removal of examination scripts.
- vi. Any kind of mischief likely to hinder the smooth conduct of the examination. For example causing fire, flooding, or engaging in physical violence.
- vii. Collaborating with, or copying from, another candidate.
- viii. Cheating outside the examination hall, such as in toilets, hall of residence, etc.
- ix. An offence that falls under category B committed by a student who was previously rusticated.

- x. Using mobile phones and other ICT devices to access voice or text messages, documents, materials from the Internet, etc, during examinations;
- xi. Any offence under this category committed by a student of this University in another institution.
- xii. Destruction of, or tempering with, evidence by candidates – including preventing access to electronic devices.
- xiii. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant expulsion.

B. Category of Offences 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) during the examination that is likely to disrupt the conduct of the examination.
- v. An offence in category C committed by a previously warned or rusticated student.
- vi. Any offence 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 rustication.

C. Category of Offences Punishable by Written Warning

- i. Introduction of unauthorised irrelevant materials into the examination hall.
- ii. Writing on the question paper.
- iii. Taking mobile phones and other ICT devices into the examination hall.
- iv. Any offence under this category committed by a student of this University in another institution.

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

Involvement of Staff Members

- 19.18 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.
- 19.19 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 accused.
- 19.20 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

- 19.21 Students are to observe the universally accepted high standards of academic integrity while writing any work related to their programmes as described in Part 18 of these regulations. Deviations from these high standards may constitute misconducts that are punishable by the penalties described below.

Procedures for Preventing and Dealing with the Misconducts

- 19.22 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 18, above. The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.

19.23 In case a lecturer/supervisor suspects a student of gross infringements on the provisions of Part 18 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 18, the lecturer should impose a punishment that corresponds to the degree of the offence. 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 offence is only failure to cite some of the sources of information. At any rate, the lecturer should be able to defend his/her 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 18, (s)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 an offence, 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 accused. 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 punishment to any student found to be guilty.

Categories of Offences and Punishments

19.24 If the Senate Committee on Academic Ethics establishes that a student has violated the University standards on academic writing outlined in Part 18, it shall recommend appropriate punishment 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.

D. Offences 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/her own product.
- iv. Any other offence related to final year project deemed by the Committee to merit expulsion.

E. Offences Punishable by Rustication

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

F. Offences Punishable by Written Warning

- i. Failure to credit sources 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/her 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 offence related to final year project or reports deemed by the Committee to merit a written warning.

G. Offences Punishable by Failure in the Course

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

Right of Appeal

- 19.25 Any student accused of involvement in examination misconduct, leakage of question papers or misconduct related to academic writings has a right to fair hearing. Indeed, a number of the proceeding provisions are meant to guarantee that. However, refusal/failure by a student to fill the appropriate form giving his/her own version of events, or to appear before a Faculty Committee should not be viewed as denial of such rights.
- 19.26 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.

19.27 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 20: 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 2013/2014 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.

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 and Technology) | 10 | 14 |
| Bachelor of Science (Fisheries) | 10 | 14 |
| Bachelor of Science (Forestry) | 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 |
| Bachelor of Arts (Shari'ah) | 8 | 12 |
| Bachelor of Arts (Theatre and Film Studies) | 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 (Computer Studies) | 8 | 12 |

Faulty of Earth and Environmental Sciences

| <i>Nomenclature</i> | <i>Duration (Semesters)</i> | |
|--|-----------------------------|----------------|
| | <i>Normal</i> | <i>Maximum</i> |
| Bachelor of Architecture | 10 | 14 |
| Bachelor of Science (Environmental Management) | 8 | 12 |
| Bachelor of Science (Estate Management) | 8 | 12 |

| | | |
|---|----|----|
| Bachelor of Science (Geography) | 8 | 12 |
| Bachelor of Science (Geographical Information System) | 8 | 12 |
| Bachelor of Science (Quantity Survey) | 8 | 14 |
| Bachelor of Science (Urban and Regional Planning) | 10 | 14 |

Faculty of Education

| <i>Nomenclature</i> | <i>Duration (Semesters)</i> | |
|--|-----------------------------|----------------|
| | <i>Normal</i> | <i>Maximum</i> |
| Bachelor of Arts (Adult Education) | 8 | 12 |
| Bachelor of Arts (Education/Arabic) | 8 | 12 |
| Bachelor of Arts (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 Arts (Education/Geography) | 8 | 12 |
| Bachelor of Arts (Education/History) | 8 | 12 |
| Bachelor of Arts (Education/Islamic Studies) | 8 | 12 |
| Bachelor of Arts Education (Special Education) | 8 | 12 |
| Bachelor of Arts (Library 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 Science) | 8 | 12 |
| Bachelor of Science (Physical Education) | 8 | 12 |
| Bachelor of Science (Health Education) | 8 | 12 |
| Bachelor of Education (Technical) | 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 (Mechanical Engineering) | 10 | 14 |
| Bachelor of Engineering (Mechatronics Engineering) | 10 | 14 |
| Bachelor of Engineering (Communications Engineering) | 10 | 14 |
| Bachelor of Engineering (Chemical Engineering) | 10 | 14 |
| Bachelor of Engineering (Petroleum Engineering) | 10 | 14 |

Faculty of Law

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

College of Health Sciences

(a) *Faculties of Clinical, and of Basic 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 Science | 10 | 18 |
| Bachelor of Nursing | 10 | 18 |
| Doctor of Optometry | 10 | 18 |

(c) Faculty of Biomedical 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 |

(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 Science

| <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 (Chemistry) | 8 | 12 |
| Bachelor of Science (Electronics) | 8 | 12 |
| Bachelor of Science (Industrial Chemistry) | 8 | 12 |
| Bachelor of Science (Mathematics) | 8 | 12 |
| Bachelor of Science (Microbiology) | 8 | 12 |
| Bachelor of Science (Physics) | 8 | 12 |
| Bachelor of Science (Zoology) | 8 | 12 |

Faculty of Social 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 (Economics) | 8 | 12 |
| Bachelor of Science (Mass Communications) | 8 | 12 |
| Bachelor of Science (Political Science) | 8 | 12 |
| Bachelor of Science (Sociology) | 8 | 12 |
| Bachelor of Science (Entrepreneurship Studies) | 8 | 12 |
| Bachelor of Science (Banking and Finance) | 8 | 12 |
| Bachelor of Science (Criminology) | 8 | 12 |
| Bachelor of Science (International Relations) | 8 | 12 |
| Bachelor of Science (Public Administration) | 8 | 12 |

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 |

(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 |

3.1.1 SCHEDULE OF DEGREE PROGRAMMES

The following are the approved degree programmes run in the various faculties in the University, as of the 2012/2013 Session. The shortened title and normal duration (for candidates entering at Level I) of each programme is 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. The list is subject to change as the Senate approves the introduction of new programmes and/or the phasing out of existing ones, as well as the change in the nomenclature of some of the programmes from time to time.

Approval from the National Universities Commission (NUC) is being awaited for programmes with an asterisk (*) against them.

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.

First Degrees (Full Time)

Faculty of Agriculture

Bachelor of Agriculture – B. Agric. – Ten semesters

Bachelor of Science (Agricultural Extension) – B. Sc (Agric. Extn.) – Ten semesters

Bachelor of Science – B.Sc Forestry and Wildlife Mgt. – Ten semesters

Bachelor of Science – B.Sc Food Science & Tech. - Ten semesters

Bachelor of Science – B.Sc Aquaculture - Ten semesters

Bachelor of Science – B.Sc Fisheries

Faculty of Arts and Islamic Studies

Bachelor of Arts (Arabic) – B.A (Arabic) – Eight semesters
Bachelor of Arts (English) – B.A (English) – Eight semesters
Bachelor of Arts (French) – B.A (Modern Languages) – Eight semesters
Bachelor of Arts (Hausa) – B.A (Hausa) – Eight semesters
Bachelor of Arts (History) – B.A (History) – Eight semesters
Bachelor of Arts (Islamic Studies) – B.A (Isl. Studies) – Eight semesters
Bachelor of Arts (Sharia) – B.A. (Sharia) – Eight Semesters
Bachelor of Arts (Linguistics) – B.A. Linguistics – Eight semesters
Bachelor of Arts (Theatre & Film Studies) – B.A. Theatre & Film Studies
– Eight semesters

Faculty of Dentistry

Bachelor of Oral & Maxillofacial – B.Dental Surgery – Twelve semesters
Bachelor of Oral Diagnostic Surgery - B.Dental Surgery – Twelve semesters
Bachelor of Preventive Dentistry - B.Dental Surgery – Twelve semesters
Bachelor of Restorative Dentistry - B.Dental Surgery – Twelve semesters
Bachelor of Child Dental Health - B.Dental Surgery – Twelve semesters
Bachelor of Craniofacial Orthodontics - B.Dental Surgery – Twelve semesters

Faculty of Education

Bachelor of Arts (Adult Education) – B.Ed (Adult Ed.) – Eight semesters
Bachelor of Arts (Education) - B.A (Ed) – Eight semesters
Bachelor of Arts Education – B.A. Ed.(Spe.Edu) – Eight semesters
Bachelor of Arts (Library Science) – B.A (LS) – Eight semesters
Bachelor of Science (Education) – B.Sc. (Ed) – Eight semesters
Bachelor of Science (Library Science) – B.Sc. (LS) – Eight semesters
Bachelor of Science (Physical and Health Education) – B.Sc. (PHE) – Eight semesters
Bachelor of Education (Technical) – B. Ed. (Tech.) – Eight semesters
Bachelor of Arts/B.Sc (ed) Adult Edu. & Comm. Dev. – Eight semesters

Faculty of Law

Bachelor of Laws – LLB – Ten semesters

Faculty of Bio-Medical Sciences

Bachelor of Science (Anatomy) – B.Sc (Anatomy) – Eight semesters

Bachelor of Science (Physiology) – B.Sc (Physiology) – Eight semesters

Bachelor of Science (Biochemistry) – B.Sc (Biochemistry) – Eight semesters

B.Sc (Nutrition & Dietetics) – Eight semesters

Faculty of Basic Clinical Sciences

Bachelor of Medicine – Bachelor of Chemical Pathology – MBBS

Bachelor of Medicine – Bachelor of Pharmacology - MBBS

Bachelor of Medicine – Bachelor of Clinical Pharmacology – MBBS

Bachelor of Medicine – Bachelor of Hematology - MBBS

Bachelor of Medicine – Bachelor of Med. MicroBiology & Parasitology – MBBS

Faculty of Clinical Sciences

Bachelor of Medicine – Bachelor of Anesthesiology - MBBS

Bachelor of Medicine – Bachelor of Community Medicine – MBBS

Bachelor of Medicine – Bachelor of Medicine - MBBS

Bachelor of Medicine – Bachelor of Obst. & Gyne. – MBBS

Bachelor of Medicine – Bachelor of Pediatrics – MBBS

Bachelor of Medicine – Bachelor of Ophthalmology - MBBS

Bachelor of Medicine – Bachelor of Otolaryngology - MBBS

Bachelor of Medicine – Bachelor of Psychiatry - MBBS

Bachelor of Medicine – Bachelor of Radiology – B.Medical Radiology

Bachelor of Medicine – Bachelor of Surgery – MBBS

Faculty of Allied Health Sciences

Bachelor of Medical Laboratory Science – BMLS – Eight semesters

Bachelor of Nursing – B. Nursing – Eight semesters

Bachelor of Physiotherapy – B. Physiotherapy – Ten semesters

Bachelor of Radiography – B. Radiography – Ten semesters

Bachelor of Optometry – D.O. Optometry – Ten semesters

Faculty of Social Management Sciences

Bachelor of Science (Accounting) – B.Sc. (Accounting) – Eight semesters

Bachelor of Science (Taxation) – B.Sc. (Taxation) – Eight semesters

Bachelor of Science (Business Admin.) – B.Sc. (Bus. Admin.) – Eight semesters

Bachelor of Science (Entrepreneurship) – B.Sc. (Entrepreneurship) – Eight semesters

Bachelor of Science (Economics) – B.Sc. (Econs.) – Eight semesters

Bachelor of Science (Banking & Finance) – B.Sc. (Banking & Finance) – Eight semesters

Bachelor of Science (Mass Communications) – B.Sc. (Mass Comm.) – Eight semesters

Bachelor of Science (Political Science) – B.Sc. (Pol. Sc.) – Eight semesters

Bachelor of Science (Public Admin.) – B.Sc.(P.A.) – Eight semesters

Bachelor of Science (International Relations) – B.Sc.(P.A.) – Eight semesters

Bachelor of Science (Sociology) – B.Sc. (Soc.) – Eight semesters

Bachelor of Science (Criminology & Security Studies) – B.Sc. (Criminology & Security Studies) – Eight semesters

Bachelor of Science (Social Policy) – B.Sc. (Social Policy) – Eight semesters

Faculty of Science

Bachelor of Science (Applied Biology) – B.Sc. (Applied Biology) – Eight semesters

Bachelor of Science (Plant Science) – B.Sc. (Plant Science) – Eight semesters

Bachelor of Science (Chemistry) – B.Sc. (Chemistry) – Eight semesters

Bachelor of Science (Industrial Chemistry) – B.Sc. (Ind. Chemistry) – Eight semesters

Bachelor of Science (Physics) – B.Sc. (Physics) – Eight semesters

Bachelor of Science (Electronics) – B.Sc. (Electronics) – Eight semesters

Bachelor of Science (Mathematics) – B.Sc. (Maths.) – Eight semesters

Bachelor of Science (Microbiology) – B.Sc. (Micro-Bio.) – Eight semesters

Bachelor of Science (Zoology) – B.Sc. (Zoology) – Eight semesters

Faculty of Engineering

Bachelor of Engineering (Agricultural Engineering) – B.Eng. (Agric. Eng.) – Ten semesters

Bachelor of Engineering (Chemical Engineering) – B.Eng. (Chem. Eng.) – Ten semesters

Bachelor of Engineering (Electrical Engineering) – B.Eng. (Elect. Eng.) – Ten semesters

Bachelor of Engineering (Petroleum Engineering) – B.Eng. (Petro. Eng.) – Ten semesters

Bachelor of Engineering (Computer Engineering) – B.Eng. (Comp. Eng.) – Ten semesters

Bachelor of Engineering (Electrical Engineering) – B.Eng. (Elect. Eng.) – Ten semesters

Bachelor of Engineering (Telecommunication Engineering) – B.Eng. (Telecom. Eng.) – Ten semesters

Bachelor of Engineering (Mechanical Engineering) – B.Eng. (Mech. Eng.) – Ten semesters

Bachelor of Engineering (Energy Engineering) – B.Eng. (Energy Eng.) – Ten semesters

Bachelor of Engineering (Mechatronic Engineering) – B.Eng. (Mechatronic Eng.) – Ten semesters

Faculty of Computer Science & Information Technology

Bachelor of Science (Information Tech.) – B.Sc. (Info.Sci.& Knowl. Mgt.) – Eight semesters

Bachelor of Science (Telecommunication) – B.Sc. (Telecom.) – Eight semesters

Bachelor of Science (M.I.S.) – B.Sc. (M.I.S.) – Eight semesters

Bachelor of Science (Software Engineering) – B.Sc. (Software Engineering) – Eight semesters

Bachelor of Science (Computer Science) – B.Sc. (Computer Science) – Eight semesters

Bachelor of Science (Computer Studies) – B.Sc. (Computer Studies) – Eight semesters

Faculty of Earth and Environmental Sciences

Bachelor of Science (Geography) – B.Sc. (Geog.) – Eight semesters
Bachelor of Science (Estate Mgt.) – B.Sc. (Estate Mgt.) – Eight semesters
Bachelor of Science (G.I.S.) – B.Sc. (G.I.S.) – Eight semesters
Bachelor of Science (Quantity Survey) – B.Sc. (Quant. Survey) – Eight semesters
Bachelor of Science (Environmental Health) – B.Sc. (Env. Health) – Eight semesters
Bachelor of Science (Environmental Mgt.) – B.Sc. (Env. Mgt.) – Eight semesters
Bachelor of Science (Architecture) – B.Sc. (Architecture) – Eight semesters
Bachelor of Science (Urban & Regional Planning) – B.Sc. (Urban & Reg. Planning) – Eight semesters
Bachelor of Science (Geology) – B.Sc. (Geology) – Eight semesters

First Degrees (Part Time)

Faulty of Arts and Islamic Studies

Bachelor of Arabic – B.A. Arabic
Bachelor of English & Literary Studies – B.A. English & Lit. Stu.
Bachelor of Hausa – B.A. Hausa

Faulty of Education

Bachelor of Education – B.A. (ED) Arabic
Bachelor of Education – B.A. (ED) Geography.
Bachelor of Education – B.A. (ED) Hausa
Bachelor of Education – B.A. (ED) Economics
Bachelor of Education – B.A. (ED) English
Bachelor of Education – B.A. (ED) History
Bachelor of Education – B.A. (ED) Islamic Studies

Faculty of Social & Management Sciences

Bachelor of Science (Accounting) – B.Sc. (Accounting)
Bachelor of Science (Business Admin.) – B.Sc. (Bus. Admin.)
Bachelor of Science (Banking & Finance) – B.Sc. (Banking & Finance)
Bachelor of Science (Public Admin.) – B.Sc.(P.A.)

Bachelor of Science (International Relations) – B.Sc.(International Relations)

Bachelor of Science (Criminology & Security Studies) – B.Sc. (Criminology & Security Studies)

LIST OF PRIZES

Faculty of Arts and Islamic Studies

1. Mohammed Gwarzo Prize for the Best All Round Final Year Graduating Student in English.
2. Aishatu Jibril Dukku Prize for the Best Graduating Student in English.
3. Aishatu Jibril Dukku Prize for the Best Graduating Student in French.
4. Ibrahim El-Tayeeb Prize for the Best Final Year Student in History.
5. Prof. Michael Crowder Prize for the Best Student in Modern African History.
6. Professor M.A Al-Hajj Memorial Prize for the Best Student in Islamic Studies.
7. Alhaji Nu’uman Barau Dambatta Prize for the Best Student in Nigerian History.

Faculty of Education:

1. Aminu Dantata Prize for the Best Student in Education.
2. Michael Wise Prize for the Best Level II Student in the Department of Library Science.
3. Alhaji Ibrahim Galadima Prize for the Best Final Year Student in Physical and Health Education.
4. Dominic Oneya prize for the Best Student in Teaching Practice and Field Work.
5. Aminu Dantata Prize for the Best Final Year Student in Department of Education.

Faculty of Medicine

1. First Bank of Nigeria Prize for the Best Three Graduating Students in Pediatrics

Faculty of Science:

1. Michael Collins Memorial Prize for the Best Graduating Student in Chemistry.
2. Michael Collins Memorial Prize for the Best Graduating Student in Industrial Chemistry.
3. Ibrahim Shekarau Prize for the Best Graduating Student in the Department of Mathematics.
4. Dr. Sa'eed-ul-Islam Prize for the Best Final Year Student in Mathematics.
5. Professor G.G Parfitt Prize for the Best Graduating Student in Physics.
6. Dr. M.J. Ponnambalam Prize for the Best Level II Student in Physics.
7. Dr. B.P. Rai Prize for the Best Final Year Project Student in Physics.

Faculty of Social and Management Sciences:

1. Bayajidda Prize in memory of Umaru Hassan for the Best Final Year Student in Economics.
2. J.B. Bansal Memorial Prize for the Best Final Year Student in Department of Accounting.
3. United Bank for Africa Prize for the Best Final Year Student in Taxation.
4. United Bank for Africa Prize for the Best Final Year Student in Auditing.
5. Nigerian Television Authority Prize for the Best Graduating Student in Mass Communication.
6. Malam Ibrahim Shekarau Prize for the Best Behaved Student in the Department of Mass Communication.
7. Director of Press of the Kano State Government Prize for the Best Graduating Student in Public Relations.
8. Wada Maida Prize for the Best Graduating Student in Journalism.

9. J.B. Bansal Memorial Prize for the Best Final Year Student in Management Accounting.
10. United Bank for Africa Prize for the Best Final Year Student in Corporate Finance and Management.
11. Heinrich Bart Award for the Best Final Year Student in Geography.
12. Late Dr. Tajuddeen Abdulkarim Memorial Prize for the Best Graduating Student in Political Science.

Faculty of Law

1. Justice Muhammad Bello Prize for the Best Graduating Student in the Faculty of Law.
2. Justice Sunusi Chiroma Prize for the Best Graduating Student in Islamic Jurisprudence.

Faculty of Engineering

1. National Trucks Manufacturers (NTM) Ltd Prize for the Best Student in Engineering Manufacturing.
2. Prof. Abdu Salihi Prize for the Overall Best Graduating Student in Mechanical Engineering.
3. Engr. Balarabe Isma'il Prize for the Best Graduating Student in Civil Structures
4. Alhaji (Dr.) Ahmadu Adamu Mu'azu Prize for the Best Final Year Project Student in Civil Engineering Project.
5. Engr. Ibrahim Khaleel Inuwa Prize for the Best Graduating Student in Electrical Engineering in final year project.
6. Engr. Balarabe Isma'il Prize for the Best Graduating Student in Faculty of Engineering.
7. National Alumni Association of Soviet Academic Institution Prize for the Best Graduating Student in Engineering.
8. Engr. Rabi'u Musa Kwankwaso Prize for the Best Graduating Student in Civil Engineering.

3.1.2 The General Studies Programme (GSP) and Study Skills Course

The General Studies Programme (GSP) is a course to help undergraduate students broaden their intellectual horizons on issues

of domestic and international relevance to their future roles as leaders of the society. The General Studies Unit conducts it every session and all undergraduate students at the 100 and 200 Levels take it.

About the Courses

- 1.1 There are five Level II General Studies Programme (GSP) courses offered in this university. These are GSP2201 (Foundation of Nigerian Culture – FNC); GSP2202 (Nigerian Government and Economy NGE); GSP2222 (Peace Studies and Conflict Resolution – PCR); GSP2203 (Science, Technology and Society STS) and Use of English (GSP2401) for Direct Entry students. Every undergraduate student must pass two of these courses before qualifying for a degree.
- 1.2 The three courses a student needs to pass depend on the nature of his/her specialization. Students in Arts-based degree programmes need GSP2201, GSP2222, GSP2202 and GSP2222.
- 1.3 The courses are normally taken in the first year of studies (Level II) and each student takes one or two course(s) per semester. The current registration and teaching arrangement is as follows:
 - a) GSP 2201 (FNC) is taught in the First Semester to this category of students; all Engineering students; all Social and Management Sciences Students, (except those from the Geography Department); Adult Education B.A (Ed) and B.A (L.S) students with teaching subjects in the social sciences.
 - b) In the second semester, the course in (a) is taught to all Science, Medicine, Physiotherapy, Geography, Library Science, PHE and Education students with science teaching subjects.
 - c) GSP 2202 (NGE) is taught to students from the faculties of Law, Medicine and Science and all Science-based Education and Library Science students in the First Semester.
 - d) In the second semester, NGE is taught to B.A (Ed.) and B.A (LS) students and those from the Faculties of Technology and Arts and Islamic Studies.

- e) GSP 2203 (STS) is taught to students from the Faculty of Arts and Islamic Studies and non-Science students from the Faculty of Education.
- f) Students from the Faculties of Law and Social and Management Sciences take STS in the Second Semester.
- g) Spill over students needing only a few credits to graduate may take any of the courses they need in any semester, or even in both semesters, if necessary.

USE OF ENGLISH

This is a Level 100 General Studies Programme (GSP) with the course Code GSP 1401. All students entering the University at Level (1) are required to register for it. Such students must pass it before they are allowed to graduate.

2.1 Although the course is taught each semester, the semester in which a particular student takes the course depends on his/her Faculty. The current registration and teaching arrangement is as follows:

- a) Students from the Faculties of Science, Technology, Medicine and Law take the course in the first semester.
- b) Students from the Faculties of Arts and Islamic Studies, Education and Social and Management Sciences take it in the second semester.
- c) Spill-over students needing only a few credits to graduate may take the course in any semester or even in both semesters, if necessary.

STUDENTS' AFFAIRS DIVISION



**Dr. Shamsuddeen Umar
B.Sc. M.Sc. Ph.D (BUK)
The Dean, Student Affairs**

STUDENT AFFAIRS DIVISION

The Student Affairs Division of the Vice-Chancellor's Office administers the non-academic matters of students. The Dean of the Student Affairs heads the Division. There are three Deputy Deans, one for the New Campus, one for the Old Campus and the third, a Deputy Dean Female. The functions of the Deputy Deans are to assist the Dean in the discharge of his duties on the two campuses and the Students' Halls at AKTH and School of Physiotherapy, the recreational and sporting activities, students' clubs, societies and associations. There is also a Deputy Registrar, Student Affairs in the Division who is the administrative head of the Division. Other officers are the Welfare Officer, Matrons and Hall Administrators, Caretakers and porters. In short, all these officers are responsible for the welfare and discipline of students. The Students' Welfare Board (SWB) and the Students Disciplinary Committee (SDC), together with Hall Advisers and their assistants, also help the Dean in carrying out these functions.

3.1.3 Students

Accommodation: Students are organized into halls. Presently there are fourteen halls of residence. Five of them are located at the Old Campus of which four are for males, namely Bello Kagara, Muhammad Rumfa, Atta Ibrahim and Shehu Umar, and the fifth, Nana Hall, for female students. At the New Campus, there are seven halls of which four are for male students, namely Aminu Alhassan Dantata, Sa'adu Zungur, El-Kanemi, Idris Garba and Aliko Dangote Halls. The two other halls Ramat and Hasiya Bayero, are for female students. There are also Halls of residence for both male and female students at the Aminu Kano Teaching Hospital and the School of Physiotherapy for medical and Physiotherapy students, respectively.

Male Halls (Old Campus)

Muhammadu Rumfa Hall (Block L, M & N) Muhammadu Rumfa was the 9th Emir of Kano. He reigned from 1463-1499 and was regarded as an innovator because he created a remarkably new kind of state in

Kano. He relocated the then seat of power near 'Dala' to the present palace of the Emir of Kano. He also built the famous 'Kurmi' Market further north of the Palace. During the time of Muhammadu Rumfa, Kano city witnessed great strides in commerce, industry and learning. Kano became so great that it was described by some scholars as "one of the three main towns in Africa after Fez in Morocco and Cairo, Egypt". He encouraged learning and opened the city to scholars, such as Sheikh Muhammad-bin-Abd-al-Karim al-Maghili al-Tilmisani. Maghili's, writing on the *Obligation of Princes*; an essay on Muslim kingship contributed remarkably to Muhammadu Rumfa's style of leadership, which he bequeathed to generations of Kano rulers.

Atta Ibrahim Hall (Block P, Q & R)

Alhaji Ibrahim Ononuoiza Chiegudo, popularly called Atta Ibrahim, was a courageous and intelligent man. At the age of 20, he was appointed the first District Head of Ebiraland in 1917. Six years later (1923), he was upgraded third class paramount Chief and barely three years after, he was made a second class chief. As his profile rose, he adopted the title Atta. Atta Ibrahim reigned for 37 years (1917-1954). But remarkably, he successfully ensured that his children-both male and female-received adequate western education at home and abroad. A glance at the roll call of his prominent children will suffice. They include Nigeria's first High Commissioner to England and France – Mallam Abdulmalik Atta; a former Secretary to the Federal Government (Alhaji Abdulaziz Atta); a former Minister of Women Affairs (Ambassador Judith Atta); a former Governor of Kwara State (Alhaji Adamu Atta); the veteran Politician, Alhaji Mahmoud Atta, and many others.

Bello Kagara Hall of Residence (Block J & K)

Bello Kagara was born in 1889 to one, Shehu Usman, the first 'Alkalin Alkalai' of Kagara. Bello had his primary education at the famous school called Dan Hausa in Kano and was among the first generation students of the school. He later went to Zaria where he became very famous in his quest particularly for Islamic knowledge. He attended the training college – Barewa College, in Katsina. After graduation, he and one other student,

Mallam Nagaumatse, from Sokoto were appointed to teach at the College because of their outstanding performance. One of the unique attributes of Bello Kagara was his remarkable commitment to learning and teaching others. When the faculty of Pharmacy was established in Zaria, he was seconded to teach Mathematics to the pioneer student. He later returned to the College at the time arrangements were being made to transfer it to Kaduna. The Emir of Katsina, Alhaji Muhammdu Dikko, tried to appoint him as an adviser but could not succeed. Bello Kagara retired in 1945 and the then Emir of Katsina, Alhaji Usman Nagogo, appointed him a junior Alkali. He later became the senior. He subsequently became the 'Walin Katsina' (a traditional title). Bello Kagara earned recognition from many places. He was knighted as a member of the British Empire (M.B.E). He wrote a number of books, including Gandoki and Sarkin Katsina – Alhaji Muhammadu Dikko (1865 – 1944). His writings are sources/references for scholarly works on Hausa Literature and language.

Shehu Abdullahi Hall (Block F, G & H)

Shehu Abdullahi embodied and symbolized the fundamental ideals of life as expounded in the Sokoto Caliphate. He devoted his entire life to the search for those ideals, refusing even for a moment to bow to the currents that sought to wash away his hopes. Of the three who made up the Sokoto intellectual and political leadership – Shehu Usman, Shehu Abdullahi and Muhammad Bello – Shehu Abdullahi showed the greatest interest in the moral development of the individual. His experiences at battlefields during the Jihad (revolution) resulted in his devotion to writing books on practically every aspect of morality, and producing scholars who served as teachers, judges, administrators and guides to society. He wrote about one hundred and seventy works – all indicating his devotion to his numerous writings – the ideal. He wrote more than twenty works on morality alone. At least three of his Sabil series, Sabil al-Najat, Sabil al-Sunna, and Sabil ahl-at-Fallah, were devoted exclusively to issues of morality.. In all these works, Abdullahi's basic concern was to espouse the moral ideals, which individual members of society should pursue. Shehu Abdullahi was variously called in the Caliphate, the Sword of God, the Sheikh of Sheikhs, the Mine of Sincerity and Knowledge, the Treasure of Saints and the Standard Bearer of Sufism. Abdullahi was said to be kind

and considerate, especially to the common people. He had an uncompromising commitment to justice.

Male Halls (New Campus)

El-Kanemi Hall

Muhammad El-Amin El-Kanemi was commonly called Shehu Laminu. He was a powerful chief of the Bornu Empire around 1765. He was a widely recognized man. He went on pilgrimage and stayed five years in Madina, five in Cairo and three in Fez. He returned to Bornu via Asben and Murzuk and brought with him books and Malams (Scholars). His reputation for learning and piety was great. Many rulers in the Borno Empire respected him. In 1814, he built his headquarters at 'Kukawa', which eventually became the capital of Borno when the Magumis were finally overthrown in 1846. He contributed greatly to the emergence of modern Borno.

Sa'adu Zungur Hall (Block A, B & C)

Sa'adu Zungur was born in the 1915 in present Bauchi State. He began his early education at the Bauchi Provincial School in 1922, but spent only two years in the school instead of the usual four because of his exceptional brilliance. In 1925, he went to Katsina College and there also after two years he was recommended by the school teachers to proceed to Yaba College in Lagos in 1929 to study the Sciences. He was the first student from the North to gain admission to Yaba College and he completed his studies successfully in 1934. Sa'adu Zungur began his career as a teacher at the Zaria School of Hygiene. It was at Zaria that he became actively involved in Union activities. He formed the Zaria Library Society in 1939, a movement for public enlightenment on the importance of education in Northern Nigeria. He also initiated the formation of the Zaria Improvement Union in 1941. His concerns for the underprivileged as well as his progressive ideas and thoughts turned him into a controversial figure. He was an associate of many distinguished personalities in Nigeria,

among whom were Dr. Nnamdi Azikiwe, Mallam Aminu Kano, Alhaji Mudi Spikin and Akilu Aliyu, a renowned Hausa poet. Together with these people he became actively involved in the political development of Nigeria before independence. He contributed greatly to the process of awakening in Northern Nigeria, particularly to the challenges of Education and modernity through his writings. He wrote several poems on education, social conditions, politics and Islam, most of these poems were in Hausa some were published in Newspapers (Gaskiya Tafi Kwabo' and the Pilot) and read over the radio. Sa'adu Zungur is widely remembered as a poet and a politician who had contributed greatly to the progress and development of his country.

Idris Garba Hall

Idris Garba was a former Military Governor of Kano State from 1988 and 1991. He was born on 6th July, 1947 in Niger State. His early education began at Gulu Primary School from 1954 to 1959. Idris Garba began his military training in 1963 at the Nigerian Military School, Zaria, from where he proceeded to the Nigerian Defence Academy, Kaduna and was commissioned in 1968 as a Second Lieutenant. He served in various capacities in the military within and outside Nigeria from 1969 – 1986. He also served as a Military Governor of Benue State in 1987 before he was moved to Kano in 1988. Idris Garba is a humble, dedicated and selfless military officer and administrator. In the three and half years of service as the military administrator of Kano State, he left behind an impressive record of achievements. He effectively managed the devastating effects of the Bagauda Dam disaster of 1988. He saw to the completion of many abandoned projects in Kano, including the Nassarawa Hospital extension and the School of Nursing and midwifery, among others. He created KASSEPPA – the Kano State Urban Planning and Environmental Protection Agency. He also established the Ministry of Animal Health and the Directorate of Women Affairs. Idris Garba Hall was completed with the assistance of Kano State Government under him. He retired as a Brigadier-General from the Nigerian Army in 1999/2000.

Aminu Alhassan Dantata Hall

The two-storey building was built by the Federal Government in 1997 but was named after Aminu Alhassan Dantata in view of his contributions to the welfare of students in particular and the development of the University in general. The name, Aminu Dantata, is a household name in Nigeria since the '70s. Aminu Dantata comes from the famous Dantata family in Kano. He was born in 1923 at 'Koki' quarters in Kano City. He acquired his education within and outside Nigeria. He is a successful international businessman with a chain of companies and properties both within and outside Nigeria. In spite of his enormous wealth, Aminu Dantata is a humble man. He served as a Commissioner of Trade, Commerce and Industry in Kano State after its creation in 1967. He played a significant role in the economic development of Kano State in particular. In the '80s, he participated actively in the formation of Kano Foundation, an innovative socio-economic and cultural outfit that facilitated the growth of economic activities in Kano. Aminu Dantata is a philanthropist, whose concern for the underprivileged in the society is acknowledged by many people. Aminu Dantata in particular and the Dantata family have made tremendous contributions to education in Kano and Nigeria as a whole. Bayero University Kano has benefited greatly from his generous donations.

Aliko Dangote Hall

The Intercontinental Bank, Plc built this ultra-modern hall in 2005. The building was named Aliko Dangote Hall after one of Nigeria's most popular businessman, industrialist and Philanthropist – Alhaji Aliko Dangote. Dangote, the label used for all his business, is a household name in Nigeria. Aliko Dangote was born on April 10, 1957 in Kano City. He had his early education at the former Corona Trust School, now Capital School, Kano. He attended Birnin Kudu Secondary School and the Kano Community, Commercial College, Kano. He had his higher education in Egypt, London and the United States. Aliko Dangote is a successful businessman whose rise to fame was spectacular. He is the President and Chief Executive of a conglomerate – the Dangote Group of companies,

that includes Dansa Foods Limited, Dangote Textile Limited, Dangote Holdings; Dangote Cement and many others.

His remarkable business acumen has earned him numerous awards and recognition. He was awarded the Zik Prize for professional leadership in 1998. In the same year, he was also awarded the National Productivity Merit Award by the Federal Government of Nigeria. He was also awarded the prestigious national title of Commander of the Niger (C.O.N.) by President Olusegun Obasanjo in 2003.

Female Halls (Old Campus)

Nana Hall

Nana Asma'u was the daughter of Sheikh Othman Danfodio, whose spiritual and intellectual legacy still endures today. She was born in 1793 in Degel, in Sokoto. Her father and grandparents were scholars and teachers. At an early age, Nana Asma'u started attending classes along with her sisters and brothers. At the tender age of ten, She became acquainted with war. She witnessed many battles in her life. She was one of the pillars of the revolution (Jihad). Her character was formed in battlefields.

Nana Asma'u started writing in her 20s and continued writing until her death. She wrote six poems on war alone. In all, she and her husband, Gidado, produced nine literary works. She wrote five of these important works. Her writings were in Fulfulde, Hausa and Arabic. She organized a mass educational movement for women the young and the old. As a wife and mother, she did not feel restrained from giving a free rein to her intellectual and welfare activities. (Nana Asma'u has been described by both her contemporaries and present-day commentators as “the tireless lady who excelled in everything she did” and “ a standard bearer”) She died in 1865 but left behind a legacy of active community work, education and scholarship, which has continued to inspire generations around the world.

Female Halls (New Campus)

Ramat Hall

This hall was named after Hajiya Ramatu Mohammed, the mother of the late General Murtala Ramat Mohammed and Nigeria's most respected military Head of state. The tragic loss of this courageous and visionary leader in a bloody coup of 13th February, 1976 endeared most Nigerians to the Ramat Family. The significant role of Hajiya Ramatu Mohammed in the life of General Murtala was very profound. She was described as a disciplinarian; she was responsible for the upbringing of her children, including Murtala, whose father died when he was very young. The intimate relationship between Murtala and Ramatu was a unique one. This is evident in his names, which include Ramat. The Ramat Family is notable and respected in Kano.

Hasiya Bayero Hall

This hall was named after the late mother of the Emir of Kano, His Royal Highness Alhaji (Dr) Ado Bayero. Hajiya Hasiya Bayero occupied a special place in the Kano Emirate. She was a symbol of royalty and decency. She was widely known as 'Mai Babban Daki' (owner of the big room). As the Emir's mother, Hajiya Hasiya Bayero played a significant role in the modernization of the Kano Royal Family, as well as the popularity of the Emir of Kano in Nigeria. Her charismatic charm and love for children, women and the disable are widely recognized. In 1987, a government building near her house was converted to a special children and women's hospital and named after her. She was also credited with the establishment of many schools, formal and informal, within the city.

3.1.4 Hall Administration

Hall Administrators/Matrons are responsible for the allocation of bed space and rooms in the hostels under the supervision of the Dean and the Deputies overseeing the Students' Halls of Residence. They also give exit permit and attend to complaints pertaining to accommodation or refer same to the Dean, Student Affairs, where necessary. A Hall Adviser and an Assistant Hall Adviser, from the members of academic staff, are appointed for each hall. Their duty mainly is to enliven the hall spirit and offer counseling and guidance to students in their respective halls.

Where common rooms are attached to the halls of residence, they may be equipped with television sets and indoor games for students' recreation. Some of the common rooms have been converted to reading rooms for students in their Hall of Residence. These reading rooms are provided with reading tables and chairs, independent fans, chokeless fluorescent lights and a 2.6 K.V. generating set. There are also guidelines for the use of the Common/Reading rooms. Any student found in possession of any furniture, electrical fittings, etc. provided for use in the common/reading room will be deemed to have stolen such an item and be liable to disciplinary action. Presently because of the shortage of accommodation, not all students live on campus. For the purpose of sports and other activities, students are allocated halls even if they live off-campus.

Application for accommodation is normally made by completing and returning the accommodation form, which is issued by Hall Administrators before a room is allocated. Room allocation shall be made in the following order of priority on the basis of first to come first to be served:

1. Foreign students
2. Disabled Students
3. Undergraduates in their final year
4. Fresh students
5. Sportsmen
6. Students from outside Kano Municipal
7. Others

Students provide their own beddings. Because of increasing difficulties the University can no longer provide beds, mattresses and pillows. Students are equally responsible for their own laundry services.

The tentative allocation lists of all successful applicants are displayed on the notice boards at the beginning of every academic year, but no student will actually be given the allocation until after he/she presents to the Hall Administrator an official receipt of full payments for bed space and hall maintenance fees. Payments can be made at the designated banks only

on the collection of an allocation slip and Hall Payment Slip (HPS) from the Hall Administrator/Matron. Fees paid without allocation slip and HPS shall not be refunded.

Squatting in any form is strictly prohibited. Any student who is allocated place in the hall and caught condoning the act of squatting shall lose both allocation and fees for it. The squatter shall be ejected immediately after he/she is discovered and compelled to pay any accommodation fee for the length of period of the session the squatted, which shall be adjudged to cover the part of the session from the beginning till the time of discovery.

2. Residence during Vacation: All students must vacate the halls of residence during vacation. Those required to remain on campus, as part of their academic work, will be charged lodging fees of N50.00 per day. However, any student allowed to stay at his own request will be charged N100.00 per day per room.

3. Attestation: The following regulations/guidelines are binding on every student who accepts bed space in any of the University Halls. At the beginning of each academic year, every student, whether new or returning, must sign an undertaking to be of good conduct and abide by University rules and regulations.

- i. University hall accommodation is not a right to students but a privilege. Students should, therefore, not take it for granted that they must be provided with accommodation.
- ii. Hostel accommodation is allocated strictly on application.
- iii. No student, new or returning, shall occupy bed space until it is legally allocated to him/her. Any violator will face immediate ejection.
- iv. Students shall fill inventory forms of all items/fixtures in their rooms before checking in.
- v. If any damage is done to items/fixtures in individual rooms, the entire occupants of the rooms shall be surcharged and in addition could be ejected from the hall (depending on the damage done).

- vi. For any damage to items/fixtures in a block, the entire occupants of the block shall be surcharged.
- vii. It is prohibited for any student to tamper, in any form whatsoever, with any items of University property in their rooms, such as electrical fittings, fans, mattresses, locks, etc. Any violation will lead to appropriate disciplinary measures.
- viii. Any jam lock which students fix on their room doors automatically becomes university property. On no account should students remove such locks.
- ix. Room allocation once made cannot be altered. No student given bed space shall allow another person to share or utilize that place without the permission of the Dean, Student Affairs.
- x. It is prohibited for any student to lease, sublet or enter into any form of trading or exchange bed space allocated to him/her.
- xi. The University does not accept responsibility for any loss or damage to students' property.
- xii. At the beginning and end of session, students are required to sign their names in the register provided in the office of the hall Administrators.
- xiii. Each student must occupy the room bed space allocated to him/her and will be responsible for the care of furniture and fittings in the room. An inventory of all items in the rooms shall be checked periodically within any academic year. The occupant(s) of room concerned must pay for any losses or damage before replacement will be made.
- xiv. Beds, mattresses, pillows and other items of the university property, where provided to students, must be put into proper use for which they are meant, otherwise the University reserves the right to withdraw them without notice, either for a period or indefinitely.
- xv. Students must remove all personal effects, including framed pictures (posting pictures and bills on walls and wardrobes is prohibited) before going on holidays.
- xvi. Students must vacate their rooms at the end of the session unless permission to stay during the vacation has been granted in writing and in advance.

- xvii. Students must hand in all University bedding and keys to their Hall Administrator/Matrons before leaving the University for vacation, when the University is closed or when a student is ejected out of the campus.
- xviii. It is strictly prohibited for any student to consume, keep or bring in **alcohol** or any other intoxicants into the halls or University premises. Violators shall face immediate dismissal from the university.
- xix. Disturbance, loud music, noise, etc, especially after 10.00 p.m is strictly prohibited.
- xx. It is illegal for any student or association to introduce any weapons, chemicals and any offensive materials into the halls of residence.
- xxi. Female students/visitors are not allowed to go into male students' halls.
- xxii. Male students/visitors are not allowed to go into female students' halls.
- xxiii. Commercial activities are not allowed within the hostels.
- xxiv. Indiscriminate posting of bills or posters is not allowed.
- xxv. All motorists must observe the prescribed speed limits while driving in any of the campuses. In addition, students are required to obtain duly signed exit forms from the hall administrators/matrons for travel outside the Kano Metropolis.
- xxvi. Any absence, including absence from lectures, tutorials or practical classes, requires the approval of the heads of Department and the Dean concerned.

3.1.5 Exit Form:

- (a) For absence overnight or longer periods, students are required to obtain duly signed exit forms from the hall administrators/matrons.
- (b) Any absence involving absence from lectures, tutorials or practical classes requires the approval of the Heads of Department and the Dean concerned.

5. Career Guidance: This institution liaises with Federal and State Ministries of Education on the provision of scholarships and bursaries. The section also assists students in processing applications for jobs, contacting prospective employers and arranging for interviews. Matters pertaining to assisting students to secure vacation jobs and processing NYSC posting for final year students are, in addition, handled by the section.

3.1.6 Recreation and Sports: A variety of recreational and sporting facilities are available. These include good standard courts for basketball, volleyball, badminton, fives, squash, handball and lawn tennis. The University football fields are rated as being among the best in the State while the Sports Complex building provides an indoor sporting centre. The University has a mini-stadium, which includes a standard football field and a track for athletics, on its new campus.





3.1.7 Inter-Campus Bus Services:

- i.** The University shall provide bus service at a subsidized rate per trip.
- ii.** No student shall blame the University for missing his/her lectures or examination on account of the non-availability of students' bus service.
- iii.** Bus services shall be provided for students on field trips especially within the State.

3.1.8 REGULATIONS GOVERNING THE GENERAL BEHAVIOUR OF STUDENTS

1. The Dress Code

An acceptable and decent dress code for the student of Bayero University, Kano is defined by the university as any type of dress that covers the body from the top of the shoulders to midway between the knee and the ankle.

It must not be tight fitting or transparent. This is in line with the university's role as a place where both academic and moral education is acquired.

Specifically, the dress code forbids indecent dressing such as:

1. Short, bare back and clinging dresses;
2. Shorts (except for sporting purposes);
3. Tattered jeans and those with holes;
4. Transparent dresses;
5. Tight fitting dresses, e.g. Jeans and skirts that reveal body curves;
6. Wearing under clothing, such as singles publicly;
7. Dresses that make it impossible to wear laboratory coats during practicals and participate actively;
8. Skirts and dresses with slits revealing sensitive body parts;
9. T-shirts and vests with obscene and indecent inscriptions and pictures;
10. Dresses without buttons or not properly buttoned, revealing the bare chest;
11. Jackboots;
12. Sunglasses in lecture rooms and theatres and
13. Plaiting or weaving hair and earrings worn by male students.

Students should note that these prohibitions apply everywhere on campus except in the privacy of their rooms in the halls of residence. In addition, students are also bound by the specific dress codes of their various faculties, departments and professions.

2. RELATIONSHIP WITH STAFF

It is an offence for any student to fight with or abuse any University staff in the course of discharging his/her lawful duties.

3. CONDUCT OUTSIDE THE CAMPUS

All students are expected to be good ambassadors of the University when outside the campuses. Any student reported to the University authority for misconduct shall face a “DISCIPLINARY COMMITTEE” for appropriate disciplinary action.

4. FIGHTING

Fighting by students and using of force on other students to obtain compliance or cause bodily harm will not be tolerated by the University Authority.

5. STEALING

Stealing of any form is prohibited in the University. Any student found guilty of stealing in any form shall be expelled from the University.

6. THE MEMBERSHIP OF ILLEGAL ASSOCIATIONS

Students found to be members of illegal associations, clubs, fraternity or confraternity shall be made to face the Disciplinary Committee for appropriate punishment.

7. RAPE

Any student found guilty of rape shall be expelled from the University for the misconduct. Students are, therefore, advised to dress decently.

8. FORGERY

Forgery is a criminal offence. Any student found guilty of forgery shall be dealt with according to the laws.

9. FAKE CERTIFICATES:

Any student found to have used fake certificates and credentials in order to gain admission into the University shall his/her studentship terminated.

10. ILLEGAL DEMONSTRATION

No student is permitted to stage any form of demonstration against an individual, University, State or the Federal government of Nigeria without

the explicit permission from the Police. Students found guilty of this offence shall be made to face the Disciplinary Committee for appropriate punishment.

11. WANTON DESTRUCTION OF PUBLIC PROPERTY

Any student of the University found guilty of the destruction of public property shall be surcharged at the current rate of the item. In addition to the surcharge, such a student shall face further appropriate disciplinary action.

12. PUBLICATION OF SEDITIOUS, INCITING AND SCANDALOUS LETTERS OR ARTICLES AGAINST INDIVIDUALS OR THE UNIVERSITY

Any student found to engage in sedition and scandalous letter writing against individuals or University shall be deemed to have broken his/her Matriculation Oath and face the Disciplinary Committee for appropriate punishment.

13. EMBEZZLEMENT OF ASSOCIATION FUNDS

Any student member of a registered association in the University found guilty of embezzling the association's funds shall be deemed to have committed offence and made to face the Disciplinary Committee for further appropriate punishment.

14. MEMBERSHIP OF SECRET CULTS

Membership of secret cults in the University is prohibited. Accordingly, all forms of cult activities shall be punishable with expulsion.

15. INSUBORDINATION

Any student of the University found guilty of the act of insubordination towards constituted authority shall be dealt with accordingly.

16. ASSAULT

Any student found guilty of assault in any form shall be made to face the Disciplinary Committee for appropriate punishment.

17. ACCOMMODATION

Accommodation in students' halls of residence is strictly meant for students of this University only. It is an offence for any student to accommodate another student (and/or non-students) in the halls without permission from the Dean, Student Affairs.

3.1.9 READING ROOM REGULATIONS

- It is a serious offence to remove or damage any of the furniture, electrical and any other provision of the reading room.
- Smoking, eating, drinking, spitting and group discussions are prohibited in the reading room.
- Animals must not be taken into the reading room.
- Children under 8, unless escorted by an adult, are not allowed in the reading room.
- Silence must be observed in and around the reading room at all times.
- Reading tables and chairs must not be moved from their positions.
- Reading room users should not reserve seats. Another person can use any seat not physically occupied.
- Reading room users are advised to take away their belongings and books whenever they are leaving.
- The Matron/ Hall Administrator may suspend any person from using the reading room for neglect of these rules subject to his reporting such action to the Dean, Student Affairs.

3.1.10 Excursion/Travel

Individual student/students' associations on excursion/travel within the state must seek the permission of their staff adviser and/or Head of Department. Individual student and students' associations require a written approval by the Dean of Student Affairs for excursion/travel outside the state. Applications for permission for excursion/travel by individual student and students' association outside the country must be

addressed to the Vice-Chancellor through the Dean, Student Affairs for approval.

20. Vehicles with Tinted Glasses

Vehicles fitted with dark tinted glass that make the identification of its occupants impossible are prohibited from entering the University campuses.

3.1.11 VISIT TO THE STUDENTS' HALLS

Students may receive visitors between 9.00 a.m and 10.00 p.m. It is their duty to ensure that their visitors sign the visitors' book kept by the porter on arrival and departure.

- a) Students are not allowed to accommodate guests to stay overnight in their rooms.
- b) Male visitors, whether they are outsiders or members of staff or students of the University, are not allowed to enter the rooms or other restricted areas of the halls of female students whether or not they are related to them by blood or otherwise. They can only see their hosts after signing the visitors' book, and the students concerned indicate through the porter that they are available to receive them.
- c) Female visitors, whether they are outsiders or members of staff or students of the University, are not allowed to enter the rooms or other restricted areas of the halls of male students whether or not they are related to them by blood or otherwise. They can only see their hosts after signing the visitors' book, and the students concerned indicate through the porter that they are available to receive them.
- d) Students and staff are responsible for the conduct of their visitors if the visitors are non-members of the University. Members of staff of the University will also be held responsible for their conduct, as well as the students they visit.

- e) Male students may visit female students from 9.00 a.m to 10.00 p.m provided they sign the visitor's book.
- f) Visitors are not allowed into the campus after 10.00 p.m.
- g) Visitors should not stay in the campus beyond 10.00 p.m.
- h) All visitors must park their vehicles in front of the halls, not in dark corners and behind the Faculties or halls.
- i) Visitor(s) may be subjected to security checks at the gate.
- j) Visitors should observe the prescribed speed limits on both campuses.
- k) Consumption of or bringing alcohol and other related intoxicants/drugs into the campuses is prohibited.
- l) Physical combat and assault on persons are prohibited.
- m) Visitors are not allowed to take the law into their hands. All complaints should be lodged at the security office or the Student Affairs Division.

These regulations are made to safeguard the personal security and dignity of visitors. It is the responsibility of students to draw the attention of their visitors to the above regulations.

5.4 STUDENT MATTERS

3.1.12 General

- a) Individual student problems concerning the Halls should be referred to the hall authorities in the first instance.
- b) Problems arising from student interaction with other students should be directed to the Dean of Student Affairs.
- c) Fighting or noisy quarrels leading to any disturbance will invite swift disciplinary action.
- d) Fraud, theft and serious breach of peace involving causing harm to another person or damage to property will not only attract swift disciplinary action by the University, but may be referred to the Police for prosecution.

- e) On no occasion should any student take the law into his/her own hand. Students may act as complainants or prosecution witnesses.

5.4.2 Use of University Premises: Permission to use the University premises must be sought from the Dean, Student Affairs only under the following conditions:

- a) Any student body wishing to seek permission must do so at least 48 hours in advance.
- b) In cases where the use of such premises includes activities at which fees are collected at the gates, permission must be sought at least one week before the activities start.
- c) Applications must be submitted at least two weeks in advance for activities involving persons from outside. All applications must be accompanied by a detailed programme of activities and posters/bills. No invitation should go out and no posters/bills shall be posted until the programme is approved. Bills/posters of approved programmes shall only be posted on notice boards. Posting posters/bills on walls and other unauthorized places shall lead to disciplinary action against the violators.
- d) Where activities involve the use of Lecture Halls or Theatres, permission must also be obtained in advance from the Registrar.
- e) University Standby Generators: In the event of power failure from PHNC, electricity supply from the University's standby generators on both campuses shall be rationed as follows:
 - i. 6.00 p.m – 11.00 p.m Students' Halls and School areas.
 - ii. 11.00 p.m – 7.00 a.m Staff/Residential areas.

5.4.3 The Students Centre: At the Students' Centre on the new campus, a suitable venue has been provided for clubs, societies and associations meetings and other activities. The Students' Parliament is also well furnished for Student Representative Meetings and activities by other authorized bodies in the University. It also houses the offices of the President of SU, the

Speaker and the Student Welfare Officer. Commercial and recreational services are provided for the convenience, relaxation and comfort of all students.

5.4.4 Use of Electrical Appliances

Any electrical equipment owned by students must be registered with the Hall Administrator/Matron within 3 days of acquisition and may be installed only as authorized by him/her.

Any student that misuses electrical appliances will face severe disciplinary action.

The use of Hot-Plate and all other electric cookers is prohibited.

- **Pets:** Under no circumstances should students keep pets on the campus.
- **Mails:** To ensure the proper delivery of letters, address must include Hall of Residence or Department.

3.1.13 Demonstration

1. Students may demonstrate peacefully on the University Campus provided that in not less than 24 hours a written notice is given to the Dean, Student Affairs personally.
2. In very special circumstances, the Vice-Chancellor may, on a shorter notice, allow peaceful demonstrations over issues of national interest or demonstration outside the University campus. In case of demonstrations within the campus, it must be limited to the academic buildings of the University and should not spill over to the staff quarters.
3. Demonstrations to commemorate the dead are forbidden. Prayers should be offered where the University is directly affected.
4. In all demonstrations, it shall be the responsibility of students to see that all the relevant laws of the land are complied with.
5. Demonstration directed against an individual member of staff, or any other member of the University community are not allowed.
6. In all circumstances the University will report to the police any student who is involved in breach of law and order.

7. **Identification**

- a. Henceforth only fresh students will be issued with a computerized identity card at the beginning of a new session. The identity card will be for the duration of a student's stay in the University. Replacement of identity cards due to damage or mishandling is N500.00 only.
- b. In the interest of the student and that of the university, no lost identity card will be replaced without a court affidavit, a clearance letter from university security; a letter of introduction from the student's academic department and the payment of a N500.00 replacement fee.
- c. Students must identify themselves by producing their Identity Cards when asked to do so by any officer of the University on duty.
- d. Students must endeavor to carry their Identity Card all the time.

8. **Trading**

Students are forbidden to engage in trading or patronize hawkers on the University campus or admit hawkers into the halls or academic buildings.

9. **University Employees**

University employees are not to be subjected to orders by students, but should be respected and allowed to carry out their various duties to ensure hitch-free hall administration..

5.4.6 Financial Matters

3.1.14 Payment of fees

- i. Except where special permission is granted in writing, no student will be admitted into the University whose fees for the session have not been fully paid.
- ii. Students who are compelled to be absent from the University because they are unable to pay their fees at the prescribed time will not be absolved from payment for the period of such absence.

3.1.15 Collection of Money in the University

- i. Donations should not be solicited at the gate at any function held within the University. When it is necessary to make charges to cover expenses, only printed tickets or programmes should be offered for sale.
- ii. Clearance must be sought from the Dean, Student Affairs before donations are solicited from within or outside the University.

3.1.16 Special Functions

The organizers of special social functions, whether open to the public or not, should comply with the following procedures:

- a) Booking Rates for Lecture Halls/Theatres:

i. B.U.K Student Bodies

1. Open Theatre - N1,000.00 per day
2. Indoor Theatre - N1,500.00 per day
3. Refundable Deposit - N2,000.00 per occasion

ii. Outside Organizations

1. Lecture Rooms - N10,000.00 per day
2. Open Theatre - N15,000.00 per day
3. Indoor Theatre - N25,000.00 per day
4. Refundable Deposit - N10,000.00 per occasion

iii. Request for Special Seats

1. Executive Chairs - N200.00 per seat
2. Visitors Chairs/Armless - N100.00 per seat

1. Convocation Square

- a) Students - N10,000.00 per day
- b) Outsiders - N50,000.00 per day

The deposit shall be refunded where no damage is done to University property. Where the cost of any damage is in:

3. Excess of the deposit, the organizers shall pay the additional sum.
4. Selling and serving alcoholic drinks at student functions are prohibited.
5. Students or their guests should not bring alcohol and other intoxicating drinks to the University campuses.

3.1.17 STUDENT PUBLICATIONS

a. Student Press Council

- a. There shall be a Student Press Council, which shall be composed of:
 - i. Two persons from outside the University community
 - ii. Two members of staff who are not members of the administration.
- b. The Deputy Registrar of Student Affairs shall be the Secretary to the Press Council.
- c. It shall be the duty of the Press Council to monitor student publications, hear complaints from students and staff, determine whether a breach of any regulations has been committed and recommend appropriate disciplinary measures to the Vice-Chancellor.

In the absence of the Student Press Council, the Student Welfare Board takes over the functions of the Council.

b. Objectives

Student publications should reflect the students' academic interest and their maturity. They must exclude items that are repulsive to the community's sense of value and items which may directly or indirectly nurture the growth of undesirable attitudes. Students' publications are not meant to monitor the private affairs of individual members of the community or to campaign on issues, which are capable of rousing hatred within the student body. The aim of the student publications should in

general be to seek to protect those values held sacred by the society and promote general education and the dissemination of information. In particular, the goal shall be to:

- a. Stimulate the literary and intellectual development in students
- b. Serve as training ground for writers and journalists;
- c. Provide students with the opportunity to participate in the discussion of issues, which are important to the community in particular and the country in general;
- d. To enhance intra-community relations and foster cooperation among the various organs of the University community.
- e. Provide a forum for students to discuss subjects, such as literature and policies and publish their own research findings;
- f. Provide students with a channel for pressing their legitimate grievances to the University in a constructive and responsible manner.

c. Students' Publications Procedures

- a) All regular student publications must first be registered with the Student Press Council before any issue can be produced. The registration is subject to renewal each session. No issue should be produced in any session until the registration renewal has been undertaken.
- b) All occasional publications including notices, letters or articles for the press, radio or T.V. and matters connected with the University require the approval of the Student Press Council.
- c) The editors of the publications will be responsible for the content, and where libelous or seditious attacks are made, whether directly or indirectly on any staff student or member of the University community whatsoever, they will be liable to such penalty, including rustication, as the press council may recommend. The publication of the paper or magazine concerned may also be suspended or proscribed.
- d) Each article or cartoon must bear the name of the author or registered pen name; while each student publication must

- bear the full names and addresses of the members of the Editorial Board.
- e) The Editorial Board of each publication should, as far as possible, be fully representative of the student body.
 - f) All editors, writers and authors are required by the University authority to sign an undertaking governing their code of conduct.
 - g) A copy of each issue of every student's publication must be given to the Vice-Chancellor, the Registrar, the Dean of Student Affairs, the Publication Secretary (Information and Publication) and the Librarian.

5.5 STUDENTS' ORGANIZATIONS

3.1.18 Students' Union

The Students' Union to which students given admission in the University can voluntarily become members, serves as the official mouth-piece in respect of their welfare, academic pursuits and recreations. Activities of the Union are guided by a constitution, which is made available to all the new members on their arrival. The composition of the Student Union is as follows:

- a) Congress: This is the general body of the union. Every member of Student Union is a member. The Congress meets on very rare occasions.
- b) Parliament: The parliament is the supreme body of the union and is made up of the Students' Representatives from various halls. This is generally known as the Students' Representative Assembly (SRA). Major decisions taken by the Executive Council of the union need the ratification of the body.
- c) Executive Council: Consists of all the elected officers of the Union as stated below:
 - 1. President

2. Vice-President
3. Secretary-General
4. Assistant. Secretary-General
5. Treasurer
6. Financial Secretary
7. Public Relations Officer
8. Welfare Officer
9. Food Chairman
10. Director of Sales
11. Director of Socials
12. Director of Sports

- 1.1 The Council: Apart from making various proposals and effecting decisions, the council is responsible for drawing up the Union's budget, which is subject to the approval of the parliament. In order to ensure a proper method of accountability, an independent office of Auditors is provided. Such officers usually come from the congress.
- 1.2 Finance: The Union's finance is derived from the union fees paid by students. Other sources of income include social and fund raising activities as may be organized by the union from time to time.
- 1.3 Use of Students Union vehicles:

The use of students' union vehicles for travel to places outside the Kano metropolis without the prior permission of the Dean, Student Affairs is prohibited. Permission must be sought 48 hours before the intended journey.

Driving of students Union's vehicles by any student is strictly prohibited.

- 1.4 Student Union Membership on University Committee.

The Students Union is represented on the following University Committees:

Academic Development Committee

Junior Staff Committee

Development Committee

Library Committee
Security Committee
Service Committee
Students Welfare Committee
University Disciplinary Committee
University Health Services Consultative Committee
University Management Committee
Student Union is not a trade Union and therefore should not get involved in Trade Unionism.

3.1.19 Other Student Bodies

Students organize various clubs, associations and societies in the university. The organizations, according to their particular emphasis of interest, organize social activities, such as dances, film shows, etc. and academic activities, such as symposia, public lectures, debates and religious activities. These help to promote social interaction among students.

All students, societies, clubs or associations must register with the Student Affairs Division at inception and at the beginning of each academic year in order to operate for that year.

Any club, society or association which fails to register shall not be allowed to operate

Each organization has its own constitution. Before any club, association or society operates on the campus, its constitution must be approved by the Dean of Student Affairs and must have been registered by S.W.B. On request, the details of each organization shall be made available from the Student Affairs Division or from the Secretary of each organization.

Patrons for student professional Associations; All professional Student Associations should have heads of departments within the university as their sponsoring patrons.

Election of the executive members of associations: the Patrons of all Associations should be involved in the election of the executive members for all the associations.

3.1.20 GUIDELINES FOR STUDENTS' CONDUCT DURING ELECTION AND ELECTIONEERING CAMPAIGNS AS APPROVED BY THE UNIVERSITY MANAGEMENT

- A. For any student to contest for election into any of the specified posts/office, he/she is required to satisfy the following conditions:
- He/She must have had at least one successful academic year of university life and must not be in his/her final year.
 - He/She must have a CGPA of at least 2.80 (a good 2.2)
 - His/Her Head of Department must certify that he/she has no proven disciplinary cases(s) of misconduct and misdemeanor with any of the University organs.
 - Other conditions specified by the University as contained in the students' handbook.
- B. Fixing dates for elections should be done in consultation with the Dean, Student Affairs:
- No campaigns around the academic areas, such as lecture rooms, lecture Theatres, Laboratories, Workshops and Libraries. All campaigns should be restricted to Halls of Residence, sporting areas, student centre and Coke Village, etc.
 - The use of posters for electioneering campaigns is banned. No contestant should produce posters. However, other campaign materials, such as handbills, complementary cards, monogrammed (engraved) caps and tags are allowed.
 - Stunt driving and the use of motorcades in a procession during rallies and from the Old to the New Campuses are prohibited.
 - No vehicle is allowed on the rally ground. In addition, all vehicles must be parked far away from the rally ground.
- C. Students are also encouraged to organize debates not just for presidential candidates.

- D. Students are also encouraged to organize orientation and leadership training after elections to enable elected officials to learn more about:
- The Constitutional process of Student Union.
 - Their responsibilities as Students' representatives and leaders.
 - The limits of their roles as regulated by other University rules and regulations, especially by the University stature.

The conduct of the Students' Union and all other students' association elections and campaigns shall be guided by the guidelines.

**3.1.21 LIST OF REGISTERED STUDENTS' ASSOCIATIONS,
CLUBS AND SOCIETIES AS AT JUNE 2015**

| S/NO | NAME OF CLUB/ASSOCIATION | REG. NO |
|------|---|------------|
| 1. | ADAMAWA STATE STUDENTS ASSOCIATION | SAR/CS/63 |
| 2. | AKWA-IBOM STATE STUDENTS UNION | SAR/CS/120 |
| 3. | ARABIC STUDENTS ASSOCIATION | SAR/CS/70 |
| 4. | NATIONAL ASSOCIATION OF ENGLISH LANGUAGE & LITERATURE | SAR/CS/72 |
| 5. | ASSOCIATION OF PHYSICS STUDENTS | SAR/CS/71 |
| 6. | BAYERO UNIVERSITY MEDICAL STUDENTS ASSOCIATION | SAR/CS/67 |
| 7. | BENUE STATE STUDENTS UNION | SAR/CS/52 |
| 8. | CHEMICAL STUDENTS ASSOCIATION | SAR/CS/27 |
| 9. | DELTA STATE STUDENTS ASSOCIATION | SAR/CS/87 |
| 10. | FEDERATION OF OYO STATE STUDENTS | SAR/CS/10 |
| 11. | NATIONAL ASSOCIATION OF KWARA STATE STUDENTS | SAR/CS/4 |
| 12. | FELLOWSHIP OF CHRISTIAN STUDENTS | SAR/CS/29 |
| 13. | FORESTERS CLUB | SAR/CS/103 |
| 14. | FULFULDE PROMOTION CLUB | SAR/CS/114 |
| 15. | KADUNA STATE STUDENTS ASSOCIATION | SAR/CS/64 |
| 16. | KEBBI STATE STUDENTS ASSOCIATION | SAR/CS/92 |
| 17. | KOGI STATE STUDENTS ASSOCIATION | SAR/CS/86 |
| 18. | LAGOS STATE STUDENTS ASSOCIATION | SAR/CS/55 |
| 19. | LAW STUDENTS SOCIETY | SAR/CS/25 |
| 20. | LIBRARY SCIENCE STUDENTS SOCIETY | SAR/CS/15 |

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|-----|---|------------|
| 21. | MATHEMATICS STUDENTS ASSOCIATION OF NIGERIA | SAR/CS/84 |
| 22. | MUSLIM STUDENTS SOCIETY | SAR/CS/32 |
| 23. | NATIONAL ASSOCIATION OF ADULT EDUCATION STUDENTS | SAR/CS/94 |
| 24. | NATIONAL ASSOCIATION OF BAUCHI STATE STUDENTS | SAR/CS/1 |
| 25. | NATIONAL ASSOCIATION OF SCIENCE STUDENTS | SAR/CS/99 |
| 26. | NATIONAL UNION OF OGUN STATE STUDENTS | SAR/CS/34 |
| 27. | NATIONAL UNION OF ONDO STATE STUDENTS | SAR/CS/28 |
| 28. | NATIONAL UNION OF RIVERS STATE STUDENTS | SAR/CS/6 |
| 29. | NIGER STATE STUDENTS ASSOCIATION | SAR/CS/20 |
| 30. | NIGERIAN UNIVERSITY ACCOUNTANCY STUDENTS ASSOCIATION | SAR/CS/85 |
| 31. | NIGERIAN MILITARY EX-BOYS ASSOCIATION | SAR/CS/116 |
| 32. | NIGERIAN UNIVERSITIES EDUCATION STUDENTS ASSOCIATION | SAR/CS/3 |
| 33. | NIGERIAN UNIVERSITY ENGINEERING STUDENTS ASSOCIATION | SAR/CS/19 |
| 34. | POLITICAL SCIENCE STUDENTS ASSOCIATION | SAR/CS/41 |
| 35. | SOCIOLOGICAL AND ANTHROPOLOGICAL STUDENTS ASSOCIATION | SAR/CS/62 |
| 36. | SOLACE CHAMBER | SAR/CS/73 |
| 37. | SPECIAL EDUCATION STUDENTS ASSOCIATION | SAR/CS/97 |
| 38. | STUDENTS' IN FREE ENTERPRISES (SIFE) BUK | SAR/CS/144 |

| | | |
|----|--|-------------|
| 39 | NASSARAWA STATE STUDENTS ASSOCIATION | SAR/CS/125 |
| 40 | NATIONAL UNION OF YOBE STATE STUDENTS (NUYOSS) | SAR/CS/134 |
| 41 | NIGERIAN ASSOCIATION OF MICROBIOLOGY STUDENTS | SAR/CS/135 |
| 42 | NATIONAL ASSOCIATION OF PHYSIOTHERAPY STUDENTS | SAR/CS/136 |
| 43 | B.U.K. BLIND STUDENT ASSOCIATION | SAR/CS/178 |
| 44 | EFCC ZERO TOLERANCE CLUB | SAR/CS/184 |
| 45 | NUPE STUDENT ASSOCIATION | SAR/CS/185 |
| 46 | AIESC ASSOCIATION | SAR/CS/163 |
| 47 | UNITY SCHOOL OLD STUDENT ASSOCIATION | SAR/CS/180 |
| 48 | PLUG-IN ENTERTAINMENTS ASSOCIATION | SAR/CS/180 |
| 49 | EDO STATE STUDENTS ASSOCIATION | SAR/CS/17 |
| 50 | NATIONAL ASSOCIATION OF KANO STATE STUDENTS | SAR/CS/11 |
| 51 | ELECTRICAL ENGINEERING STUDENTS ASSOCIATION | SAR/CS/146A |
| 52 | NATIONAL ASSOCIATION OF CIVIL ENGINEERING STUDENTS (NACESS) | SAR/CS/154 |
| 53 | SCIENCE AND TECHNICAL EDUCATION STUDENTS ASSOCIATION (STESA) | SAR/CS/155 |
| 54 | ANATOMICAL SOCIETY OF BUK | SAR/CS/165 |
| 55 | NATIONAL ASSOCIATION OF COMPUTER STUDENTS (NACOSS) | SAR/CS/169 |
| 56 | EX-STUDENTS OF AIR-FORCE MILITARY SCHOOL JOS (EX-JAM) JAW | SAR/CS/171 |
| 57 | NIGERIAN ECONOMICS STUDENTS ASSOCIATION (NESA) | SAR/CS/2 |
| 58 | BOTANY STUDENTS ASSOCIATION | SAR/CS/182 |
| 59 | KUNGIYAR HAUSA | SAR/CS/48 |
| 60 | FEDERATION OF IGBO STUDENTS ASSOCIATION | SAR/CS/148 |

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|----|---|-------------|
| 61 | ASSOCIATION OF SENSITIZATION OF YOUTH AGAINST AIDS & VIOLENCE | SAR/CS/175 |
| 62 | ROTARACT CLUB B.U.K. | SAR/CS/118 |
| 63 | NIGERIAN FEDERATION OF CATHOLIC STUDENTS | SAR/CS/24 |
| 64 | SCHOOL FOR HIGHER ISLAMIC STUDIES STUDENTS OLD BOYS ASSOCIATION | SAR/CS/124 |
| 65 | JUNIOR CHAMBERS INTERNATIONAL | SAR/CS/32 |
| 66 | ELLEMAN STUDENTS ASSOCIATION | SAR/CS/133 |
| 67 | NIGERIAN ASSOCIATION OF PHYSICAL HEALTH EDUCATION & RECREATION | SAR/CS/137 |
| 68 | JOS STUDENTS CONSULTATIVE FORUM | SAR/CS/142 |
| 69 | NATIONAL UNION OF BAYELSA STATE STUDENT ASSOCIATION | SAR/CS/143B |
| 70 | ARABIC BY RADIO CLUB ASSOCIATION | SAR/CS/161 |
| 71 | OSUN STATE STUDENTS ASSOCIATION | SAR/CS/88 |
| 72 | BIOLOGICAL STUDENT ASSOCIATION (BIOA) | SAR/CS/201 |
| 73 | NATIONAL ASSOCIATION OF RADIOGRAPHY | SAR/CS/202 |
| 74 | COMMUNITY BASED REHABILITATION | SAR/CS/203 |
| 75 | NIGERIAN UNIVERSITIES NURSING STUDENT ASSOCIATION | SAR/CS/205 |
| 76 | NATIONAL ASSOCIATION OF EX-COMMANDO | SAR/CS/206 |
| 77 | NIGERIAN SOCIETY OF MICROBIOLOGY | SAR/CS/207 |
| 78 | BAYERO UNIVERSITY DENTAL STUDENT ASSOCIATION | SAR/CS/208 |
| 79 | FACULTY OF SOCIAL & MAGT. SCIENCE STUDENT ASSOCIATION | SAR/CS/209 |
| 80 | NATIONAL ASSOCIATION OF FULBE LAW STUDENT ASSOCIATION | SAR/CS/210 |

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| 81 | ELECTRONICS STUDENTS ASSOCIATION OF NIGERIA | SAR/CS/211 |
| 82 | ZOOLOGICAL STUDENTS ASSOCIATION OF NIGERIA | SAR/CS/212 |
| 83 | NATIONAL UNIVERSITIES ASSOCIATION OF MANAGEMENT STUDENTS | SAR/CS/213 |
| 84 | BIOCHEMISTRY STUDENTS ASSOCIATION | SAR/CS/93 |
| 85 | SOKOTO STATE STUDENTS ASSOCIATION | SAR/CS/57 |
| 86 | KOGI STATE LAW STUDENTS ASSOCIATION | SAR/CS/138 |
| 87 | TADRIBA STUDENTS ASSOCIATION | SAR/CS/147 |
| 88 | NATIONAL ASSOCIATION OF IJAW FEMALE STUDENTS | SAR/CS/149 |
| 89 | INFORMATION & TECHNOLOGY CLUB | SAR/CS/150 |
| 90 | NATIONAL ASSO. OF MECHANICAL ENGINEERING STUDENTS | SAR/CS/151 |
| 91 | ELECTRICAL ENGINEERING STUDENTS ASSOCIATION | SAR/CS/146 |
| 92 | CONFERENCE OF NIGERIAN CHRISTIAN ENGINEERING STUDENTS | SAR/CS/152 |
| 93 | MASTERPIECE PUBLICATION | SAR/CS/153 |
| 94 | NATIONAL ASSOC. OF CIVIL ENGINEERING STUDENTS | SAR/CS/154 |
| 95 | SCIENCE & TECHNICAL EDUCATION STUDENTS ASSOCIATION | SAR/CS/155 |
| 96 | BUK STUDENTS NETWORK USERS GROUP | SAR/CS/156 |
| 97 | KANO STATE PHYSIOTHERAPY STUDENTS ASSOCIATION | SAR/CS/158 |
| 98 | JIGAWA STATE ENGINEERING STUDENT ASSOCIATION | SAR/CS/159 |
| 99 | FACULTY OF LAW WRITERS CLUB | SAR/CS/160 |
| 100 | ARABIC BY RADIO CLASS ASSOCIATION | SAR/CS/161 |

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| 101 | DRUG FREE CLUB ASSOC. | SAR/CS/162 |
| 102 | ABUBAKAR GUMI KADUNA OLD STUDENT ASSO. | SAR/CS/163 |
| 103 | EQUITY CHAMBER ASSOCIATION | SAR/CS/164 |
| 104 | ANATOMY SOCIETY OF B.U.K. | SAR/CS/165 |
| 105 | NATIONAL ASSOCIATION FULBE LAW STUDENT | SAR/CS/210 |
| 106 | ELECTRONICS STUDENTS ASSOCIATION OF NIGERIA | SAR/CS/211 |
| 107 | NIGERIAN CIVIL ENGINEERING STUDENT ASSOCIATION | SAR/CS/212 |
| 108 | FRUITFUL STUDENTS ASSOCIATION | SAR/CS/213 |

5.6 HINTS ON NYSC TO PROSPECTIVE NATIONAL YOUTH SERVICE CORPS MEMBERS

The National Youth Service Corps was established by Decree 24 of May 1973. It was later replaced with Decree 51 of 16th June 1993. The Scheme was established to promote the ideas of National Unity and a sense of common destiny among Nigerians and eliminate mutual suspicion and mistrust that have been engendered by the civil war. The Student Affairs Division handles the issue of NYSC.

THOSE WHO ARE ELIGIBLE FOR NYSC

- I. Fresh graduates
- II. Previously omitted graduates
- III. Graduates whose call-up letters have been returned to the NYSC Directorate by the University and
- IV. Graduates whose call-up letters are in the custody of the University.

The following are eligible for concessional posting by the NYSC

- I. Married women: a newspaper advertisement, a Court sworn affidavit and an introductory Letter from the husband's workplace are, however, compulsory requirements.

- II. Sick persons: a medical certificate from a Government General Hospital must, however, be presented.

The following are exempted

- I. Nigerian graduates who are above 30 years on graduation
- II. Army
- III. Police
- IV. Nigerian Security Organization (NSO)
- V. State Security Services (SSS)
- VI. National Intelligence Agency (NIA)
- VII. Defence Intelligence Services (DIC)
- VIII. Those conferred with National Honours

Graduates in the above category are to submit copies of their Identity Cards and relevant enlistment/award letters. Please note that Customs, Immigration, FRSC, etc officers are not exempted.

6. ADVANCEMENT OFFICE

The Advancement Directorate is under the Office of the Vice-Chancellor and has the following administrative structure;

1. A Development Board headed by the University Governing Council Chairman with all the Principal Officers as members, as well as some prominent personalities of diverse backgrounds.
2. A Director with two main units:-
 - (a) The Resource Mobilization Unit, which initiates, coordinates and manages private fundraising within and outside the University.
 - (b) Marketing Unit, whose responsibility is brand management, advertisement, trade shows, promotional partnerships, media relations and publicity.

6.3 FUNCTIONS

i. Fundraising

The primary function of the Development Office is the management and coordination of private fundraising for the University from a broad spectrum of internal and external constituencies; in addition, it takes care of the Universities Public Relations and Alumni relations.

In specific terms, the functions of the Development Office revolve around the following activities: -

- **Planned Giving:** This involves the coordination of donations through trusts, property, sponsorship, etc.
- **Annual Funds:** Entails involving the Alumni Association in generating funds through gifts, campaigns, chapter's re-unions, etc. on an annual basis.
- **Advancement Service:** Covers a wide range of programmes aimed at sustaining and promoting awareness and support from internal and external stakeholders.
- **Donor Prospect Services:** Deals with ensuring proper donor recognition and monitoring through a system of effective stewardship to the donors of major gifts to the University.
- **Corporate and Foundations Relations:** Has to do with the coordination of corporate and foundation giving to the University.
- **Communications and Marketing:** Deals with the development and implementation of communication for case support of Bayero University and its academic priorities.
- **Endowment:** is a coordinated programme of activities aimed at nurturing and generating philanthropic support for the educational mission of the institution. The proceeds could be invested to generate more funds.

ii. Alumni Relations

Alumni relations is a process of identifying the intersection of the University interests and the interests of its former students and then expanding that common ground through meaningful engagement over time.

The Development Directorate promotes good relationship with the University's former students and the development of the Alumni Association and its branches across the nation.

The Broad aim is to Encourage Alumni Participation in the University by stimulating and developing the programmes and activities of all the chapters of the Alumni Associations, while the specific objectives are:

- To assist in the formation and operations of the Alumni Association of the University and its branches;
- To guide, regulate and advise on the activities of Bayero University Alumni Associations;
- To serve as a link between the University's Authorities and the Alumni Associations;
- To cultivate and stimulate the culture of home coming and giving back to the Alma mater and
- To foster and maintain a closer relationship and mutual understanding between the Alumni Association, Management, staff and students of Bayero University, Kano .

6.4 THE ALUMNI ASSOCIATION

Who is an Alumnus of Bayero University, Kano?

- An Alumni of Bayero University, Kano is:
- A graduate or former student of Bayero University or Abdullahi Bayero College or of Bayero University College
- Recipients of Bayero University's honorary degree.
- Serving and former employees of Bayero University, Kano as associate members

The Objectives of Bayero University Alumni Association

- To provide a forum for its members for the exchange of ideas regarding the problems and progress of Bayero University.
- To serve individual Alumnus and assist in the operations of the Alumni Association of the University.

- To achieve the above objectives by organizing educational, cultural and social programmes.
- To maintain and improve the prestige, academic excellence and good image of the University.
- To enhance and encourage mutual understanding between the authorities, staff and students of Bayero University.

Why Alumni?

- It provides a medium for participation in University activities;
- It provides an opportunity for members to meet and re-unite with former Colleagues;
- It helps in re-enforcing excellence through awards to distinguished Alumni;

How to Join: Membership of the Association is through filling registration form obtainable from the Development Office or States Offices of the Association on the payment of N300. The registration fee may change in due course.

Pre-Alumni Relations: Pre-Alumni is another major function of the Development Office. It involves a series of activities designed to partnership with students towards nurturing the Alumni Association tailored with charity donations.

There are many ways through which current students can be engaged;

- It all begins at orientation
- Create and maintain the relationship
- Train students early and often on what the University expects of them
- Inform parents of your goal and mission to serve their children
- Alumni – Students Connection Programs (ASCP), etc.

For Enquiries contact; The Development Office, Musa Abdullahi Auditorium, BUK New Site:

Phone, + 234 (0) 64 325287, + 234 (0) 8035879917, +234 (0) 8036693791,

+234 (0) 8069735355, + 234 (0) 8059280840

E-mail–developmentoffice@yahoo.com, Info@bukdevelopment.com
Website –www.bukdevelopment.com, www.buk.edu.ng.

Common Abbreviations/Acronyms

| | | |
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| ABC | - | Abdullahi Bayero College |
| ABU | - | Ahmadu Bello University |
| ADAA | - | Advanced Diploma in Accounting and Auditing |
| ADIM | - | Advanced Diploma in Information Management |
| ADPA | - | Advanced Diploma in Public Administration |
| ADLS | - | Advanced Diploma in Legal Studies |
| ADNR | - | Advance Diploma in Natural Resources |
| AKTH | - | Aminu Kano Teaching Hospital |
| APU | - | Academic Planning Unit |
| ASUTON | - | Association of Senior Universities Technologists of Nigeria |
| ASUU | - | Association of Staff Union of Universities |
| BUC | - | Bayero University College |
| BUK | - | Bayero University, Kano |
| BPS | - | Bank Payment Schedules |
| CBME & SP | - | Community Based Medical Education and Services Programme |
| CDRT | - | Center for Democratic Research and Training |
| CEPA | - | Certificate in Educational Planning and Administration |
| CGPA | - | Cumulative Grade Point Average |
| CISI | - | Certificate of Supervision and Inspection |
| CSN | - | Chemical Society of Nigeria |
| CSNL | - | Center for the Study of Nigerian Languages |
| CIT | - | Center for Information Technology |
| COREN | - | Council for the Regulation of Engineering in Nigeria |
| CRD | - | Certificate in Records and Documentation |
| CRF | - | Course Registration Form |
| DAA | - | Diploma in Accounting and Auditing |
| DAHIS | - | Diploma in Arabic, Hausa and Islamic Studies |
| DBF | - | Diploma in Banking and Finance |
| DCM | - | Diploma in Management |
| DIC | - | Diploma in Industrial Chemistry |
| DLIM | - | Diploma in Library and Information Management |
| DPA | - | Diploma in Public Administration |

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| DPHE | - | Diploma in Physical Health Education |
| DSP | - | Diploma in Social Policy |
| ETF | - | Education Tax Fund |
| FAIS | - | Faculty of Arts and Islamic Studies |
| FSMS | - | Faculty of Social and Management Sciences |
| FUT | - | Federal University of Technology |
| GPA | - | Grade Point Average |
| GSU | - | General Studies Unit |
| HPS | - | Hall Payment Schedules |
| ICT | - | Information and Communication Technology |
| ITF | - | Industrial Training Fund |
| JAMB | - | Joint Admission and Matriculation Board |
| LAN | - | Local Area Network |
| MBA | - | Master in Business Administration |
| MBF | - | Master in Banking and Finance |
| MDCN | - | Medical and Dental Council of Nigeria |
| MIS | - | Management Information System |
| MPPA | - | Master in Public Policy and Administration |
| NANS | - | National Association of Nigerian Students |
| NASU | - | Non-Academic Staff Union |
| NCE | - | National Certificate of Education |
| NEPU | - | Northern Elements Progressive Union |
| NUC | - | National Universities Commission |
| NUESA | - | Nigerian Universities Engineering Students |
| NUGA | - | Nigerian Universities Games Association |
| NUNet | - | Nigerian Universities Network |
| NSE | - | Nigerian Society of Engineers |
| PGDBF | - | Postgraduate Diploma in Banking and |
| Finance | | |
| PGDE | - | Postgraduate Diploma in Education |
| PGDM | - | Postgraduate Diploma in Management |
| PPD & MS | - | Physical Planning, Development and Maintenance |
| | | Services |
| PGDPPA | - | Postgraduate Diploma in Public Policy and |
| | | Administration |
| PLSC | - | Public Lecture Series Committee |
| PTA | - | Parent Teachers Association |

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| PTF | - | Petroleum Trust Fund |
| SAN | - | Science Association of Nigeria |
| SDC | - | Students Disciplinary Committee |
| SIWES | - | Students Industrial Work Experience Scheme |
| SSANU | - | Senior Staff Association of Nigerian Universities |
| SWEP | - | Students Work Experience Programme |
| UME | - | University Matriculation Examination |
| VSAT | - | Very Small Aperture Terminal |
| WAN | - | Wide Area Network |
| WAUG | - | West African Universities Games |

**BAYERO UNIVERSITY, KANO
STUDENT AFFAIRS DIVISION
OFFICE OF THE VICE CHANCELLOR
MESSAGE FROM THE DEAN, STUDENT AFFAIRS**

TO ALL BUK

WHILE HERE TRYING TO BUILD YOUR FUTURE, NOTE THAT:

- A. MALE STUDENTS ARE NOT ALLOWED INTO FEMALE STUDENTS' HALLS.
- B. FEMALE STUDENTS ARE NOT ALLOWED INTO MALE STUDENTS' HALLS.
- C. YOU ARE NOT ALLOWED TO KEEP DANGEROUS WEAPONS, CHEMICALS AND INFLAMMABLES ON CAMPUS.
- D. IT IS UNLAWFUL TO ENGAGE IN PHYSICAL COMBAT, ASSAULT, LOUD MUSIC PLAYING AND INDISCRIMINATE REFUSE DISPOSAL.
- E. YOU ARE NOT ALLOWED TO ENGAGE IN COMMERCIAL ACTIVITIES IN THE HALLS OF RESIDENCE.
- F. TAMPERING WITH ELECTRICAL, PLUMBING AND OTHER UNIVERSITY INSTALLATIONS IS ILLEGAL.
- G. YOU ARE NOT ALLOWED TO ILLEGALLY TAKE UP RESIDENCE, SQUAT IN OR SUBLET BED SPACES AND ROOMS IN THE HALLS.
- H. INDECENT DRESSING IS PROHIBITED.
- I. YOU SHOULD NOT BREAK TRAFFIC RULES AND REGULATIONS.
- J. YOU ARE NOT ALLOWED TO ENGAGE IN CULTISM OR OTHER OBNOXIOUS VICES.
- K. IT IS UNLAWFUL TO POST BILLS AND POSTERS ON UNIVERSITY STRUCTURES.

- L. YOU ARE NOT ALLOWED TO TAKE THE LAW INTO YOUR HANDS; REPORT YOUR GRIEVANCES TO THE STUDENT AFFAIRS DIVISION AND OTHER RELEVANT BODIES.
- M. YOU SHOULD NOT BE IGNORANT OF UNIVERSITY RULES AND REGULATIONS.
- N. YOU SHOULD CARRY YOUR IDENTITY CARD AT ALL TIMES.
- O. YOU SHOULD PROMOTE PEACEFUL CO-EXISTENCE, VIRTUES OF GOODWILL, UNDERSTANDING, MODESTY, SAFETY, SECURITY, DIGNITY AND SCHOLARSHIP.
- P. RESPECT AND OBEY ALL UNIVERSITY RULES AND REGULATIONS.
- Q. BE A GOOD AMBASSADOR OF BAYERO UNIVERSITY, KANO AT ALL TIMES.