



NATIONAL UNIVERSITIES COMMISSION

SECTION B

THE PROGRAMME/SUB-DISCIPLINE/DISCIPLINE

TO BE ACCREDITED

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PROGRAMME/SUB-DISCIPLINE/DISCIPLINE TO BE ACCREDITED

36. Title of programme/sub-discipline/discipline to be accredited:

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TYPE OF ACCREDITATION REQUIRED:

37. Indicate below the type of accreditation required

Please tick (√) one

37.1 Initial Accreditation _____

37.2 Re-accreditation _____

38. Has any NUC Accreditation Panel visited your University to determine if the Programme/sub-discipline/discipline can be accredited?

Please tick (√) one

Yes No

_____ _____
_____ _____

39. If answer to item 33 is YES, please attach to the completed Form a photocopy of main decision and recommendations of the Commission.

40. Name of Faculty/School/College in which the programme/sub-discipline/discipline to be accredited is offered:

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40.1 **Name of Department**

41. **Date of Establishment of Department**

42. **Name and Qualification(s) of Dean of Faculty/or Provost/Dean of College/School:**

43. **Name and qualification(s) of Head of Department offering the programme to be accredited**

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44. HISTORY OF THE PROGRAMME/SUB-DISCIPLINE/DISCIPLINE

Write below, a brief history of the development of the programme/sub-discipline/Discipline to be accredited.

ADMINISTRATION IN GENERAL OF PROGRAMME/SUB-DISCIPLINE/DISCIPLINE

- 45.** Describe how the programme/sub-discipline/discipline is administered. Use separate sheets. The description should highlight the following:

45.1 Personnel Administration

- (a) Organization structure (Use charts if necessary)
- (b) How staff are involved in the decision-making process and in general administration.
- (c) Policy and practice on staff development
- (d) Staff promotion

45.2 Student's Welfare

- (a) Handling of academic grievances
- (b) Student academic advising

45.3 Examination

- (a) Setting, conduct, evaluation schemes, moderation schemes – internal and external for degree examinations and the issuance of results.

45.4 Academic Atmosphere

- (a) Any policy adopted and practiced by the College/School/Faculty/Department in pursuit of academic standards and maintenance of academic atmosphere.

46. ACADEMIC CONTENT: Existing Curriculum for the Programme/
Sub-Discipline/Discipline

41. Attach to this Form, the complete and current prospectus which should include:

(a) Programme Title:

(b) Programme/Sub-Discipline/Discipline Philosophy and Objectives

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(c) Admission Requirements:

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(d) Programme/Sub-discipline/Discipline Structure to include period of formal studies in the Universities Industrial training planned visit and projects:

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(e) **Course content specifications/syllabus of all courses in the Programme/Sub-Discipline/Discipline:**

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(f) **Attach a list of Titles of Degree projects, if any, carried out by the students in the Programme/Sub-Discipline/Discipline in the last three years**

47. Table 4: Programme/Sub-Discipline/Discipline Workload by students

Complete the table below: Arrange per semester if possible.

Grouping	Course No/Level	Course/Subject	Pre-requisite	Contact Hours/Week			Total Week Load
				Lecture	Tutorial	Practical	
(a) General Studies Course, e.g. Humanities, Communication and Soc. Sciences	For Example GST 101	Use of English					
(b) Core/Compulsory Courses							
(c) Electives/Optional Courses							

48. Table 5: Programme/Sub-Discipline/Discipline Workload by Staff

Complete the table below: Arrange per semester if possible.

Grouping	Course No./Level	No. of Students Taught	Course/Subject	Pre-requisite	Staff Contact Hours			Weekly Contact Hours
					Lecture	Tutorial	Practical	

49. Table 6: Teaching Staff Turnover: Summary of teaching staff Turnover for the programme/Sub-Discipline/Discipline to be accredited

Complete the table below

Staff Category/Designation	No. On Payroll	Salary Scale/- Step	No. of Resignations or Dismissals in the preceeding three years	Reasons for Resignation or Dismissal
Professor				
Reader/Associate Prof.				
Senior Lecturer				
Lecturer I				
Assistant Lecturer				
Others				

50. Table 7: Personal Data for Staff Teaching All Courses of the Programme/Sub-Discipline/Discipline to be accredited

Supply the information in the table. Use additional sheets with the headings given below.

Note: Take 3 hours of laboratory/Clinical Practicals as 1 lecture full time (F/T)

Name of Staff	Rank/Designation Salary Scale, date of first appointment	F/T	Qualification, dates obtained and specialization, membership of professional association and number of publications	Post Qualification Work/Teaching experience and date, post held and the organization	Course/ Subjects Taught	Teaching Load/Lecture Hours/Week	Other responsibilities/interest in curricular and extra curricular activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

51. Table 8: Laboratory Staff

Complete the table below in respect of laboratory staff available for the various laboratories used for teaching the Programme/Sub-discipline/Discipline

Name	Rank/Designation Date of First Appointment	Qualifications, Dates Obtained Membership of Professional Association	Duties Performed/Courses Taught

52. Table 9: Administrative Non-teaching Staff Disposition in the College/School/Faculty/Department where programme/Sub-discipline/Discipline to be Accredited is Offered.

Supply the information in the table below:

Use additional sheets, if necessary

Name of Staff	Rank/Designation Salary Scale and Date of First Appointment	Qualification and Dates Obtained	Post Qualificatin Work Experience	Remarks

53. Staff Appraisal: Appraise the entire academic staff of the programme/Sub-Discipline/discipline

- (a) Adequacy in number, qualification and experience (State average student to Staff ratio)
- (b) Effectiveness of lecturers
- (c) Professional achievements

54. Table 10: Facilities Available to the College/School/Faculty/Department Offering Programme/Sub-Discipline/Discipline to be Accredited

Complete the table shown below.

Type of Facility	No. Available	Average area of room/studio etc in sq.	No. of students each room can accommodate	No. of rooms jointly used with other Departments	Expansion Programme (if any)			Total Facility that will be available to Department when expansion work is complete (B + F)
					Additional facility	Year Stated	Year of Completion	
A	B	C	D	E	F	G	H	
Example, lecture room	10	50	50	6	3	1998	2003	13
1. Lecture Room								
2. Lecture Theatre								
3. Assembly/Exams Hall								
4. Laboratories								
5. Workshops								
6. Studios								
7. Library								
8. Office Accommodation								
9. Others (Specify)								

55. Laboratories

Describe the various laboratories available for teaching the programme. Indicate, if the laboratories belong to the Department or shared with other Departments. List the equipment in each laboratory using the table in APPENDIX 1 of this Form

56. **Clinics/Studios**

Describe the types of clinics/studios, if any, available for the programme, indicating if they are specific to the Department or shared with other Departments.

List the equipment etc, in each clinic/studio using the table in APPENDIX 1 of this Form.

57. Office Accommodation for Staff

Comment on the office accommodation situation for academic staff, stating the size of accommodation, list of furniture items and how many lecturers share the rooms.

58. Appraisal of Facilities

Appraise the existing facilities in terms of quality and quantity for current and projected enrolment period.

59. Table 11: College/School/Faculty/Department Finances: Recurrent Income and Expenditure

Complete the Table shown below for the College/School/Faculty/Department in the three years preceding the one in which the programme to be accredited is offered.

Sources of funds	Academic Year			Cost Category	Year		Year		Year	
 Amount in N Amount in N Amount in N		Provision	Actual Expenditure	Provision	Actual Expenditure	Provision	Actual Expenditure
University's Budgetary Allocation to the College/School/Faculty Department				1. Staff Salaries						
Consultancy				2. Staff Development						
Voluntary public support				3. Library Materials						
Seminar Fees				4. Laboratory Equipment						
Tuition fees where Applicable				5. Studio Equipment						
Others (Specify)				6. Office/Classroom Furniture						
				7. Maintenance						
				8. Supplies/Training Consumables						
				9. Vehicles Maintenance						
				10. Utility Services						
				11. Research						
				12. Others (Specify)						
Total				Total						

60. Table 12: Capital Funds: Provision and Expenditure

Complete the Table shown below for the four years preceding the one in which the accreditation is being undertaken

Category	Year.....		Year		Year		Year	
	Provision	Expenditure	Provision	Expenditure	Provision	Expenditure	Provision	Expenditure
1. Expansion to Physical Facilities								
a. Classroom Lecturer Theatre								
b. Laboratory/ Workshop Studio								
2. Machines and Equipment								
3. Others (Specify)								

61. Assets and Labilities

State below the current Assets and Liabilities of the College/School/Faculty /Department.

62. Financial Appraisal

Appraise the adequacy of the operating Funds for the College/School/Faculty/Department

For recurrent expenditure also indicate the expenditure per annum per student

63. Appraisal of Standard of Degree Examination

Appraisal of Standard of Examination based on:

- (a) adequacy of coverage of the syllabus content
- (b) quality of students' answers to the various questions
- (c) quality of practical work, continuous assessment and degree projects
- (d) students' readiness for the level of manpower he/she is being trained for
- (e) external moderation scheme

64. Table 13: Employer’s Rating of Graduates of Programme/Sub-Discipline/Discipline to be accredited

Complete the Table below for 10 graduates of Programme/Sub-discipline to be accredited for each of the three years preceding the Accreditation visit

No.	Year of Graduation	Name of Graduates	Programme	Name of employers or Universities attended by Graduates	Appointment	Summary of Employer’s Remark

65. Table 14: List of Principal Tools, Machines, Instruments and Equipment Available

Complete the table below in respect of the above.
Use separate sheets with the same headings if necessary

Name of Laboratory/Clinic/Studio

Item No.	Description of Items	Quality in Stock (Usable items only)	Remarks
<p>Total cost of usable items available at the time of completing questionnaires</p>			

Name of officer completing the Form:

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Rank:
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Signature

Date