

**OBAFEMI AWOLOWO UNIVERSITY**

**ILE-IFE**

**REVISED MANUAL**

**OF**

**ADMINISTRATIVE**

**PROCEDURES**

**AUGUST, 2006.**

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**OBAFEMI AWOLowo UNIVERSITY  
REVISED MANUAL OF ADMINISTRATIVE  
PROCEDURE**

**GENERAL ADMINISTRATION**

**1. Internal Communications**

**A. General Procedure**

1. Communications on matters concerning the business of Council, Senate, or of the Committees of these bodies shall be addressed to the Registrar.
2. Communication on staff matters generally, on matters connected with the interpretation of staff Regulations (Senior, Intermediate and Junior) and the approval of staff matters as required by these Regulations shall be addressed to the Registrar.
3. Communications from a member of staff on any of the matters within the scope of Sections 1 and 2 above shall be routed through the Head of Department (or where there is no Head of Department) through the Dean of the Faculty. The Head of Department will forward the communication with his observations (if any) to the Registrar. The Head of Department shall acknowledge receipt and indicate to the member of staff concerned the action he has taken on the communication.

**B. Procedure for appeals, petitions, grievances, etc.**

A member of staff may protest against a decision of the University authority, University Committee, on matters other than those of domestic concern to him, which affect him adversely and such communication must be addressed to the Registrar through his Head of Department (or where there is no Head of Department) through the Dean of his Faculty.

The Head of Department will discuss the matter with the member of staff concerned, and, where necessary, in association with the Dean of the Faculty. If the matter cannot be resolved by the Head of Department to the satisfaction of the member of staff concerned, it shall be forwarded to the Registrar with full documentation, including the observations of the Head of Department and the Dean. The Registrar will acknowledge

receipt of the communication and will consult the Vice-Chancellor before referring the communication to the appropriate committee.

**C. Copies of Correspondence**

It shall not be necessary to copy communications addressed to the Registrar on matters under Sections A and B above to either the Chairman of the Council or the Vice-Chancellor.

Where communications are so copied there will be undue delays in taking action.

**D. Proceedings of Council and Senate and their Committees**

The actual proceedings of meetings of the Council, Senate, Faculties etc. and of Committees and Boards responsible to them are private and statements made by individuals during these meetings are confidential and for this reason any decisions arising from these proceedings shall not be divulged or quoted.

**E. Speed of Administrative Action**

1. All correspondence/mails shall be treated within 24 hours, but papers requiring comments or any form of detailed administrative action shall not stay more than 48 hours on any officer's table.
2. Draft minutes of meetings shall necessarily be produced within 48 hours, but in any case within a period not exceeding 72 hours. Reports of ad hoc committees shall form the only acceptable Exception as they are expected to be submitted on schedule.
3. Consideration of reports of ad hoc committees shall be completed within one week.
4. Vacancy and other advertisements properly vetted shall be processed to the Press within 48 hours.
5. The affairs of all Faculties and Colleges shall be treated by the Faculty/College Secretaries with the same dispatch as indicated above mutates mutandis.
6. Letters of acceptance of resignation/retirement from service shall be issued within one week of receipt including necessary consultation with the Bursary.

For the avoidance of any doubt, strict adherence to, and fulfillment of, the foregoing guidelines shall be taken into due consideration in the determination and measurement of the efficiency of each individual officer.

**2. External Communications**

**A. Use of the name of the University**

1. Official University news shall normally be given to the Press by the Registrar or other University employee authorized by the Vice-Chancellor or the Registrar to do so.
2. University teaching and research programmes which have been approved by the appropriate University body could be divulged by a Head of Department but matters of University wide importance shall not be released to the Press or divulged by a Head of Department.
3. Where letters or other documents are written to the Press on University matter by individuals or groups of individuals who are members of staff of the University and acting in their private capacity, they shall do so mindful of the good name of the University and must avoid embarrassing the University. Where it is impracticable to avoid doing so, it should be clearly stated that the views expressed are those of the writer(s) and not necessarily those of the University. The same procedure shall apply to news releases and statements over the radio or television made by members of staff.
4. The name of the University or any abbreviation of it shall not be used without the permission of the Council:-
  - (a) To designate any business undertaking, social, political or religious organization;
  - (b) To imply, indicate or otherwise suggest that any such undertaking or organization is connected to, affiliated with, endorsed, favoured or supported by or is opposed by the University.

**B. Infringement**

Any infringement of these guide-lines shall be regarded as misconduct.

**3. Immigration**

- A. The Immigration Unit shall obtain official and Nigerian standard passports, and Visas for Principal Officers of the University only.
- B. Letters of Introduction for the procurement of passports and visas may be obtained by members of staff upon a written application to the Registrar.
- C. Acceptance of Immigration responsibility for staff on behalf of the University shall be signed by the Registrar or the Deputy Registrar and Head, Division of Corporate Services acting on behalf of the Registrar.
- D. Letters on immigration matters must be dealt with within 48 hours

All requests for visas for foreign staff and students shall be forwarded to the Deputy Registrar, Corporate Services.

4. **Council Affairs:**

- (a) The business of Council and its Committees must take precedence over all other matters and be treated with immediate dispatch.
- (b) Matters relating to Tenders shall be dealt with within 48 hours.
- (c) All legal matters that require reference to the University solicitors shall be dispatched within 48 hours. Legal opinion to be expressed internally by the officer In-charge of legal matters shall be given within 48 hours.

(i) **Tender Procedure and Contract Administration**

(a) **Contracts Administration**

Contracts in the University shall be administered through various Committees. The Committees include the Tenders Board, the Tenders Sub-Committee, the Building Works and Estate Committee. Users Committee, the Project Advisory Sub-Committee, the projects Implementation Sub-Committee, the Capital Projects Implementation Task Force and the Petty Contracts Sub-Committee.

(b) **Initiating Contract**

Contracts are initiated by the University Administration, Faculties, Service Departments and Units for academic Programmes. Such contracts shall be considered and approved by the University "Development Committee" and the Governing Council. The details of such Contracts must have been prepared in consultation with the Physical Planning and Development Unit or the Division of Works and Maintenance Services as the case may be.

Projects, funded by the Government through the National Universities Commission shall be forwarded to the National Universities Commission for approval after consideration by the various Committees of the University. There shall be an **ad hoc** Project Users Committee for every Capital Project whose membership must be approved by the building, Works and Estate Committee. Its function is to discuss the details of the requirements of the Faculty/Department/Units or the need for the project in the light of existing facilities.

The Physical Planning and Development Unit shall prepare the project brief based on the recommendations of the **ad hoc** Project Users Committee for the consideration and approval of the Building, Works and Estate Committee. The Building Works and Estate Committee shall thereafter recommend such projects to Council for approval.

(c) **Tenders Award of Contract Process**

The Registrar shall invite Tenders in respect of approved Projects. Open or selective tender process shall be used. However, for specialized works, occasion could demand for negotiated contracts. All contractors who intend to work for the University must have registered with the University appropriately. Tender notices shall be published on notice boards, local and national newspapers or in the Federal Tenders journal as required by Due process Procedure giving sufficient time for contractors to respond and complete the formalities for tendering. Tender fees are charged at fixed rate according to the value of the contract. Qualified tenderers shall be

invited for negotiations which shall be conducted by the Petty Contracts Sub-Committee if the value of the contract is below one million Naira or the Tenders Board, If the value of the contract is above one million Naira. Letters of awards shall be issued to the successful bidders stating clearly the conditions for the awards.

(d) **Projects Supervision**

Capital Projects shall be supervised by the Physical Planning and Development Unit while the Division of Works and Maintenance Services shall supervise rehabilitation projects. Monthly progress reports on the projects shall be submitted to the supervisory Committee for consideration.

(e) **Payment on Contracts**

(i) Advance payment, presently not exceeding 30% of Contract sum, except otherwise approved by the Council, may be made to contractors on the condition that the contractor produces a bank guarantee or insurance performance bond acceptable to the University.

(ii) Subsequent payments shall be made based on valuation of work done or for the goods supplied to date on any contract. Such valuation certificate shall be prepared by the consultants to the project and shall be approved by the Vice-Chancellor before being processed for payment. In case of contracts under the Education Trust Fund (ETF) intervention funds, or Capital Grants, such valuations shall be processed to the appropriate funding agency before funds are released in accordance with the Due Process Procedure.

(iii) Provisions shall be made for retention of fixed percentages of contract sum, which are held against defaults in the projects for a fixed period of not less than six months from the date of practical completion of the project. The retention fee, which forms final payment on contracts shall be released on application at the expiration of the retention period subject to the verification of the consultant that the contract had been satisfactorily completed.

All correspondences on contract related matters shall be addressed to the Registrar.

5.

**STUDENT AFFAIRS**

A. **Graduate Awards**

(i) Graduate students who seek graduate studentship shall obtain the necessary forms from the Dean, Division of Student Affairs and submit the completed forms through their Heads of Departments to the Dean. The Dean shall present



completed forms to the Scholarship Committee for consideration and awards. The Chairman of the Scholarship Committee may executively approve on behalf of the Committee that an award be granted.

- (ii) At the end of each year, the Heads of Departments shall recommend to the Scholarship Committee which awards should be renewed.

**B. Students' Admission to Halls of Residence**

1. Admission to a course of study in the University shall not carry with it automatic eligibility to admission to a Hall of Residence.
2. Admission to a Hall of Residence shall be by application to the Warden of the Hall. Relevant application forms shall be obtained from the Office of the Warden of respective Halls for Completion.
3. Accommodation shall be provided for Postgraduate students in the Postgraduate Hall of Residence and for undergraduates in the other Halls of Residence.
4. Students who are unsuccessful in obtaining accommodation in a University Hall of Residence shall make their own arrangements for lodgings.
5. Students are prohibited from cooking in the Halls of Residence except in the kitchenette where available. Students wishing to do their own cooking are advised to find alternative accommodation.
6. No laundry fee is collected by the University. Students shall make their own arrangements for the laundry of their personal clothing.
7. Completed applications for admission to Halls of Residence must be returned to the Wardens of Halls at the end of the session (for returning Undergraduates and Postgraduates). All those admitted to Halls of Residence shall be duly notified and must pay the prescribed accommodation fee before admission into the Halls for the new session.
8. All accommodation fees shall be made payable to the Bursar, Obafemi Awolowo University, Ile-Ife.
9. Order of priority regarding offer of accommodation to undergraduate students shall be as follows:
  - (a) Freshmen
  - (b) Final year students (decided by matriculation year)
  - (c) Student Union Leaders
  - (d) Sportsmen and women recommended by the Chairman, Sports Council
  - (e) Students suffering from physical deformities, - such students must be Certified by the Director of Health Services
  - (f) Foreign students

- (g) Medical (Clinical) students and
- (h) Other categories of students

### C. **Accommodation Fees**

The current rates for accommodation are as follows:

- (i) Undergraduate fee (flat rate) - ~~₦~~90.00 per session
- (j) Postgraduate (a) single room - ~~₦~~1000.00 per session  
(b) shared room – ~~₦~~750.00 per session
- (iii) Miscellaneous fee of N2,500.00 shall be charged per student per session for utilities and maintenance in the Halls. Charges are subject to change from time to time on the approval of Council.

### D. **Student Clubs and Societies**

#### 1. Conditions/Procedures for Registration

The University shall at the beginning of each session, recognize any student clubs and societies that fulfill the following conditions:

- (i) The membership of any student club or society shall be open to all students irrespective of sex, race or state of origin.
- (ii) Production, at the beginning of each session, its constitution including the objectives of the society and the names of members of its executive;
- (iii) Must nominate as advisers, two senior members of staff of the University who must separately indicate their acceptance and willingness to serve in writing;
- (iv) Must submit a copy of an audited financial report provided by the club itself for the previous session, if seeking renewal of registration;
- (v) Produce in duplicate, one audited account of their transactions at the end of the session;
- (vi) Register or renew their application for recognition within 3 months from the commencement of each session.

#### 2. **Students are required to note the following:**

- (a) Application for recognition of societies and clubs shall be made through the Vice-President of the Students' Union to the Dean of Students' Affairs who is the approving authority on behalf of the Vice-Chancellor;
- (b) The executive of each club or society seeking registration for the first time shall be invited for an interview by the Dean of Students' Affairs prior to registration;
- (c) The registration of clubs and societies shall attract no fee payment;

- (d) The Vice-Chancellor has the prerogative to suspend, dissolve, or prescribe any student society or club whose activities are not consistent with the aims and objectives of the University;
- (e) All student activities involving guest-speakers from outside the University and conventions involving participants from outside the University shall first be brought to the notice of the Dean of Students' Affairs in writing, at least, four weeks before the commencement of such activities or conventions;
- (f) Where a Head of Government, a Governor, a Civil Commissioner, a Head of Diplomatic Corps, or any other personality from outside the University, is invited, approval of the Vice-Chancellor must be obtained through the Dean of Students' Affairs at least four weeks before the arrival of the guest;
- (g) Any sponsor of activities that will necessarily bring guests to the University shall be responsible for the accommodation and other expenses of such guests.

However, where in the opinion of the University authorities such guests should be hosted by the University, necessary arrangements shall be made accordingly.

### **3. Use of University Facilities by Students' Clubs and Societies**

- (a) Only approved students societies shall be allowed to make use of the University premises for fee-paying events. Such societies must apply to the Dean of Students' Affairs stating the fees to be charged.  
Where any society/club believes that its application is being unreasonably delayed by the Students' Union Executive Committee, it shall apply directly to the Dean, Students' Affairs.
- (b) Approved student societies which are permitted to use premises for fee-paying events, shall be charged for using the facilities provided by the University, e.g. Oduduwa Hall, Humanities Auditoria, etc. The amount of fees payable shall be prescribed by the appropriate Committee of the University from time to time.

### **E. Obafemi Awolowo University Press Council**

- (1) The Editorial Board of Student Journals shall apply, through the Students' Union Executive, to the Press Council for formal registration at the beginning of the session.
- (2) Each prospective journal shall submit to the Secretary, Press Council along with its Constitution, the list of officers and letters of consent from two staff advisers.
- (3) Each prospective journal shall provide a list of at least 20 paid-up members.
- (4) The Editor of every campus journal shall deposit two copies of the published magazine with the Secretary to the Press Council within 24 hours of such publication.

- (5) All Campus journalists shall check their facts before writing. They must be mindful of their language and style of presentation.
- (6) All Campus journalists must refrain from defamatory, indecent, malicious and ill-motivated “bugging”. The aim of “bugging” must always be to reform rather than to injure or destroy characters and persons.
- (7) Journalists shall not advertise or highlight the physical deformities of any person or persons.
- (8) All Campus journalists must respect the fundamental rights of individuals and shall therefore avoid unwarranted incursion into the private affairs of individuals.
- (9) All prospective journals shall register or renew their registration within 30 days of commencement of lectures during the first semester. Application for registration of any other journal with similar or identical aims/objectives with any other journal may not be permitted to merge with pre-existing ones. All campus journals shall carry the names of the members of the editorial Boards as well as the addresses of their editors.

All students are required to note that the University Press Council is empowered to discipline any erring student journal along with its editor or the author of an erring article. Any student that is aggrieved by any student’s journal’s publication shall have the right to petition to the Press Council through the Secretary of the Press Council.

#### F. **Scholarships and Financial Aids**

Scholarships and other financial aids are available to students of the University from the following sources:

##### I. FOR UNDERGRADUATE COURSES

#### 1. **Obafemi Awolowo University Scholarship**

#### 2. **Federal Government Scholarships**

##### (a) **National Award**

There are 100 awards, which are distributed proportionately among the Faculties. Deans of Faculties shall make recommendations for the awards based on seasonal examinations results for Part 1 students.

##### (b) **Federal Government Scholarships**

- i) The Federal Government awards a number of scholarships to students of this University every session based on good academic performance.

- ii) At the end of each session. Faculty Secretaries shall be required to forward names of students with 3.0 Cumulative Grade Point Average and above from the various Departments in their Faculties to the Registrar's Office.

These names shall be collated and forwarded to the Federal Scholarship Board, Abuja.

The Board shall then send the required number of application forms which, in turn, shall be forwarded to the Faculty Secretaries for distribution to the students.

In the case of Postgraduate students, a minimum of B+ (60) shall be required to qualify them for consideration. The Scholarship Board shall then fix a date for the written and oral examinations. This usually takes place on a Saturday at Osogbo. The schedule officer and another officer from the Registrar's office shall be in attendance.

After the examination, a list of the successful applicants with their cheques shall be forwarded to the University for payment. The Bursar shall fix a date for the collection of these cheques while the Senior Assistant Registrar, Registrar's Office shall inform the Federal Government Representative of the fixed date, as he is required to be in attendance.

3. **Ekiti/Lagos/Ogun/Ondo/Osun/Oyo State Government Awards:**

(a) **Bursary Award:**

Ekiti, Lagos, Ogun, Ondo, Osun, Oyo State Governments award Bursaries to all students of their states of origin pursuing full-time undergraduate and non-graduate courses in all Nigerian universities. Each eligible student is entitled to a fixed sum of money (which varies from state to state) per session. Students of Ogun/Ondo/Oyo States of origin on scholarships shall not benefit from the award.

(b) **Merit Award:**

The Ekiti/Lagos/Ogun/Ondo/Osun/Oyo State Governments award a limited number of scholarships to outstanding students in areas of Discipline indicated by each Government for the session. Recommendations for the awards shall be made by the respective Head of Department.

4. **Edo State Government Awards**

(a) **Automatic Bursary Award**

Students of Edo State Origin are required to apply for the State's automatic Bursary Award. Students who are presently enjoying any Government scholarship or financial assistance from any organisation, for example, companies, local authorities, foreign grants and other public Institutions and those on in-service training, are not eligible. Each application form shall be accompanied with a recent passport size photograph of the applicant, copies of the University Admission letter, educational qualifications and certificates, as well as an affidavit confirming the local government of origin, sworn to by the parent/guardian of the applicant.

(b) **Edo State Scholarship**

Only students in the first year of the degree course shall be eligible for the Edo State Scholarship Awards. Completed application forms for the award shall be accompanied with a recent Passport size photograph of applicant. A copy of birth certificate or sworn declaration of age and evidence of admission to a University shall also be required.

5. **Other States' Government Awards**

- (i) Adamawa State Scholarships
- (ii) Akwa Ibom State Scholarships
- (iii) Anambra State Scholarships
- (iv) Bauchi State Scholarships
- (v) Bayelsa State Scholarships
- (vi) Benue State Scholarships
- (vii) Borno State Scholarships
- (viii) Cross Rivers State Scholarships
- (ix) Delta State Scholarships
- (x) Ebonyi State Scholarships
- (xi) Enugu State Scholarships
- (xii) Gombe State Scholarships
- (xiii) Imo State Scholarships
- (xiv) Jigawa State Scholarships
- (xv) Kaduna State Scholarships
- (xvi) Kano State Scholarships
- (xvii) Katsina State Scholarships
- (xviii) Kebbi State Scholarships
- (xix) Kogi State Scholarships
- (xx) Kwara State Scholarships

- (xxi) Nasarawa State Scholarships
- (xxii) Niger State Scholarships
- (xxiii) Plateau State Scholarships
- (xxiv) Rivers State Scholarships
- (xxv) Sokoto State Scholarships
- (xxvi) Taraba State Scholarships
- (xxvii) Yobe State Scholarships
- (xxviii) Zamfara State Scholarships

These States' Scholarship awards are usually advertised in the Nigerian news papers and also on the University Notice Boards.

## 6. **Other Awards**

- (a) Shell Petroleum/NNPC Scholarship Awards

The Shell Petroleum/NNPC Scholarship Awards scholarships to first year students only in the Departments of Geology, Computer Science and Engineering and Faculty of Agriculture on the recommendation of their Heads of Departments and Dean respectively.

- (b) Chevron/NNPC Scholarship Awards available for a number of Part 1 students in all disciplines.

- (c) Agip/NNPC Scholarship Awards available for a number of Part I students in all disciplines.

- (d) Ocean/Energy/NNPC Scholarship Awards available for a number of Part I students in all disciplines.

- (e) Mobil Oil Nigeria Scholarships

Mobil Oil awards scholarships to students pursuing courses in Engineering, Mathematical and Physical Sciences, Social Sciences, and Administration. The Scholarship is based purely on academic performance of last sessional examinations results.

- (f) Texaco oil Company Scholarships

Texaco oil Company offers annually a number of scholarships to Engineering and Geology undergraduate students who have completed the first year of their degree courses. The award shall be based on the recommendation from the Head of Department.

## II. **FOR POSTGRADUATE COURSES**

Postgraduate students may benefit from any of the following awards:

(a) **Obafemi Awolowo University Graduate Studentship:**

Only post-graduate students who have registered for their courses shall apply for the award. The Scholarship shall be tenable for one year in the first instance but may be extended to another year depending on the performance of the student in the University Examinations and the recommendations of the Head of Department. Recipients of the award shall not take unemployment outside the graduate work without the permission of the Scholarship Committee.

A post-graduate student who is required to teach courses or give demonstration in a Department shall be paid at the usual University rate in addition to his Scholarship allowance.

(b) **Obafemi Awolowo University Staff 'Training Scheme**

(c) The Federal Government

(d) The State Governments

(e) The Association of Commonwealth Universities

(f) Postgraduate Fellowships

(g) Doctoral Research Grants

(h) Inducement Allowance to all academic members of staff undergoing Postgraduate Training

**STUDENTS' LOANS SCHEME**

G. **PROCEDURE FOR AIRING STUDENTS GRIEVANCES AND SEEKING SOLUTIONS TO THEM`**

(a) **Individual Students**

Grievances shall be reported in writing to the Hall Warden in Hall matters and the Head of Department in matters relating to academic programmes and activities. Where the Hall Warden or Head of Department feels that the matter should go further, the grievance shall be forwarded with comments to the Hall Master/Mistress or the Dean of Faculty (in academic matters) or the Dean, Student Affairs for further action.



The Hall Master/Mistress shall forward details of the grievance to the Dean, Student Affairs who, in consultation with the Registrar, shall handle the matter.

(b) **Students' Union Executive**

Grievances and requests shall be submitted to the Dean, Student Affairs who, in consultation with the Registrar (as may be necessary), shall take appropriate action.

(c) **Circulation of Requests/grievances**

Written requests or grievances from Students' Union Executive, clubs or individual students addressed to the Dean, Student Affairs, Warden, Hall Master/Mistress, Registrar or an appeal to the Vice-Chancellor shall not, at the same time, be circulated on notice boards or otherwise be made available for general circulation. Where this regulation is defied such requests/grievances shall be ignored.

(d) **Conduct during student general protests**

- (i) At least two (2) days notice shall be given to the University authorities if protests involve boycott of classes;
- (ii) barricades or bonfire which infringe free movement of people shall not be made anywhere on the campus;
- (iii) persons shall not be forced, assaulted, coerced, manhandled or terrorized to join students' protests against their will nor should they be prevented from carrying out their lawful duties;
- (iv) protests shall not be carried out in the staff residential quarters, or in areas where essential services such as fire, water, electrical, or any other strategic property are located.

Any student who violates the above shall automatically lose his/her studentship.

(H) **Change of Name**

The University does not permit Change of Name, except change in marital status in the case of female students only.

(I) **Procedure for Change of Name**

- (a) A student shall change her name by making necessary publication in the Press after which she shall swear to an affidavit on the appropriate form obtainable from the Division of student Affairs.

- (b) The affected student shall provide all the necessary documents relating to the marriage.
- (c) The student shall thereafter report to the Dean of Student Affairs with the above mentioned documents and her educational certificates from the elementary schools, to secondary schools for a short interview. She shall be required to complete a computer form for the processing of change of names.
- (d) A student shall be permitted to change her name in the manner prescribed above only after registration i.e after she should have completed a session in the University.
- (e) Frivolity in the change of name shall not be permitted and the University shall recognize a change of name only once after registration.

(J) **Courtesy and civility in dealing with University staff:**

Students shall be expected to show courtesy and consideration in their dealing with all University employees and especially Hall Security Officers with whom they will come in contact frequently.

Change of information in bio-data forms with regard to date of birth for members of staff shall not be accepted.

(5) **ACADEMIC AFFAIRS**

- (a) Papers connected with examinations and admissions shall be treated with dispatch as dictated by the relevant time-tables.
- (b) Notification of examination results shall be made within 24 hours of approval by the Appropriate authority.

## ADMISSION DIVISION

### (a) Undergraduate and Sub-degree

#### I. Undergraduate

- i) Academic Office, in liaison with the Committee of Deans shall prepare admission quota for approval of the Senate.
- ii) Prima Facie Qualified (PFQ) forms for direct admissions shall be forwarded by the academic Office to Deans of Faculties. Each Dean shall prepare a list of selected candidates in order of Merit. Two copies of the list shall be prepared- one for the Dean's Offices and the other for the Academic Office.
- iii) University Matriculation Examination (UME) computerized results shall be submitted to the Deans of Faculties by the Academic Office after receipt of same from the Registrar of the Joint Admissions and Matriculation Board (JAMB). The Deans shall select the candidates to Be admitted based upon the approved admission quota for the session.

Recommendations for admission shall be ratified by the JAMB.

#### II. Sub-Degree Programme

PFQ forms for Diploma in Local Government Studies shall be forwarded to the Head, Department of Local Government Studies by the Academic Office for selection of candidates in order of merit, based upon the approved quota.

#### III. Offer of Admission

The Academic Office shall write letters of admission to recommended candidates indicated below:

- (a) Second Year (Direct Entry) students transferring from other Universities
- (b) Sub-degree students  
The Joint Admissions and Matriculation Board shall forward letters of admission to other first year and Direct Entry candidates recommended for admission.

#### IV. Matriculation of Freshmen

The Academic Office in liaison with the Vice-Chancellor and the Deans of Faculties shall make arrangements for the matriculation of freshmen.

#### V. Registration for Courses

##### Freshmen

- i) The Admissions Division shall issue registration forms (form A. Biodata Form B) to freshmen who have been duly certified as possessing the required qualifications after which they shall report in their Faculties for registration.
- ii) The Examinations and Records Division shall issue forms for registration of courses (ISR04, MIS-2).
- iii) The Faculty Secretaries shall make available to the freshmen, Faculty Regulations containing list of courses and/or combination of courses available for the session.

## EXAMINATIONS DIVISION

### 1. Time – Table

Lecture Time – Tables shall be prepared twice a session for the Harmattan and Rain Semesters. Similarly Examination Time-Tables shall be prepared for Harmattan and Rain Semesters examinations.

#### (a) Lecture Time-Table

- (i) In July and November, members of the Time-Table Committee shall obtain from Heads of Departments, a list of courses to be taught during the Harmattan and Rain Semesters respectively. The approximate number of students for each course shall be indicated along with the courses.
- (ii) Faculty representatives on the Committee shall submit to the Examination Division lists of available rooms for lectures and tutorials in the academic buildings.
- (iii) The Examination Division shall prepare the draft lecture time-table which shall be circulated to Heads of Departments for comments on omissions and clashes of courses.
- (iv) Heads of Departments shall notify the Examinations Division of such complaints for rectification.
- (v) The Examinations Division shall display copies of the final Time-Table on notice boards to guide students when registering for courses.

#### (b) Examination Time-Table

- (i) From the list of the courses used in the preparation of the Lecture Time-Table, the Examinations Division shall prepare a draft Examination Time-Table which shall be circulated to Heads of Departments for their comments and/or amendments.

- (ii) During registration for courses, the Examinations Division shall display on the notice boards copies of the draft Examination Time-Table to guide students and to avoid clashes and conflicts.
- (iii) Both Lecture and Examination Time-Tables shall be displayed on notice boards at the beginning of each semester.

## 2. **Conduct of University Examinations**

- i) The Examinations and Records Division shall make arrangements for the supply of examination materials and ensure that photocopying machines are in order, such arrangements shall be initiated 4 weeks to the commencement of the examination.
- ii) After Senate's approval of examination results, the Examinations and Records Division shall issue results to individual students and their sponsors.

## 3. **Appointment of Examiners**

- i) At the beginning of the Session, the Faculty Boards shall recommend lists of University examiners and external examiners for approval of Senate in respect of undergraduate courses.
- ii) For Postgraduate courses, the Heads of Departments shall recommend, through the Board of Postgraduate Studies, the list of examiners and titles of thesis for the approval of Senate.
- iii) The Examinations and Records Division shall formally invite external examiners who have been approved by Senate.

## 4. **Processing of Testimonials and Certificates**

- i) Following Senate's approval of Rain Semester examination results of final year students, the Examination and Records Division shall arrange for the issuance of testimonials and certificates to successful students.
- ii) Two months to the convocation, the Examinations and Records Division in collaboration with the Ceremonials Committee, shall prepare the Convocation list and the list of Prizes and Awards.
- iii) A graduate of the University shall be eligible to collect his certificate after producing the following:
  - (i) The University identity card
  - (ii) One passport photograph
  - (iii) Clearance for returning academic gown (to be obtained from the Faculty)
  - (iv) Clearance for returning of Library books (to be obtained from the Library)

- (v) Receipt for payment of Alumni Registration Fee
- (vi) Original copy of "To whom it may concern" "earlier issued to the student as a temporary measure"

5. **Procedure for Issuance of Transcript**

The Examinations and Records Division shall issue Transcripts of Academic Records within 48 hours of the receipt of relevant applications.

1. Academic Transcripts shall be sent to institutions on request and not forwarded to individuals.
2. Applicants who are applying for the first time shall receive a marked copy of Transcripts sent on their behalf.
3. The current fee is N550.00 per copy for requests within Nigeria and N600 per copy for requests from outside Nigeria. Additional copy per address for subsequent requests shall attract a fee of N300.00 for request within Nigeria and N350 for request from outside Nigeria. Transcripts issued before 2002 shall be regarded as obsolete.
4. Bank Drafts shall be addressed to the Principal Assistant Registrar, Examinations and Records, Obafemi Awolowo University, Ile-Ife, Nigeria.
5. Only drafts from the following Banks shall be acceptable:  
Skye Bank, First Bank, Union Bank, Afri Bank, Wema Bank and O.A.U. Community Bank, Oduduwa Hall, Ile-Ife.

6. **Students Records and Statistics**

(a) **Freshmen**

As provided on page 40.

(b) **Returning Undergraduates**

- (i) The Examinations and Records Division shall issue registration forms to the Faculty Secretaries, for distribution to returning
- (ii) The returning undergraduates shall collect four copies of the Registration forms and register for courses in the various Departments.
- (iii) The returning undergraduates shall submit all completed forms to their respective Heads of Departments for final approval before registering for courses.
- (iv) The registration forms shall form part of the students' records and shall be used for the manual computation of students' statistics.

- (v) Copies of results of students shall be kept in the students' personal files.

**7. Research Grants**

- (i) Academic Staff shall collect applications for research grants from the Secretary, University Research Committee (URC) and submit completed forms through their Heads of Department to the Faculty Research Committee for consideration.
- (ii) The Head of Department shall write his comments in full in the appropriate column of the application forms.
- (iii) The Faculty Research Committee shall invite the researcher to present the proposal. The Committee shall screen the proposal and if found suitable for funding, shall forward 25 copies of the proposal with full comments, to the Deputy Registrar (Senate) for the consideration of the University Research Committee.
- (iv) The Principal researcher (where there are many members of the research team) shall be invited together with the Chairman of the Faculty Research Committee, for a presentation of the proposal to the University Research Committee.
- (v) The University Research Committee shall screen the proposal in relation to:
  - (a) adequacy of the objectives
  - (b) adequacy of the research methodology proposed
  - (c) suitability of the research personnel. Where there are other experts that can assist in achieving the objectives, they shall be identified and the researcher informed to collaborate with them accordingly.
  - (d) the phasing plan of the execution of the project.
  - (e) the grant to be awarded in the first year of the project.
- (vi) The researcher may, at this stage, be required to rewrite the proposal and resubmit to the Chairman for verification in the amendments are minor or refer to the Faculty Research Committee, where the amendments are fundamental or structural. It shall be re-presented to the University Research Committee in the latter case for reconsideration as amended.
- (vii) The details of the approved grant (for the first year of the project) shall be communicated to the Bursar when the researcher has completed the Research Grant Agreement Forms obtainable from the office of the Deputy Registrar (Senate).

- (viii) Each researcher shall affix two red-seals to each of the three Sets of the Research Grant Agreement Forms. While he shall sign over one of the seals, he shall leave the other intact for the signature of the Secretary to the Committee.
- (ix) When the three copies of the forms have been processed, a copy shall be returned to the researcher for his records and a copy sent to the Bursar for the purpose of funding of the research.
- (x) Each researcher shall submit bi-annual progress reports on the state of research project in November and May of each year. Non-submission of the report, as and when due, shall constitute a good ground for the suspension of further funding of the project.
- (x) At the end of the year, a full progress report shall be made. A request for further funds (if applicable) may be made. Phase II or III of a research project shall not be considered without the progress report of the earlier phase(s).
- (xi) The University Research Committee shall encourage staff to engage in Inter-Faculty, multi-disciplinary joint research projects. The procedure for the funding of such projects shall be similar to individual research projects highlighted in the preceeding paragraphs.
- (xii) Where a research project is considered fundamental enough to warrant external funding, the University Research Committee shall inform the applicant and the project shall be forwarded for external funding through the National Universities Commission.

**8. Procedure to obtain Financial Support to Attend Learned Conferences and Seminars**

- (i) Academic Staff shall collect application forms for financial support from the office of the Deputy Registrar (Senate).
- (ii) The completed application forms shall be accompanied with the following:
  - (a) conference announcement/brochure which shall contain the specific date of the conference;
  - (b) letter of invitation addressed to the applicant from the conference source;
  - (c) an abstract or copy of the paper to be delivered at the conference or other evidence of participation such as invitation to be chairman or rapporteur of a particular session;
  - (d) letter of final acceptance of the paper to be presented and evidence showing that the paper has been listed on the conference agenda.



- (iii) Ten copies of the completed application forms shall be endorsed by the Head of Department of the applicant. Where the applicant is a Head of Department, the comment of the Dean regarding who shall oversee the Department in the absence of the Head of Department shall be required.
- (iv) The completed application form shall be submitted to the Director of Academic Affairs at least one month before the commencement of the conference.
- (v) The Director of Academic Affairs shall communicate the decision of the Committee to the applicant and where a request is approved, a copy of the communication shall be forwarded to the Bursar to effect payment.
- (vi) Every sponsored participant shall submit ten copies of the report of the conference on his/her return.

## 9. Procedure for Curriculum Development

### Undergraduate and Postgraduate Programmes

- (i) The Departments shall submit revised or new programmes to the Faculty Board of Studies.
- (ii) The Board of Studies shall consider the proposals and make recommendations to the Faculty Board.
- (iii) In the case of revised undergraduate programmes, the recommendations shall be processed to Senate through the Committee of Deans.
- (iv) In the case of new undergraduate programmes, the recommendations shall be processed, through the Development Committee and the Committee of Deans, to Senate.
- (v) In the case of postgraduate programmes, the recommendations of the Faculty Board shall be remitted to Senate through the Board of the Postgraduate College.
- (vi) The Director of Academic Affairs shall notify the Publications Unit of the approved programmes for inclusion in the Faculty or the University Handbook.

## 10. The Postgraduate College

### a. Appointment of External Examiners

- (i) Following the approval of Thesis Title and External Examiners by the Board, the Secretary of the Postgraduate College shall communicate the approval to the Examiners on behalf of Senate.

- (ii) The Department shall notify the Postgraduate College of the date of arrival and departure of External Examiners through the submission of Form D (Notification of Oral Examination).
- (iii) Accommodation arrangements for Examiners shall be made by the Secretary, Postgraduate College.
- (iv) Payment of Examiners, either by cheque or cash, shall be handled or effected by the Secretary of the Postgraduate College.
- (v) Payment shall be made for:
  - (a) travel to and from the External Examiner's place of work.
  - (b) Accommodation of External Examiners
  - (c) Feeding of the External Examiners

b. **Postgraduate Academic Transcripts**

- (i) Applications made to the Registrar for issuance of academic transcripts shall be forwarded to the Postgraduate College for appropriate necessary action.
- (ii) Transcripts in respect of Postgraduate students shall be issued by the Secretary, of the College.
- (iii) Prescribed fees shall be paid by Bankdraft, addressed to the Secretary, Postgraduate College.

c. **Advertisement**

The Postgraduate College shall prepare advertisements in respect of admissions into the University and shall forward same to the Deputy Registrar and Head, Corporate Services, for publication in the print media. Copies of the advertisement shall be sent to the Dean, Students Affairs and Directors, Academic Affairs, for their information only.

d. **Printing and Selling of Postgraduate Forms**

The printing and selling of Postgraduate Forms shall be handled by the Postgraduate college.

6

**PERSONNEL AFFAIRS**

**A. Academic Staff Establishments**

1. **(i) Appointments**

(a) Academic Staff

(i) Appointments of Lecturers Grade I, shall be processed as follows:

(a) The Departments shall submit draft advertisements for appointments to the Director of Personnel Affairs who shall collate all draft advertisements for the approval of the Registrar. Approved advertisements shall be submitted, thereafter, to the Head, Division of Corporate Services who, in turn, shall send it to the Public Relations Officer for publication in the print media.

(b) Draft advertisements shall be vetted and approved within 48 hours of submission by the Department and ready for onward transmission to the Head, Division of Corporate Services for press insertion.

(c) After the closing date, the Director of Personnel Affairs shall send the application files to the Faculty Secretaries concerned. The Faculty Secretaries shall write to the applicants acknowledging receipt of the applications.

(d) The Faculty Secretaries shall request that the Heads of Departments concerned should prepare a shortlist of candidates to be interviewed. The Faculty Secretary shall call for the referees' reports on the shortlisted candidates.

(e) The Faculty Secretaries shall make arrangements for the interview. The Faculty Selection Panel shall interview candidates and its report shall be forwarded through the Director of Personnel Affairs to the Appointments and Promotions Committee for noting. The Faculty Secretaries shall issue letters of appointment to successful candidates.

(ii) The Director of Personnel Affairs shall process papers of candidates for appointment to the post of Senior Lecturer, Reader and Professor following the due process.

- (b) Library Staff
  - (i) Appointments of staff up to the grade of Senior Librarian will be processed by the Library Selection Panel. The interview reports and recommendations shall be forwarded to the Director of Personnel Affairs for necessary action.
  - (ii) The Director of Personnel Affairs shall process papers of candidates for appointment to the post of Senior Lecturer, Reader and Professor.

(c) **Appointment of Professors from other Universities**

Where a Professor applies to Obafemi Awolowo University, Ile-Ife from a recognized Institution of higher learning, provided that he is applying for a discipline that he is professing in his home University, the usual process employed for professorial appointment shall not be adhered to. In such a case, the Faculty Review Panel shall make suitable recommendation to the Appointments and Promotions Committee directly. The Appointments and Promotions Committee, shall, however, reserve the right to direct that part or all the usual processes be carried out in any particular case.

(d) **Letters of Appointment**

In all cases, letters of appointment shall be issued within one week from the date of approval by the appropriate Committee. Letters of temporary appointment shall be issued within 48 hours of approval by the appropriate authority.

2. **Staff Review and Promotions of Academic Staff**

Annually every member of staff including those on study leave, if they are on tenure, shall be reviewed and reported upon for a complete record of the Appointments and Promotions Committee. The report of each Review Panel shall be sent to the Director, Personnel Affairs for appropriate necessary action. Recommendations for the consideration of the Appointments and Promotions Committee i.e. Promotions to Senior Lecturer and above, shall include confirmation of appointment, extension of contract appointment, commendation, determination of appointments, adverse reports etc.

(a) **Procedure for Review and Promotion**

- i) By the beginning of March, the Registrar shall request Heads of Departments to forward to the Faculty Review Panels the curriculum vitae and recommendations concerning the annual review of each member of staff in their respective Department.

These shall include recommendations for promotions, confirmation of appointment, commendation and adverse reports.

- ii) The Faculty Review Panel shall consider the proposals from all Heads of Departments within the Faculty and forward recommendations for promotion/commendation/ warning, in respect of any staff, to the Deputy Registrar, Academic Staff Establishment for the consideration of the Appointments and Promotions Committee. Appropriate letters in respect of Lecturer Grade I and below shall be issued by the Faculty Secretaries.
- iii) Any member of staff who has not been promoted and who wants to put himself up, may forward his petition to the Registrar who shall cause the petition to be processed for consideration by the Faculty Review Panel. The Faculty Review Panel's recommendations on the matter shall be forwarded to the Appointments and Promotions Committee.

Recommendations in respect of the annual review of the Senior Staff in the Library shall be considered by the Library Review Panel and the shall be forwarded to the Director of Personnel Affairs, for the consideration of the Appointments and Promotions Committee.

- 3. Failed Cases for Promotion after being Approved as Prima Facie Qualified (PFO)
  - (i) When a case for promotion to Reader/Professor has failed, the Appointments and Promotions Committee shall not entertain any recommendation for another PFQ case until after a minimum period of two years from the date when the failed PFQ Case would have taken effect if the promotion had succeeded. However, exceptional Cases may be presented in less than two years.
  - (ii) When a PFQ case is still being processed, there shall be at least two years from the effective date of the current qualified case before recommendations for a fresh qualified case can be entertained.
  - (iii) The qualitative difference in the candidate's curriculum vitae between the first PFQ case and another shall be clearly stated by the Faculty to justify reconsideration in every case.
- 4. Consideration of Candidates who Responded to Advertisements and are Externally Assessed for Professorship or Readership.
  - (a) "That where there is a vacancy and no Prima Facie case for promotion for any Candidate has been made, the vacant post shall be advertised".

- (b) “That where there is a vacancy and a Prima Facie case for promotion is also being made for a candidate, the promotion case shall first be processed as in Section 1.00 of the regulations before considering the need to fill any vacancy.”
- (c) **Where** an external candidate and an internal candidate are shortlisted in respect of an established vacant position, if the internal candidate has been considered for promotion but failed to be promoted after considering the assessors’ reports and a vacancy still exists, only the external candidate shall be interviewed for appointment if the external assessors’ reports are favourable.
- (d) If an external candidate and an internal candidate were shortlisted in respect of an Established vacant position and the internal candidate who was later considered for promotion case get promoted, then a vacancy shall further exist. However, the University shall be committed to interview the external candidate since the University had declared the existence of a vacancy by virtue of the advertisement.

5. **Procedure for promotion to the rank of Reader or Professor**

- (i) When the Appointments and Promotions Committee agrees with the recommendation of a Faculty Review Panel that a Prima Facie case has been established for the promotion of a candidate to Readership or Professorship, the Committee shall seek advice of not less than three outside assessors on the publications of the candidate. The assessors shall be appointed by the Vice-Chancellor in consultation with the Head of Department and the Dean of the Faculty.
- (iii) Where a Prima Facie case for promotion has been made for a member of staff in the Department, there shall be no advertisement and no interview. The publications of the candidate shall be sent to external assessors. In consideration the candidate at the meeting of the committee, his external assessors’ reports, his service, teaching an administrative experience etc. shall be taken into account. Promotion shall then be made if the candidate has two favourable assessors’ reports and satisfies all other criteria.

B. **Administrative and Technical Staff**

1. **Appointments**

The Director of Personnel Affairs in consultation with the Registrar, shall prepare advertisements of vacant posts for senior administrative/technical staff and shall handle all procedure culminating in the appointments being made.

2. **Staff Review and Promotions**

- (i) Annually, by the end of February, the Registrar shall request that Directors (in the Central Administration), Heads of Service Units and Heads of Academic Departments who have administrative and technical staff working under them to forward to the appropriate Review Panel the curriculum vitae and recommendations for promotion/confirmation of appointment/commendation warning in respect of members of staff in their respective Department/Service Unit.
- (ii) The Registry Review Panel shall consider the recommendations from all Heads of Departments, Directors and Heads of Service Units and forward its recommendations, In the usual manner, to the Administrative Staff Committee for Consideration as appropriate.
- (iii) Any member of staff who has not been promoted and who wants to put himself up, shall forward his petition to the Registrar who shall cause the petition to be processed and presented to the Administrative Staff Committee for consideration.
- (iv) All letters of promotion shall be issued within one week from the date of ratification by the appropriate Committee.
- (v) Members of staff who have been issued letters of warning as disciplinary measures shall not be reviewed for promotion until favourable reports for two consecutive years have been received after the warning.

3. **Procedure for Processing Acting Appointments**

- (a) Criteria for granting acting appointments to staff
  - (i) To (temporarily) fill vacant posts of Directors, Heads of Service Units where some level of position of responsibility can be identified.
  - (ii) When it is necessary that a particular duty post be filled at a time when no officer of corresponding substantive rank is available for posting thereto.

(b) **Approving Authority**

The approving authority shall be the Vice-Chancellor who shall carry out this responsibility on behalf of the Administrative Staff Committee. All such appointments shall be reported to the Committee.

(c) **Conditions governing acting appointment**

- (i) All recommendations for acting appointments shall be made by the Head of Department/Service Units through the Registrar to the Vice-Chancellor.
- (ii) In making recommendations for acting appointments to higher posts of responsibility, the Head of Department shall consider the level of responsibility of such posts in relation to the existing staff within the establishment.
- (iii) Under no circumstances shall a staff on temporary appointment be made to act.
- (iv) When an officer has been appointed to act in any grade higher than his substantive post, he shall be entitled to an acting allowance of 20% or 25% of his basic salary.

**C. Junior Staff Establishment and Welfare Unit**

**1. Appointment**

- (a) Heads of Departments shall notify the Director, Personnel Affairs of vacancies.
- (b) The Director, Personnel Affairs shall prepare advertisements for appointments and submit to the Director, Corporate Services for Publication in the print media.
- (b) After the closing date, the Director, Personnel Affairs shall send all applications of candidates to Heads of Departments concerned for shortlisting.
- (d) Heads of Departments shall return application files with Shortlisted candidates to the Director, Personnel Affairs.
- (e) The Director, Personnel Affairs shall make arrangement for an interview.
- (f) The recommendations of the Selection Panel shall be forwarded to the Registrar who shall consider the recommendations before authorizing the Appointments to be made.

**2. Annual Review of Staff for Promotion**

- (i) Promotions shall be made by the Junior Staff Committee at an Annual review of such matters usually held each academic year.
- (ii) The Committee shall consider only recommendations put forward and supported by the Head of Department concerned or when there is no Head of Department, by the Dean



of the Faculty concerned. The recommendations shall be made on the standard form prescribed for the purpose.

- (iii) All applications or recommendations for promotions shall be submitted to the Registrar before the end of March of each academic year.
- (iv) Before a decision can be taken on a recommendation for promotion, a Head of Department shall be invited to defend his recommendation.
- (v) The Registrar shall announce the promotions immediately after the Committee has completed its review.
- (vi) Any employee who feels that he has been unfairly treated or adversely affected by a decision of the Junior Staff Committee in respect promotion may appeal to his Head of Department who shall forward the appeal with his detailed comments to the Registrar. The Registrar shall take every possible care to ensure that the representations are considered and/or examined in the light of all the available evidence.

### 3. Junior Staff (Labour) Problems

- (i) Group grievances arising from conditions of service shall in the first instance, be referred to the Union Executive. The Union Executive shall hold consultations with the Director of Personnel Affairs who, if he cannot resolve the grievances, will refer the matter to the Registrar.

Administrative matters on conditions of service may, however, be brought to the attention of the Director of personnel Affairs by individuals through their Heads of Department.

- (ii) All workers Unions' complaints shall receive an interim reply or shall be discussed at a meeting with the Union's executive within 48 hours.
- (iii) Disciplinary cases, no matter the intricacy, shall be disposed of within 3 months including the setting up of Disciplinary Tribunals and the consideration of their report.

### D. Procedure for Approval of Applications for Study Leave/Conference

#### (a) Direct Nomination by the University

When the University nominates any staff for any course/conference, it shall be sufficient for the Vice-Chancellor or the Registrar to approve the nomination and later report to the appropriate committee for covering approval and record purposes.

(b) Application initiated by the Unit or the Department where the Staff is serving at the end of each session the Staff Training and Development Unit shall issue a circular to all Departments requesting them to prepare comprehensive annual training proposals which shall reflect the training needs of the Departments in line with the University policy. The proposals, among other things, shall include type of courses, duration, place and estimated cost. The proposals submitted shall be thoroughly examined and edited by the Department/Unit and presented to the Registrar through the Director of Personnel Affairs for onward transmission to the Standing Committee on Staff Development, which shall consider and approve as appropriate. When the proposals have been approved, the Unit shall request all departments to send in nominations for the approved courses. The Unit shall operate on the basis of their approved proposals for the year.

(c) **Applications initiated by the Staff**

Applications received direct from staff for study leave/conference shall be forwarded to the appropriate University committee for consideration.

E. **Leave Matters**

(a) **Temporary Absence**

i) All Provosts/Deans/Directors shall obtain permission for temporary absence from the Vice-Chancellor. When the leave is approved the Vice-Chancellor's Secretariat shall convey approval to the Registrar.

ii) **Heads of Departments** shall obtain permission for temporary absence from their respective Deans. When the leave is approved for **Heads of Departments, the Dean** shall inform the Vice-Chancellor and the Registrar.

iii) For temporary absence not extending beyond five working days, other members of the academic/administrative staff shall obtain permission from their Heads of Departments. Where the absence is to extend beyond five working days, permission shall be obtained from the Dean of the Faculty through the Head of the Department. The **Director of Personnel Affairs** shall be informed of any leave approved by the Dean.

iv) Directors/Heads of Units in the Registry shall obtain permission for temporary absence from the Registrar. The Director, Personnel Affairs shall convey approval in the usual manner.

(b) **Study Leave / Leave of Absence (with or without pay) / Sabbatical Leave**

- (i) Academic staff shall forward applications with their up-to-date curriculum vitae and full comments and recommendations of the Head of Department to the Departmental Review Panel which shall make recommendation to the Faculty Review Panel. The Faculty Review Panel, in turn, shall consider and make appropriate recommendations to the Appointments and Promotions Committee.
- (ii) Administrative Staff shall forward applications with their up-to-date curriculum vitae and full comments and recommendation of the Head of Department to the Registry Review Panel which shall consider and may recommend to the Administrative Staff Committee for further consideration.

(c) **Annual Leave**

- (i) In April, the Director of Personnel Affairs shall request Heads of Departments to forward to the Registrar for his approval full applications submitted by senior staff members for annual leave.
- (ii) In submitting these applications, Heads of Departments shall indicate persons who will stand-in for them during their leave periods.
- (iii) The Director of Personnel Affairs shall communicate approval of leave to all members of the senior staff with a copy to the Bursar.
- (iv) Staff traveling abroad for any purpose whether official or private shall obtain the Vice-Chancellor's approval/permission in writing before proceeding to leave the University.
- (v) Letters of approval in respect of any form of leave shall be issued within 48 hours of approval by the appropriate authority and / or committee.

(d) **Maternity Leave**

A female member of staff who is due for maternity leave shall submit an application, accompanied by a Medical Certificate issued by the Director, Medical and Health services or any other approved Medical Officer (countersigned by the Director, Medical and Health Services in respect of the latter cases), to the Registrar. The Registrar shall approve if all papers are in order. Maternity leave with pay and annual leave cannot both be taken in the same academic year.

Where vacation leave is taken, maternity leave within the same academic year shall be without pay.

**(F) Overseas Medical Treatment for Staff of Nigerian Universities**

(a) **Entitlements**

Any member of staff or a member of his family shall be entitled to medical treatment overseas provided:

- (i) appropriate treatment is not available in the country;
- (ii) illness occurs while abroad on University approved trip such as attendance at conferences, study leave, training leave, sabbatical leave, etc.

(b) **Procedure for (a) above**

- (i) Recommendations shall be made by the appropriate specialist from a teaching or specialist hospital or by a Medical Board set up by the Vice-Chancellor in the cases of non-teaching/specialist hospitals.
- (ii) All recommendations shall be forwarded to the Vice-Chancellor through the Director of Medical and Health Services.
- (iii) In making recommendation for an overseas treatment there shall be evidence that suitable arrangements have been made with appropriate 'external' (overseas institutions for the care of the patient).

(c) **Approved Expenses**

The University shall be obliged to pay for the following expenses on staff referred for overseas treatment:

- (i) Transportation of patient to and from the country where treatment is rendered.
- (ii) Transportation of medical personnel/escort where indicated by the patient's condition and so recommended by the specialist/medical board.
- (iii) Either
  - (a) Hospital bills including all forms of prescribed treatment, investigations, accommodation and meals for in-patient.
  - Or
  - (b) Cost of prescribed out-patient treatment, drugs and investigations including "per-diem allowance" to take care of hotel accommodation, feeding, transportation and other incidental expenses.

(d) **Insurance**

All University staff going abroad on approved trips (other than Conference trips) shall be obliged to take insurance policy where such policy exists and the University shall reimburse such staff the cost of premium paid.

(e) Treatment during “home leave”

To qualify for University reimbursement during “home leave” on vacation or in between contract, expatriate staff shall submit before assumption/ resumption of duty, a record of “prior medical condition” in addition to the usual medical certificate of fitness. Based on available information from the past medical record, each application for treatment during vacation shall be treated on its own merit with a view to ensuring that the interest of both the University and the staff are adequately protected.

**G. Planning and Budgetary Matters**

- (a) Planning and budgeting data shall be collected regularly to ensure availability within 48 hours of need.
- (b) Collation of budget proposals of the various Departments shall be completed according to the annual time schedule.

**1. Recurrent Budget Proposals**

- (i) Between October and November, the Planning, Budgeting, Monitoring/Management Information System Unit, in consultation with the Bursary, shall request all Departments/ units to draw up their respective budget proposals for the Bottom-up Budget exercise using forms A-E
- (ii) The Bursary shall work on Form D providing the costs of salaries of the proposed staff.
- (iii) The Planning, Budgeting, Monitoring/Management Information System Unit shall collate the proposals in the standard format for presentation to the Development Committee.
- (iv) Concurrently the Recurrent Budget Estimates based on the National Universities Commission’s (NUC) parameters shall be prepared by the Bursary and the Planning, Budgeting, Monitoring/Management Information System Unit.
- (v) Both the Bottom-up Budget and the proposed Recurrent Budget Estimates shall be considered at a meeting of the Vice-Chancellor with the Bursar, Chairman, Finance Sub-Committee and the Director,

Planning, Budgeting, Monitoring/Management Information System Unit prior to their consideration by the Finance Sub-Committee, Development Committee, Senate and Council.

- (vi) The approved Recurrent Budget Estimates shall be presented to the National Universities Commission (NUC).

## **2. Action Budget**

- (i) The approved vote from NUC is released monthly to the University and the Action Budget thereof is considered by the relevant Committees as contained in 1(v) above.
- (ii) The Supplies and Expense vote and the Equipment vote shall be disbursed to the various units using the approved formulae.

## **3. Planning**

Between October and January, the following processes shall be carried out by Planning, Budgeting, Monitoring/Management Information System Unit for planning purposes:

- (i) Information on course and section analysis shall be requested from the Departments for the generation of the Full-Time Equivalent (FTE) student numbers.
- (ii) Information on student population shall be obtained from the Admissions office and the Faculties/Departments.
- (iii) Information on staff population shall be provided by the respective unit's data bank.
- (iv) Information on staff/student ratio shall be based on staff, student and Full-Time Equivalent student.
- (v) Information on students' accommodation shall be obtained from the Dean, Division of Student Affairs while the information on staff accommodation shall be obtained from the Secretary, Housing Allocation Committee.

## **4. Digest of Statistics (Published annually around December/January)**

Letters of request for statistics on students shall be sent to the Admissions and Examination and Records Units. Other units shall include the Health Centre, the Library, Bursary, etc. Convocation lists, information on students and staff Accommodations shall be sourced from the aforementioned sections/units.

## H. Handing over Notes

### (a) Academic Staff

#### (i) Deans of Faculties:

Where a Dean is relinquishing his post, he shall prepare a Handing over note for his successor and if there is no immediate successor, to the Vice-Chancellor. The notes shall highlight functions accomplished as well as pending actions.

#### (ii) Heads of Departments:

Where the Head of a Department is relinquishing his post, he shall prepare a handing over note for his successor and if there is no immediate successor, to the Dean of the Faculty with a copy to the Vice-Chancellor. The notes shall highlight functions accomplished and those that are pending and also indicate items of research equipment and other University property in the Department.

#### (iii) Other members of the Academic Staff:

If a member of the teaching staff or a research fellow resigns his appointment, he shall submit to the Head of his Department a handing over note which shall indicate how much of the teaching assignment has been accomplished as well as progress report on on-going research projects.

The notes shall also indicate items of research equipment as well as books and journals on which research fund has been expended. The research equipment, books and journals shall be handed over to the Head of the Department.

### (b) Administrative Staff

If a member of the Administrative Staff resigns his appointment, withdraws his service, or retires from the University or he is transferred from one Directorate to another, he shall prepare a handing over note for his immediate successor with a copy to the Director of Personnel Affairs and the Registrar. The notes shall indicate the functions accomplished and those that are pending. He shall also hand-over to his successor all items of office equipment under his care.