



FACULTY OF TECHNOLOGY

Obafemi Awolowo University, Ile-Ife.

FACULTY HANDBOOK

Dean of the Faculty:
Faculty Secretary:

Professor B.I. Imasogie
Dr. B.S. Ogunsina

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor:	His Royal Highness Alhaji Kabir Usman (The Emir of Katsina)
Pro-Chancellor:	Professor S.J.S Cookey
Vice-Chancellor:	Professor E.O. Ogunbodede
Deputy Vice-Chancellor (Academics):	Professor A.S. Bamire
Deputy Vice-Chancellor (Administration):	Professor C.A. Ajila
Registrar:	Mr Dotun Awoyemi
Librarian:	Mrs Bukola Asubiojo
Bursar:	Mrs Aderonke Akeredolu

(a) MISSION OF THE UNIVERSITY

To create a teaching and learning community for imparting appropriate skills and knowledge, behaviour and attitude; advance frontiers of knowledge that are relevant to national and global development; engender a sense of selfless public services; and promote and nurture the African culture and tradition.

(b) VISION OF THE UNIVERSITY

The vision is of a top rated University in Africa, ranked among the best in the world, whose products occupy leadership positions in the public and private sectors of the Nigerian and global economy, that has harnessed modern technology, social, economic and financial strategies, built strong partnerships and linkages within and outside Nigeria and whose research contributes a substantial proportion of innovations to the Nigerian economy.

(c) STRATEGIC OBJECTIVES OF THE UNIVERSITY

1. To produce graduates of international standard, with appropriate knowledge and skills in their field of study; who will be highly employable and able to Employ themselves.
2. To provide high quality research and development activities that will promote the development of the Nation and enhance the image of the University and the researchers.
3. To harness modern technology especially ICT and modern social, economic

and financial strategies to run a cost of efficient and effective academic programme and institutional management.

4. To provide services that have relevance to and impact on the local community and the Nation.
5. To provide conditions of study, work and living in the University Community that are of appropriate standard.
6. To expand access to tertiary education in the face of unmet demand.
7. To operate as an equal opportunity educational institution, sensitive to the principle of gender equity and non-discriminatory on the basis of race, ethnicity, religion or physical disability.

Regulations for the award of First Degrees

1. *Degree Awarded*

The Degree shall be awarded as

- First Class Honours,
- Second Class Honours (Upper Division),
- Second Class Honours (Lower Division) and
- Third Class Honours
- Pass

Students who fail to meet the requirements for the Honours Degree may subject to the condition prescribed below, or other condition approved by Senate, be awarded a Pass Degree.

2. *Admission Requirements*

The minimum requirements for admission to courses leading to First degree in the Faculty are those for entry into the University except as noted below:-

- (a) For entry into Part I, qualifying subjects must include a pass in Mathematics at the Ordinary Level of the General Certificate of Education or its equivalent, and at least two other science subjects. A candidate with exceptionally good results in the West African School Certificate and a bare pass in English Language can be considered. Students proposing to register in Agricultural Engineering and Food Science and Technology should have 'O' Level in Biology.
- (b) Candidates may be considered for entrance with exception from 100 series courses subject to the following conditions: Candidates applying to the Departments of Agricultural Engineering or Food Science and Technology must have passes at the 'A' Level of the G.C.E. or equivalent in:-
 1. Either Pure Maths, Applied Maths or Pure and Applied Maths;
 2. Physics
 3. A pass in Chemistry would be an advantage
Candidates for the Department of Computer Science have passes in:
 4. Pure Maths, or Applied Maths or Pure and Applied Maths;
 5. Two Social Science subjects at the Advanced level of the General

Certificate of Education or equivalent.

Candidate for the Department of Electronic and Electrical Engineering must have passes at the Advanced Level of the General Certificate of Education or equivalent in three subjects, viz:

1. Pure Maths, Applied Maths, or Pure and Applied (no more than two such Passes to count).
2. Physics (required).
A pass in Chemistry would be an advantage.

Candidates for the Department of Food Science and Technology must have passes in three out of:

1. Pure Maths, Applied Maths, or Pure and Applied Maths
2. Physics
3. Chemistry
4. Biology

Candidates holding Ordinary National Diploma or other professional qualifications may also be considered for admission with exemption from one hundred series courses. Each course will be considered on its own merit by the Faculty.

Candidates with Higher qualifications who are eligible for exemption will be assessed by the Faculty in consultation with the Department concerned. In such cases, passes at 'A' level of the General Certificate of Education will be equated to their equivalent courses at the one hundred levels. Candidates transferring from other Universities will be similarly evaluated on the basis of their transcripts.

3. *Residence Requirements*

To qualify for a degree in the University, each candidate will normally be required to spend a minimum period of two academic years at the Obafemi Awolowo University.

4. *Assessment for Concession or Exemption*

Candidates holding qualifications higher than those prescribed as minimum entry requirements (e.g. Advanced Level passes etc.) shall have their qualifications assessed and equated to equivalent courses in the relevant Faculties. The academic transcripts of students transferring from other Universities or Institutions of higher learning will similarly be assessed. Such advanced courses will be accepted only on a Pass/Fail basis and their grade values will not be used in computing the cumulative grade point average.

5. *Compulsory Courses*

Unless otherwise exempted by Senate, a candidate for a First degree must, before his final session or at any other time specified or approved by Senate, attend courses of instruction and pass the prescribed examinations in SER 001 (Use of English) SER 002 (African History and Culture) and one other course from the General Studies or special electives Programme approved by the Faculty. He must, in addition, complete all compulsory courses for his area of specialization as specified in the Faculty programme.

6. *Students Workload*

- (i) Workload is defined in terms of course units.
- (ii) One unit represents one hour of lecture or, one hour tutorial or 2-4 hours of practical work per week throughout a Semester.
- (iii) All courses shall run for one Semester or a full session of two Semesters.

7. *Full-time Studies*

- (i) A student shall be registered as a full-time student if he enrolls in any one Semester for a minimum of 16 and a maximum of 22 units. Any enrolment for less than 16 units will be regarded as part-time.
- (ii) Normally, a student shall not be required to enroll for more than 18 units For course work in any Semester except it is to satisfy Faculty requirements.

8. *Part-time Studies*

Arrangement for Part-Time Studies must be made by the student concerned in consultation with Head of the Department and the Dean of the Faculty. Such arrangement for part-time studentship must be approved by Senate and the course load must not be less than 12 units.

9. *Requirements for the Award of a Degree*

To be eligible for the award of a degree, a candidate must satisfactorily complete the minimum number of units prescribed for the degree. S/He must, in addition, complete successfully all compulsory courses as well as the special and general electives for the degree as prescribed.

10. *Registration for Courses*

- (i) Before registering for a course, the student must meet the prerequisites/co-Requisites or equivalent courses, as prescribed for that course.
- (ii) Each student must complete the registration for each Semester within the Period prescribed for registration.
- (iii) Any addition to or reduction in the courses for which a student is formally registered must be made with the consent of the Head of his Department.

Such alterations must be effected within four weeks from the commencement of the registration period and on the prescribed form.

11. *Withdrawal from Courses*

- (i) A student may withdraw from a course for which s/he is registered without incurring the penalty of grade of F for the course only on the approval of the Dean of the Faculty.
- (ii) Permission to withdraw must be sought by completing a Withdrawal Form, countersigned by the Course instructor or the Head of Department.
- (iii) Withdrawal without penalty will be granted up to the end of the fourth week from the commencement of the semester in which the course is offered.
- (iv) Unauthorised withdrawal will earn the grade of F.

12. *Incomplete Grade*

When, for valid reasons, (e.g. medical) a student is unable to complete all the prescribed requirements for a course in which he is formally enrolled, he may, on the recommendation of the Department, be awarded an incomplete Grade (I). Such Incomplete Grade will normally be removed when the Department certifies that all prescribed requirements have been met.

13. *Pattern of Examination*

- (i) Each course shall be examined at the end of the course. The examination shall be conducted as prescribed by Senate.
- (ii) Each course will normally be examined by a theory paper of 1-3 hours in addition to which there may be a practical paper and /or an oral examination.

14. *Measurement of Performance*

- (i) Performance in a course shall be measured in terms of:
 - (a) the results of prescribed theory and practical examinations and/or
 - (b) Assessment of such essays, practical exercises and report prescribed for each course.
- (ii) In the case of supplementary or resit examinations, grades returned for the examinations may include practical work grades.

15. *Levels of Performance*

- (i) A candidate shall be recorded as having attained in a course a level of achievement graded as follows:-

A = Excellent 70-100%

B+ = Very good	60-69%
B = Good	50-59%
C = Satisfactory	45-49%
D = Adequate	40-44%
F = Bad failure	Below 30%
W = Withdrawal	
I = Incomplete	

- (ii) The overall performance of each candidate during an entire session shall be determined by means of a weighted grade point average, obtained by awarding credit points in respect of each course on the basis of the unit value of the course multiplied by the numerical value of the grade obtained, such that:

A = 5 Credit points per unit
B = 4 Credit points per unit
B = 3 Credit points per unit
C = 2 Credit points per unit
D = 1 Credit points per unit
F = 0 Credit points per unit

The grade point average is the total number of credit points divided by the total number of units for all courses taken during a particular semester.

16. *Final Assessment and Awards*

- (i) The performance of candidates in all examinations may be moderated in such a manner, as Senate may determine, by assessors appointed by Senate from outside the University placed probation during the second Semester. If he fails to achieve a cumulative grade point average of at least 1.00 at the end of the second Semester, he shall be required to withdraw from the University.

(5) ROLL OF HONOURS FOR STUDENTS

Senate at a Special Meeting held on Wednesday, 1st November, 2006 decided that Roll of Honours for Students be instituted in the University to enhance discipline and good performance among students.

All student are enjoined to strive to be on the Honours Roll.

The details are as follows:

- (i) The Honours Roll should be at three levels, namely:
- (a) Departmental Honours Roll
 - (b) Provost/Deans Honours Roll

- (c) University/Vice-Chancellor's Honours Roll
- (ii) The beneficiaries must have a minimum CGPA of 4.0 for Departmental Honours Roll, 4.25 for Provost/Deans Honours Roll and 4.5 for Vice-Chancellor/University Honours Roll in all the Faculties except the Faculty of Pharmacy and College of Health Sciences where the candidates are expected to have a cumulative average of 60% and 62% respectively.
- (iii) The beneficiary must maintain this grade annually to continue to enjoy the award.
- (iv) The recommendations must be processed along with results of Rain Semester examinations.
- (v) The student must be of good conduct.
- (vi) He/she must not have outstanding or carry-over courses and must not be repeating the year.
- (vii) No student on Leave of Absence shall enjoy the Annual Roll of Honours Award.
- (viii) No student that has a disciplinary problem shall enjoy the award.
- (ix) The award shall be based on the recommendation of the Departmental Board of Examiners and the Faculty Board of Examiners, while that pertaining to the Vice-Chancellor/University shall be processed through the Committee of Deans.
- (x) Names of beneficiaries shall be displayed as follows:

Departmental Honours	-	Departmental Notice Board
Provost/Deans Honours	-	Faculty Notice Board
Vice-Chancellor/ University Honours	-	Floor '0' Secretariat Building
- (xi) Each beneficiary shall be given a certificate

(6) INFORMATION ON FACILITIES

(a) LIBRARY (Hezekiah Oluwasanmi Library)

PLAN OF THE UNIVERSITY LIBRARY

The Library consists of the North and South wings, which are connected by walkways on two levels.

MEMBERSHIP

Membership of the Library is available, on completion of a registration card, to all students, members of the senior staff of the University and such other persons as may be determined by the Library Committee or the University Librarian on behalf of it.

Students are required to renew their registration at the beginning of each academic year. Library Cards and Borrower's Tickets are not transferable; books issued on them remain the responsibility of the person whose name appears on them.

A Lost Library Card or Borrower's Ticket may be replaced on submission of a written application.

THE LIBRARY COLLECTION

Hezekiah Oluwasanmi Library now contains over 380,000 volumes. It consists of two main areas:

- (i) The Undergraduate Areas and
- (ii) The Research Areas.

1. Serials Collection

The Serials Collection consists of:

- (i) Current journals, the most current issues of which are shelved in the display Section of the Serials Room.
 - a. Latest backfile i.e. the latest 10 years of journals which are on open access to registered senior staff and postgraduate students.
 - b. Older backfiles i.e. journals older than ten years are on closed access to all categories of readers who must obtain and complete request form the serials hatch.

2. Africana Special Collection

The Africana Special Collection is a collection of rare and other books of primary interest to people whose fields of interest are in African Studies. Staff publications and these submitted for higher degrees of the University as well as of other Universities are also housed there. The Collection is closed access.

3. Documents Collection

The Documents Collection includes official publications of the Federal Government of Nigeria, the old regional governments, the present state Governments and the Federal Territory. It also includes publications of other African governments and international organizations.

4. Reference Collection

Dictionaries, encyclopedia, handbooks, directives, atlases, University Calendars, etc. are shelved in the Reference Room. Bibliographies, indexes and abstracts are available in the Bibliography Room. Reference books do not ordinarily circulate.

A newspaper clippings file (post-October, 1985) and a vertical file of reprints and Other pamphlet type material is kept in the Reference Room.

5. **Reserve Collection**

(i) **Day Reserve Collection**

Multiple copies of textbooks, particularly some of those recommended for specific courses, are shelved in the Reserve Books Room on Floor 3 North Wing East.

(ii) **Two Hour Reserve**

Some other materials, periodical articles in particular, are placed on 2-hour reserve. These may be obtained on request (signature and seat number required) and retained for a period of two hours at a time, subject to renewal, provided other readers have not demanded the materials.

6. **Recent Accessions**

A selection of books added to the Library stock is normally displayed for several days before being put in the main collection. The books may not be borrowed while on display but may be reserved at the Loans Desk.

CATALOGUES

A library catalogue is a finding list of books and other materials available in the Library. The following catalogues can be found in the Catalogue Hall:

- (i) The Author/Title Catalogue
- (ii) The Subject Catalogue
- (iii) The Shelf List
- (iv) The Serials Catalogue
- (v) The Documents Catalogue.

HOW TO BORROW A BOOK

When you have found the book you want to borrow, you will be required to sign your name and address on the book card provided in duplicate. You must surrender a Borrower's Ticket for each book borrowed.

When you return a book, you must ensure that you receive your Borrower's Ticket back immediately.

RESERVATION

A book can be reserved by filling a reservation slip; in which case, it will not be renewed for the present borrower when returned, and, if it is already overdue, it will be recalled at once.

INTER-LIBRARY LOAN

If the book you require is not in stock, it is often possible to borrow it from another library. This service is dependent on goodwill and co-operation between libraries, and readers who benefit from it are required to observe the regulations applying to each loan.

PHOTOCOPYING SERVICES

Within the limitations imposed by copyright, the library is able to supply readers with photocopies of periodical articles and parts of books at moderate charges.

PENALTIES FOR OVERDUE OR LOST BOOKS

Penalties for overdue books will be imposed as follows:

- (a) N5.00 per day for the first 30 days; thereafter all loan privileges will stop.
- (b) Books specially recalled by the University Librarian will attract a fine of N10.00 per day after the third day from the date of recall.
- (c) Books lost or damaged will attract a fine five times the current cost of the books.
- (c) No student will be allowed to attend the Graduation Ceremony or receive his/her certificate without a clearance certificate from the University Library to the effect that no book or fine is outstanding against him or her.

(b) DIVISION OF STUDENTS AFFAIRS

Guidance And Counseling Unit

The Division of Student Affairs has Professional Counselors who are committed to helping students grow in self-understanding in the process of integrating their personal and academic experiences. The services are free to students and are confidential (i.e. not used as part of his/her other University records). The services include personal counseling, group counseling, study skills improvement, tests anxiety reduction, personal crisis intervention, psychological testing, career and occupational counseling and settlement of grievances between students. Where necessary, consultations are made with campus organizations, specialist and academic Departments, to ensure that students' problems are resolved satisfactorily.

The Counselors can be contacted in Rooms 9 & 10 Division of Student Affairs between 10.00 a.m. and 2.00 p.m. Monday to Friday.

SCHOLARSHIP AND FINANCIAL ASSISTANCE

The Division of Students' Affairs serves as a link between students and sponsoring authorities, both within and outside Nigeria. Students are advised to check the Notice Boards in their respective faculties as well as those at the Division of Student Affairs Building for advertisements and other relevant information.

Liaison is also maintained between students and governments at various levels for scholarship and bursaries.

6 UNIVERSITY EXAMINATION REGULATIONS

PART I: REGISTRATION FOR UNIVERSITY EXAMINATIONS

- (a) A candidate for a University examination must have registered for the courses in the prescribed format not later than the closing date prescribed for registration for such courses. Any candidate who fails to register for courses at the appropriate time as prescribed by Senate will not be allowed to take any examination in such courses. Any examination taken without course registration shall be null and void.
- (b) Students who register for courses are committed to the number of units registered for and are expected to take examinations in such courses. If a student failed to take an examination he would be scored 'OF' for the number of units he had registered for and in which he had failed to take the prescribed examination.
- (c) Any student who does not have any course or courses to offer in a particular semester should apply for leave of absence.
- (d) A candidate who has less than 15 units in a particular semester to graduate should apply to his/her Faculty Board for permission to register for less than 15 units. Failure to do so constitutes a breach of regulation which may result in the non-processing of the candidate's results.
- (e) A candidate who cannot register for courses during the prescribed period for registration because of an illness, must ensure that medical report on his illness is forwarded by him or his parents/sponsors to reach the Dean of his Faculty not later than four weeks after the end of the normal registration period as scheduled in the University Calendar. Such a medical report should be forwarded for authentication by the Director of Medical and

Health Services for it to be considered valid. Such a candidate shall be exempted from the penalties of late registration. All applications should be routed through the Head of Department.

- (f) Students must attend a minimum of 75% of course instructions including lectures, tutorials and practicals where required to qualify to sit for examination in any course.
- (g) A candidate for a university examination in a particular degree program should not be a regular candidate for another degree in this or any other university concurrently. Any candidate so discovered shall forfeit his/her studentship.

DATES OF UNIVERSITY EXAMINATIONS

- (a) University examinations shall be held at the end of Harmattan and Rain Semesters for all courses offered in either of the two Semesters.
- (b) The dates of all Semester Examinations shall be fixed by Senate on the recommendation of the Committee of Deans. Such dates shall be published in the University Calendar, and once published, shall not be altered except with the express Approval of the Senate.

EXAMINATION ACCOMMODATION

- (a) All University examinations shall be held in rooms approved by the University Time-Table Committee as suitable for the purpose. The rooms shall be prepared as follows:
 - (i) As much as possible the University Time-Table Committee should endeavour to accommodate all candidates who are to write papers in the same course in one room.
 - (ii) Where all candidates for the same course cannot be seated in one room, and are likely to be split into different rooms, the Head of Department must be informed in good time to make arrangement for sufficient number of invigilators.
 - (iii) Sitting arrangement shall be standardized and specific distances maintained between one candidate and the other to prevent cheating.
- (b) The Director, Academic Affairs shall supply to the Dean's Office answer books and other approved writing materials e.g. drawing paper, square ruled paper and graph paper for collection by Chief Examiners.

MEDICAL ATTENTION

The Registrar shall arrange with the Director of Medical and Health Services for at least one of the University Medical Officers to be on call for the purpose of attending to candidates who may Require medical attention for the whole period of the Examination.

USE OF TYPEWRITER, BRAILLE OR DICTATION OF ANSWERS

When a physically challenged candidate in any University examination desires to use a typewriter, Braille machine or to dictate his answers, the Registrar, in consultation with the Head of Departments and if necessary the Director of Medical and Health Services shall arrange for the typing or dictation of his answers under supervision at the candidate's expense. In addition the Head of Department shall arrange an appropriate venue for the candidate.

PART II: ARRANGEMENT FOR EXAMINATION

1. **EXAMINATION TIME-TABLE AND INVIGILATION ARRANGEMENTS**
 - (a) The Harmattan and Rain Semester Teaching and Examination Time-Table shall be made available to students at the beginning of each Semester to guide them in selecting courses, particularly electives for which they can register.
 - (b) The Directorate of Academic Affairs shall reissue the Examination Time-table for all courses to be examined at least 4 weeks before the first day of the examination period.
 - (c) The final examination time-table shall be displayed on notice boards two weeks to the examination after reactions from departments and there shall be no adjustments thereafter without the express permission of the Registrar.
 - (d) Each Head of Department shall be requested to make arrangement for the invigilation of courses taught in his Department. In case of courses with large student enrolment, the Head of Department should make arrangements in consultation with the Dean and Cognate Departments.
 - (e) An invigilator shall be allocated for an average of fifty candidates provided that there shall be at all time no fewer than two invigilators in each room. One of the invigilators shall be designated senior invigilator for an examination room. Any invigilator who is absent or late without good cause shall be reported by the Head of Department to the Vice-Chancellor.
 - (f) The time appointed for the examination in each paper as indicated in the examination Time-table must be strictly adhered to. When it is absolutely necessary to reschedule an examination, the Head of Department will do so after consultation with the Director of Academic Affairs who will publicize it, giving affected candidates a minimum of 48 hours notice of change.

- (g) The invigilator shall hold up and show to the candidates, before opening in their presence, the sealed packets of question papers at the commencement of the examination in the subject to which the packet relates.
- (h) No candidate shall be allowed to enter an examination room earlier than thirty minutes before the commencement of the examination.
- (i) No candidate shall be allowed to enter an examination room later, or to leave an examination room earlier than thirty minutes after the beginning of an examination session. Any candidate who seeks entry into the examination room after the first thirty minutes may be allowed to do so by the invigilator, but such cases shall be reported in writing to the Head of Department.
- (j) Candidates who arrive late shall be allowed extra time except in special circumstances in which the candidate had duly notified the examiner or invigilator in writing such as instances of unresolved clashes in the time-table.
- (k) Until the time when candidates are allowed to leave the examination room, no copy of any question paper shall be removed from the examination.
- (l) In case a candidate has to leave the examination room temporarily he shall be accompanied by an Invigilator.
- (m) Candidates should leave their signed signature slips on their tables and must wear their identity cards throughout the period of Examination.
- (n) After the first half hour has elapsed, the Invigilator shall check and sign the attendance sheets in duplicate. These signed sheets shall be considered the final list of candidates in that examination, and one copy shall be delivered by hands to the Registrar while the other is enclosed in the same envelope containing the answer books.
- (o) While the examination is in progress, no persons other than the Chief Examiner/Coordinator, the Invigilators, the Registrar or his representative and Medical Officers shall be allowed to enter the examination room except that the examiner(s) in each paper shall be present during that first thirty minutes of the examination and at such other times as may be requested.
- (p) The Invigilator shall maintain constant vigilance throughout the

examination session at which he is in attendance. Senior Invigilators shall consider any misconduct or reason for suspecting misconduct or any irregularity that may be brought to their notice in connection with any examination offences. They shall also send a report to the Head of Department immediately on the completion of the paper in respect of which the misconduct took place. The Head of Department shall report same to the Vice-Chancellor for disciplinary action within 24 hours.

- (q) At the close of an examination, candidates shall hand over their answer scripts to the Invigilator and not leave them on the desk for the Invigilator to collect. The Invigilator should move from row collecting the scripts from candidates and on no condition should candidates be allowed to leave the room while their scripts are lying on their desks. The Invigilator shall check the candidates' answer books against the attendance lists to ensure that the scripts are complete. He shall then parcel and seal the answer books together with four copies of the relevant question paper and the copy of the signed attendance sheet and deliver them to the Head of Department.

PART III: ABSENCE FROM EXAMINATION

Candidate must present themselves at such University examinations for which they have registered. Candidates who fail to do so for reason other than illness or accident shall be bound by the following regulations.

- (a) Any student who fails to register for courses during one semester without permission should be deemed to have scored "O F" in the minimum number of units required for full time student (i.e. 15 units.)
- (b) Candidates who registered for courses, attended classes regularly, did all practicals and tests but did not take required Semester examinations should be given a continuous assessment grade in each of the affected courses and a grade of "O" in the examination which they should have taken, but which they did not take.
- (c) Candidates who have less than 15 units to graduate but who fail to take the required examinations should be deemed to have scored "OF" in the outstanding courses only provided such candidates obtained permission to register for less than 15 units.
- (d) Any candidate who on account of illness, is absent from a University examination may be permitted by the Senate on the recommendation from the appropriate Faculty Board, to present himself for such examination at the next available opportunity provided that:
- (i) A full-time student in the University shall report any case of illness to the University Health Centre at all times.

(ii) When a student falls ill during examination he should first report to the Director, Medical and Health Services before attending any hospital outside the University. A report of sickness should be made to the Registrar within a week and a medical certificate for validation of his illness within three weeks.

(iii) When a student falls ill before an examination he shall be under an obligation to send a medical report countersigned by the Director, Medical and Health Services within one week of such illness. Any time outside this period, shall be considered on its own merit.

(iv) The Director of Medical and Health Services should, within 48 hours, submit a medical report on a candidate who is ill during an examination and is taken to the Health Centre or referred by it to the hospital for treatment.

(v) A candidate applying for leave of absence on medical grounds must forward his application together with a medical report to the Dean of his Faculty through his Head of Department. The Medical report must be countersigned by the Director of Medical and Health Services. All applications for Leave of Absence must be taken by the appropriate Faculty Board.

PART IV: EXAMINATION OFFENCES AND PENALTIES

EXAMINATION OFFENCES

(a) A candidate shall not be allowed during an examination to communicate by word or otherwise with any other candidates nor shall he leave his place except with the consent of an invigilator. Should a candidate act in such a way as to disturb or inconvenience other candidates, he shall be warned and if he persists he may, at the discretion of the invigilator, be excluded from the examination room. Such an action by the invigilator must also be reported in writing through the Head of Department to the Vice-Chancellor within 24 hours.

(b) It shall be an examination offence for any student, staff or any person whatsoever to impersonate a candidate in any University examination. Any student or staff of the University found guilty under this regulation shall be subjected to disciplinary action by the appropriate authority of the University. The candidate impersonated shall also be liable of an infraction of this regulation where it is established directly from circumstantial evidence that the impersonation is with his knowledge or connivance.

(c) No candidate shall take into an examination room, or have in his possession during an examination any book or paper or printed or written documents, whether relevant to the examination or not, unless specifically authorized to do so. An invigilator has authority to confiscate such documents.

(d) Mobile phones are not allowed in examination halls.

(e) A candidate shall not remove from an examination room any papers, used or unused, except the question paper and such book and papers, if any, as he is authorized to take into the examination room.

(f) Candidates shall comply with all “direction to candidates” set out on an examination answer book or other examination materials supplied to them.

They shall also comply with direction given to them by an Invigilator.

(g) Candidates shall not write on any paper other than the examination answer books. All rough work must be done in the answer books and crossed out neatly. Supplementary answer books, even if they contain only rough work must be tied inside the main answer books.

(h) When leaving the examination room, even if temporarily, a candidate shall not leave his written work on the desk but he shall hand it over to an invigilator. Candidates are responsible for the proper return of their written work.

(i) Smoking shall not be permitted in examination room during examination sessions.

(j) Any candidate or staff who attempts in any way to unlawfully have or give pre-knowledge of an examination question or to influence the marking of scripts or the award of marks by the University examiner shall be subjected to disciplinary action by the appropriate authority of the University.

(k) If any candidate is suspected of cheating, receiving assistance or assisting other candidates or of infringing any other examination regulation, a written report of the circumstance shall be submitted by the invigilator to the Vice-Chancellor within 24 hours of the examination session. The candidate concerned shall be allowed to continue with the examination.

(l) Any candidate suspected of examination malpractice shall be required to submit to the invigilator a written report immediately after the paper. Failure to make a report shall be regarded as a breach of discipline. Such report should be forwarded along with the invigilator’s report to the Vice-Chancellor.

(m) Where a Head of Department fails to forward a report on examination malpractice to the Vice-Chancellor such action would be considered as misconduct.

(n) Where the Vice-Chancellor is satisfied on the basis of the reports forwarded to him that any candidate has a case to answer, he shall refer the case to the Central Committee on Examination Malpractice.

PENALTIES FOR EXAMINATION MALPRACTICE AND OTHER OFFENCES

(a) Any examination offence would attract appropriate penalty including

outright dismissal from the University.

(b) Where the Vice-Chancellor has reason to believe that the nature of any question or the content of any paper may have become known before the date and time of the examination to any persons other than the examiners of the paper, the Board of Examiners, and any official of the University authorized to handle the paper, he may order the suspension of the examination or the cancellation of the paper or setting of a new paper and shall report the matter to the Senate. The Vice-Chancellor shall also take any disciplinary measure against any student or students involved as he may deem appropriate.

(c) If in the opinion of an invigilator, circumstances arise which render the examination unfair to any candidate he must report the matter to the Vice-Chancellor within 24 hours after the examination. Where such matter is reported to the Vice-Chancellor he may take such action as he deems fit. If he directs that another examination be held, that examination shall be the examination for the purpose of this regulation.

(d) Any candidate or member of staff may complain to the Vice-Chancellor that an examination has been improperly conducted. The Vice-Chancellor shall investigate the complaint and report the result of his investigation to the Senate which shall take such action as it may deem appropriate, including with-holding a result or deprivation of the award of a degree, diploma etc as laid down in Statue 17. However where it is shown to the satisfaction of the Committee of Deans that any alteration or amendment of a University regulation involving a change in a course of study or in examination requirements has caused hardship to a candidate in any examination, the Committee of Deans shall make such provisions as it thinks fit for the relief of each hardship and report same to Senate.

8. The Course Unit System and the Computation of Grade Point Average (CGPA)

Grades	Scores	Remarks
A	70%-100%	EXCELLENT
B	60-69%	VERY GOOD
C	50-59%	GOOD
D	45-49%	SATISFACTORY
E	40-44%	PASS
F	0-39%	FAIL

Examination regulations (General regulations and scheme of examination)

9. STUDENT REGISTRATION ON E-PORTAL

- Visit e-portal URL directly with www.epotprtall.oauife.ng

OR

Visit OAU website with www.oauife.edu.ng and click “e-portal” from OAU

Home Page

From e-portal home page

- Click “Payment/Registration (on-line)”

From Login Screen

- Read additional directives and comply
- Click on “Submit” to display your identity for confirmation
- Click “OK”
- Click again “Payment/Registration (on-line)” to display list of Tables of Students

From the Table List

- Click on “Bio-Data Form” to display “Submit Information Form (MIS2)”

And fill accordingly

- Click “Submit” to save your form

PATTERN OF EXAMINATION AND ASSESSMENT UNDER THE COURSE UNIT SYSTEM

PATTERN OF EXAMINATION

- (i) Each course shall be examined at the end of the course. The examination shall be conducted as prescribed by Senate.
- (ii) Each examination shall be 1-3 hours in duration. In addition there may be a practical paper and/or an oral examination.
- (iii) There shall be continuous assessment of each course and this shall constitute a percentage of the final grade.

MEASUREMENT OF PERFORMANCE

Performance in a course shall be measured in terms of:

- (i) the results of prescribed theory and practical examination
- (ii) continuous assessment which shall constitute 40% of measured performance.
- (iii) Assessment of such essay, practical exercises and reports prescribed for each course.

LEVEL OF PERFORMANCE

A candidate shall be recorded as having attained in a course a level of achievement graded as follows:

A	=	Excellent	70% - 100%
B	=	Very Good	60% - 69%
C	=	Good	50% - 59%
D	=	Satisfactory	45% - 49%
E	=	Adequate	40% - 44%
F	=	Failure	0% - 39%

CALCULATION OF GRADE POINT AVERAGE (GPA)

The overall performance of each candidate during an entire semester shall be determined by means of a weighted grade point average, obtained by awarding credit points in respect of each course multiplied by the numerical value of the grade obtained as follows:

A	=	5 credit point per unit
B	=	4 “ “ “ “
C	=	3 “ “ “ “
D	=	2 “ “ “ “
E	=	1 “ “ “ “
F	=	0 “ “ “ “

The grade point average is the total number of credit points divided by the total number of units for all courses taken during a particular semester.

DEFINITION OF TERMS

(i) **Student Workload:**

This is defined in terms of course units. One unit represents one hour of lecture or one hour of Tutorial or 2-4 hours of practical work per week throughout a semester. Thus for example, a course in which there are 2 hours of lectures and 1 hour of Tutorial per week is a 3 unit course.

(ii) **Total Number of Units (TNU):**

This is the total number of course units carried by a student in a particular semester. It is the summation of the load Units on all Courses carried during the semester. For example, A student who is carrying 6 courses of 3 units each has a TLU of 18 for that semester. No student shall be allowed to carry (i.e. register for) or be examined in more than 24 units in any particular semester.

(iii) **Cumulative Number of Units (CNU):**

This is the summation of total number of units over all the semesters from the beginning to date. A student who is prone to repeating courses will finish (if he does not drop out) with a higher CNU than his non-repeating colleague and will most likely require a longer time to complete requirements for the award of Degrees.

(iv) **Level of Performance Rating:**

This is the rating of grades obtained in terms of credit points per load unit. The rating used is as follows:

<u>Levels of Performance</u>	<u>Rating (credit points per unit)</u>
A = 70% - 100%	5
B = 60% - 69%	4
C = 50-59%	3
D = 45%-49%	2
E = 40%-44%	1
F = 0%-39%	0

Based on the above, a student who obtained a grade of 'A' in a 4-unit course has scored 20 Credit points, and one who obtained a grade of C in that course has scored 12 Credit points.

(v) **Total Credit Points (TCP):**

This is the sum of the products of the course units and rating in each course, for the entire semester period. For example, consider a student who took 4 courses of 5 units each. Let's say the grade obtained in the four courses were C.B.F.D. respectively. The TCP of this student is obtained as $5 \times 3 + 5 \times 4 + 5 \times 0 + 5 \times 2 + 45$.

(vi) **Cumulative Credit Point (CCP):**

This is the summation of Total Credit Points over all semester from beginning to date.

(vii) **Grade Point Average (GPA):**

This is the total credit points (TCP) divided by the total units (TNU). For example, consider the student's scores referred to above. His TCP is 45, and of course, his TNU is 20 (i.e. 4 courses at 5 units each, for the

semester). The highest GPA that can be earned is 5.0 and that is when a student has earned a grade of 'A' in every course during the semester. The lowest GPA obtained is 0.0 and this would happen if the student has F all round during the semester.

(viii) **Cumulative Grade Point Average (CGPA):**

This is the summation of TCPs for all semesters, divided by the summation of TNUs for the said semesters. Like the GPA, CGPA obtainable ranges from 0 to 5.

GPA AND CGPA SAMPLE COMPUTATIONS

Sample Computations:

Consider a student who has enrolled in a course program designated as FST and has just completed 2 full semesters in the University. His course program and his GPA and CGPA could be as follows:

SEMESTER I

1	2	3	4	5	6	7	
	L	T	P	Units		RESULTS	
Course Code					GRADES	Credits Points	GPA/CGPA
FST 201	1	0	0	1	78% (A)	1x5=5	GPA = 29/18=1.61
FST 203	3	0	2	4	60% (B)	4x4=16	CCP = 29+0 = 29
FST 305	3	0	3	4	45% (D)	4x2 =8	CNU = 18+0 = 18
FST 307	3	1	5	6	38% (F)	6x0 =0	CGPA= 29/18= 1.61
FST 309	2	1	0	3	27% (F)	3x0= 0	
				18 (TNU)		29 (TCP)	In this case the TCP, TNU and GPA will be the same for CCP, CNU and CGPA

SEMESTER II

1	2	3	4	5	6	7	
	L	T	P	Units		RESULTS	
Course Code					GRADES	Credits Points	GPA/CGPA
FST 206	1	0	0	1	78% (A)	1x5=5	GPA = 29/18=1.61

FST 304	3	0	2	4	60% (B)	4x4=16	CCP = 29+0 = 29
FST 306	3	0	3	4	45% (D)	4x2 =8	CNU = 18+0 = 18
FST 300	3	1	5	6	38% (F)	6x0 =0	CGPA= 29/18= 1.61
FST 308	2	1	0	3	27% (F)	3x0= 0	
				18 (TNU)		29 (TCP)	In this case the TCP, TNU and GPA will The same for CCP, CNU and CGPA

ASSESSMENT AND AWARD OF DEGREES

- (h) A student's workload is defined in terms of course units. One unit represents one hour of lecture or one hour of tutorial, or 2-4 hours of practical work per week throughout a semester. All courses shall run for one semester or a full session of two semesters.
- (ii) The final award and the class of the degree shall be based on the Cumulative Grade Point Average (CGPA) obtained by each candidate in all prescribed courses approved by the University. The final cumulative grade point average shall be calculated on the basis of the total number of credit points and the total number of course units registered for during the course of the student's program. In the case of a failed course, the candidate must repeat the course at the next available opportunity. If the course is an elective, the candidate may substitute another course and shall not be required to pass the failed elective course. If the course is a restricted elective, substitution can only be made from the list of restricted electives. The failed grade would however be reflected in the transcript.
- (iii) A candidate who has satisfactorily completed all requirements for the degree with an overall grade point average of not less than 1.50 shall be awarded the honors degree as indicated below:

First Class	4.50 – 5.00
Second Class (Upper Division)	3.50 – 4.49%
Second Class (Lower Division)	2.40 – 3.49%
Third Class Honors	1.50 – 2.39%
Pass	1.00 – 1.49%

- (iv) Passes in 12 units of Special Electives is a requirement for graduation.
- (v) A candidate who scores a cumulative grade point average (CGPA) of less than 1.00 in two consecutive semesters shall be required to withdraw from the University.

TRANSFER WITHIN THE UNIVERSITY AND LENGTH OF STAY IN THE UNIVERSITY

- (a) To qualify for a degree, a candidate will normally be required to spend a Minimum of two academic years at the Obafemi Awolowo University.
- (b) If a student transfers from one Faculty to another, the transfer would be treated as if he/she is just being admitted into the University since as part of the requirement for graduation the student has to take all the foundation/ compulsory courses in the new Faculty/Department. In that case his/her stay in the new Faculty/Department should be 1 1/2 times the number of semesters required to complete a program.
- (c) Where a student transfers from a science based Faculty to another, the computation of his result in the new Faculty shall take cognizance of his previous CGPA in the new Department. The duration of the stay in the University will be what remains of the 1 1/2 times the number of semesters required to complete the program as approved by Senate.
- (d) Where a student is transferring from a science based to a Humanities/Arts-based Faculty or vice-versa, the transfer should be treated as if the student is just being admitted into the University. The GPA of the student will not be transferred to the new Department. He/She will however be required to take all the foundation/compulsory courses in the new Department.

RELEASE OF EXAMINATION RESULTS

- (i) At the end of each semester, a provisional list of successful candidates in course examination shall be published by the Chief Examiner soon after the ratification of the recommendation of the Board of Examiners by the Faculty Board.
- (ii) The proceedings of Boards of Examiners are confidential and are in no circumstances to be disclosed at any time to any candidate or to any other unauthorized person.
- (iii) However, without prejudice to Regulation (ii) above, a student contesting a given grade after the release of results can appeal to the Vice-Chancellor, who shall cause the Head of Department to call for the affected paper of the candidate for re-marking. This shall be done after payment of the prescribed fee.
- (iv) The final results of candidates for the award of a degree shall be published by the Registrar after they have been approved by Senate.