NATIONAL BOARD FOR TECHNICAL EDUCATION

GUIDELINES FOR ESTABLISHING NEW PROGRAMMES IN POLYTECHNICS AND SIMILAR TERTIARY INSTITUTIONS IN NIGERIA

Fourth Edition
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PROGRAMMES DEPARTMENT
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FOREWORD TO THE THIRD EDITION

The "Guidelines for Establishing New Programmes in Polytechnics and Similar Post-Secondary Technical Institutions in Nigeria" has been a very useful publication since 1987 to all institutions seeking NBTE approval to mount a new programme.

The fourth edition is an update of the previous editions which reflects current trends and changes in Technical and Vocational Education (TVE) sector. It incorporates the new requirements for entrepreneurship training aimed at making graduates more self-reliant in the face of challenges of rising unemployment.

I am indebted to the Council of Heads of Polytechnics and Colleges of Technology in Nigeria (COHEADS), the Conference of Registrars of Polytechnics and Colleges of Technology in Nigeria (COREG), The Academic Staff Union of Polytechnics (ASUP), The Senior Staff Association of Nigeria Polytechnics (SSANIP), The Non-Academic Staff Union of Educational and Associated Institutions (NASU) and Association of Proprietors of Innovation and Vocational Institutions for their active participation in the review. I acknowledge with gratitude the contributions of staff of the Programmes Department for their comments and observations on the previous editions which has helped in shaping the fourth edition.

It is my hope that institutions will find the third edition very helpful in the process for obtaining approval to mount new programmes by NBTE.

Prof. Idris M. Bugaje
EXECUTIVE SECRETARY

INTRODUCTION

One of the responsibilities of the NBTE as stated in its enabling is "to determine after consultation with appropriate agencies, the skilled and middle-level manpower needs of the country. This is for the purpose of planning training facilities and the co-ordination of development of polytechnics, and such plans shall include the general programmes to be pursued by polytechnics and colleges of technology In exercise of its powers under that Act and the Education (National Minimum Standards and Establishment of Institutions) Decree 16 of 1985 (now CAP E3 LFN 2004), the Board has directed that any formally established polytechnic or similar Post-secondary technical institution in Nigeria, irrespective of ownership, proposing to mount a new programme leading to the award of a National Diploma (ND), National Innovation Diploma (NID), Higher National Diploma (FIND) and Post- HND or a programme of more than six months in duration leading to the award of a recognized national certificate shall obtain approval from the Board before it advertises for and admits students into it.

Objectives of the Programme Approval Scheme:

The scheme is intended to assist the institution, its proprietor as well as NBTE in ensuring that:

a) There is a demand for the type of manpower to be produced from the programme:

b) Maximum use is being made of existing resources available for related programmes and that the establishment of the new programme will not mean a duplication of existing programmes; and

c) A suitable curriculum and resources to teach the programme are available and that the programme may earn accreditation when it is visited by a relevant team appointed by a national agency having responsibility for the accreditation of the programme.

1.0 PURPOSE OF OBTAINING INTERIM ACCREDITATION TO MOUNT A NEW PROGRAMME.

1.1 The purpose of obtaining interim accreditation to mount a new programme is to save the institution from investing its scarce resources on developing teaching facilities and employing staff for a programme that may not receive the Board's approval.

2.0 PROCESS OF OBTAINING APPROVAL TO MOUNT A NEW PROGRAMME

The process includes the institution informing the Board in writing that it wishes to mount a new programme. The process is in two stages:

2.1 APPLICATION STAGE

2.1.1 Formal Application

The institution shall write a formal letter of request for permission to mount a new programme addressed to; The Executive Secretary, National Board for Technical Education, PMB 2239, KADUNA. To be attached to the letter are:

a) A justification for the proposed programme;

b) The approved academic plan of the institution for the next five years;

c) A study conducted by the institution which contains:

    (i)   The statistics of demand of manpower in the discipline of the proposed programme in the next five years and the number currently being produced from the existing programmes offered by other institutions, if any.

    (ii)   The statistics of qualified students that may be available for admission into the programme and;

    (iii)   Funding available to the department that may be used for providing the teaching facilities and library materials for the programme.

d) The institution shall complete and submit in quadruplicate the approved Form: NBTE/PRO/8 - **'Self-*Study Questionnaire for Approval to Mount a New Programme'***

2.1.2 Acknowledgment of Application

A letter acknowledging receipt of the application shall be issued by the Board. On the basis of this letter, the institution may prepare for the resource inspection that will be undertaken by the Board on a date to be agreed between the institution and the Board.

2.2 INTERIM APPROVAL STAGE

2.2.1 The submission shall be carefully analyzed and assessed by the Board. Where the institution appears to meet the standard for mounting the programme, a date shall be fixed for visiting the programme. Where the institution appears not to have met the standard for commencing the programme, it shall be so notified, and advised to remedy the identified deficiencies.

2.2.2 Resource Inspection

Where a programme appears to have met the standard for commencement, the Board shall constitute a team to carry out a resource inspection. During the resource inspection visit the team shall inspect and assess all relevant resources for offering the programme. This shall include academic matters, staffing, physical facilities and funding. The team shall also write a comprehensive report about the programme, and recommend whether or not it shall be granted interim accreditation by the Board.

2.2.3 Based on the report and recommendation of the visit the Board may grant the programme interim accreditation, and the decision shall be conveyed to the institution accordingly.

2.2.4 Following the approval, the institution can advertise for and admit students into the programme through the Joint Admissions and Matriculation Board (JAMB) for programmes offered at ND level.

2.2.5 There shall be no advertisement for and no intake into the proposed programme until a formal letter of approval is issued by NBTE.

2.2.6 Advisory Visit.

On the request of the institution, NBTE may undertake an advisory visit to newly established institutions or existing ones. The objective of the visit is to advise the institution on how best to utilize available resources to earn the Board's approval to mount new programmes and or the additional resources

required to meet the prescribed standards. .

CRITERIA FOR APPROVAL TO MOUNT A NEW PROGRAMME

The criteria for approval to mount a new programme are as follows:

3.0. ESTABLISHMENT OF THE INSTITUTION:

The institution proposing to mount the programme should have been properly established pursuant to an enabling law. For a private technical institution, it should have been approved by the Federal Government.

4.0 ACADEMIC MATTERS

4.1 Curriculum

There shall be a curriculum for the proposed programme. This should be drawn up in course units and the content written in behavioral objectives. The content should not be less than that contained in the NBTE approved minimum guide curriculum and course specifications for the programme, if one exists. In the case of a programme for which NBTE has not issued a minimum national guide curriculum, the institution should structure the proposed curriculum in accordance with the Board's guidelines for evolving new curricula for ND and HND programmes and submit to the Board for a national critique workshop.

4.1.1 The goal and objectives of the programme shall not be in conflict with those listed for a similar programme by NBTE, and they should be clear and in line with the national philosophy and objectives of post-secondary technical education as contained in the National Policy on Education, the Education (National Minimum Standards and Establishment of Institutions) law CAP E3 LFN 2004.

4.1.2 The curriculum of the new programme should also include:

(a) A task inventory of the experiences the student should have during the supervised industrial training at ND level;
(b) A full job description for the diplomats;
(c) The entry requirements for the programme;
(d) The curriculum structure and content;
(e) Academic regulations for the programme, and grading system,

4.2 Evaluation of the Students

There shall be available, a concrete proposal on how the students and indeed the programme will be evaluated. Samples of academic regulations marking schemes, and how examinations will be given should be spelt out in a document to be made available to the students.

5.0 RESOURCES

There should be adequate resources available for teaching the programme.

5.1 Physical Facilities

(i.) Accommodation
   (a) Classrooms
   (b) Laboratories
   (c) Workshops
   (d) Studios
   (e) Farms
   (f) Staff offices

(ii.) Equipment, Tools and Furniture
   (a) Machines and hand tools
   (b) Field/farm equipment
   (c) Laboratory equipment
   (d) Instruments
   (e) Furniture

5.2 Staffing

(a) Head of Department
(b) Lecturers and Instructors (where necessary)
(c) Technologists and Technicians
(d) Administrative staff

5.3 Library Resources

(a) Textbooks
(b) Reference books
(c) Journals and periodicals
(d) E- resources
(e) Audio visual equipment

5.4 Details of the requirements for each resource are briefly described below:

6.0 STAFFING.

6.1 Teaching Staff (Lecturers and instructors)

(a) Foundation and professional Courses

There shall be available to the proposed programme a full complement of reaching staff in the number and mix capable of teaching all the courses listed in the curriculum. For a single stream ND or HD programme a minimum of 4 qualified lecturers or 3 lecturers and 1 instructor (where necessary) are required. In addition to the 4 lecturers for one option 2 additional lecturers are required for each additional option at HND level. Where the HND has no option, a minimum of 4 lecturers are required. For double or more streams the number of lecturers may be pro-rated at a staffs/students ratio of 1:15 for science and technology programme and 1:20 for management programmes. Teaching staff are expected to possess a minimum of a first degree in the discipline they would teach or its equivalent. For all programmes at the ND level, at least one full-time professional lecturer is required while for the HND level at least two full-time professional lecturers are required.

(b) General Studies Courses

The basic qualification of reaching staff for General Studies shall be similar to those required for all courses. The number of staff shall be determined based on a staff to student ratio of 1:20 for Social Sciences and 1:15 for Science and Technology-based courses and a maximum teaching load of 15 hours weekly.

6.2 Head of Department

For an ND programme the head of department should be at least a Senior Lecturer in rank who must have had consideration industrial and or teaching experience in the d1scipline so that he can provide the desired professional and academic leadership. For an HND programme the head of department should be at least a Principal Lecturer with considerable industrial and or teaching experience in the discipline.

6.3 Technologists and Technicians

There shall be a full complement of Technologists and Technicians to service the programme. For Science, Engineering and other technology programmes, all the laboratories, workshops, farms and ancillary facilities should be fully

staffed with technologists and technicians and each section should be headed by a staff not lower in rank than a senior technologist or technician as appropriate.

6.4 AdministrativeStaff

Administrative staff should consist of a departmental secretary, a clerical officer, and a cleaner/messenger (where applicable).

7.0 PHYSICAL FACILITIES:

Physical facilities, enough to sustain students intake in the first and second year and for teaching all courses listed in the curriculum of the programme shall be available before approval is granted to the institution to admit students into the programme. These facilities may include laboratories, workshops, farms, studios, classrooms and staff offices. The type of teaching facility will however depend on the programme. A brief description of the requirements is given below.

7.1 Laboratories:

These should be provided, fully furnished and equipped before approval is granted by the Board. Where the new students are to use existing laboratories with other programmes, adequate arrangements should be made to accommodate the new programme. For a new Higher National Diploma programme, laboratories befitting the status of the programme should be provided. At least the full complement of the tools, instruments and equipment in the NBTE minimum list of equipment for the programme should be provided. The list is contained in the appropriate NBTE curriculum and course specifications.

In all cases, care must be taken to ensure that the introduction of the new programme will not overstretch the existing facilities which are to be shared to accommodate the proposed programme.

7.2 Workshops/Studios

Adequate workshop/studio accommodation to sustain student intake in the first and second year of the programme should be available. All the tools, machines and equipment necessary for the programme should also be provided installed, engraved and functional. A list of minimum equipment required and the number and type of workshop/studio, etc are contained in the relevant NBTE

curriculum and course specificati0 for the programme.

7.3 Farms and Field Facilities

For agricul1re and related programmes teaching facilities shall in addition to the laboratories and workshops described above provide for commercial and experimental farms, green houses, nurseries, orchards, museum, fish ponds, smoking kilns, net loft, etc depending on the type of programme for which approval is being sought. Field facilities such as surveying and irrigation equipment etc, should also be available for the proposed programme.

7.4 Classroom/Lecture Theatres:

Adequate classroom/Lecture theatre accommodation should be available to the programme Ideally at least two classrooms each fully furnished and equipped to seat not less than thirty (30) students at a time should be available to the programme. Where classrooms are centrally allocated to the various cow care should be taken to ensure that the additional courses will not reduce the number of class contact hours of existing courses.

7.5 Library

To accommodate the students of the new programme there should be adequate accommodation library for additional ten (10) readers for each stream of an HND or ND programme and twenty (20) readers for each stream of anew ND and HND programme.

7.6 Office Accommodation

Staff offices should be available for all teaching staff of the new programme. The least acceptable shall be two lecturers to a room, and senior lecturers and above in rank should have individual offices. A large departmental office should be provided for the programme, equipped with the following:

i.	Photocopy Machine ……………………………..	1no
ii.	Computer …………………………………………	2nos
iii.	Printers …………………………………………	1no
iv.	Table and Chairs for Secretary ……………….	1no each
v.	Writing table and chair for Clerical Officer …….	1no each
vi.	Filing Cabinets …………………………………	2nos
vii.	Notice Board for Staff and Students …………….	1no
viii.	Bookracks ………………………………………	3nos
ix.	Chairs for visitors ………………………………	5nos

x.   Air conditioner/fan …………………………… 1no

7.7 POWER, GAS AND WATER SUPPLY

Regular power gas and water supply should be available for the laboratories, workshops, studios, and other facilities for the new programme.

8.0 FINANCE

Adequate funds should be available for capital projects and recurrent expenditure for the programme. There should be adequate consumables for students' practical for the first year of the programme. For Science and Technology-based programmes, the recommended per capita funding for consumables is Ten Thousand Naira (N 10,000) and Five Thousand Naira (N 5,000) for non- Science & Technology Programmes per annum. This shall be reviewed periodically in line with current realities. In all cases, the per capita cost includes the cost of maintaining the various equipment in the workshops, laboratories, and classrooms and for consumable teaching materials.

8.1 RE:SUBMISSION OF APPLICATION FOR APPROVAL TO MOUNT A NEW

8.2 The institution may resubmit its application for approval to mount a new programme if it has corrected the deficiencies highlighted in an earlier report on the subject. This dispensation applies to only programmes that have received resource inspection from the Board.

8.3 INITIAL ACCREDITATION VISITATION:

8.4 A formal accreditation visit shall be conducted for the new programme in the fourth semester. Prior to the visit, the institution is required to complete and submit five copies of self-study questionnaire (NBTE/PA11) in respect of the programme to the Executive Secretary NBTE, Plot B' Bida Road, P.M13-2239, Kaduna.

ACCOMMODATION AND LOCAL TRANSPORTATION FOR RESOURCE INSPECTION TEAM MEMBERS:

8.5 It is the responsibility of the institution to provide for team members hotel accommodation and local transportation from the nearest airport and between the hotel and the institution during the period of the resource inspection visit. .