

**AHMADU BELLO UNIVERSITY,  
ZARIA, NIGERIA**

UNDERGRADUATE  
**STUDENT HANDBOOK**

**2019/2020 Session**

**17<sup>th</sup> Edition**

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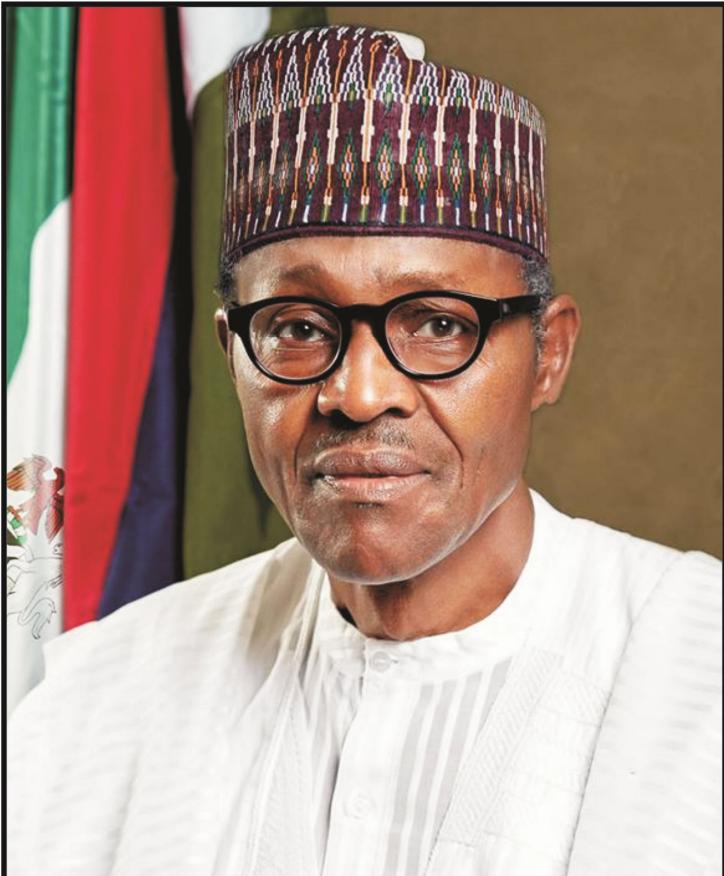
## **FOREWORD**

By coming to Ahmadu Bello University, you have gained membership of one of Africa's largest universities and one of its best. I congratulate you on your choice and in your good luck in securing admission into this great citadel of learning. But I must remind you that you will now discover that you have placed upon your individual and collective heads a heavy responsibility of defending, maintaining and advancing the good reputation of Ahmadu Bello University as represented by the quality of its products over the years and the excellence it stands for.

Fortunately, this is a responsibility you have within your powers to execute. For you have already in part demonstrated this through your good grades which have brought you here. Now I urge you to apply yourselves vigorously to the task before you that is, learning. You must maintain at all times a healthy mind inside a healthy body befitting of youths. You must avoid bad behaviours such as cultism, examination malpractice, indecent dressing and rumour mongering! You should also imbibe the culture of living with one another in peace and harmony. You must also resolve to complete your studies in the shortest possible time. In doing so, you will be doing a lot of good to yourself, your parents and your country.

Welcome to Ahmadu Bello University.

Professor. Kabiru Bala, FNIOB, MAPM, MICIArB, MCABE, R Bldg. E,  
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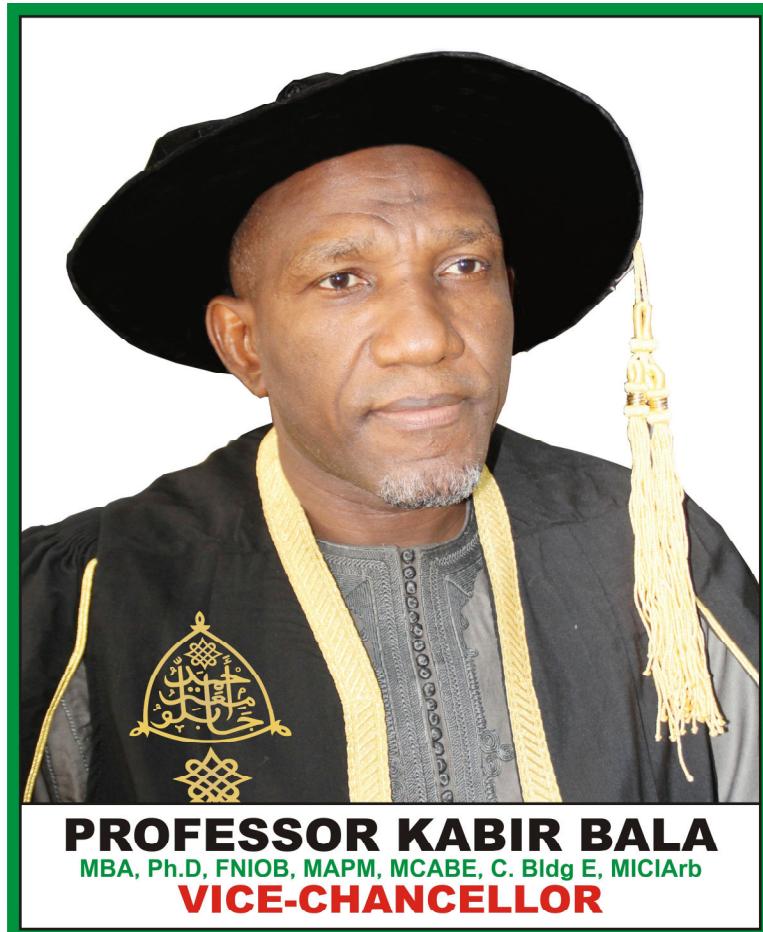
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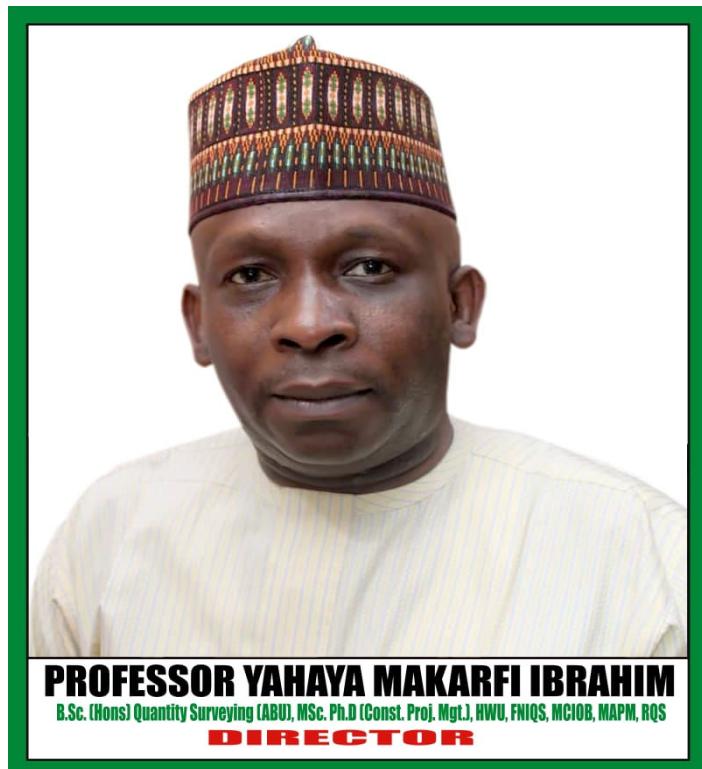


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**Telephone:** 069-550571-4; Email: [iar20002001@yahoo.com](mailto:iar20002001@yahoo.com)

**I. A. R. Substations:**

1. Agriculture Research Station,  
P. O. Box. 1062, Kano.  
064-623046
2. Irrigation Research Station, Kadawa,  
P. O. Box 1062, Kano.
3. Irrigation Research Station, Bakura,  
P. O. Box 85,  
Talata Mafara, Sokoto State.

**DIVISION OF AGRICULTURAL COLLEGES (D.A.C.)**

**Address:** Division of Agricultural Colleges,  
P. M. B. 1082, Zaria.

**Email:** [dac.abu@skannet.com](mailto:dac.abu@skannet.com)  
[dac@abu.edu.ng](mailto:dac@abu.edu.ng)

**Colleges of D. A. C.**

1. College of Agriculture,  
Kabba, Kogi State.
2. Samaru College of Agriculture,  
P. M. B. 1058, Zaria.
3. College of Agriculture and Animal Science,  
P. M. B. 2134, Mando, Kaduna.

**INSTITUTE OF EDUCATION**

**Address:** Institute of Education,  
Ahmadu Bello University,  
P. M. B. 1048, Zaria.

**Telephone:** 069-5121116-7

**ABU TEACHING HOSPITALS (ABUTH)**

**Address:** A.B.U. Teaching Hospital, Shika  
P. M. B. 1026, Zaria.

**Telephone:** 08037862990

**NATIONAL ANIMAL PRODUCTION RESEARCH  
INSTITUTE (NAPRI)**

**Address:** National Animal Production  
Research Institute, Shika,  
P. M. B. 1096, Zaria.  
**Email:** [director@napri.ng.org](mailto:director@napri.ng.org)  
**Website:** [www.napri.org](http://www.napri.org)

**NAPRI Substation:**

1. Beef Research Station,  
P. M. B. 1011, Talata Mafara,  
Sokoto State.
2. Small Ruminant Research Station,  
Ubiaja, Edo State.
3. Swine Research Station,  
P. M. B. 2221, Otukpo, Benue State.

**NATIONAL AGRICULTURAL EXTENSION & RESEARCH  
LIAISON SERVICES**

**Address:** National Agricultural Extension & Research  
Liaison Services,  
P. M. B. 1044, Zaria.  
**Telephone:** 08036334893  
**Email:** [director@naerls.gov.ng](mailto:director@naerls.gov.ng)  
**Website:** [www.nearls.gov.ng](http://www.nearls.gov.ng)

**IYA ABUBAKAR INSTITUTE OF INFORMATION AND  
COMMUNICATION TECHNOLOGY (I.A.I.I.C.T)**

**Address:** Iya Abubakar Institute Of Information And  
Communication Technology (I.A.I.I.C.T)  
,Ahmadu Bello University,  
Zaria.  
**Telephone:** 07032154610

**AHMADU BELLO UNIVERSITY PRESS LIMITED (ABU PRESS)**

*Address:* Ahmadu Bello University Press Limited,  
P. M. B. 1094,  
Zaria.  
*Telephone:* 08065949711

**AHMADU BELLO UNIVERSITY CONSULTANCY SERVICE LIMITED (ABUCONS) & UNIBELLO FARMS**

*Address:* ABUCONS Limited,  
Ahmadu Bello University,  
Main Campus, Zaria.  
*Telephone:* 08035925082

**NATIONAL UNIVERSITIES COMMISSION**

*Address:* National Universities Commission,  
Ija Nwachukwu House,  
Plot 430 Aguiyi-Ironsi Street,  
Maitama District,  
P. M. B. 237,  
Garki G.P.O.,  
Abuja, Nigeria.  
*Telephone:* 09-5233185

**NIGERIAN UNIVERSITIES OFFICE, LONDON**

*Address:* Queen's House,  
180 Tottenham Court Road,  
London W1P 9LE.  
*Telephone:* 01-637-495'6'7'8

**NIGERIAN UNIVERSITIES OFFICE, WASHINGTON**

**Address:** Office of the Education Attaché,  
Embassy of Nigeria,  
2010 Massachusetts Avenue, N. W.,  
4<sup>th</sup> Floor,  
Washington D. C. 20036.  
**Telephone:** (202) 659-8113

**JOINT ADMISSION AND MATRICULATION BOARD**

**Address:** Joint Admission and Matriculations Board,  
Suleja Road, Bwari, P. M. B. 189, Abuja.

**COMMITTEE OF VICE- CHANCELLORS**

**Address:** Committee of Vice Chancellors,  
4 Idowu Tailor Street,  
P. M. B. 12022,  
Victoria Island, Lagos.  
**Telephone:** 06-611554, 612465, 612425

**AUDITORS**

- *Main Campus:* Coopers & Lybrand
- Institute of Administration: Coopers & Lybrand
- Institute for Agric. Research: Ma'aji & Co.
- *Division of Agric. Colleges:* Peat Marwick, Ani, Ogunde & Co.
- Institute of Education Co.: Muhtari Dangana &
- National Animal Production and Research Institute: Ma'aji & Co.
- Agric. Extension Research & Liaison Services: Peat Marwick, Ani, Ogunde & Co.

**BANKERS**

**Address:** Central Bank of Nigeria,  
Kaduna.

**ROBE MAKERS**

**Address:** Gintex Industries Limited,  
Ugba Junction Uturu,  
Opposite Imo University,  
P. O. Box 215,  
Okigwe, Imo State.

**SOURCES OF INFORMATION AND SPECIALISED  
ASSISTANCE**

1. **Admissions matters and change of course (undergraduate)**  
Deputy Registrar Academic Affairs,  
Room 115, Senate Building  
Telephone 08033283802
2. **Admissions and Registration Matters (Postgraduate)**  
Secretary Postgraduate School,  
Telephone 08033371108
3. **Examinations, Transcript and other Academic Matters**  
Examinations Officer,  
Academic Office  
Room 113, Senate Building  
Telephone 080333283802
4. **Fees**  
Finance Officer,  
(Students Affairs Division)  
Room 130 Senate Building  
Telephone 08037037962

5. **Hostel and Off-Campus Accommodation**  
Accommodation Officer,  
Students Affairs Division  
Room 125 Senate Building  
Telephone 08032876088
6. **NYSC, Clubs and Societies, Accidents and Death**  
NYSC Schedule Officer  
Students Affairs Division  
Room Senate Building  
Telephone 08065514148
7. **Guidance on Overcoming Academic, Social and Private Difficulties**  
Counselling and Human Development Centre,  
Near Amina Hall, Main Campus  
Telephone 08033708102
8. **Registration and Matriculation Matters**  
Records Officer (Academic),  
Room 118, Senate Building  
Telephone 08024180093
9. **Sports and Recreation**  
The Director of Sports,  
New Gymnasium  
Telephone 08036010323
10. **Sickness and other Health Issues**  
The Director,  
University Health Services  
Sick Bay  
Telephone: 08035801064; 08028190599.
11. **Security, Fire, Theft and Accidents**  
The Chief Security Officer,  
Security Office  
Telephone 08037040692

12. **Housing Passages and Immigration**  
Housing and Passages Officer  
Room 611 Senate building  
Telephone 07039138874
13. **Mail and Enquiries**  
Officer-in-Charge  
University Postal Services  
Vice- Chancellor's Office  
IDR Building, Near Senate Building  
Registry Department
14. **International Student Matters**  
Desk Officer  
International Student Matters  
Student Affairs Division,  
Room 127 Senate Building, Main campus  
Telephone 08034174379
15. **Alumni and Other Related Matters**  
Directorate of University Advancement  
Office of the Vice Chancellor  
Old Senate Building  
Telephone 08037037441
16. **Computer/Internet Connectivity Matters**  
Directorate of Information and Communication Technology  
Aminu Dantata Multimedia Centre opposite Faculty of Arts  
Telephone
17. **Online Registration Issues**  
Coordinator, Management Information System (MIS)  
Directorate of Academic Planning and Monitoring  
4<sup>th</sup> Floor Senate Building  
Telephone 08036527382

## INTRODUCTION

One of the largest Universities in Africa, Ahmadu Bello University has a worldwide reputation for excellence, especially as demonstrated by the outstanding qualities of its graduates who occupy leadership positions throughout Nigeria and in other parts of the world. The University has squarely stood up to the dreams of its founding fathers who expressed the hope some five decades ago that the tiny and young Institute would grow to become a world citadel of learning.

Zaria metropolis, the seat of the University, has itself a long tradition of learning dating back centuries. Zaria is today appropriately home to more than half a dozen institutions of higher learning and research, giving it a unique position throughout the Federation. The student will find in Zaria a cosmopolitan and welcoming environment. The unique features of Zaria include the walled city of Zaria where the Emir of Zazzau lives, the large Sabon Gari Market with unlimited opportunities for shopping, the towering rocks of Kufena which some have called the “divided mountains” because of the multiple faces it presents to the viewer, and a huge Zaria Dam on the Galma River, the main source of water for the whole of the metropolis.

The Main Campus of the University is located at Samaru, Zaria. It occupies a wide expanse of undulating grassland, covered by a rich variety of foliage carefully selected and tended over the years so that the campus itself is truly a garden city. To the newly arriving student and visitor, the overall effect the campus present is that of tropical woodland, ideal for study and meditation. A tributary of Kubani River the second largest river in Zaria and other smaller ones run through the campus.

The Main Campus is home to 16 Faculties (Arts, Agriculture, Administration, Ahmadu Bello University Business School (ABUBS), Education, Engineering, Environmental Design, Life Sciences, Clinical Sciences, Basic Medical Sciences, Basic Clinical Sciences, Allied Health Sciences, Pharmaceutical Sciences, Physical Sciences, Social Sciences and Veterinary Medicine) and seven Research Institutes and Centres. These institutes are: National Agricultural Extension Research and Liaison Services (NAERLS); Institute for Agricultural Research (IAR); Institute of Development Research (IDR); Centre for Energy Research and Training (CERT); Institute of Education; the Veterinary Teaching Hospital (VTH), National Animal Production Research Institute in Shika (NAPRI) and the Distance Learning Centre (DLC)

There is a second campus located at Tudun Wada, Zaria and close to the walled city called Kongo Campus. As you walk through the narrow lanes of the second campus it is impossible to escape history, for many of the famous names in Nigerian private and public life have been this way. It houses the Institute of Administration, the Faculties of Law and Administration, and the Centre for Islamic Legal Studies.

The University Teaching Hospital is located at Shika near Samaru on the way to Sokoto and is thus an adjunct of the Main Campus. Apart from serving as a training hospital for the medical students, it also serves the purpose of tertiary care health facility for referral cases. Other features of the University include the massive Kashim Ibrahim Library, one of the largest in Africa; the NUGA Stadium where the 18<sup>th</sup> Nigerian Universities Games (NUGA) were held; and the popular Drama Village set by the beautiful waters of the University Dam and watched over by the towering rocks of

Kufena. Legend has it that Queen Amina of Zazzau held her royal court on top of these rocks.

In its cosmopolitan nature, the University draws its students from all over the world and they are presented with an opportunity to harmoniously learn from one another.

The student will find in Zaria, with its rich traditions, an ideal setting in which to pursue his/her academic career as he/she meets other students and staff from throughout Nigeria, Africa and beyond.



**ABU Water Fountain at Amina Hall Roundabout**

## **HISTORICAL PERSPECTIVE**

Ahmadu Bello University belongs to the First-Generation Universities in Nigeria. Others in this category are the University of Ibadan, University of Nigeria, University of Lagos, and the former University Ife, Ile-Ife, now Obafemi Awolowo University. These universities are not only older academically but are in a class of their own, and the Ahmadu Bello University even more so.

Under its founding father, Sir Ahmadu Bello, the university had a lucky start for he gave the young institution all the support it needed. He attracted to Zaria talented crop of academics from across Nigeria and other parts of the world that got the University going on a foundation of excellence which it has maintained to date. The University was officially launched on October 4<sup>th</sup> 1962 in a colourful ceremony presided over by its first Chancellor, Sir Ahmadu Bello the Sardauna of Sokoto, and attended by dignitaries from all over Nigeria, West Africa and other parts of the Commonwealth.

Although officially opened in 1962, the origin of the Ahmadu Bello University dates back ten years earlier when the Nigerian College of Arts, Science and Technology (NCAST) was founded in Samaru, Zaria and provided courses in Engineering, Architecture, Fine Art and Education. Many of the earlier Engineers and Architects in Nigeria had their education and training in this College. But it was in the area of Fine Art that the College most distinguished itself, creating a distinct and African form of art, known today internationally as the Zaria School of Arts.

At its official founding in 1962, the Ahmadu Bello University had a student body of no more than three thousand enrolled in its various programs. Today, the student body is over forty

thousand, the majority of them undergraduates but with a sizeable and growing body of postgraduate students. The University has become truly a Centre of Excellence especially in postgraduate education, which is carried on in all the Sixteen Faculties of the University. The University's reputation in academic matters is paralleled by its outstanding achievements in sports where it has established an unbeatable record in the Nigerian Universities Games, sweeping the medals again and again. One challenge the University now faces is to turn games and sports into popular activities in which every student on campus participates. In the mind of the University, there is no contradiction between sporting excellence and classroom excellence.

The University opened with just four Faculties- Agriculture, Engineering, Law and Science –fifteen Departments.

Since its inception, the University has been headed by erudite academics cum administrators as follows:

Sir Norman Alexander	(1961-1966)
Professor Ishaya Audu	(1966-1975)
Professor Iya Abubakar	(1975-1978)
Professor Oladipo Akinkugbe	(1978-1979)
Professor Ango Abdullahi	(1979-1986)
Professor Adamu Nayaya Mohammed	(1986-1991)
Professor Daniel Saror	(1991-1998)
Professor Abdullahi Mahadi	(1998-2004)
Professor Shehu Usman Abdullahi	(2004-2009)
Professor J.U. Umoh	(June – Dec 2009)
Professor Mohammad Aliyu	(Dec 2009- Mar.2010)
Professor Abdullahi Mustapha	(2010-2015)
Professor Ibrahim Garba	(2015-2020)
Professor Kabir Bala	(2020-Date)

The Ahmadu Bello University was taken over by the then Federal Military Government, and now enjoys the status of a Federal University.

In 1987, the year in which the University celebrated its 25<sup>th</sup> Anniversary, ABU had turned out to be the largest and the most extensive of all Universities in Sub-Saharan Africa. It covers a land area of about 7,000 hectares and embraces sixteen Faculties, a Postgraduate School and a Distance Learning Centre. There are also six Institutes, six specialised Centres, a Division of Agricultural Colleges, a School of Basic and Remedial Studies, a Demonstration Secondary School, a Primary School and Extension and Consultancy Services.



**Prof. Ishaya Audu**  
**Vice-Chancellor**  
**(1966 - 1975)**



**Prof. Norman S. Alexander**  
**Vice-Chancellor**  
**(1962 - 1966)**



**Prof. O. O. Akinlugbe**  
**Vice-Chancellor**  
**(1978 - 1979)**



**Prof. Iya Abubakar**  
**Vice-Chancellor**  
**(1975 - 1978)**



**Prof. A. N. Mohammed**  
**Vice-Chancellor**  
**(1986 - 1991)**



**Prof. Ango Abdullahi**  
**Vice-Chancellor**  
**(1979 - 1986)**



**Major General M. T. Kontagora, ND.**  
**Sole Administrator**  
**(1995 - 1998)**



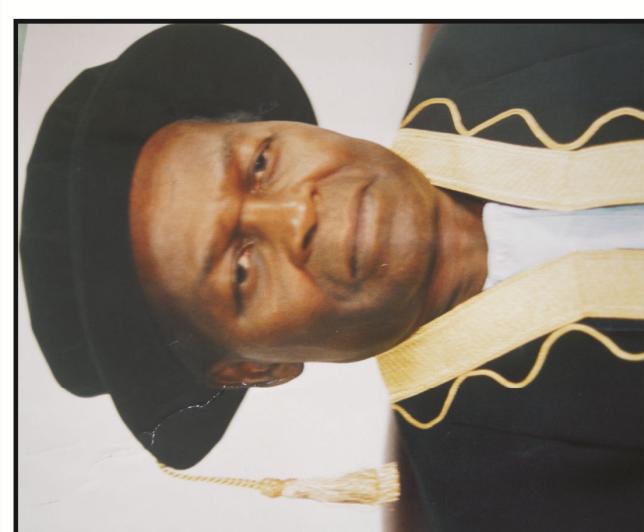
**Prof. Daniell I. Saror**  
**Vice-Chancellor**  
**(1991 - 1995)**



**Prof. Shehu Usman Abdullah, MM, OFR**  
**Vice-Chancellor**  
**(2004 - 2009)**



**Prof. Abdullahi Mahdi**  
**Vice-Chancellor**  
**(1999 - 2004)**



**Prof. Aliyu Muhammed**  
**Acting Vice-Chancellor**  
**(December 2009 - March 2010)**



**Prof. J.U. Umoh**  
**Acting Vice-Chancellor**  
**(June - December 2009)**



**Professor Abdullahi Mustapha**  
B.Sc. (Hons) Pharm. (A.B.U), Ph.D. (London), FPSN  
**Vice - Chancellor**  
(2010 -2015)



**Professor Ibrahim Garba**  
Bsc. (Hons) Geol., M.Sc., (ABU), PhD. (London), DIC, FNMGS  
**Vice - Chancellor**  
(2015 – 2020)



**PROFESSOR KABIR BALA**  
MBA, Ph.D, FNIOB, MAPM, MCABE, C. Bldg E, MICIArb  
**VICE-CHANCELLOR**



**One of the Student Hall of Residence**

### **Vice-Chancellors and their field of studies**

1. Prof. Norman Alexander (Physics)
2. Prof. Ishaya Audu (Medicine)
3. Prof. Iya Abubakar (Mathematics & Computer Science)
4. Prof. Oladipo Akinkugbe (Medicine)
5. Prof. Ango Abdullahi (Agronomy)
6. Prof. Adamu Nayaya Mohammed (Veterinary Medicine)
7. Prof. Daniel Saror (Veterinary Medicine)
8. Major Gen M. Kontagora (Civil Engineering)
9. Prof. Abdullahi Mahadi (History)
10. Prof. S.U. Abdullahi (Veterinary Medicine)
11. Prof. J.G. Umoh (Veterinary Medicine)
12. Prof. Mohammad Aliyu (English Language)
13. Prof. Abdullahi Mustapha (Pharmacy).
14. Prof. Ibrahim Garba (Geology)
15. Prof. Kabir Bala (Building)

### **Philosophy and Objectives of the University**

At the first convocation ceremony of Ahmadu Bello University in 1963, the founding father and mentor of the University, Sir Ahmadu Bello, enunciated the philosophy of ABU when he said:

*“The first duty of every university is the search for and the spread of knowledge and the establishment of truths... But it must also serve the need of the nation.”*

The philosophy of the Ahmadu Bello University is predicated upon the “*cardinal principles of imparting knowledge and learning to men and women of all races without any distinction on the grounds of race, religious or political beliefs*”

Hence the objectives of Ahmadu Bello University as articulated in Article 4 of its 1962 and 1975 Laws are:

- (a) *To provide regular and liberal courses of instruction in the humanities, sciences and other spheres of learning of a standard required and expected of a University of the highest standing;*
- (b) *To promote research and the advancement of science and learning;*
- (c) *To secure the diffusion of knowledge throughout Nigeria.*

## **VISION AND MISSION OF AHMADU BELLO UNIVERSITY**

### ***Vision:***

Ahmadu Bello University shall be a world-class University comparable to any other, engaged in imparting contemporary knowledge, using high-quality facilities and multi-disciplinary approaches, to men and women of all races as well as generating new ideas and intellectual practices relevant to the needs of its immediate community, Nigeria and the world at large.

### ***Mission:***

To advance the frontiers of learning and break new grounds, through teaching, research and the dissemination of knowledge of the highest quality; to establish and foster national and international integration, development and the promotion of African traditions and cultures; to produce high-level human power and enhance capacity-building through retraining, in order to meet the needs and challenges of the catchment area, Nigeria and the rest of the world.

**Note:** Every student is expected to be conversant with the above vision and mission of the University

### **University Administration and Control**

Ahmadu Bello University is owned by the Federal Government of Nigeria which funds it through the National University Commission (NUC). The President and Commander-in-Chief of the Armed Forces of Nigeria is the Visitor. There is a Chancellor who is the ceremonial head of the University; a Vice-Chancellor who is the Chief Executive and Academic Officer of the University, and a Governing Council with power to manage all matters of the University not otherwise provided for or under the University Law.

The Academic Affairs of the University is managed by Senate, under which there are Faculty Boards and a Postgraduate School Board. There are also Boards of Governors as well as Professional Academic Boards of Institutes and Centres, which administer their respective administrative and academic matters.

The major units of the University are the sixteen (16) Faculties, a Postgraduate School and Ninety-nine (**99**) **academic Departments**. There are also six Institutes, six specialised Centres, a Division of Agricultural Colleges, and three organised Extension and Consultancy Services, which provide a variety of complementary roles to the academic Faculties.

## **BRIEFS ON FACULTIES, INSTITUTES, CENTRES AND SCHOOLS**

### ***Faculties:***

There are presently sixteen Faculties and a Business School (ABUBS), most of which developed out of Departments of the defunct Nigerian College of Arts, Science and Technology the Institute of Administration and the Institute of Agricultural Research. Fourteen (14) of the Faculties and ABUBS are located within the Main Campus in Samaru while the other two Faculties are located at the Kongo Campus.

- 1. The Faculty of Administration:** which is located at the Kongo Campus, came into being in November 1966. It offers courses Local Government Studies and Public Administration, as well as several Advanced Diploma courses.
- 2. The Faculty of Agriculture:** which is closely related to the Institute for Agricultural Research was established in October 1962. It is situated to the West of the Main Campus on the Zaria – Sokoto Road. It offers courses of study leading to the award of Bachelor of Agriculture.
- 3. Ahmadu Bello University Business School:** this is a merger of some programmes from the Faculty of Administration and Social Sciences in 2018 and offers courses in Accounting, Business Administration and Economics.
- 4. The Faculty of Arts:** came into being in 1987 following the split of the former Faculty of Arts and Social Sciences, which was founded in 1966. It is situated on the Main Campus at the former site of the

Faculty of Arts and Social Sciences. It provides courses leading to B. A. (Hons.) degrees in the Humanities or the Arts.

5. **The Faculty of Education:** which came into being in 1968, is located on the Main Campus. The Faculty offers courses leading to the award of B. Ed., B. A. (Ed.), B. Sc. (Ed.) and B. L. S. The Faculty also offers Postgraduate Diploma in Education.
6. **The Faculty of Engineering:** which took off in October 1962, is situated on the Main Campus. The Faculty provides courses leading to the award of the Bachelor's Degree in Engineering.
7. **The Faculty of Environmental Design:** founded in 1962, is located on the Main Campus. The Faculty offers courses leading to the award of degrees of B. A. in Fine Arts and Industrial Design and Bachelor of Architecture, B. Sc. Building Technology, and Urban & Regional Planning, B. Sc. Geomatics and B.Sc. Quantity Surveying.
8. **The Faculty of Law:** established in 1962, is located on the Kong Campus. The Faculty offers degree and non-degree courses. The degree courses lead to the award of LL. B (Hon.) in Civil Law or Sharia.
9. **The College of Medical Sciences:** previously known as the Faculty of Medicine, which came into being in 1967. The name was changed to College of Health Sciences in 2017. The College is located on the Main Campus. However, clinical studies are carried out at the A.B.U. Teaching Hospital Complex located at Tudun Wada and Shika in Zaria. The College was unbundled

and has four Faculties namely Basic Medical, Basic Clinical, Clinical and Allied Health Sciences.

**10. Faculty of Basic Medical Sciences:** offers courses that lead to the award of B.Sc. Human Anatomy and B.Sc. Human Physiology. MBBS students are also taught some courses in the Faculty

**11. Faculty of Basic Clinical Sciences:** offers courses such as: Chemical Pathology Haematology and Blood Transfusion, Medical Micro-Biology and Pathology.

**12. Faculty of Clinical Sciences:** offers courses such as Anaesthesia, Community Medicine, Medicine, Obstetrics & Gynaecology, Psychiatry, Radiology, Surgery, Traumatic & Orthopaedic Surgery, Paediatrics, med. Microbiology, Dental Surgery (BDS), Anaesthesia and Ophthalmology.

**13. Faculty of Allied Health Sciences:** offers courses such as Nursing Sciences, medical Radiography and Medical Laboratory Sciences

**14. The Faculty of Pharmaceutical Sciences** evolved from the Faculty of Science in 1970. It lies adjacent to the Faculty of Medicine and offers courses leading to the award of Bachelor of Pharmacy.

**15. The Faculty of Physical Sciences** was created as a result of the split of the Faculty of Science in 2016 into two. The Faculty is situated on the Main Campus. It currently has **nine (9) Departments** and offers courses leading to the award of B.Sc. (Hon.) and B.Sc. (Combined Honours) degrees.

- 16. The Faculty of Life Science:** which was carved out in 2016 from the Faculty of Science (established in 1962) and has **five (5) Departments**, offering courses leading to the award of B.Sc. (Hon.) and B.Sc. (Combined Honours) degrees.
- 17. The Faculty of Social Sciences** was carved out of the former Faculty of Arts and Social Sciences in 1987. It is located within the buildings of the former School of General Studies. The Faculty offers courses leading to B.Sc. International Studies, Political Science, Mass Communication and Sociology.
- 18. The Faculty of Veterinary Medicine** is located adjacent to the Faculty of Medicine and Pharmaceutical Sciences. Established in 1965, the Faculty offers courses leading to the award of a DVM degree.

## **INSTITUTE OF ADMINISTRATION**

*(Established in accordance with Statute 13)*

The Institute of Administration was founded in 1947 as a Clerical Centre and incorporated into Ahmadu Bello University on 4<sup>th</sup> October 1962. It has from the date of its incorporation developed into an Institute with a dual function. First as a College, for undergraduate and post-graduate studies and research; and secondly as an in-service training centre. The Institute of Administration is the oldest Institution of higher learning in West Africa devoted to the teaching of Administration, Finance and Law.

The Institute houses the University's Faculties of Law and Administration together with the Department of Local Government Studies and the Centre for Islamic Legal Studies.

## **INSTITUTE FOR AGRICULTURAL RESEARCH (IAR)**

*(Established in accordance with Statute 14)*

The Institute of Agricultural Research (I.A.R.) was established in October 1962 when the Research and Specialist Division of the former Northern Nigeria Ministry of Agriculture was transferred to Ahmadu Bello University. The Institute, however, started in 1924 as Samaru Agricultural Research Station and has been the bedrock of crop research and improvement in the Savannah region of Nigeria. All the cotton and sorghum varieties grown in the Northern States have been bred at I.A.R. It has two subsidiary research stations: the Agricultural Research Station, Kano and the Irrigation Research Station Kadawa, Kano State.

## **INSTITUTE OF DEVELOPMENT RESEARCH (IDR)**

The Institute of Development Research took off on the first July 1998 following the rationalization, recognition and subsequent closure of institutes and centres of Ahmadu Bello University. The Institute was set up by the University to conduct advanced research at post Graduate and Post Doctoral levels in all areas of human development in Nigeria in the context of developments in Africa and in the rest of the world and to disseminate the results of the research.

The Institute also provides consultancy services to government, corporate bodies, national and international agencies and the general public in its areas of competence. As one of its functions, the Institute cooperates with relevant Faculties of the University and enhances their teaching capacity at the

undergraduate and post-graduate levels and organizes conferences, seminars, workshops, symposia and colloquia, in pursuit of its mandate. The Institute makes available to the University community and the research community a reference library and basic research facilities.

## **INSTITUTE OF EDUCATION**

*(Established in accordance with Statute 15)*

The Institute of Education was established in 1965 and has continued to play a vigorous role in the development of Teacher training at all levels. Through its **twenty-three** affiliated Colleges of Education, part-time, post-graduate diploma and certificate courses, and other services including publishing and the production of instructional materials, the pre-eminence of this Institute in the educational system of Nigeria are unquestionable.

## **ABU TEACHING HOSPITAL**

*(Established in accordance with Statute 19)*

Ahmadu Bello University Teaching Hospital Zaria has been in existence since colonial days and it was known “Asibitin Kofar Doka”. The Ahmadu Bello University Teaching Hospital has so far been through three phases in its history namely:

- a. The Pre-Independence era
- b. The 1967 -2005 period
- c. Post-2005 period

Before the declaration of Nigeria’s Independence in 1960, the Tudun-Wada Hospital was called “Asibitin Kofar Doka” being a Provincial Health Facility that served the people of the Ancient Zaria City, the surrounding townships and suburban communities. The urgent need to train a critical mass of Government employees that would propel the development of

the Northern Region prompted the need for the founding of Ahmadu Bello University Zaria. The need to train health care personnel led to the establishment of a multi-Campus Medical School in 1966. This Medical school was called the Faculty of Medicine ABU Zaria.

The refurbished Zaria General Hospital (Kofar Doka Hospital) was conceived to train health professionals and paraprofessionals that would effectively deliver services both in rural and ivory tower settings without compromising standards and quality. This vision was facilitated by Professors TF Nicholson and WRF Collis. These noble ideas of developing a World-Class Medical School and Teaching Hospital were limited by inadequate funding occasioned by the Civil War, perennial policy somersaults, incessant electric power outages, and the division of the Region into six states at the beginning. In view of the fact that the University was the only one in the Northern Region, the Interim Common Services Agency (ICSA) that co-ordinated the activities of common interests of the defunct Northern Region provided oversight administration for ABU and fledgling Teaching Hospital.

The Teaching Hospital provides the milieu for training doctors in Postgraduate levels especially in the clinical specialities through the residency namely; Anaesthesia, Chemical Pathology, Community Medicine, Family Medicine, Haematology and Blood Transfusion, Maxillo-Facial Surgery, Medical Microbiology, Medicine, Obstetrics and Gynaecology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Pathology, Psychiatry, Radiology, Radiotherapy and Surgery. Besides training of doctors, the Teaching Hospital and the Institute provided training programmes for other Health Workers namely; Nurses (both basic and post-basic), Public Health Workers (Community Health Officers' Course and Community Health Assistants' Course), Laboratory Technologists and

Technicians, Rural Health and Dispensary Assistants, Hospital Equipment Maintenance Technicians and Attendant.

## **DIVISION OF AGRICULTURAL COLLEGES**

*(Established in accordance with Statute 17)*

The Division of Agricultural Colleges (D.A.C.) was established in June 1971. The Division comprises four colleges: The College of Agriculture at Kabba in Kwara State; the College of Agriculture, Bakura in Zamfara State; the College of Agriculture at Samaru in Kaduna State and College of Animal Science at Mando in Kaduna; the Bakura College was phased out in 1989 and the farm handed over to UNIBELLO Farms.

The Division is primarily responsible for providing technical training in general agriculture and agricultural mechanization, animal health and production, irrigation agronomy horticulture, crop production and protection and in-home economics for intermediate-level personnel for the extension services.

## **NATIONAL ANIMAL PRODUCTION RESEARCH INSTITUTE**

*(Established in accordance with Statute 18)*

The National Animal Production Research Institute was established in 1973, and subsequent Research Institute Establishment Order of November 1975, formally established NAPRI within Ahmadu Bello University with substations in Talata Mafara, Otukpo and Ubiaja. But NAPRI had existed since 1928 as Shika Stock Farm. The Institute holds great promise for developing national cattle breed suitable for both meat and milk production in Nigeria.

## **NATIONAL AGRICULTURAL EXTENSION AND RESEARCH LIAISON SERVICES**

*(Established in accordance with Statute 19)*

The Regional Research Station at Samaru was established in 1924 and by 1960, it was recognized that a lot of agricultural research information available from its activities was not reaching the farmers, the intended users of the information. In 1963, the Ministry of Agriculture of the defunct Northern Region, therefore, established in 1963 the Extension and Research Liaison Section (ERLS) as part of the Field Services Division stationed at Samaru. Its primary function was to act as a link between research and the Ministry's extension services. The University Council on 15<sup>th</sup> October 1975 took the decision to separate ERLS from IAR and named it Agricultural Extension and Research Liaison Services (AERLS). AERLS took a national mandate in 1989 and was renamed NAERLS.

## **CENTRE FOR ISLAMIC LEGAL STUDIES**

*(Established in accordance with Statute 22)*

The Centre for Islamic Studies, which was established in 1971, undertakes considerable in-service training for Area Courts personnel of the Northern States. In conjunction with the Faculty of Law, the Centre runs Diploma Courses in Civil Law, Judicial Course for Alkali and staff of Area Courts and courses in Islamic Legal Studies system (Sharia).

## **CENTRE FOR HISTORICAL RESEARCH AND DOCUMENTATION (AREWA HOUSE)**

*(Established in accordance with Statute 25)*

The Arewa House lies on two acres of beautifully wooded land in the quiet suburbs of Nassarawa, Kaduna-North. It is located

at No. 1, Old Ministers' Quarters, on the grounds of the home of the late Alhaji (Sir) Ahmadu Bello, who was assassinated in the first military coup d'état in the country in January 1966. The Arewa House is a centre for historical documentation and research on all aspects of the Nigerian nation, with particular emphasis on the Northern States. It is a research centre of Ahmadu Bello University, with an independent Board of Trustees and a Governing Council. Its day-to-day management is controlled by the Director, who is also the Chief Executive, and other supporting staff.

As a Centre for Historical Documentation and Research, the Arewa House came into being in 1970, with the setting up of the History of Northern Nigeria Committee by the Interim Common Services Agency (ICSA), which took control of the assets and liabilities of the six Northern States which were created out of the former Northern Region of Nigeria in 1967. In 1972, ICSA formally gave approval for the use of the residential quarters and office-complex of the late Premier of Northern Region, Alhaji (Sir) Ahmadu Bello, the Sardauna of Sokoto, as a Centre for Historical Documentation and Research.

Named *Arewa* (Northern) House (*Gida*); it was placed under the charge of the internationally renowned and distinguished scholar, Professor Abdullahi Smith, who served as its first Director. By dint of hard work and careful planning, Professor Smith was able to develop the Centre to a status of such repute that it became quite attractive to scholars and researchers from all over the world. With the abolition of ICSA in 1976, the Arewa House was transferred to the Ahmadu Bello University.

## **IYA ABUBAKAR INSTITUTE FOR INFORMATION AND COMMUNICATION TECHNOLOGY**

*(Established in accordance with Statute 26)*

The Institute was established in 1973 by detachment from the Department of Mathematics under which a Unit, which provided Computer Services, was organised since 1967. The Centre provides a full central computing service to all staff, research workers and students. The central mainframe system consists of a dual CYBER 920 computer. Other microcomputers are available for a variety of purposes including teaching, software research, management information and interactive simulation studies. Staff and students receive some programming instruction at the Institute as required by the new educational policy on computer literacy.

## **CENTRE FOR ENERGY RESEARCH AND TRAINING**

*(Established in accordance with Statute 29)*

The Centre, which started as a Nuclear Energy Programme in 1977 at the Physics Department, was formally established in 1982. The Centre is being funded by the Nigeria Atomic Energy Commission, Abuja. The Centre operates a Nuclear Research Reactor, 14-MeV Neutron Generator, XRF, XRD, AAS, Isotopic Mass Spectrometry and other analytical equipment and provides facilities for research, training and material analysis at all levels of nuclear technology.

## **THE VETERINARY TEACHING HOSPITAL**

*(Established in accordance with Statute 30)*

The Veterinary Teaching Hospital was established in 1988 to operate veterinary clinics and provide necessary veterinary health care services including ambulatory service.

## **DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (DICT)**

The Directorate of Information and Communication Technology (DICT) came into being during the 2004/2005 academic session. It was established to provide among other things support for the use of ICT in learning, research and management of the University. It provides backstopping for the procurement, development, installation and maintenance of computer and communication hardware and software for the ABU community including students. The Directorate is currently housed in the Multimedia Building opposite Faculty of Arts.

## **DIRECTORATE OF UNIVERSITY ADVANCEMENT**

This is one of the youngest units of the University which came into being during the 2010/2011 academic session. It was nurtured from the former Development Office. The DUA which is under the office of the Vice-Chancellor is poised to facilitate the sustainable attainment of the primary goals of teaching, research, and community service through building greater relationships with alumni and friends of Ahmadu Bello University and establishing mutually beneficial relationships with donors and partner organizations. It undertakes such activities as fundraising and sourcing support for the development of ABU by alumni and other stakeholders of the University.

## **POSTGRADUATE SCHOOL**

*(Established in accordance with Statute 21)*

The concept of a Postgraduate School for Ahmadu Bello University was first mooted in 1976 – to cater for a comprehensive postgraduate studies programme and increase postgraduate enrolment to a level of 25% of total enrolment for degree programmes. The School was finally established in 1980 and it presently coordinates all the Postgraduate programmes of the University at the Master, Doctorate and Postgraduate Diploma levels.

## **DISTANCE LEARNING CENTRE**

**List of Departments and their undergraduate programmes:**

- a) Nursing Programme – BNSC Nursing
- b) Economics – B.Sc. Economics
- c) Business Administration – B.Sc. Business Administration
- d) Public Administration – B.Sc. Public Administration

## **SCHOOL OF BASIC AND REMEDIAL STUDIES**

The establishment of the School was in fulfilment of the decision of the Federal Executive Council of 19<sup>th</sup> March 2000, to the effect that, Remedial Studies could be established in Tertiary Institutions, especially in the educationally less developed states of the Federation. Subsequently, at its meetings of 12<sup>th</sup> – 13<sup>th</sup> July 2001 and 18<sup>th</sup> – 19<sup>th</sup> October 2001, the Governing Council of Ahmadu Bello University considered and approved the establishment of School of Basic and

Remedial Studies. The School is to be funded by the Northern State Governments, private initiatives and the Students.

The School of Basic and Remedial Studies is located in Funtua, Katsina State, about 70 km from the Main Campus, as a model higher pre-degree training institution for the production of qualified students for admission into the degree programmes of the Ahmadu Bello University.

As a pre-degree institution, the School of Basic and Remedial Studies will be governed by Regulations that limit the activities of students to the primary functions for which the School is established. Students and Staff are expected to comply with this principle and they are advised to come into the School only on this condition.

### **STAFF SCHOOL AND DEMONSTRATION SECONDARY SCHOOL**

Since its inception, the University has recognised its commanding height of the plateau of education and has paid great attention to many forms and branches of the education at different levels. In 1968, the ABU Staff School was started as a private Nursery class for children of staff and students. A Demonstration Secondary School was opened in 1982 to provide an opportunity for B. Ed. and NCE students of the University to carry out their Teaching Practice Programmes and to provide facilities for research work for the staff of Faculty of Education.

## **FACULTIES, DEPARTMENTS AND ACADEMIC PROGRAMMES**

The University has established general academic requirements, which shall apply to all students working towards a first degree. These requirements reflect the University's commitment to broad-based quality education. The main components of ABU's undergraduate programmes are:

- (a) **Core curriculum:** in which students concentrate their studies and receive degrees;
- (b) **Electives:** permits students to take courses of their own choosing in consultation with their academic advisors;
- (c) **General Studies Programmes:** acquaints students with the foundation of general education in the sciences, social sciences and humanities, as well as inculcating in the undergraduate students the essence of nationalism and morality.

## **GRADUATION**

To be awarded the first degree, students must complete the following Credit Units, depending on the Faculty:

- 4 – year degree programmes: 120 – 150 Credit Units.
- 5 – year degree programmes: 150 – 190 Credit Units.
- 6 – year degree programmes: 190 – 225 Credit Units.
- Consistent with the new National Policy on Education i.e., the 6-3-3-4 system, 4-year undergraduate programmes are offered in the Faculties of Administration, Arts, ABUBS, Basic Medical Sciences, Life Science, Physical Sciences, Social Sciences, Education, Environmental Design (Except Architecture,

Building, Urban & Regional Planning and Polymer and Textile Science).

- The Faculties of Agriculture, Engineering, Law and Pharmaceutical Sciences and Departments of Building, Polymer and Textile Science offer 5 – year undergraduate programmes.
- The undergraduate programmes in the Faculties of Medicine and Veterinary Medicine and in the Department of Architecture normally require a minimum of 6 – years to complete.

The University offers the following first-degree programmes:

#### **(A) UNDERGRADUATE DEGREE PROGRAMMES**

##### **1. Faculty of Administration**

Department of Public Administration- *B.A. Public Administration*

Department of Local Government & Development Studies - *B.A. Local Government & Development Studies.*

##### **2. ABU Business School**

Department of Accounting -*BSc. Accounting*

Department of Business Administration-*BSc. Business Administration*

Department of Economics -*B.Sc Economics*

Department of Banking and Finance – *BSc. Banking & Finance*

Department of Marketing – *BSc. Marketing*

Department of Actuarial Science & Insurance – *BSc. Actuarial Science & BSc. Insurance*

##### **3. Faculty of Agriculture**

Department of Agricultural Economics- *BSc Agricultural Economics*

Department of Agricultural Extension & Rural Development - BSc Agric  
Econs

Department of Agronomy- *BSc Agriculture*

Department of Animal Science - BSc Agriculture

Department of Crop Protection - BSc Agriculture

Department of Fisheries and Aquaculture - *BSc Fisheries & Aquaculture*

# Department of Forestry and Wildlife Management- *BSc Forestry and Wildlife Management*

Department of Plant Science - BSc Agriculture

Department of Soil Science - BSc Agriculture

#### **4. Faculty of Arts**

Department of Archaeology -B.A. Archaeology

Department of Theatre & Performing Arts- *B.A. Theatre & Performing Arts*

Department of French

Department of African Languages and Culture -B.A. Hausa

5 February 2001

## **5. Faculty of Education**

## cial Studies Education . *B. E. L.*

## *-B.Ed. Language Arts*

-B.Ed. Admin. & Pla  
B.Ed. Creative Arts

-B.Ed. Creative Arts  
B.Ed. Social Studies

-B.Ed. Social Studies  
-B Ed Christian Religious Studies

-B.Ed. Christian Religious Studies  
-B.Ed. Islamic Religious Studies

Department of Educational Psychology and Counselling - B.Ed Guidance & Counselling

Counselling  
Department of Educational Foundational and Curriculum

## Department of Science Education:

- B.Sc. (Ed.) B.Ed. Biology

- B.Sc. (Ed.) Chemistry

- B.Sc. (Ed.) Integrated Science
- B.Sc. (Ed.) Mathematics
- B.Sc. (Ed.) Physics
- B.Sc. (Ed.) Geography

Department of Library and Information Science	-B.L.I.S.
Department of Human Kinetics and Health Education	<ul style="list-style-type: none"><li>- B.Sc. (Ed.) Human Kinetics Education</li><li>- B.Sc. (Ed.) Health Education</li></ul>
Department of Vocational & Technical Education	<ul style="list-style-type: none"><li>-B.Sc. Ed. Business Education</li><li>-BSc. Ed. Agric. Education</li></ul>
Department of Home Economics	-B.Ed Home Economics

**6. Faculty of Engineering**

Department of Agricultural Engineering	-B.Eng. Agric.
Department of Chemical Engineering	-B.Eng. Chemical
Department of Civil Engineering	-B.Eng. Civil
Department of Electrical Engineering	-B.Eng. Electrical
Department of Mechanical Engineering	-B.Eng. Mechanical
Department of Materials & Metallurgical Engineering	<ul style="list-style-type: none"><li>-B.Eng. Metall &amp; Materials</li><li>-BEng Minerals &amp; Mining</li></ul>
Department of Water Res. & Env. Eng.	-B.Eng. Water Resources
Department of Polymer and Textile Engineering	-B.Eng. Text. & Polymer
Department of Computer Eng.	-B. Eng. Computer
Department of Communication Engineering	-B. Eng. Communication
Department of Automotive Engineering	-B. Eng. Automotive
Department of Mechatronics	-B. Eng Mechatronics.

**7. Faculty of Environmental Design**

Department of Architecture	- B. Arch.
Department of Building	- B.Sc. Building
Department of Fine-Arts	- B.A. Fine-Arts
Department of Industrial Design	<ul style="list-style-type: none"><li>- B.A. Industrial Design</li><li>- B.Sc. Glass Technology</li></ul>
Department of Geomatics	- B.Sc. Geomatics
Department of Quantity Surveying	- B.Sc. Quantity Surveying
Department of Urban & Regional Planning	- B.Urban & Regional Planning

**8. Faculty of Law:** Single degree (LL.B) awarding faculty.

Department of Commercial Law
Department of Islamic Law
Department of Private Law

Department of Public Law

**College of Health Sciences**

**9. Faculty of Clinical Sciences**

- a. Department of Anaesthesia
- b. Department of Community Medicine
- c. Department of Dental Surgery
- d. Department of Medicine
- e. Department of Obstetrics & Gynaecology
- f. Department of Ophthalmology
- g. Department of Paediatrics
- h. Department of Psychiatry
- i. Department of Surgery
- j. Department of Traumatic and Orthopaedic Surgery

**10. Faculty of Basic Medical Sciences**

- a. Department of Anatomy
- b. Department of Human Physiology

**11. Faculty of Basic Clinical Sciences**

- a. Department of Chemical Pathology
- b. Department of Haematology and Blood Transfusion
- c. Department of Medical Microbiology
- d. Department of Pathology

**12. Faculty of Allied Health Sciences**

- a. Department of Nursing Sciences
- b. Department of Radiology
- c. Department of Medical Laboratory Sciences (BMLS)
- d. Department of Radiology (B.Sc.)
- e. Department of Medical Biology (B.Sc.)
- f. Department of Clinical Pharmacology

**13. Faculty of Pharmaceutical Sciences-Single Degree- B. Pharm**

- a. Department of Pharmaceutical & Medicinal Chemistry
- b. Department of Pharmacognosy & Drug Development
- c. Department of Pharmacology & Clinical Pharmacy
- d. Department of Pharmaceutics and Pharm. Microbiology

**14. Faculty of Life Sciences**

- a. Department of Biochemistry - B.Sc. Biochemistry
- b. Department of Biological Sciences - B.Sc. Biology  
- B.Sc. Botany  
- B.Sc. Zoology
- c. Department of Microbiology - B.Sc. Microbiology

**15. Faculty of Physical Sciences**

- |                                   |   |                     |
|-----------------------------------|---|---------------------|
| a. Department of Chemistry        | - | B.Sc. Chemistry     |
| b. Department of Geography        | - | B.Sc. Geography     |
| c. Department of Geology          | - | B.Sc. Geology       |
| d. Department of Mathematics      | - | B.Sc. Mathematics   |
| e. Department of Computer Science | - | B.Sc. Computer Sci. |
| f. Department of Physics          | - | B.Sc. Physics       |
| g. Department of Statistics       | - | B.Sc. Statistics    |

**16. Faculty of Social Sciences**

- |                                     |   |                    |
|-------------------------------------|---|--------------------|
| a. Department of Economics          | - | B.Sc. Economics    |
| b. Department of Mass Communication | - | B.Sc. Mass Comm.   |
| c. Department of Political Science  | - | B.Sc. Pol. Science |
|                                     | - | B.Sc. Int. Studies |
| Department of Sociology             | - | B.Sc. Sociology    |

**17. Faculty of Veterinary Medicine-Single Degree DVM**

- |   |  |
|---|--|
| a. Department of Veterinary Anatomy                             |  |
| b. Department of Veterinary Parasitology & Entomology           |  |
| c. Department of Veterinary Pathology                           |  |
| d. Department of Veterinary Physiology                          |  |
| e. Department of Veterinary Pharmacology and Toxicology         |  |
| f. Department of Veterinary Public Health & Preventive Medicine |  |
| g. Department of Veterinary Medicine                            |  |
| h. Department of Veterinary Microbiology                        |  |
| i. Department of Veterinary Surgery & Radiology                 |  |
| j. Department of Theriogenology and Production                  |  |

**COMPUTER AND INTERNET FACILITIES**

The University has an internet facility for use by staff and students to enhance teaching, learning and research. There are Digital centres specialized rooms equipped with computers connected to the internet; in each Faculty. These facilities were put in place to facilitate students' access to the internet and ease online registration stress. You can contact the Dean's Office of your Faculty for access to the Digital Center. The extensive Wireless Area Network (WAN) transmits internet connectivity signal all over the campus. Signal reception quality may, however, vary from location to location,

depending on presence or absence of physical objects capable of disrupting transmission. Students with personal computers equipped with a Wireless receiver can log on to the ICT ABU hotspot service page to connect to the internet. Please note that the University has laid a 37-kilometre-long optic fibre cable backbone, the longest such network by any University in Africa. The project was commissioned in April 2012 and has high-speed internet connectivity. It is essential that you register with the Directorate of Information and Communication Technology (DICT) and be issued with a USERNAME and a PASSWORD that would enable you access to the hotspot. The DICT office/or your Faculty ICT Representative could be visited for advice on any difficulty concerning your computer. Should you require training on computing you can contact the Iya Abubakar Institute for Information and Communication Technology.

## (B) SUB-DEGREE PROGRAMMES

At ABU a variety of Diploma courses are offered in an effort to relate to its community and integrate ‘gown to town’. The following sub-degree programmes are available.

### Institute of Education

- (i) Diploma in Physics Education
- (ii) Diploma in Mathematics Education
- (iii) Higher Diploma in Mathematics Education
- (iv) Diploma in Integrated Science
- (v) Diploma in Adult & Community Development
- (vi) Diploma in Arabic Language
- (vii) Diploma in Islamic Studies
- (viii) Diploma in Christian Religion
- (ix) Diploma in Guidance & Counselling
- (x) Diploma in Mathematics
- (xi) Diploma in Physics
- (xii) Diploma in Integrated Science

- (xiii) Diploma in Library & Information Science
- (xiv) Diploma in Physical & Health Education
- (xv) Diploma in Hausa Language

**Advanced Diploma in Educational Planning & Supervision**

- (i) Higher Diploma in Mathematics
- (ii) Higher Diploma in Guidance & Counselling
- (iii) Higher Diploma in Adult & Community Development Education
- (iv) L.V.T. Diploma in Library & Information Science

**Division of Agricultural Colleges**

- (i) Higher National Diploma in Agric. Extension & Management
- (ii) Higher National Diploma in Crop Production Technology
- (iv) Higher National Diploma in Horticultural & Landscape Technology
- (v) Higher National Diploma Animal Health
- (vi) Higher National Diploma in Animal Production Technology
- (vii) Diploma in Agricultural Technology
- (viii) National Diploma in Agricultural Engineering
- (ix) National Diploma in Animal Health and Production
- (x) Ordinary Diploma in Home Economics
- (xi) Pre-National Diploma in Science and Technology

## **GENERAL REGULATIONS GOVERNING ADMISSION OF STUDENTS**

### **First Degree Minimum Entry Requirement**

Candidates offered admission should fulfil the minimum entry requirements stated against courses into which they are admitted. All candidates are to submit the originals and two (2) photocopies of their certificates or result slips as well as a declaration of the state of origin certificate.

### **General Entry Requirements**

- (a) For entry into 100L: Five relevant credits in SSCE, NECO, GCE O/L or Merit or equivalent at not more than 2 sittings (TC II Merit is equivalent to O/L Credit) is required.
- (b) Direct Entry into 200L: Two A/L passes plus five O/L credits. Two passes at TC II plus two NCE merit passes, including major subject and Education.
- (c) National or ABU Diploma with Merit or Lower Credit grade, include at least Four O/L credits in SSCE/GCE or equivalent.
- (d) Transfer candidates into classified degree programmes should have a minimum CGPA of 1.50 and 2.40 for non – classified degree programmes.

### **English Language Requirement**

- (a) Credit in English Language at SSCE, GCE O/L or its equivalent.
- (b) Merit in English Language in TC II examination.

- (c) A pass in the HSC, A/L General Paper, English Literature, or NCE General English.
- (d) Credit in IJMB English Language

**Mathematics Requirements**

- (a) A credit in Mathematics is required for all Science, Social/Management Sciences – based courses, except it states otherwise.
- (b) Credit grade in IJMB Basic Mathematics.

**Please Note:**

- (a) Candidates with D7, D8 or F9 in English Language and Mathematics will not be registered.
- (b) Referred candidates in TC II will not be registered. Where a TC II candidates have not passed Arithmetic or Mathematics, Education and English Language, he is deemed to be referred, and will not be registered.
- (c) Diploma with pass grade is not registerable.

**IJMB General Entry Requirements**

In addition to the requirements specific to individual Faculties or Departments, the followings are the general entry requirements approved for admission into first degree courses.

**Universities Matriculation Examination**

- (a) Applicants must write the Universities Tertiary Matriculation Examination (UTME) and attain an acceptable standard in the use of English (compulsory) and three other subjects relevant to the proposed course of study as set out in the JAMB brochure.
- (b) Prior to sitting for the UTME, applicants would have attained the age of sixteen (16) years or would have done so on the first of October of the year of entry into the University.

- (c) For the candidate, who has attained the acceptable standard (i.e. a minimum score of 180 or 200) in the UTME to be registered for a course in the University, he/she must, in addition, obtain one of the following qualifications
  - (i) SSCE/GCE O/L or equivalent with credits in five subjects relevant to the proposed course of study obtained at not more than two sittings;
  - (ii) TC II with merit passes in at least five subjects (Subject to University requirements). Note that TC II is not accepted into some courses.
- (d) For admission to Arts Business Administration, Education (Arts), Law and Social Sciences courses, the five subjects must include the English Language. Candidates applying for Agriculture, Engineering, Medical Sciences, and other Science-based courses must have credit in Mathematics.
- (e) Note that matriculated students of any University are not eligible to sit for the UTME. Those who, for economic reasons, are transferring from foreign Universities could, however, write the examination.

### **Direct Entry**

Applicants with one of the following qualifications may be considered for admission through Direct Entry:

- (i) a minimum of five O/L credits passed at not more than two sittings plus two Advanced Level passes in the relevant subjects for which the student is admitted.
- (ii) merit passes in two relevant major subjects in the NCE with five SSCE/ GCE O/L credits or equivalent in three other subjects (mainly for Education courses). Education may be accepted as a third A/L equivalent for those taking courses in Education

(iii) Two passes at the IJMB Examination or Cambridge moderated Schools of Basic Studies Terminal Examination or International Baccalaureate from recognized institutions with Senior School Certificate credits in three other subjects (this is subject to University requirements).

### **Special Note**

- (a) All subjects passed above must be selected from the approved list of subjects
- (b) No subject may be counted at both the Ordinary and Advanced Levels;
- (c) Credit in Mathematics is required for all Science-based and Social Sciences courses, except where it is stated otherwise;
- (d) Credit in the English Language is required for all courses
- (e) In addition to fulfilling the general entry requirements, applicants will be required to meet the stipulated requirements for their course of study at their chosen Universities.

### **STUDENT REGISTRATION**

Registration of students offered provisional admission into the University is conducted in a central location and lasts two weeks. Registration process commences with an interview in the candidate's Faculty of admission and only those candidates who are cleared by the interviewing panel as indicated by a stamp and signature of the Dean of Faculty may then proceed with the next stage of the registration.

At the venue of the central registration, each Faculty has a stand and the Dean of the faculty and the Registration Officer from Academic Affairs Department will check and ensure that the student is on the admission list before issuing such a student with the University Registration form to be completed

in quadruplicate. The originals of the following documents are also checked:

- (a) Admission letter and interview clearance
- (b) Academic certificates (SSCE ‘O’ level, UTME score slip etc.) to confirm that the student fulfils the University, Faculty and Departmental entrance requirements.
- (c) Student’s names should correspond with the ones on the certificates.
- (d) Indigenization certificates/ Declaration of Local Government Area certificates.

If satisfied with the qualification and the credentials, the Dean and the Admission Officer will sign the registration forms. The student shall then proceed to the Student Affairs stand for hostel room allocation information on /off-campus accommodations and payment of all fees. Payment of fees is done online and can only be made after a student is given a registration number from the registration desk in his Faculty. Thereafter, the student’s details are uploaded onto the University Portal. A short waiting period of some hours may be observed between issuance of matriculation number and uploading of student details on the portal by the MIS office in the Directorate of Academic Planning and Monitoring (DAPM) completes her task. Using your matriculation number, the candidate can printout from the portal, details of the fees that are due for payment. The candidate then proceeds to any of the designated Banks and pay the prescribed amount. The bank payment process will generate a transaction ID which will be used to confirm and finalise the payment on the portal. Note that, this segment of the payment does not include accommodation. Payment for accommodation requires a slightly different process which would be explained in another section.

The university identity card may then be issued to the bonafide student of A.B.U by the Security Officer on presentation of cash carbonized receipt clearly marked “A.B.U, Admission Only”.

### **Transfer and Change of Course**

**Transfer:** The course credit system permits interdepartmental and interfaculty transfers. For this to happen, the candidate must meet all the requirements of the intended Department or Faculty. Requests for such transfers must be routed through candidate’s original Faculty through the destination Faculty to the Deputy Registrar, Academic Affairs Department.

Transfers are open to both students of ‘good academic standing’ and those on probation. Students who are already withdrawn are rarely accepted by Departments or Faculties.

**Change of Course:** A fresh student who is not registrable under the course he/she was admitted to can apply for a **change of course** to another course where he/she is registrable. An application for change, of course, must be submitted to the Deputy Registrar, Academic Affairs Department through the Head of Department to which the student intends to change.

### **ORIENTATION PROGRAM**

An orientation programme is organized to get new students acquainted with their new environment and University life. Fresher on their arrival to the campus should report at the Student Affairs Division for clearance and room allocation. Students who arrive after University Offices are closed should report to the porter’s lodge, in the various Halls of Residence.

During the week of orientation, the newly admitted students are arranged into groups and introduced to the various units of the

University. They visit places like the Library, the University Medical Centre, the Bookshop and Faculties etc. In the Library, the newly admitted students are introduced to the Use of Library. The medical staff give lectures on the University Health Services while in the Faculties, the new students are introduced round their Faculties by the Deans who would give them lectures on how best, they can approach their studies.

Tours are also undertaken to some interesting places to familiarize the students with Zaria town and its surroundings. Towards the end of the orientation program, parties are held in the Halls of Residence to welcome the new students. This also provides an avenue for interaction between new students and members of staff.

The Students Representative Council plays an important role throughout the duration of the orientation program by helping to organize film shows and conducting new students round the University.

## **MATRICULATION**

All students entering the University for the first time, (either at 100 or 200 levels) of their degree courses are matriculated at a formal ceremony presided over by the Chancellor. The ceremony may be held separately at each of the campuses or jointly at the main campus. The Dean of each Faculty will present students from his/her Faculty for matriculation, whilst the Registrar reads out the Matriculation Oath. Specific dates for matriculation are announced by the Registrar through the Faculties. Each student is expected to be dressed in an Academic Gown loaned from the Academic Affairs Department in the Senate Building.

## MATRICULATION OATH

*"I solemnly undertake and swear to observe and respect the provision of the Ahmadu Bello University Law and Statutes, Ordinances and Regulations lawfully made thereunder, which are now in force and which shall from time to time be brought into force"*

Thereafter, the matriculated students go to their respective Faculties to sign the register:

## UNIVERSITY EXAMINATION

Examinations are held at the end of each semester. Students are required to collect their examination cards from the Academic Affairs Department through the Dean's Office, shortly before the commencement of the examinations. The card shall show the candidate's name, examination number, courses registered and for which the examination would be written, instructions and procedures in the examination hall.

The conditions for re-admissions to examination after failure in respect of each Faculty are set out in full in the University Examination Regulations.

### University Examination Regulations

These regulations are made by the Senate. Parts I to XIII of these regulations shall apply to all programmes of studies of first degrees, diplomas, candidates and remedial courses. These regulations shall not apply to programmes of studies for High Degree or Postgraduate Diplomas.

### Degree Classification

In the Faculties of:

- ABU Business School (ABUBS)

- Administration
- Agriculture
- Art
- Basic Medical Sciences
- Education
- Engineering
- Environmental Design
- Law
- Life Sciences
- Physical Sciences
- Social Sciences

Degree awarded to successful candidates in the final examination is classified as:

First Class Honours  
Second Class Honour (Upper Division)  
Second Class Honour (Lower Division)  
Third Class Honour  
Pass

While in the Faculties of

- Veterinary Medicine
- Pharmaceutical Sciences and
- College of Health Sciences

The respective degree of DVM, B. Pharm. and MBBS is awarded as PASS to successful candidates.

## **PART 1 – GENERAL**

1. In these Regulations, unless the context otherwise admits:

- (i) “Examination” means any examination required by the Senate in a programme or studies to which these Regulations apply.

- (ii) “Session” means an academic year of 2-3 semesters as determined by the senate
- (iii) “Semester” means the sub-division of the session/year of study into two/three sections; a semester normally should last about 18 weeks (including registration, teaching and examination periods provide that no less than 15 weeks each are actually devoted to teaching during the first and second semesters and 10 – 12 weeks during the Long Vacation Semester.
- (iv) “Year of Study” means the total aggregate of course units undertaken by the student within a session.
- (v) “Programmes of study” means the total aggregate of course unit undertaken by a student which together form the first-degree course.
- (vi) “Course Units” means those units of teaching the examination result of which are aggregated to determine student’s overall assessment for the year of studies. It is a quantitative organization of the curriculum in which subject areas are broken down into course units which are examinable and for which students earn credit(s)

if passed; each examinable course unit spanning only one semester.

(vii) “Credit Unit”

means (a) measure of workload hours prescribed per student-teacher contact per week per semester e.g. one credit unit is equal to one-hour lecture or tutorial etc. per week per semester; (b) a measure of a course, weighing the total number of contact hours per week in the semester. This determines the weight.

(viii) “Grade point” (GP) means the actual percentage raw score for a given course converted into a letter grade (see page 64)

(ix) “Grade Point Average” (GPA) means the average of weighted grade point earned in the courses taken during a semester. The GPA is obtained by multiplying the GP attained in each course by the number of credit units assigned to that course, summed up and divide the total number of credit units taken in the semester.

(x) “Cumulative Grade Point Average” (CGPA): means the up-to-date means of the Grade points earned by the student in a programme of study. It is an indication of the student’s overall performance at any point in the

programme of study. This is obtained by totalling grade points multiplied by the respective credit units for all semesters to– date and dividing by the number of credit Units completed.

(xii) “Probation”: means a status granted to student whose academic performance as measured by the CGPA falls below 1.0 in case of classified degree or below 2.4 in the case of unclassified degree at the end of two consecutive semesters.

(xiii) “Supplementary examinations”: means an examination given to students in failed course units.

2. The examination may take the form of written papers, oral examination, practical, clinical, the submission of projects, computer-based examination any combination of these or other form approved by the Senate. The continuous assessment of course work shall be included in determining the examination result.
3. Notwithstanding any provisions of the country in these regulations the Senate has the power to decide any case on the basis of what appears to it to be fair and just in the circumstances of the case; and to approve examination results in spite of any breach of these regulations, if the Senate is satisfied that the said breach has not substantially affected the examination results.

## **PART II – APPOINTMENTS AND DUTIES OF EXAMINERS**

4. The examination in the academic discipline shall be conducted by:

- (a) A Chief Examiner;
  - (b) One or more External Examiners where appropriate; and
  - (c) Internal Examiners
5. A Chief Examiner shall be appointed by the Senate on the recommendation of the respective Faculty/School Boards normally being the Head of the Department/Director concerned with the academic discipline.
  6. The duties of the Chief Examiners shall generally be to make arrangements for examinations in his discipline and in particular, for the preparation and security of examination papers, marking and the determination of the results.
  7. The Chief Examiner shall arrange for all marked scripts and mark sheets to be securely kept in the Department under the Chief Examiner's control. No script shall be destroyed within two years after the examination. No person or organization outside the University except External Examiner may possess any marked script or sheet.

#### **Internal Examiners**

8. Internal Examiners for all examinations shall be appointed annually by Senate on the recommendation of the Faculty Boards. They shall be members of academic staff normally have served at least two sessions. They shall be eligible for re-appointment.
9. The duties of an Internal Examiner shall be:
  - (a) To prepare and sign examinations papers for which the Chief Examiners assigns him responsibility;

- (b) To preserve the secrecy of examination papers at all stages until the papers have been worked by the candidates.
- (c) To mark answer scripts before they are moderated by the External Examiner; and
- (d) To perform any other examination duties required by the Chief Examiner.

### **External Examiners**

- 10. The external examiner shall be appointed for all examination at the beginning of each year of study.
- 11. External Examiner shall be appointed by the Senate on the recommendations of the relevant Faculty Board. An External Examiner shall be eligible for re-appointment but may not, except with the expressed approval of the Senate, be appointed for more than three consecutive sessions, after which he will not be approved for re-appointment until a further three sessions have lapsed.
- 12. Except in a case which, in the opinion of the Senate, represents an emergency, no person who is employed by the University or a member of a Faculty Board or of the University Council shall be an External Examiner, nor shall any person who previously taught in the University be an External Examiner of a student whom he has taught, is a candidate in the examination concerned. When recommendations for the appointment of an External Examiner are submitted to the relevant Faculty Board and to Senate, his degrees, relevant professional qualifications, and current University or another appointment shall be stated.
- 13. The duties of an External Examiner of any Examination shall be:-

- (a) To moderate marking of all papers in order to ensure the maintenance of good standard, and to recommend such alteration as he may deem fit;
  - (b) To moderate the marking of all papers in the academic discipline for which he is an examiner at the end of the year of study;
  - (c) To conduct or take part in practical, clinical, teaching, tests, orals etc., as required by the Chief Examiner;
  - (d) To certify the mark list in any subject examined by him and where possible the relevant overall pass list or lists;
  - (e) If possible, to attend the meeting or meetings of the Departmental Board of Examiners; and
  - (f) To report to the Vice-Chancellor and to the Chief Examiner concerned, and when he thinks it is appropriate to the Faculty Board and Senate, on the following matters
    - (i) The standard of the examinations
    - (ii) The standard of the marking by the Internal Examiners;
    - (iii) The standard of project or course work when examined;
    - (iv) The past list and honours classification; and
    - (v) Any other matter that calls for comments
14. An External Examiner shall be remunerated as determined from time to time by the Committee of Deans and Directors.

### **PART III – PREPARATION OF EXAMINATION PAPERS**

15. Draft examination papers shall be prepared as set out in part II of these regulations. The Chief Examiner will ensure that each paper bears appropriate rubrics showing:
  - (a) The date and time on which the paper is to be taken (if known when the paper is prepared);
  - (b) The clear instructions as to the number of questions to answer;
  - (c) Any additional material to be supplied by the invigilator to candidates; and
  - (d) Any other necessary instructions to students.
16. At all stages draft papers, shall be passed by hand only between persons directly concerned and in envelopes marked “confidential”
17. The Chief Examiner shall arrange for examination papers to be printed or duplicated under secure conditions, ensuring that no unauthorized person has access to them and that all spare copies, stencil etc, are destroyed. Sealed packets of papers shall be marked to show the Faculty, subject, year and date of the examination and the number of copies. They shall be transmitted securely for safekeeping to the Registrar or, for examination to be held on the institute of Administration Campus, to the Secretary of the Institute.
18. When examination papers have been printed or duplicated, the Chief Examiner concerned shall deposit them with the Registrar or the secretary of Institute, School, Division inappropriately marked envelops, with the Chief Examiner’s signature on the outside of the envelopes.

#### **PART IV – FACULTY EXAMINATIONS OFFICERS**

19. In each faculty for every session a Faculty Examination Officer and, where necessary, Assistant Faculty Examination Officer(s) shall be elected by and be responsible to the Faculty Board through the Dean.
20. Each Faculty Examination Officer shall, in collaboration with the Dean and Head of appropriate Department appoint;
  - (a) Invigilators for each examination hall; if the number of students in one hall exceeds 50, then two invigilators shall be appointed for that hall.
  - (b) Assistant Invigilators, as necessary, so that at least one of the Invigilators or Assistant Invigilators is a man in any hall where there are male students or a woman in any hall where there are female students.
  - (c) A messenger for each examination room, to be under the control of the Invigilators.
21. A Faculty Examination Officer shall perform all necessary functions concerning the ordering and control of examination materials, the arranging of rooms for examiners, the collections of sealed packets of examination papers and their distribution to the invigilator, and any other matter, in accordance with the Handbook of Administrative procedures or other instruction issued by the Registrar or the Faculty Board. He shall give appropriate instructions including a copy of part VI of these Regulations, to each Assistant Examination Officer or Official. He shall oversee and be available throughout each Examination and he shall report to the Dean on any case of serious illness, disturbance or any irregularity in the Examinations, and where appropriate the Dean shall report to the Registrar and to the Faculty Board.

- 22 The Faculty Examination Officer shall publish within the Faculty or Faculties concerned, the dates, time and place of the examination at least two weeks in advance.
23. After the examinations have been held, the Faculty Examination Officer shall send one copy of each paper to the Registrar and three copies to the University Librarian.
24. Persons specified in item 21 above shall be remunerated as determined from time to time by the Committee of Deans and Directors.

#### **PART V – REGISTRATION OF STUDENTS FOR EXAMINATION**

25. In order to be admitted to any examination, a student must have been registered for the course to be examined and must have fulfilled all University requirements concerning residence, fees or other matters. At least 75% attendance is required in all cases, laboratories, clinics, field practical/theatre training etc, to qualify to sit for semester examinations. He must also have fulfilled Faculty requirements regarding attendance at or satisfactory completion of any course – work, practicals, assignments, projects or other matters. The standards necessary to satisfy these Faculty requirements shall be determined from time to time by a Faculty Board on the recommendation of the appropriate Departments, and any change shall be made known to the students by the start of the relevant semester.
26. The Registrar shall prepare examination cards with appropriate examination number for issuance to the students at least two weeks before the semester examination begins. These cards will be issued on the basis of lists of students submitted by each Faculty Examination Officer and his registration status, who shall

certify that the students have been registered for the programmes of studies shown for them and have not infringed any Faculty requirements or, so far as the Faculty Examination Officer has information and University requirements for admission to Examination.

27. Before issuing an examination card to any student the Registrar shall confirm that the student has been registered in the Academic Affairs Department for the programme of study and has not infringed on any University requirements for admission to examinations.
28. It shall be the responsibility of each student to make sure that he/she is registered for the appropriate examinations and that he knows the dates, times and venue of the examination for which he/she is registered.

#### **PART VI – DISCIPLINE DURING EXAMINATION**

29. A student shall be at the examination room at least thirty minutes before the advertised time of the examination. A student is to supply his own pens, pencils, rulers, etc.
30. A student may be admitted up to forty – five minutes after the start of the examination but he shall not be allowed extra time. If a student arrives later than forty-five minutes after the start of the examination, an invigilator may at his discretion admit him/her, if he is satisfied that the student has good reason for his lateness. The invigilator shall report the circumstances to the Faculty Examination Officer who shall advise the Board of Examination which shall decide whether to accept or reject the student's paper.

31. A student may be permitted by an Invigilator to leave the examination room during the course of an examination provided that:
  - (a) No student shall normally be allowed to leave during the first hour or last fifteen minutes of the examination
  - (b) A student must hand over his /her script to the Invigilator before leaving if he does not intend to return.
  - (c) A student who leaves the examination room shall not be re-admitted unless throughout the period of his absence he has been continuously under the supervision on an invigilator or assistant invigilator.
32. A student shall bring his/her examination card and identity card to each examination and display them in a prominent position on his/her desk.
33. Each student shall complete an attendance form with his /her number, name and signature which shall be collected by the invigilator of each examination.
34. During an examination, no student shall speak to any other student or, except an essential, to the invigilator, or make any noise or disturbance.
35. No book, printed paper, or written document or unauthorised aid may be taken into an examination room by any student as may be stated in the rubrics of any examination paper.
36. A student is required to deposit any handbag, briefcase, etc. at the invigilator's desk or a desk provided for that purpose before the start of an examination.

37. A student must not during the examination directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his paper. Similarly, a student must not directly accept assistance from any other student or use any other student's paper.
38. If any student is suspected or found to be infringing any of the provisions on items 31 and 33 to 38 or in any way cheating or disturbing the conduct of the Examination, a report shall be as soon as possible be made to the Faculty Examination Officer and Dean. The Dean will ensure that the circumstances are investigated and reported to the Board of Examiners and take such steps as may be necessary for the smooth conduct of examinations. The student concerned shall be allowed to continue with examination provided he/she causes no disturbances. The Board of Examiners may subsequently recommend to the Faculty Board and the Senate whether his paper should be accepted or not, and as to any other action that should be taken in the case.
39. The student shall write his/her examination number, not his/her name, distinctly at the top of the cover of every answer book or a separate sheet of paper.
40. The use of scrap paper is not permitted. All rough work must be done in answer booklets and crossed neatly, or in supplementary answer booklets which must be submitted to the invigilator. Except for the printed question paper, a student may not remove from the examination room, mutilate any paper or other material supplied.
41. At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather in order for collection by the invigilator.

**PAT VII – FUNCTIONS OF BOARD OF EXAMINERS,  
FACULTY BOARD AND SENATE IN  
DETERMINING THE RESULT OF  
EXAMINATIONS**

**Board of Examiners**

42. Each Faculty/School/College Board shall constitute in each session, one or more Board of Examiners for the Faculty. A Board of Examiners for any academic discipline shall comprise of all the Chief Examiners and Internal Examiners. The Dean/Director or some other members of the Faculty/School/College nominated by the Faculty/School Board shall be Chairman of a Board of Examiners.
43. The duties of a Board of Examiners shall be:
  - (a) To make a detailed mark sheet as presented by the Examiners;
  - (b) To determine the pass and failure lists and where the applicable classification of degrees, and to make appropriate recommendations to the Faculty Board;
  - (c) To do such other functions as required by the Regulations.

**Faculty/School/College Board**

44. The duties of the Faculty/School/College Board shall be:
  - (a) To review the recommendation of the Board of Examiner and if appropriate revise them;
  - (b) To submit the full result with a recommendation to the Senate for approval starting which, if any, results have been revised by the Faculty/School Board.

- (c) To draw the attention of the Senate to any exceptional cases and to all recommendation for a student to withdraw from the Faculty/School/College and
- (d) To inform the Senate of any observation as required by the External Examiner.

**Senate**

45. The Senate shall review the recommendation of the Faculty Board and if appropriate revise them. All examination results require the approval of the Senate and the decision of the Senate shall be final.

**PART VIII – EXAMINATION RESULT**

46. (a) Semester grades are calculated as Grade Point Average (GPA) on the basis of A, B, C, D, E, and F, which are equivalent to 5,4,3,2,1 and 0 Grade Point (GP), respectively for classified degrees.  
(b) For non-classified degrees, only letter grade A, B and C Corresponding to 5,4 and 3 Grade Points are pass grades.  
(c) The minimum pass mark is 40% or 50%, GP of 1.00 is required for graduation for classified degrees, while a GP 2.40 for non- classified degree programmes.
47. (a) In order to obtain an overall pass in the examinations in any year of study, a student is required to maintain a CGPA of at least 1.00 in classified degree programmes and 2.40 in non-classified degree programmes to be in “good academic standing”; a student whose cumulative GPA falls below 1.00 of classified degree programmes or 2.40 for non-classified degree programmes at the end of any year of study shall be placed on “probation”.

## (b) How Grades Point is computed in your Courses.

<b>Grades</b>	<b>Grade Point</b>
80 – 100 (A)	5
60 – 79 (B)	4
50 – 59 (C)	3
45 – 49 (D)	2
40 – 44 (E)	1
0 – 39 (F)	0

The class of degree as described above is being determined by the efforts a student put into his/her studies from 100 Level or 200 Level as the case may be to the final level/year of his/her studies.

**Examples**

Suppose a 100 level student in the Department of Physics has the following result in the first and second semesters.

**First Semester**

(a) Course	(b) Grades	(c) Grade	(d) Credit	(e) Credit	Points
PHYS111	65(B)	4	2	8	
PHYS131	76(A)	5	2	10	
PHYS161	70(A)	5	1	5	
CHEM111	63(B)	4	2	8	
STAT101	72(A)	5	1	5	
MATH101	73(A)	5	1	5	
MATH103	67(B)	4	1	4	
MATH105	75(A)	5	1	5	
MATH 107	47(D)	2	1	2	
GEOL101	41(E)	1	2	2	
CHEM121	57(C)	3	2	6	
			16	60	

$$\begin{aligned}
 \text{Registered Credit unit (RCU)} &= 2+2+1+2+1+1+1+1+2+2 = 16 \\
 \text{Earned Credit Unit (ECU)} &= 2+2+1+2+1+1+1+1+1+2+2 = 16 \\
 \text{Thus first Semester GPA} &= \frac{60}{16} = 3.75
 \end{aligned}$$

**Second Semester**

(a) Course	(b) Grades	(c) Grade	(d) Credit Points	(e) Credit Points (c x d)
			Units	
PHYS122	75(A)	5	2	10
PHYS124	72(A)	5	1	5
PHYS162	64(A)	4	1	4
MATH102	69(A)	4	2	8
MATH104	70(A)	5	2	10
MATH106	78(A)	5	2	10
MATH108	75(A)	5	1	5
COSC100	72(A)	5	2	10
CHEM112	56(C)	3	2	6
			15	68

$$\text{Thus for second semester GPA} = \frac{68}{15} = 4.53$$

$$\text{CGPA} = \frac{\text{Previous TCP} + \text{Present CP}}{\text{Previous TRCU} + \text{Present RCU}}$$

Where: TCP – Total Credit Point

CP – Credit Point

TRCU – Total Registered Credit

RCU – Registered Credit

CGPA – Cumulative Grade Point Average

Hence,

$$\text{CGPA} - \frac{60 + 68}{16 + 15} = \underline{\underline{4.13}}$$

- (d) A student who remains on probation for two consecutive semesters and fails to attain the status of “good academic standing” at the end of that year shall be withdrawn from the programme of study.

48. Failure in any course shall be recorded as such and can only be redeemed by retaking and passing the examination in the course. A supplementary examination shall be given during the long vacation semester and students will be credited with the full marks earned, but both the initial GP and the resit GP count toward the CGPA.
49. Subject to the conditions for withdrawal and probation as set out in items 47 and 48, a student failing a supplementary examination may be allowed to repeat the failed course unit(s) at the next available opportunity provided that the total credit unit carried during that semester does not exceed 24.
50. Subject to the approval of the Senate, a Faculty/School/College Board may, under such conditions as it considered appropriate, grant exemption from any examination in a course unit, to a student who has already passed an examination which, in the opinion of the Faculty/School/College Board is of equivalent coverage.
51. A student who is absent from any examination shall be deemed to have failed the course – units missed unless allowed as below to sit as his first attempt. The Senate in the recommendation of the relevant Faculty/School Board may allow the student to sit the missed course-unit later, as his first attempt. If the absence is explained on medical grounds (including, for Female student, being more than 34 weeks pregnant), certified by an Ahmadu Bello University Medical Officer, the student's overall result for the first attempt shall then be passed, and if supplementary examination should be taken, then the Faculty/School/College Board, may allow this provided it can be arranged in time, failing which the student has been absent from any

examination other than on medical grounds, or he was absent on medical ground but this not certified by an Ahmadu Bello University Medical Officer, then the student on the recommendation of the relevant Faculty/School Board may only allow that the student's sitting the missed course-unit later should be accepted as his first attempt.

52. A student who is admitted to a programme of studies for a first degree without having initially fulfilled the University General Requirement in the English Language shall fulfil it before graduation.
53. The number and titles of the core and elective course-units to be examined to any programme of studies shall be as specifies in the syllabus approved by the Senate.
  - (a) The method of determining continuous assessment marks;
  - (b) The weight to be given to continuous assessment marks for any year of study shall fall within the range from a minimum of 30% up to a maximum of 70% of the aggregate marks allowed for the year;
  - (c) Continuous assessment which for this purpose includes routine term papers, frequent tests (formal and informal, assessment in workshop/laboratory/studio/field/clinics medical wards/ exhibition/assignment etc. as may be applicable to respective discipline.
  - (d) At least two continuous assessment tests must be given per course per semester.
  - (e) Continuous assessment and semester examination marked scripts must be returned to the students within a reasonable time. However, the semester

examination marked script shall be collected back for safekeeping by the Chief Examiner.

55. The procedure for marking examination scripts and listing the examination marks for each course unit shall be decided by the Board of Examiners, subject to any direction by the Faculty/School Board or the Senate
56. The mark for a course unit shall be the mean of the marks for the continuous assessment and semester examination weighted as determined under paragraph 54 (b). In order to pass a course-unit, a student must obtain at least the pass mark, which shall be 40 % for a classified degree and 50% for an unclassified degree. In the final examination in the degree of Bachelor of Medicine, Bachelor of Surgery, a student must pass the clinical examination within any course-unit.
57. The degree of Bachelor of Medicine, Bachelor of Surgery, Bachelor of Pharmacy and Doctor of Veterinary Medicine shall be unclassified degrees, but a student who obtains a final mark of 70% or above at the first attempt on any course- unit may be awarded a distinction in the course unit.
58. All other first degrees shall be classified degrees, and the class of any degree awarded shall be determined by a student's CGPA as follows:-

<i>CGPA</i>	<i>Classification of degree</i>
4.50 – 5.00	First Class
3.50 – 4.49	Second Class (Upper Division)
2.40 – 3.49	Second Class (Lower division)
1.50 – 2.39	Third Class
1.00 – 1.49	Pass
< 1.00	Fail

## **PART IX – NOTIFICATION OF EXAMINATION RESULTS**

59. After a Faculty/School/ College Board has decided on the recommendation to be made to the Senate as in item 44 above, the Dean may publish them to the students as provisional examination results subject to approval by Senate.
60. After the Senate has approved examination results the Registrar shall notify students who are required to appear for the supplementary examination, to go on probation or to withdraw from the University.
61. Deans of Faculties or, where examinations are marked on a Departmental basis, Head of Department may notify students of the latter grades and CGPA they have obtained. If this notification is made in writing, it must be clearly marked, “This is not a transcript”.
62. Transcript of examination results shall be signed by Deans of Faculties and countersigned by the Registrar. They shall be in letter grades and CGPA numerical marks shall not be shown, Transcript may only be issued, on request of institutions of higher education and to institutional sponsors.
63. Certificate of the award of degree approved by the Senate shall be sealed with the Common seal of the University and signed by the Vice-Chancellor and the Registrar

## **PART X – AEGROTAT DEGREE**

64. An aegrotat degree may be awarded to the student if the Senate is satisfied:

- (a) That the student has successfully completed the programme studied for the degree except for the part or all of the final examinations;
  - (b) That the student was prevented from successfully completing the final examination by serious illness or other valid cause, and could not reasonably be allowed or would be unable to resit the papers not successfully completed;
  - (c) That the records of the student's progress through the programme of studies indicate beyond a reasonable doubt that had he been able to complete the final examination in normal circumstances he would have been awarded the degree; and
  - (d) That there is a reasonable probability that the student will in future be able to fulfil the responsibilities normally expected of a degree holder in his subject.
65. If a Chief Examiner has reason to believe that a student may if he applies, be deemed eligible for the award of an aegrotat degree, then the Chief Examiner shall submit to the Board of Examiners evidence relating to paragraph 64(a) and (c), and the Board of Examiners shall assess this evidence, then report to the Faculty Board.
66. An application by a student, if he is incapacitated, by a person acting on his behalf, must be submitted to the Dean of the Faculty as soon as possible and normally not later than 30 days after the last examination paper was written in the programme of studies. The Dean shall make such enquiries as may appear necessary

concerning paragraph 64(b)and(d), and he shall submit the evidence to the Faculty Board.

67. The Faculty shall thereupon consider all of the evidence submitted to it in accordance with paragraph 65, make a recommendation to the Senate whether or not to award an aegrotat degree. The decision of the Senate shall be final.
68. An aegrotat degree shall be awarded as a classified degree.
69. A holder of an aegrotat degree shall not be permitted to re-enter for the same final examination.

#### **PROCEDURE FOR COLLECTION OF ACADEMIC TRANSCRIPTS**

The process for the collection of academic transcripts is as follows:

- (i) Payment of ₦10,000 for local and ₦45,000 for international transcript at the Cash Office or online payment platform Remitta.  
**Please kindly note that these rates are reviewed periodically. Ensure you contact the Academic Affairs Department for the current rates before you make payment for transcripts)**
- (ii) Collection of the transcript request form in the Academic Affairs Department on presentation of the payment receipt.
- (iii) Presentation of payment receipt and signed form from the Academic Affairs Department to the Faculty for processing.
- (iv) Preparation of results by the Department signed and stamped by the Dean of the Faculty.

- (v) Finally, the academic transcript is returned to the Academic Office for covering letter, signature and despatch.

## **PART XI – PROVISIONS CONCERNING DIPLOMA COURSES**

70. (a) “Diploma” means a distinction so designated by the Senate, being at a level such that the admission requirements normally include at least five passes in the Senior Secondary School Certificate Education or an equivalent approved by the Senate, and the duration of the course is normally at least two sessions.
- (b) The term “Diploma” shall hereinafter be interpreted to include “higher diploma” but it shall not include any diploma awarded on a national basis or a postgraduate diploma.
71. Part I-X inclusive of these regulations shall apply to examinations in any programme of studies for a diploma, the term “diploma” being substituted for the term “degree” where stated or shown by the context to be inapplicable, subject to the following interpretation and modification:
- (i) Items 52, 57 and 58 shall not apply to any diploma;
- (ii) The procedures for a diploma offered by a Faculty shall be the same as for a first degree. However, in the case of any diploma offered by an Institute or the Division of Agricultural Colleges all of the functions specified in these Regulations for exercise by the persons or

bodies named in the first column below may be exercised by those named in the second column.

<i>Functions of:</i>	<i>Maybe exercised by:</i>
Faculty	Institute or Division
Faculty Board	Professional and Academic Board
Dean	Director
Registrar	Secretary
Senate	Professional and Academic Board
Vice-Chancellor	Director

Provided that no amendment to or deviation from the provisions of these regulations shall be approved by the Senate and that the function of approving syllabuses in item 53 shall be exercised only by the Senate.

- (iii) If the Senate shall authorize any unit other than a Faculty, Institute or the Division of Agricultural Colleges to offer a Diploma, then the persons or bodies in the unit nearest in position to those named in the second column in (iii) above may exercise the functions of those named in the first column, except that Senate reserves to its self the exercise of some or all of its own functions under these Regulations, and if the Senate so serves its functions under paragraph 45 to approve examination results, then the Vice-Chancellor and the Registrar shall exercise all of the functions specified for them in these Regulations unless they delegate any functions to any other person.
- (iv) In any case under (iii) and (iv) above where the examination results are to be approved by a body other than the Senate, the provisions of paragraph 63 shall not apply, and the certificate

of award of the diploma shall be signed by the Head of the Unit concerned and by the Vice-Chancellor.

72. The grades of diplomas and higher diplomas to be awarded shall be:

Percentage Score	Letter Grades	Grade points	CGPA	Class of Dip.
70 – 100	A	4	3.50–4.00	Distinction
60 – 69	B	3	3.50 –3. 49	Credit
50 – 59	C	2	1.40 – 2.49	Merit
40 – 49	D	1	1.00 – 1.39	Pass
1 – 39	F	0	<1.00	Fail

73. The Regulations Governing the Certificate of award of Diploma of any Faculty, Institute or other units of the University, made by the Senate in 1972, are hereby cancelled

## PART XII – PROVISIONS CONCERNING CERTIFICATE COURSES

74. In this part, “Certificate” means a distinction designated as such by the Senate normally shorter in duration or with a lower educational entry qualification than a diploma. It shall exclude any programme or even if termed a certificate which is awarded on a national basis, or which is less than one session in duration. In the latter case, examinations may be arranged at the discretion of the unit concerned but only a certificate of attendance or proficiency may be awarded.
75. Part I – X inclusive of the Regulations shall apply to easement on any programme of study for its certificate, the term “Certificate” being substituted for the term “degree”, except when stated or shown by the context

to be inapplicable, subject to the following interpretations and modifications”-

- (i) items 10, 11, 12, 13, 14, 32, 57, 58 and 63; shall not apply
- (ii) In any certificate course, a student who does not obtain an overall pass shall be permitted up to two supplementary examinations in any failed course – units. If he does not, then obtain an overall pass he shall be required to withdraw and the provision of paragraph 47 shall apply.
- 76. In order to determine which persons or bodies may exercise the various functions specified in this Regulation, the provisions of subparagraph 47 shall apply, the term “certificate” being submitted for the term “diploma”.
- 77. The body which is to approve the examination results under paragraph 45 may at its discretion appoint one or more member of the academic staff of Ahmadu Bello University, other than staff of or teaching in the unit concerned, or, if necessary, a person from outside the University, to perform some of all the functions of an External Examiner under paragraph 13(f) shall be made to the head of the unit concerned instead of the Vice-Chancellor. Any remuneration shall be subject to the approval of the Board of Governors of an institute or an equivalent body. If no person is appointed, then the reference in these Regulations to External Examiner shall not apply to the examinations.
- 78. The grades of certificates to be awarded shall be:

Percentage Score	Letter Grades	Grade points	CGPA	Class of Dip.
70 – 100	A	3	2.50–3.49	Distinction
60 – 69	B	2	1.40–2. 49	Credit

Percentage Score	Letter Grades	Grade points	CGPA	Class of Dip.
40 – 49	D	1	1.00 – 1.39	Pass
1 – 30	F	0	<1.00	Fail
80 – 100	A	4.0	3.50–4.00	Distinction
70 – 79	AB	3.5	3.50 –3. 49	Upper Credit
60 – 69	B	3.0	1.40 – 2.49	Lower Credit
50 – 59	BC	2.5	1.00 – 1.39	Pass
40 – 49	C	2.0	<1.00	Fail

## **CATEGORIES OF PUNISHMENT FOR EXAMINATION MALPRACTICES**

### **A. OFFENCES BY STUDENTS**

#### **(i) Expulsion**

The following offences shall carry the punishment of expulsion

(a) Impersonation at Examination. This may involve the exchange of

(b) examination numbers or names on answer sheets or the intentional use of someone else's examination number.

(c) Introduction of relevant foreign materials and cheat notes into the Examination Hall.

(d) Exchange of relevant materials in Examination hall which may involve

(1) The exchange of the question papers containing relevant jotting and materials, or

- (2) Collaboration/copying from each other  
or  
(3) Exchange of answer scripts
  - (e) Theft/Removal of examination scripts or materials
  - (f) Destruction of examination scripts or materials
  - (g) Copying from cheat notes
  - (h) Consulting cheat notes outside the Examination Hall
  - (i) Facilitating/abetting cheating.
- (ii) **Rustication for one academic year**  
The following offences shall carry the punishment of rustication for one session
- (a) Non-submission or incomplete submission of answer scripts
  - (b) Introduction of foreign materials to the Examination Hall.
  - (c) Non-appearance at the Senate Examination Irregularities and Malpractices Committee (ERIC).
  - (d) After the first warning, the student should be rusticated for one year.
  - (e) Introduction of mobile phone(s) to the examination hall.
- (iii) **Written Warning**  
The following offences shall attract a written warning:

- (a) Speaking/Conversation during an examination
- (b) Writing on a question papers/scripts.

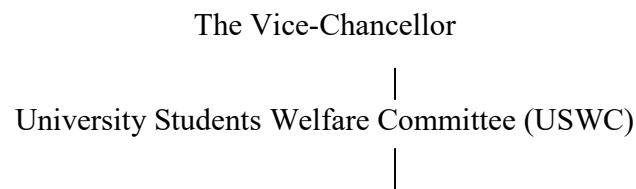
**B. OFFENCES INVOLVING STAFF**

Any act of commission or omission to examination malpractice by a member of staff shall be referred to the Staff Disciplinary Committee for appropriate punishment.

**THE STUDENTS AFFAIRS DIVISION**

The Students' Affairs Division is located on the ground and first floors of the Senate Building and is under the direction of Dean of students. As recommended by the Ford Foundation Study Group in 1974, the Dean of Student Affairs should be "an inspiring and imaginative leader conscious of the hopes, aspirations and problems of modern-day students, and a person of empathy and scholastic achievement". The Dean must be skilled in human relations and an advocate of student needs.

The Students Affairs Division (SAD) was established in 1986 following a re-organization emanating from the provision of the white paper on the Abisoye Panel's report. Consequent upon this re-organization, SAD was located in the office of the Vice-Chancellor, exercising the power bestowed on the Vice-Chancellor by Statue 9 of the ABU Law to handle students' matters. The structure of the SAD is as follows:



Dean, Students Affairs  
|  
Six Standing Committee of the USWC

## **THE ADMINISTRATIVE UNIT**

The office of Dean, Student Affairs, is the administrative nerve centre of the Student Affairs Division. The Dean is deputized by two Deputy Deans; one in the Samaru Main Campus and the other in the Kongo campus. Each of the Deputy Deans has Assistant Dean (female) in Main Campus and Kongo as well as Assistant Dean(male) Kongo. The Staff Officer of the Division is the overseer of staff/personnel and all administrative matters in the Division.

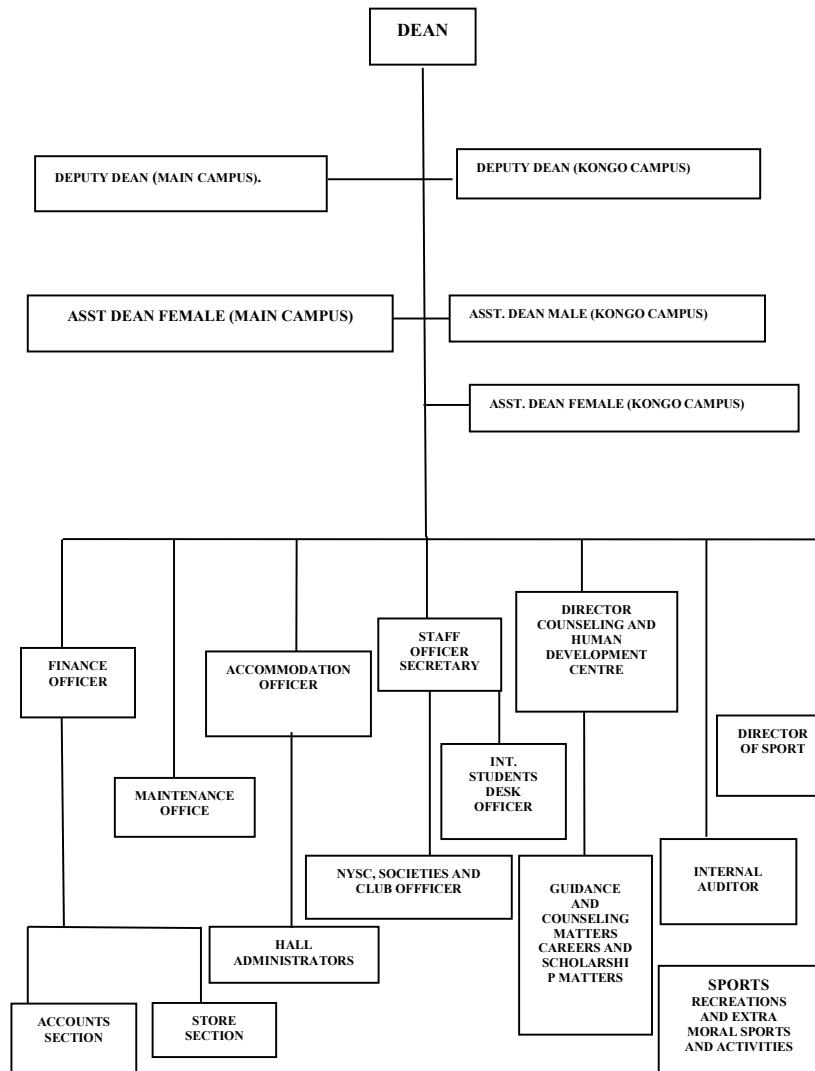
The office also handles the mobilization of prospective graduates for the N.Y.S.C. programme. Other administrative functions of the unit include recruitment, promotion, transfer, training and staff discipline. Generally, students' clubs, societies and associations are also registered under this unit.

Broadly the unit performs:

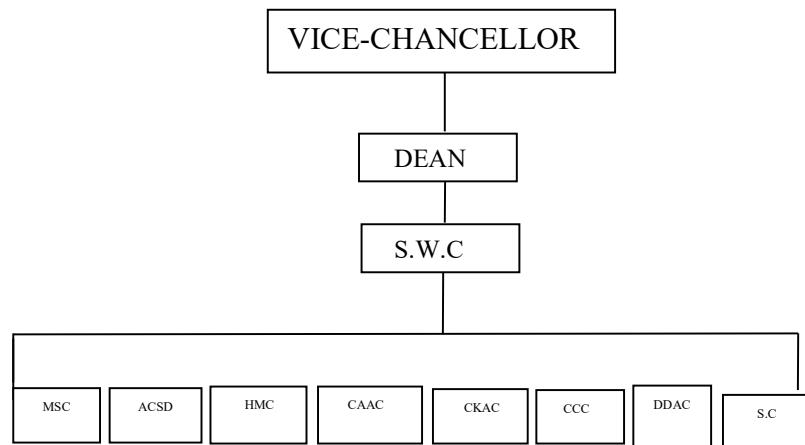
- (a) Registration of new student clubs, association and societies and renewal of such registrations at the beginning of each session. It ensures that all registered clubs, association and societies operate within University, rules and regulations.
- (b) Identify students for the purpose of tax clearance certificates, passports, visas, rebates from airlines, postal/money order claims, accidents, police or court cases.
- (c) Handle matters pertaining to the death of students, viz: the arrangement of transport, coffin, finance and passing the information to the next of kin and the University authority.

The Organizational chart below shows the delicate pattern of authority and responsibility that sustain SAD.

**ORGANIZATIONAL CHART  
STUDENT AFFAIRS DIVISION, AHMADU BELLO  
UNIVERSITY, ZARIA.**



### **Modified Students Affairs Division Committee-Based Structure**



1. MSD = Management Standing Committee
2. ACSD = Advisory Committee on Student Discipline
3. HMC = Hall Management Committee
4. CAAC = Central Accommodation Allocation Committee
5. CKAC = Catering Services and Kiosk Allocation Committee
6. CCC = Central Coordinating Committee
7. DDAC = Deans/Directors Advisory Committee
8. SC = Sports Committee
9. SWC = Student Welfare Committee

## **FUNCTIONS OF THE STUDENTS AFFAIRS DIVISION**

The functions of the Students Affairs Division include the following:

1. Advises the Vice-Chancellor on policies, regulations and matter affecting students.
2. Develops students' cultural and social activities.
3. Develops students' recreations and sports programmes.
4. Supervises award of financial aids, scholarship and bursaries to students.
5. provides careers information, and guidance and counselling.
6. Administration of halls of residence and dining halls.
7. General administration of student's discipline.
8. Assists with the development and administration of the Student Union.
9. Administers informational programmes to keep student advised on University and community affairs, available scholarships, etc.
10. Assist student organizations to publish student journals, magazines and information sheets for internal consumption.
11. Caters for the welfare including medical assistance to the sick and death relief to the deceased.
12. Mobilization of student for matriculation and general orientation, and to the N.Y.S.C programme at the end of their studies

## ACCOMMODATION

The University has eighteen halls of residence capable of accommodating only about 33% of the total students' population of the University. As low as it might look, this is the largest on-campus student accommodation provided by any University in Nigeria. The University is striving to expand its capacity for on-campus accommodation by partnering with private investors on Build-Operate and Transfer (BOT) basis.

Ten of the eighteen Halls (Akenzua, Amina, Alexander, Danfodio, ICSA, Ramat. Ribadu, Suleiman, Shehu Idris and Aliko Dangote) are on the Main campus while two, Asma'u Mustapha and Aliyu Mustapha Halls are located at Teaching Hospital, Shika. They accommodate both the female and male medical and nursing students, respectively who are at their clinical training phase. Amina, Alex, Suleiman and Ribadu Halls accommodate female students. The remaining six are at the Kongo campus and they comprise of Ali Akilu, Tafawa Balewa and Hostel 3 accommodate only male students while Hostels 1 and 2, Bedde and Sardauna Halls accommodate only female students.

There is an Accommodation Officer who is responsible for student accommodation. In each Hall is a Hall Administrator, Porters/Portresses and Cleaners who are responsible for issuing of keys to the rooms and keeping the Halls clean. There are kitchens attached to each hall which are being run by reputable private caterers. Students are free to eat in any hall.

There are limited bed spaces reserved for 100 and 200, 400 and 500 levels for some courses and final year students. Students bed spaces are also reserved for a limited number of postgraduate students. Fully registered students can log on to the online registration portal in the accommodation section and reserve a bed-space in the appropriate hostel for his/her course of study. This reservation lasts 24hrs within which you must

pay the approved accommodation fee in a designated bank. The payment shall generate a transaction ID, which you would use to log on to the portal for the second time. Use your accommodation payment transaction ID to complete the process of securing a bed space. Print the paid reservation and proceed to the Hall Administrator who will check you into the room.

Those students not allocated bed space will be assigned halls of residence with which they identify throughout their course of study. Students are therefore expected to know which hall they have been attached to right from the date of registration. Any room assigned or allocated is for two semesters (First and Second Semesters) only. However, students who wish to stay on campus for the Long Vacation period will have to reserve for an **OFF-SESSION ACCOMMODATION**. Also, students cannot lay claim to rooms at the beginning of each session until allocation is made and paid for. Postgraduate students who wish to stay in their rooms during the Long Vacation semester need to make this known to the Accommodation Officer and pay the prescribed rent for the period.

Students are required to be in residence during the semester but not necessarily on the campus. At the beginning and end of each semester, students are required to report to their Hall Administrator in order to sign the book provided for the purpose. On no account should a student go away with a key to a room at the end of the session as this will attract punitive measures from the University. This may range from forfeiture of the right to the allocation of a room the following session and will be required to pay the rent due for the period and/or withholding of examination results. Each student must occupy the room allocated to him/ her unless a change is legally approved by the Dean of Student Affairs. Each student will be responsible for the care of furniture in the room and replacing broken or lost keys. It is a serious offence for any student in the

hostel to sell or sublet his room, harbour squatters or acquire accommodation on behalf of another student.

## **GENERAL STUDENT REGULATIONS**

### **1. Procedures and Guidelines**

- (j) Each student of the University should be allocated a hall with which such a student is identified both as a student and as an alumnus, irrespective of whether or not such a student actually resides in the hall.
- (ii) Each student that resides in a hall should remain in the same room throughout the duration of his/her stay in the hall as allocated by the Student Affairs Division. At the point of registration into the hall, each student must fill and sign the Hall Residency and undertaking form in triplicate, (1 to the hall, 1 to Student Affairs Division Office, and 1 to the Student).
- (iii) An inventory of all University property in each room must be taken and student who occupies each room must sign an acceptance of responsibility form for all university's properties in their custody. Such students that wilfully damage, destroy or throw away any such property will be made to repair or replace them.
- (iv) Complaints, problems – collective and individual and proposals must be reported to the Hall Administrator in the first instance. Only those complaints or problems that cannot be handled by the Hall Management Committee (HMC) should be reported to SAD by the Chairman of HMC or the Hall Administrator acting on behalf of the Chairman/ emergency cases may be considered outside the administrative channel but through the Hall Administrator. Complaints, problems and proposals

made outside the channels mentioned above would not be entertained.

- (v) Once students are on campus, each HMC must hold a monthly regular meeting and as many emergency/special meetings as the situation warrants. However, each complaint, problem etc, must be treated with the urgency it demands and each HMC must be creative enough to handle any situation on the spot.
- (vi) Students in each block are collectively responsible for all facilities in that block and are liable for the wilful damage or misuse of all common facilities and fittings.
- (vii) The security personnel in the Halls are empowered to safeguard the residence and as such, they are permitted to make enquiries, enforce regulations, and apprehend violators and deviants, and report cases of suspicious movements or actions.
- (viii) The residents and the HMC members of each hall are advised to be actively involved in the cleaning and maintaining of their hall. Priority in the allocation of scarce resources will be given to the cleanliest, most peaceful, and harmonious hall of residence.
- (ix) The student should not post any bills on building and other facilities on campus. Originators of such bills would be held responsible for damaging or smearing University buildings and other facilities. All bills should be posted on Notice Board only.
- (x) Similarly, it is an offence to throw polythene bags, paper and other forms of waste on the campus.

- (xi) Designated Hall Management Staff will periodically inspect the rooms to verify if the students have complied with the regulations on residency.

## **2. Administration**

### **(i) *Student Affairs Division and University Students Welfare Committee***

Statute 9 (6) of the ABU law empower the Vice-Chancellor to handle all student matters. Following a re-organization in 1986, the Vice-Chancellor exercises the powers bestowed on that office through the Student Affairs Division (SAD) which is headed by a Dean. In addition, the Dean is the Chairman of the University Student Welfare Committee (U.S.W.C) charge with the responsibility of organizing, supervising, and controlling students' life in halls of residence and the general welfare of students.

### **(ii) *Hall Management Committee and Central Coordinating of the Hall Management***

Each Hall of Residence has a Hall Management Committee (HMC) which is responsible for matters of general policy for residential, social, athletic, and intellectual activities of the hall. The Hall Management Committee has the power to arrange its own social, cultural or intellectual activities designed to preserve, develop and enrich the tradition of the Hall and to make life in the hall generally interesting and worthwhile for the residents. The HMC consists of the Hall Adviser (Chairman), the Deputy Hall Adviser, the assistant Hall Adviser, the Hall Administrator, and two elected Student Representatives of the Hall. The

HMC is required to meet at least once in a month to keep proper records of its business and make a recommendation to the USWB through the Dean, SAD.

In order to guarantee and sustain uniformity in policy formulation and in the moral, social, cultural and intellectual context of student's residency in ABU, the activity of the various HMS's are coordinated through a Central Coordinating Committee of Hall Management (CCCM) which is constituted as follows:

Deputy Dean (MC)	Chairman
Hall Adviser	Member
Assistant Hall Advisers-	Member
Hall Administrator	Member
President, Student Rep. Council (SRC)	Member
Welfare Director (S.U)	Member
Accommodation Officer	Member

(iii) ***Hall Adviser***

The immediate supervision and administration of the life and activities of each hall is the responsibility of the Hall Adviser. The Hall Adviser (a senior academic staff) is appointed by the Vice-Chancellor through the Dean, SAD, serves for a period of two years. He/she is answerable to the Dean, SAD. The Hall Adviser is the supervisory head of the Hall. He/she is responsible for directing the affairs of the hall.

(iv) ***The Hall Administrator***

The Hall Administrator is normally a full-time administrative staff responsible for the general administration of the Halls, including staff matters.

(v) ***Off-Campus***

Although each student remains a bonafide member of the Hall to which he/she is allocated, it still the policy of the University that all undergraduates must live off-campus for one year during the course of their study. However, the University does not approve or disapprove of off-campus housing or become a party to any financial contracts between students and landlords. Assistance to off-campus students may, however, be offered by the Accommodation Officer in the Student Affairs Division. Students are, however, advised to study and respect the norms and culture of the host off-campus community in their immediate vicinity for harmonious coexistence.

**3. General Residency Regulation**

- (i) The right to occupy a room is not transferable. It is an offence punishable by expulsion from the hall for any student to accommodate any visitor in his/her room overnight without the written permission of the Hall Administrator.
- (ii) Students are held liable for any careless or wilful destruction or damage of University property of which they are responsible.
- (iii) At the close of the semester or the end of their course, students are required to return, immediately, all keys and other university properties. No student is allowed to install any locks to his/her room without permission from the Hall Administrator. When permission is granted, the student concerned should retain only one key and the rest must be sent to the porter. Such extra locks automatically become University property,

**(iii) *Electrical Appliances, Fire and Fire Prevention***

- (a) All incidence of fire will be investigated by the Security Department and reported to the Registrar and the Committee on security. Both National Fire Codes and the University's Regulations will cover the criminal and/or disciplinary action to be taken.
- (b) Candles are usually not allowed in student's rooms when there is electric power supply. Even when there is no electricity and candles are supplied, great care must be taken to avoid any possible fire outbreak.
- (c) The use of certain electrical appliances may cause electrical faults and this may result in fire hazards. Therefore, under no circumstances, must electrical appliances such as electric cookers, toasters, grills, immersion heaters, heating coils, hot plates, irons, ovens and multiple outlets, etc. be used in students' rooms. These may be used only in rooms specially provided for this purpose in each Hall. Further information may be obtained from the Hall Administrator

**(iv) *Pets:***

For health and sanitary reasons, pet animals, birds, fish and/or reptiles are prohibited in and around the University's halls of residence.

**(v) *Loss of Personal Property:*** The University does not accept responsibility for any loss of personal property in the Hall.

**(vi) *Transfer from one Hall to another:***

A student, once allocated to a hall is not normally permitted to transfer to another one except on medical

ground and/or for any other good reasons acceptable to the Hall Authorities concerned. Applications for transfer may be made on the appropriate form obtainable from the Hall Administrator. The University, however, reserves the right to make changes in room assignments or transfer students from one hall to another during their session.

- (vii) **Vacation Residence:**
- (a) It is very important that all students return their keys to the porter on duty on the last day of each semester even if their Hall is assigned as a vacation residence. It is not obligatory that a student retains his/her room for the vacation
  - (b) The Hall of Residence is used during vacation for personal causes, conferences and seminars, field Practical Training, SIWESS and other related activities. Application for permission to stay in residence during vacations must be made on the appropriate forms-**Off Session Accommodation**, obtained from the Student Affairs Office and returned to the Accommodation Officer to reach him not later than one week before the end of the Semester.
  - (c) Students who are permitted to stay in residence for the vacation must move to the hall currently assigned for the purpose.
- (viii) **Common Room:** The Common Room and any other shared facilities such as cooking areas attached to each hall are provided for use of students of the hall, and it is under the supervision of the Hall Management Committee.

**(xi) Exit Permits:**

- (a) For absence overnight or longer periods, students are required to obtain exit permits.
- (b) Any absence involving absence from the lectures, tutorial or practical classes require the approval of the Head of Department and Dean concerned.
- (c) Students must hand in all University property including keys to their Hall Administrator before leaving the University premises on vacation.
- (d) Rooms must be vacated at the end of each semester unless permission to stay during the vacation has been granted in writing in advance. The charge for lodging during vacation shall be paid in advance.

**(x) Medical Services:**

Ahmadu Bello University operates the Tertiary Institutes Social Health Insurance Scheme (TISHIS). This is the Students' version of the Social Health Insurance Scheme introduced by the Federal Government for Nigerians some few years back. Under the TISHIS arrangement, ABU students are provided medical care, both primary and referral service to secondary health facilities. The range of medical services covered includes essential drugs, essential diagnostics as well as the cost of ward admission for 15 days at a stretch as contained in the National Social Health Insurance Scheme guidelines. The TISHIS service is only in-session according to the Federal government guideline. However, SAD negotiated with the service providers -Health Management Organizations (HMOs) to include cover even when students are on vacation. This means registered ABU students can visit an HMO recognised clinic even on

vacation and the cost will be borne by your HMO. Please note that you cannot enjoy this if you do not register. Therefore, ensure that you are duly registered by your respective HMO. **STUDENTS OF ALL SCIENCE-BASED FACULTIES (UG & PG) ARE TO REGISTER WITH UNITED HEALTHCARE INTERNATIONAL (07032173155) WHILE ALL ART BASED FACULTIES (UG & PG) ARE TO REGISTER WITH SONGHAI HEALTH TRUST LIMITED (07028412731) IN THEIR OFFICES ADJACENT TO UNIVERSITY MEDICAL CENTER (SICKBAY).**

- (a) Students who are sick should report at the University Medical Centre (sickbay) or the nearest University Clinic. Three such clinics and a Dental Clinic are located on the Main Campus, Kongo and the Institute for Agricultural Research.
- (b) If medical treatment is received outside the University clinic this should be reported to a University Medical Officer at the earliest opportunity.
- (c) In case of emergency, the Medical Officer or Nursing Sister on call should be contacted on **08028190599**.
- (d) **Guidelines on the Operations of the E.R.S.M.C.**
  - 1. The Emergency Referral Students' Medical Fund shall not be used for the treatment of any student who is involved in an accident unapproved journeys or function. Approval refers to the consent of any of the following: The Hall Administrator, the Head of

Department and the Dean concerned (See section ix (a) and (b) above).

2. The Emergency Referral Students' Medical Fund shall be used only for life-threatening ailments which require urgent attention as diagnosed by the Doctor. These ailments include:
  - a. Surgical classes as acute abdomen, perforated peptic ulcer disease, perforated typhoid, acute appendicitis, ruptured viscus, acute cholecystitis, obstructed strangulated hernia, accidents, testicular tension etc.
  - b. Medical cases such as Typhoid septicaemia, typhoid psychosis, sickle cell crisis, acute meningitis, acute asthma attack diabetic coma, urinary tract infection, psychiatric problem, COVID 19 etc.
  - c. Gynaecological cases such as Twisted Ovarian cyst, ruptured ectopic pregnancy, acute P.I.D etc.
3. Any medical expenses incurred after the life-threatening situation is over shall be borne by the parents/guardian of the concerned student.
4. The Emergency Referral Students' Medical Fund shall be used for the treatment of any student who decides on his own violation to remain on campus when the University is not in session.

(xi) **Use of University Premises:** Permission to use University premises must be sought from the Registrar through the Dean of Student Affairs at least 48 hours on advance

(please section on guide on conduct of events by clubs and societies also).

(xii) **Music and Musical Instrument:** Radios, televisions, musical and percussion instrument may be used only between 6:00 a.m. and 12:00 midnight, and at no time should the sound be so loud as to cause disturbance to other students.

(xiii) **Dances/Parties and Other Festive Occasions:** The organizers of student dances open to the public should comply with the following procedure:

- (a) Permission should be obtained from the Registrar through the Dean of the Student Affairs to make use of University premises at least a week before the dance is held.
- (b) Organizers of student dances and other occasions shall be held responsible for damages and loss of any University property in the premises used;
- (c) A deposit against such loss or damage to University property may be demanded from the organizer.

(xiv) **Use of electrical Appliances:** All electrical appliances owned by the students must be registered with the Hall Administrator within 2 days of the acquisition and may be installed only as authorised by him. Due care should be taken in the use of such appliances.

(xv) **Visitors:**

- (a) Students may receive visitors between 9:00 am and 7:00 p.m. subject to individual Hall regulations.
- (b) Students are responsible for the conduct of their visitors.

- (c) Under no circumstances must male visitor whether they are students or not enter the female hostel likewise female visitors are not allowed to enter male student's hostels.. The visitors should stop in the Common Room from where the porter may send for the female they wish to see. Violation of these regulations will attract very stiff disciplinary action.

High standard of personal integrity is expected of every student. The University regards as serious all acts of unethical, immoral, dishonest, or destructive behaviour as well as violations of university regulations. Punishments for violations of regulations range from a warning, fine, suspension, to expulsion. Equally important, however, is the legitimate right of any member of the University community or residents of the Hall to disagree, to hold a different opinion, or think different from others. This is an integral aspect of University education and academic freedom.

**(xvi) Dress Code**

Indecent dressing such as short and skimpy dresses, tight shirt and skirt, transparent and tattered jeans with holes are strictly prohibited. Also, underclothing that is unkempt, wearing of earring/plaiting or weaving of hair by male etc. that constitutes an indecent mode of dressing and will not be tolerated in the University environment.

**LIVING ARRANGEMENT**

***Accommodation in Hall of Residence***

It is the policy of the University to provide an environment that will assist each student to develop his or her academic and social potentials to the fullest. For this reason, the hall of residence is considered an integral part of the total education enterprises at Ahmadu Bello University. The halls are not

merely places to sleep in but are “homes” for students for a good part of the year.

Each hall has modest conveniences including showers, furniture and beddings. Each set of toilets and showers serve about ten students. Students who occupy a hall are responsible for all the conveniences located in the hall.

Reception lounges, well-furnished common-rooms and recreation areas are available in each Hall. The housekeeper and the porters are always available to attend to the needs of occupants.

All undergraduates are required to live off-campus for one year during their course of study. The University does not become a party to any financial contract between student living off-campus and landlords. However, assistance to find off-campus accommodation is rendered by the Accommodation Officer.

### **Hall Residence Regulations**

1. Sale, giving – out or illegal swapping of bed spaces is strictly prohibited. The penalty for any defaulter is rustication for one semester.
2. All visitors are not allowed to stay in the hall beyond 9:00 p.m. Similarly, female students are not allowed to stay in the male hostels beyond 9:00 p.m.
3. Females shall not for whatever reason, reside in the male hostels. The penalty for this will be the loss of the entire room to the entire occupants.
4. Undergraduate students are not allowed to reside or squat in the postgraduate hall/block.
5. Male Students shall not, for whatever reason, enter female students’ hostels.

6. Cooking in the rooms is strictly prohibited.
7. Use of any kind of electrical appliances for cooking or boiling water is strictly prohibited.
8. Disposal of leftover food in sinks, laundries, bathrooms or toilets is strictly prohibited.
9. Waste or any form of rubbish must not be discarded through the windows, over the balustrade or littered in front of the rooms. Hall waste and/or rubbish should be neatly deposited in the dust bins provided.
10. Toilets must be used properly. As such only ***toilet papers*** and water should be used. Water will normally be available in the toilet. However, in the event of a breakdown, users of the toilet must fetch water provided in the tanks before using the toilet and flush it afterwards
11. Washing in whatever form should be done in the laundry or at the tank points. In addition, the walls and the floor of the halls should not be smeared. The employment of other people for laundry and washing in the halls is prohibited. The penalty to defaulters is the loss of bed-space.
12. Bathing outside the bathroom is strictly prohibited. The penalty is forfeiture of bed-space.
13. All unauthorized commercial activities such as hawking barbing, hairdressing baking and business centre activities such as photocopying, G.S.M call centres, word processing, video and audio taping etc. are strictly prohibited. The penalty is the loss of bed space for the entire occupants and confiscation of such items.
14. All personal properties should be registered first with the security at the gate and with the Hall Administrators.

15. Religious activities within the halls such as meetings and preaching which are capable of breaching peace are prohibited.
16. All grievances, complaints and reports must be channelled through the Hall Administrators/Security Officer, in the hall. And the Student Affairs Division and the University administration will not entertain complaints, reports and grievances made outside authorised channels.
17. Possession of dangerous weapons and illicit drugs and sale of either is strictly prohibited. The penalty of which is expulsion from the University.
18. The student will be surcharged for any damage to University property
19. Students residency does not include spouses. A student wishing to live with their spouses should secure accommodation off-campus.
20. Students should not post any bills on building and other facilities on campus. Originators of such bills will be held responsible for damaging or smearing University building and other facilities; all bills should be posted on Notice Boards only.
21. Defecating and urinating in a place other than the urinary/toilet is strictly prohibited. The penalty of which is the loss of bed-space.
22. Unauthorized tampering with University facilities including the television and cable satellite provided in the common rooms is strictly prohibited. The penalty of which is the loss of bed-space and surcharge for damages.
23. Electronic transmission/broadcast in any form and erection of antenna for television, radio, cable satellite etc is prohibited. The penalty of which is the loss of bed-

space for the entire occupants and confiscation of items erected.

### **Mail Services**

Mail is delivered to each Hall daily, except Saturdays, Sundays and public holidays when mails are delivered once daily. Students living in halls are advised to always use the name of their hall, before Ahmadu Bello University, Zaria in order to facilitate the handling of their mail in the Office of the Hall Administrator.

### **Shopping Facilities**

Apart from the many shopping facilities in Samaru and Zaria, the University Campuses houses shopping complexes, kiosks, buffets, and minimarket. Some of these facilities are located inside the hall of residence. Although all shopping and other goods and services facilities are run through private operators. The University authority approves and supervises their activities through a central coordinating committee. No other body or staff is authorised to initiate, approve or supervise commercial activities on campus.

### **Bicycle and Motor Vehicles**

The use of bicycle and motor vehicles (Such as motor cars, motorcycles motorbikes motor scooters, etc.), on any part of the University campus, must be consistent with the provision of the Nigerian Traffic Regulation including vehicle roadworthiness, the possession of valid driving and motor vehicle licenses/insurance certificate etc.

### **Registration of Motor Vehicle**

All staff and student motorcars must be registered with the University Security Services.

### **Accident Prevention**

- (a) As a precaution against accident, and for the safety of all, motorists and cyclists are reminded to obey all traffic signs and other traffic regulations on the campus including the speed limit of 40km per hour.
- (b) It is an offence to ride in the dark (after 7:00 p.m. and before 6: 00 p.m.) without prominent lamps and rear reflect.
- (c) A cyclist must always keep close to the right-hand curb and go in single file.

### **Parking**

Motor vehicles and bicycles must be parked in bona fide parking spaces only. However, the University assumes no responsibility, and any vehicle parked on any part of the campus is entirely at the risk of the owner.

### **Places of Worship**

Facilities are provided for religious worship on the campuses. There is a Central Mosque with a resident Imam for the Muslims, and two Chapels with resident Catholic and Protestant Minister for the Christians. It is envisaged that the relationship between the various religious groupings will remain cordial as it has been over the years. Religious counselling is offered by the Imam, Priests, and other learned or ordained staff members. Students may seek and receive

advice on any form of personal or social matter including marriage plans.

**Loss of Personal Property**

The University does not accept responsibility for any loss of personal property in the hall.

**NATIONAL YOUTH SERVICE CORPS**

The National Youth Service Corps Decree, No. 24 of 1973 established a scheme under which every Nigerian citizen, who has successfully completed a full-time first-degree course at any University in Nigerian or Abroad and has not reached the age of 30 years, is called upon to serve in the National Youth Service Corps.

The policy of the Directorate of the National Youth Corps is to deploy graduates for service in a state other than their own states of origin. The only exception to this rule is in respect of married women with family responsibilities, i.e., married women who have children and can produce evidence with birth certificates of their children.

The objectives of the scheme are:

- (a) To inculcate discipline in Nigeria youths by instilling in them a tradition of industry at work, and of patriotic and loyal service to the nation.
- (b) To raise their morals by giving them the opportunity to learn about higher ideals of national achievement and cultural improvement;
- (c) To develop in them attitudes of mind, acquired through shared experience and suitable training, which will make them more amenable to mobilization in the national interest;

- (d) To develop common ties among them and promote national unity by ensuring:
  - (i) As far as possible youths are assigned to jobs in states other than their states of origin;
  - (ii) each group assigned to work together is a representative of the country as possible
  - (iii) The youths are exposed to the modes of living of the country with a view to removing prejudices, eliminating ignorance confirming at first hand the many similarities among Nigerians of all ethnic groups;
- (e) To encourage members of the service corps to seek at the end of their services year career employment all over the country, thus promoting the free movement of labour
- (f) To induce employment of qualified Nigerians irrespective of their state of origin; and
- (g) To enable Nigerian youths to acquire the spirit of self – reliance.

Thus patriotism, enhancement of national unity, the promotion of self-discipline and the inculcation of the spirit of self-reliance are pre-eminently the objective of the National Youth Service Corps.

### **Call – Up**

All prospective graduates are issued with call-up letters as at when due. The letter informs them of their State of deployment and call-up date that is the date they should register for National Service at the State Orientation Camps. They are paid appropriate travelling allowances which are determined from time to time by the Directorate of the National Youth Service Corps.

## **Discipline**

Each corps members are guided by a Code of Conduct and by-laws to the NYSC. Progress reports are rendered quarterly on each member by the Head of Department under whom he /she serves. Each Corps member on joining the service is issued with code of conduct, and the bye-laws. Penalty clauses are provided for contravention of the Code of Conduct and/or bye-laws.

## **THE SPORTS OFFICE**

Ahmadu Bello University maintains a virile programme of sporting athletic and recreational activities under the supervision of experienced full-time sports coaches and a number of honorary coaches from among the academic and administrative staff.

The main Sports Offices are located at the University Gymnasium of the Samaru Campus and a sub-office at the Kongo Campus. The Office is headed by a Director with coaches for each sporting activity.

The duty of the Sports Office includes the following:

- (a) To arrange for students' participation in all sporting events at the campus, national and international level.
- (b) To advice the University on all aspects of sporting activities including the provision of sports equipment and facilities.

Available sports facilities are distributed throughout the campuses for the students to utilise as follows:

- (i) The Gymnasium located close to Danfodio Hall has squash racket and badminton courts.
- (ii) Basketball and volleyball courts are opposite Amina Hall.

- (iii) Swimming pool, Handball, and Lawn Tennis Courts are located between Suleiman Hall, Demonstration Secondary School and Amina Hall.
- (iv) Athletics, Soccer, Hockey, and Crickets fields are at the North Gate.
- (v) Judo and Taekwondo are at the old Gymnasium by the Convocation Square.
- (vi) Chess at Alexander Hall Common Room for female students.
- (vi) There are also sports facilities at Kongo Campus and Hall.
- (vii) There is modern fitness equipment in Ribadu for Main Campus; Asma'u Mustapha for Shika and Hostel 3 in Kongo Campuses for use by all interested Female students.

Halls of residence have facilities for various recreational games including table tennis, badminton, etc.

### **Sports Administration**

The Sports Committee appointed by the Vice-Chancellor is the body governing sporting activities on the campus. There is also a Sports Committee of the Students Union which plays an active part in organizing students for participating in inter-hall competitions.

The University is a member of the Nigerian Universities Game association, (NUGA), The West African University Game (WAUG), The Federation of African University Sports (Federation of Africaine du Sports Universities, FASU) and the Federal Internationals Universities Sports (Federal Internationale du Sports University FISU). The University

participates in both national and international sports contest organized by these associations. There is spirited competition among the halls of residence for the possession of the Championship cups, especially in soccer and Athletes.

### **Student's gains from University's Sports**

Apart from maintaining a sound body which is an asset for advanced thinking and rigorous academic pursuit, students have the added advantage of travelling with teams outside this country.

We maintain bilateral annual friendly competitions in some selected sports with some Universities and are open to our student through these competitions to make friends with other nationals.

There is also a good opportunity of being awarded sports scholarship which is part of the inducement for good performance in sports and academic pursuit.

### **The Finance Office**

A separate Finance Officer is maintained by the Student Affairs Division to facilitate collection of student fees and assist in the payment of bursaries and other awards to students.

### **Stores and Supply Control Unit**

A Store and Supply Control of the Student Affairs Unit is responsible for the procurement, and supply of items essential for the upkeep and maintenance of student Hostels and the sports Office.

## **DIRECTORATE COUNSELLING AND HUMAN DEVELOPMENT CENTRE**

The Centre is one of the specialized services provided by the University to cater to student's wellbeing and to advise them on a wide range of their difficulties, academic, private and social problems. It is also to perform all the functions of the office. The centres maintain a team of dedicated counsellors who offer a helpful and understanding environment to the student for the discussion of any matter which is causing them concern. Broadly the centre performs:

- (a) Rehabilitative function, which is to help the student who is presently experiencing difficulties;
- (b) The preventive function which is to anticipate, circumvent and forestall difficulties which may arise in the future;
- (c) Grow function is to help the student derive maximum benefit from his/her educational, social and vocational experiences to enable him/her discover and develop his/her potentials to the fullest. Students are advised to seek the services of the centre in case of difficulties.

The Youth Development Office, housed and managed by the University Medical Center performs the following functions:

- (a) To organize career talks for prospective graduates.
- (b) To advise student and alumni on the choice of career, and to assist them on graduation, in securing suitable employment.
- (c) To organize and coordinate recruitment interviews by Government Ministries and parastatals; commercial enterprises, companies and other organizations wishing to recruit our undergraduates for permanent or part-time employment
- (d) The Office provides information about opportunities for part-time or full-time employment, for further training and study for higher degrees, and (for final year students in particular service as a centre for a personal consultation about careers, for introduction to an interview with prospective employers.

There is a Counselling and Youth Development facility at both Main Campus and Kongo Campus; Students are encouraged to make maximum use of them.

### **THE UNIVERSITY MEDICAL CENTRE**

The University Medical Centre (UMC) is deeply committed to promoting the physical and mental well-being of Ahmadu Bello University students. UMC is a primary care facility. The Clinic offers free medical care to registered students of the University, medical examination, antenatal care, child welfare services. Family planning services, eye care; dental care, immunization, laboratory services and free dispensation of drugs from Pharmacy. Cases requiring specialist attention are referred to the A.B.U. Teaching Hospital, Zaria with due consent of your HMO who will bear the cost later. To enjoy the

full compliments of the medical services offered by this clinic you must ensure you are duly registered by the designated HMO for your Faculty. Please enquire from the Student Affairs Division or the (UMC) for more information.

### **Location of Clinics**

There is a UMC on the Main Campus adjacent to Suleiman Hall. It houses an administrative block, several consultation rooms, an Emergency room, an in-patient admission room, eye clinic, dental clinic, laboratory, Ante-natal clinic, child welfare and Family planning clinic. There is also a preventive and sanitation unit. Satellite Clinics have been established in NAPRI, IAR, Kongo, Shika, etc.

### **Registration**

New students and staff are required to register immediately the semester begins or on employment. They should not wait until they fall sick. No charges are levied yet.

### **Working Hours**

University Medical Center opens from 7:30 a.m to 8: 30p.m for routine case Mondays through Saturdays (except on public holidays), Emergency case are however treated on a 24-hour basis.

### **Preventive Measures**

- i. Avoid undue stress and strain on your body read regularly and do not leave it until the time of examination, 6-7 hours' sleep is a must for young people.
- ii. Individual exercises are good, but group sport is more beneficial for your social, mental and physical well-being.

- iii. Avoid smoking, it reduces expectancy of life, increases the risk of death from heart diseases, stroke, chronic bronchitis, emphysema, and several kinds of concern. Remember, you are the only one who can stop smoking on your own, and the effort along is something to take pride in.
- iv. **Personal Hygiene:** All stimulant e.g., Amphetamines, LSD, Indian Hemp, cocaine, Alcoholic drinks are harmful since they are habit-forming and lead to addiction. You can perform excellently well academically without using drugs, including Nescafe and Cola-nuts. Their use is a waste of money, and most of all, harmful to health.
- v. **Unwanted Pregnancy:** Normally, two weeks after a missed menstrual period is the earliest time that a pregnancy test might be recommended.
- vi. **Sexually Transmitted Disease (STDs):** The common STDs include Chlamydia infection, gonorrhoea, genital herpes, syphilis, virginities, AIDS etc. Avoid extra-marital sexual relations and promiscuity. Remember your health is a pre-requisite to your future children in particular and that of the society in general. You should not risk it!

**Take preventive measures against:**

- (a) Malaria (e.g. use a mosquito net, long sleeve shirts in evenings, avoid indiscriminate throwing of wastewater etc).
- (b) *Typhoid:* (Washing hands with soap and water after toilet, boil drinking water, warm leftover food before eating, avoid eating open food and water assessable to flies, indiscriminate disposal of waste);

- (c) *Tuberculosis:* (avoid indiscriminate spitting, boil cow milk before use, encourage any of your colleague with chronic cough, coughing out blood, or loss of weight of up to 5kg to seek medical attention at the University Medical Center.
- i. If you require medical attention after clinic hours, report to staff nurse on duty who will take necessary action.
  - ii. All medical records are kept strictly confidential and will not be released to anyone without your permission.
  - iii. Remember your health can be a critical factor in your academic, social and professional success.
  - iv. Inculcate the spirit of open-heartedness, tolerance, morality, and peaceful co-existence. Try to create an environment conducive for learning and academic pursuits. This is a guarantee for a successful and healthy pursuit of knowledge.

### **Medical Services**

24 hours of free medical and dental service is provided to all staff and students. There is also an established referral system with the Ahmadu Bello University Teaching Hospital. In such cases, the unit works hand in hand with the Students Affairs Division to settle the bill. In the event of referral for emergency treatment at the teaching hospital, the student is given an emergency student's Voucher that covers all expenses to be incurred. This arrangement, which was introduced a few years ago, has saved the lives of many students.

By this arrangement, a student has no reason to travel home because of ill health. The risks of travelling such as high way robbery and accidents could, therefore, be avoided. This is a unique arrangement, which is not available in other Universities.

### **Medical Laboratory Investigation**

In order to avoid fake medical test results that could distort early diagnosis and misguide the doctor, the doctors of the University Medical Centre do not accept investigations from laboratories other than the ones done at the Centre. Fortunately, our medical laboratory is fully equipped and well-staffed. Furthermore, there is an arrangement with the Ahmadu Bello University Teaching Hospital to help us with investigation not done in our laboratory.

### **Medical Report**

A medical report is issued on the need for the students treated in our clinic. The doctor that treated the ailment usually writes the report. A student who received treatment while at home should endeavour to collect the medical report from the hospital or clinic before returning to the University. This is to avoid the inconvenience of having to go back for the report. The University Medical Centre, on request of the Head of Department, also does the authentication of medical reports brought from elsewhere. Such reports are confidential and should not involve the student confronting the Director for authentication. Note that we do not accept a report from traditional healers. The University Medical Centre is fully aware of the attitudes of some students that malinger around the University Medical Centre for medical cover for deliberate absenteeism. You are advised not to fall into that category.

### **Advice on Health Matters to New Students**

As first-year students, you are at your most vulnerable stage. Having left your homes and parental care for the first time, you are faced with a lot of challenges. You are advised to tread cautiously as you explore new grounds. Realize that HIV/AIDS is a reality, even on this campus. Your health is in your hands. You need to remain healthy in order to graduate. Being healthy means you maintain a sound physical mental and psychological well-being. You are expected to maintain good personal hygiene and a clean environment.

Avoid eating and drinking indiscriminately, especially when travelling.

Learn to plan your time well in order to avoid stresses associated with last-minute preparations for your examination.

Make sure you have at least 6-8 hours of sleep daily.

Find time for regular outdoor exercises, at least 30 minutes, 3 days a week. Remember a sound mind is in a sound body.

### **Drug Abuse and Misuse**

Do not allow academic stress or the influence of bad friends drag you into drug abuse.

Avoid all forms of stimulants, panadol, cola nuts, Indian hemp, cigarette smoking Pengo, Alabukun, etc. Take only prescribed drugs. *Self-Medication* which is common with pharmacy and medical students is also drug misuse. It could be very dangerous. Avoid it. Try to see a doctor at the slightest sign of ill-health.

### **Infectious Diseases**

Malaria remains the number one cause of morbidity and hence poor academic performance in the environment. Help yourself by trying as best as you can to avoid mosquito bites. The use of

mosquito nets, insecticide sprays and proper dressing can be very helpful. In any case, see a doctor at the earliest symptoms. The commonest killer disease is typhoid fever. Make sure what you eat or drink is hygienic. A vaccine is available for those who can afford it.

**Take preventive measures against:**

**Malaria** (e.g., use a mosquito net, long sleeve shirts in the evenings, avoid indiscriminate throwing of wastewater etc);

**Typhoid:** (Wash hands with soap and water after toilet; boil drinking water, warm leftover food before eating; avoid eating open food and water accessible to flies, avoid indiscriminate disposal of waste);

**Tuberculosis:** (avoid indiscriminate spitting; boil cow milk before use; encourage any of your colleagues with chronic cough, coughing out blood, or loss of weight of up to 5kg to seek medical attention at the University Medical Centre).

**Meningitis:** Epidemics of this disease are not uncommon in this region. Fortunately, an effective vaccine is available against it. Faculty-to-Faculty immunizations are usually conducted between February and March each year. Those of you who missed that opportunity can meet us at the preventive health section of the University Medical Centre. Routine immunization is carried out every Wednesday throughout the year.

**Sexually Transmitted Diseases (STDS):** include gonorrhoea, syphilis, genital herpes, AIDS among others. There is a high prevalence of these conditions among staff and students of this University. The complications of STD vary from loss of man-hour, poor academic performance, infertility to inevitable death in some cases. You should know that HIV AIDS is real and is here with us.

Do not underestimate it. An HIV infected person may look quite normal as you. So be cautious and responsible while you discover your new world. Make sure you take certificates home and not AIDS. Aids and the STDS are preventable through abstinence avoiding casual sex and sticking to one partner. If you must to have sexual intercourse always use the Condom. A condom protects from STDS and unwanted pregnancies. However, it does not give 100% safety. If you would like to know your HIV status, screening is free at the UMC.

Contrary to what a lot of local traditional healers and even some of our colleagues in the medical profession proclaim there has yet been no vaccine or cure for AIDS. Don't let them deceive you. In due course, we would advise that persons giving health talks on the Campus must be also directed to do that through the University Medical Centre in order to avoid misinformation.

### **COVID 19**

COVID-19 is a disease caused by a new strain of Coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel Coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

**What are the symptoms of COVID-19?** Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19. How does COVID-19 spread? The virus is transmitted through direct contact with respiratory droplets of an infected person

(generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

**What is the treatment for COVID-19?** However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous.

**How can the spread of COVID-19 be slowed down or prevented?** As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- ✓ staying home when sick;
- ✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;
- ✓ washing hands often with soap and water; and
- ✓ cleaning frequently touched surfaces and objects. As we learn more about COVID-19 public health officials may recommend additional actions.

### **Rape**

There have been few reported cases of rape in recent time. Avoid provocative dressing and don't walk around alone. Potential rapists must realise that it is a criminal act, which is punishable by immediate expulsion with subsequent Police action.

### **Dental Health**

Take care of your teeth. Brush your teeth at least twice daily, in the morning and in the evening, preferably after your meals.

Visit our Dental Clinic or your Dentist every 6 months for a routine check-up. Do not just wait until it hurts.

### **Physical Fitness Examination/Certification**

We carry out fitness examination in our clinic on-demand or where it is binding on students. Diseases that could interfere with your academic performance would be identified and treated. You are required to present a certificate of good health before registration.

### **Staff Quality**

The University Medical Centre has able and experienced medical doctors, pharmacists, medical laboratory scientists, nurses, public health officers and other paramedical staff. Don't hesitate to contact them with your health problems.

## **THE UNIVERSITY SECURITY SERVICES**

1. The University Security Services falls within the Office of the Vice-Chancellor. It is located beside the former Headquarters of the Ahmadu Bello University Teaching Hospital along Aku-Uka road, South-West of the Senate Building. The Division is headed by a Chief Security Officer and its functions are coordinated in conjunction with the Security Committee and there are security units in all the Campuses. The Division has the traditional responsibility of:
  - a. Maintenance of Law and Order as well as the sustenance of a peaceful atmosphere that is conducive for the pursuit of academic activities.
  - b. Protection of lives and property and ensure that crime rate is brought to a manageable proportion.
  - c. Receiving reports and vital information on criminal activities and carry out investigations.

- d. Issuance of identity cards to both staff and students, cover notes as records for lost items and documents as well as Gate Pass for lawful removal of private genuine property through the University Gates.
  - e. Taking lawful and temporary custody of the private property and release the same when desired by the owners. Seize stolen items or ones suspected to be stolen and restore to the rightful owners on proper identification.
  - f. Arrest and detain suspects and criminals for interrogations.
  - g. Fighting fire and its spread within the campus and staff quarters.
  - h. Effective patrol of the campus to detect and prevent crimes.
2. The services of the Division are available 24 hours a day. All Information or other security-related problems should be promptly reported to either the Headquarters or any security office (Officer) nearby. The Division avails itself to all for the continued maintenance of a peaceful environment for academic and other activities.

### **Tips on Security**

For a better understanding of Security and what it stands for, it is defined as “generalised state of all well-being of the University arising from the safety of its personal, official secrets and corporate reputation”. This definition goes beyond the narrow concept of security in terms of preventing theft, and burglaries to embrace all threats to the principal objectives of the University, which are to organise and conduct teaching and research aimed at producing quality products and ideas needed to improve the human condition. This broad concept of security

in the University underscores the point that the business of ensuring safety and general conducive atmosphere for learning and research involves so many aspects, which cannot be left to security personnel alone. In other words, security must be seen as a collective responsibility. All the stakeholders particularly the students have their roles to play.

### **The Role of Security Personnel**

Security Personnel is employed to play the following roles:

1. Protection of lives and property and members of the University community including you as students.
2. Maintenance of law and order as well as the sustenance of a peaceful atmosphere that is conducive for the pursuit of Academic activities.
3. Prevention of crime and apprehension of offenders.
4. Detection of crime and enforcement of rules and regulations made by the University. (Some of these rules and regulations are clearly outlined in this book (Student Hand Book) and your tenancy agreement forms which you signed at the Hostels you are very much expected to abide by them).
5. Security Units is also charged with the responsibility of issuance of I.D. Card to all members of the University Community. The importance of I.D. Card to you can never be over-emphasised.
6. Security Unit also deals with complaints from the staff and students. We intervene in disputes arising between parties concerned within the University community only. We also investigate criminal cases, findings of which are reported to the University authority or Police for further action depending on the nature of the case.

7. The Security Office issues cover notes to students at the point of entry into the Campus with their personal effect in case their receipts were either lost or misplaced, after careful investigation. This becomes necessary because when taking any item out of the Campus, the receipts or such notes must be produced at the gate otherwise you will not be allowed to carry such items out.
8. This is just to mention but a few of the roles Security play in the University. Since all tasks ahead of the Security Personnel are aimed at safeguarding the members of the University community particularly the students, you are expected to cooperate fully with us to achieve the desired goals, which encompass peace, stability and harmony, without which the very basis of the University will be defeated.

#### **The Role of the Students in enhancing Security**

1. Assist Security Office with true and justified information without prejudices concerning any criminal act(s) or any secret plan to disrupt peace in the University, which you have knowledge of.
2. Report promptly to Security Office any suspicious move or movement of an individual(s) in any part of the Campuses.
3. Always avail yourself to checking at the gates or anywhere when security staff demands to do so, as refusal can create a lot of problems.
4. Do not support your fellow student(s) in criminal activity as this will certainly promote injustice and confusion within the University.
5. You should generally inculcate the habit of security consciousness.

6. Do not bring expensive and costly items to school, they always attract thieves.
7. Keep your money in the Bank and retain only pocket money with you.
8. Students should always keep their doors locked while leaving the room even to the bathroom or while on bed whether sleeping or not.
9. Do not align yourself to any group that holds its meeting secretly. That will certainly ruin you and affect your studies. Secret cults are deadly and must be avoided.
10. Do not organise or participate in any riot/demonstration that would lead to a total breach of peace, but adopt a method of dialogue in addressing your grievances with the management.

It is important to note that, the services of the Security Division are on 24 hours' basis. Therefore, all information, complaints and other security-related problems should be promptly reported to the Security Sub-Unit offices or the Security Headquarters.

Finally, you should always remember what you have come to the University for and ensure that you work diligently towards that goal. The achievement of this goal will give you an honourable status, honour to your family and the entire nation. Do not emulate the bad example of those who waste ten solid years pursuing one degree and end up being expelled.

#### **STUDENTS' REPRESENTATIVE COUNCIL**

The Student Representative Committee (SRC) is to serve as an umbrella body for interaction between the University Management and the Students. Based on an approved Operational Guidelines, the Students Affairs Division, in

conjunction with the Deans of Faculties are to supervise the election of one (1) Faculty Representative amongst the Class Representatives of each Faculty. Further to this, one (1) Hall Representatives and one (1) Hall Governors are to be elected amongst the Block Representatives of each students' hostels.

The Faculty Representatives are to elect amongst themselves a President and other officers as the officials of the SRC who are to serve for a period of two Semesters.

**All Presidents, Secretary-General and Treasurer of Clubs/Associations shall be liable to a formal clearance by the Dean Student Affairs against misappropriation of funds before they are issued with their terminal academic records**

### **GUIDELINES ON RALLIES, DEMONSTRATIONS ETC.**

Organizers of rallies, demonstrations and other similar actions must comply with the following guidelines. Demonstrations and their organizers must apply for permission from the Dean of Student Affairs through the Chief Security Officer, 48 hours before the event. Under all circumstances, such action as demonstrations, processions, rallies and any other such act must note:

- (a) force others to join them, or deny other members of the University community (both staff and students) their right not to join a demonstration, a strike and such similar actions;
- (b) disrupt or obstruct educational and other activities of the University including lectures, tutorials, examinations and laboratory work;
- (c) obstruct or restrict the free movement of persons on any part of the University Campus;
- (d) deny the use of office, classrooms and other facilities to staff and students or guests of the University;
- (e) destroy or damage University property;
- (f) endangers the safety of any person or of the University Campus.

### **STUDENTS' ORGANIZATIONS**

It is the policy of the University to encourage students to organize themselves into and join organizations which contribute to the academic, cultural, recreational and social life of the University and enhance greater students' interaction outside the classroom. These organizations sponsor various activities such as lectures, open-house get together, excursion trips, art exhibition, drama, etc.

## **Guidelines for the Registration of Students Associations/ Organizations in the Ahmadu Bello University**

### **1.0 Preamble**

Students' Associations are expected to promote the social and academic well being of students. Associations should aim at preventing students from engaging in undesirable habits and students are encouraged to belong to them. The following guidelines come into force in the 2000/2001 session and they are meant to regulate the activities of all students' Associations in the University.

### **1.2 Roles of Associations**

- i. To promote the good image of the University.
- ii. To promote academic excellence in the various disciplines.
- iii. To promote good citizenship.
- iv. To promote unity and peace among students.

### **1.3 Types of Associations**

- (a) There should be one Parent Professional association for each Faculty. Other Departmental Association can operate but under the parent.
- (b) Religious associations. They are namely, the F.C.S and M.S.S.
- (c) One state Association from each state if necessary.
- (d) Any other club may be established with the clear consent of the University Administration after serious scrutiny and approval. Application for the establishment of clubs and societies should be directed to the Dean, Students Affairs.

#### **1.4 Constitution**

Each Association must have a constitution as its legal working document.

- i. Membership of the professional association shall be opened to students for Faculty association.
- ii. The Dean of a Faculty shall be the major patron and the Heads of Departments shall be his/her deputies.
- iii. Membership of state association must be opened to all persons from that state.
- iv. Patrons of state Associations must be a responsible senior staff of the University.
- v. The patrons shall serve as the Advisers to the Associations.
- vi. For Religious Association, the Imam of the Central Mosque and the Chaplains of the two Churches shall serve as Patrons.

#### **1.5 Functions of Patrons and their Deputies**

The functions of the patrons shall be:

- a. To guide the Association on their day to day activities and ensure that the activities are within:
  - i. The University Rules and Regulations.
  - ii. The constitution of the Association.
- b. To provide information on the Association when required.
- c. Must be co-signatory to the association's Accounts and act as general overseer of ***all*** the financial transactions of the Association.

#### **1.6 Assistant Patron**

He/she shall assist Major Patron and act as Patron in the absence of the main Patron.

### **1.7 Registration**

- a. All students Associations must be registered with the Students Affairs Division based on the recommendation of the Patrons.
- b. Every Association must renew its registration at the beginning of each session.
- c. Any un-registered association shall not be recognized by the University and will not be allowed to operate on any of the campuses of the University.

### **1.8 Regulations Binding on Associations**

- i. No association shall seek for funds without the clear consent of the patrons and the Dean of Faculty. All such approvals must be communicated to the Dean, Students Affairs.
- ii. Any donation received by the Student's association must be communicated to the patron and the Dean of Faculty as well as the Dean of Students. Similarly, the donations must be promptly deposited into the Bank Accounts of the Association.
- iii. No invitation of any person from outside the University for any Student Function without the permission of the patron or The Dean of the Faculty and the University Administration through the Students Affairs Division.
- iv. All Presidents/Chairmen, Secretary Generals and Treasurers of Clubs/Associations shall be liable to a formal clearance by the Dean, Student Affairs against misappropriation of funds before they are issued with their terminal academic records.**

**1.9 Bank Accounts**

- a. All associations must operate and maintain bank accounts and such banks must be located within Zaria or Samaru.
- b. Each association must submit a quarterly statement of its bank account to the patrons and must keep their financial records up to date at all times.

**1.10 Ceremonies and Functions**

All association activities must not exceed two days starting from Friday noon to Saturday of that week and must not be held later than four weeks before the Semester examinations begin.

**1.11 Campaigns**

- a. Academic and Administrative areas must be free from campaign activities.
- b. Posters must be posted on the Notice Boards only. Contestants found contravening this will be disqualified.
- c. All Associations activities must be confined to the University campus only.
- d. Colourful processions are not permitted.

**1.12 Annual Dues**

- i. The patron and congress should agree on an annual due to be paid by each member and this must be approved by the patron and Dean of Students.
- ii. A proper record of the contributors and the total amounts realized form contribute from payments of dues must be presented to the congress after it has been checked and endorsed by the patron.

**1.13 Solicitation**

- i. Any money solicited in the name of the association shall not attract any percentage for the seekers. The

- patrons must approve all letters of solicitation before dispatch to donors.
- ii. Any donation received by the student association must be communicated to the patron and a copy of such communication deposited with the patron and or the Dean of Students.
  - iii. The names and offices of University officers must not be used in any publicity, solicitation, or event without prior permission.

#### **1.14 Penalty For Contravening Guidelines**

Any association that contravenes any of the provisions of these guidelines shall be disciplined by the Faculty Board, and or the appropriate Disciplinary Committee.

As a rule, the University does not encourage or recognize any student organization, which in its membership discriminates on account of race, sex or religion. As such tribal and other ethnic students' organization are not allowed or given any recognition by the University.

Student organizations must meet the following conditions before being accorded university recognition.

- (i) *bona fide* intent to pursue activities which are consistent with the educational and social functions, and established policies of the University as approved by Council and Senate;
- (ii) an intention of permanence in the organization as evidenced by organic constitutions, rules and regulations, statements of financial support and sources commensurate with the activities to be undertaken;

- (iii) evidence that none of the existing student organizations could meet the needs of the proposed organization;
- (iv) Student body interest in the proposed organization as evidenced by a significant number of student members or prospective members;
- (v) a staff Patron/Adviser.

For this purpose, groups seeking recognition must submit the following to the Dean of Students Affairs:

- (a) Two copies of the proposed constitution and bye-laws. Any future amendments must be notified to the Dean within 14 days of the adoption of such amendments.
- (b) Names, matriculation numbers, hall and faculty/department addresses of the officers.
- (c) Signature of a full-time senior academic, administrative or technical staff of the University who has agreed to serve as Adviser/Patron to the organization.
- (d) Certificate by Adviser/Patron that at least twenty full-time students will form the nucleus of the organization.
- (e) Statement of purposes and proposed programmes of activities as they relate to the expected contribution to the academic, cultural, social or recreational life of the campus.
- (f) Affiliations, if any, to any outside organization.
- (g) Statement of proposed financial support and management of funds;
- (h) Statement of sponsorship from the Head of Department, Dean of Faculty or Director of the Institute of the organization is to be sponsored by Department, Faculty, Institute, centre or any other Unit of the University.
- (i) A copy of the Annual Report for the preceding year.

- (j) Student organizations may be dissolved or de-established by request of the organization itself or by the action of the Dean, when the organization has failed to file a registration form for two consecutive academic sessions, or by the action of Dean, with the approval of the Vice-Chancellor, for any violation of University regulation and policies governing students' organizations, or failure to observe the laws of Nigeria, or the administrative requirements of decency and good moral.

### **Privileges of Recognition**

Recognized registered students' organizations are entitled to the following privileges:

- (a) Use of University facilities subject to payment of appropriate charges, and in keeping with the scheduling and booking regulations and procedures governing the use of such facilities;
- (b) The use of the name of the University as a part of their official titles;
- (c) With respect to affiliate organization, application to the Students' Union and the University for Financial and other forms of support for specific activities and/or programmes.

### **General Regulations Governing Students Organizations**

1. Registration of a student organization must not be construed as agreement with the support of or approval by the University, but only as a recognition of the rights of the organization to exist at the University subject to the conditions appertaining.
2. Only *bona fide* members of staff and registered students of the University are eligible for membership of student organizations. Other persons may be admitted to

- associate membership if the organization's constitution so provides.
3. All student organizations must keep proper records of their finances in accordance with the guidelines laid down from time to time by the Students Welfare Board. All funds raised by students' organizations by whatever means are subject to financial accountability.

**Guidelines for the conduct of programmes and Activities of Students' Clubs and Associations in the University**

In keeping with the University's traditional commitment to freedom of inquiry and the pursuit of truth, students' organizations are allowed to organize activities featuring guest speakers of their choice from outside the campus.

However, the University has an obligation to ensure that activities for which a Head of State, a Governor, a Minister a Head of Diplomatic Mission and some other important personalities from outside the University is invited, the Dean of Students must be informed about it before the guest is expected to arrive on the campus. This is to enable the Students Affairs Division to coordinate the activity with other scheduled events on the campus, inform the Vice-Chancellor where necessary, and avoid unnecessary competition for audience and/or use of University facilities. It is important that invited guests must be met on arrival on the campus.

In view of the above, it becomes pertinent to streamline the processes of organizing any programme or activity by students' clubs and association. The following procedures are to be complied with:

1. Submission of an application for permission to organize the programme three weeks before the event. The

application should be addressed to the Dean of Students, and should be accompanied by the following:

- i. A letter of introduction from a Patron.
  - ii. Evidence of registration/renewal of registration with the University.
  - iii. Details of the programme of events (topics, duration, venue etc)
  - iv. List of dignitaries to be invited and the function (s) they are expected to perform.
2. If the programme requires the attendance of a Head of State, Governor, officials of embassies and or of foreign dignitaries or high profile political and religious or similar personalities, a special clearance must be sought from the University right at the planning stage. In addition, a two (2) weeks advance notice should be given to the University before the event.

Officials of all registered students' clubs and associations are strongly advised to strictly adhere to these provisions. Violators of these guidelines would be penalized.

### **Regulations Governing Students Publications**

The University maintains a tradition of encouraging vigorous, free students press. As such students' publications on campus must abide by the following regulations

1. Only registered students' organizations may produce any publication or printed materials bearing the name of the University or purporting to emanate from it.
2. Printed materials published by students of the University may be sold on the campus only if they are produced by a registered student's organization.
3. All student publications must carry the names of the organizations and members of the editorial board.

4. Any student organization, which publishes, sells, or otherwise reproduces materials on the campus, is responsible for those materials including their contents and matters that may arise.
5. All student publications must state explicitly on the editorial page that the opinions express there are NOT those of the University or its student body as a whole.

Publications that are libellous and /or slanderous are prohibited on campus and are subject to disciplinary actions.

**Table A: Student Time Table**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00	Nationalism 101	Revise Edu. Notes	Education 101	Revise Sociology Notes	Sociology 104
9.00	Study History of Scientific Ideas Note	Education Foundation 101	Study Math Notes	Sociology 104	Study Psychol. Notes
10.00	English & Comm. Skills 103	History 107	English 103	Library 105	Geometry 105
11.00	Maths 103	Nationalism 101	Study Geometry	Maths 103	Nationalism 101
12.00	Revise Math Note	Revise History Note	Geometry 105	Revise Math Note	History 107
1.00					
2.00					
3.00	Revise Notes	Revise History Notes	Revise Edu. Notes	Assignment	Practice Writing Essay
4.00	Revise Notes	Revise History Notes	Assignment	Revise Nationalism Note	Revise Math Note
5.00	Assignment	Revise Sociology Notes	Assignment	Assignment	
6.00	Assignment	Revise Sociology Notes	Free	Assignment	Students' Centre

**Table A: STUDENT A'S TIME TABLE**

Certainly, you do not want to rush and join every club without first determining how much you will have left after you subtract class time and study time. The first thing to remember is that you came to University to get an education. The next thing to remember is that having set aside time for the academic pursuit, it is important to work just as hard at structuring the rest of your time.

Most educators agree that learning that takes place outside the classroom is very important to your total educational development. And an important part of personal growth during these 4 years or so will result from your involvement in University life.

### **STUDY SKILLS: PLANNING AND PREPARING TIME MANAGEMENT**

Before you read the text of this chapter, which of the following choices will you make?

1. Will you prepare a time management Time Table or will you study only whenever you feel it's necessary?
2. In reading your class assignments, are you a little bit behind your lecturers; or have you read the assigned materials before the lecturers discuss it?
3. Do you feel that reading class assignments just once is enough, are you committed to review after you have read it for clarity?
4. Do you underline or take note when you read?
5. Do you seek to find a logical relationship between class lecturers and your reading assignment for the class?
6. Do you try to write down every single word spoken by your lecturers in class, or have learned to distinguish between major and minor points made by your lecturers?
7. When do you revise your class notes? Only at test time shortly after you take the notes?
8. What are the important steps in preparing for your test, and do you follow them?

## 1. TIME MANAGEMENT

One of the important decisions you will have to make in the University is how to organize and get the most out of the study time. You have to say NO to your friends sometimes. But it is very important that you adhere to a Time Table. A time management schedule helps you develop a daily and weekly routine that will allow you to be successful both in your University study and in your leisure activities. To discover how helpful time management can be, look carefully at the sample Time Tables (figure A and Figure B) planned by two students for a week's activities.

**Figure B: STUDENT A'S TIME TABLE**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00	Nationalism 101	Revise Edu Notes	Education 101	Revise Sociology Notes	Sociology 104
9.00	Study History of Scientific Ideas note	Education Foundation 101	Study of Math Notes	Sociology 104	Study Psych. Notes
10.00	English & Comm. Skill 103	History 107	English 103	Library 105	Geometry 105
11.00	Math 103	Nationalism 101	Study Geometry	Math 103	Nationalism 101
12.00	Revise Math Note	Revise History Notes	Geometry 105	Revise Math Notes	History 107
1.00					
2.00					
3.00	Revise Note	Revise History Notes	Revise Educ. Notes	Assignment	Practice Writing Essay
4.00	"	"	Assignment	Revise Nationalism	Revise Math Notes
5.00	Assignment	Revise Sociology	"	Assignment	"
6.00	"	"	Free	"	Student's Centre

**Figure B: STUDENT B'S TIME TABLE**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00	Nationalism 101		Education 101		Sociology 104
9.00		Education Foundation 101		Sociology 104	
10.00	English & Comm. Skill 103	History 107	English 103	Library 105	Geometry 105
11.00	Math 103	Nationalism 101		Math 103	Nationalism 101
12.00			Geometry 105		History 107
1.00					
2.00					
3.00	Study	Study		Study	
4.00	"	"		Study	
5.00	"		Study	"	
6:00	"	"	Study	"	Student's Centre

As you can see, student A has carefully planned his activities for the week, making use of time before and after lectures to revise notes, and scheduling specific study activities in the ravening. Student B has not been near as thorough. Even though he intends to STUDY, he has not allocated time for specific lecture or assignments and may end up with the usual saying " I have to cram for my test".

A time assignment schedule is useless if you do not have good study habits and they think the key to good study habit is not long you plan to study, but the quality of time you spend.

By carefully adhering to your time table, you will develop the study habit and it will become easier for you to begin your routine, for example, suppose you have allotted Mondays through Friday from 9 to 11 p.m as study time. Even if you don't have anything to study on Friday do something

meaningful. Review your notes or read a book so that you don't get out of the study habit.

Don't use your valuable time getting prepared. When it is for you to study, be prepared. Have all your material (books, notes, reference etc) ready at you allotted time. Next, consider when you are going to study. Do you require absolute quiet when you study? Some students can only study with music on in a crowded room, while others can tolerate distractions at all. This is a very important decision that only You can make. Choose an area (the library your hostel room, the student common room), certainly not the students' centre that makes you comfortable, but not so comfortable that you will fall asleep.

Have you considered a study partner? Working with others who have made the study commitment can help you. Discuss with students in your classes or a senior in the hall of residence, and maybe you can help each other, learn to share the art of studying. Work out a mutual time table and choose study time that will benefit all of you. Remember to choose your study partner wisely, for a chance that you will become more like them. Group studying can work. Apart from developing good atmosphere, studying with others can help you make new friends.

## **II. READING TEXTBOOKS**

The next step in the process of gaining the study habit is learning how to get out of what you read. Your lecturers do not care what you get out of your reading assignments. But the main reason you read is for you to learn something about yourself and the world in which you leave. Remember that books, particularly your textbooks/handouts are a permanent record of your university experiences. Even more important, reading provides you with information that makes you more intelligent. And an interesting person. One who is better equipped to make the most of opportunities.

Therefore, develop a positive attitude about reading, reading introduces you to new experiences; if you want to be informed, read! Reading encompasses all videos, films and music. They are all good forms of communication, but you are only a passive listener. Reading makes you an active participant in the world of communication. To read is to think. Reading raises your level of understanding and expands your capacities to retain information.

### **Basic Guidelines for Reading**

1. First, re-read your assignment. Skim the chapter/chapters to find out generally what you are going to learn-noting the important points. If the chapter has a summary and/or study questions at the end, read them first so that you will know what to look for in the particular assignment.
2. Secondly, read the assignment. As you read, make notes on a separate sheet of paper, or in the margins, of elements in the chapter what appears important to you and you want to remember for class. Make sure you are familiar with the information called for in the study questions at the end of the assignment.
3. Finally, re-read. When you have finished reading, look at your notes and any questions you wrote down to be certain that they have been curtained, they have been answered. Now skim the chapters again re-reading the marked or underlined portions. Be sure you see how all the ideas are related to each other.

It is always a good idea to review your assignment just before calls. This is especially useful if you have read the chapter several days in advance.

### **III. TAKING NOTES**

The next step toward perfecting your study habit is taking good notes from your classes. Your classes are going to be different from what they were in senior secondary School or your former

college. In senior secondary school, you probably had the benefit of small classes and readily available teachers. Now you are in a University lecture theatre or hall with 500 other students sharing sociology or nationalism lecturer with all of them. This means that you will need to shoulder even more responsibility when it comes to taking class notes.

The important element for note-taking is organization. Keep a separate notebook or separate divisions in a big notebook for each course. Follow the following guidelines for developing and maintaining good note-taking skills:

1. It is impossible to write down everything that is mentioned in lecture or class, but write as much as you can, especially information that is (a) repeated, (b) information that is preceded by a word like important or information that is written on the blackboard. Don't worry about neatness. Your notes are for your benefits. You may even want to develop your abbreviated writing or shorthand.
2. Listen carefully at the beginning of the class for the lecturer's outline of the hour's discussion. Try to jot down your notes in an outline form so that you can see how the information given is related in meaning and importance.
3. If the lecturer takes the time to emphasize a certain point, make sure you emphasize that point in your notes by underlining the point so emphasized and/or repeated are more than likely to appear on a text or an examination. It is important for you to match class note with the information in your textbooks.
4. After class, don't allow your notes to get too cold before you revise them, especially if you write poorly, as possible, look over your note while the material is still fresh in your memory.

5. If you find that re-copying notes help you to remember, do it and do it well.

#### **IV. TAKING EXAMINATION**

The final step in the study habit is learning how to take tests. Tests or examinations are a very important evaluation of your work in a course. On it is the test, assignment and examination that will determine what your final grade will be. The following steps will guide you in preparing for a test:

1. Study your notes. Even if you think you know the material, spend some time going over it again.
2. Discuss class notes, handouts and lecture with members of the class. You may even want to prepare practice test questions with your classmates.
3. Don't spend the whole night before the examination cramming. Go to bed early so that you will feel refreshed the next morning.
4. You may even want to get to class early So that you relax and get comfortable.

You have studied and are ready for your test. The lecturer will usually announce beforehand what kind of test you are taking. Because of student population explosion in classes, many lecturers or professor give objective tests which may include True or False, multiple-choice, completion, or matching question. Others give essay examination equations, especially for postgraduate students.

##### **(a) True or False Questions**

When preparing for the True-False question, always look for the keywords because one word can change the meaning of a sentence. Look for words like some, all and always. You have a 50-50 chance of choosing the correct answer. Don't let a statement that seems to be true confuse what you know if you

have studied well, you will be able to answer a true-false question.

**(b) Essay Examinations**

Essay examinations questions call for both writing ability and good clear organization. The key to successful essay examination response is planning and writing. Use the following guidelines for writing a good essay examination.

1. Read over the entire examination question first. When you have read the instructions, decide how much time you have for each answer. Budget your time! If a choice of questions is given, eliminate the question(s) that you know the least about. Always save some time to read over your answers.
2. Analyze the question. In an essay test, the verb is always the most significant word in the question. A verb like summarize, analyze, compare
3. If your teacher allows you to answer the questions in order, begin with the question(s) you know best. This method will increase your confidence.
4. Write a brief, information outline of your answer in the answer script (Not on the question paper). Don't waste too much time outlining. Jot down the main point that will help you write a well-organized answer.

**Summary**

1. Budget your time. A time management schedule (time-table) will help you. Why not make a time management plan now?
2. Get the most of your studying. Find a study area that suits you. If it is helpful to get a reliable study partner.
3. Get the most out of your textbooks/handouts by pre-reading, reading and re-reading.

4. Develop note-taking skills what will help you get the most out of class lecture and reading assignments.
5. Know the kind of tests you may take. Be prepared for surprises

## **GUIDE TO USE OF AHMADU BELLO UNIVERSITY LIBRARIES**

### **1. INTRODUCTION**

Ahmadu Bello University Library Complex is made up of about ten major academic and research libraries. These include:

**(a) KASHIM IBRAHIM LIBRARY:**

Also the main library on the main campus Samaru. email: [kilibrarian@yahoo.com](mailto:kilibrarian@yahoo.com)

**(b) AGRICULTURAL LIBRARY:**

At Samaru, providing information materials in agricultural science and allied disciplines;

**(c) MEDICAL LIBRARY:**

for the Faculty of Medicine and attached to the Institute of Health.

**(d) LEE T. RAILSBACK LIBRARY,**

established to serve the Faculties of Veterinary Medicine and Pharmaceutical Sciences.

**(d) PRESIDENT KENNEDY LIBRARY:**

the main library on the Kongo Campus.

**(e) NATIONAL ANIMAL PRODUCTION RESEARCH**

**INSTITUTE (NAPRI) LIBRARY, SHIKA,**

established to serve National Animal Production Research Institute

**(g) LAW LIBRARY:**

for the Faculty of Law at Kongo Campus.

Whereas these library function to serve the University Community, their organizational set-up and the classification schemes in use vary according to the literature covered and services requirements. This **KASHIM IBRAHIM LIBRARY**,

for example, uses the Library of Congress for classifying its materials. Agricultural Library adopts University Decimal classification Scheme while the Medical Library uses Bernard Classification scheme for Medical literature.

As the main Library, Kashim Ibrahim Library with its spectrum of resources and facilities provides more services. For these reasons, this Reader's Guide to the use of Ahmadu Bello University Libraries is devoted to highlighting the resources and services in Kashim Ibrahim Library, all of which are obtained in the other Libraries.

2. The Kashim Ibrahim Library currently has about 490,000 volumes of books/bound, 76,000 volumes of periodicals, 6700 current journal titles, 45,339 microfilm items and can seat about 2,000 readers. Convinced that regular and effective use of the library can provide you with access to a source, the existence of which your lecturers may not even know, we have taken pain to describe here the method through which the Library is administered and controlled in order to serve you to the best of our ability.

## **2.1 LIST OF K.I.L RESOURCES FLOOR – BY – FLOOR**

The Library occupies a two-storey building. Care has been taken not to duplicate the location of resources and facilities except where it is absolutely necessary

### **2.2 Ground Floor**

On the ground floor of the library, you find a large exhibition Hall. Directly opposite the Main Control Desk is the Circulation Desk the other end of the Exhibition Hall. Standing in front of the Main Control Desk, there is from the

right to the left-hand sides of the Exhibition Hall; Male and Female toilet; entrance to the Serial Reading Room; Circulation Liberian's Office; the New books Display Racks; Circulation Desk; Library Catalogue; the door to Reference Reading Room; Photocopying Room. Information Services Unit and another Photocopying Room, on the same ground, there is an MTN/Foundation visual Library. The Library has 50 work stations equipped with state of the art Internet Facilities.

### **2.3 First Floor**

On the first floor, there are medical Division, the S.H and J.P collections of Art and Social Science, Study Careers, the office of the University Librarian.

### **2.4 Second Floor**

The second floor contains Q-Z collection of science, Technology Librarianship, African materials, rare books, and thesis and documents.

## **JOINING AND USING THE LIBRARY**

### **3.1 Membership**

Membership of the Library is opened to the students of the University, who, on completion of all registration formalities, are issued with borrowing tickets. One registration lasts for the entire course duration and entitles students to borrow the following number of books:-

Post-Graduates 10 at any given time

Undergraduates 7 at any given time

### **3.2 How to Borrow Books, Journals etc.**

All the borrowings are conducted at the circulation desk. The books to be borrowed, the borrower's tickets and the borrower's identity cards should all be presented to the staff at the lending desk, who would stamp the books.

### **3.3 Reservation of Books**

Books on the loan but which are required by other readers may be reserved by filling Reservation Card obtainable at the Circulation Desk.

## **4. THE COLLECTION OF THE LIBRARY**

### **4.1 General Lending Collection**

The general lending stock is housed in K.I.L's three main reading rooms, A-H and J-P on the first floor, and Q-Z on the second floor. The books are arranged on the shelves in classified order by subject.

### **4.2 Reference Collection**

The staff member in the reference reading room assist readers in finding information in the collection of encyclopaedias, handbooks, yearbooks, dictionaries, atlases, bibliographies, abstracts, indexes and other sources of information

### **4.3 Reserve Books**

Textbooks and other materials in heavy demand are kept in the reserve book room. To obtain the use of a book, a reader fills a request slip and hands it in together with an identity card to the staff, who supplies the publication. A book so borrowed must be used in the reserved Book Room only for two hours subject to renewal if nobody request for it.

#### **4.4 Serials Collections**

The serials (i.e., newspapers, journals, magazines etc) are normally published at regular intervals, and issues are collected and bound together into columns, usually. The serial collection in K.I.L is housed in two separate sections on the ground floor:

- (a) The unbound issues of the current volumes are displayed in one half of the large room to the right of the exhibition hall.
- (b) The bound volumes or back sets of journals are housed in the second half of the same room.

All series taken by the Library are entered alphabetically by title on Stripdex catalogue labelled “Serials Catalogue” located by the serials control counter.

#### **4.5 Non-Book Material**

The Library holds microfilms, video cassettes, photographs, records and cassettes in the media Division on the first floor. Readers should contact the staff in the Division if they wish to use any of these materials.

#### **4.6 Africana, Rare Books and Theses**

Africana collections comprise book, and theses, mostly of research-level pertaining to areas of African studies.

There are books collection, also in the same room with African/these materials on the floor, contains books which because of their date of publication, the physical format and other qualities are considered extremely invaluable

#### **4.7 Documents**

The Document Unit has the following collections:

- (a) The United Nations Publications since April 1970
- (b) Government Publication.
- (c) Official Publication of other institution, e.g. annual reports.
- (d) British and Nigerian standards and codes of Practice.
- (e) Printed materials deposited by publishers.

The collections of Africana, rare books, theses and documents are solely for reference and items in them may not be borrowed.

#### **4.8 General Reading Collections**

A small collection of light reading material is kept on the ground floor to the right of the Circulation Desk. This collection is periodically changed and kept current for readers interested in light and casual reading.

### **5.0 FACILITIES PROVIDED BY THE LIBRARY**

#### **5.1 Photocopying**

Photocopying facilities are available on the ground floor, at a small charge compared to the high cost of books, Copyright regulations must, however, be observed.

#### **5.2 Inter-Library Borrowing**

Inter-Library Borrowing of Books not available in Kashim Ibrahim Library but can be arranged on application by the reader to the Circulation Librarian. Where production is involved, the reader shall be required to bear the cost.

#### **5.3 New Book Display**

New additions to the Library stock are displayed to the right of the Circulation Desk for the week before they can be borrowed.

## 6. HOW TO FIND A BOOK

### 6.1 The Catalogue

With the help of the catalogue, readers can find out;

- (a) What books the Library has by a given author and in a given subject.
- (b) The location of books on the shelves

In Kashim Ibrahim Library, the Catalogue is in three parts:

- (a) Author/Title Catalogue
- (b) Classified Catalogue, and
- (c) The Subject Index

### 6.2 The Author/Title Catalogue

Each author catalogue card contains the following information: Surname, other names, the title of the book; Edition (if not the first), place of publication; publisher, date of publication, number of pages, accession number and classmark location

#### SAMPLE CATALOGUE CARD

Class Mark	Zel Zell, Hans A reader's guide to African Literature/compiled and edited by Hans Zell and Helen Silver, with a contribution by Barbara Abrash and Gideon – Cyrus Mutiso – London Heinemann, 1972.  Xxi, 21p.: ill (Studies in African Literature) ISBN 0-435-18722-8	
Accession Number	102131, 120132 SBS	KIL, Holding

KIL Location	1. Silver II, title, III Series R.	Library
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Entries in the Catalogue are filed in strict alphabetical order.

### The Classification

The books in K.I.L are arranged in line with the Library of Congress Classification, which divides the whole field of knowledge into twenty-one main subject areas called classes. Each of these is coded by one or two letters followed by numbers both which are called class marks. The class marks are printed at a base of the spine of every book. It is also shown at the top of the catalogue card.

The outline of the library of the congress classification scheme is reproduced below:

A –	General works	K	Law
B – BJ	Philosophy and Psychology	L	Education
BL – BX	Religion		
C -	Auxiliary Sciences of History	M	Music
D -	History: General		
DA-DR	Europe	N	Fine art
G – GH	Geography	P	Language
GN – GT	Anthropology	Q	Science
GV	Sports	R	Medicine
H	Social Science	S	Agriculture
J	Political Science	T	Technology

and Engineering

V Naval Science

Z Librarianship & Bibliography

### **THE INSTITUTE OF EDUCATION LIBRARY**

The Institute of Education Library is a reference library, open to institute senior staff and student attending courses at the institute, although the students of the Faculty of Education also have access to the Library. It has a collection of approximately 26,483 volumes and subscribes to over 100 titles of current periodicals.

#### **Hours of Opening**

Monday – Friday                    8. 00a.m – 10. 00p.m

Saturday:                        8. 00a.m – 6. 00p.m

### **CENTRE FOR ISLAMIC LEGAL STUDIES LIBRARY**

The Centre for Islamic Legal Study has a sitting capacity of 50. The Library is intended to serve the student of and researchers on Sharia and other Islamic subjects.

The current holding of the Library is 6,898 volumes. Mostly in the Arabic language, consisting of various commentaries on the Qur'an, Hadith books, Fiqh or Islamic Jurisprudence. History of Region and Culture.

### **THE MEDICAL LIBRARY**

The Medical Library which is located at the University Teaching Hospital, Tudun Wada, Zaria stocks material for biomedical science, pre-clinical and postgraduate studies but with emphasis on clinical and postgraduate collections.

Materials for pre-clinical studies are also kept in Kashim Ibrahim Library and the new Faculty of Medicine Library in the Main campus.

The Medical Library has 25,000 books and bound journals, 899 current serial titles, 954 pamphlets, and 157 tape/slides programmes.

It has 1,403 books and 116 journals. There is a separate Nursing Library in Teaching Hospital, Zaria to cater to the needs of nursing education and services. This Nursing Library has a collection of 3,772 books and 65 current journals.

#### **Hours of Opening**

Monday – Friday	8. 00a.m – 10. 00p.m
Saturday:	8. 00a.m – 2. 00p.m

#### **THE PRESIDENT KENNEDY LIBRARY**

The President Kennedy Library of the Institute of Administration has a stock of over 72,792 volumes and subscribes to 830 current serial titles. The collection contains mainly books on law, business administration, public administration, accounting and local government.

#### **Hours of Opening    1<sup>st</sup> & 2<sup>nd</sup> Semester    Long Vacation**

Monday – Friday	8. 00a.m – 11. 00p.m	8. 00a.m – 6.00pm
Saturday:	8. 00a.m – 9. 00p.m	Closed
Sunday:	9. 00a.m – 4. 00p.m	Closed

**Students are advised to enquire of the availability of libraries in their respective Faculties and Departments.**

**FACULTY OF LAW LIBRARY**

The Law Library which started operation on 1<sup>st</sup> August 1996 is primarily a Reference Library. It is opened to a student pursuing their Course in Law; it has a collection of approximately 18,020 volumes and subscribes to over 4,500 periodicals (Journals).

**Hours of Opening**

Monday – Friday	8. 00a.m – 11. 00p.m
Saturday:	8. 00a.m – 3. 30p.m
Sunday:	9. 00a.m – 3. 30p.m

**THE DIVISION OF AGRICULTURAL COLLEGES  
LIBRARY**

The Division of Agricultural Colleges libraries are located at Samaru, Kabba and Kaduna. The Samaru School of Agriculture Library has 11,727 books, 1,828 pamphlets and 153current serials; the Kabba College of Agriculture Library has 5,146 books, 619 pamphlets and 61 current serials; while the library of the livestock services Training Centre, has 4,013 books, 111 pamphlets and 18 currents.

<b>Hours of Opening</b>	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Semester</b>	<b>Long Vacation</b>
Monday – Friday	7. 30a.m – 10. 00p.m	7. 30a.m – 3.30pm
Saturday:	8. 00a.m – 12. 00p.m	Closed

**LEE T. RAIL BACK LIBRARY**

The Lee T. Railblack Library collection consists of 4,225 volumes and 151 current serials mostly on veterinary medicine and other allied health science.

<b>Hours of Opening</b>	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Semester</b>	<b>Long Vacation</b>
Monday – Friday	8. 00a.m – 11. 00p.m	8. 00a.m – 6.30pm
Saturday:	8. 00a.m – 6. 00p.m	8.00a.m – 1.00p.m

**NOTE: there are also many smaller libraries in various Departments for staff and students use.**

### **LIBRARY REGULATIONS**

1. The Library may be used by duly registered students and member of the senior staff of the University Librarian may give permission for others to use the Library subject to ratification by the Library Committee.
2. No person shall be allowed to borrow any books, gramophone record or any other of library property until it has been included in the Library catalogue and issued to him by a member of the library staff.
3. Reference books may not be removed from the library except with the expressed permission of the University Librarian.
4. Books available for a loan may be borrowed by senior staff for a period of one month, and by a student and other readers for a period of 14 days. Periodicals, bound may be issued on loan to a senior staff member of a limited period.
5. Fines are levied on all overdue book at a rate of five naira per day (to students) or ten naira per day (to senior staff). Books that are recalled by the University librarian are charged at the rate of ₦25.00 (twenty-five) naira per day.
6. If students fail to return books or materials within the stipulated time they may be suspended from the use of the Library for a period to be decided by the University Librarian. Suspension here is used in its wide sense to denote total exclusion from entering the library.

7. All reader must return books to the library immediately if they receive written notification to do from the University Librarian.
8. Students may borrow up to seven books at a time; senior staff may borrow up to twenty books at a time.
9. Students may produce their library identity cards to gain admission and to conduct borrowing tractions in the Library.
10. Borrowers in whose name, according to Library records, books have been issued will be held responsible for any loss or damage that may occur to books on loan to them they will be required to pay the cost of replacing such books.
11. Smoking, Eating and drinking are prohibited in the library.
12. Children under the age of 8 and pets must not be taken into the Library.
13. Readers must use the prescribed entrance and exits.
14. Silence must be observed in the library.
15. The University Librarian shall have the authority to suspend any person from using the library for neglect of the foregoing rules, subject to his reporting such action at the next meeting of the library committee.

#### **A.B.U. BOOKSHOP LIMITED, ZARIA**

The University bookshop was opened in July 1967, to cater for student and academic staff needs of books and stationery. There is a branch of the University Bookshop at the Kongo Campus.

**Hours of Opening**

**1<sup>st</sup> & 2<sup>nd</sup> Semester**

Monday – Friday	8. 30a.m – 4. 00p.m
Saturday:	8. 30a.m – 1. 00p.m

**ABUCONS LIMITED**

In response to the call by the Federal Government of Nigeria for Nigerian Universities to use human and material resources at their disposal to assist in generating funds to complement government subvention, Ahmadu Bello University established ABUCONS to coordinate consultancy activities in the University. The legal backing to this was provided by the enactment of decree No. 5 of 1984. In this capacity thus ABUCONS has the mandate to use the human and material capability of the Ahmadu Bello University, source of consultancy jobs, publicize consultancy services capabilities of the University and Generally prepare proposals to attract funds to the University by offering professional and expert services. ABUCONS in exercising the mandate conferred on it had contributed its quota for proving excellent services to both government and non-governmental organizations over the years. This was largely achieved through judicious use of the vast materials and human resources Ahmadu Bello University was able to recruit, develop and maintain over the year from its establishment.

It was thus incorporated as a limited liability company with registration certificate number RC94643 in 1987. Since then ABUCONS has fully operated as such with a Board of Directors chaired by the Chief Executive of the University.

**A.B.U. PRESS LIMITED**

The Ahmadu Bello University Press was established in 1974. The organization was incorporated in 1978 with publishing scholarly texts of nature as its focal point. Over the year it has

blossomed into a formidable publishing outfit undertaking printing works of all kind for the University and the general public. With its sophisticated modern printing machinery, it can produce texts not only in English, Arabic and French but also in Hausa, Yoruba, Igbo and other Nigerian Languages.

In addition, the Press handles all sorts of printing for University Community it also prints posters, handbills, wedding cards and calendars, almanacs, stickers and complimentary cards. The student could approach the Press for a desperately needed textbook, printing of posters or union almanacs or the binding of a final year project. The Press operating hours are 8 a.m – 1 p.m., 2 p.m – 5 p.m. daily, except Saturdays and Sundays.

## **CURRENT LIST OF UNIVERSITY PRIZES**

### **Faculty of Administration**

1. Nigerian Tobacco (Company Prize): for the best of all-round year student in Accounting Panel Fitzpatrick Prize: for the best performance in Advanced Accounting in part III
2. Union Bank Prize: for the best in Management Accounting in part III
3. Bank of the North Prize: for the best graduate in Accounting
4. Isa Dutse Memorial Prize: prize for the outstanding performance in the first year B.Sc. (Acct) and B.Sc. Business Administration.
5. British Petroleum (BP) Prize (African Petroleum): Prize for the outstanding graduate specializing in Business Administration.

6. Bruce Create Batch Prize: for outstanding all-round performance by a graduate specializing in Administration.
7. First Bank of Nigeria Prize: for the best final year student in Business Administration specializing in Banking and Finance.
8. University Bookshop Dean's Prize: for an all-round student in the Faculty.
9. Coopers and Lybrand: for the best graduating student in B.Sc. Accounting with the highest marks in auditing and investigation.
10. Major-General A.A. Abubakar Memorial Prize: for the best Final Year B.Sc. (Accounting).
11. I.C.A.N. Prize: for the best all-round graduating student in B.Sc. (Accounting)
12. Professor A.Y. Aliyu Memorial prize: for the best all-round Student in B.A (Admin.) part II.
13. NNDC Prize: for the best final year student in Business Administration.
14. NNDC Prize: for the best final year student in Finance.
15. NNDC Prize: for the best final year student in Accounting.
16. AfriBank Nigeria Plc Prize: for the best final year student in Banking and Finance.

### **Faculty of Agriculture**

1. Livestock Feeds Limited Prize: for the best graduating student in the Faculty of Agriculture.
2. BATC British/America Tobacco Company Ltd prize: for the best all-round Agriculture student in 200 and 300 Levels
3. Witzon Prize for best student in Agricultural Engineering

4. Agricultural Econoics Option Prize: for best student with outstanding performance in Agricultural Economics Option
5. Swiss/Nigeria Chemical Company Prize for best student in Chemical Weed control
6. Abba Umar Masananci Education Foundation Prize for best graduating B. Agriculture /B.Sc. Agricultural Economics option

### **Faculty of Art**

1. Ibrahim Talib Prize: for the best final year student in Islamic History.
2. Aminu Kano Prize: for the best final year student in Hausa
3. Kola Ogungbesan Memorial Fund. Best student undergraduate in English
4. University Bookshop Dean's Prize: for the best all-round student in the Faculty.
5. Aliyu Danisi Prize: for the best final year student in Hausa
6. Prof. Izzud-Din-Musa Prize: for the best part III student in all middle Eastern Sources in part II & III (300 Levels).

### **Faculty of Education**

1. Dean's Prize: for the best all-round student in the faculty
2. Prof. & Mrs D.L Dubey Prize: for the best final year student in Social Studies.
3. The Dean's Prize: for the best student in Teaching Practice.
4. The Dean's Prize: for the best student in the Research Project
5. The Dean's Award: for the most outstanding second-year Diploma students. Samu T. Bitkon Memorial

Award: for the outstanding final year Social Studies student.

6. Alhaji Umaru S. Alakaleri Prize: for the best 300 Level BLIS student in Information Science
7. The National Library Prize: for the best 300 Level BLIS student in Information Organization II.

### **Faculty of Engineering**

1. Industrial Gases Limited Prize: for the best paper of lecture given by a Final Year Mechanical Engineering student.
2. P.Z. Group Prize: for the best final year Mechanical Engineering student in the subject ‘Engineering Manufacture’ over 2 years of study.
3. National Oil & Chemical Marketing Co. For the best first-year student in Engineering Drawing.
4. P.Z. Group Prize: For the best final year Mechanical Engineering part II student in the Science of Engineering Materials.
5. Mobile Oil (Nigeria) Ltd. Prize: for the best final year Mechanical Engineering student project.
6. African Petroleum (AP): for the Final Year Mechanical Engineering student.
7. Dean’s Prize: for the best final year student in Building Economics and Cost Planning in Department of Quantity Surveying.
8. National Trucks Manufacturing, Fiat: Prize: for the best final year student in power & machinery.
9. The West African Portland Cement Co. Ltd, Prize: for the best final year student project in Farm Power and Machinery.
10. The Morgan Omítinan & Associates Prize: for the best 2<sup>nd</sup> year Civil Engineering student.

11. Impresit Prize: for the best student in Soil and Water Engineering student.
12. National Electricity Power Authority (PHCN) Prize: for the final year student Electrical Engineering student in Power and Machines.
13. Impresit Prize: for the best final year (B.Sc.) Engineering student project in Soil and Water Engineering.
14. The Morgan Omimitan & Associates Prize: for the best 2<sup>nd</sup> year Civil Engineering student in structure project.
15. Volkswagen (Nig) Ltd.: best student in Engineering Design over 2 years of study (200 & 300 levels)
16. Nigerian Port Authority Prize: for the best final year civil engineering student.
17. Volkswagen (Nig.) Ltd.: best student in the subject of strength of Materials over the last 2 years of study
18. West African Electrical Corporation: for the best second-year electrical student.
19. Volkswagen (Nig.) Ltd.: best student in the subject of strength of Machine Tools over 2 years of study (200 & 300 levels).
20. Elf Nig. Ltd.: for the best overall performance over three years by a Mechanical Electrical student in the subject of Fluid Mechanics.
21. Nigerian Industrial Development Bank Ltd. For the best final year student in Mechanical Engineering.
22. Adesoye and partners: for the best final year student in Quantity Surveying
23. Yaroson and Partners: for the best third year (300 level) Electrical Engineering student in course work and project.
24. Philips Nig. Prize: for the best final year Electrical Engineering student

25. African Petroleum (AP) Prize: for the best final year illustrated Engineering Components by sketch & drawing in Faculty of Engineering.
26. Yarosons and Partners: for the best third-year student project in power and Machines.
27. B.E.A.M (Nig.) Ltd.: for the best final year student in Electricity Engineering project and thesis.
28. Yaroson and Partners: for the best third-year Electricity Engineering student; overall Assessment in B. Eng.
29. International Computer Ltd. Prize: for the best result in Maths by an Engineering final year student.
30. NNPC: for the best part IV (400 level) student in Chemical Engineering Assignment project.
31. UAC (Nig.) Ltd.: for the best all-round final year student in Petroleum Technology.
32. Adekunle Kukoyi: for the best student in final year Land Surveying.
33. Nigeria National Petroleum Corporation (NNPC): for the best part III (300 level) student in Chemical Engineering.
34. Que-Ess Partners: for the best student in Part II (200 level) surveying
35. NNPC: for the best part II (200 level) student in Chemical Engineering
36. Lever Brother Prize: for the best final year investigation project.
37. Nigerian Breweries Ltd. (N.B.L.): for the best part III (300 level) student in Chemical Engineering.
38. Nigerian Breweries Ltd. (N.B.L.): for the best part IV (400 level) student in Chemical Engineering.
39. Nigerian Breweries Ltd. (N.B.L.): for the best 400 level student in Mechanical Engineering.
40. Nigerian Breweries Ltd. (N.B.L.): for the best part I (200 level) student.

**Faculty of Environmental Design**  
**List of award for outstanding students**

1. Department of Geomatics:
  - a. Award for best graduating student(500L)
  - b. Award for best student in 400 level
  - c. Award for best student in spatial Data Analysis (GEOM407) course in 400 Level
  - d. Award for best student in 300 Level
  - e. Award for best student in Geospatial Information Systems 1(GEOM303) course in 300 level

Department of Quantity Surveying:

- f. The WAQSN award for best graduating female student

Department of Urban and Regional Planning

- a. Dr. S.K Kulshretha prize for best final year student in the B.URP programme
- b. Dr. S.K Kulshretha prize for best B.URP final year project.
- c. Bawa Bwari (TOPREC Award) for best B.URP student in Urban Design

**Faculty of Law**

1. Peter Ajose Alu-Idowu Prize: for the best all-round student in Criminology.
2. University Bookshop Dean's Prize: for the best all-round student in the Faculty.
3. Prince Bola Ajibola San's Prize: for the best final year student in the Jurisprudence.
4. Umoru Omolowo Prize: for the best LLB II student with highest marks.

5. Umoru Omolowo Prize: for the best final year LLB student with a specialization in Islamic Law.

### **College of Health Sciences**

#### **Faculty of Basic Medical Sciences**

- g. Best MBBS graduating student in Human Anatomy
- h. Best MBBS graduating student in Human Physiology
- i. Best MBBS graduating student in Medical Biochemistry

#### **Faculty of Pharmaceutical Sciences**

1. Award instituted by the Faculty:
  - j. Best student in Pharmaceutics
  - k. Best student in Pharmacology
  - l. Best student in Pharmacognosy
  - m. Best student in Clinical Pharmacy
  - n. Best student in Pharmacology
  - o. Best student in Pharmaceutical Chemistry
2. Awards instituted by individual and organisations
  - (d) Gray and Jane Akpobi prize for best graduating female student in pharmacology
  - (e) Ibrahim Abdu Aguye prize for best graduating student in pharmacology
  - (f) National Association of Industrial Pharmacy(NAIP) best graduating student in Pharmaceutics
  - (g) PSN Board of Fellows: Best graduating student in Pharmacognosy
  - (h) PSN Jigawa State Branch best graduating student from Jigawa
  - (i) Pharm. Ahmed Gana award for best graduand Kano-Jigawa
  - (j) Registrant PCN award

(k) Pharm. Nda Ameh award for best graduating student

(l) Pharm. Gidado Yusuf award for best graduating Pharmacy student of Katsina State

### **Faculty of Science**

1. Prof. Hiran Choudri Prize: for the best B.Sc. final year student in Generics.
2. International Computers Prize: for the best Part II student in the Department of Mathematics.
3. Nigerian Breweries Prize: for the best 2<sup>nd</sup> year B.S.c. final year student in Biochemistry.
4. Ono N' Oba Erediauwa Prize for the best final year student in Textile Science and Technology.
5. Chemical & Allied Production Ltd.: for the best final year student in Chemistry.
6. Nigerian Breweries Prize: for the best 2<sup>nd</sup>-year final B.S.c. student in Chemistry who is qualified to specialize in Biochemistry.
7. Afprints Awards: for the best graduating student in the Department of Textile Science and Technology.
8. Chemical & Allied Production Ltd.: for the best overall performance in part III (300) Examination in Physics.
9. Nigerian Breweries Prize: for the best final year student in Biochemistry.
10. Metal and minerals Prize: for the best student in analytical Chemistry for one year in the first instance.
11. Chemical & Allied Product Ltd.: for the best experimental project in Part II
12. Dean's Prize: for the best all-round student in the Faculty.
13. Nigeria, Tobacco Company Ltd Prize: for the best Part II B.Sc. student in Chemistry.
14. N.S.A. Prize: for the best all-round graduating student in statistics.

15. Ahmadu Coomassie Prize: for the part III student in Mathematics.
16. NNDC Prize: for the best final year student in Textile Science and Technology.
17. NNDC Prize: for the best final year student in Textile Science and Technology

#### **Faculty of Social Sciences**

1. Edith Whetham Prize: for the best 200 B.Sc. (Social Science) student.
2. Dr Abubakar Usman Memorial Prize: for the best year student in Economics
3. NNCC Prize: for the best final year student in Economics Analysis.
4. Union Bank Prize: for the best second-year students in economics.

#### **Faculty of Veterinary Medicine**

1. Prof L.B Tedtek's award for best overall graduating student
2. Dr. A.M Tauheed's award for best graduating Pharmacology student
3. Dr.T.S Hua's award for best clinical Conference presenter.

#### **AVAILABLE SCHOLARSHIPS AND OTHER AWARDS**

##### **A. Federal and State Scholarship Schemes**

1. Federal Government Scholarship Award
2. Federal Government National Merit Award
3. Federal Government Bursary Award for Teachers
4. Federal Ministry of Defence Scholarship Award

- B. All states of the federation except the Federal Capital Territory, Abuja offers scholarship and/or bursary awards to their students**
- C. Local Government Scholarship Scheme**
  - 1. Uyo Local Government Scholarship Award
  - 2. Dhegele Community Scholarship
  - 3. Warri North Local Government
- D. Other Scholarship Scheme**
  - (i)
    - 1. Lever Brothers Ltd.
    - 2. Mobil Oil (Nig.) Ltd.
    - 3. U.A.C. (Nig.) Ltd.
    - 4. Texaco (Nig.) Ltd.
    - 5. N.T.C.
    - 6. Shell Petroleum Development Company
    - 7. Nig. Gulf Oil company
    - 8. Petroleum Tech Development Fund.
    - 9. Nig. Brewery L.td.
    - 10. Impesit Bakolori (Nig.) Ltd.
    - 11. Elf (Nig.) Ltd.
    - 13. Seven-Up (Nig.) Ltd.
    - 14. Nigercem
    - 15. John Holt (Nig.) Ltd.
    - 16. VWON Merit Award
    - 17. MAB Young Scientist Research Grant
    - 18. NNDC Postgraduate Scholarship in Corporate Finance & Economic analysis
    - 19. Kapital Merchant Bank
    - 20. Arthur Anderson
    - 21. Procter and Gamble Ltd.
    - 22. First bank Nigeria Ltd

**(ii) Private Organizations:**

1. Save the students scholarship Scheme

**(iii) Individual Scholarship**

1. Muritala Abibu Okunnu Scholarship Fund.
2. Obafemi Awolowo Scholarship Award

**(iv) Scholarship Awards by Outside Bodies:**

1. Commonwealth Scholarship Award
2. U.K Nigeria Tech. Cooperation
3. Aid and for Cameroonian Students
4. The Rotary Foundation Scholarship
5. Edem & Lee International Inc. Scholarship
6. South Africa Relief Fund
7. Japanese Government (Monbesho) Scholarship
8. International Friendship Inc. Scholarship
9. Republic of Niger Student Scholarship Award

**(v) University Scholarship Schemes:**

1. ABU Scholars Scheme
2. ABU Sports Scholarship Scheme
3. Association of Africa Universities
4. Scholarship Scheme

**LOAN SCHEMES**

1. Federal Government Loan Scheme
2. ABU Revolving Loan Scheme

## **APPENDIX 1**

### **SPECIAL MINIMUM ENTRY REQUIREMENTS**

#### **Faculty of Administration**

##### **B.Sc. Accounting**

100 Level – 5 O/L credits in English Language, Mathematics, Economics, and any other two relevant subjects.

200 Level – At least 2 A/L passes from Economics, Accounting, Business Management, Statistics, Government and Geography. ABU Diploma in Accounting with Merit or Lower Credit is accepted.

##### **B.Sc. Business Administration**

100 Level – 5 O/L credits in English Language, Mathematics, Economics, and any other two Social Science subject.

200 Level - At least 2 A/L passes from Economics, Accounting, Business Management, and geography. Candidate specializing in Actual Science should have A/L Mathematics.

##### **BSc Public Administration**

100 Level – 5 O/L credits in English Language, Mathematics, Economics, Government or History and any 2 relevant subjects. A pass in Mathematics is required. A combination of Local Language and Religious Study is not accepted.

200 Level - At least 2 A/L passes in Government or History, Economics, Geography, Sociology, Mathematics, Literature in English or any Science Subject.

##### **BSc Local Government and Development Studies**

100 Level – 5 O/L credits in English Language, Mathematics, Economics, Government or History and any 2 relevant subjects. A pass in Mathematics is required. A combination of Local Language and Religious Study is not accepted.

**200 Level** - At least 2 A/L passes in Government or History, Economics, Geography, Sociology, Mathematics, Literature in English or any Science Subject.

### **Faculty of Agriculture**

#### **BSc Agriculture**

**100 Level** – 5 O/L credits in English Language, Chemistry, Biology or Agric. Science Mathematics, and Physics. A pass in biology is required where the credit pass is in Agricultural Science.

**200 Level** - At least 2 A/L passes Chemistry and biology, Additional A/L passes in Agricultural Science, Physics or Mathematics will be an advantage.

### **Faculty of Art**

#### **BA in Arabic Studies**

**100 Level** – 5 O/L credits in Arabic English Language and 3 other relevant subjects.

**200 Level** - At least 2 A/L in Arabic and any other Art Subject.

#### **BA Archaeology**

**100 Level** – 5 O/L credits in English Language, History or Government and any other 3 subjects Economics, Religious studies and Geography.

**200 Level** - At least 2 A/L passes inc any Arts or Social Science subject.

#### **BA Drama**

**100 Level** – 5 O/L credits in English Language Fine Arts and any other 3 subjects.

**200 Level** - At least 2 A/L passes in Arts and one other Art subject.

**BA English**

100 Level – 5 O/L credits in Arabic English Language, Literature in English and any other 3 subjects.

200 Level - At least 2 A/L passes in English Language and one other Art subject.

**BA French**

100 Level – 5 O/L credits in French English Language and any other 3 subjects.

200 Level - At least 2 A/L in passes in French and one other Art subjects.

**BA Hausa**

100 Level – 5 O/L credits in Hausa, English Language, Literature in English, and any other 3 subjects.

200 Level - At least 2 A/L in passes in Hausa and one other Art subjects.

**BA History**

100 Level – 5 O/L Credits in Hausa, English Language, History or Government and any other 3 subjects.

200 Level - At least 2 A/L in passes in History or Government and one other Art subjects.

**BA Mathematics**

100 Level – 5 O/L credits in English Language, Mathematics and any other 3 relevant subjects.

200 Level - At least 2 A/L in passes in Mathematics and one other subject.

## **Faculty of Education**

### **B.Ed., B.A(Ed), B.Ed. (Tech):**

(Agric Education, Educational Administration and Planning, Adult Education, History, Economic, Political, Science, English, Social Studies, Sociology, Fine/Applied Arts, Creative Arts, Language Arts Mathematics, Geography, Chemistry, Biology, Integrated Science, Physics, French, Islamic/Christian Religious Studies, Hausa Physical and Health Education, Business Education, Home Economics, Library and Information Science, etc).

100 Level – Educational Administration & Planning, Adult Education: 5 O/L credit or TC II merit to include English Language and Mathematics.

100 Level – Education (Arts) Course: 5 O/L credit or TC II merits in English Language, the Major subject and any other 2 relevant Arts subject – English Literature for English; History or Government for History.

100 Level – Education (Science) Course: 5 O/Level Credit or TC II merits in English Language, Mathematics, the major subject and any other 2 relevant Science subjects.

100 Level – Education (Social Science) Courses: 5 O/Level Credit or TC II merits in English Language and relevant Social Science or Arts subjects. History or Government and at least a pass in Mathematics are required in Political Science. At least a pass in Mathematics is required in Sociology and Social Science.

100 Level – Education (Religious Studies) 5 O/Level Credit or TC II merits in English Language, Religious knowledge and relevant Social Science or Arts subjects.

100 Level – Business Education: 5 O/Level Credit or TC II merits in English Language Mathematics, Economics and two relevant Social Science or Arts subjects

100 Level – Library Information Science: 5 O/Level Credit or TC II merits in English Language or four other relevant Arts, Science or Social Science subjects. At least pass in Mathematics or TC II Arithmetic is required.

100 Level – Physical and Health Education: 5 O/Level Credit or TC II merits in English Language Mathematics, Biology or it's equivalent and two other relevant subjects.

100 Level – Technical education: 5 O/Level Credit or TC II merits in English Language Mathematics, Chemistry and two relevant subjects.

200 Level – Education Course: in addition to the General Entry Requirements, candidates must obtain two A/L passes or NCE Merit or Credit grades in Education and the relevant subject. A credit in the English Language is required in all Art Education Courses and a credit in Mathematics required in all Science Education courses. At least an O/L Pass in Mathematics is required in Educational Administration and Planning.

**B.Ed. Adult Education:** NCE Merit in Adult Education Plus Education or ABU Diploma in Adult Education with Merit grade.

**B.Ed. Agricultural Education:** NCE Merit Grade in Agric. Science or Biology plus education.

**B.Ed. Business Education:** NCE Merit Grade in 2 relevant subjects from Typewriting, Shorthand, Accounting, Economics, Office or Business Management, etc, plus. Education.

**B.Ed. Home Economics:** NCE Merit in Home Economic plus Education.

**B. Library Science:** At least 2 A/L passes in a relevant subject. NCE Merit Grade in library Science with merit Grade and at least one-year post – Diploma in Physical and Health Education working experience.

**B.Sc.(Ed) Physical and Health Education:** NCE Merit Grade in Physical and Health Education, or ABU Diploma in Physical and Health Education Merit Grade.

### **Faculty of Engineering**

#### **Eng. Agric Engineering**

100 Level – 5 O/Level Credits in English Language, Mathematics, Physics, Chemistry and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics, physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Agricultural Engineering is accepted.

300 Level – HND Upper Credit in Agricultural Engineering with a Distinction in Mathematics is accepted.

#### **B Eng Chemical Engineering**

100 Level – 5 O/Level Credit in English Language, Mathematics, Chemistry and any other Science subjects.

200 Level – At least 3 A/L passes in Mathematics, Physics, Chemistry, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Chemistry Engineering is accepted.

300 Level – HND Upper Credit in Chemistry Engineering with a Distinction in Mathematics is accepted.

**B. Eng Civil Engineering**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics and physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Civil Engineering is accepted.

300 Level – HND Upper Credit in Electrical Engineering with a Distinction in Mathematics is accepted

**B. Eng Electrical Engineering**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics and physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Electrical Engineering is accepted.

300 Level – HND Upper Credit in Electrical Engineering with a Distinction in Mathematics is accepted.

**B.Eng. Mechanical Engineering**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics and physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Mechanical Engineering is accepted.

300 Level – HND Upper Credit in Mechanical Engineering with a Distinction in Mathematics is accepted.

**B. Eng. Metallurgical Engineering**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics, physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Metallurgical Engineering is accepted.

300 Level – HND Upper Credit in Metallurgical Engineering with a Distinction in Mathematics is accepted.

**B.Eng. Water Resources & Environmental Engineering**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry and other Science subjects.

200 Level – At least 2 A/L passes in Mathematics, physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Water Resources & Environmental Engineering is accepted.

300 Level – HND Upper Credit in Water Resources & Environmental Engineering with a Distinction in Mathematics is accepted.

**B.Sc. Geomatics**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics and physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Geometric Engineering is accepted.

300 Level – HND Upper Credit in Geometric Engineering with a Distinction in Mathematics is accepted

Note: A pass in the English Language may be accepted in the Faculty of Engineering, but must be remedied within the first 2 academic sessions.

**Faculty of Environmental Design**

A pre-admission practical test is conducted for prospective students into the Faculty

**B.Sc. Land Surveying**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry or Geography or Technical Drawing and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics, physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Land surveying or related field is accepted.

300 Level – HND Upper Credit in Land Surveying or related field with a Distinction in Mathematics is accepted.

**B.Sc. Quantity Surveying**

100 Level – 5 O/Level Credit in English Language, Mathematics, Physics, Chemistry or Geography or Technical Drawing and any other Science subjects.

200 Level – At least 2 A/L passes in Mathematics, physics, OND Upper Credit with a Distinction in Mathematics or HND Lower Credit in Quantity surveying or related field is accepted.

300 Level – HND Upper Credit in Quantity Surveying or related field with a Distinction in Mathematics is accepted.

**B.Sc. Architecture**

100 Level - 5 O/Level Credit in English Language, Mathematics, Physics and 2 of Chemistry, Fine Art, Geography, Woodwork, Biology, Economics, Technical Drawing, Additional or Further-Mathematics.

200 Level – At least 2 A/L passes from Mathematics, Physics, Chemistry, Geography or Fine Arts.

**B.Sc. Building**

100 Level – 5 O/Level Credit in English Language, Mathematics Physics and 2 of Chemistry, Geography, Economics, Fine Arts or Technical Drawing. At least a pass in Chemistry is required.

200 Level – At least 2 A/L passes from Mathematics, Physics, Chemistry, or Economics. OND Merit or Lower credit in Building, Civil Engineering Quantity Surveying is accepted

**B.A. Fine Arts**

100 Level - 5 O/Level Credit in English Language, Fine Arts and any 3 other relevant subjects from Economics, Technical Drawing, History, Geography or Religious Knowledge.  
200 Level – At least 2 A/L passes in Fine Arts and one subject. OND, HND Merit or Lower credit in Fine Arts is accepted

**B.A. Glass Technology**

100 Level - 5 O/Level Credit in English Language, Fine Arts, Mathematics, Chemistry and any other subject.  
200 Level – At least 2 A/L passes in fine Arts, Chemistry or Mathematics. OND or HND Merit or Lower Credit in Industrial Design of Glass Technology is accepted.

**B.A. Industrial Design**

100 Level - 5 O/Level Credit in English Language, Fine Arts, and any 3 other relevant subjects from Economics, Technical Drawing, History, Geography or Religious Knowledge.  
200 Level – At least 2 A/L passes in Fine Arts, Chemistry or Mathematics. OND or HND Merit or Lower Credit in Industrial Design or Glass Technology is accepted.

**B. Urban and Regional Planning**

100 Level - 5 O/Level Credit English Language, Mathematics, Geography and any two of Physics, Chemistry, Economics, government, Biology, Art. History, Religious Knowledge, Studies, Social or technical Drawing.  
200 Level – At least 2 A/L passes in Geography, Economics or mathematics. OND or HND Merit or Lower in Two Planning or related discipline is accepted.

**Faculty of Law**

**LL.B (Civil)**

100 Level - 5 O/Level Credit English Language and any two or four subjects.

**200 Level** – At least A/L Passes in any Arts or Social Science Subject. ABU Diploma in Sharia or civil Law with at least a Merit grade is accepted

**LLB (Sharia)**

**100 Level** - 5 O/Level Credit in English Language, Islamic Studies or Arabic and any three Arts or Social Science subject.

**Faculty of Medicine**

**Bachelor of Medicine and Surgery (MBBS)**

**100 Level** - 5 O/Level Credit in English Language, Mathematics, Biology, Physics and Chemistry.

**200 Level** – At least 3 A/L passes in Biology, Chemistry and Physics.

**BSc Human Anatomy**

**100 Level** - 5 O/Level Credit in English Language, Mathematics, Biology, Physics and Chemistry.

**200 Level** – At least 2 A/L Passes in Biology, Chemistry or Physics.

**B.Sc. Human Physiology**

**100 Level** - 5 O/Level Credit in English Language, Mathematics, Biology, Physics and Chemistry.

**200 Level** – At least 2 A/L in Biology, Chemistry or Physics.

**B.Sc. Nursing**

*Direct Entry:*

- (i) At least 2 A/L Passes from Biology, Zoology, Chemistry and Physics plus 3 O/L credits in Maths, Physics and English.
- (ii) NRN or its approved equivalent plus 5 O/L credits in English Language and one Science subjects chosen from Mathematics, Physics, Chemistry, Biology, Human

Anatomy, Physiology and Hygiene, Health Science, Addition Mathematics and General Science.

- (iii) Special Consideration (Waiver)
  - (a) Nursing/Midwife
  - (b) Nursing Admin. Diploma and
  - (c) A/L passes accepted

### **Faculty of Pharmaceutical Science**

#### **B. Pharmacy**

100 Level - 5 O/Level Credit in English Language, Mathematics, Biology, Physics and Chemistry.

200 Level – At least 2 A/L passes in biology, Chemistry of physics.

### **Faculty of Life Sciences**

#### **B.Sc. Biochemistry**

100 Level - 5 O/Level Credit in English Language, Mathematics, Biology, Physics and Chemistry. For SGRS a GPA of 2.0 is required.

200 Level – At least 2 A/L Passes in Chemistry and Physics.

#### **B.Sc. Biological Science**

100 Level - 5 O/Level Credit in English Language, Mathematics, Biology, Physics and Chemistry.

200 Level – At least 2 A/L Passes Which one must be in Biology Zoology or Botany and Chemistry or physics.

#### **B.Sc. Microbiology**

100 Level - 5 O/Level Credit in English Language, Mathematics, Chemistry, Biology, and Physics

200 Level – At least 2 A/L Passes in Chemistry and Biology

### **Faculty of Physical Sciences**

#### **B.Sc. Geography**

100 Level - 5 O/Level Credit in English Language, Mathematics, and any other 2 Science subjects.

200 Level – At least 2 A/L Passes in Geography and any other Science subject

**B.Sc. Geology**

100 Level - 5 O/Level Credit in English Language, Mathematics, Biology, Chemistry and Physics.

200 Level – At least 2 A/L Passes in Geology and Chemistry

**B.Sc. Mathematics**

100 Level - 5 O/Level Credit in English Language, Mathematics and any other 3 Science subjects.

200 Level – At least 2 A/L Passes in Mathematics and any other Science subject NCE Merit Pass in Mathematics is accepted.

**B.Sc. Computer Science**

100 Level - 5 O/Level Credit in English Language, Mathematics and any other 3 Science subjects.

200 Level – At least 2 A/L Passes in Mathematics and any other Science subject NCE Merit Pass in Computer Science is accepted.

**B.Sc. Statistics**

100 Level - 5 O/Level Credit in English Language, Mathematics and any other 3 Science subjects.

200 Level – At least 2 A/L Passes in Mathematics and any other Science subject NCE Merit Pass in Statistics is accepted.

**B.Sc. Physics**

100 Level - 5 O/Level Credit in English Language, Mathematics, Chemistry, and any other Science Subject.

200 Level – At least 2 A/L Passes in Physics and Mathematics

**B.Sc. Textile Science and Technology**

100 Level - 5 O/Level Credit in English Language, Mathematics, Chemistry and Physics and any other Science subject.

200 Level – At least 2 A/L Passes in Chemistry and Mathematics or Physics

### **Faculty of Social Sciences**

#### **B.Sc. Economics**

100 Level - 5 O/Level Credit in English Language, Economics, Mathematics and any other relevant subject.

200 Level – At least 2 A/L Passes in Economic and any other relevant subject from Mathematics, Statistics, Geography, Physics, Agricultural Science, Accounting Business Management, History or Government.

#### **B.Sc. International Studies**

100 Level - 5 O/Level Credit in English Language, Government or History, any other 2 relevant subjects. A pass in Mathematics is required

200 Level – At least 2 A/L Passes in any relevant Arts or Social Science subject

#### **B.Sc. Mass Communication**

100 Level - 5 O/Level Credit in English Language, and any other 4 Arts or Social Science subject. A pass in Mathematics is required

200 Level – At least 2 A/L Passes in Arts or Social Science subject

#### **B.Sc. Political Science**

100 Level - 5 O/Level Credit in English Language, Government or History, any other 3 relevant subjects. A pass in Mathematics is required.

200 Level – At least 2 A/L Passes in Government or History and any other relevant subject

**B.Sc. Sociology**

100 Level - 5 O/Level Credit in English Language, two of Economics, Geography, Government or History, and any other 2 Arts or Social Science subject. A pass in Mathematics is required.

200 Level – At least 2 A/L Passes in Sociology, Economics, Geography, Government or History

**Faculty of Veterinary Medicine - DVM**

100 Level - 5 O/Level Credit in English Language, Biology, Mathematics, and Physics.

200 Level – At least 2 A/L Passes in Chemistry and Biology

**ABU'S QUALITY SERVICE DELIVERY INITIATIVE  
(The SERVICOM CHARTER)**

Students need to know that the University has a deliberate mechanism set to provide high-quality service delivery. It is their right to use laid down trails demand for intervention to improve service delivery. This section shades light on how to interact with the University authority concerning services offered by the various arms of the University.

**STRATEGIC SERVICE DELIVERY  
DEPARTMENTS/SERVICE WINDOWS**

The university currently has – major service delivery windows. They are as follows:

- Vice Chancellor's Office
- Registry
- Bursary
- Faculties
- Centres/Institutes/Directorates and Divisions
- Departments/Units

**DETAILS OF STAKEHOLDERS**

The stakeholders of Ahmadu Bello University are individuals, arms of government, agencies, ministries, institutions, development partners and interest groups requiring our services. They include the following internal and external stakeholders:

**Internal**

- The Ahmadu Bello University community (including staff, students, parents and guardians)
- Faculties, Institutes, Centers and Departments/Units in A.B.U

**External**

- Government
- Federal Ministry of Education
- National Universities Commission (NUC)
- Federal, State and Private Universities
- Research and Development (R&D) collaboration with Institutions and Agencies
- Alumni
- International Donors/Partners
- Private Liability Companies
- Development partners (Local and International)
- Professional Bodies
- Non Governmental Organizations (NGOs)
- Consultants/Contractors
- General Public

### **INTEGRATED SERVICE CHARTER**

To further affirm our commitment to our Mission, Vision and Strategic Goals, we pledge to deliver the following services;

- ✓ Assuring the quality of academic programmes offered in the university through the development and review of Minimum Academic Standard (MAS) periodically.
- ✓ Promoting the use of ICT in the delivery of quality education through periodic intervention by training and re-training of staff and students, the supply of equipment and promoting e-learning.
- ✓ Ensuring orderly and qualitative development/implementation of academic programmes at all levels through analysis of memo/briefs and other requests within a month of receipt.
- ✓ Advising the Visitor (the President) and State Governors through the Honourable Minister of

Education and the National University's Commission whenever necessary.

- ✓ Promotion of quality training and research at all levels.

### **SERVICES PROVIDED**

- Training
- Research
- Community Services

### **SERVICE DELIVERY**

- To provide admission to qualified candidates who must have met the university's entry requirements, subject to availability of space.
- To ensure that admission lists are published and admission letters issued to successful candidates within four weeks of the release of post UTME results.
- To provide hostel accommodation to eligible students' subject to availability of space.
- To publish students' examination results immediately after Senate approval.
- To ensure that statement of results, certificates and transcripts are ready for collection by graduands within two months after the approval of results by the Senate.
- To ensure that issues pertaining to staff/students welfare are given urgent attention. In so doing, no officer is allowed to keep a file for more than 48 hours.

## **MONITORING AND PUBLISHING**

- To publish academic calendar not later than two weeks before the commencement of the next academic session.
- To ensure that information is made available when the need arises.
- To ensure that qualified academics are engaged in training and research activities.
- To ensure that competent and qualified administrative and support staff are engaged in the running of the day to day activities of the university.
- To ensure that in all cases of appointments and promotions, due process is followed.
- To ensure that staff exhibit the highest sense of courtesy, respect, promptness, fairness, integrity and transparency in official engagements.
- To ensure that staff are friendly, smart, decent, articulate and responsible always.
- To ensure that customers' feedback is regularly reviewed to meet up with their needs/demands.

## **GRIEVANCE REDRESS MECHANISM**

When clients feel that standards have not been met in service delivery, they can complain or seek redress as follows:

### **Level One of GRM**

If you have a complaint, please contact:

**Officer:** Head of Department  
**Status:** Administration and Academic Activities  
**Officer**  
**Tel:**

**Email:**

**Level Two of GRM**

**Officer:** Dean of Faculty  
**Status:** Administration and Academic Activities Officer  
**Tel:**  
**Email:**

**Level Three of GRM:**

**If your complaint is not satisfactorily handled at level one of the university's GRM, please contact:**

**Officer:** Professor Kabir Bala  
**Status:** Vice-Chancellor, (A.B.U)  
**Address:** Vice-Chancellor's office  
8<sup>th</sup> Floor, Senate Building,  
P.M.B. 1069  
Zaria, Kaduna State, Nigeria  
**Tel:** 08037264175  
**Website:** [www.abu.edu.ng](http://www.abu.edu.ng), vc@abu.edu.ng

**The timespan for handling grievances**

**Q: How quickly should complaints be acknowledged?**

A: Within (5) working days.

**Q: How quickly would intended action be communicated?**

A: Within (5) working days

**Q: How quickly should complaints be resolved?**

A: As quickly as circumstances surrounding the complaint permits

**Level four of GRM**

**If your complaint is not satisfactorily handled at level three of the university's GRM, please contact:**

The SERVICOM Complaint Manager  
[Complaint@servenigeria.com](mailto:Complaint@servenigeria.com)

**Other Options:**

Other options for lodging complaints or making suggestions include:

- ✓ The suggestion/complaints boxes located on the ground floor of the university's Senate Building;
- ✓ The university's website: [www.abu.edu.ng](http://www.abu.edu.ng);
- ✓ Email [servenigeria@abu.edu.ng](mailto:servenigeria@abu.edu.ng)
- ✓ Completion of clients comments forms which are available at the reception desk on the ground floor of the Senate Building. Comments forms can be dropped in the complaint/suggestion boxes.

**Feedback Mechanism**

Suggestions or comments about the quality or effectiveness of our service delivery can be communicated to the university through;

- ✓ The university's website address: [www.abu.edu.ng](http://www.abu.edu.ng), Email: [servenigeria@abu.edu.ng](mailto:servenigeria@abu.edu.ng)
- ✓ Letters addressed to the Vice-Chancellor, A.B.U., Zaria or
- ✓ Completion of customer comment cards which are available at the reception desk on the ground floor of the Senate Building. Completed comments cards can be dropped in the suggestion/complaint boxes located on the ground floor of the Senate Building.
- ✓ Once a complaint is received, depending on the nature of the complaint, it is responded to immediately or within seven working days.

### **Performance Monitoring**

The university will evaluate and monitor its performance periodically through the following means;

- ✓ Periodic assessment of the university's performance using the SERVICOM Self-Assessment Rating Checklist;
- ✓ Monthly assessment of university service windows by the SERVICOM unit to ensure compliance with SERVICOM principles and our service delivery timeline of 48 hours;
- ✓ Quarterly performance appraisal meeting of the local PSU Committee;
- ✓ Periodic reports on SERVICOM activities within the university to Management;
- ✓ Periodic analysis and publication of customer feedback and reactions;
- ✓ Regular analysis and publication of customers' complaints and redress activities.

## **OBLIGATIONS AND EXPECTATIONS**

### **CLIENT'S RIGHTS**

- ✓ Clients have a right to lodge complaints;
- ✓ The right to privacy and confidentiality;
- ✓ Freedom of information;
- ✓ The right to access services, facilities and information subject to laid down conditions.

### **CLIENT'S RESPONSIBILITIES**

- ✓ To treat university staff with courtesy, respect and to conduct themselves in a manner that will not breach the peaceful conduct of official duties.

- ✓ To respond to requests for information by the university, accurately, thoroughly and in a timely manner.
- ✓ To abide by any legal requirements and other obligations that clients are to meet in order to be eligible for services sought.
- ✓ Please let us know immediately if we are not courteous or when you experience service failure in our official conduct.

#### **STAFF'S RESPONSIBILITIES**

- ✓ A total commitment on the part of the staff is required for our promises and goals to be achieved.
- ✓ Staff should exhibit the highest level of competence, politeness, punctuality, fairness, loyalty, responsiveness, easy access, courtesy, credibility, reliability and accuracy in the discharge of their duties.
- ✓ Staff should always appear friendly, decent, smart, and responsible at all times.

#### **MANAGEMENT'S RESPONSIBILITIES**

- ✓ To train and re-train staff in capacity building, techniques and skills for improving quality and service delivery.
- ✓ To empower employees to serve as motivation to ginger them towards effective service delivery aimed at achieving standards in performance and the attainment of our vision.
- ✓ To maintain a safe, secured, peaceful and conducive environment for the successful conduct of official duties.
- ✓ To recognize/appreciate staff who have excelled in their official duties.

## **STAKEHOLDERS PARTICIPATION**

### **Federal Government**

- ✓ Policy formulation;
- ✓ Funding

### **Federal Ministry of Education**

- ✓ Policy formulation/Implementation
- ✓ Coordination and supervision

### **National Universities Commission**

- ✓ Policy formulation/Implementation
- ✓ Coordination and supervision

### **Ahmadu Bello University's Management**

- ✓ Policy formulation/implementation
- ✓ Coordination & regulation
- ✓ Facilitation of collaboration with local and international stakeholders

### **Nigerian Universities**

- ✓ Collaboration
- ✓ Establishment of linkages
- ✓ Compliance with government policies and regulatory guidelines for the establishment and operation of universities

### **International and Non-Governmental Organizations (NGOs)**

- ✓ Collaboration and cooperation and
- ✓ Establishment of linkages

### **Alumni**

- ✓ Linkages and collaboration
- ✓ Research funding
- ✓ Mobilization of support
- ✓ Individual contributions

**Students**

- ✓ Compliance with rules and regulations governing the conduct of students

**Staff**

- ✓ Compliance with rules and regulations governing the conduct of staff and the practice of good work ethics.

**SPECIAL NEEDS PROVISION**

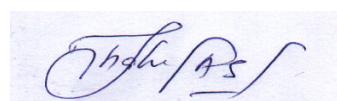
These include ensuring:

- ✓ Comfortable hostel accommodation for physically challenged students
- ✓ Provision of accommodation for foreign students
- ✓ The easy accessibility of lecture halls, hostels and other essential areas for physically challenged students.

**REVIEW**

The service charter is subject to periodic review at most every two years.

**This Handbook is subject to review every year. Mistakes and Omissions (if any found) are highly regretted.**



**Professor I. A. Mohammed-Dabo**  
Deputy Dean, Student Affairs Division,  
Main Campus  
*June 2020*