**PROF. ABDULLAHI YUSUFU RIBADU**
*DVM, M.Sc, (ABU), Ph.D (Liverpool), FCVSN, FJSPS, MNIM*

**EXECUTIVE SECRETARY**
TEL: +234 703 9254 081
+234 802 7455 412
Email: info@nuc.edu.ng

AJA NWACHUKWU HOUSE,
NO. 26, AGUIYI IRONSI STREET,
MAITAMA DISTRICT,
P.M.B 237, GARKI G.P.O,
ABUJA-NIGERIA.

NUC/ES/138/VOL.66/12                    20th August, 2025

All Vice-Chancellors,
Nigerian Universities.

**Attention:** Director of Academic Planning (DAPs)

**CHECKLIST FOR ACCREDITATION EXERCISE**

This is to inform the Vice-Chancellors that the Commission has commenced the process of automating certain aspects of accreditation exercise, to this end, the Commission has reviewed the accreditation **Checklist** and the **Self-Study Forms (SSF)**.

Consequently, Universities are requested to:

1.    Take note of this development.

2.    Ensure that all Departments prepare their documentation in line with the Checklists for both **Undergraduate and Postgraduate** programmes that are due for accreditation.

3.    Scan and forward to the Commission, alongside the completed e-copy of the SSF, all items indicated as *"scan"* in the checklist.

4.    Ensure that the scanned documents are submitted to the Commission via the Directorate's e-mail: accreditation@nuc.edu.ng **on or before Friday, 26th September, 2025.**

Please accept the assurance of the Executive Secretary's highest regards.

**Engr. Abraham Chundusu**
Ag. Director of Accreditation
For: Executive Secretary

# NATIONAL UNIVERSITIES COMMISSION

## ACCREDITATION EXERCISE FOR UNDERGRADUATE PROGRAMMES
### *CHECK LIST*

1. Student files

2. Students' Handbook **(scan)**

3. Examination question papers for the past three (3) years. **(scan at least three question papers per semester from 200 level to final year for each year. This should be done for core courses only)**

4. Evidence of continuous assessment

5. Students' Scripts

6. Students' practical work and logbook(s)

7. Marking Schemes **(scan at least three marking schemes document per semester from 200 level to final year.)**

8. Students' projects

9. External Examiner reports **(scan)**

10. Evidence of examination malpractice

11. Academic Calendar for the past five (5) years **(scan)**

12. Provide names and designations of members of the Internal Quality Assurance Team, along with evidence of meeting minutes, for presentation to the assessment Panel.

13. Academic and Non-Academic Staff files

14. List of Academic Staff indicating status (Full Time/Tenure/permanent, Sabbatical adjunct, Part Time/Visiting), Rank Qualification, Area of Specialization (To be stamped and signed by the HOD)* Pls. see attached sample

15. List of Non-Academic Staff indicating status (Full Time/Tenure/Permanent, Sabbatical, and Part Time), Rank Qualification, Area of Specialization (To be stamped and signed by the HOD)*

16. List of students by level, matriculation number and gender status (To be stamped and signed by the HOD)*

17. List of Academic and Non-Academic staff that have benefitted from staff development scheme for the past three years (To be stamped and signed by the HOD)*

18. The panel should be presented with evidence of employees' Remuneration record for all staff from the bursars' office in the past three (3) years.

19. Evidence of Research and Collaboration with other institutions within and outside the country. **(scan)**

20. Tracer system and employers' rating of graduates (for programmes that have graduated students) OR students' performance during supervised industrial training (SIWES).

21. Budget allocation.

**NB: Please note that those marked asterisks (*) are the documents that the NUC Representatives must bring to the Commission in both hard and soft copies. Items marked scan are to be scanned and send to the Commission before the actual visit.**

# NATIONAL UNIVERSITIES COMMISSION

## ACCREDITATION EXERCISE FOR POSTGRADUATE PROGRAMMES
### *CHECK LIST*

1. Student files

2. Postgraduate school prospectus indicating regulations **(scan)**

3. Examination question papers for the past three (3) years **(scan at least three question papers for each year).**

4. Evidence of continuous assessment

5. Students' Scripts **(scan)**

6. Students' practical work and logbook(s)

7. Marking Schemes **(scan at least marking schemes of three core courses for each semester of year one)**

8. Students' projects/ Thesis/ Dissertations.

9. Supervision list for project/Thesis/ Dissertations (To be stamped and signed by the HOD)*

10. External Examiner reports

11. Evidence of examination malpractice

12. Samples of journals or books containing publications from Thesis/ Dissertations

13. Academic Calendar for the past five years **(scan)**

14. Provide names and designations of members of the Internal Quality Assurance Team, along with evidence of meeting minutes, for presentation to the assessment Panel.List and qualifications of members of research policy and implementation committee.

15. Academic and Non-Academic Staff files

16. List of Academic Staff indicating status (Full Time/Tenure/permanent, Sabbatical adjunct, Part Time/Visiting), Rank Qualification, Area of Specialization (To be stamped and signed by the HOD)* Pls. see attached sample

17. List of Non-Academic Staff indicating status (Full Time/Tenure/Permanent, Sabbatical, and Part Time), Rank Qualification, Area of Specialization (To be stamped and signed by the HOD)*

18. List of students by level, matriculation number and gender status (To be stamped and signed by the HOD)*

19. List of Academic and Non-Academic staff that have benefitted from staff development scheme for the past three years (To be stamped and signed by the HOD)*

20. Evidence of winning research grants by academic staff in the past three (3) years. **(scan).**

21. List of Publications in citable and impact factor local and international journals by the academic staff in the past three (3) years.

22. The panel should be presented with evidence of employees' Remuneration record for all staff from the bursars' office in the past three (3) years.

23. Evidence of Research and Collaboration with other institutions within and outside the country.

24. Tracer system and employers' rating of graduates (for programmes that have graduated students) OR students' performance during supervised industrial training (SIWES).

25. Students' attendance list

26. Budget allocation.

**NB: Please note that those marked asterisks (*) are the documents that the NUC Representatives must bring to the Commission in both hard and soft copies. Items marked scan are to be scanned and send to the Commission before the actual visit.**