

AFFILIATION POLICY

AHMADU BELLO UNIVERSITY ZARIA NIGERIA

2021

AHMADU BELLO UNIVERSITY AFFILIATION POLICY

FEBRUARY, 2021

Forward

Ahmadu Bello University was among the first set of universities granted permission by the National Universities Commission (NUC) to affiliate some colleges for award of degree. Earliest affiliates of the University were Colleges of Education in Zaria and Kano. Affiliation is considered by the University as one of its community services and a means to increase access to education especially at the Bachelor Degree level. Ahmadu Bello University is one of the most subscribed Universities in Nigeria but it does not have the capacity to admit 40 % of applicants seeking admission every year. It has become necessary for the University to extend its service closer to the communities in its catchment areas.

At the beginning, affiliation in Ahmadu Bello University were limited to programmes in Faculty of Education. It has now extended to Faculties of Social Sciences, Physical Sciences, Law, Engineering, Environmental Design, Agriculture and Medical Sciences. More institutions are also showing interest in affiliation with the University for programmes in other Faculties. With the ever-expanding affiliations and the need to assure quality of the graduates, the University saw the need to create a unit in the Directorate of Academic Planning and Monitoring that will serve as a central coordinating unit for all affiliations which hitherto were operating differently from one unit to another.

The Affiliation Unit is responsible for coordinating application, processing approvals, monitoring and evaluation of all affiliations in the University. It is responsible for setting guidelines and carrying out regular monitoring and evaluation in order to assure quality. It is my delight that the Unit has been able to come up with this short but very important policy document that will enhance the process of affiliations in the University.

Having been approved by the Senate and Governing Council of Ahmadu Bello University the Policy on Affiliation is now an official document for running affiliation in the University. I urge all the affiliating units of the University and their affiliates to make maximum use of the document and comply with all the regulations contained in it.

Professor Kabiru Bala
Vice Chancellor
Ahmadu Bello University Zaria

February, 2021

Preface

This policy document is intended to be used by both the Parent University (ABU) and all its affiliate institutions. The document is carefully designed to cover the requirements for granting affiliation, quality assurance and feedback mechanisms. It is our hope that strict compliance to this guideline will ensure that students graduating from institutions affiliated to Ahmadu Bello University are true mirror images of those graduating from the mainstream campuses.

Affiliation in the University now covers both post-graduates and undergraduate programmes. The booklet has highlighted and defined all the minimum academic and administrative requirements acceptable by the National Universities Commission (NUC) and Ahmadu Bello University for running academic programmes covered in five sections:

Section 1 Introduction
Section 2 Eligibility of Institutions for Affiliation
Section 3 Obligations of the University and Affiliate
Section 4 Monitoring and Evaluation
Section 5 Feedback Mechanisms

The booklet has clearly spelt out responsibilities of the affiliate institutions and the roles of each unit of the University involved in affiliation. To further simplify the operations, templates have been developed, tested and validated for all activities. Before I conclude, I must acknowledge the effort of **Prof. A. Ahmed**, Deputy Director Affiliations for developing the document.

Prof. Y. M. Ibrahim
Director, Directorate of Academic Planning and Monitoring

February, 2021

Glossary and Definition of Terms

ABU Ahmadu Bello University
APC Academic Planning Committee
UASC University Affiliation Supervisory Committee
BMAS Benchmark and Minimum Academic Standard
DAPM Directorate of Academic Planning & Monitoring
ERIC Examination Regulations and Irregularities Committee
NUC National Universities Commission
SPGS School of Postgraduate Studies
PGD Postgraduate Diploma

"**University**" means Ahmadu Bello University Zaria

"**institution**" means (1) Federal College of Education
(2) State College of Education
(3) Federal Polytechnic
(4) State Polytechnic
(5) Federal Mono-technic
(6) State Mono-technic
(7) Specialized College

"**Affiliate**" refers to institution recognized by the National Universities Commission to offer programme(s) monitored and certified by the Ahmadu Bello University.

"Affiliation" refers to ABU franchise at undergraduate and postgraduate level granted to an Institution by the senate of Ahmadu Bello University Zaria leading to the award of certificate by the University.

"**Regulations**" refers to (1) Benchmark and Minimum Academic Standard (NUC-BMAS)
(2) Ahmadu Bello University Quality Assurance Manual
(3) Ahmadu Bello University Examination Management/Regulations
(4) Curriculum for Academic Programme
(5) Ahmadu Bello University Academic Brief
(6) Ahmadu Bello University Strategic Plan

"Accreditation" refers to a system of recognizing educational institutions for a level of performance, integrity and quality which entitles them to the confidence of the educational and professional community, the public they serve, and employers of labor.

"Institute" refers to 1. Institute of Administration, Institute of Education, Institute of Development Research and Training, Iya Abubakar Institute of ICT, Division of Agricultural Colleges, College of Medical Sciences, and all centres for research and training in the University.

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1.0 INTRODUCTION

1.1 Background

Ahmadu Bello University (ABU) is among the most subscribed Universities by prospective applicants wishing to enroll for both undergraduate and postgraduate programmes. In order to satisfy the need and aspirations of its ever-increasing and teeming subscribers, the University offers its franchise through affiliations to other higher institutions that have capacity to run degree programmes while the University closely undertakes regular supervision to ensure quality of the graduates. This will also enable the University realize its aspiration of migrating to a postgraduate University in the next few years.

Affiliation between Ahmadu Bello University and other institutions in Nigeria began in 1991 when Federal Colleges of Education Zaria and Kano were granted permission to run degree programmes under supervision of the University. As at 2021, ABU has in affiliation, thirteen (13) colleges of education, one (1) polytechnic, one (1) mono-technic college for undergraduate studies and two (3) colleges for postgraduate studies. There are also many public and private colleges running sub-degree programmes in affiliation with the University under its institutes. In the future, the University will affiliate laboratories and hostels for use by ABU students running distance learning, long vocation training and any form of collaborative studies or research.

1.2. Vision, Mission and Core Values of Ahmadu Bello University

1.2.1. 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.

1.2.2. 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.

1.2.3. Values

In achieving the vision and mission, Ahmadu Bello University considers as fundamental the values of quality, excellence, diversity, equity, integrity, service, accountability, entrepreneurship; pluralism, sharing, and partnering. Our thrust has been to sustainably conserve these core values, which has ensured that the University enjoys tremendous goodwill nation-wide and abroad.

1.3 Powers of the University to Grant Affiliation to Colleges

Ahmadu Bello University shall have the power to affiliate any academic programme in any institution provided that the institution conforms with all relevant regulations and guidelines relating to admission criteria, academic requirements and administrative procedure set by the University. This is in accordance with the provisions of section 13 subsection 3f of the Ahmadu Bello University Law CAP. A14, 2004 which empowers the University Council to affiliate other institutions or branches or departments thereof and to recognize selected members thereof as teachers of the University and to admit the members thereof to any of the privileges of the University and to accept attendance at courses of study in such institutions, branches or departments thereof in place of such part attendance at courses of study in the University and upon such term and conditions and subject to such regulations as may from time to time be determined by the University.

1.4 Processes of Affiliation

The processes of affiliation in Ahmadu Bello University shall include the following:

i. Application by the Provost/Rector/Commandant/Proprietor to the Vice-Chancellor
ii. Stakeholders meeting to seek for **NO-OBJECTION**
iii. Resource Inspection by the DAPM, relevant Dean(s) and HOD(s)
iv. Report to Affiliation Supervisory Committee/Academic Planning Committee
v. Senate approval of affiliation
vi. Signing Memorandum of Understanding/Agreement
vii. Communication to the NUC seeking for final approval
viii. Resource verification by the NUC
ix. Communication from the NUC to the University granting approval
x. Payment of Affiliation Fee to the University
xi. Recommendation of students for admission by the affiliate institution
xii. Processing admission of students by the University Academic Office
xiii. Screening of students and issuance of admission letters by Academic Office
xiv. Registration of students by the Academic Office and Faculty
xv. Matriculation of Students coordinated by Academic Office
xvi. Consideration of results by the Faculty and presentation of ERIC cases
xvii. Senate Standing Committee and Senate consideration of results
xviii. Certification by the Academic Office
xix. Issuance of Statement of result by Academic Office
xx. Mobilization to NYSC by Registrar's Office
xxi. Convocation in the University
xxii. Submission of progress report by Department/Faculty/DAPM/ University to NUC

NOTE: For postgraduate programmes issuance of admission letters, consideration of results will be done by SPGS Board and Statements of Results are issued by Secretary, School of Postgraduate Studies. For sub-degrees programmes, issuance of admission letters, consideration of results will be done by parent institute in ABU. Statements of Results will be issued by Secretary of the institute. All affiliation matters relating to sub-degrees may only be presented to Senate for noting only and shall not sent to NUC.

2.0 ELIGIBILITY OF INSTITUTION FOR AFFILIATION

2.1 Seeking and Granting Affiliation

Request for affiliation should emanate from the institutions, but the decision to grant affiliation to an institution for academic programme shall be made by the University Senate on behalf of the council taking into consideration the recommendations of the Academic Planning Committee (APC) and University Affiliation Supervisory Committee (UASC).

An institution will be recognized as an ABU-Affiliate only if the University Senate has approved its application followed by signing a Memorandum of Understanding (MoU)/agreement between the University and the institution with final approval granted by the National Universities Commission (NUC).

Provision shall be made for periodic monitoring of all affiliation agreements. Such monitoring will be concerned with examination of all courses, facilities, lectures procedures and the like, with the aim of ensuring that standards acceptable to the University are maintained.

Each academic programme mounted by the institution shall be a complete mirror image of that programme in the University and such should have the same title, same content and same mode of delivery. Where the programme is not run in the University, the curriculum must be developed and approved by the Senate of the University.

2.2 Requirements for Affiliation

The following conditions must be satisfied by any institution seeking affiliation with the University.

i. Only public institutions owned by Federal, State government or private institutions approved and registered by Federal or State government are eligible to apply for affiliation with the University

ii. An institution seeking affiliation with the University should have operated for at least five **(5)** years.

iii. The institution shall be located in a spacious area conducive for academic activities, situated on location having potential for further development, without any other institution sharing the premises;

iv. The institution shall have adequate financial resources to meet effectively its annual maintenance and development expenditures. There shall be evidence of financial input by the management of the institution for updating teaching and research facilities, like books, journals and laboratory equipment (where applicable).

v. The institution shall have adequate land and buildings as prescribed in the Regulations and shall use them only for its academic functions.

vi. The institution shall have the required laboratories (at least 20’ x 40’ sq. ft.) and equipment (where applicable) to carryout experiments/studies, meeting the requirements of the curriculum and *syllabi* for the academic programme(s), as prescribed by the University.

vii. The institution shall have a computer Centre as a centralized service facility for the use of students and staff as prescribed by the University and the NUC.

viii. The institution shall have a library consisting of relevant textbooks, reference books, journals and electronic reference facilities, as prescribed by the University and the NUC.

ix. The institution shall have adequate number of teaching and non-teaching staff appointed on a full-time basis, with qualifications and experience as prescribed in the NUC Regulations.

x. The institution shall provide all the required facilities, including the premises and the staff for the conduct of examinations, invigilation during examinations.

xi. The institution shall have a Health Centre manned by the required medical/paramedical staff with appropriate facilities, as prescribed by the University.

xii. The institution shall make available all necessary amenities, such as water and electricity for students as prescribed by the University.

xiii. The institution shall provide adequate support services to both staff and students which include counselling unit, sport facilities, environmental sanitation etc.

2.3 Procedure for Granting Affiliation

2.3.1 Application for Affiliation

An institution seeking affiliation with the University shall apply by completing **Form AF-1a** (Appendix Ia) and **Form AF-2a** (Appendix IIa) attached to a covering letter addressed to the Vice Chancellor, Ahmadu Bello University Zaria. Application for affiliation must be accompanied by evidence of payment for a non-refundable application processing fee (payable to Ahmadu Bello University TSA) in the name of the affiliate institution.

2.3.2 Resource Inspection and Senate Approval

On receipt of the application from the institution, an Inspection Committee shall be constituted by the Director of Academic Planning and Monitoring as a panel of experts approved by the Vice-chancellor. The Inspection Committee shall visit the institution and verify the correctness of the particulars furnished by the institution in the application form and also verify whether the institution fulfills the basic requirements to be used as an educational institution to cater the literary needs of the society, supplementing quality education. The committee shall submit a report and completed form 2b (Appendix IIb) within a week to the Director of Academic Planning and Monitoring. Any observation of deficiencies reported by the Inspection Committee would be communicated to the institution in writing for necessary remedies before the application will be further discussed. Remedial actions must be verified by Directorate of Academic Planning and Monitoring before presenting the application to the APC followed by Senate for approval.

2.4 Memorandum of Understanding/Affiliation Agreement

2.4.1 Developing Memorandum of Understanding

All arrangements of affiliation between the University and institutions shall be agreed upon and formally written down as approved legal agreement and signed by senior authorized representatives. The University and the prospective affiliate shall jointly develop a Memorandum of Understanding setting out clearly detailed arrangements for the partnership. The key information to be contained in the MoU include:

a) The scope of collaboration, responsibilities, obligations and privileges, quality control mechanism, validity period, procedure for resolution of differences and termination of agreement etc.;
b) The provisions for quality control mechanism including monitoring, assessment procedures and review and visitation;
c) The validity period of the MoU should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review;
d) Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and the NUC or any other regulatory bodies

In addition to the Memorandum of Understanding, an agreement document shall be developed to list out the programmes affiliated and the financial obligation of the parties, mode and means of payment etc.

2.4.2 Signing the Memorandum of Understanding/Affiliation Agreement

After approval of the APC and the Senate, the college shall be invited to attend a meeting for signing of Memorandum of Understanding and affiliation agreement between the University and the institution. This meeting will take place at the University in the presence of the following members:

From the University:

a) The Vice Chancellor
b) The Registrar
c) Director, Academic Planning and Monitoring
d) Deans of Faculties hosting the programme(s)
e) Deputy Director Affiliations
f) Deputy Director Quality Assurance
g) Deputy Director Planning & Statistics
h) Deputy Registrar Academic Affairs
i) Faculty Coordinator/Head of Affiliations
j) Head(s) of Department hosting the programme(s)
k) University Legal Unit
l) Administrative Secretary, DAPM

From the prospective affiliate Institution:

a) The Provost/Rector/Director
b) The Registrar of the Institution
c) Any other principal officer(s)

The MoU will be signed by the Vice Chancellor and witnessed by the University Registrar on behalf of the University. The Provost/Rector/Director will sign and witnessed by his/her Registrar on behalf of the

institution. The document will be sealed by the two parties. Copies of the MoU will be in the University and the affiliate Institution.

2.5 National Universities Commission Resource Verification and Approval

The University shall make a submission to the NUC on the affiliation immediately after signing the agreements. Then the NUC will constitute a resource verification team to confirm the eligibility of the college. The University will be represented by at least one person during NUC visit for resource verification. A satisfactory report on this visit will qualify the institution to be granted affiliation to the University.

2.6 Regulatory Bodies Resource Verification

Where a programme requires resource verification from a regulatory body. The DAPM shall coordinate such visit in collaboration with the Faculty. The affiliate institution shall be responsible for the DTA and transportation of the persons participating in the exercise. Representative of the University shall submit report to the Vice-Chancellor.

2.7 Renewal of Affiliation

On expiration of the MoU/Agreement, application for renewal shall be accompanied by the annual programme report which should include updated staff, infrastructural details and performance evaluation results, on the basis of which inspection would be made for renewal of affiliation. Application for renewal must be submitted six months before the expiry date.

2.8 Withdrawal/Suspension of Affiliation

If an institution fails to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interest of education or the University, the rights conferred as a result of affiliation may, on an inquiry made by the University Affiliation Supervisory Committee, and after giving an opportunity of hearing to the principal and with the approval of Senate, be withdrawn. The National Universities Commission (NUC) shall be informed of this withdrawal. However, the Vice-chancellor may, on a report of the University Affiliation Supervisory Committee, and after considering such representation as the institution may wish to make, restore to it such rights either in whole or in parts. The procedure to be followed for the withdrawal of affiliation shall be on case-to-case basis.

During the period of suspension of any such academic programme the institution shall not admit fresh students to the said programme. Withdrawal of affiliation does not affect students already enrolled but the public must be notified and no future admission.

An institution may suspend instructions in any programme with the prior permission of the University for a total period not exceeding three consecutive academic years. The instructions in that programme may be revived before the expiry of the suspension period with the prior permission of the University after applying and fulfilling all the requirements for affiliation. If the Institution fails to revive the instructions in the said programme as aforesaid, the Institution is deemed to have lost its affiliation to that programme. The students on rolls are not affected by suspension or withdrawal.

3.0 OBLIGATIONS OF THE UNIVERSITY AND AFFILIATES

The fact that the University confers the same academic degree on a student who graduates through the institutions as it does on a student who graduates through the University, the academic standards of teaching, *syllabi* taught, course content, and examinations for degree programmes and courses offered in the institutions must be at least equal to those of the University. All students at affiliated institutions register the same way, same period as the mainstream students in the main campus. Exam cards are printed online and if possible, examinations should take place the same period.

3.1 Roles of the Affiliate Institutions

The programmes shall be governed by the statutes, regulations, rules framed by the University from time to time regarding general scheme of studies, duration of courses, the medium of instruction and examination; mode of delivery etc. Some key performance indicators (KPIs) for the affiliate institutions include:

3.1.1 Key Performance Indicators

a) **Percentage Score on Continuous Assessment Reports:** These will include sampled questions papers, score sheets, and project reports/scores for the year.
b) **Percentage Score on Examination Reports:** These include moderated questions/scripts and external examiners' reports.
c) **Quality of Staff:** The strength and qualifications of the teaching and other staff for a programme, and the terms and conditions of their service, are appropriate enough to provide for courses of instruction, teaching and training work to be taken. Hence, the institution shall have at least 70% of the teaching staff with PhD degrees;
d) **Percentage of Full-time Teachers:** The institution must possess 60% of its teaching staff employed on permanent basis with minimum prescribed qualifications as Master's degree/Bachelor (Honors) from an accredited University in relevant subjects;
e) **Student-to-Teacher Ratio (STR)**: Number of programmes that complied with the NUC-BMAS. The work load of the teaching staff should not exceed the limits prescribed by NUC;
f) **Timely Submission of Scripts/Results to the Faculty:** This KPI measures the time in days after expiration of deadline for submission of marked scripts to the Faculty for moderation and results for consideration by the Faculty board of examiners.
g) **Accreditation Status:** Percentage of programmes with full/interim/denied NUC/Professional accreditation
h) **Graduation Rate**: This KPI determines the percentage number of students who completed their studies or received certificate within the normal time frame (residency period). This will be calculated based on the number of graduates form the institution every year.
i) **Feedback Mechanism:** This is the outcome of response by students to the questionnaire administered after examinations to evaluate performance of teachers and facilities in the institutions.

3.1.2 Financial Obligations

All payments shall be made through the University Treasury Single Account (TSA) according to the service type (Affiliation). Affiliation fees shall be computed annually immediately after matriculation of new students. It shall be based on number of programmes, number of courses, number of students and

distance of affiliate institution from the parent university. All charges are subject to review by the University affiliation Supervisory Committee. Annual affiliation fee per institution for degree programmes has the following components:

S. No	FEE	FORMULA
i.	Admission Processing	Programmes X ₦0000
ii.	Screening & Registration of Fresh Students	[(distance X ₦00) +DTA X 3] X 3
iii.	Matriculation for Fresh students	[(distance X ₦00) +DTA X2] X 6
iv.	Monitoring of Academic Activities	[(distance X ₦00) +DTA X2] X 2
v.	Moderation of Question Papers	Courses X ₦0000
vi.	Examination Regulation Booklets	No. Students X ₦0000
vii.	Examination Administration	[distance X ₦00] +DTA X 14
viii.	Moderation of Answer Scripts/Results	Courses X ₦0000
ix.	Results Processing	Courses X ₦000
x.	External Examination	Programmes X ₦00,000
xi.	Teaching practice/SIWES/SWEP	No. of students X₦000
xii.	Technology Fee	No. of Students X ₦000
xiii.	Affiliation Management Fee	Programmes X ₦00,000
xiv.	Faculty Coordination	Programmes X ₦00,000
xv.	Departmental Coordination	Programmes X ₦00,000
xvi.	Franchise Fee	₦0,000,000

For postgraduate programmes, the components of the fee depend on the programme and the signed Agreement/Memorandum of Understanding. However, it will generally include the following components:

S. No	FEE	FORMULA
i.	Admission Processing	Programmes X ₦0000
ii.	Screening & Registration of Fresh Students	[(distance X ₦00) +DTA X 3] X 2
iii.	Matriculation for Fresh students	[(distance X ₦00) +DTA X2] X 6
iv.	Monitoring of Academic Activities	[(distance X ₦00) +DTA X2] X 2
v.	Moderation of Question Papers	Courses X ₦0000
vi.	Examination Regulation Booklets	No. Students X ₦0000
vii.	Moderation of Answer Scripts	Courses X ₦0000
viii.	Results Processing	Courses X ₦000
ix.	External Examination	Programmes X ₦00,000
x.	Affiliation Management Fee	Programmes X ₦00,000
xi.	SPGS Coordination	Programmes X ₦00,000
xii.	Faculty/Departmental Coordination	Programmes X ₦00,000
xiii.	Franchise Fee	₦0,000,000

3.2 Supervisory Roles of the University

3.2.1 Moderation of Examination Questions/Scripts and External Examiner System

Questions set by the institution will be sent to the University for development of harmonized question papers for all similar institutions. The question must be submitted along with marking schemes. The

University will send the harmonized question papers with marking scheme back to the Institution under the care of an administrator. The marked answer scripts will be brought back to the University for moderation. The institution must return all marked scripts before the expiration of the submission deadline given by the University. Each affiliate institution shall be responsible for providing examination its students with exam materials (question papers and booklets).

Appointment of external examiner and conduct of external examination should follow the same format as it is in main campus and records should be maintained in the Directorate of Academic Planning and Monitoring. External Examiner for each affiliated programme will be recommended by the appropriate Department in the University and approved by the Senate. The role of the External Examiner is as stipulated in the University Regulations. The external examiner for each programme in the University shall examine serve similar programmes in Affiliates. The University will be responsible for payment of all external examiners.

3.2.2 Examination Regulations and Irregularities Committees (ERIC)

Although the affiliate institution should have a dully constituted committee for handling matters that have to do with Examination Regulations and Irregularities (ERIC), this committee shall submit its reports to the Dean of Faculty before the presentation of results in the Faculty Board of Examiners' meeting. The University shall provide each student with a handbook of examination rules at the point of entry into the Institution.

3.2.3 Computation and Timely Release of Results by the University

Every semester, the affiliating Faculty shall develop a schedule clearly indicating the beginning and completion of examination which shall be followed strictly. This schedule shall include the dates for consideration of results at the Faculty and subsequently submission to the Senate Standing Committee.

3.2.4 Postgraduate Supervision and Examination

All postgraduate programmes shall be supervised by qualified staff of the University with qualified staff of the institution as members of the supervisory team. Staff without Ph.D are not qualified to supervise postgraduate students except in cases where specialized skills are required. Affiliated postgraduate programmes must comply with the regulations governing postgraduate studies in the University. External examinations shall be strictly based on the SPGS guideline for writing thesis/dissertation and the regulations governing postgraduate studies in the University. Where the *viva-voce* is to be done online, the parent department of the candidate will liaise with the School of Postgraduate Studies to organize it.

3.3 Impact of Parent University on Students from Affiliates

3.3.1 Participation of the University on Lecture Delivery in Affiliated Institutions

Lecturers from the parent University can participate in delivery of lectures in affiliated institutions either on sabbatical or visiting capacity. Students of affiliate institutions can use the University library, digital centers and laboratory facilities/workshop facilities etc. for their final year project.

3.3.2 Visit of Student from Affiliated Institutions to the University

The students of Affiliated Institutions are entitled to feel the impact of the parent University by staying in the main campus through one semester or less at an agreed cost of accommodation. During this visit, the students will join the mainstream students to attend lectures, interact and appreciate the main campus life.

3.3.3 Maintenance of Electronic Records of Students

The University shall have access to records of its students from affiliate institutions at all time, just as is the case for students of the Main and Kongo campuses of the University. To achieve this, records of applicants and students from affiliate institutions shall also be maintained in electronic form. Accordingly, the University shall require affiliate institutions to ride on software platforms that ABU runs on, including:

a. An application forms portal.
b. A students' registration portal.
c. An examination results processing software.

3.3.4 Quality Control Instruments

All standard operating procedures, quality control manuals and materials (templates) developed by the University shall be shared with the institution. Other documents to be shared include:

i. Affiliation Policy & Guideline
ii. Resource Verification Results
iii. Memoranda of Understanding
iv. Affiliation Agreements
v. Senate Approval of Programme(s)
vi. NUC Approval of Programme(s)
vii. Evidences of Payment
viii. Internal Moderators
ix. External Moderators
x. Monitoring Reports
xi. Moderation Reports
xii. External Examiner Reports
xiii. Academic Audit Reports
xiv. Student Evaluation of Teaching
xv. Employers Rating of Graduates
xvi. Affiliation Annual Reports

3.4 Specific Roles of University Units

Relevant units of the University that are directly involved in affiliation shall have specific roles to play. The tasks for which each Unit has responsibility are outlined below:

3.4.1 Directorate of Academic Planning and Monitoring

i. Processes all applications for affiliation from prospective affiliates
ii. Organizes stakeholders meeting to seek for **NO-OBJECTION**
iii. Coordinates resource inspection with relevant Dean(s) and HOD(s)
iv. Makes submission to APC on application and out of inspection
v. Prepare submission to Senate on seeking for approval of the application

vi. Coordinate the development and signing of MoUs/Agreement by both parties
vii. Prepare a submission to the NUC seeking for final approval of the application
viii. Coordinates and participate in NUC/Professional Bodies resource verification
ix. Communicate to institutions on the outcome of verification/status of their applications
x. Monitoring all academic activities in affiliate institutions
xi. Provides regular orientation, training, workshops, to the affiliate institutions
xii. Ensures that quality assurance system in the affiliate institutions is in place
xiii. Organizes and coordinate resource verification visits to affiliate institutions
xiv. Organise mock accreditation for programmes expecting programme accreditation
xv. Coordinates and participate in the NUC/professional programme accreditation
xvi. Coordinates the completion and submission of University/NUC annual statistical digest
xvii. Coordinates curriculum review/academic brief/strategic plan for affiliate programmes
xviii. Collate annual reports from Units and affiliate institutions
xix. Evaluate the performance of each affiliate institution annually
xx. Submits annual report on all affiliations to the University UASC/Senate/NUC
xxi. Provides any other information to the public on University affiliations

3.4.2 Affiliating Faculty/Department

i. Participate in a meeting to discuss application from prospective affiliate
ii. Participate in resource inspection together with DAPM
iii. Submit report of resource inspection to DAPM for further necessary action
iv. Witness the signing of Memorandum of Understanding (MoU)
v. Participate in NUC resource verification of prospective affiliate programme
vi. Participate in NUC/Professional accreditation affiliate programmes
vii. Provide curricula for all programmes/courses and Student Handbook
viii. Participate in teaching as adjunct (visiting/sabbatical staff)
ix. Harmonization of question papers and marking schemes (internal moderation)
x. Recommendation of appointment for External Examiners
xi. Produce Examination harmonized time-table for affiliate institutions
xii. Administration of Examination to the affiliate institution
xiii. Moderation of marked answer scripts and results from the affiliate institution
xiv. Consideration of the Results/ERIC cases by the Departmental/Faculty Board of Examiners
xv. Submission of Results to the Senate Standing Committee along with Results of the Faculty
xvi. Maintain important records (including examinations) for each affiliate programme
xvii. Attend Annual Meeting of affiliate institutions with parent University
xviii. Submit Annual Report to DAPM on Performance of the Affiliate(s)

3.4.3 School of Postgraduate Studies

i. Participates in a meeting to discuss application from prospective PG affiliates
ii. Participates in resource inspection together with DAPM for PG affiliates
iii. Submits report of resource inspection to DAPM for further necessary action
iv. Witnesses the signing of Memorandum of Understanding (MoU)

v. Participates in NUC resource verification of prospective PG affiliate programme
vi. Participates in NUC/Professional accreditation of PG affiliate programmes
vii. Admits students based on the recommendation of the institution
viii. Screens admitted PG students and issue admission letters
ix. Considers cases of appointment of external examiners/supervisors
x. Considers cases of suspension of PG studies and extension cases
xi. Arranges online *viva-voce* for the graduating PG students
xii. Considers Results/thesis/dissertation and plagiarism cases
xiii. Issue statement of results to successful PG candidates
xiv. Submit annual report to UASC through DAPM

3.4.4 Academic Office

i. Coordinates all undergraduate admission exercises for affiliate programmes
ii. Coordinate matriculation/registration of undergraduate students for affiliate programmes
iii. Issue admission letters to fresh undergraduate candidates
iv. Keeps all academic records of undergraduate students from affiliate institutions
v. Prepares statement of results for the graduating undergraduate students
vi. Handles all certification/transcript issues (undergraduate and postgraduate)
vii. Submits annual report to UASC through DAPM

3.4.5 Bursary Division

i. Ensures that institutions pay affiliation fees regularly and handles all payment issues
ii. Keeps records of all financial transactions between the University and the institutions
iii. Liaise with DAPM to advises the Management on payment of affiliation charges.
iv. Responsible for disbursement of entitlements to concerned Units of the University
v. Submits annual report to UASC through DAPM.

3.5 Timeline for Some Key Activities

i. Acknowledgement of Application through email – One week after receipt
ii. Screening/registration of newly admitted students – Before Commencement of lectures
iii. Payment of affiliation fee – On/before six weeks into first semester.
iv. Submission of results to Faculty – As approved in the calendar/schedule.
v. Submission of results to SSC by Faculty – According to Calendar as in (iv) above.
vi. Statement of results – Three months after Senate approval.
vii. Certification – Six months after Senate approval.
viii. Payment of staff entitlements and coordination fee – two weeks after submission of report and claim form.

4.0 MONITORING AND EVALUATION

4.1 Monitoring System

The DAPM is the Unit of the University charged with the responsibility of monitoring and evaluation activities leading to award of all academic distinctions in the University. The Unit is expected to do this in all Campuses including affiliated institutions using the approved guidelines and templates. The regular monitoring exercises shall include all aspects of curriculum implementation (teaching, laboratories, workshops, teaching practice, examinations, etc.), accordingly:

a) The institution shall furnish such reports, returns and other information as the University may require, enabling it to judge efficiency and effectiveness of the institution;

b) Monitoring and visitation of institution will be carried out by a committee to be appointed by University, when there exists substantial evidence on any aspect of the institution's inefficiency or malfunctioning. Report on monitoring exercise shall be presented according to the template

c) The University may call upon any institution to take such action as it may deem necessary in respect of any of the matter specified under law from time to time;

d) The University shall have full powers to take any action, it may consider appropriate including de-affiliation of an institution, if it is found indulging in any subversive or unlawful activity, or against provisions of laws;

e) The institution shall be liable to provide facilities to the representatives of NUC (or professional bodies) and University for visitation to enable them to verify that the institution is maintaining appropriate academic standards.

4.1.1. University Affiliation Coordination

Affiliation matters shall be centrally coordinated by the Directorate of Academic Planning and Monitoring. The Deputy Director Affiliations in the Directorate of Academic Planning and Monitoring shall:

1. have responsibility on all affiliation matters;
2. assist the Director (DAPM) to set minimum affiliation standards to institutions seeking to affiliate with the University;
3. maintain robust affiliation information for monitoring and review;
4. design an advanced warning system for the University against erring affiliates in order to avert liability to the University.

4.1.2 University Affiliation Supervisory Committee

There shall be a University Affiliation Supervisory Committee (UASC). This is the highest supervisory committee on affiliations. The committee shall consist of the under-listed members:

i. The Deputy Vice-Chancellor, Academic (Chairman)
ii. The Registrar of the University

iii. The University Bursar
iv. The University Librarian
v. The Director, Directorate of Academic Planning & Monitoring
vi. The Dean, School of Postgraduate Studies
vii. The Deans/Directors of Affiliating Faculties/ Units
viii. The Deputy Director, Affiliations
ix. The Deputy Director, Quality Assurance
x. The Deputy Director, Planning and Statistics
xi. The Deputy Registrar, Academic Affairs
xii. Administrative Secretary, DAPM (Secretary)

The functions of the Affiliation Supervisory Committee shall include:

(a) To advise the Senate regarding all affiliation matters;
(b) To coordinate and monitor centrally (through Directorate of Academic Planning and Monitoring) all affiliating Units and affiliate Institutions;
(c) To consider and approve the annual reports on affiliation submitted by affiliate Institutions, University affiliating Units, and other coordinating and administrative Units of the University;
(d) To recommend to the Senate via the DAPM, withdrawal of privileges of the University to an Institution;
(e) To provide for the University Senate and Governing Council via the University Management an annual report on the proceedings of all meetings of the Committee;
(f) To perform such other functions as may be assigned from time to time by the Vice-Chancellor, Senate or Council.

4.1.3 Degree Affiliation System and Mode of Communications

All correspondences from the University to the affiliate institutions shall come from office of the Vice-Chancellor or directed by the Vice-Chancellor. Similarly, correspondences from affiliate institutions shall be addressed to the Vice-Chancellor.

The Directorate of Academic Planning and Monitoring is the central coordinating Unit of the University on affiliation. All applications received by the Vice-Chancellor shall be forwarded to DAPM for processing. The DAPM communicates with Faculty and SPGS on all academic matters of the affiliate institutions. The directorate also liaises with Academic Office and the institutions during admission exercise etc. The Directorate of Academic Planning and Monitoring should be notified of all submissions (questions for moderation and results) by the affiliate institutions.

Information flow on affiliation follows the scheme below:

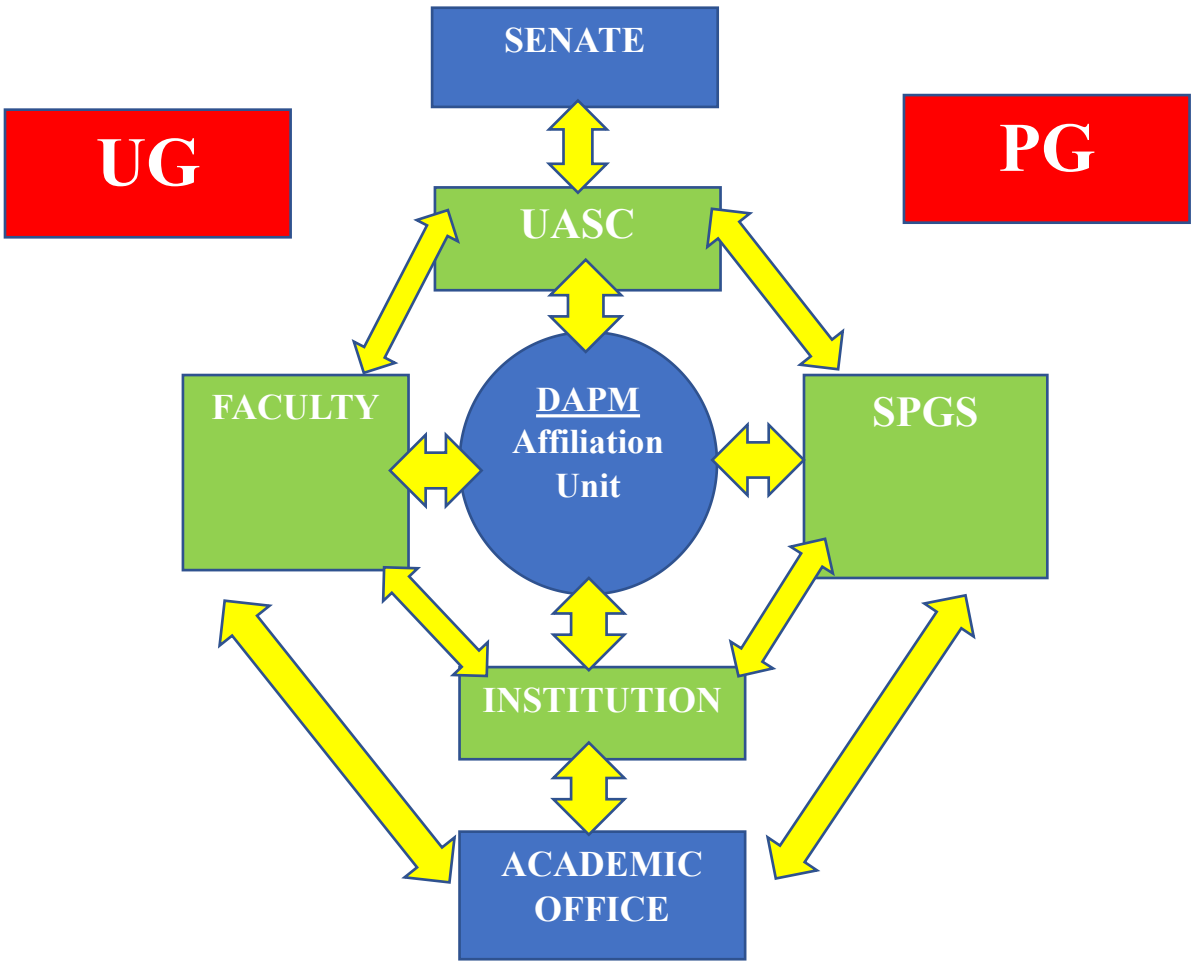


Fig Ia: Affiliation System in Ahmadu Bello University

4.1.4 Sub-Degree Affiliation System and Mode of Communications

Sub-degree programmes shall not run in academic departments or faculties. All sub-degree programmes affiliated to ABU are supervised by the University institutes and colleges with mandate and capacity to train. Similarly, all correspondences to the University from affiliate institutions shall be addressed to the Vice- Chancellor, the Directorate of Academic Planning and Monitoring shall centrally coordinate and regulate sub-degree affiliations of the University. Memoranda of Understanding for sub-degree programmes shall be signed following same procedure as for degree progrmmes. All affiliation matters relating to sub-degrees may only be presented to Senate for noting only.

Information flow on affiliation follows the scheme below:

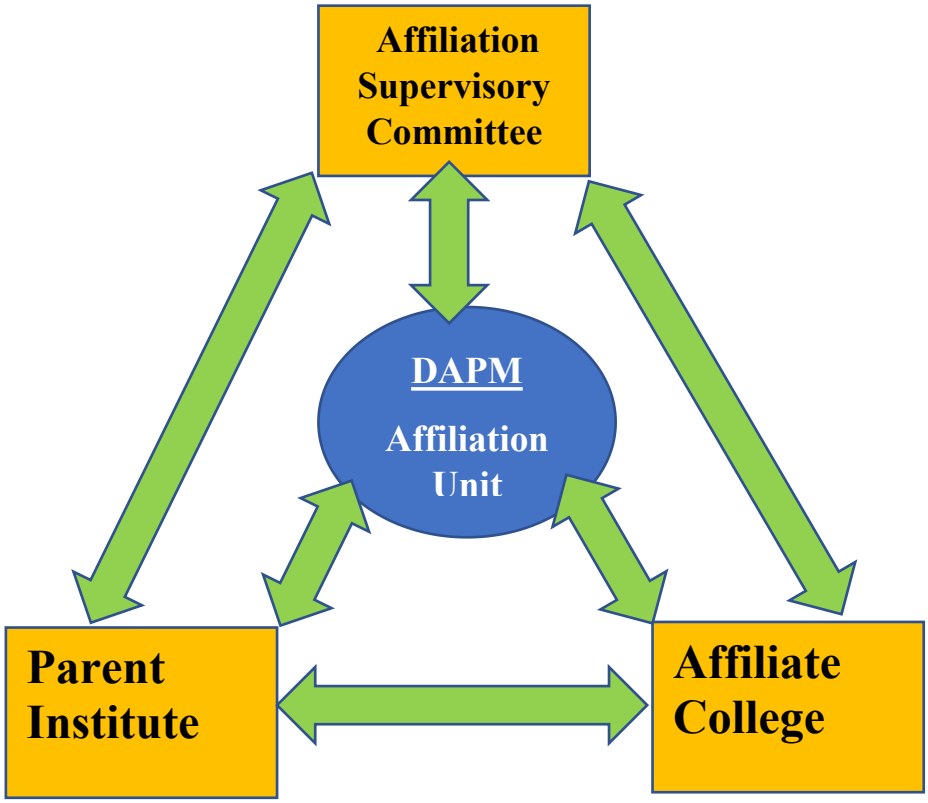


Fig Ib: Affiliation System for Sub-degree Programmes in Institutes

4.2 Monitoring and Evaluation System

4.2.1 University Monitoring/Evaluation of Affiliate Institutions

At the end of every semester/session, the Director of Academic Planning and Monitoring shall constitute a team of at least 3 members to monitor academic activities in all affiliate institutions. The team shall submit report (Appendix III & IV) to the Director, Directorate of Academic Planning and Monitoring within a week after the exercise. An annual performance evaluation will be carried out on all programmes by the University.

4.2.2 Annual Progress Reports to the National Universities Commission (NUC)

At the end of every session, the Affiliate, the Faculty and the DAPM shall submit comprehensive reports to the Vice-Chancellor to enable the University submit its report to the National Universities Commission (NUC) (Appendix VII).

4.2.3 Accreditation by NUC

The institution and its programmes shall regularly face Institutional and Programme Accreditation by NUC. The institution will be informed of the exercise in good time to enable it prepare for it. The institution may seek assistance of the University through the DAPM in organizing and preparing its documents for accreditation. These include vetting of self-study form (SSF) and mock accreditation by

team of experts from the University. It is the responsibility of DAPM to coordinate both mock and actual accreditation exercises in the affiliate institutions. The University team shall also be present in the institution during the actual accreditation exercise. The team shall submit report to the Director Academic Planning and Monitoring within a week after the exercise.

4.2.4 Academic Brief and Strategic Plan

It is an NUC requirement, that each affiliate institution develops it academic brief and strategic plan. However, Ahmadu Bello University shall make provision for affiliations in its Academic Brief and Strategic Plan. Each institution will be expected to provide relevant information required for the two documents. Copies of the academic brief and strategic plan shall be made available in all affiliate institutions for reference.

4.2.5 Annual Statistical Digest

This is an annual document that is submitted online to the National Universities Commission. Each affiliate institution shall submit its data to the Commission for the development of the Digest. The Directorate of Academic Planning and Monitoring will monitor and ensure that the submissions are made as at when due.

5.0 FEEDBACK MECHANISMS

5.1 Students' Evaluation of Teaching

Students of the Institution shall evaluate their teachers and teaching/learning resources available in the College as prescribed in the University quality assurance policy. The outcome of the evaluation shall be used in planning for improvement of the courses/programmes. A summary and samples of feedback from students and actions taken shall be submitted to the University annually.

5.2 Stakeholders Satisfaction Survey

As part of the assessment of University's educational process, the institution shall conduct surveys at various stages of development of its students. This process should follow the student after graduation and into the job environment. The survey results shall be documented by the institution and the University.

5.3 Issuance of Statements of Result

The institution is responsible for collecting statement of results for graduating/cleared student from the University. Such Statements of result should be ready immediately after release of results. However, the student will collect original certificates from the University Academic Office.

5.4 Staff Appraisal

In order to ensure that institutions maintain the NUC-BMAS which may include staff qualification, staff mix, staff-student ratio etc., all staff members shall be periodically appraised of their performance to facilitate promotions under Career Advancement Scheme and other Staff improvement/development programmes as prescribed in the Institution's Regulations. The institution shall evolve necessary establishment rules for service conditions for staff (Teaching and Non-Teaching), and rules for conduct and procedure for disciplinary proceedings. Such rules shall be made available to all the staff of the Institution.

5.5 Discipline and Welfare Committees

The institution shall evolve a mechanism for grievance redress of all the staff and students of the Institution. It is therefore expected to have a duly constituted 'Discipline and Welfare Committees' one for staff and one for students as prescribed in the Regulations to maintain harmony and discipline to redress all grievances in the Institution campus including the hostel premises. The committee shall also be responsible for recommending hardworking staff and high-flying students for award as part of motivation.

5.6 Membership of Governing Board of the Affiliate

The University shall be represented in the governing board of the institution. The representative of the board shall be appointed by the Vice-Chancellor.

5.7 Annual General Meeting of Affiliate Institutions with Parent University

Annual Meeting of Provost/Rectors/Directors/Proprietors of affiliate institutions with the University shall be held at least once a year coordinated by Directorate of Academic Planning and monitoring. Similarly, annual workshops shall also be organized by the University on quality assurance for staff of the Institution. Meetings of Parent Faculties with their affiliate institutions shall require permission of the Vice-Chancellor.

APPENDICES

Appendix Ia

FORM AF-1a

AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

APPLICATION FOR AFFILIATION

1. Name of College: …….
2. Indicate whether Public or Private……. Year of Establishment: ……
3. Physical Address……..
4. Website: ……..
5. Official E-mail Address…...…… Official Tel. No.……
6. Head of the College (Provost, Rector, Director etc.):
   Name……....
7. Tel. No.: ……E-mail Address: ……..
8. Coordinating Director of Programme
   Name: …….……
   Tel. No.: ……E-mail Address: ……..
9. Discipline(s) for which Affiliation is Sought (attach Institutional Self-Assessment Form)
   i.……
   ii.....
   iii.....
   iv.....
   v.....
   vi……...
   vii……..
   viii…….
   ix……..
   x……

10. Attestation
    I confirm that the information given above is factual as at the date stated below. Any change in the information given above at a later date shall be communicated to Ahmadu Bello University, as appropriate.

…… **……**
Name of Head of College **Signature/Date**

Appendix Ib

FORM AF-1b

AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

SUSPENSION/WITHDRAWAL OF AFFILIATION

1. Name of College: ……
2. Indicate whether Public or Private…… Year of Establishment: ……
3. Physical Address……..
4. Website: ……..
5. Official E-mail Address…...…… Official Tel. No.……
6. Head of the College (Provost, Rector, Director etc.): Name……
   Tel. No.: ……... E-mail Address: ……
7. Coordinating Director of Programme
   Name: ……..……
   Tel. No.: …… E-mail Address: ……..

8. Discipline(s) for which Affiliation is suspended/withdrawn (indicate period of suspension):
   i.……
   ii.....
   iii.....
   iv.....
   v.....
   vi……..

9. Reasons for Suspension/Withdrawal of Affiliation
   ……
   ……
   ……
   ……
   ……
   ……..

Name of Head of College **Signature/Date**

…… ……

FORM AF-2a

Appendix IIa

AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

INSTITUTIONAL SELF-ASSESSMENT FORM (ISA-FORM)

TO BE COMPLETED FOR EACH PROGRAMME

Name of Institution_____

Programme_____

SECTION A: GENERAL INSTITUTIONAL INFORMATION

- ❑ Historical Background (including gazette edict number/registration)
- ❑ Mission and Vision of the Institution
- ❑ Administrative Structure
- ❑ Current Number of Students
- ❑ Describe Library Facilities (Seating capacity, holdings, journals, e-resources, subscription)
- ❑ Appraisal of Sport/Recreational Facilities
- ❑ Appraisal of Health Facilities
- ❑ Appraisal of General Condition of Environment

SECTION B: PROGRAMME TO BE AFFILIATED

- ❑ Staff Structure (List of Academic, Administrative and Technical) *

Table 1a: List of Staff

S/No.	Name of Staff	Rank/Designation & Highest Qualifications	Status (FT/PT)	Specialization

Designation: Academic, Administrative or Technical FT=Full Time PT = Part Time

*Attach organogram, lists, qualifications, rank & area of specialization of staff for each programme

❑ Describe the available offices for staff under the programme

Table 1b: Staff Office Accommodations

S/No.	Description of Office Accommodation	Size	Restricted/ Shared

❑ Appraise the physical facilities available for the programme

Table 2: List of Lecture Halls/Laboratories/Workshops/Resource Room (where applicable)

S/No.	Description of Lecture Hall	Size	Restricted/ Shared

❑ Describe Equipment available for the Programme (where applicable)

Table 3: List of Equipment

S/No.	Description of Item	Quantity	Remark

❑ List of Books Relevant to the Programme available in the Library

Table 4: List of Books

S/No.	Title	Author	Date of Publication	No. of Copies

❑ List of Journals Relevant to the Programme available in the Library

Table 5: List of Journals (where applicable)

S. No.	Title	Publishers	Date of Publication	No. of Copies

Name_____**Signature**_____**Date**_____

Appendix IIb

FORM AF-2b

AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

Template for Assessment during Resource Verification for the Purpose of Granting Affiliation*

Name of Institution: …….

Programme…….....

	Evaluation	**Comment**	**Max.**	**Score**
1	Is the mission of the Institution within the bounds of University mission?	[ ] within the bounds [ ] outside the bounds	5	
2	Staff structure (academic, admin. & technical)	[ ] adequate [ ] not adequate	20	
3	Classrooms & seating capacity	[ ] adequate [ ] not adequate	10	
4	Laboratories (where applicable)	[ ] adequate [ ] not adequate	10	
5	Staff offices, furniture/facilities	[ ] adequate [ ] not adequate	10	
6	Library facilities. Indicate seating capacity and holdings	[ ] adequate [ ] not adequate Seating capacity _____ Library holdings_____	15	
7	e-library	No of computers_____ Offline resources_____ Subscriptions_____ Connectivity [ ] yes [ ] No	15	
8	Sources of funding/budget allocation	_____	4	
9	Sports/recreation facilities	[ ] available [ ] not available	4	
10	Health facilities	[ ] available [ ] not available	4	
11	General condition of the environment	[ ] conducive [ ] not conducive	3	
		TOTAL SCORE		
(Note: where Laboratory is not applicable, skip the score and multiple total scores by 1.1 to get the final score)		**FINAL SCORE**	**100**	

*Attach Institutional Self-Assessment Form

Name of Assessor_____Signature_____Date_____

Appendix III

FORM AF-3

AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

MONITORING OF ACADEMIC ACTIVITIES

Institution_____

Session _____ **Semester** _____

Institution Examination Officer_____ **Phone Number** _____

PART-A: Continuous Assessment Reports (attach samples)

- ❑ Continuous assessment questions (test & assignments) (0-20) _____
- ❑ Continuous assessment scores/grades (test & assignments) (0-20) _____
- ❑ Laboratory manuals (where applicable) (0-20) * _____
- ❑ Laboratory report books (samples) (where applicable) (0-20) * _____
- ❑ Supervision list for final year projects (0-10) _____
- ❑ Samples of final year projects (0-10) _____

TOTAL SCORE (%) _____ (*Where laboratory is not applicable multiply score by 1.7)

REMARK_____

PART-B: Examination Reports

- ❑ External examiners' reports on questions and marking schemes (0-20) _____
- ❑ Examination question papers and marking schemes (0-20) _____
- ❑ Evidence of moderation of question papers/marking schemes (0-20) _____
- ❑ Marked examination scripts (0-20) _____
- ❑ Examination result/grade sheets (0-10) _____
- ❑ Moderated result/grades review forms (0-10) _____

TOTAL SCORE (%) _____

REMARK_____

1. **Examination Materials (tick √ appropriately & attach samples where available)**

S. No.	Item	Remark	
		Available	Not available
1.	List of registered students per course		
2.	Students' exams attendance list		
3.	Invigilators' attendance list		
4.	Question papers collection records		
5.	Answer scripts submission records		

2. Suitability of Examination Venue (score on a scale of 5)

S. No.	Venue	Adequacy			
		Furniture	Lighting	Ventilation	Spacing
1.					
2.					
3.					
4.					
5.					
6.					
7.					

5 = Very adequate 4 = Adequate 3 =Inadequate 2 =Strongly inadequate 1 = Not available

3. Irregularities

Date/time	Staff/student involved (P. No./Reg. No)	Nature of irregularity*

*Attach any relevant evidence available.

General Comment……..

_____ _____

Name of Monitoring Officer **Signature and Date**

Appendix IV

FORM AF-4



AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

ANNUAL PERFORMANCE EVALUATION OF ACADEMIC PROGRAMMES IN AFFILIATE INSTITUTIONS

Institution_____

Session _____ **Semester** _____

Institution Examination Officer_____ **Phone Number** _____

S. No.	Item	Score (%)	Remark
1.	Continuous Assessment Reports		
2.	Examination Reports		
3.	Quality of Staff (Percentage of Staff with Ph.D)		
4.	Percentage of Full-time Teachers		
5.	Student-to-Teacher Ratio (STR)		
6.	Retention and Attrition Rates		
7.	Timely Submission of Scripts/Results to the Faculty		
8.	Accreditation Status		
9.	Graduation Rate		
10.	Feedback (student rating of teaching)		
	AVERAGE PERFORMANCE		

Comments……
……
……
……
……
……
……

Name of Assessor_____**Signature**_____**Date**_____

Appendix V

Directorate of Academic Planning & Monitoring

Ahmadu Bello University, Zaria - Nigeria

STUDENTS STAFF AND RESOURCE ASSESSMENT FORM

FACULTY: **DEPARTMENT:**

Course Code/Title: _____ Academic Session: _____

The Name of The Lecturer Teaching the Course:

This form is an attempt to get feedback from you regarding the quality of instruction that you are receiving and your learning experience. It is anonymous, confidential and your honest and constructive opinion will be very useful as it will provide a sound basis for improving on our performance in a continuous fashion. Please take your time and carefully answer all the questions below according to the following scale: (**Please Tick as □ Appropriate**)

1 – Poor (lack of ability, failure to use it, or any other cause)

2 – Fair (lacking in some important aspects or less than satisfactory)

3 – Satisfactory (average when compared to other courses)

4 – Good (above average but not excellent)

5 – Excellent (the best or one of the best courses)

NA – Not applicable or no opportunity to observe

PERFORMANCE CRITERIA	**RATING SCALE**					
	1	**2**	**3**	**4**	**5**	**NA**
***SECTION: A* STAFF ASSESSMENT**						

The Course content is clear						
The Course content is well organized						
The Course has been adequately covered						
The lecturer has taught the course very well						
The Lecturer proceeded from the simple to the complex						
The Lecturer effectively communicated the subject matter of the lecture						
The Lecturer encouraged independent study, critical thinking and problem-solving methods in the course of his lectures						
The Lecturer used time slots on the time table						
The Lecturer used time slots different from those given on the departmental time table						
course delivery method was interactive						
There has been sufficient room for questions by students						
Teaching aids and instructional materials have been used in the course of the lectures						
The Lecturer always comes on time for his lectures						
The Lecturer attended all the lectures in this course						
The Lecturer always completes his lecture before leaves lecture room						
The Lecturer has always been cheerful in the course of the lecture						
The Lecturer is always accessible to students outside of lectures						
The Lecturer has given adequate class assignment/quizzes						
The Lecturer discussed the assignments he gave						
SECTION: B RESOURCE ASSESSMENT						
The lecture venue is large enough to contain all the students in this course						
The lecture venue is in good condition of electricity and ventilation						
There is adequate laboratory equipment where applicable						
There are adequate reference text books in the Library for this course						
Information Communication Technology (ITC) tools are available in the University for modern teaching and learning						
Counselling services are made available and publicized						

Appendix VI

Ahmadu Bello University Zaria

Faculty/Department _____ Programme _____

EMPLOYER'S FEEDBACK SURVEY

As part of the assessment of our educational process, we conduct surveys at various stages of development of our students. This process follows the student after graduation and into the job environment. As a supervisor of an ABU graduate, please complete this survey for each employee/graduate of ABU under you. Mark your best/closest choice. Thanks for your valuable time and support.

Name of Graduate_____ Year of graduation from ABU Zaria_____

For how long have you known the Graduate?

☐ O-9 years ☐ 10-19 years ☐20-29 years ☐30-40 years

In what capacity do you know the Graduate? _____

How do you rate the *performance* of the Graduate in the following skills using the scale below?

SCALE: (5) Excellent (4) Very Good (3) Good (2) Fair (1) Poor (0) Does not Apply (N/A) or not used in the job

S/No.	Skill	(5)	(4)	(3)	(2)	(1)	(0)
	General Knowledge and Skills						
1	Oral and writing communication skills in English and local languages.						
2	Use of Computer and other tools necessary for professional practice.						
3	Team work, Leadership and Management skills.						
4	Ability to critically think and solve problems independently.						
5	Good relationship with others: customers, co-workers and managers						
6	Knowledge of job code of ethics and ethical behaviors.						
	Professional Responsibilities and Behaviors						
7	Attendance, punctuality and time management.						
8	Responsibility, commitment and discipline.						
9	Creativity and Innovation.						
	Professional Skills						
10	Science and professional knowledge as required for the job.						
11	Identifying, formulate and solve problems related to the job.						
12	Design a system, component or process as required for the job.						
13	Aware of contemporary issues related to the job.						
14	Designing and conducting experiment.						
15	Analysis and interpretation of data.						
	Job Specific Skills						
16	Graduate has in-depth knowledge in major ……. subjects and can provide comprehensive solutions to …… problems.						

17	Ready to improve his/her professional knowledge through lifelong learning and active participation in professional associations						

What is your overall rating of this graduate among others under your supervision/employment?

- ☐ Outstanding (top 5%)
- ☐ Very good (top 10 %)
- ☐ Good (top 20 %)
- ☐ Okay (top 50%)
- ☐ Poor (< 50 %)

What do you consider **as strength** of the graduate?

Please identify any areas of knowledge or skills that the graduate should have, but currently does not possess.

Name _____ Signature & Date _____
(optional) (official stamp)

Rank_____ Address_____

Once more we thank you for your cooperation and support

Appendix VII

FORM AF-5

AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

AFFILIATION ANNUAL REPORT

A. Background (Historical, Vision, Mission, Description of the Institution, Administrative Structure for Degree Programmes etc)

B. Academic Activities of the Year

1. Admission (List of recommended candidates/admitted)
2. Screening/Registration/Matriculation Exercises (List of New Entrants)
3. New Students Orientation (Details of the exercise)
4. Student Enrolment Per Programme (Table below)
5. Lectures/Practical Classes/Final Year Project (where applicable)
6. Teaching Practice/SIWES/SWEP/Field Trip/Excursion (where applicable)
7. Continuous Assessment (CA) (Statistics of Performance Per Programme)
8. Examination and Marking of Answer Scripts
9. Internal Moderation of Question and Marked Scripts/Results (Table below)
10. External Moderation of Question and Scripts/Results/Projects
11. Result Submission (Compliance to Calendar from the University)
12. List of Final Year Project Titles and Supervisors Allocated
13. Result Analysis/Statistics (presented in charts) for all programmes
14. Monitoring Exercises (Lectures/Teaching Practices/Examination)
15. Availability of Physical Facilities (Lectures/ Equipment/Library)

C. Recruitment/Promotion of Teaching Staff for Affiliation
D. Academic Staff Development Scheme
E. Retirement/Resignation/Transfer of Staff Involved in Affiliation
F. Resource Verification of New Programmes
G. Accreditation (NUC/Professional) of Existing programmes
H. Meetings on Affiliation (Minutes and Reports)
I. Student Evaluation of Teaching (Set) (Template in Appendices)
J. Employers Rating of Graduates (Template in Appendices)
K. Achievements (KPIs include: staffing, timely submission of student results etc.)
L. Challenges
M. Way Forward
N. Appendices

Table I: List of Monitoring Officers

Type	Institution	Name	Qualification	E-mail	Phone No.	Session
Monitoring Officers for Teaching/ Examination Monitoring Officers/ Academic Auditors						

Table II: Examination Moderators

Type	Programmes	Name	Qualification	E-mail	Phone No.	Session
Internal Moderators/ External Moderators						

Table III: Examination Administrators

Institution	Name	Qualification	Address	E-mail	Phone No.	Session

Appendix VIII

AFFILIATION UNIT
AHMADU BELLO UNIVERSITY ZARIA

ACADEMIC PLANNING AND MONITORING INFORMATION SYSTEM (APMIS)

The Directorate of Academic Planning and Monitoring shall maintain the following records among others on each affiliate Institution

1. Application for affiliation
2. Report on advisory visits (resource visits)
3. Senate approval (minutes of senate meeting)
4. MoU signed between the College and the University
5. Report on the NUC resource visit
6. Letter from the NUC on approval of affiliation
7. Reports on the NUC accreditation (accreditation status)
8. Affiliation fee (evidence of payment)
9. List of staff, their qualification and rank
10. List of physical facilities (labs/classrooms/theaters/studios/fields/resource rooms/ equipment)
11. List of current and relevant library books per programme
12. Feedback, annual reports and improvement strategies
13. External examiner system (appointment letters and reports)
14. Internal examination moderators (list and appointment letters)
15. Reports on internal academic audit
16. Reports on affiliation development (workshops/seminars)
17. Reports on affiliation monitoring
18. Reports on examination monitoring
19. Annual Evaluation Reports
20. Annual Reports from affiliate Institution
21. Correspondences

Appendix X

List of Degree Programmes Affiliated to Ahmadu Bello University Zaria as at February, 2021

S.No.	Programme	Affiliating Faculty/Unit
1	B.Ed. Educational Admin & Planning	Faculty of Education
2	B. Ed Education Arabic	Faculty of Education
3	B.Ed. Education Agriculture	Faculty of Education
4	B.Ed. Education Biology	Faculty of Education
5	B.Ed. Education Business	Faculty of Education
6	B.Sc. (Ed) Education Chemistry	Faculty of Education
7	B.Ed. Education Christian Rel. Knowledge	Faculty of Education
8	B.Ed. Education Computer Science	Faculty of Education
9	B.Ed. Education English	Faculty of Education
10	B.Sc. (Ed) Education Geography	Faculty of Education
11	B.Ed. Education Guidance and Counselling	Faculty of Education
12	B.Ed. Education Hausa	Faculty of Education
13	B.Ed. Education Home Economics	Faculty of Education
14	B.Ed. Education Integrated Science	Faculty of Education
15	B.Ed. Education Islamic Studies	Faculty of Education
16	B.Ed. Education Language Arts	Faculty of Education
17	B.Sc. (Ed) Education Mathematics	Faculty of Education
18	B.Sc. (Ed) Education Physics	Faculty of Education
19	B.Ed. Education Physical and Health	Faculty of Education
20	B.Ed. Education Social Studies	Faculty of Education
21	B.Ed. Education Computer Science	Faculty of Education
22	B. Architecture	Environmental Design
23	B.Sc. Building	Environmental Design
24	B.Sc. Urban and Regional Planning	Environmental Design
25	B. Chemical Engineering	Faculty of Engineering
26	B. Civil Engineering	Faculty of Engineering
27	B. Electrical Engineering	Faculty of Engineering
28	B. Mechanical Engineering	Faculty of Engineering
29	B.Sc. Mass Comm. (TV Production)	Fac. of Social Sciences
30	B.Sc. Mass Comm. (TV Journalism)	Fac. of Social Sciences
31	PGD in Forensic Accounting	SPGS/Business School
32	PGD in Cybercrime Investigation & Cyber-Security	SPGS/Computer Science
33	PGD in Economic & Financial Crimes Studies	SPGS/Social Sciences
34	PGD in Anticorruption Studies	SPGS/Social Sciences
35	PGD in Digital Forensic	SPGS/Social Sciences
36	PGDPASM	SPGS/Social Sciences
37	PGDMJA	SPGS/Faculty of Law
38	Masters in Transport and Logistics (MTL)	SPGS/Physical Sciences
39	PGD in Transport and Logistics (PGDTL)	SPGS/Physical Sciences