

POSTGRADUATE STUDENT'S HANDBOOK

Compiled by:

**School of Postgraduate Studies
Ahmadu Bello University
Zaria**

© School of Postgraduate Studies, 2011, 2014, 2015, 2016

All rights reserved. No part of this publication may be reproduced in a retrieval system or transmitted in any form or by any means, electronic or mechanical, photocopying, recording or otherwise without prior written permission of the publishers.

ISBN: 978-125-934-5

FOREWORD

The Students' Handbook is a quick guide to relevant information to students about Ahmadu Bello University in general, and postgraduate studies in particular. It is divided into three main parts, viz:

Part 1: General Information.

Part 2: Student Affairs Division.

Part 3: School of Postgraduate Studies.

Part 1 is an overview of the administrative structure of ABU including service units such as the University Health Services, Libraries and Security Services.

Part 2 introduces the Student Affairs Division, which is a welfare unit for students. It oversees student's facilities and services such as sports and accommodation. It also superintends over student activities such as conduct of associations and events, and students organizations.

Part 3 presents the School of Postgraduate Studies in perspective. Students are enjoined to read and be conversant with this section as it will tremendously assist them in successfully pursuing their studies. It discusses the regulations for higher degrees, postgraduate studies policy and structure, and examinations among others.

All the information in the foregoing paragraphs is important and students are enjoined to be thoroughly conversant with the provisions, as by so doing, they will optimise their time.

Ahmadu Bello University occupies an enviable position in the Nigeria University system. It has maintained the quality and integrity of its products as it continues to attain even higher pedestals. It is in this regard that students are also expected to contribute their quota towards maintaining academic excellence.

Prof. Sani A. Abdullahi

Dean, School of Postgraduate Studies

CONTENTS

Title page	
Copyright page.....	
Foreword.....	

PART 1: General Information

1.1	Principal Officers of the University
1.2	Visitor, Principal Officers, Deans and Directors
1.3	Important Addresses
1.4	Sources of Information
1.5	Historical Perspective
1.6	Zaria
1.7	Philosophy and Objectives of the University
1.8	University Administration
1.9	Faculties, Institutes, Centres and Schools
1.10	University Security Services
1.11	University Health Services
1.12	University Libraries

PART 2: Student Affairs Division

2.1	Introduction
2.2	Accommodation
2.3	General Students Regulations
2.4	Sports Office
2.5	Guidance and Counselling Unit
2.6	International Student's Desk
2.7	Student's Unionism and Representation
2.8	Guidelines on Rallies and Demonstrations
2.9	Guidelines for the Conduct of Association Events
2.10	Students Organisations

PART 3: School of Postgraduate Studies

3.1	Introduction
3.2	Management Team of School of Postgraduate Studies
3.3	Administration of School of Postgraduate Studies
3.4	School of Postgraduate Board and Committees
3.5	Scholarship
3.6	Postgraduate Studies Academic Calendar
3.7	Postgraduate Appeals

3.8	Approved Postgraduate Programmes
3.9	Admission and Graduation Requirements
3.10	Postgraduate Studies Policy
3.11	Postgraduate Studies Structure
3.12	University Examination Regulations
3.13	Students Registration and Orientation
3.14	Regulations Governing Higher Degree Studies



PART 1

GENERAL INFORMATION

1.1 PRINCIPAL OFFICERS OF THE UNIVERSITY



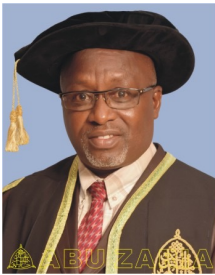
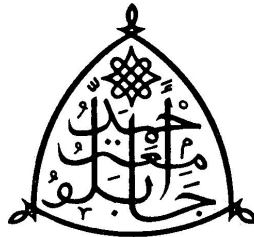
His Majesty, Nnaemeka Alfred Ugochukwu Achebe, Obi of Onisha
Chancellor



Alhaji (Dr.) Adamu Fika, CFR
(Wazirin Fika)
Pro-Chancellor and Chairman of Council



Prof. Kabiru Bala
Vice Chancellor



Prof. Sadiq Zubair Abubakar
DVC Administration



Prof. Danladi Amodu Ameh
DVC Academic



Alh. A.A. Kundila
Registrar



Prof. Umar Ibrahim
University Librarian



Mal. Y. A. Hassan
Bursar

1.3 IMPORTANT ADDRESSES

Ahmadu Bello University, Main Campus, Zaria.

Address: Sokoto Road.
P. M. B. 1045, Samaru Zaria.

Vice Chancellor's Office

Address: *Senate Building*
Main Campus, ABU Zaria
E-mail: abuvc2004@yahoo.co.uk
vc@abu.edu.ng

Public Affairs Directorate

Address: Main Campus ABU Zaria

A.B.U. Lagos Liaison Office

Address: Ahmadu Bello University,
Lagos Liaison Office,
1 Kujore Street, Iiupaju Estate,
P. M. B. 21162

School of Postgraduate Studies

Address: Main Campus ABU Zaria
E-mail: pgschool@abu.edu.ng

Faculty of Administration

Address: Kongo Campus ABU Zaria.
E-mail: deanadmin@abu.edu.ng

Department of Accounting

Address: Kongo Campus ABU Zaria.
E-mail: accounting@abu.edu.ng

Department of Business Administration

Address: Kongo Campus ABU Zaria.
E-mail: bizadmin@abu.edu.ng

Department of Local Government and Development Studies

Address: Kongo Campus ABU Zaria.
E-mail: localgovt@abu.edu.ng

Department of Public Administration

Address: Kongo Campus ABU Zaria.
E-mail: pubadmin@abu.edu.ng

Faculty of Agriculture

Address: Sokoto Road, Main Campus
E-mail: agric@abu.edu.ng

Department of Agricultural Economics and Rural Sociology

Address: Sokoto Road, Main Campus
E-mail: agricecons@abu.edu.ng

Department of Agronomy

Address: Sokoto Road, Main Campus
E-mail: agronomy@abu.edu.ng

Department of Animal Science

Address: Sokoto Road, Main Campus
E-mail: animalsci@abu.edu.ng

Department of Crop Protection

Address: Sokoto Road, Main Campus
E-mail: croppro@abu.edu.ng

Department of Plant Science

Address: Sokoto Road, Main Campus
E-mail: plantscience@abu.edu.ng

Department of Soil Science

Address: Sokoto Road, Main Campus
E-mail: soilsc@abu.edu.ng

Faculty of Arts

Address: Main Campus ABU Zaria
E-mail: arts@abu.edu.ng

Department of English

Address: Main Campus ABU Zaria
E-mail: english@abu.edu.ng

Department of French

Address: Main Campus ABU Zaria
E-mail: french@abu.edu.ng

Department of Nigerian and African Languages

Address: Main Campus ABU Zaria
E-mail: nal@abu.edu.ng

Department of Archaeology

Address: Main Campus ABU Zaria
E-mail:

Department of History

Address: Main Campus ABU Zaria
E-mail: history@abu.edu.ng

Department of Theatre and Performing Arts

Address: Main Campus ABU Zaria

E-mail:

Faculty of Education

Address: Main Campus ABU Zaria.

E-mail: education@abu.edu.ng

Department of Education

Address: Main Campus ABU Zaria

E-mail:

Department of Vocational and Technical Education

Address: Main Campus ABU Zaria

E-mail: voctech@abu.edu.ng

Department of Physical and Health Education

Address: Main Campus ABU Zaria

E-mail: pheduc@abu.edu.ng

Department of Information and Library Science

Address: Main Campus ABU Zaria

E-mail: lis@abu.edu.ng

Faculty of Engineering

Address: Main Campus ABU Zaria.

E-mail: engg@abu.edu.ng

Department of Agricultural Engineering

Address: Main Campus ABU Zaria

E-mail: agricengg@abu.edu.ng

Department of Chemical Engineering

Address: Main Campus ABU Zaria

E-mail: chemengg@abu.edu.ng

Department of Civil Engineering

Address: Main Campus ABU Zaria

E-mail: civileng@abu.edu.ng

Department of Electrical and Computer Engineering

Address: Main Campus ABU Zaria

E-mail: elecengg@abu.edu.ng

Department of Mechanical Engineering

Address: Main Campus ABU Zaria

E-mail: mechengg@abu.edu.ng

Department of Metallurgical and Material Engineering

Address: Main Campus ABU Zaria

E-mail: metengg@abu.edu.ng

Department of Water Resources and Environmental Engineering

Address: Main Campus ABU Zaria

E-mail: wren@abu.edu.ng

Faculty of Environmental Design

Address: Main Campus ABU Zaria

E-mail: envdesign@abu.edu.ng

Department of Architecture

Address: Main Campus ABU Zaria

E-mail: architecture@abu.edu.ng

Department of Building

Address: Main Campus ABU Zaria

E-mail: building@abu.edu.ng

Department of Fine Arts

Address: Main Campus ABU Zaria

E-mail: finearts@abu.edu.ng

Department of Industrial Design

Address: Main Campus ABU Zaria

E-mail: did@abu.edu.ng

Department of Surveying

Address: Main Campus ABU Zaria

E-mail: survey@abu.edu.ng

Department of Urban and Regional Planning

Address: Main Campus ABU Zaria.

E-mail: urp@abu.edu.ng

Faculty of Law

Address: Kongo Campus ABU Zaria.

E-mail: law@abu.edu.ng

Department of Commercial Law

Address: Kongo Campus ABU Zaria.

E-mail: comlaw@abu.edu.ng

Department of Islamic Law

Address: Kongo Campus ABU Zaria.

E-mail: islamiclaw@abu.edu.ng

Department of Private Law

Address: Kongo Campus ABU Zaria.

E-mail: privatelaw@abu.edu.ng

Department of Public Law

Address: Kongo Campus ABU Zaria.

E-mail: publaw@abu.edu.ng

Faculty of Life Sciences

Department of Biochemistry

Address: Main Campus ABU Zaria

E-mail: biochem@abu.edu.ng

Department of Microbiology

Address: Main Campus ABU Zaria

E-mail: microbiology@abu.edu.ng

Department of Biology

Address: Main Campus ABU Zaria

E-mail:

Department of Botany

Address: Main Campus ABU Zaria

E-mail:

Department of Zoology

Address: Main Campus ABU Zaria

E-mail:

Faculty of Medicine

Address: Main Campus ABU Zaria.

E-mail: medicinefac@abu.edu.ng

Department of Chemical Pathology

Address: ABU Teaching Hospital, Shika

E-mail:

Department of Community Medicine

Address: Main Campus ABU Zaria

E-mail: commed@abu.edu.ng

Department of Human Anatomy

Address: Main Campus ABU Zaria

E-mail: anatomy@abu.edu.ng

Department of Human Physiology

Address: Main Campus ABU Zaria

E-mail: humanphys@abu.edu.ng

Department of Medicine

Address: ABU Teaching Hospital, Shika

E-mail: medicine@abu.edu.ng

Department of Haematology

Address: ABU Teaching Hospital, Shika

E-mail: haematology@abu.edu.ng

Department of Medical Microbiology

Address: ABU Teaching Hospital, Shika

E-mail: medmicro@abu.edu.ng

Faculty of Pharmaceutical Sciences

Address: Main Campus ABU Zaria

E-mail: pharmacy@abu.edu.ng

Department of Pharm. and Medicinal
Chemistry

Address: Main Campus ABU Zaria

E-mail: pharcom@abu.edu.ng

Department of Pharmaceutics and
Pharmaceutical Microbiology

Address: Main Campus ABU Zaria

E-mail: pharmmicro@abu.edu.ng

Department of Pharmacognosy and Drug
Development

Address: Main Campus ABU Zaria

E-mail: pharmacognosy@abu.edu.ng

Department of Pharmacology and
Therapeutics

Address: Main Campus ABU Zaria

E-mail:

Faculty of Physical Sciences

Department of Chemistry

Address: Main Campus ABU Zaria

E-mail: chemistry@abu.edu.ng

Department of Computer Science

Address: Main Campus ABU Zaria

E-mail:

Department of Geology

Address: Main Campus ABU Zaria

E-mail: geology@abu.edu.ng

Department of Geography

Address: Main Campus ABU Zaria

E-mail: geography@abu.edu.ng

Department of Mathematics

Address: Main Campus ABU Zaria

E-mail:

Department of Physics

Address: Main Campus ABU Zaria

E-mail: physics@abu.edu.ng

Department of Statistics

Address: Main Campus ABU Zaria

E-mail:

Department of Textile Science and Technology

Address: Main Campus ABU Zaria

E-mail: textile@abu.edu.ng

Faculty of Social Sciences

Address: Main Campus ABU Zaria

E-mail: socsci@abu.edu.ng

Department of Economics

Address: Main Campus ABU Zaria

E-mail: economics@abu.edu.ng

Department of Mass Communication

Address: Main Campus ABU Zaria

E-mail: masscomm@abu.edu.ng

Department of Political Science

Address: Main Campus ABU Zaria

E-mail: polsci@abu.edu.ng

Department of Sociology

Address: Main Campus ABU Zaria

E-mail: sociology@abu.edu.ng

Faculty of Veterinary Medicine

Address: Main Campus ABU Zaria

E-mail: vetmed@abu.edu.ng

Department of Veterinary Anatomy

Address: Main Campus ABU Zaria

E-mail: vetanatomy@abu.edu.ng

Department of Veterinary Parasitology and Entomology

Address: Main Campus ABU Zaria

E-mail: vetparas@abu.edu.ng

Department of Veterinary Pathology and Microbiology

Address: Main Campus ABU Zaria

E-mail: vetpath@abu.edu.ng

Department of Veterinary Physiology and Pharmacology

Address: Main Campus ABU Zaria

E-mail: vetphys@abu.edu.ng

Department of Veterinary Public Health and Preventive Medicine

Address: Main Campus ABU Zaria

E-mail: vetph@abu.edu.ng

Department of Veterinary Surgery and Medicine

Address: Main Campus ABU Zaria

E-mail: vetsurg@abu.edu.ng

Institute of Administration

Address: Institute of Administration Ahmadu Bello University, Kongo Campus ABU Zaria.

P. M. B. 1013, Zaria.

Centre for Biotechnology Research and Training

Address: Main Campus ABU Zaria

E-mail: cbrt@abu.edu.ng

Centre for Energy Research and Training

Address: Main Campus ABU Zaria

E-mail: cert@abu.edu.ng

Equipment Maintenance & Dev Centre

Address: Main Campus ABU Zaria

E-mail: emdc@abu.edu.ng

Centre for Historical Research and Documentation (CHRD) - Arewa House

Address: Rabah Road, Kaduna

E-mail: arewahouse@abu.edu.ng

Centre for Islamic Legal Studies (CILS)

Address: Main Campus ABU Zaria

E-mail: cils@abu.edu.ng

Institute for Agricultural Research (IAR)

Address: Institute of Agricultural Research, Samaru, P. M. B. 1044, Zaria.

E-mail: iar2002001@yahoo.com

iar@abu.edu.ng

I. A. R. Substations:

Address: Agriculture Research Station,

P. O. Box. 1062, Kano.
Address: Irrigation Research Station, Kadawa,

P. O. Box. 1062, Kano.
Address: 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.

E-mail: dac.abu@skannet.com
dac@abu.edu.ng

Colleges of D. A. C.

College of Agriculture,
Kabba, Kogi State.

College of Agriculture, Samaru.

P. M. B. 1058, Zaria.
E-mail: provostadac@abu.edu.ng

College of Agriculture and Animal Science,
P. M. B. 2134, Kaduna.

E-mail:

Institute of Education

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

Website: www.ioe-abu.edu.ng

A.B.U. Teaching Hospital

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

National Animal Production Research Institute (NAPRI)

Address: National Animal Production Research Institute, Shika,
P. M. B. 1096, Zaria.

E-mail: director@napri.ng.org

Website: www.napri.org

NAPRI Substations

Beef Research Station, P. M. B. 1011,
Talata Mafara, Zamfara State.

Small Ruminant Research Station,
Ubiaja, Edo State.

Swine Research Station, P. M. B. 2221,
Otukpo, Benue State.

National Agricultural Extension & Research Liaison Services

Address: National Agricultural Extension & Research Liaison Services, Ahmadu Bello University (main campus),
P. M. B. 1044, Zaria.

Tel: +234-69-879447

E-mail: director@naerls.gov.ng

Website: www.naerls.gov.ng

Iya Abubakar Computer Centre

Address: Iya Abubakar Computer Centre,
Ahmadu Bello University, Zaria.

E-mail: iacc@abu.edu.ng

Ahmadu Bello University Press Limited

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

E-mail: abupresslimited2005@yahoo.co.uk

Ahmadu Bello University Consultancy Service Limited

Address: Former Institute of Health Building
Ahmadu Bello University, Main Campus,
Zaria.

E-mail: abucons@yahoo.com

Demonstration Secondary School

Address: Main Campus ABU Zaria

E-mail: dss@abu.edu.ng

National Universities Commission

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

Website: www.nuc.edu.ng

Joint Admission and Matriculations 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.

E-mail: cvc-nigeria@yahoo.com

1.4. SOURCES OF INFORMATION

1. Admissions (Postgraduate)

Dean/Secretary School of Postgraduate Studies, (Old IDR Building, Adjacent Drama Village). ABU Zaria.

2. Examinations and Transcript Matters

Examinations Officer, Academic Office Senate Building, ABU Zaria.

3. PG Fees

Secretary, School of Postgraduate Studies, ABU Zaria.
Telephone (069) 891355

4. Hostel and Off-Campus Accommodation

Accommodation Officer, Students Affairs Division Senate Building, ABU Zaria.

5. Financial Aid, Loans, Scholarships and Prizes

Career Officer, Students Affairs Division, Senate Building, ABU Zaria

6. Guidance and Counselling Centre

Guidance and Counselling Officer, (Students Affairs Division) Near Amina Hall, Main Campus ABU Zaria.

7. Registration and Matriculation Matters

Records Officer (Academic), Senate Building, ABU Zaria.

8. Sports and Recreation

The Director of Sports, New Gymnasium Main Campus ABU Zaria

9. University Health Services

The Director, University Health Services, Sick Bay, Main Campus ABU Zaria.

10. Security, Fire, Theft and Accidents

The Coordinator of Security Services Or The Chief Security Officer, Security Office, Main Campus ABU Zaria

11. Passages and Immigration

Housing and Passages Officer Senate Building, ABU Zaria.

12. Postal Services

Officer-in-Charge University Postal Service Vice - Chancellor's Office ABU Zaria.

1.5 HISTORICAL PERSPECTIVE

The Ahmadu Bello University belongs to what is generally known as the First Generation Universities in Nigeria. Others in this category are: the University of Ibadan, the University of Nigeria Nsukka, the University of Lagos and the former University of Ife Ile-Ife, now the Obafemi Awolowo University, Ile-Ife.

In its founding father, Sir Ahmadu Bello, the university had a good start for he gave the young Institution all the support it needed. He attracted to Zaria a talented crop of academics from across Nigeria and other parts of the world, which got the University going on a foundation of excellence. The University was officially launched on October 4th 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 origins of the Ahmadu Bello University date back ten years earlier when the Nigerian College of Arts, Science and Technology 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 Art.

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 thirty 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. Of recent however, the postgraduate programme which is carried on in all the twelve Faculties of the University seem to have stagnated. 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 face is to turn games and sports into a popular activity in which every student on campus participate. In the mind of the University, there is no contradiction between sporting excellence and classroom excellence.

As the University now looks forward to its Golden Jubilee in the year 2012, it faces the challenge of creating a digital environment in which the most up-to-date technology assists and serves the process of teaching, learning and research. The vision is that of a campus with internet access in every office, classroom and laboratory, and with a student body and academics versatile in the use and application of these technologies.

The University opened with just four Faculties- Agriculture, Engineering, Law and Science –fifteen Departments. Under the successive Vice-Chancellorship of Professor 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 (1991-1995), Gen. Mamman Kontagora (1995-1998), Professor Abdullahi Mahadi (1998-2004), Prof. S.U. Abdullahi (2004-2009), Prof. Abdullahi Mustapha (2009-2014) and currently Prof. Ibrahim Garba (2014 - 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 25th Anniversary, it had turned out to be the largest and the most extensive of all Universities in Sub-Sahara Africa. It covers a land area of about 7,000 hectares and embraces thirteen Faculties, a School of Postgraduate Studies and 96 Departments.

There are also six Institutes, six specialised Centres, a Division of four Agricultural Colleges, a School of Basic and Remedial Studies affiliated to it, a Demonstration Secondary School, and a Primary School.

Since the appointment of Professor Abdullahi Mustapha, as the Vice-Chancellor, the Ahmadu Bello University has been undergoing a fundamental re-organisation. From what has so far been done; it is evident that Ahmadu Bello University will certainly outgrow its crises and become, as it was before, an embodiment of excellence. The aforesaid scenario is even more manifest in the School of Postgraduate Studies. The School has over time lost the coordinating ability to organise postgraduate studies in the University. With the change in leadership in June 2010, a conscious attempt is being made to reposition the Postgraduate School.

1.6 ZARIA

Zaria is a city in Kaduna State, Nigeria. Once called Zazzau, the community was founded in the 14th century as one of the seven original Hausa city-states. According to oral tradition, Zazzau rose to prominence in the early 15th century under the brilliant military leadership of Queen Amina. It became part of the Songhai Empire in the 16th century, fell to the Fulani in the early 19th century, and was captured by the British in 1901.

It is a road and rail hub in a major agricultural area. The city is a market centre for locally produced cotton, peanuts, hides and skins, shea nuts, corn, sorghum, and vegetables. Industries include cotton ginning, peanut and shea-nut milling, tanning, cottonseed-oil production, and the manufacture of cigarettes, bicycles, perfumes, and soap. Zaria is an important centre of education and research, with Ahmadu Bello University and affiliated institutions such as the Institute for Agricultural Research, National Animal Production Research Institute, National Agricultural and Research Liaison Services and the Centre for Energy Research and Training. It also hosts the National Research Institute for Chemical Technology, Nigerian College of Aviation Technology, Nigerian Institute for Transport Technology, Nigerian Military School, Nigerian Army Depot, Nigerian Army School of Military Police, National Institute for Tuberculosis Research and the Nuhu Bamalli Polytechnic among others.

Zaria Township is made up of the following wards: Zaria, Tudun Wada, Kongo/Gyallesu, Tudun Jukun, Tukur Tukur, Wusasa, Sabon Gari, Muchiya/Chikaji, GRA, Kwangila, Hanwa, Palladan, Samaru and Zango.



Map of Nigeria showing Zaria arrowed.

1.7 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.*

1.8 UNIVERSITY ADMINISTRATION

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 Pro Chancellor and Chairman of Council; 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 are managed by the 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 University Senate building

The major component units of the University are the twelve (12) Faculties, a School of Postgraduate Studies and 84 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 complimentary roles to the academic Faculties.



The main gate and the Ivory Tower (a landmark monument) on the main campus.

1.9 FACULTIES, INSTITUTES, CENTRES AND SCHOOLS

Faculties:

There are presently thirteen Faculties, 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. The majority of the Faculties are located within the Main Campus in Samaru while two 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 undergraduate courses in Accounting, Business Administration, Local Government Studies, Public Administration, as well as several Advanced Diploma and Postgraduate Programmes.



The Faculty of Administration (external view and a walkway) located on the Kongo Campus of the University.

2. **The Faculty of Agriculture** which is closely related to the Institute of 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 Honours Degree of Bachelor of Agriculture and several Postgraduate degrees.



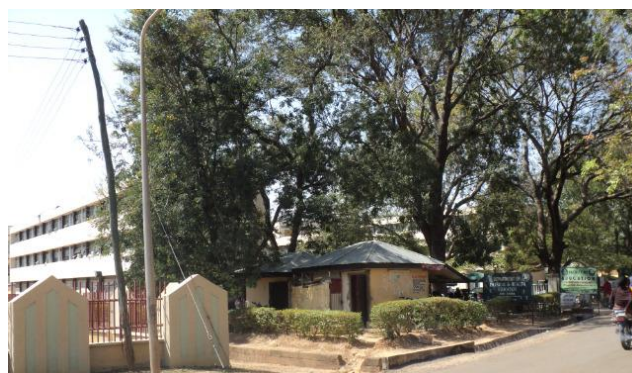
Faculty of Agriculture offices and auditorium off the Zaria-Sokoto highway on the Main Campus

3. **The Faculty of Arts** came into being in 1997 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 as well as several Postgraduate degrees.



Faculty of Arts offices and lecture theatre.

4. **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 Diploma courses in Mathematics and Physics Education as well as several Postgraduate programmes leading to the award of Masters and PhDs.



Faculty of Education Block in the background

5. **The Faculty of Engineering**, which was established in October 1962, is located on the Main Campus. The Faculty provides courses leading to the award of the Bachelor's Degree in Engineering and several Postgraduate degrees.



Dean's office and Department of Agricultural Engineering building

6. **The Faculty of Environmental Design**, founded in 1962, it 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 Science in Architecture, B. Sc. Building, Urban and Regional Planning and of recent Quantity Surveying. Postgraduate programmes are now offered in all the departments of the Faculty.



Faculty of Environmental Design and the famous Sculpture Garden

7. **The Faculty of Law**, established in 1962, is located on the Kong Campus. The Faculty offers degree and non-degree courses in both Shari'a and other aspects of law. The degree courses lead to the award of LL.B (Hon.) in Law. In addition, several Postgraduate programmes are also offered by the Faculty.



Faculty of Law building

9. **The Faculty of Life Sciences**, it is situated on the Main Campus and was established in 2016 when the defunct Faculty of Science was split into two viz: Life Sciences and Physical Sciences. It currently has 5 Departments and offers courses leading to the award of Undergraduate and Postgraduate degrees.
8. **The Faculty of Medicine** came into being in 1967. It is located on the Main Campus. However, clinical studies are carried out at the A.B.U. Teaching Hospital Complex located at Shika, Zaria.



Views of the Faculty of Medicine.

9. **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 as well as several Postgraduate programmes leading to the award of Master's and Doctorate degrees



Faculty of Pharmaceutical Sciences

10. **The Faculty of Physical Sciences**, it is situated on the Main Campus and was established in 1962. It currently has 8 Departments and offers courses leading to the award of several Undergraduate and Postgraduate degrees.



Faculty of Science with Multi-user Research Lab. On the left and lecture theatre on the right.

11. The Faculty of Social Sciences was carved out of the former Faculty of Arts and Social Sciences in 1997. It is located within the buildings of the former School of Basic Studies. The Faculty offers courses leading to B.Sc. Economics, International Studies, Political Science, Mass Communication and Sociology as well as Postgraduate degrees in these fields.



A walkway and Professoral offices in the Faculty of Social Sciences

12. The Faculty of Veterinary Medicine is located adjacent to the Faculties of Medicine and Pharmaceutical Sciences. Established in 1965, the Faculty offers courses leading to the award of a DVM degree at the undergraduate level as well as several Postgraduate programmes.



Views of the Faculty of Veterinary Medicine

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 4th October, 1962. It has from the date of its incorporation developed into an Institute with a dual function. First, as an institution 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.



Gate into the Institute of Administration and Institute building, Kongo campus.

Institute for Agricultural Research (IAR)

(Established in accordance with Statute 14)

The Institute of Agricultural Research was established in October, 1962 when the Research and Specialist Division of the former Northern Nigeria Ministry of Agriculture was transferred to the 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 for Agricultural Research

Institute of Development Research (IDR)

Following the rationalisation and reorganisation of the Research Institutes and Centres of Ahmadu Bello University which led to the closure of the Centre for Social and Economic Research and the Centre for Nigerian Cultural Studies, the Institute of Development Research was established and took

off from the 1st of July 1998. The Institute was set up by the University to conduct advanced researches at all levels and in all areas of human development in Nigeria in the context of developments in Africa and in the rest of the world as well as to disseminate the results of the research.

The Institute is to recover, compile, assess and analyse primary data on development in the areas of ecology and demography, habitat and society, economy and technology, languages and communications, Arts and Culture, politics and policy, and other areas of development plans, development programmes and specific projects, for the purpose of finding more suitable and effective perspectives, strategies and methods for ensuring self-sustaining development.



The Institute of Development Research (IDR)

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 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 is unquestionable.



Views of the Institute of Education

Institute of Health

(Established in accordance with Statute 16)

The establishment of the Institute of Health in 1967 as an integral part of the Faculty of Medicine has produced a blend of academic programmes and direct service to community. The Institute had been responsible for running the A.B.U. Teaching Hospitals at Zaria, as well as the Comprehensive Health Centres at Sabon Gari, Zaria and Yakawada and the Ruwan Sanyi Community Health Clinic.

The Institute offers various health care training programmes in the Schools of Nursing and Midwifery, Zaria; Medical Lab. Technology and Medical Records, Instrument Engineering, all now in Zaria, and has a Commercial Drug Manufacturing Unit in Zaria, the Zazzau Pharmaceutical Company Limited.



Views of the Ahmadu Bello University Teaching Hospital, Shika.

Division of Agricultural Colleges (DAC)

(Established in accordance with Statute 17)

The Division of Agricultural Colleges was established in June 1971. The Division comprises four colleges: The College of Agriculture at Kabba in Kogi State; the College of Agriculture, Bakura in Zamfara State; the College of Agriculture at Samaru in Kaduna State and College of Agriculture and Animal Science at Kaduna; the Bakura College was phased out in 1989 and the farm handed over to the University 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.



Division of Agricultural Colleges Headquarters, Main Campus.

National Animal Production Research Institute (NAPRI)

(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. NAPRI has, however, existed since 1928 as Shika Stock Farm. The Institute holds great promise for developing a national cattle breed suitable for both meat and milk production in Nigeria.



National Animal Production Research Institute (NAPRI) Shika.

National Agricultural Extension and Research Liaison Services (NAERLS)

(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 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 15th October, 1975 took the decision to separate NERLS from IAR and named it Agricultural Extension and Research Liaison Services (AERLS). It took a national mandate in 1989.



NAERLS Administrative block and a drive within.

Centre for Islamic Legal Studies (CILS)
(Established in accordance with Statute 22)

The Centre for Islamic Studies, which was established in 1971, undertakes considerable in-service training for Area Court 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 (Shari'a).



Centre for Islamic Legal Studies, Kongo campus

Centre for Historical Research and Documentation (CHRD) - Arewa House
(Established in accordance with Statute 25)

The Arewa House lies on two acres of beautifully wooded land along what is now known as Rabah road in Kaduna-North. It is located at No. 1, Old Ministers' Quarters adjacent the famous Sultan Bello Mosque, 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 Research and Documentation 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.



Entrance into Arewa House, Kaduna.

Iya Abubakar Computer Centre

(Established in accordance with Statute 26)

The Computer Centre 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 (then in use) consists of a dual CYBER 920 computer. Other microcomputers are now available for a variety of purposes including teaching, software research, management information and interactive simulation studies.



The Iya Abubakar Computer Centre, Main campus

Centre for Energy Research and Training

(Established in accordance with Statute 29)

The Centre, which started as a nuclear energy programme in 1977, was established in 1982. The Centre operates a 14-MmeV Neutron Generator and other analytical equipment and provides facilities for training at all levels of nuclear technology. CERT is now set to commence Postgraduate programmes.



Centre for Energy Research and Training gate and office complex

Centre for Biotechnology Research and Training

The Centre came into being on the 17th October 2000. It was set up as a research Centre with the supporting administrative structure. Within the Biotechnology Centre are the Genetic Engineering, Immunology, Cell and Tissue Culture, Bio-informatics, Polymerase Chain Reaction (PCR) and General laboratories.



Views of the Biotechnology Centre.

The Veterinary Teaching Hospital

(Established in accordance with Statute 30)

The Veterinary Teaching Hospital was established in 1988. Its mandate is to provide the clinical environment for the training of veterinary students at the undergraduate and graduate levels; operate veterinary clinics and provide necessary veterinary health care services including ambulatory service. The Veterinary Teaching Hospital also hosts the College of Veterinary Surgeons, Nigeria (CVSN), Surgery and Public Health Specialties.

School of Basic and Remedial Studies

The establishment of the School was in fulfilment of the decision of the Federal Executive Council of 19th 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 12th – 13th July, 2001 and 18th – 19th 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 is located in Funtua, Katsina State, about 70 km from the Main Campus, as a model of higher pre-degree training institution to produce 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 is 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.



Administrative block, SBRS, ABU Funtua.

Staff School and Demonstration Secondary School

Since inception, the University has recognised its commanding height of the plateau of education and has paid great attention to many forms and branches of 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 established in 1982 to provide opportunity for B. Ed. and NCE students of the University to carry out their Teaching Practice Programme and to provide facilities for research work for the staff of Faculty of Education.



Front and rear view of the Ahmadu Bello University, Staff School.



View of the Demonstration Secondary School and library, Main Campus.

A.B.U. Bookshop Limited, Zaria

The University bookshop was opened in July, 1967, to cater for students and academic staff needs of books and stationeries.



The A.B.U. Distance Learning Centre, main campus.

There is a branch of the University Bookshop at the Kongo Campus.

Hours of Opening	1st & 2nd Semester
Monday – Friday	8.30a.m – 4.00p.m
Saturday:	8.30a.m – 1.00p.m

Ahmadu Bello University Consultancy Services (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, ABUCONS has the mandate to use the human and material resources of the Ahmadu Bello University, source for 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 to 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 years.

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.



The ABUCONS building on the main campus

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 years it has blossomed into a formidable publishing outfit undertaking printing works of all kinds 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 the University Community. It also prints posters, handbills, wedding cards and calendars, almanacs, stickers and complimentary cards. Student and staff can 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 8a.m – 1p.m., 2p.m – 5 p.m. daily, except Saturdays and Sundays.



Ahmadu Bello University Press Limited

ABU Microfinance Bank (ABUMFB)

The bank was established in September 2000. It is Headed by a Managing Director and assisted by 2 Managers for the Main Campus and Kongo branches.

The objective of the Bank is to make available to the University Community financial services at a rate and manner to be most beneficial to the community.



ABU Microfinance Bank, Main Campus.

Information and Communication Technology (ICT) Directorate

The Information and Communication Directorate became fully operational in 2006. It was established in with the primary objective of articulating and guiding the transition of the Ahmadu Bello University into the IT age.

This Directorate is headed by a Director who is assisted by several technical and administrative personnel. Services rendered by the Directorate are coordinated by 4 Units viz.

1. Network Infrastructure Services Unit
2. MIS (Management Information Service) Unit located on the 3rd floor of the Senate building.
3. Multimedia and Web Services Unit
4. Equipment Maintenance and Support Services.

In addition to the internet services offered by the Directorate, several independent and institutional Internet Cafe's are available in the various faculties, libraries and other parts of the University.



The First Bank IT Park on the Main Campus.



Aminu Dantata Multimedia Centre.



Exterior and interior views of the IT Training facility at the Faculty of Arts.



Exterior and interior views of the MTN Internet cafe' at the Kashim Ibrahim Library.

ABU Staff Club and Guest House

The ABU Staff Club/Guest House is a hospitality facility providing accommodation, recreation and catering services. Whereas the recreational services are only open to members of the club or their guests, the accommodation services is open for patronage. The Guest House is often the preferred choice by visitors to the University as well as External Examiners.



Views of the ABU Staff Club/Guest House



1.10 THE UNIVERSITY SECURITY SERVICES

The University Security Services falls within the Office of the Vice Chancellor. It is located beside the former Headquarters of the defunct Institute of Health adjacent the ABU Microfinance bank, South-West of the Senate Building. The Division is headed by a Security Coordinator who is assisted by the Chief Security Officer. Its functions are coordinated in conjunction with the Security Committee and there are security units on all the Campuses.



The ABU Security Services adjacent the ASUU Secretariat on the right.

The Division has the traditional responsibility of:

- a. Maintenance of Law and Order as well as the sustenance of peaceful atmosphere that is conducive for the pursuit of academic activities.
- b. Protection of lives and property and ensuring that crime rate is brought to a manageable proportion.
- c. Receiving reports and vital information on criminal activities and carrying 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 private property and releasing same when desired by the owners. Seizing stolen items or ones suspected to be stolen and restore to the rightful owners on proper identification.
- f. Arresting and detaining 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 crimes.

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:

Security 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**. 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 have their roles to play, particularly the students.

The Role of Security Personnel:

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 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 of the University. (Some of these rules and regulations are clearly outlined in this book (Postgraduate Students Handbook) and your tenancy agreement forms which you signed at the Hostels and you are very much expected to abide by them).
5. The Security Unit 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 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 individual(s) in any part of the Campuses.
3. Always avail yourself to be checked at the gates or anywhere when security staffs demand to do so, as refusal can create a lot of problems.
4. Do not support your fellow student(s) in criminal acts 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 in bed.
9. Do not align yourself to any group that holds its meeting secretly. That will certainly ruin you and affect your studies. Secret cult is deadly; you must have to avoid it.
10. Do not organise or participate in any riot/demonstration that would lead to total breach of peace, but adopt method of dialogue in addressing your grievances with the management.

It is important to note that the services of the Security Division are on a 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.

1.11 THE UNIVERSITY HEALTH SERVICES (SICK BAY)

Location of Clinics:

There is a Sick Bay 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, laboratories, Ante-natal Clinic, Child Welfare and Family Planning clinics. There is also a Preventive and Sanitation Unit. Satellite Clinics have also been established in NAPRI, IAR and Kongo.



The University Health Services (Sick Bay) on the main campus

Registration:

Postgraduate students are required to register immediately they have completed other registration formalities and not wait until they fall sick. The Vice Chancellor has now approved the extension of the National Health Insurance Scheme (NHIS) to postgraduate students.

Medical Services:

Twenty four hour medical and dental services are 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 Student Affairs Division to settle the bill.

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 Health Services do not accept investigation from laboratories other than their own at the Sick Bay. 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:

Medical report is issued on request to 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 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 Sick Bay, on request of the Head of Department, also does 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 report from traditional healers. The University Health Service is fully aware of the attitudes of some students that malingering around the Sick Bay for medical cover for deliberate absenteeism. You are advised not to fall into that category.

Advice on Health Matters to New Students:

All students having left their parents may be 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 a 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 stress associated with last minute preparations for your examination. Make sure you observe at least 8 hours 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. 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 mosquito net, long sleeve shirts in the evenings, avoid indiscriminate throwing of waste water 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 Health Centres.

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 Health Services. Routine immunization is carried out every Wednesday throughout the year.

Sexually Transmitted Diseases (STDs):

These include Gonorrhoea, Syphilis, Genital Herpes and AIDS, among others. There is a high prevalence of these conditions among staff and students of this University. The complications of STDs 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 like 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 have sexual intercourse, always use the CONDOM. 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 Sick Bay.

Contrary to what a lot of local traditional healers and some medical professionals proclaim, there is yet no vaccine or cure for AIDS. Don't be deceived.

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 routine checks. Do not 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 Health Services has able and experienced medical doctors, pharmacists, medical laboratory scientists, nurses, public health officers and other paramedical staff. Do not hesitate to face them with your health problems.

Rapes

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

1.12 UNIVERSITY LIBRARIES

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

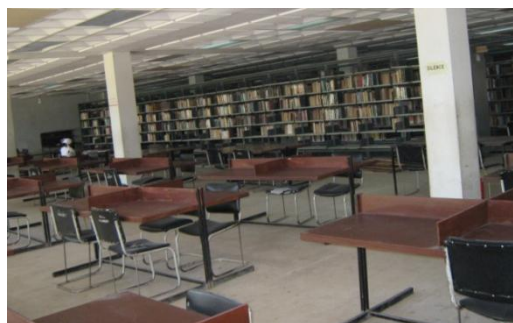
Library Regulations

1. The Library may be used by duly registered students and members of staff of the University. The 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, recordings or any other 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 loan may be borrowed by senior staff for a period of one month, and by student and other readers for a period of 14 days. Bound periodicals may be issued on loan to senior staff members for a limited period.
5. Fines are levied on all overdue books. Books that are recalled by the University librarian are also charged at rates to be determined from time to time. A charge is also made for replacing tickets lost by the reader.
6. If students fail to return books 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 readers must return books to the library immediately if they receive written notification to do so from the University Librarian.

8. Students may borrow the approved number of books at a time.
9. Students may produce their library identity cards to gain admission and to conduct borrowing transactions 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 University Libraries.
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.

The University libraries include:

- (a) **Kashim Ibrahim Library (KIL)**, also the main library of the University, it is located on the Main Campus Samaru.



Exterior and interior views of the Kashim Ibrahim Library.

Whereas the University libraries 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. The **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.

1. 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 obtain in the other Libraries.
2. The Kashim Ibrahim Library currently has about 446,690 volumes of books/bound periodicals and 2,873 current journal titles and can seat 2,000 readers. Convinced that regular and effective use of the library can provide you with access to resources, we have described here the method through which the Library is administered and controlled in order to serve you to the best of our ability.

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

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 at the other end of the Exhibition Hall. Standing in front of the Main Control Desk, there are from the right to the left hand sides of the Exhibition Hall; Male and Female toilet; entrance to the Serial Reading Room; Circulation Librarian's Office; the New books Display Racks; Circulation Desk; Library Catalogue; the door to the Reference Reading Room; Photocopying Room; Information Services Unit and another Photocopying Room. On the same ground floor, there is an MTN/Foundation visual Library. The Library also has 50 work stations equipped with state of the art Internet Facilities.

First Floor

On the first floor, there are medical Division, the S-H and J-P (Class marks) collections of Art and Social Science, Study Carrels, the office of the University Librarian

Second Floor

The second floor contains the Q-Z collection of science, Technology, Librarianship, African materials, rare books, Thesis, Dissertations as well as other Documents.

Joining and Using the Library

1. Membership

Membership of the Library is open 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

2 How to Borrow Books, Journals etc.

All the borrowing exercise is conducted at the Circulation Desk. The books to be borrowed and the borrower's identity cards should all be presented to the staff at the lending desk, who would key the information into the computer.

3 Reservation of Books

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

The Collection of the Library

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.

2 Reference Collection

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

3 Reserve Books

Text books 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 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 Serials Collections

The serials (i.e. newspapers, Journals, magazines etc) are normally published at regular intervals, and issues are collected and usually bound together. 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.

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.

6 Africana, Rare Books and Theses/Dissertations

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

There are book collections, also in the same room with Africana/theses/dissertations. This floor contains books which because of their date of publication, physical format and other qualities are considered extremely valuable.

7 Documents

The Document Unit has the following collections:

- (a) The United Nations Publications since April 1970
- (b) Government Publications.
- (c) Official Publication of other institutions, 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/dissertations and documents are solely for reference and items in them may not be borrowed.

8 *General Reading Collection*

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.

Facilities Provided by the Library

1 *Photocopying*

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

2 *Inter-Library Borrowing*

Inter-Library borrowing of books (not available in Kashim Ibrahim Library) 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.

3 *New Book Display*

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

How to Find a Book

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

2 *The Author/Title Catalogue*

Each author catalogue card contains the following information: Surname, other names, title of the book; Edition (if not the first), place of publication; publisher, date of publication, number of pages, accession number and class mark 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 contribution by Barbara Abrash and Gideon – Cyrus Mutiso – London Heinemann, 1972. Xxi, 21p.: ill (Studies in African Literature) ISBN 0-435-18722-8 102131, 120132 SBS	KIL,
---------------	--	------

Accession Number	1. Silver II, title, III Series	
KIL Location	R.	Holding Library

Entries in the Catalogue are filed in strict alphabetical order.

The Classification

The books in K.I.L are arranged according to 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 of which are called class marks. The class mark is printed at a base of the spine of every book. It is also shown at the top of the catalogue card.

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

A	General works	K	Law
B – BJ	Philosophy and Psychology	L	Education
BL – BX	Religion	M	Music
C - F	History	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

Virtual Library

Being the mainstay of several libraries, the Kashim Ibrahim Library has also developed a robust Virtual Library Section. This provision has in its possession several CD database including Medline, Ebscohost and TEAL.

In addition to the CD base4d database virtual real time access to relevant educational websites in also guaranteed in the Library.

The collaboration of the University with MTN GSM mobile phone service providers resulting in the establishment of a cafe in the library has also boosted the virtual library concept. Access to the various virtual facilities is open to all library users within the official operating hours of the library.

- (b) **Agricultural Library** at Samaru, providing information materials in agricultural science and allied disciplines;



Interior of the Institute of Agricultural Research Library.

(c) **Medical Library** for the Faculty of Medicine and attached to the Institute of Health. Smaller libraries are however located in the Faculty of Medicine, main campus.

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

Materials for pre-clinical studies are also kept in Kashim Ibrahim Library and several departmental libraries in the Main campus.

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

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

Hours of Opening

Monday – Friday	8.00a.m – 10.00p.m
Saturday:	8.00a.m – 2.00p.m



Faculty of Medicine Library, Main campus

(d) **Lee T. Railsback Library** established to serve the Faculties of Veterinary Medicine and Pharmaceutical Sciences. The library's collection contains 4,225 volumes and 151 current serials mostly on veterinary medicine and other allied health sciences.

<i>Hours of Opening</i>	<i>1st & 2nd Semester</i>	<i>Long Vacation</i>
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

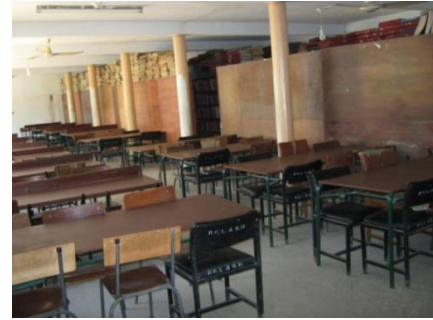


Exterior and interior views of the Lee T. Railsback Library.

(e) **President Kennedy Library**

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

<i>Hours of Opening</i>	<i>1st & 2nd Semester</i>	<i>Long Vacation</i>
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



Exterior and interior views of the President Kennedy Library.

(f) Law Library

It is located in the Faculty of Law at Kongo Campus. The Law Library which started operation on 1st August, 1996 is primarily a Reference Library. It is open to students pursuing their programmes 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 Law Library, Kongo campus

The Institute of Education Library

The Institute of Education Library is a reference Library, open to institute senior staff and students attending course 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 several 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 Studies library has a sitting capacity of 50. The Library is intended to serve students of and researchers on Shari'a 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 Religion and Culture.

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 153 current serials; the Kabba College of Agriculture Library has 5,146 books, 619 pamphlets and 61 current serials while the library of the College of Agriculture and Animal Science Kaduna has 4,013 books, 111 pamphlets and 18 current serials.

<i>Hours of Opening</i>	<i>1st & 2nd Semester</i>	<i>Long Vacation</i>
Monday – Friday	7.30a.m – 10.00p.m	7.30a.m – 3.30pm
Saturday:	8.00a.m – 12.00p.m	Closed

Part 2

Student Affairs Division

2.1 INTRODUCTION

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 relocated to the office of the Vice – Chancellor, exercising the power bestowed on the Vice-Chancellor by Statute 9 of the ABU Law to handle Students' matters.

The Students Affairs Division is located on the first floor 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 Students 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.

Functions of the Students Affairs Division

The functions of the Students Affairs Division Includes the following:

1. Advice the Vice-Chancellor on policies, regulations and matters affecting students
2. Develops Student cultural and social activities
3. Develops Students recreation and sports programmes.
4. Supervises award of financials aids, scholarship and bursaries to students.
5. Provides careers information, and guidance and counselling.
6. Administration of halls of residence and dining halls.
7. Develops procedures for administration of students discipline and provisions for appeals to the Vice-Chancellor.
8. Assists with development and administration of Students Union.
9. Administers informational programmes to keep students 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.

2.2 ACCOMMODATION

The University has sixteen halls for residence accommodating about 40% of the students. Eight of the halls (Akenzua, Amina, Alexander, Danfodio, ICSA, Ramat. Ribadu, Sulaiman) are on the Main Campus. Amina, Alex and Ribadu Halls Accommodate female students. The remaining six are at the Kongo Campus comprising Ali Akilu, Tafawa Balewa, Hostels 1,2 and 3, Bedde and Sardauna. Hostels 1 and 2 Bedde and Sardauna Halls Accommodate only female students.

Of these hostels, Postgraduate students are accommodated in Amina, Suleiman and Akenzua halls as well as the Alh. Umaru Musa Yar'adua and Sassakawa hostels on the Main Campus and the Postgraduate Hostel on Kongo campus.

There is an Accommodation Officer who is responsible for student accommodation. In each hall, there is a Hall Administrator and he/she has Porters and Cleaners who are responsible for issuing of keys to the rooms and keeping the Halls clean. There is a kitchen attached to each hall and are being run by reputable private caterers. Students can use any of these dining facilities (Note: males are not allowed into female dining halls).



Alh. Shehu Musa Yar'adua hostel and Akenzua hall for male Postgraduate students.



Postgraduate blocks in Amina hall, Main Campus



A Postgraduate Common Room in Amina hall and the male Postgraduate hostel in the Kongo Campus

All new Postgraduate students on reporting at the Main Campus are expected to collect their letters of admission from the Secretary, SPGS before calling on the Hall Administrators to officially hand-over to them rooms earlier booked online. There are limited bed spaces reserved for postgraduate students. Those students not allocated bed space will be assigned halls of residence with which they would be identified 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) and the long Vacation Semester attracts additional rent. Students cannot also lay claim to rooms at the beginning of each session until an allocation is made and paid for.

Post graduate 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 Campus. At the beginning and end of each semester, students are required to report to their Hall Administrators in order to sign the book provided for the purpose. On no account should a student go away with a key to a room during the long vacation. An offender may forfeit any allocation of a room the following session and will be required to pay the rent due for the period. Each student must occupy the room allocate to him/ her unless a change is legally approved by the Dean of Students Affairs. Each student will be responsible for the care of furniture in the room and replacing of broken or lost keys.

It is a serious offence for any student in the hostel to sell or sublet his room, bed space, harbour squatters or acquire accommodation on behalf of another student. Students who fail to return their keys before leaving the University campus for any period in excess of 24 hours will automatically loose the entitlement to accommodation for the rest of their course.

2.3 GENERAL STUDENT REGULATIONS

1. Procedures and Guidelines

- (a) 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. 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 for the Student).
- (iii) An Inventory of all University property in each room must be taken and students who occupy rooms must sign an acceptance of responsibility for all University property in their custody. Students that wilfully damage, destroy or throw away any such property will be made to repair or replace them.
- (iv) Complaint, problem – collective and individual and proposal must be reported to the Hall Administrator in the first instance. Only those complains 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 will not be entertained.
- (v) Once students are on campus, each HMC must hold a monthly meeting and as many emergency/special meetings as the situation warrants. However, each complaint or problem 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 each block and are liable for the wilful damage or misuse of all common facilities and fittings.
- (vii) The Security personnel in the Hall are empowered to safeguard the residency system and as such they are permitted to make enquiries, enforce regulations, 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 acres resources will be given to the cleanest, most peaceful, and harmonious hall of residence.

- (ix)
- (x)

2. Administration

- (i) *Student Affairs Division and University Students Welfare Committee*
Statute 9 (6) of the ABU law empowers the Vice-Chancellor to handle all student matters. Following a re-organization in 1986, the Vice-Chancellor Exercise 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) charged 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 Committee has power to arrange its own social, cultural or intellectual programme designed to preserve, develop and enrich the tradition of the Hall and to make life in the Hall generally interesting and worthwhile. The HMC consist 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 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 students' 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 (SAD)	-	(Chairman)
Hall Adviser	-	Member
Assistant Hall Advisers	-	Member
Hall Administrator	-	Member
President, Student Union (S.U)	-	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 is appointed by the Vice-Chancellor through the Dean SAD, normally from the senior Academic Staff for a period of two years and is answerable to the Dean, SAD. The Hall Adviser is the Supervisory Head of the Hall. Responsible for the direction of 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.
- (i) *Off- Campus*
Each student remains a bona fide member of the Hall to which he/she is allocated.

The University does not approve or disapprove of off-campus housing or become 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.

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 or student in his/her room overnight without the permission of the Hall Administrator in writing.
 - (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 property. 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 incidents of fire will be investigated by the Security Division and reported to the Registrar and the Security Committee. Both National Fire Codes and the University's regulations will cover the criminal and/or disciplinary action to be taken.
 - (b) Candles are not normally allowed in student 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 result in fire. Therefore, under no circumstances, must electrical appliances such as electric cooker, toaster, grills, immersion heaters, heating coil, 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 University 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, reserve the right to make changes in room assignments, or transfer students from one hall to another during the 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 conferences and seminars. Application for permission to stay in residence during vacations must be made on the appropriate forms 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) Except where the cost of vacation residence has been paid with the composite fees, students staying in residence halls during vacation are required to pay rent in advance for the whole of the vacation period and not for part thereof. 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 attached to each Hall is provided for use by students of the hall, and it is under the supervision of the Hall Management Committee.
- (ix) *Exit Permits:*
 - (a) For absence overnight or longer periods, students are required to obtain and sign the required forms.
 - (b) Any absence involving absence from lectures, tutorial or practical classes require the approval of the corresponding Head of Department and Dean.
 - (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:**
 - (a) Students who are sick should report at the University Sick Bay 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
 - (d) All Postgraduate students are covered by the NHIS policy. Consequently, all Postgraduate students are expected to proceed to the Sick Bay and regularize their registration with the NHIS.

Guidelines on the Operations of the E.R.S.M.F.

1. The Emergency Referral Students' Medical Fund shall be used for their treatment of any student who is involved in an accident on approved 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 IXa 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 cases such as acute abdomen, perforated peptic ulcer disease, perforated typhoid, acute appendicitis, acute cholecystitis, obstructed strangulated hernia, accidents testicular torsion etc.
 - b. Medical cases such as: Typhoid septicaemia, typhoid psychosis, sickle cell crisis, acute meningitis, acute asthma attack, diabetic coma, urinary tract infection, psychiatric problems etc.
 - c. Gynaecological cases such as: twisted ovarian cyst, ruptured ectopic, acute P.I.D etc.
3. Any medical expenses incurred after the life threatening situation is over, shall be borne by Parents/Guardian of the concerned student.

4.

- (xi) *Use of University Premises:* Permission to use University premises must be sought from the Registrar through the Dean of Students Affairs at least 48 hours in advance.
- (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.
- (i) ***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.
- (ii) *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.
- (iii) **Visitors:**
 - (a) Students may receive visitors between 9:00am and 7:00p.m subject to individual Hall regulations.
 - (b) Students are responsible for the conduct of their visitors.
 - (c) Under no circumstances shall male visitors enter the female hostel. 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 Postgraduate student. The University regards as serious all acts of unethical, immoral, dishonest, or destructive behaviour as well as violation of University regulations. Punishments for violations of regulations range from warning, fine, suspension, to expulsion. Equally important however, is the legitimate right of any member of the University Community or resident of the Hall to dissent, to disagree, to hold different opinion, or think different from others. This is an integral aspect of University Education and Academic freedom.

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 are 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.

Hall of Residence Regulations

1. Sale, giving – out or illegal swapping of bed spaces are strictly prohibited. The penalty for any defaulter is rustication for one semester.
2. All visitors are not allowed to stay in the hall beyond 9:00p.m, similarly, female students are not allowed to stay in the male hostels beyond 9:00p.m.
3. Females shall not for whatever reason, reside in the male hostels. The penalty for this will be 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 breakdown, users of the toilet must fetch water provided in the tanks before using the toilet.
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 person for laundry and washing in the halls is prohibited. The penalty to defaulters is 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 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 Administrator.
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 Administrator/Security Officer in the hall. 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. Student will be surcharged for any damage to University property
19. Students residency does not include spouses. 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 other than in the urinary/toilet is strictly prohibited. The penalty of which is loss of bed-space.

22. Unauthorized tempering with University facilities including the television and cable satellite provided in the common rooms is strictly prohibited. The penalty of which is 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 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. 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 house several shopping complex, kiosks, buffets, and minimarkets. Some of these facilities are located inside the hall of residence. Although all shopping and other goods and services facilities are run through private operator, the University authority approves and supervises their activities through a central coordinating committee. No other body of staff is authorised to initiate, approve or supervise commercial activities on campus.



Community Market on the main campus



Exterior and interior views of the Mustapha Aliyu/Students' Social Centre on the Main Campus.

Bicycle and Motor Vehicles

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

Registration of Motor Vehicle

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

Accident Prevention

- (a) As precaution against accident, and for the safety of all, motorists and cyclists are reminded to obey all traffic signs and other traffic regulation on campus including the speed limit of 40km per hour
- (b) It is an offence to ride in the dark (after 7:00p.m and before 6:00am) without prominent lamps and rear reflectors.
- (c) Cyclists 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, 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 Ministers for the Christians on campus. 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.



The ABU Central Mosque and Chapel on the Main Campus.

Loss of Personal Property

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

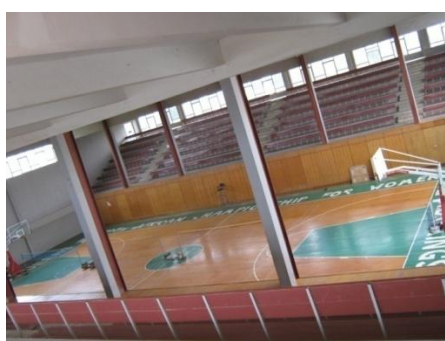
2.4 SPORTS OFFICE

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

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



The new Sports Gym on the Main Campus



The ultra modern indoor Basketball Court at the new Gym and a view from the grand stand of the tartan tracks and football pitch.

The duty of the sport office includes the following:

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

Available sports facilities are distributed throughout the campus as follows:

- (b) The new Gymnasium located north of 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 Sulaiman Hall, Demonstration Secondary School and Amina Hall.
- (iv) Athletics, Soccer, Hockey, and Crickets field 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.
- (vii) There are also sports facilities at Kongo Campus and Barau Dikko Hall.

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

Sports Administration

The sport 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 Games Association, (NUGA), the West African University Games (WAGU), the Federation of African University Sports (Federation of Africane 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.

What you can gain from the University 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.

The Sports Office maintain bilateral annual friendly competitions in some selected sports with some U.S Universities which is open to all student, through these competitions students can make friends with other nationals.

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

2.5 GUIDANCE AND COUNSELLING UNIT

The guidance and counselling Centre is one of the specialized services provided by the University to cater for students wellbeing and to advise students on a wide range of their difficulties. It is also to perform all the functions of the office. The centre maintains a team of dedicated counsellor who offer helpful and understanding environment to students for the discussion of any matter which is causing them concern. Broadly the centre serves as/for:

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

The Guidance and Counselling Unit also performs the following functions:

- (a) To organize career talks for prospective graduates.
- (b) To advise students and alumni on the choice of career, and to assist them on graduation, in securing suitable employments.
- (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 employments
- (d) The Office provides information about opportunities for part-time or full-time employment, for further training and study for higher degrees and for introduction to an interview with prospective employers.

2.6 INTERNATIONAL STUDENTS' DESK

Requirements for ECOWAS Member States/Residence Card

- 1. Valid International passport or ECOWAS Travel Certificate
- 2. Letter of Admission
- 3. Letter of Acceptance of Offer
- 4. Declaration of age
- 5. 3 passport sized photographs

6. Application/Acceptance of Immigration responsibility by ABU (on letter headed paper).

Requirements for Non-ECOWAS Member States/CERPAC

1. Valid International passport
2. Letter of Admission
3. Valid Visa – STR (subject to regularisation)
4. Letter of Acceptance of Offer
5. Declaration of age
6. 3 passport sized photographs
7. Application/Acceptance of Immigration responsibility by ABU (on letter headed paper).

Refugees

1. UN refugee passport
2. Evidence of full accreditation in Nigeria
3. Fee – N500.

Procedures for Filing Applications

Applications for residence card (ECOWAS States) or combined expatriate residence permit and aliens card (CERPAC) for non-ECOWAS Member States should be addressed to the State Comptroller of Immigration, Kaduna through the in-charge Zaria office for processing.

Requirements to Accompany the Application

All applicants are expected to pay the following fee;

1. ECOWAS member countries: N500:00 – N2, 500:00 depending on the nationality of the applicant.
2. Other nationals: \$25 or the naira equivalent for (CERPAC) Residence permit irrespective of the applicant's nationality.

Immigration Responsibilities of the Students on the University

It is the duty of the Ahmadu Bello University to accept full immigration responsibilities on behalf of the students before applications for regularisation could be processed.

Other Information

1. An endorsement at the point of entry to show that the applicant entered the country legally.
2. All applicants are expected to submit photocopies of their documents in triplicate except the letter of acceptance of immigration responsibility which **MUST BE ORIGINAL**.
3. Residence card is renewable after 2 years while CERPAC is only for one year.
4. Holders of any immigration facility who engage in any crime or related offences stand the chance of losing such right even before its expiration.

2.7 STUDENTS' UNIONISM AND REPRESENTATION

Following the rather destructive nature of Students Union activities, all students union activities at both the undergraduate and postgraduate levels have been suspended.

Postgraduate students however have representations at the level of their respective hostels. These representatives are referred to as "Governors". There is however an attempt to strengthen the level of representation by incorporating Faculty representatives into the existing structure. These representatives shall be expected to nominate a Chairperson and other officers from amongst themselves.

2.8 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 not:-

- (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 the educational and other activities of the University including lectures, tutorials, examinations and laboratory work;
- (c) obstruct or restrict 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) endanger the safety of any person or of the University Campus.

2.9 GUIDELINES FOR THE CONDUCT OF ASSOCIATION'S EVENTS ESPECIALLY AS IT CONCERNS THE INVITATION OF HIGH PROFILE PERSONALITIES

1. Special clearance from the University 3 weeks in advance of such an event (when the President, Governors, Ambassadors, high profile political and religious leaders or similar personalities are invited).
2. Submission of an application for permission to organise such an event, addressed to the Dean, Student Affairs and should be accompanied by:
 - i. A letter of introduction from a Patron.
 - ii. Evidence of registration/renewal of registration with the University.
 - iii. Details of the programme (Topics, duration, venue etc.)
 - iv. List of dignitaries to be invited and the function(s) they are expected to perform.

2.10 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

2.10.1 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.

2.10.2 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.

2.10.3 Types of Associations

- (a) Faculty based or Professional Associations. There should be one Association for each Faculty.

- (b) Religious Associations. They are namely, the F.C.S., N.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.

2.10.4 Constitution

Each Association must have a constitution as its legal framework.

- i. Membership of Professional Association shall be opened to students in that discipline.
- ii. The Dean of a Faculty shall be the major patron and the Heads of Department shall be his/her deputies.
- iii. Membership of State Associations must be open to all persons from that State.
- iv. Patrons of state Associations must be 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.

2.10.5 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.

2.10.6 Assistant Patron

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

2.10.7 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.

2.10.8 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, Student 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 Account 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 Student Affairs Division.

2.10.9 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 quarterly statement of its bank account to the Patrons and must keep their financial records up to date at all times.

2.10.10 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.

2.10.11 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.

2.10.12 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 amount realized from the contributions as well as from payment of dues must be presented to the congress after it has been checked and endorsed by the patron.

2.10.13 Solicitation

- i. Any money solicited for in the name of the association shall not attract any percentage for the seekers. The patrons must approve all letters of solicitation before their 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 as the case may be.
- iii. The names and offices of University Officers must not be used in any publicity, solicitation or event without prior permission.

2.10.14 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 organisation, which in its membership, discriminates on account of race, sex or religion. As such, tribal and other ethnic students' organization are not encouraged 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 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 organisation.
- (d) Certification by Adviser/Patron that at least twenty full-time students will form the nucleus of the organization.
- (e) Statement of purposes and proposed programme of activities as they relate to the expected contribution to the academic, cultural, social or recreational life on 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 if 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 action of the Dean, when the organization has failed to fill a registration form for two consecutive academic sessions, or by 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.

2.10.15 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.

2.10.16 General Regulations Governing Students Organizations

1. Registration of a student organization must not be construed as agreement with support of, or approval by the University, but only as 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.

2.10.17 Activities Involving Off-Campus Guests

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 the Head of State, a Governor, a Minister of State, A Head of Diplomatic Mission, or some other important personality from outside the University is invited, the Dean of Students must be informed at least ten days before the guest is expected to arrive on Campus. This is to enable the Student Affairs Division to co-ordinate 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.

2.10.18 Students Publications

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

Regulations Governing Students Publications

1. Only registered students organizations may produce any publication or printed matter bearing the name of the University or purporting to emanate from it.
2. Printed matters published by students of the University may be sold on the campus only if they are produced by a registered student organization.
3. All student publications must carry the names of the organizations and members of the editorial board.
4. All student organization, which publishes, sells, or otherwise reproduces materials on the campus, is responsible for those materials including their contents and any matters.
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 prohibited on the Campus and are subject to disciplinary action are those considered libellous and/or slanderous.

PART III

POSTGRADUATE STUDIES

3.1 INTRODUCTION

The concept of a Postgraduate School (now School of Postgraduate Studies) 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 by Statutes 21 of the University Laws of the Federal Republic of Nigeria. The School presently coordinates all the Postgraduate programmes of the University at the Masters, Doctorate and Postgraduate Diploma levels.

Location

Until recently, the School of Postgraduate Studies was located at the former Vice Chancellor's complex adjacent the Senate building in the Main Campus. Following the approval by the University Management that the SPGS relocates to the former Institute of Development Research (IDR) adjacent the University dam, the SPGS has in conformity, relocated to the new SPGS in the first week of September 2010.





Views of the Postgraduate School

Mandate of the School of Postgraduate Studies

The SPGS is charged with the responsibility of assisting departments improve training programmes to provide qualified manpower for the University, other Universities, private sector, institutions of higher learning, public corporations and parastatals, Federal and State governments. Recently, The Ahmadu Bello University along with the University of Ibadan and the University of Nigeria Nsukka have been charged with the responsibility of producing the needed high level manpower for other tertiary Institutions.

According to Statute 21, which established the School, the functions of the School of Postgraduate Studies (formerly Postgraduate School) shall be:

- a. responsible for the coordination of postgraduate programmes of the University including planning, coordination, administration and admission to programmes of study:
- b. to recommend on the provision of appropriate facilities for postgraduate work and to regulate the disbursement of funds allocated for postgraduate work:
- c. the regulation and enhancement of the quality of postgraduate instruction and research in the University. This shall include educational and contact within Nigeria and where necessary outside:
- d. promotion of publication of results of postgraduate studies:
- e. to monitor and evaluate the progress of work and to report to Senate at least once a year:
- f. to publicize the postgraduate activities of the University with a view to attracting enrolment and financial support from governmental, industrial and other bodies for the extension of these activities.

3.3 ADMINISTRATION OF THE SCHOOL OF POSTGRADUATE STUDIES

On the 14 of June 2010, Prof. A.A. Joshua, former Dean, Faculty of Arts, assumed duty as the 10th Dean of the Ahmadu Bello University School of Postgraduate Studies. He is assisted by 2 Deputy Deans viz., Drs. A.Z. Hassan and S. Abdullahi for the Main and Kongo Campuses respectively. Mal. Bashir Abubakar is the current Secretary of the School while Mr. Donatus Tachio is the SPGS Accountant. The Organogram next page portrays the current Administrative structure of the SPGS.

3.4 SCHOOL OF POSTGRADUATE STUDIES BOARD AND COMMITTEES

3.4.1 School of Postgraduate Studies Board

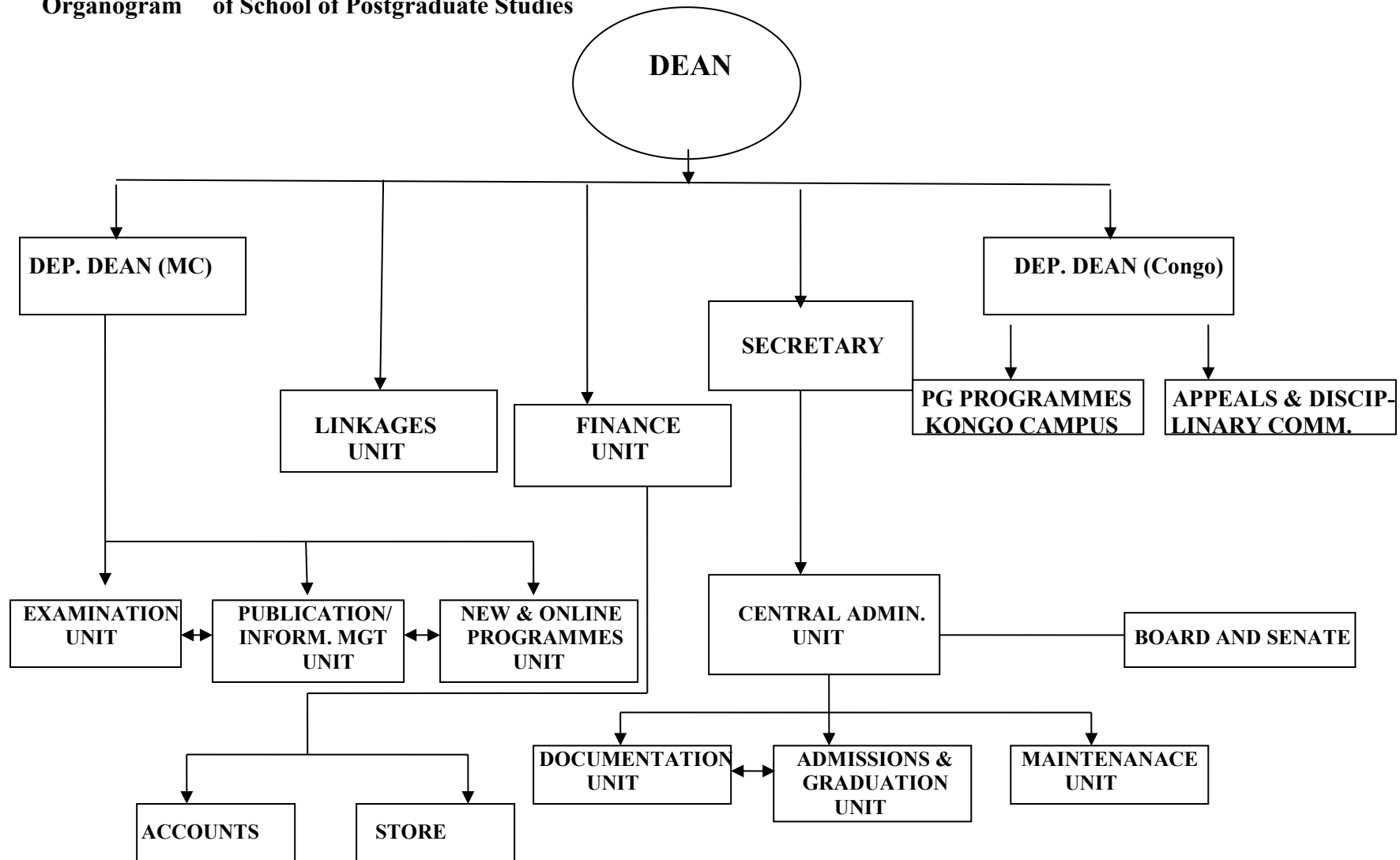
Membership

There shall be a SPGS Board, the composition of which shall be as follows:

1. Dean, School of Postgraduate Studies as Chairman.
2. Deputy Deans of the School of Postgraduate Studies
3. All Deans of Faculties
4. Vice Chairmen of Faculty Postgraduate Studies Boards (Asst. /Deputy Deans (PG).
5. Directors of NAPRI, IAR, NAERLS and CERT.
6. Chairman of the University Board of Research.
7. Director, Academic Planning and Monitoring.
8. University Librarian.
9. The School Secretary as Secretary of the Board.

**The Registrar and Bursar are in attendance.*

Organogram of School of Postgraduate Studies



Functions

The School of Postgraduate Studies Board shall be the principal body of the School. It shall have the Power to consider, enact and implement policies on research matters with the following responsibilities:

- (a) To initiate policies and act on matters affecting them.
- (b) To approve, publish and monitor rules governing postgraduate programmes.
- (c) To recommend to the Senate of the Ahmadu Bello University for approval through the Academic Planning Committee proposals for introducing new courses and programmes curricula involving additional credits, altering or dropping of existing ones.
- (d) To encourage scholarship, scholarly research and creative academic activities.
- (e) To approve, modify or reverse actions taken by its committees.
- (f) To regulate and control the activities of postgraduate study matters in the Faculties etc.

3.4.2 School of Postgraduate Studies Management Committee

Membership

The membership of the School Management Committee is as follows:

1. Dean, School of Postgraduate Studies (Chairman).
2. Deputy Deans of the School.
3. Secretary, School of Postgraduate Studies.
4. Finance Officer.
5. Resident Internal Auditor.

Functions

The School of Postgraduate Studies Management Committee is the principal body responsible for the running of the School. This committee meets once weekly or at any other time as the need arises.

This committee has the responsibility of:

1. Evaluating the progress of the School administration with the view to suggesting ways of improvement.
2. Collating and analysing submissions to the School Board and subsequently the Senate.
3. Make any recommendation towards the smooth running of the School.

3.4.3 School of Postgraduate Studies Board Committees

The School of Postgraduate Studies Board has over time delegated responsibilities to four Committees viz.:

The Curriculum Committee: Considers and acts on submissions from the Faculties in respect of postgraduate courses and programmes and make recommendations on them to the Board.

The Appeals and Disciplinary Committee: Considers all matters requiring disciplinary action and recommend its decisions to the Board.

The Academic Policy and Standards Committee: Considers and recommends policies and rules related to postgraduate education to the Board.

The Research Committee: Considers and recommends policies, rules related to research and initiate relationship with other research establishments within and outside the University.

3.4.4 Faculty Postgraduate Studies Board

Each Faculty authorized to offer a postgraduate degree shall have, in addition to Departmental postgraduate Studies Committees, a Faculty Postgraduate Studies Board. Until recently, this Board was referred to as the Faculty Postgraduate Committee.

Membership

1. *Dean of Faculty - Chairman
2. *Assistant Dean, (PG) - Vice Chairman
3. *All Heads of Department
4. *All Departmental Postgraduate Coordinators
5. Faculty Officer - Secretary

** Must be of a rank not below Senior Lecturer, and must have a terminal degree.*

Each faculty should at the beginning of each session, submit the list of the memberships to SPGS Board for the records.

Functions

The Committee shall be responsible for the conduct and management of the postgraduate programmes in its Faculty. The Committee's functions shall include:

- (a) Formulating rules and procedures relevant to the Faculty higher degree programmes within the policies established by the Postgraduate School Board and the University.
- (b) Publishing and making available to students the policies, rules and procedures relevant to the departmental higher degree programmes.
- (c) Considering and recommending actions on proposed higher degree courses and curricula for consideration by the Postgraduate School Curriculum Committee.
- (d) Ensuring that procedures are followed in all Postgraduate Studies matters.
- (e) Recommending lecturers for appointment as postgraduate students' supervisors, and reviewing their performances for annual re-appointment.
- (f) Recommending, for approval, students' admission classification.
- (g) Any other duty that may be assigned by the Postgraduate School Board.

3.4.5 Departmental Postgraduate Studies Committee

There shall be in each department running postgraduate programmes, a Departmental Postgraduate Committee with responsibility for advising and or ratifying recommendations to the Faculty (Postgraduate) Board in respect of the admission and registration of students, fields of study, dissertation title, appointment of supervisors and appointment of examiners. It shall also assist the HOD monitor and ensure compliance with PG Guidelines as well as all PG teaching and research in the department.

Membership

The departmental Postgraduate Studies Committee shall be composed of:

1. *Head of Department - Chairman
2. Departmental PG Coordinator - Vice Chairman
3. All Professors in the Department
4. Departmental Secretary - Secretary

**The Departmental PG Coordinator chairs the meeting if the HOD does not possess a PhD.*

N.B: Departments are encouraged to create a Departmental PG Consultative Committee which shall comprise of all PG teachers and Supervisors participating in the Departmental PG Programmes.

Functions

The Committee is responsible for the conduct and management of postgraduate programmes in the Department. The specific functions of the committee shall be:

1. Formulation of rules and procedures relating to PG studies within the framework of the policies of the SPGS.
2. Making available to students PG policies and guidelines.
3. Considering and making recommendations on proposed postgraduate courses and programmes.
4. Reviewing the supervisory list of postgraduate students suggested by the departments prior to submission to the SPGS Board.
5. Recommending for approval, students admission and
6. Any other duty that maybe assigned by the SPGS Board.
7. The committee shall consider all matters requiring resolution of conflicts or disciplinary action and recommend its discussions to the SPGS Board

3.4.6 Other Committees

1. Publication and Information Management Committee.
2. Welfare Committee
3. Minor Works Committee.

3.4.7 Departmental Postgraduate Studies Coordinators

In each Department, a Departmental Postgraduate Coordinator shall be nominated by HOD, he/she shall be responsible for the Coordination of PG Studies in the department on behalf of the HOD.

Duties:

- i) Coordinate PG programmes in the department
- ii) Collate all submissions for consideration of the Faculty PG Board or SPGS.
- iii) Arrange the conduct of all PG examinations (course and external examinations)
- iv) Computation and forwarding PG course grades to the SPGS through the Faculty PG Board.

3.4.8 Faculty Postgraduate Studies Coordinators/Asst. Deans/Deputy Deans

In each faculty, a Faculty Postgraduate Coordinator (Asst. /Dep. Dean) shall be responsible to the Faculty Postgraduate Board through the Dean.

Duties:

- i) Coordinate PG programmes in the Faculty
- ii) Collate all submissions for consideration of the SPGS Board.
- iii) Arrange the conduct of all PhD external and coursework examinations.
- iv) Computation and forwarding PG course grades to the SPGS through the Faculty PG Board.

3.5 SCHOLARSHIPS

Federal and State Scholarship Schemes

1. Federal Government Scholarship Award

3.6**POSTGRADUATE STUDIES ACADEMIC CALENDAR****2009/2010 Academic Calendar (Year 1)**
Semester 1

S/No	From	To	Activity
1	Aug. 2 nd 2010	Aug. 13 th 2010	Resumption and Registration (2 weeks)
2	Aug. 16 th 2010	Oct. 30 th 2010	Lectures (11 weeks)
3	Nov. 1 st 2010	Nov. 13 th 2010	Examinations (2 weeks)

Semester 2

S/No	From	To	Activity
1	Nov. 22 nd 2010		Resumption
2	Nov. 22 nd 2010	Jan. 22 nd 2011	Lectures (14 weeks)
3	Jan. 24 th 2011	Feb. 7 th 2011	Examinations (2 weeks)

2010/2011 Academic Calendar
Semester 1**Semester 2**

S/No	From	To	Activity
1	May 30 th 2011		Resumption
2	May 30 th 2011	Aug. 22 nd 2011	Lectures (10 weeks)
3	Aug. 22 nd 2011	Sept. 3 rd 2011	Examinations (2 weeks)
4	5 th September 2011		End of Session

S/No	From	To	Activity
1	Feb. 7 th 2011	Feb. 21 st 2011	Resumption and Registration (2 weeks)
2	Feb. 14 th 2011	May 7 th 2011	Lectures (12 weeks)
3	May 9 th 2011	May 21 st 2011	Examinations (2 weeks)

3.7 POSTGRADUATE APPEALS**3.7.1 Procedure for Appeals to Faculty Postgraduate Studies Appeals Committee**

1. Each Faculty shall establish a Postgraduate Appeals Committee (hereinafter referred to as the Committee)
2. The Committee shall have full powers to consider appeals from the postgraduate student within the Faculty on all matters related to their studies except for proceedings under the code of disciplinary matter.
3. The Committee shall consist of the Dean as Chairman and a representative from each department. The names and ranks of the members of the Committee shall be sent to the School of Postgraduate Studies.
4. No member of the School of Postgraduate Studies Appeals Committee shall serve on the committee, where he/she is directly connected to an appeal case.
5. A student may appeal in respect of any of the following:
 - i) Refusal or a restriction placed upon the award of degree or certificate, or from examination,

- written or oral.
- ii) Unsatisfactory progress report by the supervisor(s) to the School of Postgraduate Studies.
 - iii) A decision by the Departmental PG Committee on the grounds that the examination was not conducted in accordance with the Senate approved regulations/ procedures.
 - iv) Any other reasonable grounds.
6. A student who wishes to appeal against a decision must do so to the Secretary of the committee in writing fourteen (14) days following intimation or publication of the decision.
 7. A student who wishes to appeal a decision must pay a non-refundable fee as specified by the SPGS to the Secretary of the Committee.
 8. Upon receipt of the appeal the Chairman shall refer the case to the Committee for consideration.
 9. The Committee shall meet within seven days of receipt of the appeal.
 10. Where the Committee requires the student's presence, the Secretary shall:
 - i. inform the student in writing of the date, time and place of meeting;
 - ii request the student to submit names and addresses of person(s) whom he/she wishes the Committee to interview;
 - iii. request all reports and information relating to the manner in which the decision appealed against was reached;
 - iv. request the attendance of any person(s) whose presence is (are) necessary for the hearing of the appeal.
 11. The Committee may dispose of the case notwithstanding the failure to attend without cause by the student or any person requested to attend under section (ii) and (iv) above.
 12. The Committee may request professional advice through the Dean of the relevant Faculty in respect of any appeal as it deems necessary.
 13. An appeal shall be disposed off within (21) working days from the first day of meeting.
 14. The Committee shall communicate the decision on the appeal to the student and School of Postgraduate Studies in writing within one week.
 15. The student may within seven (7) days of receiving the Committee's decision appeal against the decision to the School of Postgraduate Studies Appeal Committee for a review.

3.7.2 Procedure for Appeals to School of Postgraduate Studies Appeals Committee

1. A Postgraduate student may appeal against the decision of the Faculty Postgraduate Studies Appeals Committee to the postgraduate School Appeals Committee (hereinafter referred to as the Committee).
2. This Committee will only entertain an appeal on the grounds that:
 - i. Faculty Appeals Committee's decision was not fair.
 - ii. New evidence has emerged which could not reasonably have been produced to the Faculty Appeals Committee.
 - iii. There has been defective procedure at the Faculty Appeals Committee.
 - iv. Any other reasonable grounds.
3. The Committee shall consist of the Dean of the SPGS as Chairman with twelve members representing the Faculties, 2 members representing the Centres, 1 member from the University Legal Unit and a representative from the Directorate of Academic Planning and Monitoring. No member of the Committee against whom or which an appeal is brought shall serve on the Committee when it is dealing with that appeal. Exceptionally, the Committee shall have powers to co-opt additional members should the need arise.
4. The Committee has full powers to hear and its decisions shall be reported to the Senate.
5. A student who wishes to appeal must do so in writing to the Secretary of the School of Postgraduate Studies within 7 days following the decision on the appeal.
6. Upon receipt of the written appeal and evidence of payment of non-refundable fee specified by the School of Postgraduate Studies, the Committee shall within 21 days consider the appeal and may:

- i. Dismiss the appeal because it has not established any ground that the Faculty Appeals Committee was unfair.
 - ii Dismiss the appeal on technical grounds, for example, not submitted within the stipulated time.
 - iii. Refer the appeal to the appropriate Faculty Appeals Committee whereupon the case shall be reconsidered based on the new evidence within 7 days.
 - iv. Uphold the appeal and recommend as appropriate.
7. The Committee shall offer the student the right of hearing and consider any request from an interested person to make a statement as part of deliberation to assist in making a final decision.
 8. The Secretary shall inform (in writing) the student, corresponding Department and Faculty about the decision of the Committee within seven days of its decision.

3.8 APPROVED POSTGRADUATE PROGRAMMES

Faculty/Department	Program
Administration Accounting	M.Phil. Accounting (Full time) M.Sc. Accounting and Finance Masters in Accounting and Finance PGD. Accounting and Finance Ph.D. Accounting and Finance
Business Administration	M.Phil. Business Administration M.Sc. Banking and Finance M.Sc. Business Administration (Full-Time) Master's in Business Administration (Special) (FT) Master's in Business Administration (Special) (PT) Master's in Business Administration (Regular) (FT) Master's in Business Administration (Regular) (PT) PGD in Management (Part-time) Ph.D. Business Administration
Local Government and Development Studies	M.Phil. Local Government Administration Masters in Policy and Development Studies (MPDS) M.Sc. Policy and Development Studies Master's in Public Administration - Local Government PGD Local Government (Full & Part Time) Ph.D. Local Government Administration
Public Administration	M.Phil. Public Administration M.Sc. Public Administration (Full-Time) Master's in Public Administration (Full-Time) PGD Human Capital Development Master's in Public Administration (Part-Time) PGD Public Administration (Part-Time) Ph.D. Public Administration (Full-Time)

Agriculture	
Agricultural Economics and Rural Sociology	M.Phil. Agric. Economics M.Phil. Agricultural Economics and Rural Sociology M.Sc. Agric. Economics M.Sc. Agric. Extension & Rural Sociology PGD Farm management Ph.D. Agric. Economics Ph.D. Agric. Extension & Rural Sociology
Agronomy	M.Sc. Agronomy PGD-Crop Production and Mgt. Ph.D. Agronomy
Animal Science	M.Sc. Animal. Science (Full-Time) PGD. Animal Production (Part-Time) Ph.D. Animal Science (Full-Time) Ph.D. Animal Science (Part-Time)
Crop Protection	M.Sc. Crop Protection (Full-time) PGD. Crop Protection (Part-Time) Ph.D. Crop Protection (Full-time) Ph.D. Crop Protection (Part-time)
Plant Science	M.Sc. Plant Breeding (Full Time) M.Sc. Plant Physiology (Full Time) PGD. Seed Prod. & Tech. (Part-Time) Ph.D. Plant Breeding (Full-Time) Ph.D. Plant Physiology (Full-Time)
Soil Science	M.Sc. Soil Science (Full-time) Ph.D. Soil Science (Full-time)
Arts	
African Languages and Cultures	M.A African Cultural Studies M.A African Language (Hausa) M.A African Literature (Hausa) M.Phil. African Cultural Studies

	M.Phil. African Languages(Hausa) M.Phil. African Literature (Hausa) PGD Translation & Interpretation Ph.D. African Cultural Studies Ph.D. African Language (Hausa) Ph.D. African Literature (Hausa)
Arabic	M.A Arabic Language M.A Arabic Literature Ph.D. Arabic Language Ph.D. Arabic Literature
Archaeology	M. Phil Cultural Resource Management M.A. Archaeology (Full-Time) M.Phil.Archaeology Ph.D. Archaeology Ph.D. Cultural Resource Management
English and Literary Studies	M.A. English Literature (Full-Time) M.A.Literature (Full-Time) M.Phil. English Language M.Phil. English Literature Ph.D. English Lang. (Full-Time) Ph.D. English Literature (Full-Time)
French	PGD Translation and Interpretation M.A. French (Full-Time) M.Phil. French Ph.D. French (Full-time)
History	M.A. History (Full-time) M.Phil. History Ph.D. History (Full-time)
Theatre and Performing Arts	M.A. Development Comm. (Full-Time) M.A. Theatre Performing Arts (Full-Time) M.Phil. Development Communication M.Phil. Theatre And Performing Arts PGD Home Video Production PGD. Development Communication Ph.D. Development Comm. (Full-Time) Ph.D. Theatre and Performing Arts (Full-Time)

Philosophy	M.A Philosophy MPhil Philosophy PhD Philosophy
Education	
Art and Social Science Education	M.Ed. Christian Religious Studies (Full-Time) M.Ed. Islamic Studies (Full-Time) M.Ed. Social Studies (Full-Time) M.Ed. Teaching English as Second Language (Full-Time) M.Ed. Language Arts (Hausa) Ph.D. Language Arts (Hausa) Ph.D. Christian Religious Studies (Full-Time) Ph.D. Islamic Studies (Full-Time) Ph.D. Social Studies (Full Time) Ph.D. Teaching English as Second Language (Full-Time)
Educational Foundation and Curriculum	M.Ed. Admin. & Planning (Full-Time) M.Ed. Curriculum & Instruc. (Full-Time) M.Ed. Instruction Technology PGDE. (Full Time) Ph.D. Administration & Planning (Full-Time) Ph.D. Curriculum & Instruc. (Full-Time) Ph.D. Instruc. Tech. (Full-Time)
Educational Psychology and Counselling	M.Ed. Education Psychology M.Ed. Guid. & Counselling (Full-Time) Ph.D. Educational Psychology (Full-Time) Ph.D. Guid. & Counselling (Full-Time)
Library and Information Science	M.Phil. Information Science M.Phil. Library Information Science M.Sc. Inform. Science (Full-Time) M.Sc. Inform. Science (Part-Time) Master of Archives and Records Mgt. (Full-Time) Masters in Library Science (Full-time) Masters Inform. Management (Part-time) PGD in Inform. Management (Part-Time) Ph.D. Information Science Ph.D. Library Science
Physical and Health Education	M.Ed. Health Education (Full-Time) M.Ed. Physical Education (Full-Time)

	M.Phil. Exercise and Sports Science M.Phil. Health Education Science M.Phil. Physical Education M.Phil. Sport Management M.Sc. Sports Management (Full-Time) M.Sc. Exercise and Sports Sciences (Full-Time) PGD. Sports Management (PGDSM) Ph.D. Exercise & Sports Science (Full-Time) Ph.D. Health Education (Full-Time) Ph.D. Sports Management (Full-Time) Ph.D. Physical Education
Science Education	M.Ed. Maths Education(Full Time) M.Ed. Science Education (Full-Time) Ph.D. Maths Education (Full Time) Ph.D. Science Education (Full-Time)
Vocational and Technical Education	M.Ed. Business Education (Full-Time) M.Ed. Home Economics (Full-Time) M.Phil. Business Education M.Phil. Home Economics M.Sc.(Ed) Agricultural Education (Full-Time) Ph.D. Business Education (Full-Time) Ph.D. Home Economics (Full-Time)
Engineering	
Agricultural Engineering	M. Phil Agricultural Engineering M.Sc. Agric. Engineering Ph.D. Agric. Engineering
Chemical Engineering	M.Sc. Chemical Engineering (Full-Time) M.Sc. Nuclear Engineering PGD Chemical Engineering (Full-Time) Ph.D. Chemical Engineering (Full-time) Ph.D. Chemical Engineering (Part-time)
Civil Engineering	M.Phil. Civil Engineering M.Phil. Construction Material M.Phil. Geotechnics Engineering M.Phil. Structure M.Phil. Transportation and High Way

	M.Sc. Civil Eng. (Full-Time) M.Sc. Construction Material (Full-Time) M.Sc. Geotechnics Engineering(Full-Time) M.Sc. Structure (Full-Time) M.Sc. Transportation and High Way (Full-Time) Ph.D. Civil Eng. (Full-time) Ph.D. Civil Eng. (Part-time) Ph.D. Construction Material (Full-Time) Ph.D. Geotechnics (Full-time) Ph.D. Structure (Full-time) Ph.D. Transportation and High Way (Full-Time)
Communication Engineering	M.Phil. Telecommunications Engineering M.Sc. Telecommunications Engineering PGD Electronics and Telecommunications Ph.D. Telecommunications Engineering
Computer Engineering	M.Phil. Computer Engineering M.Phil. Control Engineering M.Sc. Computer engineering M.Sc. Control Engineering PGD Computer Engineering PGD Data Communication and Software Engineering Ph.D. Computer Engineering Ph.D. Control Engineering
Electrical Engineering	M.Phil. Electrical/Control Engineering M.Phil. Electronics Engineering M.Phil. Power System Engineering M.Sc. Control Engineering M.Sc. Electronics Engineering M.Sc. Power Machine System Engineering PGD Power and Machine Ph.D. Electrical Engineering (Full-time) Ph.D. Control Engineering Ph.D. Power System Engineering
Mechanical Engineering	M.Phil. Mechanical Engineering (Full-Time) M.Sc. Engineering Management M.Sc. Mechatronics M.Sc. Oil And Gas Operations Management M.Sc. Pipeline And Welding Engineering

	M.SC Safety Engineering And Disaster Control PGD Mechanical Engineering PGD Oil And Gas Operations Management PGD Pipeline And Welding Engineering PGD Safety Engineering And Disaster Contro Ph.D. Mechanical Engineering (Full-Time) Ph.D. Mechanical Engineering (Part-Time)
Metallurgical and Material Engineering	PGD Metallurgical and Materials Engineering M.Phil. Metallurgical Engineering M.Sc. Metallurgical and Materials Engineering. (Full-Time) Ph.D. Metallurgical and Materials Engineering (Full-Time) Ph.D. Metallurgical and Materials Engineering (Part-Time)
Water Resources and Environmental Engineering	M.Phil. Water Resources And Environmental Engineering M.Sc. Water Resources & Environmental Engineering (Full-Time) PGD Environmental Engineering And Management PGD Water Resource Engineering Ph.D. Water Resources & Environmental Engineering (Full-Time)
Environmental Design	
Architecture	M.Phil. Architecture M.Sc. Architecture Masters in Landscape Architecture (Part-Time) Masters in Urban Design (Full-Time) Masters in Urban Design (Part-Time) PGD Landscape Architecture (Part-Time) Ph.D. Architecture (Full-Time) Ph.D. Architecture (Part-Time)
Building	M.Phil. Building Services M.Phil. Construction Management M.Phil. Construction Technology M.Sc. Building Services (Full-time) M.Sc. Construction Management (Full-time) M.Sc. Construction Technology (Full-time) Masters in Facilities Management (Part-time) Masters of Building PGD Building (Part-time) Ph.D. Building Services (Full-time) Ph.D. Construction Management (Full-time)

	Ph.D. Construction Technology (Full-time)
Fine Arts	M.A. Arts Education (Full-time) M.A. Arts History (Full-time) M.Phil. Art History (Full-time) M.Phil. Arts Education (Full-time) M.Phil. Fine Arts Painting M.Phil. Fine Arts Sculpture Masters in Fine Arts - Painting (Full-time) Masters in Fine Arts - Sculpture (Full-time) Ph.D. Arts Education (Full-time) Ph.D. Arts History (Full-time) Ph.D. Painting (Full-time) Ph.D. Sculpture (Full-time)
Industrial Design	M.A. Industrial Design (Full-time) M.Sc. Glass Technology M.Phil. Industrial Design PGD Industrial Design Ph.D. Industrial Design (Full-time) Ph.D. Industrial Design (Part-time)
Quantity Surveying	M.Phil. Quantity Surveying M.Sc. Project Management M.Sc. Quantity Surveying Ph.D. Quantity Surveying (Full-Time) Ph.D. Quantity Surveying (Part-Time)
Urban and Regional Planning	M.Phil. Urban And Regional Planning M.Sc. Regional Planning (Full-Time) M.Sc. Tourism & Recreation (Full-Time) M.Sc. Urban Management (Full-Time) Ph.D. Urban Regional Planning (Full-time) Ph.D. Urban Regional Planning (Part-time)
Law	
	M.A. Laws
Commercial Law	LLM Commercial Law M.Phil. Commercial Law PGD in Corporate Manag. Law (Part-Time) PGD Judge Advocate Basic Course Ph.D. Commercial Law

Islamic Law	LLM. Islamic Law M.Phil. Islamic Law PGD Islamic Law Ph.D. Islamic Law
Private Law	LLM. Private Law M.Phil. Private Law PGD in Estate Management Law (Part-Time) PGD Judge Advocate Basic Course Ph.D. Private Law
Public Law	LLM. Public Law M.Phil. Public Law PGD in Intern. Law & Diplomacy (Part-Time) PGD Judge Advocate Basic Course Ph.D. Public Law
Medicine	
Chemical Pathology	M.Phil. Chemical Pathology (Full-Time) M.Sc. Chemical Pathology Ph.D. Chemical Pathology (Full-Time)
Community Medicine	M. PHIL community medicine Masters Public Health (Full-Time) MPH. Field and Vet. Epidemiology (FELTP) MPH. Labs
Human Anatomy	M.Phil. Human Anatomy M.Sc. Human Anatomy (Full-time) Ph.D. Human Anatomy (Full-Time)
Human Physiology	MD Human Physiology M.Phil. Physiology M.Sc. Human Physiology (Full-time) Ph.D. Human Physiology (Full-Time) Ph.D. Human Physiology (Part-Time)
Medicine	Doctor Of Medicine (MD) M.Phil. Immunology M.Sc. Immunology Ph.D. Immunology

Nursing Sciences	M.Sc. Nursing Sciences M.Phil. Nursing Sciences PhD Nursing Sciences
Pathology (Morbid Anatomy)	M.Sc. Pathology (Clinical Lab. Mgt) PhD Pathology (Clinical Lab. Mgt)
Pharmaceutical Sciences	
Pharmaceutical and Medicinal Chemistry	M.Phil. Pharmaceutical and Medicinal Chemistry M.Sc. Pharmaceutical and Medicinal Chemistry Ph.D. Pharmaceutical and Medicinal Chemistry
Pharmaceutics and Pharmaceutical Microbiology	M.Phil. Pharmaceutical Microbiology M.Phil. Pharmaceutics M.Sc. Pharmaceutical Microbiology M.Sc. Pharmaceutics Ph.D. Pharmaceutical Microbiology Ph.D. Pharmaceutics
Pharmacognosy and Drug Development	M.Phil. Pharmacognosy & Drug Development M.Sc. Pharmacognosy And Drug Development (Full-Time) PGD Herbal Medicine Ph.D. Pharmacognosy and Drug Development
Pharmacology and Therapeutics	PGD Pharmacology M.Phil. Pharmacology M.Sc. Pharmacology Ph.D. Pharmacology (Part-Time)
Science	
Biochemistry	M.Phil. Biochemistry M.Sc. Biochemistry (Full-Time) M.Sc. Nutrition PGD. Nutrition (Part-Time) Ph.D. Biochemistry (Full-Time)
Biological Sciences	M.Phil. Biology M.Phil. Botany M.Phil. Fisheries

	M.Phil. Zoology PGD Fisheries M.Sc. Botany M.Sc. Educational Biology M.Sc. Fisheries M.Sc. Biology M.Sc. Zoology Ph.D. Fisheries Ph.D. Biology Ph.D. Botany Ph.D. Zoology
Chemistry	M.Phil Chemistry M.Phil Inorganic Chemistry M.Phil Organic Chemistry (Full-Time) M.Phil Physical and Theoretical Chemistry (Full-Time) M.Phil Polymer Sci.& Tech.(Full-Time) M.Phil Analytical Chemistry M.Sc. Analytical Chemistry M.Sc. Chemistry (Full-Time) M.Sc. Chemistry (Part-Time) M.Sc. Inorganic Chemistry M.Sc. Organic Chemistry M.Sc. Physical Chemistry (Full-Time) M.Sc. Polymer Sci.& Tech.(Full-Time) M.Sc. Environmental Chemistry M.Sc. Petroleum Chemistry Masters in Petroleum Chemistry Masters in Environmental Chemistry PGD Analytical Chemistry (Full-time) PGD. Environmental Chemistry (Part-time) Ph.D Chemistry Full-Time Ph.D Organic Chemistry (Full-Time) Ph.D Physical and Theoretical Chemistry (Full-Time) Ph.D Polymer Sci.& Tech.(Full-Time) Ph.D Analytical Chemistry Ph.D Inorganic Chemistry
Geography	M.Phil. Rural Development (Full-Time) M.Phil Climate Change, Policy and Innovation M.Sc. Climate Change, Policy and Innovation M.Sc. Disaster Risk Management

	M.Sc. Demographic Population Studies (Full-Time) M.Sc. Environmental Management (Full-Time) M.Sc. Geography (Full-Time) M.Sc. Remote Sensing and GIS (Full-Time) M.Sc. Rural Development (Full-Time) M.Sc. Transport Management (Full-Time) Masters in Disaster Risk Management PGD Remote Sensing and GIS PGD Climate Change, Policy and Innovation PGD Disaster Risk Management PGD Rural Development Ph.D Climate Change Economics, Policy and Innovation Ph.D Geography (Full-Time) Ph.D Rural Development (Full-Time) Ph.D Disaster Management
Geology	M.Phil. Geology M.Sc. Geology (Full-Time) PGD Environmental Geology PGD Geology PGD Petroleum Geology Ph.D. Geology (Full-Time) Ph.D. Geology (Part-Time)
Mathematics	M.Phil. Computer Science (Full-Time) M.Phil. Mathematics M.Phil. Statistics M.Sc. Computer Science (Full-Time) M.Sc. Mathematics (Full-Time) M.Sc. Statistics (Full-Time) PGD. Computer Science (Part-Time) PGD. Statistics (Part-Time) Ph.D. Computer Science Ph.D. Computer Science (Part-Time) Ph.D. Mathematics Ph.D. Mathematics (Part-Time) Ph.D. Statistics Ph.D. Statistics (Part-Time)
Microbiology	M.Phil. Microbiology M.Sc. Microbiology (Full-Time) PGD Microbiology (Part-Time)

	Ph.D. Microbiology (Full-Time) Ph.D. Microbiology (Part-Time)
Physics	M.Phil. Applied Geophysics M.Phil. Physics M.Phil. Radiation Physics M.Sc. Applied Geophysics (Full-Time) M.Sc. Geophysics (Full-Time) M.Sc. Nuclear Science M.Sc. Physics (Full-Time) M.Sc. Radiation Biophysics (Full-Time) M.Sc. Radiation Biophysics (Part-Time) PGD Radiation Protection And Safety Ph.D. Applied Geophysics (Full-Time) Ph.D. Physics (Full-Time) Ph.D. Radiation Biophysics (Full-Time)
Textile Science and Technology	M.Phil. Colour Chemistry (Full-Time) M.Phil. Fibre & Polymer (Full-Time) M.Phil. Textile Chemistry (Full-Time) M.Phil. Textile Evaluation (Full-Time) M.Phil. Textile Science And Technology M.Sc. Colour Chem. & Tech. (Full-Time) M.Sc. Textile Sci. & Tech. (Full-Time) PGD Text. Science & Tech. (Part-Time) Ph.D. Colour Chemistry (Full-Time) Ph.D. Fibre & Polymer (Full-Time) Ph.D. Textile Chemistry (Full-Time) Ph.D. Textile Evaluation (Full-Time) Ph.D. Textile Science Technology
Social Science	
Economics	M.Phil. Economics M.Sc. Economics (Full-time) Ph.D. Economics (Full-time)
Mass Communication	M.Sc. Mass Communication (Full-time) PGD Mass Communication (Part-Time)
Political Science	M.Phil. Political Science M.Sc. Political Science (Full-time) Ph.D. International Relations

	PGDC Peace and Conflict Management Masters in Intern. Affairs & Diplomacy (MIAD)(Part-time) Masters in Peace and Conflict Management M.Sc. International Relations PGD. Election Administration (PGDEA) Ph.D. Political Science (Full-time) Ph.D Peace and Conflict Management Ph.D International Relations
Sociology	M.Phil. Sociology M.Sc. Sociology (Full-time) Masters in Law Enforc. Criminal Justice (MLC) (Part-Time) Ph.D. Sociology
Veterinary Medicine	
Theriogenology and Production	M.Phil. Theriogenology M.Sc. Theriogenology Ph.D. Theriogenology
Veterinary Anatomy	M.Phil. Veterinary Anatomy M.Sc. Veterinary Anatomy (Full-Time) Ph.D. Veterinary Anatomy
Veterinary Medicine	M.Phil. Avian Medicine M.Sc. Food Animal Medicine PhD Food Animal Medicine M.Phil. Food Animal Medicine M.Sc. Equine Medicine PhD Equine Medicine MPhil Equine Medicine M.Sc. Aquatic Medicine M.Sc. Wildlife Medicine M.Sc. Small Animal Dermatology M.Sc. Small Animal Internal Medicine PhD Small Animal Internal Medicine MPhil Small Animal Internal Medicine M.Phil. Small Animal Infectious Diseases M.Sc. Avian Medicine M.Sc. Small Animal Infectious Diseases Master of Tropical Veterinary Medicine (MTVM) Ph.D. Avian Medicine Ph.D. Small Animal Infectious Diseases

Veterinary Microbiology	M.Phil. Veterinary Microbiology M.Sc. Veterinary Microbiology Ph.D. Veterinary Microbiology
Veterinary Parasitology and Entomology	M.Phil. Veterinary Entomology M.Phil. Veterinary Helminthology M.Phil. Veterinary Protozoology M.Sc. Veterinary Entomology M.Sc. Veterinary Helminthology M.Sc. Veterinary Protozoology PGD. Veterinary Parasitology (PGDVP) Ph.D. Veterinary Entomology Ph.D. Veterinary Helminthology Ph.D. Veterinary Protozoology
Veterinary Pathology	M.Phil. Veterinary Pathology M.Sc. Veterinary Pathology Ph.D. Veterinary Pathology
Veterinary Physiology	M.Sc. Veterinary Physiology MPhil Veterinary Physiology PhD Veterinary Physiology
Veterinary Pharmacology and Toxicology	M.Phil. Veterinary Pharmacology M.Phil. Veterinary Toxicology M.Sc. Veterinary Pharmacology M.Sc. Veterinary Toxicology Ph.D. Veterinary Pharmacology Ph.D. Veterinary Toxicology
Veterinary Public Health and Preventive Medicine	M.Phil. Veterinary Public Health And Preventive Medicine M.Sc. Veterinary Public Health And Preventive Medicine PGD Food Hygiene (Part-time) PGD Veterinary Epidemiology Ph.D. Veterinary Public Health And Preventive Medicine
Veterinary Surgery and Radiology	MPhil Veterinary Anaesthesiology MPhil Veterinary Diagnostic Imaging

PhD Veterinary Anaesthesiology
MPhil Orthopaedic Surgery
PhD Orthopaedic Surgery
M.Sc. Soft Tissue Surgery
MPhil Soft Tissue Surgery
PhD Soft Tissue Surgery
PhD Veterinary Diagnostic Imaging
M.Sc. Equine Surgery
MPhil Equine Surgery
PhD Equine Surgery
M.Sc. Food Animal Surgery
MPhil Food Animal Surgery
PhD Food Animal Surgery
M.Sc. Wildlife Surgery
M.Phil. Wildlife Surgery
PhD Wildlife Surgery
M.Sc. Orthopaedic Surgery
M.Sc. Soft Tissues Surgery (Full-Time)
M.Sc. Veterinary Anaesthesiology
M.Sc. Veterinary Diagnostic Imaging
M.Sc. Veterinary Surgery
Ph.D. Veterinary Surgery

3.9 ADMISSION AND GRADUATION REQUIREMENTS

The specific admission and graduation requirements for the approved 308 postgraduate programmes can be obtained from the webpage of the Postgraduate School on the ABU Website as well as from the Prospectus of Postgraduate Studies.



Gen. Kontagora/Convocation Square on the Main Campus

3.9.1 General Admission Requirements and Guidelines

General admission guidelines into the Ahmadu Bello University, School of Postgraduate Studies are:

A. Postgraduate Diploma Programmes

- i. For Postgraduate Diploma, the candidate must have a degree from the Ahmadu Bello University or any other recognized University with a minimum of third class in a relevant field, or Cumulative Grade Point Average (CGPA) of 1.5 on 5 points grading system; or
- ii. Higher National Diploma (HND) at credit level in related field of study from an NBTE recognized University/Polytechnic or any other institution considered as equivalent.

B. Master Degree Programmes

- i. Possession of a first degree of Ahmadu Bello University or any other recognized University in the relevant field. A professional qualification from a recognized institution may be considered for admission to the professional master's degree.
- ii. Possession of a minimum of a 2.4 Cumulative Grade Point Average (CGPA) (on the 5.0 scale) for non classified degrees or a minimum of Second Class Lower for those not on the Course Credit system.
- iii. A candidate with a third class degree in an area other than the subject area applied for, but who has passed the Ahmadu Bello University Postgraduate Diploma in the subject area at credit level or better, may be considered for Master's degree admission in that programme.

C. Doctorate Degree Programmes

- i. Possession of a minimum of a 3.0 Cumulative Grade-Point Average (on the 5.0 scale) or average letter grade B at the Masters level.
- ii. Possession of a Master's research thesis (not project).
- iii. Possession of an M. Phil in addition to a professional master's degree or equivalent.

3.9.2 General Graduation Requirements

Duration of Study:

- i) *Postgraduate Diploma Programme*
 - a) Full-time Diploma: Minimum of two (2) semesters and a maximum of four (4) semesters
 - b) Part-time Diploma: Minimum of four (4) semesters and a maximum of six (6) semester.
- ii) *Master Degree Programme*
 - a) Full-time: A Minimum of three (3) semesters and a maximum of six (6) semesters
- iii) *Doctorate Programme*
 - a) Full time PhD: Minimum of four (4) semesters and maximum of six (6) semesters.
 - b) Part time PhD: Minimum of six (6) semesters and maximum of ten (10) semesters.

Course Work:

Postgraduate Diploma: Postgraduate diploma shall carry a minimum of 24 credit units.

Master: Master degree shall carry a minimum work load of 30 credit units

Doctorate: PhD – A minimum workload of 40 credit units (advanced research methodology and computer/statistical studies only).

Research work:

Postgraduate Diploma: A Postgraduate Diploma project report carries 4- 6 credit units

Master: A Master thesis carries 6- 12 credit units.

Doctorate: A PhD dissertation carries of 12- 18 credit units.

Seminars:

Postgraduate Diploma; At least 2 seminars (pre and post-data) at either the departmental or Faculty level required.

Masters; A minimum of 1 seminars per semester (proposal, progress reports and post data) required. These should be at the Faculty or departmental level

Doctorate; As for Masters programme.

External Project/Theses/Dissertation Defence:

Postgraduate Diploma: Project defence internal or external.

Master: Thesis defence external with 1 external and 2 internal examiners.

Doctorate: Dissertation defended externally with 1 external and 3 internal examiners.

3.9.3 Recognised Levels of Postgraduate Programmes

- i. *Postgraduate Diploma*
Postgraduate Diploma Programmes: Postgraduate diploma programmes usually include coursework with examinations and long essays or research project reports. Such programmes may be full-time or part-time.
- ii. *Master Degree Programmes:* All Master degree programmes have coursework with written examinations. These programmes are full-time and involve a research thesis and an oral defence of such a research work.
- iii. *Doctor of Philosophy Degree (PhD) programmes:* All PhD Degree programmes have coursework with written examinations, a dissertation that involves oral defence and requires the participation of an external examiner. Credit units earned on coursework during a master degree are usually credited towards the PhD degree.

3.9.4 Teaching and Supervising Staff

Teachers of postgraduate courses are normally holders of a PhD with at least one year post-doctoral experience. In special circumstances, other categories of teachers may be approved by the Board of the School of Postgraduate Studies on the recommendations of the Faculty Postgraduate Studies Board. All such lecturers should not be registered postgraduate students.

Requirement for supervision of postgraduate students shall be as follows:

- i) A Supervisory Committee shall consist of a minimum of 2 and 3 supervisors for each postgraduate student on the master's and doctoral degree programmes respectively. One of the supervisors shall be designated the Chairman of the Supervisory Committee.
- ii) Proposals and confirmation of supervisors shall only be at a departmental postgraduate committee meeting.
- iii) The Chairman of the Supervisory Committee should necessarily be a specialist or demonstrate sufficient interest in the research area (i.e. minimum of 3 relevant publications as lead author in the preceding 3 years).

- iv) All lecturers qualified to teach Postgraduate courses and who are not registered postgraduate students are eligible to supervise Master degree programmes. For a PhD programme, Chairman of the Supervisory committee must be of a rank not lower than senior lecturer.
- v) A supervisor shall guide a student in his studies and keep a record of the candidate's progress, countersign his/her log book and submit a regular progress report through the Dean to the Board of the School of Postgraduate Studies.
- vi) A supervisor may be changed where and when necessary subject to the approval of the Board of the School of Postgraduate Studies.
- vii) Where a student spends part or all of his required courses in another institution, the external supervisor will only be required to submit a written report on the candidate at the end of the programme. Such a supervisor may not be required to participate in the oral examination of the candidate.

3.10 POSTGRADUATE STUDY POLICY

The Ahmadu Bello University, Zaria Postgraduate Studies policy spells out the guidelines for staff and student engagement in postgraduate activities in the University. The PG policy envisages that each student would accomplish his/her studies within the stipulated 2 years for Masters and 3 or 5 years for full or part time Doctor of Philosophy (PhD) programmes. Specifically, the terms of the policy have been presented to define roles and duties of PG students, staff, Department, Faculties and the School of Postgraduate Studies in the conduct of postgraduate studies in the University.

It is also noteworthy that the policy took into cognizance and is in conformity with the existing PG studies guidelines in the University as well as the benchmark requirements of the National Universities Commission (NUC).

Students

1. An applicant for an M.Sc program must be a graduate of a requisite degree from a recognized Institution and must have obtained a Second Class Lower (2²) class for classified degrees or other peculiar requirement of the relevant Department
2. A PG student should offer a minimum of 50% of his/her courses in the relevant department and spectrum of their study.
3. Each PG student shall produce and defend a proposal within 6 months for masters and 1 year for PhD programs.
4. A Postgraduate student shall arrange for a meeting of his/her postgraduate supervision committee (and serve as the Secretary of such a Committee):
 - a. Prior to his proposal seminar
 - b. Once per semester
 - c. On completion of his/her work,
 - d. Before the final seminar/internal defense,
 - e. Before forwarding his/her project/thesis/dissertation to the HOD through the Chairman of the Supervisory Committee.
5. A Postgraduate student is expected to conduct both theoretical and practical components of his/her study with minimal assistance from technical staff or supervisors.
6. A Postgraduate student should attend 75% of all lectures and seminars he/she registered for and make presentations as indicated. Failure to abide by this shall disqualify the student from being examined or given a failing grade in the case of seminars.
7. All Postgraduate students are to renew their registration with the School of Postgraduate Studies at the commencement of each session. Failure to register for 2 consecutive semesters automatically invalidates the student's admission.

8. A Postgraduate student shall be assessed in all or part by a written exam, term paper, orals, seminar, assignments and group project/presentation for courses he/she registered for at the end of each semester.
9. All Postgraduate students are to register for the seminar (1 CU) and research (2 or 3 CU/semester for masters' and doctorate); make a seminar presentation every semester for the duration of his/her study.
10. A student shall withdraw from the programme if at any time his/her CGPA falls below 2.5
11. A Postgraduate student may transfer his/her studies to or from the Faculty (from a recognized University) along with all relevant grades if approved by the Department/Faculty and Senate.
12. All postgraduate students who are not certified Computer literate are to undergo a mandatory "Basic Computer Operations" Course prior to graduation.
13. All postgraduate students are to communicate their preferences in supervision/supervisors to the HOD within the first semester of their study.
14. Each student is to maintain a Postgraduate log/work book into which all relevant activities are recorded. This is to be periodically inspected and endorsed at the end of each semester by the supervisory committee and shall be presented at the external examination.
15. Prior to the external oral defense, all postgraduate students must have completed the minimum credits of course work, presented all seminars required and have a valid registration with the SPGS.
16. The student should after correcting the thesis/dissertation forward the stipulated number of bound copies of the thesis/dissertation to the SPGS through the Head of Department and Dean.
17. An aggrieved PG student should lodge a formal complaint to the Faculty PG Appeals and Disciplinary Committee, if dissatisfied with the outcome; he/she should forward such complaints to the SPGS Appeals and Disciplinary Committee. Direct communications to the Vice Chancellor's office or National Universities Commission (without exploring these options) shall no longer be entertained.
18. All postgraduate students are expected to download, fill and appropriately submit the Postgraduate Courses and Postgraduate Supervision Evaluation Forms from the SPGS webpage on the Ahmadu Bello University website: www.abu.edu.ng.
19. Requests for Statement of Results and Progress reports are also to be made online via the SPGS webpage. Details are spelt out on the page.
20. The scholarship of a part-time student (staff) is deemed to have lapsed at the expiration of his/her initial study duration; he/she shall thereafter either apply to the Vice Chancellor for an extension or commence paying the prescribed fees as applicable to the programme of study.

Staff

1. Qualified staff members are expected to participate in Postgraduate programs as supervisors and/or course teachers/instructors/lecturers or coordinators.
2. All teachers/lecturers/ instructors of postgraduate programs and courses should have obtained the degree for which they are teaching or supervising and should not be registered post graduate students.
3. The Chairman of the Supervisory Committee shall be primarily responsible for the leadership and direction of supervision although the ultimate graduation of postgraduate students is a collective responsibility of the entire supervisory team.
4. All Postgraduate courses should be taught by a minimum of 2 staff where possible.
5. A supervisor shall not supervise more than 10 postgraduate students as a major supervisor but may participate as a member of other committees.
6. Every Supervisory Committee shall meet at least once in a semester to review the progress of their student prior to the departmental PG Committee meeting.
7. Departmental PG coordinators are to attend all postgraduate presentations and external defense in respect of their departmental PG student(s).

8. Where required, the supervisors shall submit a progress report on a student to the SPGS, sponsors or employers through the respective department and Dean's office.
9. For good cause, a supervisor may indicate his intention to discontinue the supervision of a postgraduate student through the Head of Department to the SPGS.
10. All aggrieved postgraduate lecturers/supervisors are to channel their complaints to the Faculty Postgraduate Studies Board, if dissatisfied, such complaints should be forwarded to the Dean SPGS (Direct communications to the Vice Chancellor's office or National Universities Commission (without exploring these options) shall no longer be entertained.

Departments/Faculties/SPGS/University

1. Development of classroom, laboratory and office facilities suitable for postgraduate studies and instruction should be pursued by all departments.
2. Each Department shall nominate a qualified staff (other than the HOD) to coordinate its postgraduate program(s).
3. Departmental PG Committees should meet at least once every semester to review progress of their students, endorse nominations for examiners (internal and external) by the HOD and allocate supervisors to the department's postgraduate students.
4. The HOD in consultation with the departmental PG Committee shall ensure that only competent supervisors are appointed into supervisory committees.
5. In all situations, the outcome of an external examination shall be communicated to the School of Postgraduate Studies within 3 months of the examination.
6. A provisional supervisory committee of 1 for PGD; 2 for Masters and 3 for PhD students shall be proposed for each student as a pre-condition to the admission of the student.
7. The responsibility of the Supervisory Committee shall be in parts to:
 - a. Assist in planning the research project. It is desirable that the project be in the major supervisor's area of interest and specialty.
 - b. Assist the candidate to prepare application for research grant from the University Board of Research (if a staff) or from any other source
 - c. Hold regular meetings with the candidate.
 - d. Keep a record of the candidate's progress and submit yearly reports to the SPGS through the Head of Department of the candidate.
 - e. Guide the candidate in writing the thesis in conformity with the approved format.
8. Whereas a Lecturer 1 may partake in the supervision of both M.Sc. and PhD students (if a PhD holder) he/she cannot serve as the major supervisor for a PhD student until he/she attains the rank of a Senior Lecturer.
9. A provisional supervisory list shall be forwarded along with admission recommendations in respect of all applicants, confirmation (or otherwise) of these shall be made along with confirmation of the applicant's admission.
10. One year after the award of a postgraduate degree, a department may engage the services of the affected staff in PG supervision but such staff can be immediately co-opted into teaching relevant postgraduate courses.
11. At the beginning of each semester, all departments should produce a postgraduate lecture time table, a copy of which should be forwarded to the postgraduate school.
12. A one-semester postgraduate course should be delivered and examined within the semester in which it is being offered.
13. Ensure the incorporation of at least one suitable expert from another department or relevant establishment within or outside Nigeria in all postgraduate supervisory committees.
14. All admissions shall remain provisional until after submission of the transcript and Senate confirmation (where the applicant did not obtain the pre-requisite qualification (degree) from the Ahmadu Bello University).

15. Departments are to ensure compliance with the minimum and maximum duration of programs, workload, seminar and research credit unit allocations.
16. The Supervisory Committee may recommend to the Departmental and subsequently, the Faculty Postgraduate Board and SPGS the termination of a student's candidature for unsatisfactory progress.
17. Departments should utilize qualified and suitable staff from other units of the university, centres and institutes in teaching and supervision of postgraduate students.
18. All Masters and PhD thesis and dissertations are to be subjected to an open external defense. (PhD defenses are to be domiciled in the Seminar room of the School of Postgraduate Studies.
19. The Faculty PG Board shall meet monthly to review submissions to and from the Postgraduate school as well as evaluate the progression of the Faculty PG programs.
20. A panel of the external and internal examiners (one external to the department) shall jointly examine postgraduate students.
21. The HOD shall ensure that the department communicates the date of an external examination to the SPGS, supervisors and the University Community 2 weeks in advance.
22. Where a department or Faculty Postgraduate Studies Board is unable to resolve a supervisory crisis, the School of Postgraduate Studies shall in consultation with the relevant Dean and HOD:
 - a. Effect the immediate reconstitution of the Supervisory Committee.
 - b. Invite an external Examiner and cause the external examination to be conducted (as the case maybe).

3.11 POSTGRADUATE STUDIES STRUCTURE

Programme Structure for Postgraduate Diplomas

Degree in view	Year 1		Year 2	
	Semester 1	Semester 2	Semester 1	Semester 2
PGD	*Registration *Coursework. *Proposal defense (Sem. 1) *Research * Confirmation of admission & superv.	*Completion of research *Project presentation * Appointment of examiners & conduct of Exam. *Correction & submission of defended project.	*PGD award	

Programme Structure for Master Degree.

Degree in view	Year 1		Year 2		Year 3	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
MSc/MA	*Registration *Coursework. *Seminar 1 * Confirmation of admission & superv.	*Coursework *Proposal defense (Seminar 2) *Research	* Registration *Research *Seminar 3 *Thesis writing *Review of thesis * Appointment of examiners *Presentation of examinable copies of thesis	*External defense of thesis *Correction & submission of copies of the defended thesis.	*MSc award	NIL

Programme Structure for Full-time PhD Studies.

Degree in view	Year 1		Year 2		Year 3		Year 4	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
PhD (full time)	* Registration *Coursework *Seminar 1 *Research * Confirmation of admission & supervisors	*Coursework *(Seminar 2 *Research	* Registration *Research *Seminar 3	*Research *Seminar 4 *Dissertation writing	*Research *Dissertation writing *Review of Dissertation by supervisors *Seminar 5 * Appointment of examiners	*Presentation of examinable copies of Dissertation *External defense of Dissertation	*PhD award	NIL

Table 6: Programme Structure for Part-time PhD Studies.

Degree in view	Year 3		Year 4		Year 5		Year 6	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Sem. 2
PhD** (part time)	* Registration *Seminar 5	*Research *Seminar 6	* Registration *Research Dissertation & writing. *Seminar 7	*Dissertation & seminar writing *Review of Dissertation by supervisors *Seminar 8	* Registration *Seminar 9 *Dissertation writing * Appointment of examiners *Presentation of 5 examinable copies of Dissertation	*External defense of Dissertation *Correction & submission of 2 copies of the Dissertation	*PhD award	NIL

**** Year 1 & 2 are as for PhD full time program**

3.12

UNIVERSITY EXAMINATION REGULATIONS

A. Preparation for Examination

1. Printing of master lists of registered students should be done by ICT and should take place two weeks after Add/Drop exercise is completed, and this should be distributed to Faculties by the third week. The Add/Drop period should be strictly enforced and no more Add/Drop after the expiration period. The end of Add/Drop period should not extend beyond 6/7 weeks after registration.
2. Final Examination Time Table must be ready five weeks before commencement of semester examination.
3. Examination cards should be generated four weeks before commencement of semester examination, and distribute to Faculties.
4. Distribution of examination cards to students should take place two weeks before examination.
5. Distribution of Examination Regulations to all staff by the HOD for compliance should take place three weeks before commencement of semester examination.
6. The money for the purchase of examination materials should always be released on time, at least by mid-semester.
7. Examination materials should be standardized, and be supervised by the Academic Office.
8. For large classes (especially 100 and 200 level) in relevant Departments, multiple choice/Fill-in/Short answer questions should be set for continuous assessment tests and semester examination.

B. Administering of Examination

1. All examination question papers should be submitted to the Chief Examiner along with marking schemes at least four (4) weeks before commencement of semester examination.
2. Internal (Departmental Examiners Board) moderation of question papers and marking schemes should be completed three weeks before examination.
3. External moderation of question papers and marking schemes should be completed two weeks before examination.
4. Moderated/corrected copies of question papers and marking schemes should be under the custody of the Chief Examiner of the Department (HOD).
5. Production of examination question papers (by Departmental Examination Office) must be under the supervision of the Chief Examiner (HOD).
6. The Chief Examiner should deposit all examination questions for each examination session with the Faculty Examination Officer/Departmental Examination Officer 45 minutes to the beginning of each examination.
7. All Chief invigilators should collect Examination questions from the Faculty Examination Officer 30 minutes to the beginning of each examination and take them to the examination venue.
8. All Invigilators should be at the venue of each examination 30 minutes to the beginning of each examination.
9. Accreditation of students into the examination hall must commence 30 minutes to the examination.
10. Examination scripts should be returned to Department via Faculty Examinations Office (for documentation). The invigilator should ascertain the number of examination scripts collected.
11. Examination answer scripts should be collected from Faculty Examination Officer by HOD/ Departmental Examinations Officers within 24 hours of each examination and course lecturers should collect their scripts for marking within same period. The HOD must ensure the scripts collected tally with the attendance slip.
12. Marking of examination scripts should be completed latest 4 weeks after the last date of examination.
13. Faculty examinations should not last more than three weeks.
14. Internal (Departmental Examiners Board) moderation/consideration of results must be done by departments five weeks after examination.

15. All Examinations must be moderated by external examiners.
16. Faculty Board of examiners shall meet six weeks after last day of the examinations to consider and approve the results.
17. Senate (or Senate Standing Committee) shall meet and consider results seven weeks after examinations.

C. Appointment of External/Internal Moderators

1. Appointment of external and internal moderators should be forwarded to Senate (or Senate Standing Committee) for consideration and approval four weeks after commencement of academic session.
2. Departments should inform Senate in their submission the number of terms the external examiners they recommended had served. External moderators should serve for a maximum of three terms at a stretch.

D. Conduct of Examination

1. Faculty / Departmental Examination Officers should be from the rank of Senior Lecturer.
2. There should be a co-coordinator (normally a Professor/HOD) for each examination session. The most senior academic staff should be designated Chief Invigilator/Coordinator for each examination session.
3. The duration for the Examination Officer for the Faculty should be two years. First year to study the process and second year to lead the Faculty.
4. The duration for Departmental Examination Officer should be two years.
5. The money being given for entertainment to invigilators during examination should be reviewed periodically.
6. Deans and Heads of Department should be remunerated for examination administration.

E. Logistics

1. Good lighting and sitting arrangement should be provided in all academic areas during examination.
2. Both Faculty / Departmental Examination Officers should be given one month salary for each semester examinations, while their Deputies gets 50% of their respective monthly salary for each semester examination.
3. The University should put in place a user-friendly examination software package for processing and presentation of examination results.
4. The University Administration should furnish Departmental/Faculty Examination Offices.
5. Faculty that submits its **COMPLETE** results within the stipulated period to the Academic Office for Senate consideration should be commended.
6. ERIC cases should be considered at the same time semester results are considered. Members of ERIC committee should be remunerated to work hard so that ERIC cases are considered along with results.
7. Academic Office should be upgraded in terms of space/equipment/personnel to enable them cope with volume of examination results, transcript etc.

F. Academic Monitoring

1. The University should set up a Central Monitoring Committee to monitor teaching and examination. The composition of the Committee include: -

Director Academic Planning and Monitoring	-	Chairman
Academic Secretary	-	Member
One Prof. from each Faculty nominated by Faculty Standing Com.	-	Member
Admin. Sec. D.A.P. and Monitoring	-	Secretary

2. Each Faculty should set up a Monitoring Committee to monitor teaching and examination.
3. Head of Department should monitor teaching activities in the Department and report to the Faculty Monitoring Committee who in turn report to the Central Monitoring Committee.
4. Course assessment form to be made available to the students at the end of each semester.

G. Sanctions

1. Any lecturer who does not complete marking the scripts of the course he/she teaches four weeks after the stipulated period will lose 50% his/her salary and if marking is still not completed by one month he/she loses the salary for the whole month.
2. If a lecturer fails to invigilate an examination, he/she should be advised to take the work seriously. If on continued absence, and no prior notice or arrangement was communicated to the department, then he/she should be given a query. If however, the answer to the query is not satisfactory, the lecturer is interdicted to face disciplinary action.
3. When a Head of Department is incapable of taking control of his department in managing examination in that Department he/she should be relieved of his/her appointment.

H. Categories of Punishment for Examination Malpractices

A. Offences by Students

i) *Expulsion*

The following offences shall carry the punishment of expulsion for breach of Matriculation Oath.

- a) Impersonation at Examination. This may involve the exchange of examination numbers or names on answer scripts or the intentional use of someone else's examination number. (Examinations include Continuous Assessment, Semester Examinations, SIWES etc).
- b) Introduction of relevant foreign materials and cheat notes into the Examination Hall.
- c) Exchange of relevant materials in Examination Hall which may involve:
 - 1) The exchange of the question papers containing relevant jottings and materials, or
 - 2) Collaboration/copying from each other or
 - 3) Exchange of answer scripts.
- d) Theft/Removal/Replacement of Examination scripts or materials.
- e) Destruction of examination scripts or materials
- f) Copying from cheat notes
- g) Consulting cheat notes outside the Examination Hall in the course of the examination.
- h) Facilitating/abetting cheating during examination.
- i) Use of mobile phones (GMS) text messages and/or other such communication or electronic gadgets during examinations.
- j) Life threatening assaults to an invigilator, examination officer or any constituted authority with evidence.
- k) Wilful destruction of exhibit (foreign material or cheat note) in the examination hall on the suspicion or on arrest for committing examination malpractice.
- l) Solicitation for marks or change of grades from the examiner or examination officer.

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 non relevant materials to the Examination Hall
- c) Non appearance at the Examination Irregularities and Malpractices Committee (ERIC) until the accused appears before it.
- d) If a student refuses to appear after first year of rustication, it is taken as self

- e) withdrawal.
Introduction of mobile phone (s) and/or other such communication or electronic gadgets to examination hall.
- f) Any student that insults an invigilator, examination officer or any other constituted authority during examination.
- g) Introduction of fake examination card or identity card in the examination hall.

iii) Written Warning

The following offences shall attract a written warning:

- a) Speaking/Conversation during examination
- b) Writing on a question papers.
- c) Unruly behaviour in the examination hall that does not affect the conduct of the examination.
- d) Failure to write name, registration number, signature, on the attendance register.
- e) Partial mutilation of the answer script by alteration, cancellation, over-writing of name, examination number, identity number, examination code, torn-off pages, etc on the answer script.

- iv) No penalty of any form may be inflicted on any student in the course of any examination without going through due process of ERIC.

B. Offences Involving Staff

Any act of commission or omission amounting to examination malpractice e.g. loss of scripts, continuous assessment, projects, alteration of mark etc by a member of staff shall be referred to the Senior Staff Disciplinary Committee for appropriate punishment.

3.13 STUDENT REGISTRATION AND ORIENTATION

3.13.1 Application and Admission Procedure

Procedure for PG Online Application Form

1. User Account Creation:

- Go to www.abuportal-ng.org
- Click on Post Graduate Online Application Form Hyperlink on the homepage at the left panel.
- Fill the Account Registration Form, and then click on register button to obtain your Login Details. A copy of the login details will be sent to your email address.

2. Generate Transaction ID for Bank Payment;

- Go to www.abuportal-ng.org
- Click on Post Graduate Applicants Login Hyperlink on the homepage at the left panel.
- Enter your login details
- Click on Generate Bank Transaction Id Hyperlink at the left panel.
- Then Click on Pay Via Branch Collect Button
- Then Click on Confirm Button
- Then Click on Generate Transaction Id Button
- Print The Generated Transaction Id and Proceed to Designated Bank for Payment.
- Collect Payment Receipt print out from the Bank Teller.

3. Filling PG Online Form:

- After step 1 & 2.

- Go to www.abuportal-ng.org
- Click on Post Graduate Applicants Login Hyperlink on the homepage at the left panel.
- Enter your login details
- Click on Application Form hyperlink to fill the PG Application Form. Scanned Passport & signature must be less than 100kb and in .jpg format.
- Select the exact number of Documents you want to add and attach Scanned Documents.
- After submission a confirmation mail will be sent to your email address.

3.13.2 Registration

1. Upon acceptance of the offer of provisional admission, each candidate shall be given a three-month provisional registration period by the SPGS.
2. Tuition and other fees shall, except where exemption has been granted by the University, be payable by all candidates provisionally registered for Postgraduate studies at rates prescribed from time to time by the University Council.
3. At the end of the corresponding first semester, Departments shall apply through the Dean of Faculty/Academic Boards and through the SPGS, to Senate for approval/confirmation of the registration as well as the Supervisory committee of each candidate.
2. Once approved and in order to remain a bona fide postgraduate student, each candidate shall renew his/her registration with the SPGS at the beginning of each academic year until he/she is examined on the project report/thesis/dissertation, and has submitted copies of hard-bound Project/Thesis/Dissertation and earned the completion of Regulations certificate (CRC) of the School.
3. A student shall be deemed to have fully registered only after:
 - a. Undergoing the required verification/screening (1st year only).
 - b. Payment of prescribed fees (except where exempted/waived or on ABU scholarship).
 - c. Completion of Course registration online and at the Departments/Faculties and Institutes.
 - d. Submission of registration documents to the PGS and Departments.
6. Violation of the registration regulations shall attract a penalty fee to be determined by the PGS from time to time.

3.13.3 Matriculation and Orientation

All postgraduate students entering the university for the first time are required to matriculate at a formal ceremony presided over usually by the Vice 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 student from his/her faculty for matriculation, whilst the Registrar reads out the Matriculation Oath.

Matriculation Oath

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

Thereafter the matriculants sign the Register.

3.14 REGULATIONS GOVERNING HIGHER DEGREES STUDIES, EFFECTIVE 2010/2011 ACADEMIC SESSION

The Revised Regulations governing higher degree studies in the Ahmadu Bello University provides the framework for the conduct of postgraduate studies in the University. Details of the regulations are available on the SPGS's webpage or the 'Revised Regulations Governing Higher Degrees Studies booklet (Effective 2010/2011 Academic Session).